Penpower WorldocScan X

User Manual

Version: v1.2

Release: January, 2013

Penpower Technology Ltd.
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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

WorldocScan X 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.

● **Manage & share**

WorldocScan X lets you 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.

Chapter 2 Getting Started

2.1 Install Software

2.1.1 System Requirement

- Windows 7 / Vista / XP
- 1GB RAM or above
- 1.5GB of available hard disk space
- USB Port

2.1.2 Software Installation

Place the installation CD in the CD/DVD-ROM drive and the system will automatically run **[Setup.exe]**. Please click on **[Install WorldocScan X]** to begin the installation process.
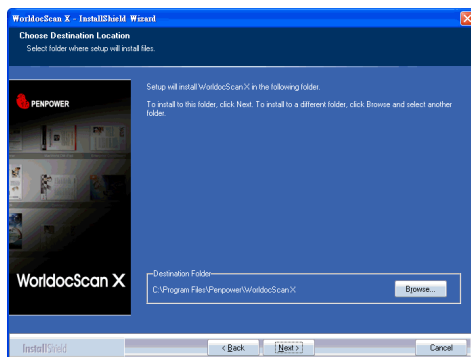
1. You will see the installation wizard on the screen. Please click **[Next]** to continue.
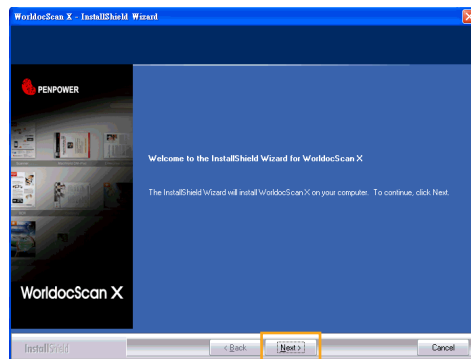
2. Please read the license agreement carefully and check **[I accept the terms of the license agreement]**. Then click on **[Next]** to continue.

3. 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.
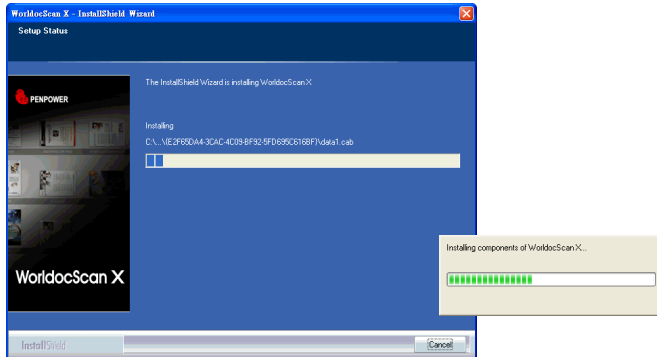

4. Click **[Install**] to begin the installation. If you want to change the storage path, please click **[Back]** to return to the previous step.
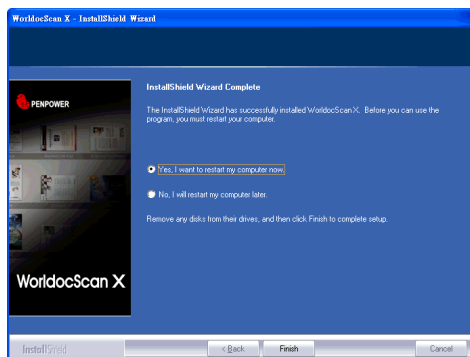
5. The installation progress is displayed on screen.

6. 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.

7. When the installation is completed, click **[Finish]** to exit.

2.2 Launch WorldocScan X

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

⊙ **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 WorldocScan X]** and choose **[Register]** when you are ready to register. If you have registered, please click **[Registered]**, this reminder will not display next time you launch this application.
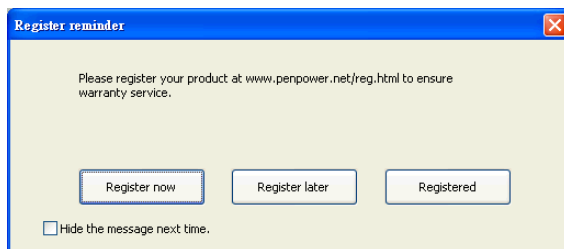
Note: If you did not register yet, the Register reminder might appear every time you launch the software. Check the [Hide the message next time] option and then the Register reminder won't appear next time.

2.3 Online Help

WorldocScan X provides excellent online help info:

1. Click **Help/User Manual** to find the user manual.

2. Click **About WorldocScan X**, you can go to Penpower Technology Ltd. official website at the left bottom to get more information.

3. Also you can send e-mail to our customer service contact by pressing **Feedback** at the right bottom. It will open your email software, copy and paste hardware information and email to us.
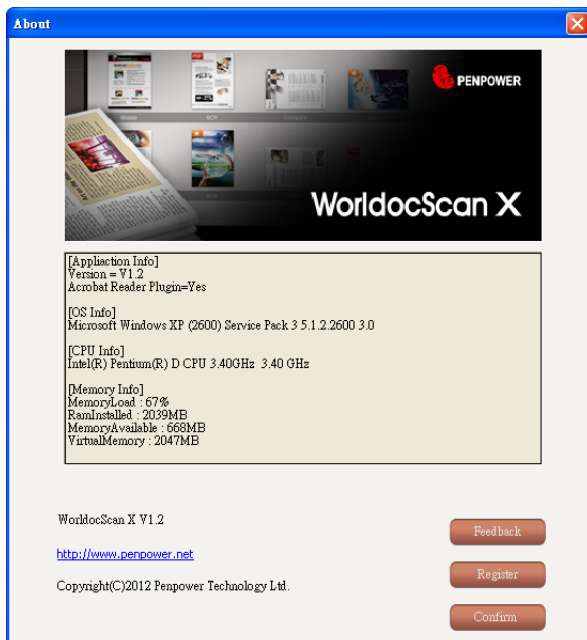
Chapter 3 Add Files to WorldocScan X

With WorldocScan X, it is easy to organize and share your scans and then you can also perform image enhancement or PDF creation, and much more functions.

