

# **Penpower WorldocScan X**

## **User Manual**

Version: v1.2

Release: January, 2013

# **Penpower Technology Ltd.**

## **Software User License Agreement**

You are licensed to legally use this software program (“the Software”) by Penpower Technology Ltd (“Penpower”) under this license agreement (“The Agreement”). If you do not agree with any of the provisions in this Agreement, please do not install, copy or use the Software. By using the Software, you are deemed to fully understand and accept the provisions of this Agreement.

### **1. Intellectual Property**

All intellectual property rights in the Software, together with all information and documents included in the packaging for the Software (including but not limited to copyrights), are property of Penpower, and are protected by relevant laws and regulations.

### **2. License to Use**

You are authorized to use the Software on one (1) single computer only. You may not use the Software on any other machines other than the said single computer.

### **3. Authority to Copy**

The Software and all documents included with the Software, and copyright thereof, are property of Penpower. You are licensed to make one (1) copy of the Software for your personal backup purposes. All other acts of copying are strictly prohibited.

You may not sell, lease, disassemble, reverse engineer, copy, translate, adapt or derive the Software, or obtain the source code of the Software by any other means. You may not use the Software for any purposes other than those permitted under this Agreement.

### **4. Business Users**

If you need to install or use the Software on more than one (1) computer, please contact Penpower or our local distributor to purchase a license for the additional use.

### **5. Liability**

You agree to indemnify Penpower against all losses, costs, debts, settlement payments or other expenses (including but not limited to attorneys fees) arising from your breach of this Agreement, and you agree to compensate Penpower for all of the above mentioned damages.

### **6. No Warranty**

Effectiveness of a packaged software in handling information is closely related to its software and hardware environment. The Software is published following careful development and product testing by Penpower, but Penpower is not able to conduct tests based on all possible combinations of software and hardware environment. Therefore, Penpower is unable to promise nor warrant that there will be absolutely no risk of loss or damage of information, or any other kind of loss, during installation and/or execution of the Software. You must be fully aware of your risks in using the Software.

Penpower will provide you with the Software and support services in respect of the Software to the maximum extent permitted by law. However, Penpower does not warrant that the Software and information included in the package of the Software contain no defects or errors. Penpower is not liable for any indirect, special or incidental loss arising from the Software, including but not limited to loss of profits, damage to business reputation, cessation of work, hardware malfunction or damage, or any other commercial damage or loss arising from commercial use of the Software.

## **7. Limitation of Liability and Damages**

The maximum amount of compensation payable by Penpower, in respect of any damage incurred by you for any reason under this Agreement, is limited to the amount you have already paid to Penpower in respect of the Software.

Under no circumstances will Penpower be held liable for the possibility of loss, notwithstanding Penpower may be aware of the possibility of such loss.

## **8. Prohibition Against Sublicense**

You are prohibited to assign the license in respect of the Software granted to you under this Agreement, or to grant a sublicense to another person.

## **9. Jurisdiction**

With regards to any disputes arising from this Agreement, Penpower and you agree that the court having jurisdiction over the business location of Penpower will be the court in the first instance.

## **10. Miscellaneous**

In the event that any provision of this Agreement is found to be invalid at law, such invalidity will not affect the validity of any other provisions, or the legal enforceability of such other provisions.

In the event that the Software cannot be executed under conditions of normal use, due to any damage to the original disk/s, Penpower will replace the disk/s free of charge.

# Contents

<b>Chapter 1 Product Introduction .....</b>	<b>1-1</b>
1.1 Product Features .....	1 - 1
<b>Chapter 2 Getting Started .....</b>	<b>2-1</b>
2.1 Install Software .....	2 - 1
2.1.1 System Requirement.....	2 - 1
2.1.2 Software Installation.....	2 - 1
2.2 Launch WorldocScan X.....	2 - 4
2.3 Online Help .....	2 - 5
<b>Chapter 3 Add Files to WorldocScan X .....</b>	<b>3-1</b>
3.1 Workspace Overview.....	3 - 1
3.2 Load Files from Scanner (WorldocScan Pro Scanner).....	3 - 2
3.2.1 Scan Directly and Offline .....	3 - 2
3.2.2 Calibrate the Scanner.....	3 - 2
3.2.3 Clean the Scanner .....	3 - 3
3.2.4 Save Documents to WorldocScan X.....	3 - 3
3.3 Scan Files (WorldocScan 410 Scanner) .....	3 - 5
3.3.1 Scan Single Page .....	3 - 5
3.3.2 Scan Multiple Page.....	3 - 11
3.4 Import Files .....	3 - 18
<b>Chapter 4 Workspace .....</b>	<b>4-1</b>
4.1 Files Pane .....	4 - 1
4.2 Categories Pane .....	4 - 4
4.3 Menu .....	4 - 6
<b>Chapter 5 View and Manage Files.....</b>	<b>5-1</b>
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 Upload to Cloud .....	5 - 10
5.8 Copy or Move to Category .....	5 - 13
5.9 Change Storage Path .....	5 - 14
<b>Chapter 6 Search of Files .....</b>	<b>6 - 1</b>
6.1 Sorting .....	6 - 1
6.2 Keyword Search .....	6 - 1
<b>Chapter 7 Other Accessible Features .....</b>	<b>7 - 1</b>
7.1 Email Files.....	7 - 1
7.2 Print Files .....	7 - 1

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.

# Chapter 2 Getting Started

## 2.1 Install Software

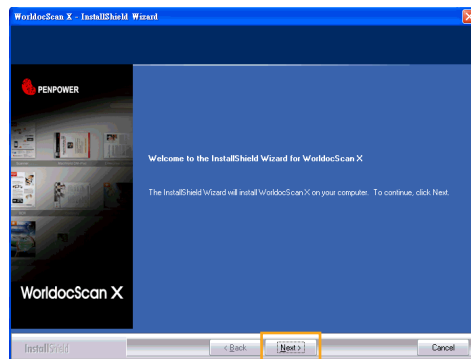
### 2.1.1 System Requirement

- Windows 7 / Vista / XP
- 1GB RAM or above
- 1.5GB of available hard disk space
- USB Port

### 2.1.2 Software Installation

Place the installation CD in the CD/DVD-ROM drive and the system will automatically run [Setup.exe]. Please click on [Install WorldocScan X] to begin the installation process.

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

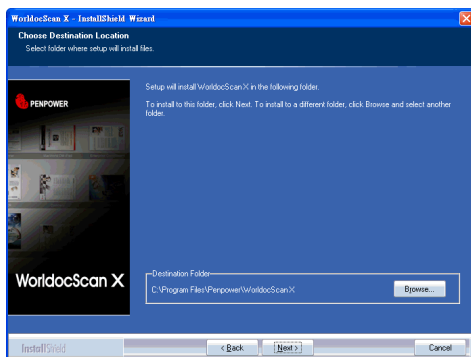




- Please read the license agreement carefully and check **[I accept the terms of the license agreement]**. Then click on **[Next]** to continue.



- 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.

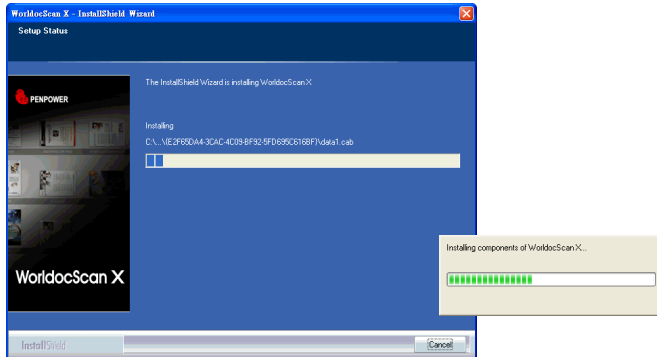


- Click **[Install]** to begin the installation. If you want to change the storage path, please click **[Back]** to return to the previous step.

