

Sharpdesk

V5.1

User's Guide
Version 5.1.1.01

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 computer, you can use Sharpdesk to organize it, view it, and then print it, fax 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 computer using all of the scanning controls and options provided with your TWAIN scanner or Sharp multifunctional peripheral 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.
- **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 “Convert by OCR” button on the Sharpdesk Output Zone Bar.
- **View Your Images** — Using Sharpdesk Preview Window, viewing your stored images, scanned images, and digital camera images is quick and easy.
- **Distribute Your Documents** — Distribute documents by email, print or fax a hard copy as easily as dragging a file onto the “Email” or “Print” or “Fax” icon on the Sharpdesk Output Zone Bar.
- **Import/Export an Image or Document** — Import, store, and manage your 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 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, 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 6, 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 Sharpdesk Preview Window.

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.

Scanner

Sharp multifunctional peripheral.

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 icon () 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 Network Scanner Tool, is loaded into your computer.

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.

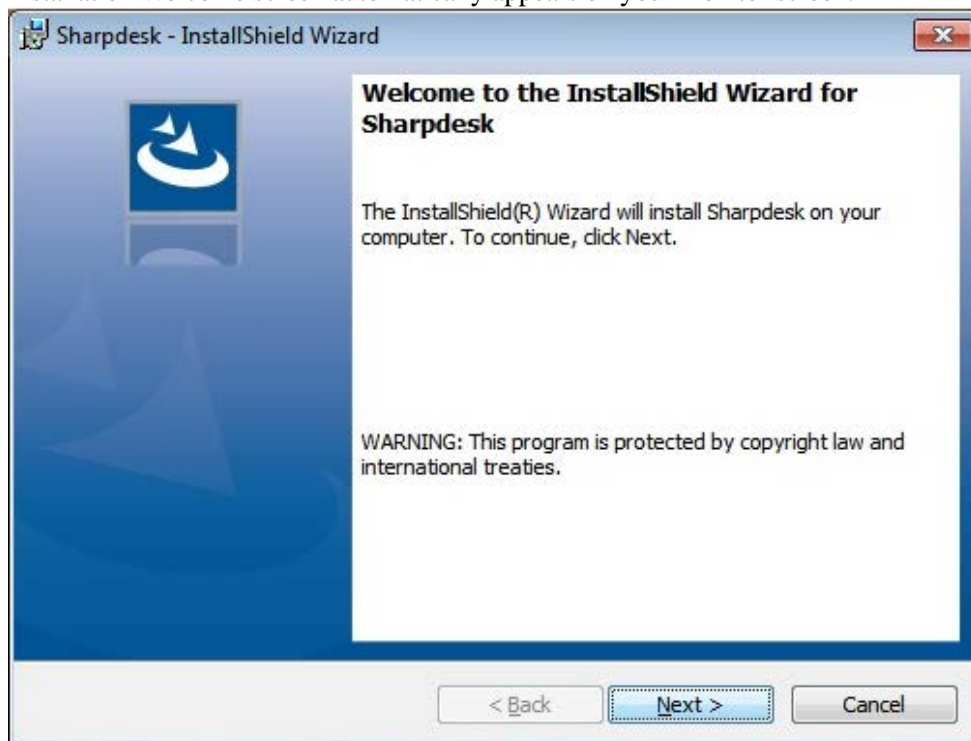
User File Location

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 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 Installation

If you have downloaded the Sharpdesk software package from the given SHARP website, follow the below steps to install Sharpdesk:

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 computer with a user ID with full Administrator privileges.
Note: 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. Please run the “setup.exe” from the downloaded software package. In a few moments, the installation Welcome screen automatically appears on your monitor screen.



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).

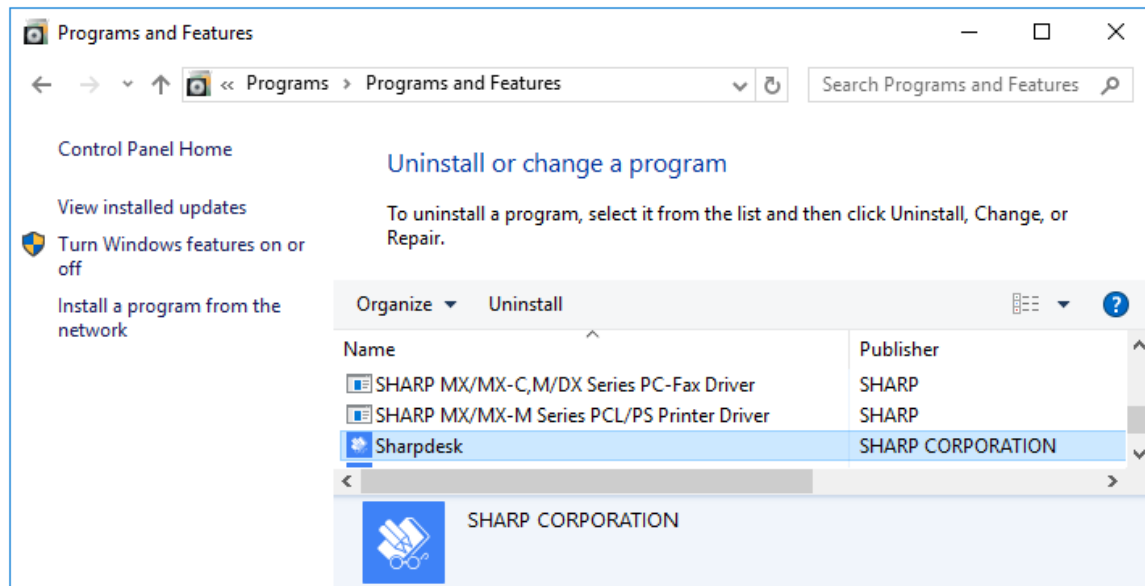
During installation, a folder is created in your Program Files directory or the location you specified during installation containing all the Sharpdesk, Composer, and Network Scanner Tool software files. You will also find a Sharpdesk entry added to your Start/Programs menu containing the Sharpdesk,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

In Windows 8.1/Windows 10, you will find Sharpdesk, Composer, and Network Scanner Tool 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 type “Control Panel”, and select “Control Panel” from the search results.
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

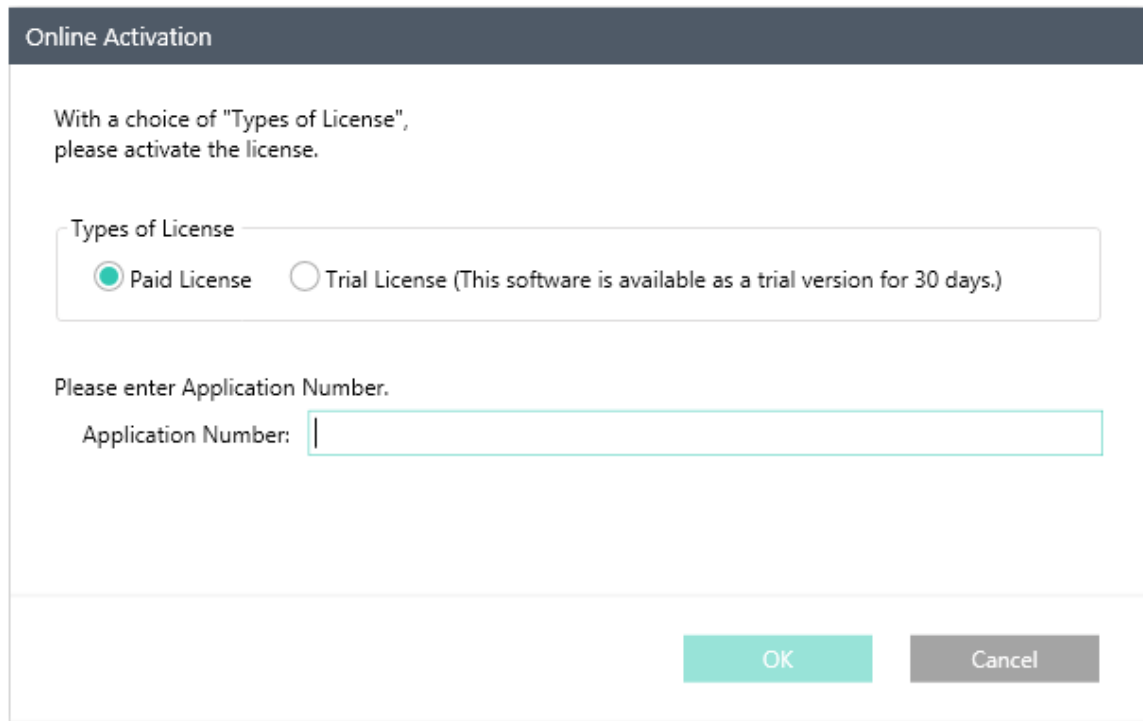
Sharpdesk makes working with the devices connected to your computer (scanner, printer, fax machine or digital camera) more efficient, easy, and productive than ever before.

Starting Sharpdesk

In order to use Sharpdesk, you need to activate it using the “**Online Activation**” screen.

Online Activation

When you launch Sharpdesk, the “**Online Activation**” screen displays.



Online Activation screen

In order to activate Sharpdesk, you need to:

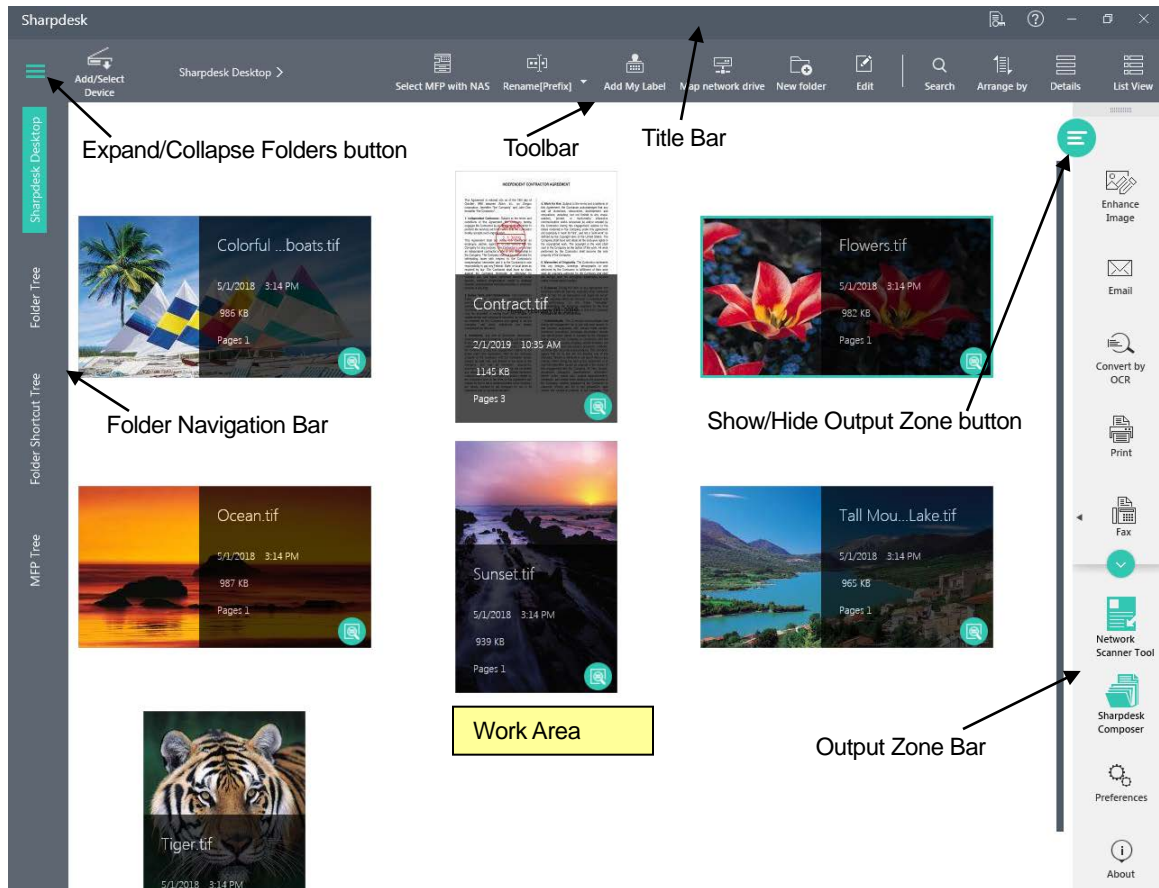
1. Select the “**Paid License**” radio button, enter the “**Application Number**” in the “**Application Number**” text box. Or,
2. Select the “**Trial License (This software is available as a trial version for 30 days.)**” radio button, if you do not have a paid license.
3. Click “**OK**”.

Notes:

- If the application is activated using the “**Trial License (This software is available as a trial version for 30 days.)**” radio button, the “**Online Activation**” screen will be displayed for each launch of the application for 30 days.
- After 30 days, “**Trial License**” radio button will be disabled. Hence, in order to use the application further, a valid “**Application Number**” must be entered in the “**Application Number**” text box.

Once the license is activated, you can start Sharpdesk in the following ways:

- You can start Sharpdesk from the Windows Start menu by clicking Start, pointing to All Programs, then to Sharpdesk, and finally clicking Sharpdesk.
In Windows 8.1/Windows 10, 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 Work Area. The Output Zone Bar and Toolbar options will be in enabled state, except “Rename[Prefix] / Rename[Postfix]” and “Add My Label” options. To enable these options, click on any file in the Work Area.

You can display information or execute commands by right-clicking on the folders and files. Sharpdesk provides you with a convenient way of viewing, organizing, and distributing your files.

Sharpdesk is comprised of the following elements:


Title Bar

The Title Bar appears at the top of Sharpdesk screen. The Title Bar provides you quick access to the “License Information” (🔑), “Help” (?), “Minimize” (—), “Maximize” (□), and “Close” (✕) options.

Folder Navigation Bar

The Folder Navigation Bar enables you to navigate to the “Sharpdesk Desktop”, “Folder Tree”, “Folder Shortcut Tree” and “MFP Tree” screens.

By default, the Folder Navigation Bar appears at the left of the Sharpdesk screen in collapsed mode. The Folder Navigation Bar, when collapsed, provides more work area to work with the files and folders.

To expand the Folder Navigation Bar, click the Expand/Collapse Folders button ()

Folder Tree

The Folder Tree 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.

Folder Shortcut Tree

The Folder Shortcut Tree displays all the folder shortcuts created and the mapped network drives.

MFP Tree

The MFP Tree displays the network folders of the selected NAS enabled MFPs in “Select MFP with NAS” dialog.

Toolbar

The toolbar appears just below the Title Bar of the Sharpdesk screen.


The toolbar provides quick access to the key file handling commands like “Select MFP with NAS”, “Folder Shortcut”, “Rename[Prefix]” / “Rename[Postfix]”, “Add My Label”, “Map network drive”, “New folder”, “Edit” (“Copy”, “Paste”, “Delete”, “Rename”, “Rotate Right”, and “Rotate Left”), “Search”, “Arrange by”, “Details”, and “List View”.

In circumstances where a command or application is not possible, the toolbar button is dimmed and unavailable for selection.

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, email it, enhance it, or print it.

Output Zone Bar

The Output Zone Bar appears at the right of the Sharpdesk screen, when any file is selected from the work area, or Show/Hide Output Zone toolbar button () is clicked.

The Sharpdesk Output Zone Bar displays icons for various destinations you can send files to. The Output Zone Bar lets you print, fax, email, launch Network Scanner Tool, launch Sharpdesk Composer, enhance the images with the options like “Despeckle”, “Auto Crop”, “Straighten”, and “Auto Rotate”, convert images to text, pass files to other applications of your choice with a simple drag and drop operation, set preferences for displaying thumbnails, names for new scanned files, text conversion, image export resolution options, set themes, and view Sharpdesk product version and copyright information.

