

P2WW-2621-04ENZ0

# ***ScanSnap Organizer User's Guide***

The Fujitsu logo consists of the word "FUJITSU" in a bold, serif font. Above the letter "I" is a stylized infinity symbol or a pair of interlocking circles.

# Introduction



Thank you for purchasing ScanSnap Organizer.

This User's Guide provides an overview, and describes the screens and functions of ScanSnap Organizer.

Be sure to read this guide before using the ScanSnap Organizer to ensure correct use.

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## Manuals

When using ScanSnap Organizer, read the following manuals as required.

Manual	Description	Reference Method
ScanSnap Operator's Guide	Read this manual for information about basic operations of ScanSnap, software installation, scanning methods, various settings, and handling of the ScanSnap.	Select the [Start] menu→[All Programs]→[ScanSnap Manager]→[ScanSnap Operator's Guide].
ScanSnap Organizer User's Guide (This Manual)	Read this manual for details about ScanSnap Organizer features, screens, operating environment and functions.	Select the [Start] menu→[All Programs]→[ScanSnap Organizer]→[Manual].
ScanSnap Organizer Help	Use ScanSnap Organizer Help when questions or problems regarding operations (for example, when setting items) arise. This provides explanations for operations, screens and messages.	For details about how to start up help, refer to " <a href="#">Appendix A Starting Up ScanSnap Organizer Help</a> " (page 43).

## ■ About This Manual

### Structure of This Manual

This manual consists of the following:

#### [Chapter 1 ScanSnap Organizer Overview](#)

This chapter provides an introduction and overview of the ScanSnap Organizer features and system requirements, and describes how to start up and exit ScanSnap Organizer.

#### [Chapter 2 ScanSnap Organizer Windows](#)

This chapter provides a basic explanation of windows and items of ScanSnap Organizer.

#### [Chapter 3 Function List](#)

This chapter explains various functions of ScanSnap Organizer.

#### [Appendix A Starting Up ScanSnap Organizer Help](#)

This appendix explains how to start up ScanSnap Organizer Help.

#### [Appendix B Installing and Uninstalling Organizer](#)


This appendix indicates the references on how to install and uninstall Organizer.

It is recommended to read the chapters in order before using ScanSnap Organizer.

For explanations of the operations, screens, and messages for ScanSnap Organizer, refer to ScanSnap Organizer Help.

### Symbols Used in This Manual

This manual uses the following symbols with explanations.

Symbol	Description
	This symbol alerts operators to particularly important information. Be sure to read this information.

### Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: Select the [Start] menu → [Computer].

## Screen Examples in This Manual

Screenshots in this manual are used according to guidelines provided by Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product improvement.

This manual uses Windows Vista screen examples.

Depending on the operating system, the actual screen may differ from the screen examples shown in this manual. In this case, operate by following the actual screen displayed.

## Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Windows 7	: Windows® 7 Starter operating system, English version Windows® 7 Home Premium operating system, English version Windows® 7 Professional operating system, English version Windows® 7 Enterprise operating system, English version Windows® 7 Ultimate operating system, English version
Windows Vista	: Windows Vista® Home Basic operating system, English version Windows Vista® Home Premium operating system, English version Windows Vista® Business operating system, English version Windows Vista® Enterprise operating system, English version Windows Vista® Ultimate operating system, English version
Windows XP	: Windows® XP Professional operating system, English version Windows® XP Home Edition operating system, English version
Windows 2000	: Windows® 2000 Professional operating system, English version
Windows	: Windows 7, Windows Vista, Windows XP, and Windows 2000
Word	: Microsoft® Word 2010 Microsoft® Office Word 2007 Microsoft® Office Word 2003 Microsoft® Office Word 2002
Excel	: Microsoft® Excel® 2010 Microsoft® Office Excel 2007 Microsoft® Office Excel 2003 Microsoft® Office Excel 2002
PowerPoint	: Microsoft® PowerPoint® 2010 Microsoft® Office PowerPoint® 2007 Microsoft® Office PowerPoint® 2003 Microsoft® Office PowerPoint® 2002
SharePoint Server 2010	: Microsoft® SharePoint® Server 2010, English version

SharePoint Server 2007	: Microsoft® Office SharePoint® Server 2007, English version
SharePoint Portal Server 2003	: Microsoft® SharePoint® Portal Server 2003, English version
SharePoint Foundation 2010	: Microsoft® SharePoint® Foundation 2010, English version
SharePoint Services 2.0/3.0	: Microsoft® Windows® SharePoint® Services 2.0/3.0, English version
SharePoint	: SharePoint Server 2010, SharePoint Server 2007, SharePoint Portal Server 2003, SharePoint Foundation 2010, and SharePoint Services 2.0/3.0
Office Live	: Microsoft® Office Live
.NET Framework	: Microsoft® .NET Framework
Adobe Reader	: Adobe® Reader®
Adobe Acrobat	: Adobe® Acrobat®
Adobe PDF IFilter	: Adobe® PDF IFilter
ABBYY FineReader for ScanSnap	: ABBYY FineReader for ScanSnap™ All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with the ScanSnap. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with the ScanSnap. Note that ABBYY FineReader for ScanSnap may be upgraded without notice. If the descriptions differ from the actual displayed screens, refer to ABBYY FineReader for ScanSnap Help.
Google Docs	: Google Docs™
ScanSnap	: Color Image Scanner ScanSnap (*) *: ScanSnap N1800 is not supported.


## For Windows XP/Windows 2000 Users

This manual is based on the assumption that Windows 7 or Windows Vista is used as the operating system.

If you are using Windows XP or Windows 2000, ScanSnap Organizer screen display varies as indicated below. Please be aware of this when referring to this manual.

Windows 7/Windows Vista (screen display in this manual)	Windows XP/Windows 2000
[ScanSnap] folder	[My ScanSnap] folder

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# Chapter 1



## ScanSnap Organizer Overview

This chapter provides an introduction and overview of the ScanSnap Organizer features and system requirements, and describes how to start up and exit ScanSnap Organizer.

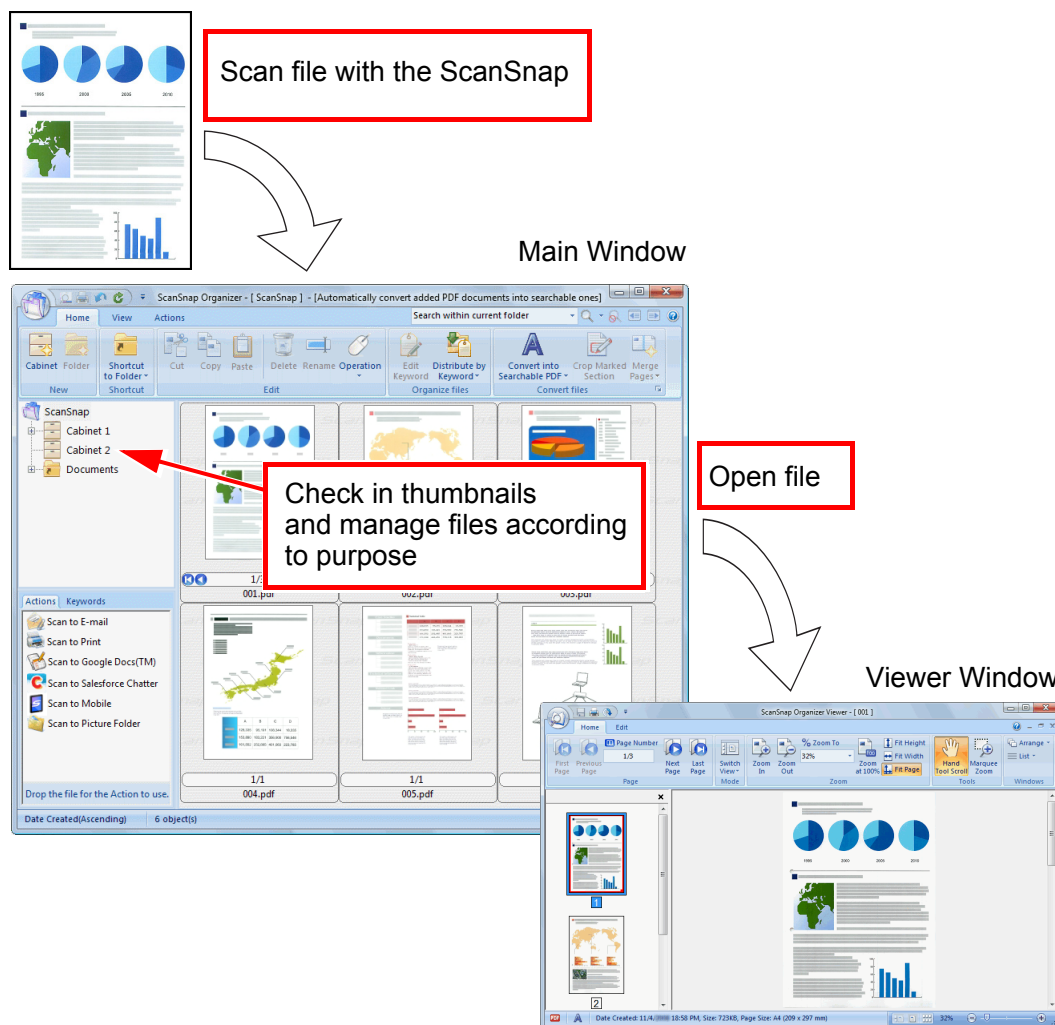
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# 1.1 Outline

