

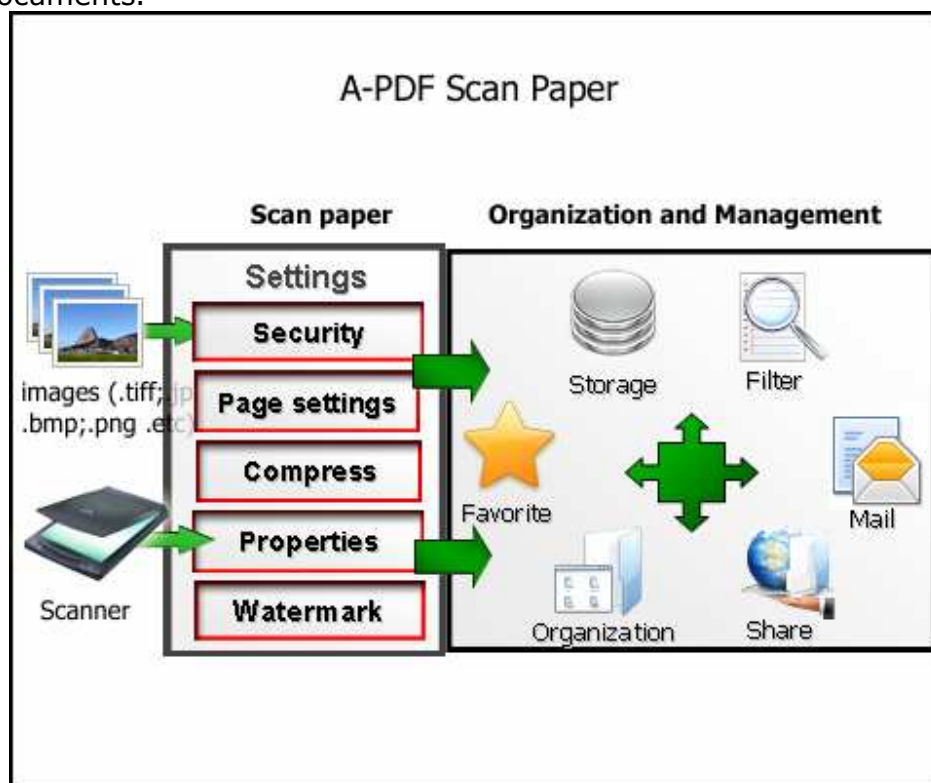


Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated pdf documents.

About A-PDF Scan Paper

If you need to **scan, process and organize** a large batch, or collection, of **paper documents** at once (i.e. without user intervention), then you will also find appropriate tools. For example, if you would like to apply standard security settings to a large number of scanned PDF documents or search/filter using PDF properties at once, then you could achieve this by using A-PDF Scan Paper.

A-PDF Scan Paper is a professional desktop utility program that lets you to scan and organize your paper in PDF format. It provides a powerful ability for scanning and repairing your paper documents. A-PDF Scan Paper uses clear thumbnails and metadata to allow you to easily organize, filter, secure, send and retrieval your scanned documents.



A-PDF Scan Paper provides the perfect solution for scanning and managing paper documents in a home or home office environment. Document filter, searching and



retrieval has never been easier. A-PDF Scan Paper's large, clear thumbnails allow you to visually organize, retrieve and use your scanned documents.

Typical usage scenarios

A-PDF Scan Paper can be used in a wide variety of imaging applications and industries. Some sample scenarios include:

- Medical Records Application
- Insurance Document Management Solution
- Mailroom document application
- Check management in financial/banking industries
- Online Mechanical Drawing Viewer

Features

The complete set of A-PDF Scan Paper features includes tools to:

- 'Windows Explorer GUI like' tree view to display hierarchy of PDF files on your system
- Scanning and Image Import
- Supports acquiring images directly from scanner or digital camera
- Supporting Batch Processing Scanned Pages function, include: De-skew, Black\White, Rotate, Crop, etc...
- Control output PDF size (High Quality, Small File Size (Monochrome), Small File Size (Grayscale))
- Show thumbnails for each PDF
- Extensive PDF search & filter options such as;

Filter using file name with wildcards and case sensitivity.

Filter using min/max file size limits

Filter using file dates



PDF Scan Paper utility

User Documentation

Filter using metadata: Title, Subject, Author, Creator, Producer, Creation Date, and Modification Date

- Index PDF documents metadata
- Ability to toggle view (Folder/Tree) of a drive's structure.
- Batch add and edit metadata fields
- Text viewer and extractor
- Raw images viewer\extractor
- Batch tools to modify security
- Batch set PDF open options
- Select multiple PDF files for copying, moving, using windows controls

Instantly batch list metadata information that may have been stored in PDFs. See the hidden data you never knew existed in your documents:

- ✓ Author Creator
- ✓ Producer
- ✓ Title
- ✓ Subject
- ✓ Keywords

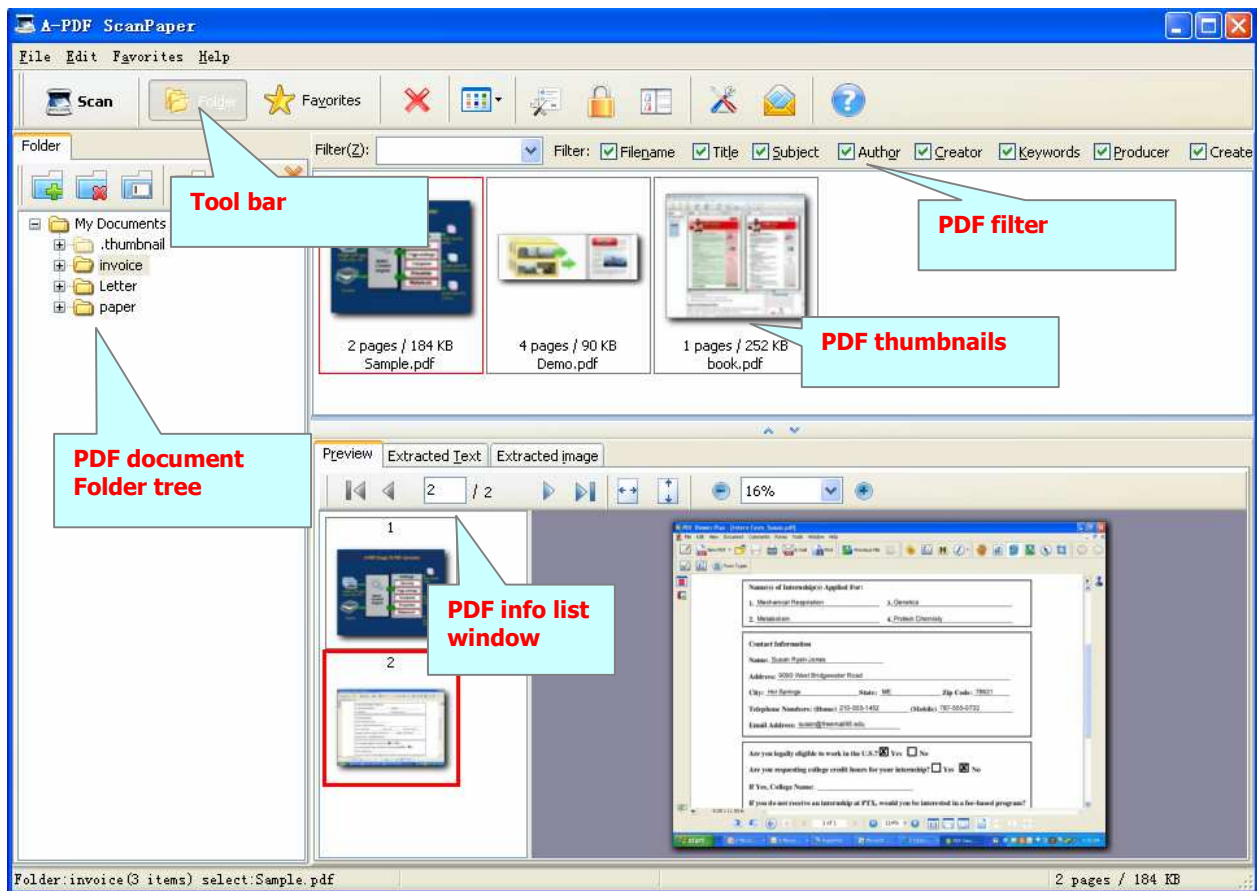
A-PDF Scan Paper does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.

Using A-PDF Scan Paper

A-PDF Scan Paper can be started either by launching the application via a desktop shortcut, or directly from within Windows/Windows Explorer.



When you start the program, you will be presented with the primary screen from which all actions are taken.



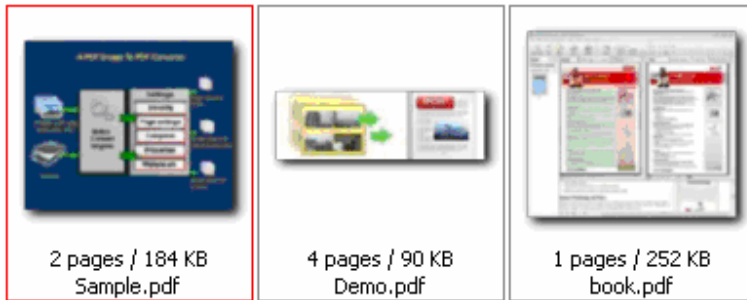
The A-PDF Scan Paper desktop

The Scan Paper desktop appears with the Folders pane when you first start the program. It displays your documents, as well as the tools you can use to manage them. Scan Paper offers all the tools necessary to organize, find, and use documents and images.

A-PDF Scan Paper items

The documents and photographs you acquire in A-PDF Scan Paper are called Image items. Image items are scanned documents, photographs, and other digital items in an image format, such as PDF, JPEG, and TIFF.

You create image items from scan, copy, or bring in to the A-PDF Scan Paper desktop.

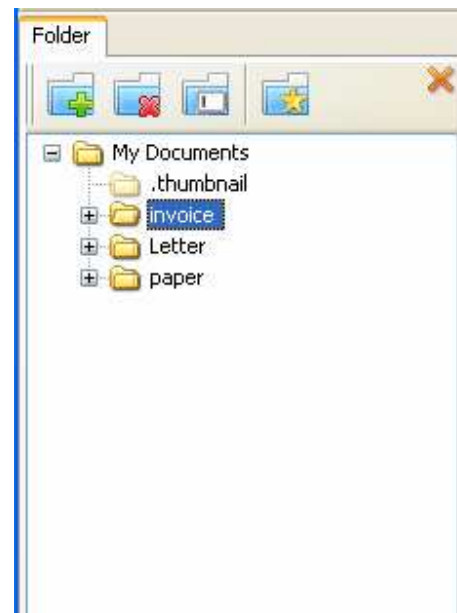


The Folders pane

The Folders pane presents a hierarchical view of your A-PDF Scan Paper folders, similar to the view you see in Windows Explorer.

