

ScanSnap Organizer

User's Guide

Introduction

ScanSnap Organizer is an application used for displaying and organizing image files that were scanned using Color Image Scanner ScanSnap.

This manual provides an overview and the basic operations of ScanSnap Organizer. Be sure to read this guide before using the ScanSnap Organizer to ensure correct use.

To display or print this manual, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required.

Trademarks

Microsoft, Windows, Windows Vista, and SharePoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, the Adobe logo, Acrobat, and Reader are either registered trademarks or trade names of Adobe Systems Incorporated in the United States and/or other countries.

Intel and Intel Core are registered trademarks or trademarks of Intel Corporation in the United States and other countries.

Google and Google Docs are registered trademarks or trademarks of Google Inc.

Salesforce, the Salesforce logo, and Salesforce CRM are registered trademarks or trademarks of salesforce.com, inc. in the United States and other countries.

ScanSnap, the ScanSnap logo, ScanSnap Manager, and ScanSnap Organizer are registered trademarks or trademarks of PFU LIMITED in Japan.

Other company names and product names are the registered trademarks or trademarks of the respective companies.

Manufacturer

PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group

Solid Square East Tower

580 Horikawa-cho, Saiwai-ku, Kawasaki-shi, Kanagawa 212-8563, Japan

Phone: (81-44) 540-4538

© PFU LIMITED 2012

Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications.

It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured.

The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Manuals

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

Manual	Description	Reference Method
ScanSnap Operator's Guide	Read this manual for information about basic operations of ScanSnap, software installation, scanning methods, various settings, and handling of the ScanSnap.	Select the [Start] menu → [All Programs] → [ScanSnap Manager] → [Operator's Guide].
ScanSnap Organizer User's Guide (this manual)	Read this manual when you need more information in general, on product features and operating environment.	Select the [Start] menu → [All Programs] → [ScanSnap Organizer] → [Manual].

Manual	Description	Reference Method
ScanSnap Online Update Help	Read this Help file when questions or problems regarding operations arise. This provides an explanation for every operation, window and message.	Use one of the following methods to start up ScanSnap Online Update Help. <ul style="list-style-type: none"> ● Select the [Start] menu → [All Programs] → [ScanSnap Online Update] → [Help]. ● Press the [F1] key on the keyboard while this window is displayed. ● Click the [Help] button in any window.
ScanSnap Organizer Help	Read this Help file when questions or problems regarding operations (e.g. when setting items) arise. This provides explanations for operations, screens and messages.	For details about how to start up help, refer to " ScanSnap Organizer Help " (page 13).

Structure of This Manual

This manual consists of the following:

[Chapter 1 ScanSnap Organizer Overview](#)

This chapter provides an overview of ScanSnap Organizer's features and describes how to start up and exit ScanSnap Organizer.

[Chapter 2 How to Use ScanSnap Organizer](#)

This chapter describes the procedures for the basic uses of ScanSnap Organizer.

[Appendix A Installing and Uninstalling](#)

This chapter describes how to install and uninstall ScanSnap Organizer.

To learn the basic functions of ScanSnap Organizer, reading from Chapter 1 to Chapter 2 in this order is recommended.

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

Arrow Symbols in This Manual

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

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

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

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

The screenshots used in this manual are of Windows 7.

The actual windows and operations may differ depending on the operating system.

