

## **PaperPort® Pro 9 Office from ScanSoft® Document Management Software**

[www.scansoft.com](http://www.scansoft.com)

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Do you have visions of being paperless and cannot figure out how to make it happen? Do you get that one piece of paper, want to keep it, but don't want to create a new file folder just because it is "one piece" of paper? It lays then in that pile of the other "one pieces" of paper which you also couldn't figure out what to do with?



The folks from ScanSoft® have provided the answer using their PaperPort® Document Management Software and your favorite scanner. ([www.scansoft.com](http://www.scansoft.com))

If you attended our last SouthSide Computer Club meeting I gave a visual presentation in the use of the PaperPort® software's document storage, OCR, and management capabilities. ScanSoft® shipped me the most current version to test as several of our members expressed an interest in purchasing this product.

ScanSoft® recommends this version for the following operating systems: Microsoft® Windows 98® (SE), Windows XP®, 2000, ME, and Windows NT® 4.0. Equipment recommendations are an Intel® Pentium® or equivalent. For Windows 98® and ME a minimum 32MB of RAM although 64MB is recommended. Windows NT®, Windows XP®, and 2000 is a minimum of 64MB of RAM although 128MB is recommended. And of course, a big hard drive to store all of those scanned documents.

My test machine has an AMD® 900 MHz Thunderbird processor, 512MB of RAM, and Microsoft® Windows XP® Pro. The scanner I used for this test is an HP® model 6110 all-in-one scanner, copier, printer, and fax machine using a USB connection.

I must say the coolest edition of the many improvements in version 9 Pro Office and the home deluxe version is the ability to create and/or convert files to .PDF document format. Not only can you scan directly into .PDF you can convert current scanned documents into this format as well. In addition, when you install the software it attaches to Microsoft® Word and Excel. After creating a Word document or Excel spreadsheet this latter marvel allows you to "Print to PaperPort®" in .PDF format which it then saves on the PaperPort® desktop. Almost everyone has Adobe® Acrobat® Reader and this makes sharing documents in the .PDF format very easy to do. Again, very cool, seamless, and quick!

As a test of this capability I scanned in a 9 page document using the document feeder on my scanner. These pages had mostly text but, there were some minor graphics involved. After bringing up the PaperPort® software I created a test folder on the desktop. Clicking that folder and then Scan brings up a blank desktop and the ability to manage 3 things. The first one is to choose which hardware input item I am using such as selecting the scanner; the second is what I am scanning such as a document or photo. The third is

where I click on “settings” to set the format in which I want my “output” (the final scanned document) to be. The available output formats are JPEG, BMP, .PDF Image, .PDF searchable image, .tiff, and the PaperPort default format of .max. I selected .PDF image for this test and it worked perfectly.

The search feature of this software is the ability to perform “simple searches” of your documents. If you are meticulous while scanning documents to describe and index them correctly this one feature can save you a ton of time searching for documents particularly if you have a large database of scanned documents.

Another function which this software performs very well is its OCR (Optical Character Recognition) capability. During our last meeting presentation you might remember I scanned a fillable form into the PaperPort® Software and was then able to type directly into the form using their built in Formtyper™ function. The document can later be saved and sent by email or printed off. This one feature has a tremendous benefit; it virtually does away with the need for that old typewriter and gives you a new use for your scanner.

The interface of the version 9 software is much the same as the previous versions which I find to be a plus. On the left side are all of the folders and sub folders which are entirely in your control. The software defaults to a storage directory on the same drive and directory where it is installed. However, you can add directories on other partitions and in my case I created a directory on my second hard drive which is an 80 gigabyte IBM. If you are going to scan lots of documents and photos over time a large hard drive is a must.

There are other features of this product including the ability to send documents to other programs such as all of the Microsoft® Office products. You can add programs to this part of the software however; it will pick up the major ones during the installation process.

There are two versions of the PaperPort® software which are PaperPort® Pro 9 Office and PaperPort® Deluxe. The main difference between these two besides the price is Pro 9 Office can be networked so it can share a network scanner or digital copier. Other than this they both perform the same functions including use of the .PDF format. The deluxe version is only \$99 and if you are truly interested in a product which performs well, is easy to use, and excels at document management on your computer, this is the product for you. I give these products two thumbs up.