

# ScanSoft®

**“PaperPort forms a critical component in our end-to-end document management platform.”**

—Tony Deakins  
Merrill Lynch

### System Requirements

- Microsoft® Windows® 98 (SE), 2000, Me, XP, Windows NT® 4.0
- Intel® Pentium® processor or equivalent
- Minimum of 32 MB RAM for Windows 98 and Me; 64 MB or higher is recommended. Minimum of 64 MB RAM for Windows NT 4.0, Windows 2000 and XP; 128 MB or higher is recommended.
- Required Hard Disk Space: 80 MB
- CD-ROM Drive
- SVGA Monitor, minimum 800 x 600 (256 colors or higher)

### Scanners & Multi-Function Devices Supported:

|                 |              |
|-----------------|--------------|
| Acer            | Kyocera-Mita |
| Agfa            | Lexmark      |
| Brother         | Microtek     |
| Canon           | Mustek       |
| Compaq          | Plustek      |
| Epson           | Ricoh        |
| Fujitsu         | UMAX         |
| Konica          | Visioneer    |
| Hewlett-Packard | Xerox        |

For the most current list of scanners supported, visit: [www.ScanSoft.com](http://www.ScanSoft.com)



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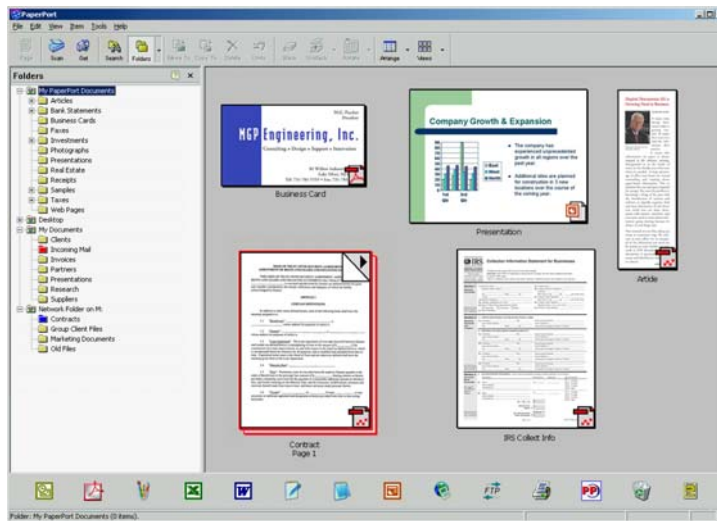
[www.ScanSoft.com](http://www.ScanSoft.com)

# PaperPort® PRO 9 OFFICE

## Simplify the Creation and Use of PDF Files Throughout Your Organization

PaperPort® Pro 9 Office is the most efficient way for everyone in your office to organize, find and share paper, PDF, and digital documents. PaperPort Pro combines the efficiency of document management, the convenience of network scanning and the power of creating PDFs, to bring a new level of productivity to your organization. Try it and find out why businesses rely on its all-in-one search to quickly find important documents, and its visual document desktop to organize and assemble documents — just as if they were paper. PaperPort Pro Office is the simply best way to work with all of your paper and digital documents.

A key capability within PaperPort Pro Office is its built-in support for creating PDF files from any Microsoft® Windows® application, without the need for additional PDF creation, editing or viewing software. PaperPort supports popular PDF capabilities such as annotations — notes and highlights, sending PDF as e-mail attachments, and converting static PDF files into electronic forms that can be filled and printed.



### Visual Document Desktop

Large, clear thumbnails of scanned documents, PDF and application files allow you to quickly find the documents you need.

### Easy Document Distribution

With a simple drag-and-drop, PaperPort's Send To bar and the PDF file format make it easy to e-mail documents in a form that can be viewed and printed on any computer around the world.

### All-In-One Searches

SimpleSearch®, a powerful search engine, enables everyone in your office to find any document instantly — whether it's local or on a network folder. Search by content, keyword or annotations.