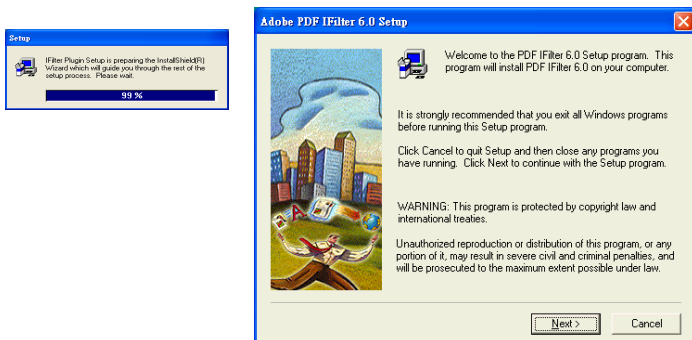




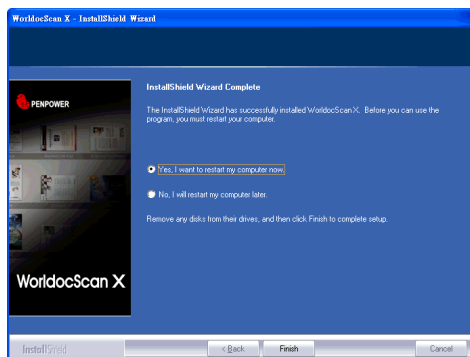
5. The installation progress is displayed on screen.



6. After WorldocScan X is installed, please proceed to install PDF IFilter.  
Please Click **[Next]** and follow the instructions to install PDF IFilter on your computer.




7. When the installation is completed, click **[Finish]** to exit.



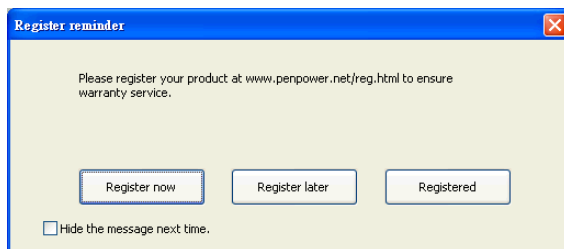


## 2.2 Launch WorldDocScan X

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

### ○ Registration

When you run WorldDocScan X, you are prompted to register online. Click **[Register now]** to register right away. If you click **[Register later]**, you may go to **[About WorldDocScan 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 Online Help

**WorldocScan X** provides excellent online help info:

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



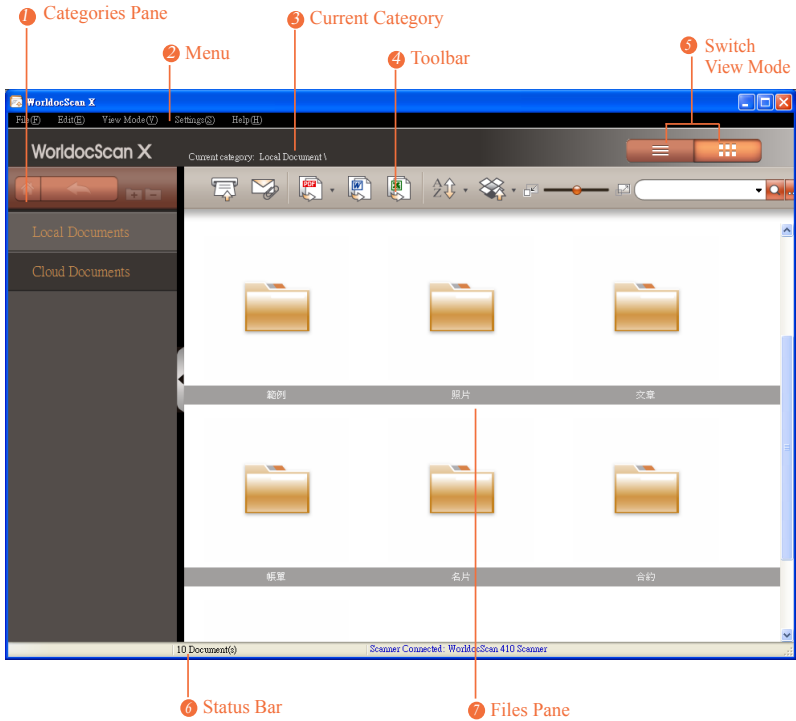
2. Click **About WorldocScan X**, you can go to Penpower Technology Ltd. official website at the left bottom to get more information.
3. Also you can send e-mail to our customer service contact by pressing **Feedback** at the right bottom. It will open your email software, copy and paste hardware information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



# Chapter 3 Add Files to WorldocScan X

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	<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.



## 3.2 Load Files from Scanner (WorldocScan Pro Scanner)

### 3.2.1 Scan Directly and Offline

WorldocScan Pro Scanner is a cordless scanner, allowing you to scan anywhere. No computer connection is needed to scan. Simply charge it up and then insert your documents to scan. The scanner scans the documents and save the image into the inner flash immediately.

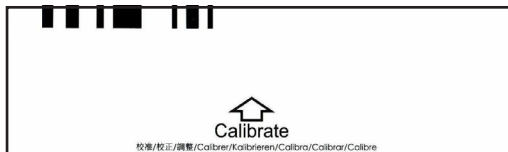
**Note:** Please disconnect the scanner to your PC when you scan the documents.

1. Besides inner flash storage, you can insert the memory card or connect the USB flash drive if you need it.
2. Turn on the scanner power. When the scanner is ready, the status light will stop blinks.
3. Press the power button to select a scanning resolution mode of 300dpi(White) or 600dpi(Blue).
4. Insert your documents in face up, straight, aligned to the left into the Paper Feed Slot.
5. The scanner will detect, feed and scan the page automatically.
6. When scanning is completed, the scanned image will be saved to JPG format in either a USB flash drive, memory card, or the scanner's internal memory.

**Note:** The scanner will detect and use only one destination to store the scanned document. The storage preference is USB flash drive > memory card > scanner's internal memory.

### 3.2.2 Calibrate the Scanner

Scanner occasionally needs calibration to perform at its best. If the scans are showing lines or black dots, please calibrate your scanner. Please turn on the scanner and insert the calibration sheet (provided by Penpower) to start automatic calibration.



### 3.2.3 Clean the Scanner

You can find a cleaning sheet in the package. Please stick it in the scanner as below and move it back and forth to clean the scanner when the scans are not clear.

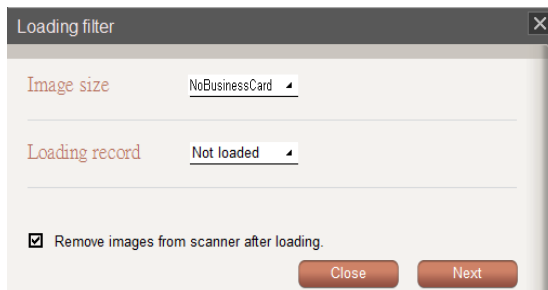


### 3.2.4 Save Documents to WorldocScan X

Connect the scanner to your PC and you can load scanned images to save into WorldocScan X. Please follow the steps below to load scans from your WorldocScan Pro scanner.

**Step1.** select [File/Load Files From Scanner] or click  from the toolbar.

**Step2.** In this dialog box, you can sift which files you want to import.



#### • Image size

"NoBusinessCard" means all files except business card.

"All" means all files including business card.



- **Loading record**

"Not Loaded" means those files which have never been imported to WorldocScan X.