Scroll Bars

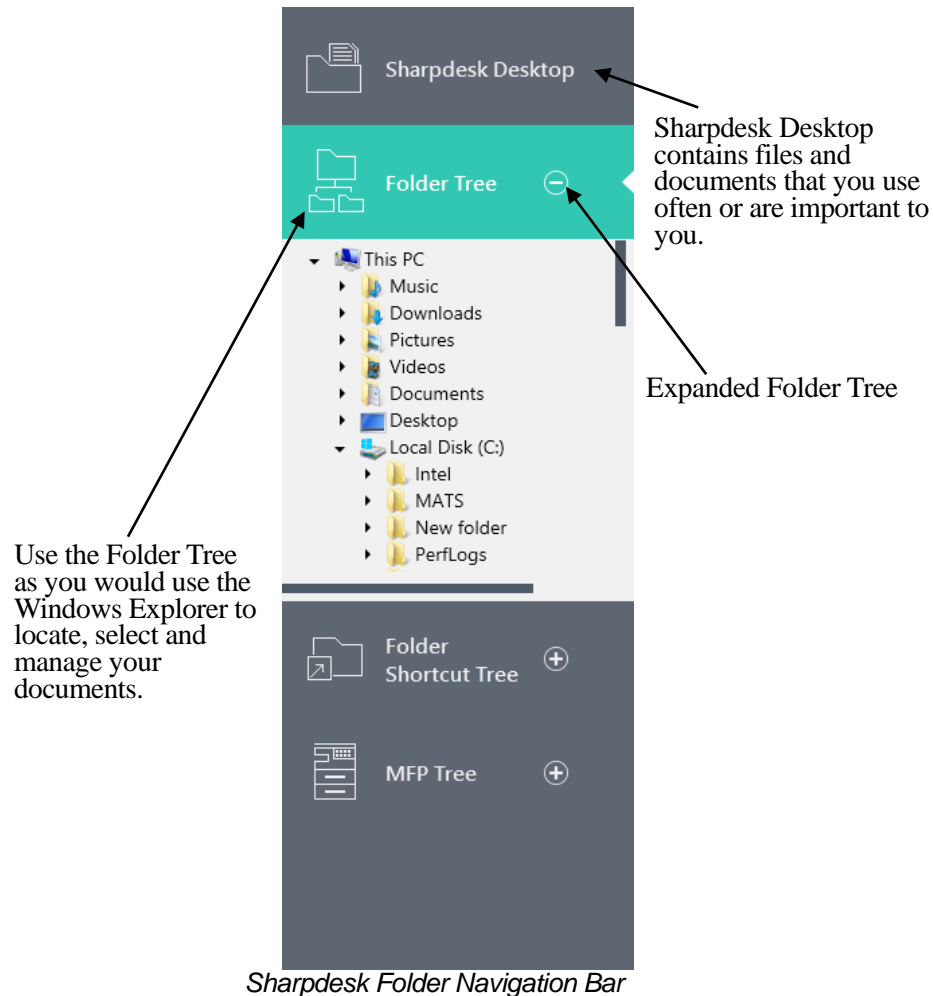
If the contents of the Work Area are more than can be displayed in the current window, Sharpdesk provides vertical scroll bar that let you view all the available information.

Working with the Folder Navigation Bar

By default, the Folder Navigation Bar appears at the left on the Sharpdesk screen.

The Folder Tree can be used much like Windows Explorer to locate and display files and folders from your hard disk, or any connected network drives.

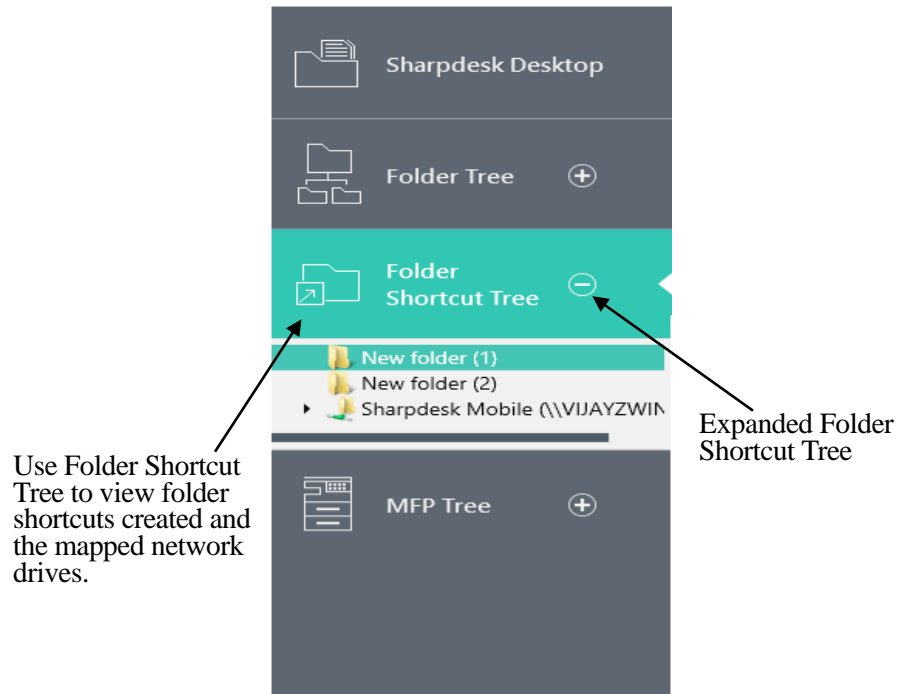
Using the Folder Tree, you can view both the hierarchy of your Folder/Drive contents and the individual contents of each selected folder in the work area. Click on a folder to display the contents in the work area.



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.

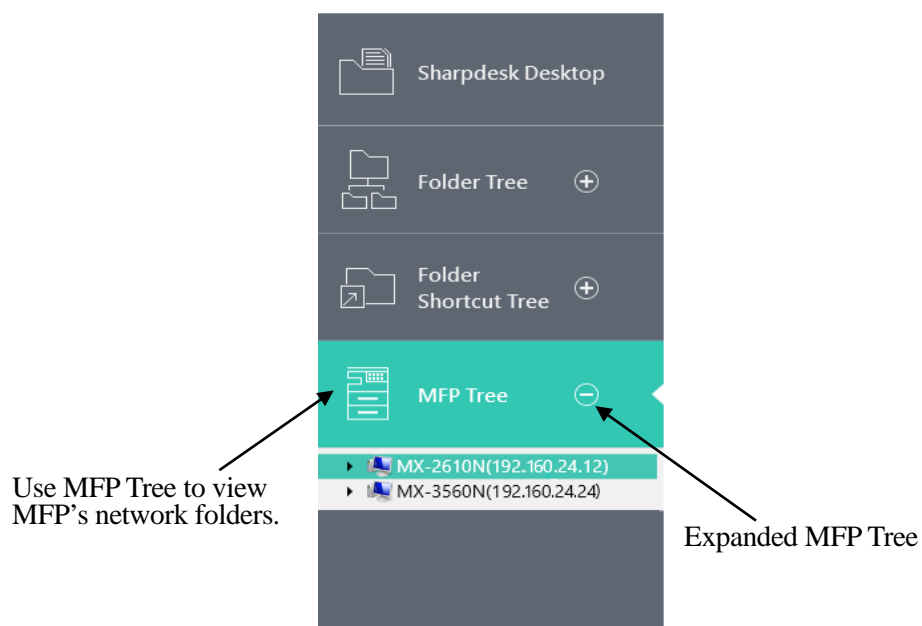
The Folder Shortcut Tree can be used to view folder shortcuts created and the mapped network drives.

Using Folder Shortcut Tree, you can view both the hierarchy of folder shortcut and mapped network drive contents and the individual contents each selected folder shortcut and mapped network drive in the work area. Click on a folder shortcut/mapped network drive to display the contents in the work area.



The MFP Tree can be used to view the network folders of selected NAS enabled MFPs in "Select MFP with NAS" dialog.

Using MFP Tree, you can view both the hierarchy of MFP's network folder contents and the individual contents of each selected folder in the work area. Click on a folder to display the contents in work area.



Right-Click Options

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:

- New folder — Create a new folder at the current location.
- Paste — paste the contents of the Clipboard at the current location.
- 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.
- 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.
- Search — display the Windows Explorer Search page.
- Select All — select all documents in the current folder.
- Arrange by — arrange thumbnails by Name, Date, Size, Type, Ascending, or Descending.

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 Sharpdesk Preview Window.
- Copy — copy the selected files to the Clipboard.
- Paste — paste the contents of the Clipboard at the current location.
- Rename — rename the selected file.
- Delete — delete the selected file into the Windows Recycle Bin.
- Rotate — rotate the selected file 90 degrees to the left or right.

The Sharpdesk Title Bar

The Sharpdesk Title Bar provides you quick access to the “License Information”, “Help”, “Minimize”, “Maximize”, and “Close” options.



Sharpdesk Title Bar

The Title Bar lets you perform the following functions:

OPTION	DESCRIPTION
License Information	Displays the “License Information” of Sharpdesk.
Help	Displays the online help of Sharpdesk.
Minimize	Minimizes Sharpdesk window.
Maximize	Maximizes Sharpdesk window.
Close	Closes Sharpdesk window.

The Folder Navigation Bar

The Folder Navigation Bar provides you with the following options:

OPTION	DESCRIPTION
Sharpdesk Desktop	Displays the files and documents that you use often or are important to you.

Folder Tree	Use the Folder Tree as you would use the Windows Explorer to locate, select and manage your documents.
Folder Shortcut Tree	Use Folder Shortcut Tree to view folder shortcuts created and the mapped network drives.
MFP Tree	Use MFP Tree to view MFP's network folders of selected NAS enabled MFPs in "Select MFP with NAS" dialog.

The Sharpdesk Toolbar

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

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



Sharpdesk Toolbar

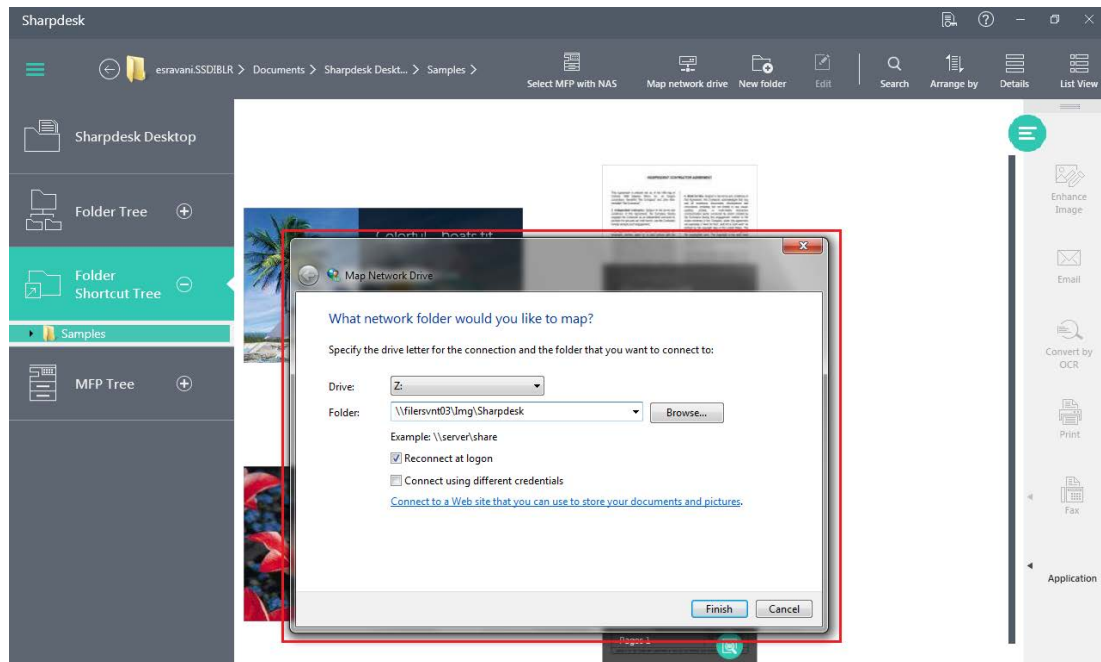
The toolbar lets you perform the following functions:

TOOLBAR BUTTON	OPTION	DESCRIPTION
Add/Select Device		<p>Displays the following menu options: "Select Scanner", "Acquire", "From Scanner or Camera".</p> <p>Select Scanner: When clicked, it allows you to select a TWAIN scanning driver for use in scanning images and documents.</p> <p>Acquire: When clicked, it 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".</p> <p>From Scanner or Camera: When clicked, it 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.</p>
Select MFP with NAS		Allows you to select the NAS enabled MFPs in the network. The selected NAS enabled MFPs are listed under "MFP Tree".
Rename[Prefix] / Rename[Postfix]		<p>Allows you to rename the selected file(s) using the available custom texts as a Prefix or Postfix.</p> <p>To add a new custom text:</p> <ul style="list-style-type: none"> • Select a file. • Click icon (▼) on the "Rename[Prefix]" / "Rename[Postfix]" button. • Click icon (+). • Enter your desired text in the "Custom Text" edit box, and click icon (✓). • Click OK button. <p>To rename a file, select a file, and click "Rename[Prefix]" / "Rename[Postfix]" button.</p>

Add My Label		<p>Allows you to add my label to the selected file(s) thumbnail.</p> <p>When my label is added to the thumbnail of a file, then my label will not be saved to the original file. i.e., my label is displayed over the thumbnail and cannot be displayed when the file is opened.</p> <p>The below predefined my labels are available.</p> <ul style="list-style-type: none"> • TOP SECRET • CONFIDENTIAL • DRAFT • ORIGINAL • COPY
Map network drive		Allow you to create a mapped network drive shortcut under “Folder Shortcut Tree”.
New folder		Create a new folder at the current location.
Edit	Copy	Copy the selected file to the clipboard.
	Paste	Paste the content of the clipboard to the current location.
	Delete	Delete the selected file or folder into the Window’s Recycle Bin.
	Rename	Allow you to rename the selected file or folder.
	Rotate Right	Rotate the selected file by 90 degree to the right.
	Rotate Left	Rotate the selected file by 90 degree to the left.
Search		Display the Windows Explorer with the currently selected folder.
Arrange by		Arrange a selected folder display in the work area by Name, Size, Type, Date, Ascending, or Descending. The current selection will be used to sort the thumbnails of every folder selected.
Folder Shortcut		Allow you to create a shortcut to the selected folder under “Folder Shortcut Tree”. [This option will be visible, when a folder is selected in the work area.]
Details		Allow you to view/hide the details of files in “Thumb View”.
List View		Allow you to toggle the work area between “Thumb View” and “List View”.

Map network drive

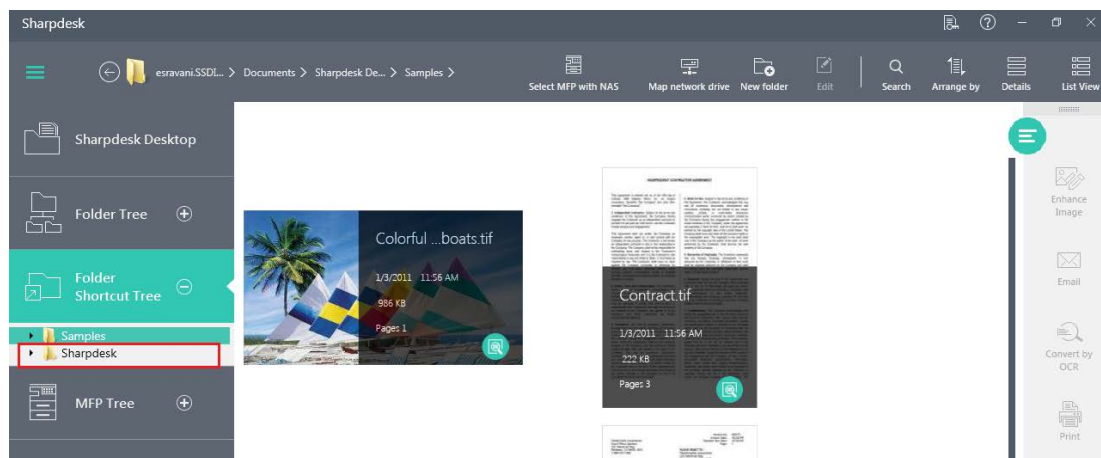
When you select “**Map network drive**” option on Sharpdesk toolbar, the “Map network drive” dialog will be displayed. This allows you to map network drive under “**Folder Shortcut Tree**” in Folder Navigation bar.