If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Abbreviation Used	Name
Windows 8	Windows [®] 8 operating system, English version Windows [®] 8 Pro operating system, English version Windows [®] 8 Enterprise operating system, English Version
Windows 7	Windows [®] 7 Starter operating system, English version Windows [®] 7 Home Premium operating system, English version Windows [®] 7 Professional operating system, English version Windows [®] 7 Enterprise operating system, English version Windows [®] 7 Ultimate operating system, English version
Windows Vista	Windows Vista [®] Home Basic operating system, English version Windows Vista [®] Home Premium operating system, English version Windows Vista [®] Business operating system, English version Windows Vista [®] Enterprise operating system, English version Windows Vista [®] Ultimate operating system, English version
Windows XP	Windows [®] XP Home Edition operating system, English version Windows [®] XP Professional operating system, English version
Windows	Windows 8, Windows 7, Windows Vista, or Windows XP
SharePoint Server 2010	Microsoft [®] SharePoint [®] Server 2010, English version
SharePoint Server 2007	Microsoft [®] Office SharePoint [®] Server 2007, English version
SharePoint Portal Server 2003	Microsoft [®] SharePoint [®] Portal Server 2003, English version
SharePoint Foundation 2010	Microsoft [®] SharePoint [®] Foundation 2010, English version
SharePoint Services 2.0/3.0	Microsoft [®] Windows [®] SharePoint [®] Services 2.0/3.0, English version

Abbreviation Used	Name
SharePoint	SharePoint Server 2010, SharePoint Server 2007, SharePoint Portal Server 2003, SharePoint Foundation 2010, and SharePoint Services 2.0/3.0
.NET Framework	Microsoft® .NET Framework
Adobe Acrobat	Adobe® Acrobat®
Google Docs	Google Docs™
ScanSnap	Color Image Scanner ScanSnap (*)

* : ScanSnap Network Scanner is not included.

Table of Contents

- Introduction2**
 - Trademarks 2**
 - Manufacturer..... 3**
 - Use in High-Safety Applications 3**
 - Manuals 3**
 - Structure of This Manual 4**
 - Arrow Symbols in This Manual 4**
 - Screen Examples in This Manual..... 5**
 - Abbreviations Used in This Manual..... 5**

- Chapter 1 ScanSnap Organizer Overview9**
 - 1.1 Outline 10**
 - 1.2 Features 11**
 - 1.3 Starting Up and Exiting 12**
 - ScanSnap Organizer..... 12
 - ScanSnap Organizer Help 13

- Chapter 2 How to Use ScanSnap Organizer 15**
 - 2.1 Flow of Operations 16**
 - 2.2 Using Files 17**
 - Manage 17
 - Use..... 19
 - Other 20

Appendix A Installing and Uninstalling	21
A.1 System Requirements	22
A.2 Installing	24
A.3 Uninstalling	24
Index	25

Chapter 1 ScanSnap Organizer Overview

This chapter provides an overview of ScanSnap Organizer's features, and describes how to start up and exit ScanSnap Organizer.