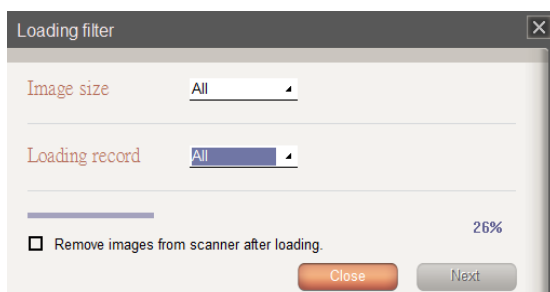
"Loaded" means those files which have been imported to WorldocScan X.

"All" means all files including "Not Loaded" and "Loaded" files.

- **Remove images from scanner after loading**

Check this item to remove images from scanner after importing them.

**Step3.** Click [Next] and wait until the importing is completed.



### 3.3 Scan Files (WorldocScan 410 Scanner)

Connect the scanner to your PC and begin to scan your files into WorldocScanX. Then you can view, edit, and manage files in WorldocScan X. Please follow the steps below to scan single page or multiple pages.

#### 3.3.1 Scan Single Page

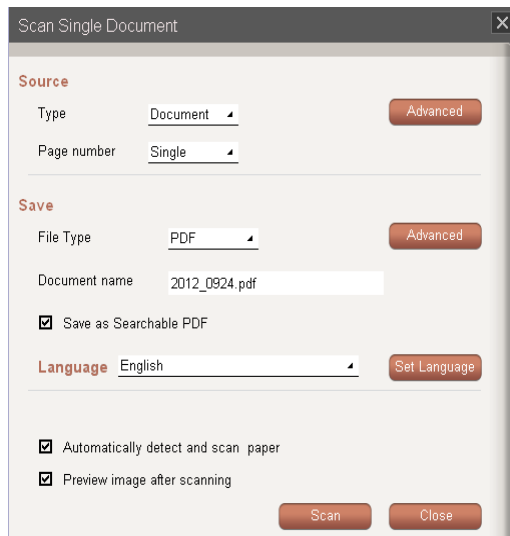
**Step1.** Place the original you wish to scan face-down and align it to the right side of the scanner slot.

*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 **[Scan Files]**  button in the toolbar or select **[File/Scan Files]**. 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.



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





## **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.

### **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.
- **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.

### **3. Automatically detect and scan paper**

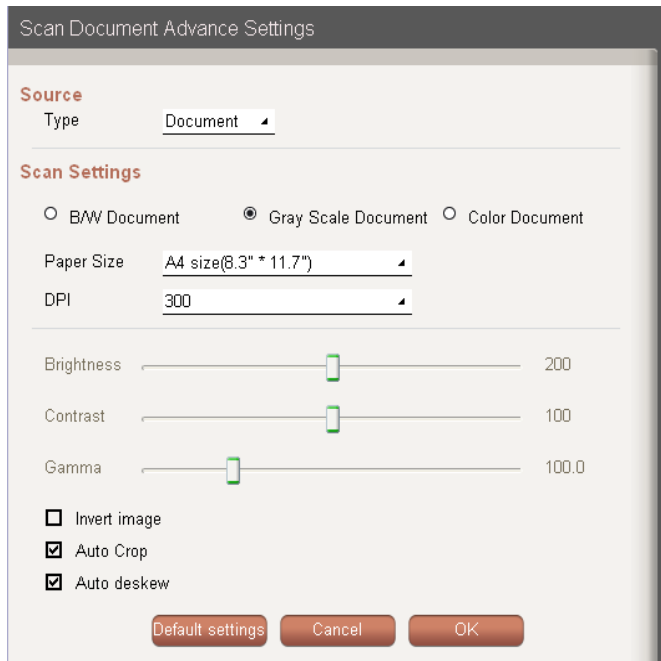
If you have checked the option of [**Automatically scan and detect paper**], once the paper is inserted into the scanner, the scanning process will automatically launch.

### **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



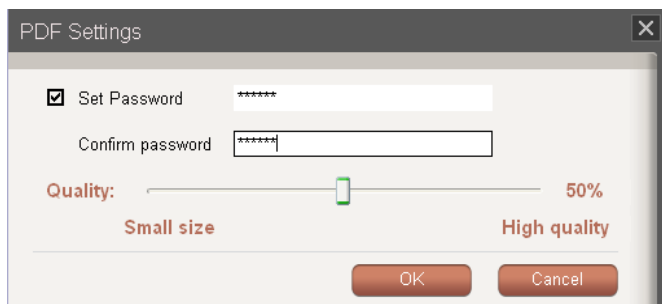
- **File Type:** This function allows you to choose to save the scanned document as a PDF, JPEG, BMP, or TIFF file.
- **Document Color:** WorldocScan X offers you a variety of scanning output types, including [B/W Document], [Gray Scale Document], or [Color Document].
- **Paper Size:** WorldocScan X 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.

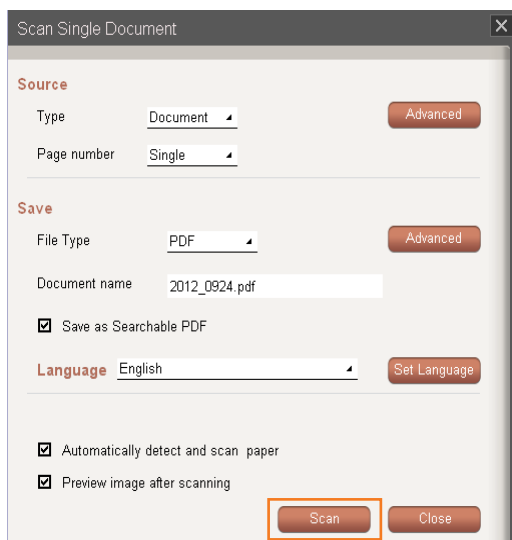






### 3. Save Advance Settings:

- **Set Password:** If you select the file format as PDF, you can 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.
- **Quality:** You can also adjust the quality of PDF or JPEG file by moving the sliding bar.



**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]**  or **[Rotate Clockwise]**  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.



### 3.3.2 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.

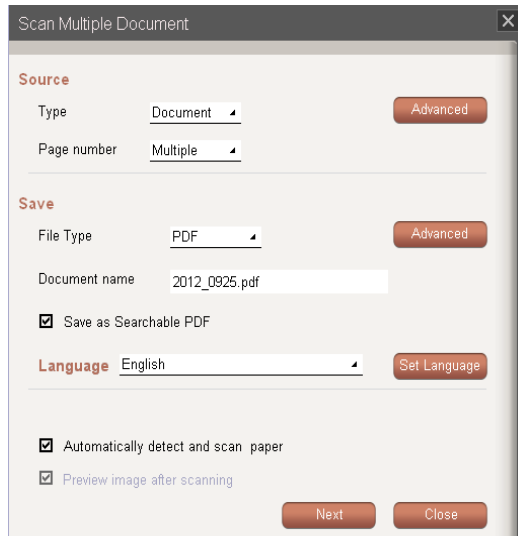
*Notes:*

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 **[Scan Files]**  button in the toolbar or go to **[File/Scan Files]**. 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

**Save**

File Type PDF Advanced

Document name 2012\_0925.pdf

☒ Save as Searchable PDF

**Language** English Set Language

☒ Automatically detect and scan paper

☒ Preview image after scanning

Next Close



## **Basic settings**

### **1. Source**

- **Type:** According to your different scan sources, you can select [**Document**], [**Picture**], [**DM**], or [**Others**] in this function before scanning. WorldocScan 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 [**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:** WorldocScan 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.
- **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.