Map network drive dialog

Enter the network path in Folder text box or “**Browse**” and select the network path by clicking on Browse button.


On clicking “**Finish**”, the network drive shortcut shall be created under “Folder Shortcut Tree”.




Mapped network drive


The Sharpdesk Output Zone Bar

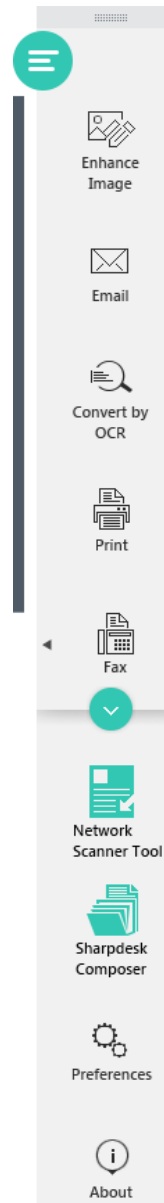
The Sharpdesk Output Zone Bar lets you perform functions by simply dragging and dropping a selected file to the appropriate Output Zone Bar button. You can also highlight a file and click the desired Output Zone Bar button.


When you click the icon () on the Output Zone Bar, the following buttons will be displayed: “Network Scanner Tool”, “Sharpdesk Composer”, “Preferences”, and “About”. If you want to


hide these buttons, click the icon () on the Output Zone Bar.

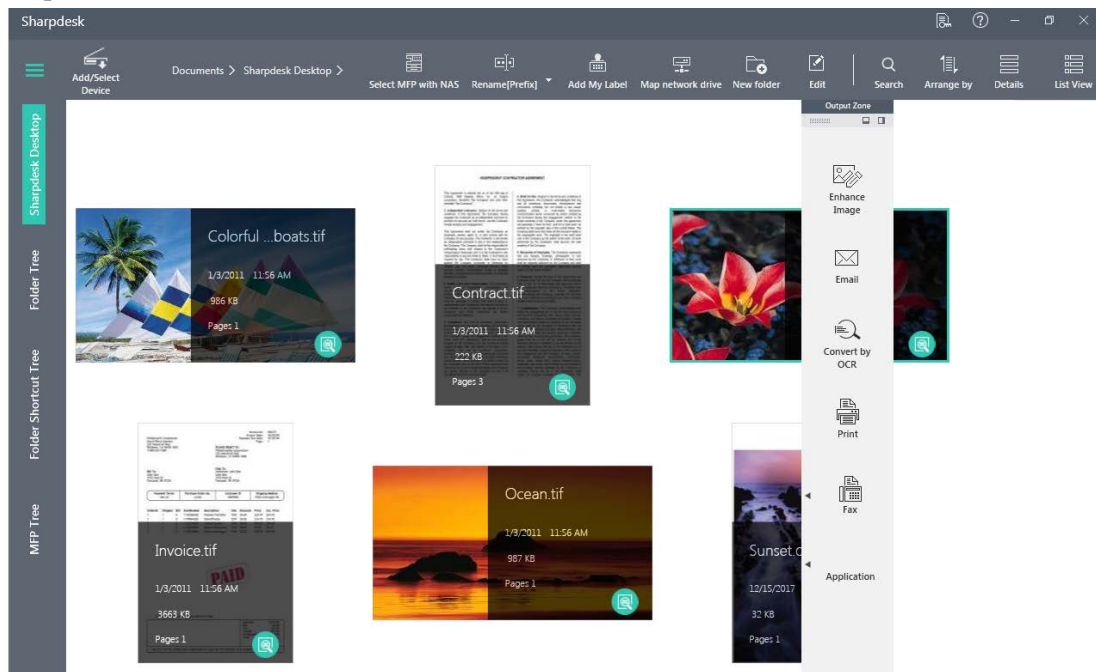




Output Zone Bar – before clicking ()



Output Zone Bar – after clicked ()

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



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

The Email button will be enabled, if your computer has the supporting software installed. If your computer does not have a Microsoft Outlook-email client installed, the Email button will be disabled.

LABEL	DESCRIPTION
Enhance Image	Provides image enhancement options like “Despeckle”, “Auto Crop”, “Straighten” and “Auto Rotate” to allow the user to enhance the image documents.
Email	Launches your email application inserting the selected image/document as an attachment.
Convert by OCR	Sends the image/document through the OCR engine displaying it in the selected editor.
Print	Prints a single copy of the image to your default printer. To print to another printer, choose the printer from print dialog.
Fax	Allows you to fax a single copy of the image to your installed fax driver. To fax to a different fax driver, choose the desired fax driver from the listed fax drivers.
Application	Allows you to access other applications from the Output Zone Bar. In the example above, Microsoft Paint has been added to the Output Zone Bar. To add an application to the Application button, use the Output Zone Bar/Preferences button item described later.
Network Scanner Tool	Allows you to launch “Network Scanner Tool” from the Output Zone Bar.
Sharpdesk Composer	Allows you to launch “Sharpdesk Composer” from the Output Zone Bar.
Preferences	Set preferences for displaying thumbnails, enhance image, names for new scanned files, text conversion, and setting themes.

About	Displays the Sharpdesk product version and copyright information.
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Closing Sharpdesk

To close Sharpdesk, click on close button () at top right corner of the Sharpdesk.

Chapter 4

Working with Sharpdesk

Introduction

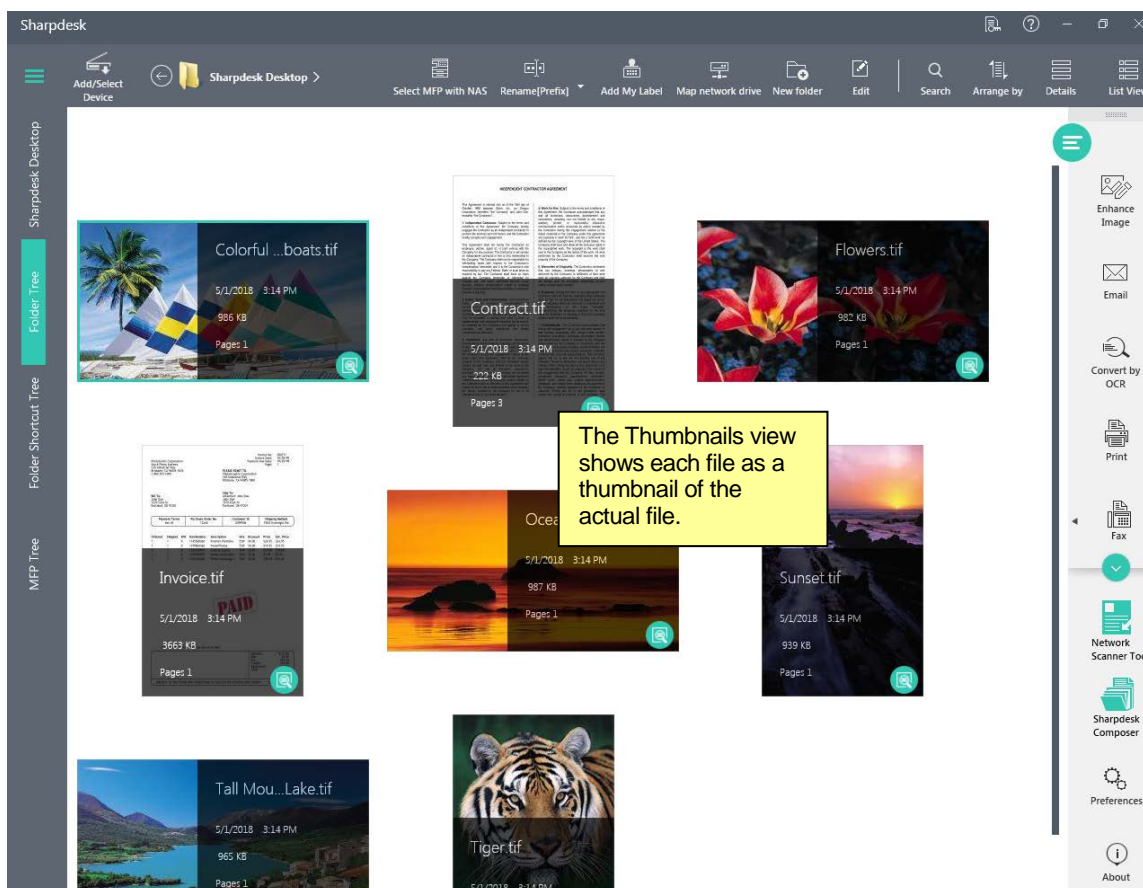
Sharpdesk makes it easy to identify, locate, and organize your files. This chapter reviews how to work with each of the options Sharpdesk provides.

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, vertical scroll bar appears. You can use this to scroll through the work area to view all the documents.

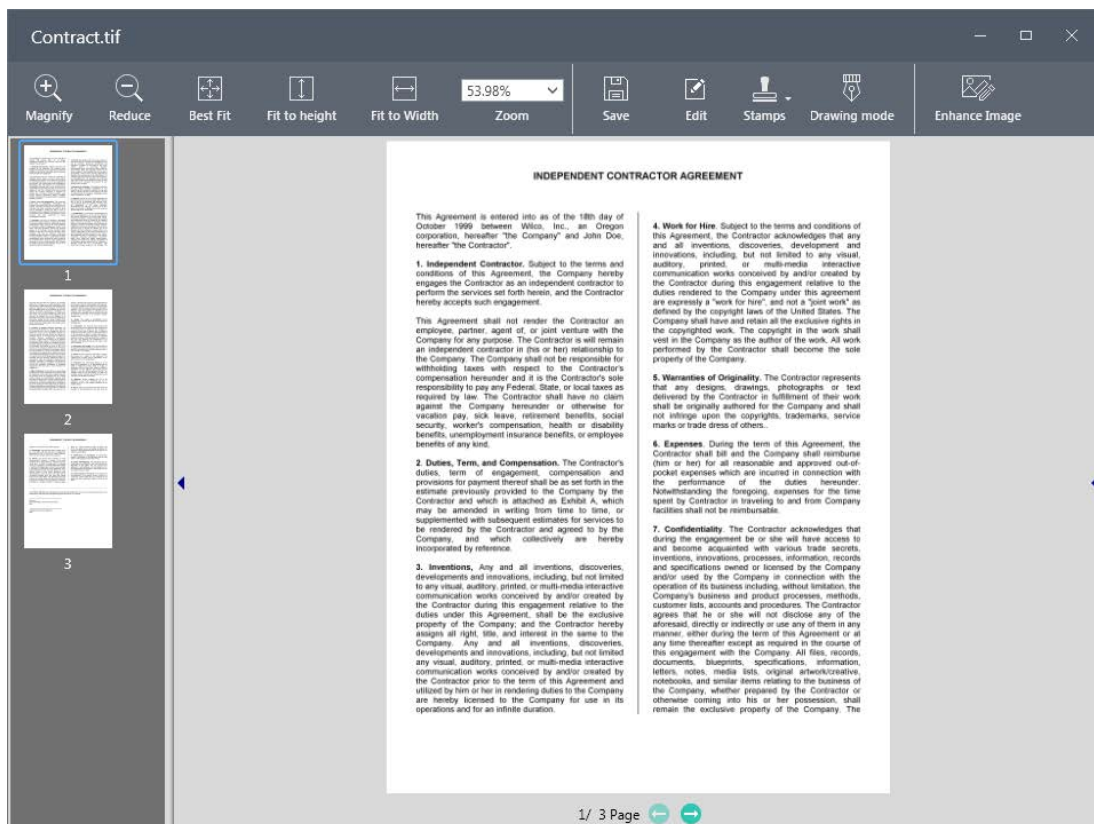
Working within a Folder

On the Folder Navigation Bar, 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", "Type", "Date", "Size", and "Total Pages". Note that it takes longer to generate thumbnails the first time a folder is selected.



Viewing Files/Folders as Thumbnails

To preview a document, click on the preview button () at bottom right corner of the thumbnail. For a multi-page document, preview will show all the pages as thumbnails at left pane of the preview window. To hide these thumbnails, click "Hide Thumbnails" () button on the toolbar.

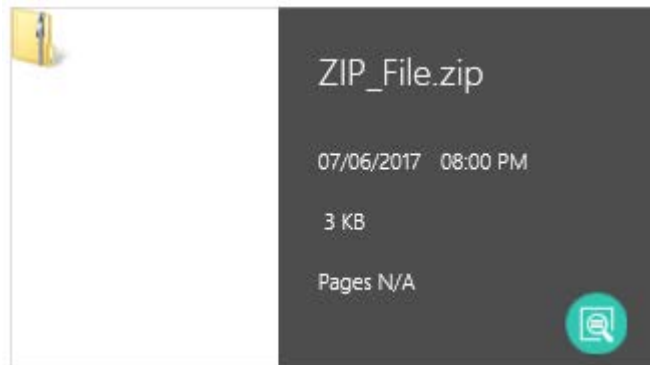


The toolbar of the preview window provides you the following options to increase or decrease the size of the preview of the current page.

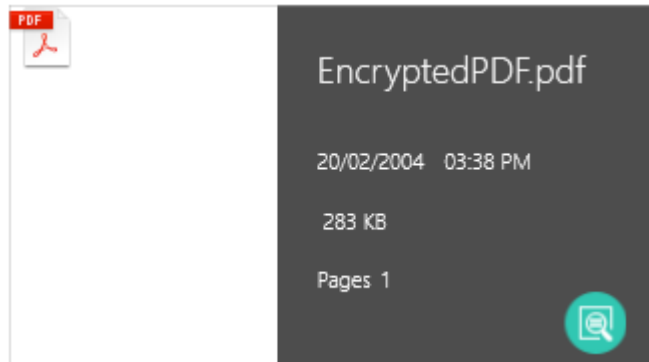
OPTION	DESCRIPTION
Magnify	Allows you to increase the preview of the current page.
Reduce	Allows you to reduce the preview of the current page.
Best Fit	Allows you to view the current page with in the view area of the preview window.
Fit To height	Allows you to view the current page with fit to height of the view area of the preview window.
Fit To Width	Allows you to view the current page with fit to width of the view area of the preview window.
Zoom	Allows you to select the desired zoom factor to increase or decrease the size of the image.

The thumbnails in the work area will be automatically arranged according to the selected option from the **Arrange by** toolbar button. You can arrange thumbnails by Name, Size (of the image file), Type, Date, Ascending, or Descending order. Whenever new documents are added to the work area, the thumbnails will be rearranged according to the current setting of the **Arrange by** option, with the new document occupying the appropriate place.

