

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.

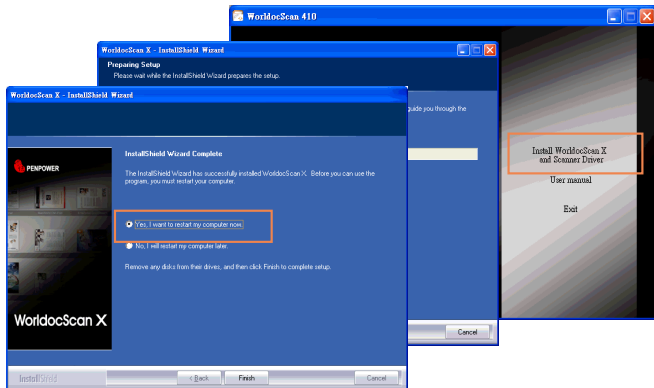
The magnet is removable. If you want to scanner simply lain on the table, please gently lift the edge of the magnet to remove the magnet from the scanner, as the arrows pointing out in the diagram below.



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

1.2 Software Installation

1. Place the installation CD in the CD/DVD-ROM drive and system will automatically run [Setup.exe].
2. Please click on [Install WorldocScan X and Scanner Driver].
3. You will see the installation wizard on the screen. Please click [Next] and follow the instructions to install WorldocScan X.
4. When the installation is completed, click [Finish] to exit and restart the computer.




1.3 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

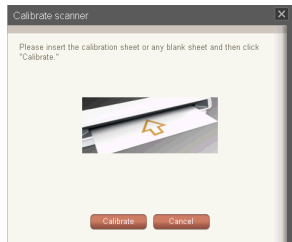
Run WorldocScan X from [Start/All Programs/WorldocScan X] or click the [WorldocScan X desktop] icon  to launch the WorldocScan X.

2.2 Calibration

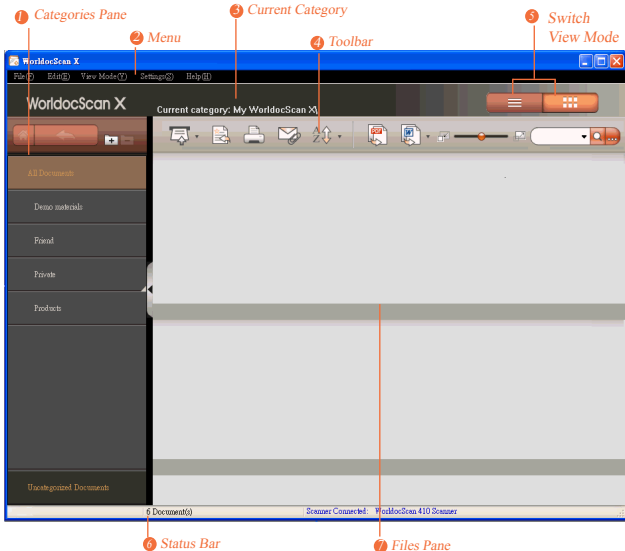
1. When you launch WorldocScan for the first time, the [Calibrate scanner] dialog box will display to notify you to calibrate the scanner. Click [Yes].
2. Place the blank side of the calibration sheet with face-down in the scanner and then click the [Calibrate] button. The scanner calibration will begin.
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	Categories Pane	This is where you control data. Categories can be freely created, moved, deleted, renamed and so on.
2	Menu	File, Edit, View Mode, Settings, and Help.
3	Current Category	Show which category you are currently operating.
4	Toolbar	Scan, Import, Print, E-mail, Sort, Zoom In/Out, and Search.
5	Switch View Mode	Switch between Thumbnails Mode and List Mode.
6	Status bar	View the total number of files and scanner connection status.
7	Files Pane	Display files in the current targeted category here.

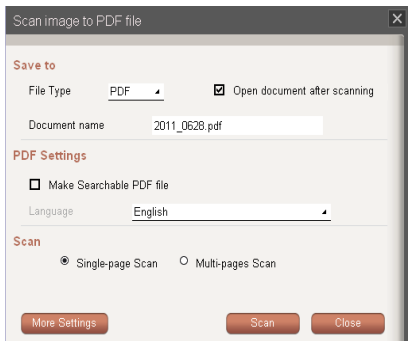
4. Scan Documents

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



Step 1. Place the original you wish to scan face-down and align it to the right side of the scanner slot.

Step 2. Please click on the **[Single Page Scan]**  button in the toolbar or choose **[File/Scan/Single Page Scan]**. The scan guide appears to guide you through the scanning process.

Step 3. Choose the appropriate settings. The basic settings are usually enough to create the scanned file you want. However, you can adjust **[More Settings]** if required.



Step 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]**.

Step 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.



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 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

You can import PDF, BMP, JPG, or TIFF files into WorldocScan X.


Step1. Choose [File/Import File].





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

6. Convert Files

1. Convert files to PDF files:


Click the  button on the toolbar or right-click a file and select [**Convert to PDF File**] in the menu. You can also convert them into searchable PDF files. Please refer to Section 5.1 in the user manual for how to [**Make Searchable PDF file**].


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 5.2 in the user manual for how to [**Convert to Word/Excel files**].

7. Search for Files

WorldocScan X provides many 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 files, WorldCard X can perform full-text search. For how to convert files into the searchable PDF format, please refer to Section 5.1.

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

- **Print Files**

Select the file that you want to print out and click the Print button  in the toolbar or right-click this file and select Print from the menu. This file will be printed on the default printer.

Note: For further information, please refer the user manual. The user manual is .pdf format. To read the user manual you will need PDF Reader.