Thank you for your interest in our software!

All our products and solutions are available at [www.orpalis.com](http://www.orpalis.com).

PaperScan is a TWAIN and WIA-compatible scanning tool that supports all scanners on the market. It makes it easy for you to scan documents and photos quickly, modify them (remove borders, rotate, apply filter and effects), compress, and save them in various formats like PDF, JPEG, PNG, Tiff, or JBIG2.

Our user guide will give you a complete overview of the different functionalities available in PaperScan Scanner Software. Reading it will help you to make the best use of this software and fully benefit from its many features.

---

Note: We have blog articles, announcements, and a knowledge base on our website at [https://paperscan.orpalis.com/](https://paperscan.orpalis.com/)


To keep up to date on new PaperScan features check out our version history: [http://paperscan.orpalis.com/history/](http://paperscan.orpalis.com/history/)
Contents

1. HOW DO I REGISTER THE LICENSE KEY AFTER MY PURCHASE? ................................................ 5
2. DEVICES ........................................................................................................................................ 8
3. SCAN / IMPORT AN IMAGE WITH PAPERSCAN ......................................................................... 11
   a. Acquisition .................................................................................................................................. 11
   b. Quick Scan .................................................................................................................................. 11
   c. Start Wizard ................................................................................................................................. 11
   b. Import document ......................................................................................................................... 19
4. EDIT AN IMAGE .............................................................................................................................. 21
   a. Mode ........................................................................................................................................... 22
   b. Copy ........................................................................................................................................... 22
   c. Rotate .......................................................................................................................................... 22
   d. Pages .......................................................................................................................................... 22
   e. Operations .................................................................................................................................... 23
5. IMAGE PROCESSING ...................................................................................................................... 24
   a. Clean up ...................................................................................................................................... 24
   b. Color .......................................................................................................................................... 26
   c. Color conversion ......................................................................................................................... 26
   d. Filters ......................................................................................................................................... 27
6. ANNOTATIONS ............................................................................................................................... 29
   a. The main tools ............................................................................................................................. 29
   b. Preset annotations editor ............................................................................................................ 31
      1) Creating the annotation ........................................................................................................... 31
      2) Advanced Edit ......................................................................................................................... 32
      3) Saving and Applying ............................................................................................................... 33
7. SAVE OPTIONS / SAVE TO A FORMAT TYPE .......................................................................... 35
   a. Multipage options ....................................................................................................................... 36
   b. Other options: Save options ...................................................................................................... 37
      JPEG/WEBP options: .................................................................................................................... 38
      JPEG2000 options: ...................................................................................................................... 39
      PDF options: ................................................................................................................................. 39
   c. Create any PDF conformance levels and versions ................................................................... 41
1) PDF/A versions and benefits

2) PDF/A Conformity levels

d. Save to a format type

8. PRINT

9. MAIL

10. SIGN

11. ADDITIONAL FUNCTIONALITIES

a. General

b. Software Update

c. Profiles

d. Shortcut

e. Useful Taskbar

1) Thumbnails size

2) Selecting pages

3) Automatic & manual zooming
1. **HOW DO I REGISTER THE LICENSE KEY AFTER MY PURCHASE?**

To register, download the trial version that corresponds to your product (we do not send installation CDs).

2. If you have already purchased the license, choose *Free Download*.

3. Fill in the fields to register your product.
   
   **Be careful to select the correct edition**
   
   Do not select the PaperScan Free version if you want a PaperScan Home version; you won’t be able to register the key otherwise.
4. Once the download is complete, launch the installer and follow the installation wizard.

![Figure 3. Start the installer](image)

![Figure 3. Follow the steps and click Install](image)

![Figure 3. PaperScan is now installed](image)

5. After installation, start PaperScan.

A pop-up window will open asking you to enter your license key.
6. To register the key after the 30 days trial, or if you didn't see the pop-up window, click on the Register button. It is the green key in the main toolbar. Then, enter your license key in the pop-up window.

