

Penpower WorldocScan X

User Manual

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Penpower Technology Ltd.

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Contents

Chapter 1 Product Introduction	1-1
1.1 Product Features	1-1
1.2 System Requirements	1-1
Chapter 2 Getting Started	2-1
2.1 Install Software	2-1
2.3 Calibration	2-6
2.4 Online Help	2-7
Chapter 3 Workspace	3-1
3.1 Workspace Overview	3-1
3.2 Categories Pane	3-2
3.3 Files Pane	3-4
3.4 Menu	3-7
Chapter 4 Add Files to WorldocScan X	4-1
4.1 Scan	4-1
4.1.1 Scan Single Page	4-1
4.1.2 Scan Multiple Page	4-7
4.2 Load Image Files	4-14
Chapter 5 View and Manage Files	5-1
5.1 Convert Each File to PDF Format	5-1
5.2 Merge Files to A PDF File	5-3
5.3 Convert to Word\Excel Files	5-6
5.4 View Files	5-7
5.5 Delete Files	5-8
5.6 View File Details	5-9
5.7 Copy or Move to Category	5-10
5.8 Change Storage Path	5-11
Chapter 6 Other Accessible Features	6-1
6.1 Search for Files	6-1
6.1.1 Sorting	6-1
6.1.2 Keyword Search	6-1

6.2 Email Files..... 6-2

6.3 Print Files 6-3

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.

1.2 System Requirements

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

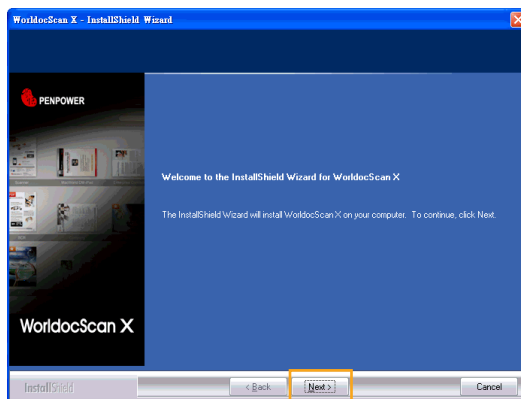
Chapter 2 Getting Started

2.1 Install Software

1. Place the installation CD in the CD/DVD-ROM drive and the system will automatically run **[Setup.exe]**. Please click **[Install Scanner Driver]** to install the driver first. After the driver is installed, click **[Install WorldocScan X]** to start to install WorldocScan X.



2. You will see the installation wizard on the screen. Please click **[Next]** to continue.

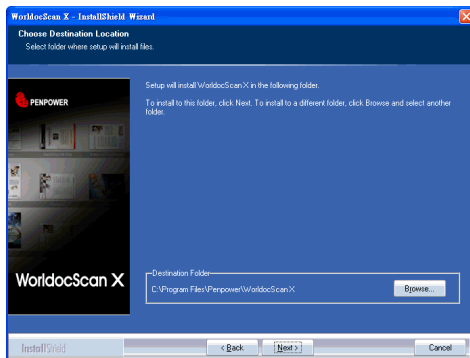




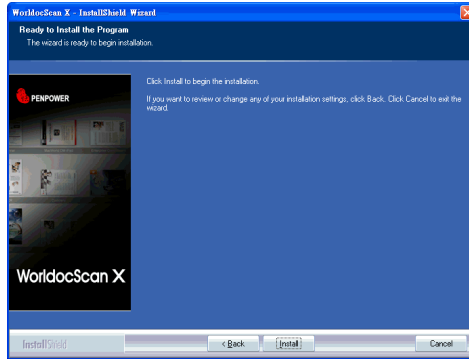
3. Please read the license agreement carefully and check **[I accept the terms of the license agreement]**. Then click on **[Next]** to continue.



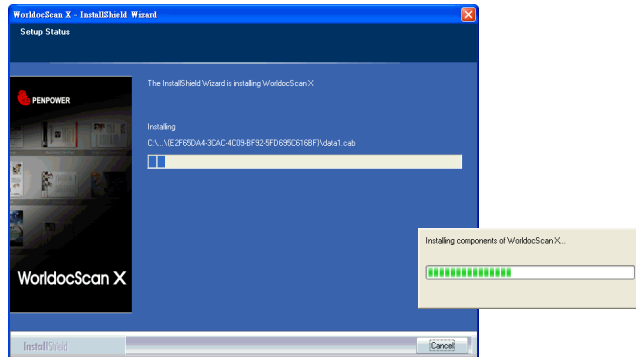
4. At the folder selection screen, you can use the system default folder or click on **[Browse]** to select an installation folder. Click on **[Next]** to continue.



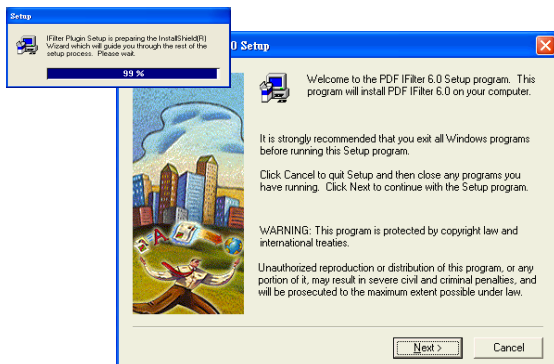
5. Click **[Install]** to begin the installation. If you want to change the storage path, please click **[Back]** to return to the previous step.



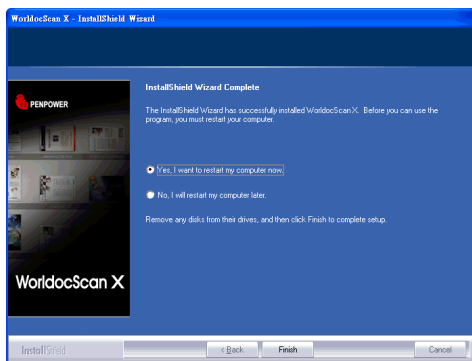
6. The installation progress is displayed on screen.




7. After WorldDocScan 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.

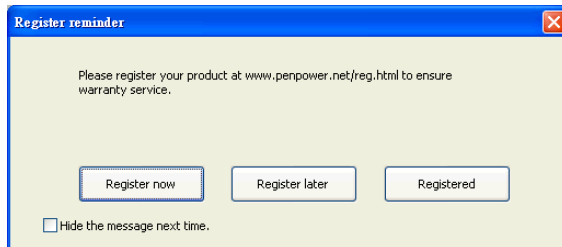


2.2 Launch WorldocScan X

Run WorldocScan X from [Start/All Programs/Penpower WorldocScan X/WorldocScan 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.

