Sharpdesk V3.5

User's Guide
Version 3.5.01

SHARP®

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Chapter 1
Introduction

Welcome to Sharpdesk®! This software offers you a complete, easy-to-use solution for organizing and working with your paper and electronic documents and images. Once a document has been saved to your PC, you can use Sharpdesk to organize it, view it, and then print it or email it. Sharpdesk integrates the tools you need.

This User's Guide describes the standard features of Sharpdesk. Sharpdesk also works with other Sharp products that might add new capabilities to Sharpdesk that are not included in this Guide. The details of these new capabilities are described in the literature that comes with the Sharp product that "links in" to Sharpdesk.

Overview

Working with Sharpdesk, you can:

- **Scan Images and Documents** — Sharpdesk works with your scanner to let you read paper documents into your PC using all of the scanning controls and options provided with your TWAIN scanner or Sharp multifunctional peripheral (MFP) with the Network Scanner Tool option. Sharpdesk provides you with both "simple" scanning options as well as "advanced" options, giving you full control over scanning preferences.

  Note: In this document, hereafter, please read the term "MFP" as "Sharp multifunctional peripheral".

- **Convert Images to Text** — Text images scanned into Sharpdesk can be converted into editable text for use with common word processors. Sharpdesk uses an advanced Optical Character Recognition (OCR) engine that even preserves your document layouts. You can also convert an image containing text into a word processing format by simply dragging it from any folder onto the Sharpdesk Output Zone.

- **Prepare Production Ready Documents** — Using Sharpdesk Composer, you can combine files of different types into a single production-ready document. For example, combine a Microsoft Word file with a Microsoft Excel® file and then add in a Microsoft PowerPoint® file. In general, any application that can send documents to a printer can contribute pages to a Composer document. Reorder pages as you want them to appear and then print the entire document into stapled sets, making a single trip to the printer to collect your new documents.

- **View Your Images** — Using Sharpdesk Imaging, viewing your stored images, scanned images, and digital camera images is quick and easy.

- **Distribute Your Documents** — Distribute documents by email or print a hard copy as easily as dragging a file onto an icon on the Sharpdesk Output Zone.

- **Import/Export an Image or Document** — Import, store, and manage .BMP, .JPG, .PCX, .TIF, or .PDF documents and images directly from Sharpdesk.

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 your system and navigate within a Windows environment, and perform such basic Windows functions as copying, printing and moving documents. For assistance in using Windows or Internet Explorer, refer to your Microsoft Windows user documentation.

User's Guide Organization

This user's guide is organized into the following chapters:

Chapter 1, Introduction

A basic overview of Sharpdesk features, options, system requirements, and User's Guide organization.

Chapter 2, Installing Sharpdesk

Reviews the installation process and how to uninstall the software.

Chapter 3, Sharpdesk Overview

This chapter looks at how to navigate and work within Sharpdesk, including its menu and toolbar options.

Chapter 4, Working with Sharpdesk

This chapter explains how to change the view of your images and documents in Sharpdesk, and how to organize them, including how to open, save, copy, and move documents. It reviews Sharpdesk scanning options and controls including how to select a scanner, scan an image into Sharpdesk, and set scanning options.

Chapter 5, Composing with Sharpdesk

Creating production-ready documents could be easier with Sharpdesk Composer. This chapter shows you how to combine documents, re-order documents, and print a final document.

Chapter 6, Sharpdesk Imaging

The tools for viewing images are reviewed in this chapter, including adjusting the view of images, printing images, and adjusting Imaging default options.

Chapter 7, Converting Images to Text

This chapter shows you how to convert an image into a format you can use with your favorite word processor and provides a few helpful hints on what you can do once it has been converted.

Chapter 8, Glossary

List of terms used in this Guide or related to image processing.

Definitions of Terms

As you work with Sharpdesk, keep in mind how the following terms are used:

Images

In Sharpdesk, the term Image refers to items that can be loaded into Imaging.

Devices

A device is a piece of hardware such as a scanner, printer, fax machine, digital camera or copier.

OCR

Optical Character Recognition (OCR) - A technology that lets you convert an image into a form that is compatible with common word processors.

Sharpdesk Online Help

The online help provides step-by-step instructions for performing Sharpdesk tasks. You can access the online help by using the Help menu in each application.

Chapter 2
Installing Sharpdesk

Installation Procedure

Installing the Sharpdesk software is simple and straightforward. When you install Sharpdesk, the entire suite of Sharpdesk applications, including Sharpdesk, Composer, and Imaging, is loaded into your PC.

Software Location

By default, the Sharpdesk software is installed on your default boot drive (usually `C:\`) in a folder named Sharpdesk (the full path is `C:\Program Files\Sharp\Sharpdesk\`), unless you specify another drive and/or folder during installation. The installation process also changes some of your system files to allow all the Sharpdesk components to work properly.

User File Location

You can also specify the location of where to store the documents and images you work on in Sharpdesk. Unless otherwise specified, the installation program creates a new `Sharpdesk Desktop` folder and subfolders under C:\Users\<username>\Documents\ on Windows Vista/Windows 7/Windows 8.1/Windows 10 systems. If you specify another location for your data files, you should not assign them into the same folder (or sub-folder) as the Sharpdesk software, since all Sharpdesk software folders will be deleted if Sharpdesk is ever uninstalled.

Sharpdesk CD Installation

To install Sharpdesk from a CD:

1. If any Windows applications are open, close them to ensure that the software installs properly. In particular, anti-virus programs such as "Norton AntiVirus" may report false warnings if they are not disabled prior to installation.
2. Log into your PC with a user ID with full Administrator privileges.
   Note: Windows Vista, Windows 7, Windows 8.1 and Windows 10 will allow non-administrator users to perform administrator tasks if they know the login to a full administrator; however, it will not work for Sharpdesk. If presented with a Windows "Run As" dialog, Cancel the dialog and log in as an Administrator before starting or continuing the installation of Sharpdesk.
3. Insert the installation CD into your CD-ROM drive. In a few moments, the installation Welcome screen automatically appears on your monitor screen. If the Welcome screen does not appear (for example, because you have disabled the Windows Auto Run feature), run the Setup.exe program located in the \Sharpdesk directory on the CD.
   Note: In case, if you have downloaded the Sharpdesk from the given SHARP website, please run the "setup.exe" from the downloaded Sharpdesk.
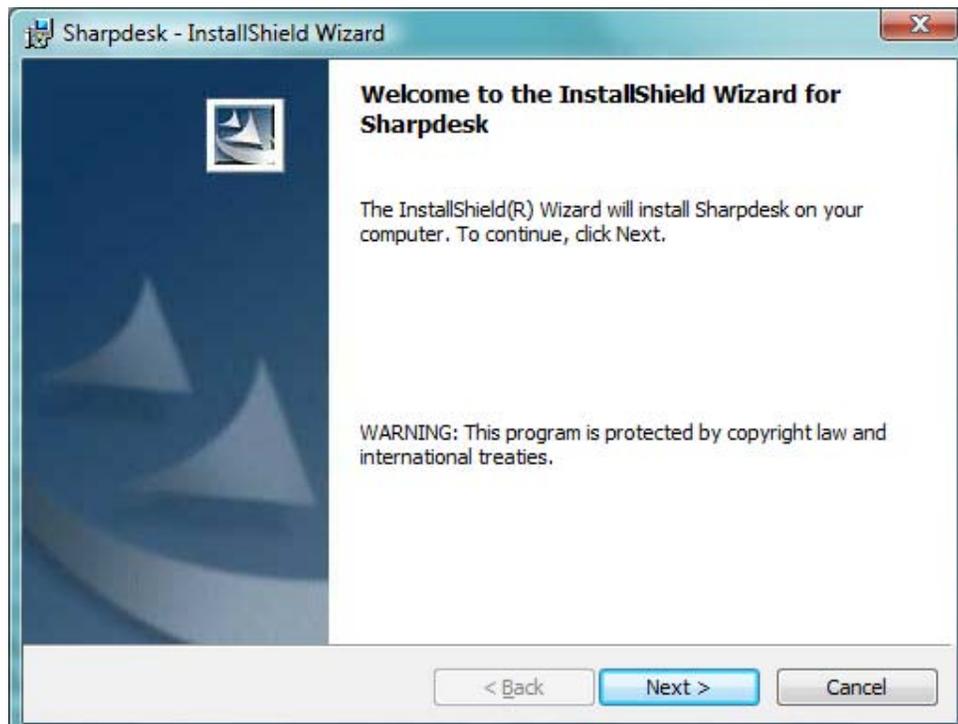
Sharpdesk Installation Welcome Screen

4. Follow the on-screen instructions to complete the installation.
5. Once the installation completes, Sharpdesk is ready to use (no reboot required).

During installation, a folder is created in your Program Files directory or the location you specified during installation containing all the Sharpdesk, Composer, and Imaging software files. You will also find a Sharpdesk entry added to your Start/Programs menu containing the Sharpdesk and Imaging software files. Finally, a Sharpdesk shortcut is placed on your desktop making access to the software very convenient.

In Windows 8.1, you will find Sharpdesk and Sharpdesk Imaging entries in the Start screen.

Uninstalling Sharpdesk

If you need to uninstall Sharpdesk, you can do so using the following standard Windows procedure for uninstalling software.

1. Click the Windows Start button, then Control Panel.

   In Windows 8.1, in order to select Control Panel, please right-click the Start screen and select "All apps" from the app bar.

2. Click Uninstall a program.
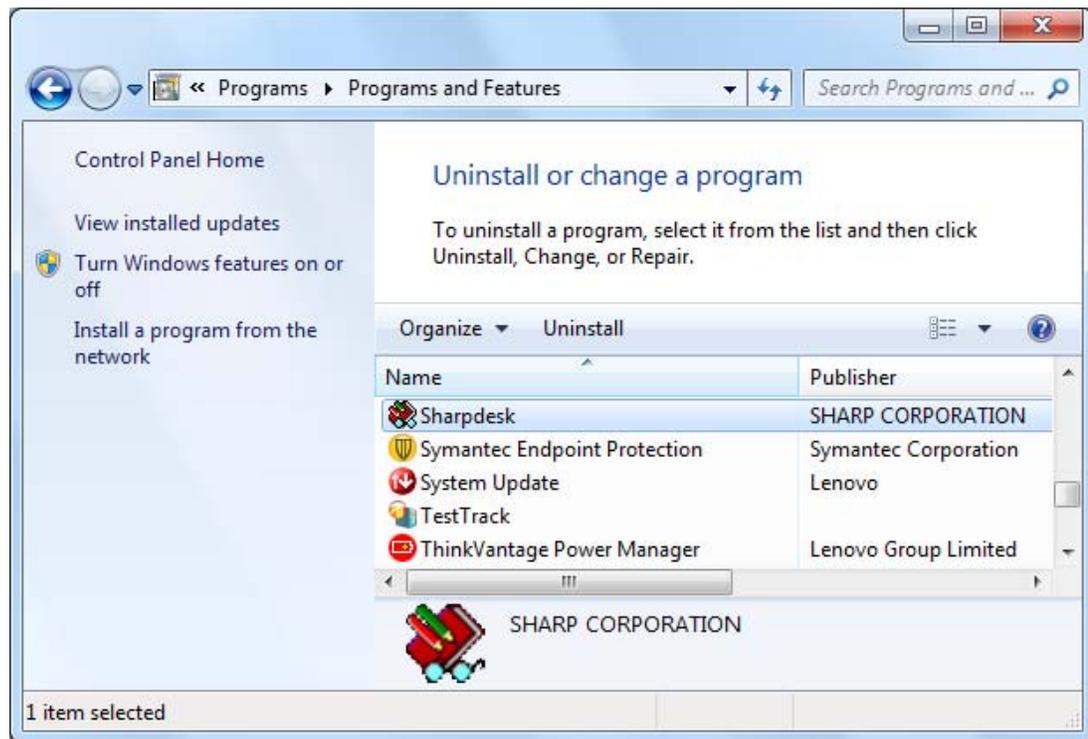
Uninstall or change a program Dialog Box

3. Click Sharpdesk in Uninstall or change a program dialog box.
4. Click Uninstall.
5. When the confirmation message displays, click **OK** to complete the Sharpdesk uninstallation.

   Note that the uninstall process will not delete document files or folders created or modified after Sharpdesk was installed. Data files installed with Sharpdesk (Desktop Samples, for instance) will be removed during uninstall if they have not been modified.

6. When complete, close the Uninstall or change a program dialog box.

Chapter 3
Sharpdesk Overview

Introduction

Sharpdesk is a Windows application that provides integrated organization for all your paper and electronic documents and images. With Sharpdesk, you can:

- Scan and view documents
- Convert images into text documents
- Organize documents and images among Windows folders
- Distribute documents by email

Sharpdesk makes working with the devices connected to your computer (scanner, printer, or digital camera) more efficient, easy, and productive than ever before.

Starting Sharpdesk

You can start Sharpdesk from the Windows Start menu by clicking Start, pointing to Programs, then to Sharpdesk, and finally clicking Sharpdesk.

In Windows 8.1, you can start Sharpdesk from the Start screen.

You can also start Sharpdesk from the Windows desktop by double-clicking the Sharpdesk shortcut icon.
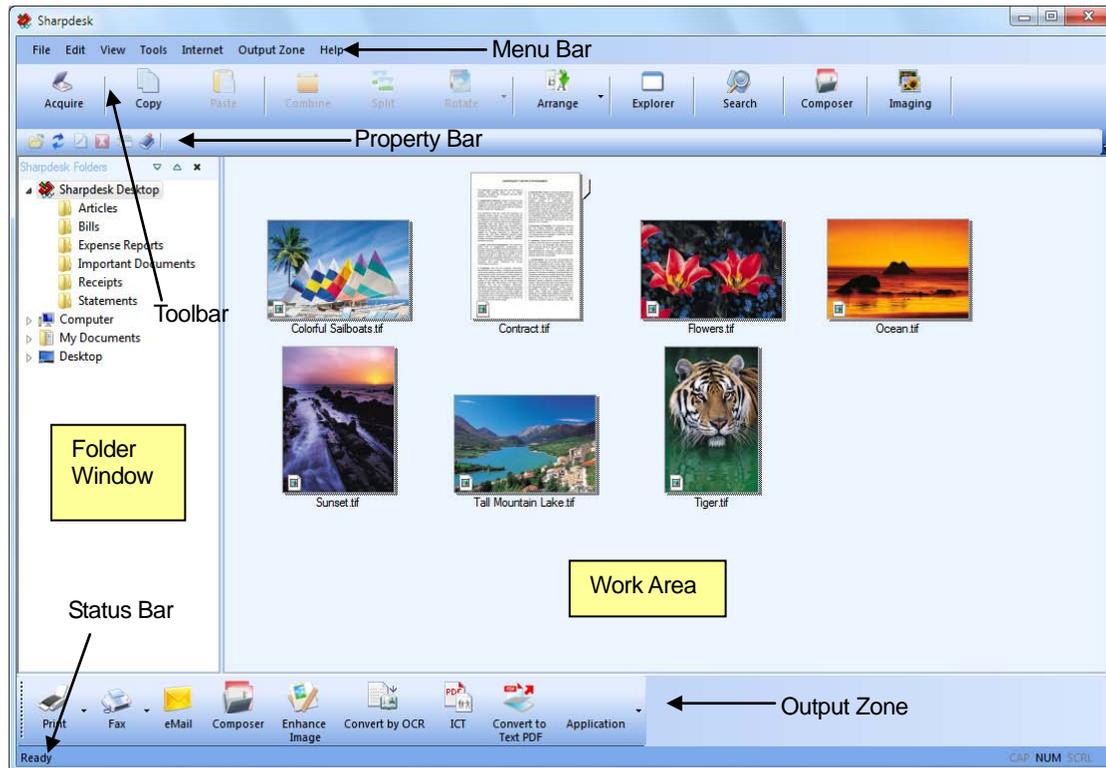
Sharpdesk Main Window

Folders and files are selected by clicking on them in the Folder Window or in the Work Area. Once selected, you can display information or execute commands by right-clicking on them. Or, you can choose a command from the Menu Bar, Toolbar, Property Bar, or Output Zone. Sharpdesk provides you with a convenient way of viewing, organizing, and distributing your files.

Sharpdesk is comprised of the following elements:

Menu Bar

The menu bar contains all the commands that are available in Sharpdesk, from opening and displaying documents to accessing product support on the Internet.

Folder Window

The Folder Window lets you access your files and system resources. It can be used much like Windows Explorer to locate and display information from Sharpdesk or your Folder/Drive.

Toolbar

The toolbar provides quick access to key commands and other Sharpdesk applications such as the Sharpdesk Composer and Imaging.

In circumstances where a command or application is not possible, the toolbar button is dimmed and unavailable for selection. (Exception: The "Acquire" button is dimmed after the first execution if it is unavailable.) To see what a toolbar option can do, place the mouse pointer directly over the toolbar icon and a tool tip appears explaining the function of that option.

Work Area

The work area displays the contents of a selected folder in a thumbnail view. From the work area, you can select a file to work with, and then view it, convert it to text, or print it.

Property Bar

The property bar gives details or properties of a selected thumbnail in the work area.

Output Zone

The Sharpdesk Output Zone displays icons for various destinations you can send files to. The Output Zone lets you print, fax, email, enhance the images with the options like "Despeckle", "Auto Crop", "Straighten", and "Auto Rotate", convert images to text, compress images into PDF files, convert images into searchable PDF, and pass files to other applications of your choice with a simple drag and drop operation.

Status Bar

The status bar displays information about a selected file in addition to command and toolbar definitions. The definitions appear when you move the mouse pointer over a command or toolbar option. This is standard Windows status bar behavior.

Scroll Bars

If the contents of the Folder Window or the Work Area are more than can be displayed in the current window, Sharpdesk provides scroll bars that let you view all the available information.

Navigating in Sharpdesk

Working with Sharpdesk is very easy. It is designed to let you find your images and documents quickly using the Folder Window, the Menu Bar, and the Toolbar.

Working with the Folder Window

By default, the Folder Window appears at the left on the Sharpdesk screen. The Folder Window can be used much like Windows Explorer to locate and display information from Sharpdesk, your hard disk, or any connected network drives.

Using the Folder Window, you can display 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 files contained in that folder in the work area.

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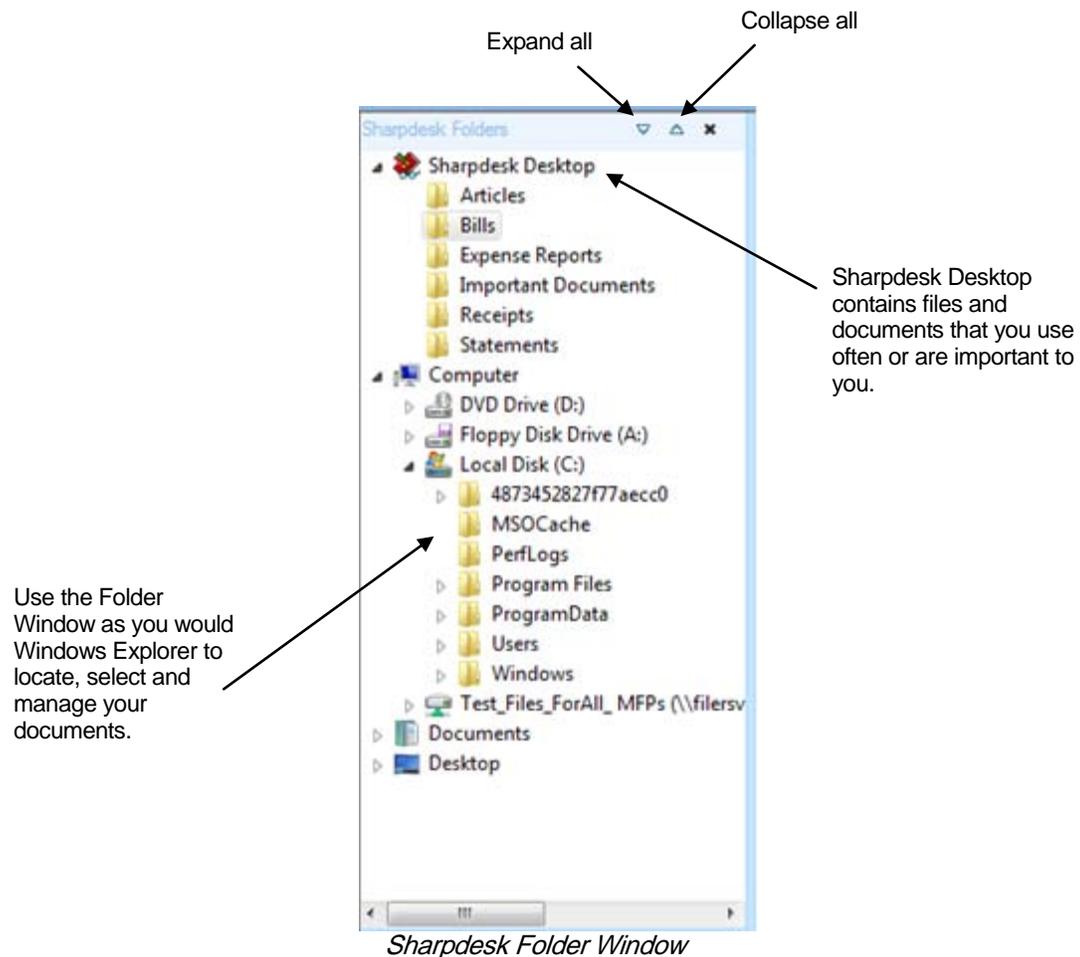
Note: Deleting or renaming system files or folders may cause Windows or other applications to become unstable. Do not delete or rename files or folders without understanding what can occur.

Right-Click Options

Right-click on a folder in the Folder Window to display a popup menu with Explorer-like menu options that let you perform the following actions:

- New Folder — create a new folder at the current location.
- Rename — rename the selected folder.
- Delete — delete the selected folder into the Windows Recycle Bin.

- Sharpdesk Folders — add a folder shortcut to the Sharpdesk Folder window, reorder folders in the Folder Window, or remove folder shortcuts from the Folder Window.

- Copy — copy the contents of the selected folder into the Clipboard.

- Paste — paste the contents of the Clipboard at the current location.

- Properties — display property information for the selected folder.