That's it! You are now registered!
2. DEVICES

In the General tab, click on Settings and select Devices.

TWAIN is an industry standard API for image acquisition, strongly oriented toward scanners.

WIA (Microsoft Windows Image Acquisition) API is standardized for acquiring digital images from devices primarily used to capture still images, and for managing these devices. WIA is a COM interface, very different from, but overlapping with TWAIN. Compared to TWAIN it offers much better support for digital cameras and much less sophisticated support for scanners.

Acquisition standard device:

- Acquisition standard device:
  If your device can be controlled by both WIA bridge from Microsoft and the TWAIN driver of the supplier, you must use the TWAIN driver. Otherwise, you will have problems in controlling the document feeder.
- **Select your device:**
  We recommend checking that you are using the latest TWAIN driver’s version of your device.

**TWAIN Options:**

- **Data Source Manager:**
  It is recommended to use the TWAIN Data Source Manager 2.3 by default. If the PaperScan application crashes during the TWAIN acquisition or fails to open your device, you should try another source manager.

- **Disable capabilities detection:**
  This function forces the PaperScan interface to allow the user to select all TWAIN capabilities without checking whether the device supports them or not. Use this option upon our technical support recommendation only.

- **Favor memory transfer mode:**
  Three different modes can be used to transfer data from the source to the application: native, disk file, and buffered memory.

**Native:** Every Source must support this transfer mode. It is the default mode and is the easiest for an application to implement. However, it is restrictive. The Source allocates a single block of memory and writes the image data into the block. It passes a pointer to the application indicating the memory location. The application is responsible for freeing the memory after the transfer.

**Disk File:** A Source is not required to support this transfer mode, but it is recommended. The application creates the file to be used in the transfer and ensures that it is accessible by the Source for reading and writing. A capability exists that allows the application to determine which file formats the Source supports. The application can then specify the file format and file name to be used in the transfer. The Disk File mode is ideal when transferring large images that might encounter memory limitations with Native mode. Disk File mode is simpler to implement than the buffered mode discussed next. However, Disk File mode is a bit slower than Buffered Memory mode, and the application must be able to manage the file after creation.

**Buffered Memory:** Every Source must support this transfer mode. The transfer occurs through memory using one or more buffers. Memory for the buffers is allocated and deallocated by the application. The data is transferred as an unformatted bitmap. The application must use information available to learn about each buffer and be able to interpret the bitmap correctly. If using the Native or Disk File transfer modes, the transfer is completed in one action. With the Buffered Memory mode, the application may need to loop repeatedly to obtain more than one buffer of data. Buffered Memory transfer offers the greatest flexibility, both in data capture and control.
However, it is the least simple to implement.

Checking the Favor memory transfer mode box causes the application to use the Buffered Memory mode.

If you encounter a TWAIN acquisition problem with a device (scanner, digital camera, or capture card), please click on this link to get support: http://forums.orpalis.com/viewtopic.php?f=4&t=214
3. SCAN / IMPORT AN IMAGE WITH PAPERSCAN

Before you start scanning files, you must check you have the latest drivers for your scanner installed.

To do this you need to download the latest TWAIN driver’s version of your device corresponding to your operating system. You can find the latest drivers on your scanners’s brand website. You will need to restart your computer to apply the new drivers you’ve just installed.

Ensure that your device is connected to your PC to proceed.

You may need to also check your antivirus and/or firewall and add some exception rules if the acquisition does not work.

Once you have done these steps you are just a few clicks away from being able to successfully scan your files.

a. Acquisition

In the General tab, click on Acquire...

Quick Scan
Scan your document with default options. Before using this option for a first acquisition, you must start the Wizard to update your scan options

Start Wizard
In this window, all functionalities to acquire your documents using PaperScan software are available
Image layout

1. **Paper size**: set the paper size. The options shown in this window will depend on what your scanner can handle.
Selecting “Custom...” value for Paper size will allow you to pick custom document size values for acquiring your pages.
You can also change the measuring unit from inches to millimeters. Ticking “Metric system” will allow you use millimeter values. Unticking this option will allow you to use values in inches.

