





# Sharpdesk V6.1

#### **User's Manual**

The User's Manual describes how to use Sharpdesk, Network Scanner Tool, and Sharpdesk Composer. See the separate Setup Guide for information on installation and configuration of the software.









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#### **About This Guide**

This User's Guide assumes you have a basic understanding of Windows operation and are familiar with Windows terms.

This includes how to start a PC, navigate within a Windows environment, and perform basic Windows functions such as copying, printing and moving documents. Knowledge of basic Windows terms and operation is also necessary.

Note that screens, messages, and other elements depicted in this Manual may differ from actual elements due to improvements, etc. Please be aware of the above.

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# Chapter

# Introduction

Sharpdesk is an integrated document management application for seamlessly handling digital document and image files created on a PC or scanned from paper. Through an intuitive and easy-to-understand interface and through simple drag and drop operations, you can carry out a series of actions – document collection, storage, organization, browsing, editing, processing, printing, and distribution – using only this application. Moreover, linking the SHARP multifunctional peripheral (hereinafter "scanner"), file servers, etc. creates a simple workflow tool that contributes to joint work and information sharing among departments and team members.

Put Sharpdesk to work in improving your business efficiency.

# 1.1 About Sharpdesk

With a typical installation of Sharpdesk, the following applications will be installed on the PC.

Application	Description
Sharpdesk	Sharpdesk lets you view images and documents saved on a PC, servers, etc. as thumbnails, and centrally manage document processing and files.
Sharpdesk Composer	Sharpdesk Composer lets you to combine files of different format, and output or edit them as a single file.
Network Scanner Tool	Network Scanner Tool lets you scan images by operating the scanner from your PC, as well as change settings.

Please manage images and documents using Sharpdesk, launching and using Sharpdesk Composer and Network Scanner Tool as necessary.

#### 1.2 Things you can do

Sharpdesk is an integrated document management application for seamlessly handling digital document and image files created on a PC or scanned from paper. Through an intuitive and easy-to-understand interface and through simple drag and drop operations, you can carry out a series of actions – document collection, storage, organization, browsing, editing, processing, printing, and distribution – using only this application. Moreover, linking Sharpdesk to scanners or file servers as a simple workflow tool will enhance the efficiency of joint work and information sharing among departments and team members, bringing transformation to your business.

#### Digitize paper documents for integrated management with other digital files

You can scan paper documents with a SHARP scanner to easily import them as digital files. You can browse, edit, and process files saved not only on your own PC but in shared folders on file servers, and on NAS\*.

\*NAS: Network attached storage

P.2-2 "2.1 Displaying Saved Files"

P.3-1 "Chapter 3 Scanning Documents"

#### Automated date saving

Inside the folder designated as the destination for saving scanned documents, documents can be saved to subfolders that are automatically generated according to year/month/day/time. Folders can also be created and saved using part of the files' names.

P.3-9 "3.2.1.6 Sorting into Subfolders with Send to Folder"

#### Receipt notification

When new documents are added to a folder that is set as a Monitoring Folder, the number of newly arrived items and unread files are shown in an easily understood visual manner. Groups can send and receive files as part of a smooth workflow.

P.2-7 "2.3 Examining New Files"

#### Document Editing and Modifying

Sharpdesk allows you to straighten misaligned PDFs and image files and ensure that all pages are correctly oriented.

The stamp annotation can be applied to the files (TIFF/TIF, BMP, PNG, PDF (except encrypted PDF), JPEG/JPG, SDTM files) with an original image or with common terms such as "Confidential" or "Approved". The annotation function lets you insert text, handwritten comments, and highlighting before you save the file.

P.4-1 "Chapter 4 Editing and Managing Documents and Images"

#### OCR

Scanned images and text extracted and converted from existing files can be saved as a Text PDF.

P.5-1 "Chapter 5 Converting Images to Text"

#### Combining Pages Using Sharpdesk Composer\*

Use Sharpdesk Composer to combine documents in different file formats and then edit and output them as a single file. For example, pages can be extracted from Microsoft Word, Excel®, and PowerPoint® documents and then combined, rotated, sorted, printed, and saved as a PDF file. There's no need to launch multiple applications and cut out or copy numerous pages. It's a great way to streamline your workflow.

\* Software supporting each file type must be installed in order to use this function.

P.6-1 "Chapter 6 Organizing Documents and Images"

# 1.3 Starting Sharpdesk

You can launch Sharpdesk through the following steps.

#### 1 Double-click the Sharpdesk icon on the desktop.

You can also launch Sharpdesk as follows.

Click "Sharpdesk" in the "Start" window

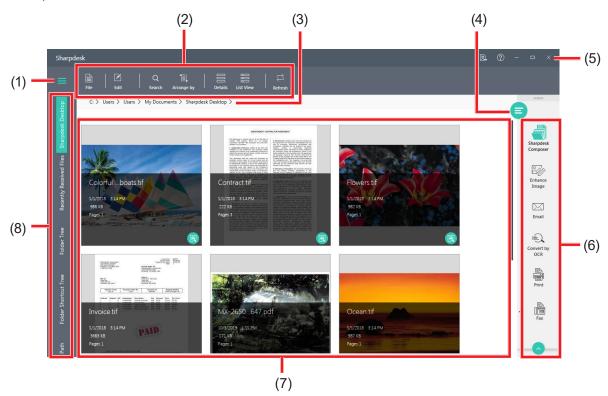
#### **MPORTANT**

When the "License Activation" window appears, perform license activation.

See "1.3 License Activation" in the Setup Guide.

#### 1.3.1 About the Main Window

The Sharpdesk Main Window is composed of "Folder Navigation Bar", "Work Area", "Output Zone", "Toolbar", and "Title Bar".



#### **Sharpdesk Main Window**

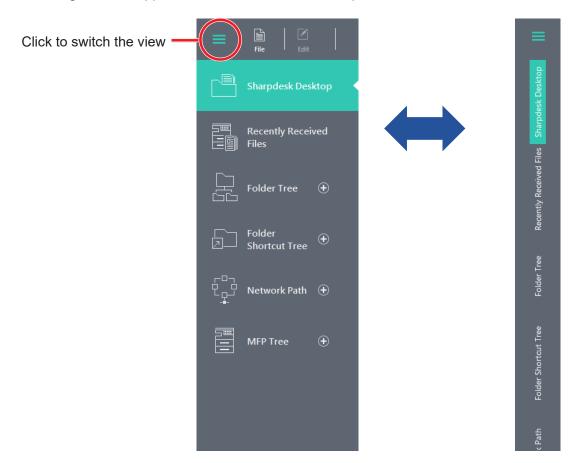
- (1) Expand/Collapse Folders button
- (2) Toolbar
- (3) The path of the displayed folder
- (4) Show/Hide Output Zone button

- (5) Title Bar
- (6) Output Zone Bar
- (7) Work Area
- (8) Folder Navigation Bar

Folder Navigation Bar	The Folder Navigation Bar lets you use "Sharpdesk Desktop", "Recently Received Files", "Folder Tree", "Folder Shortcut Tree", "Network Path", and "MFP Tree".  By default, the Folder Navigation Bar appears at the left of the Sharpdesk screen in collapsed mode. The Folder Navigation Bar, when collapsed, provides more work area to work with the files and folders.  To expand the Folder Navigation Bar, click the Expand/Collapse Folders button. ( ).
Work Area	Files in the folder selected in the Folder Navigation Bar appear as thumbnails (or as a list).  You can click and select displayed folders and files, to perform image processing, printing, and other functions, as well as view previews and detailed information.  If the contents of the Work Area cannot all be displayed in the window, a scroll bar appears.
Output Zone Bar	The Output Zone Bar is displayed on the right side of the main screen. It appears when a file is selected in the Work Area, or when "Show/Hide Output Zone" ( ) is clicked.  You can perform printing, faxing, emailing, OCR, and more just by dragging and dropping files to the Output Zone.  You can also launch Network Scanner Tool or Sharpdesk Composer, and send files to other applications programs.
Toolbar	The Toolbar appears below the Title Bar in the Main Window.  The main commands related to file operations can be run quickly. (When a command cannot be run, the Toolbar button is dimmed.)
Title Bar	The Title Bar is shown at the top of the Main Window.  With the Title Bar, you can confirm license information, view Help, maximize/minimize windows, and more.

# 1.4 Working with the Folder Navigation Bar

The Folder Navigation Bar appears at the left side of the Sharpdesk Main window.



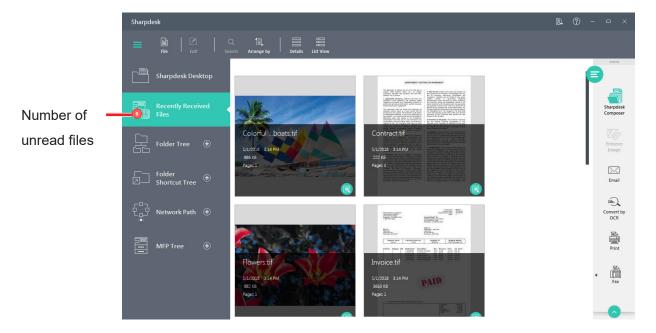
Sharpdesk Desktop	Contents of "Sharpdesk Desktop" folder* are shown here.
	* "Sharpdesk Desktop" is a main working folder which is created when
	installing Sharpdesk.
Recently Received Files	Files scanned using a Network Scanner Tool profile, files added to a
	monitored folder, etc. are shown here.
Folder Tree	Use the Folder Tree as you would use the Windows Explorer to locate,
	select and manage your documents.
Folder Shortcut Tree	Created folder shortcuts are shown.
Network Path	This shows added network folders.
MFP Tree	The MFP Tree shows network folders for MFPs with valid NAS settings.

#### 1.4.1 Sharpdesk Desktop

This is a folder for saving scanned images, processed images, etc.

#### 1.4.2 Recently Received Files

Files scanned using a Network Scanner Tool Profile (destination) and arriving files specified in Monitoring Folders are shown in "Recently Received Files".



Clicking on the directory path at the right of the List View opens the folder in which the file is saved. For details of "Recently Received Files", see "2.3.2 Examining "Recently Received Files"."

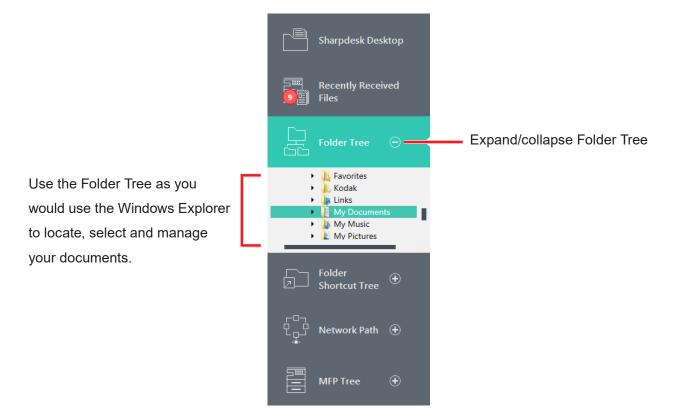
#### **MPORTANT**

- "Recently Received Files" is not a specific folder. In addition, files that have been newly saved
  within the past set number of days will appear here even if they have been marked as read (by
  previewing the files, opening them in an application, etc.).
- The following files are shown in "Recently Received Files".
  - Scanned files set to appear in "Recently Received Files" in the Network Scanner Tool Profile (see "3.2.1 Creating a New Profile" for details)
  - Files set to appear in "Recently Received Files" in the Network Scanner Tool Folder
     Monitoring settings (see "3.10.1 Configuring Monitoring Folders" for details)
  - Files which is stored in the Folder Shortcut Tree's folder that is enabled the "Notify when a file is registered" settings. (see "1.4.4 Folder Shortcut Tree" for details)

#### 1.4.3 Folder Tree

The Folder Tree can be used much like Windows Explorer to store and display files and folders on your hard disk or network drives.

Using the Folder Tree, you can view both the hierarchy of your Folder/Drive contents and the individual contents of each selected folder in the work area. Click on a folder to display the contents in the work area. Click on a folder to display the contents in work area.



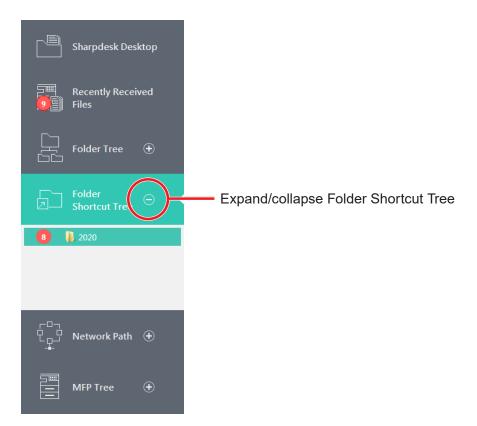
**Sharpdesk Folder Navigation Bar** 



Deleting or renaming system files or folders may cause Windows or other applications to become unstable. Do not delete or rename files or folders without understanding what can occur.

#### 1.4.4 Folder Shortcut Tree

The Folder Shortcut Tree can be used to view folder shortcuts created and the mapped network drives. You can view and work with folders and files in the Work Area, in the same manner as displaying a folder selected in the Folder Tree.



#### ■ 1.4.4.1 Registering a folder shortcut

- 1 Click the folder at the top level of the folder to be registered in the Folder Tree.
- 2 Click and select the target folder displayed in the Work Area
- **3** Click "Folder Shortcut" in the Toolbar.
- **4** Change the shortcut settings

You can edit the text in the text box and change the shortcut name.

By clicking and enabling "Notify when file is registered", you can receive notifications of unread files and view arriving files in "Recently Received Files".

5 Click "OK".

The shortcut is added to the Folder Shortcut Tree.

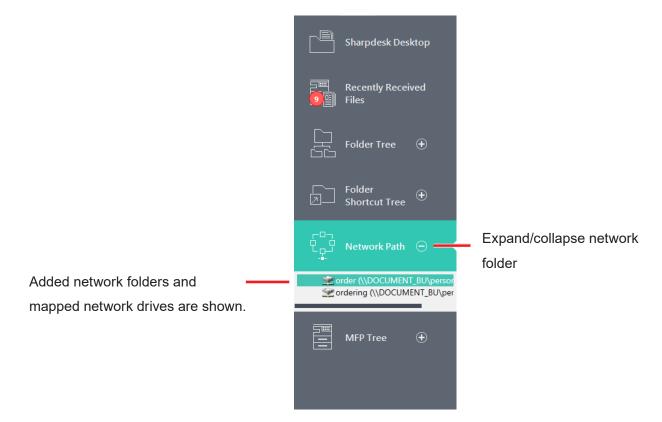
#### 1.4.4.2 Map network drive

- 1 Click "Files" in the Toolbar and click "Map Network Drive".
- 2 Select the drive letter
- **3** Enter the network path in the text box You can also click "Browse" and select a folder.
- 4 Click "Finish".

#### 1.4.5 Network Path

You can add network storage and folders shared on the network to "Network Path".

You can view and work with folders and files in the Work Area, in the same manner as displaying a folder selected in the Folder Tree.



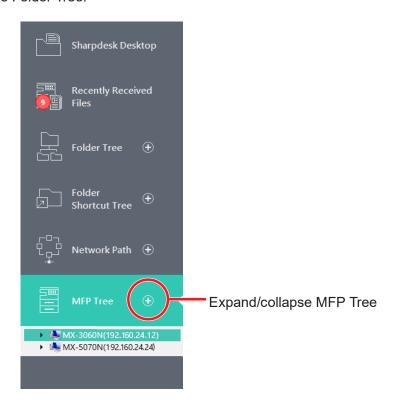
#### ■ 1.4.5.1 Adding a Network Folder

- 1 Click "Files" in the Toolbar and click "Add Network Folder".
- 2 Enter the network path in the text box
  You can also click "Browse" and select a folder.
- 3 Click "OK".

#### 1.4.6 MFP Tree

With the "Select MFP with NAS function" dialog, you can register the network folder of the selected MFP in the MFP Tree.

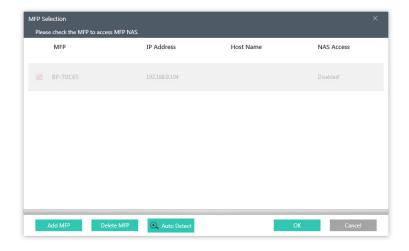
You can view and work with folders and files in the Work Area, in the same manner as displaying a folder selected in the Folder Tree.



#### ■ 1.4.6.1 Registering the network folder of the MFP

- 1 Click "Files" in the Toolbar and click "Select MFP with NAS".

  The network is searched, and usable MFPs are displayed.
- 2 Click "Auto Detect".



You can also click "Add MFP" and search for a specified IP address or host name.

# 3 Select an MFP and click "OK".

You can delete an MFP from the MFP Tree by selecting an MFP and clicking "Delete MFP".

#### 1.4.7 Right-Click Options

When "Work Area" is right-clicked, a pop-up menu with menu options is displayed. The following actions can be performed from this menu.

New folder	Create a new folder at the current location.	
Paste	Paste the content of the clipboard to the current location.	
Acquire	This displays the user interface of the TWAIN driver. See "3.9 Scanning images from TWAIN and WIA cameras" for details.	
From Scanner or	This displays a window for selecting the device (WIA driver) for scanning	
Camera	images. See "3.9 Scanning images from TWAIN and WIA cameras" for	
	details.	
Search	This displays the Search page.	
Select All	This selects all files in the current folder.	
Arrange by	This arranges thumbnails by Name, Date, Size, Type, Ascending, or	
	Descending.	

# 1.5 The Sharpdesk Title Bar

From the Sharpdesk Title Bar, you can examine license information, view Help, maximize/minimize windows, and more.

#### 1.5.1 Viewing License Information

Clicking the License Information icon ( ) in the Title Bar displays the "License Information" window. You can view the Product Key Application Number in this window.

#### 1.5.2 Displaying Online User's Manual

Click on the icon (a) in the Title Bar to display Online User's Manual in a separate window. Use this when you have questions about usage, etc.

# 1.6 The Sharpdesk Toolbar

The Sharpdesk Toolbar allows you quick access to key file handling commands.

To display a popup tip for a command, move the mouse slowly over its icon.

The icon shown will differ by what is selected (folder, file, etc.).



**The Sharpdesk Toolbar** 

The toolbar lets you perform the following functions:

File(s)	New folder	Create a new folder at the current location.
	Select a scanner	This selects a TWAIN driver for scanning images or documents.
	Acquire	This displays the user interface of the TWAIN driver. (This will differ by scanner.) You can set options here and then scan images into Sharpdesk.
	From Scanner or Camera	This displays a window for selecting the device (WIA driver) for scanning images. Select the desired scanner or camera here. Next, the user interface of the selected device is displayed. (The user interface will differ by device.) You can set options here and then scan images into Sharpdesk. (If only one WIA driver-compatible device is installed, the WIA driver user interface will not be displayed. The user interface of the connected device will be shown.)
	Add Network Folder	This adds a folder shared on the network or network storage to "Network Path". For details, see "1.4.5 Network Path".
	Map network drive	Allow you to create a mapped network drive shortcut under "Folder Shortcut Tree". See "1.4.4.2 Map network drive" for details.
	Selection of MFP with NAS functions	Allows you to select the NAS enabled MFPs in the network. The selected NAS enabled MFPs are listed under "MFP Tree". See "1.4.6.1 Registering the network folder of the MFP" for details.
	Select All	Select all folders and files in the Work Area.
	UnSelect	Unselect all folders and files in the Work Area.

Edit	Сору	Copy the selected file to the clipboard.		
	Paste	Paste the content of the clipboard to the current location.		
	Delete	Delete the selected file or folder into the Window's Recycle		
		Bin.		
	Rename	Allow you to rename the selected file or folder.		
	Rotate Right	Rotate the selected file by 90 degree to the right.		
	Rotate Left	Rotate the selected file by 90 degree to the left.		
Folder	Allow you to create a	shortcut to the selected folder under "Folder Shortcut Tree".		
Shortcut	See "1.4.4.1 Register	ing a folder shortcut" for details.		
Mark as	You can mark files as	s unread or read.		
Unread/Read				
Preview	This displays a previe	ew.		
Rename[Prefix] /	You can change the file name by adding preset text as a prefix or postfix. See			
Rename[Postfix]	"2.7 Renaming a File" for details.			
Categorize	This adds categories	to files for easy sorting. See "2.6 Apply Category" for		
	details.			
Search	This searches for files	s and folders displayed in the Work Area. See "2.4 Searching		
	Files and Folders" for	details.		
Arrange by	This arranges files or	folders displayed in the Work Area by Name, Size, Type,		
	Date, or Category, in	Ascending, or Descending order. The changing settings will		
	be used to sort the th	numbnails of every folder selected.		
Details	Allow you to view/hid	Allow you to view/hide the details of files in "Thumb View".		
List View	Allow you to toggle th	ne work area between "Thumb View" and "List View".		

