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Fact Sheet

PaperPort Professional 12

Product: Nuance PaperPort Professional 12

Version: 12.0

Media: CD

Platform: PC

Date Available: September, 2009

Pricing: \$99.99

Available Channels: Retail, Reseller, E-Commerce, and Direct

Available Purchasing Options: Single user license, Volume license

SKU Number:

Box Dimensions: 5"x 7.5"x1.5"

UPC:

Tagline

The World's #1 Desktop Document Management Software

Bullets

- Easy-to-use high-speed scanning from any device
- Powerful, industry-standard PDF creation and security
- Assemble, annotate and share PDF documents quickly

25-Word Description

PaperPort Professional 12 is the most productive way for everyone in your office to scan, organize, find, assemble, and share documents and photos.

50-Word Description

PaperPort Professional 12 is the most productive way for everyone in your office to scan, organize, find, and share scanned paper, application files, and photos. It combines the efficiency of document management, the convenience of perfectly scanned documents, and the power of PDF document creation and assembly in one easy-to-use application.

100-Word Description

PaperPort Professional 12 is the most productive way for everyone in your office to scan, organize, find, and share scanned paper, application files and photos. It combines the efficiency of document management, the convenience of perfectly scanned documents, and the power of creating PDF files to bring a new level of operational proficiency to

your organization. The visual document desktop creates large clear thumbnails of all your documents, making Microsoft® Windows® more productive and even easier to use. Millions of people worldwide rely on PaperPort to eliminate paper, get more organized, and streamline the way they work.

System Requirements

- A computer with an Intel® Pentium®, newer or equivalent processor.
- Microsoft Windows® XP 32-bit (SP3 or above), Windows Vista™ 32- or 64-bit (SP2 or above), Windows 7.
- Microsoft Internet Explorer 6.0 or above.
- 512 MB of memory (RAM), 1 GB recommended.
- 500 MB of free hard disk space for application files, plus 20 MB working space during installation.
- SVGA monitor with 256 colors, but preferably 16-bit color (called Medium Color in XP and Vista) and at least 800 x 600 pixel resolutions.
- Windows-compatible pointing device.
- CD-ROM drive for installation.
- Web connection for activation and web update.

Note: Performance and speed will be enhanced if your computer's processor, memory and available disk space exceed minimum requirements.

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What's New in PaperPort Professional 12?

PaperPort Professional 12 includes a number of valuable new features to help you manage your documents more quickly and easily than ever before.

Tabbed Ribbon User Interface

PaperPort 12 is now easier to use because all the program features are presented on a set of tabbed ribbon style toolbars that logically group functions with clear text descriptions. The new "Scan Now" button lets you scan documents with one click — without having to change to the scanner settings view. A customizable Quick Access Toolbar appears above the ribbon toolbars so you can put your most frequently used features in one easy-to-find location on your desktop.

Improved PDF Performance

PaperPort 12 enables you to open and display PDF files faster than ever using PDF Viewer Plus, a newly developed Nuance PDF handling application that is fully compatible with Adobe® Acrobat®. PDF Viewer Plus opens files much faster than the general-purpose ImageViewer (also available in PaperPort 12) for reduced memory requirements and smaller file sizes. The new viewer optimizes the rendering resolution for each element on the page to yield a cleaner display and optimum print resolution.

Enhanced PDF Features

PDF Viewer Plus provides a wide range of new PDF features, including improved annotations, and dynamic or transparent stamps. In PDF Viewer Plus, you can send images within a PDF document to the ImageViewer, where they can be enhanced using Scanner Enhancement Technology (SET™) tools. When you close ImageViewer, the modified images automatically appear back inside the PDF.

You can fill and email PDF forms and create new ones — either from scratch or by using an updated FormTyper™ to make any static form fillable instantly. FormTyper is now integrated into the PDF Viewer Plus and uses Logical Form Recognition® technology to detect the form elements. It also gives you greater control over element properties.

Using the PDF Create Assistant, you can create industry-standard text-based PDF documents from any application directly. All you have to do is right-click through the Windows or PaperPort Desktops (up to PDF version 1.7). Another

option is to create PDF documents by printing directly from any application using the PDF Create printer driver. The PDF Create Assistant also enables you to create PDF packages, batch create PDF files, and much more.

Searchable PDF files are now available through Scanner Profiles, via a right-click "Save As" operation on the PaperPort Desktop, or directly in the PDF Viewer Plus application. This makes the content of your scanned paper documents or image files accessible to search engines such as Windows® Desktop Search or Google®.

More Accurate OCR

PaperPort 12's OCR (Optical Character Recognition) scanning accuracy has been significantly increased over previous versions. This improvement yields greater success when searching the content of Searchable PDF file archives. What's more, you can now apply language settings to OCR for even greater accuracy in all supported languages.

Digital Camera Input

The Send To Bar options for text applications have been updated to include a PaperPort OCR option for digital camera correction. With this new feature, you can now take a picture of a document and accurately convert it into a text document. This is done by applying special 3D-deskewing algorithms that flatten page images and correct distortions, thereby increasing the accuracy of the resulting text document.

How-to-Guides

PaperPort 12 offers an updated series of illustrated 'mini-guides' that show typical tasks and processes, and provide quick access to program areas and relevant Help topics. The How-to-Guides can now be switched on in the Help section of the tabbed ribbon toolbar.

Folder Management

With PaperPort 12, the number of colors available for distinguishing folders has increased from 9 to 29. The latest version also enables you to automatically create multiple folders by importing a list of folder names from a text file. This option is available when you right-click on any folder.