### **3. Automatically detect and scan paper**

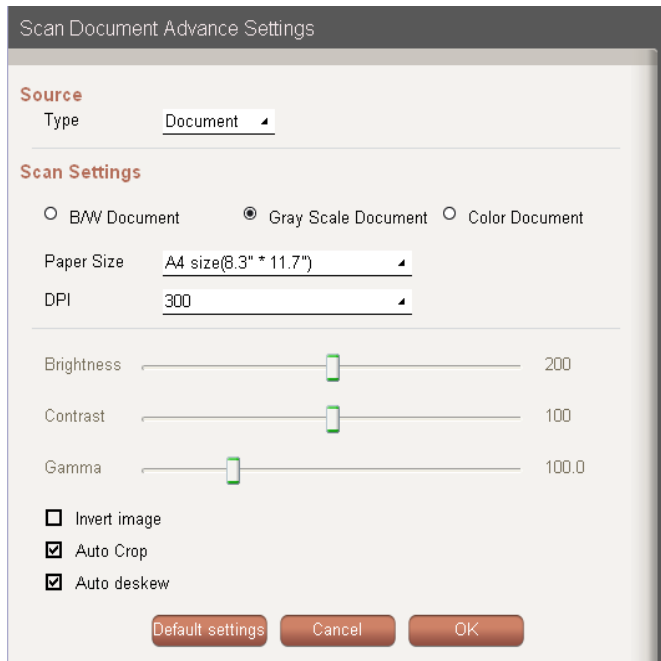
Check the function [**Automatically detect and scan paper**], and the document will be automatically scanned once you place the paper to the scanner.

### **4. Previw image after scanning**

Check the function [**Previw 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.

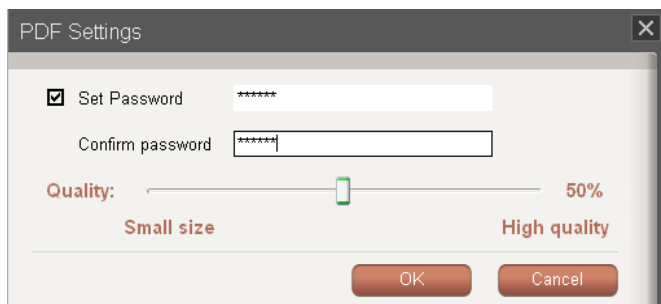
In addition, You can adjust the [Brightness], [Contrast], [Gamma value], [Invert Image], [Auto Crop], and [Auto Deskew] functions in this window. Or click on the [Default settings] button to restore to the factory defaults. Click [OK] when the adjustments are complete.



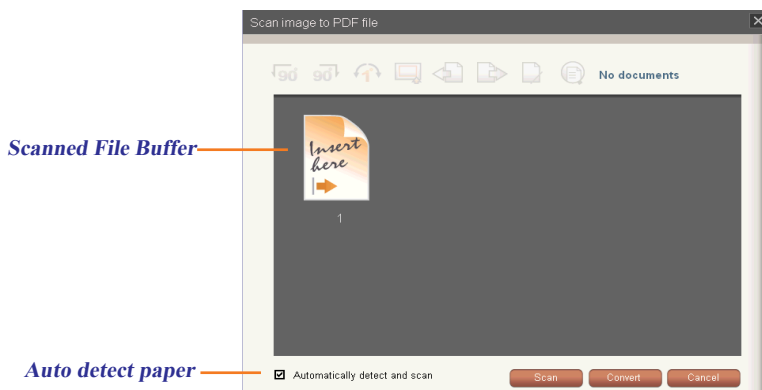


### 3. Save Advance Settings:

- **Set Password:** If you select the file format as PDF, you can 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.
- **Quality:** You can also adjust the quality of PDF or JPEG files by moving the sliding bar.

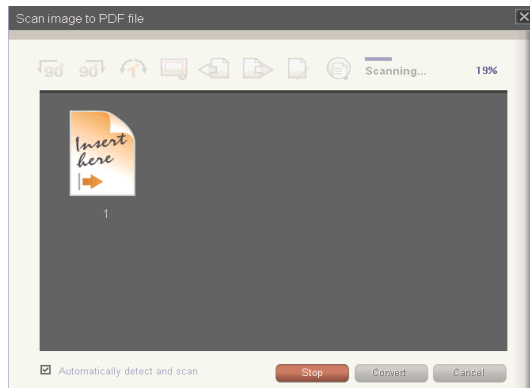


**Step 4.** After you set the scan preferences, please click **[Next]**. You will see the scan preview screen as below.

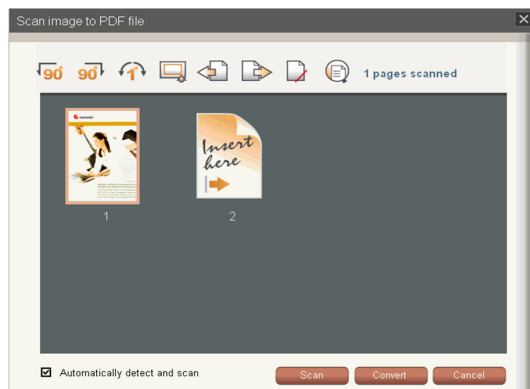


**Step 5.** Click **[Scan]** to start scanning the first page. While scanning, the scanning progress will be shown as a percentage at the bottom of the window. If you want to give up scanning, please click **[Close]**.









*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.*

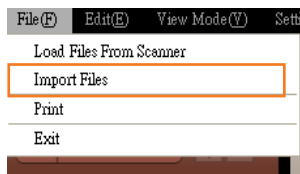




## 3.4 Import Files

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

**Step1.** Go to the [File] menu and choose [Import files].

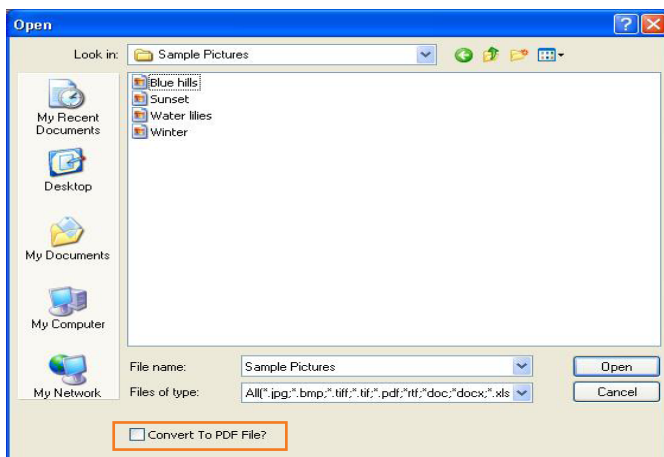


(WorldDocScan Pro Scanner)



(WorldDocScan 410 Scanner)

**Step2.** Choose the files 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. In addition, the files you choose to import into WorldDocScan X can be converted to PDF files if you select the option [Convert to PDF File?].