ScanSnap Organizer is an application used for displaying and organizing image files (PDF or JPEG files), which were scanned using the ScanSnap.

You can use this application to display image data (PDF or JPEG files) without opening them, create folders and arrange files as you like.

Pages of a PDF file can also be flipped through in thumbnails to verify the scanned image data.



## 1.2 Features

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ScanSnap Organizer contains the following features:

- Pages can be flipped through in thumbnails.
- Characters in PDF files scanned with the ScanSnap can be recognized (OCR function), character strings marked by a highlight pen can be set as keywords, and the PDF files are converted into searchable files. Searchable PDF files can be searched quickly with a specified character string.  
Moreover, conversion to searchable PDF files can be executed while the computer (CPU) is idle, so that other operations will not be disturbed.
- In the ScanSnap Organizer Viewer, files can be shown and edited (pages can be rotated, deleted, moved, inserted, deskewed, cropped, and merged, and keywords can be added to a file).
- Files can be sent by e-mail and printed.
- A password to open a PDF file can be set as a security precaution.
- Sections on a page that are marked with a highlight pen can be cut and pasted elsewhere.
- Multiple files can be linked with any of the Actions at once.

# 1.3 System Requirements

The system requirements for ScanSnap Organizer are as follows.

<b>Operating system (*1) (*2)</b>	Windows 7	Windows Vista, Windows XP, or Windows 2000
<b>CPU (*3)</b>	Intel® Pentium® 4 Processor 1.8 GHz or higher (Intel® Core™2 Duo Processor 2.2 GHz or higher recommended)	
<b>Memory (*3)</b>	32-bit: 1 GB or more 64-bit: 2 GB or more	512 MB or more (1 GB or more recommended)
<b>Hard disk space</b>	620 MB or more	
<b>Display resolution</b>	800 × 600 pixels or higher (*4)	

- \*1 : It is recommended to use the operating system with the latest Service Pack applied.
- \*2 : For details about supported operating systems, refer to "System Requirements" in the Operator's Guide of your ScanSnap model.
- \*3 : If the ScanSnap system requirements are higher than those described above, it is recommended that ScanSnap Organizer be used under the ScanSnap system requirements or higher.
- \*4 : When the font size is large, some screens may not be displayed properly. In that case, use a smaller font size.

The following application is required for the use of the search function.

- For Adobe Acrobat searches

Windows 7	Windows Vista	Windows XP	Windows 2000
Adobe Acrobat 9.2 or later	Adobe Acrobat 8.1 or later	Adobe Acrobat 7.0 or later	Adobe Acrobat 7.0 or 8.0

- For Windows Desktop Searches

Windows 7	Windows Vista	Windows XP	Windows 2000
Application is not required. (*)		Windows Desktop Search 3.01 or later	Search function cannot be used.

- \* : Windows 7 and Windows Vista already contain a function equivalent to Windows Desktop Search, therefore no extra application is required.

.NET Framework 3.0 is required for using the Microsoft Office SharePoint Server linkage function, Scan to Google Docs, Scan to Salesforce Chatter, or Scan to Mobile.

The relationship between each operating system and .NET Framework is as follows:

Windows 7	Windows Vista	Windows XP(*2)	Windows 2000
.NET Framework 3.0 is already installed.(*1)		.NET Framework 3.0 is not installed.(*1)	.NET Framework 3.0 cannot be installed.

\*1 : .NET Framework 3.0 is included in .NET Framework 3.5 (SP1 or later). It is recommended to install the latest update in the operating system and use .NET Framework 3.5 (SP1 or later).

\*2 : Even when .NET Framework 4 or later is already installed, .NET Framework 3.0 must also be installed, because it is not included in .NET Framework 4 or later.

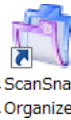
# 1.4 Starting Up and Exiting ScanSnap Organizer

This section describes how to start up and exit ScanSnap Organizer.

## ■ Starting Up ScanSnap Organizer

### Directly Start Up ScanSnap Organizer

Start up ScanSnap Organizer in one of the following ways:



- Double-click the [ScanSnap Organizer] icon (ScanSnap Organizer) on the desktop.
- Click [Start]→[All Programs]→[ScanSnap Organizer]→[ScanSnap Organizer].



When ScanSnap Organizer starts, a message appears to ask whether to change the settings for searchable PDF file conversion. To change the current settings displayed in the message, click the [Yes] button. Otherwise, click the [No] button.

### Start Up from ScanSnap Manager

Start up ScanSnap Organizer from ScanSnap Manager in one of the following ways:

#### ●Start Up from ScanSnap Quick Menu

1. Perform a scan.  
⇒The ScanSnap Quick Menu appears.
2. Select [Scan to ScanSnap Organizer].  
⇒ScanSnap Organizer starts up.



#### ●Start Up from the ScanSnap Manager Setup Dialog Box

1. In the ScanSnap Manager setup dialog box, select the [Application] tab, and then select [ScanSnap Organizer] from the [Application] drop-down list.
2. Perform a scan.  
⇒ScanSnap Organizer starts up.

For details on how to start up ScanSnap Organizer, refer to the Operator's Guide of your scanner model.

## ■ Exiting ScanSnap Organizer

ScanSnap Organizer can be exited in the following ways.

- On the Main Window, click , and then click the application menu [Exit] button.
- Click  on the title bar on the Main Window.

For more details about the Main Window, refer to ["2.1 Main Window" \(page 17\)](#).

# Chapter 2



## ScanSnap Organizer Windows

This chapter provides a basic explanation of windows and items of ScanSnap Organizer. ScanSnap Organizer has two types of windows: "Main Window" for managing files, and "Viewer Window" for displaying and editing files. For details about these Windows, and dialog boxes for operations, refer to ScanSnap Organizer Help.