2 **Mode**: select the acquisition mode (black and white, grayscale, color).

3 **Resolution** (dpi): 75-100-150-200-300-400-600-1200. Support for high definition document scanning (1200 DPI) has been improved.

4 **Advanced device options** allow you to customize your paper size, or choose your page format.
**Note:** Advanced device options are only available with scanner drivers that support them.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rotate</strong></td>
<td>PaperScan allows image rotation at any angle besides the classic 90, 180 and 270 degrees rotation.</td>
</tr>
<tr>
<td><strong>Auto Rotate Scanned Images</strong></td>
<td>PaperScan can detect the text, and then rotate the page, so it's the correct way up. It detects upside-down scans and rotates them.</td>
</tr>
<tr>
<td><strong>Auto-Deskew</strong></td>
<td>Skew is an artifact that can occur in scanned images because of the camera being misaligned, imperfections in the scanning or surface, or because the paper was not placed completely flat when scanned. Deskew is the process of removing skew from images.</td>
</tr>
<tr>
<td><strong>Remove black margins</strong></td>
<td>Automatically removes unnecessary margin from current image/page. This function detects the black borders of the scanned image and replaces the black pixels with white pixels.</td>
</tr>
<tr>
<td><strong>Remove punch holes</strong></td>
<td>Will automatically detect the location of the punch holes on the image, and will remove them.</td>
</tr>
<tr>
<td><strong>Remove blank pages</strong></td>
<td>The blank page is used with batch scanning. Remove blank pages automatically in a scanned document.</td>
</tr>
<tr>
<td><strong>Negative</strong></td>
<td>Inverts colors of the current image/page or within a selected area to switch it to a negative/positive version.</td>
</tr>
<tr>
<td><strong>Automatic Color Detection</strong></td>
<td>Automatic color detection is delivered in PaperScan Pro through a patent pending, proprietary to ORPALIS technology. It allows users to scan any document (black/white, grayscale or colored) using color scan mode. It automatically detects the original color-type of the document (black/white, grayscale or colored). It allows users to save the document in best-fitted bits-per-pixel (bpp) encoding, thus providing the best reading quality for the smallest possible file size. See the following screenshots.</td>
</tr>
</tbody>
</table>

All you need to do is put all your documents in one batch, regardless of their color type, and scan them all in color mode. The software will automatically determine the color type of each page, and provide the best quality for the smallest possible size:
Several additional functionalities are available:

- Duplex Scanning
- Display progress indicator
- Show device user interface before scanning
- Keep source open after scan process

You can select a page size through your driver interface selecting TWAIN as acquisition standard and check the Show device user interface before scanning box.

At this stage, the driver user interface will allow you to change the size of the page.

Note that to be able to use Duplex Scanning and Show device user interface before scanning, these functionalities must be supported by your scanner.

All these options can be used to acquire a document using the PaperScan software. So, you can scan your documents with any scanner.

Once you have selected your scanning options, just click on Acquire!
b. Import document

You can import any document stored on your computer into PaperScan. In the General tab, click on the Import… button.

You can choose the options before importing the document in the Settings menu.
- **Enable ICM**: (Image Color Management) the integration of the imported images into the color space of a document is different if the image has an embedded profile.

- **Import resolution (DPI)**: defines the resolution to use to convert PDF vector data to raster format. The suggested value is 200.
4. EDIT AN IMAGE

In the *Edit* tab, you will find several features to edit an image:

In this tab you will be able to apply most of these options to all pages at once. If this feature is available for the option you selected then it will be prompted to you before it is applied to the page. Clicking “No” will apply the option selected to the current page only whereas clicking yes will apply to all the pages you have selected (ticked pages on the left).
a. Mode

- **Pan mode**: set pan mode for current image/page handling in Viewer area. The Pan tool lets you choose a location on the zoomed area and move it to your convenience.