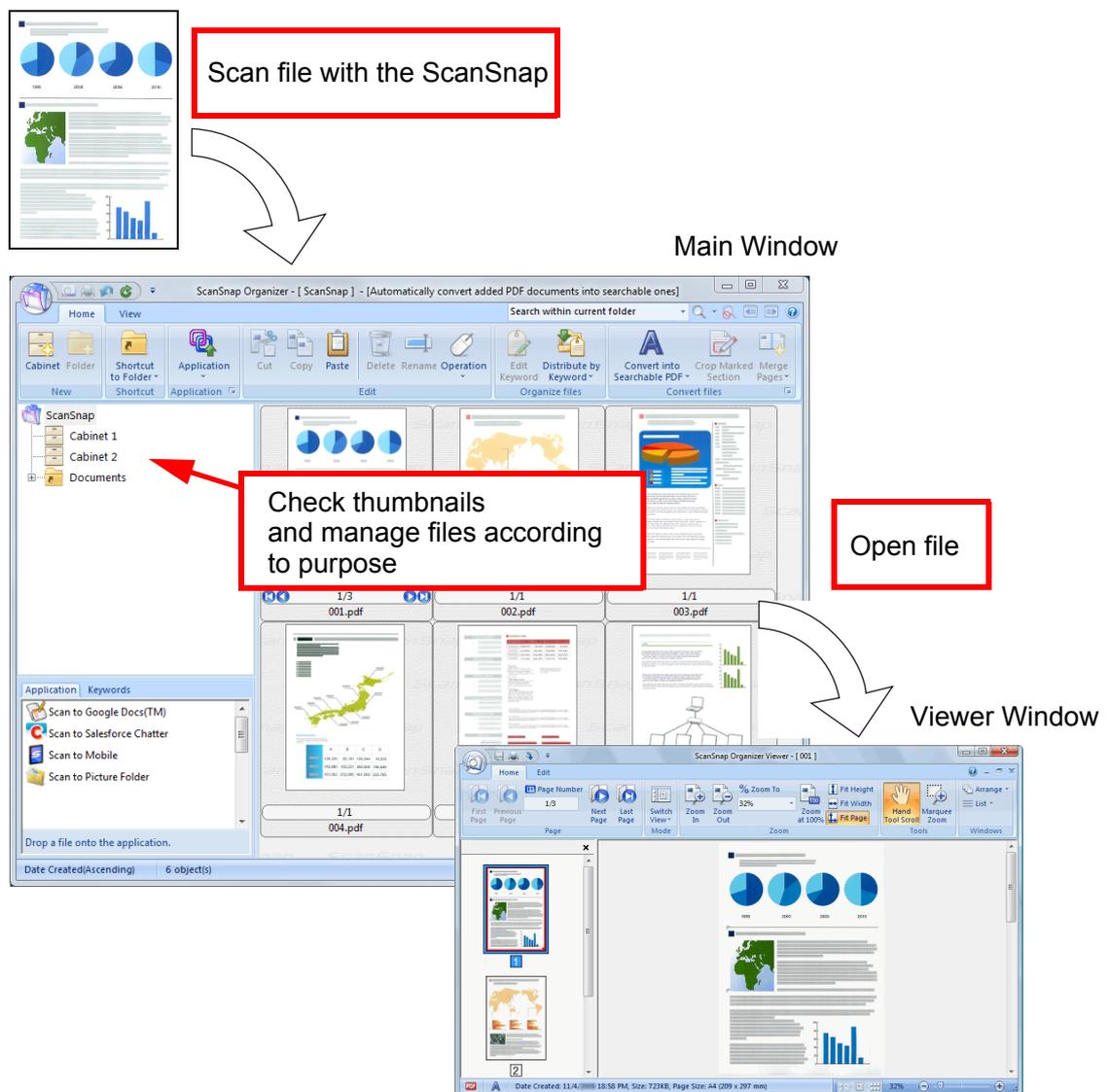
- 1.1 Outline 10**
- 1.2 Features..... 11**
- 1.3 Starting Up and Exiting..... 12**

1.1 Outline

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

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

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



1.2 Features

ScanSnap Organizer contains the following features:

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

1.3 Starting Up and Exiting

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

ScanSnap Organizer

The procedures for starting up and exiting ScanSnap Organizer are described below.

Starting up directly

1. Select the [Start] menu → [All Programs] → [ScanSnap Organizer] → [ScanSnap Organizer].

⇒ ScanSnap Organizer is started.

ATTENTION

When ScanSnap Organizer starts, a message appears to ask whether to change the settings for searchable PDF file conversion. To change the current settings displayed in the message, click the [Change] button. Otherwise, click the [OK] button.

HINT

You can also start up ScanSnap Organizer by double-clicking the [ScanSnap Organizer] icon () on the desktop.

Starting up from ScanSnap Manager

Starting up from the Quick Menu

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

Starting up from the ScanSnap setup dialog box

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

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

Exiting

The procedure for exiting ScanSnap Organizer is described below.

1. Click  on the Main Window.
 - ⇒ The Application Menu appears.
2. Click the [Exit] button in the application menu.
 - ⇒ ScanSnap Organizer is exited.

HINT

You can also exit ScanSnap Organizer by clicking  in the title bar.