### 1.7 The Sharpdesk Output Zone Bar

You can perform various functions by simply dragging and dropping a selected file to the appropriate Output Zone Bar button. You can also highlight a file and click the desired Output Zone Bar button. Clicking the ((a)) icon in the Output Zone Bar displays "Network Scanner Tool", "Preferences", and "About". If you want to hide these buttons, click the icon ((v)) on the Output Zone Bar.

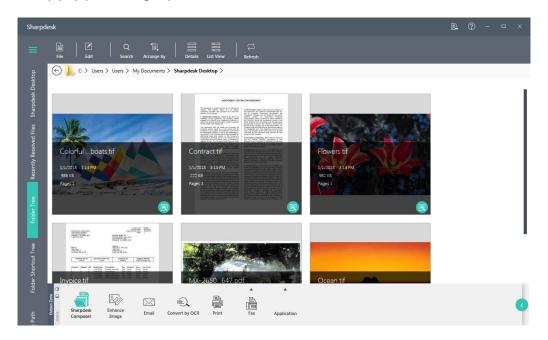




Output Zone Bar – before clicking Output Zone Bar – after clicked

You can drag the Output Zone Bar ( ) to the work area side by dragging the icon on the Output Zone Bar.

You can dock the Output Zone Bar to the bottom / right of the Sharpdesk work area by clicking the ( $\square$ ) ("Dock Bottom") ( $\square$ ) ("Dock Right") icons.



Sharpdesk	This launches Sharpdesk Composer. See "Chapter 6 Organizing		
Composer	Documents and Images" for details.		
Enhance Image	This performs image processing operations including "Auto Crop",		
	"Straighten", and "Auto Rotate".		
Email	Launches your email application inserting the selected image/document as an		
	attachment. See "7.1 Attaching Documents and Images to Email" for details.		
	If Microsoft Outlook is not installed in the PC, the Email button will be		
	disabled.		
Convert by OCR	This launches OCR and converts the image file to a Text PDF. See "Chapter		
	5 Converting Images to Text" for details.		
Print	This prints the selected file. See "7.2 Printing Documents and Images" for		
	details.		
Fax	This faxes the selected file. See "7.3 Faxing Documents and Images" for		
	details.		
Application	You can open the selected file with a specified application.		
	The application must be registered in advance. See "7.4 Opening Documents		
	and Images with a Specified Application" for details.		
Network Scanner	This launches Network Scanner Tool. See "3.1 Launching Network Scanner		
Tool	Tool" for details.		
Preferences	Set preferences for displaying thumbnails, enhance image, names for new		
	scanned files, text conversion, and setting themes.		
About	Displays the Sharpdesk product version and copyright information.		

# 1.8 Exiting Sharpdesk

To exit Sharpdesk, click "Close" (X) at the upper right of the Sharpdesk Main Window.

# Chapter

2

# Displaying Documents and Images

In the Work Area of Sharpdesk, you can view, work with, and browse document files and image files stored in folders on your PC, in network folders, etc., in an easily understood way. You can also have Sharpdesk send notifications of files read in from network scanners, and can view the scanned files as newly arrived files.

This chapter describes settings for viewing files in Sharpdesk, how to search for and display specific files, how to work with files, etc.

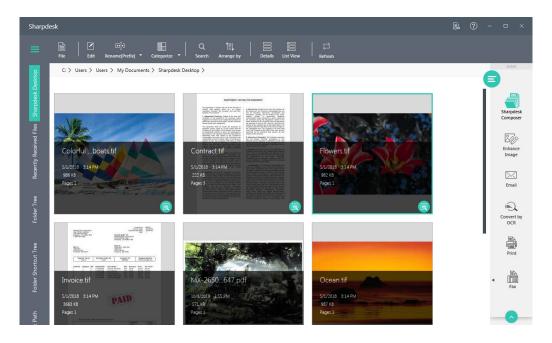
#### 2.1 Displaying Saved Files

When a folder is selected in the Folder Navigation Bar, files inside the folder are displayed in the Work Area. Each of your documents appears as a thumbnail image, showing the file's "Name", "Type", "Date", "Size", and "Total Pages".

When the application associated with the file type is installed, you can display the application icon at the upper right of the thumbnail.

#### **MPORTANT**

- Note that it takes longer to display all of the thumbnails the first time that the thumbnails in the selected folder are displayed.
- Memos attached using the preview display's "Memo" function are not displayed in thumbnails.
   In addition, memos attached to files can only be used with Sharpdesk on the computer that was used to attach the memo.

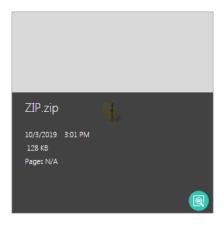


Viewing Files/Folders as Thumbnails

The thumbnails in the work area will be automatically arranged according to the selected option from the "Arrange by" toolbar button. Select the sorting method from among Name, Size, Date, Type, or Category, in Ascending or Descending order. Whenever new documents are added to the work area, the thumbnails will be rearranged according to the current setting of the Arrange by option, with the new document occupying the appropriate place.

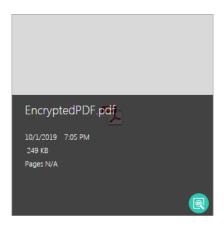
If the document cannot be displayed as a thumbnail (for instance, it may be a "zip" file or it may be password-protected), it will be shown in the work area in the following manner:





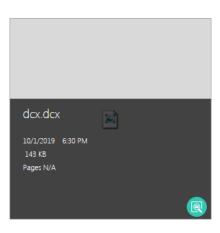
If the document is an encrypted PDF file, it cannot be displayed as a thumbnail. Instead, the following icon will be displayed for an encrypted PDF file:





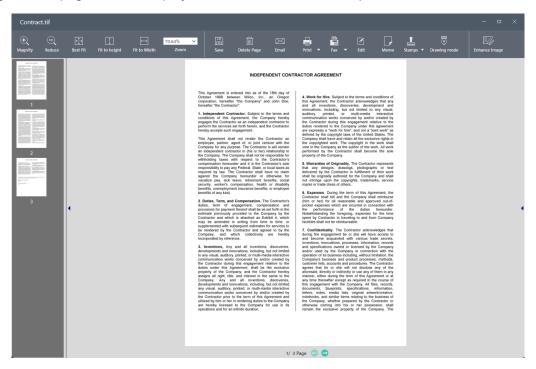
If the document is an unsupported file (e.g., ".dcx"), it cannot be displayed as a thumbnail. Instead, the icon of the associated application (e.g., Microsoft Windows Photo Viewer) will be displayed.





#### 2.1.1 Preview display

To preview a document, click on the preview button (ⓐ) at bottom right corner of the thumbnail. For a multi-page file, all pages will be displayed as thumbnails in the left panel of the "Preview" window.

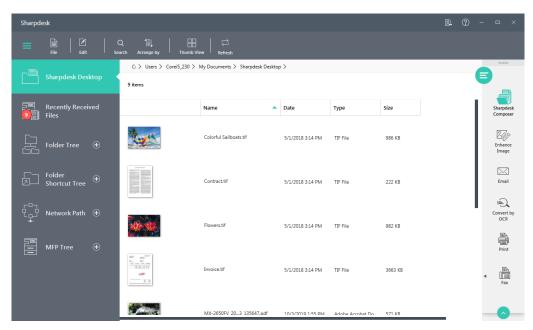


Magnify	Shows a magnified display.	
Reduce	Shows a reduced display.	
Best Fit	Displays the content fitted to the "Preview" window.	
Fit To height	Displays the content fitted to the height of the display area in the "Preview" window.	
Fit To Width	Displays the content fitted to the width of the display area in the "Preview" window.	
Zoom	Displays the content at the selected zoom ratio.	
Save	Save	This saves the file by overwriting the original file. (The file cannot be restored to its state before editing.)
	Save As	This saves the file with a name different from the original file. (The file before editing remains.)
	Save As (Text below page image)	This saves the file with a name different from the original file. (The file before editing remains.)  After editing, the PDF file is saved as an image, but the text can also be saved below the page images and can be searched.
	Temporarily saved	This saves the file temporarily when work is in progress.
Delete page	This deletes the currently displayed page.	

Email	This launches your email application inserting the previewed image/document as an attachment. For multi-page files, you can email only the page or pages selected in the thumbnail shown in the panel on the left. If Microsoft Outlook is not installed on the PC, the Email button will be disabled.		
Print	This prints the previewed image/document. For multi-page files, you can print only the page or pages selected in the thumbnail shown in the left-hand panel.		
Fax	This faxes the previewed image/document. For multi-page files, you can fax only the page or pages selected in the thumbnail shown in the left-hand panel.		
Edit	Cut	Cut selected stamps and drawn shapes.	
	Сору	Copy selected stamps and drawn shapes.	
	Paste	Paste cut or copied stamps and drawn shapes.	
Memo	This attaches a memo to the image/document. Memos attached to files can be edited or deleted later. See ""4.3 Attaching a Memo"" for details.		
Stamps	Add labels such as "DRAFT", "Rejected", and today's date to documents. See "4.4 Using stamps" for details.		
Drawing mode	Add text and shapes to documents. See "4.5 Attaching comments to files" for details.		
Enhance Image	Straightens pages and automatically correct image orientation. See "4.6 Image processing" for details.		

#### 2.1.2 List View

When you click the "List View" button () on the Toolbar, the documents in the work area will be displayed in the list view.



To preview a document, select the document from the work area and click the preview button ( ) on the Toolbar.

# 2.2 Viewing a Document's Details

Clicking "Details" ( ) in the Toolbar will display or hide detailed information in thumbnails.

File name (including extension), modification date, file size, and number of pages can be displayed as detailed information.

Detailed information is displayed by default.

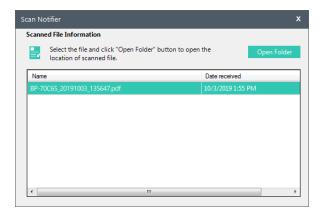


A document's details view

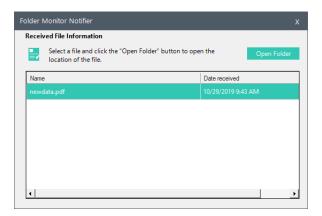
# 2.3 Examining New Files

#### 2.3.1 Scan Notifier / Folder Monitor Notifier

When a file scanned using a Profile (destination) with the SHARP multifunctional peripheral (hereinafter "scanner") is sent to a PC or designated folder while Network Scanner Tool is running, the "Scan Notifier" window appears.



When a file is saved in a folder that is set as a Monitoring Folder using Network Scanner Tool, the "Folder Monitor Notifier" window will appear to provide notification that there is a new file.

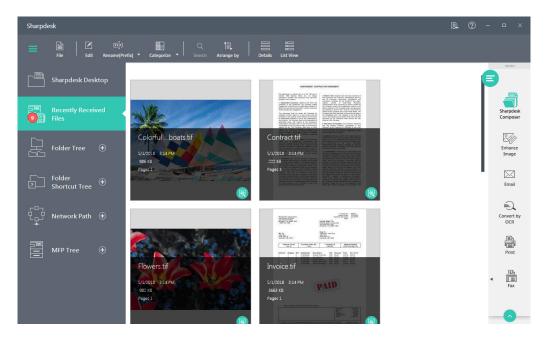


When a file is selected and "Open Folder" is clicked, the folder in which the file is saved will be displayed in Windows Explorer.

For details of Network Scanner Tool, see "Chapter 3 Scanning Documents".

#### 2.3.2 Examining "Recently Received Files".

Files scanned using a Network Scanner Tool Profile and files set to show arriving files when creating a folder shortcut or when creating Monitoring Folders are shown in "Recently Received Files".



In List View, the paths of folders in which files are saved are shown at right. When a path is clicked, the folder in which the file is saved will be displayed in Windows Explorer.

#### **MPORTANT**

The settings below are required to show new files in "Recently Received Files".

- When adding a Folder Shortcut to the Folder Shortcut Tree in the Folder Navigation Bar, click and enable "Notify when file is registered" on the Create Shortcut dialog.
- When setting a profile in Network Scanner Tool, click and place a check by "Show new received files in 'Recently Received Files'".
  - See "Chapter 3 Scanning Documents" for details.
- When configuring a Monitoring Folder profile with Network Scanner Tool, click and place a check by "Show new received files in 'Recently Received Files'" in Processing Options.
   See "Chapter 3 Scanning Documents" for details.

#### 2.3.2.1 Set the time period for displaying Recently Received Files

The time period for displaying files in "Recently Received Files" can be set for up to 14 days. (The default is 7 days.) You can change the setting if too many files are displayed.

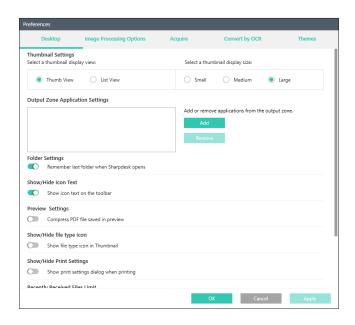
#### **MPORTANT**

The period for showing newly scanned files and newly arrived files in the specified Shortcut Folder can be set in "Preferences" in Sharpdesk.

The period for showing newly arrived files through Folder Monitoring can be set in "Preferences" in Network Scanner Tool.

The procedures below describe how to set this from "Preferences" in Sharpdesk, but the period for showing newly arrived files through Folder Monitoring can also be set in the same manner in "Preferences" in Network Scanner Tool.

- 1 Click "Preferences" in the Output Zone Bar.
- 2 Click the "Desktop" tab.
- 3 Enter a number of days, from 1 to 14, in the text box next to "Show recently received files in".



4 Click "OK".

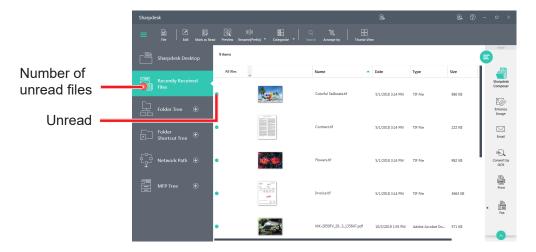
#### 2.3.3 Examining Unread Files

Files saved to or sent to the folders below will be handled as unread.

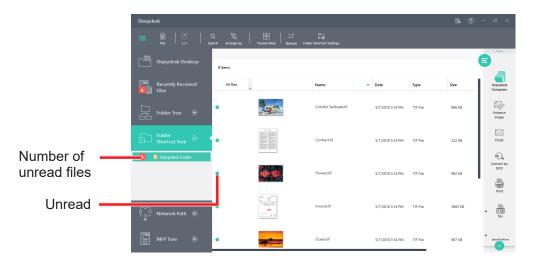
- Files that appear in "Recently Received Files"
- Files added to folders added to "Notify when file is registered" with the Folder Shortcut Tree

The number of unread files is shown on the "Recently Received Files" icon and the folder in "Folder Shortcut Tree".

Display example: The case that there are unread files in "Recently Received Files"



Display example: The case that there are unread files in "Folder Shortcut Tree"



When unread files are previewed in Sharpdesk or opened from Sharpdesk in an associated application, they will be handled as read files.

To return read files to unread status, click "Mark as Unread" in the Toolbar.

# 2.4 Searching Files and Folders

You can search files and folders, setting a variety of search criteria.

- 1 Select the folder to be searched in the Folder Navigation Bar
- 2 Click "Search" in the Toolbar.

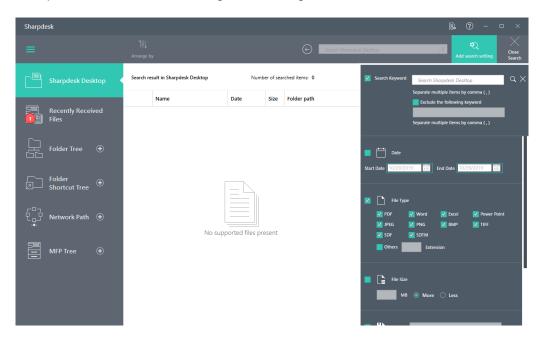
The "Search Results" window appears.

3 Click "Add search setting".

The "Search Conditions" window appears.

4 Set the search criteria.

Click and place a check next to setting items to target them for search, and set the search criteria.

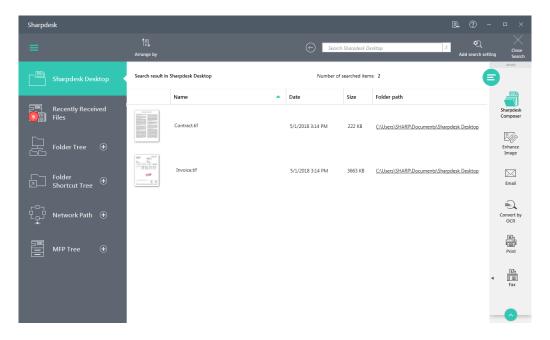


Search Keyword	This searches for the text entered in the text box.
	Folder names, file names, file metadata, and text data inside files will be
	searched. By entering multiple keywords separated by commas, you can
	perform an OR search (a search for any of the keywords). By enabling
	"Exclude the following keyword" and entering a keyword, you can narrow
	down the search.
Date	This uses a specified start date and end date to search files and folders
	that were created or updated within that date range. Enter text in the text
	box in the format "YYYY/MM/DD", or click 🙃 and set the date from the
	calendar.
File Type	This selects the type of file. When searching for an "Other" file extension,
	enter the extension in the text box.
File Size	This searches for files of size larger than or smaller than the file size
	entered in the text box.

Tag	This searches for text entered in the text box, targeting tags added using Windows Explorer, etc.
Author	This searches for the authors of files.

# 5 Click the "a" (Search) icon.

The search results are displayed.



Clicking the "to" (Reset Settings) icon clears the set search criteria.

# 6 This displays the files or folders from the search results.

Selecting a file displays the file size, updated date, and other information.

Back	This closes the "Search Results" window and returns to the previous view.
Preview	This displays a preview.
Add search	The "Search Conditions" window appears.
setting	
Arrange by	This arranges items by Name, Size, Type, Date, or Category, in
	Ascending or Descending order.
Close Search	This closes the "Search Results" window and returns to the previous view.
Results	

# 2.5 Organizing Files

With Sharpdesk, organizing your files could be easier. This section reviews the overall procedures for such tasks as selecting files, opening them, moving them, and deleting them. All operations, including copy, and paste, apply to the entire file.

#### 2.5.1 Selecting Files

To execute the functions of the Toolbar and Output Zone, select a target file(s) through the following steps.

1 Click a thumbnail (or list) displayed in the Work Area.

To select multiple files, click on the files to be selected while holding down the <Ctrl> key. You can also select a contiguous range of files by holding down the <Shift> key.

## 2.5.2 Opening Files

You can open a file using its original application (i.e., the application used to initially create the document). If the file is an image file, you can open it in the Sharpdesk "Preview" window.

- 1 Right-click the file to open
- 2 Click "Open".

# 2.5.3 Deleting Files

Files and folders can be deleted through the following steps.

- 1 Right-click the file to delete
- 2 Click "Delete".

The file will be moved to the Windows Recycle Bin.

- You can also select the file and press the "Delete" key on the keyboard to delete it.
- For more information on restoring files from the Windows Recycle Bin, refer to your Windows online help.

#### 2.5.4 Moving Documents and Folders

You can move a document or folder from one folder into another folder as follows:

- 1 In the Work Area, select the folder or file to be moved
- 2 Drag and drop the file or folder to the new destination folder
  You can also use the same drag and drop steps to move files and folders between Windows
  Explorer and Sharpdesk.

## 2.5.5 Copying a File

You can copy a file or folder into another folder through the following steps.

- 1 In the Work Area, select the folder or file to be copied
- 2 Drag the file, while holding down the <Ctrl> key, to the desired folder.

You can also use the same drag and drop steps to copy files and folders between Windows Explorer and Sharpdesk.

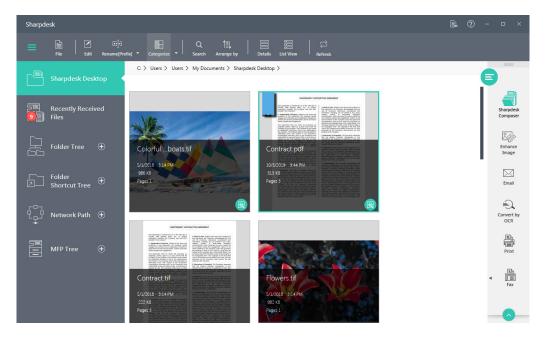
# 2.6 Apply Category

You can add categories to the thumbnails of selected files for easy sorting.

The categories are added to the thumbnails of the files, but the original files are not modified. (When files are opened with applications other than Sharpdesk, the category information is not attached.) By attaching categories, you can sort and arrange files displayed in the Work Area at a glance.

- Select a file displayed in the Work Area

  When selecting a category to attach, click next to "Categorize", then select a category and click "OK".
- Click "Categorize" in the Toolbar.
  The category is attached to the file's thumbnail.