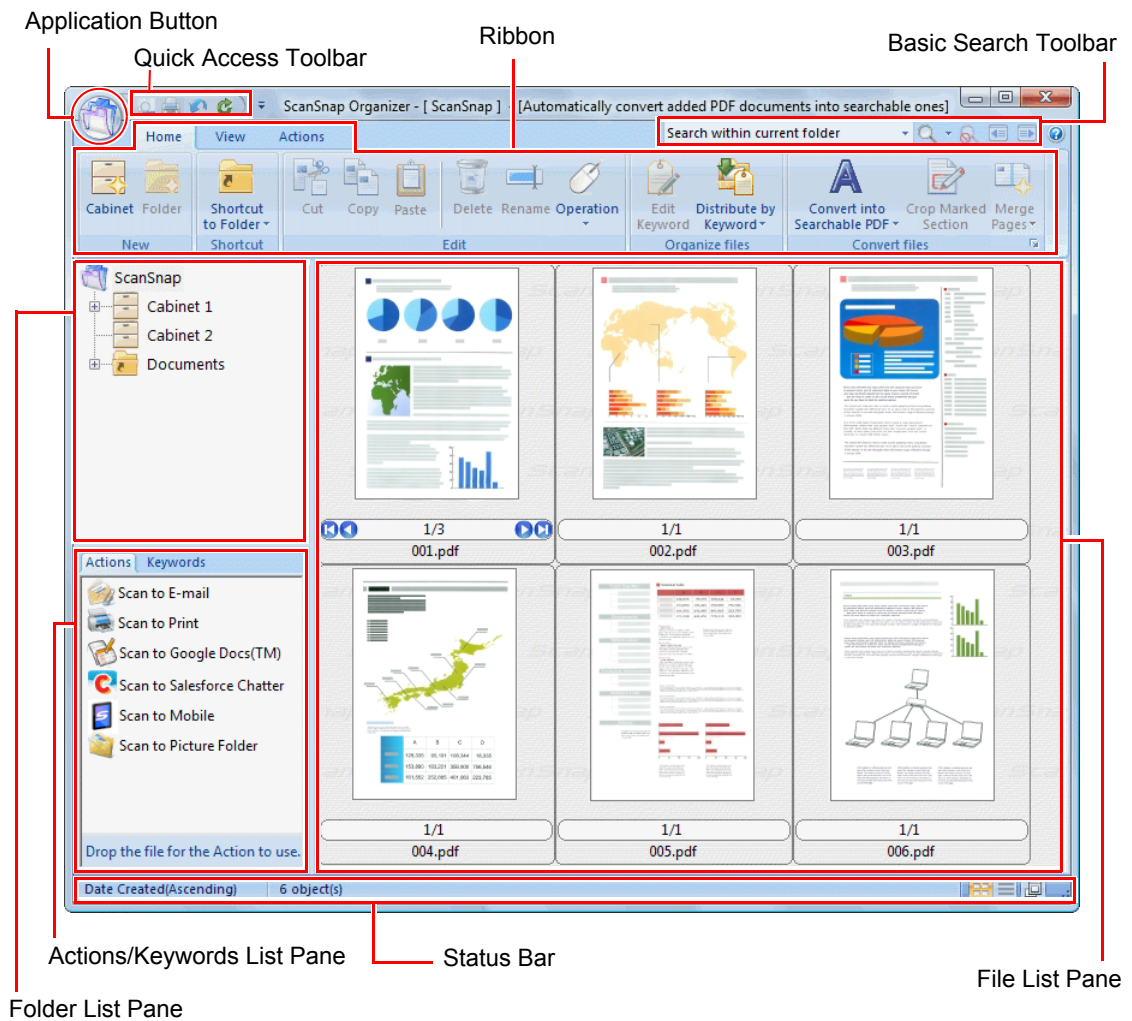
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## 2.1 Main Window

The Main Window is used for managing files. This window appears when you start up ScanSnap Organizer.

The Main Window contains the following.





- To improve display performance, ScanSnap Organizer creates cache data. The cache data is created for a PDF file that can be viewed as a thumbnail, and placed in the hidden folder [.organizer], which is created in the folder in which the PDF file is stored. Cache data is created for the pages that are displayed in thumbnails. Do not delete this data; deleting the data may adversely affect the display performance.
- ScanSnap Organizer cannot create cache data for PDF files saved in unwritable media such as CD-ROMs. To display image data faster, copy the files to the hard disk to create cache data, and then save the files and cache data altogether on media such as a CD-R.
- Images may not appear immediately, or no images may appear, until post-scanning processes, such as password settings, are completed.  
If the images of files do not appear even after the post-scanning processes are complete,



click  in the [Home] tab and select [Refresh] to update the File List Pane display.

- **Application Button**  
Displays the Application Menu.  
For details about Application Menu, refer to ScanSnap Organizer Help.
- **Quick Access Toolbar**  
Frequently-used functions are added in the Quick Access Toolbar.  
Functions and their locations in the Quick Access Toolbar can be changed.
- **Ribbon**  
Ribbon has the following tabs. Each tab contains functions that can be performed in the Main Window.  
The contents of each tab appear by clicking the tab.
  - [Home] tab
  - [View] tab
  - [Actions] tab
 For details about each tab, refer to "[Ribbon](#)" (page 23).
- **Basic Search Toolbar**  
Contains items for searching files.
- **Folder List Pane**  
Shows the ScanSnap folder configured in ScanSnap Organizer, and the icons of Cabinets, Folders, and Shortcuts to folders directly under the ScanSnap folder.  
For details about the Folder List Pane, refer to ScanSnap Organizer Help.
- **Actions/Keywords List Pane**  
Show the lists of actions and keywords.  
The display of the Actions/Keywords List Pane can be switched by clicking the tabs.  
For details about the Actions/Keywords List Pane, refer to ScanSnap Organizer Help.

- **File List Pane**  
Shows the files in the folder selected in the Folder List Pane.  
Files can be viewed in the following display styles.
  - Thumbnails
  - List view
 For files other than PDF and JPEG files, the icons of applications associated with those files are displayed.  
For details about the File List Pane, refer to "[File List Pane Style \(Display Format\)](#)" (page 19).
- **Status Bar**  
Shows the following information. The information shown on the Status Bar can be changed.
  - Total number of files displayed in the File List Pane
  - Arrangement order of files
  - File details (creation date and size of selected file)
  - Change display style button
  - Show/hide popup thumbnail button

## ■ File List Pane Style (Display Format)

In the File List Pane, files are displayed according to a selected style.  
For details about changing the style, refer to the ScanSnap Organizer Help.  
The following types of styles are available.

### Thumbnails

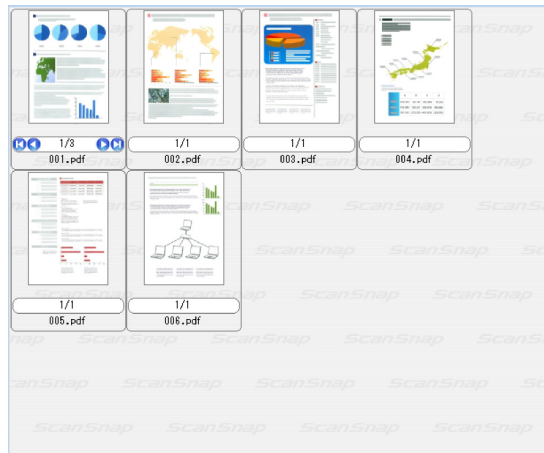
PDF and JPEG files are displayed in thumbnails. Other kinds of files are displayed with the icons of applications associated with those files.

Thumbnails can be changed to the following sizes.

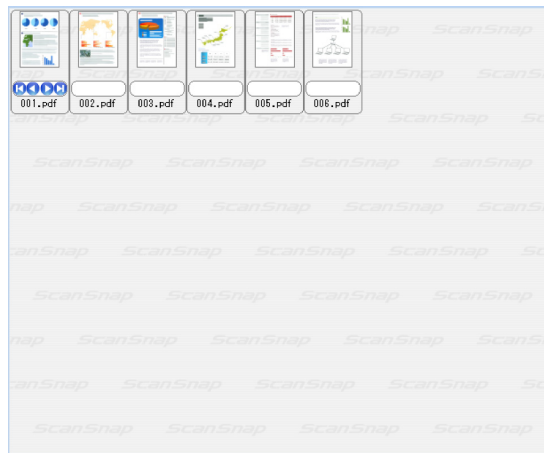
- **Large**  
Files are shown as a 196 × 196 (pixels) image.