3.1 Workspace Overview
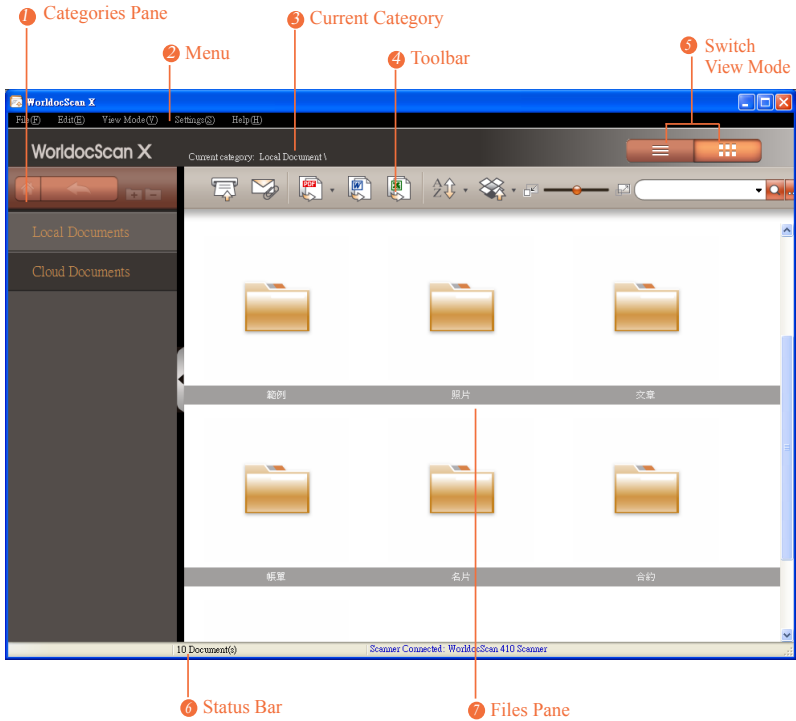
1	**Categories Pane**	This is where you control data. Categories can be freely created, moved, deleted, renamed, and so on.
2	**Menu**	File, Edit, View Mode, Settings, and Help.
3	**Current Category**	Show which category you are currently operating.
4	**Toolbar**	Scan, Load Image Files, E-mail, Convert to PDF/Word/Excel, 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 Load Files from Scanner (WorldocScan Pro Scanner)

3.2.1 Scan Directly and Offline

WorldocScan Pro Scanner is a cordless scanner, allowing you to scan anywhere. No computer connection is needed to scan. Simply charge it up and then insert your documents to scan. The scanner scans the documents and save the image into the inner flash immediately.
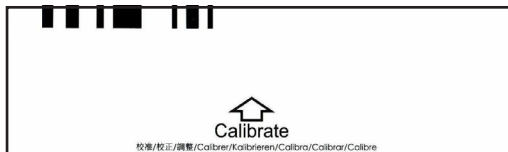
Note: Please disconnect the scanner to your PC when you scan the documents.

1. Besides inner flash storage, you can insert the memory card or connect the USB flash drive if you need it.

2. Turn on the scanner power. When the scanner is ready, the status light will stop blinks.

3. Press the power button to select a scanning resolution mode of 300dpi(White) or 600dpi(Blue).

4. Insert your documents in face up, straight, aligned to the left into the Paper Feed Slot.

5. The scanner will detect, feed and scan the page automatically.

6. When scanning is completed, the scanned image will be saved to JPG format in either a USB flash drive, memory card, or the scanner's internal memory.

Note: The scanner will detect and use only one destination to store the scanned document. The storage preference is USB flash drive > memory card > scanner's internal memory.

3.2.2 Calibrate the Scanner

Scanner occasionallly needs calibration to perform at its best. If the scans are showing lines or black dots, please calibrate your scanner. Please turn on the scanner and insert the calibration sheet (provided by Penpower) to start automatic calibration.

3.2.3 Clean the Scanner

You can find a cleaning sheet in the package. Please stick it in the scanner as below and move it back and forth to clean the scanner when the scans are not clear.
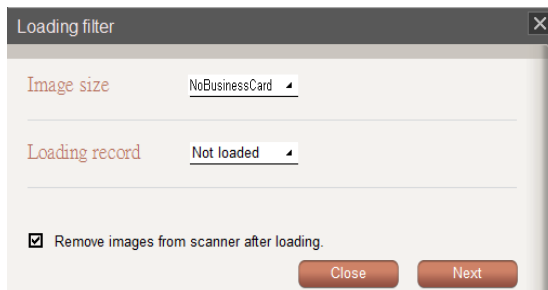

3.2.4 Save Documents to WorldocScan X

Connect the scanner to your PC and you can load scanned images to save into WorldocScan X. Please follow the steps below to load scans from your WorldocScan Pro sanner.

Step1.   select [File/Load Files From Scanner] or click from the toolbar.

Step2.   In **this** dialog box, you can sift which files you want to import.

⊙ **Image size**

"NoBusinessCard" means all files except business card.
"All" means all files including business card.

⊙ **Loading record**

"Not Loaded" means those files which have never been imported to WorldocScan X.

"Loaded" means those files which have been imported to WorldocScan X.

"All" means all files including "Not Loaded" and "Loaded" files.

⊙ **Remove images from scanner after loading**

Check this item to remove images from scanner after importing them.

Step3. Click [**Next]** and wait util the importing is completed.
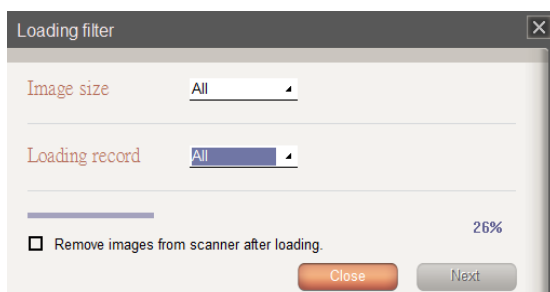
3.3 Scan Files (WorldocScan 410 Scanner)

Connect the scanner to your PC and begin to scan your files into WorldocScanX. Then you can view, edit, and manage files in WorldocScan X. Please follow the steps below to scan single page or multiple pages.

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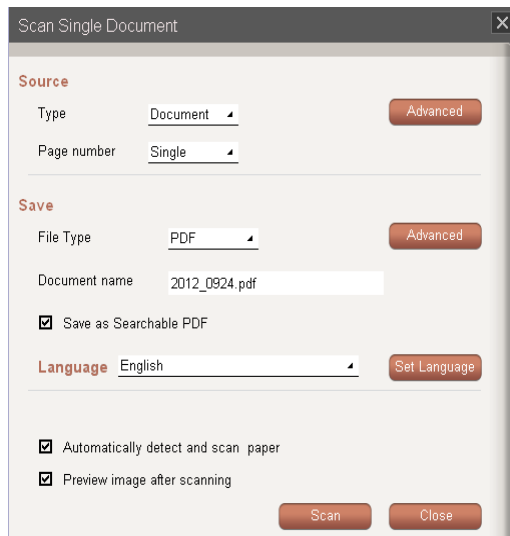
Step1.   Place the original you wish to scan face-down and align it to the right side of the scanner slot.

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 **[Scan Files]** 🖳 button in the toolbar or select **[File/Scan Files]**. 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 **[Advanced]** if required.

<u>**Basic settings**</u>

1. Source

⊙ **Type**: According to your different scan sources, you can select **[Document]**, **[Picture]**, **[DM]**, or **[Others]** in this function before scanning. WorldocScan X provides the optimal default settings to meet the type you select. If you have selected the type here, there is no need to change the scan settings ererytime once you scan different sources.

⊙ **Page number**: Select **[Single]** to scan single page.

2. Save

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

⊙ **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.

⊙ **Save as Searchable PDF:** If you wish to make scans searchable, please check the [**Save as Searchable PDF**] 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.

3. Automatically detect and scan paper

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.

4. Previw image after scanning

If you have checked the option of **[Previw image after scanning]**, the document will be opened right away after scanning.

More Settings

1. Scan Document Advance Settings

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

- ⊙ **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.

In addition, You can adjust the [**Brightness], [Contrast], [Gamma value], [Invert Image], [Auto Crop],** and [**Auto Deskew**] functions in this window. Or click on the [**Default settings]** button to restore to the factory defaults. Click [**OK**] when the adjustments are complete.