Right-click in the Work Area (away from any documents) to display a popup menu with Explorer-like menu options that let you perform the following actions:

- Scan Document — displays the Scanning dialog that lets you set scanning options and then scan an image into Sharpdesk.

- From Scanner or Camera — displays the Device dialog allowing you to select a scanner or camera. A Scanning dialog (which will be different for each device) then displays allowing you to set scanning options for the selected WIA device and then scan an image into Sharpdesk.

- Paste — paste the contents of the Clipboard at the current location.

- Search — display the Windows Explorer Search page.

- Select All — select all documents in the current folder.

- Arrange — arrange thumbnails by Name, Date, Size, Type, or force all new folders to the end of the folder (Auto Arrange Off).

- Preferences — set preferences for displaying thumbnails, names for new scanned files, text conversion and image export resolution options.

Right-click on a document in the Work Area to display a popup menu with Explorer-like menu options that let you perform the following actions:

- Open — open the selected file. If a readable image is selected, it opens in Imaging.

- Copy — copy the selected files to the Clipboard.

- Combine — stack two or more images together into a single file.

- Split — separate a multi-page image file into two files.

- Rotate — rotate the selected file 90 degrees to the left or right.

- Rename — rename the selected file.

- Delete — delete the selected file into the Windows Recycle Bin.

- Send As — attach the selected file to a mail message using default email client on the user's PC. If the selected file is an .SDF file, and the PDF format is selected, the file is first converted to PDF format before starting the email client. Only .SDF files may be converted to PDF format before they are sent.

- Convert to text PDF— Converts images into searchable PDF and allows working with the text present in the PDF.

- Properties — display property information for the selected file.

The Sharpdesk Menu

The Sharpdesk menu provides you with the following options:

FILE MENU	DESCRIPTION
New Folder	Create a new folder at the current location.
Open…	Open the currently selected file or folder. If a readable image is selected, it opens in Imaging.
Rename	Lets you rename a selected file or folder.
Delete	Delete the currently selected file or folder into the Windows Recycle Bin.
Sharpdesk Folders…	Display the Sharpdesk Folders dialog allowing you to add a folder shortcut to the Sharpdesk Folder window, reorder how folders display in the Folder Window, or remove s shortcut from the Folder Window.
Print…	Print a selected file by opening its native application and causing it to print to the current system default printer.
Acquire Image…	Displays the User Interface from the TWAIN driver (which will be different for each scanner) that lets you set various options and then scan an image into Sharpdesk. For more information, refer to "Chapter 4, Working with Sharpdesk."
Select Scanner…	Select a TWAIN scanning driver for use in scanning images and documents.
From Scanner or Camera	Displays the Device dialog allowing you to select a scanner or camera. A Scanning dialog (which will be different for each device) then displays allowing you to set scanning options for the selected WIA device and then scan an image into Sharpdesk.
Send As	Attach the selected file to a mail message using the default email client on your PC. If the selected file is an .SDF file, and the PDF format is selected, the file is first converted to PDF format before starting the email client. Only .SDF files may be converted to PDF format before they are sent.
Properties	Display property information for the selected file.
Exit	Exit and close Sharpdesk.
EDIT MENU	DESCRIPTION
Copy	Copy the currently selected file or folder to the Clipboard.
Paste	Paste the contents of the Clipboard at the current location.
Combine	Stack two or more images together into a single file.
Split	Separate a multi-page image file into two files.
Rotate	Rotate the selected file 90 degrees to the left or right.
Select All	Select all documents in the current folder.
VIEW MENU	DESCRIPTION
Folders	Toggle the default folder window on and off.
Toolbars	Toggles the Toolbar, Text Labels, and Large Buttons on and off.

VIEW MENU	DESCRIPTION
Status Bar	Toggle the status bar on and off.
Output Zone	Toggle the display of the Output Zone on and off.
Property Bar	Toggle the display of the Property Bar on and off.
Refresh	Refresh the thumbnails in the work area.
Arrange	Arrange thumbnails by Name, Date, Type, or Size. Select Auto Arrange Off to have all new files added at the end of the folder, regardless of their name, date, type, or size.
Next Page	If the thumbnail has more than one page, view the next one.
Previous Page	If the thumbnail has more than one page, view the previous one.
Launch Explorer	Launch Windows Explorer.
Application Look	Toggles the Blue Theme and Silver Theme on and off.
TOOLS MENU	**DESCRIPTION**
Product Configuration	Configure your Sharp-connected devices.
Preferences…	Set preferences for displaying thumbnails, names for new scanned files, text conversion, image compression and image export resolution options.
Search	Display the Windows Explorer search page.
Imaging	Launch Imaging component of Sharpdesk.
Composer	Launch Composer component of Sharpdesk.
INTERNET MENU	**DESCRIPTION**
Sharp Product Info	Display the Internet page connected to Sharp Product Information.
OUTPUT ZONE MENU	**DESCRIPTION**
Print	Prints a single copy of the image to your default printer. To print to another printer, click on the Down Arrow and select the desired printer.
FAX	Sends the image/document to the host-resident fax utility allowing it to be transmitted over a telephone line.
eMail	Launches your email application inserting the selected image/document as an attachment.
Convert by OCR	Sends the image/document though the OCR (Optical Character Recognition) engine displaying it in the selected editor.
Composer	Prints the document using the Sharpdesk Composer print driver and opens Composer.
Enhance Image	Provides image enhancement options like "Despeckle", "Auto Crop", "Straighten" and "Auto Rotate" to allow the user to enhance the image documents.
ICT (Image Compression Tool)	Converts images into PDF files using JPEG 2000 compression algorithm to make the size of the file smaller.
Convert to Text PDF	Converts images into searchable PDF and allows working with the text present in the PDF.

Application	Allows you to access other applications from the Output Zone. In the example above, Microsoft Paint has been added to the Output Zone. To add an application to the Application button, use the Tools/Preferences menu item described later.
HELP MENU	**DESCRIPTION**
Contents and Index	Display the Sharpdesk online help.
About Sharpdesk	Display Sharpdesk product version and copyright information.

The Sharpdesk Toolbar

The Sharpdesk toolbar allows you quick access to key commands and additional Sharpdesk applications such as Composer and Imaging.

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

Sharpdesk Toolbar

The toolbar lets you perform the following functions:

TOOL BUTTON	DESCRIPTION
Acquire	Displays the User Interface from the TWAIN driver (which will be different for each scanner) that lets you set various options and then scan an image into Sharpdesk. For more information, refer to "Chapter 4, Working with Sharpdesk.".
Copy	Copy the currently selected file or folder to the Clipboard.
Paste	Paste the contents of the Clipboard at the current location.
Combine	Stack two or more images together into a single file.
Split	Separate a multi-page image file into two files.
Rotate	Rotate the selected file 90 degrees to the left or right.
Arrange	Arrange a selected folder display in the work area by Name, Size, Type, or Date. The current selection will be used to sort the thumbnails of every folder selected. If the folder receives many new files, you may want to turn Auto Arrange off. This will cause each new file to appear at the end of the folder.
Explorer	Start Windows Explorer.
Search	Display the Windows Explorer search page.
Imaging	Launches Imaging, allowing you to view documents and images. For more information, refer to "Chapter 6, Sharpdesk Imaging".
Composer	Launches Composer, letting you combine pages from multiple documents into a new Sharpdesk document. For more information, refer to "Chapter 5, Composing with Sharpdesk".

The Sharpdesk Property bar

The Sharpdesk property bar lets you view the properties of the selected thumbnail in the work area.
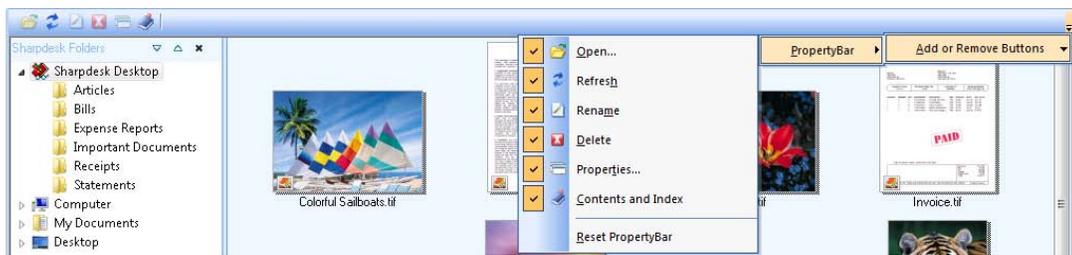
Property Bar

The Sharpdesk Output Zone

The Sharpdesk Output Zone lets you perform functions by simply dragging and dropping a selected file to the appropriate Output Zone button. You can also highlight a file and click the desired Output Zone button. To change the destination of an Output Zone button, click the "down arrow" to its right and select another choice from the drop-down menu that appears.
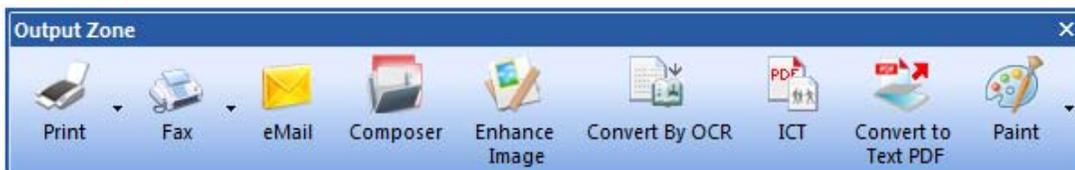
Output Zone

The Print, Fax, and eMail buttons appear if your computer has the supporting software installed. For instance, if you do not have a Fax driver ("fax" somewhere in its name) installed the Fax button will not appear. The same is true for the eMail button if your computer does not have a MAPI-compliant email client installed.

LABEL	DESCRIPTION
Print	Prints a single copy of the image to your default printer. To print to another printer, click on the Down Arrow and select the desired printer.
Fax	Sends the image/document to the host-resident fax utility allowing it to be transmitted over a telephone line.
eMail	Launches your email application inserting the selected image/document as an attachment.
Convert by OCR	Sends the image/document through the OCR (Optical Character Recognition) engine displaying it in the selected editor.
Composer	Prints the document using the Sharpdesk Composer print driver and opens Composer.
Enhance Image	Provides image enhancement options like "Despeckle", "Auto Crop", "Straighten" and "Auto Rotate" to allow the user to enhance the image documents.
ICT (Image Compression Tool)	Converts images into PDF files using JPEG 2000 compression algorithm to make the size of the file smaller.
Convert to Text PDF	Converts images into searchable PDF and allows working with the text present in the PDF.
Application	Allows you to access other applications from the Output Zone. In the example above, Microsoft Paint has been added to the Output Zone. To add an application to the Application button, use the Tools/Preferences menu item described later.

Exiting Sharpdesk

To exit and close Sharpdesk, choose the Exit command from the File menu.

Chapter 4
Working with Sharpdesk

Introduction

Sharpdesk makes it easy to identify, locate, and organize your files. This chapter reviews how to work with each of the options Sharpdesk provides.

Viewing Images and Documents

When you open a folder in Sharpdesk, you view the documents contained in the folder as a thumbnail of the document. If the number of documents within a folder exceeds the available work area, horizontal and/or vertical scroll bars appear. You can use them to scroll through the work area to view all the documents.

Working within a Folder

On the Folder Window, click on the desired folder. The documents contained in the folder are displayed in the work area. Each of your documents appears as a thumbnail image, showing the file's name and type. Note that it takes longer to generate thumbnails the first time a folder is selected.
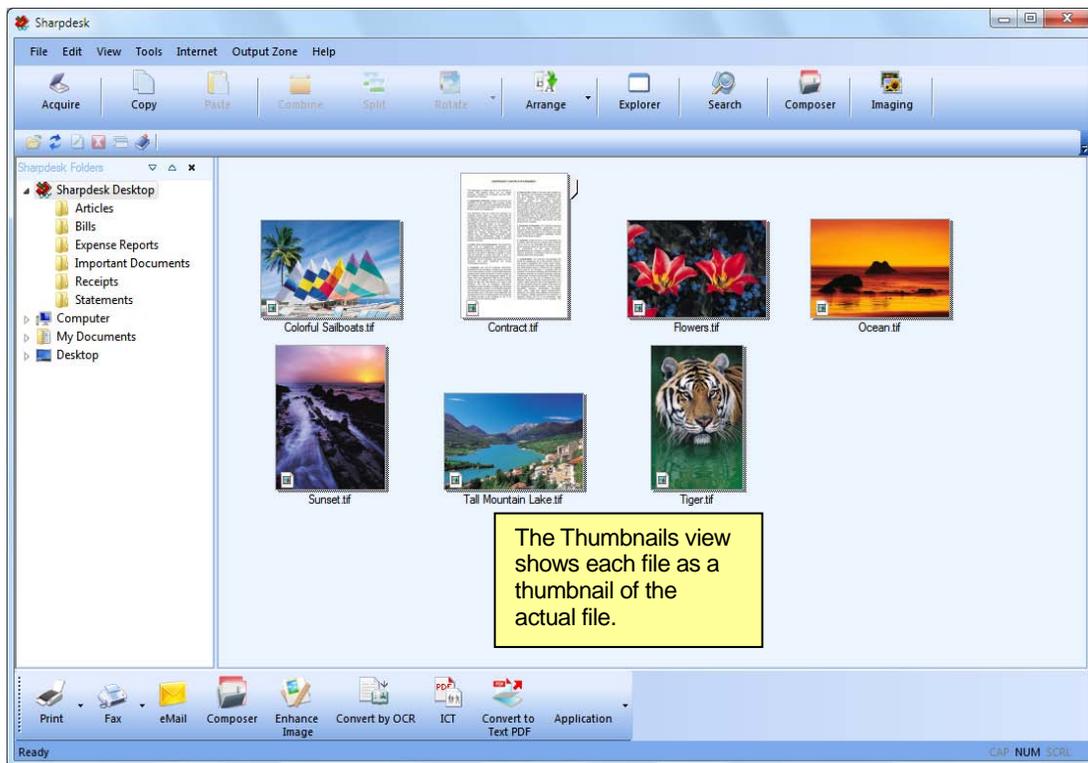
Viewing Files as Thumbnails

To page through a multi-page document, click on the document to select it, and then click on the tab on either side of the thumbnail near the top. Or, use the Next Page or Previous Page options in the View menu. When you move to the second page of a multi-page document, Sharpdesk will "look ahead" at all of the pages to be ready for the next page request. The caption of the thumbnail contains the *current* page number and the total known page count of the document, separated by the '/' character. (For many documents, it is necessary to page through the entire document to determine the total number of pages. Until the total page count of the file is known, only the current page number will be displayed.) You can page back to the front of the document using the left arrow or the Previous Page option on the View menu. Note that page numbers displayed on the thumbnails are only an approximation of the number of pages known to the application that created the file; the thumbnail page numbers may not match those the application would use. Similarly, page breaks shown in the thumbnail may not match those shown by the creating application.

The work area is automatically arranged according to the selected option from the Arrange toolbar button. You can arrange thumbnails by Name, Date, Size (of the image file), or Type. Whenever new documents are added to the work area, the thumbnails will be rearranged according to the current setting of the Arrange option, with the new document occupying the appropriate place. If you want new files arriving in the folder to be placed at the end, select Auto Arrange Off; they will remain in that position until you refresh the display.

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:

Instngin.dll

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:

Encrypted PDF
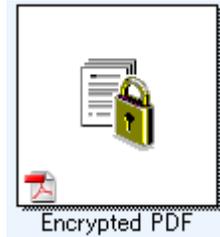
If the thumbnails do not appear as expected, select the Refresh command from the View menu or press the <**F5**> key on the keyboard to correct the problem.

Working with Images

Combine

You can combine .TIF image documents in the work area by clicking on an image, then dragging and dropping it on the .TIF image you want to combine it with. You can also combine .TIF images by clicking on the images (hold down the <**Shift**> key to select multiple images), then selecting the Combine command from the Edit menu, or from the Combine button on the toolbar. You can also combine .SDF documents in the same manner.

Split

You can split multi-page .TIF and .SDF documents into separate documents by clicking on the multi-page document, stepping through the thumbnail pages to the spot where you want to split, and then select the Split command from the Edit menu or from the Split button on the toolbar. The split will cause the selected thumbnail page to appear as the first page of the split document.

Rotate

You can rotate a .TIF image files 90 degrees to the left or to the right by clicking on the file, then selecting the desired option from the Rotate option in the Edit menu (or from the toolbar). Note that all images within a multi-page image document are rotated. If the .TIF file contains pages that are Grayscale or compressed using JPEG, rotation is not permitted from Sharpdesk Desktop.

Open the file with Sharpdesk Imaging (described in "Chapter 6: Sharpdesk Imaging") to attempt operations not permitted on thumbnails on the Desktop.

Controlling the Desktop Display

Sharpdesk lets you customize the Desktop according to your preferences:

- Choose the **Preferences** command from the Tools menu, and click on the **Desktop** tab, if not already displayed.
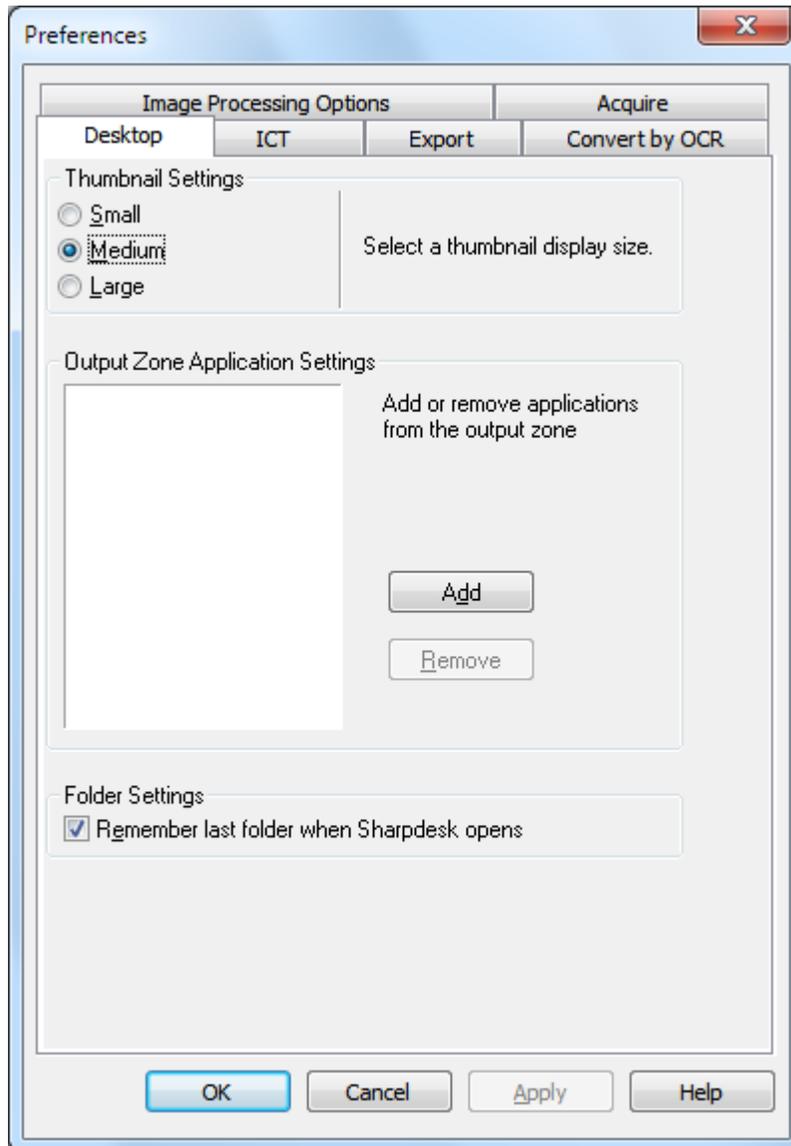
Desktop Display Options

Changing the Thumbnail Size

To change the thumbnail size, click on your preference: Small, Medium, or Large.

Adding/Removing an Application on the Output Zone

The current applications available on the Output Zone are listed in the Output Zone list box. To add an application, click the **Add** button and enter the path to the program you want placed on the

Output Zone, or use the **Browse** button to locate and select the program. After selecting the application, click **OK**.

To remove an application from the Output Zone, select its name from the Output Zone list box and click on the **Remove** button.

Set up Sharpdesk Entry Folder

If you always want to enter Sharpdesk with the Sharpdesk Desktop folder displayed, uncheck the "**Remember last folder…**" box. If you want to enter Sharpdesk with the last folder you were in displayed, check the "**Remember last folder…**" box.

To save your preference settings, click **OK**.

Setting Export Options

Both Sharpdesk and Sharpdesk Composer allow you to attach and send files via email. In addition, Sharpdesk Composer allows you to export Composer files as Adobe Acrobat (.PDF) format files. (Refer to Chapter 5: Composing with Sharpdesk for details.) If you have Adobe's PDFWriter software installed (version 5 or later), Sharpdesk will use that driver to create the PDF file.

If you do not have Adobe's PDFWriter installed, Sharpdesk will create an "image PDF" file instead. The Export tab controls the PDF generation process for the image PDF file Sharpdesk provides. It does not affect the controls that are provided by Adobe with their software.

