



Welcome!

PaperPort is a paper management software package that helps you organize, access, share, and manage documents and image files on your personal computer.

Designed for home and business use, PaperPort provides all the basics of desktop organization in one easy-to-learn and easy-to-use program.

PaperPort's large, clear thumbnails allow you to visually organize, retrieve, and use your scanned documents, Word files, spreadsheets, PDF files, and digital photos.

PaperPort's editing tools ensure your scanned documents will look great while the annotation tools let you add notes and highlights to any scanned image.



What's New in this Release?

PaperPort 9 includes a number of valuable new features to help you manage your documents.

- **Create, edit and manage PDF files** -- You can now scan, create, and manage PDF files, using the worldwide standard for electronic document exchange. You can perform operations directly on PDF files and no longer need to convert them to the MAX format beforehand.

Using the free Acrobat Reader from Adobe, anybody can view and print your documents from almost any computer worldwide. PDF files ensure that your files will be accessible on any operating system.

- **Save time with batch processing** -- Batch processing features enable you to quickly perform operations on multiple items at the same time. For example, you can straighten an entire stack of pages, assign common keywords to several items, or convert a number of items to a different file format.

Commands enabled for batch processing include Save As, Auto Enhance, Resize, Invert Color, Auto Straighten, Remove Stray Dots, Improve Lines, and Rotate.

- **Use improved scanning features** -- PaperPort now provides single page, multi-page, and dual-sided scanning, PDF output, and sortable names for scanned items.
- **Annotate all image items** -- PaperPort now supports annotations on all image types, and you can edit annotations on both PDF and PaperPort Image (.max) files as well.
- **Find files and documents with ease** -- You can now use PaperPort's enhanced Search features to find items by specific item properties. You can also index TIFF files, PDF image files, and read-only files and directories.
- **Use a variety of new productivity enhancements** -- PaperPort helps you manage your time more efficiently by letting you launch a program by clicking its program icon on the Send To bar.

You can also open My PaperPort Documents folder each time you start the program, rather than opening the last folder opened, and auto-arrange items on the PaperPort desktop.

There are many more features and enhancements in this release. For a complete list, see the Release Notes document, which is easily accessible on the PaperPort Help menu.



Learning to use PaperPort

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

- PaperPort online Help
- Getting Started Guide
- PaperPort Release Notes
- ScanSoft 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.

A special booklet in the online Help, entitled "Tips and Tricks!", helps you learn how to use PaperPort to your utmost advantage at home and in the office. Online Help is available at all times. Just click PaperPort Help on the Help menu.



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. Simply select User's Guide on 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 ScanSoft web site

The *ScanSoft web site* provides a wealth of information about your PaperPort software, including Frequently Asked Questions, Technical Notes, software updates, and more! Refer 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 ScanSoft web site, select ScanSoft on the Web on the Help menu.

Thank you for using PaperPort software!