

SCANSOFT® *PaperPort*® 11

Welcome!

ScanSoft® PaperPort® is a document management software package that helps you scan, organize, access, share, and manage both your paper and digital documents on your personal computer.

The PaperPort desktop provides large, clear thumbnails that allow you to visually organize, retrieve, assemble and use all your scanned documents, photographs, Word files, spreadsheets, and create PDF files from your scanner and any printable document.



What's New in PaperPort 11?

PaperPort 11 includes a number of valuable new features to help you manage your documents.

- **Unprecedented Performance:** Faster launch, quick folder navigation, bigger folder capacity and faster item display both on the PaperPort Desktop and in Page Viewer.
- **Improved OCR Accuracy:** PaperPort 11 provides more accurate conversion to text on all scanned and PDF documents including lower resolution images.
- **How-to-Guides:** On first startup the program will offer you a series of illustrated 'mini-guides' showing typical tasks and processes, providing quick access to program areas and relevant Help sections. Once disabled, How-to-Guides can be switched on again in the Help menu.

- **Improved Scanner Selection:** select the scanner you want to use easily in the Scan pane without the need to run Scanner Setup Wizard separately.
- **Scanning directly from scanner buttons:** Use your device buttons to scan directly into PaperPort. Assign PaperPort events to scanner buttons to get this functionality. See the Scan Documents section in the How-to-Guides for details.
- **Scanning Profiles:** With PaperPort scanning profiles, you can scan different types of documents and images more easily. The profiles are optimized for the most common scanning tasks: Black and White, Grayscale and Color Document, or Color Photo.
- **Capture Assistant:** Have more precise control over multi-page scanning with the integrated Capture Assistant. For the widest variety of options, use PaperPort Professional 11.
- **Folder Notes:** If you want to automatically add the same subject, author, or keywords to all items coming into a specific folder through scanning or DesktopDelivery, use Folder Notes. Once indexed you can find files faster and more efficiently using subject and keywords.
- **Customizable Toolbars:** You can now set up your PaperPort workspace more comfortably by repositioning or docking toolbars, and customizing which icons you want to display.
- **New SET Tools:** New SET Tools give you more control over image quality: you can set black and white points for auto-enhancement, and erase unwanted, noisy edges from scans.
- **PaperPort Watson:** A new intelligent search utility that unites the best of the PaperPort All-in-One Search with other popular search engines including Google, Yahoo® and MSN® Desktop Search utilities.
- **Closer integration with other Nuance products:**
 - o If you have ScanSoft® OmniPage® on your system, PaperPort cooperates with it more closely than ever, providing cutting-edge OCR page recognition services and high-level PDF creation including Searchable PDF files.





- o PaperPort Professional 11 comes with integrated PDF Create! enabling you to create smaller text-based PDF files from applications and assemble PDF files quickly and easily from a variety of source documents.



The following features are available only in PaperPort Professional 11:

- **Unlimited Scan Profiles:** You can freely create and configure new Scan Profiles, or remove unwanted ones.
- **Professional Capture Assistant:** The Capture Assistant displays thumbnails of pages as they are scanned. After scanning, you can re-order or rotate pages or add blank separator pages. When you are done, you can specify subject, author and keywords for your items.
- **PDF-MRC High Compression:** Now you can create scanned color PDF files that are up to 8 times smaller than regular scanned documents.

PaperPort is also supplied in Special Editions to selected scanner manufacturers and other resellers. The feature set in these editions may vary, in line with each vendor's requirements.



Learning to use PaperPort

To help you learn how to use PaperPort, you'll find a wealth of information in our:

- PaperPort How-to-Guides
- PaperPort online Help
- Getting Started Guide
- PaperPort Release Notes
- Nuance Knowledge Base



Know all the tips and tricks!

The *PaperPort online Help* includes comprehensive information on features, concepts, tunable options, and step-by-step procedures.

Online Help is available at all times. Just click PaperPort Help on the Help menu.

Get started instantly

The PaperPort *How-to-Guides* offer you a quick start in key program areas, including scanning, assembling documents, enhancing images and more.



Read all about what you can do

Read the *Getting Started Guide* to find out what you can do with PaperPort. This guide provides an overview of all PaperPort features. Use the Help menu to view the guide as an online PDF file.



Understand all the important details

The *PaperPort Release Notes* provide important information about this software release of PaperPort. Use it to reference system requirements, installation steps, and resolutions to known issues. You can find it in the Samples folder that is provided with PaperPort or you can access it on the PaperPort Help menu at any time.



Discover a wealth of information on the Nuance web site

The *Nuance web site* provides a wealth of information about your PaperPort software, including Frequently Asked Questions, Technical Notes, software updates, and more! Refer to the PaperPort Knowledge Base for information related to a particular concern or to find answers to a specific question.

To launch your web browser and go directly to the Nuance web site, select Nuance on the Web on the Help menu.

Thank you for using PaperPort software!



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