Penpower WorldocScan X

User Manual

Version: v1.0a

Release: December, 2011

Penpower Technology Ltd.
Software User License Agreement

You are licensed to legally use this software program ("the Software") by Penpower Technology Ltd ("Penpower") under this license agreement ("The Agreement"). If you do not agree with any of the provisions in this Agreement, please do not install, copy or use the Software. By using the Software, you are deemed to fully understand and accept the provisions of this Agreement.

1. Intellectual Property

All intellectual property rights in the Software, together with all information and documents included in the packaging for the Software (including but not limited to copyrights), are property of Penpower, and are protected by relevant laws and regulations.

2. License to Use

You are authorized to use the Software on one (1) single computer only. You may not use the Software on any other machines other than the said single computer.

3. Authority to Copy

The Software and all documents included with the Software, and copyright thereof, are property of Penpower. You are licensed to make one (1) copy of the Software for your personal backup purposes. All other acts of copying are strictly prohibited.

You may not sell, lease, dissemble, reverse engineer, copy, translate, adapt or derive the Software, or obtain the source code of the Software by any other means. You may not use the Software for any purposes other than those permitted under this Agreement.

4. Business Users

If you need to install or use the Software on more than one (1) computer, please contact Penpower or our local distributor to purchase a license for the additional use.

5. Liability

You agree to indemnify Penpower against all losses, costs, debts, settlement payments or other expenses (including but not limited to attorneys fees) arising from your breach of this Agreement, and you agree to compensate Penpower for all of the above mentioned damages.

6. No Warranty

Effectiveness of a packaged software in handling information is closely related to its software and hardware environment. The Software is published following careful development and product testing by Penpower, but Penpower is not able to conduct tests based on all possible combinations of software and hardware environment. Therefore, Penpower is unable to promise nor warrant that there will be absolutely no risk of loss or damage of information, or any other kind of loss, during installation and/or execution of the Software. You must be fully aware of your risks in using the Software.

Penpower will provide you with the Software and support services in respect of the Software to the maximum extent permitted by law. However, Penpower does not warrant that the Software and information included in the package of the Software contain no defects or errors. Penpower is not liable for any indirect, special or incidental loss arising from the Software, including but not limited to loss of profits, damage to business reputation, cessation of work, hardware malfunction or damage, or any other commercial damage or loss arising from commercial use of the Software.

7. Limitation of Liability and Damages

The maximum amount of compensation payable by Penpower, in respect of any damage incurred by you for any reason under this Agreement, is limited to the amount you have already paid to Penpower in respect of the Software.

Under no circumstances will Penpower be held liable for the possibility of loss, notwithstanding Penpower may be aware of the possibility of such loss.

8. Prohibition Against Sublicense

You are prohibited to assign the license in respect of the Software granted to you under this Agreement, or to grant a sublicense to another person.

9. Jurisdiction

With regards to any disputes arising from this Agreement, Penpower and you agree that the court having jurisdiction over the business location of Penpower will be the court in the first instance.

10. Miscellaneous

In the event that any provision of this Agreement is found to be invalid at law, such invalidity will not affect the validity of any other provisions, or the legal enforceability of such other provisions.

In the event that the Software cannot be executed under conditions of normal use, due to any damage to the original disk/s, Penpower will replace the disk/s free of charge.

Contents

There may be newer versions of the software that was released during or after this product's manufacturing date. If the content in the User Manual differs from the on-screen interface, please follow the instructions on the on-screen interface instead of the User Manual.

Chapter 1 Product Introduction

1.1 Product Features

WorldocScanX offers the best solution for document management. The program allows you to scan paper documents or import files, convert them into PDF, JPEG, BMP or TIFF files, and make management.

● **Innovative wall mount design**

WorldocScan 410 comes with an magnetic design to mount the scanner on the wall you will be prompted to save your workspace.

● **Funnel-design paper feed**

The paper-feed slot is designed as a funnel to make paper-feeding easier than ever.

● **No-button on hardware**

Scanning can't be simpler. The hardware simplifies the scanning process to three steps: feed, scan, and share.

● **USB attached, chic-design**

WorldocScan 410 comes bundled with USB and hence will never fail you at any time. The chic, elegant, and ultra-portable design makes scanning easy than ever before.

● **Scan, manage & share**

WorldocScan X lets you scan, manage and share scanned docs in the best ways possible.

● **Transports data into searchable PDF**

WorldocScan X converts scanned paper documents or existing files into searchable PDF documents. All you need to do is feed, scan and search.

● **Convert scanned documents into Word or Excel files**

WorldocScan X converts scanned paper documents or existing files into Word or Excel files. .

● **Support 190 recognition languages**

Support 190 recognition languages, including English, French, German, Italian, Spanish and more.

● **Smart keyword search**

Not just documents, even existing image files can be converted into the searchable PDF format. WorldocScan X not just scans, but also allows smart keyword search through which you can find documents using keywords.

1.2 System Requirements

- Intel Pentium III 1GHz CPU or above
- Windows 7 / Vista / XP
- 1G RAM or above
- 1G of available hard disk space
- CD-ROM drive
- USB port

1.3 Hardware Introduction

Feed Paper Here

Scan status light

Hardware Specifications

- Dimensions (LxWxH): 288x53x42 mm
- Weight: 490g (scanner), 50g(magnet part)
- Optical Resolution: 600 dpi
- Scanning Area (W xL): Max: 216x355 mm (8.5"x14"), legal size
- Paper Thickness: 0.08~0.36 mm
- Scanner Type: Color/Gray-scale/Black-white

How to remove the magnet

There is a piece of flat magnet attaching to the bottom of the scanner. This magnet allows the scanner to be attached on metal objects, such as cubicle partition and the like.

The magnet is removable. If you want to scanner simply lain on the table, please gently lift the **edge** of the magnet to remove the magnet from the scanner, as the arrows pointing out in the diagram below.

Note: Do not lift the center of the magnet as this will damage the magnet.

1.4 Scan Directions

Whether the scanner is laid on the table or mounted on the wall, please follow the scan directions below to feed the paper into the scanner.

1. Put the paper face-down.
2. Align the paper to the right side of the scanner slot.
3. Feed the front of the paper first.

Chapter 2 Welcome to WorldocScan X

2.1 Install WorldocScan X

1. Place the installation CD in the CD/DVD-ROM drive and the system will automatically run **[Setup.exe]**. Please click on **[Install WorldocScan X and Scanner Driver]** to begin the installation process.

2. You will see the installation wizard on the screen. Please click **[Next]** to continue.
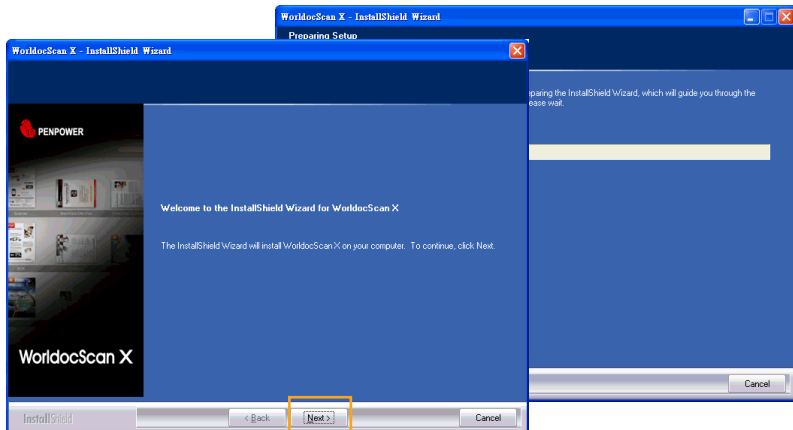
3. Please read the license agreement carefully and check **[I accept the terms of the license agreement]**. Then click on **[Next]** to continue.
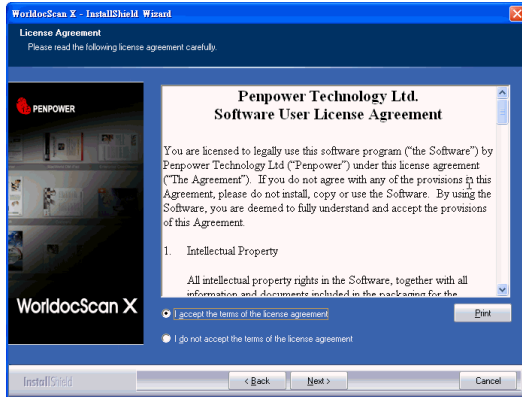
4. At the folder selection screen, you can use the system default folder or click on **[Browse]** to select an installation folder. Click on **[Next]** to continue.
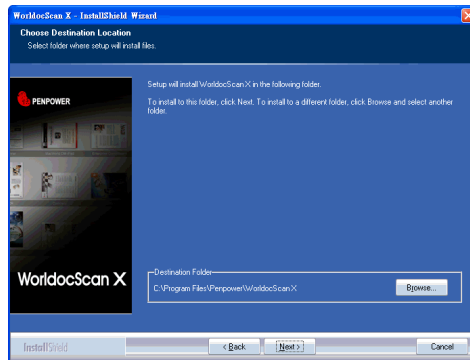
5. Click **[Install**] to begin the installation. If you want to change the storage path, please click **[Back]** to return to the previous step.
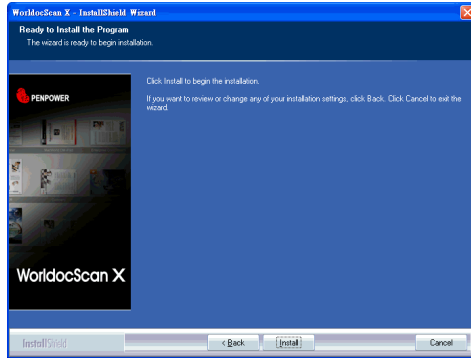
6. The installation progress is displayed on screen.
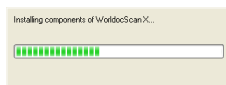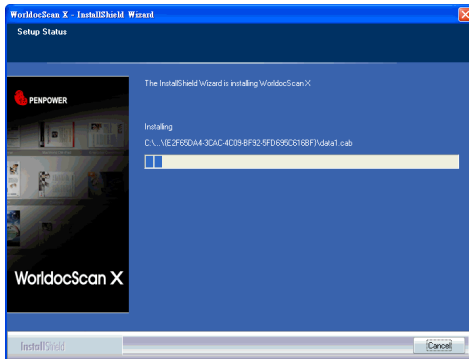
7. After WorldocScan X is installed, please proceed to install PDF IFilter.
   Please Click **[Next]** and follow the instructions to install PDF IFilter on your computer.
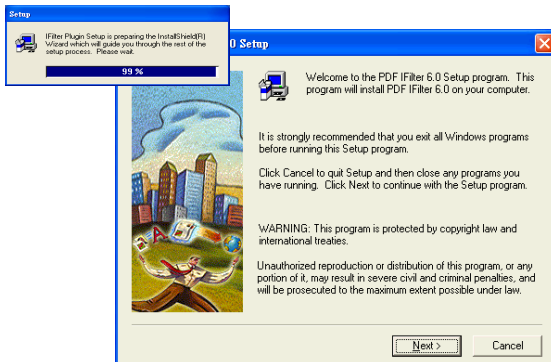
8. When the installation is completed, click **[Finish]** to exit.
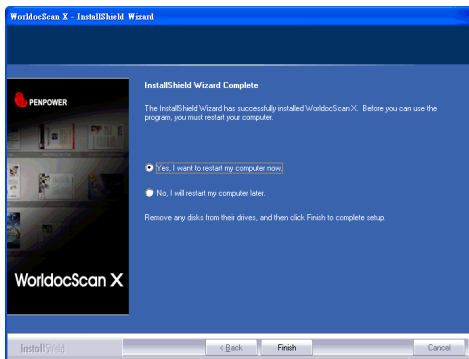
2.2 Launch WorldocScan X