A-PDF Scan Paper installs a A-PDF Scan Paper folder named My Documents you're your My Documents folder. If you are using a multi-user system, each user has their own My Documents folder. The My A-PDF Scan Paper Documents folder contains several subfolders whose names—such as Articles, Business Cards, Photographs, and Receipts—illustrate the different ways you can organize your items in A-PDF Scan Paper.

The Samples folder contains sample documents and photographs to help you get started using A-PDF Scan Paper.



Although you cannot remove My Documents from the Folders pane, you can delete all subfolders whenever you prefer. When you have acquired your own A-PDF Scan Paper items, you do not have to use the My A-PDF Scan Paper Document folder to store them. You can add other local and network folders to A-PDF Scan Paper's Folder View.

Acquiring Items

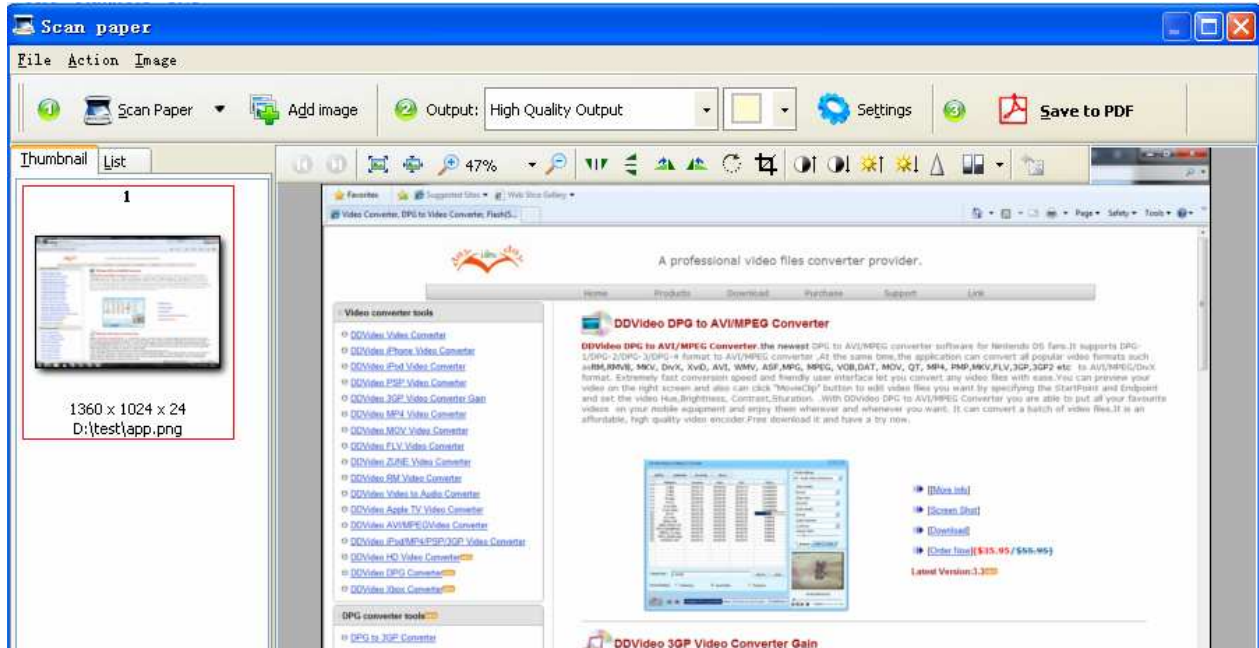
Scan to the A-PDF Scan Paper desktop

A-PDF Scan Paper is designed to work with TWAIN- and WIA-compatible scanners.



Use the Scan pane to call up your scanner's program to bring images and documents into A-PDF Scan Paper so that you can use A-PDF Scan Paper's features. When the scan is complete, you will see your item on the A-PDF Scan Paper desktop.

Click "Scan Paper" icon, you will be presented with the primary screen from which all actions are taken.



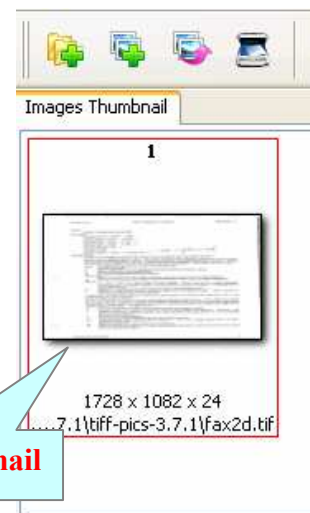
Acquiring method #1 adding Images

Clicking the **Add Image** icon, or selecting **File** then choosing **Add Image** will open the standard file browse and select window. From that window you can navigate to the folder and find the images you want to add to the list (**Image Thumbnail**) to be converted from.

Alternatively, if you are using Windows Explorer to locate image files, you have the convenience of being able to 'drag and drop' image files into the **Image Thumbnail** list.