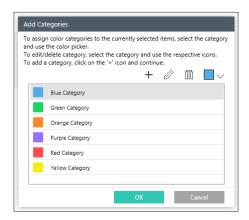
To remove the attached category, select the file, click mext to "Categorize", and click "Delete".

#### 2.6.1 Customizing Categories

You can change the colors and names of categories.

- 1 Click I next to "Categorize".
- 2 Click "All Categories".

The "Add Categories" window is displayed.



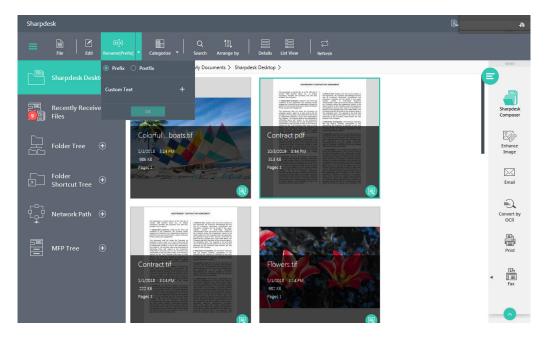
- 3 Change settings
- 2.6.1.1 Changing the Color of a Category
  - 1 Click the category to change.
  - **2** Click "Other color" ( $\vee$ ) next to the color icon, select a color, and click "OK".
- **2.6.1.2** Changing the Name of a Category
  - 1 Click the category to change.
  - **2** Click "Edit" (⊘) next to the color icon, and select a color.
  - 3 Edit the category name in the text box and click "OK".
- **2.6.1.3** Adding a Category
  - 1 Click "Add Category" (+).
  - **2** Enter the category name in the "Name" text box.
  - $oldsymbol{3}$  Click "More Colors" (igsim) next to the color icon and select a color.
  - 4 Click "OK".
- 2.6.1.4 Deleting a Category
  - 1 Click the category to delete.
  - 2 Click "Delete" ( iii).

# 2.7 Renaming a File

You can rename a file by adding preset text as a prefix or postfix.

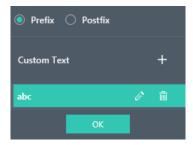
## 2.7.1 Saving Custom Text

- 1 Select a file displayed in the Work Area
- Click 🚾 to the right of "Rename[Prefix]" in the Toolbar.
- 3 Click (+) "Add" next to "Custom Text".



4 Enter the custom text in the text box and click (✓) "OK".

The text is saved.



# 2.7.2 Setting Custom Text

- Click at to the right of "Rename[Prefix]" in the Toolbar.
- 2 Setting Custom Text

Click and select the text, and set whether the text will be added as a prefix or a postfix to the original file name.

### 2.7.3 Adding Text to Files

- 1 Select a file displayed in the Work Area
- 2 Click "Rename[Prefix]" in the Toolbar.

The file name is changed according to the settings.

#### 2.7.4 Editing Custom Text

- 1 Click to the right of "Rename[Prefix]" in the Toolbar.
- Click ( ) "Edit" of the text to edit.

  To delete text, click ( ) "Delete".
- 3 Edit the "Custom Text" text box and click ( ) "OK".

The text will be edited.

### 2.7.5 Renaming a File

You can freely modify file names from contextual menus displayed when right-clicked, in the usual Windows manner.

- 1 Right-click a file displayed in the Work Area
- 2 Click "Rename".
- 3 Enter the file name and press the "Enter" key.

# Chapter

3

# **Scanning Documents**

Network Scanner Tool is a convenient tool for reading in paper documents from the SHARP multifunctional peripheral (hereinafter "scanner") to your PC. With Network Scanner Tool, you can manage scan settings, the destination for reading in scans, etc. as Profiles, as well as register and manage available scanners on a network, and more. Using Network Scanner Tool, you can also perform OCR and other image processing when reading in data from a scanner, and organize and save items in hierarchical holders based on preset rules. Furthermore, by configuring Monitoring Folders with Network Scanner Tool, you can have notifications appear when files have been added to the Monitoring Folders.

This chapter describes how to configure and use Network Scanner Tool.

# 3.1 Launching Network Scanner Tool

You can launch Network Scanner Tool through the following steps.

1 Click the "Network Scanner Tool" icon in the Sharpdesk Output Zone.

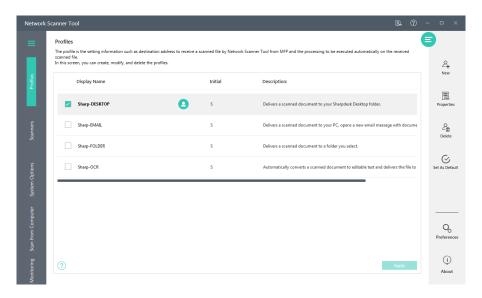
You can also start Sharpdesk as follows.

Click "Network Scanner Tool" from the "Start" window.

# **MPORTANT**

When the "License Activation" window is displayed, perform license activation. See "1.3 License Activation" section in the Setup Guide.

Network Scanner Tool is an application for configuring compatible scanners on a network and data scanning settings.



Use the following setup tabs at the left of the window to perform setup.

- Profiles
- Scanners
- System Options
- Scan from Computer
- Folder Monitoring

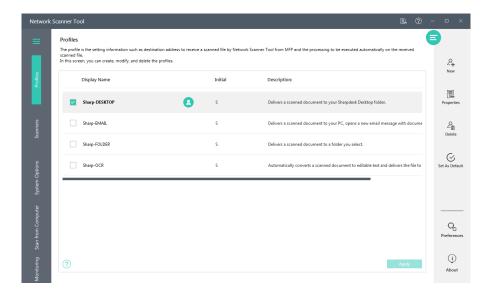
The tabs allow you to set the processing method to follow when your PC receives image data acquired from a scanner on the network.

# 3.2 Set up profiles ("Profiles" tab)

A Profile List (destination) lists the steps (Profiles) that can be automatically performed when a file is read into the PC.

The Profile tab lets you:

- Create a new profile
- Examine and/or change profile options
- Delete an existing profile
- Select a default profile



**Profiles Tab** 

# **MPORTANT**

- If profiles set up by other users are already present in the PC, they will also be shown in the "Profiles" tab.
- The Email profile does not save email addresses. As a result, each time the email client starts
  on your computer in response to receiving an e-mail request from the scanner; it prompts you
  for the destination address.
- The OCR Profile output file format is Text PDF. Files output during initial configuration are saved in the Sharpdesk Desktop folder.
- The names of Profiles (destinations) created in a standard configuration are created using the first 20 characters of the login User Name. This, plus "-" and the process definition name, are displayed in the scanner's Desktop Profile name. For example:

sharp-DESKTOP

sharp-OCR

sharp-EMAIL

sharp-FOLDER

• Only the profiles selected (a check displays in checkbox) are available for use.

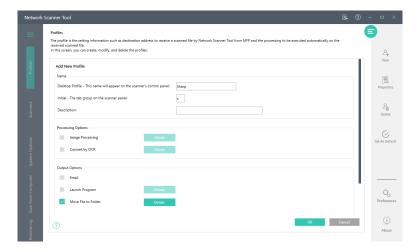
#### 3.2.1 Creating a New Profile

1 Click the "New" button on the "Profiles" tab.

The "Add New Profile" window is displayed.

In this window, you can set properties and define the processing method to follow when your PC receives image data.

2 Configure each item and click "OK".



**Add New Profile Screen** 

Each Profile executes one or more of the following actions by setting up the appropriate attributes:

- If "Image Processing" and "Convert by OCR" are selected, OCR is executed after image processing is executed.
- If "Convert by OCR" is selected, the Output Options for the profile refer to the Text PDF that is produced by the OCR process, not the original image.
- Checking the box next to an option will add it to all scanners that have been selected on the
  "Scanners" tab when the Apply button is clicked. Similarly, unchecking an option will remove it
  from all scanners selected on the Scanners tab when "Apply" is clicked.

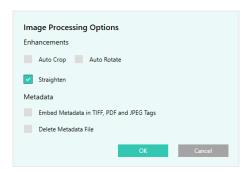
### ■ 3.2.1.1 Profile Properties – Name

These options let you specify a name for a particular process.

Desktop	This 36 English character name appears on the scanner front panel. It is used
Profile	to distinguish the destination PC and profile name when sending image data
	from a scanner. Profile Name cannot contain any of the following characters:
	<>&"\`?;,/* #!:
Initial	This search character is used in the group names to which profiles are
	categorized in the Destination Table on the operation panel of the scanner.
Description	This field allows you to enter a profile description (what it does). This will be
	displayed as a "Tool Tip" when the mouse cursor is moved over the profile in
	the Scan Profile List.

### ■ 3.2.1.2 Profile Properties-Image Processing

Checking the "Image Processing" checkbox and then clicking the "Details" button displays the "Image Processing Options" window. The following actions can be performed from this window.



**Image Processing Options Screen** 

Enhancements	, , , , , , , , , , , , , , , , , , , ,	
	enhancements:	
	Auto Crop: Detects borders and crops images. TIFF, JPEG, image PDF are	
	supported.	
	Straighten: Automatically straightens pages. TIFF, JPEG, PNG, BMP, image	
	PDF are supported.	
	Auto Rotate: Detects the orientation of text on the scanned page and	
	automatically rotates the page. TIFF, JPEG, PNG, BMP, image	
	PDF are supported.	
Metadata	In the Metadata section, you can configure the processing of metadata files	
	generated by the scanner. Refer your scanner manual to see if it support the	
	generation of metadata. Metadata is passed as a separate file along with the	
	scanned image to the target folder.	
	To insert the metadata information directly into the scanned TIFF, PDF, or	
	JPEG file, check the "Embed metadata in TIFF, PDF, or JPEG tags" box.	
	Network Scanner Tool will read the metadata file for this image and insert	
	the contents into the Keywords "tag" field of the TIFF, PDF or JPEG scanned	
	image. If more than one TIFF, PDF, or JPEG file is generated by a single	
	scan operation, the metadata associated with the scan will be embedded in	
	every file. This would happen if you select a "Specified Pages per File" option	
	on the scanner for a multi-page scan.	
	Once the metadata has been inserted into the TIFF, PDF or JPEG image file,	
	you may choose to delete the original metadata file that accompanied the	
	original image by checking the "Delete metadata file" box. If you think you	
	may need the original metadata file later, do NOT check this box.	

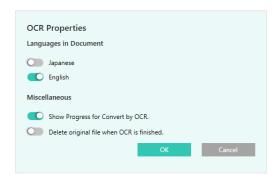
After selecting your options on the "Image Processing Options" window, click OK.

### ■ 3.2.1.3 Profile Properties – Convert by OCR

This converts image files to Text PDFs using OCR (Optical Character Recognition). These options can be used by clicking "Details".

# **MPORTANT**

"Details" is enabled only when "Convert by OCR" is selected. See "5.1 About OCR" for details of this menu.



Delete original file when OCR is finished. By enabling "Delete original file when OCR is finished", you can delete the original scan data that was used in OCR conversion.

#### ■ 3.2.1.4 Profile Properties – Output Options

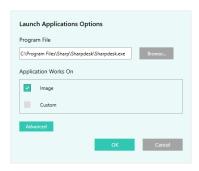
Four Output Options are available: Email, Launch Program, Move File to Folder, and Override Scanner File Name Settings (you must select at least one).

#### Email

Selecting "Attach to email" will launch Microsoft Outlook on your PC with the image as an attachment file. You can then add your cover message and enter the destination email address.

#### Launch Program

- 1 Check the "Launch program" box and click "Details".
  The "Launch Applications Options" window is displayed.
- 2 Click "Browse" in Programs and select the application's executable file



**Launch Applications Options Screen** 

3 Select a launch method

If "Custom" is selected, click "Details" and enter the command line parameters.

4 Click "OK".

Example of application selection:

- When performing "Image" on a TIFF file
  - → Image editing software, etc. able to open TIFF files

When Sharpdesk is installed, it is automatically set as the default program.

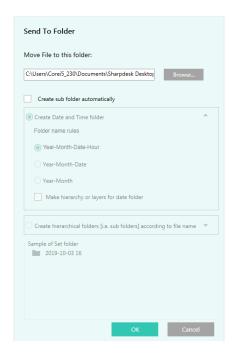


Some options will be unavailable for selection based on your profile property selections.

#### 3.2.1.5 Move File to Folder

Use this to select a destination when moving scanned images.

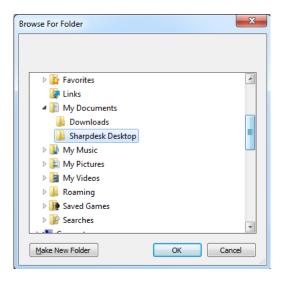
- 1 Check the "Set file move destination" box and click "Details".
  The "Send To Folder" window is displayed.
- 2 Click "Browse".



"Send To Folder" window

The "Browse For Folder" window is displayed, letting you select a target folder.

3 Select a move destination folder and click "OK".

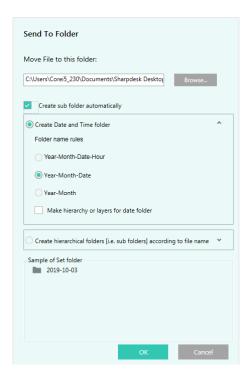


**Browse For Folder Screen** 

### 3.2.1.6 Sorting into Subfolders with Send to Folder

You can configure Sharpdesk to automatically create subfolders to which scanned images are moved, to sort files by folder.

- 1 Check the "Move File to Folder" box and click "Details".
  The "Send To Folder" window appears.
- **2** Check the "Create sub folder automatically" box.
- 3 Click and set the subfolder creation rules
  Set how subfolders are created, using the examples appearing below the settings window as reference.



Create Date and	This creates subfolders based on the date and time of receipt.	
Time folder	Select "Year-Month-Date-Hour", "Year-Month-Date", or "Year-	
	Month", and set the folder name for the subfolders.	
	If the "Make hierarchy or layers for date folder" box is checked,	
	subfolders will be placed in a hierarchy in units of date and time.	
Create hierarchical	When file names contain an underscore (_), subfolders will be	
folders [i.e. sub	created in a hierarchy of up to three levels using part of the file	
folders] according	name.	
to file name	By checking the "Create folder with saved date" box, you can create	
	folders named by date at the top or bottom of the above subfolder	
	hierarchy. When the "Make hierarchy or layers for date folder" box	
	is also checked, subfolders will be further placed in a hierarchy in	
	units of date.	

# 4 Click "OK".

## **MPORTANT**

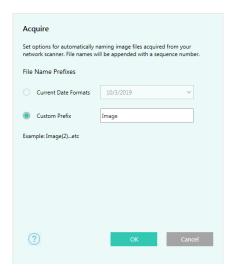
- By default, "Create sub folder automatically" is unchecked.
- By default, all folder creation rules under "Folder name rules" will be in disabled state, with the rule "Year-Month-Date" being selected.
- Rule selected under "Folder name rules" is profile specific.

#### 3.2.1.7 Override Scanner File Name Settings

This option lets you rename files received from a scanner.

- 1 Check the "Set file name" box and click "Details".

  The "Acquire" window is displayed.
- 2 Select "Current Date Formats" or "Custom Prefix" and set.
  - If selecting "Current Date Formats", set from the drop-down list.
  - If selecting "Custom Prefix", enter the file name in the text box.



**Acquire Screen** 

# 3 Click "OK".

If selecting "Override Scanner File Name Settings", note that the sequence number added to the end of the file name is not always predictable. Network Scanner Tool looks into the target folder to see if the name it is generating is already in use. If it is, the sequence number will be increased until there is no collision with an existing file in the target folder. This insures that a new scan never over-writes an existing file in the target folder. For example, if you scan when Image(1).tif and Image.xml are already present in the destination folder, the files in the destination folder after scanning will be Image(1).tif, Image(2).tif, Image.xml, and Image(2). xml.

To close Properties in the "Profile" window and apply the settings, click "OK". The Network Scanner Tool window re-displays.

# ■ 3.2.1.8 Viewing in "Recently Received Files"

If the "Show Recently Received Files" box is checked, image files scanned using a profile will be shown in "Recently Received Files" in the Sharpdesk Folder Navigation Bar.

#### 3.2.2 Reviewing Profile Settings

- 1 Click the profile to be examined.
- 2 Click "Properties".

You can also examine a profile by selecting it from the list and double-clicking.

## 3.2.3 Deleting a Profile

- 1 Click the profile to be deleted.
- Click "Delete".
  A confirmation message is displayed.
- 3 Click "OK".

This deletes the associated Destination from scanners that have been selected on the Scanners tab.

#### 3.2.4 Profile Default

- 1 Click the profile to set as the default.
- 2 Click "Set as default".

The profile set as default will be displayed in bold text in the Profiles list.

This default profile executes whenever a scan is sent to your computer and the destination directory of the scanner configuration web page is uri:scan/nst.

# **MPORTANT**

- This operation does not enable the profile and therefore does not update the scanner(s).
- Automatic setting of the default profile will be limited to the user who initially launches Network
   Scanner Tool Setup Wizard on the PC and configures a profile.

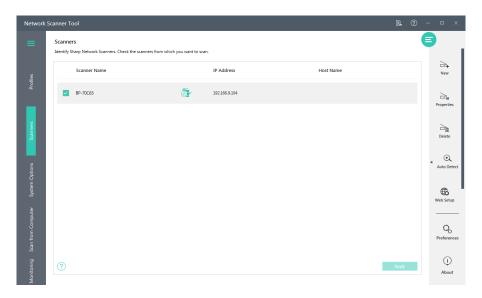
# 3.2.5 Reflecting settings in scanners

To enable the settings update, click "OK" or "Apply". To disable the settings update, click "Close" (⋉) at the top right of the window.

# 3.3 Setting registered scanners ("Scanners" tab)

The Scanners tab lets you:

- Register a new scanner
- Examine and/or change scanner properties.
- Delete an existing scanner.
- Automatically detect scanners connected to the network.
- Use Web Setup pages of a scanner to change configuration values.
- Enable/Disable a scanner (by checking its checkbox).
- Initialize the Network Scanners list



**Add New Scanner** 

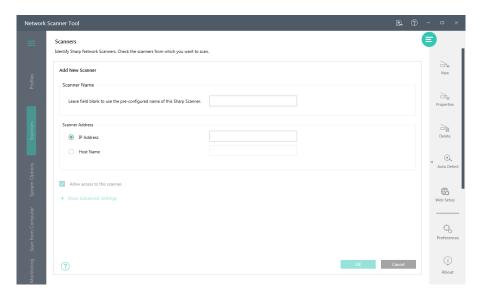
# **MPORTANT**

- Scanners for which profiles could not be updated for a long time (e.g., more than 5 days) are
  marked with the caution symbol (▲). This symbol will be removed, when Network Scanner
  Tool is able to save the profiles to this scanner successfully.
- When a PC is moved to a different network, Network Scanner Tool may not be able to access some of the scanners in the Scanners list. These scanners are marked with the symbol (②).
- Scanners marked with the symbol (5) are scanners for which the "Scan from Computer" function is enabled.

# 3.3.1 Adding a New Scanner

- Click "New" in the Scanners tab.

  The "Add New Scanner" window is displayed.
- 2 Set the model to be registered



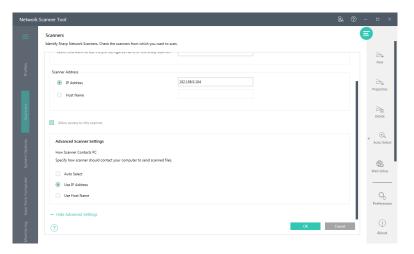
#### **Scanners Tab**

If you are selecting an automatically detected scanner, the IP address is displayed in the "Scanner Properties" window.

If you are adding a scanner that is not detected, the IP address or host name must be entered manually.

IP Address	If the network operates in an environment of Simple Addressing or Regular DHCP policies, selecting "IP Address" to identify the scanner is recommended.
Host Name	If the network operates in an environment of Full DHCP Policies or Exception DHCP Policies, using "Use host name" to identify the scanner is recommended.  Enter the scanner host name and click "OK". If the scanner was added successfully to the Scanners list, the automatically entered IP address can be seen in the "Network Scanner Properties" window.
Allow access to this scanner	The scanners with the symbol (②) will have the "Allow access to this scanner" option enabled.  By clicking this and placing a check, you can restrict access to scanners on other networks.

Advanced Scanner Settings Clicking "Show Advanced Settings" displays the "Advanced Scanner Settings" window. The "Advanced Scanner Settings" window lets you set the method for specifying your PC's network.



**Scanners – Expanded Advanced Scanner Settings Screen** 

- If the network operates in an environment of Simple Addressing or Exception DHCP policies, using "Use IP address" to identify your PC is recommended.
- If the network operates in an environment of Regular DHCP Policies or Full DHCP Policies, using "Use host name" to identify the scanner is recommended.

If you want to hide the Advanced Scanner Settings, click Hide Advanced Settings.

The following table summarizes the recommended choices depending on the policy in force on your network.

