

# 1. Introduction

## 1.1 Hardware Introduction



### ⦿ 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.

## ● 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 the scanner to simply lay 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.



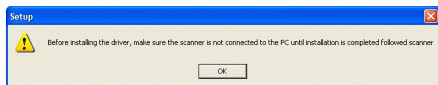
***Note: Do not lift the center of the magnet as this will damage the magnet.***

## 1.2 Driver Installation

1. Place the installation CD in the CD/DVD-ROM drive and system will automatically run **[Setup.exe]**.
2. Click **[Install Scanner Driver]**.



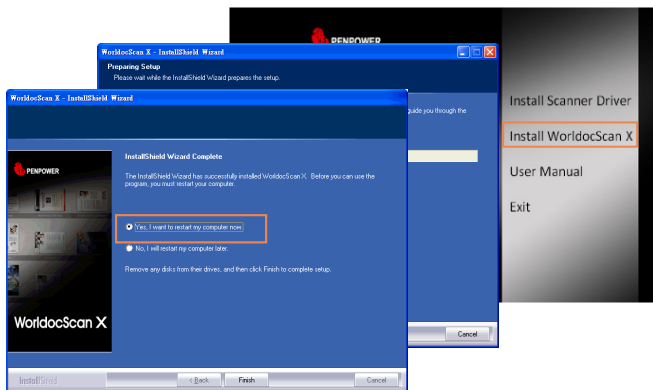
3. Before installing the driver, please make sure the scanner is not connected to the Computer.



4. Follow the instructions to install the driver and click **[Finish]** when the installation is completed.

## 1.3 Software Installation

1. After the driver is installed, please click **[Install WorldocScan X]** to install WorldocScan X.
2. You will see the installation wizard on the screen. Please click **[Next]** and follow the instructions to install WorldocScan X.
3. When the installation is completed, click **[Finish]** to exit and restart the computer.




## 1.4 Connect Hardware

After installation, please re-plug the scanner into the USB port of your computer.

***Note: If the scanner is not working properly or not recognized by the computer, please connect the scanner to an extra-powered USB hub.***

## 2. Getting Started

### 2.1 Launch WorldocScan X

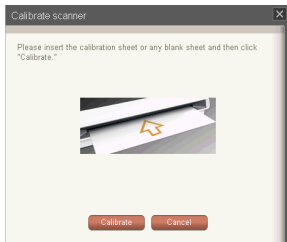
Run WorldocScan X from [Start/All Programs/Penpower WorldocScan X/WorldocScan X] or click the [WorldocScan X desktop] icon  to launch the WorldocScan X.

### 2.2 Calibration

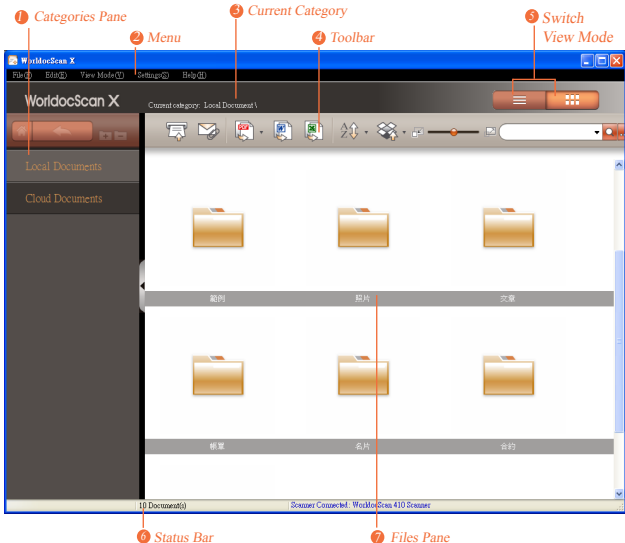
1. When you launch WorldocScan for the first time, the [Calibrate scanner] dialog box will display to notify you to calibrate the scanner. Click [Yes].
2. Place the blank side of the calibration sheet with face-down in the scanner and then click the [Calibrate] button. The scanner calibration will begin.
3. 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, please 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.*




### 3. Workspace Overview

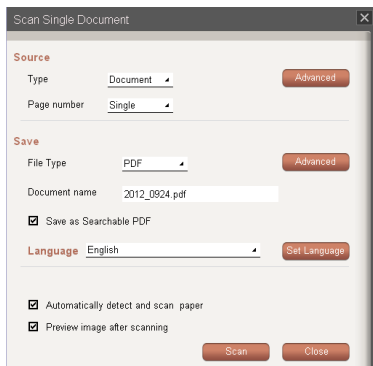


1	<b>Categories Pane</b>	This is where you control data. Categories can be freely created, moved, deleted, renamed and so on.
2	<b>Menu</b>	File, Edit, View Mode, Settings, and Help.
3	<b>Current Category</b>	Show which category you are currently operating.
4	<b>Toolbar</b>	Scan, Load Image Files, E-mail,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

## 4. Scan Documents


You can choose to scan single page or multiple pages. Take single page scan here as example.