If your workstation has limited resources, converting a large image to a 300 dpi PDF file can take considerable time and disk storage. Or, if you want to send a large file via email, converting that file to a 300 dpi PDF file and sending it may strain the resources of either your or the recipient's email application or may exceed size restrictions placed on email attachments by some Internet Service Providers. In such cases, you may modify the default image Export resolution settings. To do so, choose the **Preferences** command from the Sharpdesk Tools menu, and click the **Export** tab.
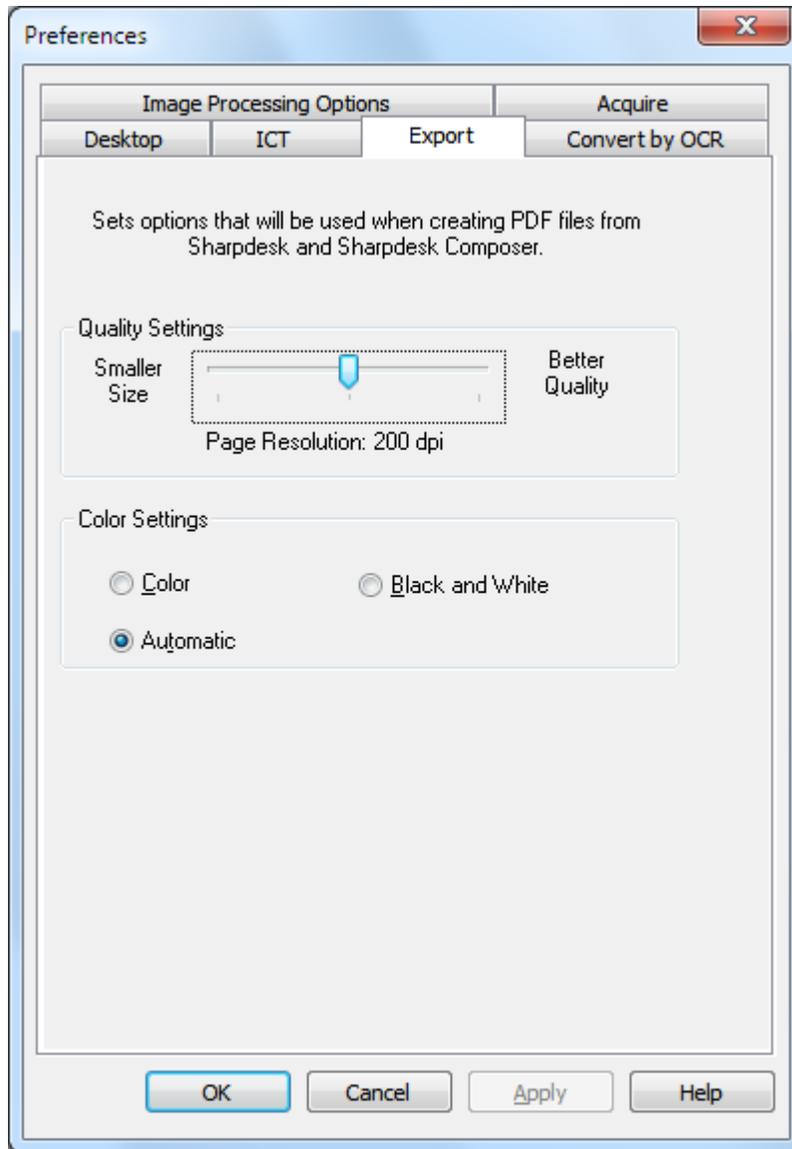
Export Resolution Settings

Changing the Default Export Resolution

To change the default Export resolution, press and hold the left mouse button on the slider bar in the Quality Settings frame and drag it until the slider bar displays the desired image conversion resolution. Dragging the slider to the left will result in shorter conversion times and smaller file sizes after conversion. Dragging the slider to the right will result in higher quality images. When finished, click **OK** to save your selection.

Changing Color Settings

If a small file size is more desirable than color reproduction for exported files, selecting the Black and White setting will create the smallest possible file. Selecting the Color or Automatic setting generates more accurate color reproduction. With "Automatic" setting, the exported file retains the original color settings of the pages in the input file. i.e. The input color pages will be converted as color and the input B&W pages will be converted as B&W during exporting.

Whereas, with "Color" setting, all the pages in the input file will be converted as color during exporting.

To save your export settings, click **OK**.

Viewing a Document's Property Details

The Properties dialog displays detailed information about a document. To display properties information:

1. Click the mouse on the document for which you want to view details in the work area;
2. Choose **Properties** from the File menu; or
3. Click the properties button on the Property Bar.
4. To close the Properties dialog, click **OK**.
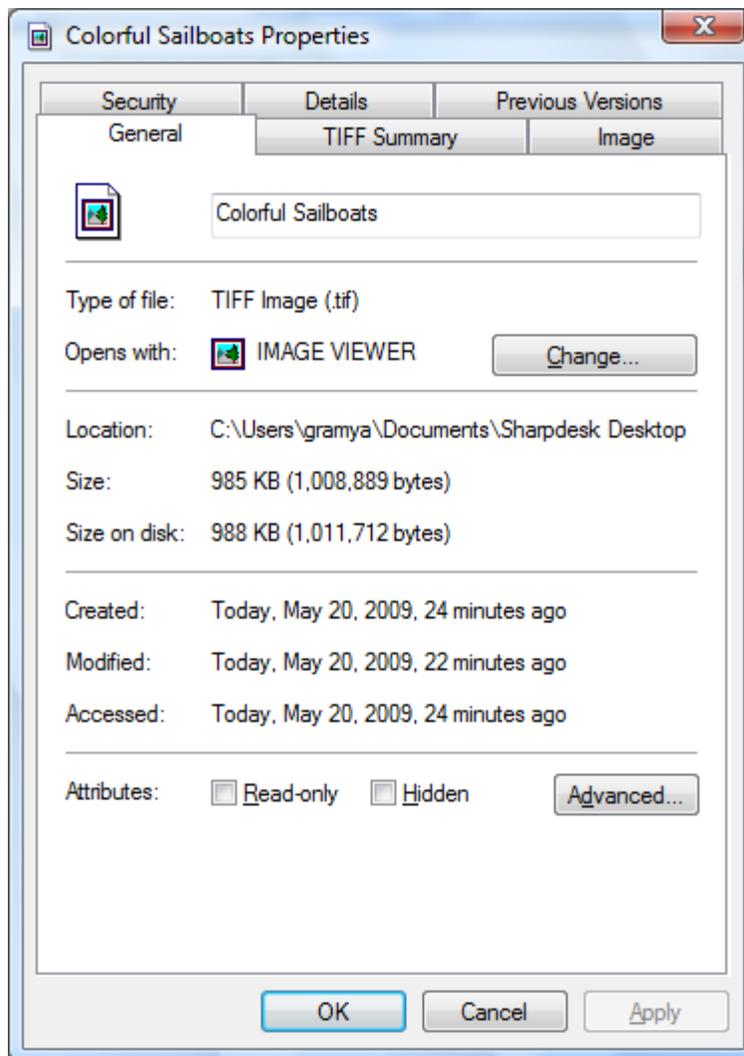
Properties Dialog

Organizing Files

With Sharpdesk, organizing your files could not be easier. This section reviews the overall procedures for such tasks as selecting files, opening them, moving them, and deleting them. Note that while Sharpdesk can page through a file's pages in thumbnails, it is not possible to isolate a single page within a file. All operations, including cut, copy, and paste, apply to the entire file.

Selecting Files

To work with a file, you must first select it in the Sharpdesk work area. To select a file:

- With the file displayed in the work area, click on it.
- To select multiple files, hold down the <**Ctrl**> key and click on the files you want to select, or hold down the <**Shift**> key to select a continuous range of files.

Once selected, you can then choose the command for the task you wish to do such as open the document, convert it to text by OCR, or print it.

Opening Files

You can open a document in its parent application (the application used to originally create the document) or, if it is an image document, in the Sharpdesk Imaging.

To open a file using its parent application:

- Right-click on the document and choose Open, or,
- Choose the Open command from the File menu, or,
- Double-click the image/document in the work area.

To open an image using Sharpdesk Imaging, click the image in the work area and then click the Imaging button on the toolbar.

Deleting Files

To delete a file, right-click on it in the work area and choose the Delete command. Or press the <**Delete**> key on your keyboard (you can also select this command from the File menu). The file is removed from Sharpdesk into the Windows Recycle Bin.

Restoring a File

To restore a deleted file, click the Windows Recycle Bin folder, then right-click on the file and select the Restore option. For more information on restoring files from the Windows Recycle Bin, refer to your Windows online help.

Moving Documents and Folders

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

1. Select the folder/document you want to move from the Folder Window or the work area by clicking on it.
2. Drag and drop the folder/document to the new location.

You can also drag and drop files and folders from Windows Explorer into Sharpdesk using the same procedure.

Creating Folder Shortcuts

You can create a new folder shortcut in the Folder Window as follows:

1. Choose the Sharpdesk Folders command from the File menu and the Sharpdesk Folders dialog displays.
2. Click on the Add Folder button and the Browse for Folder dialog displays.
3. Navigate to the folder you want to create a shortcut to, click on it, and then click **OK**.

The folder is added (at the bottom) to the Folder Window.

Reordering Folders

You can reorder shortcuts in the Folder Window as follows:

1. Choose the Sharpdesk Folders command from the File menu and the Sharpdesk Folders dialog displays.
2. Click on the folder you want to move, and then click the Move Up or Move Down button. You cannot move folders above Sharpdesk Desktop.
3. To remove a folder from the Sharpdesk Folders, click it, and then click Remove. The folder is removed from the folder list.
4. After reordering folders, click **OK** to close the window and apply the results to the Folder Window.

Copying a File

A file can be copied from one folder to a different folder.

To copy a file from one folder to another:

1. Open the folder with the file you want to copy.
2. Drag the file, while holding down the <**Ctrl**> key, to the desired folder.

Renaming a File

You can change the name of a file to something else.

To rename a file:

1. Right-click on the file you wish to rename.
2. Choose the Rename option (this command can also be selected from the File menu).
3. Type the new name for the file.
4. Click outside the selection box to save the file with its new name.

Search for Files or Folders

You can search for files or folders using Windows Explorer Search page as follows:

1. On Sharpdesk Toolbar, click on the "**Search**" button.

2. The Windows Explorer Search page will be displayed.

3. Enter the search keyword (e.g. "Sharpdesk") in the search box.
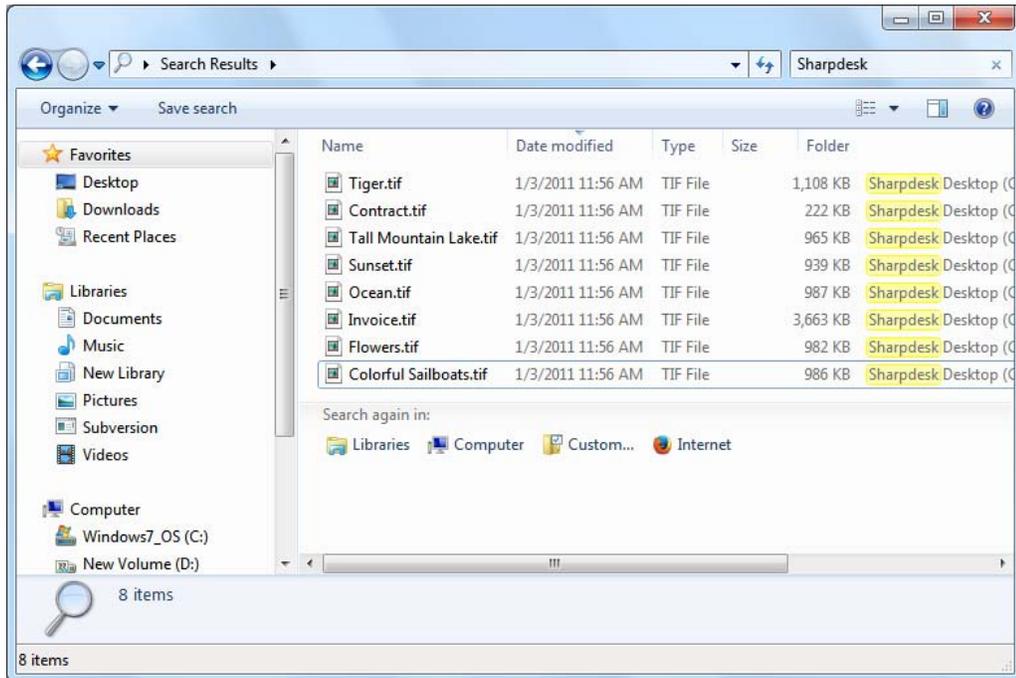
Windows Explorer Search page

Attaching a Document to Electronic Mail (Email)

If you use a MAPI-compliant email application (such as Microsoft Exchange®), you can attach a document or image to an email message. Sharpdesk opens your email application and attaches the selected document to a blank email message. You cannot open your email application directly from Sharpdesk if you don't plan on attaching a document.

To attach a document or image to an email message, click on the document you want to attach and then choose the Send As option in the File menu.

Compressing Images

Images generated by scanning documents can be quite large, depending on the capabilities of the scanner used to produce them. For instance, a 600 dpi black and white image on letter paper (8 ½ x 11 inches) will occupy approximately 4 MB in memory or disk. A full color image of the same resolution and size will occupy approximately 100 MB if it is not compressed. You can make these images smaller by using a lower resolution when scanning them in the first place. For instance, a 300 dpi black and white letter image is only 1 MB in size; a 300 dpi full color letter image is about 25 MB.

If images are kept in their native (uncompressed) format, the storage demand on your PC will quickly add up if you scan many images. Further, these images may need to be transferred from place to place, putting an additional burden on your network or email services. Some email services will not allow even the smallest of these images to be transferred to other users. These problems gave rise to the various compression methods available today: If you compress the images into smaller packages, they will take up less space and can be more easily transmitted.

Black and white images have been effectively compressed for years using CCITT Fax G3/G4 compression commonly used with fax machines. These methods are called "lossless", since the method will allow you to compress the image in a way that can be perfectly reversed. You can recover the original image from the compressed version with every dot exactly as it was prior to compressing it. LZW and ZIP are other examples of lossless compression that are in common use.

Color images, unfortunately, are much larger and lossless methods are not very effective in reducing the image size. However, color images typically contain much more dot-level information than your eye can detect. This led to the development of "lossy" compression methods, where some of that dot-level information is trimmed in the interest of making the image size smaller. JPEG in one of the oldest and most widely used lossy compression schemes available today. Most digital cameras store their images internally using JPEG compression.

Your MFP may also use JPEG to compress color images internally prior to transmitting them to your PC. The MFP may also have the ability to choose how much compression you want before sending the image. In general, the higher the compression, the smaller the file size. However, if you look closely, you can see quality issues as you raise the compression. These JPEG artifacts are most evident in areas that contain text, although it often takes a close examination to see them. The following pages highlight and exaggerate some of these artifacts so you can recognize them in compressed images.

Consider the following image as an example:
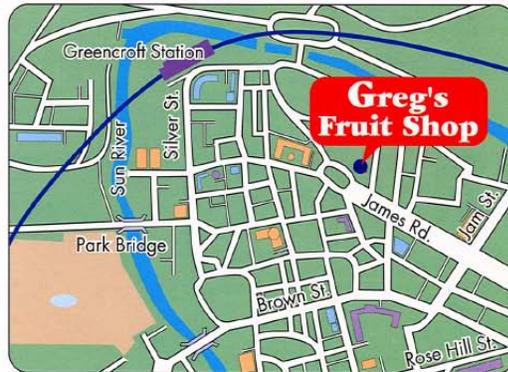
The small red rectangle will be expanded to show some of the effects various resolutions and compression choices have on the final image.

Assume the MFP has three compression modes, High, Medium, and Low. The text segment taken from various scans, along with the file size of the whole compressed image, is shown in the table below:

	High Compression	Medium Compression	Low Compression
600 dpi	6pt 国内産をはじ そろえており 5,405 KB	6pt 国内産をはじ そろえており 24,292 KB	6pt 国内産をはじ そろえており 34,956 KB
300 dpi	6pt 国内産をはじ そろえており 889 KB	6pt 国内産をはじ そろえており 3,693 KB	6pt 国内産をはじ そろえており 4,658 KB
150 dpi	6pt 国内産をはじ そろえており 309 KB	6pt 国内産をはじ そろえており 1,217 KB	6pt 国内産をはじ そろえており 1,610 KB
100 dpi	6pt 国内産をはじ そろえており 147 KB	6pt 国内産をはじ そろえており 552 KB	6pt 国内産をはじ そろえており 697 KB

Notice the blurred characters evident in the 150 and 100 dpi row, and that the effect is more prominent with the higher compression. At 300 dpi and higher, the effects of compression on the quality are not nearly as evident. The combination of resolution and compression selection at the MFP determines the size and quality of the image you will see on your PC. Once the image has been transmitted from the MFP to your PC, you can further reduce the size of the image using the Image Compression Tool, or ICT, that resides on the Output Zone in Sharpdesk.

Using Image Compression Tool (ICT)

ICT will compress many image types into a compact form of PDF file, using a variety of compression methods that best maintain the quality of the image while still achieving useful file size compression.

Input formats supported

ICT can compress any of the following image formats into more compact PDF files:

File format (Extension)	Compression (of input file)	Color Content (of input file)
Bitmap (.BMP)	No compression	24-bit color 256 indexed colors 8-bit grayscale
JFIF, Exif (.JPG, .JPEG)	Jpeg compression	24-bit color 8-bit grayscale
TIFF V6.0 (.TIF, .TIFF)	No compression Pack Bits CCITT Fax G3, G4 JPEG LZW	24-bit color 256 indexed colors 8-bit grayscale 1-bit monochrome 24-bit color + alpha channel
PNG (.PNG)	Flate (zLib)	24-bit color 256 indexed colors
GIF (.GIF)	LZW	256 indexed colors
PDF (image-only PDF files generated by MFPs or Composer)	Jpeg compression	24-bit color
Jpeg2000 v1 (.JP2, .J2K)	JPEG2000(v1)	24-bit color 8-bit grayscale 256 indexed colors (lossless only) 1-bit monochrome (lossless only)

ICT can handle most image files in these formats, although the bigger the input file, the more memory and hard disk space will be required. The maximum resolution that may be compressed with ICT is 600 dpi.

Compressed Output File

ICT creates an image PDF file from the input image using compressions like JPEG 2000, Flate or CCITT Fax G4 to reduce the size of the image.

Output Page Size

ICT calculates the paper size used in PDF by dividing the size of the image (in dots) by the resolution of the image. If resolution information is not present in the source image, ICT will assume it is 300 dpi for purposes of the page size calculation.

Controlling ICT

Sharpdesk lets you control the compression provided by ICT. To do so, choose the **Preferences** command from the Tools menu and click on the **ICT** tab:
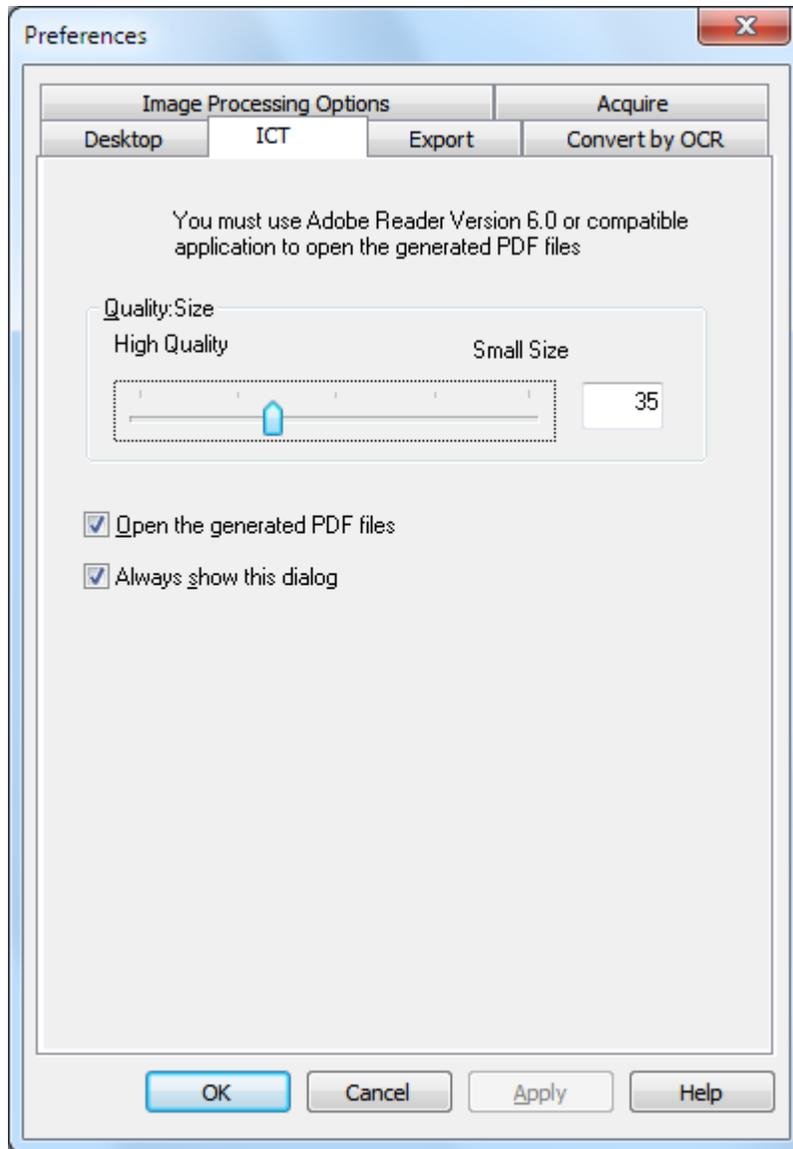
Quality/Size

To get reasonable compression with color images, you must make a choice between high quality of the image and the storage space needed on the hard disk. ICT allows you to control the trade-off between quality of the image and file size for color images. By moving the slider to the left (High Quality), the JPEG 2000 compression algorithm will preserve the quality of the image at the expense of the file size. By moving the slider to the right (Small Size), the quality will be somewhat less in order to significantly decrease the file size of the image. The highest quality (and least compression) has a value of 1 in the box to the right of the slider. Note that the lowest value, 1, is special and causes ICT to save the file with JPEG 2000 lossless compression; in some cases, the saved file may be larger than the input file. The smallest size (and most compression) has a value of 100. You may set the value directly in the box rather than move the slider bar. Note that the slider bar is only used for color or grayscale images. Black and white images are always compressed with lossless compression since file size is generally not an issue with black and white images.

Consider again our sample image. For this discussion, the original image was scanned at 300

dpi, using the various compression options of the MFP, before it was processed by ICT. The table below summarizes the effects of different settings of the slider bar on the size of the resulting PDF file and the quality of the small segment shown in the red box in the full size sample image.

| Slider Setting	High Compression	Medium Compression	Low Compression
	Original Image Size 889 KB	Original Image Size 3,693 KB	Original Image Size 4,658 KB
1	6pt 国内産をはじそろえており 6,026 KB	6pt 国内産をはじそろえており 8,288 KB	6pt 国内産をはじそろえており 8,529 KB
35	6pt 国内産をはじそろえており 366 KB	6pt 国内産をはじそろえており 366 KB	6pt 国内産をはじそろえており 366 KB
70	6pt 国内産をはじそろえており 184 KB	6pt 国内産をはじそろえており 184 KB	6pt 国内産をはじそろえており 184 KB
100	6pt 国内産をはじそろえており 129 KB	6pt 国内産をはじそろえており 129 KB	6pt 国内産をはじそろえており 129 KB

There are several things to note in this table:

1. Slider setting = 1. This setting is special because it alone forces ICT to use the JPEG 2000 lossless compression method. In each case, ICT produces a file larger than the original input file when the Slider is set to 1. This happens because the first step in creating the PDF file is to decompress the input file to its full size, approximately 24 MB in this case. The full size image is then compressed with the JPEG 2000 lossless method. Since the original file received from the scanner had been compressed with a lossy method, it was smaller than the file created by the lossless method used when the slider is set to 1.