Policy	Assignment of address to scanner	Assignment of address to PC
1) Simple addressing	IP Address	IP Address
2) Regular DHCP	IP Address	Host Name
3) Full DHCP	Host Name	Host Name
4) Exception DHCP	Host Name	IP Address

Periodically, after the setup wizard runs, the addressing methods selected will not match this table. This is generally not a problem, but if you have trouble using the "Scan to Desktop" profiles, set up the addresses manually to correct the problem.





Confirm network environment, IP addresses, and host names with the network administrator.

# 3.3.2 Examining/Changing Scanner Properties

Select the scanner for which you want to view or update settings from the Scanners list, and click the "Properties" button. The Properties for Scanner screen displays the settings for the specified scanner and can be updated as described above.

## 3.3.3 Deleting a Scanner

To delete a scanner, select it from the Scanners list and click the "Delete" button. When the confirmation message displays, click "Yes".

Any active profiles residing on that scanner will be removed as part of the scanner delete process.

#### 3.3.4 Enable/Disable a Scanner

You can select whether a scanner is available or unavailable for scanning data to your PC by checking or unchecking the box before the scanner name.

# **MPORTANT**

If multiple users are using Network Scanner Tool on the same PC, scanner settings set by one user will affect the scanner settings of the other users too.

#### 3.3.5 Auto Detect

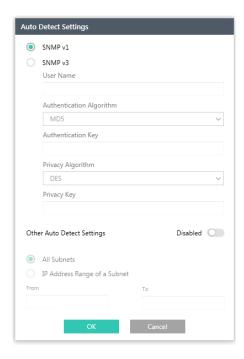
This option will cause the Network Scanner Tool to search the local subnet for scanners that are capable of network scanning and are enabled with SNMP v1. Any scanner that is found will be listed but not enabled. Once detected and listed, you need to check the ones you would like to use with the Network Scanner Tool.

### ■ 3.3.5.1 Auto Detect Settings

You can search for scanners beyond the local subnet or for scanners with SNMP v3 enabled.

# 1 Click the (1) symbol on "Auto Detect".

The "Auto Detect Settings" screen displays.



"Auto Detect Settings" screen

Scanners with SNMP v1 enabled are automatically detected.
Scanners with SNMP v3 enabled are automatically detected.
Network Scanner Tool detects scanners with the same settings
specified in the following SNMP v3 options.
Enter the user name.
User Name should be at least 1 character long and not more than
32 characters long.
This lets you choose one of the following authentication algorithms
to encrypt the authentication key.
MD5 (default)
• SHA-1
Enter the authentication key.
Authentication Key should be at least 8 characters long and not
more than 32 characters long.
This lets you choose one of the following privacy algorithms to
encrypt the privacy key.
DES (default)
• AES

Privacy Key	Privacy Key should be at least 8 characters long and not more than 32 characters long.
Other Auto Detect Settings	When enabled, this option allows you to specify the following settings:
All Subnets	This searches all subnets for scanners that have either SNMP v1 or SNMP v3 enabled.
IP Address Range of a Subnet	This option will cause the Network Scanner Tool to search the scanners with in the specified range.  When enabled, this option allows you to specify the range of the subnets in the "From" and "To" fields.

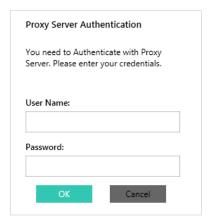
## 2 Click "OK".

The above settings concerning automatic detection by scanners are applied.

Click Cancel to close the "Auto Detect Settings" screen.

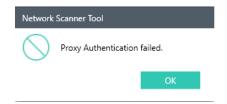
### ■ 3.3.5.2 Proxy Server Support

Through proxy server support during device discovery, the user can enter proxy server credentials for authenticating with a proxy server when communicating with scanners from Network Scanner Tool.



**Proxy Server Authentication Screen** 

If the credentials are entered wrongly thrice, then the following error message is displayed.



**Proxy Authentication Failed Message** 

In case of error, User has to repeat Auto Detect again and enter correct credentials.

#### 3.3.6 Web Setup

These pages are accessible by selecting a scanner from the Scanners list and clicking "Web Setup".

# **MPORTANT**

An administrator login might be required to use this feature.

This option lets you use a scanner's web page to change its configuration values. As adding or deleting profiles with the web page will disable Network Scanner Tool profile configurations, this is not recommended.

#### 3.3.7 Reset the List

This performs automatic detection of scanners and deletes scanners that are not available for profile operations.

When information is updated or deleted in the "Scanners" tab and "Apply" is clicked, the updated content is applied and Network Scanner Tool remains active. To close the window without saving changed content, click "Close" (X) at the top right corner of the window.

To enable the settings update, click "OK" or "Apply". To disable the settings update, click "Cancel". When the network environment operates under Full DHCP Policies or Exception DHCP Policies, scanner IP addresses may change, and it may no longer be possible to add, delete, and edit profiles saved in scanners. In this case, use "Auto Detect" or "Create New" to add scanners again. When using "Create New", add scanners again using the IP addresses after changes.

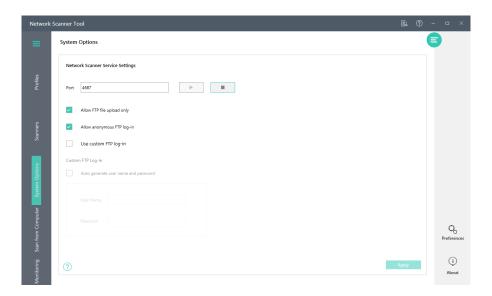
# 3.4 Setting the FTP port number ("System Options" tab)

Network Scanner Tool operates using the set FTP server. This FTP server is controlled through the "System Options" tab. This tab lets you set the FTP port number for communicating with your PC and for reading from the FTP server.

# **MPORTANT**

The FTP service is automatically started when the Network Scanner Tool is started. Use the "Stop" button to stop services and press "Start" to restart services.

Security is provided using a unique port (rather than the standard FTP port number) and by allowing only receipt of files. If "Allow FTP file upload only" is checked, files sent to the FTP server cannot be read from another PC.



**System Options Tab** 

Port	Network Scanner Tool can use a different port number than the standard FTP
	port number (21). You can specify a port number 21 or in the range of 1025-
	65535. However, if an FTP profile-type is used to scan from a scanner, the
	FTP port number must be set to 21.
Allow FTP file	When selected, the scanner can only be used to upload files to the FTP home
upload only	directory. If not selected, both uploads and downloads are possible.
Allow anonymous	When this option is selected, the FTP service will allow anonymous login. The
FTP log-in	user name is "Anonymous" and the password is a valid email address. This
(default)	option is required for older scanners that do not support a more secure FTP
	login.

# Use custom FTP log-in

When selected, the Secure Account options become available allowing you to apply a more secure (non-anonymous) FTP login. Auto generate user name and password the user name and password will be automatically generated and input into the user name and password fields.

The user name and password must be a combination of English letters (a-z or A-Z), digits (0-9), space, and punctuation marks. Double-byte characters cannot be used.

When information is entered or updated in the "System Options" tab and "Apply" is clicked, the updated content is applied and Network Scanner Tool remains active. To close the window without saving changed content, click "Close" (X) at the top right corner of the Window.

# 3.5 Network Scanner Tool Menu (system tray icon)

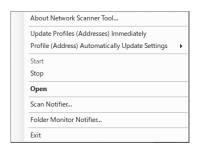
Right-clicking on the icon located in the Windows system tray lets you access the Network Scanner Tool menu. If you need the current status of the Network Scanner Tool, simply mouse-over the icon to display information such as "Network Scanner service is Started", "Network Scanner service is stopped", and so on. You can also receive Network Scanner Tool status as indicated by the different icons displayed in the system tray:





The Network Scanner Tool icon is placed in the Windows system tray during installation, and will launch automatically every time your PC is restarted.

Right-clicking on the Network Scanner Tool icon displays the following menu for controlling the Network Scanner Tool:



**Network Scanner Tool Menu** 

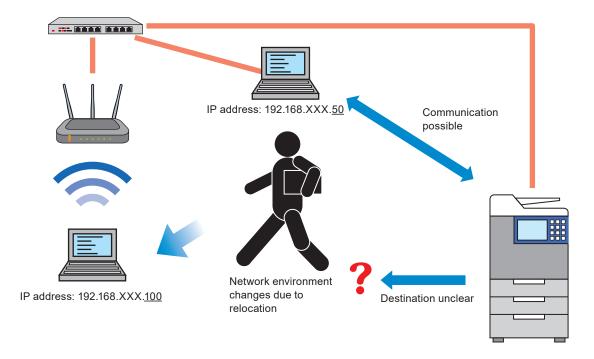
When an image file is received in the Network Scanner Tool service root folder, the Network Scanner Tool takes action to process it based on the configuration profile settings.

Open	Opens and displays the Network Scanner Tool.	
Scan Notifier	This lets you examine details (name and date of receipt) of files scanned while	
	Network Scanner Tool is running.	
	You can open the saved location of scanned files by clicking "Open Folder".	
Folder Monitor	Details (name and date/time of receipt) of files saved in a monitored folder can	
Notifier	be checked.	
	You can open a Monitoring Folder by clicking "Open Folder".	
Start/Stop/Exit	This lets you start, stop, or exit Network Scanner Tool.	

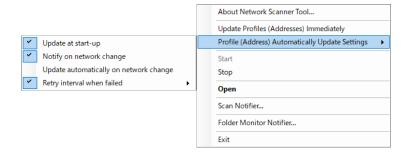
### 3.5.1 Profile Update

When the IP address of your PC has changed, it will no longer match the IP address registered in the scanner. As the IP addresses do not match, scanning to the desktop will fail if performed in this state.

Example: If an office laptop PC connected to a wired LAN is brought into a conference room and is switched to another network connection (e.g., a wireless LAN), the IP address assigned to the laptop PC will change, and it will no longer be able to communicate using the IP address registered with the scanner.



In such a case, update the profile information and synchronize the IP address of the PC with the IP address registered in the scanner.



**Profile Update Options** 

#### ■ 3.5.1.1 Update Profiles (Addresses) Immediately

When this menu is selected, the profile will be updated with the current IP address. However, it is grayed out while Network Scanner Tool is running. Not only is the profile updated with the current IP address, but profiles for which updating earlier failed will also be updated (for example, profiles for which the previous updating failed because power was cut off to the scanner or the scanner was in use).

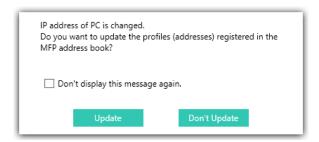
#### ■ 3.5.1.2 Automatically updating profiles (addresses)

#### Update at start-up

When a check is placed in this menu item, profiles registered in scanners will be updated when the PC starts up.

#### Notify on network change

When this option is enabled and the PC's IP address has changed, Network Scanner Tool displays an IP Address Change Confirmation popup.



**IP Address Change Confirmation popup** 

To update the profiles registered with the scanner, click "Update".

- If "Don't Update" is clicked, the profiles registered in the scanner will not be updated with the changed IP address.
- If neither "Update" nor "Do not update" is clicked, the IP Address Change Confirmation popup will appear every five minutes.

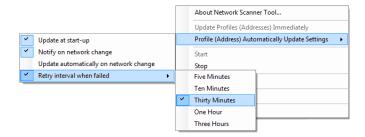
If you select "Don't display this message again" and click "Update" or "Do not update", a confirmation window will be displayed, asking whether to perform automatic update when the network changes.

#### Update automatically on network change

When this menu item is checked, the profile will be automatically updated if the PC's IP address changes, without displaying the "IP Address Change" dialog. When this option is selected, the option "Notify on network change" will be un-checked.

#### Setting the retry interval when update fails

The retry interval can be set in five steps, from 5 minutes to 3 hours. Profiles for which updating has not been completed will be updated at the set interval.



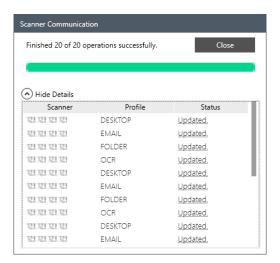
**Retry interval options** 

The "Scanner Communication" dialog will be displayed while the profiles are being updated.



#### **Scanner Communication Dialog**

You can cancel an update process when it is in progress. When the update is complete, the "Cancel" button will change to a "Close" button. To check the status of profile updating, press "Show details".



**Scanner Communication Dialog – Details View** 

#### 3.5.2 About Network Scanner Tool

The "About Network Scanner Tool" window displays the version information for Network Scanner Tool.

# 3.6 Re-confirming receipt of scanned images

When profile settings or scanners have been changed, confirm that images scanned with a compatible scanner are properly saved on the PC in line with the profile settings.

- 1 Set a document in the scanner.
- 2 Select "Address Book".

The Address Book screen appears.

- 3 Select a profile with changed settings
- 4 Tap "Start" on the scanner.

The document will be scanned.

When operating normally, the "Scan Notifier" window appears.

When the image data is sent to the PC, an unread icon appears in the "Recently received files" in the entry area of Sharpdesk.

5 Click "Recently received files".

The scanned image appears in a thumbnail view.

Confirm the settings and the received file, including whether it was saved in the target folder.

# 3.7 Examining and changing settings read in from a PC

# **MPORTANT**

The initial "Scan from Computer" settings will be retrieved from the registered scanner.

#### 3.7.1 Selecting a scanner

This is the scanner with Scan from Computer enabled feature, which is firstly detected through the Auto Detect from the Scanners Tab.

To change from a displayed scanner, perform the following steps.

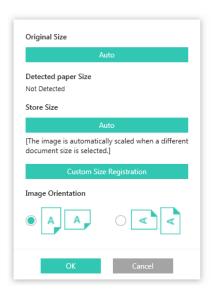
- 1 Click (≣).
- 2 From the list of scanners, click and select the scanner to be used



Scan from Computer enabled scanners list

# 3.7.2 Examining/Changing the "Original" settings

Clicking "Original" displays the "Original Settings" window. This screen let you change/examine these original settings.

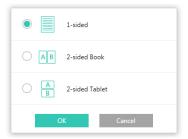


**Original Settings screen** 

Original Size	When you click the button under the "Original Size", a popup window displays with the paper sizes supported by the scanner. Select the paper size, which suits for your Scan from PC job. "Auto" is selected by default.
Detected paper	This label indicates the currently detected paper size of the scanning
Size	document.
	The feeder detected size has a highest priority. If the feeder detected size is
	unknown, platen detected size will be displayed. If the feeder detected size is
	unknown, platen detected size will be displayed.
Store Size	When you click the button under the "Store Size", a popup window displays
	with the paper sizes supported by the Scanner. Select the required paper size
	to save your scanned document.
	You can select only "Auto", if the scan document size is any one of the
	following paper sizes:
	"Long Size", "Japanese Post card", "Card", "L Size", "2L Size", "Business
	Card", or "Custom size 1~ 5".
	By default "Auto" is selected.
Custom Size	The "Custom Size Registration" field allows you to set different scanning sizes
Registration	while you scan a document using a Scanner.
	Clicking "Custom Size Registration" displays a popup window.
	"New": Create a new scan size.
	1 Click "New".
	2 Enter a name in the "Name" field
	3 Enter the required values in the "Horizontal" and "Vertical" fields
	4 Click "Save".
	"Edit": Edit the created scan size.
	Click the name of the saved custom size and check its checkbox.
	2 Click "Edit".
	<b>3</b> Edit the settings and click "Save".
	"Delete": Delete the created scan size.
	Click the name of the saved custom size and check its checkbox.
	2 Click "Delete".
	Click "OK".
Image Orientation	This option lets you set the following image directions for your Scan
	document.
	Rotation OFF, or
	Rotate by 90 degrees.
	By default, "Rotation OFF" ( ) is selected.
	If you would like to rotate the image of your Scan document by 90 degrees,
	select ( ).
	,

# 3.7.3 Selecting duplex settings

Clicking the "Duplex" button displays the "Duplex Settings" window.



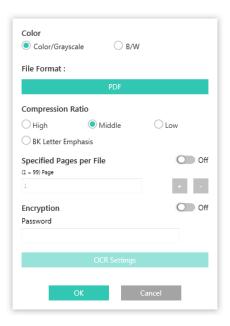
**Duplex settings screen** 

The "Duplex" settings are:

1-sided	One side of the document will be scanned.
2-sided Book	Both sides of the document will be scanned in landscape orientation.
2-sided Tablet	Both sides of the document will be scanned in portrait orientation.

#### 3.7.4 Selecting the file type

Clicking the "File Type" button displays the "File Type Options" window.



File Type options screen

This screen lets you choose a file format and other elements for the selected file format.

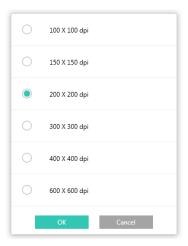
This screen displays the following elements for the "PDF" file format:

Color	This selects the color mode. By default, Color/Grayscale is selected.
File Format	This selects the format. By default, "PDF" is selected.
	If the selected scanner supports OCR features, clicking "Format" displays
	file formats such as the following in a popup window.
	PDF/A-1a, PDF/A-1b, PDF, TIFF, JPEG, DOCX, XLSX, PPTX
Compact	This lets you enable or disable "U-Fine".
	By default, this option is disabled. Enable this, to scan a compact PDF file.
	When this option is enabled, the "U-Fine" will be enabled.
U-Fine	This scans PDF files in U-Fine and Compact modes.
Compression Ratio	This sets the compression ratio for files. By default "Middle" is selected.
Specified Pages	This lets you enable or disable the "page (1 ~ 99)" text field.
per File	Page (1 ~ 99)
	This performs scanning into one file consisting of the set number of pages.
	The minimum value is 1, and the maximum value is 99.
Encryption	This lets you enable or disable the "Password" field.
	By default, this option is disabled.
	When this option is enabled, user can enter the text in "Password" field, to
	encrypt the scanned data.
Password	This sets the password required for encryption.
	You can specify a password using 1-32 characters.
	The password must be a combination of English letters (a-z or A-Z), digits (0-
	9), space, and punctuation marks. Double-byte characters cannot be used.
OCR Settings	This lets you specify OCR settings for the selected formats.
	When any of the file formats below is selected, OCR will be applied in the
	selected format.
	PDF, PDF/A-1b, PDF/A-1a
	DOCX, XLSX, PPTX
	<b>0</b>
	<b>IMPORTANT</b>
	The option is disabled if the selected scanner does not support OCR functions.
	Language Settings: This sets the language to use during OCR.
	Font: This sets the output font used in OCR.
	Image Orientation Detection: This sets whether to detect the orientation of
	the source document.
	File Name Auto Extraction: This sets whether to perform file name extraction.
Font	This sets the output font used in OCR.
Detect Original	This sets whether to detect the orientation of the source document.
Direction	The first means to detect the discussion of the deduced designation.
File Name Auto	This sets whether to automatically extract a file name.
Extraction	The first means to determine on the manner

## 3.7.5 Selecting resolution

Clicking "Resolution" displays the "Resolution" window.

This screen allows you to choose a resolution for your Scan from Computer job. The default value will be retrieved from the Scanner at the time of retrieving the scan job elements.



**Resolution screen** 

# 3.7.6 Selecting color mode

Clicking "Color Mode" displays the "Color Mode" window. This screen allows you to choose the color mode for your Scan from Computer job.



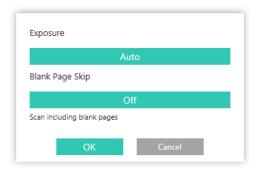
**Color Mode screen** 



The default value will be retrieved from the Scanner at the time of retrieving the scan job elements.

# 3.7.7 Changing "Other Settings"

Clicking "Other Settings" will display the "Other Settings" window.



**Other Settings screen** 

This screen lets you select different "Other Settings" for your Scan from Computer job.

Exposure	Clicking the button under "Exposure" will display the "Exposure" settings window, letting you set the exposure during scanning. The different "Exposure" settings are:  "Auto", "Text", "Text/Printed Photo", "Printed Photo", "Text/Photo", "Photo", and "Map".  By default "Auto" is selected.  • When anything other than "Auto" is selected, "Exposure Level" options will be displayed.  Use the slider control to change the exposure level between 1 to 5. The default value is 3.
Blank Page Skip	Clicking the button under "Blank Page Skip" will display the "Blank Page Skip" settings window, letting you set whether blank pages and bleed-through source documents will be skipped.  Skip Blank and Bleed-Through Source Documents: Deletes blank and bleed-through pages.  Skip blank pages: Deletes blank pages.  Off: Scans blank pages too.  "Off" is selected by default.

# 3.7.8 Resetting the Settings

Clicking "Reset Settings" displays a confirmation message.

Clicking "Yes" resets the scanner color mode, resolution, and other scan settings to their default states.

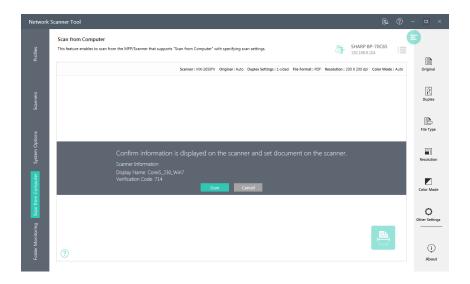
# 3.8 Scanning images from a PC

The "Scan from Computer" function of Network Scanner Tool lets you scan images from compatible scanners using a PC, without using the controls on the scanner.