*Notes: Word and Excel files cannot be converted to PDF files.*

# Chapter 4 Workspace

## 4.1 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 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 .

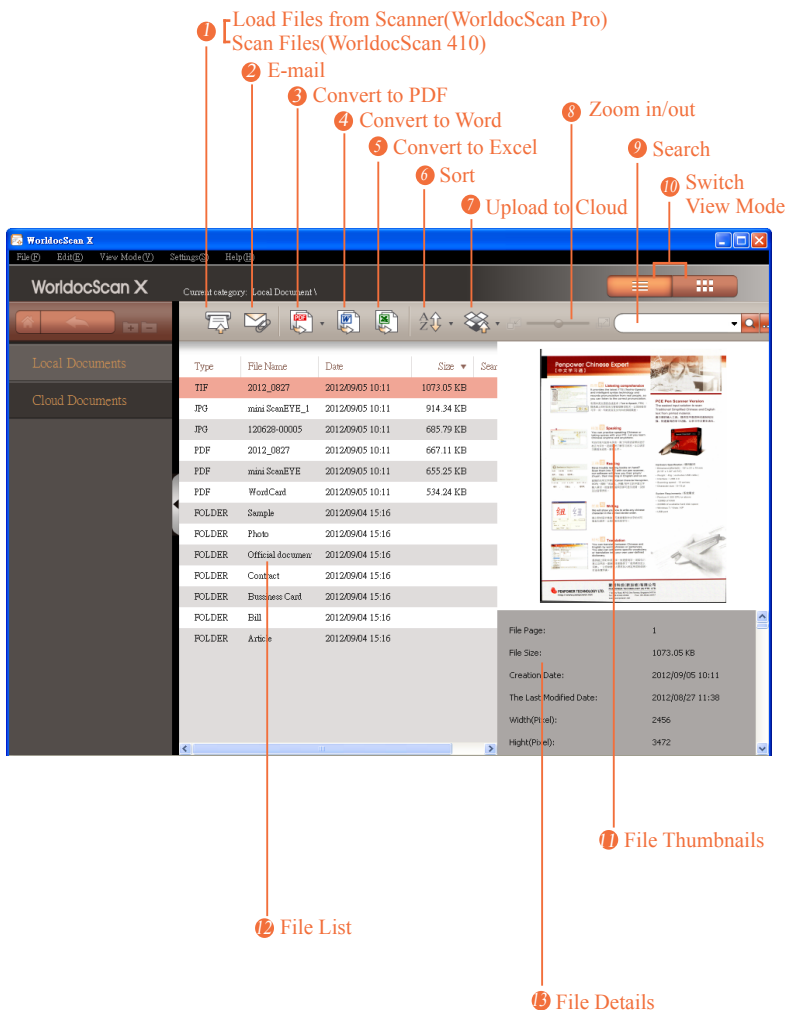


























*Note: The file name will be abbreviated if it's too long. Put your pointer to the file name to display the complete name.*



## ☉ 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		<b>Load Files from Scanner (Pro)</b>	Load files into WorldocScan X from WorldocScan Pro Scanner.
		<b>Scan Files (410)</b>	Scan files with WorldocScan 410 scanner.
2		<b>E-mail</b>	Send the selected file(s) as attachment(s) to your e-mail software.
3		<b>Convert to PDF</b>	<p>Click the arrow on the right of the button and you can select an option from the drop-down list.</p> <p> : Convert each selected item to a PDF file</p> <p> : Merge all selected item(s) to a PDF file</p>
4		<b>Convert to Word</b>	Convert a file to Word format
5		<b>Convert to Excel</b>	Convert a file to Excel format
6		<b>Sort</b>	<p> : Sort by file name</p> <p> : Sort by file type</p> <p> : Sort by file size</p> <p> : Sort by file creation time</p>
7		<b>Upload to Cloud</b>	<p> : Upload to Dropbox.</p> <p> : Upload to Google Drive.</p> <p> : Upload to SkyDrive.</p>
8		<b>Zoom In or Out</b>	Use this slider to magnify or reduce the view of the thumbnail icons.
9		<b>Search</b>	Type keywords and click  to search. You can click  to set advanced search conditions.
10		<b>Switch View Mode</b>	Switch View Mode as List Mode  or Thumbnails Mode  .
11		<b>Thumbnail Icons</b>	Thumbnails Mode displays files as thumbnail icons in adjustable sizes.
12		<b>File List</b>	Files are listed with the file type, file name, creation date, file size, and the status of searchability.
13		<b>File Details</b>	You can add or edit annotations by directly entering texts in this field. These texts can be used as search criteria.


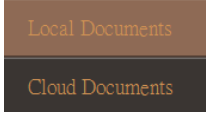



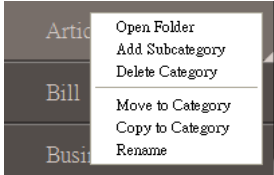





## 4.2 Categories Pane

WorldocScan X provides two main categories, **Local Documents** and **Cloud Documents**. The categories pane on the left side of the main screen helps you to control files and categories in a more organized way.

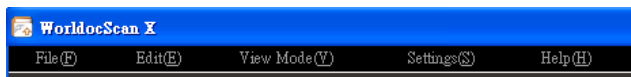


1		<b>Home</b>	Click this button to quickly return to main category. 
2		<b>Back</b>	WorldocScan X allows multi-layer categories. Click this button and you can return to the higher layer category.
3		<b>Add/Delete</b>	Add/delete a category or subcategory.
4		<b>All Documents</b>	Click Local Document\All Document to display all documents in Local Documents.
		<b>Cloud Documents</b>	Click this button to display all documents in Cloud Documents. The default cloud storages include Dropbox, Google Drive, and SkyDrive. (SkyDrive is only available in Windows 7 or above.)
5		<b>Categories</b>	<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		<b>Adjust Pane Width</b>	Click the little triangle to display or hide the Categories pane. Drag the bar to adjust the width of the Categories pane.
7		<b>Uncategorized Categories</b>	The uncategorized documents will be stored in this category.



## 4.3 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.



(WorldocScan Pro Scanner)



(WorldocScan 410 Scanner)

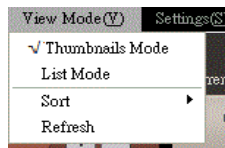
<b>Load Files From Scanner(Pro)</b>	Load images WorldocScan Pro Scanner to WorldocScan X.
<b>Scan Files (410)</b>	Scan files with WorldocScan 410 scanner.
<b>Import Files</b>	Load images in hard drives to WorldocScan X.
<b>Print</b>	Print the selected file.
<b>Exit</b>	Close WorldocScan X.

## ● Edit



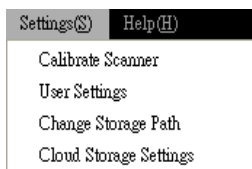
<b>Select All</b>	Select all documents in the current targeted category.
<b>Copy to</b>	Copy documents to the selected folder.
<b>Delete</b>	Delete the selected file(s).
<b>Rename</b>	Rename the selected file.
<b>Copy to Category</b>	Copy the selected files to another category.
<b>Move to Category</b>	Move the selected files to another category.
<b>Upload to Cloud</b>	Upload data to Dropbox, Google Drive, or SkyDrive. (SkyDrive is only available in Windows 7 or above.)

## ● View Mode



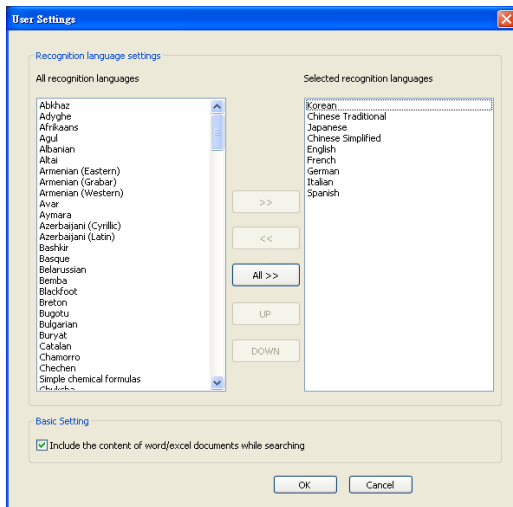
<b>Thumbnails Mode</b>	Choose Thumbnails Mode as the view mode according to your preference.
<b>List Mode</b>	Choose List Mode as the view mode according to your preference.
<b>Sort</b>	You can sort your files according to the file name, file size, file type, and file creation date.
<b>Refresh</b>	Once you make changes to the WorldocScan X files or categories outside of the WorldocScan X application, you will need to click <b>[Refresh]</b> or click <b>[F5]</b> to refresh.