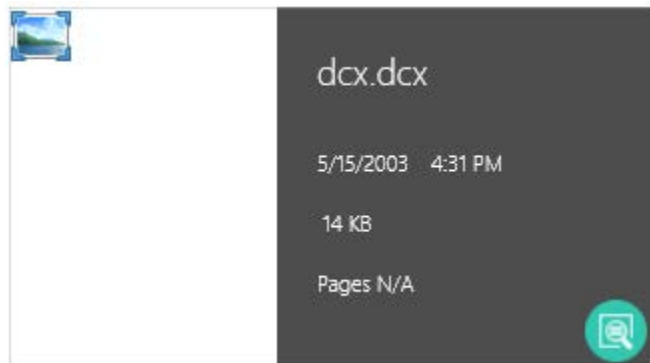
If the document cannot be displayed as a thumbnail (for instance, it may be a “zip” file or it may be password-protected), it will be shown in the work area in the following manner:




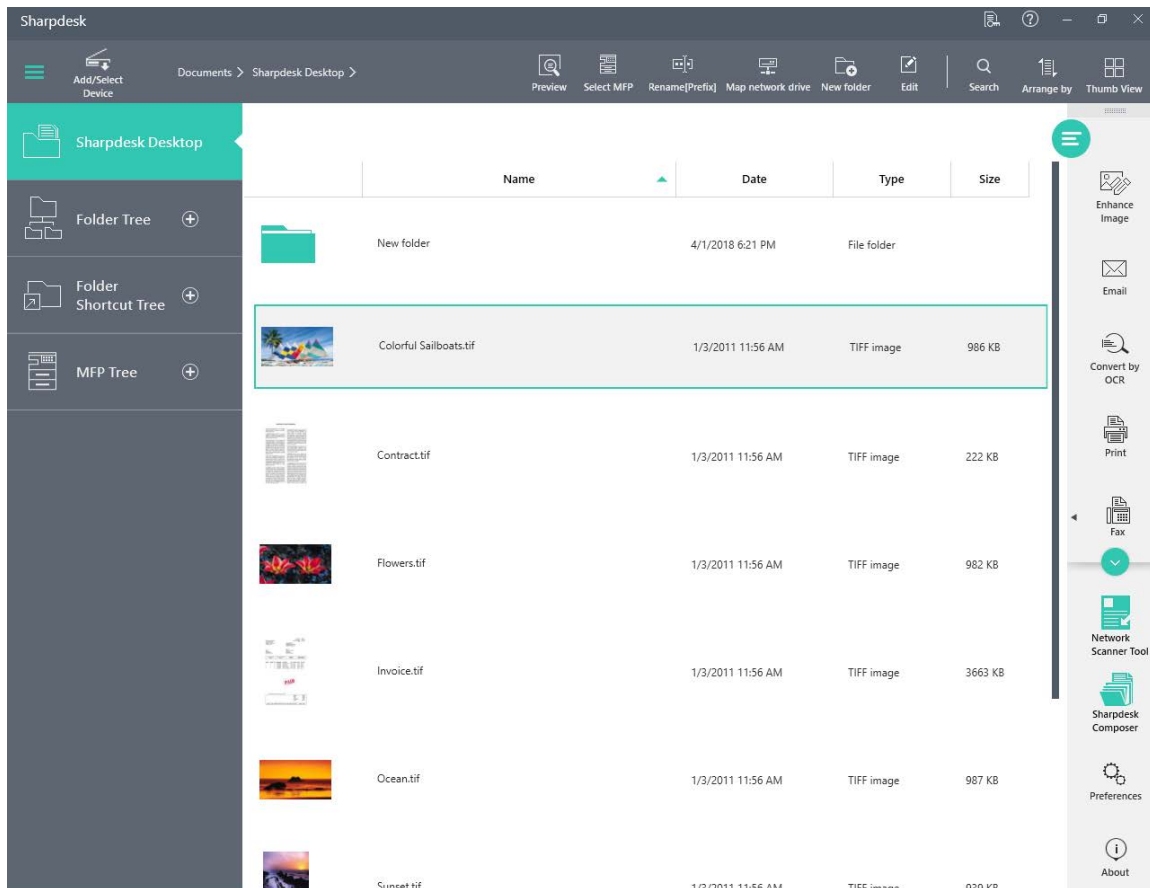
If the document is an encrypted PDF file, it cannot be displayed as a thumbnail. Instead, the following icon will be displayed for an encrypted PDF file:



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




When you click the “**List View**” button () on the tool bar, the documents in the work area will be displayed in the list view.



To preview a document, select the document from the work area and click the preview button



() on the toolbar.

Working with Images

Rotate (Rotate Left/Rotate Right)

You can rotate any .TIFF, .TIF, .BMP, .PNG, .JPG, or .JPEG image file by selecting on the file, then clicking the desired option “Rotate Left”/“Rotate Right” from the toolbar.

Note that all images within a multi-page image document are rotated.

Rotate Left

Rotate the selected file by 90 degree to the left.

Rotate Right

Rotate the selected file by 90 degree to the right.

Adding Stamps

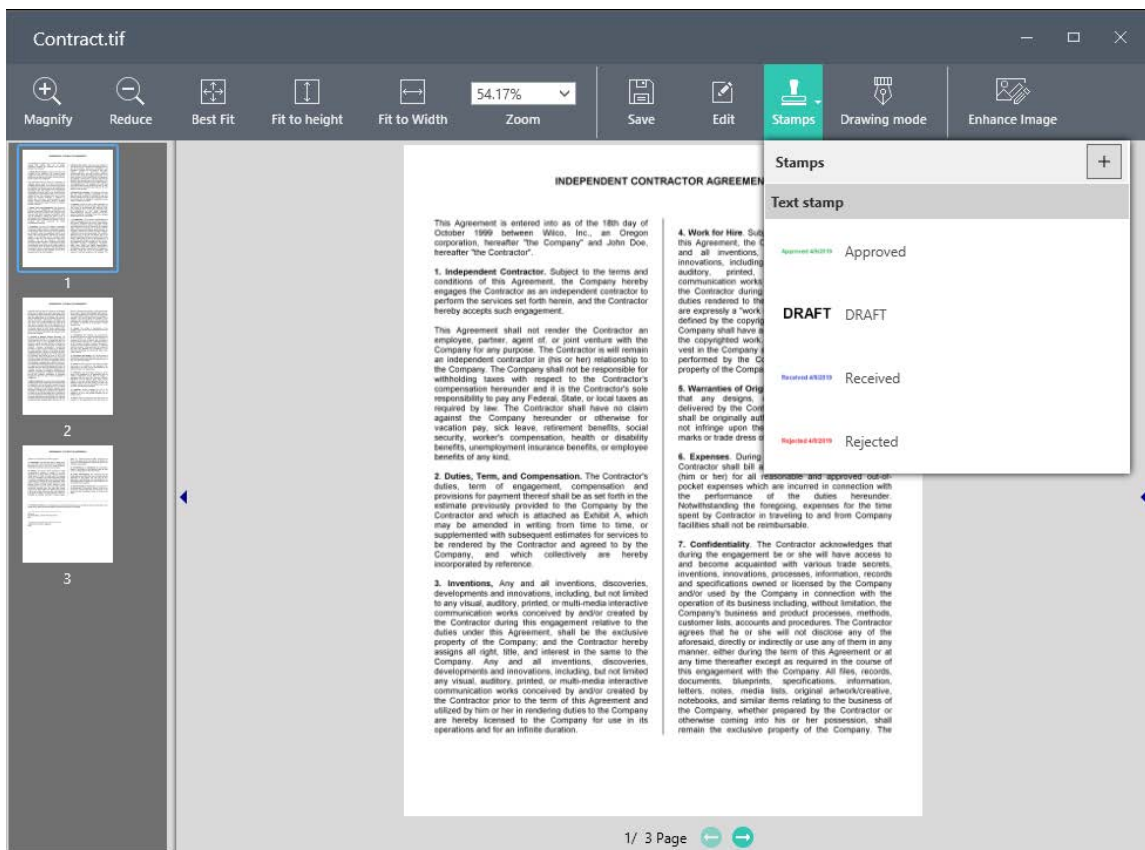
This section describes how to add/edit/delete/select the stamps for applying STAMP annotation.

Sharpdesk provides “Stamps” option in preview window for TIFF/TIF, BMP, PNG, GIF, PDF (except encrypted PDF) and JPEG/JPG files to perform STAMP annotation.

Sharpdesk provides the below predefined stamps in “Stamps” popup.

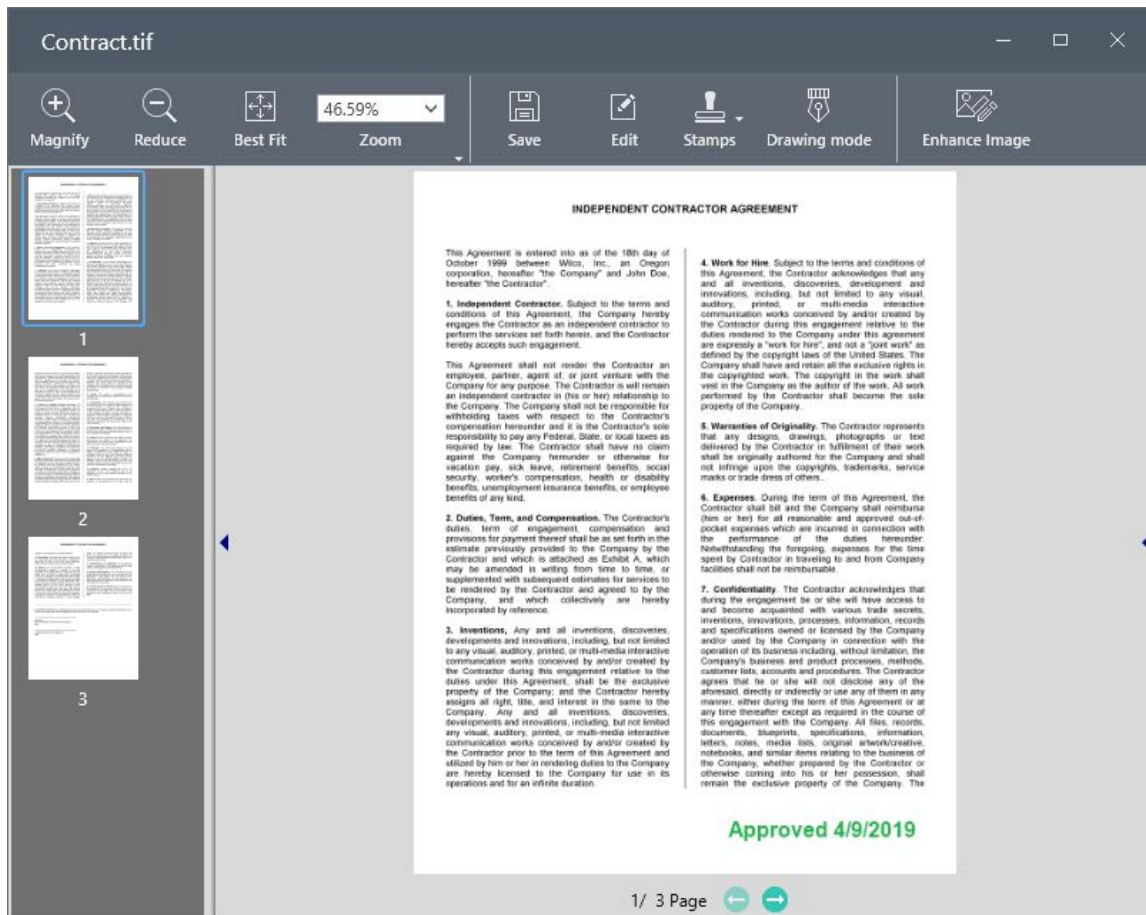
- Approved
- DRAFT
- Received
- Rejected

When “Stamps” button is clicked, Sharpdesk displays the “Stamps” popup.



To add a stamp, please refer the “Adding a Stamp” section in this document.

When a stamp is selected from list, Sharpdesk displays the selected Stamp cursor on image preview. When the image is clicked, the stamp will be applied with frame.



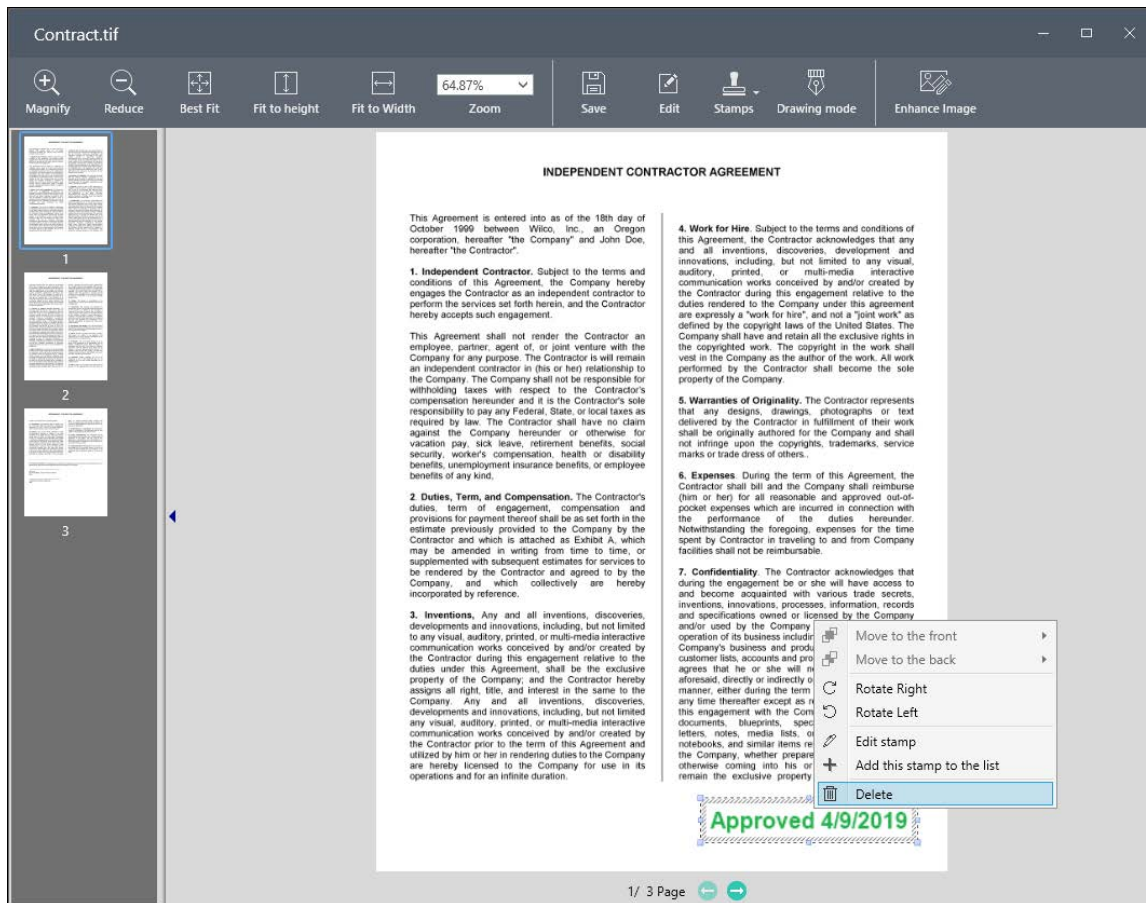
Stamp in Preview Window

When clicked outside the stamp, Sharpdesk removes the frame around stamp.

Click on the stamp to reselect the stamp in order to move/resize/remove the stamp.





Notes:

- To move a stamp, click on the stamp and drag it.
- To resize a stamp, click on the stamp and drag the corners or sides of the stamp frame.
- To remove the selected stamp from image, select the stamp and click on **“Delete”** option of stamp’s context menu (right click on the selected stamp for context menu).