- 1 Click the ( ) button.

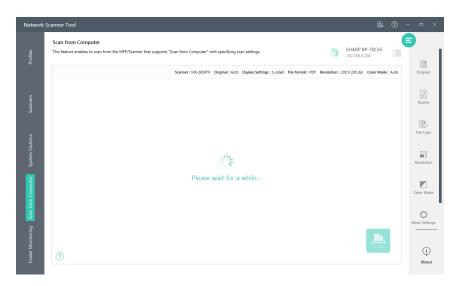
  A confirmation message is displayed.
- Click "Scan".

  Click "Cancel" to cancel the "Scan from Computer" job.



"Scan from Computer" confirmation window

When "Scan" is clicked, Network Scanner Tool performs the "Scan from Computer" job using the specified settings.

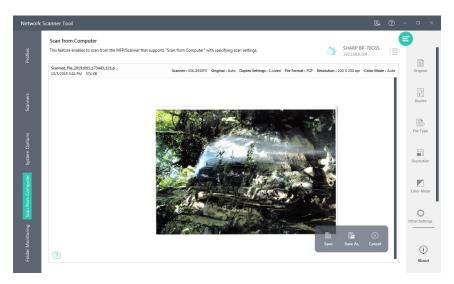


"Scan from Computer" progress window

When the data scanned by the "Scan from Computer" job has been received on the PC, Network Scanner Tool displays the "Scan from Computer" preview window.

Also, Network Scanner Tool displays below options to save or to delete the scanned file.

# 3 Click "Save".



#### Scan from Computer job preview screen

The scanned data is saved to the destination folder of the profile set as default.

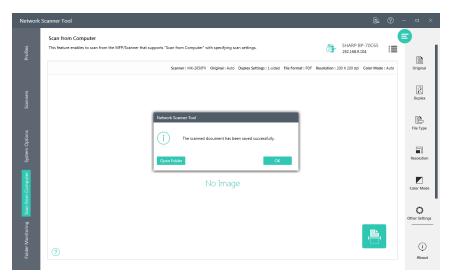
If there is no default profile set in Network Scanner Tool, data is saved as follows.

- If Sharpdesk is installed: Data is saved to the "Sharpdesk Desktop" folder.
- If Sharpdesk is not installed: Data is saved to the "Documents" folder.

Save As	When "Save As" is clicked, Network Scanner Tool displays the "Save As" dialog. Navigate to the folder to which the data is to be saved, enter a different file name, and click "Save".
Cancel	Clicking "Cancel" displays a confirmation message. Clicking "Yes" will delete the scanned data.

When the scanned data has been saved, Network Scanner Tool displays a confirmation message.

4 To display the location of the saved file, click "Open Folder".



After performing "Scan from Computer", close the Network Scanner Tool window by clicking Close (X) at the top right of the window.

# 3.9 Scanning images from TWAIN and WIA cameras

You can use a scanner connected to your PC to scan documents into a read folder.

The scanned file can be displayed in Sharpdesk as a thumbnail or in the Sharpdesk "Preview" window as a full-sized image.

The scanned image will be saved in the folder in TIFF format. The image is named and stored using the method defined in "Preferences" in the Output Zone in Sharpdesk. A scanned document can be viewed, printed, faxed, converted to text, or sent as an email attachment.

#### 3.9.1 If using a TWAIN driver-compatible scanner

You can scan an image from a TWAIN driver-compatible scanner through the following steps.

- 1 Place the image to scan on the scanner bed
- In Sharpdesk, click "Add/Select Device" in the Toolbar, and select scanning options
  (To select a device for scanning, select the "Select scanner" command.)
- Close the TWAIN dialog that controlled the scanning process
  The image will appear in the selected folder.

# 3.9.2 If using a WIA driver-compatible scanner

You can scan an image from a WIA driver-compatible scanner through the following steps.

- 1 Place the image to scan on the scanner bed
- 2 In Sharpdesk, choose the "Scan from camera or scanner" option from "Add/Select Device"

If multiple WIA driver-compatible devices are installed, select the scanner to use from the dialog box displayed.

3 Set the image scanning options in the scanner's dialog box, and click "Scan".

#### 3.9.3 If using a WIA driver-compatible camera

You can scan an image from a WIA driver-compatible camera through the following steps.

In Sharpdesk, choose the "Scan from camera or scanner" option from "Add/Select Device"

If multiple WIA driver-compatible devices are installed, select the camera to use from the dialog box displayed.

- 2 Select the image to scan from the selected camera's dialog box
- 3 Click "Scan image".

#### 3.9.4 Setting Scanning Options

The image scanning dialog box is part of the software that controls your scanner or camera. Follow the instructions that come with your scanner or camera to scan the image into Sharpdesk. Follow the instructions in the dialog box. In most cases (depending on the scanner), the following settings should be available:

- Display a preview before scanning the image.
- Select an image range to scan. In general, you can drag the mouse over the range to select, to create an outline of the selected range on the screen.
- Tell the scanner to send the image to your PC.

Usually, a "scan in process" dialog box appears, showing you the current progress of the scan. When the scanning completes, the dialog box will usually disappear. If the dialog does not disappear automatically, close it manually. By doing so, you can save images scanned into the target folder.

# 3.9.5 Saving a Scanned Image

The scanned images are saved under the currently selected folder with the "File Name Prefixes" specified in the "Acquire" tab of the "Preferences" option on the Output Zone Bar.

# **MPORTANT**

If scanning an image from a camera using "Scan from camera or scanner", a folder is created directly under the currently selected folder, using the "File Name Prefixes" specified in the "Acquire" tab of "Preferences". The image scanned from the camera is saved in this created folder with an original file name.

# 3.10 Monitoring Folders and Examining Arriving Files

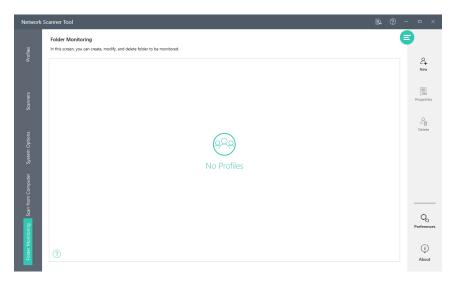
If a Monitoring Folder is configured on the PC or in a shared folder with Network Scanner Tool, the "Scan Notifier" window will appear when a file has been added to the folder, providing notification that a new file has been added.

For details of the "Scan Notifier" window and "Recently Received Files", see "2.3 Examining New Files".

#### 3.10.1 Configuring Monitoring Folders

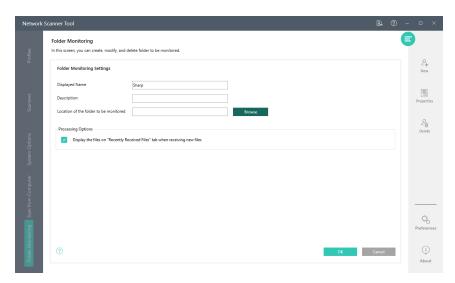
You can configure Monitoring Folders through steps similar to configuring a new scanner profile.

- 1 Click the "Folder Monitoring" tab in Network Scanner Tool.
- 2 Click "New".



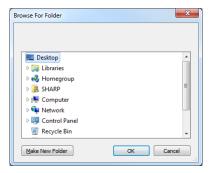
The "Folder Monitoring Settings" window will be displayed.

# 3 Set "Displayed Name".



Displayed Name	Add the name to be shown in the list.
Description	This field allows you to enter a profile description (what it does). This will
	be displayed as a "Tool Tip" when the mouse cursor is moved over the
	profile in the Scan Profile List.

- 4 Click "Browse...".
- 5 Select a folder to monitor and click "OK".



6 Click "OK".

The "Add New Profile" window returns.

7 Set "Processing Options"

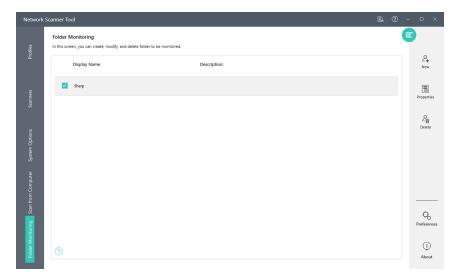
When the checkbox "Display the file on ..." is checked, files that have arrived in a configured Monitoring Folder will be shown in "Recently Received Files" in Sharpdesk.

8 Click "OK".

The Monitoring Folder is configured.

#### 3.10.2 Examining Folder Monitoring Settings

1 Click the profile to examine in the "Folder Monitoring" tab.



- 2 Click "Properties".
- 3 Edit the details as necessary, and Click "OK".

# 3.10.3 Deleting Folder Monitoring Settings

- 1 Click the profile to examine in the "Folder Monitoring" tab.
- 2 Click "Delete".

A confirmation window appears.

3 Click "Yes".

The Folder Monitoring profile is deleted.

# Chapter

4

# **Editing and Managing Documents and Images**

With Sharpdesk, you can affix stamps or make annotations to document files and image files. In addition to stamps that show date, instructions, processing status, and more, you can define and use original stamps. You can also add defined shapes or text and make freehand annotations, using Sharpdesk as a convenient workflow tool.

This chapter describes how to use stamps, annotations, etc., and describes image processing.

# 4.1 Rotate image (Rotate 90° right / Rotate 90° left)

You can rotate any image file in TIFF, TIF, BMP, PNG, JPG, or JPEG format by selecting the file, then clicking the desired option ("Rotate Left" or "Rotate Right") from the Toolbar.

Rotate 90° Left: Rotates the selected file by 90 degrees to the left.

Rotate 90° Right: Rotates the selected file by 90 degrees to the right.

# **MPORTANT**

The rotation function will be applied to all pages in a multi-page file.

# 4.2 Printing, Faxing, and Emailing Files on the "Preview" Window

This section describes how to select one or more pages in a multi-page file on the Sharpdesk "Preview" window and print, fax, or email them.

# **MPORTANT**

TIFF/TIF and PDF (except encrypted PDF) format files can have multiple pages.

For single-page files, the entire file is printed, faxed, or emailed.

#### 4.2.1 Selecting and Printing One or More Pages

You can select and print one or more pages on the "Preview" window through the following steps.

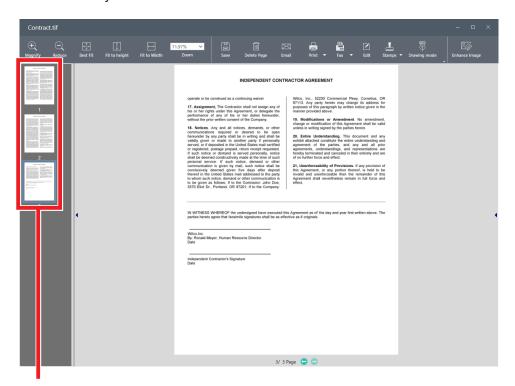
1 Select a file in the Work Area and click the Preview button.

The file is shown in the "Preview" window.

2 Select the page or pages you wish to print.

Click the thumbnail of the page or pages you wish to print in the panel on the left side of the "Preview" window.

To select multiple pages, click the thumbnails for the pages you wish to select while holding down the "Ctrl" or "Shift" key.



Select the page or pages you wish to print. A blue-green border is shown around the selected pages.

3 Click "Print" on the Toolbar.

The print job is sent to the currently selected printer driver.

# **MPORTANT**

To change the printer driver used for printing, click the "▼" button under "Print" and select the desired printer driver from the displayed list.

# 4.2.2 Selecting and Faxing One or More Pages

You can select and fax one or more pages on the "Preview" window through the following steps.

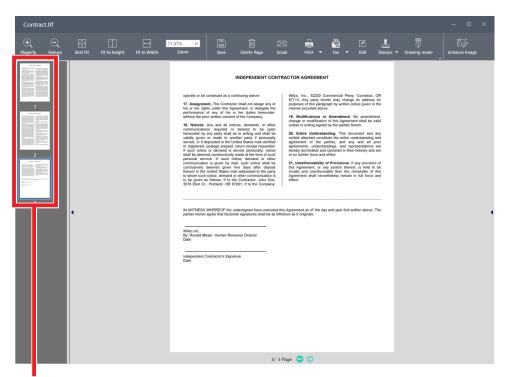
1 Select a file in the Work Area and click the Preview button.

The file is shown in the "Preview" window.

2 Select the page or pages you wish to fax.

Click the thumbnail of the page or pages you wish to fax in the panel on the left side of the "Preview" window.

To select multiple pages, click the thumbnails for the pages you wish to select while holding down the "Ctrl" or "Shift" key.



Select the page or pages you wish to fax. A blue-green border is shown around the selected pages.

3 Click "Fax" on the Toolbar.

The selected page or pages are sent to the fax driver.

# **MPORTANT**

To change the fax driver used for faxing, click the "▼" button under "Fax" and select the desired fax driver from the displayed list.

#### 4.2.3 Selecting and Emailing One or More Pages

You can select and email one or more pages on the "Preview" window through the following steps.

# **MPORTANT**

To email files, Microsoft Outlook must be installed and set up on your computer.

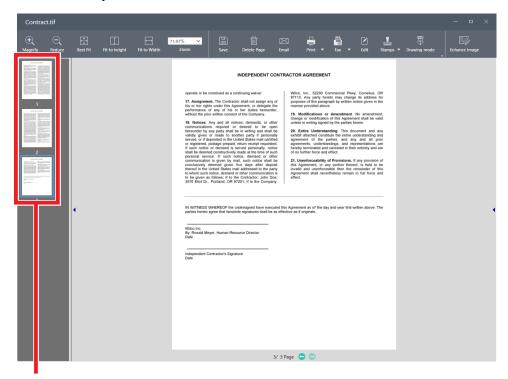
1 Select a file in the Work Area and click the Preview button.

The file is shown in the "Preview" window.

2 Select the page or pages you wish to email.

Click the thumbnail of the page or pages you wish to email in the panel on the left side of the "Preview" window.

To select multiple pages, click the thumbnails for the pages you wish to select while holding down the "Ctrl" or "Shift" key.



Select the page or pages you wish to email. A blue-green border is shown around the selected pages.

# 3 Click "Email" on the Toolbar.

Your email application launches automatically, and the selected page or pages are inserted as an attachment.

# 4.3 Attaching a Memo

On the Sharpdesk "Preview" window, you can attach memos that can be edited or deleted later to TIFF/ TIF, JPEG/JPG and PDF (except encrypted PDF) format files.

This section describes how to create, edit, and delete memos.

## **MPORTANT**

Memos are subject to the following limitations:

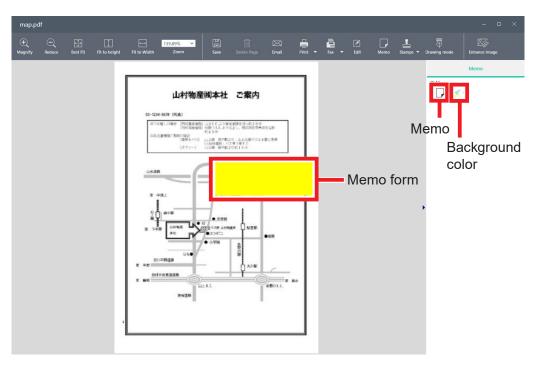
- Memos are not displayed in thumbnails.
- Memos are not displayed when a file with memos is opened in an application other than Sharpdesk.
- When a file with one or more memos is printed or faxed, its memos are not displayed in images of the file. In addition, memos are not included with emailed files.

#### 4.3.1 Creating a Memo

You can attach a new memo on the "Preview" window through the following steps.

- 1 Select a file in the Work Area and click the Preview button.
  - The file is shown in the "Preview" window.
- 2 Click "Memo" on the Toolbar.

The "Memo" popup window is displayed, and the memo form is placed on the "Preview" window.



Memo	"Memo":
	Adds a memo.
	"Background color":
	Selects the background color for the memo form from the color palette.

## 3 Attach the memo form.

Click the desired location while the memo form can be moved to attach the form at that position and enter text-editing mode, which allows you to enter the memo's text. To add another memo, click the "Memo" button ( ) on the "Memo" popup window on the right to attach a memo form. To save an attached memo, click "Save" on the Toolbar and select "Overwrite and Save", "Save As", or "Save Temporarily".

#### 4.3.2 Editing a Memo

You can edit a memo that was previously attached to the "Preview" window.

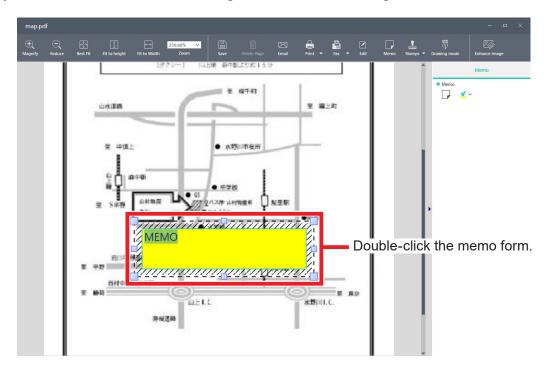
This section describes how to edit a memo's text, change the memo form's color, change the memo form's size, move the memo form, and change the memo form's layer order.

To save edits and changes, save the file using "Save" on the Toolbar.

#### ■ 4.3.2.1 Editing Text

Double-click the memo form you wish to edit to enter text-editing mode.

Click anywhere outside the memo form being edited to exit text-editing mode.

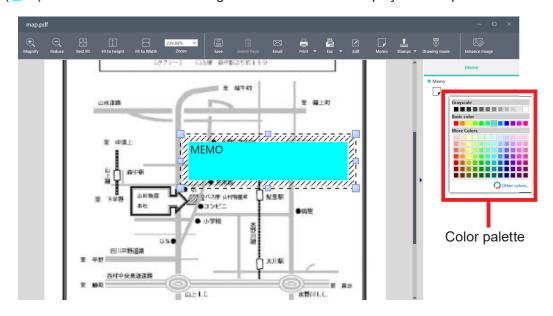


# **MPORTANT**

The text color and font size cannot be changed. If the preview's zoom factor is changed, the text display size is automatically increased or decreased according to the zoom factor.

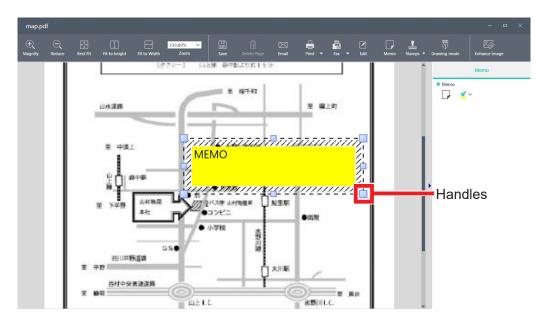
#### ■ 4.3.2.2 Changing a Memo Form's Color

After clicking the memo form whose color you wish to change to select it, click the background color button ( v ) and select the desired background color from the displayed color palette.



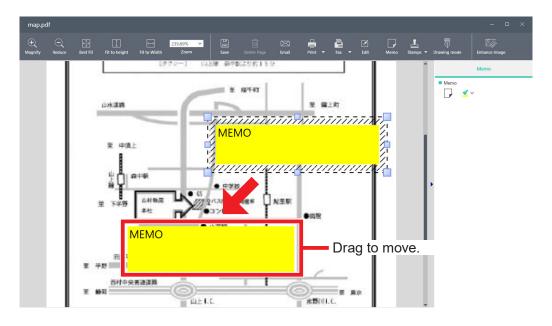
#### ■ 4.3.2.3 Changing a Memo Form's Size

After clicking the memo form whose size you wish to change to select it, drag the handles to change its size.



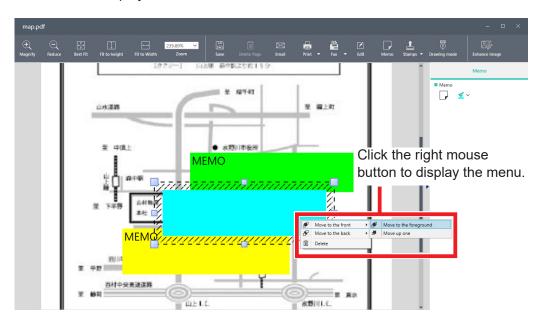
#### 4.3.2.4 Moving a Memo Form

After clicking the memo form you wish to move to select it, drag it to the desired location.



#### 4.3.2.5 Changing a Memo Form's Layer Order

Select the memo form whose layer order you wish to change, click the right mouse button, and select the destination from the displayed menu.



To move the memo form to
the foreground

"Move to the foreground":

Moves the memo form to the foreground, placing it in front of all other memo forms.

"Move 1 layer up":

Moves the memo form one layer forward from its current display layer position.

To move the	"Move to the background":
memo form to	Moves the memo form to the background, placing it behind all other
the background	memo forms.
	"Move 1 layer back":
	Moves the memo form one layer backward from its current display layer
	position.
Delete	Deletes the selected memo form.

