Penpower WorldocScan

User's Guide

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11. iTextsharp

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It was downloaded from : http://itextsharp.sourceforge.net/ or http://www.lowagie.com/iText/

Contents

Chapter 1 Product Features

1.1 Product Introduction

The WorldocScan offers the best solution for document management. The program allows you to scan and convert your paper documents into a PDF file or jpg file within seconds for easy management and editing.

Hardware Specifications

● Dimension(LxWxH): 11.7" x 2" x 1.7" (296mmx51mmx42mm)

● Image Sensor: Linear color CMOS

● Resolution: 600 dpi (optical)

● Scanning Modes: 48-bit color (internal), 24-bit color (output), 8-bit grayscale, 1-bit B&W

● Scanning Speed: 6 ppm(pages per minute)B&W; 3 ppm color

● Scanning Area: Business card to legal document, A4 format

● Scanner Weight: 12 oz. (345 grams)

● Power Consumption: 0.2W (standby), 2.0W (during scan), fully USB powered.

● Paper Thickness: 0.1mm to 0.8mm

● Regulatory Certification: FCC Class B, CE, USB-IF.org

● Environmental Certification: WEEE, RoHS

Scan Button

Scanning Area
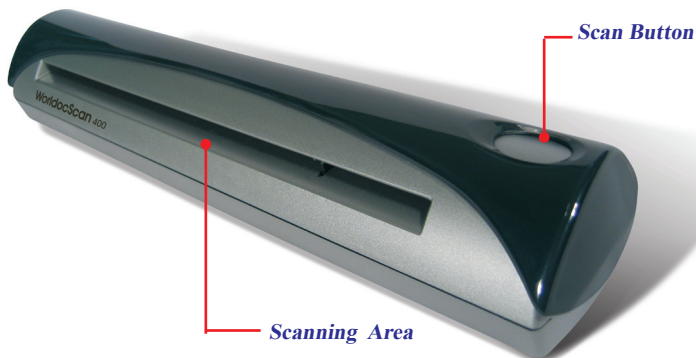
1.2 Product Function

- Support resolution of 75-600 dpi
- OCR Language Support
- Searchable PDF file with password protection
- Scan Page size setting and Scan setting(B/W, Gray, Color)
- File type (PDF and Jpeg) and setting
- File management
- Send file by E-mail directly

1.3 System Requirements

- Pentium III 300 or Equivalent Processor
- Windows 2000/XP/Vista 32-bit
- 128MB RAM (512MB for Windows XP/Vista)
- 200 MB Available Hard Disk Space
- CD-ROM Drive
- USB Port

Chapter 2 Installation

2.1 Installing the Application Software

1. Place the installation CD in the CD/DVD-ROM drive and the system will automatically run **setup.exe**. Please click on [**Install Scan2PDF**] to begin the installation process.

2. At the License Agreement screen, check [**I accept the terms of the license agreement**] then click on [**Next**] to continue. Please read licensing agreement completely.