Delete option in Stamp context menu

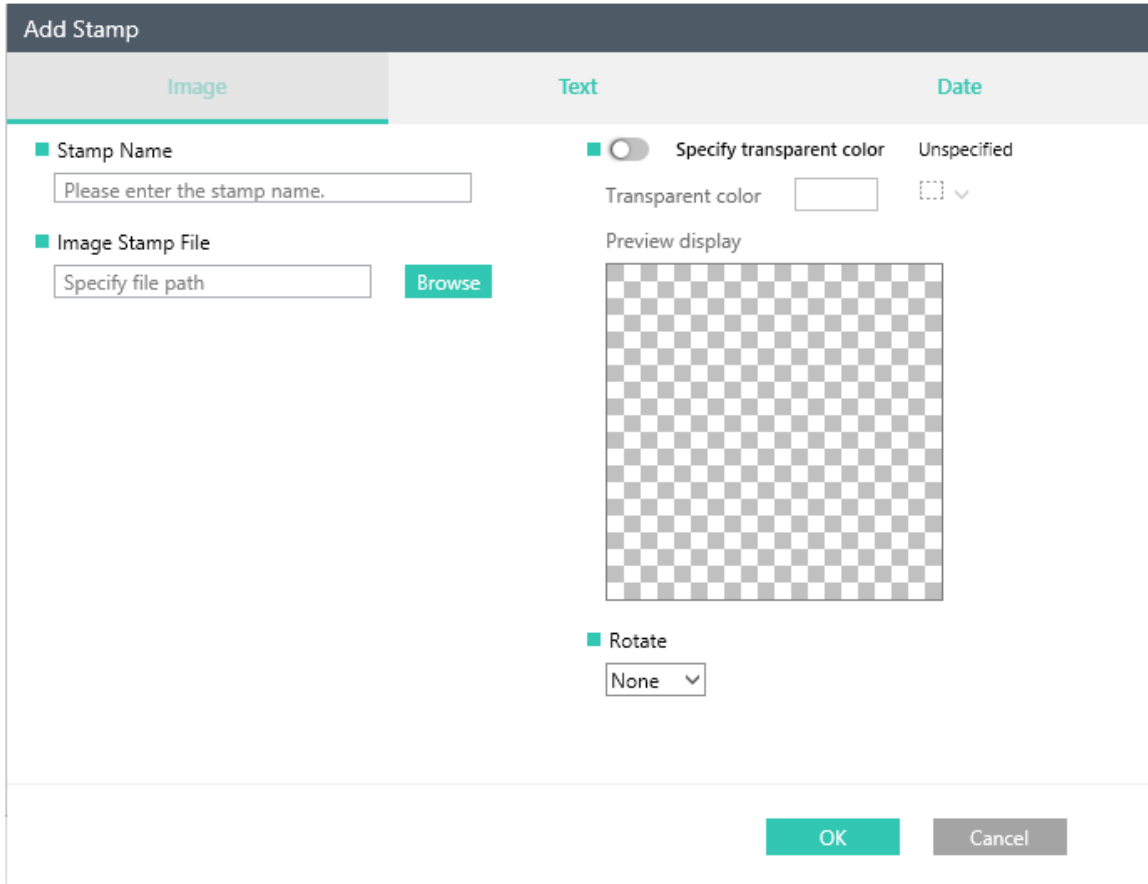
Edit/Delete/Move a Stamp in the popup:

- To edit a stamp from the popup, click ().
- To delete a stamp from the popup, click ().
- To move a stamp up/down in the popup, click ( / .

Adding a Stamp


To add a stamp, click () icon (i.e. “Add Stamp”) in “Stamps” popup menu.

The “Add Stamp” dialog displays.



The “Add Stamp” dialog allows you to add **Image/Text/Date** stamps.


Adding an “Image” stamp:

1. Enter the stamp name in the “Stamp Name” edit box.
2. Click “**Browse**”, and select the desired image stamp file path, and click “**OK**”.
3. Select “Specify transparent color” option.
 - a) Click the icon (), and select desired color.
 - b) Select the desired angle (90/180/270) from the “**Rotate**” drop-down box.

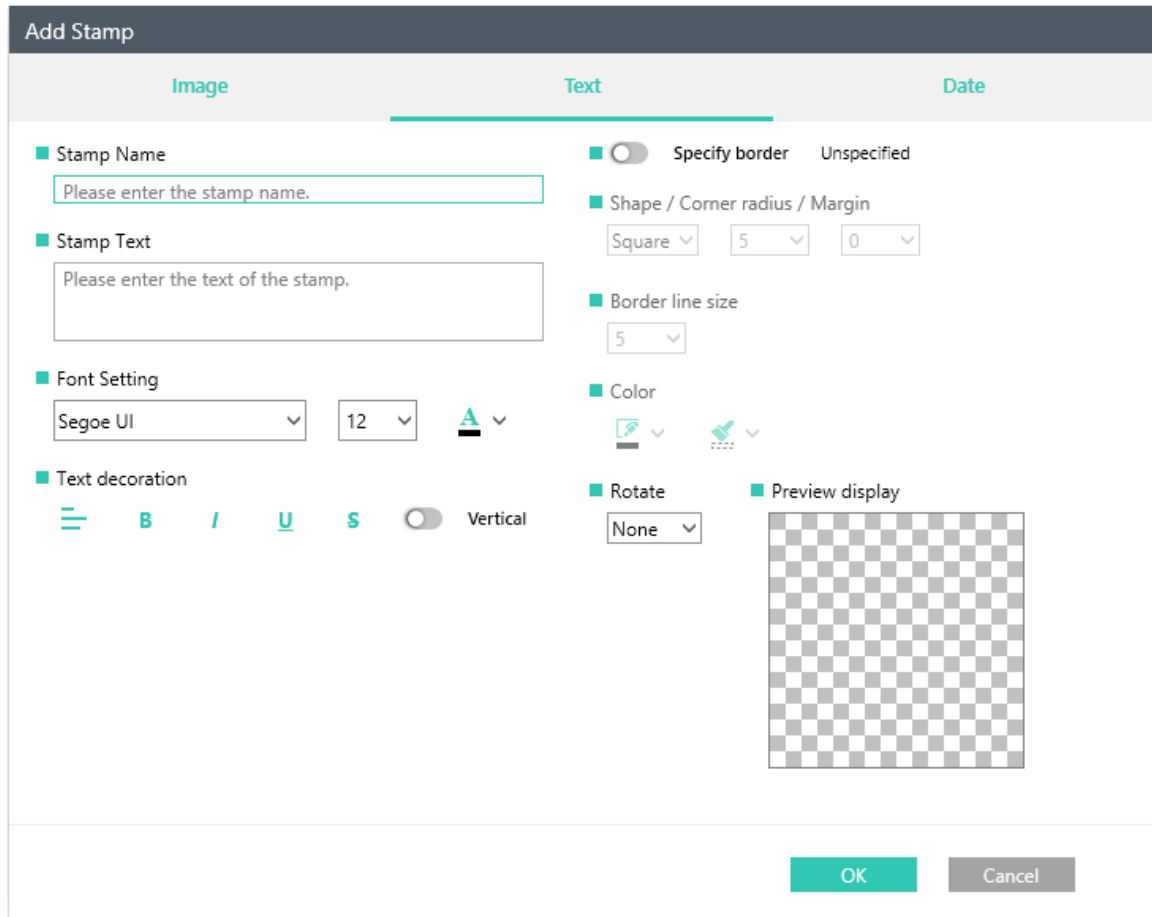
If the specified image stamp file path is valid, the image preview will be displayed under the “Preview display” box.
4. Click “**OK**”.

Adding a “Text” stamp:

1. Enter the stamp name in the “Stamp Name” edit box.
2. Enter the stamp text in the “Stamp Text” edit box.
3. Specify the font settings (i.e. Font name, Font size, Font color).
4. Specify the text decoration styles (i.e. Bold, Italic, Underline, etc.).
5. Select “Specify border” option.
 - a) Specify the Shape / Corner radius / Margin parameters.
 - b) Specify Border line size.
 - c) Specify line color and background color.
6. Select the desired angle (90/180/270) from the “**Rotate**” drop-down box.

Note: Click () icon, to view the preview of the specified stamp.

7. Click “OK”.




The screenshot shows the 'Add Stamp' dialog box with the 'Text' tab selected. The dialog has three tabs: 'Image', 'Text', and 'Date'. The 'Text' tab contains the following controls:

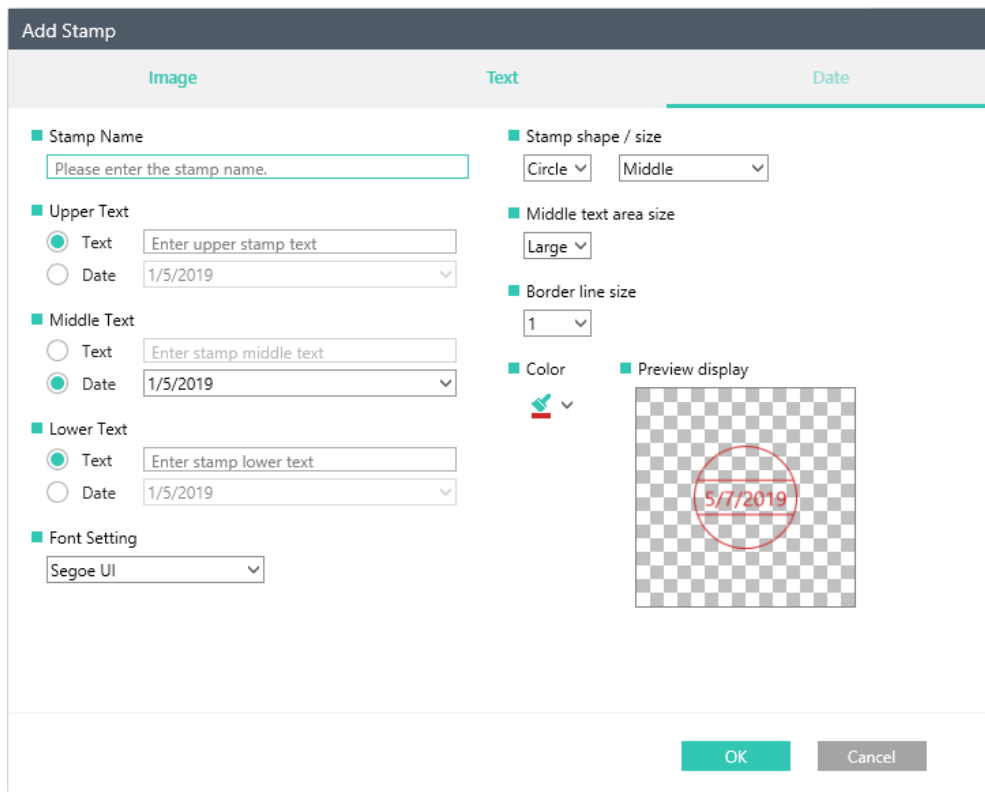
- Stamp Name:** A text input field with the placeholder text 'Please enter the stamp name.'
- Stamp Text:** A text input field with the placeholder text 'Please enter the text of the stamp.'
- Font Setting:** A dropdown menu showing 'Segoe UI', a text input field showing '12', and a color selection icon.
- Text decoration:** Checkboxes for Bold (B), Italic (I), Underline (U), and Strikethrough (S), and a 'Vertical' checkbox.
- Specify border:** A toggle switch that is currently turned on, with the text 'Unspecified' next to it.
- Shape / Corner radius / Margin:** Three dropdown menus showing 'Square', '5', and '0'.
- Border line size:** A dropdown menu showing '5'.
- Color:** Two color selection icons.
- Rotate:** A dropdown menu showing 'None'.
- Preview display:** A preview area showing a gray and white checkerboard pattern.

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Adding a “Date” stamp:

1. Enter the stamp name in the “Stamp Name” edit box.
2. Select Text/Date to specify “**Upper Text**” of the stamp.
If Text is selected, enter the stamp text in the edit box.
If Date is selected, select the desired date of the stamp from the drop-down list.
3. Select Text/Date to specify “**Middle Text**” of the stamp.
If Text is selected, enter the stamp text in the edit box.
If Date is selected, select the desired date of the stamp from the drop-down list.
4. Select Text/Date to specify “**Lower Text**” of the stamp.
If Text is selected, enter the stamp text in the edit box.
If Date is selected, select the desired date of the stamp from the drop-down list.
5. Select the font name from the Font settings drop-down list.
6. Select stamp shape / size from the drop-down lists.
7. Select size of the middle area text from the drop-down list.
8. Select size of the border line from the drop-down list.
9. Select the desired color of the stamp text.

- Note:** Click () icon, to view the preview of the specified stamp.
10. Click “**OK**”.



The "Add Stamp" dialog box is shown with the "Date" tab selected. The "Stamp Name" field contains "Please enter the stamp name.". The "Upper Text" section has "Text" selected with the input "Enter upper stamp text", and "Date" is also selected with the date "1/5/2019". The "Middle Text" section has "Text" selected with the input "Enter stamp middle text", and "Date" is also selected with the date "1/5/2019". The "Lower Text" section has "Text" selected with the input "Enter stamp lower text", and "Date" is also selected with the date "1/5/2019". The "Stamp shape / size" section has "Circle" and "Middle" selected. The "Middle text area size" is set to "Large". The "Border line size" is set to "1". The "Color" is set to red. The "Font Setting" is set to "Segoe UI". The "Preview display" shows a red circular stamp with the date "5/7/2019". The "OK" and "Cancel" buttons are at the bottom right.

Editing a Stamp Properties

When a text stamp is selected in stamps list and “Edit” is clicked, Sharpdesk displays “Edit Stamp Properties” popup.

■ Edit stamp - Text1

■ Stamp Name
Text1

■ Stamp Text
SHARP

■ Font Setting
Segoe UI 12 A

■ Text decoration
B I U S Vertical

■ Specify border Unspecified

■ Shape / Corner radius / Margin
Square 5 0

■ Border line size
5

■ Color

■ Rotate
None

■ Preview display
SHARP

OK Cancel

After editing the stamp properties, click “OK”.

To save the document with the same name, click “Save” option from the “Save” menu.

To save the document with a different name, click “Save As” option from the “Save” menu.

To save the document temporarily, click “Temporarily saved”, and enter a name.

Annotating Documents

This section describes how to add Ink annotations to any .TIFF, .TIF, .BMP, .PNG, .JPG, .JPEG, or .PDF documents (except Encrypted PDF), and save the annotated document.

Adding a Highlight

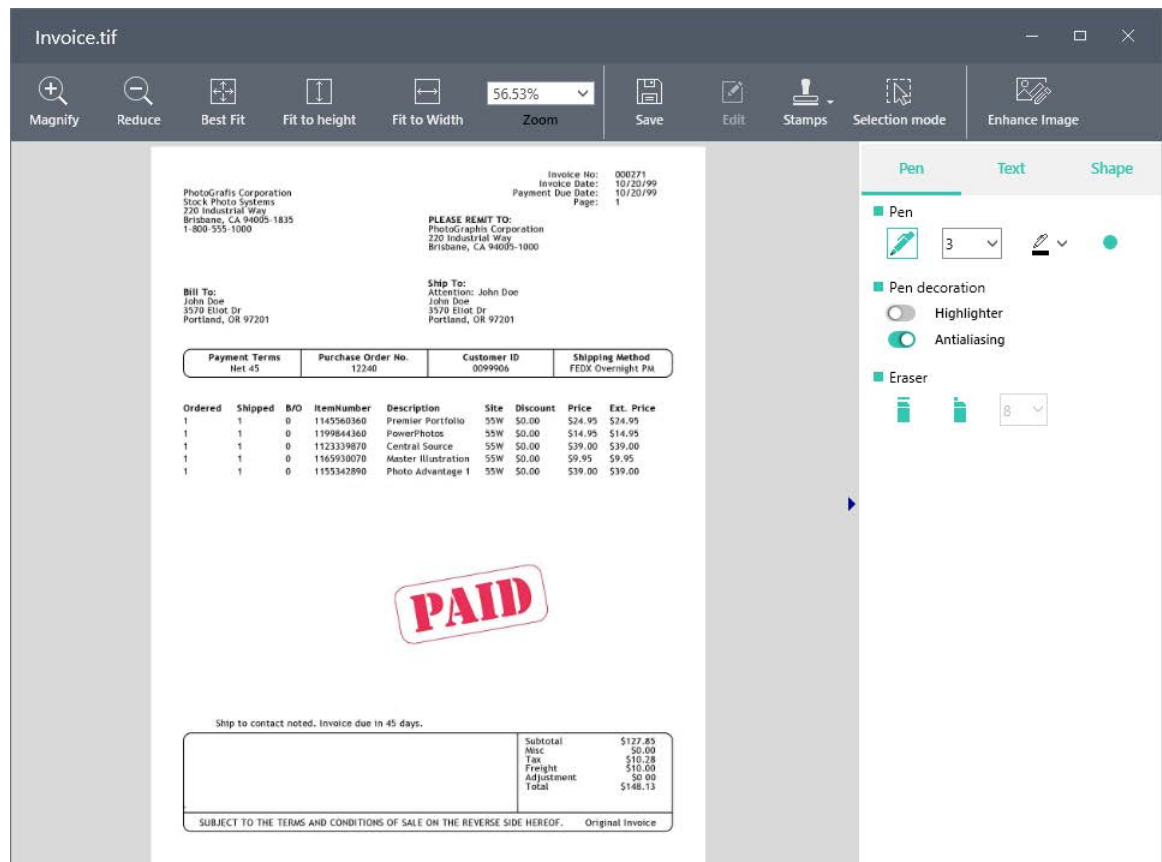
To add a highlight to a document:

1. Select the document in the work area and click on its preview button.

The document will be opened in the preview window.