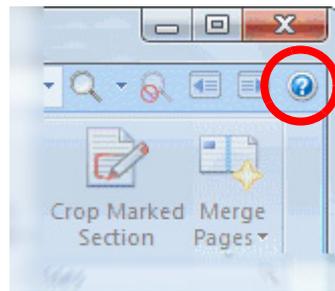
ScanSnap Organizer Help

The procedure for starting up ScanSnap Organizer Help is described below.

Opening from the Main Window or the Viewer Window

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

Main Window

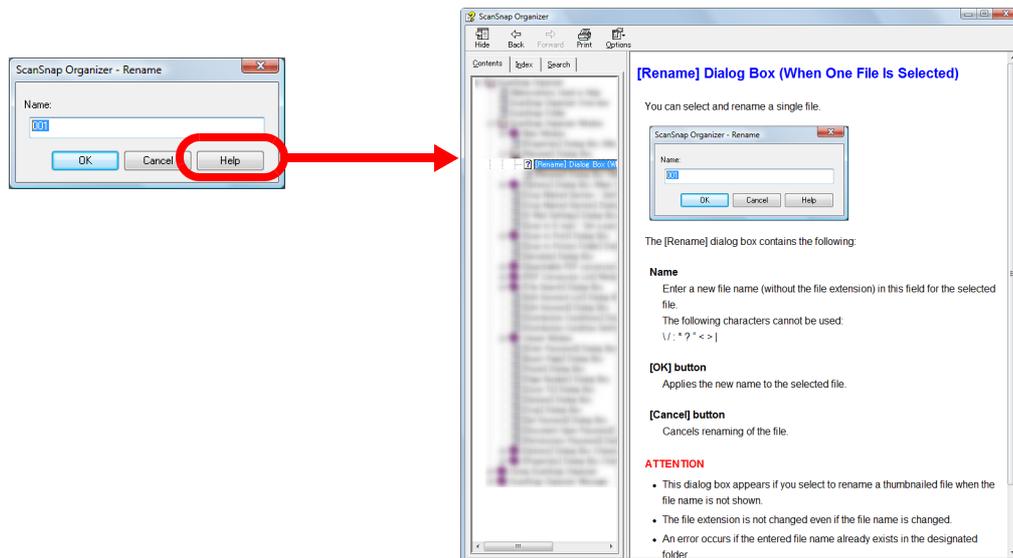


Viewer Window



Opening from the [Help] button on the dialog box

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



Starting up from the [Start] menu

To start up ScanSnap Organizer Help while not using ScanSnap Organizer, select the [Start] menu → [All Programs] → [ScanSnap Organizer] → [Help].

Chapter 2 How to Use ScanSnap Organizer

This chapter describes the procedures for the basic uses of ScanSnap Organizer.

Follow the procedures described in this chapter to learn the basic functions of ScanSnap Organizer.

For details on operations, screens, functions, and messages, refer to ScanSnap Organizer Help.

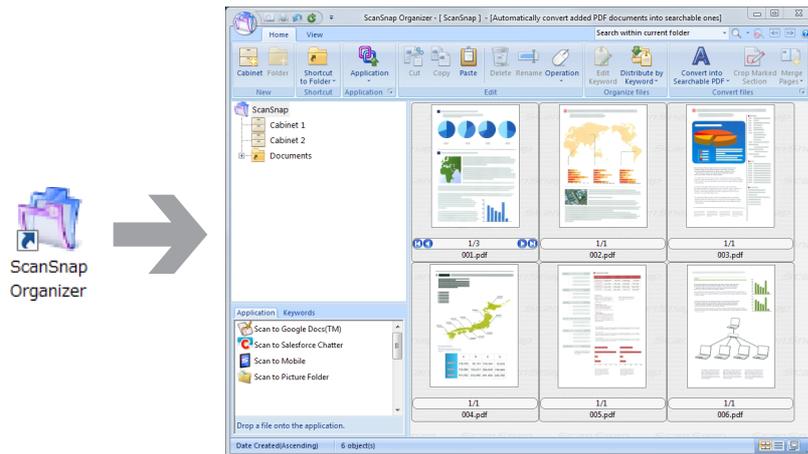
- 2.1 Flow of Operations 16**
- 2.2 Using Files 17**

2.1 Flow of Operations

An example of directly starting up ScanSnap Organizer is described below.

