

DeskTopBinder V2 *Professional*

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This guide provides information about the features of DeskTopBinder V2 Professional and viewing its display. For detailed operational procedures, see DeskTopBinder V2 Professional Help.

1 Overview

1.1 DeskTopBinder V2 Professional

DeskTopBinder V2 Professional can integrate various kinds of data, such as files made with different applications, scanned image data, and existing image files for total document management. Each document can have specific document properties in addition to the file name. DeskTopBinder V2 Professional can also display files other than image files using Easy Viewer or Viewer and extract text from image data using OCR. Furthermore, when networking with network devices, functions for inputting and outputting documents are available. Depending on the network devices, saved documents in the Document Server can be captured by DeskTopBinder V2 Professional.

Incorporated with the DeskTopBinder delivery server, ScanRouter V2 enables you to view documents in in-trays and deliver them. DeskTopBinder delivery server must be installed in advance to operate ScanRouter V2. ScanRouter V2 has two versions: ScanRouter V2 professional and ScanRouter V2 Lite.

1.2 Starting and Exiting DeskTopBinder V2 Professional

Starting

- ❶ Click [Start], and then point to [Programs].
 - ❷ Point to [DeskTopBinder V2], and then click [DeskTopBinder V2].
- DeskTopBinder V2 Professional starts.

Exiting

- ❶ From the [File] menu, select [Exit].
DeskTopBinder V2 Professional exits.

<Note>

- If the [Display list of expired documents on exit] check box on the My Cabinet Properties dialog box is selected, the documents are searched and the Expired Document list appears when you exit DeskTopBinder V2 Professional. From the Expired Document list, you can delete unnecessary documents.

1.3 Adding Features

New network devices can be added by selecting Extended Features. These devices are displayed under the DeskTopBinder V2 Professional tree and can be used in cooperation with DeskTopBinder V2 Professional. Using the network devices, the following operations are possible:

- Control files in a client computer with DeskTopBinder V2 Professional
- Create shared cabinets to make DeskTopBinder V2 Professional documents available for multiple users
- In cooperation with ScanRouter V2, view documents in the in-trays and deliver them with DeskTopBinder V2 Professional.
- Control documents in the Document Server

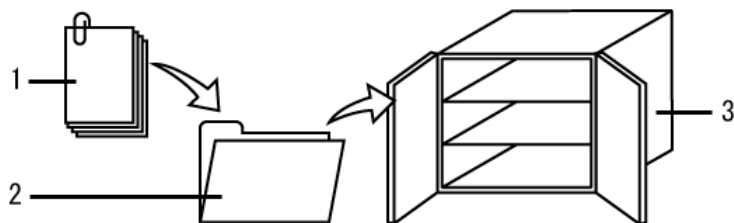
<Note>

- For more information about network devices, see Help. ("Extended Features" in "Overview")
- The Document Server function can be selected only when network devices support the same function.

2 Document Management

2.1 Cabinets and Folders

Added documents are stored in a cabinet called My Cabinet. In this cabinet, you can create folders and use them to sort documents. This cabinet has a trash can where deleted files and documents are placed.



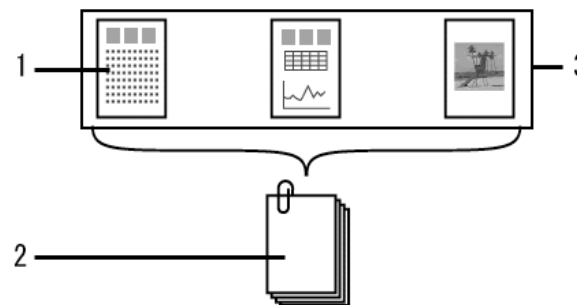
- 1. Document
- 2. Folder
- 3. Cabinet

<Note>

- When DeskTopBinder V2 Professional is installed, no more than one My Cabinet can be created, however, shared cabinets can be created as needed.

2.2 Documents and Sections

You can add multiple files made with various applications as one document. In this case, one file becomes one section, and one document can be composed of multiple sections.



- 1. Section
- 2. Document
- 3. Data made with applications and scanned image data

2.3 Document Properties and Document Type

Document properties, including information such as the creator, document status, and expiration date, make document management easier.

The document properties displayed may differ depending on the document type. Each document can only be configured as one document type.

In addition to the basic document type, ScanRouter V2 specific document types are available with ScanRouter V2. Documents added from input devices by way of ScanRouter V2 Lite/Professional can be configured as a ScanRouter V2 specific document.