2. Click “**Drawing mode**” button on the toolbar.

A popup window will be displayed.



3. Select the tab “**Pen**” tab to add a highlight.
Select the tab “**Text**” tab to add a text.
4. Select “Pen drawing mode”, “Pen size”, “Pen color”, and “Terminating shape”.
5. Enable “**Highlighter**” option, to make your highlights transparent.
If the “**Highlighter**” option is disabled, your highlights will be opaque.
6. Enable “**Antialiasing**” option, to make your highlighter line smooth.
If the “**Antialiasing**” option is disabled, your highlighter lines will be like jagged lines.
7. Place the pointer of the highlighter on the upper left of the paragraph to which you want to add the highlighter. Hold down the left mouse button and drag the pointer to the end of the paragraph. Release the button to apply the highlight.

8. Click “**Save**” to the highlights to the document.

Adding a Text

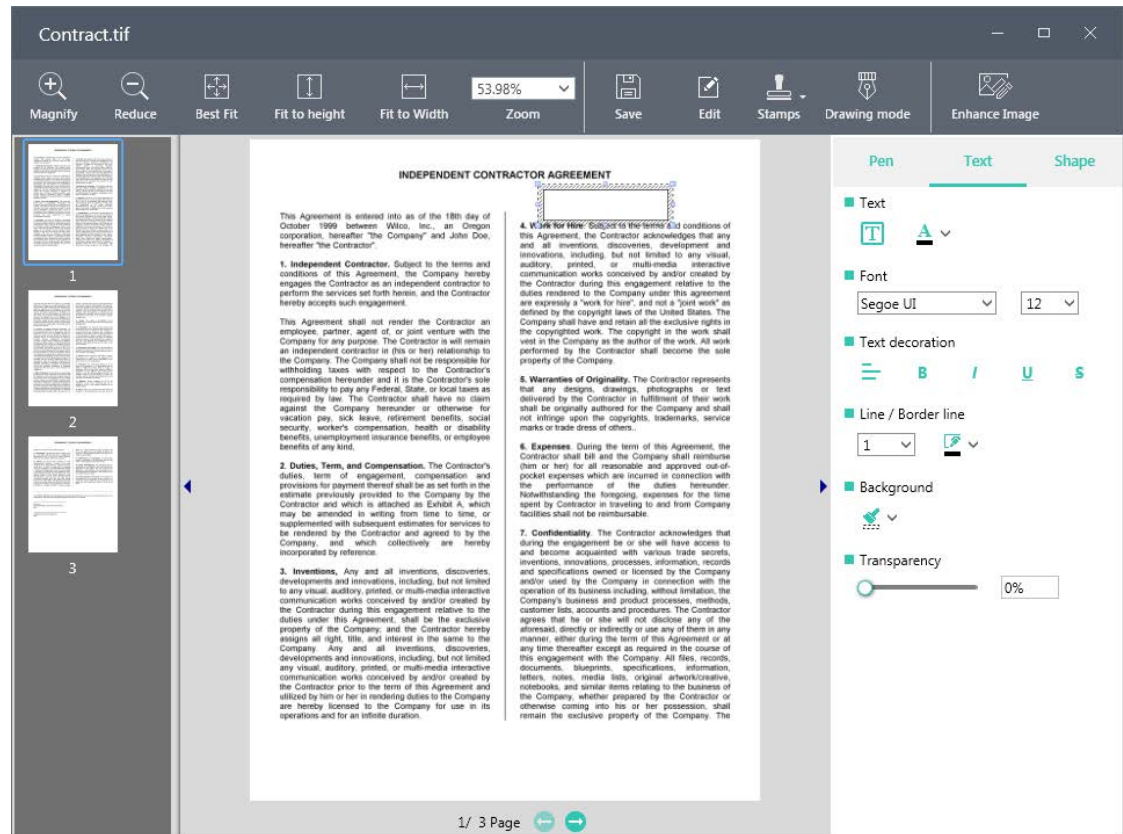
To add a text to the document:




1. Select the document in the work area and click on its preview button.

The document will be opened in the preview window.

2. Click the “**Drawing mode**” button on the toolbar.

A popup window will be displayed.




3. Select the “**Text**” tab (), and click on the Image.
A text box with very small height will be inserted to the document.
4. Select the text box and resize it to the desired height and width.
5. Add the text you want to the text box.
6. If you want to increase the default size of the text, click the desired size under the “**Font**” button.
7. Click () button to bold the text.
8. Click () button to italicize the text.
Note: The bold and italic buttons will be disabled for a PDF document.
9. Select your desired font name from the drop-down list.
10. Choose a color, such as light blue, that applies to the text.

-
11. Increase / Decrease the “**Transparency**” level to make the text block transparent, or opaque.
Choose a color, such as red, that applies to the text block.
 12. Click “**Save**”.

Erasing the Highlights:

- 1) Choose the eraser type.
 - a) To select a large size eraser:
Click “**Erase by Stroke**” button.
The mouse pointer turns into large size eraser.
 - b) To select a small size eraser:
Click “**Erase by Point**” button.
The mouse pointer turns into small size eraser.

To increase the eraser size, click () icon, and select desired eraser size.
- 2) Apply the eraser on the highlight annotations in the document.
- 3) Click “**Save**”.

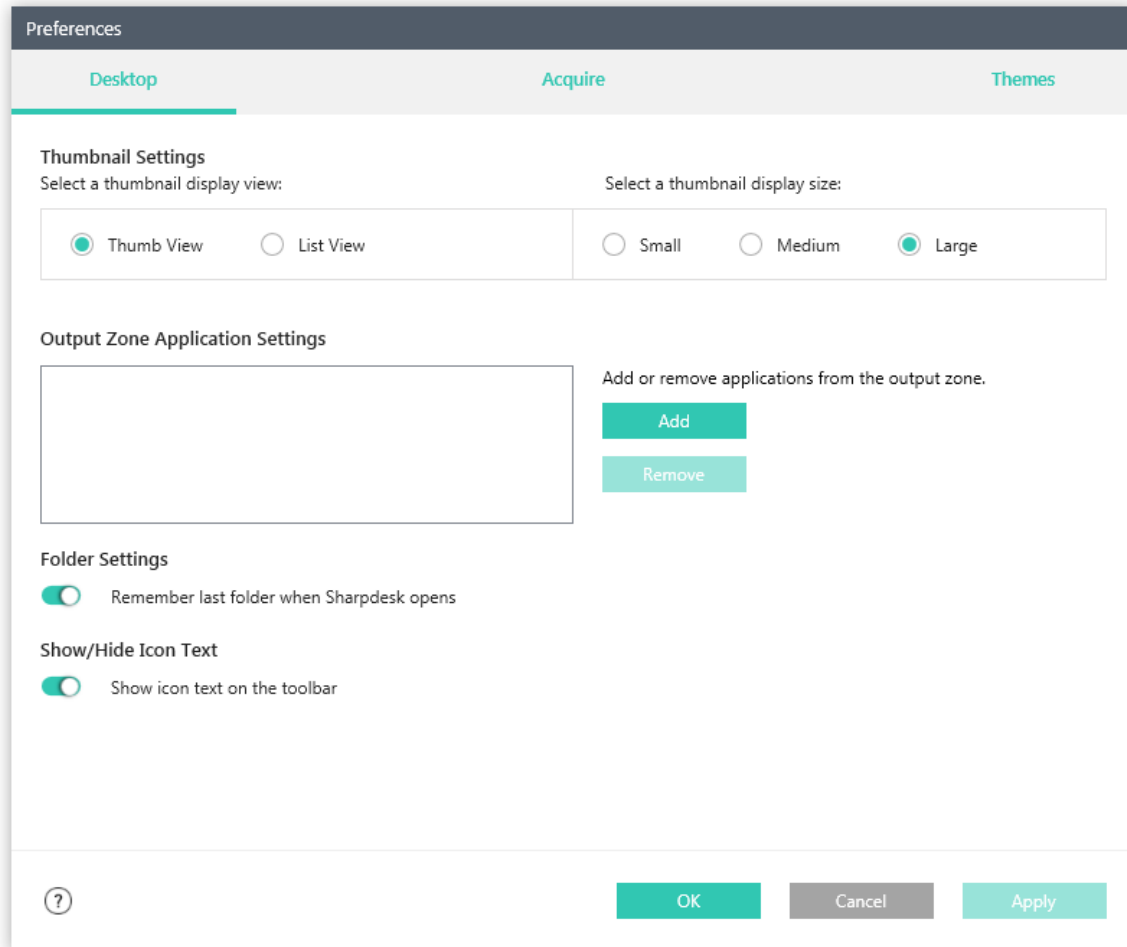
Notes:

- When the document is opened in the preview window, the document quality can be enhanced using the “Enhance Image”. For more details on this, please refer the “Enhance Image” section in this chapter.
- Once the “Highlight” or “Text” annotations made to the document are saved, and the preview window is closed; the annotations cannot be modified when the document is reopened.

Controlling the Desktop Display

Sharpdesk lets you customize the Desktop according to your preferences:

- Click the **Preferences** button on the Output Zone Bar , and click on the **Desktop** tab, if not already displayed.



Desktop Display Options

Changing the Thumbnail Display View

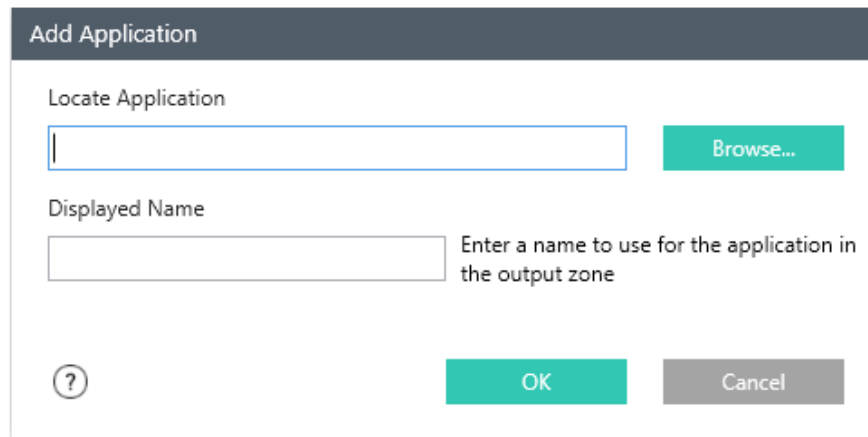
To change the thumbnail display view, click on your preference: “Thumb View” or “List View”.

Changing the Thumbnail Display Size

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

Add or Remove applications from the Output Zone Bar

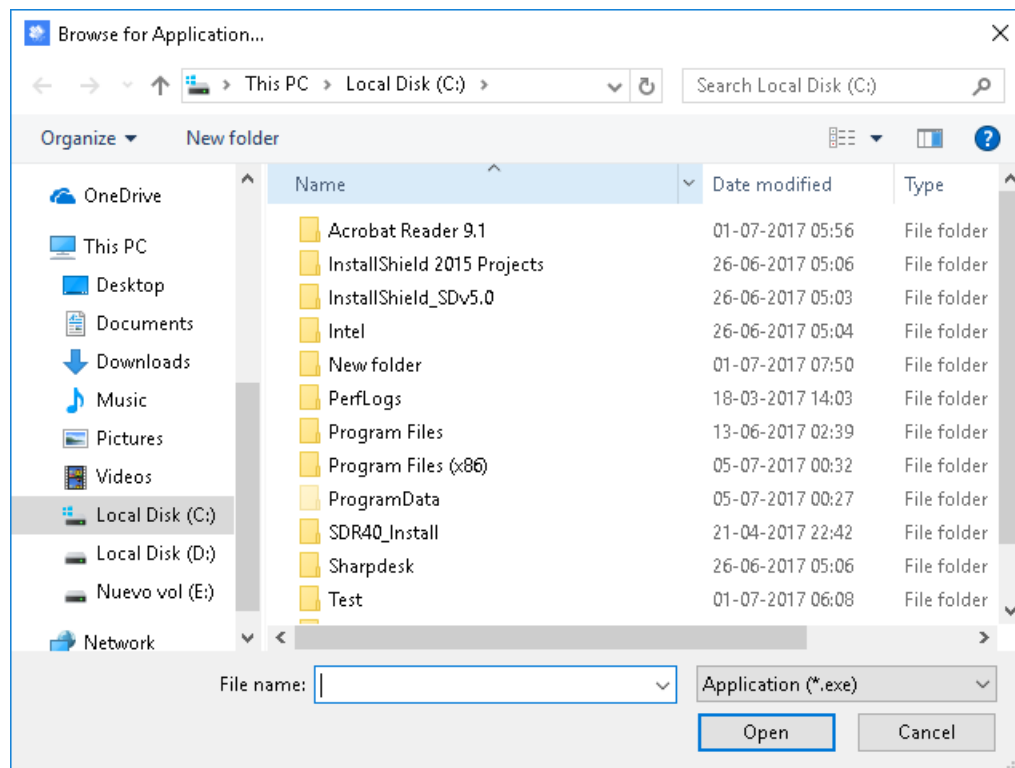
To add a new application to the Output Zone Bar, click “**Add**” button. The “**Add Application**” dialog displays.



The "Add Application" dialog box has a title bar with the text "Add Application". It contains two text input fields. The first is labeled "Locate Application" and has a "Browse..." button to its right. The second is labeled "Displayed Name" and has a placeholder text "Enter a name to use for the application in the output zone". At the bottom left is a help icon (question mark in a circle). At the bottom right are "OK" and "Cancel" buttons.

Add Application dialog

Click “**Browse**” to display the “**Browse for Application**” dialog, where you can select your desired application.



Browse for Application dialog

After selecting your application, click **Open**. The selected application path will be displayed in the “**Locate Application**” box, and the application name will be displayed in the “**Displayed Name**” box. If you wish you can edit the application name displayed in the “**Displayed Name**” box. Click “**OK**” to add the application name to the Output Zone Bar.

To remove an existing application from the Output Zone Bar, select the application and click **“Remove”** button.

To select the added application into the **“Application”** button on the Output Zone Bar, click the (📁) icon on the **“Application”** button and select the application.

Show/Hide Icon Text

By default, the **“Show icon text on the toolbar”** option is enabled, and the text of the icons on the Sharpdesk toolbar will be shown always. To hide the text of the icons, disable this option.

Changing the Rename Settings

To change the rename settings of the files, click on your preference: **“Prefix”** or **“Postfix”**.

Set up Sharpdesk Entry Folder

If you always want to launch Sharpdesk with the Sharpdesk Desktop folder displayed, disable the **“Remember last folder when Sharpdesk opens”** option. If you want to launch Sharpdesk with the last folder you were in displayed, enable the **“Remember last folder when Sharpdesk opens”** option.

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

Launching Network Scanner Tool

You can launch Network Scanner Tool by clicking **“Network Scanner Tool”** button on the Output Zone Bar.

Launching Sharpdesk Composer

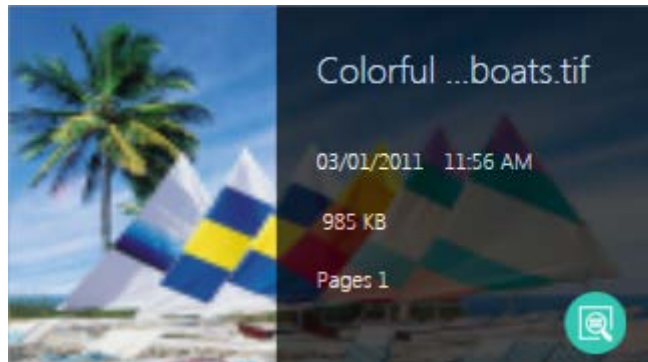
You can launch Sharpdesk Composer by clicking **“Sharpdesk Composer”** button on the Output Zone Bar.