A-PDF Scan Paper even allows you to select all files in a particular directory/folder by using the **Add a Directory** from the **File** menu! Add a directory also supports


Image Thumbnail

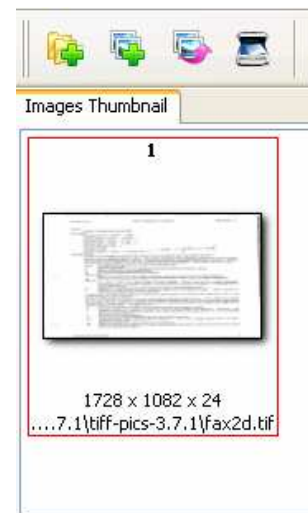




Each added image is displayed in the A-PDF Scan Paper left window: **Image Thumbnail**, as seen in the example right. You can view any of the images in the window by 'clicking' them. That will display image files in right View window. You can sort the images in **Image Thumbnail** by clicking the pop-up menu "**Sort by size**". Or you can change an image or multiple images order by 'drag and drop' image files in the **Image Thumbnail**. You also can select an or multiple images in the **Image Thumbnail** list, then click the **Move up** item to move selected image(s) to previous position from the **Action** menu; click the **Move down** item to move selected image(s) to next position from the **Action** menu. IF you want to delete selected images in the **Image Thumbnail**, you can click the **Remove** item or you can clear all images in the **Image Thumbnail** by clicking the **Clear** item from the **File** menu

Acquiring method #2 adding Images Image from Scanner

To add images from scanner, Click the scanner icon , or selecting **File** then choosing **Scan** -> **Select scanner** to select an exists scanner, then choosing **Scan** -> **Acquire** to scan images to **Image Thumbnail**.



Selecting Output Mode


High Quality Output: A-PDF Scan Paper creates PDF from images (Scanner) with high printing resolution.

Small File Size (Color): The PDF files created by A-PDF Scan Paper are optimized and quite small in comparison to original documents; support JPEG and Flatten compression and downsample for color images in output PDF

Small File Size (Monochrome): The PDF files created by A-PDF Scan Paper are optimized and quite small in comparison to original documents, support downsample and compression monochrome images (e.g. black and white) in output PDF

Small File Size (Grayscale): The PDF files created by A-PDF Scan Paper are optimized and quite small in comparison to original documents, support JPEG and Flatten downsample and compression for grayscale images in output PDF

Building to PDF

Click the **Save to PDF** icon  to create all of the Scanned documents or images in one PDF document.

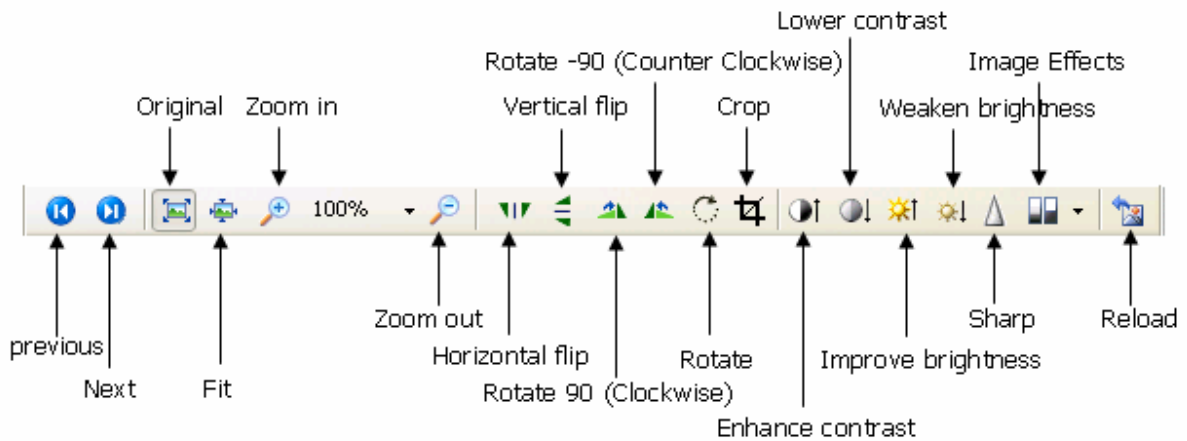


Modifying Image

Before you build images to PDF, you can modify image which you selected, you can crop, rotate, flip, sharpen, and add effects to your images. You can do that by using **Image tool bar** as below:




Image tool bar function

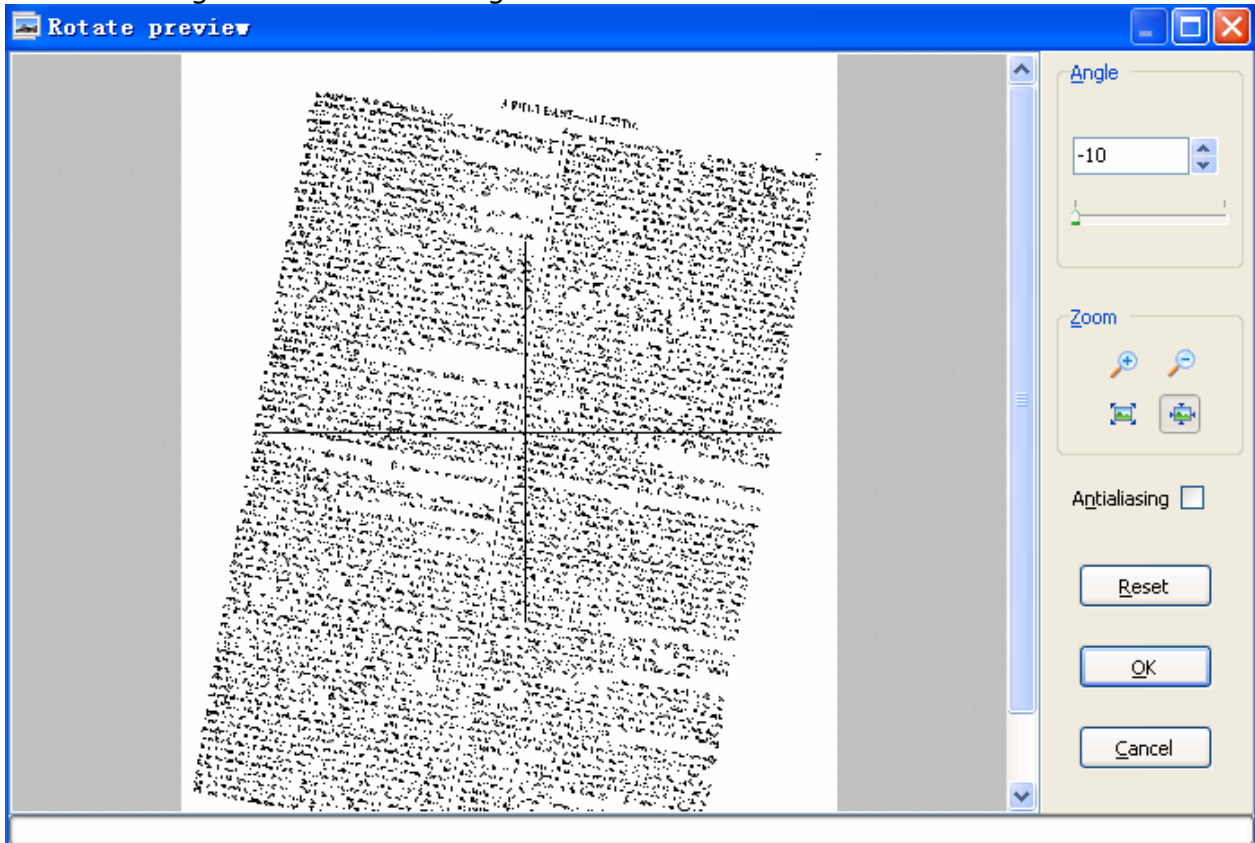



Operation:

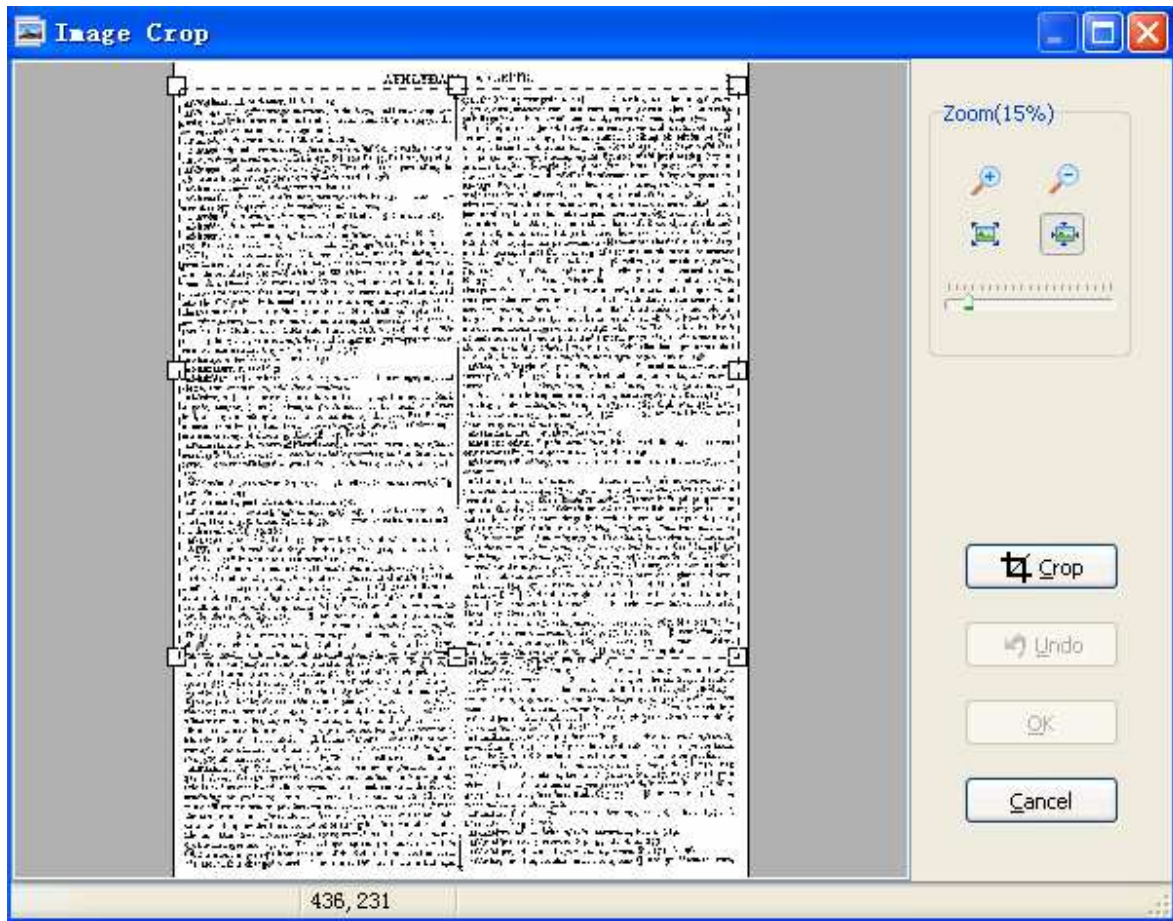
1. **Horizontal flip icon** : Horizontal flips the selected image.
2. **Vertical flip icon** : Vertical flips the selected image.
3. **Rotate 90 (Clockwise) icons** : Rotate (Clockwise) 90 degree the selected image.
4. **Rotate -90 (Counter Clockwise) icons** : Rotate (Counter Clockwise) 90 degree the selected image.