1. Start up ScanSnap Organizer.

Start up ScanSnap Organizer by double-clicking the [ScanSnap Organizer] icon on the desktop.

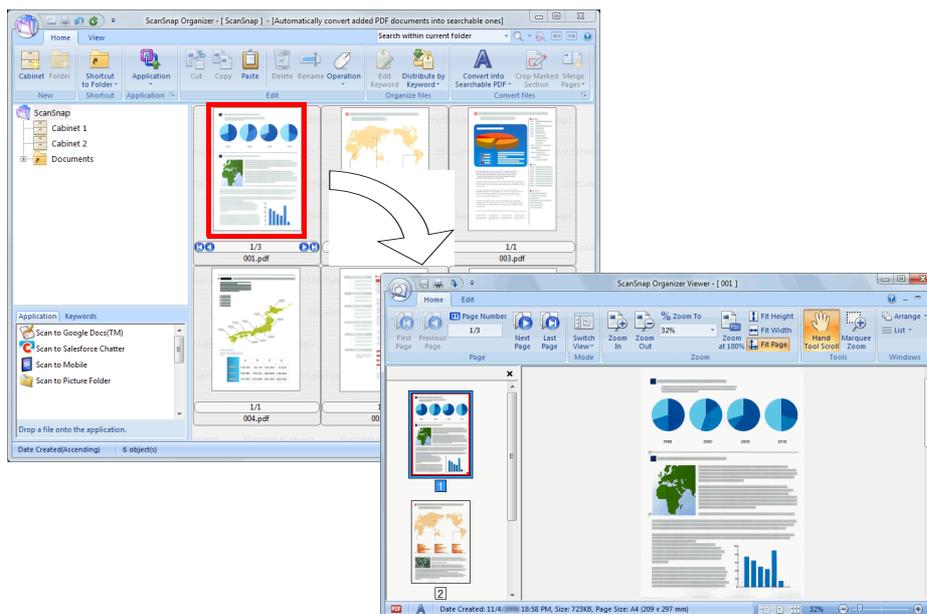


2. Scan document with the ScanSnap.

A list of the files that have been scanned is shown in ScanSnap Organizer.

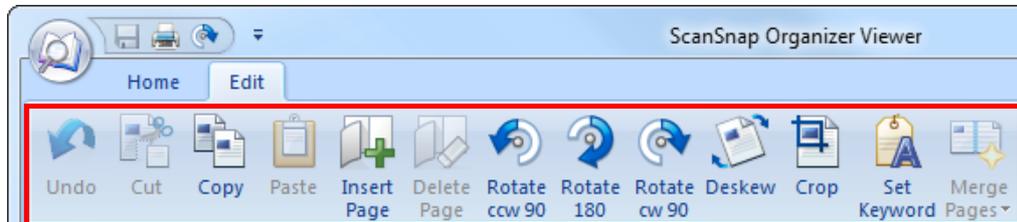
3. Start up ScanSnap Organizer Viewer.

Double-click a file to start up the Viewer Window for displaying/editing files.



4. In the Viewer Window, check the orientation of scanned files, and check for unnecessary pages.

Rotate any files that are not oriented correctly. Delete any unnecessary pages. Make other edits as necessary, such as inserting pages where required.



5. Exit ScanSnap Organizer Viewer.

To exit ScanSnap Organizer Viewer, click the Application button and then click the [Exit] button in the menu that appears.

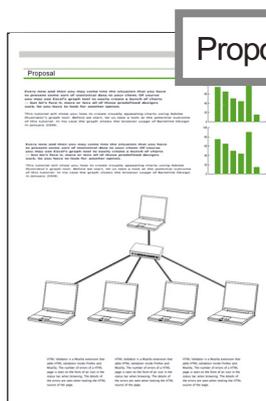
2.2 Using Files

Examples of using files in ScanSnap Organizer are described below. For details on operations, refer to ScanSnap Organizer Help.