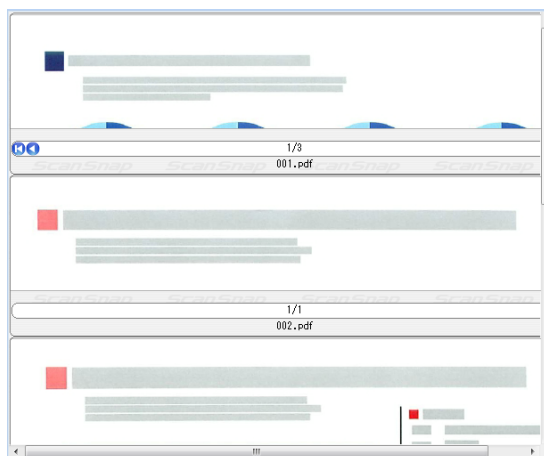
- Medium  
Files are shown as a 128 × 128 (pixels) image.



- Small  
Files are shown as a 96 × 96 (pixels) image.



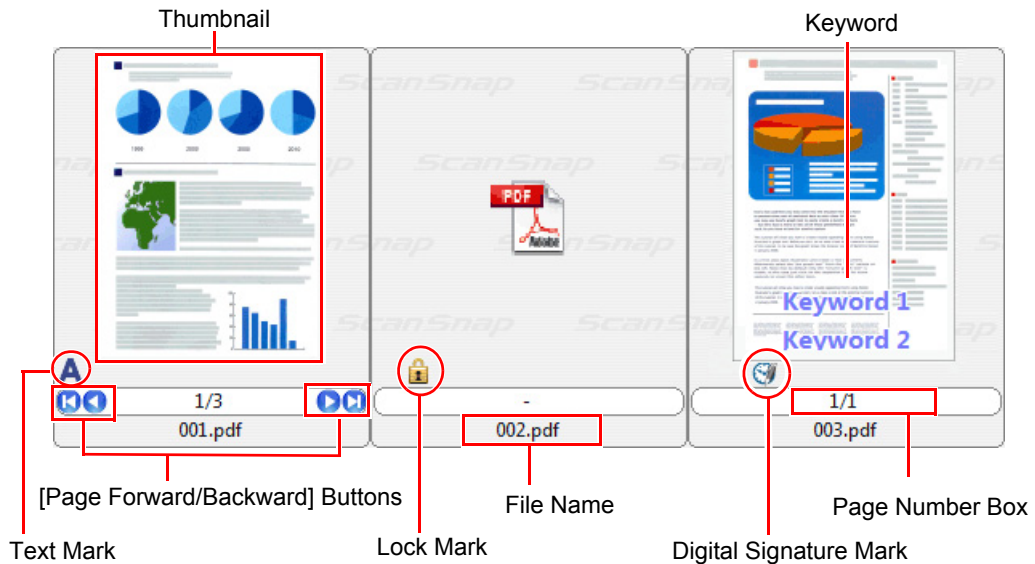
- Top  
Shows the upper part of the image. The maximum width that can be displayed is 640 (pixels).



## ●Thumbnail View

The following view appears when the File List Pane is displayed in thumbnails (shrunk images of file contents).

The Thumbnail View contains the following.



- Thumbnail

PDF and JPEG files are displayed in thumbnails. Other kinds of files are displayed with the icons of applications associated with those files.





- Keyword

If the [Show Keywords] check box on the [View] tab is selected, the keyword set for the file is displayed.

- [Page Forward/Backward] Buttons

Appears when the file has multiple pages.

They operate as follows:

-  Moves to the first page.
-  Moves to the previous page.
-  Moves to the next page.
-  Moves to the last page.

- File Name

Shows the file name.





File names can be renamed by typing directly in this field.

- Page Number Box

Shows the currently-displayed page number and the total number of pages.







If the file has multiple pages, entering a page number directly in this box changes the displayed page.

This box is hidden when the thumbnail size is set to [Small].

- Text Mark (  )  
Appears for each page from a PDF file in which textual information is embedded. However, the text mark does not appear if an image is not shown in the thumbnail, and the PDF file is displayed with a lock mark.  
For a PDF file being converted into a searchable PDF file, an image is not shown in the thumbnail, but is displayed with the converting-text mark (  ).
- Lock Mark (  )  
Appears when the PDF file is password-protected.  
When a password is set, the combination of the PDF icon and a lock mark is displayed instead of a thumbnail of the file, and a hyphen appears instead of the page number.  
However, when ScanSnap Manager is starting up, if the same password as the fixed password specified in ScanSnap Manager is set for the PDF file, the image is shown in the thumbnail.  
Also, when the [Permissions Password] is set, if [Content Copying or Extraction] is allowed, the image is shown in the thumbnail.
- Digital Signature Mark (  )  
Appears when the PDF file bears digital signatures.

## List View














Files are shown in a list.

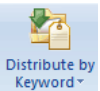

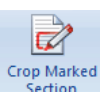

Name	Type	Size	Date Modified	Date Cre...
 001.pdf	Adobe Acrobat Docume...	654 KB	10/15/...	10/15/...
 002.pdf	Adobe Acrobat Docume...	193 KB	10/15/...	10/15/...
 003.pdf	Adobe Acrobat Docume...	253 KB	10/15/...	10/15/...
 004.pdf	Adobe Acrobat Docume...	190 KB	10/15/...	10/15/...
 005.pdf	Adobe Acrobat Docume...	211 KB	10/15/...	10/15/...
 006.pdf	Adobe Acrobat Docume...	209 KB	10/15/...	10/15/...

## ■ Ribbon



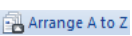
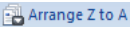
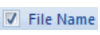
The items and functions shown in the Ribbon of the Main Window are as follows:

### [Home] Tab



Item	Button name	Description
	Cabinet	Creates a new cabinet in the Folder List Pane.
	Folder	Creates a new folder under a cabinet in the Folder List Pane.
	Shortcut to Folder	Creates a shortcut to a folder to display it in the Folder List Pane.  Clicking  displays the submenu.   Clicking  performs the same operation as when [Shortcut to Folder] in the submenu is clicked.
	Cut	Cuts the selected cabinet, folder, or file.
	Copy	Copies the selected cabinet, folder, or file.
	Paste	Pastes the cut or copied data.
	Delete	Deletes the selected cabinet, folder, or file.
	Rename	Renames the selected cabinet, folder, shortcut to folder, or file.
	Operation	Used to perform the following operations: <ul style="list-style-type: none"> <li>● Undo</li> <li>● Select All</li> <li>● Refresh</li> </ul>
	Edit Keyword	Edits keywords set to a PDF file.

Item	Button name	Description
	Distribute by Keyword	Performs the following for the PDF files. <ul style="list-style-type: none"> <li>● Distribute Distributes PDF files according to the distribution condition.</li> <li>● Change Distribution Condition Changes the distribution condition.</li> <li>● Create Distribution Conditions Using This File Creates distribution conditions from the selected file</li> </ul>
	Convert into Searchable PDF File	<ul style="list-style-type: none"> <li>● Convert Selected PDF Converts the selected PDF file into a searchable PDF file</li> <li>● Convert All PDF Files in Current Folder Converts PDF files in the selected folder into searchable PDF files</li> <li>● PDF Conversion List Displays the list of PDF files to be converted into searchable PDF files</li> </ul>
	Crop Marked Section	Crops sections defined by a highlight pen in the selected PDF file.
	Merge Pages	Merges two pages together in the way selected from the following to create a file of the merged pages. <ul style="list-style-type: none"> <li>● Vertically</li> <li>● Horizontally</li> </ul>



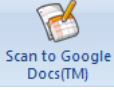
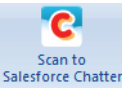

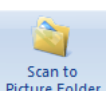
## [View] Tab

Item	Button name	Description
	Style	Switches the display style of the File List Pane between Thumbnails (Large/Medium/Small/Top) and List.
	Arrange Files	Rearranges the files in the File List Pane in ascending or descending order by the following. <ul style="list-style-type: none"> <li>● Name</li> <li>● Type</li> <li>● Size</li> <li>● Date Modified</li> <li>● Date Created</li> <li>● Folder Name (Only when a [Search results] folder, created during a Windows Desktop Search, is selected)</li> <li>● Path (Only when a [Search results] folder, created during a file search on a site, is selected)</li> </ul>
	Arrange A to Z	Rearranges files in ascending order according to the item specified in [Arrange Files].
	Arrange Z to A	Rearranges files in descending order according to the item specified in [Arrange Files].
	File Name	Shows/hides the file names in the File List Pane when the files are displayed as thumbnails (Large/Medium/Small/Top).