5. **Rotate icon**  : Rotate the selected image at specify degrees, you can set the Rotate degrees in Rotate dialog window as below:



6. **Crop icon**  : The process of cropping an image involves selecting the part of an image that you want to display and deleting the rest as below:



- 7. **Enhance contrast icon** : Enhance contrast of the selected image.
- 8. **Lower contrast** : Lower contrast of the selected image.
- 9. **Improve brightness** : Improve the brightness of the selected image.
- 10. **Weaken brightness** : Weaken the brightness of the selected image.
- 11. **Sharp more** : Make the selected image sharper.
- 12. **Convert to Black/White**: Convert a color image to black and white.
- 13. **Gray scale**: Convert a color image to Grayscale.
- 14. **Edge detection**: Shen-Castan algorithm convolves the image with the Infinite Symmetric Exponential Filter, computes the binary Laplacian image, suppresses false zero crossing, performs adaptive gradient threshold, and, finally, also applies hysteresis thresholding. (Algorithms for Image Processing and Computer Vision - J.R.Parker). Edge detection example as below:



15. **Reload image:** discard change and reload current selected image.

Options

Set conversion options: You can Set building output option by click the setting button icon.



Setting->Transform

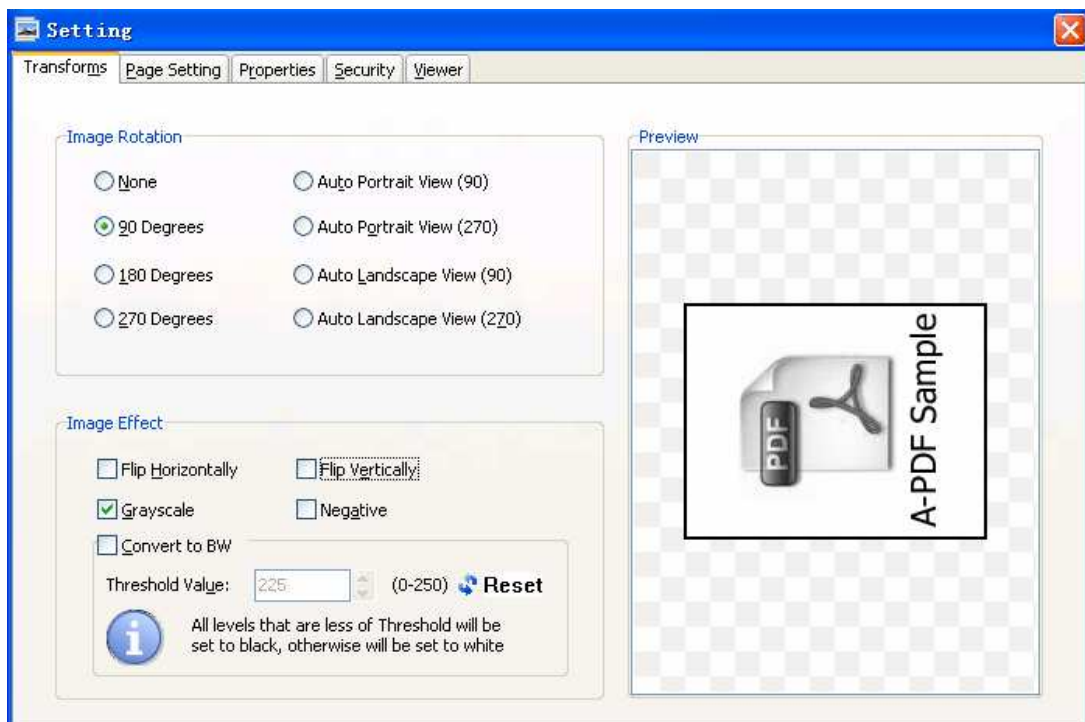
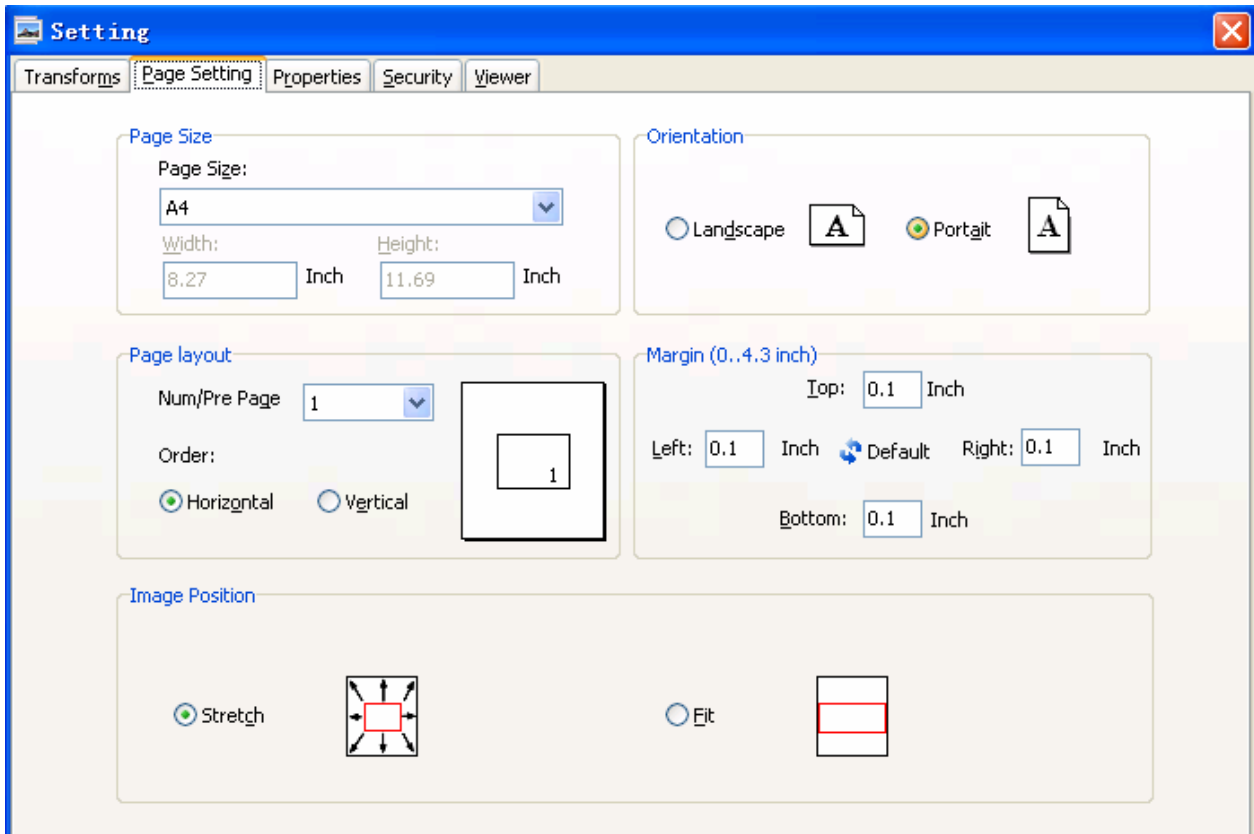