3. 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.
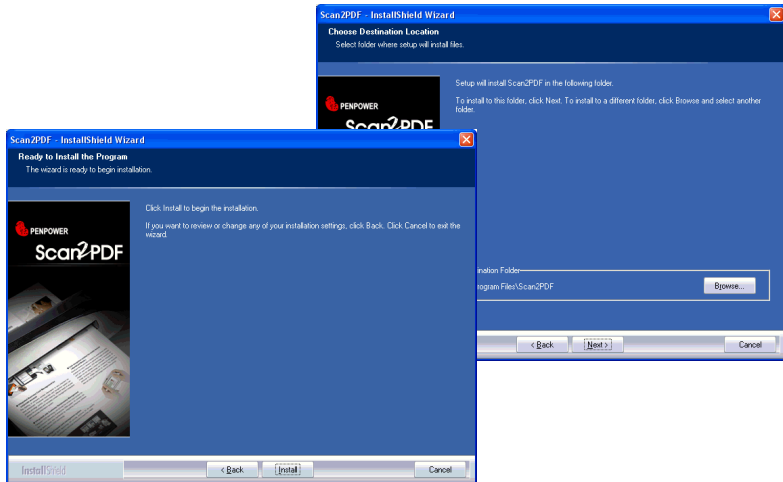
4. Check **[Download Acrobat Reader]** option, if you do not have Acrobat Reader in your PC. The installation kit will be linked to Adobe Reader webiste for you to download. When the installation is complete, click on [**Finish**]to exit. After the **Scan2PDF** software is installed, a register reminder window will pop up to remind you registering your product at www.penpower.net/reg.html for ensuring the warranty service. Click **[Register now]** to register. If you click **[Register later]**, you may go to **[About/Register]** when you are ready to register.
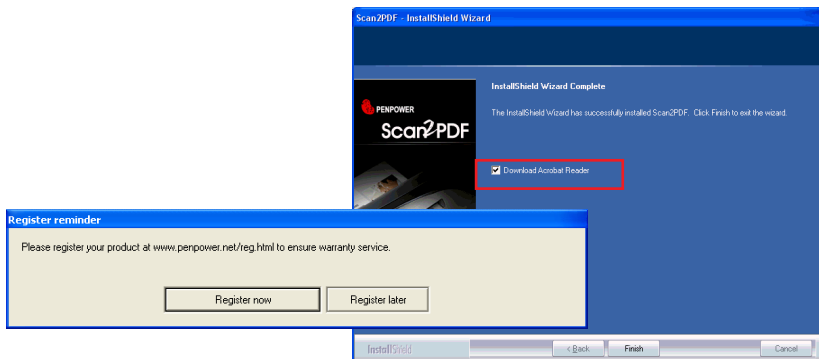
2.2 Installing the Hardware Driver

After installing **Scan2PDF**, you must then install the **WorldocScan** scanner driver.

1. At the main menu, click on [**Install WorldocScan 400 driver**].
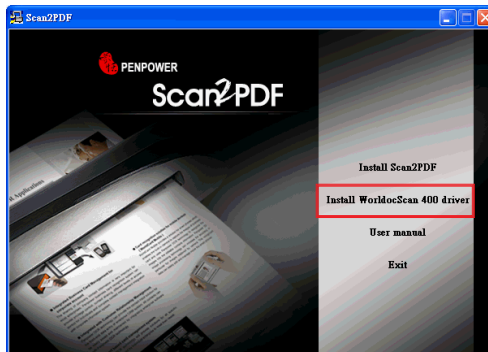
2. Please select the language version then click on [**OK**]. Follow the prompts on the screen to install the driver.
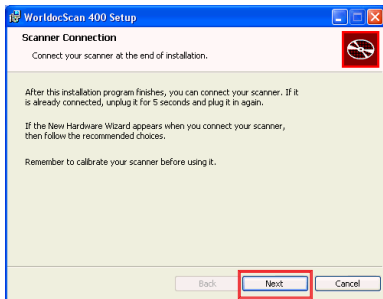
Note: When installing driver, please don't plug the USB connector of scanner into the USB port of the computer.
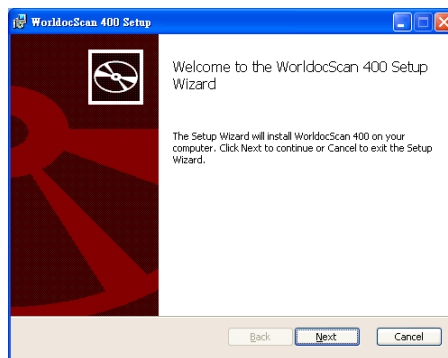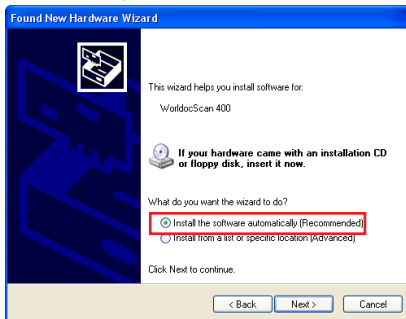
WorldocScan