- **Area selection mode**: set area selection tool in Viewer to define a rectangular region-of-interest. Selection can be reshaped, resized, or moved. Use selection area to erase its content, crop it from the rest of the image/page, apply image filters and effects, perform color adjustments and conversions, or copy the selected area to a new page. Click outside the selected area in the Viewer to disable the area selection mode.

- **Magnifier mode**: set magnifying glass tool in Viewer area to enhance details viewing.

b. Copy

Copy the current page or an area selection to the clipboard so that you can paste it elsewhere.

c. Rotate

- **Rotate left**: perform a 90° counterclockwise rotation.

- **Rotate right**: perform a 90° clockwise rotation.

- **Horizontal flip**: generate a mirror-like image (identical but right and left reversed).

- **Vertical flip**: generate a mirror-like image (identical but up and down reversed).

d. Pages

- **Move page up**: move the current image/page up one position in the thumbnails panel.

- **Move page down**: move the current image/page down one position in the thumbnails panel.

- **Remove**: remove the current page, all pages before/after current page, all pages, or the selected pages from the thumbnails panel.
e. Operations

- **Crop selected area**: crop the selected area from the image/page to work only on this area.
- **Erase selected area**: erase the selected area in the current image/page.
- **Resize**: resize current image/page by setting new width and height (in pixels) with/without keeping its originals proportions.

**Note**: You can read a description of properties by moving your mouse over the icon.
5. IMAGE PROCESSING

An image-processing menu enables users to adjust scanned images until they are fully satisfied with the results.

In this tab you will be able to apply these options to all pages at once. The feature will be prompted to you once you click on one of the options to use. This is the same feature that was available in the edit tab. This can be very useful for when you have many files to handle.

There are many features available for image processing, let's take a look at some of them:

a. **Clean up**

Document cleanup improves the accuracy of processes like Optical Character Recognition (OCR).

- **Autodeskew**: automatically straightens the current image/page content that is inclined (oblique) or misaligned due to various reasons like paper misplacement in the scanner.
- **Despeckle**: remove the speckles, dust (noise), and isolated small imperfections on a scanned image.

![Before and After Despeckle](image)

- **Punch-hole removal**: automatically removes hole punch marks from a scanned image/page, either on a specified side or on all sides of the image/page.

![Before and After Punch-hole Removal](image)
b. Color

- **Negative**: inverts colors of the current page/image, or within a selected area, to switch it to a negative/positive version.

- **Color adjustments**: adjusts color brightness, contrast, saturation, and gamma of current image/page by checking in real page how these parameters affect a sample image.

c. Color conversion

- **Convert to black and white (1-bit)**: converts current image/page to black and white monochrome, by using various black and white conversion algorithms.

- **Convert to grayscale (8-bit)**: converts current image/page to 8-bit grayscale (256 different shades of gray from black to white).

- **Convert to color (8-bit, 24-bit)**: converts current image/page to color.
d. Filters

The aim of filtering is to prepare the image for optimal compression. All these options can be used with the Area selection mode tool featured in the “Edit” options. These also increase the OCR performance.

- **Filters**: apply filters to current page/image or just in selected area to smooth jagged edges, stretch contrast, or reduce/remove image noise with the median filter.

  - Median Filter
- **Black and white filters**: apply filters for black and white pages/images or selected areas, to delete/erode text characters, despeckle (reduce/remove noise while preserving details), or remove isolated dots.

  - Remove all lines

- **Effects**: apply various effects on current page/image or selected areas, such as contour (outlines shapes), sepia (converts to sepia tone), or scanlines (adds a grid of horizontal lines).