Image Rotation: select image rotation, then all image will apply the rotation option before been built to PDF. **Auto Portrait View (90)** means an image which is a landscape view will be rotate (Counter Clockwise) 90 degrees to portrait view.

Image effect: set the image effect, such as flip, negative, etc... Then all images will be applied the effect option before been built to PDF.



Setting->Page Setting



Page size

the page size of the generated pdf file, it supports A3, A4, A5, B5, Letter, Legal and Image Size (self-adapting image page size) and Custom (user can specify the page size).

Page layout

The Page Layout options allow you to control the eventual output of your content.

1: use this setting when you want to generated a pdf document in the same image size.

2: generated at 2 up which results in a 50% reduction in resulted page.

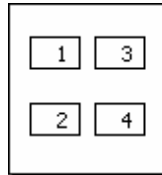
4: the image is generally readable usage are reduced by 25%.

9 and 16 up: these settings are a good choice for handouts of presentations or any other documents.

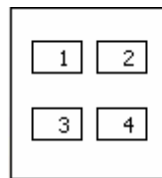


Ordering

Horizontal - draws the pages down before drawing them across the sheet of page in 2, 4, 9 and 16 up modes. For example, in 4 up mode, the page ordering would be:



Vertical - draws the pages across before drawing them down the sheet of page in 2, 4, 9 and 16 up modes. For example, in 4 up mode, the page ordering would be:



Margins

Set margin for each page. Unit is inch.

Orientation

Set the page orientation: portrait or landscape.

Image position

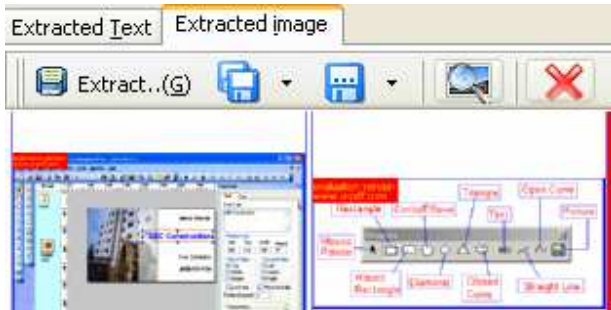
Reset the image size on resulted page. The option includes:

- Stretch - stretch the image size to resulted page.
- Fit width/height - self-adapting width and height. (default)

Extract Function

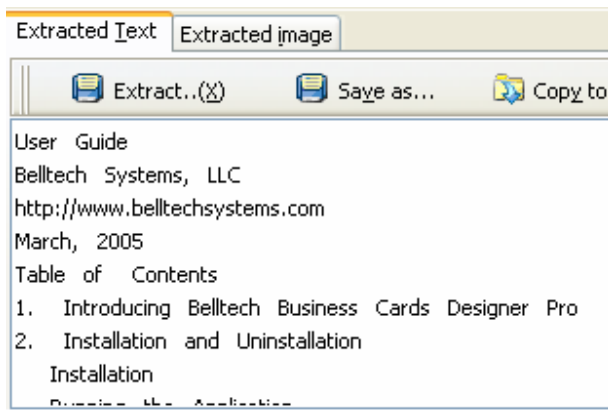
Extract the images from selected PDF

To view or extract the images from documents, the Extract Images tool (accessible from the Edit>Extract Images menu) can be used. Images can be viewed by selecting the Images tab on the bottom of the window.