3. Connect your scanner to the computer via the USB port, then click on [**Next**]. Click [Finish] to complete installation.
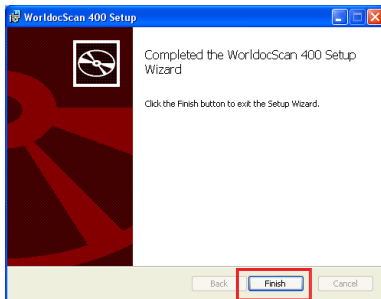
4. After installation of the driver, plug the USB connector of the scanner into the USB port of the computer. A **Found New Hardware Wizard** window will show up. Select **[Install the software automatically [Recommended]]** to install the driver.

☞*Note: Scanned Docs may have poor scanned quality. This is due to lack of power to support several USB devices. To avoid this problem, connect your scanner and other USB devices to an extra-powered USB hub.*

5. Click **[Continue Anyway]** to begin driver installation. And click **[Finish]** to finish the installation.
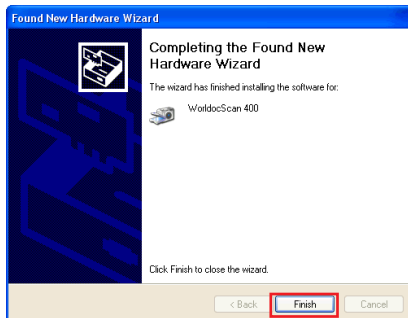
2.3 Calibration

Calibration is necessary to ensure that your computer monitor matches the image quality of Scan2PDF. When Scan2PDF is run for the first time, the calibration wizard will appear to guide you through the process.

☞*Note: If you use the scanner on another computer, you need to calibrate the scanner again.*

1. Run **Scan2PDF** from [**Start/Program Files/Scan2PDF**] or the **Scan2PDF** tray icon.
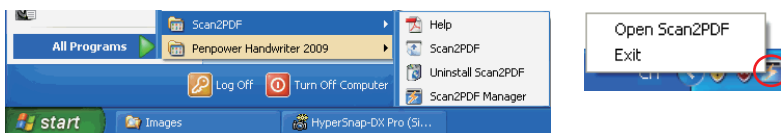

📝*Tip: Press the [Scan Button] on the scanner, it will also run Scan2PDF software automatically.*

📝*Tip: After Scan2PDF is installed, Scan2PDF Manager will be automatically activated each time your computer is turn on. ▣ icon will also appear on the lower right corner of the toolbar. You can press ▣ icon, and the Scan2PDF program will start.*

2. Place the calibration card in the scanner and then click the [**Calibrate scanner**] button.
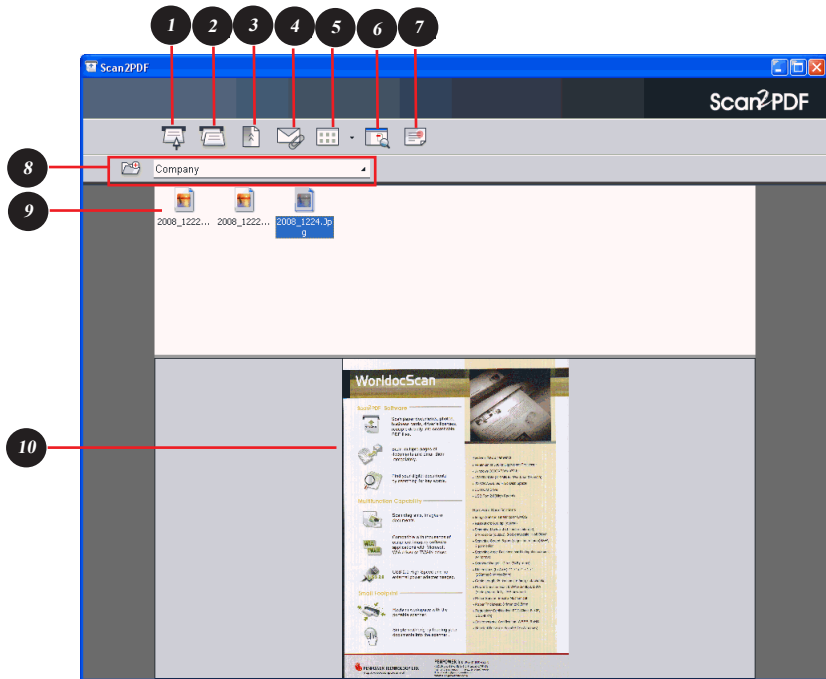
📝*Tip: The calibration card is included in the box. If you lose it, you can use a same size of blank paper instead.*