Support for SharePoint

PaperPort Professional 12 is able to communicate with the Microsoft SharePoint Services 2003, SharePoint Portal 2003, SharePoint Services 2007 and SharePoint Server 2007 document management systems. Now you can get files from these systems,

process them as desired, and then save the results by sending the output files back through the Send To Bar. For added convenience, ScanDirect supports scanning to PDF with the results directed to SharePoint.

Overview

PaperPort Professional 12 is our flagship document scanning and desktop document management software application. It's designed to scan documents from any scanning-capable device, including multifunction printers, all-in-ones, desktop and mobile scanners. Once documents are scanned using PaperPort, they can be organized along with all your other digital documents, including photographs and application files, right on your computer desktop. PaperPort allows you to turn paper and forms into PDF documents you can organize, search, and share with unprecedented speed and ease.

Customers use PaperPort Professional to:

- Scan paper documents so they are never lost and can be more easily retrieved
- Automatically route scanned documents from network MFP devices to individual desktops
- Create PDF files from application files so they can be easily shared
- View PDF files quickly and annotate them with comments and stamps
- Combine scanned documents and existing digital documents in one cohesive PDF file
- Quickly move or scan files from individual desktops to shared document repositories such as Microsoft® SharePoint®
- Organize and manage all documents in one easy-to-use software application

Customer Challenge

Businesses recognize that serving customers is their number one priority. When customers call with a question about their account or project, you need immediate access to the right information. Most businesses, however, still rely on paper documents. So unless you have perfectly organized file cabinets within easy reach of each employee, chances are you aren't going to get the specific information you need as quickly as you'd like.

To complicate matters most businesses in today's service industry need to manage information pouring in from multiple sources worldwide to various points within the organization. Businesses may have multiple offices or departments, each specializing in one customer touch point — sales, customer service, technical support, records management, claims, and much more. All these departments are a vital conduit for the flow of information related to sales orders, transaction history, claims, deliveries, projects, schedules, and so much more.

The reality is that when information is scattered across an organization — here, there and everywhere — it's difficult to provide the level of service customers expect and deserve. Inaccessible paper documents create frustrating and costly bottlenecks. They get lost, lack security, require storage, and get heavy in large volumes. What's more, their portability depends on making lots of wasteful copies that are a harmful drain on the environment. Who needs that?

Simply put, paper slows down business. It's costly. It's inefficient. It creates waste. And it's vulnerable to loss or damage. Consider these eye-opening statistics (from a PricewaterhouseCoopers research study):

- Companies spend \$20 in labor to file a document, \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document
- Of all the pages that get handled each day in the average office, 90% are merely shuffled
- The average document gets copied 19 times
- 7.5 percent of all documents get lost, 3 more percent get misfiled

PaperPort makes it easy to get all your documents in one place and eliminate paper. With PaperPort and any scanning device you can scan anything into PDF or JPG and view over 150 document and photo formats. PaperPort speeds and simplifies organization by automatically filing documents so they're easy to find and share with a single click. It creates large clear thumbnails of all your documents so you can see what's what without have to open each file. And when you scan to PDF format you can share your files with your customers, colleagues, or vendors — no matter what program, platform or operating system they're using on their end.

What makes PaperPort the ultimate document desktop?

- Scanning is so easy — get it done with the press of a button
- Find anything and everything — instantly!
- Merge multiple PDF files into a single document with simple drag and drop
- Automatically fill out forms
- Unlock the data in your documents with advanced text recognition
- Scan your documents directly to print, email, digital fax, or archive
- Put PaperPort to work for the entire organization. Stop losing paper documents, provide instant access to all types of documents, and do more with PDFs at a price that's affordable for every desktop.

The Power of PaperPort Professional 12

Increase Productivity

PaperPort includes everything you need for easy, effective document management. An advanced tabbed ribbon interface logically groups features with clear text descriptions so there's no learning curve. A "Scan Now" button lets you scan documents with a single click. It's the ultimate PDF document desktop.

Reduce Waste, Conserve Energy

PaperPort is a green solution. Use it to scan, convert, organize, repurpose, and share PDF documents across the enterprise. End your reliance on printing, faxing, and mailing practices that have harmful effects on the environment—and the bottom line.

Create Perfect Fillable Forms

PaperPort's FormTyper feature accurately and automatically converts scanned paper forms into professional-looking electronic forms you can fill out online, save as PDF documents, and send via email. It automatically recognizes check boxes and lets you control detailed form attributes. And transparent stamps are ideal for adding scanned signatures.

Protect Sensitive Documents

Safeguard confidential information and ensure compliance with government regulations regarding document security. PaperPort's advanced PDF security features, like PDF passwords and encryption, let you control who can access specific documents and who can make changes.

Capture Information on the Go

No scanner nearby? No problem. Just take a picture of the document with your digital camera. PaperPort's visual interface acts like a large bulletin board where you can quickly view and organize your pictures. Plus, you can easily convert pictures of documents to usable text.

Works with any desktop scanner

Any All-in-one printer, mobile scanner, or desktop scanners will work faster, easier and better using PaperPort.

Easily Route Documents from MFPs

Get the most out of your investment in networked multifunction printers/copiers. These devices provide high speed, personalized scanning across your entire network. Move mountains of paper to any desktop PC using PaperPort's advanced DesktopDelivery feature.

Manage Documents Across the Network

Send and receive documents to and from a centralized document management system using Microsoft SharePoint. Scan documents directly to SharePoint for enterprise-wide sharing and archival. You can check SharePoint documents in and out from the PaperPort desktop for seamless content and process management.

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