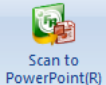




Item	Button name	Description
<input type="checkbox"/> Pop-up Thumbnail	Pop-up Thumbnail	Shows/hides the pop-up thumbnail in the File List Pane when the files are displayed as thumbnails (Large/Medium/Small/Top).
<input checked="" type="checkbox"/> Show Keywords	Show Keywords	Shows/hides keywords in the File List Pane when the files are displayed as thumbnails (Large/Medium/Top).
 Arrange A to Z	Arrange A to Z	Rearranges folders in ascending order.
 Arrange Z to A	Arrange Z to A	Rearranges folders in descending order.
<input checked="" type="checkbox"/> Actions	Actions	Shows/hides the [Actions] tab of the Actions/Keywords List Pane.
<input checked="" type="checkbox"/> Keywords	Keywords	Shows/hides the [Keywords] tab of the Actions/Keywords List Pane.

## [Actions] Tab

Item	Button name	Description
 Scan to E-mail	Scan to E-mail	Sends E-mail with the selected file attached.
 Scan to Print	Scan to Print	Prints the selected file.
 Scan to Google Docs(TM)	Scan to Google Docs(TM)	Saves the selected file to Google Docs. (*)
 Scan to Salesforce Chatter	Scan to Salesforce Chatter	Posts the selected file to Salesforce Chatter. (*)
 Scan to Mobile	Scan to Mobile	Saves the selected file in a mobile device. (*)
 Scan to Picture Folder	Scan to Picture Folder	Saves the selected file in the Pictures folder.

\* : .NET Framework 3.0 must be installed for Windows XP or later in advance.

If the application associated with the scanner is installed, the following functions will be available.

Item	Button name	Description
	Scan to Word	Converts the selected PDF file into Word format. (*1)
	Scan to Excel	Converts the selected PDF file into Excel format. (*1)
	Scan to PowerPoint(R)	Converts the selected PDF file into PowerPoint format. (*1)
	Scan to Rack2-Filer	Saves the selected file in Rack2-Filer. (*2)
	Scan to Evernote	Saves the selected file to Evernote. (*3)
	Scan to SugarSync	Saves the selected file to the folder specified for SugarSync. (*4)
	Scan to SharePoint	Saves the selected file in a SharePoint site or Office Live. (*5)

\*1 : ABBYY FineReader for ScanSnap (4.1 or later is recommended) must be installed in advance.

\*2 : Rack2-Filer (V5.0 or later is recommended) must be installed in advance.

\*3 : Evernote for Windows 3.5 or later must be installed for Windows XP or later in advance.

\*4 : SugarSync Manager for Windows 1.9.28 or later must be installed in Windows XP or later in advance.

\*5 : Scan to Microsoft SharePoint must be installed in advance.

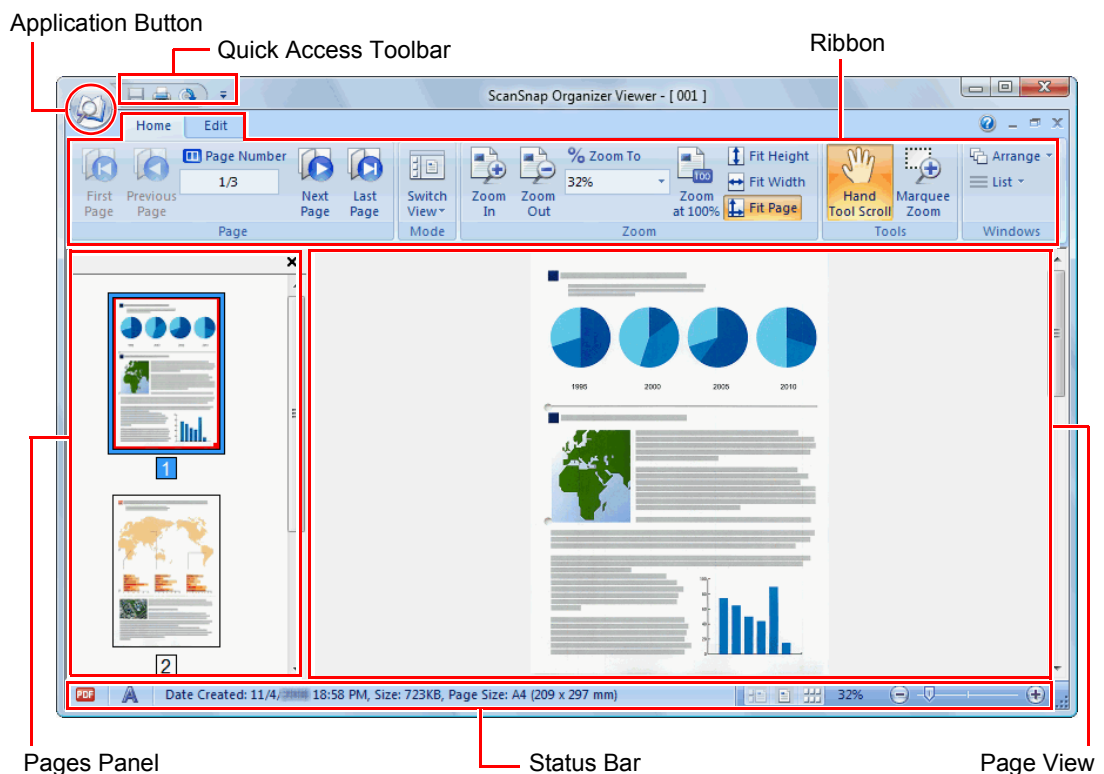
## 2.2 Viewer Window

The Viewer Window is used for displaying and editing files. This window starts up from the Main Window when a PDF or JPEG file is displayed.



PDF files can be edited only when they are created with the ScanSnap.

For details about starting the Viewer Window, refer to ScanSnap Organizer Help. The Viewer Window contains the following.



- Application Button  
Displays the Application Menu.  
For details about the Application Menu, refer to ScanSnap Organizer Help.
- Quick Access Toolbar  
Frequently-used functions are added in the Quick Access Toolbar.  
Functions and their locations in the Quick Access Toolbar can be changed.

- **Ribbon**

Ribbon has the following tabs. Each tab contains functions that can be performed in the Viewer Window.

The contents of each tab appear by clicking the tab.

  - [Home] Tab
  - [Edit] Tab

For details about each tab, refer to ["Ribbon" \(page 30\)](#).
- **Pages Panel**


Displays pages in a PDF or JPEG file in thumbnails.


The Pages Panel and Page View together form a "window".
- **Page View**


Displays a page selected in the Pages Panel.

The Pages Panel and Page View together form a "window".
- **Status Bar**

Shows the following information. The information shown on the Status Bar can be changed.