Document Properties of DeskTopBinder V2 Professional

Using DeskTopBinder V2 Professional, you can configure document properties for each document and confirm them using Properties. You can confirm the document name, size, location, date added/modified, creator, work status, and expiration date.

Document Properties and Document Type of In-Tray Documents

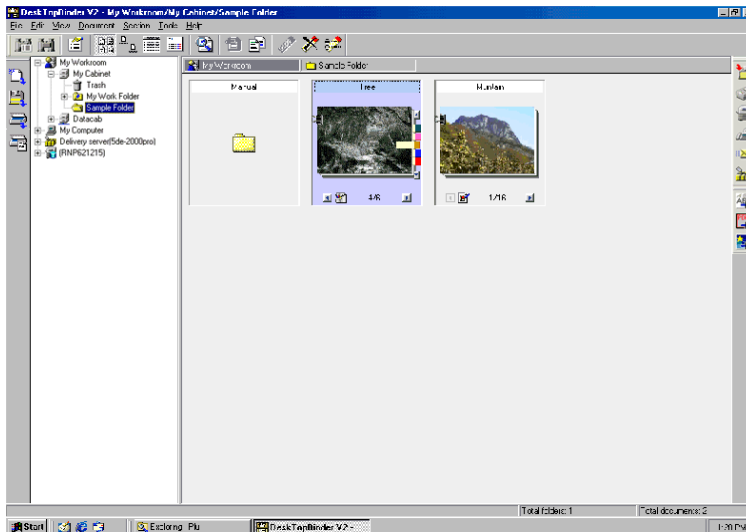
The document properties displayed may differ depending on the document type.
Each document delivered in the in-tray of ScanRouter V2 Lite/Professional has a specific document type depending on the capture method.

3 Using DeskTopBinder V2 Professional

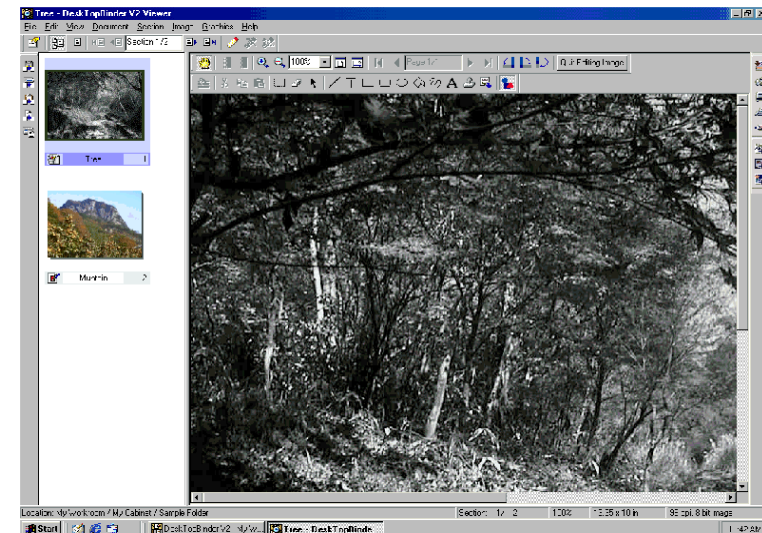
3.1 Structure of DeskTopBinder V2 Professional

DeskTopBinder V2 Professional has Desk and Viewer displays.

- **Desk Display**
Shows a document list. This display is used to operate DeskTopBinder V2 Professional.