3. In the [**Calibrate scanner**] dialog box, click on the [**Calibrate**] button and scanner calibration will begin.

- 7 -
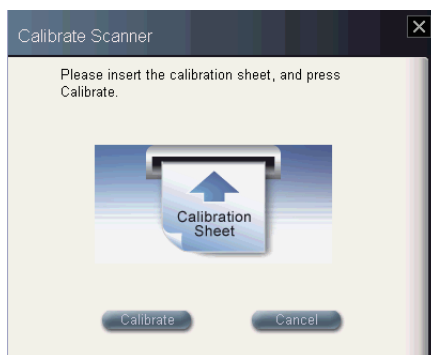
Chapter 3 Getting Started with Scan2PDF

3.1 User Interface

(1) Scan single document   (6) Open folder

(2) Scan multiple documents   (7) About

(3) Calibrate scanner   (8) Folder

(4) Email document   (9) File Information

(5) Switch view mode   (10) Preview Area

3.2 Scanning Single Document

Step 1: Place document in scanner

1. Place the document or photo you wish to scan face-down into the scanner.

2. Click on the [**Scan single document**] ⬇ button to open the [**Scan single document**] dialog box.
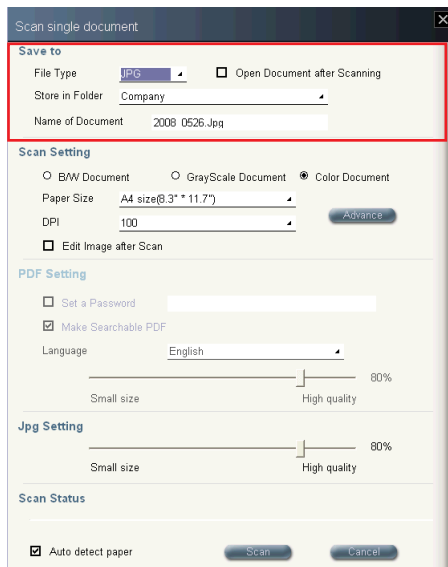
☞*Note: Place the document or photo to scan face-down and align it with the right side of the scanner.*

☞*Note: When paper inserted into this product, it will be automatically loaded into the scanner. Do not attempt to force a document into the scanner.*

Step 2: Document Setting

<u>Save File Setting</u>

1. **File Type**: This function allows you to choose the document format as a PDF document or a JPG image. If the selected file type is PDF, the [**Jpg setting**] field below cannot be edited. Conversely, if the file type is Jpg, the [**PDF setting**] field can't be edited.

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2. **Store in Folder:** This option allows you to set a destination folder. The software includes four initial folders(Company, Friend, Private and UnCategory).

