



## ScanToPDF Scan & Search OCR

Thank you for your interest in our product. We are sure that you will find this a simple and efficient way to convert your paper documents into PDF. Once the files have been saved you can use Google Desktop Search or Windows Explorer search to find your documents using any word that you know is in the document.

Once you have downloaded the demonstration system, please read this step-by-step guide to Scan & Search

Using ScanToPDF, scan a document or acquire images from a folder (see Edit → Preferences → General)

When scanning is complete, click the Save button and save your document to a folder anywhere on your computer. ScanToPDF Scan & Search OCR will convert your document into a fully text searchable PDF document.

### Search Options

#### **Google Desktop**

Download the Google Desktop from <http://desktop.google.com/>

#### Search Types

Index the following items so that you can search for them:

- |                                                                            |                                           |                                         |
|----------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Email                                             | <input checked="" type="checkbox"/> Word  | <input type="checkbox"/> Calendar       |
| <input type="checkbox"/> Chats                                             | <input checked="" type="checkbox"/> Excel | <input type="checkbox"/> Tasks          |
| <input type="checkbox"/> Web history                                       | <input type="checkbox"/> PowerPoint       | <input type="checkbox"/> Notes          |
| <input type="checkbox"/> Media files                                       | <input checked="" type="checkbox"/> PDF   | <input type="checkbox"/> Journal        |
| <input checked="" type="checkbox"/> Text and other files                   | <input type="checkbox"/> Contacts         | <input type="checkbox"/> Archives (ZIP) |
| <input type="checkbox"/> Password-protected Office documents (Word, Excel) |                                           |                                         |
| <input type="checkbox"/> Secure pages (HTTPS) in web history               |                                           |                                         |

When this is complete, make sure the Google Desktop Preferences are set to

index PDF files.

When Google has finished indexing your system, start Google Desktop and type some of the words that you know to be in the document you have just created. Google Desktop will find the document and display a link to allow you to open it.

### **Windows Explorer**

Navigate to the folder where you have saved your documents and open a search window. Use options for "Containing Text" and then search for some words that you know to be in the document you just created. Windows explorer will find the file and display it in the explorer window.