## ScanSnap Organizer V4.1L11 README File

- Contents -
- 1. System Requirements
- 2. Cautions for using environment-dependent characters
- 3. Cautions Concerning Installation
- 4. Cautions Concerning the Operation
- 5. Connecting to ScanSnap Manager
- 6. Cautions Concerning Uninstallation
- 7. License Agreement for Built-in Software
- 8. Updated features

Use in High-Safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial, and general-purpose applications. It has not been designed and manufactured for use in applications (simply called "high-safety applications" from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured.

The user should use this product with adopting measures for ensuring safety in such high-safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

1 0 1 D :

## 1. System Requirements

o Set the display resolution to 800 x 600 pixels or more when using ScanSnap Organizer.

Note: When the font size is large, some screens may not be displayed properly.

In that case, use a smaller font size.

o Display Color settings

Medium/High Color (16 bit) or higher. (If you specify 256 colors, the display screen may be disturbed.)

\_\_\_\_\_

2. Cautions for using environment-dependent characters

- o ScanSnap Organizer does not support environment-dependent characters (unicode). Do not use environment-dependent characters (unicode) for the following:
  - the name of a folder to install ScanSnap Organizer

- the name of a ScanSnap Organizer user

- characters including the names of folders and files handled in ScanSnap Organizer
- keywords
- titles
- Subject
- Author
- character strings to be searched for
   the display name of a SharePoint site
- the names of libraries, folders, and files in the SharePoint site
- o A keyword including environment-dependent characters (unicode) may be added to your file if the [Set the marked text as a keyword for the PDF file] is selected in the setup dialog box of ScanSnap Manager. To display or edit such keywords, use an application such as Adobe(R) Acrobat(R) which supports environment-dependent characters (unicode) because these keywords cannot be displayed or edited correctly in ScanSnap Organizer.

| 3. | ${\tt Cautions}$ | Concerning | Installation |
|----|------------------|------------|--------------|
|    |                  |            |              |

Microsoft(R) Windows(R) 2000 Professional English Version (SP4 or later) Microsoft (R) Windows (R) XP Professional **English Version** (SP2 or later)
Microsoft(R) Windows(R) XP Home Edition English Version (SP2 or later) Microsoft (R) Windows Vista (R) Home Basic English Version (32bit/64bit)
Microsoft (R) Windows Vista (R) Home Premium English Version (32bit/64bit)
Microsoft (R) Windows Vista (R) Business English Version (32bit/64bit) Microsoft (R) Windows Vista (R) Enterprise English Version (32bit/64bit) English Version (32bit/64bit) Microsoft(R) Windows Vista(R) Ultimate Microsoft (R) Windows (R) 7 Starter
Microsoft (R) Windows (R) 7 Home Premium
Microsoft (R) Windows (R) 7 Professional
Microsoft (R) Windows (R) 7 Enterprise
Microsoft (R) Windows (R) 7 Ultimate English Version English Version (32bit/64bit) English Version (32bit/64bit)English Version (32bit/64bit) English Version (32bit/64bit)

- o When installing ScanSnap Organizer on Windows (R), first log on as a user with administrator privileges, and then install ScanSnap Organizer.
- o If a path name to an installation folder exceeds 121 characters, such a path name is automatically shortened. When installing ScanSnap Organizer, use up to 121 characters for a path name to the installation folder.
- o When installing ScanSnap Organizer in Windows(R) 7 or Windows Vista(R) you will see the [User Account Control] dialog box. Allow the installation to continue.
- o Do not use any of the following characters in the name of the installation folder. ScanSnap Organizer may not function properly if these characters are

/;..\*?"<>|

o Specify a folder on a local disk as the installation folder.

## 4. Cautions Concerning the Operation

- o The "Search with Adobe(R) Acrobat(R)" command of ScanSnap Organizer is not available in any of the following environments:
  - Microsoft (R) Windows (R) 2000 with SP2 or later not applied
     Microsoft (R) Windows (R) XP with SP1 or later not applied
     Adobe (R) Acrobat (R) 7.0 or later not installed

Please go to Adobe's website for the versions of Adobe(R) Acrobat(R) that are available on the supported operating systems.

- o The "Search with Windows Desktop Search" command of ScanSnap Organizer is not available in any of the following environments:

Microsoft(R) Windows(R) 2000
 Microsoft(R) Windows(R) XP with SP1 or later not applied
 Windows(R) XP with Windows Desktop Search 3.0.1 or later not installed

Note: Windows Desktop Search 3.01 or Windows Search 4.0 can be downloaded from the following Microsoft's download site.

Microsoft's download site: http://www.microsoft.com/downloads/Search.aspx?displaylang=en

Open the above page by specifying the URL in Internet Explorer, and type in "Windows Desktop Search" or "Windows Search" in the search box to search for the page from which the product is to be downloaded.

o To search for keywords set for a PDF file or text embedded in a PDF file with Windows Desktop Search, Adobe(R) PDF IFillter must be installed in advance.