Tip: You can select any of the default folders as required. To add a new folder, you need to return to the Scan2PDF main interface and click on the [Add new folder] button. A dialog box will appear where you can set a name for the new folder, e.g. [Photo].
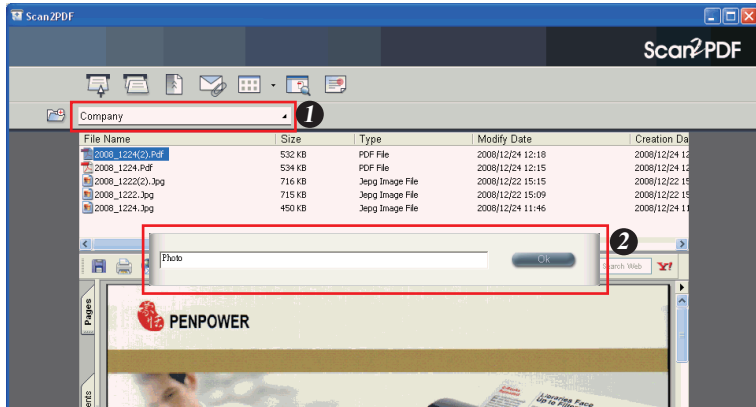
Note: The folders mentioned above are located in [My Documents] under the [My Scanned Docs] folder.

Tip: Scan2PDF offers you the option of clicking on the [Open Folder] button. The folder dialog box allows you to quickly locate an existing data folder.
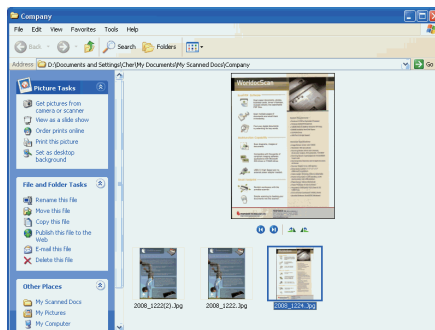
3. **Document Names**: Scan2PDF allows you to quickly process large numbers of documents using the date and order as their file name. For example, [**2008_0716.Pdf**] is the first document , [**2008_0716(2).Pdf**] is the second document, and so on. By naming the files after the date and scanning order, this allows you to scan documents quickly. Besides, you can also manually enter a file name

Save to

File Type	PDF ▲	☑ Open Document after Scanning
Store in Folder	Company ▲	
Name of Document	2008_1224.Pdf	

4. **Open Document after Scanning**: Click **[Open Document after Scanning]** to open the document after scanning.

Scan setting

Scan Setting

○ B/W Document   ○ GrayScale Document   ● Color Document

|		
Paper Size	A4 size(8.3" * 11.7") ▲	Advance
DPI	150 ▲	

☑ Edit Image after Scan

1. **Scan Setting**: Scan2PDF offers you a variety of scanning output types. Depending on the type of document being scanned, options include [**B/W Document**], [**Gray Scale Document**] and [**Color Document**].

2. **Paper Size:** This product supports a variety of page size settings, including Letter size (8.5"*11.0"), Legal size (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 (5.0"*3.5"), Large Photo (6.0"*4.0") and Custom.

☞ *Note: 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.*

3. **DPI Setting**: DPI setting allows you to set custom values according to the document size or resolution requirements. This product supports resolutions of between 75~600 DPI. By default, the software is set to 150 DPI.

4. **Advance Setting**: This allows you to adjust the Brightness, Contrast, Gamma value, Highlight, Shadow, Invert Image, Detect End of Page and Auto Clip functions. You can always click on the [**Reset**] button to restore to the factory defaults.
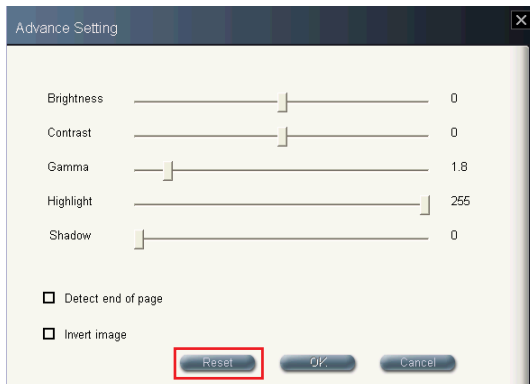
PDF Setting

1. **Document Security**: Offer a password-lock function for protecting the confidential documents. You can check the [**Set a Password**] option in the [**PDF Setting**] field and enter a custom password in the field.