Viewing a Document's Details

By default, the thumbnails of the documents will be displayed in “**Details**” view in the work area.

The “**Details**” view displays the below properties for each document on the document's thumbnail:

- File name, and its type (e.g. “Colorful Sailboats.tif”)
- Date
- Size
- Total pages



A document's details view

Organizing Files

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

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 either from the toolbar or Output Zone Bar for the task you wish to do such as open the document, convert it to text, print it, or fax it.

Opening Files

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

To open an image/document using the Sharpdesk Preview Window:

- Right-click on the document and choose Open, or,
- Click the preview icon on the thumbnail of the image/document in the work area.

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 Edit menu of toolbar). 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 Tree 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.

Copying a File

A file can be copied from one folder to a different folder under the “Folder Tree”.

To copy a file from one folder to another:

1. Open the folder in the work area 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:

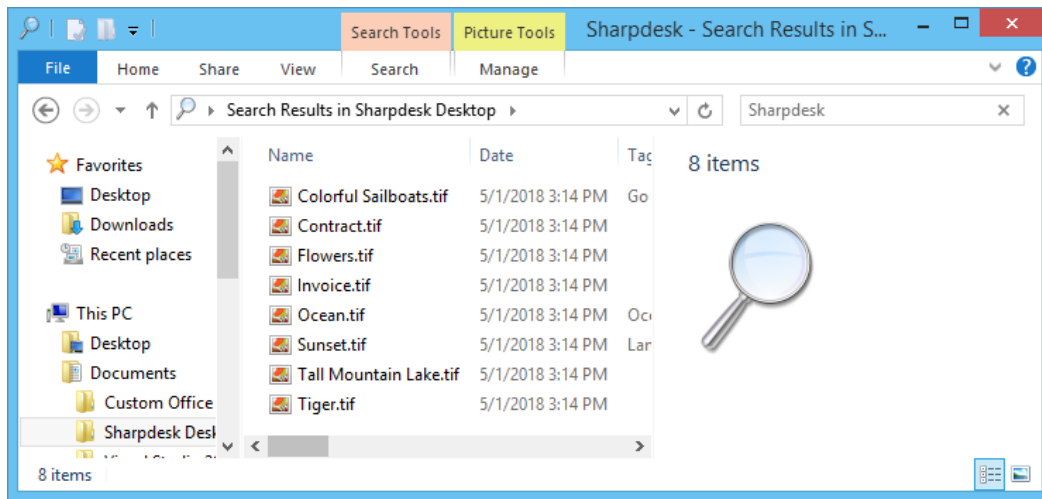
1. Right-click on the file you wish to rename.
2. Choose the Rename option (this command can also be selected from the toolbar).
3. Type the new name for the file.
4. Click outside the selection box or press <Enter> key to save the file with its new name.

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.
The Windows Explorer will be displayed with the currently selected folder.
2. Enter the search keyword (e.g. “Sharpdesk”) in the search box at the top-right corner to start searching for files or folders.

The Windows Explorer displays the search results.



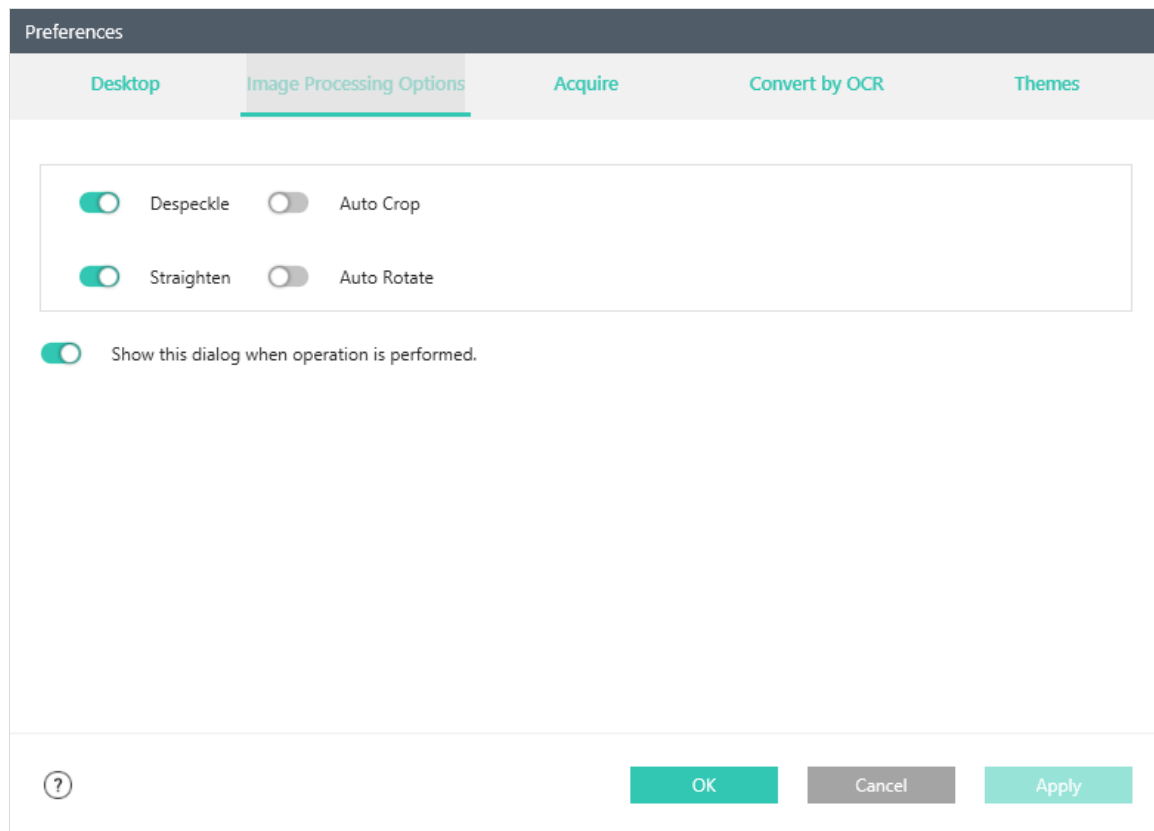
Windows Explorer – Search results

Attaching a Document to Electronic Mail (Email)

If you use a Microsoft Outlook email application, you can attach a document or image to an email message. Sharpdesk opens your email application and attaches the selected document to a new 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 click “**Email**” button on the Output Zone Bar.

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, .TIF, .BMP, .JPEG, .JPG, .PNG, .GIF, .PDF (PDF version 1.7 or earlier and except Encrypted PDF)) from Sharpdesk Desktop and click the Enhance Image button on the Output Zone Bar or Drag and Drop the file on to the Enhance Image button on the Output Zone Bar.

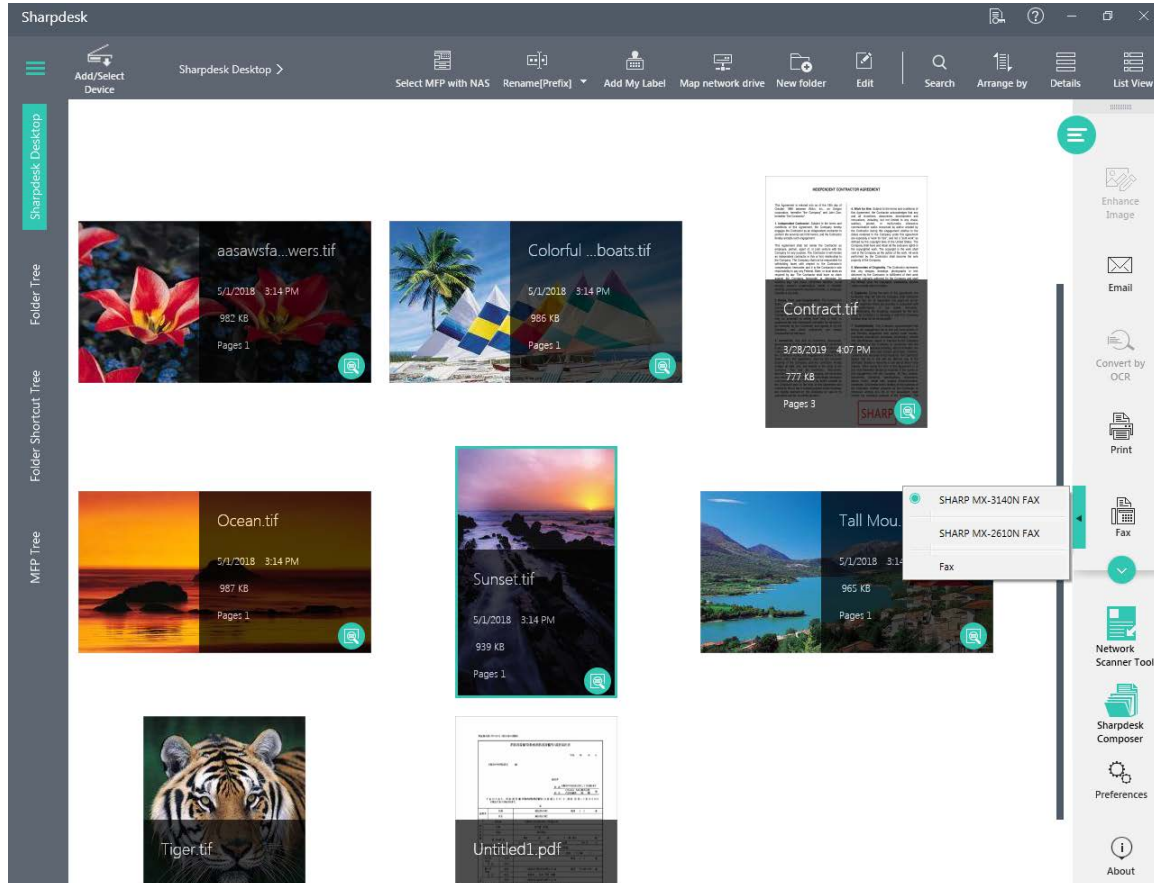
Fax

Sharpdesk allows you to fax the selected file(s) to the selected fax driver.

To fax a file:

- Select a file, and click “Fax” button, or
- Drag and drop a file onto the “Fax” button.

When you click () button of “Fax” option in Output Zone Bar, the installed fax drivers will be displayed.



Fax menu

By default, the firstly installed fax driver will be in selected state. If you wish, you can select your desired fax driver.

Select a file, and click “Fax” option, Sharpdesk opens the file in associated application to send the file to the selected fax driver.

Scanning with Sharpdesk

Sharpdesk lets you scan documents directly into Sharpdesk. Once loaded into Sharpdesk, you can use Sharpdesk Preview Window 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 section 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 Sharpdesk Preview Window, 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 (i.e. “**Acquire**” tab) on the Output Zone Bar in Sharpdesk.

A scanned document can be viewed, printed, faxed, enhanced, converted to text, 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 “**Add/Select Device**” button the toolbar, choose the **Acquire** option (to select a scanning device, choose the **Select Scanner** option).
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** option from the “**Add/Select Device**” button.
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** option from the “**Add/Select Device**” button.
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.

Saving a Scanned Image

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

Note:

When you scan images from camera using **From scanner or camera** option, a folder is created under the currently selected folder with the **File Name Prefixes** specified in the **Acquire** tab of the **Preferences** option. The scanned images from camera are saved in the created folder with the original file name.

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 from the Folder Navigation Bar. Your scanned images are displayed as thumbnails in the work area.

To view a scanned image, double-click on the image, or click on the preview icon on the document’s thumbnail. Sharpdesk Preview Window starts and displays the selected image.

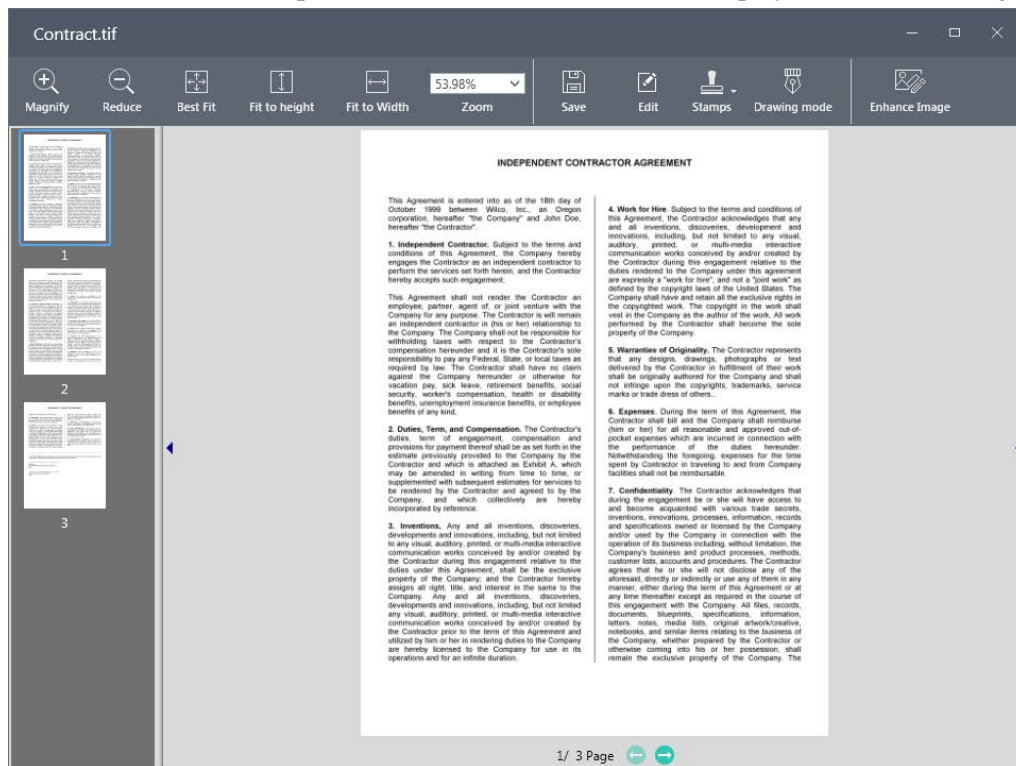


Image View in Sharpdesk Preview Window

Changing Scanning Options

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

1. Click the **Preferences** button on the Output Zone Bar.
2. Click the **Acquire** tab.

The screenshot shows the 'Preferences' dialog box with the 'Acquire' tab selected. The dialog has a title bar 'Preferences' and five tabs: 'Desktop', 'Image Processing Options', 'Acquire', 'Convert by OCR', and 'Themes'. Below the tabs, a text box says 'Set options for automatically naming image files acquired from your TWAIN scanner. File names will be appended with a sequence number.' The 'File Name Prefixes' section has two radio buttons: 'Current Date Formats' (unselected) and 'Custom Prefix' (selected). The 'Current Date Formats' option has a dropdown menu showing '4/25/2017'. The 'Custom Prefix' option has a text box containing 'Image'. Below these is an example: 'Example: Image (2) ...etc'. The 'JPEG Compression' section has a slider bar from 'Low' to 'High' and a numeric input box showing '0'. At the bottom are buttons for '?', 'OK', 'Cancel', and 'Apply'.

Preferences

Desktop Image Processing Options **Acquire** Convert by OCR Themes

Set options for automatically naming image files acquired from your TWAIN scanner. File names will be appended with a sequence number.