## ⊙ Settings



<b>Calibrate Scanner</b>	Click [ <b>Calibrate Scanner</b> ] to calibrate the WorldDocScan 410 scanner. For WorldDocScan Pro scanner, insert the calibration sheet and the calibration will start automatically.
<b>User Settings</b>	Click [ <b>User Settings</b> ] to change preferences of [ <b>Browse settings</b> ] and [ <b>Recognition languages settings</b> ].
<b>Change Storage Path</b>	Change the file storage path of WorldDocScan X.
<b>Cloud Storage Settings</b>	Select the cloud storages you want to use.

### User settings



### Recognition languages settings

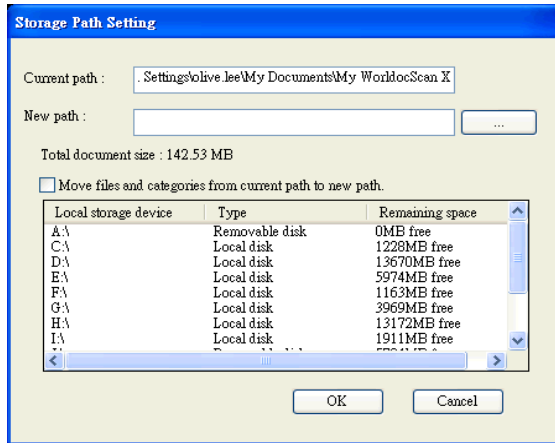
WorldDocScan X provides around 190 recognition languages. You can pick the languages you will frequently use from the [**All recognition languages**] column to [**Select recognition languages**] column. The settings here will apply to the language menu in the settings of the Convert to PDF, Word, and Excel.

### Include the content of word/ excel documents while searching:

Select this option to include the content of word/ excel documents while searching.

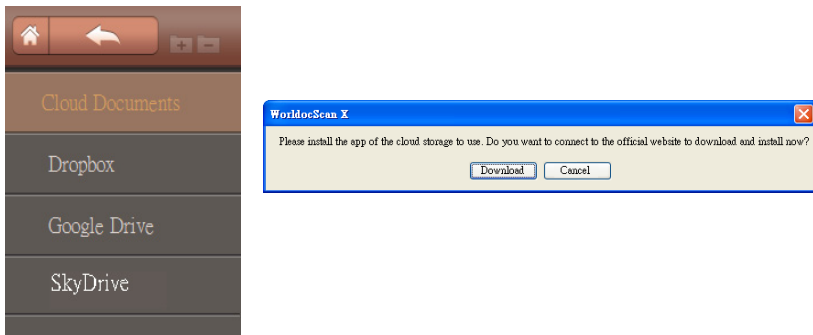
## Storage Path Setting

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 §5.9 **Change Storage Path**.



## Cloud Storage Settings

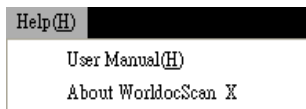
The data in WorldocScan X can be uploaded to three cloud storages, including Dropbox, Google Drive, and SkyDrive. In Cloud Storage Settings, select the cloud storages you want to use and the storages will show in the category pane as below. If you did not install the cloud storages, the system will ask you to install them first.



*Note: SkyDrive is only available in Windows 7 or above.*



⊙ Help




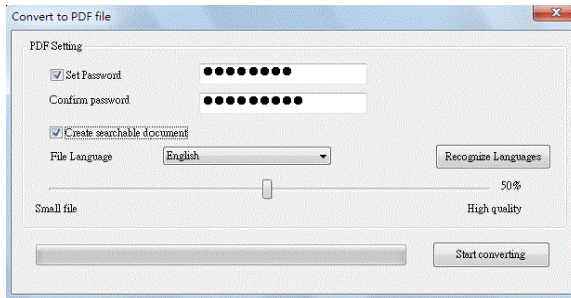
User Manual	Click <b>User Manual</b> to refer to the in-product Help.
About WorldocScan X	See more information about WorldocScan X.

# 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.

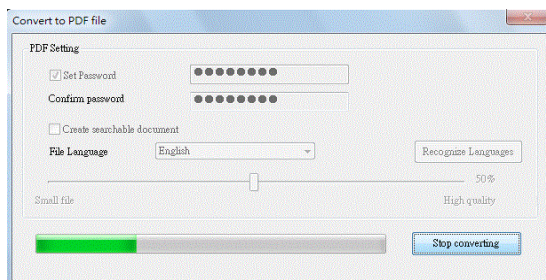
***Tips: To add more recognition languages, please run [Settings/User Settings].***

### • Quality

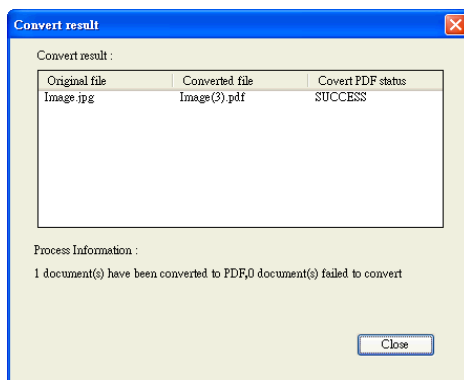
To adjust the PDF document quality by moving the sliding bar.




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

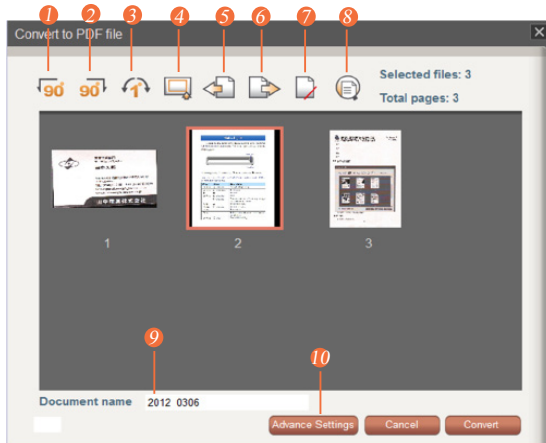


4. After the conversion is completed, you can check the conversion details and then click **[Close]**.



## 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.

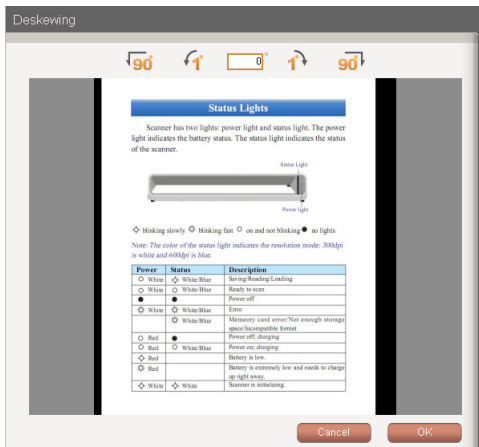


1	Rotate the selected page counterclockwise 90 degrees.
2	Rotate the selected page clockwise 90 degrees.
3	Open the <b>Deskewing</b> screen.
4	Open the <b>Boundary Adjustment</b> screen.
5	Move the selected page forward.
6	Move the selected page forward Backward.
7	Delete the selected page.
8	Display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



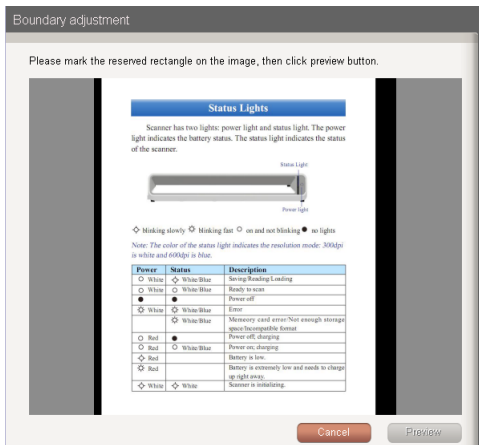
## • Deskewing

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.