Run WorldocScan X from **[Start/All Programs/Penpower WorldocScan 410/Worl-docScan X/WorldocScan X]** or click the **[WorldocScan X]** desktop icon to launch WorldocScan X.

2.3 Registration

When you run WorldocScan X, you are prompted to register online. Click **[Register now]** to register right away. If you click **[Register later]**, you may go to **[About Worl-docScan X]** and choose **[Register]** when you are ready to register. Check the **[Hide the message next time]** to do not show the **[Register reminder]** again. If you have registered, please click **[Registered]**, this reminder will not display next time you launch this application.
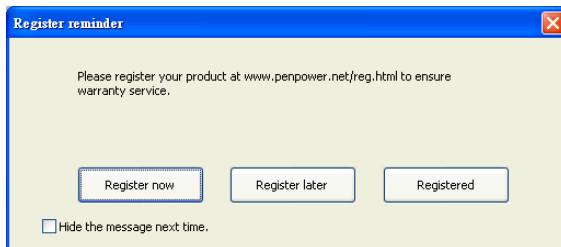
2.4 Calibration

Scanner Calibration is necessary to ensure that the scanned image has the best color match with the document itself. When WorldocScan X runs for the first time, the calibration wizard will appear to guide you through the process.

Note: If you use the scanner on another computer, you need to calibrate the scanner again.

1. Run the WorldocScan X.

2. The **[Calibrate scanner]** dialog box displays to notify you to calibrate the scanner. Click **[Yes]**.

3. Place the blank side of the calibration sheet with face-down in the scanner and then click the **[Calibrate]** button to calibrate the scanner.

4. Click the **[OK]** button when the calibration process is finished.
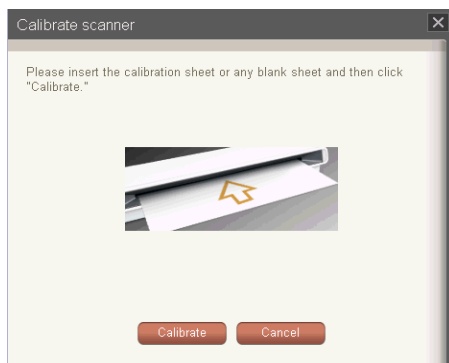
Tips:
1. *If you find the scans are consistently too dark or have poor color quality, for example, please perform calibration. Go to the [Settings] menu and choose [Calibrate Scanner] to launch the calibration process.*
2. *The calibration card is supplied with the package. If you lose it, you can use a same size of blank paper instead.*
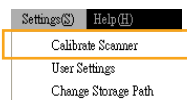
Chapter 3 Workspace

3.1 Workspace Overview

1 Categories Pane   *3* Current Category

2 Menu   *4* Toolbar   *5* Switch View Mode

6 Status Bar   *7* Files Pane
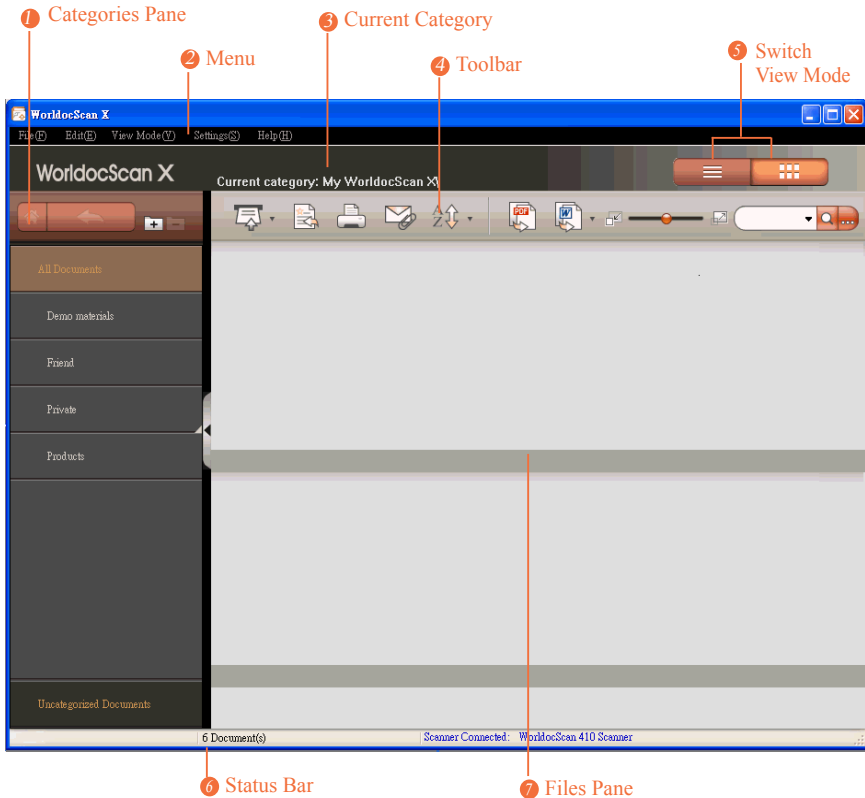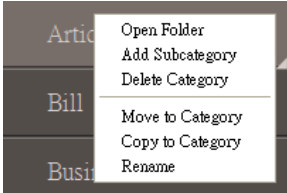
1	**Categories Pane**	This is where you control data. Categories can be freely created, moved, deleted, renamed, and so on.
2	**Menu**	File, Edit, View Mode, Settings, and Help.
3	**Current Category**	Show which category you are currently operating.
4	**Toolbar**	Scan, Import, Print, E-mail, Sort, Zoom In/Out, and Search.
5	**Switch View Mode**	Switch between Thumbnails Mode and List Mode.
6	**Status bar**	View the total number of files and scanner connection status.
7	**Files Pane**	Display files in the current targeted category here.

3.2 Categories Pane

The Categories pane on the left side of the main screen provides controls over files and categories in a more organized way.