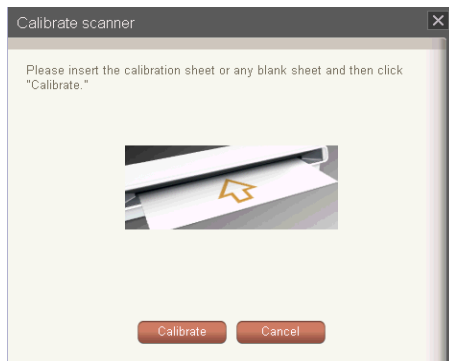


2.3 Calibration

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.

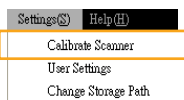
Note: If you use the scanner on another computer, you need to calibrate the scanner again.

1. Run the WorldocScan X.
2. The **[Calibrate scanner]** dialog box displays to notify you to calibrate the scanner. Click **[Yes]**.
3. Place the 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:

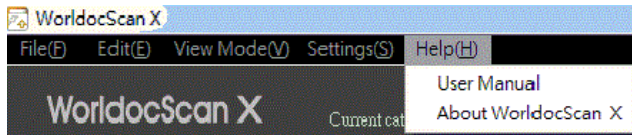
1. *If you find the scans are consistently too dark or have poor color quality, for example, please perform calibration. Go to the [Settings] menu and choose [Calibrate Scanner] to launch the calibration process.*
2. *The calibration card is supplied with the package. If you lose it, you can use a same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



2.4 Online Help

WorldocScan X provides excellent online help info:

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



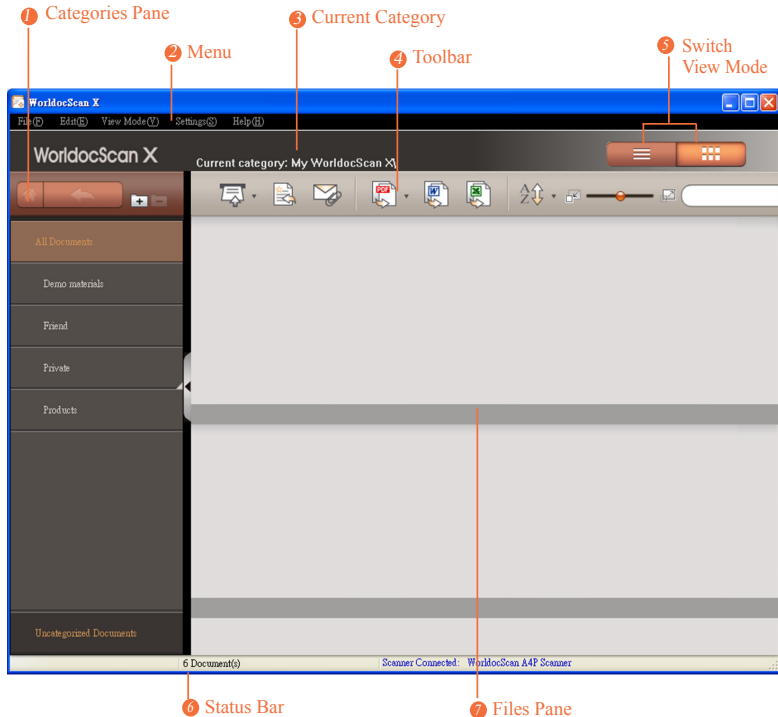
2. Click **About WorldocScan X**, you can go to Penpower Technology Ltd. official website at the left bottom to get more information.
3. Also you can send e-mail to our customer service contact by pressing **Feedback** at the right bottom. It will open your email software, copy and paste hardware information and email to us.



Chapter 3 Workspace

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

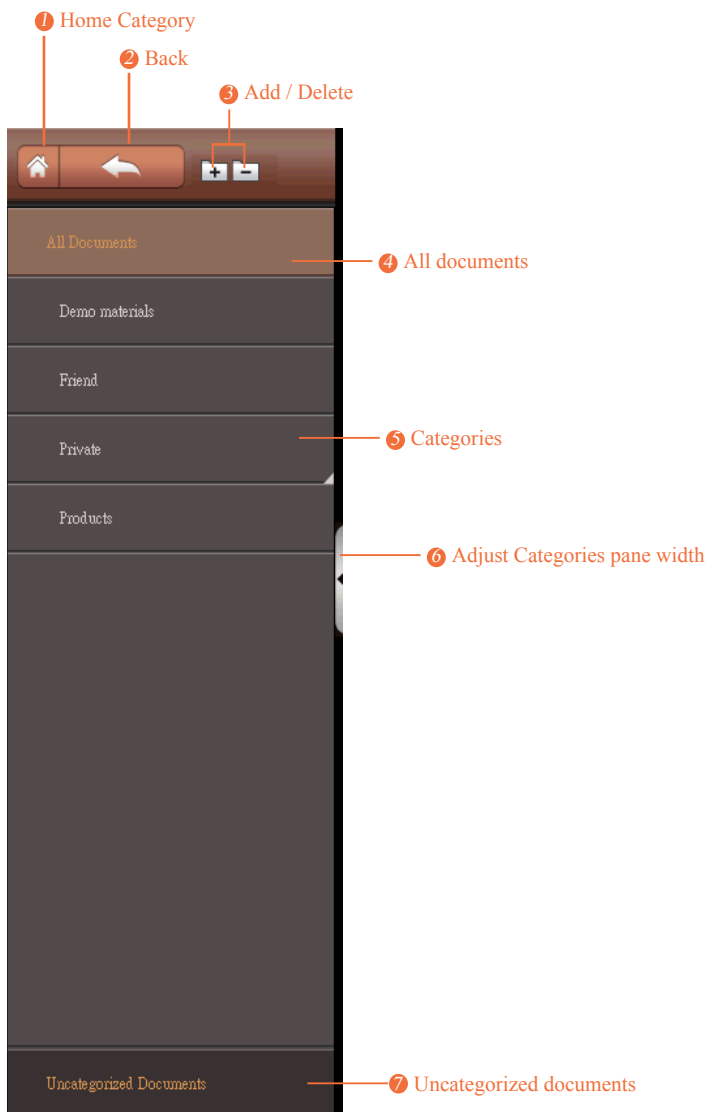






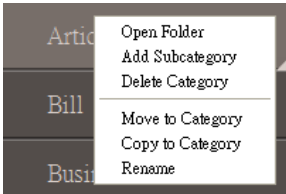

1	Categories Pane	This is where you control data. Categories can be freely created, moved, deleted, renamed, and so on.
2	Menu	File, Edit, View Mode, Settings, and Help.
3	Current Category	Show which category you are currently operating.
4	Toolbar	Scan, Load Image Files, E-mail, Convert to PDF/Word/Excel,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