2. **OCR Language Support:** If you wish to make your scanned document searchable by software applications such as Acrobat Reader, please check the [**Make Searchable PDF**] option . This will allow you to quickly search through the document text. You can also adjust the PDF document quality by moving the sliding bar.
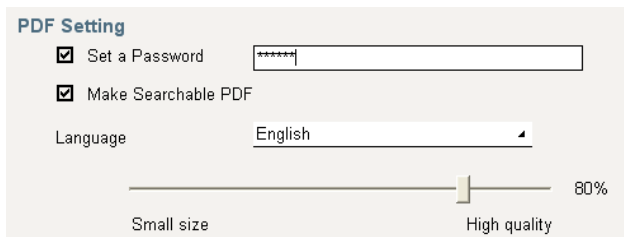
☞ *Note: If you set the File type as Jpg, you can adjust the image quality by moving the sliding bar of the Jpg Setting.*

Auto detect Paper

Check [Auto detect paper] to scan the document once you place the paper to the scanner.

Step 3: Scanning

Once all settings in the [**Scan single document**] dialog box have been set, click on the [**Scan**] button to start scanning.

☞*Note: Pressing the [Scan Button] on the scanner will start scanning as well.*

Step 4: Verifying Image

After scanning, a **Verifying Image** dialog box shows up. You can revolve the scanned document by clicking the **Rotate Counterclockwise** ⟲90 or **Rotate Clockwise** 90⟳ button. If you do not wish to display the **Verifying Image** dialog box next time, uncheck **[Display this window next time]**. Click **[OK]**, when you have done the verification.

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3.3 Scanning Multiple Documents

Step 1: Place document in scanner

1. Place the document or photo you wish to scan face-down into the scanner.

2. Click on the [**Scan multiple documents**] 🗔 button, the [Set **Scan Option**] dialog box will show up.

☞ *Note: Place the document or photo to scan face-down and align it with the right side of the scanner.*

☞ *Note: When paper inserted into this product, it will be automatically loaded into the scanner. Do not attempt to force a document into the scanner.*

Step 2: Document Setting

Save File Setting

You may set the **File Type**, **Store in Folder**, **Name of Document** and **Open Document after Scanning** here. Please refer to the **Step 2** of the section **3.2 Scanning Single Document**.

<u>**Scan Setting**</u>

You can choose **Document Color**, **Paper Size**, DPI and **Advance Settings** in the **Scan Setting** area. Please refer to the **Step 2** of the section **3.2 Scanning Single Document**.

<u>**PDF Setting**</u>

If you select PDF as the file type, you can set a password and make the searchable PDF in the **PDF Setting** area. You can also set the **PDF file quality**. Please refer to the **Step 2** of the section **3.2 Scanning Single Document**.

<u>**Jpg Setting**</u>

If you select Jpg as the file type, you can set the **Jpg file quality** in the **Jpg Setting** area. Please refer to the **Step 2** of the section **3.2 Scanning Single Document**.

Step 3: Scan Editing

1. Once all settings in the [**Scan Setting**] dialog box have been set, click on the [**Next**] button to start scanning.