### Network Scanning

PaperPort Desktop Delivery automatically sends documents from any networked scanner or digital copier to your PaperPort desktop, making it easier than ever for your organization to turn paper into digital information.

### Combine and Annotate PDFs

Easily group related documents as stacked electronic paper just as you would with documents on top of your desk. Add electronic annotations — sticky-notes, highlights, arrows or stamps — to your documents.

### NEW! Built-in PDF support

PaperPort's native support for PDF instantly creates PDF files from your scanner and PC applications, including Microsoft® Office (compatible with, but does not require Adobe® Acrobat®).

### FormTyper™

Filling out forms has never been easier - FormTyper automatically identifies the form fields in your scanned documents. Simply tab, type and click to submit a perfect form every time.

### Workgroup Document Management

Use PaperPort to manage all the documents on your local PC and on the network using standard Windows® folders and files. Co-workers can easily access important documents in the Network Filing Cabinet.

# Top 10 Reasons to Buy

- 1 Create PDF Files**  
Easily turn paper and PC documents such as Microsoft® Word, Excel or PowerPoint® into PDF files. With PDF, you will be sure others can safely view and print your documents.
- 2 Collaborate and Annotate with PDF**  
PaperPort supports highlighting, sticky notes and PDF annotations, allowing you to replace print, fax and overnight expenses with e-mail-based digital review and approval.
- 3 Assemble PDF Documents Quickly**  
Create a single, compact and universal PDF document from multiple word-processing, spreadsheet files and paper documents using simple drag-and-drop on the desktop.
- 4 Fast Access to Important Documents**  
Information is trapped in documents scattered throughout your office and PC. Make that information instantly available to your entire organization by managing those documents with PaperPort.
- 5 Reliable Access to Paper Documents**  
Once a paper document is stored in PaperPort, it will never be lost or left behind. Digital documents are always available wherever you go, and unlike paper files, can be used by several people at the same time.
- 6 Get More Organized** PaperPort goes beyond paper management by organizing all your PC files. Now you can manage your scanned documents along with your existing PC documents in one powerful filing system.
- 7 Save Space and Money** Creating PDF files from paper and PC documents reduces the costs associated with filing, copying, finding and storing paper documents.
- 8 Fill Out Forms Quickly, Neatly** Convert scanned paper forms into electronic PDF forms you can fill out on the computer. PaperPort prints your completed form neatly and automatically saves a copy for you.
- 9 Simplify with Less Software** Use a single application to connect all the scanners in your office – desktop scanners, multifunction printers, departmental scanners and networked digital copiers.
- 10 Drag-and-Drop Document Workflow** PaperPort makes distributed document capture easy and affordable with drag-and-drop links to popular content management systems such as Oracle® 9i and SharePoint®.



Microsoft  
GOLD CERTIFIED  
Partner

## Guaranteed to Work with Your Scanner

ScanSoft offers Technical Support via phone and e-mail. Visit [www.ScanSoft.com/support](http://www.ScanSoft.com/support) for our current support policy.