#### 4.3.3 Deleting a Memo

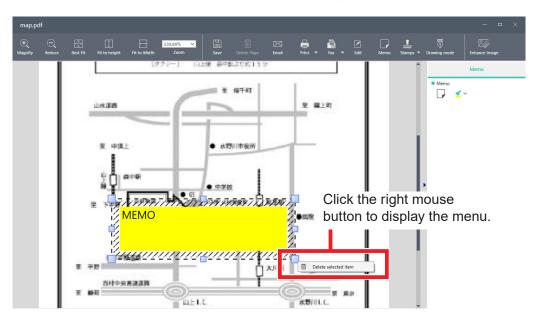
You can delete a memo on the "Preview" window through the following steps.

1 Select a memo.

Select the memo form you wish to delete.

2 Delete the memo.

Click the right mouse button and select either "Delete selected item" or "Delete" from the displayed menu. You can also delete the selected memo by pressing the "Delete" key on the keyboard.



# **MPORTANT**

If the memo is in text-editing mode, it cannot be deleted by pressing the "Delete" key on the keyboard.

#### 4.4 Using stamps

This section describes how to add, edit, delete, and select stamps.

In the Sharpdesk "Preview" window, you can annotate files in TIFF/TIF, BMP, PNG, GIF, JPEG/JPG, and PDF format (excepting the Encrypted PDF format) using stamps such as "APPROVED" and "CONFIDENTIAL".

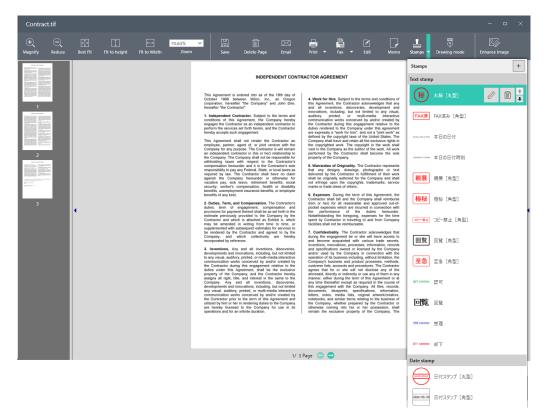
Using Sharpdesk, the following predefined stamps are shown in the "Stamp" popup.

Stamps including "DRAFT", "REJECTED", and the current date are prepared in advance. Users can also define and add their own stamps.

#### 4.4.1 Affixing a prepared stamp

- Select a file in the Work Area and click the "Preview" button.

  The file is displayed in the "Preview" window.
- Click "Stamps" in the Toolbar.
  The "Stamp" popup appears.
- 3 Click and select a stamp from the list



A cursor for the selected stamp appears in the "Preview" window.

#### 4 Click the target location to affix the stamp

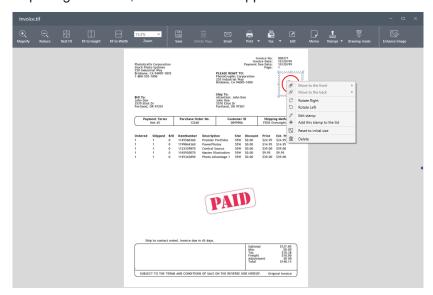
The stamp is tentatively affixed in the "Preview" window.



Stamp in the "Preview" window

# 5 Adjust the size and position of the stamp

- To move a selected stamp, click on the stamp and drag it.
- To resize a stamp, click on the stamp and drag the corners or sides of the stamp frame.
- When a location outside the stamp is clicked, the frame around stamp becomes invisible.
- You can click on a stamp to reselect it to move, resize, or delete the stamp.
- When a stamp is right-clicked, a context menu appears.



Stamp right-click menu

Move to the front / Move to the back	Lets you change the layer order of the stamp.
Rotate Right / Rotate Left	Lets you rotate the stamp.
Edit stamp	Lets you edit the stamp.
Add this stamp to the list	Adds an edited stamp to the list.

Delete	Lets you delete a stamp.
Delete selected item	Lets you delete a stamp.
	(Appears only when a stamp frame is right-clicked.)

6 Click "Save" to save the image.

Select "Overwrite and Save", "Save As", or "Save Temporarily".

#### 4.4.1.1 Organizing the stamp popup menu

- To edit a stamp in the popup menu, click ( ).
- To delete a stamp in the popup menu, click ( ).
- To move a stamp in the popup menu, click (♠/♣).

#### 4.4.2 Creating a stamp

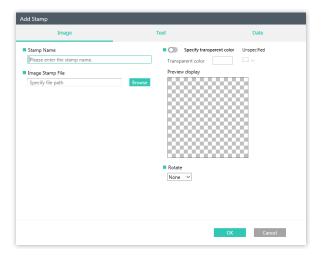
To create a stamp, click the (+) icon in the "Stamp" popup menu.

The "Add Stamp" dialog appears.

The "Add Stamp" dialog lets you add image/text/date stamps.

#### ■ 4.4.2.1 Adding an image stamp

- 1 Click the "Image" tab.
- 2 Enter the stamp name in the "Stamp Name" editing box

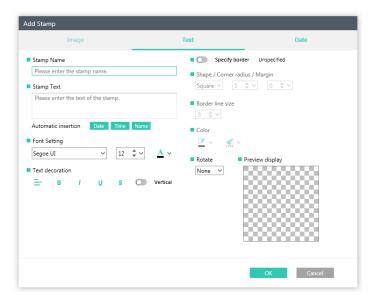


- 3 Click "Browse", select an image stamp file, and click "OK".
- 4 Select the "Specify transparent color" option

  If you are setting a transparent color, after clicking "Specify transparent color", click the image's preview display or click the icon () and select a color.
- 5 If you are rotating the image, select an angle from the "Rotate" drop-down box
- 6 Click "OK".

#### 4.4.2.2 Adding a text stamp

- 1 Click the "Text" tab.
- 2 Enter the stamp name in the "Stamp Name" editing box.



3 Enter the stamp text in the "Stamp Text" editing box.

Dates, names, etc. can be automatically inserted into text. Configure the settings while checking "Preview display".

Date	The current date can be entered automatically as the text of a stamp.
	Several display formats are available for the date.
Time	The current time can be entered automatically as the text of a stamp.
	Several display formats are available for the time.
Name	"Computer Name" and "User Name" are available as choices.

4 Specify the font settings

(font name, font size, font color)

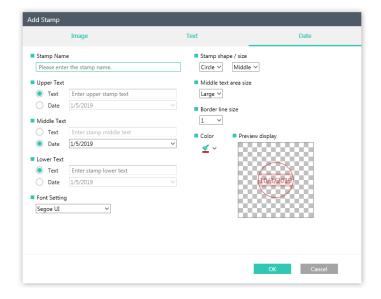
5 Specify text decoration

(bold, italic, underline)

- 6 Select the "Specify border" option.
  - a) Specify shape, corner radius, and margin parameters.
  - b) Specify the border line size.
  - c) Specify line color and background color.
- 7 If you are rotating the text, select an angle from the "Rotate" drop-down box.
- 8 Click "OK".

#### 4.4.2.3 Adding a date stamp

- 1 Click the "Date" tab.
- 2 Enter the stamp name in the "Stamp Name" editing box.

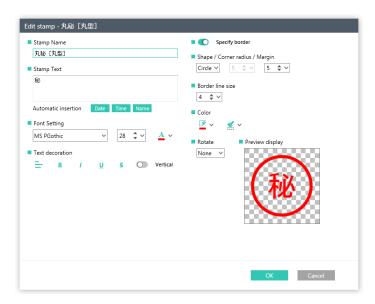


- 3 Set "Upper Text", "Middle Text", and "Lower Text" for the stamp.
  - If making a stamp from a text string
  - 1 Select "Text".
  - 2 Enter text into the editing box
  - If making a stamp from the date
  - 1 Select "Date".
  - 2 Select the date format from the drop-down list
- 4 Select the font name from the "Font Settings" drop-box list.
- 5 Select the shape and size of the stamp from the "Stamp Form / Size" drop-box list.
- 6 Select the size of the middle text area from the "Middle Text" drop-box list.
- 7 Select the size of the border line from the "Border Line Size" drop-box list.
- 8 Select the color of the stamp
- 9 Click "OK".

#### 4.4.3 Editing a stamp

- Click " in the stamp's popup.

  You can also display it by right-clicking the stamp and clicking "Edit".
- 2 After editing the stamp's properties, click "OK".



#### 4.5 Attaching comments to files

This section describes how to add lnk annotations to TIFF, TIF, BMP, PNG, JPG, JPEG, or PDF files, and save the file with comments.

1 Select a file in the Work Area and click the "Preview" button.

The file is displayed in the "Preview" window.

2 Click "Drawing Mode" in the Toolbar.

A popup window will be displayed.

3 Adding comments to files

You can add comments using "Pen", "Text", or "Shapes".

4 Click "Save" to save the image.

Select "Overwrite and Save", "Save As", or "Save Temporarily".

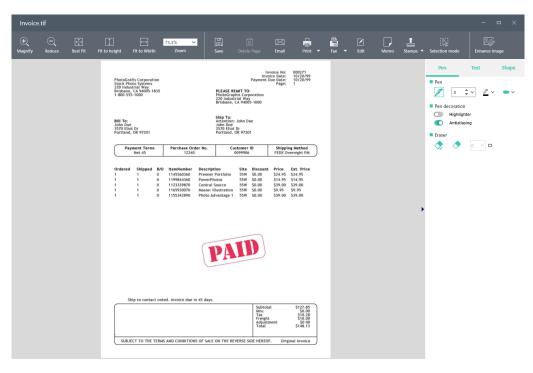
# **MPORTANT**

Once the file is saved, comments cannot be modified or deleted.

#### 4.5.1 Adding freehand comments

You can add comments to images and documents using a mouse, as if writing comments directly in documents by pen.

1 Click the "Pen" tab in the "Drawing Mode" popup window.



Click "Pen Drawing Mode" ( ) and set the pen thickness, color, etc.

Pen	"Pen Size":
	Lets you select the pen size from the drop-down list. The size can be
	entered in the text box or adjusted with ▲▼.
	"Pen Color":
	Lets you select the pen color from the drop-down list.
	"Terminating Shape":
	Click to select a round or square pen tip.
Pen decoration	"Highlighter":  When this option is clicked and enabled, the pen color will become semitransparent.  "Antialiasing":  By clicking and enabling this option, lines will be smoothed through antialiasing.
Eraser	This lets you delete comments added by pen.

# 3 Drawing lines and writing text freehand in the "Preview" window

You can draw lines by dragging.

#### 4.5.1.1 Deleting Lines Added by Pen

- 1 Click "Eraser".
- 2 Select eraser size from the drop-down list
- 3 Click or drag on a comment in the "Preview" window

When "Erase by Stroke" is selected in Step **1**, you can delete not only the clicked location but also a series of comments.

# **IMPORTANT**

Only comments added by "Pen" before saving can be deleted using "Eraser".

# 4.5.1.2 Adjusting Lines

You can select drawn lines to adjust their size and position.

- 1 Click "Selection mode" in the Toolbar.
- 2 Click a drawn line.

A box appears.

# 3 Adjusting Lines

You can drag the four corners or the center points of sides to adjust the size.

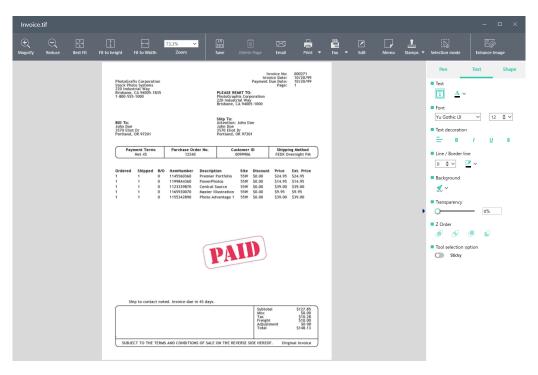
You can move the box by dragging an edge.

By right-clicking and selecting "Delete selected item", you can delete a selected line.

# 4.5.2 Adding text

You can add text to images and documents.

- 1 Click the "Text" tab in the "Drawing Mode" popup window.
- 2 Click "Text Insertion" ( and set the text thickness, color, decoration, etc.



Text	"Text Color":
	Lets you select the text color from the drop-down list.
Font	"Text Font":
	Lets you select the text font from the drop-down list.
	"Font Size":
	Lets you select text thickness from the drop-down list. The font size can
	be entered in the text box or adjusted with ▲▼.
Text decoration	"Text alignment":
	Lets you select the text alignment (left/center/right).
	"Bold":
	Makes text thicker.
	"Italic":
	Makes text slanted.
	"Underline":
	Draws a line under text.
	"Strikeout":
	Draws a line through the middle of text.

Line / Border	"Line size":
line	Lets you select text box line thickness from the drop-down list.
	"Line color, border line color":
	Lets you select text box line color from the drop-down list.
Background	"Background Color":
	Lets you select text box background color from the drop-down list.
Transparency	Lets you adjust a slider to set the text box transparency.
Z Order	This lets you change the layer order of the selected item.
Tool selection	When "Sticky" is enabled, text boxes can be inserted in succession.
option	

3 Click the text insertion position in the "Preview" window.

A text box is inserted.

4 Enter the text

#### ■ 4.5.2.1 Adjust the inserted text.

You can select the inserted text to adjust their position.

- 1 Click "Selection mode" in the Toolbar.
- 2 Click the inserted text.

A text box appears.

# 3 Adjust position and layer order

You can move the text box by dragging an edge.

(You can drag the four corners or the center points on sides to adjust the size of the text box, but the text will not expand/shrink to match.)

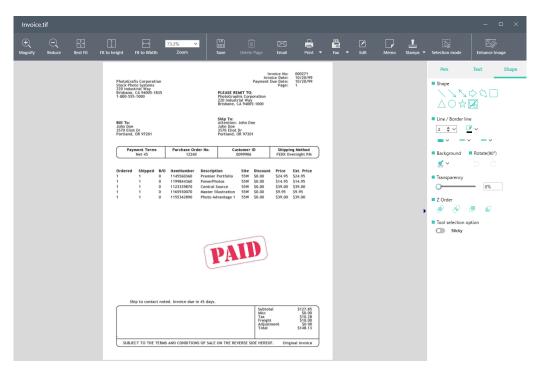
Click an icon for "Move 1 layer back", "Move to the foreground", etc. in "Z Order", to adjust the order of layering with other items. (You can also view this menu by right-clicking.)

By right-clicking and selecting "Delete selected item", you can delete the selected text box.

## 4.5.3 Adding shapes

You can add shapes like circles and squares to images and documents.

- 1 Click the "Shapes" tab in the "Drawing Mode" popup window.
- 2 Select a shape and set the line thickness, color, transparency, etc.



Shape	This selects a shape to draw.
Line / Border	"Line size":
line	This selects a line size from the drop-down list. The size can be entered
	in the text box or adjusted with ▲▼.
	"Line color, border line color":
	This selects text box line color from the drop-down list.
	"Line cap":
	This selects the terminating shape of the line.
	"Start Arrow" "End Arrow":
	This selects the shape of starting and terminating arrows.
Background	"Background Color":
	This lets you select the fill color for shapes other than lines.
Rotate (90°)	This lets you rotate a shape left or right (90°).
Transparency	This lets you adjust a slider to set the shape transparency.
Z Order	This lets you change the layer order of the selected item.
Tool selection	When "Leave tool selected" is enabled, shapes can be inserted in
options	succession.

3 Click the shape insertion position in the "Preview" window.

#### 4.5.3.1 Drawing a Shape Freehand

When "Draw Shape" ( ) is selected, you can draw shapes using the mouse.

- 1 Select "Draw Shape" (🔀) and set the line thickness, color, etc.
- 2 Draw a shape with the mouse on the preview image

Draw shapes with the ease of a pen stroke by dragging the mouse.

Five shapes can be recognized: lines, circles, triangles, rectangles, and stars.

#### 4.5.3.2 Adjust a drawn shape.

You can select drawn shapes to adjust their size and position.

- 1 Click "Selection mode" in the Toolbar.
- 2 Click a drawn shape.

The shape is surrounded by a box and is selected.

#### **3** Adjust position and layer order

You can drag the four corners or the center points of sides to adjust the size.

You can move the box by dragging an edge.

Click an icon for "Move 1 layer back", "Move to the foreground", etc. in "Z Order", to adjust the order of layering with other items. (You can also view this menu by right-clicking.)

You can click "Rotate Left" or "Rotate Right" in "Rotate (90°)" to rotate the image.

By right-clicking and selecting "Delete selected item", you can delete the selected shape.

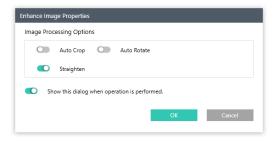
# 4.6 Image processing

This section describes image processing to remove unnecessary specks and white space, and automatically correct image orientation.

- Select a file in the Work Area and click the "Preview" button.

  The file is displayed in the "Preview" window.
- Click "Image processing" in the Toolbar.

  The "Enhance Image Properties" window appears.
- 3 Set the details of image processing



"Enhance Image Properties" window

Auto Crop	This detects the margins of images and crops unnecessary portions.  Applicable file formats are TIFF, JPEG, and PDF created with a SHARP multifunctional peripheral (image PDF, PDF/A-1a, PDF/A-1b in Version 1.7 or earlier. Excepting for special PDFs such as encrypted PDFs and highly compressed PDFs).
Straighten	This automatically straightens pages.  Applicable file formats are TIFF, BMP, JPEG, PNG, and PDF created with a SHARP multifunctional peripheral (image PDF, PDF/A-1a, PDF/A-1b in Version 1.7 or earlier. Excepting for special PDFs such as encrypted PDFs and highly compressed PDFs).
Auto Rotate	This detects the orientation of text on the scanned page and automatically rotates the page.  Applicable file formats are TIFF, BMP, JPEG, PNG, and PDF created with a SHARP multifunctional peripheral (image PDF, PDF/A-1a, PDF/A-1b in Version 1.7 or earlier. Excepting for special PDFs such as encrypted PDFs and highly compressed PDFs).

If "Display this dialog during operation" is clicked and disabled, further image processing will proceed without the window appearing.



#### Click "OK".

After processing, the file is saved.

While the above describes operations from the "Preview" window, you can also perform the same image processing by selecting a file displayed in thumbnail view and clicking "Image Processing" in Output Zone, or by dragging the thumbnail view and dropping it on "Image Processing" in Output Zone.

# **MPORTANT**

- Image processing cannot be applied to the following files.
  - PDF files created without a SHARP multifunctional peripheral
  - Encrypted PDF files
  - Compact PDF files
  - LZW compressed files
  - Image files with different vertical and horizontal resolutions, such as fax files
- Performing image processing in preparation for "Chapter 5 Converting Images to Text" may improve the recognition rate of text.

# Chapter

5

## **Converting Images to Text**

With Sharpdesk, you can extract text from image files using the optical character recognition (OCR) function. You can embed extracted text into image PDFs, search for text, and copy and paste into other applications.

This chapter explains how to configure and use OCR with Sharpdesk.

#### 5.1 About OCR

Scanning a printed page or text strings drawn in image data, and converting these to text data, is known as optical character recognition (OCR).

With Sharpdesk, you can convert character strings contained in images in TIFF, TIF, BMP, JPEG, JPG, PNG, GIF, XPS, PDF created with a SHARP multifunctional peripheral (image PDF, PDF/A-1a, PDF/A-1b in Version 1.7 or earlier, and excepting for special PDFs such as encrypted PDFs and highly compressed PDFs) into Text PDFs.

#### 5.1.1 Improving the text recognition rate

The text conversion accuracy is dependent upon the quality of the original scanned image. Text characters in low-quality faxes or handwritten documents cannot be deciphered by the character recognition engine, and may not be correctly converted.

In addition, even with printed documents created on a PC, similar-looking characters may be recognized incorrectly.

#### **MPORTANT**

- The OCR function cannot be applied to the following files.
  - PDF files created without a SHARP multifunctional peripheral
  - Encrypted PDF files
  - Compact PDF files
  - LZW compressed files
  - Image files with different vertical and horizontal resolutions, such as fax files
- The OCR function is unable to read images with resolution coarser than 75 dpi or finer than 600 dpi. Please use images with resolution of about 300 dpi.
- Performing image processing may improve the text recognition rate.

## 5.2 Setting OCR Options

You can set the reading language and miscellaneous when converting to Text PDF.

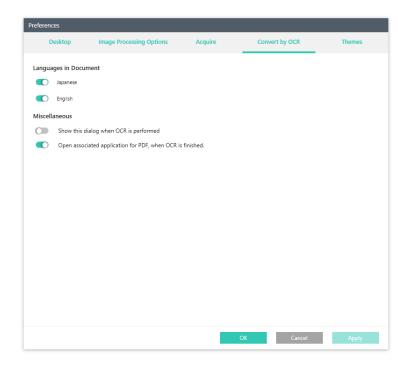
1 Click "Preferences" in the Output Zone Bar.