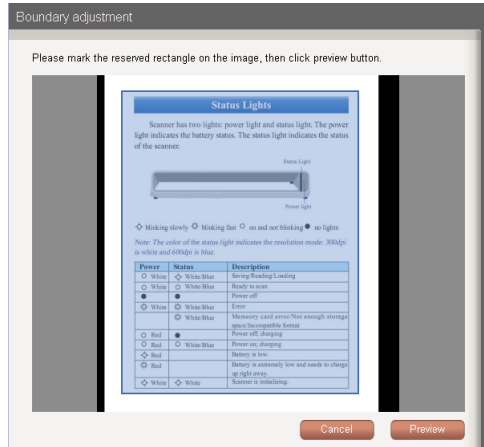


## • Boundary Adjustment

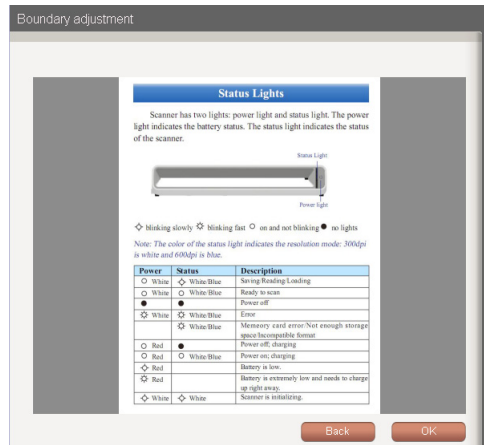
You can crop the image manually with this feature.



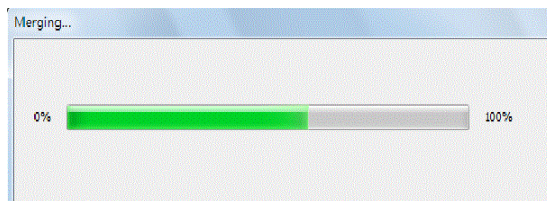
Step 1. Drag the mouse to mark the reserved rectangle on the image, then click **Preview**.



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.

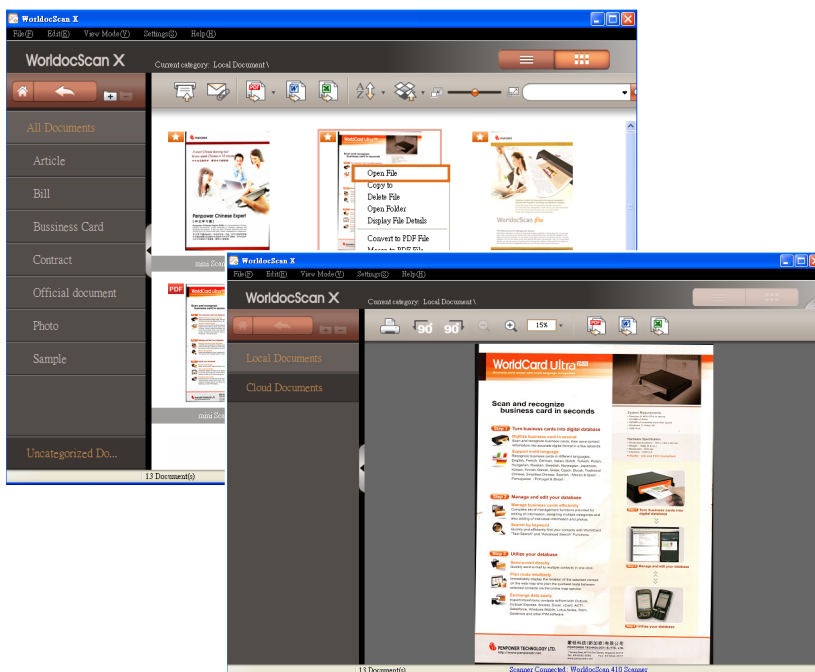
### *Tips:*

- 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.

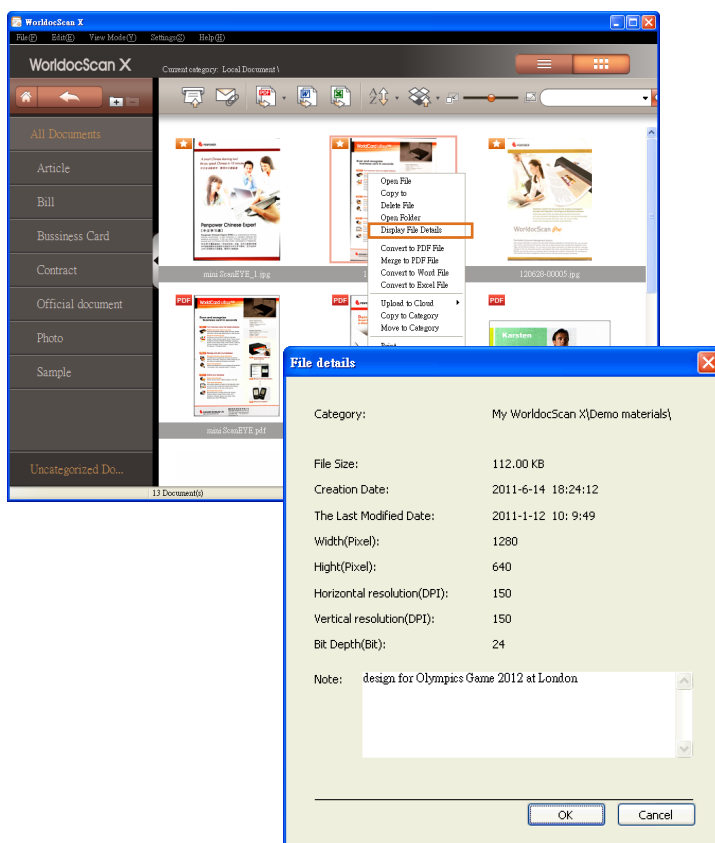


*Tip: If you delete categories or files outside of WorldDocScan X, when you return to WorldDocScan X, please press the F5 key or click [View Mode\Refresh]. You will see the deletion in WorldDocScan X.*

## 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 Upload to Cloud

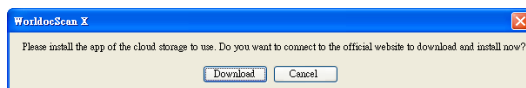
The data in WorldocScan X can be uploaded to the cloud storages as well, such as Dropbox, Google Drive, and SkyDrive. Before uploading data to cloud, please go to [Settings] \ [Cloud Storage Settings] to select the cloud storages you want to use.

*Note: SkyDrive is only available in Windows 7 or above.*

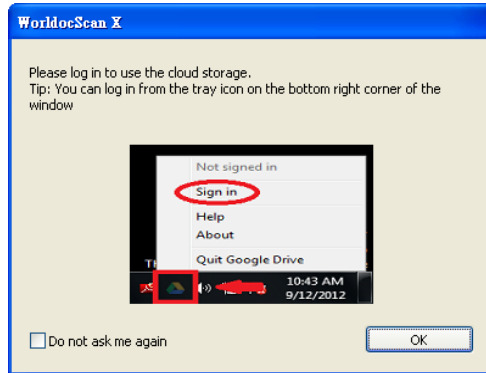
1. Select the files that you want to upload to cloud, and right click to choose [Upload to Cloud].
2. Select a cloud storage where you want to upload data.