① Home Category
② Back
③ Add / Delete
④ All documents
⑤ Categories
⑥ Adjust Categories pane width
⑦ Uncategorized documents

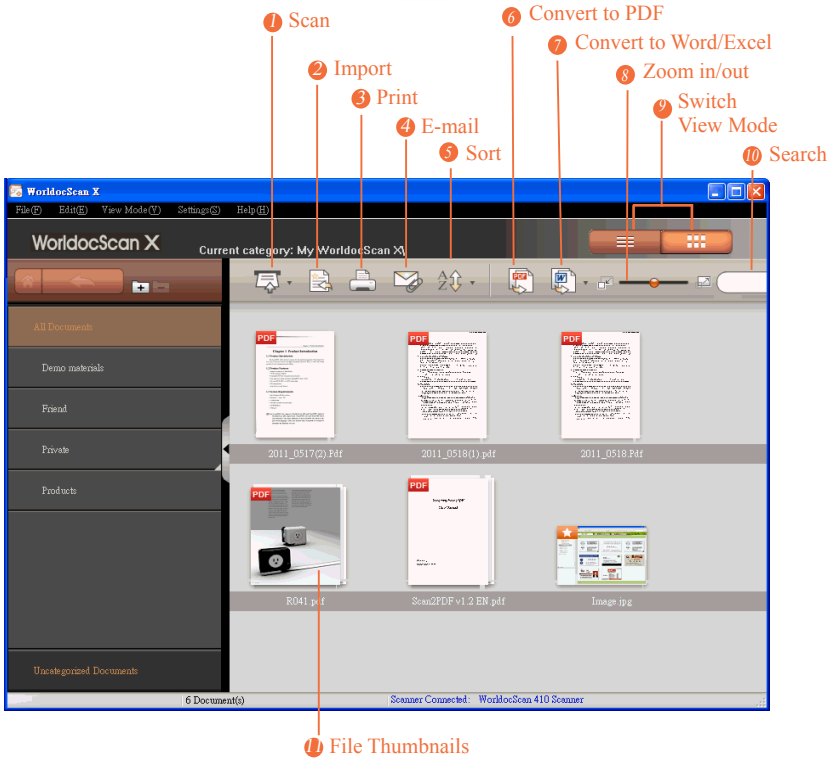| 1		**Home**	Click this button to quickly return to All Documents.
2		**Back**	WorldocScan X allows multi-layer categories. Click this button and you can return to the higher layer category.
3		**Add/Delete**	Add/delete a category or subcategory.
4		**All Documents**	Click this button to display all documents.
5		**Categories**	WorldocScan X includes preset categories where you can add documents. You can edit these categories or create new categories. A category with the little triangle icon has subcategories. Double-click a category to display the subcategories within it. Right-click a category and from the content menu, you can open the folder where the category and the files under it have saved, add a subcategory under the targeted category, delete the targeted category, move the targeted category and the files within it to another category, copy the targeted category and the files within it to another category, or rename this category.
6		**Adjust Pane Width**	Click the little triangle to display or hide the Categories pane. Drag the bar to adjust the width of the Categories pane.
7		**Uncategorized Categories**	The uncategorized documents will be stored in this category.

3.3 Files Pane

There are two view modes: Thumbnails Mode ⊞ and List Mode ☰ .
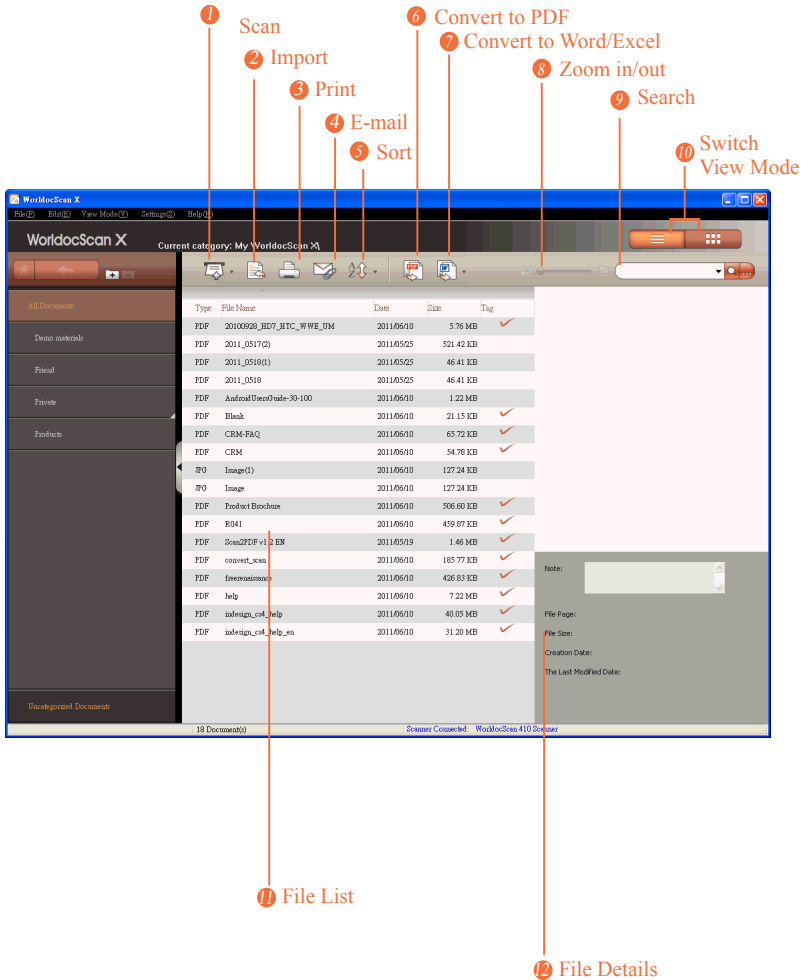
⊙ Thumbnails Mode

Thumbnails Mode ⊞ is the default view mode. It displays thumbnail representations of the first page of each document and provides easy identification of the files. You can adjust the size of the thumbnail icons. There are three kinds of thumbnails in the Files pane. PDF thumbnails appear with a **PDF** icon. Image thumbnails appear with a ⭐ icon. Double-click a thumbnail to view this file. If you have set passwords to a scanned PDF file, the thumbnail preview will be locked as ⊘ .

① Scan
② Import
③ Print
④ E-mail
⑤ Sort
⑥ Convert to PDF
⑦ Convert to Word/Excel
⑧ Zoom in/out
⑨ Switch View Mode
⑩ Search

⑪ File Thumbnails

Note: The file name will be abbreviated if it's too long. Put your pointer to the file name to display the complete name.

⊙ **List Mode**

In List Mode ☰, your files appear in ordered rows containing information, such as file name, type, size, creation date, and status of searchability. Double-click an item to open it.

① Scan
② Import
③ Print
④ E-mail
⑤ Sort
⑥ Convert to PDF
⑦ Convert to Word/Excel
⑧ Zoom in/out
⑨ Search
⑩ Switch View Mode
⑪ File List
⑫ File Details

|			
1		**Scan**	Click and hold the arrow to the right of the button and you can select an option from the drop-down list. : Single Page Scan : Multiple Page Scan
2		**Import**	: Import File
3		**Print**	Print the selected file.
4		**E-mail**	Send the selected file(s) as attachment(s) to your e-mail software.
5		**Sort**	: Sort by file name : Sort by file type : Sort by file size : Sort by file creation time
6		**Convert to PDF**	Covert documents to PDF files.
7		**Convert to Word/ Excel**	Click and hold the arrow to the right of the button and you can select an option from the drop-down list. : Convert files to Word files : Convert files to Excel files
8		**Zoom In or Out**	Use this slider to magnify or reduce the view of the thumbnail icons.
9		**Search**	Type keywords and click to search. You can click to set advanced search conditions.
10		**Switch View Mode**	Switch View Mode as List Mode or Thumbnails Mode .
11		**Thumbnail Icons**	Thumbnails Mode displays files as thumbnail icons in adjustable sizes.
12		**File List**	Files are listed with the file type, file name, creation date, file size, and the status of searchability.
13		**File Details**	You can add or edit annotations by directly entering texts in this field. These texts can be used as search criteria.

3.4 Menu
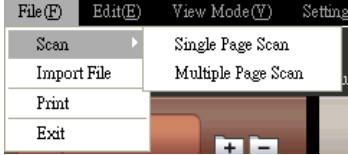
There are five main menus, appearing at the top of the screen: **[File]**, **[Edit]**, **[View Mode]**, **[Setting**s**]**, and **[Help]**.
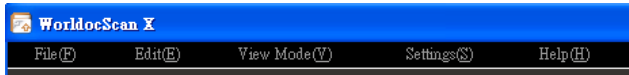
⊙ **File**

Add files into WorldocScan X in two ways: Scan and Import.


Scan	You can choose **[Single Page Scan]** or **[Multiple Page Scan]**.
Import File	Import JPEG, BMP, TIFF, or PDF files.
Print	Print the selected file.
Exit	Close WorldocScan X.

⊙ **Edit**

Select All	Select all documents in the current targeted category.
Copy to	Copy documents to the selected folder.
Delete	Delete the selected file(s).
Rename	Rename the selected file.
Copy to Category	Copy the selected files to another category.
Move to Category	Move the selected files to another category.

⊙ **View Mode**
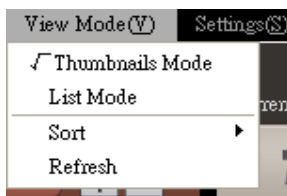
Thumbnails Mode	Choose Thumbnails Mode as the view mode according to your preference.
List Mode	Choose List Mode as the view mode according to your preference.
Sort	You can sort your files according to the file name, file size, file type, and file creation date.
Refresh	Once you make changes to the WorldocScan X files or categories outside of the WorldocScan X application, you will need to click **[Refresh]** or click **[F5]** to refresh.

⊙ **Settings**

Calibrate Scanner	Click **[Calibrate Scanner]** to calibrate the scanner.
User Settings	Click **[User Settings]** to change preferences of **[Browse settings]** and **[Recognition languages settings]**.
Change Storage Path	Change the file storage path of WorldocScan X.

