PaperPort 4.0 Software Getting Started Guide for Windows Readme

The PaperPort CD contains the *PaperPort 4.0 Software Getting Started Guide for Windows* saved in PDF format, the format Adobe Acrobat supports. You can open, view, and print any chapter of this guide by using Adobe Acrobat Reader, which is the application in which you are viewing this Readme file.

You can navigate to or view any chapter or section in the guide by using the hyperlinked table of contents. You can also page through a chapter or the entire guide by clicking the navigation buttons, such as Previous Page and Next Page, on the Acrobat toolbar.

▼ For more information about the features and commands in Acrobat Reader, use the Acrobat Reader Help.

USE THE HYPERLINKED TABLE OF CONTENTS

The table of contents contains active links to every chapter in the guide. You can click these links to jump to and then open the chapter you want.

To open a chapter from the table of contents:
1. Open the table of contents by clicking the Go to the Table of Contents button at the end of this Readme.

2. In the table of contents, place your cursor over the chapter or section name that you want to view.

3.   When the cursor changes to a finger pointer, click the chapter or section name. (The finger pointer indicates an active link.)

Acrobat Reader automatically opens the correct chapter or section.

4.   To open another chapter in the guide, click the Table of Contents button on the page. Then repeat Steps 2 and 3.

▼   **NOTE:** Acrobat Reader doesn't automatically close files that are open. You can use the Close command from the File menu to close any open file.

PRINT FILES FROM ACROBAT READER

After you open a chapter, you can print it.

To print a chapter file:

1.   Open the chapter file you want to print and make sure your printer is turned on.

2.   From the File menu, choose Print.

The Print dialog box appears.

3.   Click OK or the Print button to start printing.