  - File format (Icon indicates PDF or JPEG file)
  - Text Mark (  )

Appears when the page is from a searchable PDF file.
  - Lock Mark (  )

Appears when the PDF file is password-protected.
  - Digital Signature Mark (  )

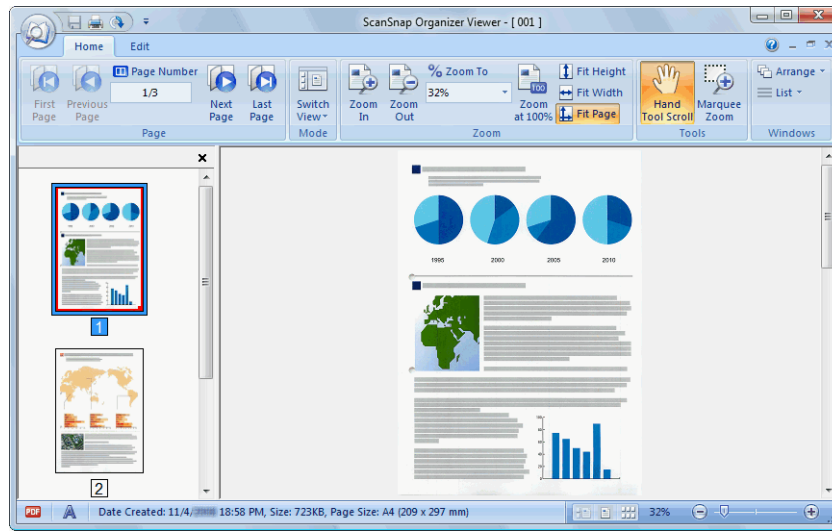
Appears when the PDF file bears a digital signature.
  - File Information (Date created, file size, page size)
  - Switch View buttons
  - Zoom (Page magnification)
  - Zoom Slider

## ■ Viewer Window View Mode (Display Format)

In the Viewer Window, files are displayed according to the selected view mode. For details about changing the view mode, refer to ScanSnap Organizer Help. The following types of view modes are available.

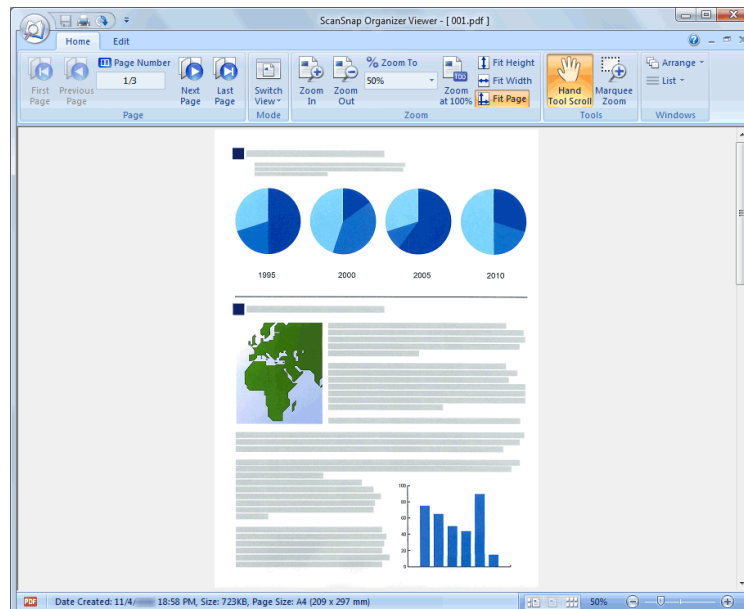
### Show All (Pages Panel and Page View)

Displays all pages as thumbnails in the Pages Panel (left side), and the page currently selected in the Page View (right side).



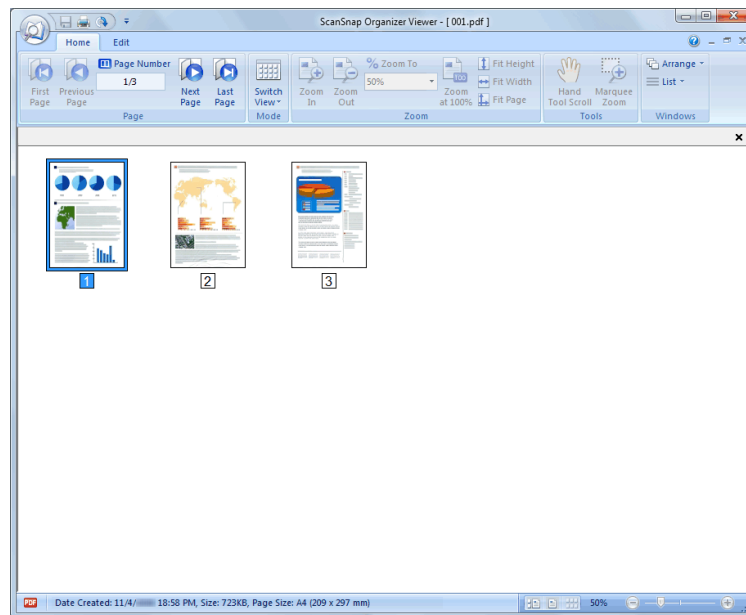
### Show the Page Only

Displays a page in the single page mode.



## Show Pages Panel



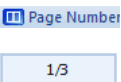


Displays pages in thumbnails.





















## ■ Ribbon

The items and functions shown on the Ribbon of the Viewer Window are as follows:











### [Home] Tab

Item	Button name	Description
	First Page	Shows the first page.
	Previous Page	Shows the previous page.
	Page Number	Shows a page specified by the number of the page.
	Next Page	Shows the next page.
	Last Page	Shows the last page.






Item	Button name	Description
	Switch View	<p>Switches the view mode of the Viewer Window.</p> <ul style="list-style-type: none"> <li>● Show All (Pages Panel and Page View) Shows the Pages Panel and Page.</li> <li>● Show the Page Only Shows the page only.</li> <li>● Show Pages Panel Shows the Pages Panel only.</li> </ul> <p> Clicking  switches the view mode.</p> <p> Clicking  displays the submenu.</p>
	Zoom In	Magnifies the page.
	Zoom Out	Shrinks the page.
 % Zoom To 50% ▾	Zoom To	Zooms to the specified scaling.
	Zoom at 100%	Shows the page with a scale of 100%.
	Fit Height	Fits the page to the window height.
	Fit Width	Fits the page to the window width.
	Fit Page	Fits the whole page to the window size.
	Hand Tool Scroll	Drags the magnified page to view a different area.
	Marquee Zoom	<p>Zooms in the selected area of the page.</p> <ul style="list-style-type: none"> <li>● Dragging the mouse on the page magnifies the selected area.</li> <li>● Left-clicking on the page magnifies the clicked area according to the magnification level predetermined.</li> </ul> <p>To shrink the image, hold down the [Ctrl] key while dragging or left-clicking the mouse on the page.</p>
	Arrange	<p>Arranges multiple active windows in the following ways.</p> <ul style="list-style-type: none"> <li>● Cascade</li> <li>● Horizontal</li> <li>● Vertical</li> </ul> <p>Clicking  switches the window arrangement.</p> <p>Clicking  displays the submenu.</p>

Item	Button name	Description
 List	List	Lists multiple open windows, and specifies which window to make active (show on top).

## [Edit] Tab

Item	Button name	Description
 Undo	Undo	Undoes the most recent action such as the following. <ul style="list-style-type: none"> <li>● Cut page</li> <li>● Paste page</li> <li>● Insert page</li> <li>● Delete page</li> <li>● Rotate page</li> <li>● Move page</li> <li>● Crop page</li> <li>● Deskew page</li> <li>● Set a keyword</li> <li>● Merge pages</li> <li>● Set a password for opening a PDF file</li> </ul>
 Cut	Cut	Cuts the selected page.
 Copy	Copy	Copies the selected page.
 Paste	Paste	Pastes the cut or copied page.
 Insert Page	Insert Page	Inserts pages from another file.
 Delete Page	Delete Page	Deletes the selected page.
 Rotate ccw 90	Rotate ccw 90	Rotates the selected page 90 degrees counterclockwise.
 Rotate 180	Rotate 180	Rotates the selected page 180 degrees.
 Rotate cw 90	Rotate cw 90	Rotates the selected page 90 degrees clockwise.
 Deskew	Deskew	Deskews the selected page.