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







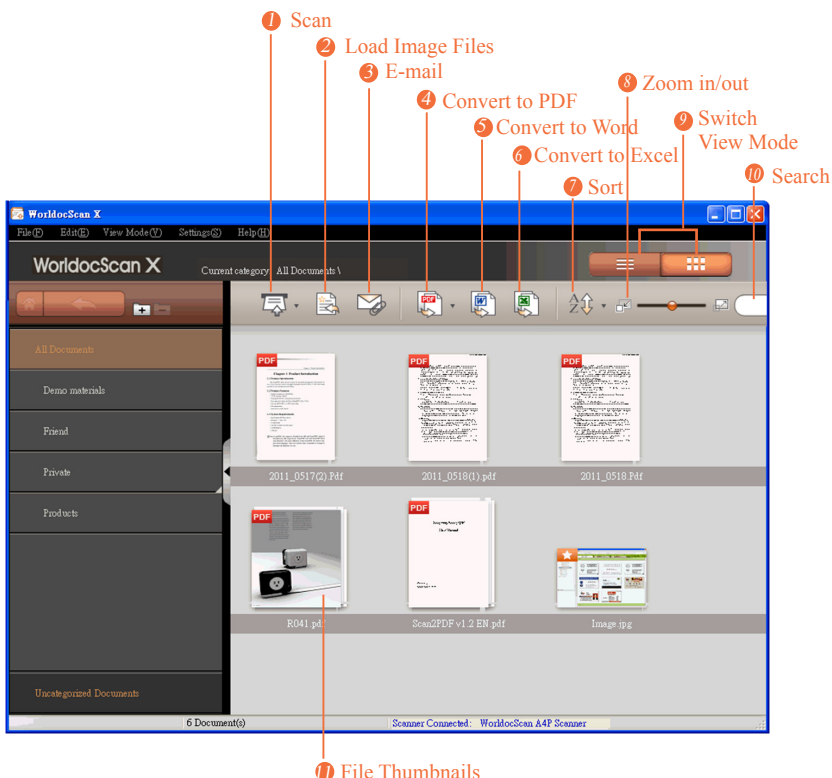
1		Home	Click this button to quickly return to All Documents.
2		Back	WorldocScan X allows multi-layer categories. Click this button and you can return to the higher layer category.
3		Add/Delete	Add/delete a category or subcategory.
4		All Documents	Click this button to display all documents.
5		Categories	<p>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.</p> <p>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.</p> 
6		Adjust Pane Width	<p>Click the little triangle to display or hide the Categories pane.</p> <p>Drag the bar to adjust the width of the Categories pane.</p>
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

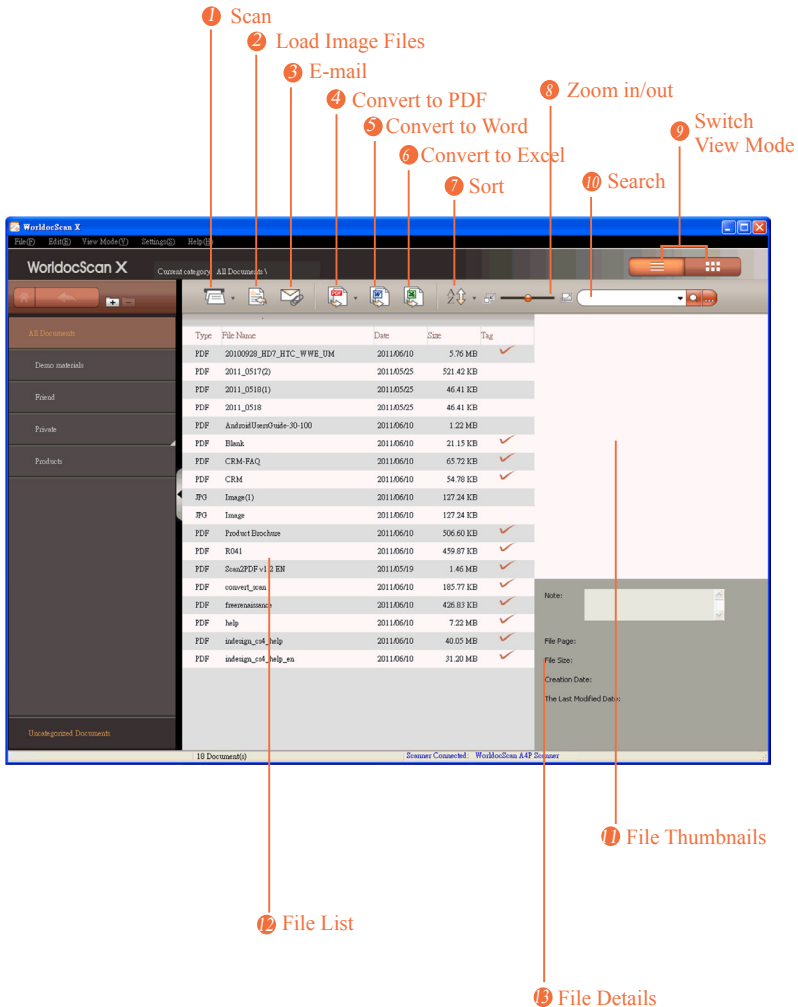
Thumbnails Mode  is the default view mode. It displays thumbnail representations of the first page of each document and provides easy identification of the files. You can adjust the size of the thumbnail icons. There are three kinds of thumbnails in the Files pane. PDF thumbnails appear with a  icon. 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 .

























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.

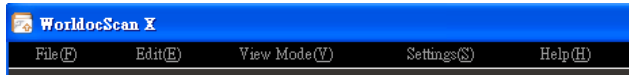




1		Scan	Click and hold the arrow to the right of the button and you can select an option from the drop-down list.  : Single Page Scan  : Multiple Page Scan
2		Load Image Files	Load image files from other hard drivers.
3		E-mail	Send the selected file(s) as attachment(s) to your e-mail software.
4		Convert 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
5		Convert to Word	Convert a file to Word format
6		Convert to Excel	Convert a file to Excel format
7		Sort	 : Sort by file name  : Sort by file type  : Sort by file size  : Sort by file creation time
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

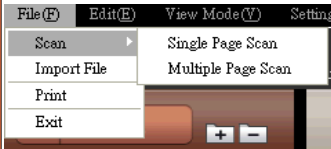
There are five main menus, appearing at the top of the screen: **[File]**, **[Edit]**, **[View Mode]**, **[Settings]**, and **[Help]**.