User settings
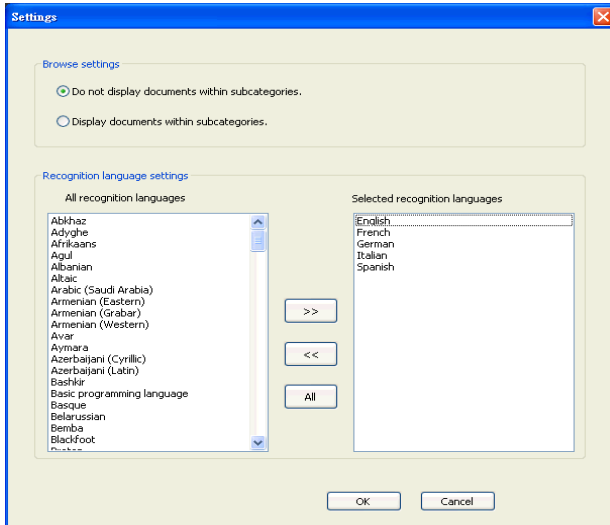
Browse settings:

Choose to display files within subcategories or not.

Recognition languages settings

WorldocScan X provides around 190 recognition languages. You can pick the languages you will frequently use from the **[All recognition languages]** column to **[Select recognition languages]** column. The settings here will apply to the language menu in the PDF settings of scan guide and the Convert to PDF guide.

Storage Path Setting

WorldocScan X uses the path **[C:\Documents and Settings\My Documents\My WorldocScan X]** as the file storage path where all files and categories managed by WorldocScan X are located. The file storage path can be changed if necessary. For more instructions, please refer the **§5.6 Change Storage Path.**
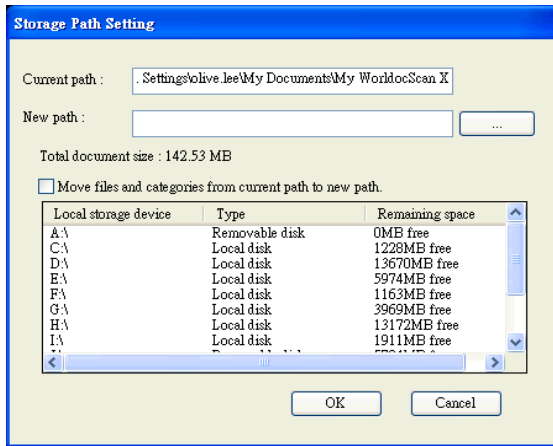
⊙ **Help**
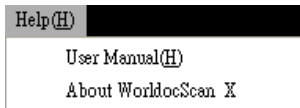
User Manual	Click **User Manual** to refer to the in-product Help.
About WorldocScan X	See more information about WorldocScan X.

Chapter 4 Add Files to WorldocScan X

You can view, edit, and manage files in WorldocScan X. There are two ways to add files into WorldocScan X.

• Scan pages, photos, business cards, and the like.

• Import PDF, JPEG, BMP, or TIFF files.

4.1 Scan

You can choose to scan single page or multiple pages.

4.1.1 Scan single page

Step1. Place the original you wish to scan face-down and align it to the right side of the scanner slot.

Notes :

1. Please remove all objects attached to the paper before scanning, including labels, post-it notes and staples to avoid damage to your scanner or poor scanning quality.

2. When paper inserted into the scanner, it will be automatically loaded into the scanner. Do not attempt to force the paper into the scanner.

Step2. Please click on the **[Single page scan]** button in the toolbar or select **[File/ Scan/Single Page Scan]**. The scan guide appears to guide you through the scanning process.

Step3. Choose the appropriate settings. The basic settings are usually enough to create the scanned file you want. However, you can adjust **[More Setting**s**]** if required.
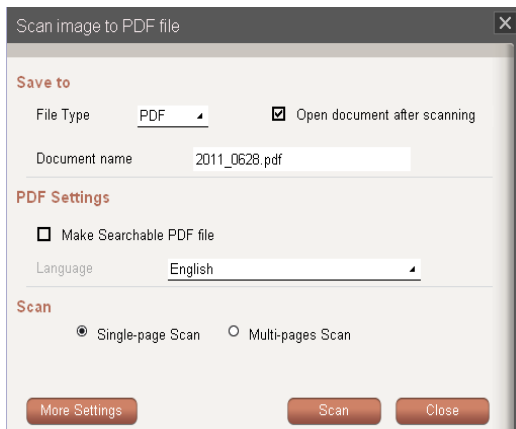
<u>**Basic settings**</u>

1. Save to

⊙   **File Type**: This function allows you to choose to save the scanned document as a PDF, JPEG, BMP, or TIFF file.

⊙   **Open document after scanning:** If you wish to open the scanned document right away after scanning, please check this box.

⊙   **Document Name**: WorldocScan X allows you to quickly process large numbers of documents using the date and order as their file name. For example, [**2011_0620. pdf**] is the first document, [**2011_0620(2).pdf**] is the second document, and so on. By naming the files after the date and scanning order, this allows you to scan documents quickly. Besides, you can also manually enter a file name.

2. PDF Settings

⊙   **Make Searchable PDF file**: Check this option to make the scanned document as a searchable PDF file so that it can be used in full-text-search.

⊙   **Language**: Please select the recognition language of the document from the language menu.

3. Scan

⊙   **Single-page Scan**: If you want to scan single page, please select this option.
⊙   **Multi-page Scan**: If you want to scan multiple pages, please select this option.

Note: If you want to change many more scan settings and preferences, please click [More Settings] below.

More Settings

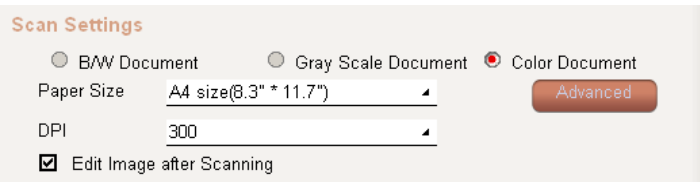*Note: If you want to return to [Basic Settings], simply click [Basic Settings] below.*

1. **Scan Status:** If you want to scan the document automatically once you place the paper to the scanner, please check the [**Automatically detect and scan paper]** box.
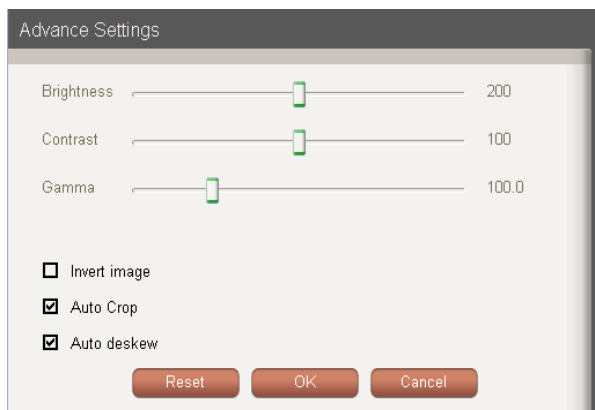
2. **Scan Settings:**

⊙ **Document Color**: WorldocScan X offers you a variety of scanning output types, including [**B/W Document**], [**Gray Scale Document**], or [**Color Document**].

⊙ **Paper Size:** WorldocScan X supports a variety of page size settings, including Letter (8.5"*11.0"), Legal(8.5"*14.0"), A4 (8.3"*11.7"), A5 (5.8"*8.3"), B5 (7.2"*10.1"), Business Card (3.5"*2.2"), Photo (4."*3"), Large Photo (6"*4"), or specify a custom width and height for your document. If you choose PDF as the file type, this paper size will apply to the page size of the scanned PDF file.

⊙ **DPI Settings**: 300 dpi is the default value. You can set custom values according to the document size or resolution requirements. WorldocScan X supports resolutions of between 100~600 dpi.

⊙ **Advanced Setting**: This allows you to adjust the [**Brightness], [Contrast], [Gamma value], [Invert Image], [Auto Crop],** and [**Auto Deskew]** functions. You can always click on the [**Reset]** button to restore to the factory defaults. Click [**OK]** when the adjustments are complete.


Note: The [Auto deskew] function can be turned on only when the [Auto Crop] function is checked.

3. PDF Settings:

 If you select the file format as PDF, you can:

⊙ **Set Password**: Offer a password-lock function to protect confidential documents. You can check the [**Set Password**] option in the [**PDF Settings**] field and enter a custom password in the field.

⊙ **Make Searchable PDF File:** If you wish to make scans searchable, please check the [**Make Searchable PDF file**] option and select the language of the document. This will allow the file to be used in full-text-search.

⊙ **Language**: Please select the language of the document from the language menu.

⊙ **PDF Quality**: You can also adjust the PDF document quality by moving the sliding bar.
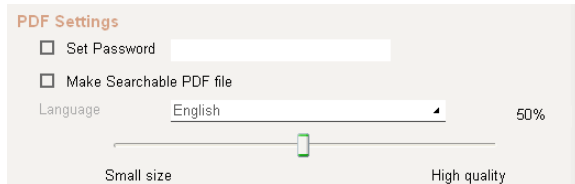
JPEG Settings

   If you set the File Type as JPG, you can adjust the image quality by moving the sliding bar of the JPEG Settings. The higher quality you set the larger file size will be and vice versa.
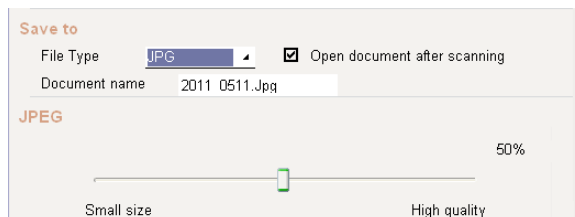
4. Scan Settings: Choose whether you want **Single-page Scan** or **Multi-pages Scan**.

