



# Presto!

# PageManager™

for Windows

Presto! PageManager is designed to help you organize all of your documents and photographs electronically. With Presto! PageManager, you can convert a scanned image into a text file and, using the Windows drag-and-drop feature, easily send that scanned file to another application -- such as a fax utility, your own e-mail software, or your favorite Windows application. Managing your pages has never been easier!

This tutorial guide includes the basic information you need to set-up and use Presto! PageManager. If you need more information about Presto! PageManager's functions, you may access the online Help by choosing Contents from the Help menu.

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# Setup & Installation

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## System Requirements

- 386/DX/33 Mhz or higher IBM PC or compatible
- 1.44 MB 3.5" floppy drive
- Microsoft Windows 3.1
- 20 MB available hard disk space with 4 MB RAM (8 MB recommended)

Optional hardware: Windows-compatible fax/modem and printer; TWAIN-compliant handheld, flatbed, or page scanner

Optional software: MS Mail or Lotus cc:Mail electronic mail; fax software

## Installing Presto! PageManager

Presto! PageManager comes with a standard Windows setup program that makes it easy to install Presto! PageManager on your computer. Follow these basic instructions to install Presto! PageManager:

1. Insert the Presto! PageManager disk into the floppy drive.
2. Select Run from the Program Manager. The Run dialog box appears.
3. Type A:\SETUP (or, B:\SETUP) and click OK.
4. At the Presto! PageManager startup program, click OK to continue installation.
5. After selecting the target directory for Presto! PageManager, click OK. The default directory is C:\PRESTOPM.

## Selecting the Scanner

Follow your scanner manufacturer's instructions to install the scanner and TWAIN device driver. Test the scanner using the manufacturer's software before using it with Presto! PageManager.

1. Turn the scanner on. Double-click the Presto! PageManager icon.
2. Choose Select Source from the Scan pull-down menu.
3. Click the scanner you wish to use, then click Select.

# Quick Start

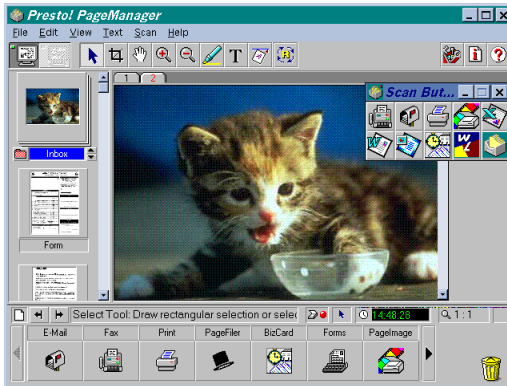
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## Scanning a Document or Photograph

Presto! PageManager allows you to scan a document or photograph into your computer by choosing an option in the Presto! PageManager software.

1. Start the Presto! PageManager application.
2. Select a document or photograph and insert it into the scanner.
3. Choose Acquire from the Scan menu.

When the item has been completely scanned, it appears as the currently selected image in the Presto! PageManager window.



## Converting Images to Text

To export a scanned item to a word processor or to edit a scanned document, you need to convert the scanned image file to a text file. Presto! PageManager's optical character recognition (OCR) feature lets you perform this conversion.

1. Double-click the thumbnail of the image you want to convert.
2. Choose Text View from the View menu or click the Text View icon.

## Dragging and Dropping a Scanned Item

In Presto! PageManager, you can drag a scanned item to the application bar button for any Windows application that supports dragging and dropping. To drag an item, position the mouse cursor over the item, press and hold down the left mouse button, then drag the file to its destination in the Application bar.

## Closing Presto!PageManager

Choose Exit from the File menu.

# Basic Presto! PageManager Operations

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## Starting an Application

- Drag a scanned item onto the Application barOR
- Select a scanned item, then click the program icon.

## Copying Text or Images to the Clipboard

1. Double-click the thumbnail of the item you want to copy.
2. Select the text or image you want to copy.
3. Choose Copy from the Edit menu.

## Saving a Scanned Item

1. Choose Save As from the File menu. The Save As dialog box appears.
2. Enter the filename you want to use. ClickOK to save the file.