Extract the text from selected PDF

To view or extract the text from documents, the Extract text tool (accessible from the Edit>Extract text menu) can be used. Text can be viewed by selecting the Images tab on the bottom of the window.



Add Security to selected PDF

To add security to the documents, the Security tool (accessible from the Edit>Password Security menu) can be used.

Security Method

You can choose if the file has security or not by selecting Security Level. There are 40-bit and 128-bit level encryption methods to select; With A-PDF Password Security you can use two different types of passwords:

Document Open Password, when you set the password, the encrypted file will need the password to open for reading.



Permissions Password, when you set the password, the encrypted file will be restricted permissions. There are 7 types permissions showed in right, includes Printing, Document Assembly, Allow Form Fill-in or Signing, Comments, Changing, Copy of content and Content Accessibility Enabled. You can set the permissions by left selections.

Security

Security Method:

Security Level: high(128-bit; Acrobat 5.0 and above) ▼

Require a password to open the document

Document Open Password: 123

Permissions

Use a password to restrict permissions

Permissions Password: 321

Print Allowed: Low Resolution (150 dpi) ▼

Changes Allowed: Commenting, filling in form fields and signing existir ▼

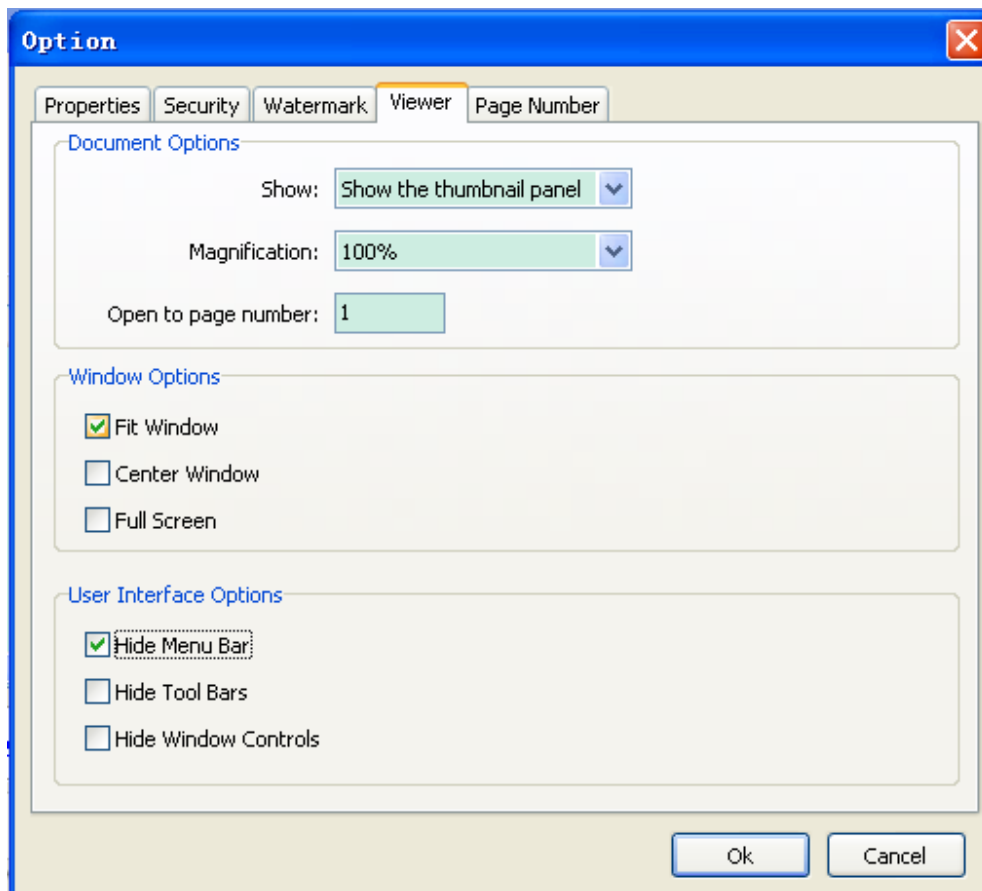
Enable copying of content

Enable text access for screen reader devices for the visually impaired

Set initial view options to selected PDF

To Set initial view options to the documents, the Set viewer tool (accessible from the Edit> Set viewer menu) can be used.

The Viewer option allows you to set various parameters as the defaults to be used when your output pdf is viewed. Use the dropdowns to set the document options, and the checkboxes to choose window and interface options to completely customize how your output document first appears when opened.



Ending Your Session

When you have completed your work, choose the File option and select Exit from the dropdown list.

For more information: <http://www.a-pdf.com>