1. Place the original you wish to scan face-down and align it to the right side of the scanner slot.
2. Please click on the **[Scan Files]**  button in the toolbar or choose **[File/Scan Files]**. The scan guide appears to guide you through the scanning process.
3. Choose the appropriate settings. The basic settings are usually enough to create the scanned file you want. However, you can adjust **[Advanced]** if required.




Scan Single Document

**Source**

Type Document  **Advanced**


Page number Single 

**Save**

File Type PDF  **Advanced**

Document name 2012\_0924.pdf

☒ Save as Searchable PDF





Language English  **Set Language**

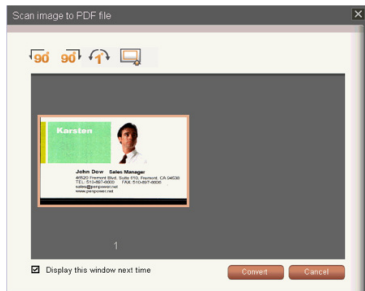
☒ Automatically detect and scan paper

☒ Preview image after scanning

**Scan** **Close**

4. Once all settings have been set, click on the **[Scan]** button to start scanning the document. If you want to give up scanning, please click **[Close]**.

5. Once the document has been scanned, the thumbnail preview will displayed on screen. You can rotate the scan by clicking the **[Rotate Counterclockwise]**  or **[Rotate Clockwise]**  button, deskew the scan by clicking **[Deskewing]** , and crop the scan by clicking **[Crop]** .



6. Click **[Convert]** to generate the scan into a PDF, BMP, JPEG, or TIFF file, depending on the file format you have chosen.
7. Once the file is created, it will be saved to the current targeted category and displayed on the screen for you to view and edit. If you have not specify a file name for this file, the file name will be the creation date, by default. You can rename the file name later.



## 5. Import Files

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

1. Choose **[File/Import Files]**.



2. 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.

## 6. Upload to Cloud


The data in WorldocScan X can be uploaded to the cloud storages, such as Dropbox, Google Drive, and SkyDrive.

1. Choose a file you wish to upload to cloud, and right click to choose **[Upload to Cloud]**. Or choose **[Edit/Upload to Cloud]**.
2. Choose a cloud storage and folders where you want to upload files to. The selected data will be uploaded to the cloud storage immediately.

*Note: Windows XP does not support SkyDrive cloud storage.*



## 7. Convert Files

### 1. Convert / Merge files to PDF files:

You can click the  button on the toolbar or right-click a file and select [**Convert to PDF File**] or [**Merge to PDF File**] in the menu to convert or merge files to PDF files. Please refer to Section 5.1 and 5.2 in the user manual for more details.



*Note: Word and Excel files cannot convert to PDF files.*

### 2. Convert files to Word/Excel files:

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. Please refer to Section 5.3 in the user manual for more details.

## 8. Search for Files

WorldocScan X provides ways to help you find the files quickly:

- **Sorting:** Click the Sort  button in the toolbar to sort the files by file name, size, type, or creation date so that you can quick pick out the files you want.
- **Keyword Search:** WorldocScan X provides the keyword search  function to search file names and the note fields in your files. Moreover, for searchable PDF, Word, Excel, and RTF files, WorldocScan X can perform full-text search. For converting files into the searchable PDF format, please refer to Section 5.1 and 5.2.

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

## 9. View and Manage Files

You can view and manage documents in WorldocScan X.

- **View Files**

In the Files pane, double-click a file to open and view this file.


- **Delete Files**

Right click a file and select **[Delete File]**, or select **[Edit/Delete]** to delete this file.

- **Display File Details**

Right click a file and select **[Display File Details]** in the menu. You can view additional file information, including note annotations, file size, file page, creation date, and so on.

- **Email Files**

Select the files and click the Email button  in the toolbar. Your email program opens and the selected files are attached to an email message.

*Note: For further information, please select [Help]/ [User Manual] to refer the user manual on the website. The user manual is .pdf format. To read the user manual you will need PDF Reader .*