○ File

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



Scan	<p>You can choose [Single Page Scan] or [Multiple Page Scan].</p> 
Load Image Files	Load images in hard drives to WorldocScan X.
Print	Print the selected file.
Exit	Close WorldocScan X.

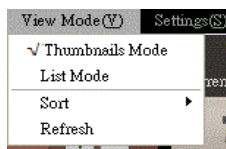


○ Edit



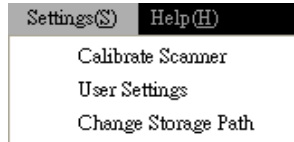
Select All	Select all documents in the current targeted category.
Copy to	Copy documents to the selected folder.
Delete	Delete the selected file(s).
Rename	Rename the selected file.
Copy to Category	Copy the selected files to another category.
Move to Category	Move the selected files to another category.

○ View Mode



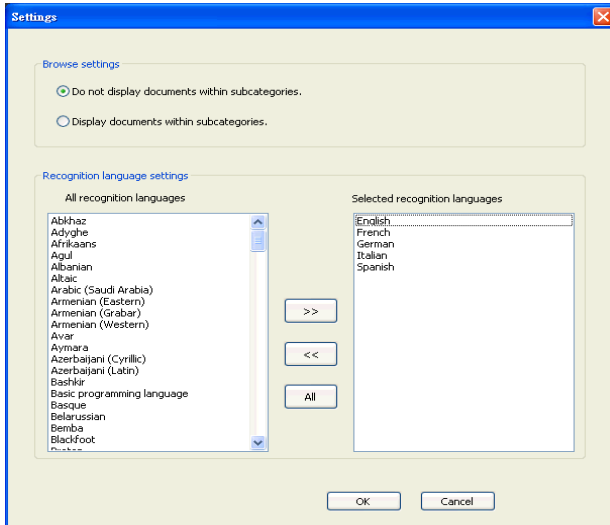
Thumbnails Mode	Choose Thumbnails Mode as the view mode according to your preference.
List Mode	Choose List Mode as the view mode according to your preference.
Sort	You can sort your files according to the file name, file size, file type, and file creation date.
Refresh	Once you make changes to the WorldocScan 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 WorldDocScan X.

User settings



Browse settings:

Choose to display files within subcategories or not.

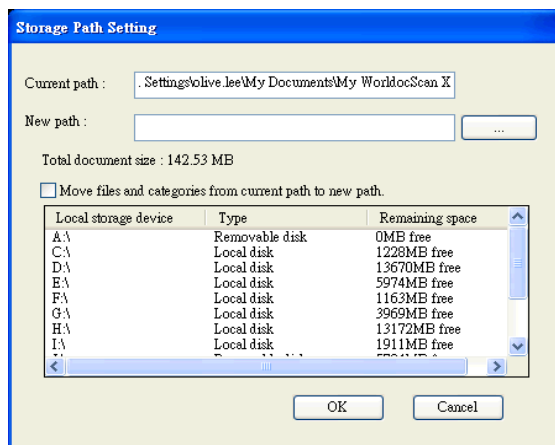
Recognition languages settings

WorldDocScan 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.

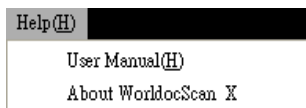


Storage Path Setting

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 §5.8 **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 JPEG, BMP, TIFF, TIF or PDF 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.

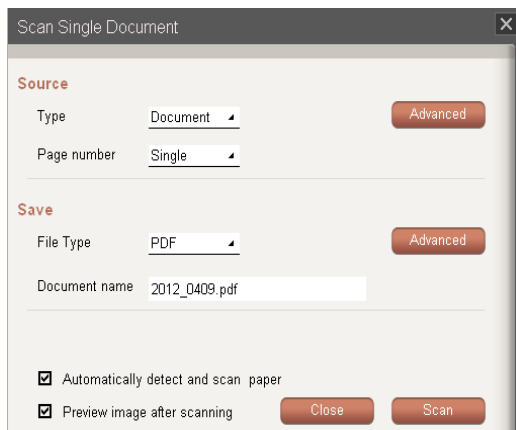
Notes :

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 **[Advanced]** if required.





Basic settings

1. Source

- ⊙ **Type:** According to your different scan sources, you can select [**Document**], [**Picture**], [**DM**], or [**Others**] in this function before scanning. WorldDocScan 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 everytime once you scan different sources.
- ⊙ **Page number:** Select [**Single**] to scan single page and 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:** WorldDocScan 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.

3. Automatically detect and scan paper

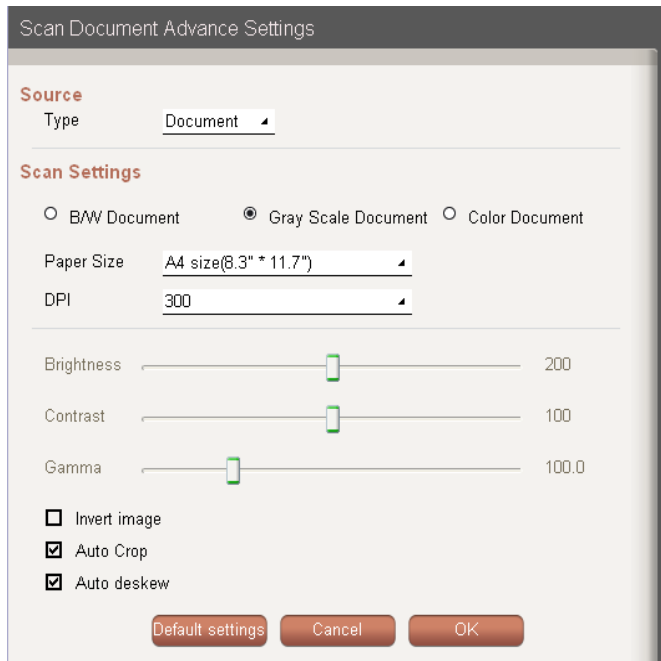
If you have checked the option of [**Automatically scan and detect paper**], once the paper is inserted into the scanner, the scanning process will automatically launch.

4. Preview image after scanning

If you have checked the option of [**Preview 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:

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.
- **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.
- **Quality:** You can also adjust the quality of PDF or JPEG file by moving the sliding bar.