Step 4. Once all settings have been set, please click on the [**Scan**] button to start scanning the document. If you want to give up scanning, please click [**Close**].
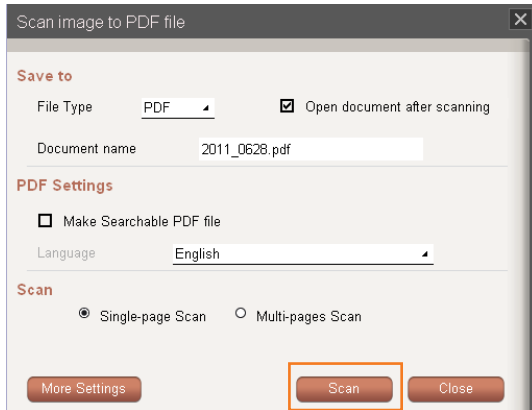
Step 5. Once the document has been scanned, the preview thumbnail of the document will be displayed on screen. You can rotate the scan by clicking the **[Rotate Counterclockwise]** 90 or **[Rotate Clockwise]** 90 button.


Note: If the [Display this window next time] option is checked, this preview screen will display every time after scanning. If you don't need to preview the scan after scanning, please deselect [Display this window next time].

Step 6. Click [**Convert]** to generate the scan into a PDF, BMP, JPG, or TIFF file, depending on the file format you have chosen.

Step 7. Once the file is created, it will be saved in the current targeted category and displayed on the screen for you to view and edit. If you have not specified a file name for this file, the file name will be the creation date, by default. You can rename the file name later.
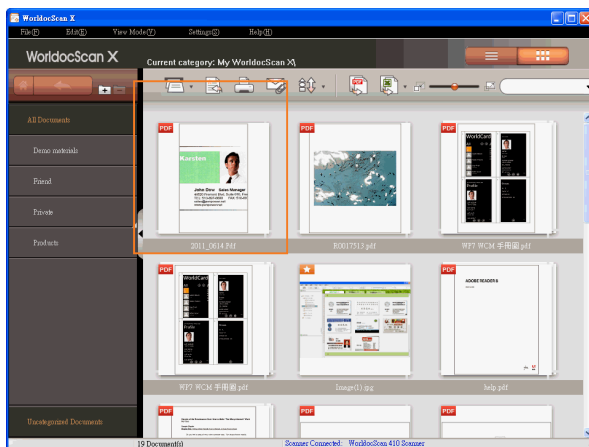
4.1.2 Scan multiple pages

Step1. Place the first page of the originals you wish to scan face-down and align it to the right side of the scanner slot.

Notes:

1. When the paper inserted into the scanner, it will be automatically loaded into the scanner. Do not attempt to force a document into the scanner.

2. Please remove all objects attached to the paper before scanning, including labels, post-it notes and staples to avoid damage to your scanner or poor scanning quality.

Step2. Please click on the [**Multiple Page Scan**] 🖨 button in the toolbar or go to [**File/Scan/Multiple Pages**]. The scan guide appears to guide you through the scanning process.

Notes: If you have checked the option of [Automatically scan and detect paper], once the paper is inserted into the scanner, the scanning process will automatically launch.

Step3. Choose the appropriate settings. The basic settings are usually enough to create the scanned file you want. However, you can adjust [**More Setting**s] if required.
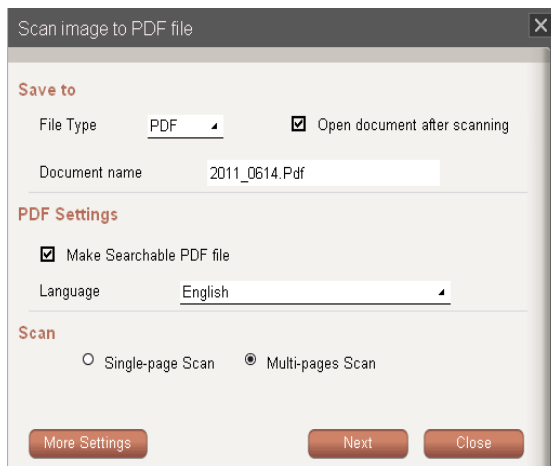
Basic settings

1. Scan Status

⊙ **Automatically scan and detect paper:** Check this box and once a page is inserted into the scanner, the scanner will automatically detect and scan paper.

2. Save to

⊙ **File Type**: This function allows you to choose to save the scanned document as a PDF, JPG, BMP, or TIFF file.

⊙ **Open document after scanning:** If you wish to open the scanned document right away after scanning, please check this box.

⊙ **Document Name**: WorldocScan X allows you to quickly process large numbers of documents using the date and order as their file name. For example, [**2011_0513. pdf**] is the first file, [**2011_0513(2).pdf**] is the second file, and so on. By naming the files after the date and scanning order, this allows you to scan documents quickly. Besides, you can also manually enter a file name.
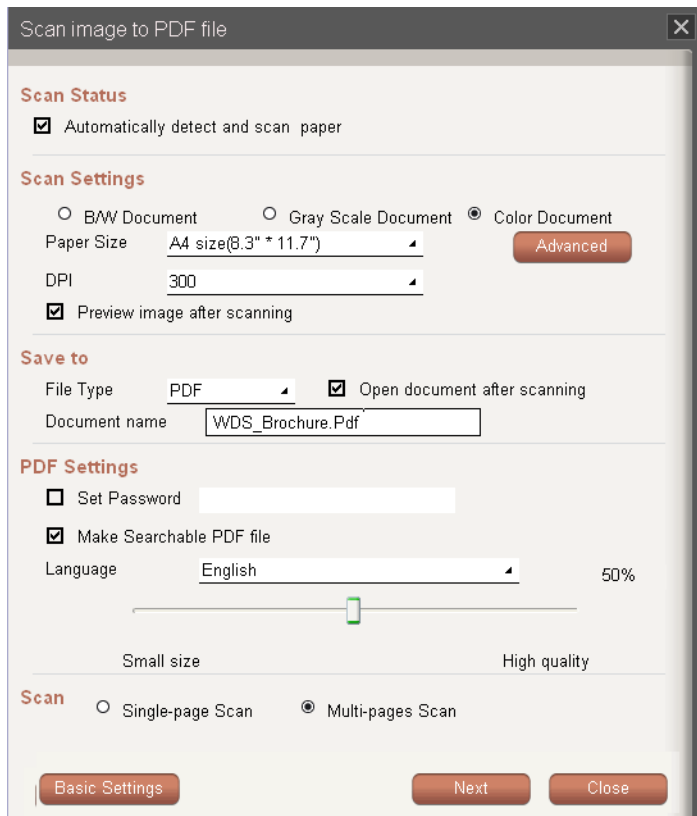
3. PDF Settings

⊙ **Make Searchable PDF file**: If you select the file format as PDF, you can then check this option to make the scanned document as a searchable PDF file so that it can be used in full-text-search.

⊙ **Language**: Please select the language of the document from the language menu.

4. Scan

⊙ **Single-page Scan**: If you want to change the scanning option as single page, please select this option.

⊙ **Multi-page Scan**: Set the scanning option as multiple pages.

Note: If you want to change many more scan settings and preferences, please click [More Settings] below.

More Settings

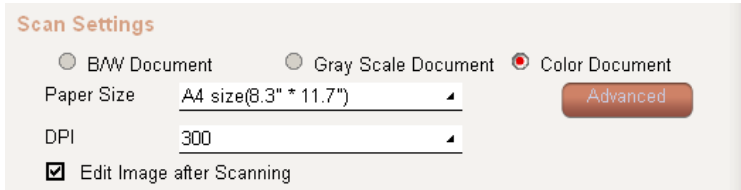*Note: If you want to return to [Basic Settings], simply click [Basic Settings] below.*

1. Scan Status

⊙ **Automatically scan and detect paper:** If you want to scan the document automatically once you place the paper to the scanner, please check the [**Automatically detect and scan paper]** box.


**4-10**

2. **Scan Settings:**

- ⊙ **Document Color**: WorldocScan X offers you a variety of scanning output types, including [**B/W Document**], [**Gray Scale Document**], or [**Color Document**].

- ⊙ **Paper Size:** WorldocScan X supports a variety of page size settings, including Letter (8.5"*11.0"), Legal(8.5"*14.0"), A4 (8.3"*11.7"), A5 (5.8"*8.3"), B5 (7.2"*10.1"), Business Card (3.5"*2.2"), Photo (4."*3"), Large Photo (6"*4"), or specify a custom width and height for your document.

- ⊙ **DPI Setting**: DPI setting allows you to set custom values according to the document size or resolution requirements. WorldocScan X supports resolutions of between 100~600 dpi. By default, the software is set to 300 dpi.

- ⊙ **Advanced Setting**: This allows you to adjust the [**Brightness], [Contrast], [Gamma value], [Detect End of Page], [Invert Image], [Auto Crop]** and [**Auto deskew]** functions. You can always click on the [**Reset**] button to restore to the factory defaults. Click [**OK]** when the adjustments are complete.
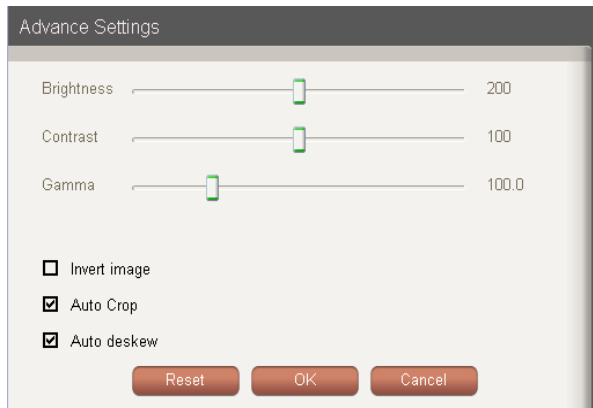
Note: The [Auto deskew] function only can be check when the [Auto Crop] function is checked.