2. File size at each Slider setting (other than 1). Looking across each row, notice that ICT produces the same size output PDF file regardless of the size of the input file. This will generally hold true for a wide range of input file sizes.

3. Quality with increasing Slider settings. Looking down each column, notice that ICT produces text that appears smudged as the Slider setting increases. This is an artifact of the JPEG 2000 compression method that is the price for the smaller file size.

4. Be aware that the text pictures in the tables have been blown up to show the effects of the various settings. Real 6-point text is about half the size of the font used in this description, yet it the table, it appears to be 2 or 3 times that size. Your eye may have a hard time noticing any of the compression effects unless you look very closely with a magnifying glass.

Using this table and the earlier one showing the effects of the MFP's compression methods, you can draw the following general conclusions regarding the best way to get a high quality in the smallest possible size:

1. From the MFP, select the lowest resolution that does not have obvious quality issues. The quality difference between 600 dpi and 300 dpi is difficult for most people to notice, but that is not true when the resolution drops to 150 dpi or below. Selecting 300 dpi for color scans that contain text is a good choice for most images. 300 dpi results in files 6 or 7 times smaller than the same image scanned at 600 dpi, regardless of the compression method used by the MFP.

2. From the MFP, select the lowest compression method that your network bandwidth will allow. The lower the compression, the better the quality going into ICT. Even though a larger file will have to be sent from the MFP, ICT will generally compress any file at a given resolution and Slider setting into the same sized file. The lower compression choice on input gives ICT more information to work with and results in a better final result.

3. Within ICT, select the Slider setting that produces the quality of image you desire. Since all Slider settings (other than 1) produce a file size much smaller than the original input image, you can focus on quality first, and then file size. Move the Slider up the scale until you begin to notice the smudging artifact, and then back down the Slider a little. In general, this Slider setting will be the best compromise between the quality of the PDF file and its size for your particular application of ICT.

Output Folder

By default, ICT will create the output PDF file in the same folder as that of the source. If the destination PDF file already exists, then the "Save As" dialog pops up asking for the output file name. While ICT is working, a progress bar will be displayed:
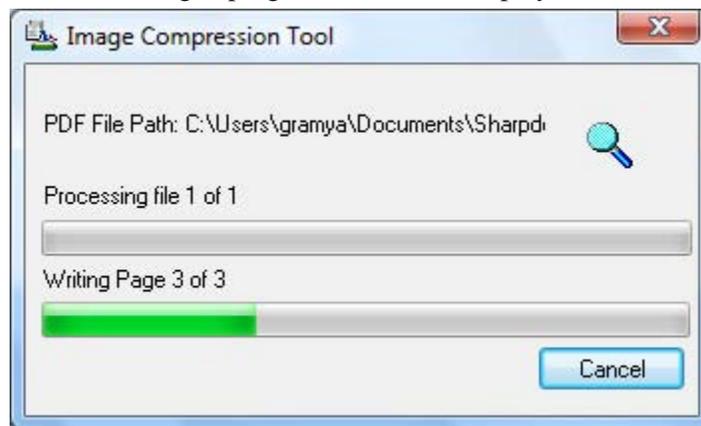
ICT processing screen

To halt the ICT process, click the Cancel button.

Viewing the new PDF file

If you want to open the new PDF file with Adobe Acrobat or Reader, check the "Open the generated PDF files" button. Otherwise, uncheck it.

Note: ICT uses advanced compression methods that can only be viewed by Adobe Acrobat 6.0 or later. You may obtain a free reader from Adobe's web sites if you do not have Acrobat Reader 6.0.

Controlling the ICT Preferences Dialog

The ICT preference dialog appears by default every time an ICT operation is started. If you want the current preference settings to be used without seeing the dialog, uncheck the "Always show this dialog" box and the ICT process will proceed without further interaction. If you change your mind later, you can recheck the box through the Tools/Preferences/ICT menu item.

Troubleshooting

Compression takes too long: First, be patient; compressing large images, even on a fast machine with lots of memory, is a complex process that does take a certain amount of time. You may try some of the following remedies to improve the performance of ICT:

- Add RAM to your PC. More memory almost always improves compression speed.

- If you are compressing a multi-page image, try breaking the file into single page files and compressing them one at a time.

Enhance Image
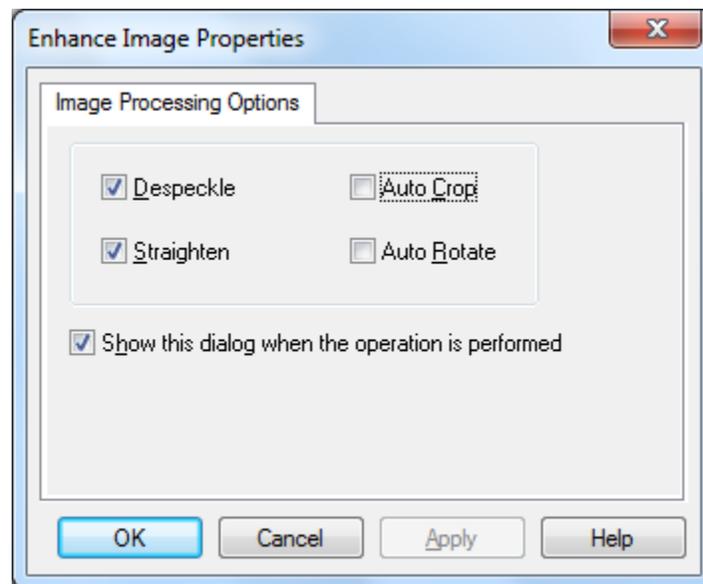
Enhance Image screen

Sharpdesk allows you to enhance the quality of scanned images with the following options:

- **Despeckle** — Remove small dots from images.

- **Straighten** — Automatically straighten pages.

- **Auto Crop** — Borders are detected and images are cropped.

- **Auto Rotate** — Detects the orientation of text on the scanned page and automatically rotates the page correctly.

Select an image file (.TIFF, .JPG, or Image PDF (only Auto Rotate)) from Sharpdesk Desktop and select the Enhance Image option from the Output zone menu or Drag and Drop the file on to the Enhance Image button on the Output zone bar.

Creating Text PDF

Sharpdesk allows you to create searchable PDF files that allow you to work with the text present in the generated PDF.

1. Select an image file (.TIFF, or .PDF) from Sharpdesk Desktop and select the "Convert to Text PDF" option from the Output zone menu. Or,
2. Drag and Drop the file to the "Convert to Text PDF" button on the Output zone bar. Or,
3. Select "Export" → "Text PDF" from the Composer File menu.

Scanning with Sharpdesk

Sharpdesk lets you scan documents directly into Sharpdesk. Once loaded into Sharpdesk, you can use Imaging to look at them. Scanned images can also be converted to text, allowing you to edit them with common word processors. All scanned images are stored in a TIFF format by default.

This chapter provides instructions on setting and changing scan options.

Scanning Documents

Using your scanner, you can scan any document into a folder designated by Sharpdesk. The resulting document can be displayed in Sharpdesk, as a thumbnail image, or in Imaging, as a full-sized image.

Each image you scan is placed in a folder as a TIFF document. The image is stored and named using the method defined in the Preferences option on the Tools menu in Sharpdesk.

A scanned document can be viewed, printed, or sent as an email attachment.

To scan an image from a scanner using the TWAIN driver:

1. Place the image you want to scan in your scanner.
2. In Sharpdesk, click the **Acquire** icon on the toolbar, or choose the **Acquire Image** command from the File menu (to select a scanning device, choose the Select Scanner command from the File menu).
3. Close the TWAIN dialog that controlled the scanning process. The image will then appear in the folder selected.

To scan an image from a scanner using the WIA driver:

1. Place the image you want to scan in your scanner.
2. In Sharpdesk, choose the **From scanner or camera** command from the File menu.
3. Select a scanning device if you have more than one WIA device installed.
4. Set the desired scanning options and then click the **Scan** button.

To scan an image from a camera using the WIA driver:

1. In Sharpdesk, choose the **From scanner or camera** command from the File menu.
2. Select a scanning device if you have more than one WIA device installed.
3. Select the picture that you want to scan.
4. Click the **Get Picture** button.

In a moment, your TWAIN or WIA Scan dialog appears. The Scan dialog is part of the software that comes with your scanner or camera, so it will vary with different manufacturers and scanner models. Follow the instructions that come with your scanner or camera to scan the image into Sharpdesk. Note that you must close the TWAIN Scan dialog before the image will be saved in the desired folder.

Setting Scanning Options

In most cases (depending on your scanner), you should be able to specify the following scanning options:

1. Preview the document prior to scanning.

2. Select an area of the document from which to scan, typically by dragging the mouse over the area, creating an outline of the selected area on the screen.

3. Tell the scanner to send the image to your computer.

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 on its own, close it manually to save the scanned image in the desired folder.

Viewing Scanned Images

Once you have scanned an image into Sharpdesk, you can then view it or print it. Click the folder containing the image in the Sharpdesk Folder Window. Your scanned images are displayed as thumbnails in the work area.

To view a scanned image, click on the image and click on the Imaging button on the Sharpdesk toolbar. Sharpdesk Imaging starts and displays the selected image.
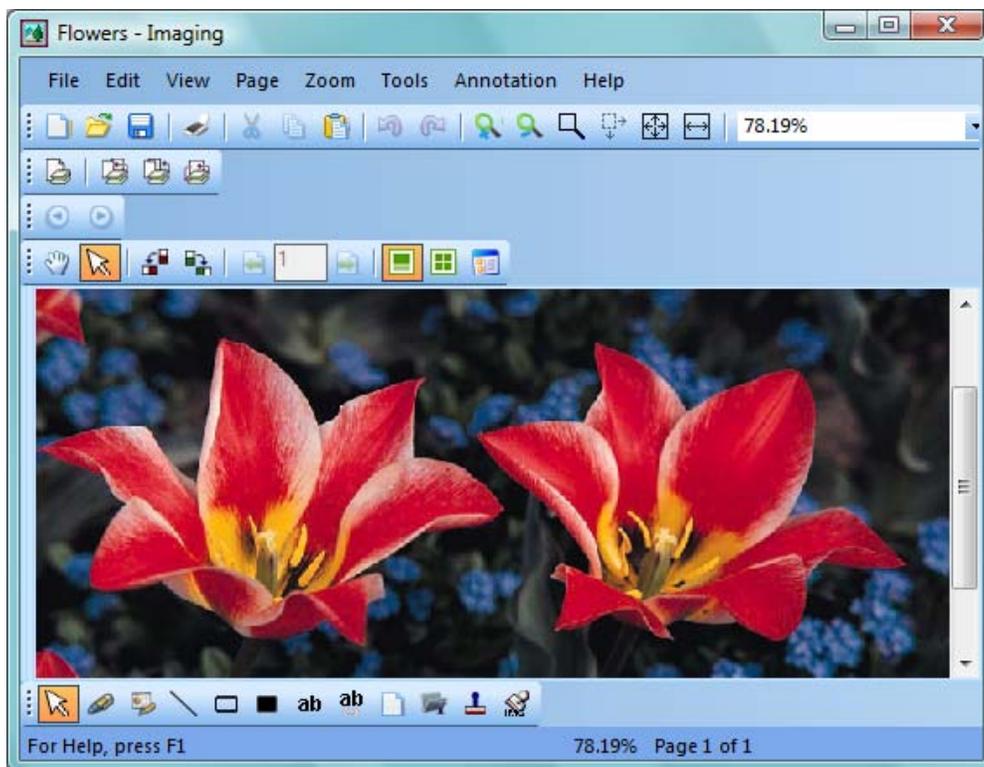

Image View in Imaging

For more information about viewing an image, refer to "Chapter 6, Sharpdesk Imaging."

Changing Scanning Options

You can change the default naming convention used for new scans as follows:

1. Choose the Preferences command from the Tools Menu.
2. Click the **Acquire** tab.
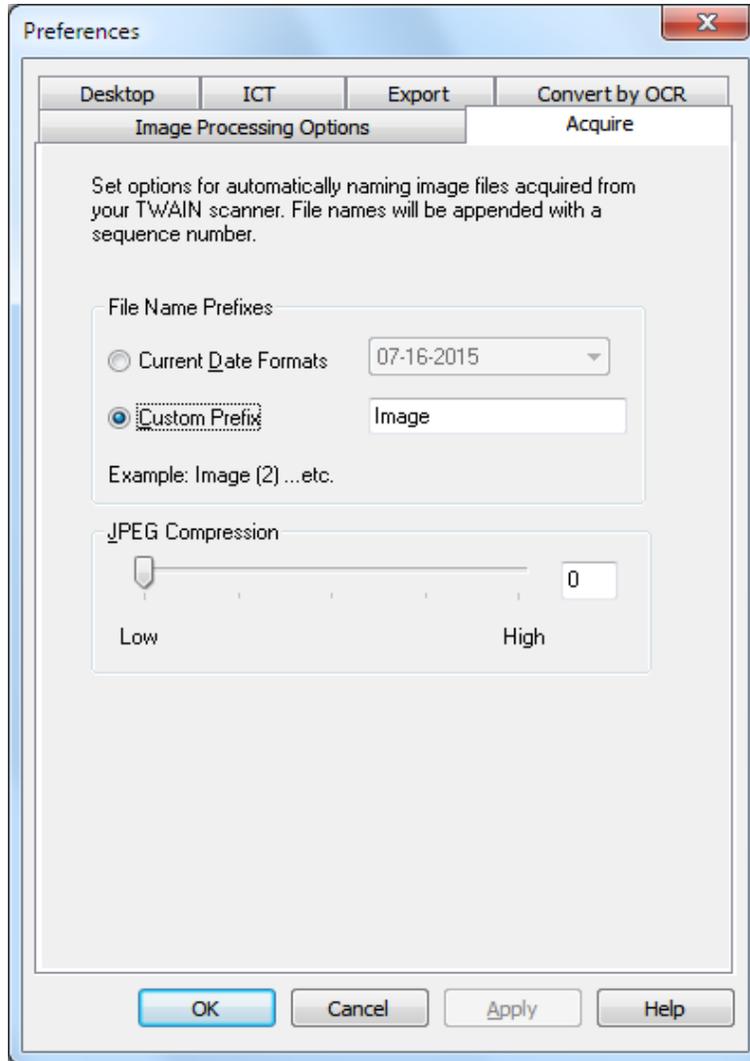
Acquire Tab

3. To use a Date as the name for new scans, click the Current Date Formats option, and then select a date format from the drop-down list.
4. To use a File Prefix as the new scan name, click the Custom Prefix option, and then enter the prefix you want to use.
5. To control the amount of compression used when scanning JPEG images, move the slider bar in the desired direction. Generally, the higher the compression, the lower the quality of the resulting image. If the compression is set to 0%, the image will be scanned as an uncompressed TIF image. This may be necessary if you cannot view the file with Sharpdesk Imaging.
6. After setting your options, click **OK**.

Chapter 5
Composing with Sharpdesk

Introduction

Using Sharpdesk Composer, you can combine files of different types into a single production-ready document. For example, you could combine a Microsoft Word file with a Microsoft Excel file, and then even add in a Microsoft PowerPoint file. Composer lets you reorder pages, add a cover page or inserts, and then print, copy, or email the entire document. You can load as many source documents as you need to create the new document.

Composer eliminates the need to cut and copy documents from multiple applications. If you can print from an application, you can usually add the document to the Composer and create any document collection that might be required. Documents are added to Composer by dragging and dropping them into Composer's work area or the Composer button on the Output Zone. Documents can also be added to Composer by printing from the application that created the file through the Sharpdesk Composer printer driver. The following applications have been tested with Composer, with the indicated results and limitations.

| Application	Version	Support Drag and Drop?	Support direct print?
Adobe Acrobat Reader	5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0	Yes (Note 1)	Yes (Note 1)
Adobe Photoshop	5.0, 5.5, 6.0, 7.0	Not Supported	Yes
cc Mail	8	Not Supported	Yes
Corel Presentations	8.0, 9.0	Yes (Note 5)	Yes
Corel Quattro Pro	8.0, 9.0	Yes (Note 2)	Yes
Corel WordPerfect	8.0, 9.0, Office X3 Standard Edition	Yes	Yes
Microsoft Access	2003, 2007, 2010	Not Supported	Yes
Microsoft Excel	2003, 2007, 2010, 2013	Yes (Note 2)	Yes
Microsoft Internet Explorer	5.5, 6.0, 7.0, 8.0, 9.0, 10.0, 11.0	Yes (Note 4)	Yes
Microsoft Outlook	2003, 2007, 2010, 2013	Not Supported	Yes
Microsoft PowerPoint	2003, 2007, 2010, 2013	Yes	Yes
Microsoft Project	2003	Yes	Yes
Microsoft Project	2007, 2010	Not Supported	Yes
Microsoft Publisher	2003, 2007, 2010, 2013	Yes	Yes
Microsoft Visio	5, 2000, 2003, 2007, 2010	Yes (Note 3)	Yes
Microsoft Word	2003, 2007, 2010, 2013	Yes	Yes

Notes:

1. Do not close Acrobat after printing to Composer. All pages are printed to Composer using the default paper orientation set in Acrobat.
2. Only the sheet that was active when the file was closed is sent to Composer.
3. Page size and orientation may not be maintained correctly. Print directly from the application to ensure proper orientation.
4. When an HTML file is dragged into Composer, Internet Explorer will sometimes display a print dialog box under the Sharpdesk window. Check the taskbar for Internet Explorer if the print dialog is not visible and click on its button to bring it into focus. Make sure the printer selected is "Sharpdesk Composer" and press **OK** to begin loading pages into Composer.
5. Color documents will be rendered as black and white. To retain color content, print directly from the application, following its directions for printing in color.

Starting Composer

To start the Composer from Sharpdesk:

Click the Composer icon on the Sharpdesk toolbar, or choose the Composer command from the Tools menu. The Composer work area and reference area appears.
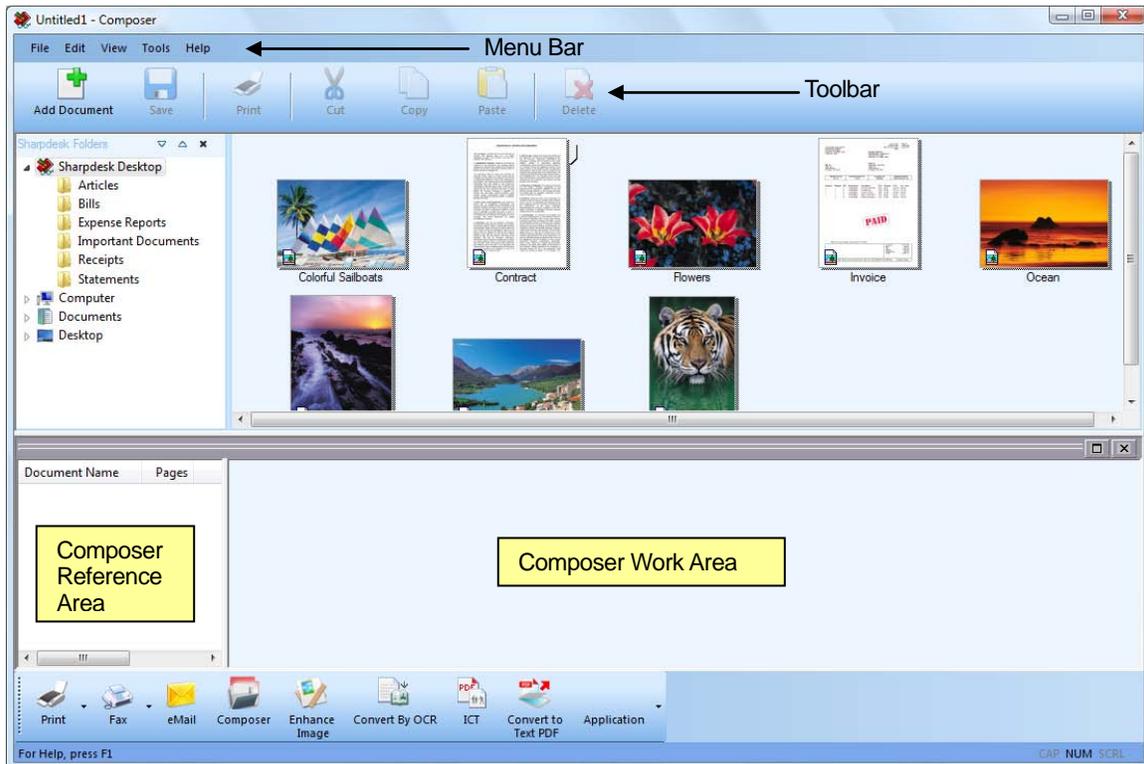
Sharpdesk Composer

Composer is comprised of the following elements:

Menu Bar

When Composer starts, the options in the menu bar change to Composer-specific tasks. Refer to **Menu Options**, below, for a description of the options available.

Toolbar

When Composer starts, the toolbar changes to provide you with quick access to commands needed to save and close, send a page or document as an email attachment, print a document, cut, copy or paste items, and to delete pages.

Work Area

The work area lets you create and arrange the pages of the final document. The work area displays pages as a thumbnail image similar to the Sharpdesk desktop. Thumbnails will display in a portrait or landscape orientation based on their original print mode settings. Pages are displayed in the order they will print, left to right, top to bottom.

Reference Area

The Reference section lists all source documents displayed in the Work Area. The Reference area shows the document name, the number of pages, and the created date.