For a 32-bit version of Windows operating system, you can use Adobe PDF IFilter only if Adobe(R) Acrobat(R) 7.0.5 or later or Adobe(R) Reader(R) 8.0 or later has been installed. For a 64-bit version of Windows operating system, however, you will need to install "Adobe(R) PDF IFilter 9 for 64-bit platforms" by downloading from Adobe's website.

Note that Adobe(R) PDF | Filter v6.0 or earlier is not supported.

o To search for a keyword to PDF files or text that is embedded with files in a SharePoint site, libraries, or folders in ScanSnap Organizer, you will need to install Adobe(R) PDF IFilter on the SharePoint server. Adobe(R) Acrobat(R) 7.0 or later, or Adobe(R) Reader(R) 7.0 or later includes Adobe(R) PDF IFilter. And therefore, they are installed at the same time.

Note that Adobe(R) PDF IFilter v6.0 or earlier is not supported.

o The following problem may occur if you install Adobe(R) Acrobat(R) 8.0 in a folder with a long pathname in Windows Vista(R):

When files handled in ScanSnap Organizer are updated (for example, when a password is set for a file or pages are deleted with Adobe(R) Acrobat(R)). the performance of displaying images slows down in ScanSnap Organizer. It is confirmed that this problem can be avoided by doing the following: Install Adobe(R) Acrobat(R) 8.0 in the default folder or a folder with a pathname shorter than the default pathname displayed in Installer. Therefore, when the operating system you are using is Windows Vista(R), install Adobe(R) Acrobat(R) 8.0 in the default folder or a folder with a pathname shorter than the default pathname displayed in Installer to avoid the said problem.

- o Only local folders can be specified as the "ScanSnap" folder (for Windows (R) XP/Windows(R) 2000, the folder name will be the "My ScanSnap" folder). To specify it, select [Options] -> [Popular] in ScanSnap Organizer. To use a networked folder, create a "shortcut", which links to that folder.
- o "Shortcut to folder" can be used for the networked folders in Windows-running computers only. Do not specify any other folders as doing so may cause an unforeseen trouble.
- o ScanSnap Organizer creates cache data to improve the display performance. Cache data is used for PDF files that can be displayed as thumbnails and allocated in a hidden folder ".organizer", which is created in a folder in which the PDF files exist. Cache data is created only for the thumbnailed pages. Do not delete the cache data. Otherwise the display performance is affected.

Due to the specifications, the display performance of PDF files that are saved in a read-only device, such as a CD-ROM, is not improved because cache data cannot be created for such PDF files. In order to improve the performance, copy the PDF files to a hard disk, and then write them to a writable CD together with the created cache data.

Cache data is not removed automatically even if this application is uninstalled. Delete it manually if necessary.

- o A file with a path name longer than 220 characters (single-byte) cannot be handled. Rename a path so that the path name does not exceed 220 characters.
- o If the resolution is reduced with a Pop-up Thumbnail displayed, the view portion of the Pop-up Thumbnail may extend off screen. In this case, change the resolution to the previous setting once, move the Pop-up Thumbnail to the upper left on screen, and then reduce the resolution again.
- o If a printer is set to Adobe(R) Distiller(R) or Adobe PDF, the following error occurs when a password-protected PDF file is printed. This is an error due to Adobe(R) Acrobat(R) specifications.

This PostScript file was created from an encrypted PDF file. Redistilling encrypted PDF is not permitted.
%%[Flushing: rest of job (to end-of-file) will be ignored ]%% %%[Warning: PostScript error. No PDF file produced.] %%

o When using the "Search with Adobe(R) Acrobat(R)" command of ScanSnap Organizer in Windows(R) 7 or Windows Vista(R), you may see the [User Account Control] dialog box. Allow this command to continue when you are logged on to the system with an

Administrator account. If you are logged on with a non-administrator account, select an Administrator account, enter a password, and then click the [OK] button.

- o When using Acrobat Search in Windows(R) XP or Windows(R) 2000, you may see a message "Unable to use the Search function".

  If so, log off once and log in as a user with administrator privileges, and then start ScanSnap Organizer.
- o You may not obtain correct search results by using Windows Desktop Search if you specify a networked folder or a subordinate folder as the location by using [Shortcut to folder]. You must specify a local folder only.
- o The folders with indexes created with [Indexing Options] in [Control Panel] can be searched with Windows Desktop Search.

You will not be able to use Windows Desktop Search if you modify the [ScanSnap] folder (the [My ScanSnap] folder for Windows (R) XP) in [Popular] on the [Options] dialog box or if you create a shortcut to a local folder unless they have been specified to be indexed.

Include those folders as the indexing target. Run Search after they are indexed.