PDF Settings

☒ Set Password *****

Confirm password *****

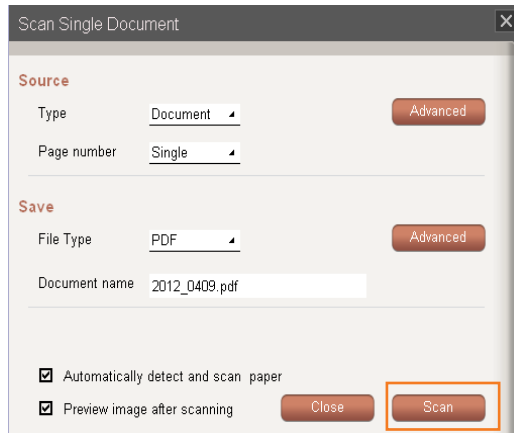
☒ Save as Searchable PDF

Language English Set Language

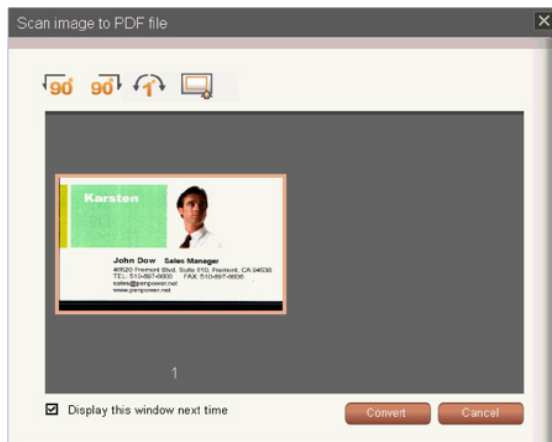
Quality: Small size High quality 50%

Close OK

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.



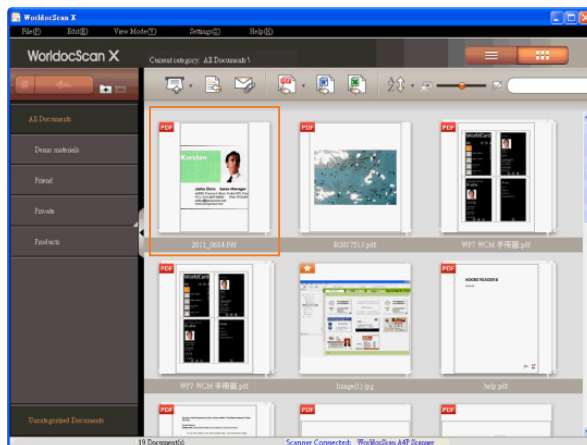
*Note: If the **[Display this window next time]** option is checked, this preview screen will display every time after scanning. If you don't need to preview the scan after scanning, please deselect **[Display this window next time]**.*



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.




4.1.2 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.

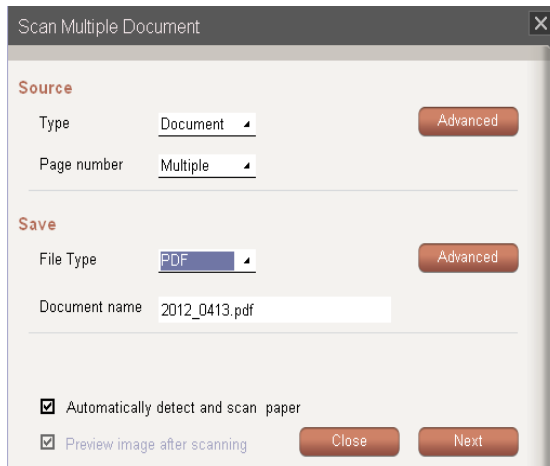
Notes:

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 [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.


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.




Scan Multiple Document

Source

Type: Document  Advanced

Page number: Multiple  Advanced

Save

File Type: PDF  Advanced

Document name: 2012_0413.pdf

☒ Automatically detect and scan paper

☒ Preview image after scanning

Close Next



Basic settings

1. Source

- ⊙ **Type:** According to your different scan sources, you can select [**Document**], [**Picture**], [**DM**], or [**Others**] in this function before scanning. WorldDocScan 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 everytime once you scan different sources.
- ⊙ **Page number:** Select [**Single**] to scan single page and 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:** WorldDocScan 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.

3. Automatically detect and scan paper

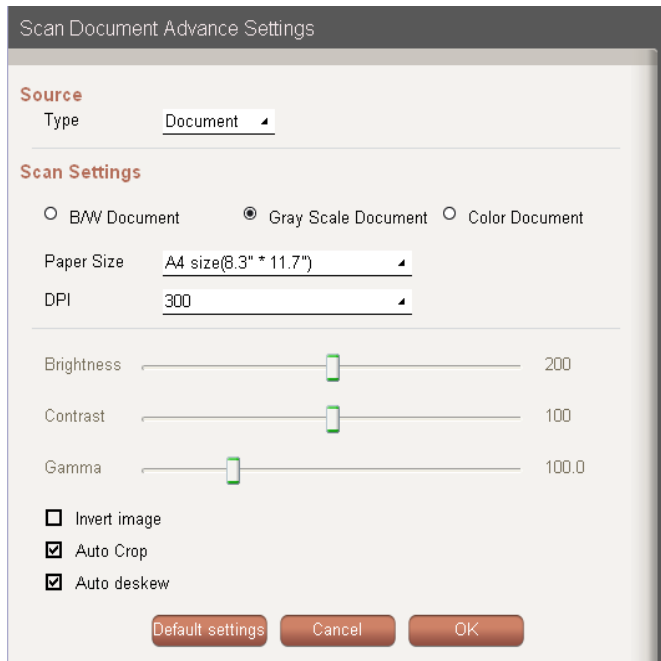
Check the function [**Automatically detect and scan paper**], and the document will be automatically scanned once you place the paper to the scanner.

4. Preview image after scanning

Check the function [**Preview image after scanning**], and 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:

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.
- **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.
- **Quality:** You can also adjust the quality of PDF or JPEG files by moving the sliding bar.