Menu Options

The Menu Bar provides you with the following options:

MENU	DESCRIPTION
File	
New	Create a new, blank document. If you have an existing document open, a prompt displays giving you the option to save it.
Open	Open an existing Sharpdesk (.SDF) file.
Add Document	Add pages to the current file's Work Area.
Save	Save the current (modified) file.
Save As…	Save the current file under a new name. The Save As window also displays the first time the file is being saved.
Export…	Generate a PDF file from the current Composer document.
Print…	Print the current page or all document pages.
Print Preview	Display pages as they will look when printed. If non-scalable fonts are used in your pages, the Print Preview image may not be an exact replication of how the document will print.
Page Setup	Specify the document's margins, setup headers and footers, paper source, and printer properties.
Print Setup	Select a default printer and set basic print options (tray selection, copies, etc.).
Send Mail	Send the current document as an email attachment in .PDF (Adobe Acrobat) format.
Properties	Display the attributes of the current file.
Recent Files List	Displays the names of files most recently opened with Composer. Selecting a file name from the list will open that file in Composer's work area.
Exit	Close and exit the Composer. If the document has been modified, you can save it prior to closing.
Edit	
Cut	Cut the selected page(s) from the Work Area and place it on the Clipboard.
Copy	Copy a page from the Work Area and place it in the Clipboard.
Paste	Paste the contents of the Clipboard at the current location.
Delete	Remove a selected page(s) from the Work Area.
Select All	Select all document pages.
Insert Blank Page	Insert a blank page at the current location.

MENU	DESCRIPTION
View	
References	Toggle the reference documents list on and off.
Toolbars	Toggle the toolbar on and off.
Tools	
Reinstall Printer Driver	Reinstall the Sharpdesk Composer printer driver.
Help	
Contents and Index	Display the Composer help information.
About Composer	Display Composer copyright and version information.

Toolbar Options

The Composer Toolbar lets you select commands quickly, including:

| COMMAND	DESCRIPTION
Add Doc…	Adds pages to the current file.
Save	Save the current (modified) file.
Print	Print the selected pages or the whole document
Cut	Cut a page from the Work Area to the Clipboard.
Copy	Copy a page from the Work Area and place it in the Clipboard.
Paste	Paste the contents of the Clipboard at the current location.
Delete	Delete the currently selected page(s).

Working with Composer

Pages are loaded into Composer by printing to the Sharpdesk Composer driver from third-party applications (for example, Microsoft Word, Microsoft Excel, and so on). Or, you can drag and drop a file from Sharpdesk or Windows Explorer directly into either the Composer's work area or the Composer icon on the Output Zone. Loading pages by drag and drop uses the default paper size and orientation set by the application.

Loading Pages into Composer

You can load pages into Composer directly from Sharpdesk, Windows Explorer, or from a third-party application.

To place pages into Composer from third-party applications (for example, Microsoft Word):

1. Select the Print command from the application in which you are working. A screen similar to the following one appears:
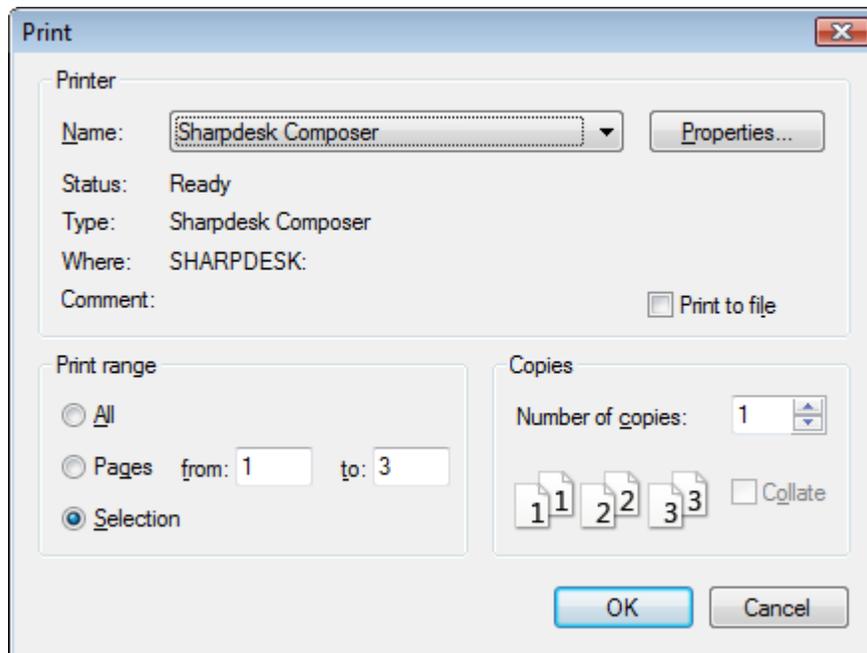
Print Screen

Select Sharpdesk Composer as the target printer. To change the document's paper size or orientation, click the Properties button.
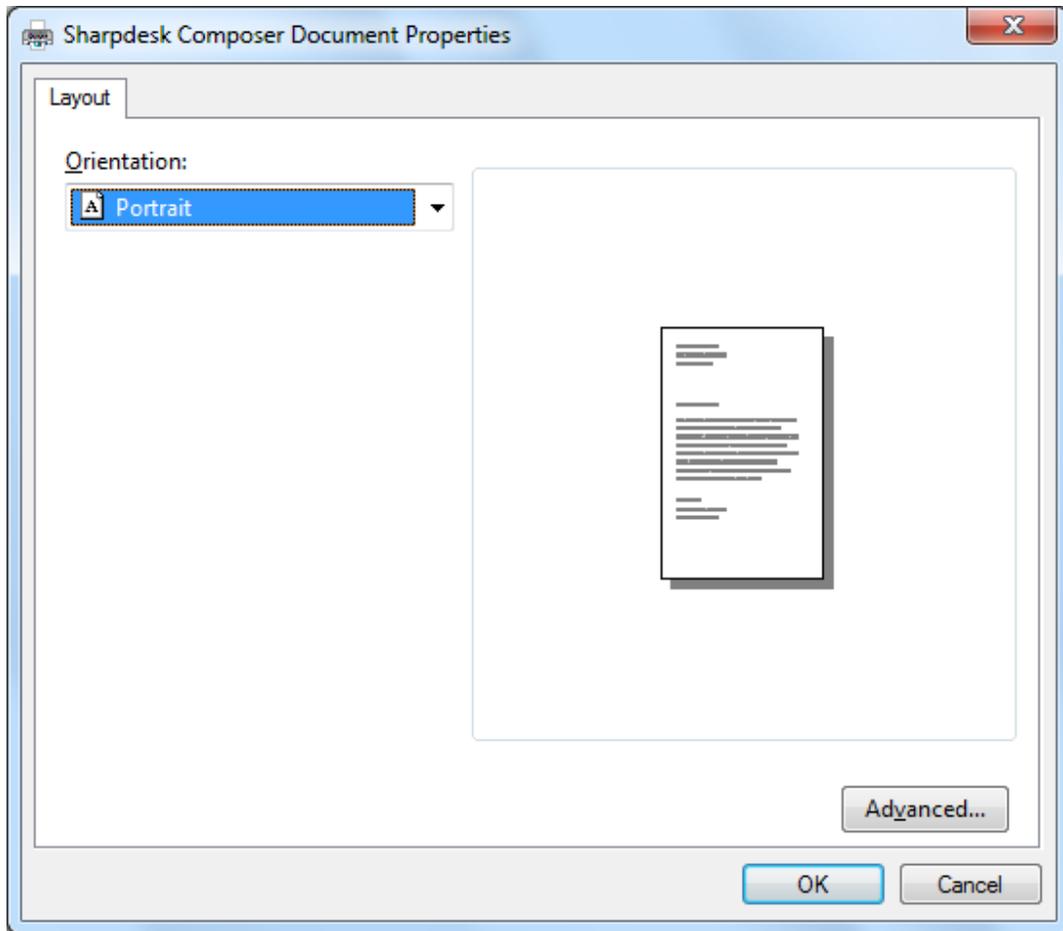
Properties screen

2. Click **OK** to save your settings and close the Properties screen.

3. Click **OK** or **Print** (depending on the application you're running) to start the print operation.

   If Composer is not running, it automatically starts and the new pages are added to an `Untitled1.sdf` document in the Composer work area. If Composer is running with a document in the work area, the new page(s) is added to the existing document.

4. Continue loading pages into the Composer until you have all the pages you want. You can now use Composer to selectively delete or re-order pages into the finished document.

Adding Pages into Composer

With the Composer running, you can add pages as follows:

- Click the Add Document icon on the toolbar, or choose the Add Document command from the File menu. A standard Windows Open dialog displays.

- Locate the document you want to add to the Composer, highlight it, and click Open.

  The document is automatically opened in its original application (for example, Microsoft Word), and is then printed and added to the Composer.

Adding Pages from Sharpdesk or Windows Explorer

With the Composer running, you can add pages from Sharpdesk or Windows Explorer as follows:

- Drag and drop a file from the Sharpdesk work area or Windows Explorer to the Composer work area, or the Composer icon on the Output zone. The page is opened in its original application and then printed to the Composer.

Note: When loading image files with many pages into Composer using Sharpdesk Imaging, Sharpdesk Imaging will break the input into multiple segments of 50 pages to avoid exhausting system resources. Each segment will be shown in the Reference window of Composer.

Note: Drag and drop may not work for all applications. If Drag and drop does not work for a particular file type, open it with the application that created it and print it through Sharpdesk Composer.

Creating Composer Documents

Working with the Composer is easy and intuitive. Once your source documents have been loaded into the work area, you can use the mouse or commands from the Menu bar and Toolbar to delete or re-order pages to create your new document.

Arranging Pages

To arrange pages in the work area:

- Pages can be dragged and dropped within the work area to re-order them as desired. To move a page in the work area, grab it and then release the mouse at the location where the page is to be inserted.
- You can also move a page using the Cut and Paste commands. Click on the page you want to move and click **Cut** on the toolbar. Click on the page you want to follow the one cut and click **Paste**. These commands can also be displayed by clicking the right mouse button on a page.
- To insert a blank page, choose the **Insert Blank Page** command from the Edit menu, or click the right mouse button on the page you want the blank page to follow and select the Insert Blank Page command.
- Each page inserted into the work area displays its original source file name in the reference area. If you want to rename a page, click on it to select it, then click it again and type the new name.
- To view the Composer full page, click the maximize icon in the upper right corner of the work area.
- To view the Work Area only, uncheck the **References** option in the **View** menu. You can also enlarge the Work Area (or the Reference Area) by grabbing and dragging the separator bar between the Work Area and Reference Area.
- To view a full-page image, double-click on the page, or choose the **Print Preview** command from the **File** menu. To return to the default view, click the close icon (X) in the upper right corner of the work area.

Deleting Pages

To delete a page:

1. Click on the page(s) you want to delete (hold down the **<Ctrl>** key to select multiple pages.) The selected page(s) are highlighted.
2. Click the **Delete** option on the toolbar, select the **Delete** command from the File menu, or press the **<Delete>** key on your keyboard. A confirmation message appears.
3. Click **OK** to delete the page(s).

Controlling Page Content

Select "Page Setup" option in the File menu to display the following dialog:
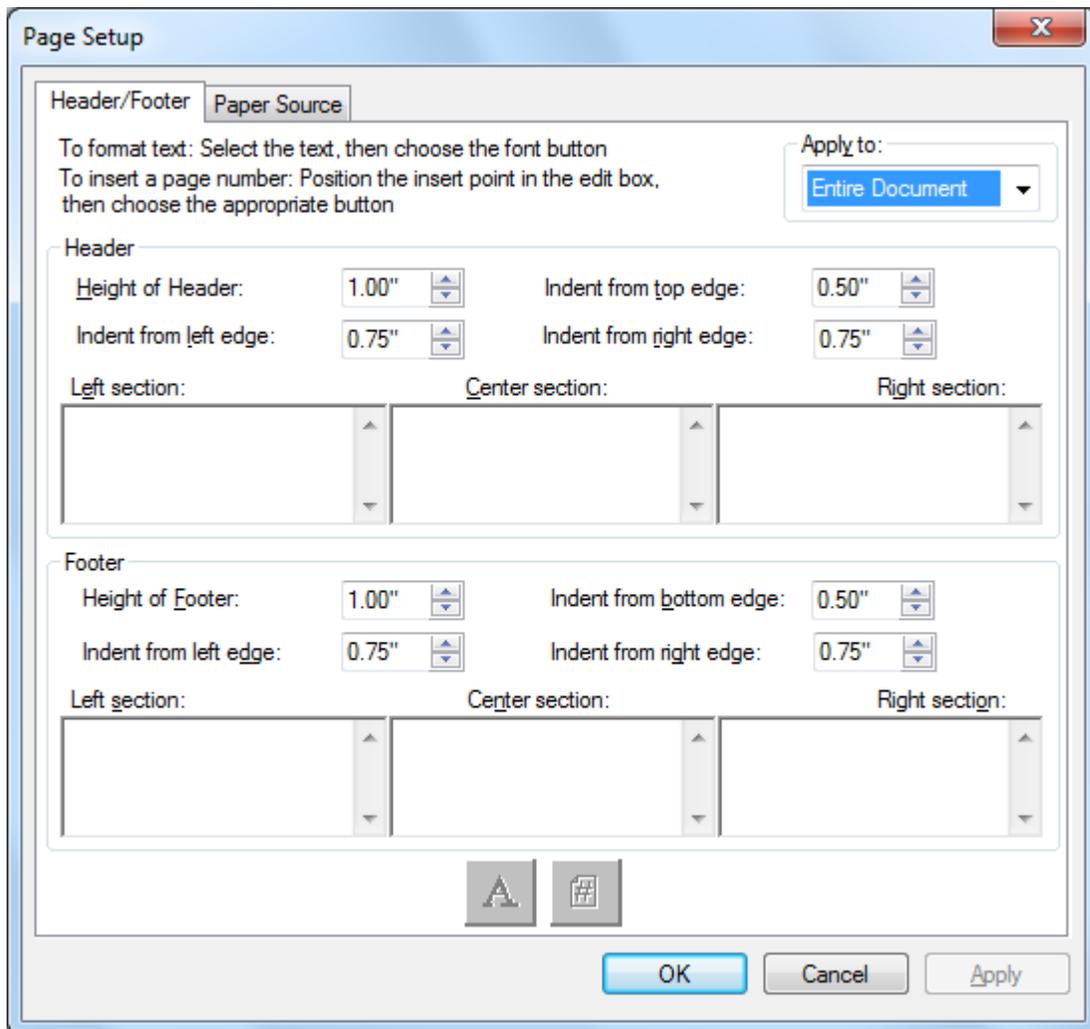
Headers and Footers can be set using the "Header/Footer" tab. Paper source selection can be set using the "Paper Source" tab.

Headers and Footers

You can setup headers and footers for your finished document as follows:

Setting the Size of the Header/Footer band

Headers and Footers are opaque white bands that lie across the top and bottom of the printed page. The header and footer bands will overwrite anything that lies beneath them. You control the size of the Header/Footer bands and the placement of text within them as follows:

1. Use the Up/Down arrows to specify the Height of Header/Footer. This setting defines the bottom of the Header (or the top of the Footer) "band" across the printed page, measured from the top edge (Header) or bottom edge (Footer) of the paper. The Header and Footer bands will be opaque white ribbons across the top and bottom of the printed page.

2. Use the Up/Down arrows to specify the Indent from top/bottom edge. This setting defines where the first printed line of the Header (Footer) will be positioned from the top (bottom) edge of the paper. This setting must be less than the Height of Header/Footer.

3. Use the Up/Down arrows to specify the Indent from left/right edge. This setting defines where the first/last printed character will be positioned from the left/right edge of the paper.

Setting the Text for the Header/Footer

Each Header/Footer has three sections: Left, Center, Right. The Left Section is left-justified (beginning at the Indent from left edge setting), the Center Section is center-justified (based on the page width), and the Right Section is right-justified (ending at the Indent from right edge setting).

You fill in the section boxes and format the text you want as follows:

1. Click on the section box you want to use and type in the text for the Header/Footer.

2. To insert a page number, click the section box where you want it to display (left, center, or right), and then click the **Page Number** button. Composer automatically numbers pages sequentially.

3. To format your Header/Footer, highlight the text and then click the **Font** button. Select the desired Font, Font style, and Size, and then click **OK**.

Applying Header/Footer to Selected Pages

You can specify which pages the Header and Footer will be displayed on as follows:

1. Select the "Entire document" item from the drop-down list in the Apply to: section if you want the Header/Footer to be applied to every page of the printed document.

2. Select the "Selected pages" item from the drop-down list in the Apply to: section if you want the Header/Footer to be applied only to the pages you selected *prior to selecting the File → Page Setup menu option.* If specific pages were not selected prior to entering the Header/Footer dialog, only the "Entire document" selection will be available.

3. Select the "This page forward" item from the drop-down list in the Apply to: section if you want the Header/Footer to be applied the page you selected *prior to selecting the File → Page Setup menu option*. The selected page and all following pages will contain the Header/Footer you have defined. If specific pages were not selected prior to entering the Header/Footer dialog, only the "Entire document" selection will be available.

Paper Source

Selecting the Paper Source tab of the Page Setup dialog displays the following, based on the default Windows system printer:
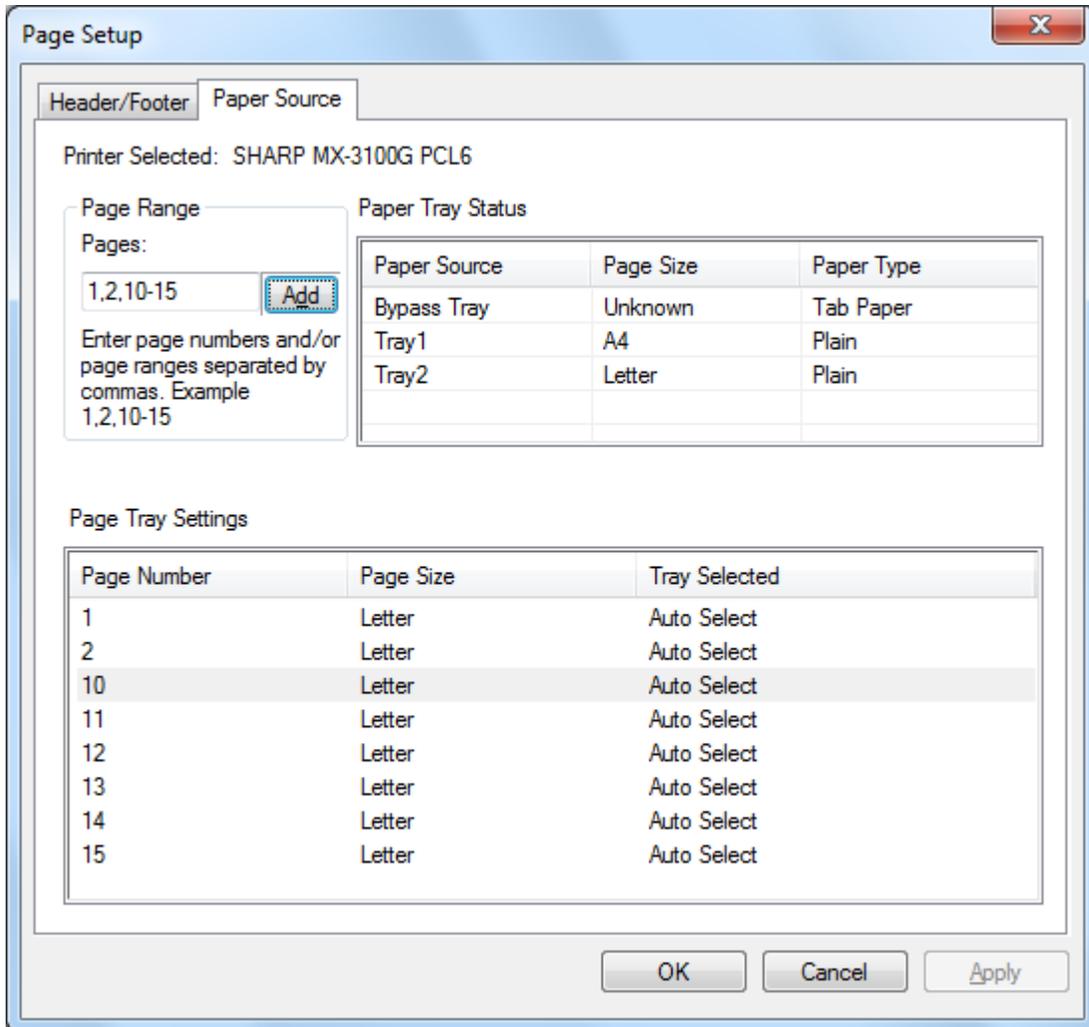
The page source settings are only valid with that printer. To change the printer associated with Composer, use the Print Setup option in the File menu before setting the Paper Source options.

Printer Selected

Composer's current printer is displayed.

Paper Tray Status

The paper trays available on the current printer are displayed in the Paper Source column.

The paper size in each tray, if known to the printer, is displayed in the Paper Size column.

The paper type in each tray, if known to the printer, is displayed in the Paper Type column.

Note that paper size and type for each tray, along with the name for the tray, may not be supported by all printers. If the printer does support naming trays and paper types and paper sizes, it will usually be configured using the printer's front panel.

Page Range

The Pages input box allows you to select the specific pages you want selected from a particular paper tray. You can manually enter the pages or page ranges in the text box, separated by commas. For example entering "1, 2, 10-15" will select page 1, 2, 10, 11, 12, 13, 14, 15.

Add

You must click the "Add" button to move the pages selected into the Page Tray Settings, until the pages are displayed there, the selection will not take effect.

Page Tray Settings

When you click the "Add" button, the page number and its associated page size will be displayed in the "Page Tray Settings" list. By default, "Auto Select" is set for all the pages displayed.

The "Page Tray Settings" list contains the map between the pages in the Composer SDF document and the paper tray selected for that page.

You can select a different tray by clicking on the respective tray in the "Tray Selected" column. A drop down list is shown with the trays available for the Printer Selected.

Page Tray Settings screen

OK

When "**OK**" is clicked, the settings will be stored temporarily within the currently open Composer document. You must save the document to make these settings permanent.

Note: Only the pages that are not "Auto Select" are stored with the file.

Attaching a Document to Email

You can attach a Composer document to an email as follows:

Choose the **Send Mail** command from the File menu, or click the Send Mail icon on the toolbar.