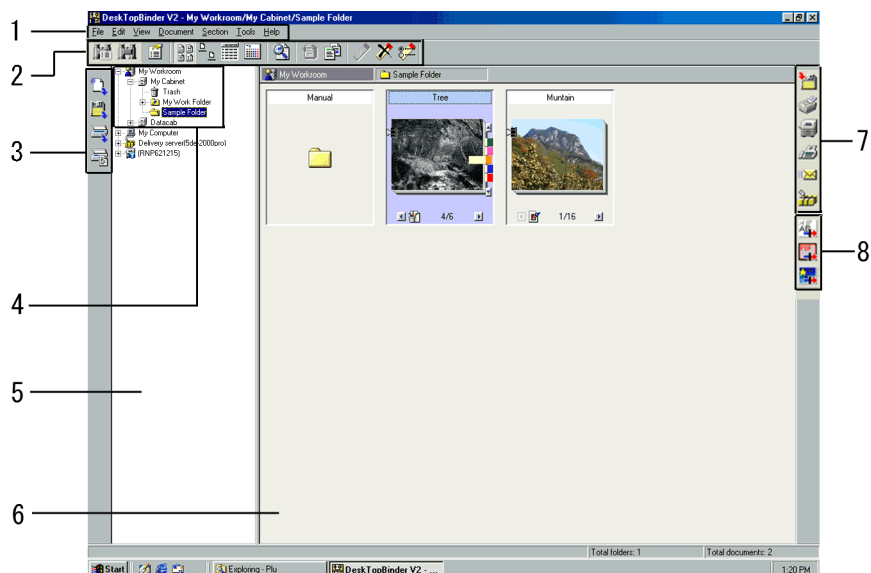


- **Viewer Display**
Shows the contents of a document. This display is mainly used to edit a document.



4 Desk Features

4.1 Viewing the Desk Display



1:Menu Bar

Use this to perform operations on the display.

2:Standard Toolbar

Use this to perform standard function operations such as searching, displaying properties, and switching views.

3:Input Toolbar

Use this to add existing files and scanned documents.

4:My Workroom

Displays My Cabinet and shared cabinets.



5:Tree Pane

Displays My Cabinet from DeskTopBinder V2 Professional and network devices added using the Extended Features function. Just after installation, only My Workroom is displayed.

6:Document List Pane

Displays folders and documents in a cabinet or a folder selected from the tree.

7:Output Toolbar

Use this for printing, sending by e-mail and fax transmission. Except  and , functions configured using Extended Features are displayed.

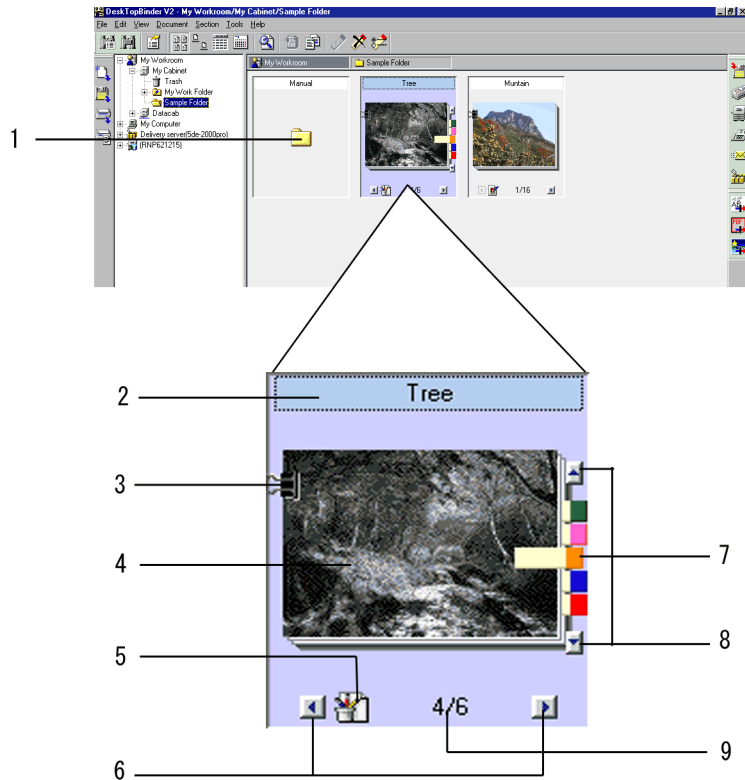
8:Conversion Toolbar

Use this to convert documents or sections into images, PDF files and text. Functions configured using Extended Features are displayed.

Document View Varieties

The following views are available:

■ Thumbnails View



1:Folder Icon

2:Folder or Document Name

3:Clip

When a document is composed of multiple sections, a clip is displayed.

4:Section Thumbnail

The section thumbnail is displayed. According to the data, sometimes the thumbnail is not created.

5:Section Icon

The application icon corresponding to the section file extension is displayed.

6:[Previous Section][Next Section] Buttons

These buttons appear when a document is composed of multiple sections. Use them to move through the sections of a document.

7:Note

Click this to show the marked section. Double-click to display the Note Contents dialog box.