2. At the [**Scan Image to...**] dialog box, click on the [**Scan**] button to start scanning.

Note: Pressing the [Scan Button] on the scanner will start scanning as well.
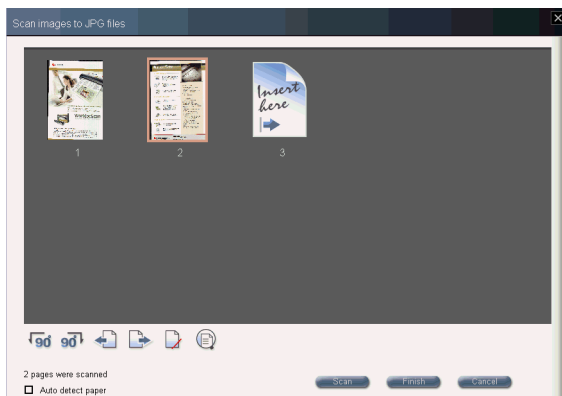
Tip: If you check Auto detect paper, the scanner will start to scan the document as long as you insert paper.

Scanned File Buffer

**Scan Status**

Auto detect paper
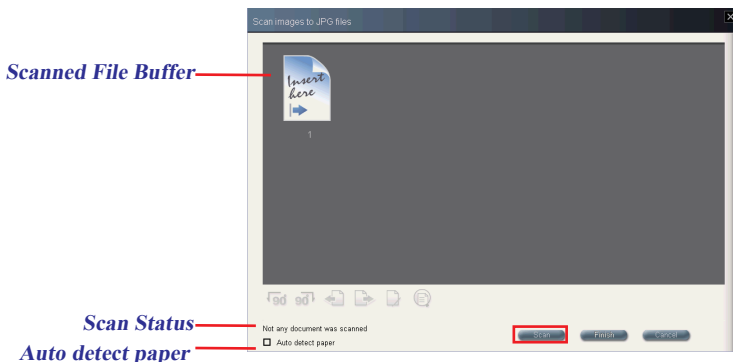
3. While scanning, the scanning progress will be shown as a percentage at the bottom of the window. When the scan is completed, you will see the scanned image in this window.

(1) Rotate Counterclockwise   (4) Move Page Backward

(2) Rotate Clockwise   (5) Delete Image

(3) Move Page Forward   (6) Show Scanned Image

4. To edit the scanned image, click on the file's icon then use the toolbar below for Rotate Counterclockwise, Rotate Clockwise, Move Page Forward, Move Page Backward, Delete Image and Show Scanned Image.

Note: This product provides you the function of enlarging the scanned image. There are three ways to do it. First, choose the image 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. The window of the enlarged image will pop up, too. Third, you can double click the left mouse button on the scanned image to pop up the window.

5. After editing the image, you can place another document and click **[Scan]** to scan it. Click on the [**Finish**] button to view the newly scanned file in the main interface.

*Note: If you select PDF as the file type, you may click [Convert] to convert all the scanned images to one file.*

3.4 Switching View Mode

Scan2PDF includes two view modes: Icon Mode and Detail Mode.

1. Click the [**Switch view mode**] button in the toolbar at the top of the main interface. This will allow you to change the view mode to [**Icon Mode**]or [**Detail Mode**].

2. In both Icon Mode and Detail Mode, double clicking on a file will open it for inspection.
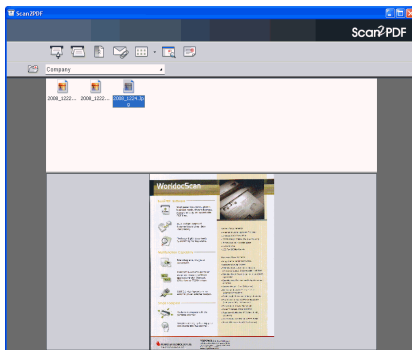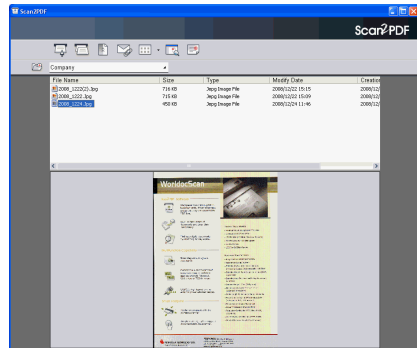

Icon Mode   *Detail Mode*

3.5 Sending Mail

Scan2PDF includes a Send E-Mail function that launches your E-mail client to send the selected file.