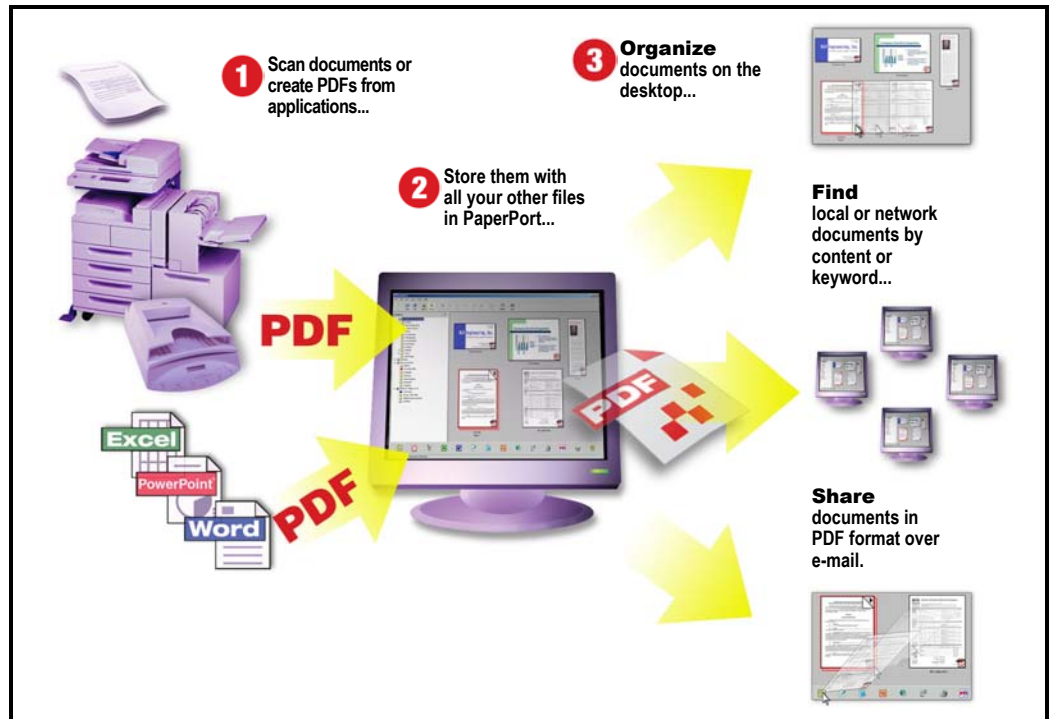
\* If PaperPort Pro 9 Office is incompatible with your scanner, ScanSoft's sole obligation will be to refund your purchase price.

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# The World's #1 Paper Management Software Now Creates PDF!

PaperPort Pro Office provides organizations of all sizes with a more efficient way to work with scanned paper, PDF and digital files. PaperPort replaces copying with scan-to-desktop capabilities; streamlines business processes with document collaboration and assembly features; enables paperless document flows by connecting the PC desktop with backend enterprise systems, and ensures that everyone in the office will have fast and reliable access to the information they need every day.

PaperPort goes beyond traditional PDF creation utilities, and offers a unique range of additional capabilities, including automatically converting mixed document sets into PDF email attachments, allowing users to assemble custom PDF files using drag-and-drop stacking controls, and enabling automatic scan-to-PDF capabilities using networked multifunction printers (MFPs) and digital copier devices.



## PaperPort Pro 9 Office is the Easiest Way to Turn Paper into Manageable, Organized Digital Documents

**Scans Directly to PDF from Virtually any Desktop Scanner or Digital Copier**  
**Creates PDF Files from Microsoft Word, PowerPoint®, Excel, or any Other Application**  
**Annotates PDF Files by using PaperPort's Editing and Annotation tools**  
**Creates PDF Files on the PaperPort Desktop with a Single Mouse-Click**  
**Converts Existing Image Files to PDF, and Creates Searchable PDFs**  
**Organize, index and search for the content and properties of PDF files**  
**PDF Format Allows for Easy Viewing of E-Mailed Files**  
**Allows Reliable, Centralized Access to Important Files**  
**Allows Sharing Documents With Colleagues In the Office or Around the World**  
**Enables Drag-and-Drop Scanned Documents into Word Processing Programs**  
**Displays Large, Clear, Stackable Visual Thumbnails of Files**  
**Automatic OCR Instantly Turns Scanned Documents Into Editable Text**  
**Makes Filling Out Paper Forms Fast, Neat and Easy**

### About ScanSoft, Inc.

ScanSoft is the leading supplier of imaging, speech and language solutions that are used to automate a wide range of manual processes — saving time, increasing worker productivity and improving customer service.

**ScanSoft®**  
Productivity  
Without Boundaries™

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