## Deleting a Scanned Item

Each scanned item that you maintain in Presto! PageManager can use large amounts of hard disk space. If you are not planning to use an item, you may want to delete it from Presto! PageManager to save disk space.

- Choose Delete Document from the Edit menuOR
- Drag the item thumbnail to the trash can in the bottom right corner of the Presto! PageManager window.

## Printing a Scanned Item

1. Drag the item to thePrint button on the Application barOR select the item and click thePrint button.
2. Select the appropriate options, then clickOK. The file is sent to the printer.

## Faxing a Scanned Item

1. Drag the item to theFax button on the Application barOR select the item and click the Fax button.
2. Select the appropriate options, including the fax number, then clickOK. The file is sent via fax software.

## E-Mailing a Scanned Item

1. Drag the item to theE-Mail button on the Application barOR select the item and click theE-Mail button.
2. Create the e-mail message you want to send. The file or files will be attachments in your new message.

## Creating & Using Folders

You can organize your scanned images into folders in the Thumbnail area at the left side of the Presto! PageManager window. Simply drag thumbnails to an existing folder, or create a new folder by dragging thumbnails to an empty space.

To view document information (create time, image type, resolution, size):  
Click and hold a thumbnail document with the right mouse button.

To enlarge the thumbnail view:

Double-click on the thumbnail or double-click on the folder and use the tabs to select the image you want to view.

## Using the Presto! PageManager Toolbar

The toolbar, located at the top of the main Presto! PageManager window, contains buttons you can use as shortcuts for performing certain tasks. You can use these buttons as alternatives to opening menus and choosing commands. The following gives a brief explanation of each button.

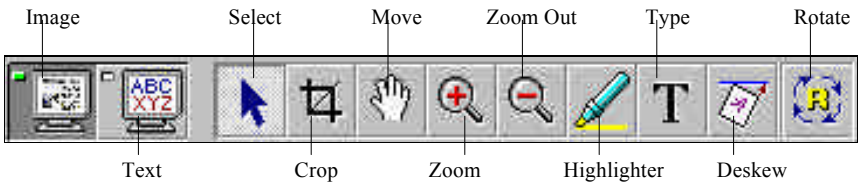


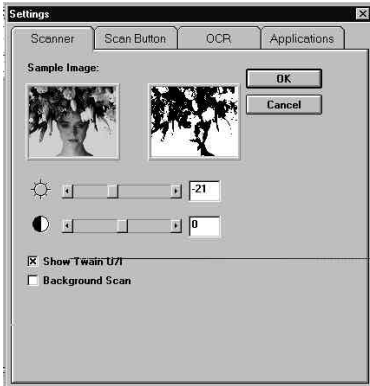
Image Button	Toggles to the image mode when in text mode.
Text Button	Uses Presto! PageManager's OCR feature to create a text format version of the current image.
Select Button	Selects a specific area for processing.
Crop Button	Selects parts of an image while discarding the rest.
Move Button	Moves the position of the selected item on a screen to view a different portion of the image.
Zoom In Button	Enlarges the view of the currently selected image.
Zoom Out Button	Reduces the view of the currently selected image.
Highlighter Button	Highlights a selected area in an image.
Type Button	Adds text to any image file for annotation purposes.
Deskew Button	Straightens a document.
Rotate Button	Rotates an image in the clockwise direction. You can rotate an image 90, 180, or 270 degrees.

# Setting the Scanner Preferences

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You can customize the settings that your scanner uses when you scan a document or photograph.

1. Choose Preferences from the File menu. The Settings dialog box appears.
2. Click Scanner. The Scanner tab appears.



3. To change the brightness of a scanned item, drag the box on the brightness bar in the appropriate direction OR type a brightness value from -100 to 100.
4. To change the contrast of a scanned item, drag the box on the contrast bar in the appropriate direction OR type a contrast value from -100 to 100.
5. To view the Twain user interface, choose the Show Twain U/I option.
6. To set Presto! PageManager to scan items in the background, choose the Background Scan option.
7. Click OK to save the new settings and close the dialog box.

