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Key Features

PaperPort 10 is the perfect solution for your home or small office to turn piles of paper and photos into organised digital PDF files that you can quickly find, use and share. PaperPort provides a unique visual desktop that displays small thumbnails of your documents for effortless browsing to locate information fast. Eliminate frustration looking for paper or digital documents by searching for key words inside your files with the exclusive All-in-One Search[™]. Save time, money and have the security of knowing that important documents and photos will never be lost.

- [A Fast, Affordable Way to Create & Assemble PDF Documents](#)
- [Easier Document Management with the Revolutionary Visual Desktop](#)
- [Find all Your Documents with Ease](#)
- [Turn Paper with into Digital Documents with Network Scan & Copy](#)
- [Manage Documents with Existing Computer Investments](#)

A Fast, Affordable Way to Create & Assemble PDF Documents

PaperPort simplifies the creation and use of PDF documents. The PDF, or portable document format, is an open standard file

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format for sharing electronic documents - on email, over the network, and on the Web. You'll be amazed with what you can do with PDF files in PaperPort. You can create PDF files; scan to PDF; search PDF files; annotate and highlight PDF documents. Combine scans and photos with Microsoft Word, Excel and PowerPoint pages to quickly assemble custom PDF documents. Working with electronic documents is now as easy as stacking paper.

- **Scan-to-PDF**

Use any scanner to turn paper documents directly into PDF files that can be easily organised and shared with email more securely and efficiently than paper.

- **Capture Web Pages as PDF**

Capture Web pages as PDF files, providing a full-colour duplicate for use offline. This is a great way to capture a permanent record of a Web site, speed up Web-based research, or for sharing Web pages as PDF attachments instead of sending a link that requires connectivity to the Web. Captured Web pages look exactly like they would if you had sent them to your printer, so it's even a great way to save copies of receipts from web purchases without wasting paper.

- **Assemble Custom PDF Documents with Drag & Drop Simplicity**

Working with electronic documents is as easy as stacking paper. PaperPort features a unique desktop design that displays individual page thumbnails alongside document thumbnails. Drag and drop entire documents within another document or selectively copy and paste individual pages from one PDF document to another. Quickly assemble custom PDF documents by combining scans and photos with Microsoft® Word, Excel and PowerPoint® files.

Easier Document Management with the Revolutionary Visual Desktop



PaperPort is the most efficient to organise, find and share paper, PDF, and digital documents. Version 10 raises productivity by

combining all the tools needed to scan paper documents in a single application. With PaperPort, important information is always right at your fingertips. Only PaperPort lets you see all of your work at once - providing large thumbnails of scanned documents, photos and application documents allowing you to quickly find, organise and use all your files without having to open them to see what's inside. It's just like having your paper documents spread out on your real desktop!

- **Assemble Documents with Drag & Drop Simplicity**

Working with electronic documents is as easy as stacking paper. PaperPort features a unique desktop design that displays individual page thumbnails alongside document thumbnails. Drag and drop entire documents within another document or selectively copy and paste individual pages from one PDF document to another. Quickly assemble custom PDF documents by combining scans and photos with Microsoft® Word, Excel and PowerPoint® files.

- **Intuitive Thumbnail Desktop**

PaperPort's visual desktop has large, clear page and document thumbnails to improve the way you work with Microsoft® Office files, digital photos, PDF files, scanned and digital forms, saved Web pages and all your scanned paper documents. Quickly browse, organise and use all your files without having to open them to see what's inside.

- **Fast, Easy Electronic Form Filling**

Create neat, sharable and searchable forms in minutes. With FormTyper™, completing paper forms has never been quicker. FormTyper automatically identifies the form fields allowing you to quickly tab to a fillable form field, type the information, and print, save or e-mail the completed form faster than completing and mailing or faxing the form by hand.

- **Cut & Paste Text - From Paper and PDF**

Eliminate retyping information by using the OCR in PaperPort to extract text from scanned images and PDF files. You can

even copy a portion of a scanned document to the clipboard, and then paste the text directly into a word processor or an email message.

Find all Your Documents with Ease

PaperPort's All-in-One Search™ is a powerful search engine that is the one place to instantly find your paper or digital documents on your PC. PaperPort will actually "read" all your files with the built-in OCR document reader so you can search for a word contained INSIDE any document including scanned paper. Just type in a word or phrase and PaperPort will bring up the right document immediately.

- **Document Search and Retrieval**

PaperPort's All-in-One Search enables you to find any document quickly. Search by content, keyword or annotations to locate your information instantly.

- **Annotate Your Files with Electronic Notes**

PaperPort supports creating and viewing annotations within PDF files, including sticky notes, highlights and stamps so you never forget important information that isn't embedded in the document.

Turn Paper into Digital Documents with Network Scan & Copy

Storing paper on the computer as a PDF file provides fast and reliable access to the information in those documents. PaperPort helps home office workers to eliminate paper and to streamline the way they work with all of their documents. Easily scan using any connected scanning device including flatbed, All-in-One and Multi-Function Devices. PaperPort supports WIA and TWAIN scanner drivers as well as important industry-standard formats including PDF, TIFF and MAX.

- **Scan- and Copy-to-Desktop**

PaperPort 10 works with any scanning device to quickly turn paper into PDF files. Save time and effort by scanning directly to e-mail, fax machines, Microsoft® Word

and more using ScanSoft's patented one touch and ScanDirect™ technology.

- **Never Rescan a Document Again!**
Correct scanning flaws right on the desktop using PaperPort's Scanner Enhancement Technology (SET) Tools. Straighten a crooked page, rotate it, or colour correct an image, all with just a click of the mouse.

Manage Documents with Existing Computer Investments

PaperPort allows you to effectively manage all of your information on your local PC within a single powerful application. PaperPort works with and enhances the functionality of your existing hardware and software systems because it is based on Microsoft Windows standards and easily adds scanning, PDF creation and document management capabilities to your existing folders and files. Simply install PaperPort - and get organised!

- **SendTo Document Workflow**
You can e-mail, fax or send your documents to other programs with a simple drag-and-drop onto the PaperPort SendTo Bar. The PDF file format combined with the SendTo Bar makes it easy to distribute documents in a form that is viewable and printable on any computer around the world.
- **Microsoft Windows XP Certified**
PaperPort Professional is certified for use on the Microsoft Windows XP operating system.