3. Save Advance Settings:

⊙ **Set Password:** If you select the file format as PDF, you can 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.

⊙ **Quality:** You can also adjust the quality of PDF or JPEG file by moving the sliding bar.
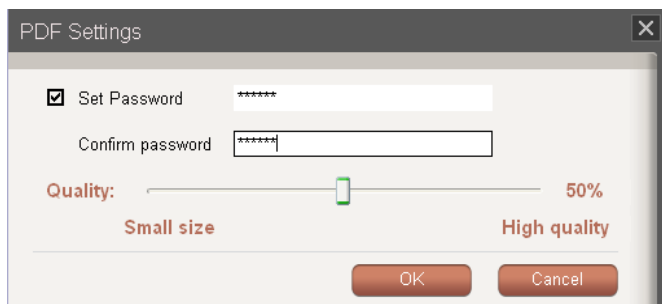
Step 4. Once all settings have been set, please click on the [**Scan**] button to start scanning the document. If you want to give up scanning, please click [**Close**].
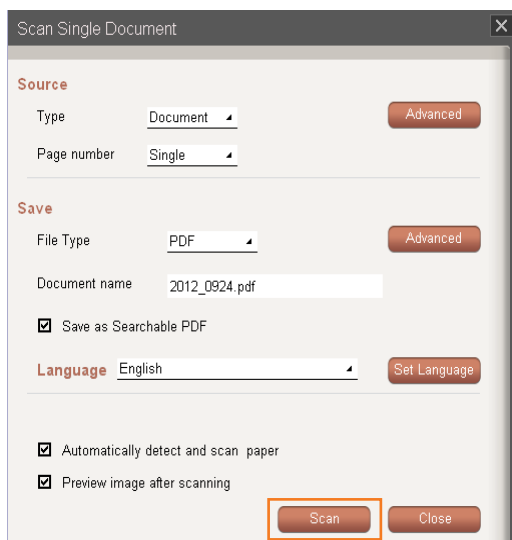
Step 5. Once the document has been scanned, the preview thumbnail of the document will be displayed on screen. You can rotate the scan by clicking the **[Rotate Counterclockwise]** 90 or **[Rotate Clockwise]** 90 button. deskew the scan by clicking **[Deskewing]** , and crop the scan by clicking **[Crop]** . For more details to use **[Deskewing]** and **[Crop]**, please refer section 5.2.

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.

3.3.2 Scan Multiple Page

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.
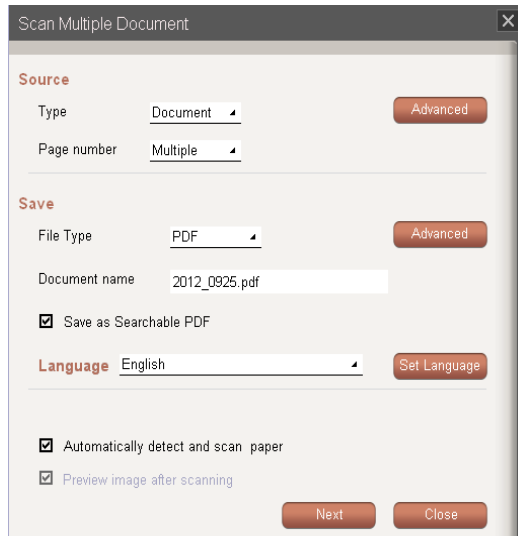
Notes:

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 [**Scan Files**] ⬚ button in the toolbar or go to [**File/Scan Files]**. 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 **[Advanced]** if required.

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.

<u>**Basic settings**</u>

1. Source

⊙ **Type**: According to your different scan sources, you can select **[Document]**, **[Picture]**, **[DM]**, or **[Others]** in this function before scanning. WorldocScan X provides the optimal default settings to meet the type you select. If you have selected the type here, there is no need to change the scan settings ererytime once you scan different sources.

⊙ **Page number**: Select **[Multiple]** to scan multiple pages.

2. Save

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

⊙ **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.

⊙ **Save as Searchable PDF:** If you wish to make scans searchable, please check the [**Save as Searchable PDF**] 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.

3. Automatically detect and scan paper

Check the function **[Automatically detect and scan paper]**, and the document will be automatically scanned once you place the paper to the scanner.

4. Previw image after scanning

Check the function **[Previw image after scanning]**, and the document will be opened right away after scanning.

<u>**More Settings**</u>

1. Scan Document Advance Settings

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

⊙ **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.

In addition, You can adjust the [**Brightness], [Contrast], [Gamma value], [Invert Image], [Auto Crop],** and [**Auto Deskew**] functions in this window. Or click on the [**Default settings**] button to restore to the factory defaults. Click [**OK**] when the adjustments are complete.

3. Save Advance Settings:

⊙ **Set Password:** If you select the file format as PDF, you can 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.

⊙ **Quality:** You can also adjust the quality of PDF or JPEG files by moving the sliding bar.
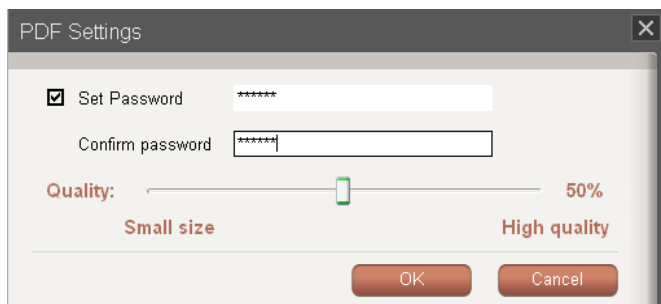
Step 4. After you set the scan preferences, please click **[Next]**. You will see the scan preview screen as below.