Item	Button name	Description
 Crop	Crop	Crops the selected page.
 Set Keyword	Set Keyword	Sets a keyword for a PDF file. A character string in the selected page can also be recognized (OCR process) and set as a keyword.
 Merge Pages	Merge Pages	Merges two pages together in the way selected from the following to create a new page. <ul style="list-style-type: none"><li>● Vertically</li><li>● Horizontally</li></ul>
 Select All	Select All	Selects all the pages.
 Select displayed page only	Select displayed page only	Selects the displayed page only.

# Chapter 3



## Function List

This chapter explains various functions of ScanSnap Organizer.  
For details on how to use these functions, refer to ScanSnap Organizer Help.

3.1	Function List .....	35
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## 3.1 Function List

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The following shows the functions of ScanSnap Organizer.

For details and information about how to use the functions, refer to ScanSnap Organizer Help.

### ■ File/Folder/Cabinet Management

You can perform the following operations for files/folders/cabinets.

- Create new cabinet
- Create new folder
- Create shortcut to folder
- Delete shortcut to folder
- Check shortcut to folder
- Cut
- Copy
- Paste
- Delete
- Rename
- Change ScanSnap folder
- Rearrange
- Refresh

### ■ Editing Files

You can perform the following file edit operations.

- Cut page
- Copy page
- Paste page
- Insert page
- Delete page
- Rotate page
- Deskew page
- Crop page
- Move page
- Save file
- Set a password for opening a PDF file
- Show file properties
- Cut marked section on a page (Crop Marked Section)

## ■ Importing/Exporting Files

Files can be imported or exported.

- Import File  
Copy files from a folder not managed with ScanSnap Organizer to the [ScanSnap] folder ([My ScanSnap] folder for Windows XP/Windows 2000).
- Export File  
Copy files from the [ScanSnap] folder ([My ScanSnap] folder for Windows XP/Windows 2000) to a folder not managed by ScanSnap Organizer.

## ■ Using Actions

"Actions" are frequently-used functions that help you make efficient use of ScanSnap Organizer.

The following operations can be performed easily by selecting a file and clicking an icon on the [Actions] tab (Ribbon or Actions/Keywords List Pane) or dragging and dropping a file onto an icon on the [Actions] tab (Actions/Keywords List Pane).

- Send file by E-mail
- Print file with printer
- Save file to Google Docs
- Post file to Salesforce Chatter
- Save file in a mobile device
- Save file in the Pictures folder



.NET Framework 3.0 must be installed in Windows XP or later for using Scan to Google Docs, Scan to Salesforce Chatter, or Scan to Mobile.

## ■ Converting into Searchable PDF Files

PDF files scanned with the ScanSnap can be converted into searchable PDF files.

You can convert files to searchable PDF files in the following ways. You can also check the conversion results.

- Select a PDF file and convert it to a searchable PDF file
- Select a folder and convert PDF files in the folder to searchable PDF files
- Automatically convert PDF files to searchable PDF files when they are added to the [ScanSnap] folder ([My ScanSnap] folder for Windows XP/Windows 2000).

## ■ Setting a Keyword

You can set a character string to indicate the content of a file so that you can immediately recognize the file. Such a character string is referred to as a "keyword".

- Recognize a character string on a page (OCR process) and set as a keyword
- Set a character string as a keyword
- Set a marked character string as a keyword
- Set a keyword from the registered keywords in the keyword list



### Highlight pen colors

- It is recommended that you use a blue or a green highlight pen for marking. When you use colors such as pink or yellow for marking, the marked sections may not be recognized as keywords.
- Use a blue highlight pen for documents with dark background colors such as newspapers. Marked sections may not be detected when a color other than blue is used.

For details about colors of highlight pens to be used, refer to the Operator's Guide of your scanner model.

## ■ Distributing Files

Files can also be distributed into a folder according to the keyword set for files as a distribution condition.

## ■ Merging Pages

Two pages can be merged into a single new page.

Pages can be merged in the following ways.

- Vertically  
The selected two pages are merged vertically to create a single page.
- Horizontally  
The selected two pages are merged horizontally to create a single page.

## ■ Searching Files

By using the search function, you can search files in the [ScanSnap] folder ([My ScanSnap] folder for Windows XP/Windows 2000).

Files can be searched in the following ways.

- Specify a character string and search
- Specify search conditions and search

The following types of search functions can be used to perform a search.

- Adobe Acrobat search  
Searchable PDF files can be searched.  
Search results are shown in Adobe Acrobat.



PDF files with security options (such as a password) cannot be searched.

- Windows Desktop Search

All files can be searched.

Search results are shown in the [Search results] folder created during a search in the Folder List Pane of the Main Window.



- Folders that can be searched with Windows Desktop Search are only those in the indexed locations which are set in [Control Panel] → [Indexing Options] in [Popular] on the [Options] dialog box or if you create a shortcut to a local folder unless they have been specified to be indexed. You will not be able to use Windows Desktop Search if you modify the [ScanSnap] folder (the [My ScanSnap] folder for Windows XP). Include those folders as the indexing target. Run Search after they are indexed.  
For Windows 7, when [Indexing Options] is not displayed, select either [Large icons] or [Small icons] for [View by].
- The following files cannot be searched.
  - Hidden files
  - Files with a full path that exceeds 220 bytes
  - Files with the same file name formats as the files created in the hidden folder ".organizer".
  - Ink files (.lnk) in the [ScanSnap] folder ([My ScanSnap] folder for Windows XP)
- In the case that the assigned folder is a network folder, the search function is not supported for files in a network folder.
- If you perform a desktop search immediately after renaming, moving, or deleting a file, the file before the operation may be searched.

## ■ Changing the Window Display

The window display can be changed for the following:

- Main Window
  - File List Pane (display style)
  - Thumbnail (including file name and keyword)
  - Pop-up thumbnail
- Viewer Window
  - Display format (view mode)
  - Multiple windows arrangement
  - Page from a file with multiple pages
  - Display size of a page
- Window Color
- Quick Access Toolbar commands
- Information in the Status Bar
- Ribbon display

## ■ Using with the ScanSnap

Image data for documents scanned with the ScanSnap can be managed with ScanSnap Organizer.

## ■ Using with ABBYY FineReader for ScanSnap

PDF files scanned with the ScanSnap can be converted into the following file formats by installing and using ABBYY FineReader for ScanSnap (4.1 or later is recommended).

- Word
- Excel
- PowerPoint

## ■ Using with Rack2-Filer

PDF files can be saved in Rack2-Filer by installing Rack2-Filer (V5.0 or later recommended).

## ■ Using with Evernote

When Evernote for Windows 3.5 or later is installed in Windows XP or later, you can use it to save files to Evernote. PDF files can be converted to searchable PDF before being saved to Evernote.

To save a file to Evernote, you need to sign in on the sign in dialog box of Evernote for Windows in advance.

For details about Evernote, refer to the Evernote Web site.

## ■ Using with SugarSync

When SugarSync Manager for Windows 1.9.28 or later is installed in Windows XP or later, you can use it to save files to the folder specified for SugarSync.

## ■ Using with SharePoint

PDF files can be saved on a SharePoint site by using either of the following functions.

- Microsoft Office SharePoint Server linkage function
- Scan to Microsoft SharePoint

### Microsoft Office SharePoint Server linkage function

When you access SharePoint by using the Microsoft Office SharePoint Server linkage function, a SharePoint site is shown on the Main Window (Folder List Pane), on which you can share files from the site. Files saved on the site can also be searched, printed, etc.

This function is available for the following combinations.

Compatible SharePoint	SharePoint Server 2010 (*) or SharePoint Server 2007
Operating System	Windows 7, Windows Vista, or Windows XP
Required Application	.NET Framework 3.0

\* : To search for a file on a site in Microsoft® SharePoint® Server 2010, you need to perform additional settings with Search Service. Contact the site administrator before use. For details, refer to ScanSnap Organizer Help.