3. PDF Settings:

⊙   **Set Password**: Offer a password-lock function to protect the confidential documents. You can check the [**Set Password**] option in the [**PDF Settings**] field and enter a custom password in the field.

⊙   **Make Searchable PDF File:** If you wish to make your scanned document searchable, please check the [**Make Searchable PDF**] option and select the language of the document. This will allow you to quickly search through the document text.

⊙   **Language**: Please select the language of the document from the language menu.

⊙   **PDF Quality**: You can also adjust the PDF document quality by moving the sliding bar.
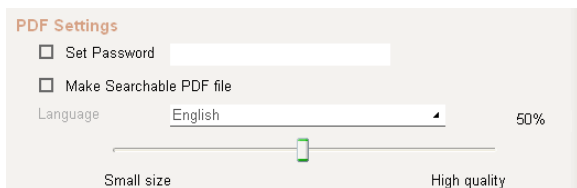

JPEG Setting

   If you set the File Type as JPG, you can adjust the image quality by moving the sliding bar of the JPEG Setting. The higher quality you set the larger file size will be and vice versa.
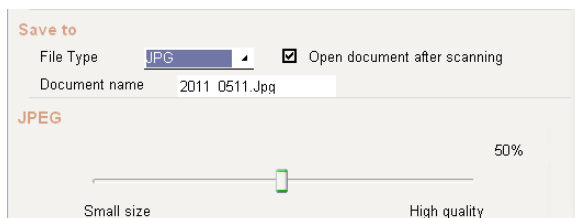
4. Scan Settings: Choose to whether you want [**Single-page Scan**] or [**Multi-page Scan**].

Step 4. After you set the scan preferences, please click **[Next]**. You will see the scan preview screen as below.

Scanned File Buffer
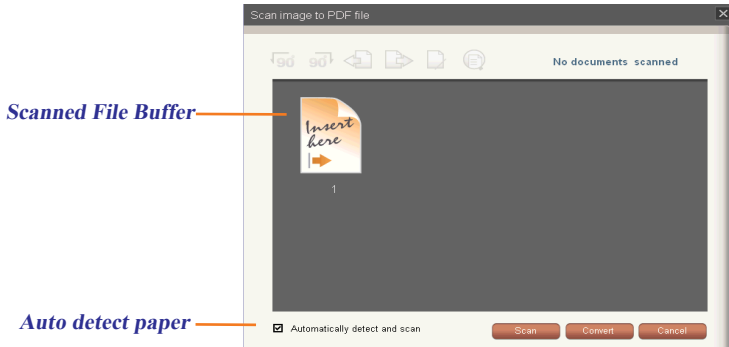
Auto detect paper

Step 5. Click **[Scan]** to start scanning the first page. While scanning, the scanning progress will be shown as a percentage at the bottom of the window. If you want to give up scanning, please click [**Close**].

Tip: If you check [Auto detect paper], the scanner will start to scan the document once you insert paper.

Step 6. When the scan is completed, you can see the preview thumbnail of the scanned document in the **[Scanned File Buffer]**.

Step 7. To edit the scanned document, click on the file's icon and then use the toolbar below for Rotate Counterclockwise ![icon], Rotate Clockwise ![icon], Move Forward ![icon], Move Backward ![icon], Delete ![icon] and Show Scanned Image ![icon].

(1) Rotate Counterclockwise   (4) Move Backward

(2) Rotate Clockwise   (5) Delete Image

(3) Move Forward   (6) Show Scanned Image

*Tip: There are ways to enlarge the scanned image. First, choose the image icon that you want to enlarge and click [Show Scanned Image] ![icon] button. The window of the enlarged image will pop up. Second, move the cursor on the scanned image icon for two seconds. The window of the enlarged image will pop up too. Third, you can double click the scanned image icon to pop up the window.*

Step 8. If you have additional pages to scan, please place the next page and click [**Scan**]. If the **[Auto detect paper and scan]** option is checked, when you insert the page into the scanner, the document will be scanned automatically. The scanned page image will also be displayed on the screen.
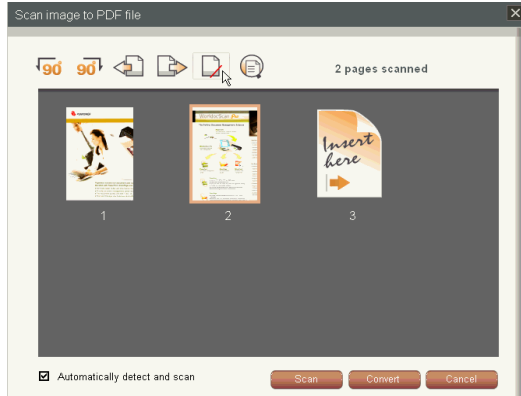
Step 9. When all pages are scanned, please click on the [**Convert**] (PDF format) or [**Finish]** (JPEG and TIFF format) button to complete the [**Scan multiple documents]** and view the newly scanned file in the document area.

Tip: If you select PDF as the file type, the scanned images will be converted to one file. If you select the JPG or BMP file type, the scanned images will be saved individually. If you select TIFF file type, you can choose to save all the pages into a single multi-page TIFF file, or into a separated single-page files.
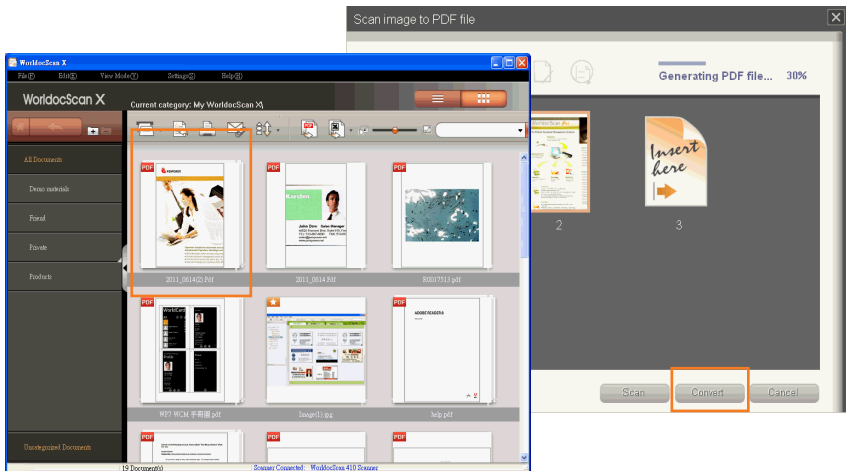
4.2 Import File

There are two ways to import files (PDF, BMP, JPG, TIFF) into WorldocScan X. One way is to directly import PDF, BMP, JPG, or TIFF file into WorldocScan X.

Step1. Go to the **[File]** menu and choose **[Import File]**.

Step2. Choose the file that you wish to import into WorldocScan X. The files will be imported into WorldocScan X immediately. You can assign these files into any category, rename these files, or so on.
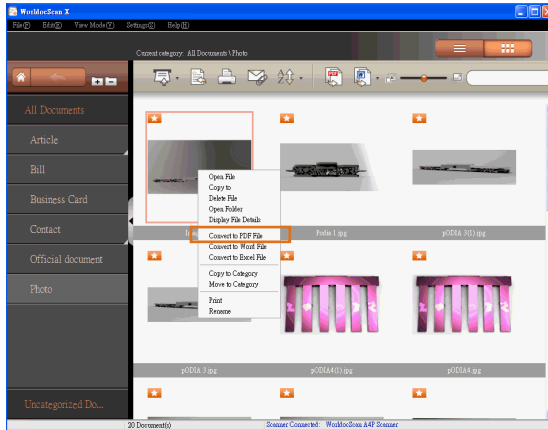
*Tip: You can select multiple files at one time.*
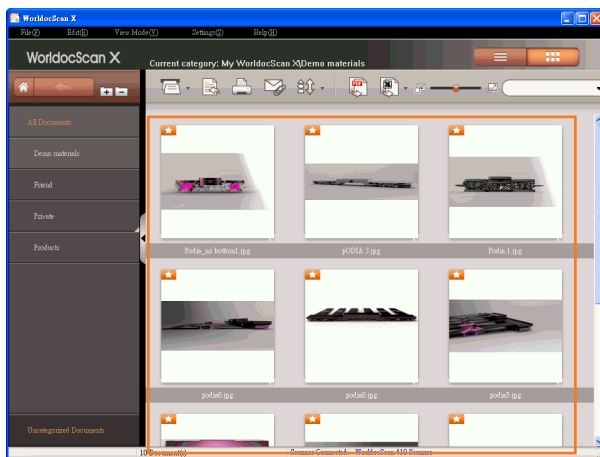
Chapter 5 View and Manage Files