Scanned File Buffer
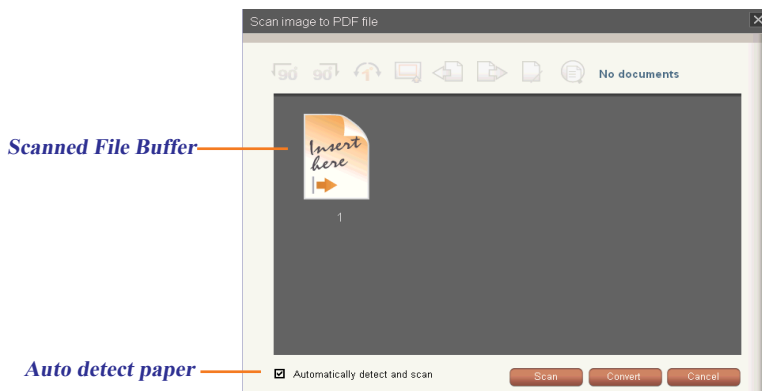
Auto detect paper

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.
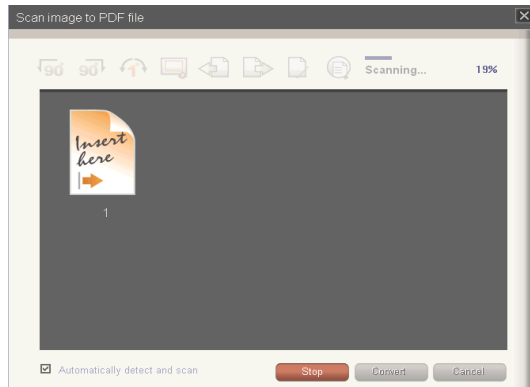
Step 6. When the scan is completed, you can see the preview thumbnail of the scanned document in the **[Scanned File Buffer]**.
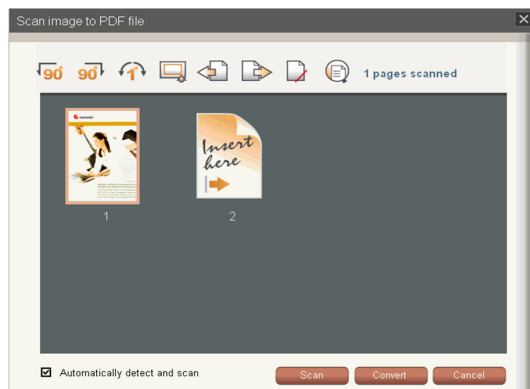
Step 7. To edit the scanned document, click on the file's icon and then use the toolbar below for Rotate Counterclockwise 90, Rotate Clockwise 90, Deskew Image , Crop Image , Move Forward , Move Backward , Delete and Show Scanned Image . For more details to use **[Deskewing]** and **[Crop]**, please refer section 5.2.

(1) Rotate Counterclockwise   (5) Move Forward

(2) Rotate Clockwise   (6) Move Backward

(3) Deskew Image   (7) Delete Image

(4) Crop Image   (8) 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] 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.

3.4 Import Files

Besides scanners, you can directly import PDF, BMP, JPG, or TIFF files from other disks into WorldocScan X.

Step1. Go to the **[File]** menu and choose **[Import files]**.
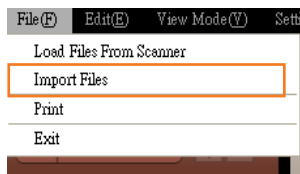
(WorldocScan Pro Scanner)   (WorldocScan 410 Scanner)

Step2. Choose the files 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. In addition, the files you choose to import into WorldocScan X can be converted to PDF files if you select the option [Convert to PDF File?].
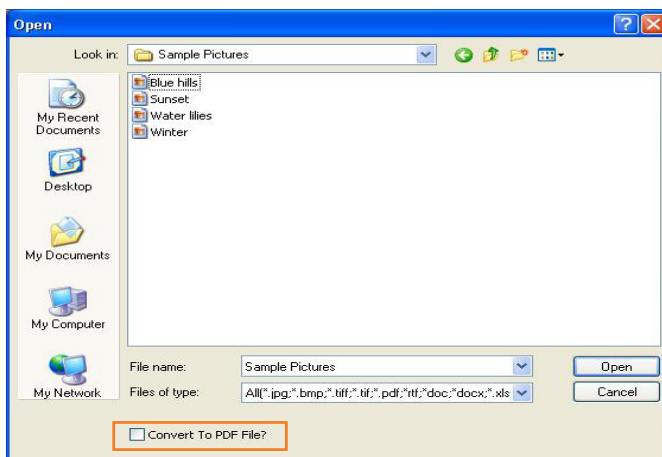
Notes: Word and Excel files cannot be converted to PDF files.

Chapter 4 Workspace

4.1 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 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 [Load Files from Scanner(WorldocScan Pro)
      Scan Files(WorldocScan 410)
2 E-mail
3 Convert to PDF
4 Convert to Word   *8* Zoom in/out
5 Convert to Excel   *9* Switch View Mode
6 Sort
7 Upload to Cloud   *10* Search

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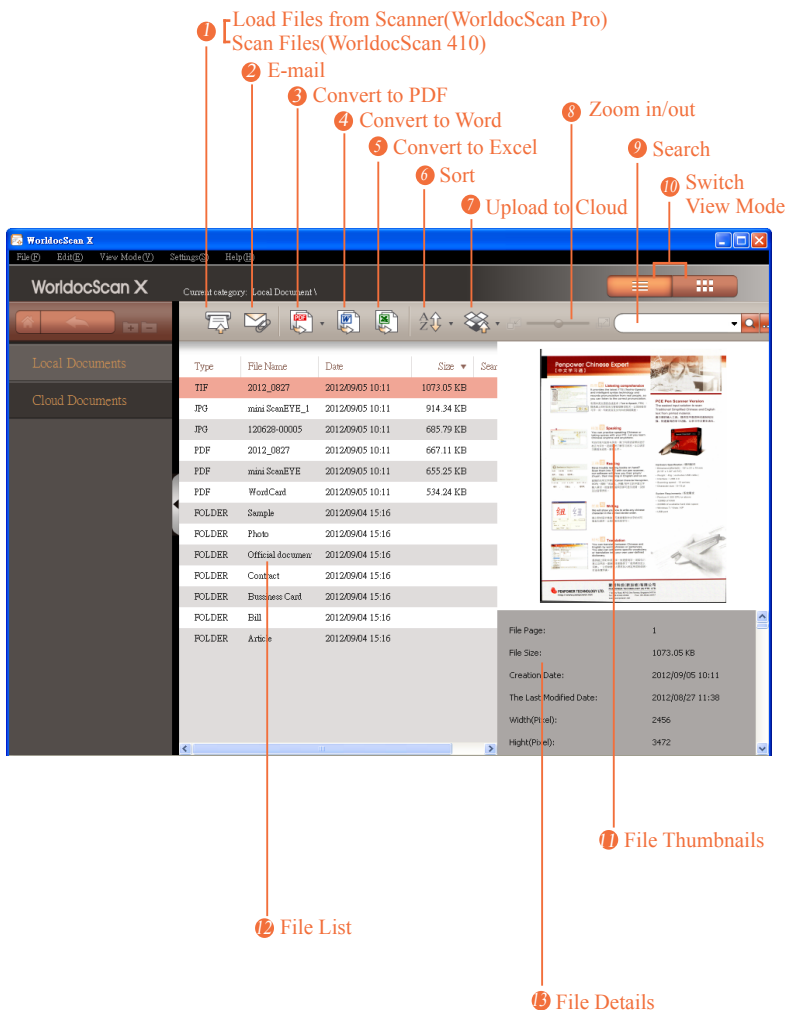
Note: The file name will be abbreviated if it's too long. Put your pointer to the file name to display the complete name.

⊙ 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 ⌈ Load Files from Scanner(WorldocScan Pro)
⌊ Scan Files(WorldocScan 410)

② E-mail

③ Convert to PDF

④ Convert to Word

⑤ Convert to Excel

⑥ Sort

⑦ Upload to Cloud

⑧ Zoom in/out

⑨ Search

⑩ Switch View Mode

⑪ File Thumbnails

⑫ File List

⑬ File Details

1		**Load Files from Scanner (Pro)**	Load files into WorldocScan X from WorldocScan Pro Scanner.
		Scan Files (410)	Scan files with WorldocScan 410 scanner.
2		**E-mail**	Send the selected file(s) as attachment(s) to your e-mail software.
3		**Convert to PDF**	Click the arrow on the right of the button and you can select an option from the drop-down list. : Convert each selected item to a PDF file : Merge all selected item(s) to a PDF file
4		**Convert to Word**	Convert a file to Word format
5		**Convert to Excel**	Convert a file to Excel format
6		**Sort**	: Sort by file name : Sort by file type : Sort by file size : Sort by file creation time
7		**Upload to Cloud**	: Upload to Dropbox. : Upload to Google Drive. : Upload to SkyDrive.
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.
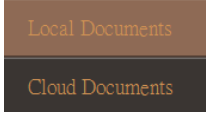
4.2 Categories Pane

WorldocScan X provides two main categories, **Local Documents** and **Cloud Documents**. The categories pane on the left side of the main screen helps you to control files and categories in a more organized way.