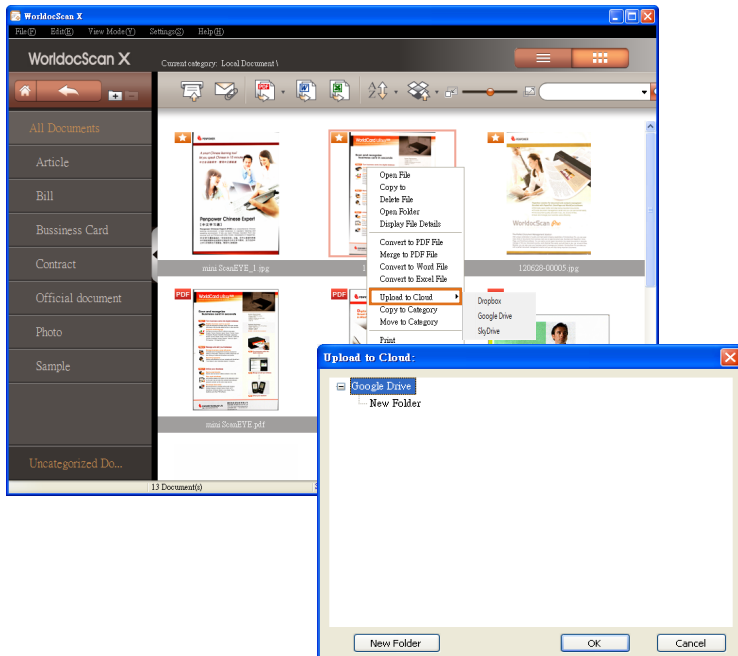
3. If you did not install the cloud storage, WorldocScan X will remind you to download the app of the cloud storage and install it. Select [Download] to start the installation.



- After the installation is completed, you can begin to upload data to the cloud storage. Take Google Drive for example. Select the files you want to upload and right click to select [Upload to cloud] [Google Drive]. The system will remind you to log in first. Similarly, it is needed to log in first before uploading data to Dropbox or SkyDrive.

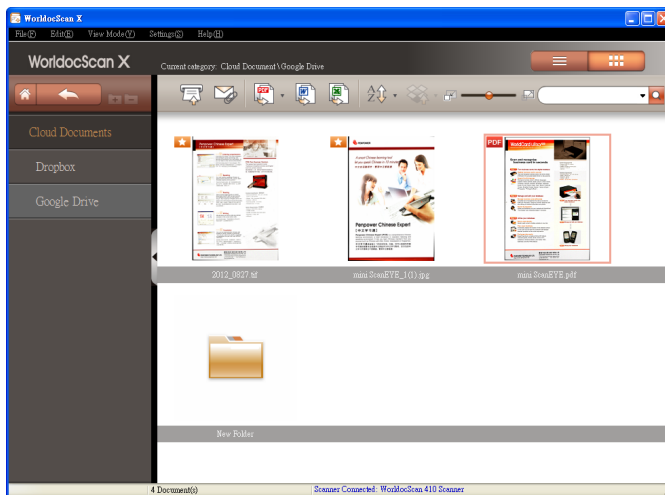


- Enter your Gmail account and password to log in and you can select a folder to upload your data in WorldocScan X to Google Drive.





6. When the uploading is done, you can click [Cloud Documents]\ [Google Drive] on the category pane to view or edit the uploaded data.



## 5.8 Copy or Move to Category

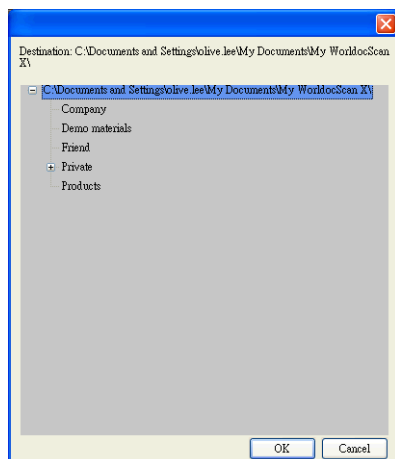
You can use the Categories pane to move or copy the current category and all files under it to another category.

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]**.

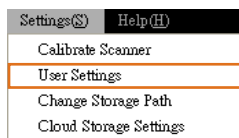
Once the copying or moving process is completed, you will see all the files under the source category are moved or copied to the destination category.



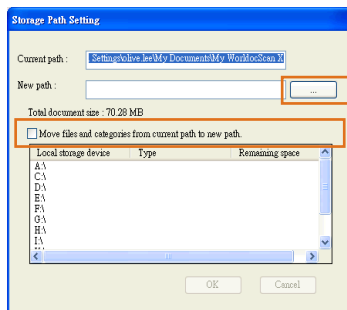
## 5.9 Change Storage Path

WorldDocScan X installs a **[My WorldDocScan X]** folder under the path **[C:\Documents and Settings\My Documents]**. WorldDocScan 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 WorldDocScan X to ensure the new document does go into the new storage path.*





# Chapter 6 Search of Files

Choose one of the following ways to find files quickly:


- Sorting
- Keyword Search

## 6.1 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

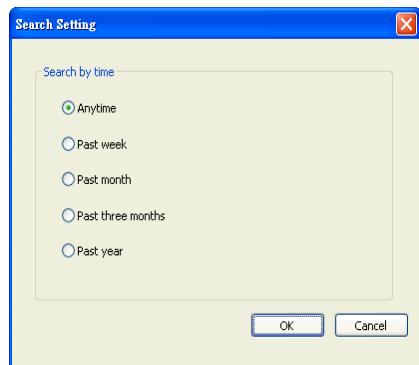
## 6.2 Keyword Search

WorldocScan X provides the keyword search  function to search file name and the note field in your files. Moreover, for searchable PDF files, Word, Excel, and RTF files, WorldCard 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 .




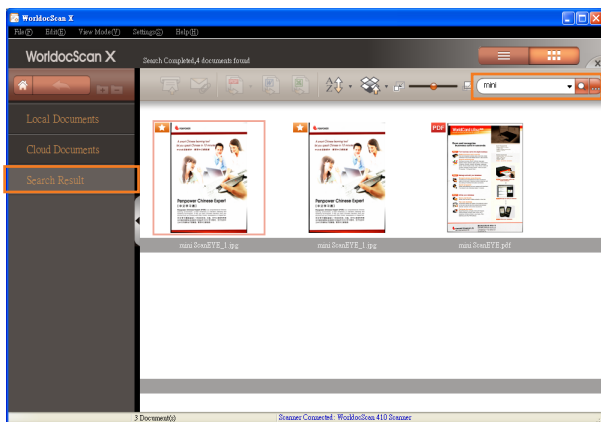


3. Click the [Search] button



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

4. The search results will be displayed in the [Search Result] category. Click  to close the [Search Result] category.




# Chapter 7 Other Accessible Features

## 7.1 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.

## 7.2 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	Dargwa
Adyghe	Numbers
Afrikaans	Dungan
Agul	Dutch (Netherlands)
Albanian	Dutch (Belgium)
Altaic	For MICR (E-13B) text type
Armenian (Eastern)	English
Armenian (Grabar)	Eskimo (Cyrillic)
Armenian (Western)	Eskimo (Latin)
Avar	Esperanto
Aymara	Estonian
Azerbaijani (Cyrillic)	Even
Azerbaijani (Latin)	Evenki
Bashkir	Faeroese
Basic programming language	Fijian
Basque	Finnish
Belarussian	Fortran programming language
Bemba	French
Blackfoot	Frisian
Breton	Friulian
Bugotu	Scottish Gaelic
Bulgarian	Gagauz
Buryat	Galician
C/C++ programming language	Ganda
Catalan	German
Chamorro	German (Luxembourg)
Chechen	German (new spelling)
Simple chemical formulas	Greek
Chukcha	Guarani
Chuvash	Hani
For MICR CMC-7 text type	Hausa
Cobol programming language	Hawaiian
Corsican	Hungarian
Crimean Tatar	Icelandic
Croatian	Ido
Crow	Indonesian
Czech	Ingush
Danish	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  
Papiamentto  
Pascal programming language  
Tok Pisin (Pidgin English)  
Polish  
Portuguese (Brazil)  
Portuguese (Portugal)  
Provencal  
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: v1.2

Release: January, 2013