The "Preferences" window appears.

2 Click the "Convert by OCR" tab.

The "Settings" window appears.

3 Change the settings and click "OK".



**Convert by OCR Tab** 

#### 5.2.1 Setting the document language

This sets what language the OCR engine uses to process the text strings in the image.

Click a language displayed in "Document Language" to enable the language you want to recognize when reading in data.

#### 5.2.2 Set the "OCR Properties" window to not appear

The "OCR Properties" window appears whenever OCR operations are started in Sharpdesk. If you do not want the window to appear every time, disable it by clicking "Display this dialog while executing OCR".

The "Properties" screen will no longer be displayed during OCR, but this can be reset from "Preferences" in the Output Zone Bar.

#### 5.2.3 **Setting Application Launch**

When "Open associated application for PDF, when OCR is finished". is enabled, after OCR processing the generated file will open in an application that allows reading and editing.

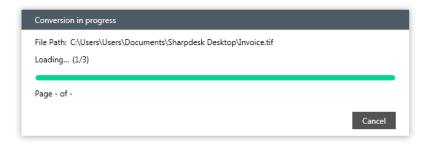
If the setting is disabled, the generated file will be saved and OCR processing will end.

#### 5.3 Reading in text from text strings in images

This function reads in text strings in images, and converts them to text data.

- 1 In Sharpdesk, select the image you want to convert in the Sharpdesk Work Area.
- 2 Drag and drop the file to "OCR" in the Output Zone Bar.

The "Conversion in progress" dialog appears.



#### "Conversion in progress" Dialog

(If the "Show this dialog when OCR is performed" option is enabled, the "OCR Properties" dialog will appear first.) The "Conversion in progress" dialog shows the name of the file being converted and the progress of the job.

Once OCR conversion ends, the dialog automatically closes. If the "Open associated application for PDF, when OCR is finished" option is enabled, the file will be shown in an appropriate application. To cancel OCR conversion, click "Cancel".

# Chapter

6

# Organizing Documents and Images

Sharpdesk Composer lets you combine documents and images of differing formats into a single file, and output the file to a PDF file or rearrange the pages in the file. For example, you could combine a Microsoft Word file and a Microsoft Excel file into a PDF file, then use Sharpdesk to print the output PDF file or send it as an email attachment.

This chapter explains file formats supported by Sharpdesk Composer, and how to edit and output files using Sharpdesk Composer.

#### 6.1 Launching Sharpdesk Composer

You can launch Sharpdesk Composer through the following steps.

#### 1 Click the "Sharpdesk Composer" icon in the Sharpdesk Output Zone Bar.

You can also start Sharpdesk Composer as follows.

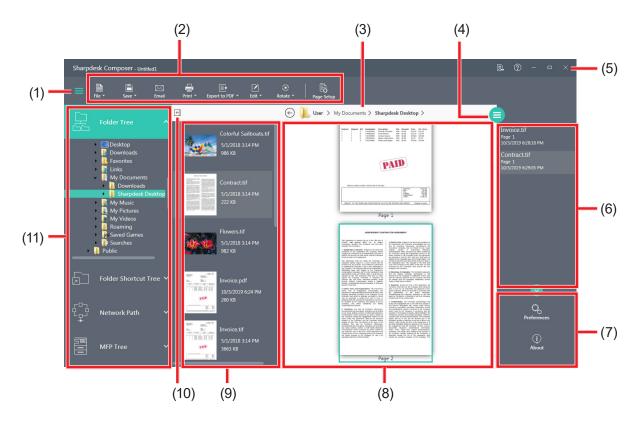
Select "Sharpdesk" under "All Apps" in the "Start" window, and click "Composer".

#### **MPORTANT**

When the "License Activation" window appears, perform license activation.

See "1.3 License Activation" in the Setup Guide.

#### 6.1.1 About the Sharpdesk Composer screen



- (1) Expand/Collapse Folders button
- (2) Toolbar
- (3) The path of the displayed folder
- (4) Show/Hide Reference Area button
- (5) Title Bar
- (6) Reference Area

- (7) Reference Area Options Panel
- (8) Work Area
- (9) Thumb View Area
- (10) Show/Hide button for Thumb View Area
- (11) Folder Navigation Bar

Folder Navigation Bar	In the same manner as the Folder Navigation Bar in the Sharpdesk Main window, the Folder Tree, Folder Shortcut Tree, etc. are shown (with the exception of "Sharpdesk Desktop" and "Recently Received Files").  When a folder is selected, the Thumb View Area appears next to it, and the
Work Area	files become selectable.  The Work Area lets you create and arrange the pages of the final document. The Work Area displays pages as thumbnail images, similar to Sharpdesk. Thumbnails are displayed in portrait or landscape orientation, based on their original print settings.
Reference Area	Pages are displayed and printed in the order of left to right, top to bottom.  Clicking the "Show/Hide" button (a) displays Reference.  Details (document name, numbers of pages, date and time of creation) of
Toolbar	all of the source files that were used to create files displayed in the Work Area are displayed.  You can rename a document by double clicking on the document name.  This displays the isone for tools for working with files, such as "Open".
Toolbar	This displays the icons for tools for working with files, such as "Open", "Save", "Print", and tools for working with pages, such as "Copy" and "Rotate".
Title Bar	You can view license information and Help, maximize/minimize windows, and more.

#### 6.1.2 Viewing License Information

Click the License Information icon (a) in the Title Bar to view the "License Information" window. The license information displayed is the same as Sharpdesk license information.

#### 6.1.3 Displaying Online Help

Click on the Help icon ( ) in the Title Bar to display Online Help in a separate window. Use this when you have questions about usage, etc.

#### 6.1.4 Displaying version information

- 1 Click "About" in the Reference Area Options Panel.

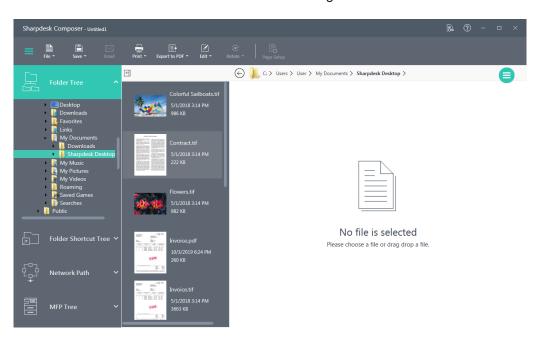
  Version information for Sharpdesk Composer is displayed.
- Click "OK".

#### 6.2 Organizing Documents and Images in the Sharpdesk Composer

Sharpdesk Composer lets you combine documents and images of multiple file formats into one file. The single combined file is saved as a Sharpdesk Composer file (.SDF or .PDF format).

# 1 From the Folder Navigation Bar of Sharpdesk Composer, select the folder where the files to be gathered are saved

The Thumb View Area is shown next to the Folder Navigation Bar.



#### 2 Drop files shown in the Thumb View Area into the Work Area

After the files are automatically opened in the associated application, they are printed and the files' pages are read in.

You can also drag and drop files from Windows Explorer to the Sharpdesk Composer Work Area to read in the files.

#### **MPORTANT**

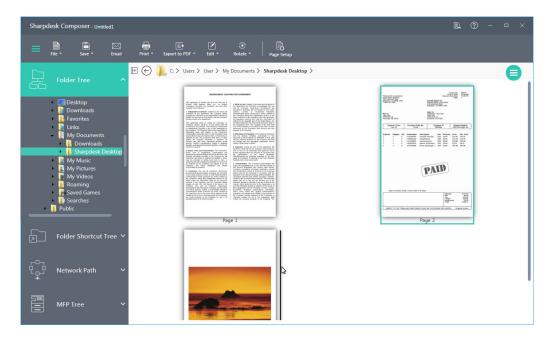
- Depending on the file types, the associated applications may not support drag and drop.
   In that case, open the file with its associated application and print it using the Sharpdesk Composer printer driver.
- If the file was dragged and dropped, the application's set paper size and orientation will be used. To change print settings for an individual file, open the file with its associated application and print it using the Sharpdesk Composer printer driver.

Drag and drop files until the required pages have been collected.

You can also select and add files from "File" - "Add" in the Toolbar.

#### 3 Edit the pages

You can reorder or rotate pages.



4 Click "Save" in the Toolbar to save the document.

Select "Save" or "Save As" to save the file.

You can save the collected documents and images as a single PDF file. See "6.2.3 Exporting to PDF" for details.

#### 6.2.1 Selecting files to collect in Sharpdesk

You can select files in Sharpdesk and launch Sharpdesk Composer.

- 1 Select the files in the Sharpdesk Work Area
- 2 Click the "Composer" icon in the Output Zone Bar.

Sharpdesk Composer opens, and the file pages are combined.

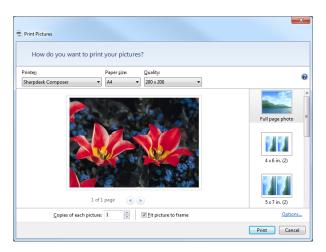
You can also select multiple files to be combined in the Sharpdesk Work Area and drag and drop them on the "Composer" icon to combine the files' pages.

#### 6.2.2 Reading pages into the Sharpdesk Composer from application printing

You can read pages from applications other than Sharpdesk (e.g., Microsoft Word) into Sharpdesk Composer through the following steps.

1 Select the "Print" command from your current work application.

A screen similar to the one below will appear. (Appearance will differ by OS and by application used.)



"Print" window

- 2 Select "Sharpdesk Composer" as the target printer
- 3 Click "OK" or "Print".

(This will differ by application used.)

Even if Sharpdesk Composer is not running, it will automatically launch and the new pages will be added to a document named "Untitled1.sdf". If Sharpdesk Composer is running and some pages are displayed in the Work Area, the new page(s) will be added to that file.

4 Continue inserting pages into Sharpdesk Composer until the required pages are collected

Use Sharpdesk Composer to delete a portion of the pages or re-order pages, and complete the file.

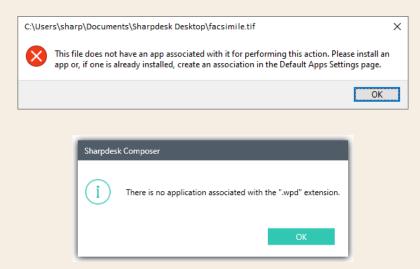
If you have inserted pages into Sharpdesk Composer through printing from an application and wish to correct the page orientation, etc., click "Properties" in the application's "Print" window, change the settings, and print again. (The page orientation can be rotated using the editing features of Sharpdesk Composer.)

#### **MPORTANT**

To print or drag and drop a file to Sharpdesk Composer, the file's associated application must support the "Print To" command. If the selected file's associated application does not support the "Print To" command and the file is printed to Sharpdesk Composer, the following message will appear:



If the selected file (e.g., .WPD or .JPG format) is not associated with an application and the file is opened by drag and drop from Windows Explorer or opened using "Add" in Sharpdesk Composer, either of the following messages will appear:



In these cases, ensure that the file is associated to an application that supports print commands.

#### 6.2.3 Exporting to PDF

You can export an opened Sharpdesk Composer file (.SDF format), or documents or images currently collected in the Sharpdesk Composer Work Area, as a single PDF file.

- In the Work Area, display the documents and images to be exported to PDF Complete any page re-ordering, rotation, etc. in advance.
- 2 Click "Export to PDF" in the Toolbar.
- 3 Select a PDF conversion method.

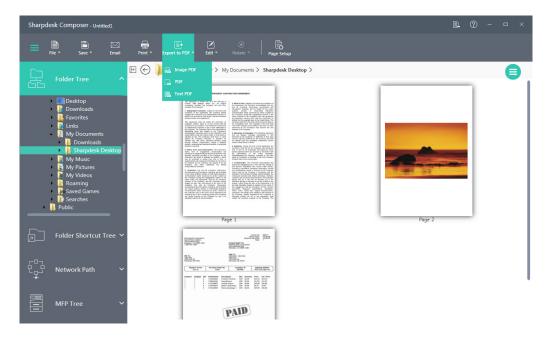


Image PDF	This creates an image PDF file from the current Sharpdesk
	Composer document. See "8.2.2 Setting Export Options" for
	details of resolution settings, etc.
PDF	This uses Acrobat Distiller installed on the PC to generate a PDF
	file from the current Sharpdesk Composer document.
	This option is enabled only when Acrobat Distiller is installed on
	the PC.
Text PDF	This uses Sharpdesk's OCR to generate a Text PDF from the
	current Sharpdesk Composer document.

#### 4 Add a name and save

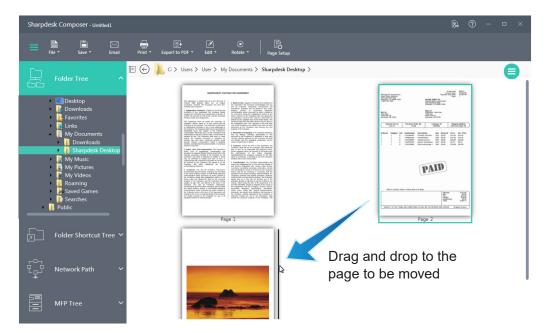
The file is converted to PDF and exported.

#### 6.3 Editing the combined pages

Working with Sharpdesk Composer is easy. Once your source documents have been loaded into the work area, you can use the mouse or options from the toolbar to delete or re-order pages to create your new document.

#### 6.3.1 Working with Pages

 You can re-order pages as you like just by dragging and dropping them in the Sharpdesk Composer Work Area. To drop a page in the Work Area, release the mouse button at the location where the page is to be inserted.



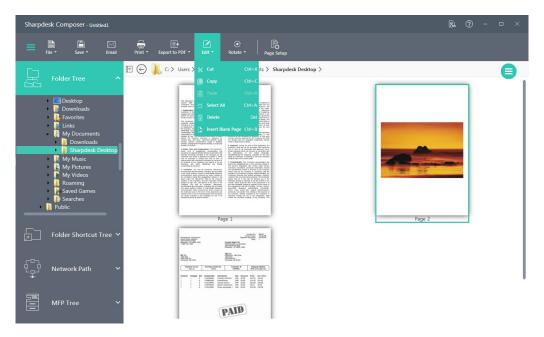
- You can also move a page using the "Cut" and "Paste" options. Click on the page to move, and select the "Cut" option from the "Edit" menu in the Toolbar. Click on the page before the location where you want to insert the cut page, and click the "Paste" option from the "Edit" menu. These commands can also be displayed by clicking the right mouse button on a page.
- To insert a blank page, select the "Insert Blank Page" option from the "Edit" menu, or right-click the page before the location to insert the blank page, and select the "Insert Blank Page" option.

#### 6.3.2 Deleting Pages

Pages can be deleted from the Work Area through the following steps.

- Click the page to be deleted.

  You can use the "Ctrl" and "Shift" keys to select and delete multiple items.
- 2 Click "Delete" from the "Edit" menu in the Toolbar.



Alternately, press the "Delete" key on the keyboard. You can also right-click the selected page and select the "Delete" option to delete. A message confirming the deletion appears.

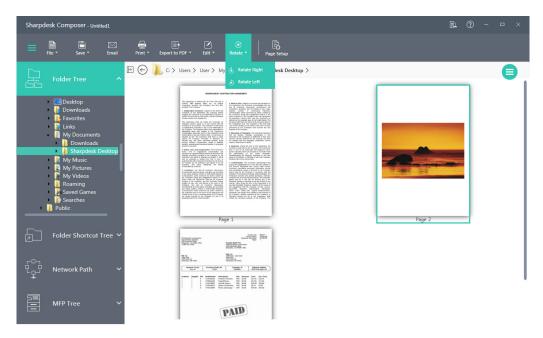
3 Click "OK" to delete the selected page.

#### 6.3.3 Rotating Pages

Pages can be rotated through the following steps.

- Click the page to rotate.

  You can use the "Ctrl" and "Shift" keys to select and delete multiple items.
- 2 Click "Rotate Right" or "Rotate Left" from the "Rotate" menu in the Toolbar.



The selected page rotates.

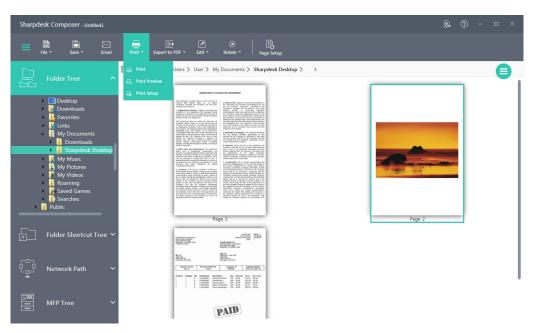
#### 6.3.4 Printing collected documents and images

You can print collected documents and images.

When headers and footers have been set, you can use "Print preview" to confirm that they do not overlap.

See "6.4 Configuring Headers and Footers" for details of headers and footers.

1 Click "Print" in the Toolbar.



#### ■ 6.3.4.1 Displaying the Print Preview

#### 1 Click "Print Preview".

A preview of the page selected in the Work Area is displayed.

• You can also display the preview by double-clicking the page's thumbnail in the Work Area.



Print	This prints the displayed document.
Prev/Next	This displays the previous and next pages.
Magnify/Reduce/Best Fit/Fit To	This scales the preview display up or down.
Width/Zoom	

2 Click the "Close" (≥)) icon at the top right of the "Preview" window to close it.

#### ■ 6.3.4.2 **Printing**

1 Click "Print".

The "Print" window appears.

2 Click "OK".

The collected documents and images are printed.

#### ■ 6.3.4.3 Configuring printing

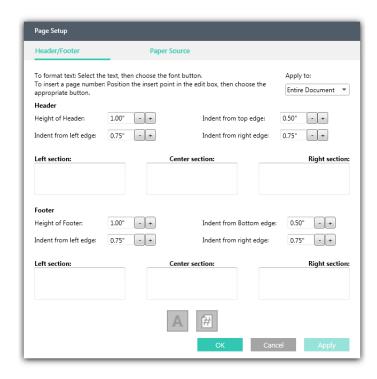
You can click "Print Settings" to set paper size, print orientation, etc.

#### 6.4 Configuring Headers and Footers

Headers and footers are the white bands situated at the top and bottom of a printed page. As headers and footers overwrite any display in the print area, set these so as not to overlap text or images related to the content.

This section describes the steps for setting headers and footers on the combined pages.

- 1 Click "Page Settings" in the Toolbar.
- 2 Click the "Header/Footer" tab.



## 3 Configure headers

Height of Header	This lets you set the distance from the top edge of the paper to
. reigni er i rediae.	the bottom of the header.
Indent from top edge	This lets you set where the first line of printed text in the header is positioned from the top of the paper. Set this to a value smaller than the height of the header.
Indent from left edge / Indent from right edge	This lets you set where the first and last printed characters are positioned from the left and right edges of the paper, respectively.
Left section	Text entered in the text box will be printed, left justified, from the position set for the left edge.  • To change the size of text  1 Click the text box.  2 Click the "Font" icon (A).  3 Change the font, size, etc. and click "OK".  • To print page numbers  1 Click the text box.  2 Click the "Page Number" icon (A).  Pages will be automatically numbered.
Center section	Text entered in the text box will be printed, center justified, from the center of the page.  Details of text entry are the same as for the left side.
Right section	Text entered in the text box will be printed, right justified, from the position set for the right edge.  Details of text entry are the same as for the left side.

## 4 Configure footers

Height of Footer	This lets you set the distance from the bottom edge of the paper
	to the top of the footer.
Indent from Bottom edge	This lets you set where the first line of printed text in the footer is positioned from the bottom of the paper. Set this to a value
	smaller than the height of the footer.
Indent from left edge /	This lets you set where the first and last printed characters are
Indent from right edge	positioned from the left and right edges of the paper, respectively.
Left section	Text entered in the text box will be printed, left justified, from the
	position set for the left edge. Details of text entry are the same as
	for headers.
Center section	Text entered in the text box will be printed, center justified, from
	the center of the page.
	Details of text entry are the same as for headers.
Right section	Text entered in the text box will be printed, right justified, from the
	position set for the right edge. Details of text entry are the same
	as for headers.

## 5 Select the target of settings

Entire Document	Settings will be applied to the entire document.
Selected Pages	Settings will be applied to the selected pages. (This appears only
	when pages are selected.)
This page forward	Settings will be applied from the selected page onward. (This
	appears only when pages are selected.)

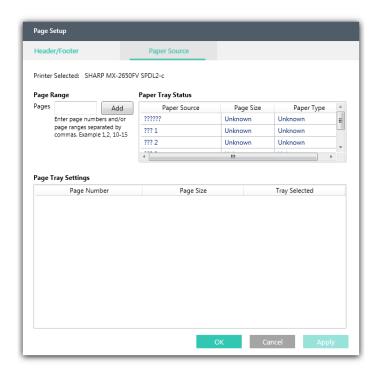
#### 6 Click "OK".

The settings will be temporarily applied to the currently open file. To save the applied content, save the currently open file.