(Local Documents)

❶ Home Category
❷ Back
❸ Add / Delete
❹ All documents
❺ Categories
❻ Adjust Categories pane width
❼ Uncategorized documents

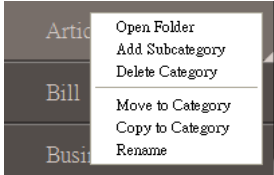|			
1		**Home**	Click this button to quickly return to main category.
2		**Back**	WorldocScan X allows multi-layer categories. Click this button and you can return to the higher layer category.
3		**Add/Delete**	Add/delete a category or subcategory.
4		**All Documents**	Click Local Document\All Document to display all documents in Local Documents.
		Cloud Documents	Click this button to display all documents in Cloud Documents. The default cloud storages include Dropbox, Google Drive, and SkyDrive. (SkyDrive is only available in Windows 7 or above.)
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.

4.3 Menu

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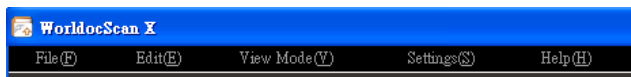
⊙ File

Add files into WorldocScan X in two ways: Load Scanned Images and Load Image Files.

(WorldocScan Pro Scanner)　　　　(WorldocScan 410 Scanner)

| Load Files From Scanner(Pro)	Load images WorldocScan Pro Scanner to WorldocScan X.
Scan Files (410)	Scan files with WorldocScan 410 scanner.
Import Files	Load images in hard drives to WorldocScan X.
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.
Upload to Cloud	Upload data to Dropbox, Google Drive, or SkyDrive. (SkyDrive is only available in Windows 7 or above.)

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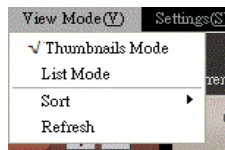
Thumbnails Mode	Choose Thumbnails Mode as the view mode according to your preference.
List Mode	Choose List Mode as the view mode according to your preference.
Sort	You can sort your files according to the file name, file size, file type, and file creation date.
Refresh	Once you make changes to the WorldocScan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

⊙ Settings
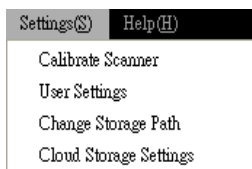
| Calibrate Scanner	Click **[Calibrate Scanner]** to calibrate the WorldocScan 410 scanner. For WorldocScan Pro scanner, insert the calibration sheet and the calibration will start automatically.
User Settings	Click **[User Settings]** to change preferences of **[Browse settings]** and **[Recognition languages settings]**.
Change Storage Path	Change the file storage path of WorldocScan X.
Cloud Storage Settings	Select the cloud storages you want to use.

User settings
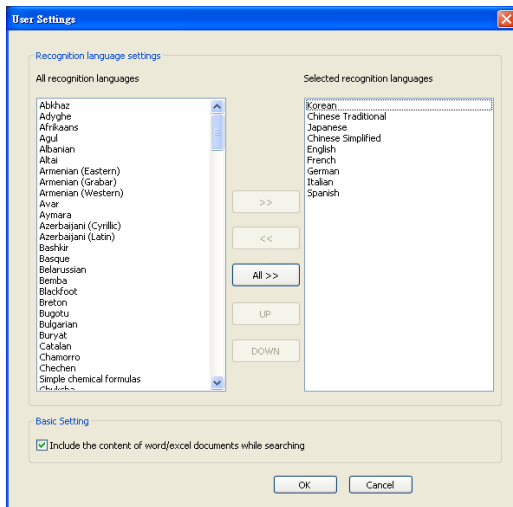
Recognition languages settings

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 settings of the Convert to PDF, Word, and Excel.

Include the content of word/ excel documents while searching:

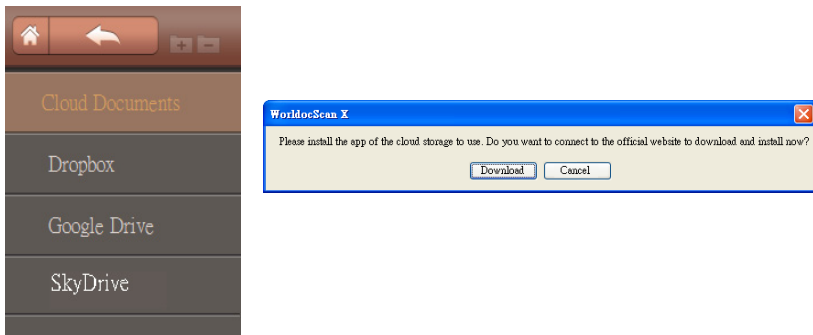Select this option to include the content of word/ excel documents while searching.

Storage Path Setting

WorldocScan X uses the path **[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 **§5.9 Change Storage Path.**
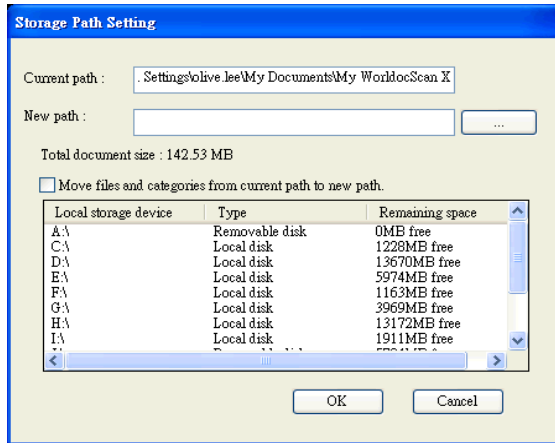
Cloud Storage Settings

The data in WorldocScan X can be uploaded to three cloud storages, including Dropbox, Google Drive, and SkyDrive. In Cloud Storage Settings, select the cloud storages you want to use and the storages will show in the category pane as below. If you did not install the cloud storages, the system will ask you to install them first.

Note: SkyDrive is only available in Windows 7 or above.

⊙ Help

Help(H)	
User Manual(H)	
About WorldocScan X	
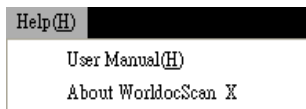
User Manual	Click **User Manual** to refer to the in-product Help.
About WorldocScan X	See more information about WorldocScan X.

Chapter 5 View and Manage Files

WorldocScan X offers the best solution for document management. Not just convert documents or files into searchable PDF documents, but also allow smart keyword search through which you can find documents using keywords.