5.1 Convert Files to PDF Files

1. Right-click a file and select [**Convert to PDF File**] in the menu.


2**.** In the dialog box, please set PDF settings first. If you want to create a searchable PDF file, please check the [**Create searchable document**] option and select a recognition language. To adjust the PDF document quality by moving the sliding bar.
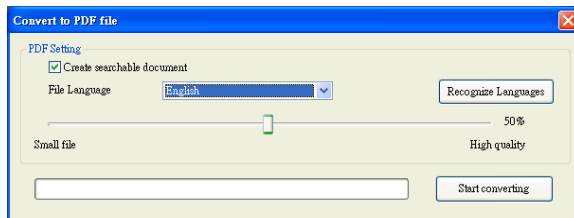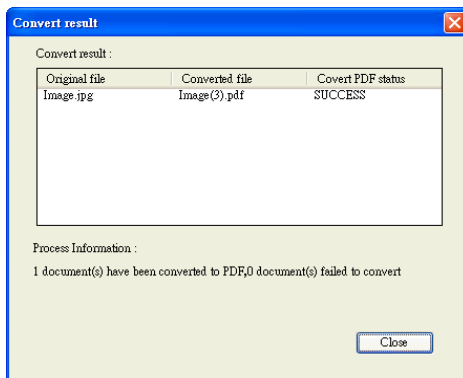

Tips:

1. While you are viewing an image file, click *in the toolbar to convert the image file to PDF file.*

2. To add more recognition languages, please run [Settings/User Settings].
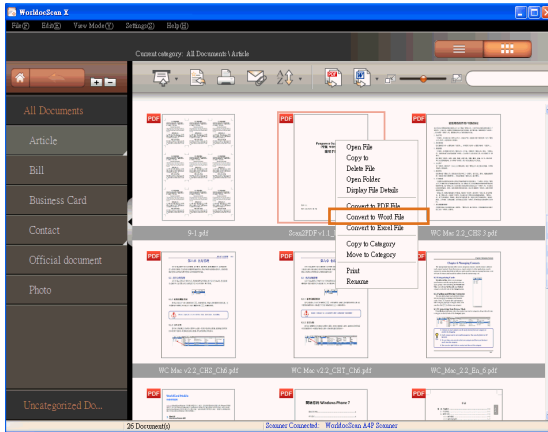
3. Click [**Start Converting**].
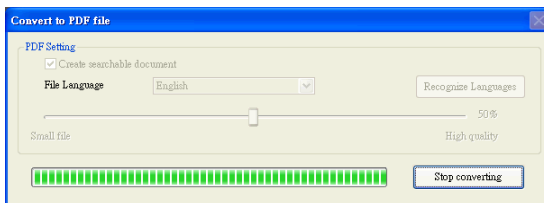
4**.** After the conversion is completed, you can check the conversion details and then click [**Close**].

5.2 Convert to Word\Excel Files

1. Right-click a file and select [**Convert to Word File**] or **[Convert to Excel File]** in the menu. You can also click the (Convert to Word) button or (Convert to Excel) button on the toolbar. Take Covert to Word File for example.

2. Select the file storage location for the file that you are converting.

Tips:

1. You can select the recognition language of the document from the langauge menu.

2. Check the [Open Document After] option if you want to open the file immediately after conversion.

3. After the conversion is completed, if the [Open Document After] option is checked, you can view and edit your converted fileimmediately.

5.3 View Files

To view a file in the WorldocScan X application, please:

1. Select a file in the Files pane.
2. Double-click this file or right-click on it and select [**Open File]** to open this file.
3. If you want to close the PDF reader or the image viewer, please click [icon].
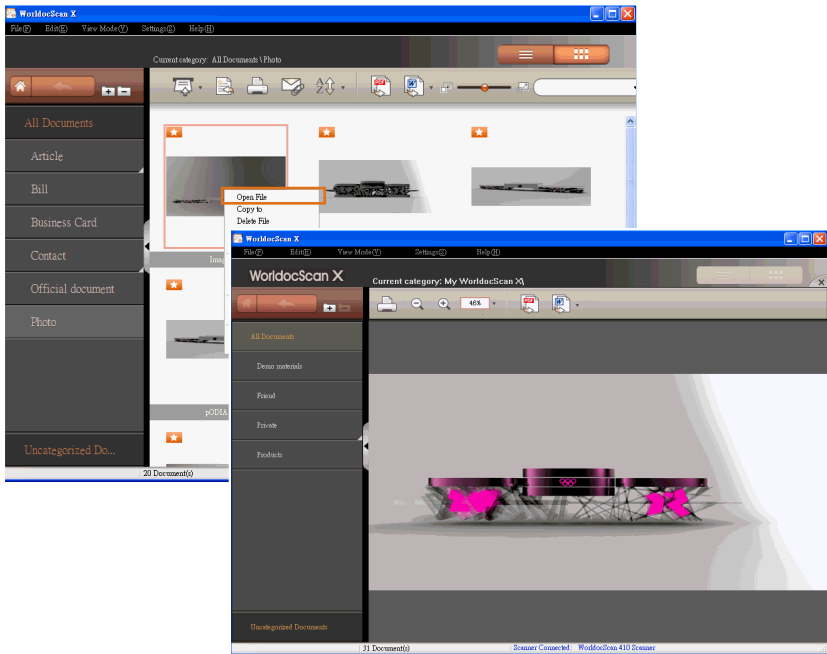
*Note: If you are using Adobe Reader X, the toolbar is hidden by default. If you want to show the toolbar, please right-click the document and then choose **Page Display Preferences** from the context menu. In the left-hand column of the **Preferences** dialog, please select **Documents**. Then deselect **Allow documents to hide the menu bar, tool bars, and window controls.** You can hide the toolbar by enabling this option.*

5.4 Delete Files

1. Select the files that you want to delete.

Tip: To delete all files in the target category, please right-click an empty area in the browse window and choose [Select All] from the context menu or go to the [Edit] menu and choose [Select All].

2. Right click this file and select [**Delete File**], or select **[Edit\Delete]** to delete the selected files.
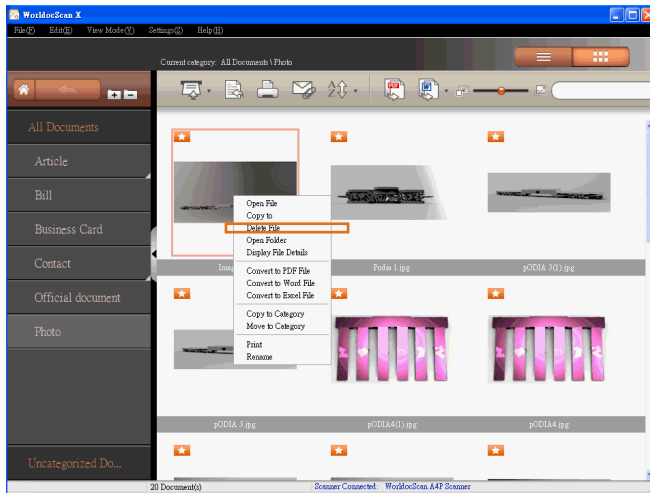
Tip: If you delete categories or files outside of WorldocScan X, when you return to WorldocScan X, please press the F5 key or click [View Mode\Refresh]. You will see the deletion in WorldocScan X.

5.5 View File Details

1. Right-click a file.

2. Select [**Display File Details**] in the menu.

3. You can view additional file information, including note annotations, file size, file page, creation date, and so on.

Tip: You can edit the note annotations by directly typing your note in this field.
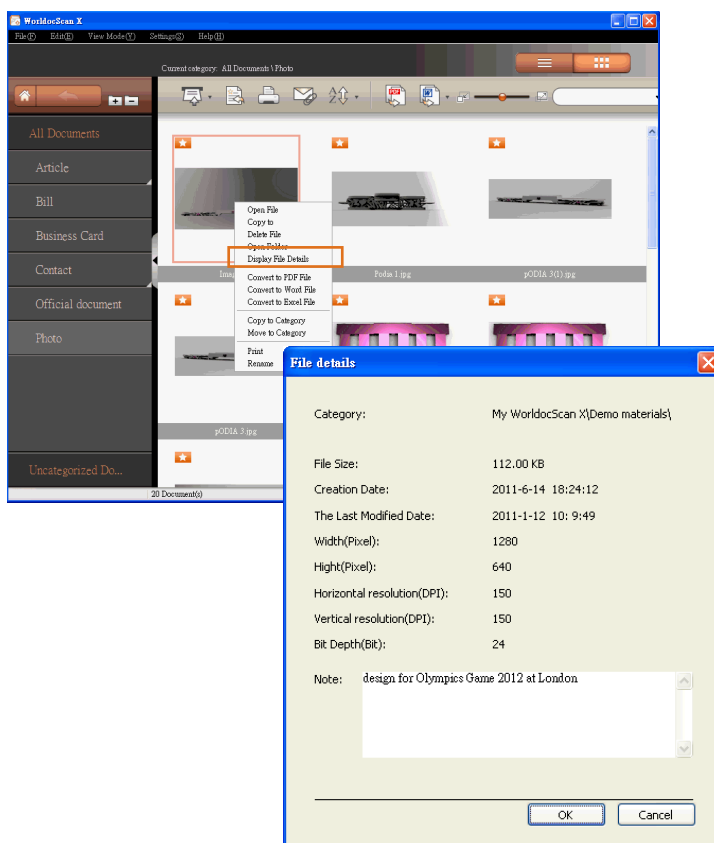
5.6 Copy or Move to Category

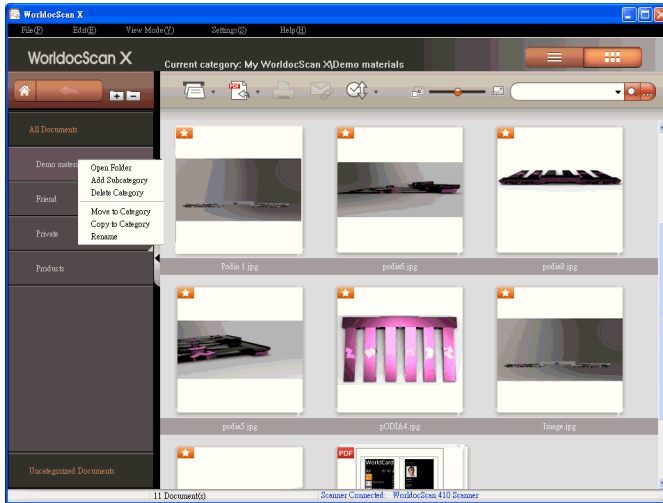You can use the Categories pane to move or copy the current category and all files under it to another category.