1. In the **[File Information]** area, select the file to send then click on the **[E-mail document]** button in the toolbar.

2. This will bring up the e-mail client, e.g. Outlook. Scan2PDF will have already included the selected file as an attachment to the e-mail. You can send the e-mail once you specify the recipient and subject.

Chapter 4 Uninstallation

1. If you wish to uninstall Scan2PDF, you will need to close it first.

2. Launch [**Start / Program Files / Scan2PDF / Uninstall Scan2PDF**].
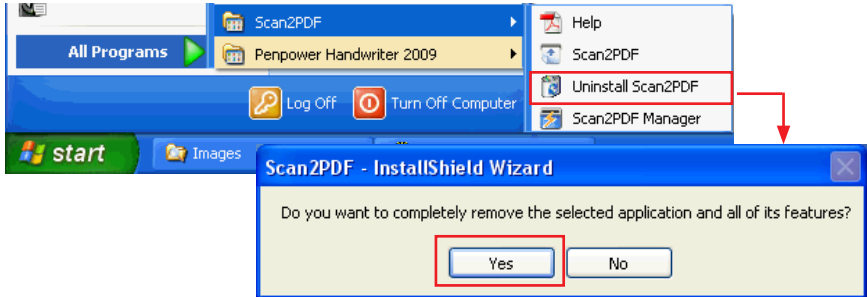
3. This will open the [**Uninstall Program**] window and the system will ask you to confirm that you wish to remove the program. Click on [**Yes**] to begin uninstalling.
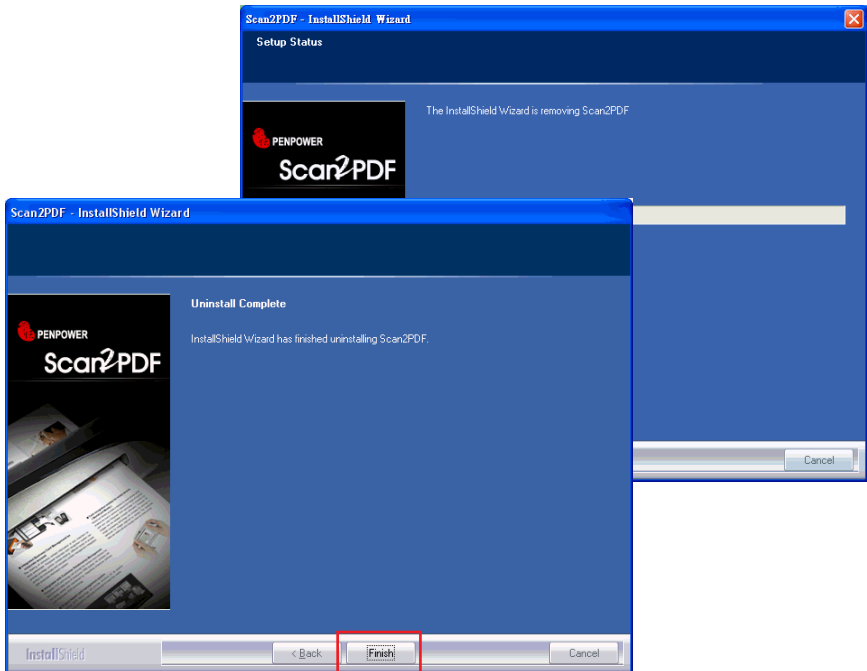
CE Conformity and FCC Statement

$C \epsilon$

This equipment has been tested and found to comply with the limits of the European Council Directive on the approximation of the member states relating to electromagnetic compatibility according to EN 55022/55024 Part 15 B.

FC

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Increase the separation between the equipment and receiver
- Move the computer away from the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

WorldocScan User's Guide

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