Manage

Setting a keyword for a file

You can set a character string (keyword) to indicate the content of a PDF file so that you can immediately recognize the file without opening it.



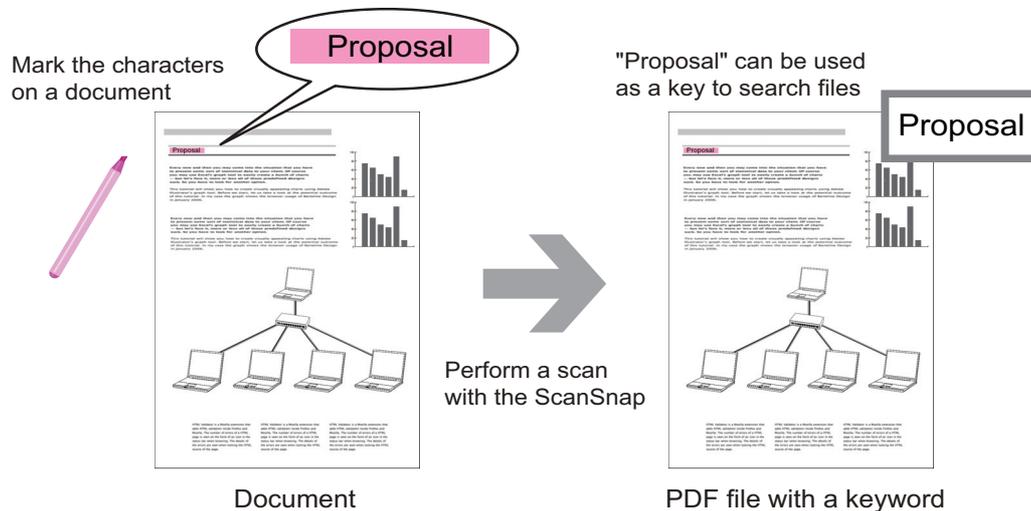
If you set "proposal" as a keyword, you can recognize that this file is a proposal, without opening it.

Setting a marked character string as a keyword

Keywords can be set to a PDF file by using the keyword setting function.

These keywords can be used when you search for PDF files.

When black & white documents that have been marked are scanned by the ScanSnap, the marked character strings are set as keywords for the PDF file.

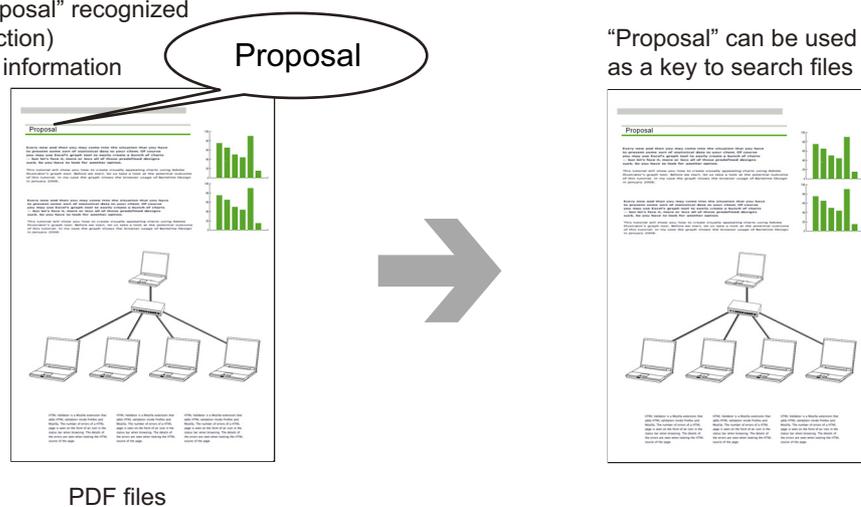


For other keyword setting methods, refer to ScanSnap Organizer Help.