Composer will save the current file as a PDF file and place it as an attachment to the mailing "envelope" supplied by your PC's email program. Complete the address portion and add any additional comments you want in the message and send like you do other email messages.

Saving Documents

To save a new document, choose the Save command from the File menu, or click the Save icon on the toolbar. If you have previously named and saved the document, it will automatically be saved. If this is the first time you are saving the document, a Save As dialog box displays allowing you to name it and save it with a .SDF extension.

Opening a Composer Document

You can open a Composer document as follows:

1. Choose the **Open** command from the File menu. The Open dialog box appears.
2. Navigate to the file you want to open and click Open.

Closing Composer

To close the Composer, choose the **Exit** command from the File menu.

Chapter 6
Sharpdesk Imaging

Introduction

Using Sharpdesk Imaging, you can view images, manipulate them, annotate them, and print them.

Basic Imaging Concepts

This section discusses some basic concepts and terminology to help you better understand Sharpdesk Imaging.

What is Imaging?

Imaging can be described as using computer software to create, modify, and process electronic images. Typical Imaging operations include:

- Scanning text, photographs, or drawings and saving the results in an image file.
- Displaying images using techniques such as thumbnail representations, magnification, rotation, and size to fit.
- Sending image documents by email or fax.
- Adding annotations to images.
- Performing electronic cleanup of images to make them easier to view.
- Combining several imaging operations into a single, automated procedure that runs while you perform other tasks.

Types of Images

An image is an electronic representation of a text document, a photograph, a line drawing, or other graphical entity. You can create an image by scanning a printed page, a photograph, a drawing, by saving a fax, or by creating an image with a drawing or graphic-design program.

After a page of text is scanned and saved, it takes on the properties of an image file, and can no longer be opened with a word processor or text editor.

Image File Formats

Images are saved as image files, which use file name extensions such as .TIF, .BMP, and .JPG. The extension indicates the format used to store the image.

Some formats, such as .BMP and .JPEG, contain just one image per file.
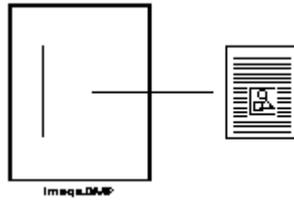
Single Image File

Other formats, such as .TIFF, are similar to a book. They contain one or more pages with each page holding a single image.
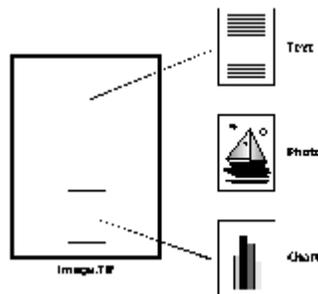
Multiple Image File

Because image files are standard Windows files, you can use Windows commands to perform operations such as:

- Organizing files into folders
- Attaching an image file to an email message
- Copying, renaming, or deleting files
- Printing or faxing files

Image Documents

An image document is a collection of one or more images that are logically related. A simple image document might be a blank form, scanned and saved in an image file format.
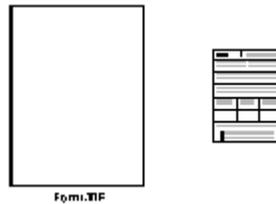
Simple Image Document

Another image document could be a collection of faxes, memos, and photographs that are scanned to a multi-page image file.
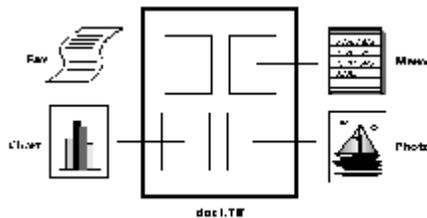
Multi-Page Image File

Sharpdesk Imaging

With Sharpdesk Imaging, you can perform a variety of imaging operations by making selections from menus or by clicking on tool buttons.

Many options present dialog boxes. If you are not sure about which values or properties to set, accept the default values. These values were chosen to give satisfactory results in a variety of situations. As you experiment with the different options and property settings, you can create results that suit your preferences.

Sharpdesk Imaging consists of the Imaging application and ActiveX controls. The Imaging application is described in the following sections.

Imaging Application

This section briefly describes what you can do with the Imaging application. For more detailed information, including how to perform specific tasks, refer to the on-line Help while using the application.

Display Images

Sharpdesk Imaging reads and displays the following types of image files:

IMAGE FILE TYPE	EXTENSION
TIFF Document	.TIF, .TIFF, .JFX
Bitmap Image	.BMP
GIF File	.GIF
JPEG File	.JPG, .JPE, .JPEG
PCX/DCX Document	.PCX, .DCX
WIFF Document	.WIF
XIF Document	.XIF

You can display a single image in the window, display thumbnail views of the images contained in a multi-page image document, or display an image page and thumbnails together.
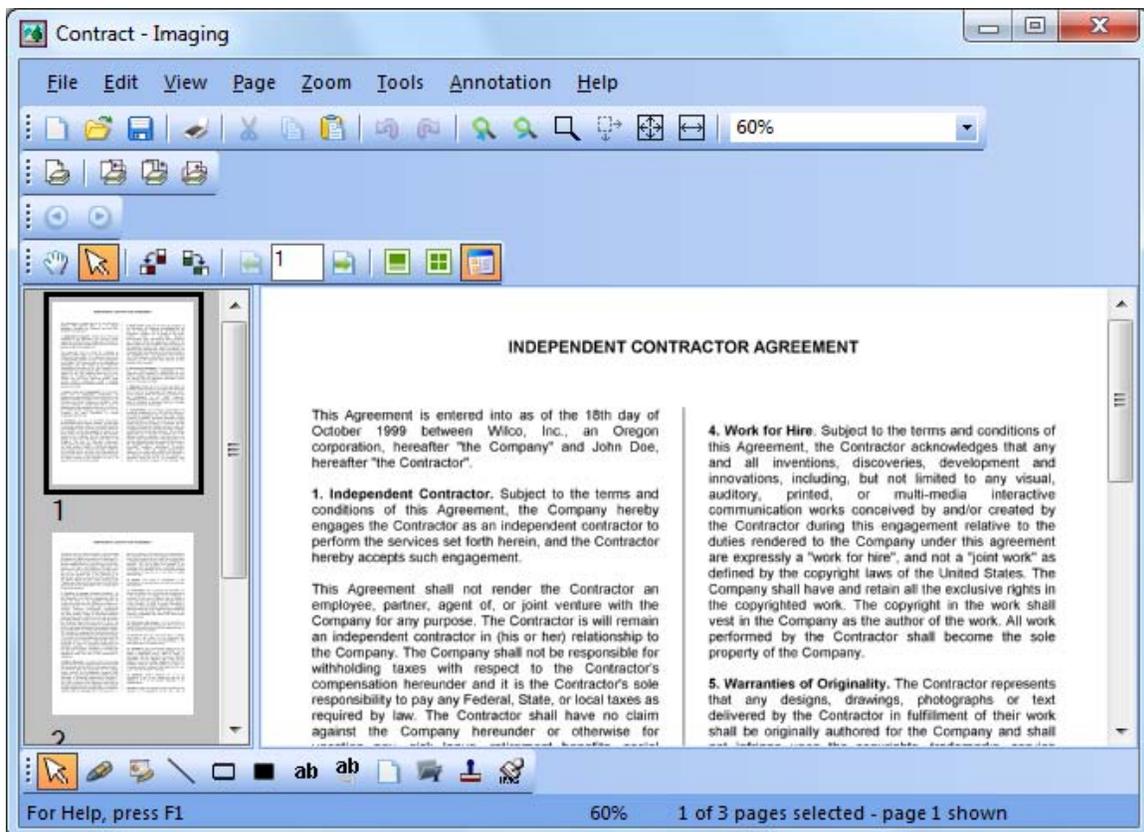
Imaging Window Dialog

Convert Image Files

Using Sharpdesk Imaging, you can save a displayed image in one of the following formats:

- .TIFF
- .BMP
- .JPEG

In some cases, converting from one format to another causes the source image to permanently lose certain attributes.

Change Image Display

You can change the image display by zooming to increase or decrease the size of the image, by sizing the image for the best fit, or sizing it to fit the height or width of a window. You can also rotate an image left, right, or 180 degrees. Rotating an image is useful if you scanned landscape images using a scanner's sheet feeder, or if you fed a stack of documents into the scanner's document feeder backwards (180 degrees from the desired orientation).

Thumbnail images can be made larger to display more detail, or smaller to fit more of them in the window. You can also drag and drop thumbnails to change the order of pages in the image document.

Scan Images

You can create image documents by scanning forms, memos, pictures, or other paper documents to an image file.

Sharpdesk Imaging supports TWAIN-compatible devices such as scanners and digital cameras.

Note: For best results, save scanned documents in TIFF format.

Annotate Images

You can add a variety of markups to an image by using Annotation features, and then save the annotations with the image. Examples of annotations include:

- Freehand or straight-line markings
- Highlighter
- Hollow and filled rectangles
- Attach-a-note text
- Text from a file
- Customizable rubber stamps such as "Received" or an image such as your company logo
- Hyperlinks

Several of these annotations have properties that can be set, such as color, line width, and font.

A hyperlink is a special type of annotation that you can use to link to a file, a Uniform Resource Locator (URL) on the World Wide Web, or to a page in an image document.

The document "hq.tif" is included in the **Samples** folder of this product. This example of an annotated document page includes hyperlinks to other pages within the document. Click on the text within the rectangles drawn on the map to jump to the photographs on pages 2 and 3 of the document. Click on the designated area of the street address on the map to jump to Eastman Software's Homepage on the World Wide Web.

When the annotation icon appears next to a thumbnail's page number, it means the page contains one or more annotations.
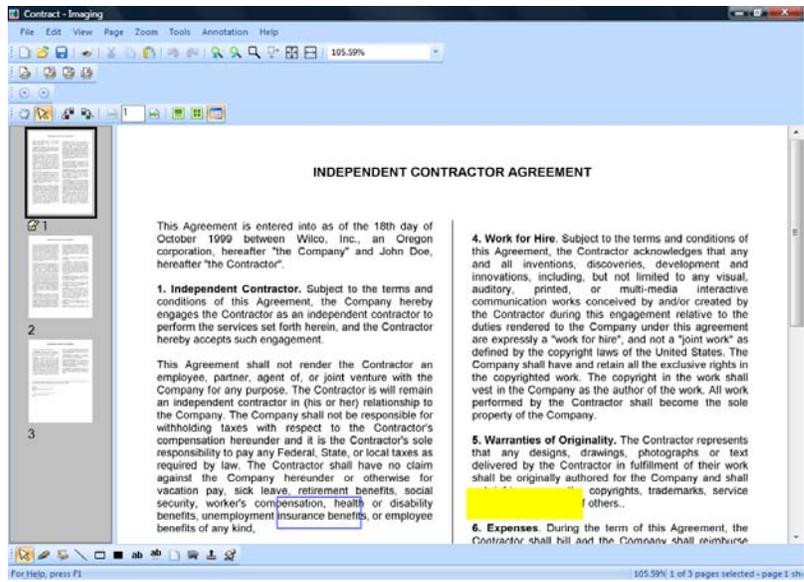
Annotating an Image Dialog

Create a Contact Sheet

You can create a contact sheet that contains a thumbnail rendition of each page of an image document, similar to a photographic contact sheet that displays images of each negative on a roll of film. Before you create the contact sheet, you can globally set the thumbnail size — larger to display more detail, or smaller, to fit more thumbnails onto the contact sheet. To create a contact sheet, choose the **Create Contact Sheet** command from the Tools menu.
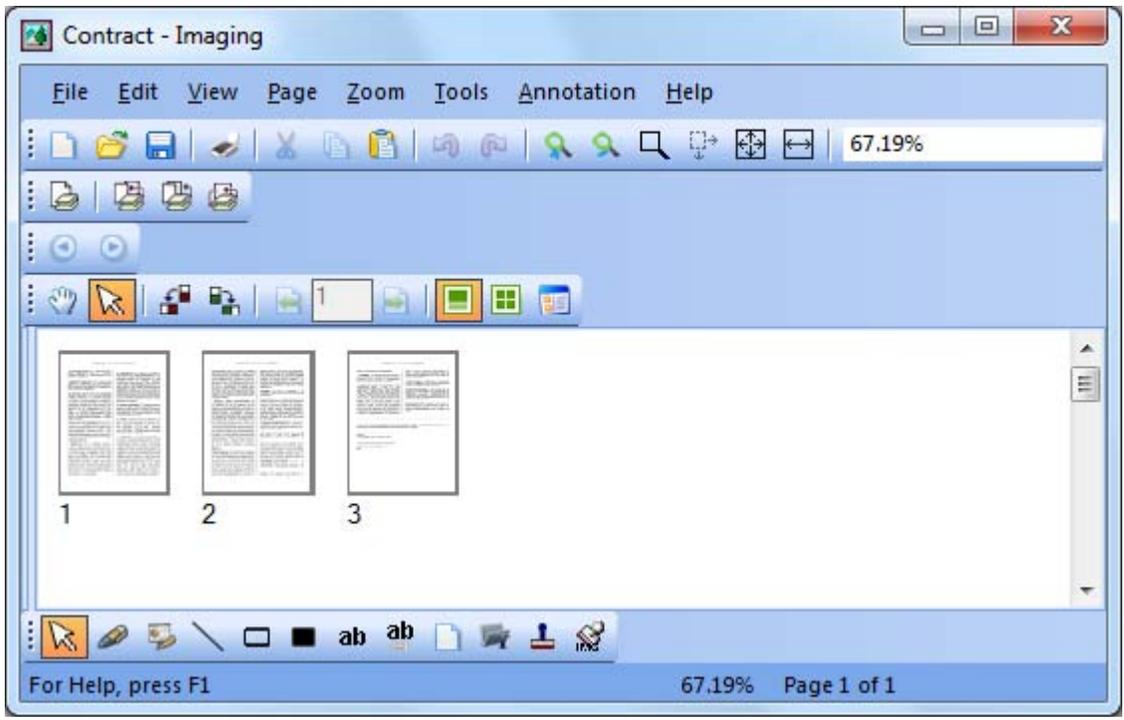
Contact Sheet Dialog

Image Processing

During scanning and faxing, documents can pick up small speckles of dust that degrade the image. The Remove Speckles option electronically processes the document to remove these.

Using the **Straighten Page** option from the Tools menu, you can straighten an image that is crooked in relation to the background page. After you draw a reference line on the displayed document, the application rotates the image to the correct orientation.

You can specify a portion of the image to crop or let the program automatically crop the edges of a displayed image for you.

Using the Imaging Application

This section guides you through some basic operations when working with the Imaging application. For additional information, refer to the on-line Help.

Starting Sharpdesk Imaging

To start Sharpdesk Imaging:

1. Click the **Start** button.

2. Point to **All Programs**, then **Sharpdesk**, and then choose **Sharpdesk Imaging**.

Finding an Image Document

You can assign properties to your images, Author, Keywords, Comments, Title, and Subject, to make locating them later easier.

Setting Properties

To assign a property to an image document (the following example uses a sample file installed with Sharpdesk).

1. Choose the **Open** command from the **File** menu.

2. Navigate to the folder where you installed Sharpdesk Imaging. (The default location is C:\Program Files\Sharp\Sharpdesk\Imaging).

3. Open the **Samples** folder.

4. Double-click "hq.tif", or highlight it and click **Open**.

5. Choose the **Properties** command from the File menu. The Properties window appears.

6. Click the **Summary** tab.
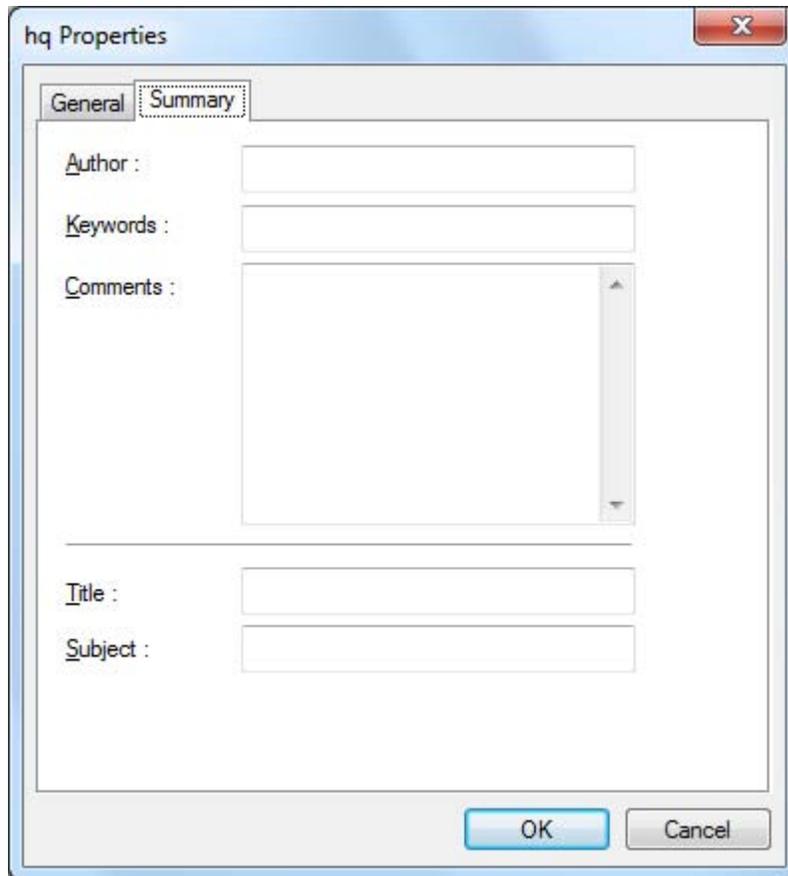
Setting Properties Dialog

The Summary tab allows you to specify property values for your image documents. You may want to standardize the values you use so your documents are organized in a more useful way. For example, descriptive Keyword entries might be Invoices, Deposits, Inventory, and so on.

7. Enter the property values you want to apply and then click **OK**.

8. Choose the **Save** command from the File menu to add the property value to the document.

Finding Specified Properties

To find an image document using a property value:

1. Choose the **Open** command from the File menu.

   The Open dialog appears.
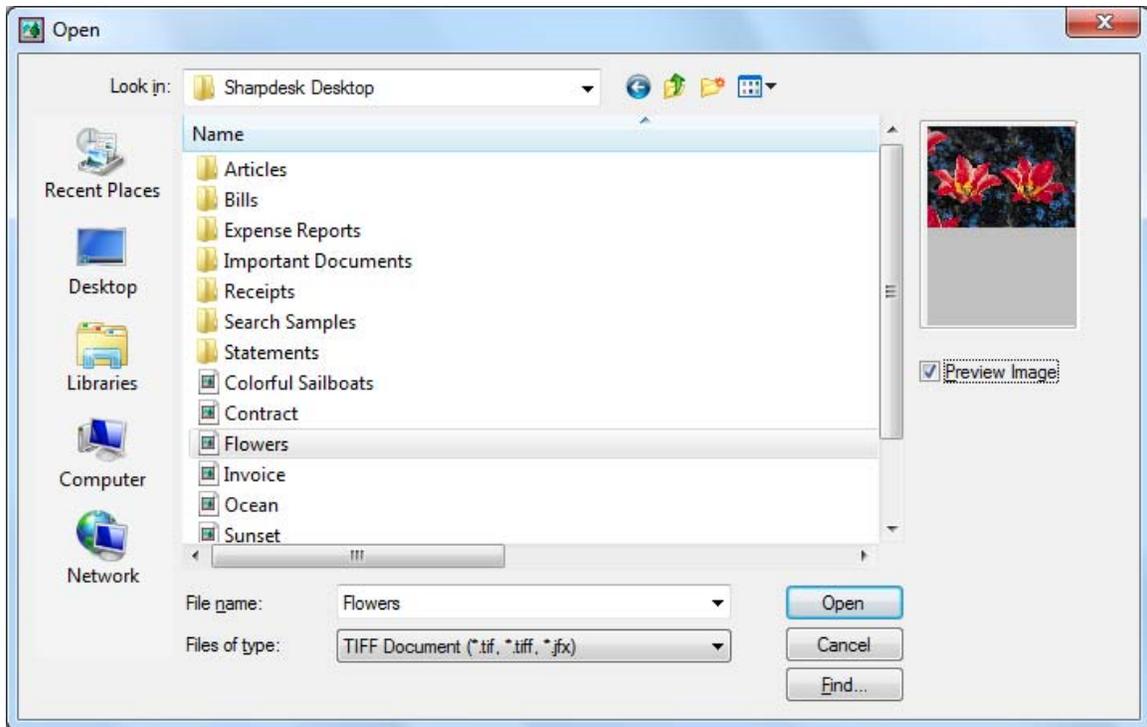
Open Dialog

2. Click the "**Find…**" button.
   The Find: Image Files dialog appears.
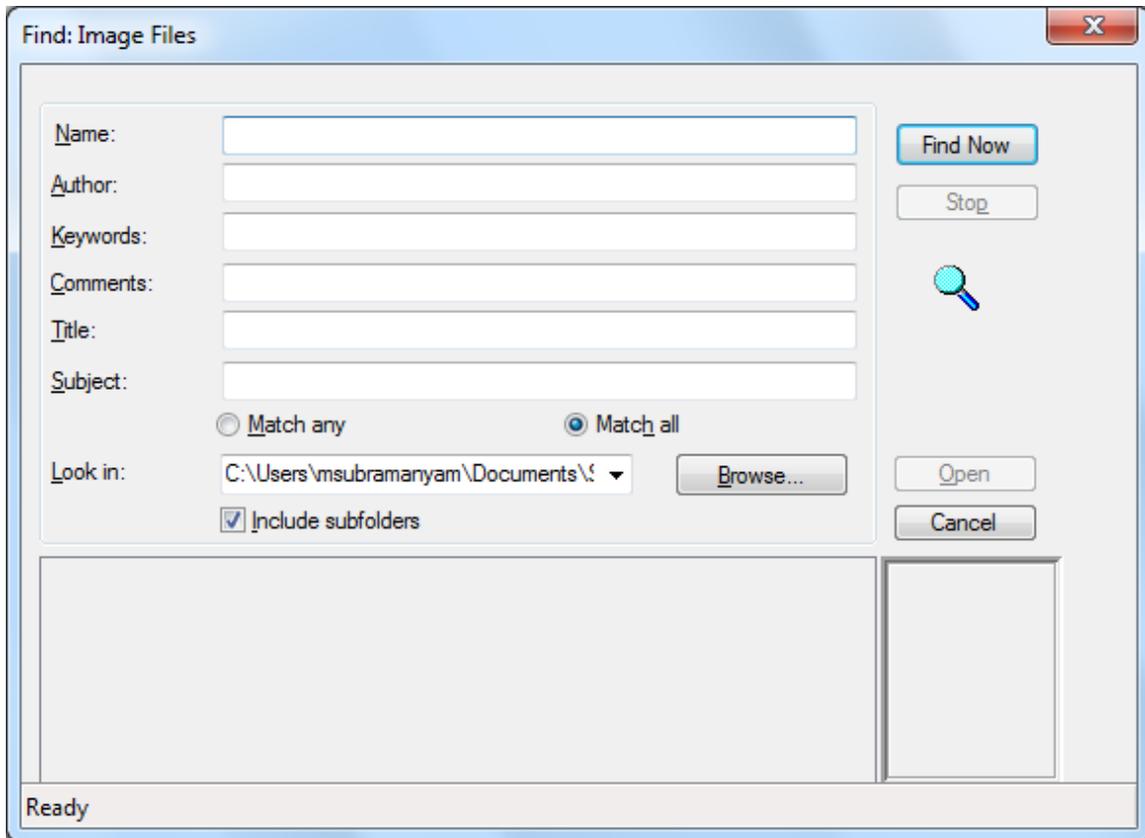
Find: Image Files Dialog

3. Enter the property value by which you want to search.

4. Select the drive or folder you want to search from the Look in drop-down. To navigate to a particular folder, use the **Browse** button.