PDF Settings

☒ Set Password *****

Confirm password *****

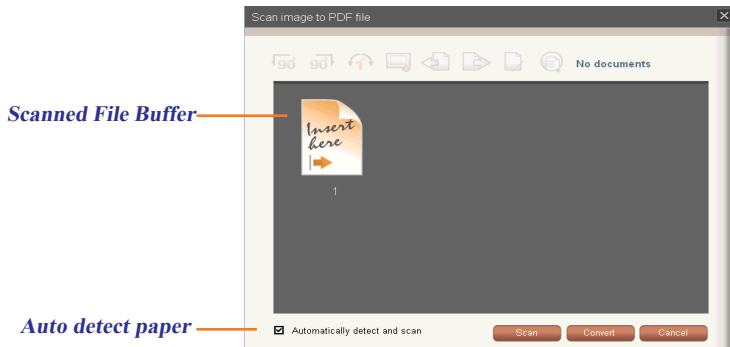
☒ Save as Searchable PDF

Language English Set Language

Quality: Small size High quality 50%

Close OK

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



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 , Rotate Clockwise , 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

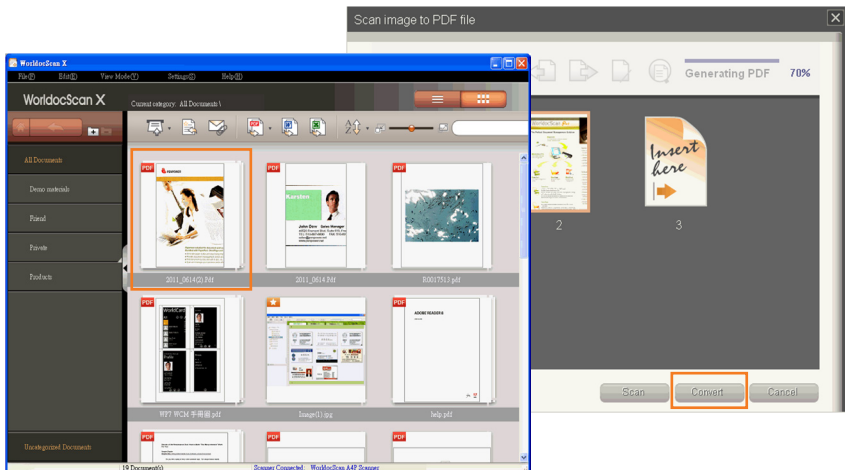
Tip: There are ways to enlarge the scanned image. First, choose the image icon that you want to enlarge and click [Show Scanned Image]  button. The window of the enlarged image will pop up. Second, move the cursor on the scanned image icon for two seconds. The window of the enlarged image will pop up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

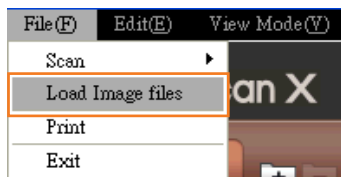




4.2 Load Image Files

Directly import PDF, BMP, JPG, or TIFF file into WorldDocScan X.

Step1. Go to the **[File]** menu and choose **[Load Image files]**, or click  button in the tool bar.




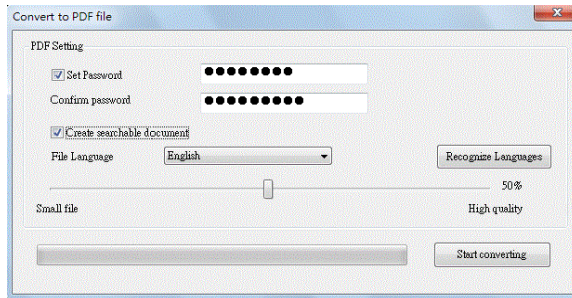
Step2. Choose the file that you wish to import into WorldDocScan X. The files will be imported into WorldDocScan X immediately. You can assign these files into any category, rename these files, or so on.

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  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

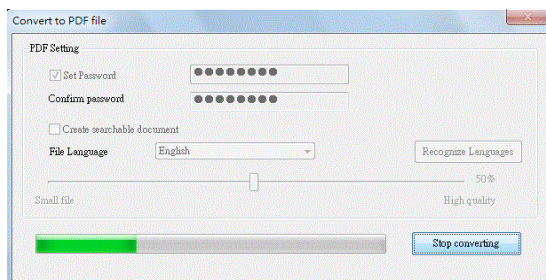
You should select a recognition language while checking this option. Then you can find those PDF files with this option by using smart keywords search function of WorldocScan X. Please refer to Chapter 6.1.2 for more detailed explanation about search function.

Tips: To add more recognition languages, please run [Settings/User Settings].

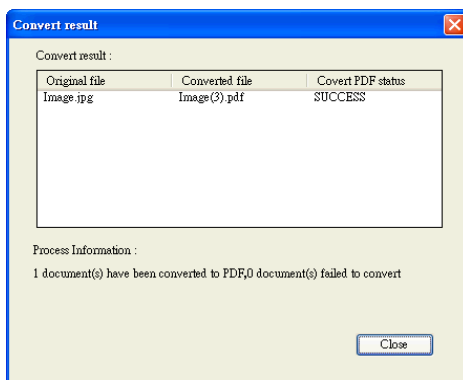
• Quality

To adjust the PDF document quality by moving the sliding bar.


3. Click **[Start Converting]**.

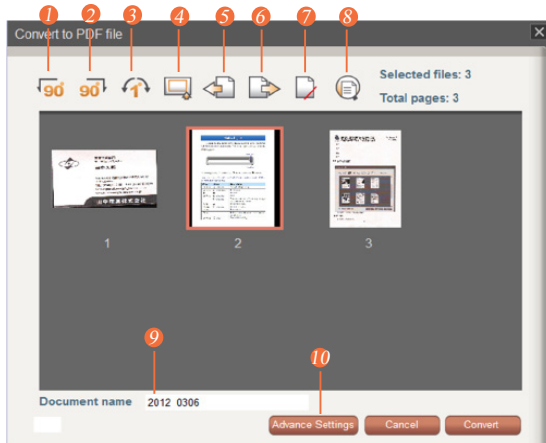


4. After the conversion is completed, you can check the conversion details and then click **[Close]**.



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.

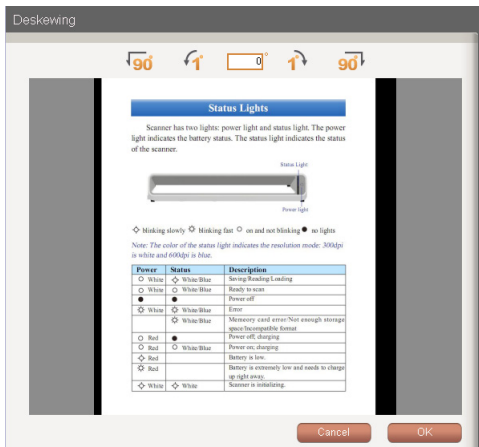


1	Rotate the selected page counterclockwise 90 degrees.
2	Rotate the selected page clockwise 90 degrees.
3	Open the Deskewing screen.
4	Open the Boundary Adjustment screen.
5	Move the selected page forward.
6	Move the selected page forward Backward.
7	Delete the selected page.
8	Display the selected 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.