File Name Prefixes

☐ Current Date Formats 4/25/2017 ▼

☒ Custom Prefix Image

Example: Image (2) ...etc

JPEG Compression

Low High

0

? OK Cancel Apply

Acquire Tab

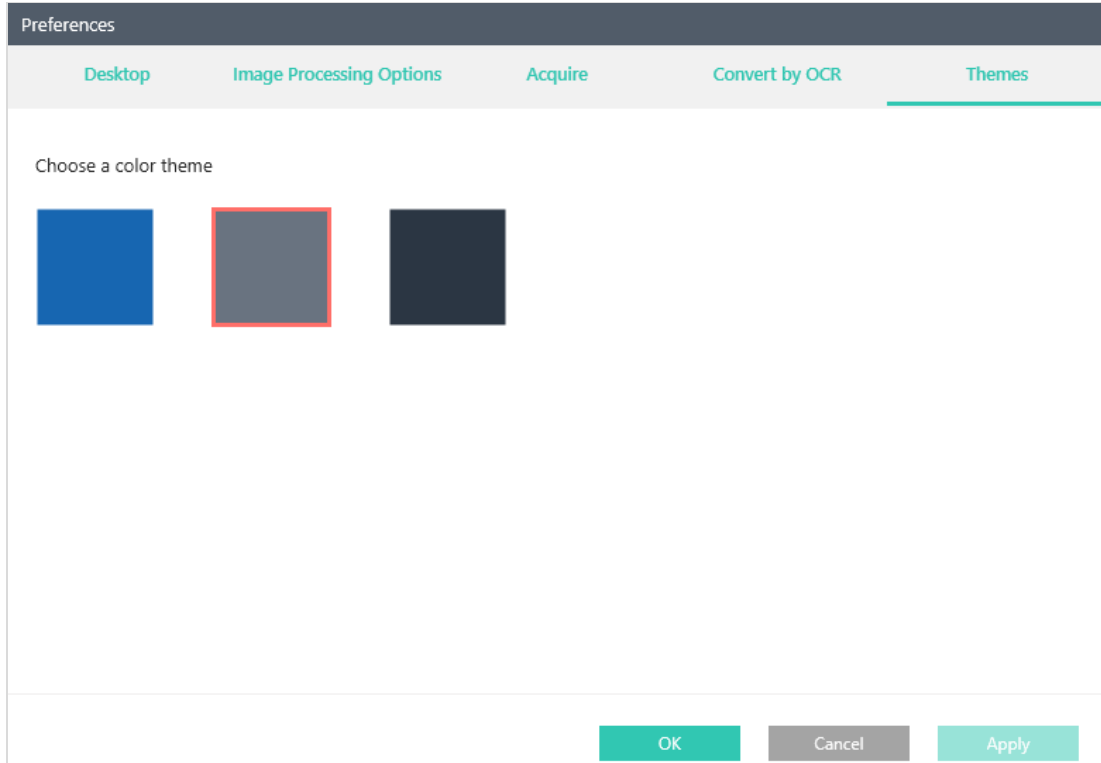
3. To use a Date as the name for new scans, click the Current Date Formats option, and then select a date format from the drop-down list.
4. To use a File Prefix as the new scan name, click the Custom Prefix option, and then enter the prefix you want to use.
5. To control the amount of compression used 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.
6. After setting your options, click **OK**.

Changing the Theme

By default, Sharpdesk screen displays in “**Gray**” color theme.

You can change the default theme as follows:

1. Click the **Preferences** button on the Output Zone Bar.
2. Click the **Themes** tab.
3. Choose “**Blue**” or “**Black**” color theme.
4. Click **OK**.



About

You can view Sharpdesk product version and copyright information by clicking “**About**” on the Output Zone Bar.

Chapter 5

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 any time 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, .BMP, .JPEG, .JPG, .PNG, .GIF, .PCX, .DCX, .JP2, .JPC, .PDF (PDF Version 1.7 or earlier and except Encrypted PDF), 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 Microsoft Paint 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, click the **Convert by OCR** button from the Sharpdesk Output Zone Bar:

The screenshot shows the 'OCR Properties' dialog box. It has a dark header bar with the title 'OCR Properties'. Below the header, there are three main sections: 'Save File As', 'Languages in Document', and 'Miscellaneous'. The 'Save File As' section has a 'File Type' dropdown set to 'Microsoft Word2007 (*.docx)' and a 'Retain Layout' dropdown set to 'Optimize for layout'. The 'Languages in Document' section contains a grid of language toggle switches: Dutch (off), English (on), French (off), German (off), Italian (off), Japanese (off), Spanish (off), and Swedish (off). There is a 'More...' button to the right of the grid. The 'Miscellaneous' section has three toggle switches: 'Use the user dictionary' (off), 'Show this dialog when OCR is performed' (on), and 'Open associated application when OCR is finished' (on). To the right of the first toggle is a 'User Dictionaries' button. At the bottom of the dialog are three buttons: a help button with a question mark icon, an 'OK' button, and a 'Cancel' button.

Save File As		
File Type:	Microsoft Word2007 (*.docx)	▼
Retain Layout	Optimize for layout	▼
Languages in Document		
<input type="checkbox"/> Dutch	<input checked="" type="checkbox"/> English	<input type="checkbox"/> French
<input type="checkbox"/> German	<input type="checkbox"/> Italian	<input type="checkbox"/> Japanese
<input type="checkbox"/> Spanish	<input type="checkbox"/> Swedish	More...
Miscellaneous		
<input type="checkbox"/> Use the user dictionary	User Dictionaries	
<input checked="" type="checkbox"/> Show this dialog when OCR is performed		
<input checked="" type="checkbox"/> Open associated application when OCR is finished		
?	OK	Cancel

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 output file format.

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.
Microsoft Word2007 (*.docx)	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.

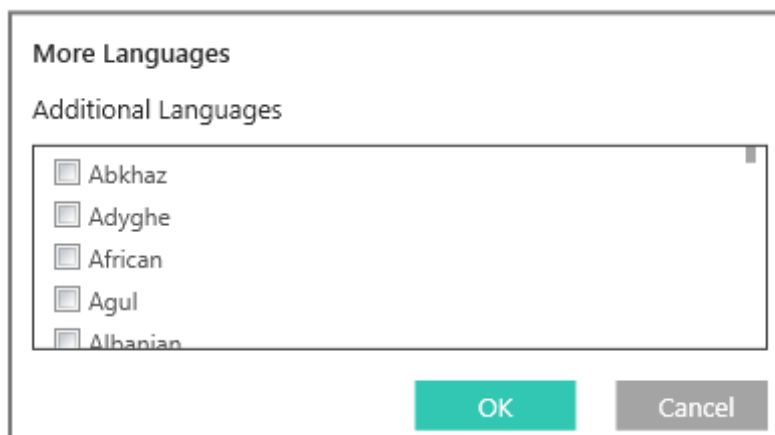
	Optimize to edit	Choose this setting to produce a document that preserves the original format and text flow but allows easy editing.
RTF Word 2000 (*.rtf)	Optimize for layout	Choose this setting to produce a document that maintains the formatting of the original. This option is recommended for documents 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:



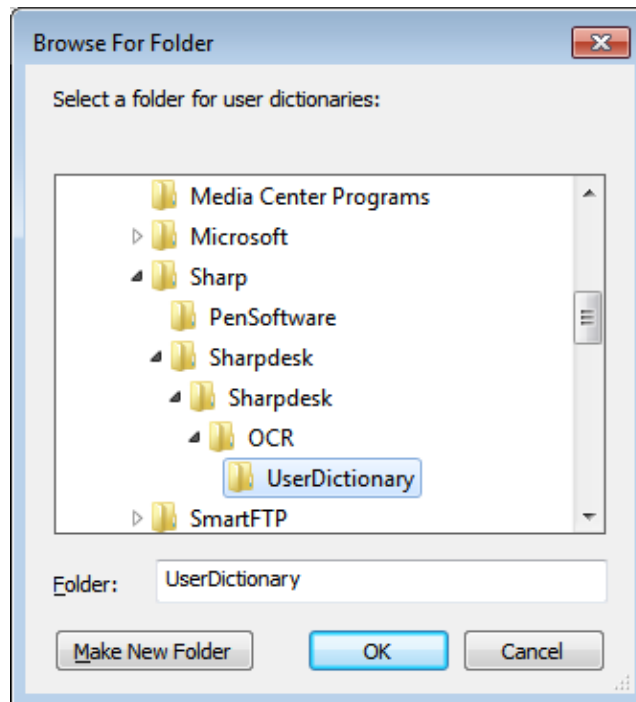
Check the box for the language(s) that may be included in the image documents to be OCR'd. Note that the recognition process will slow down as more languages are selected; choose only those languages that you expect to find in the documents if processing speed becomes an issue.

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, enable the **“Use the User dictionary”** option.

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:

The dialog box is titled "Edit User Dictionary - English". It contains a "User word:" label above a text input field that has "yellow" typed into it. To the right of the input field is a teal "Add" button. Below the input field is a "Words in dictionary:" label above a list box. The list box contains three items: "black", "blue", and "silver". To the right of the list box are five buttons: a teal "Delete" button, a teal "Delete All" button, a teal "Import" button, a teal "Export" button, and a grey "Close" button at the bottom.

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.

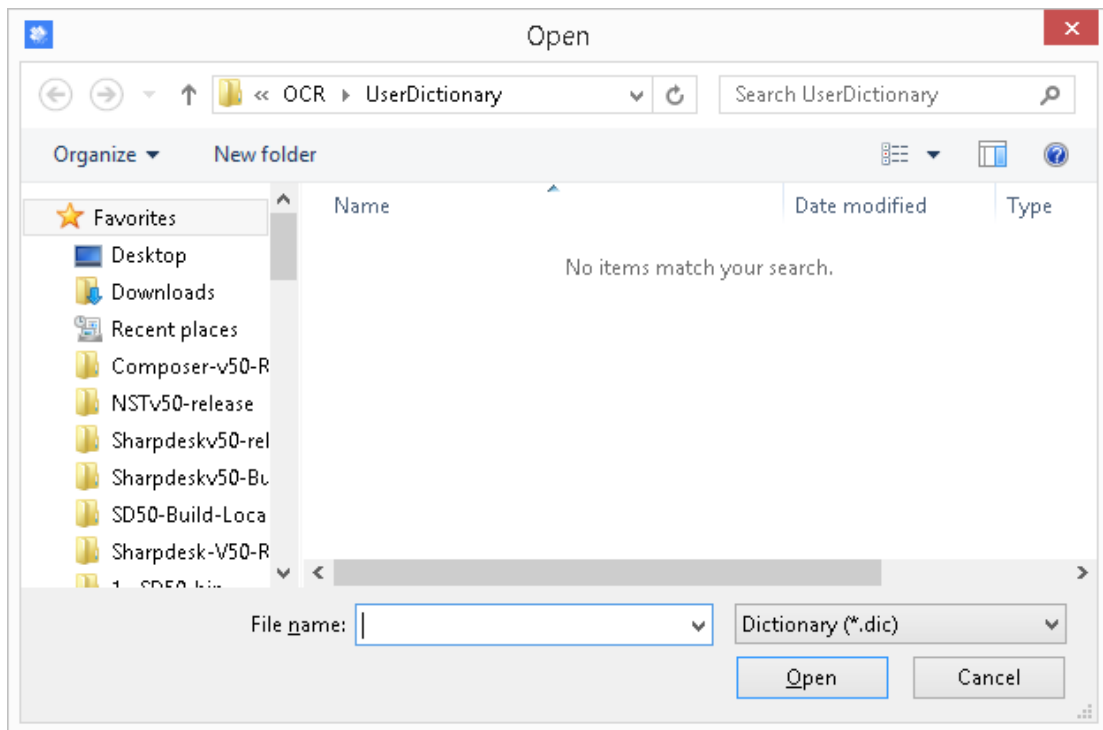
Deleting words from the user dictionary

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

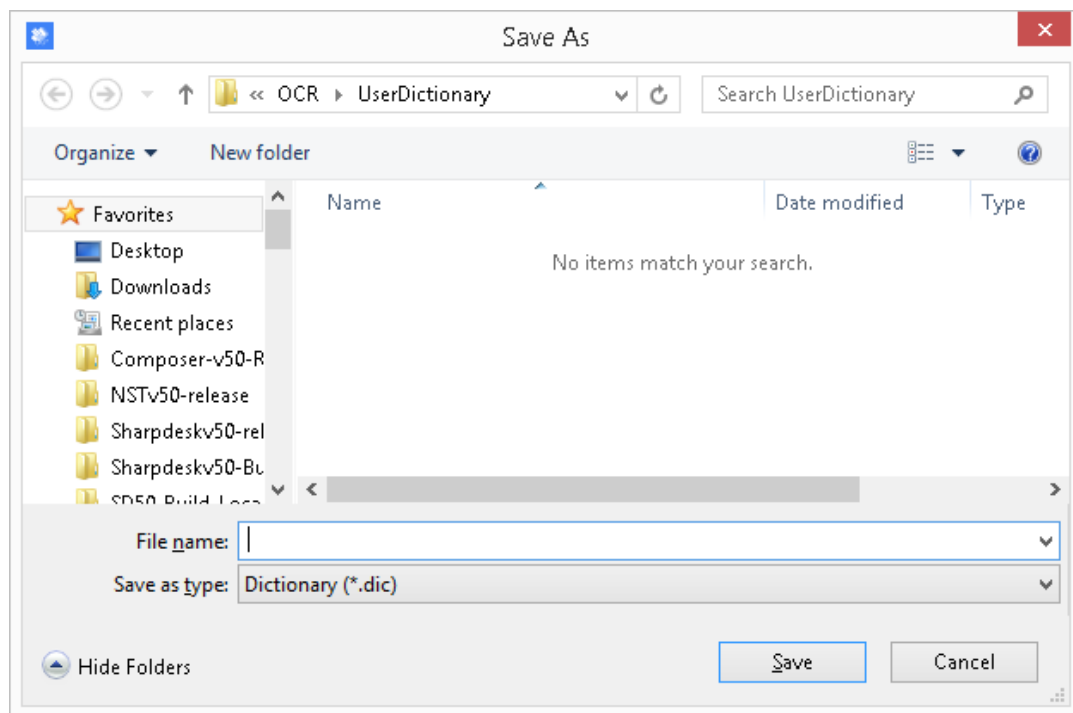
You may generate a list of words using other programs and import them into the user dictionary. The words to be imported must be in a simple text file, one word per line, with no punctuation before or after the word. To import these words, click on the Import button to display the Import dialog:



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 Properties Dialog

The Convert by OCR Properties dialog appears by default every time an OCR operation is started from Sharpdesk. If you want the current settings to be used without seeing the dialog, disable the “Show this dialog when OCR is performed.” option and the OCR process will proceed without further interaction. If you change your mind later, you can disable the option through the Output Zone Bar/Preferences/Convert by OCR tab.

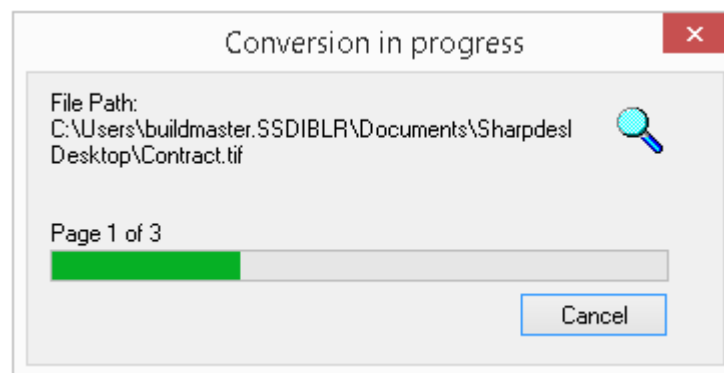
Controlling Application Launch

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 enable the “Open associated application when OCR is finished.” option, the OCR document will be opened with the application that typically reads or edits this file type. If you disable the option, 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 clicking the Show/Hide Output Zone button.
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.” Option is enabled, the OCR Properties dialog will be displayed first.] This “Conversion in progress” 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 associated application, if the “Open associated application when OCR is finished” option is enabled. If you click **Cancel**, the ongoing conversion process is canceled.

Chapter 6

Glossary

Introduction

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

D

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.

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.

O

Output Zone Bar

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

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.