  - Gaussian Blur
6. ANNOTATIONS

a. The main tools

With PaperScan, you can improve your document by adding annotations. Here is an example of possible annotations. The annotations toolbar is on top of the screen:
When you double-click on an icon like the stamp polygon, for instance, an *Annotation Properties* window opens. You can fully customize the color, the font, the size of the characters, etc. of each type of annotation.
b. Preset annotations editor

1) Creating the annotation

Using this feature can be very time saving if you have many pages to edit. To use this feature will first need to click on “new” to create a new preset annotation. After selecting your annotation type you will need to draw the annotation on your page displayed to the right of all the options. You can adjust and edit your annotation by changing its properties displayed in the bottom left of the window.
2) Advanced Edit

You can apply it to multiple pages by selecting which option you prefer in the “Draw on” box.

If your annotation can contain text then you can tick the “Overwrite text with custom value” checkbox and use the advanced options to automatically apply the date or even to enter the page number on each page.
3) Saving and Applying

Once you are done click save and then click close.

To apply the annotation to all pages just simply go to “Preset annotations” and select the annotation you have just created in the editor.
Once you have made all the desired adjustments, you must click on the *Burn annotations* button to save your changes.

Once burned, your annotations will no longer be editable. This option is necessary so that when you save your pages to a file the edited annotations on them are saved with it. You only need to do this once before saving your scanned pages to a file or when you want to crop a page containing annotations.
PaperScan can save an image using a compressed storage format or not as different formats.

When you are done editing or creating your image, you can compress and save it to another format. The format to choose depends on the content of your image and the use you want to make of it. For example, if you are saving a Web image, you should use PNG, JPEG, or GIF.

Only the pages that are “ticked” in the thumbnails will be saved.
a. Multipage options

- **Save all pages in the same multipage file:** using the Free Edition, you won’t be able to produce a single multipage pdf from the multiple 10-page pdf you acquired in batch mode because it is limited to 10 pages per document (acquired or imported).

  You should consider trying Home or Pro edition if you need to process more than 10 pages in a document.

- **Use separators to split multipage files:** PaperScan Professional can be used to scan multiple documents in batches divided by separator sheets.

To create files of variable pages number, a separator sheet must be used. For such purposes, PaperScan requires that the first page of the batch is a separator sheet. Then each time a separator sheet is detected, PaperScan creates a new document and deletes the separator sheet.

When saving your documents, in PaperScan, select the option *Use separators to split multipage files*. In the *Save* menu.

Then save in the desired multipage format.

**N.B.:** The separator sheet can be any sheet (except a full blank page), as long as it is the same and used multiple times in the batch. We suggest using a blank page with a big barcode.

Here is an example of a separator sheet that you can use in PaperScan:
b. Other options: Save options

Before saving, you can set encryption (for PDF format) and quality, clicking on Other options.

**JPEG compression** is efficient for photographic type images, with multiple shades and gradations of tones. JPEG compression is always destructive compression. Even if maximum quality only produces degradations imperceptible to the naked eye, there is always a degradation that occurs during the recording.

Of course, the gain of the weight of the file is inversely proportional to the quality selected for the image; a strong compression generates a particular tilting effect.

Images play a significant role in the loading time of a website, and hence they must be well optimized for the web without any visible loss in quality. **WebP format** provides lossless and lossy compression for images on the Internet.
The compression options for embedded images in PDF files remains mysterious for most users who are satisfied with the default settings. Nevertheless, it should be useful to know the available saving options in PaperScan.