5.1 Convert Each File to PDF Format

1. Tap one or more files and then click [icon] in the toolbar.

2**.** In this dialog box, you can set the properties of PDF file(s).
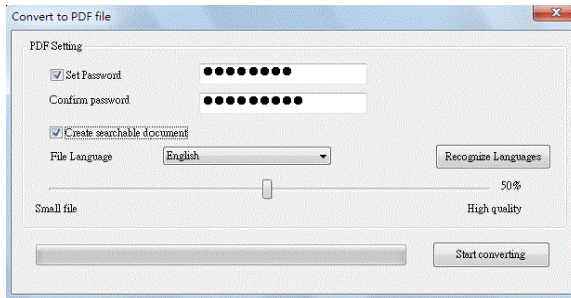
⊙ **Set Password**

Check this item and then input your own password. The PDF file will not be opened without the correct password.

Tips: You can remove the password of a protected PDF file by unchecking this item in Convert to PDF File feature.

⊙ **Create searchable document**

You shuould select a recognition language while checking this option. Then you can find those PDF files with this option by using smart keywords search function of WorldocScan X. Please refer to Chapter 6.1.2 for more detailed explanation about search function.
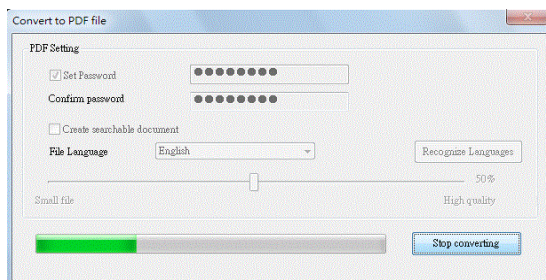
Tips: To add more recognition languages, please run [Settings/User Settings].
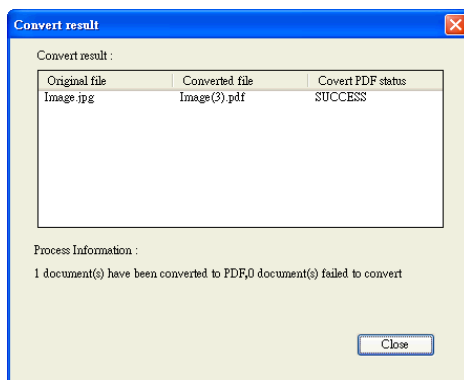
⊙ **Quality**

To adjust the PDF document quality by moving the sliding bar.
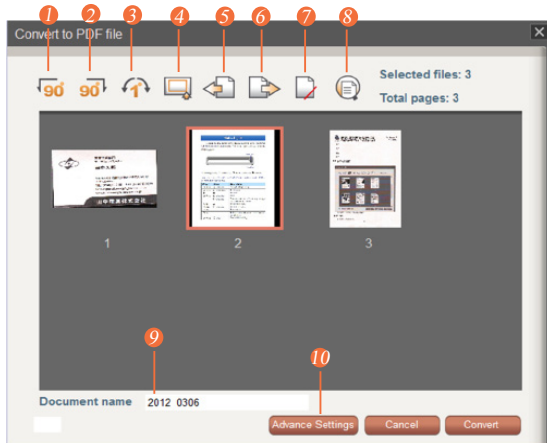
3. Click [**Start Converting**].

4**.** After the conversion is completed, you can check the conversion details and then click [**Close**].

5.2 Merge Files to A PDF File

1. Tap one or more files and then click ⊞ in the toolbar.

2. In the dialog screen, you can set the properties of PDF file.

| 1	Rotate the selected page counterclockwise 90 degrees.
2	Rotate the selected page clockwise 90 degrees.
3	Open the **Deskewing** screen.
4	Open the **Boundary Adjustment** screen.
5	Move the selected page forward.
6	Move the selected page forward Backward.
7	Delete the selected page.
8	Display the selected page.
9	The name of this merged file**.**
10	Set the properties of this merged file. Please refer to Chapter 5.1 for more detailed explanation.

⊙ **Deskewing**

You can deskew the picture at here. The base unit is one degree. You can also input a digital number from -179 to 180. Click **OK** to confirm your modification.
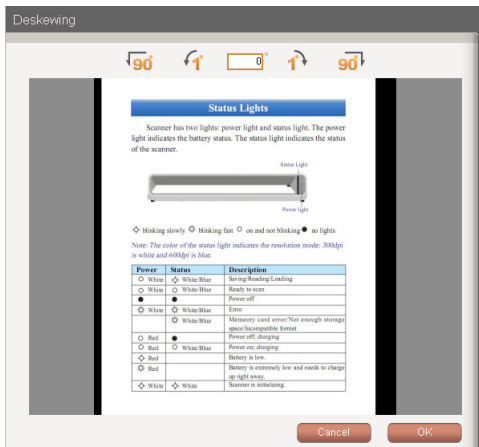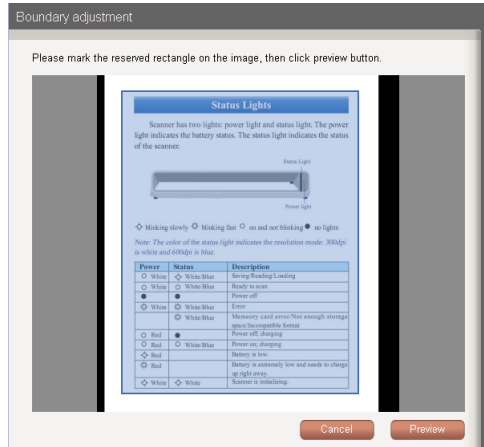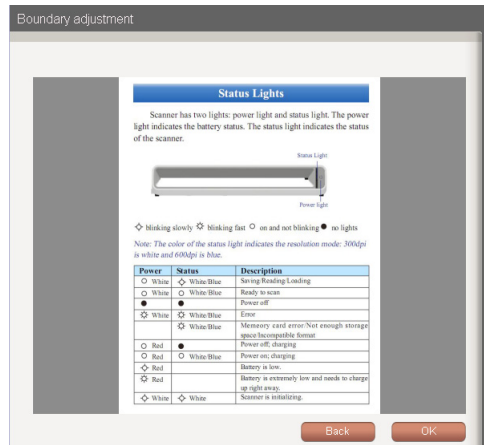

⊙ **Boundary Adjustment**

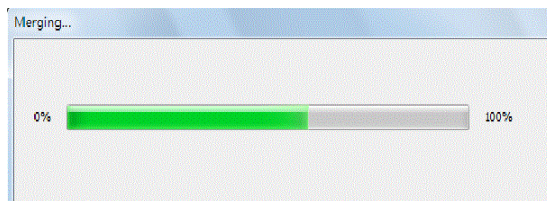You can crop the image manually with this feature.
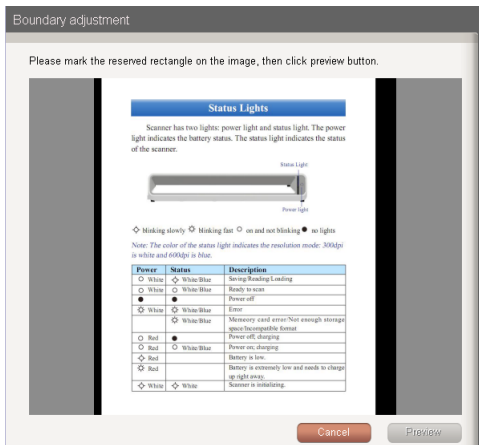
Step 1. Drag the mouse to mark the reserved rectangle on the image, then click **Preview**.