5. Click the **Include subfolders** checkbox.

6. Click **Find Now**. The lower pane of the dialog displays the names of documents containing the specified property value. Clicking an image name displays a thumbnail of the document.
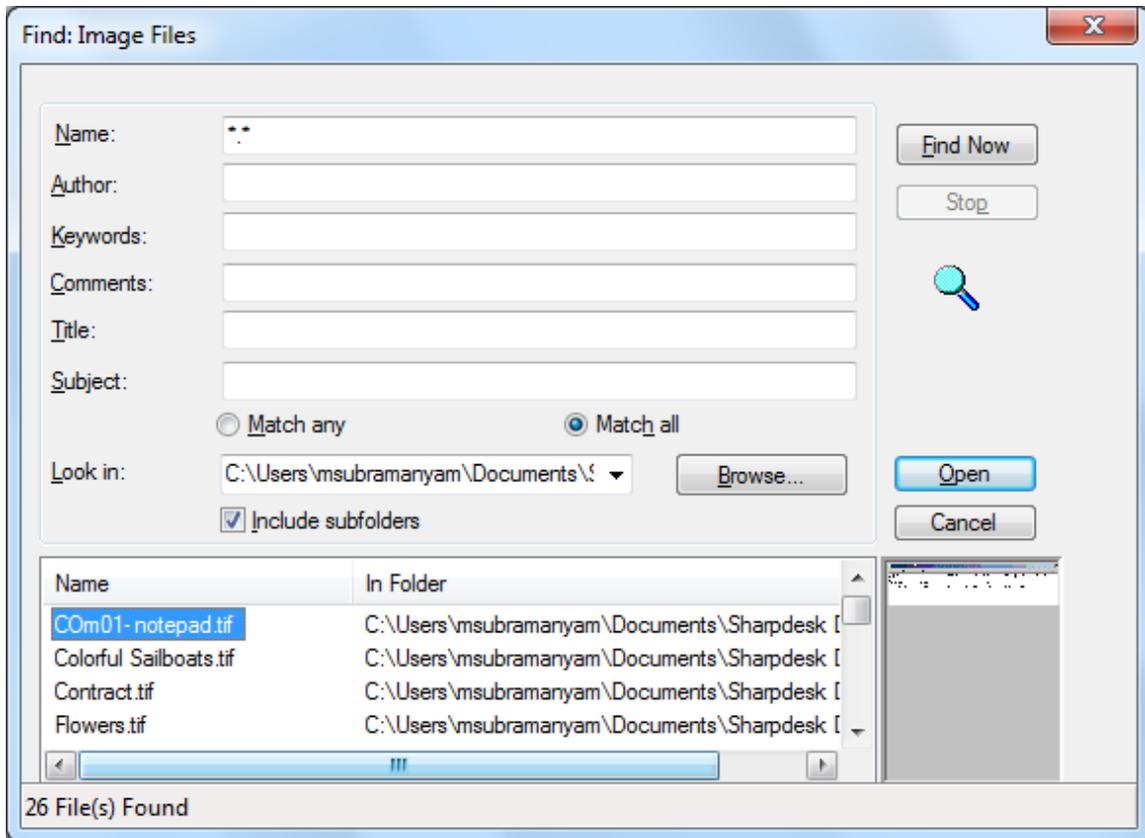
Sample Image Dialog

Displaying an Image Document

Once you locate the image document you want to work with, you can open it, change the display attributes, display and resize thumbnails, or create a contact sheet.

Opening the Document

- From the Find dialog, highlight the document you want to open and click **Open**.

Changing the Display

1. You can change the size of the display window in the vertical and horizontal directions to suit your preference.

2. Using the **Zoom** menu, you can choose different options to resize the document to fit in the display window. When you change the size of the document, its height to width ratio is maintained.

    - Click **Fit to Height** to view the full height of the document page.

    - Click **Fit to Width** to display the full width of the page.

    - Click **Pixel to Pixel**. If the entire page does not fit into the display window, scroll bars appear along the right side and/or bottom.

    - Click **Best Fit**. This is often the optimum setting.

3. Using the **View** menu, you can click **Page and Thumbnails** to display thumbnails of pages in a window next to the page view. The selected thumbnail has a border around it.

4. Position the pointer over the vertical bar separating the Thumbnail and Page windows and picture. When the pointer changes shape, hold down the left mouse button and then drag the bar left or right to resize each window.
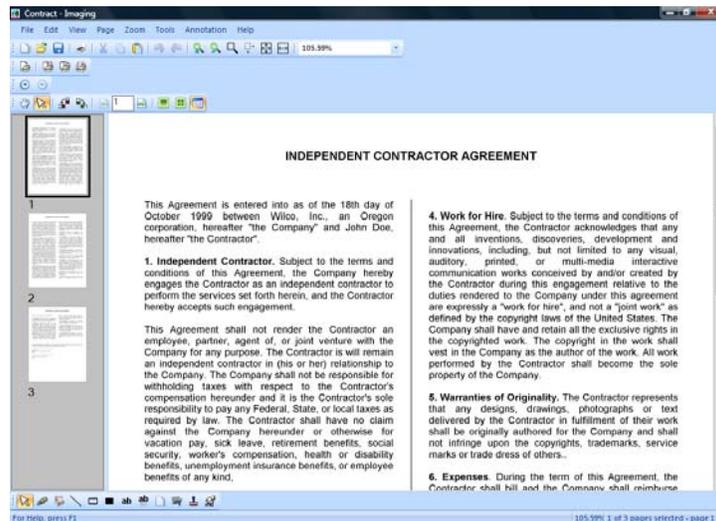

Sizing Windows Dialog

5. Using the **Tools** menu, you can click **Magnifier** to enlarge a portion of the document page. [**Note:** Magnifier controls can only be accessed with the mouse. Keyboard control is not supported.]

Displaying and Changing Thumbnails

To display or change thumbnails:

1. Choose the **Thumbnails** command from the **View** menu.

   Thumbnails of the image documents are displayed.

2. Choose the **Thumbnail Size** command from the **Options** submenu in the **Tools** menu.

   The Thumbnail Size dialog appears.
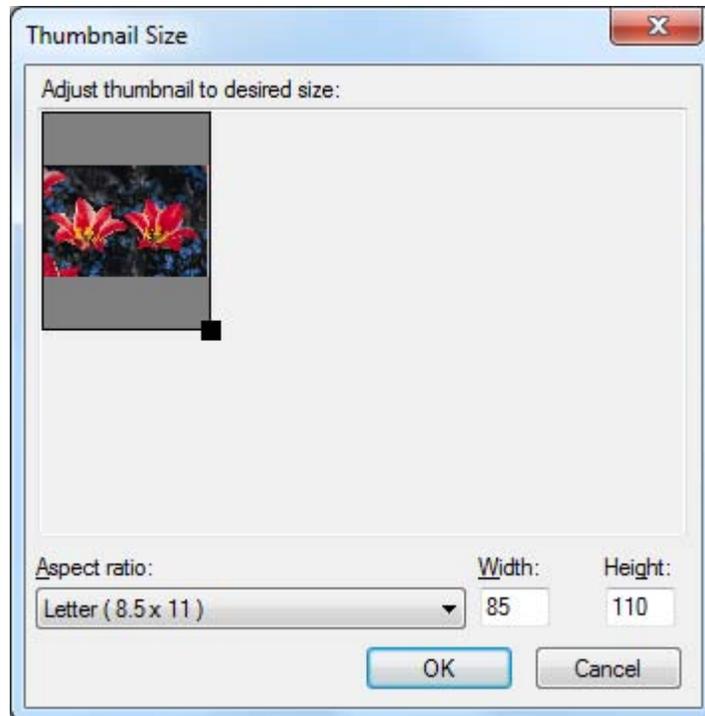
Thumbnail Size Dialog

3. Place the pointer over the handle in the lower right corner of the thumbnail, hold down the left mouse button, and then drag the handle diagonally to increase or decrease the size of the thumbnail.

4. Click **OK** to apply the new size to the displayed thumbnails.

Creating a Contact Sheet

To create a contact sheet:

1. Choose the **Open** command from the **File** menu.

    The Open dialog box appears.

2. Navigate to the image document you want to open, and then click **Open**.

    The image document appears.

3. Choose the **Create Contact Sheet** command from the **Tools** menu.

    The Create Contact Sheet dialog appears.

4. Type a filename and select a location to create the file, and then click **Save**.

5. Choose the **Open** command from the **File** menu.

6. Locate the contact sheet you created and click **Open**.

7. Click on a page to view the original page.

8. Click the **Back** button [image] to return to the contact sheet.

    To have your contact sheet automatically open after you create it:

9. Choose the **Options** command from the **Tools** menu, and then click Contact Sheet.

    The Contact Sheet Options dialog displays.

10. Select the **Open contact sheet after saving** checkbox and then click **OK**.
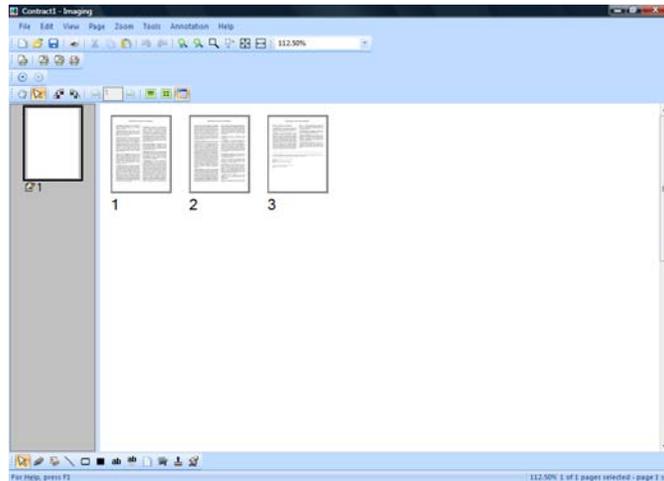

Contact Sheet Dialog

Annotating a Document

This section describes how to add annotations to a document, change annotation properties, and save the annotated document.

Applying a Rubber Stamp

To apply a rubber stamp to the document:

1. Choose the **Open** command from the File menu.

   The Open dialog displays.

2. Navigate to the image document you want to annotate, and click **Open**.

   The image document appears.

3. Choose the **One Page** command from the View menu.

4. Choose the **Rubber Stamps** command from the **Annotation** menu.

   The Rubber Stamp Properties dialog appears.

You can also click on the Rubber Stamp icon in the Annotation toolbar to display this dialog.
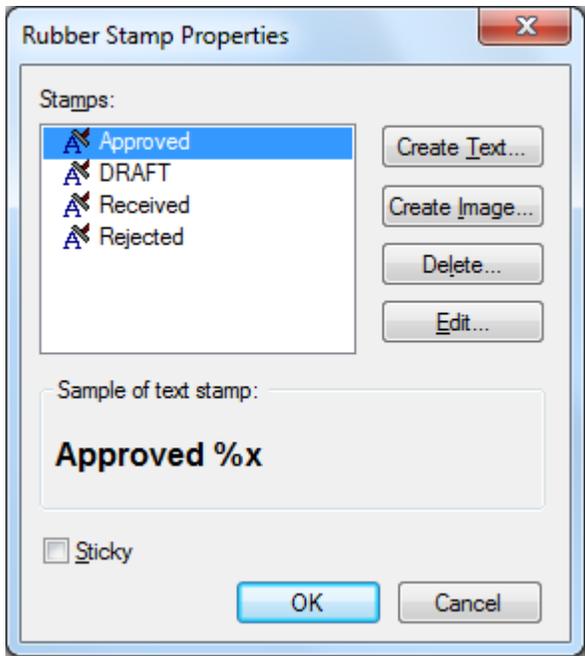
Rubber Stamp Properties Dialog

5. Click the stamp you want to use in the Stamps list, and then click **Edit**. The Edit Text Rubber Stamp Properties dialog appears.
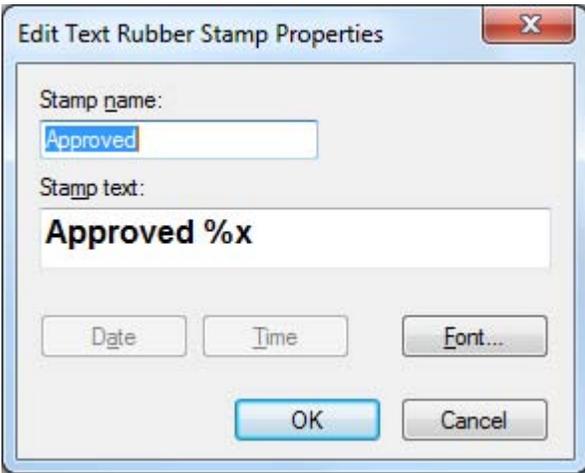
Edit Text Rubber Stamp Dialog

Click **Font**.

The Rubber Stamp Font Properties dialog appears.
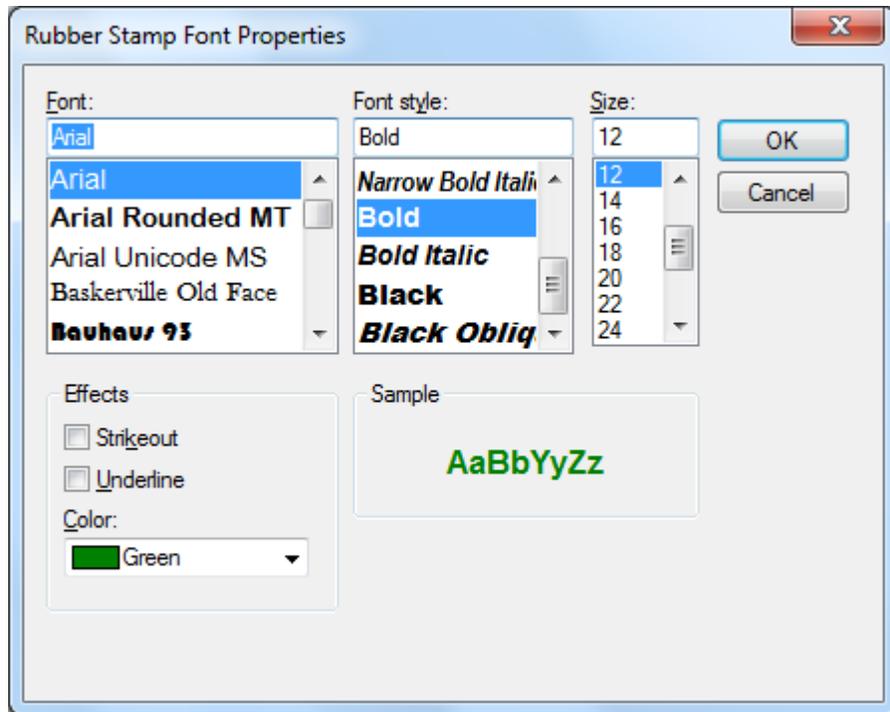
Rubber Stamp Font Properties Dialog

6. Choose the desired font attributes and color, and click **OK**.

7. Click **OK** to close the Edit Text Rubber Stamp Properties dialog.

8. Click **OK** to close the Rubber Stamp Properties dialog.

   The pointer changes to a rubber stamp icon.

9. Position the rubber stamp where you want to place the annotation, and then press the left mouse button once. The stamp annotation is applied to the document. You can move the stamp by placing the pointer inside the dotted outline, and then dragging the stamp to a different location.

10. Click outside of the dotted outline to anchor the stamp.

Adding a Highlight

To add a highlight to the image document:

With your document open, choose the **Highlighter** command from the Annotation menu. The pointer changes to a marker and crosshair.

- Position the crosshairs slightly above and to the left of a paragraph you want to highlight. Hold the left mouse button down and drag the pointer across and down to the end of the paragraph. Release the button to apply the highlight.

Changing Highlight Properties

To change the highlight properties:

1. Place the pointer on the highlight and click the right mouse button.

   A shortcut menu appears.

2. Click **Properties**.

The Highlighter Properties dialog appears.

Note: To change the default properties for an annotation, right-click on the tool in the Annotation toolbar or choose the **Set As Default** option in the Annotation Properties dialog.
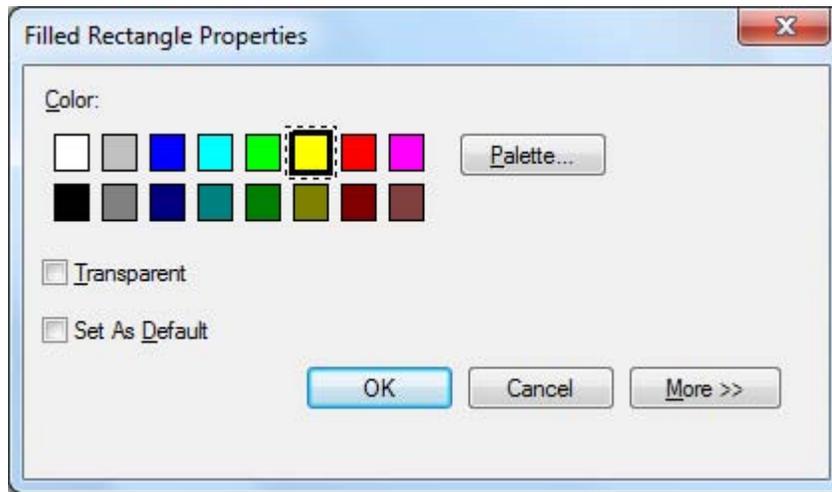
Highlighter Properties Dialog

3. Choose a color, such as light blue, that allows the text to show through.

4. Click **OK** to apply the new color.

Document Enhancement

This section shows how to enhance a document page by despeckling and straightening it.

Removing Speckles From a Document

To remove speckles from a displayed document:

1. Choose the Best Fit option from the Zoom menu.

2. Choose the Remove Speckles command from the Tools menu.

   The application removes small speckles which may have been added during the scanning or faxing process.

Straightening a Page

To straighten a displayed document:

1. Choose the Straighten Page command from the Tools menu.

   The Straighten Page dialog appears.

2. Move the dialog to the side or bottom of the page, so you can draw a reference line in the top portion of the page. The cursor will change to a crosshair.

3. Draw a reference line that is slanted in exactly the same way as the text. Position the pointer between two lines of text and press the left mouse button. While holding the button down, drag the pointer to the right, parallel to the text above and below the line. Release the mouse button when the reference line you have drawn is positioned correctly as shown in the following example.
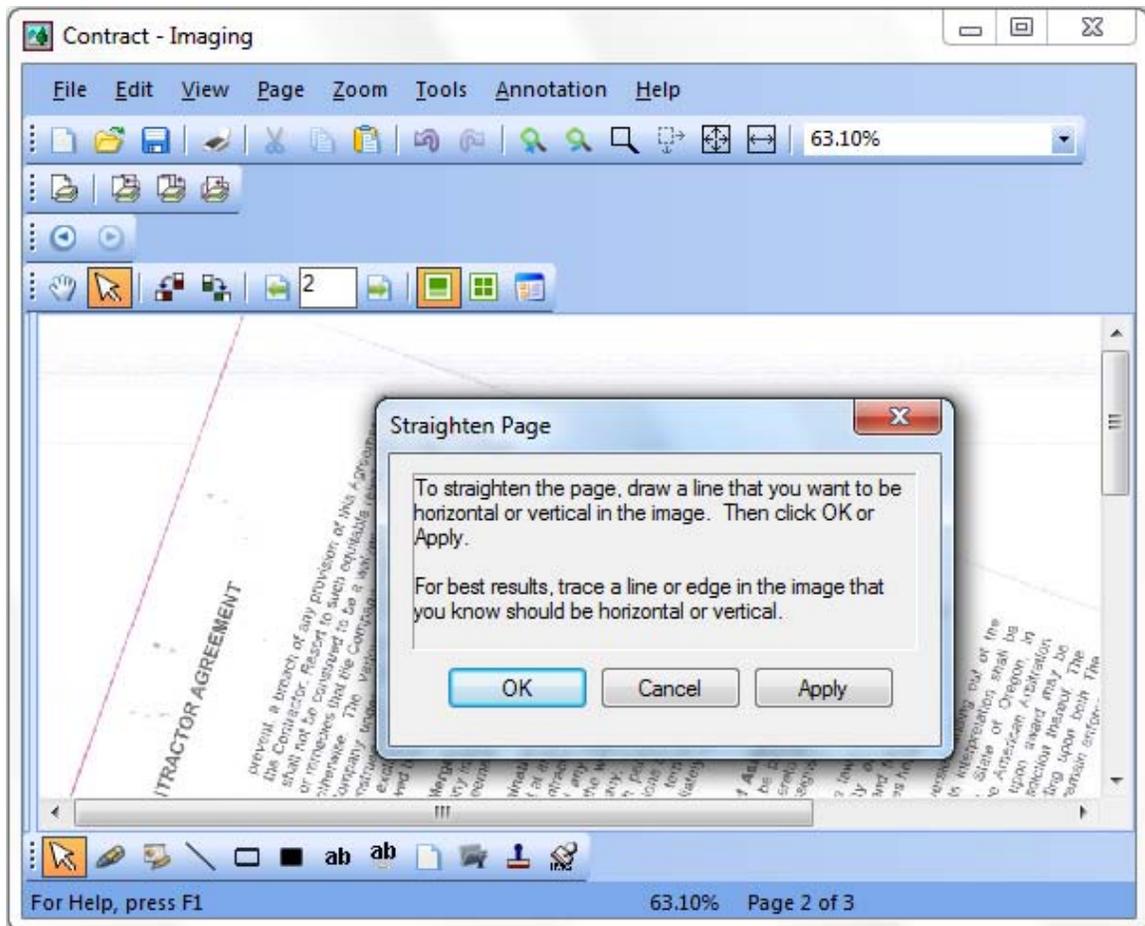
Straighten Page Dialog

4. Click **OK** in the Straighten Page dialog.

   The page rotates until the reference line you drew is parallel with the top and bottom edges of the window.