1. Right-click a category and select [**Move to Category]** or [**Copy to Category]**.

2. For destination, choose where you want to copy or move the files. Click [**OK]**.

Once the copying or moving process is completed, you will see all the files under the source category are moved or copied to the destination category.
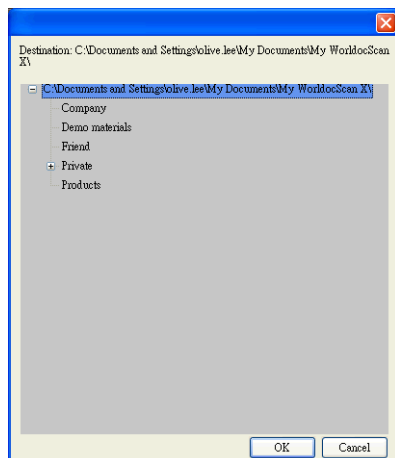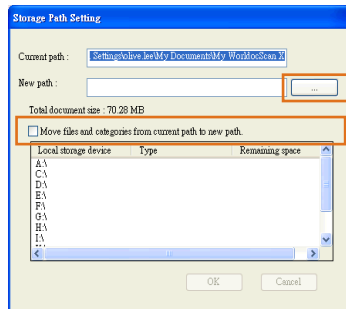
5.7 Change Storage Path

WorldocScan X installs a **[My WorldocScan X]** folder under the path [**C:\Documents and Settings\My Documents]**. WorldocScan X stores files into this folder by default. The file storage path can be changed if necessary.

1. Choose **[Settings\Change Storage Path]**.

2. That will bring up a **[Storage Path Setting]** dialog box. The current file storage path is listed above.

3. Click   ...   to select a new path. The new path is listed for you confirm.
4. If you also want to move all current categories and files to the new path, please check the **[Move files and folders from current path to new path]** option.
5. Then click **[OK]** to update the modification. If you don't want to change the path, simply click [**Cancel**].

Tip: To test the modification, try scanning or importing a new document to WorldocScan X to ensure the new document does go into the new storage path.

Chapter 6 Other Accessible Features

6.1 Search for Files

Choose one of the following ways to find files quickly:

• Sorting

• Keyword Search

6.1.1 Sorting

Click the **Sort** [icon] button on the toolbar to sort the files so that you can quick identify the files you want. There are four sorting criteria.

[icon] : Sort by file name

[icon] : Sort by file type

[icon] : Sort by file size

[icon] : Sort by file creation time

6.1.2 Keyword Search

WorldocScan X provides the keyword search [icon] function to search file name and the note field in your files. Moreover, for searchable PDF files, WorldCard X can perform full-text search. For how to convert files into the searchable PDF format, please refer to Section 5.4.

1. Input keywords in the search field
[icon] .

2. You can additionally set the search date conditions by clicking [icon] .

Search Setting

Search by time

○ Anytime

○ Past week

○ Past month

○ Past three months

○ Past year

OK Cancel
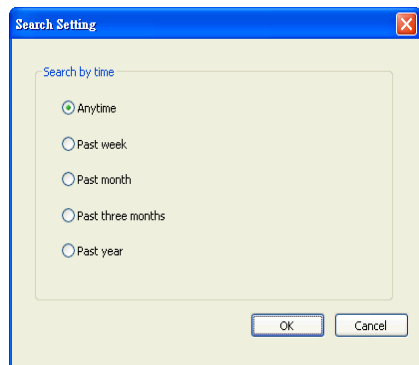
3. Click the **[Search]** button .

4. The search results will be displayed in the **[Search Result]** category. Click to close the **[Search Result]**category.
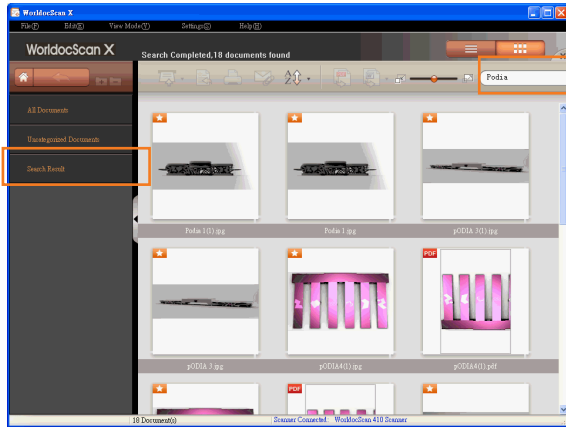
6.2 Email Files

Please follow the instructions below to insert selected documents or pictures in an email message as attachments.

Note: An Internet connection and a supported email software program are required.

1. In the document area, select the documents or images.

2. Click the email button in the toolbar.

3. Your email programs opens and the selected files are attached to an email message.

4. Use your email program to complete and send the email.

6.3 Print Files

Please follow the instructions below to send the selected document to a printer.

1. In the document area, select the document that you want to print out.
2. Click the print button ⊟ in the toolbar or right-click this document and select **[Print]** from the menu.
3. This document will be printed on the default printer.

Note: You can only print one document at one time.

Appendix: Recognition Languages

Abkhaz
Adyghe
Afrikaans
Agul
Albanian
Altaic
Armenian (Eastern)
Armenian (Grabar)
Armenian (Western)
Avar
Aymara
Azerbaijani (Cyrillic)
Azerbaijani (Latin)
Bashkir
Basic programming language
Basque
Belarussian
Bemba
Blackfoot
Breton
Bugotu
Bulgarian
Buryat
C/C++ programming language
Catalan
Chamorro
Chechen
Simple chemical formulas
Chukcha
Chuvash
For MICR CMC-7 text type
Cobol programming language
Corsican
Crimean Tatar
Croatian
Crow
Czech
Danish
Dargwa

Numbers
Dungan
Dutch (Netherlands)
Dutch (Belgium)
For MICR (E-13B) text type
English
Eskimo (Cyrillic)
Eskimo (Latin)
Esperanto
Estonian
Even
Evenki
Faeroese
Fijian
Finnish
Fortran programming language
French
Frisian
Friulian
Scottish Gaelic
Gagauz
Galician
Ganda
German
German (Luxembourg)
German (new spelling)
Greek
Guarani
Hani
Hausa
Hawaiian
Hungarian
Icelandic
Ido
Indonesian
Ingush
Interlingua
Irish
Italian
Java programming language

Kabardian
Kalmyk
Karachay-Balkar
Karakalpak
Kasub
Kawa
Kazakh
Khakas
Khanty
Kikuyu
Kirghiz
Kongo
Koryak
Kpelle
Kumyk
Kurdish
Lak
Lappish (Sami)
Latin
Latvian
LatvianGothic
Lezgin
Lithuanian
Luba
Macedonian
Malagasy
Malay
Malinke
Maltese
Mansi
Maori
Mari
Maya
Miao
Minangkabau
Mohawk
Mongol
Mordvin
Nahuatl
Nenets
Nivkh

Nogay
NorwegianNynorsk + NorwegianBokmal
Norwegian (Bokmal)
Norwegian (Nynorsk)
Nyanja
Occidental
Ojibway
Old English
Old French
Old German
Old Italian
Old Spanish
Ossetian
Papiamento
Pascal programming language
Tok Pisin (Pidgin English)
Polish
Portuguese (Brazil)
Portuguese (Portugal)
Provencal
Quechua
Rhaeto-Romanic
Romanian
Romanian (Moldavia)
Romany
Ruanda
Rundi
Russian
Russian (old spelling)
Samoan
Selkup
Serbian (Cyrillic)
Serbian (Latin)
Shona
Sioux (Dakota)
Slovak
Slovenian
Somali
Sorbian
Sotho

Spanish
Sunda
Swahili
Swazi
Swedish
Tabassaran
Tagalog
Tahitian
Tajik
Tatar
Tinpo (Jingpo)
Tongan
Tswana
Tun
Turkish
Turkmen
Tuvinian
Udmurt
Uighur (Cyrillic)
Uighur (Latin)
Ukrainian
Uzbek (Cyrillic)
Uzbek (Latin)
Visayan (Cebuano)
Welsh
Wolof
Xhosa
Yakut
Zapotec
Zulu

CE Conformity and FCC Statement

CE

This equipment has been tested and found to comply with the limits of the European Council Directive on the approximation of the member states relating to electromagnetic compatibility according to EN 55022/55024 Part 15 B.

FC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Increase the separation between the equipment and receiver
- Move the computer away from the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

Penpower WorldocScan X

User Manual

Manufacturer: Penpower Technology Ltd.

Version: v1.0a

Release: December, 2011