Recognizing a character string in a page to embed it into the page

By using text recognition (OCR) software, you can embed character strings on the page of a PDF file scanned by the ScanSnap, and then search the PDF file using the character strings.

Have "proposal" recognized (OCR function) as textual information



Use

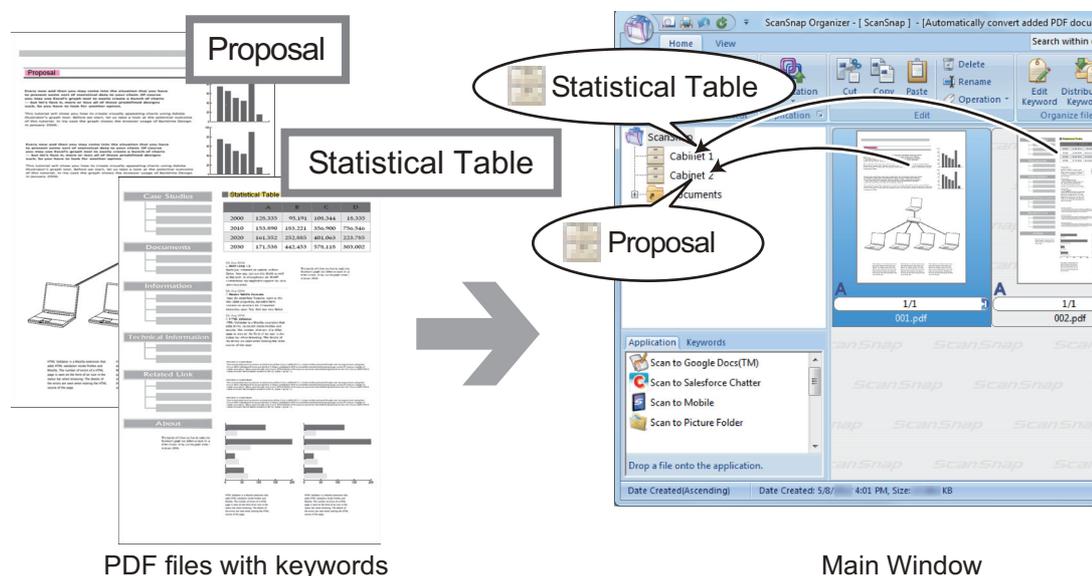
Linking files with other applications

You can use files with a variety of applications.

The applications that can be used are displayed in the Application List Pane at the lower left corner of the Main Window.

Automatically distributing files according to set conditions

You can use the keyword distribution function so that PDF files are automatically distributed into cabinets and folders according to the keywords that have been set.



Sending files by E-mail

Files can be sent by e-mail.

Searching files

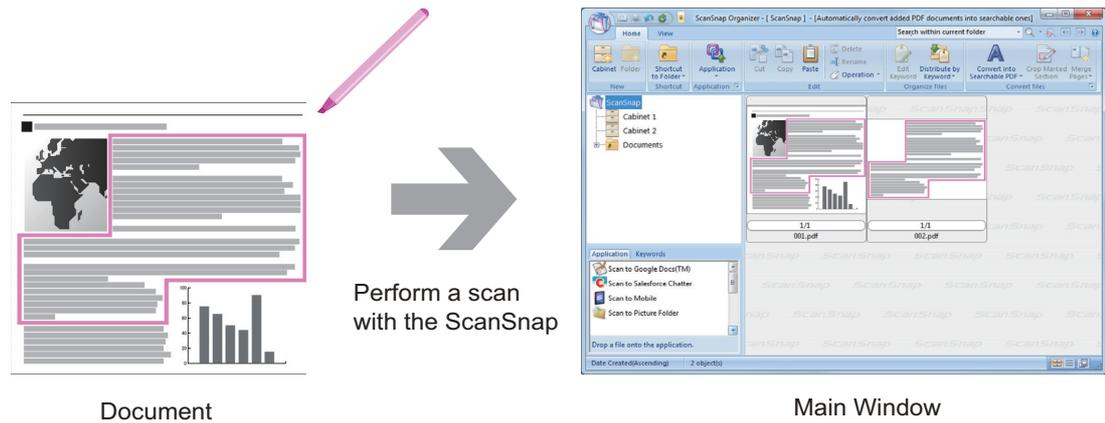
You can search files that are managed in ScanSnap Organizer.