Chapter 7
Converting Images to Text

Introduction

Sharpdesk lets you convert a non-editable, graphical image containing text into a file that can be edited with your favorite word processor. You can convert an image at anytime while working in Sharpdesk by simply dragging the image onto the Convert by OCR option on the Output Zone bar. With Sharpdesk, even your document layouts are preserved.

Once an image has been turned into an editable document, you can then change it, annotate it, and treat it like any other document you created from scratch in its native application.

You can convert any .TIFF, .TIF, .PCX, .DCX, .BMP, .JPG, .JPEG, .GIF, .PNG, .PDF, .JP2, .JPC, or .XPS image into one of many standard output formats.

Keep in mind that text conversion accuracy depends on the quality of the original image. A poor quality fax or copy might not convert correctly as the engine will have difficulty reading the text characters. Sharpdesk OCR can convert images with resolutions between 75 and 600 dpi (dots per inch). Best results are obtained using images with 300 dpi resolution. Images that fall outside the 75 to 600 dpi range will be blank in the output file that is generated. If a multi-page image file has pages that are within the allowed resolution range, these pages will be converted as expected. If your image file falls outside the supported range, you can sometimes use imaging tools such as Sharpdesk Imaging to bring the resolution into the supported range.

Setting Convert by OCR Options

Sharpdesk lets you set the various options that control the OCR process. To do so, choose the **Preferences** command from the Sharpdesk Tools menu and click the **Convert by OCR** tab:
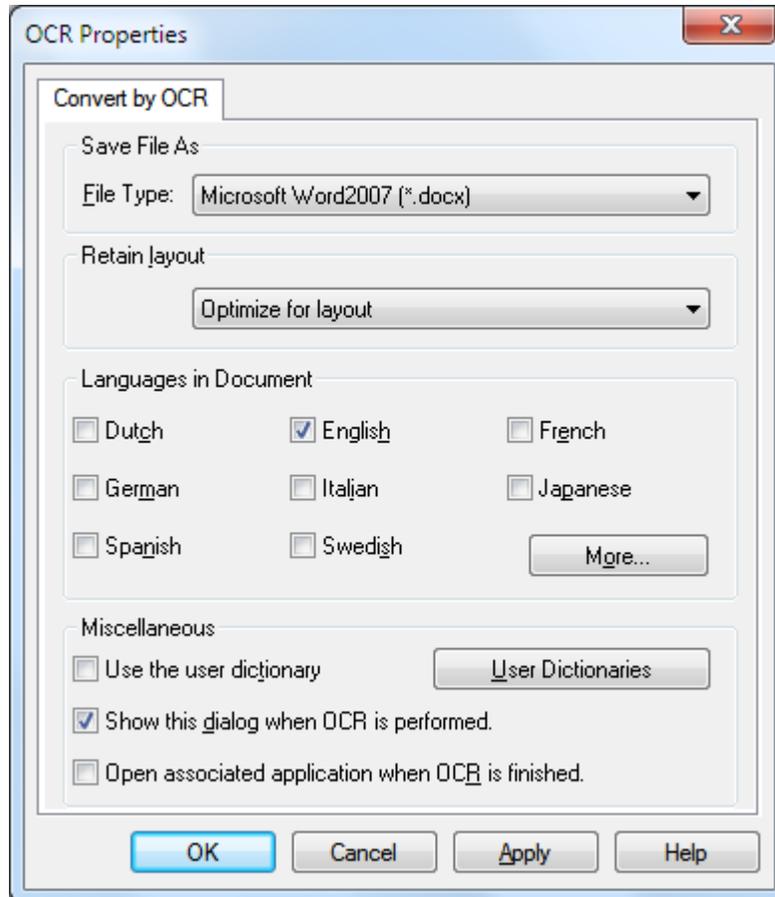
Convert by OCR Options

Setting the Output File format

You may select one of the following output file formats for the OCR process:

Save File As format
Adobe PDF (*.pdf)
Adobe PDF with image on text (*.pdf)
Adobe PDF/A-1a (*.pdf)
Adobe PDF/A-1a with image on text (*.pdf)
Adobe PDF/A-1b (*.pdf)
Adobe PDF/A-1b with image on text (*.pdf)
Adobe PDF/A-2a (*.pdf)
Adobe PDF/A-2a with image on text (*.pdf)
Adobe PDF/A-3a (*.pdf)
Adobe PDF/A-3a with image on text (*.pdf)
Excel 2007 (*.xlsx)
Microsoft Word2007 (*.docx)
PowerPoint 2007 (*.pptx)
RTF Word 2000 (*.rtf)
Text – Comma Delimited (*.csv)
Text – Standard (*.txt)

Microsoft Word2007 (*.docx) is the default.

Setting the Retain Layout

The Retain Layout setting tells the OCR engine what to expect in the image(s) it is about to process. You may choose from the following layout selections:

| Output File formats	Retain layout options	Description
Excel 2007 (*.xlsx)	Optimize for layout	Choose this setting for recreating the appearance of the original document. But, it does not necessarily retain the exact cells and lines of the original tables.
	Best cell match	Choose this setting for recreating the exact division into cells/lines of the original document tables.

	Optimize for layout	Choose this setting to produce a document that maintains the formatting of the original. This option is recommended for documents with complex layouts, such as promotion booklets. Note, however, that this option limits the ability to change the text and formatting of the output document.
Microsoft Word2007 (*.docx)		
	Optimize to edit	Choose this setting to produce a document that preserves the original format and text flow but allows easy editing.
RTF Word 2000 (*.rtf)	Optimize for layout	Choose this setting to produce a document that maintains the formatting of the original. This option is recommended for documents with complex layouts, such as promotion booklets. Note, however, that this option limits the ability to change the text and formatting of the output document.
	Optimize to edit	Choose this setting to produce a document that preserves the original format and text flow but allows easy editing.
Text – Comma Delimited (*.csv)	Full layout	Choose this setting to produce a document with text from table blocks only.
	Tables only	Choose this setting to produce a document with text.

Setting the Languages in Document

The Languages in Document setting tells the OCR engine what word or character sets to expect in the image(s) it is about to process. The languages Sharpdesk is localized in are shown in the main part of the tab:

Dutch	English	French	German
Italian	Japanese	Spanish	Swedish

The default is the language chosen when Sharpdesk was installed. Additional languages are also recognized by Sharpdesk's OCR engine. These are displayed by clicking on the "More" button:
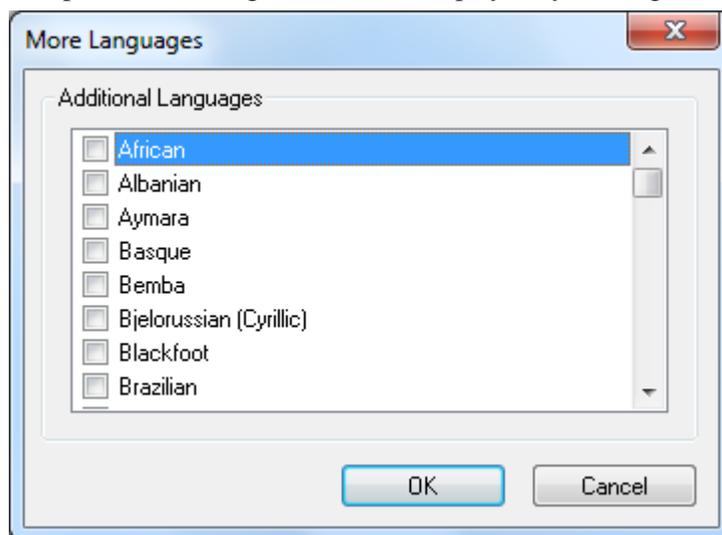

Check the box for the language(s) that may be included in the image documents to be OCRed.

Note that the recognition process will slow down as more languages are selected; choose only those languages that you expect to find in the documents if processing speed becomes an issue.

Selecting a User Dictionary

You may improve the recognition of words that you find in documents you scan often by selecting a User Dictionary. To use the currently selected dictionary, check the "**Use the User dictionary**" checkbox.

To see the list of User Dictionaries available, click on the "**User Dictionaries**" button. This will display the "**User Dictionaries**" dialog:
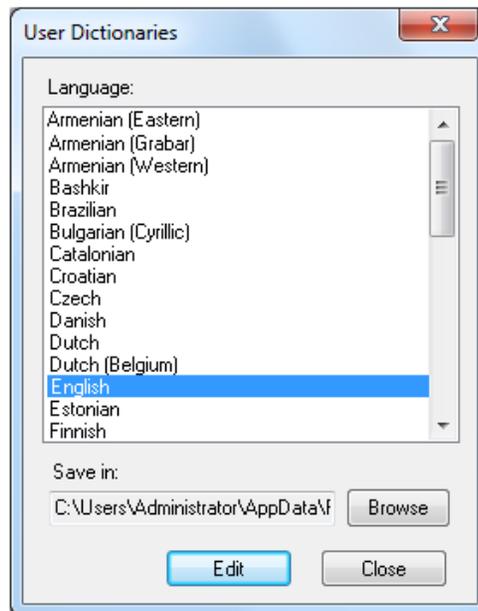

To save the currently selected User Dictionary in a different folder, click on the "**Browse**" button. This will display the "**Browse for Folder**" dialog:
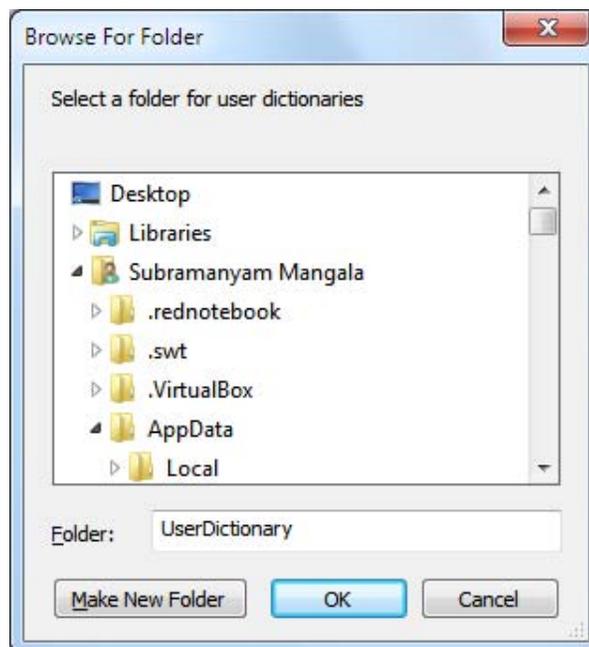
Select the desired folder and click on the "**OK**" button.

Modifying a user dictionary

First, select a dictionary (say, "English") you want to modify. Then click on the "Edit" button. This will display the "**Edit User Dictionary**" dialog:
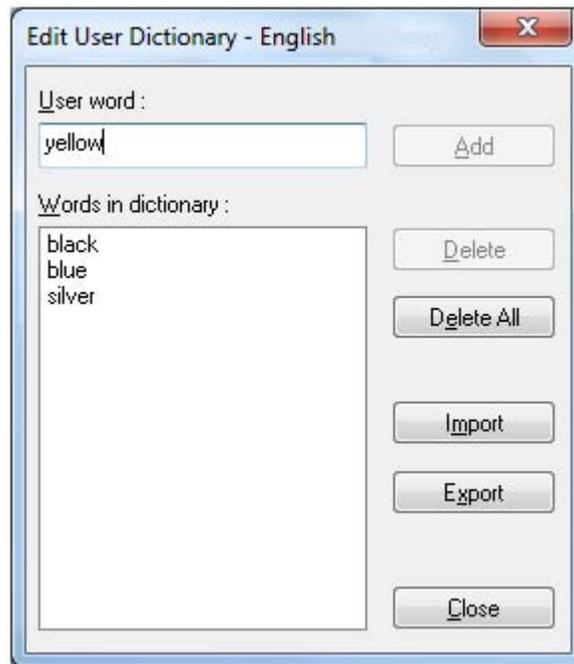
All of the words currently in the user dictionary will be listed.

Adding words to the user dictionary

Type the word you wish to add to the dictionary into the User word section. Then click the Add button to add the new word to the dictionary.

Deleting words from the user dictionary

Select the words currently in the dictionary you want to remove by clicking on it in the list; this will highlight the word to show it has been selected. To select more than one word, hold down the <**Ctrl**> key as you click on each word to select it. To unselect a word already selected, click on it again and the highlight will go away. When you have the list of words you want to delete highlighted, click on the Delete button to remove them from the dictionary.

To delete all of the words in the dictionary, click on the Delete All button.

## Importing words into the user dictionary

You may generate a list of words using other programs and import them into the user dictionary. The words to be imported must be in a simple text file, one word per line, with no punctuation before or after the word. To import these words, click on the Import button to display the Import dialog:
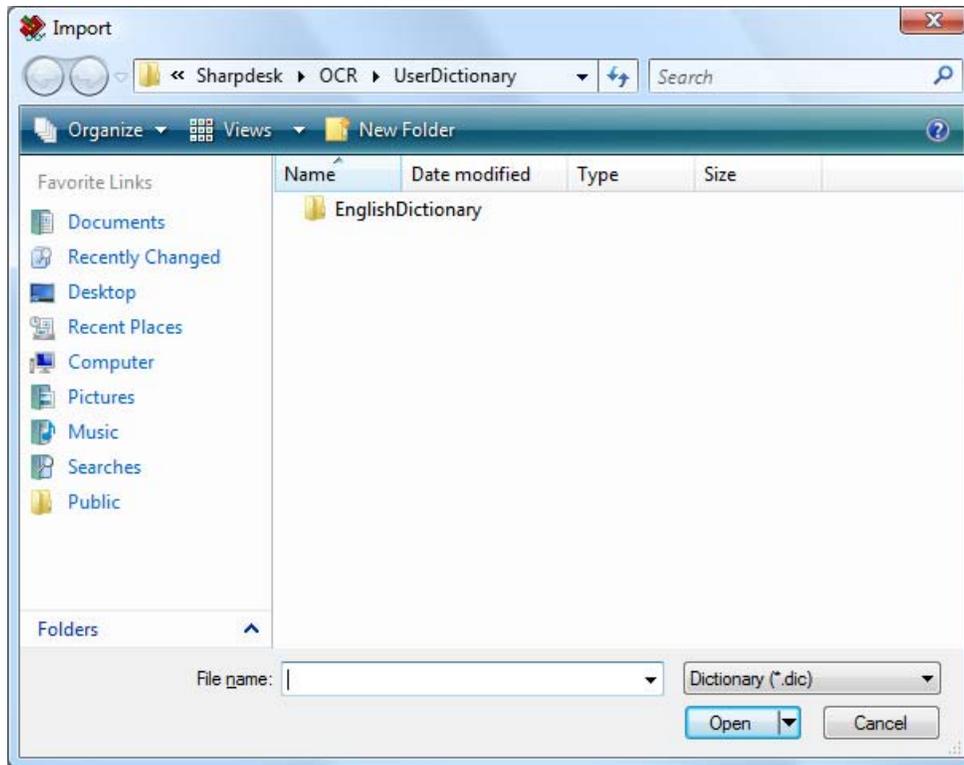
Navigate to the file containing the words and click on the "Open" button. The words in the file will be loaded into the user dictionary for OCR.

Exporting words from the user dictionary

You may export the words currently in the user dictionary to a simple text file. Each word will be on a separate line. To export the words, click on the Export button to display the following dialog:
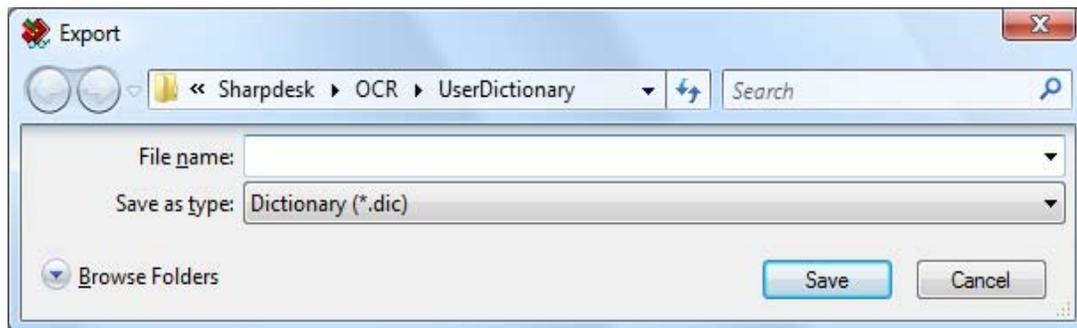
Specify the file name you want to create and click on the "**Save**" button.

Ending the edit session

When you are finished modifying the user dictionary, click on the "**Close**" button to return to the "**User Dictionaries**" dialog.

Controlling the OCR Options Dialog

The Convert by OCR options dialog appears by default every time an OCR operation is started from Sharpdesk. If you want the current option settings to be used without seeing the dialog, uncheck the "Show this dialog when OCR is performed." box and the OCR process will proceed

without further interaction. If you change your mind later, you can recheck the box through the Tools/Preferences/Convert by OCR menu item.

Controlling Application Launch

Once the Convert by OCR process has completed, you may edit the created file using the application that is associated with the selected file type. If you check the "Open associated application when OCR is finished." box, the OCR document will be opened with the application that typically reads or edits this file type. If you uncheck the box, the OCR operation will end with the creation of the new file type.

Convert an Image using Drag and Drop

To convert an image to text using drag and drop:

1. In Sharpdesk, select the image you want to convert in the Sharpdesk work area.

2. Make sure the Output Zone bar appears by selecting the **Output Zone** command from the View menu.

3. Drag and drop the image onto the **Convert by OCR** option on the Output Zone bar. A dialog appears showing you the progress of the conversion.
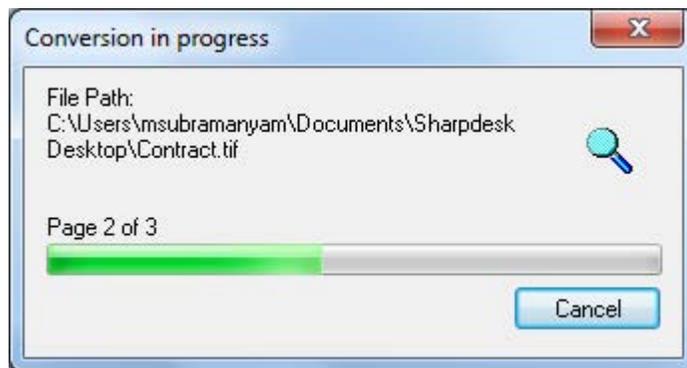
Conversion in Progress Dialog

[If the "Show this dialog when OCR is performed." is checked, the Convert by OCR Preference tab will be displayed first.] This dialog shows you the name of the file being converted and the progress of the entire job. Once the conversion completes, the dialog automatically closes and the finished text document appears in the appropriate application. If you click **Cancel**, the ongoing conversion process is canceled.

Chapter 8
Glossary

Introduction

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

A

ASCII

Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

B

Browser

The application program, such as Microsoft's Internet Explorer, that lets you display HTML documents.

D

Default Setting

A system setting incorporated at the factory and permanently registered to the application. Also, a value or a setting that the software assumes until or unless you specify another value.

Devices

A device is a piece of hardware such as a scanner, printer, fax machine, digital camera or copier.

DPI

Dots per inch. A unit of measurement for indicating a printer's resolution.

G

Graphic

A written, printed, or electronically displayed symbol or drawing. Also, characters or text that have been generated by a computer graphics application program.

Grayscale

An image in black and white created from a color image using different intensities of black.

I

Image

In Sharpdesk, an image is used interchangeably with Document. Commands and functions work exactly the same regardless of whether the item in question is a .TIF file, a .JPG file, or a .DOC file.

L

Landscape Orientation

The horizontal orientation of your document or image across the length of the page. The term landscape is derived from pictures of the landscape, which are usually horizontal in format.

O

OCR

Optical Character Recognition. A technology that lets you turn a paper document into an editable electronic document.

Output Zone

A Sharpdesk added toolbar allowing quick access to print, fax, scan, email, and OCR an image.

P

Paper Feed

Movement of a sheet of paper into the printer's paper path.

PC Fax

An electronic way to send and receive faxes from your computer. A PC fax is sent from or received by a computer.

Portrait Orientation

The vertical orientation of your document or image across the width of the page (letter style). This is the opposite of landscape orientation.

Printer Driver

Software that sends printing instructions to a printer. The printer driver keeps track of the attributes of a printer and the codes a program must send to access those attributes.

S

.SDF File

A Sharpdesk-created file that can be opened and edited in the Sharpdesk Composer.

T

TWAIN

Both a protocol and an application programmer's interface (API) that lets you input image data directly from any source (for example: desktop and hand-held scanners, video capture boards, digital cameras, and other imaging equipment) without requiring you to switch out of the application. It provides compatibility between image input devices and applications by acting as the liaison between hardware devices and software applications. TWAIN, the industry standard, was developed by the TWAIN working group which consists of representatives from many leaders in the scanner hardware and software industry.