#### 6.5 Setting the Paper Source

The "Paper Source" tab of the "Page Setup" dialog displays the following settings for the printer.

- 1 Click "Page Settings" in the Toolbar.
- 2 Click the "Paper Source" tab.
- 3 Setting the Paper Source



"Paper Source" tab

#### **MPORTANT**

The page source settings are valid only for this printer. To change the printer associated with Sharpdesk Composer, use the Control Panel to change the printer that is set as the default printer, then set "Paper Source" options.

Printer Selected The cu	rrent printer set on the PC is displayed.
display in "Pap Howev and pa does si	aper trays available on the current printer set on the PC are red in "Paper Source". The paper size in each tray is displayed per Size" and the paper type is displayed in "Paper Type". The printer does not support the provision of paper size aper type, this information will not be displayed. If the printer support paper trays, paper sizes, and paper types, it may be surable from the front panel on the printer.

Page Range	This selects pages to be associated with specific paper trays. Enter the page numbers or page ranges, separated by commas. For example, specifying "1, 2, 10-15" will select pages 1, 2, 10, 11, 12, 13, 14, and 15.	
Add	Clicking "Add" will apply values to the "Tray Settings" for the selected pages. Even if pages are selected, the settings will not be applied until "Add" is clicked.	
Page Tray Settings	Clicking the "Add" button will display the page number and page size in "Page Tray Settings". By default, "Auto Paper Feed" is displayed for all pages.  The association between pages of a Sharpdesk Composer documents and the paper tray selected for each page is displayed in "Page Tray Settings".  You can select trays by clicking on the respective trays in "Selected Tray". A drop down list is shown with a list of trays available for "Selected Printer".	
	Page Tray Settings       Page Number     Page Size     Tray Selected	
	"Page Tray Settings" window	

#### 4 Click "OK".

The settings will be temporarily applied to the currently open file. To save the applied content, you must save the currently open file.



Only the settings for pages that are not "Auto Feed" are applied to the file.

## 6.6 Attaching Files to Email

You can attach Sharpdesk Composer documents to email messages through the following steps.

- To attach Sharpdesk Composer documents to email messages, Microsoft Outlook must be installed and configured on the PC.
- Select the "Attach to Email" option on the Toolbar. The email program will automatically launch, and a PDF file will be inserted as an attachment.

# Chapter

# **Sharing Documents and Images**

You can easily print files managed in Sharpdesk, or send the files by PC-FAX or as email attachments, just by dragging and dropping them from the Work Area to the Output Zone Bar icon. You can also open files in preregistered applications.

This chapter explains how to output, work with, and share files from the Sharpdesk Output Zone Bar.

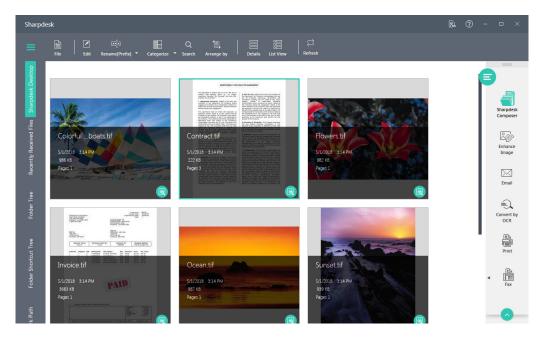
#### 7.1 Attaching Documents and Images to Email

In the Work Area, you can attach documents and images to email messages through the following steps.

#### **MPORTANT**

To attach documents to email messages, Microsoft Outlook must be installed and configured on the PC.

- 1 Click a thumbnail in the Work Area to select it.
- 2 Click "Email" in the Output Zone Bar.



The email program will automatically launch, and the file will be inserted as an attachment. You can also attach a file to email by dragging and dropping it onto "Email".

## 7.2 Printing Documents and Images

In the Work Area, you can print documents and images through the following steps.

- 1 Click a thumbnail in the Work Area to select it.
- 2 Click "Print" in the Output Zone Bar.

You can also print a file by dragging and dropping it onto "Print".

#### 7.3 Faxing Documents and Images

In the Work Area, you can send a selected file to the fax driver through the following steps.

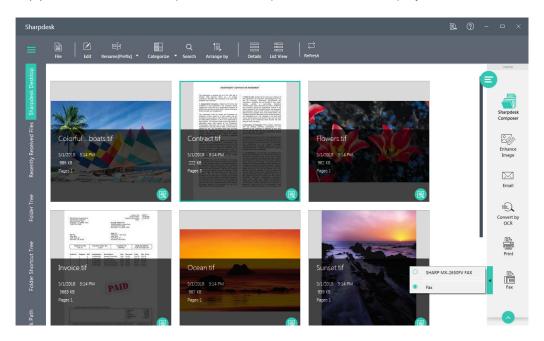
- 1 Click a thumbnail in the Work Area to select it.
- 2 Click "Fax" in the Output Zone.

Sharpdesk opens the file in the associated application, and sends the file to the selected fax driver.

You can also fax a file by dragging and dropping it onto "Fax".

#### 7.3.1 Selecting a fax driver

Clicking the ( ) button of the "Fax" option in the Output Zone Bar will display installed fax drivers.



Fax menu

By default, the fax driver installed first will be selected.

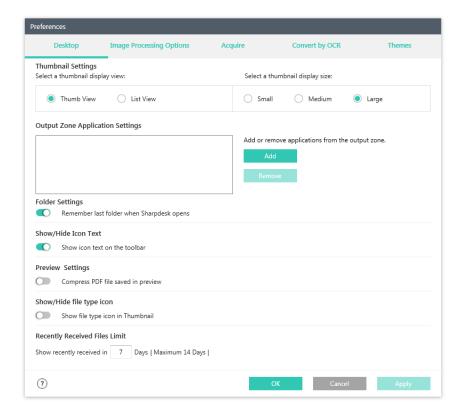
#### 7.4 Opening Documents and Images with a Specified Application

By registering an application in advance in the Output Zone Bar, you can easily open files in the Work Area with that application.

#### 7.4.1 Registering an application

You can register an application installed on the PC in the Sharpdesk Output Zone Bar through the following steps.

- 1 Click "Preferences" in the Output Zone Bar.
- 2 Click the "Desktop" tab.
- 3 Click "Add" in "Output Zone Application Settings".



The "Add application" window appears.

4 Click "Browse".

The "Select application" window appears.

5 Select the application's executable file and click "Open".

The path of the executable file is shown in "Location of application".

The name of the application is shown in "Application name".

- If you wish to rename the application, overwrite the text in the text box.
- 6 Click "OK".

The application added to "Output Zone Application Settings" is displayed.

#### 7 CI

#### Click "OK".

The application is registered.

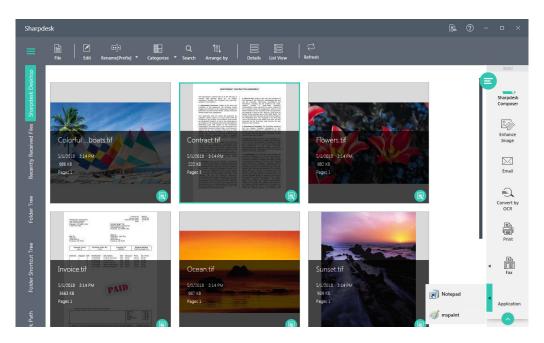
Multiple applications can be registered.

 To delete a registered application, select the application displayed in "Output Zone Application Settings" and click "Delete".

#### 7.4.2 Selecting an application

When multiple applications have been registered in the Output Zone Bar, switch applications before use.

Clicking the ( ) button of the "Application" option in the Output Zone Bar will display installed applications.



Click and select the application you want to use.

#### 7.4.3 Opening files in a specific application

You can open documents and images in a registered application through the following steps.

- 1 Click a thumbnail in the Work Area to select it.
- Click "Application" (the icon of an application registered in advance) in the Output Zone Bar.

The file opens in the registered application.

You can also open a file by dragging and dropping it onto "Application".

# Chapter

8

# **Changing Preferences**

You can customize Sharpdesk for convenience and ease of use by configuring its settings.

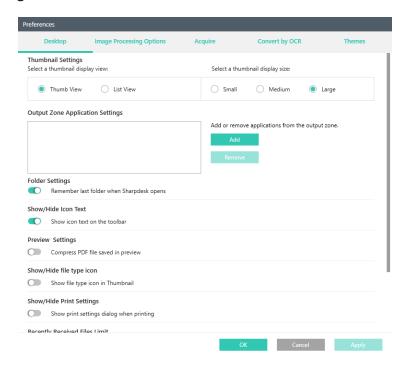
This chapter explains the settings of Sharpdesk and how to configure them.

## 8.1 Changing Sharpdesk Preferences

#### 8.1.1 Configuring the Desktop Display

Sharpdesk lets you customize the Desktop according to your preferences.

- 1 Click "Preferences" in the Output Zone Bar.
- 2 Click the "Desktop" tab.
- 3 Change settings



"Desktop" tab

Thumbnail	You can set whether files in the Work Area are displayed in "Thumbnail
Settings	view" or "List view".
	If this has been set to "Thumbnail view", you can set the size of the
	thumbnails.
Output Zone	You can add applications to, or delete applications from, the Output Zone
Application	Bar.
Settings	See "7.4 Opening Documents and Images with a Specified Application"
	for details.
Folder Settings	If "Remember last folder when Sharpdesk opens" is disabled, the
	Sharpdesk Desktop folder is displayed any time Sharpdesk is launched.
Show/Hide Icon	If "Show text of icons in Toolbar" is disabled, text will not be shown in the
Text	Toolbar.

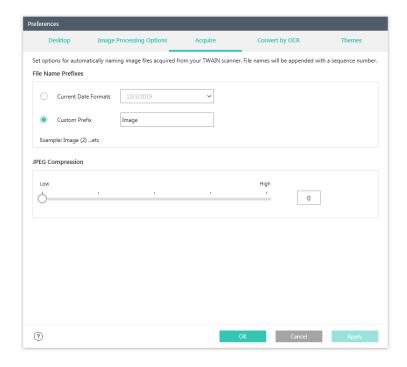
Draviau Cattings	VA/Is are and accompanied to a different in the UD received with above in accordance in
Preview Settings	When a document modified in the "Preview" window is saved while
	"Compress PDF file saved in preview" is enabled, the data is compressed
	to reduce the data size.
Show/Hide file	When "Show file type icon in Thumbnail" is enabled, the icon of the
type icon	application associated with the file is shown on the thumbnail.
Show/Hide Print	If "Show print settings dialog when printing" is enabled, the printer's
Settings	settings dialog box is displayed when printing from the Work Area or
	"Preview" window.
Recently	Allows you to set the time limit for displaying recently received file(s).
Received Files	See "2.3.2.1 Set the time period for displaying Recently Received Files"
Limit	for details.
Restore Default	Allows you to restore the Sharpdesk application settings to the default
Settings	settings.



#### 8.1.2 Setting Scanning Options

You can change how newly scanned images are named, and change the JPEG compression ratio, through the following steps.

- 1 Click "Preferences" in the Output Zone Bar.
- 2 Click the "Acquire" tab.
- 3 Change the image scanning settings.



"Acquire" tab

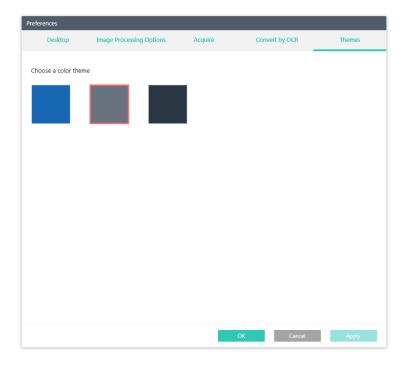
- To use the date as the name for new scanned images, click the "Current Date Formats" radio button, and select a date display format from the drop-down list.
- To use an arbitrary text string as the name for new scanned images, click the "Custom Prefix" radio button and enter the preferred name.
- To set the JPEG compression ratio used when scanning images, move the slider to the desired ratio. Generally, higher compression lowers the image quality. If the JPEG compression ratio is set to 0%, the image will be saved as an uncompressed TIFF file.
- 4 Click "OK".

#### 8.1.3 Changing the Color Theme

By default, the Sharpdesk window uses the "Gray" color theme.

You can change the color theme through the following steps.

- 1 Click "Preferences" in the Output Zone Bar.
- 2 Click the "Themes" tab.
- 3 Select the "Blue" or "Black" color theme.



- 4 Click "OK" or "Apply".
  - 8.1.4 **About**
- 1 Click "About" in the Output Zone Bar.

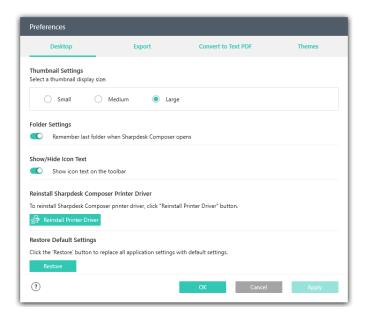
  Version information for Sharpdesk is displayed.
- 2 Click "OK".

## 8.2 Changing Sharpdesk Composer Preferences

#### 8.2.1 Configuring the Desktop Display

The Sharpdesk Composer Desktop can be customized according to users' preferences.

- 1 Click "Preferences" in the References options.
- 2 Click the "Desktop" tab.
- 3 Settings for Controlling the Desktop Display



"Desktop" tab

Thumbnail Settings	Size can be selected from among "Large", "Medium", and "Small".
Folder Settings	When "Remember last folder when Sharpdesk opens" is disabled,
	the Sharpdesk Desktop folder is always shown when Sharpdesk
	Composer is launched.
Show/Hide Icon Text	If "Show text of icons in Toolbar" is disabled, text will not be shown in
	the Toolbar.

#### ■ 8.2.1.1 Reinstalling the Printer Driver

You can reinstall the Sharpdesk Composer printer driver from "Desktop" in "Preferences".

- 1 Click "Reinstall Sharpdesk Composer printer driver".
  The printer driver is reinstalled.
- 2 Click "OK".

#### ■ 8.2.1.2 Restoring the Default Settings

You can restore the Sharpdesk Composer application settings to the default settings by clicking "Restore" button.

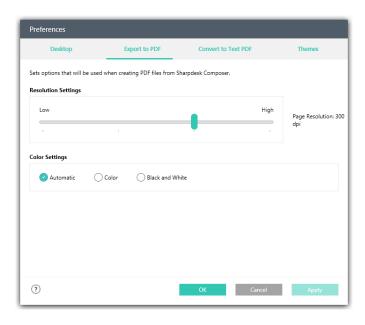
#### 8.2.2 Setting Export Options

From Sharpdesk Composer, you can convert Sharpdesk Composer format (.SDF) files to Adobe Acrobat format (.PDF) files, and save them as Text PDF or image. If Adobe Acrobat Distiller (version 11.0 or later) is installed on the PC, Sharpdesk Composer can also create PDF files using the Acrobat Distiller driver.

#### **MPORTANT**

If your PC's memory is limited, considerable time may be required to convert large images to 300dpi PDF files. Also, sending files converted to 300dpi PDF files may strain the resources of the sender's or the recipient's email application, or may exceed size restrictions placed on email attachments by the Internet service provider. In such cases, you can avoid the issues by changing the export resolution settings to lower resolution.

- 1 Click "Preferences" in the References options.
- 2 Click the "Export to PDF" tab.
- 3 Setting Export Options



**Export Resolution Settings** 

Resolution Settings	This lets you adjust a slider to set the resolution between 150 dpi and 600 dpi.
	Higher resolution results in a larger file size.
Color Settings	"Automatic"
	This retains the color information of the original file's pages.
	(Color pages are exported in color, and black and white pages are
	exported in black and white.)
	"Color"
	All pages will be exported in color.
	"Black and White"
	All pages will be exported in black and white.

4 Click "OK".

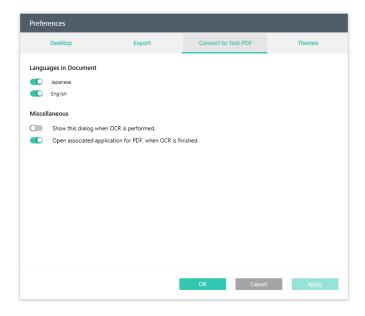


"Resolution Settings" and "Color Settings" are not applied to "PDF format" options that use Acrobat Distiller.

#### 8.2.3 Changing Settings for Conversion to Text PDF

This sets the document language for conversion to Text PDF and sets automatic rotation of pages.

- 1 Click "Preferences" in the References options.
- 2 Click the "Convert to Text PDF" tab.
- 3 Change the settings and click "OK".

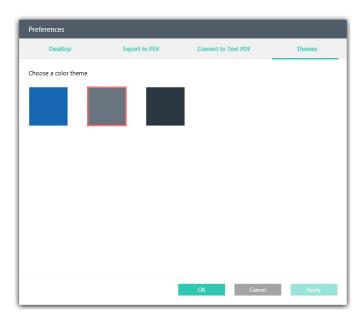


#### 8.2.4 Changing the Color Theme

By default, the Sharpdesk Composer window uses the "Gray" color theme.

You can change the color theme through the following steps.

- 1 Click "Preferences" in the References options.
- 2 Click the "Themes" tab.
- 3 Select the "Blue" or "Black" color theme.

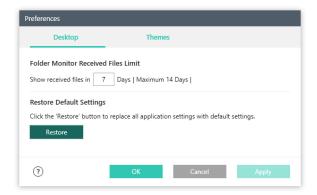


## 8.3 Changing Network Scanner Tool Preferences

#### 8.3.1 Configuring the Desktop Display

Network Scanner Tool lets you customize the Desktop according to your preferences.

- 1 Click "Preferences" in the References options.
- 2 Click the "Desktop" tab.
- 3 Settings for Controlling the Desktop Display



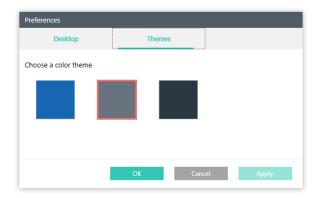
Folder Monitor	Allows you to set the time limit for displaying recently received file(s).
Received Files	See "2.3.2.1 Set the time period for displaying Recently Received Files"
Limit	for details.
Restore Default	Allows you to restore the Network Scanner Tool application settings to
Settings	the default settings.

#### 8.3.2 Changing the Color Theme

By default, the Network Scanner Tool window uses the "Gray" color theme.

You can change the color theme through the following steps.

- 1 Click "Preferences" in the References options.
- 2 Click the "Themes" tab.
- 3 Select the "Blue" or "Black" color theme.



# Chapter

9

# **Appendix**

## 9.1 Glossary

The following terms and definitions can assist you when working with Sharpdesk.

DPI	Dots per inch. A unit of measurement for indicating a printer's resolution.
Graphic	A written, printed, or electronically displayed symbol or drawing. Also, characters or text that have been generated by a computer graphics application program.
Output Zone Bar	You can print, fax, or email files, or quickly perform image processing or OCR, with the Sharpdesk Toolbar.
TWAIN	TWAIN is both a protocol and an application programming interface (API). With TWAIN, you can directly scan images from a variety of sources without switching applications. (Examples: Scanners, video capture boards, digital cameras, and other imaging equipment) This provides compatibility between scanning devices and the applications installed in a PC by serving as the liaison between hardware and software. The TWAIN industry standard was developed by the TWAIN working group.
Landscape Orientation	This refers to a document or image oriented lengthwise on the page. The term is derived from landscape paintings, which are usually presented in horizontal format.
Portrait Orientation	This refers to a document or image oriented vertically on the page (letter style). It is the opposite of landscape orientation.
Printer Driver	Software that sends printing instructions to a printer. The printer driver controls the printer settings and the code that composes the program required to configure the printer.
Sharpdesk	A file created by Sharpdesk Composer (with file extension .SDF).
Composer Document	The files can be opened and edited using Sharpdesk Composer.
Scanners	This documents refers to Sharp multifunctional peripherals as "scanners."
Profile name	The name that appears on the scanner's control panel that refers to other settings in the destination profile. A profile is normally selected by name before document scanning.
IP address or host name	This IP address or host name is used to identify PCs operating Network Scanner Tool.
Port number	This number is used to connect Network Scanner Tool to your PC. The default is 4687. If this number is changed on the web page, confirm that the change is also made to Network Scanner Tool configuration on PCs that will receive scanned images from the scanner.
Post-processing directory	The "Post-processing directory" setting indicates the selected process definition. Process definitions are defined in the Network Scanner Tool. For example, when "Send Email" is selected, the "Send Email" process is executed when a scanned image is received from Network Scanner Tool. See the "Profile" tab chapter for details.

#### 9.2 **FAQ**

Please read this first if you have any problems with using Sharpdesk, etc.

If you have any troubles with installing or configuring Sharpdesk, see "4.1 FAQ" in the separate Setup Guide.



#### Question

Image files (JPEG, TIFF, etc.) cannot be read into Composer.



#### A Answer

If the application associated with image files is "Photos," image files cannot be read in from Composer.

Please change the application associated with the files in question.