![Settings Window](image)

### JPEG/WEBP options:

- **Progressive mode:** The progressive format allows you to create an image that is displayed as it is downloaded to a browser

  

  (0 => 100): Choose a compression ratio between 10 and 100. A low compression ratio, lower image quality, and lower file size, while a high compression ratio gives a better image quality but a file of a larger size. Even with a maximum rate of 100, there are still losses compared to the original image.
**JPEG2000 options:**

**JPEG 2000** is an image compression standard which offers significant advantages, on the contrary to the JPEG standard. It provides both lossy and lossless compression in the same file stream, and higher compression ratios for lossy compression than the JPEG standard. It provides the ability to display the same image in different resolutions and sizes, provides the capability of viewing a Region of Interest (ROI) in high quality while the rest of the image is displayed in lower quality, etc. There are numerous other advantages of JPEG 2000 over JPEG. You can learn more about it on its website at [https://jpeg.org/jpeg2000/](https://jpeg.org/jpeg2000/)

**Quality:** These images are presented at 4 levels compression.

**PDF options:**
Enable encryption: Encryption is only possible for the scanned file. You can not open an encrypted file without the correct password.

Enable fast web view: The quick display of Web pages consists of the restructuring of the PDF document for individual downloading of pages (optimal use of bytes) from web servers. With Quick Web View, the Web server sends the only page requested, not the entire PDF document. This option is especially useful for large documents that require a considerable amount of time to download from a server.

Compression scheme for bitonal images: JBIG2/CCITT Group4/ Deflate / JPEG / None

JBIG2 encoding is revolutionary breakthrough in captured document technology allowing scanned images to be compressed up to 10x smaller than with TIFF G4 and TIFF-based PDFs. It allows documents of any types to be viewed and manipulated efficiently over the Internet and affords digital copiers/printers efficient network transmission of digitally copied documents.

JBIG2 compression is greater than CCITT 4 compression in weight gain. It has appeared with version 1.4 of the PDF format and can be used in non-destructive or in destructive mode to varying degrees, such as the JPEG2000.

CCITT Group4: CCITT, only available for monochrome bitmap images, is suitable for black-and-white images or scanned images with a depth of 1 bit. Group 4 is a general method that produces good compression for most monochrome images.

CCITT 4 compression is generally the most efficient; it is a non-destructive compression mode.

Deflate: is a lossless data compression algorithm.

Compression scheme for color images: Deflate / JPEG / JPEG2000 / None

Enable MRC compression: Mixed Raster Content Compression: The compression ratio can be increased by segmenting the file content:

GdPicture.NET supports advanced PDF bitmap compression methods which can be combined, including color detection and mixed raster content (aka MRC). While coupling these two technics, each image is automatically broken down using sophisticated segmentation algorithms, automatically converted to a color space allowing you to reduce the bitmap size while preserving its perceptual quality, and then compressed using the most appropriated compression algorithm. As a result, it produces much smaller PDF files.
c. Create any PDF conformance levels and versions

PDF Version: PDF/A (all versions) / PDF 1.5 PDF 1.6 / PDF 1.7

PDF/A is a subset of PDF that eliminates certain risks threatening the one-to-one future reproducibility of the content. PDF/A forbids dynamic content to ensure that the user sees the exact same content both today and for years to come. There are 3 PDF/A versions being PDF/A-1, PDF/A-2 and PDF/A-3 being the most recent one.

1) PDF/A versions and benefits

**PDF/A-1**: Based on the original PDF 1.4 version, it ensures the visual reproducibility of PDF documents regardless of future changes to viewer and printing technologies, and making PDF documents accessible to people with eye vision challenges.

**PDF/A-2**: Upgraded features from PDF/A-1 and allows JPEG2000 compression scheme.

**PDF/A-3**: Enables dramatic cost-reductions in invoice processing and accounting by providing both a human-readable (PDF) and machine-readable (XML) versions of the same information in a single file.

2) PDF/A Conformity levels

In these 3 PDF/A versions there are 3 conformity levels:

- **The “a” option** makes improvements on the pdf’s accessibility.

- **The “b” option** will allow for better preservation of the pdf’s visual integrity over time.

- **The “u” option** focuses on making the content within the pdf readable by a device, increasing the pdf’s OCR success rate and accuracy for improved results.
d. Save to a format type

The *Save to a format type* option contains a drop-down list from where you can select the desired format (PDF, TIFF, JPEG, JPEG2000, WEBP, PNG or JBIG2).