Step 2. At this previewed image, click **OK** to confirm your modification or **Cancel** to redo it.

3. Click [**Convert]** in the right button.

5.3 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 file immediately.

5.4 View Files

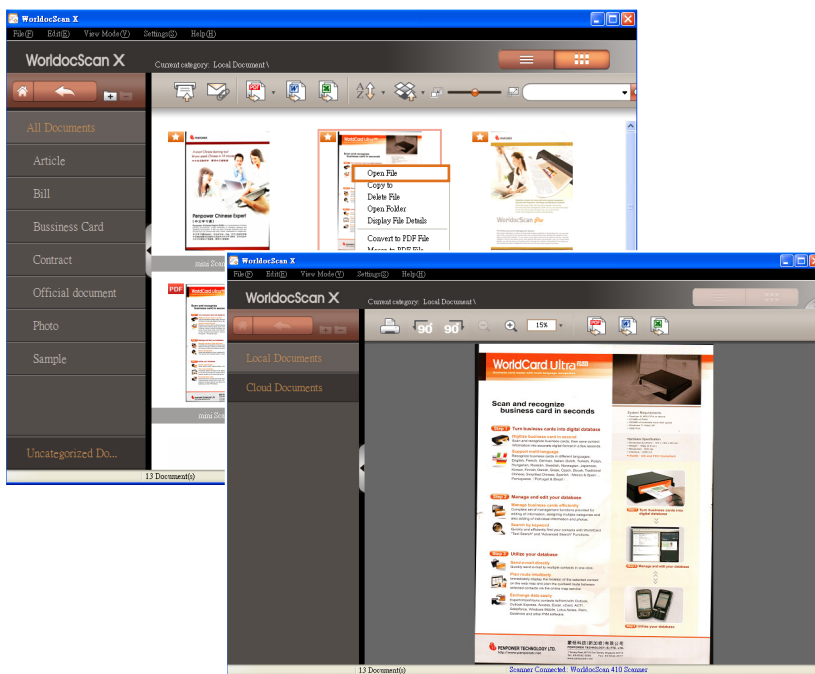To view a file in the WorldocScan X application, please:

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. You can click the print button in the toolbar to print out this file.

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.

4. If you want to close the PDF reader or the image viewer, please click .

5.5 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.

5.6 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.
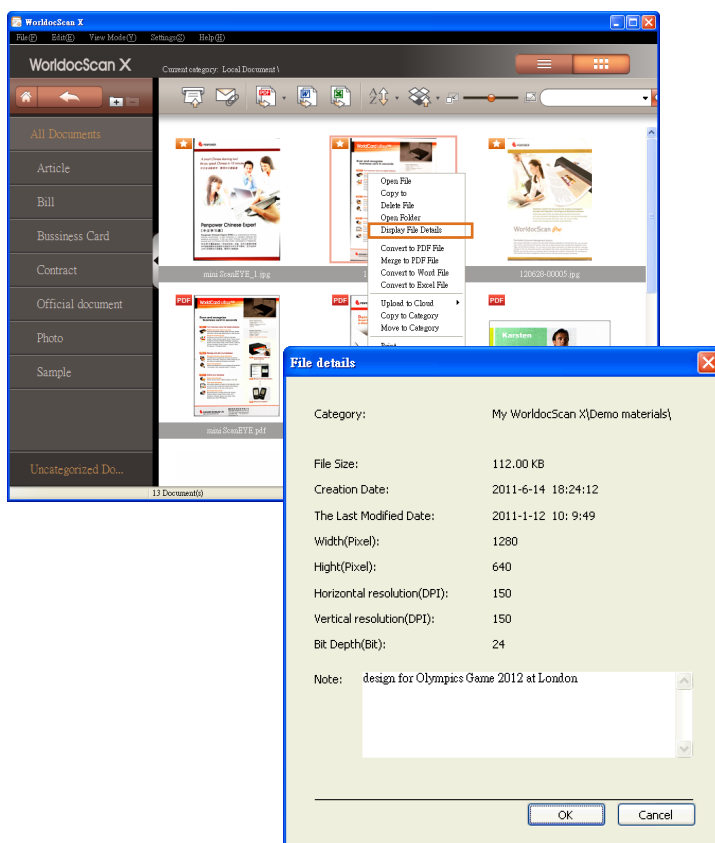
5.7 Upload to Cloud

The data in WorldocScan X can be uploaded to the coloud storages as well, such as Dropbox, Google Drive, and SkyDrive. Before uploading data to cloud, please go to [Settings]\ [Cloud Storage Settings] to select the cloud storages you want to use.

*Note: SkyDrive is only available in Windows 7 or above.*

1. Select the files that you want to upload to cloud, and right click to choose [Upload to Cloud].

**2.** Select a cloud storage where you want to upload data.

3. If you did not install the cloud storage, WorldocScan X will remind you to download the app of the cloud storage and install it. Select [Download] to start the installation.
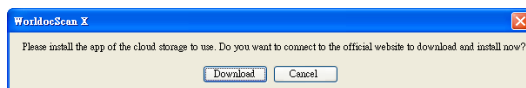
4. After the installation is completed, you can begin to upload data to the cloud storage. Take Google Drive for example. Select the files you want to upload and right click to select [Upload to cloud]\ [Google Drive]. The system will remind you to log in first. Similarly, it is needed to log in first before uploading data to Dropbox or SkyDrive.
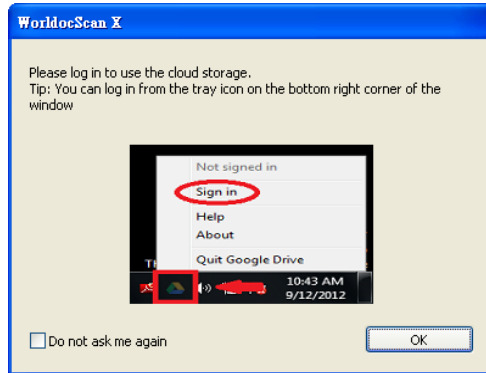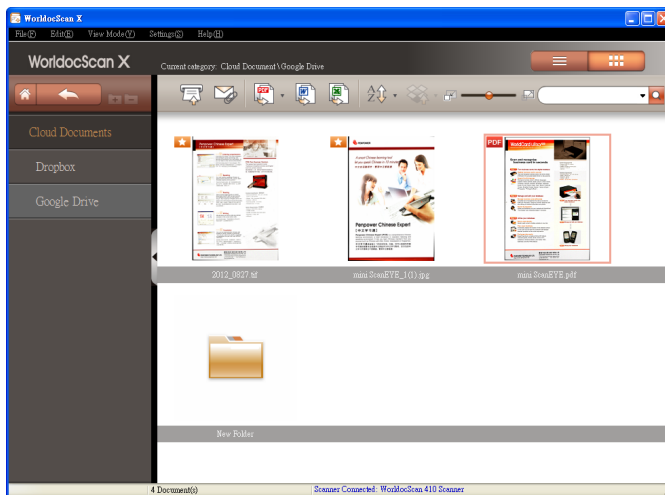