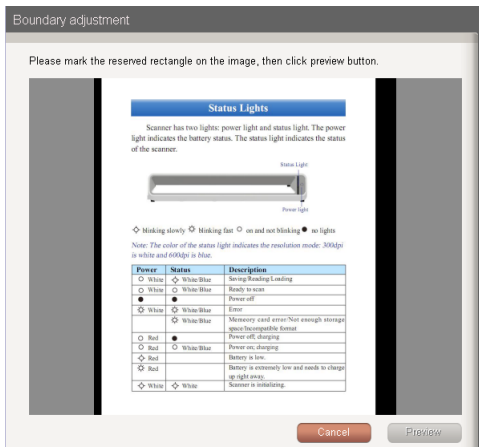
• Deskewing

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.

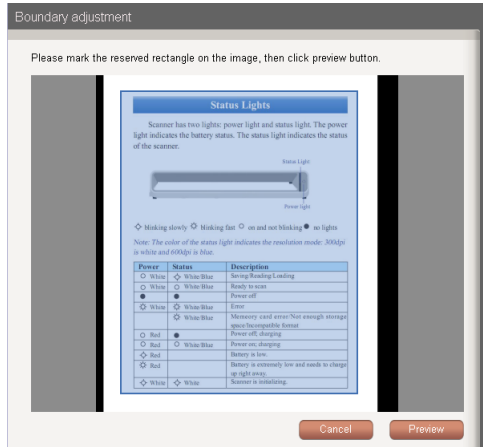


• Boundary Adjustment

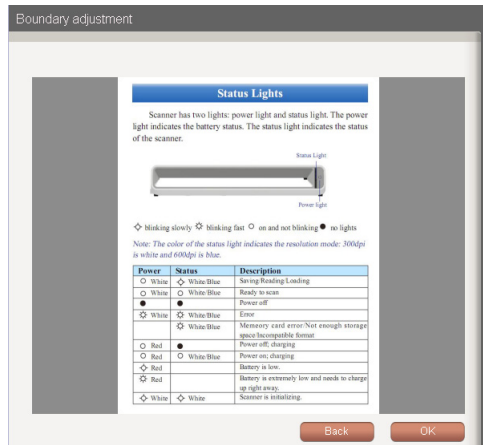
You can crop the image manually with this feature.



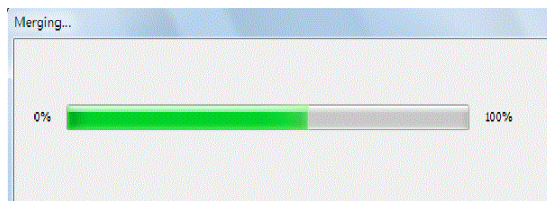
Step 1. Drag the mouse to mark the reserved rectangle on the image, then click **Preview**.



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





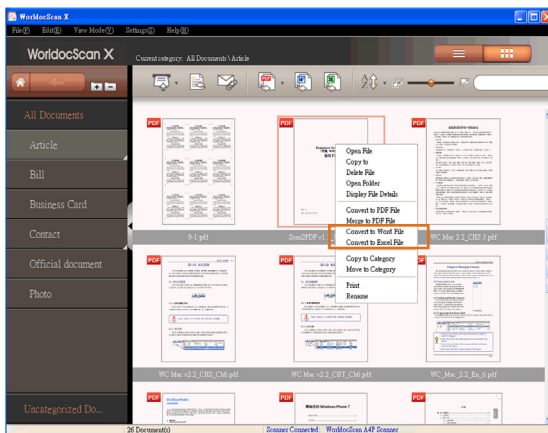
3. Click [**Convert**] in the right button.





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 Convert to Word File for example.




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

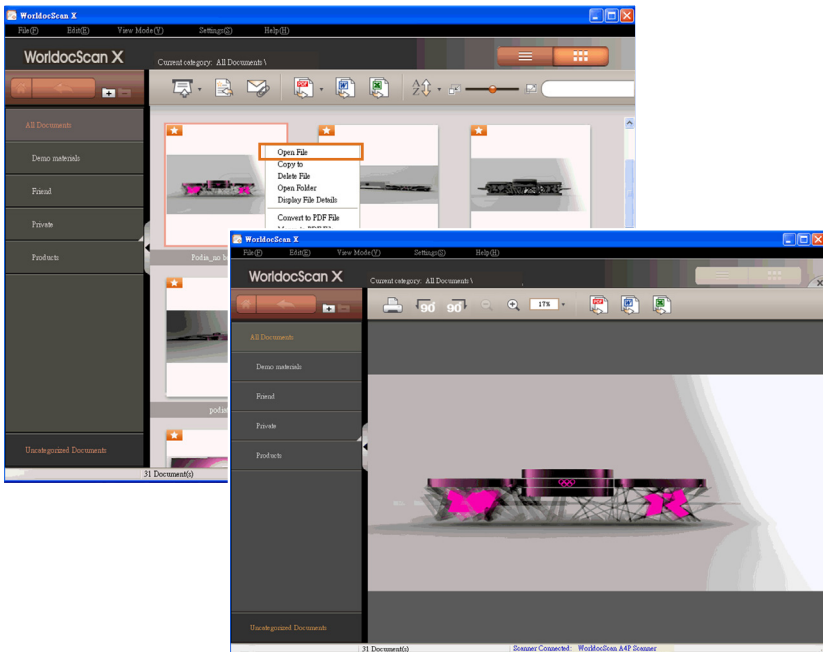
Tips:

- 1. You can select the recognition language of the document from the language 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 .

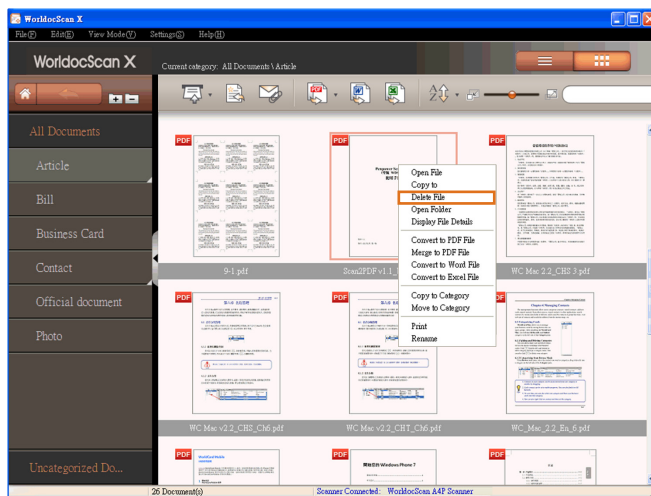


5.5 Delete Files

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.