- o While you are viewing network-stored PDF files with ScanSnap Organizer Viewer; once the network is disconnected or disabled, the images in the files may not be displayed, showing blank pages instead, or your operation may fail even after the network has been reconnected or enabled. Check the network connection conditions and open the PDF files again.
- o Operations using Terminal Service Client or Remote Desktop Connection Client services or those on a virtual OS are not guaranteed.
- o When you open a PDF file in Adobe(R) Acrobat(R) 9.0 and set up a password for security; if a [Document Open Password] or [Change Permissions Password] is specified, no key mark will be shown on the ScanSnap Organizer thumbnail.

This condition means that you will not be able to operate the file because the password entry window is not displayed while trying to open the file with ScanSnap Organizer Viewer, or to crop marked sections of the file.

When setting up a password for security, always specify "Acrobat(R) 7.0 and later" or an item covering older versions at [Compatibility:].

| 5. | Connecting to | ScanSnap | Manager |
|----|---------------|----------|---------|

o Installing ScanSnap Organizer creates the "ScanSnap" folder under [Documents] (for Windows (R) XP/2000 users: the "My ScanSnap" folder under [My Documents]). ScanSnap Organizer displays files in this folder in the initial window. ScanSnap Manager creates files in this folder.

6. Cautions Concerning Uninstallation

- o Uninstall ScanSnap Organizer by using [Uninstall a program] (in Windows(R) 2000, [Add/Remove Programs]; in Windows(R) XP, [Add or Remove Programs]) in the Control Panel.
- o When uninstalling ScanSnap Organizer, first log on as a user with administrator privileges.
- o When uninstalling ScanSnap Organizer in Windows(R) 7 or Windows Vista(R), you will see the [User Account Control] dialog box. Allow the uninstallation to continue when you are logged on to the system with an Administrator account. If you are logged on with a non-administrator account, select an Administrator account, enter a password, and then click the [OK] button.
- o Image files are not deleted even if you uninstall ScanSnap Organizer.
- o If the file to be uninstalled is in use while you are trying to uninstall this application, log on as a user with administrator privileges once after restarting your computer. This completes the uninstallation.

| 7. | License | Agreement | for | Built-in | Software |
|----|---------|-----------|-----|----------|----------|
|    |         |           |     |          |          |

- o ScanSnap Organizer contains the following built-in software.
  - Adobe(R) XMP Toolkit Version 4.1.1

According to the license agreement for the built-in software above, the license statements are given as follows:

The BSD License

Copyright (c) 1999 - 2007, Adobe Systems Incorporated All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

- \* Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.
- \* Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.
- \* Neither the name of Adobe Systems Incorporated, nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT OWNER OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

8. Updated features

\_\_\_\_\_

- o Items changed due to the update of V4. 0L11 to V4. 0L12
  - \* Modifications have been made so that you can use the Microsoft Office SharePoint Server linkage function after Microsoft .NET Framework 3.5 Service Pack 1 and .NET Framework 3.5 Family Update (KB951847) has been applied in Windows(R) Update.
- o Items changed due to the update of V4. 0L12 to V4. 0L13
  - \* Previously, when the operating system was configured to enable the policy to prohibit the display of most recently used (MRU) lists, you could not start up ScanSnap Organizer. This problem has been corrected.
- o Items changed due to the update of V4.0L13 to V4.0L14
  - \* Previously, when attempting to overwrite a file larger than 5M bytes in a SharePoint site using the Microsoft Office SharePoint(R) Server linkage function, you could save up to 5M bytes of data only. This problem has been corrected.
- o Items changed due to the update of V4. 0L14 to V4. 0L20
  - \* This product is Windows (R) 7-compatible.
  - \* Modifications have been made so that you can select the [Keyword] or [Text] check box in the [File Search] dialog box when using Windows Desktop Search in the Windows Vista(R) 64-bit version.
  - \* Modifications have been made so that you can cancel the edit operation easier in the [Edit Keyword] or [Edit Keyword List] dialog box.
- o Items changed due to the update of V4. OL20 to V4. 1L11
  - \* Previously, an application error might occur when starting up ScanSnap Organizer, running [Refresh (F5)], or switching the current folder. This has been corrected.

- \* Previously, passwords might be removed from password-protected PDF files when using [Scan to E-mail]. This has been corrected.
- \* Previously, the [Convert into searchable PDF] (Execute while the computer is idle) command might not work properly. This has been corrected.

\_\_\_\_\_\_

Microsoft, Windows, Windows Vista and SharePoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, the Adobe logo, Acrobat, Adobe Reader, and Acrobat Reader are either registered trademarks or tradenames of Adobe Systems Incorporated in the United States and/or other countries.

ScanSnap is a registered trademark of PFU LIMITED in Japan.

Other company names and product names are the trademarks or registered trademarks of the respective companies.

All Rights Reserved, Copyright (C) PFU LIMITED 2004-2010