There are two search methods of Adobe Acrobat search and Windows Desktop Search.

Other

Clipping important items from documents

You can use the marked section cropping function to clip important items from documents. Mark the necessary sections of a black & white document and scan it with the ScanSnap to create a new PDF or JPEG file that contains only the marked section.



Appendix A Installing and Uninstalling

This appendix describes the ScanSnap Organizer system requirements, and how to install and uninstall ScanSnap Organizer.

- A.1 System Requirements 22**
- A.2 Installing 24**
- A.3 Uninstalling 24**

A.1 System Requirements

The system requirements for ScanSnap Organizer are as follows.

For the latest information on requirements, please visit the ScanSnap Support Site at:

<http://scansnap.fujitsu.com/g-support/en/>

Operating system (*1) (*2)	Windows 8 (*3) Windows 7 Windows Vista Windows XP
CPU (*4)	Intel® Core™2 Duo 2.2 GHz or higher (Recommended: Intel® Core™ i5 2.5 GHz or higher)
Memory (*4)	32-bit: 1 GB or more (Recommended: 4 GB or more) 64-bit: 2 GB or more (Recommended: 4 GB or more)
Display resolution (*5)	Windows 8: 1024 × 768 pixels or higher Windows 7/Windows Vista/Windows XP: 800 × 600 pixels or higher
Hard disk space	670 MB or more of free disk space required

*1 : It is recommended to use the operating system with the latest Service Pack applied.

*2 : For details about supported operating systems, refer to "System Requirements" in the Operator's Guide of your ScanSnap model.

*3 : ScanSnap Organizer operates as a desktop application.

*4 : If the ScanSnap system requirements are higher than those described above, it is recommended that ScanSnap Organizer be used under the ScanSnap system requirements or higher.

*5 : When the font size is large, some screens may not be displayed properly. In that case, use a smaller font size.

ATTENTION

If the system requirements above are not satisfied, ScanSnap Organizer may not operate.

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

- For Adobe Acrobat searches

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

- For Windows Desktop Searches

Windows 7	Windows Vista	Windows XP
Not required (*)		Windows Desktop Search 3.01 or later

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

ATTENTION

For Windows Desktop Search, when [Keyword] or [Text] of PDF files are targeted for a search, Adobe PDF IFilter V6.0 or later must be installed in advance.

For a 32-bit operating system, Adobe PDF IFilter is installed at the same time when you install Adobe Acrobat 8.0 or later, or Adobe Reader 8.0 or later. For Adobe Reader X, install Adobe Reader X 10.1 or later.

For a 64-bit operating system, download and install Adobe PDF IFilter 9 for 64-bit platforms from the Adobe download Web site.

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

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

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

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

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

A.2 Installing

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

Select [Typical] on [Setup Type].

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

A.3 Uninstalling

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

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

Index

E

exiting 13

F

features 11

flow of operations 16

I

installing 24

S

starting 12

system requirements 22

U

uninstalling 24

ScanSnap Organizer User's Guide
P2WW-2625-01ENZO
Issue date September 2012
Issued by PFU LIMITED

- The contents of this manual are subject to change without notice.
- PFU LIMITED assumes no liability for incidental or consequential damages arising from the use of this product, and any claims by a third party.
- Copying of the contents of this manual, in whole or in part, as well as the scanner applications is prohibited under the copyright law.