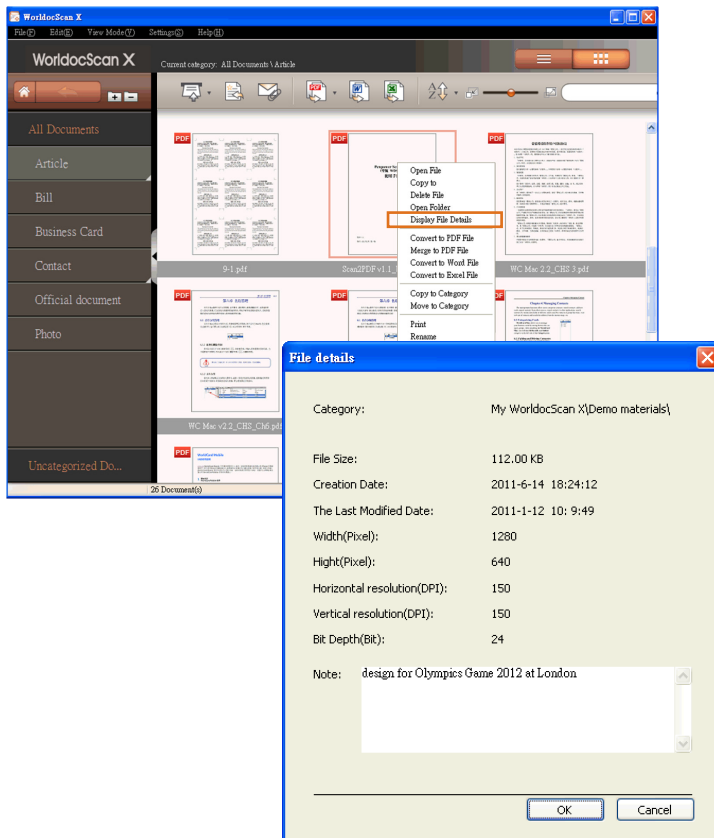


Tip: If you delete categories or files outside of WorldDocScan X, when you return to WorldDocScan X, please press the F5 key or click [View Mode\Refresh]. You will see the deletion in WorldDocScan X.

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.

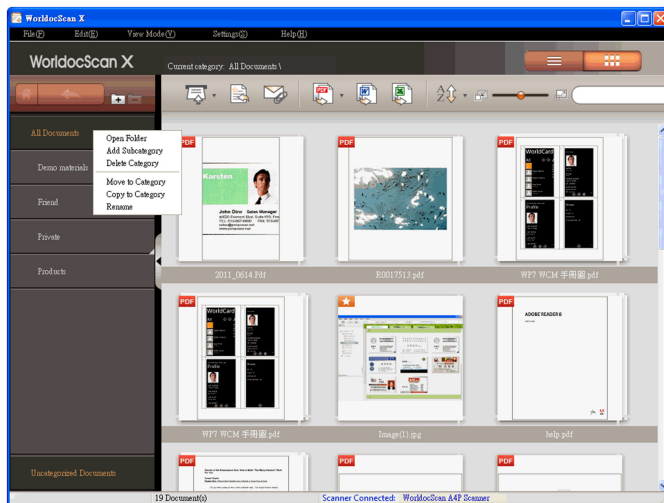
Tip: You can edit the note annotations by directly typing your note in this field.



5.7 Copy or Move to Category

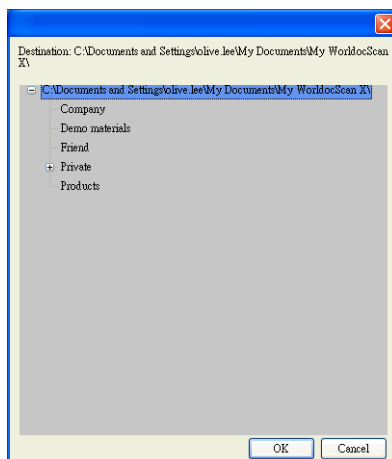
You can use the Categories pane to move or copy the current category and all files under it to another category.

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.



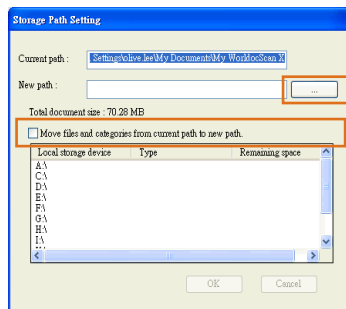
5.8 Change Storage Path

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  button on the toolbar to sort the files so that you can quickly 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

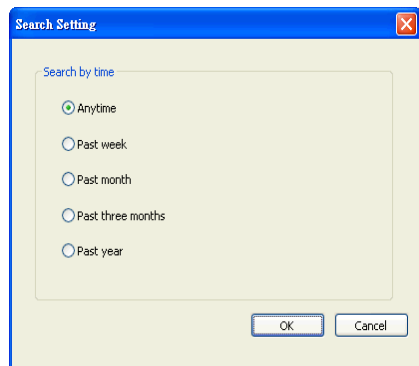
6.1.2 Keyword Search

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



1. Input keywords in the search field

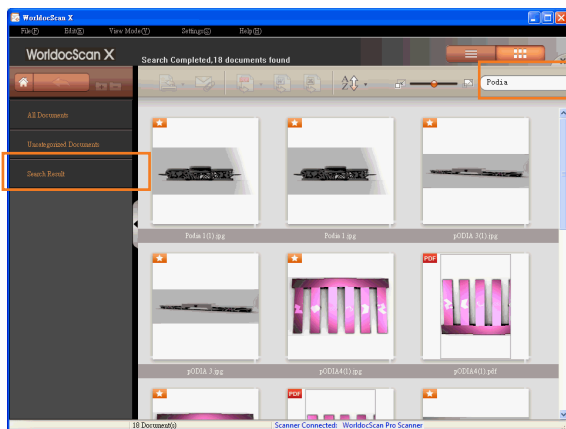


2. You can additionally set the search date conditions by clicking .






3. Click the **[Search]** button .
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
Kabardian
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)
Provençal
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

Penpower WorldocScan X

User Manual

Manufacturer: Penpower Technology Ltd.

Version: 1.1

Release: April, 2012