Remember you can also set encryption (for PDF format) and quality (for JPEG), using the "Other options."

- **PDF-OCR**

PDF Searchable Image (often called PDF-OCR) is a PDF image-based document which, in addition to the visual representation of the original document (bitmapped layer), also contains a (hidden) text layer resulting from Optical Character Recognition (OCR) process. It allows you to search for any word on any page of the PDF document. PaperScan uses Tesseract OCR engine to create PDF-OCR files. Text can be viewed in PDF Viewer apps, such as Adobe Reader, PaperLight, etc.

Our OCR software supports many languages such as:
For PDF-OCR, you can also choose if you favor accuracy over speed or vice-versa.

There are 2 options as shown below which allow you to choose:
8. PRINT
9. MAIL

Use the Mail option to save pages in one or several files and attach these files to a Microsoft Outlook email.

Available saving options are the same as those which are available with the Save functionality, so refer to this chapter for further details.
10. SIGN

Use the Sign option then draw a signature placeholder on a page.

You are prompted to select a certificate file and to enter selected certificate’s password.

Enter your name, optional reason for signing, location, and contact information.
Click Apply, your signature placeholder is filled with above values.

Use the Save or Mail menus and save or email your document as a PDF or a PDF + OCR file. The resulting PDF or PDF + OCR file is digitally signed.

Note that PDF encryption option, available on saving options, is not compatible with digital signing.
11. ADDITIONAL FUNCTIONALITIES

a. General

In the *General* tab *Settings* menu, you can control the viewer, languages, notifications, and annotations.

Concerning the options in the Notifications section they are there if you wish to not have to deal with pop-up windows asking for confirmation or displaying warnings. These options are for more advanced users.

The “disable warning and notification dialogs” allow you to avoid most confirmation prompts and warnings.
The “Hide processing on all pages confirmation message” when ticked, the option for batch editing will not be asked and the option you clicked will only apply on the page you are currently editing. This option has the same effect as the option shown in the prompt when you tick “Remember my choice” box however this way of doing it allows you to keep applying to all selected pages if you click yes after ticking the option.
b. Software Update

You can download the update from either the Download page or by clicking on the Software Update in the General tab. **PaperScan** will remember your commercial key, so you won’t have to re-enter it again for registration, even if uninstalling your existing version will be required before installing the new one.

This pop-up window means that our technical team has just released a minor update. All our minor updates are free (see our EULA at [https://paperscan.orpalis.com/eula/](https://paperscan.orpalis.com/eula/)).
c. Profiles

You can save your preferences under a profile. The user can define his quick scan settings. It can be done by starting the acquisition wizard first. And then, subsequent quick scans will apply settings used during the first one. Creating a profile is also beneficial for user settings that have been modified such as preset annotations, shortcuts, and all other settings you may have altered. When changing profile, all the settings will revert back to ones you had saved on the profile you are switching to.
d. Shortcut

Option to create/change the shortcut of most of the available actions in software.

Other shortcuts, for fast usage of common features you can (Keyboard functions):

- Press Enter in the Acquisition Wizard to start the scanning process.
- Press Escape in the Acquisition Wizard to close the window without saving any settings.
- Press Enter to apply settings or changes in other windows in PaperScan and saves the file if in the Saving Wizard window.
e. Useful Taskbar

1) Thumbnails size

You can change the size the thumbnails of your pages display on the left and you can even remove it to have more workspace when editing.
2) Selecting pages

If you have too many files and wish to process them all at once then you can use this feature to select all or deselect all if they were already all selected.
3) **Automatic & manual zooming**

You can also navigate through your pages using this option.

There are also options to make your page automatically fit the window display size.

The zoom amount can be chosen by specific amount if that is what you need.
We hope you found this guide useful. Please do not hesitate to share your experience with us to make PaperScan better:

On this page, you will find the PaperScan history of changes:
https://paperscan.orpalis.com/history/

We thank you for trusting our software.