5. Enter your Gmaill account and password to log in and you can select a folder to upload your data in WorldocScan X to Google Drive.
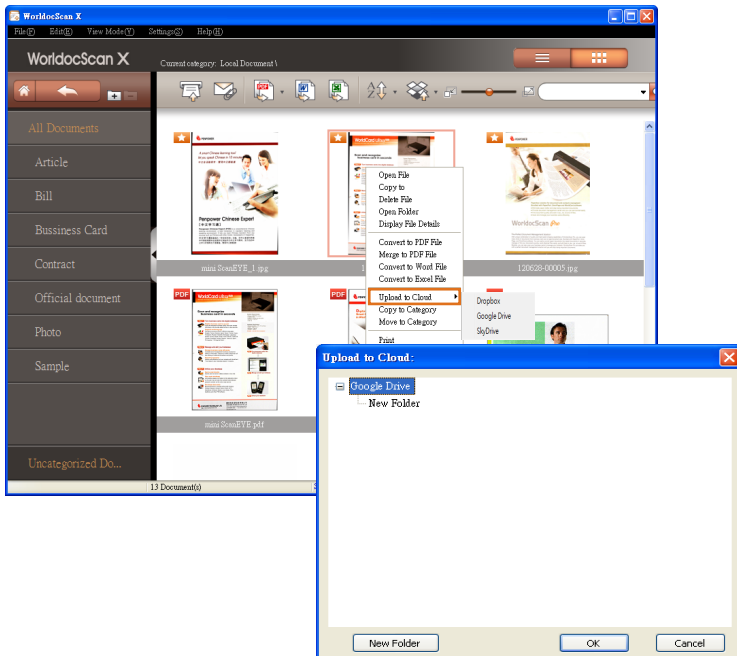
6. When the uploading is done, you can click [Cloud Documents]\ [Google Drive] on the category pane to view or edit the uploaded data.

5.8 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.
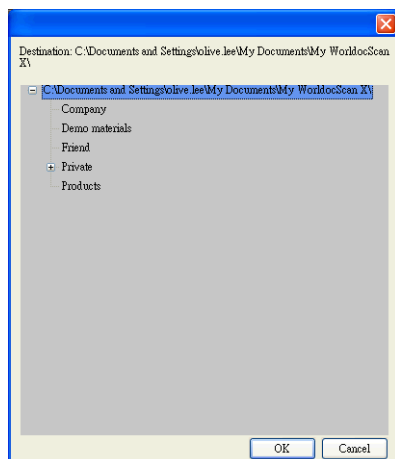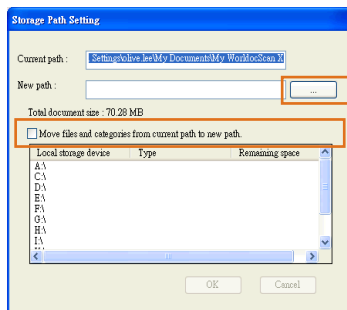
5.9 Change Storage Path

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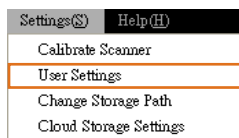
2. That will bring up a **[Storage Path Setting]** dialog box. The current file storage path is listed above.

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 Search of Files

Choose one of the following ways to find files quickly:

    • Sorting

    • Keyword Search

6.1 Sorting

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

 : Sort by file name

 : Sort by file type

 : Sort by file size

 : Sort by file creation time

6.2 Keyword Search

WorldocScan X provides the keyword search function to search file name and the note field in your files. Moreover, for searchable PDF files, Word, Excel, and RTF files, WorldCard X can perform full-text search. For how to convert files into the search-able PDF format, please refer to Section 5.1.

1. Input keywords in the search field .

2. You can additionally set the search date conditions by clicking .
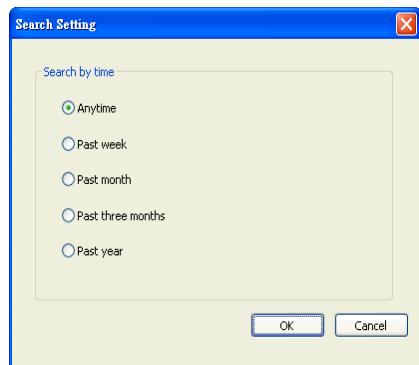
3. Click the **[Search]** button 🔍.

Note: On 32 bit system, WorldocScan X does not support RTF file full-text search.

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

Chapter 7 Other Accessible Features

7.1 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.
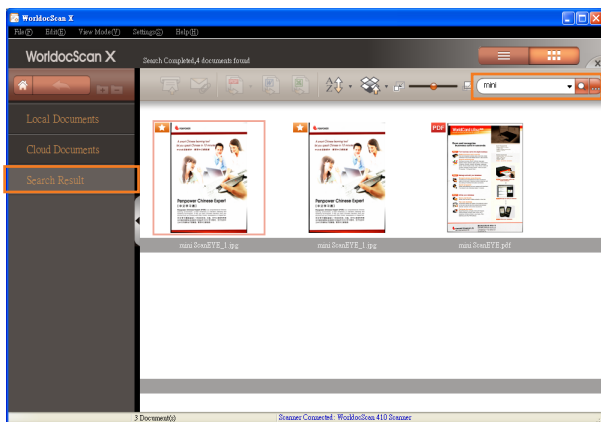
1. In the document area, select the documents or images.
2. Click the email button in the toolbar.
3. Your email programs opens and the selected files are attached to an email message.
4. Use your email program to complete and send the email.

7.2 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	Mordvin
Italian	Nahuatl
Java programming language	Nenets
Kabardian	Nivkh
Kalmyk	Nogay
Karachay-Balkar	Kabardian
Karakalpak	NorwegianNynorsk +
Kasub	NorwegianBokmal
Kawa	Norwegian (Bokmal)
Kazakh	Norwegian (Nynorsk)
Khakas	Nyanja
Khanty	Occidental
Kikuyu	Ojibway
Kirghiz	Old English
Kongo	Old French
Koryak	Old German
Kpelle	Old Italian
Kumyk	Old Spanish
Kurdish	Ossetian
Lak	Papiamento
Lappish (Sami)	Pascal programming language
Latin	Tok Pisin (Pidgin English)
Latvian	Polish
LatvianGothic	Portuguese (Brazil)
Lezgin	Portuguese (Portugal)
Lithuanian	Provencal
Luba	Quechua
Macedonian	Rhaeto-Romanic
Malagasy	Romanian
Malay	Romanian (Moldavia)
Malinke	Romany
Maltese	Ruanda
Mansi	Rundi
Maori	Russian
Mari	Russian (old spelling)
Maya	Samoan
Miao	Selkup
Minangkabau	Serbian (Cyrillic)
Mohawk	Serbian (Latin)
Mongol	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

Penpower WorldocScan X
User Manual

Manufacturer: Penpower Technology Ltd.

Version: v1.2
Release: January, 2013