

PaperPort 11 Professional
By Bart Koslow

Scansoft PaperPort 11 Professional (PPP) by Nuance is a comprehensive paper and digital media program that will acquire, organize, convert and share your documents electronically. Any type of digital document may be acquired from almost any source, whether from a scanner, camera, the web, other programs on your computer, networks, etc. Once on your computer, they may be indexed, annotated, edited, stacked and grouped, converted into many other formats including all those that are handled by linked programs on your computer, sent to other programs or folders on your computer, to other computers by email or FAX, and to computers on your network or on the web.

I have been using PaperPort for many years, essentially as a scanner program, having first acquired a copy with a purchased scanner. Since then, it has evolved into a large program of which scanning is now only a small part. PPP includes Scansoft PDF Create 4.0 (PDF) on the program CD. I found that I had to separately install each of these programs to obtain use of all features. Both programs require "activation". I had some trouble but was finally successful activating both programs. I did have to "repair" the PDF program by re-installation when I found that the PDF printer drivers were not installed.

When you first start PPP a "Welcome To PaperPort How To Guides" pops up on the screen. There is a check box next to "Do Not Display How To Guides Again". I checked it after reading the guides, but to no avail. The darned Welcome screens pops up every time I start PPP. This is a most annoying glitch that should be fixed. Ordinarily, I would contact technical support, but the only free technical support offered is an online knowledge base, some downloads, user's guides and online communities. Otherwise you pay for support. Considering that this is a \$200 program I think this is awful. I found the knowledgebase to be pretty limited. It did not cover this item, or what to do about the printer drivers that were not installed.

PaperPort 11 includes a number of new features: Faster performance, improved OCR accuracy, new How To Guides, better scanner selection and scanner profiles, new Capture Assistant for more control over multi-page scanning, scanning directly from scanner buttons, customizable toolbars, an enhanced image editing program, PaperPort Watson – a new intelligent search utility, and Closer integration with other installed Nuance products. In addition, PaperPort Professional 11 now comes with integrated PDF Create!, unlimited scan profiles, enhanced Capture Assistant and PDF-MRC High Compression 8X smaller than regular scanned documents.

When you scan documents or photos they may be output to the PPP desktop in many formats including JPG, TIFF, PDF, paperport MAX, BMP, DOC, XML, WPD, RTF, XLS, TXT, and CSV. The format may be preset for different types of media like text documents or photos. I normally use PDF for documents and JPG for photos when scanning. You may easily change any item on your desktop to any other format available. If you import a photo from your camera you may use any of the above output formats. PPP has a complete basic image editing program to touchup, rotate, crop, remove red eye, etc. for your desktop items, whether they be images or documents. It comes in handy when a scanned image is sideways. Just rotate it so you may read it easily. You may also batch process documents or images, and may attach annotations like notes, highlights, arrows, stamps, etc. to items.

I use the folder manager to select folders that show in a Windows Explorer like pane. You may easily cut and paste or drag and drop items from one folder to another, and perform most Windows Explorer type functions. Use the all-in-one Search index to create a database of items selected according words or phrases in those items. Then use the All-in-one Search pane to find items. When you install PPP it places icons of many programs on a Send To Bar at the bottom of the PPP desktop screen. Drag and drop a document or image onto a program in the Send To Bar like Outlook, Word, a FAX program, an FTP program, Excel, or your printer and the program processes the item. I often send scanned articles to my email program and email them to others. Drop a PDF item on Word and the internal OCR program converts the PDF to a Word document in Word, or drop a document on the FTP or FAX program and you are ready to FTP or FAX it. The variations are endless.

Use File, Save As to convert a desktop document or image into many other file types directly in PPP, or use one of the linked programs on the Send To Bar to convert into formats offered by that program. You may convert into all of the output formats available when scanning and numerous others used by any of the linked programs. Incidentally, you may add any program to the Send To Bar that is not originally on it thereby linking PPP to it and making its features available to PPP. There are many more features too numerous to mention here.

This is a great program that most of us can use. If you use a scanner, it is incomparable. I highly recommend it. Unfortunately, Nuance support policy does not compare with most vendors who provide at least some free direct support.

Price: PaperPort 11 Professional may be purchased online for about \$175 delivered. An upgrade is about \$140. PaperPort 11 may be purchased online for about \$40 delivered. Most of us will do well enough with the \$40 PaperPort 11.

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System requirements

- A computer with an Intel® Pentium® or higher processor
- Microsoft Windows® 2000 SP4 or above, Windows XP SP2 or above, Windows Vista
- Microsoft Internet Explorer 5.5 or above
- 128MB of memory (RAM), 256MB recommended
- 300MB of free hard disk space for application files plus 5MB working space during installation
- SVGA monitor with 256 colors, but preferably 16-bit color (called High Color in Windows 2000 and Medium Color in XP and Vista) and 800 x 600 pixel resolution
- Windows-compatible pointing device
- CD-ROM drive for installation
- Web connection (with IE 5.5 or above) for activation and web update