- Multiple users cannot simultaneously access a site while using ScanSnap Organizer on a single computer.
- Microsoft Office SharePoint Server linkage function cannot be used while an application which uses port 80, such as Web server, is running.
- Connection via a proxy server is not supported.
- Make sure that the site time zone and the time zone of the computer running ScanSnap Organizer are the same.
- For PDF files on the site, if [Keyword] or [Text and Properties] are targeted for a search, Adobe PDF IFilter must be installed in the SharePoint Server.  
For a 32-bit operating system, Adobe PDF IFilter can be used by installing Adobe Acrobat 8.1 or later, or Adobe Reader 8.1 or later. For a 32-bit operating system with Adobe Reader X, Adobe PDF IFilter can be used by installing Adobe Reader X 10.1 or later. For an Adobe Reader X version earlier than 10.1, [Keyword] or [Text and Properties] cannot be targeted for a search because Adobe PDF IFilter is not installed at the same time.  
For a 64-bit operating system, download and install Adobe PDF IFilter 9 for 64-bit platforms from the Adobe download Web site. Note that Adobe PDF IFilter v6.0 or earlier is not supported.

### Notes when using SharePoint (Operations that cannot be performed)

For files, folders, and libraries on the SharePoint site, the following operations are not available.

- The following file/folder/library operations
  - Create shortcut to folder
  - Rename
    - for a folder in which sub-folders or files exist
    - for a file name longer than 128 bytes



You cannot specify a folder or file name which starts or end with a period (.).  
The following characters cannot be used for file names.  
~ " # % & \* : < > ? / \ { | } and a sequence of periods

- Copy
  - Copy folders
  - Copy files on the SharePoint site
  - Copy files with a name that exceeds 128 characters, from a folder in a local drive to the SharePoint site
  - Copy files with a name that exceeds 110 bytes, from a site to a local folder
- Delete folders in which sub-folders or files exist
- Move
- Undo
- Open (files with a name that exceeds 110 bytes)
- View in thumbnail (files with a name that exceeds 110 bytes)
- Actions (files with a name that exceeds 110 bytes)



In the following cases, even if the [Append a folder path to the file name before moving/copying] check box in [Popular] on the [Options] dialog box is selected, a folder path will not be appended to the file when it is copied or moved.

- Copy a file from a local folder to the site
- Copy a file from the site to a local folder

- Edit file



- Files on the site cannot be edited directly from ScanSnap Organizer.
- For files on the site, if [Open] or [ScanSnap Organizer Viewer] on the Application Menu is run, the specified file is copied to the local computer temporary folder as a read-only file. The file is opened with the application associated with the file extension, or with ScanSnap Organizer Viewer.

- Import/export file
- Convert into searchable PDF
- Set or edit keyword
- Distribute file
- Merge pages

### Scan to Microsoft SharePoint

You can save files to SharePoint and Office Live by using Scan to Microsoft SharePoint to access SharePoint, and displaying the Scan to Microsoft SharePoint dialog box on the Main Window.



- When using Scan to Microsoft SharePoint for linkage, you can only save files on the site. Other operations cannot be performed.
- Support for Office Live varies according to country. For more details, refer to the Microsoft Office Live Web site.

This function is available for the following combinations.

Compatible SharePoint	SharePoint Server 2010 (*) SharePoint Server 2007 (*) SharePoint Portal Server 2003 SharePoint Foundation 2010 SharePoint Services 2.0/3.0 Office Live
-----------------------	---

\* : Although Scan to Microsoft SharePoint is available, use of Microsoft Office SharePoint Server linkage function is recommended because files saved on a SharePoint site can also be searched or printed.

For details about Scan to Microsoft SharePoint, refer to the Scan to Microsoft SharePoint User's Guide. For details about Office Live, refer to the Microsoft Office Live Web site.

## ■ Online Updates

Organizer program updates are available online on a necessity basis for better usability and functionality. When a update request is received, Organizer checks to see if program updates are provided online, and automatically downloads the latest version.

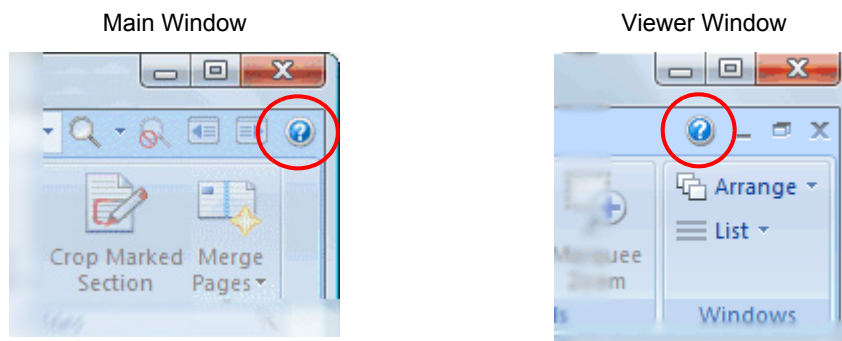
# Appendix A

## Starting Up ScanSnap Organizer Help

This appendix explains how to start up ScanSnap Organizer Help. ScanSnap Organizer Help can be started up in the following ways.

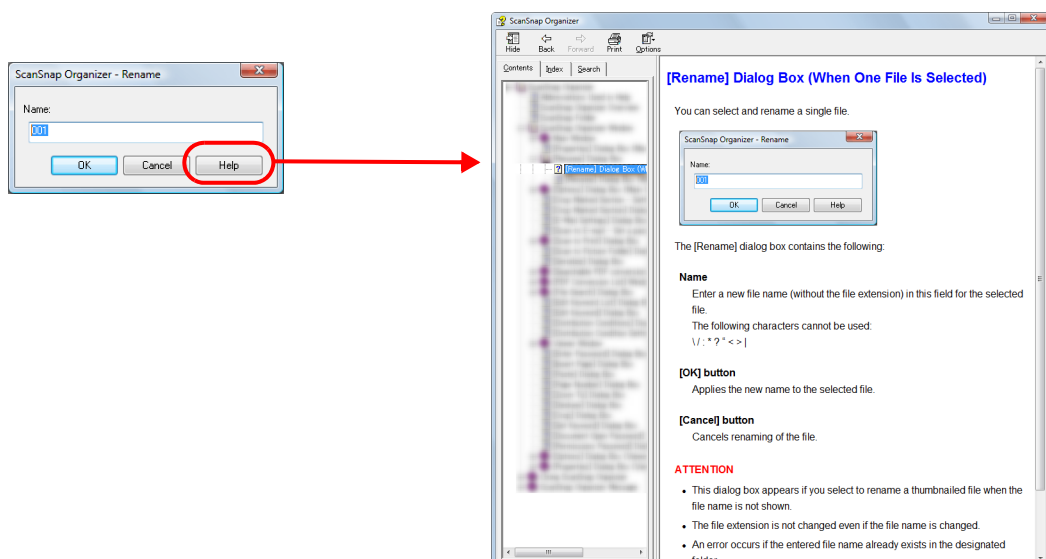
### Starting Up from the Main Window or the Viewer Window

To start up ScanSnap Organizer Help while using ScanSnap Organizer, press the [F1] key on the keyboard, or click the help button ( ? ) on the top right of the Window.



### Starting Up from the [Help] Button on the Dialog Box

ScanSnap Organizer Help can also be started up by clicking the [Help] button on the dialog box which is displayed while ScanSnap Organizer is used. In this case, topics relevant to the displayed dialog box will appear. Those topics can also be displayed by pressing the [F1] button on the keyboard.



# Appendix B



## Installing and Uninstalling Organizer

This appendix describes how to install and uninstall ScanSnap Organizer.

### ■ Installing

Install Organizer from the Setup DVD-ROM provided with the ScanSnap.

Select the [ScanSnap Organizer] check box on the [Select Features] screen.

For details, refer to the Operator's Guide of your ScanSnap.

### ■ Uninstalling

Uninstall Organizer on [Programs and Features] of [Control Panel].

For details, refer to "Uninstalling the Software" in the Operator's Guide of your ScanSnap.

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## **ScanSnap Organizer**

### **User's Guide**

**P2WW-2621-04ENZ0**

Issue date January 2012

Issued by PFU LIMITED

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