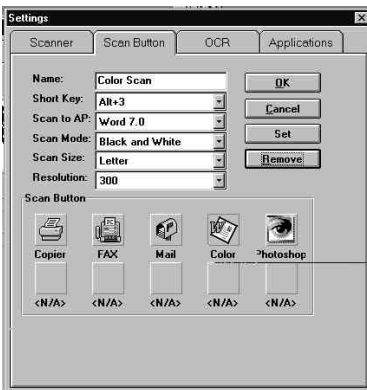
# Setting the Scan Button Preferences

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Presto! PageManager allows you to choose which applications are in the Scan Button. By clicking the appropriate button, your scanner will scan directly to that destination.



1. Choose Preferences from the File menu. The Settings dialog box appears.
2. Click Scan Button. The Scan Button tab appears.



3. To change the application into which Presto! PageManager scans an item, choose the application from the Scan to AP drop-down list. In the Name field, enter the application description that you want to appear on the Scan Button.
4. To change the image format, choose the new format from the Scan Mode drop-down list. You may choose b&w, lineart, halftone, gray, or color.
5. To change the scan size, choose a new item size from the Scan Size drop-down list. You may choose letter, legal, A4, B5, A5, 4"x6", 3"x5", or card.
6. To change the scanning resolution, choose a new resolution from the Resolution drop-down list.
7. Click OK to save the new settings and close the dialog box.

Note: To add a new application to the Scan to AP list, please see "Customizing the Application Bar" later in this manual.

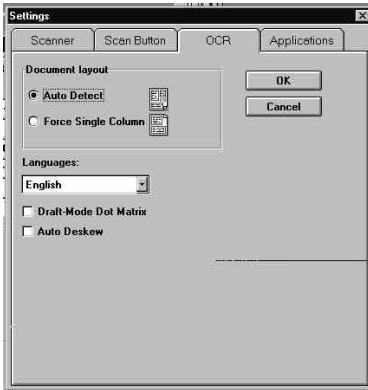


## Setting the OCR Preferences

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You can change the settings for Presto! PageManager when you use the Optical Character Recognition (OCR) feature to create a text version of a scanned file.

1. Choose Preferences from the File menu. The Settings dialog box appears.
2. Click OCR. The OCR tab appears.



3. To auto detect a document to be scanned, choose the Auto Detect option.
4. To set Presto! PageManager to scan all text on a page as a single column, choose the Force Single Column option.
5. To change the language of the scanned text, choose a new language from the Languages drop-down list.  
Languages supported: Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish, and Swedish.
6. To scan an item that was created on a dot matrix printer, choose the Draft-Mode Dot Matrix option.
7. To automatically deskew a scanned item, choose the Auto Deskew option.
8. Click OK to save the new settings and close the dialog box.

# Customizing the Application Bar

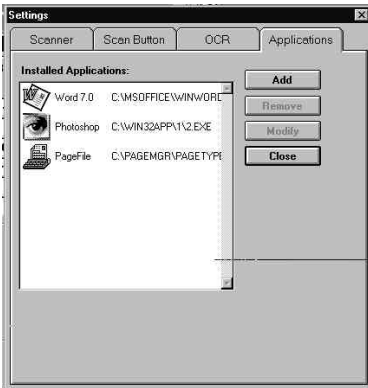
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The Application bar contains a set of buttons that give you quick access to the applications you use frequently.



To display the Application tab:

1. Choose Preferences from the File menu. The Settings dialog box appears.
2. Click Application. The Application tab appears.



## Adding an Application

1. Click Add in the Application tab. The Application dialog box appears.
2. Enter a description of the application in the Description box.
3. Enter the complete path and filename of the application's executable file OR click the Browse button to locate the file.
4. From the Data Format list, specify the export format. For word processors, choose ASCII; for most other applications, choose TIF.
5. Click Change Icon to select a new icon for the application bar. Click OK.
6. Click OK to save the new settings and close the dialog box. The application icon will appear in the Application bar and will be available when setting the Scan Button preferences.

## Modifying Application Preferences

1. Select the application icon that you want to modify from the Application tab.
2. Click Modify. The Modify Application dialog box appears.
3. To change any the preferences, enter the new information in the right field.
4. Click OK to save the new settings and close the dialog box.