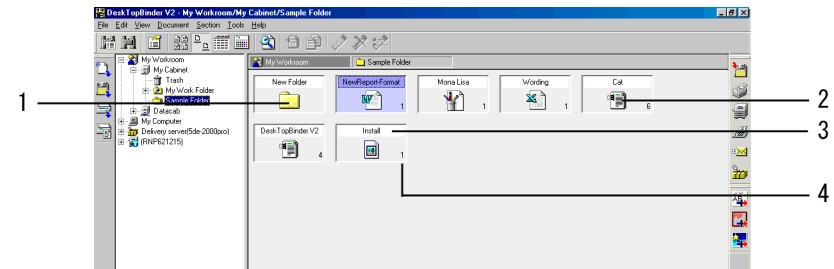
8:Note Leaf

When six or more notes are attached to one document, only five notes are displayed, and the Note Leaf buttons appear. Use these buttons to move through the marked sections of a document.

9:Current Section Number/Total Section Number

Shows the current section number and the total number of sections.

■ Icons View



1:Folder Icon

2:Document Icon

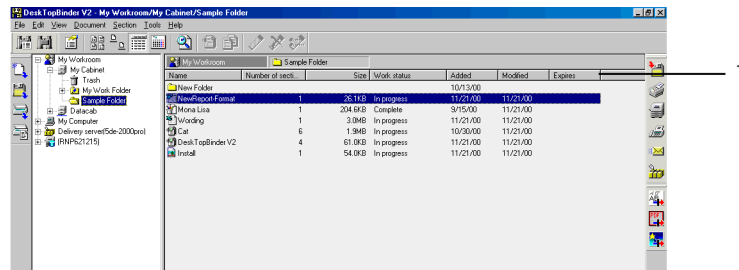
The document icon is displayed. When a document is composed of multiple sections, the icon is displayed with a clip attached.

3:Folder or Document Name

4:Total Section Number

Shows the total number of sections in the document.

■ Details View

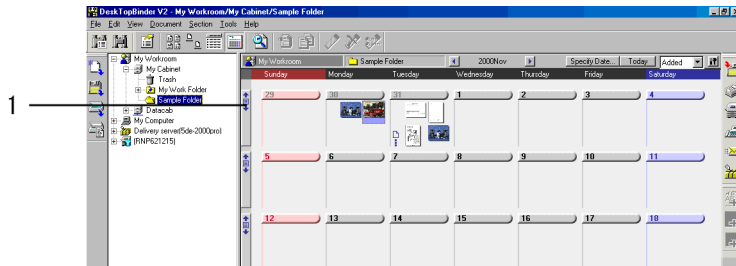


1:Displayed Items

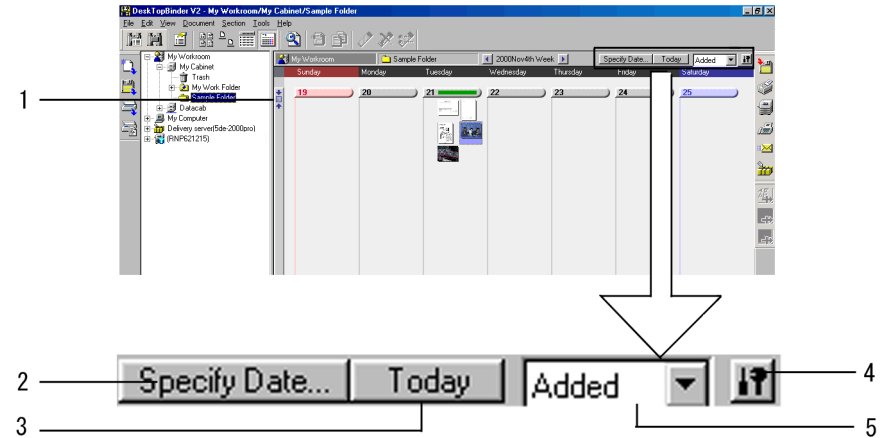
Click each item to sort documents. In addition, the documents stored in the in-tray can be displayed by document type.

■ Calendar View

•Monthly View



•Weekly View



1:Monthly/Weekly Button

Use this to switch between the weekly and monthly calendar.

2:[Specify Date] Button

Shows the month or week including the specified date.

3:[Today] Button

Shows the month or week including today.


4:Calendar Settings Button

Select Monday or Sunday as the first day of the week in the calendar.

5:Added/Modified Date

Select to display by the added date or modified date of the document.

<Note>

- You can directly edit a folder or document name in My Cabinet or shared cabinets.
- To show unread status of documents, the unread mark  is displayed in the Thumbnails view and is shown in red in the Details view.
- The view type and view contents may differ depending on the network devices.

4.2 Displaying Contents of a Document

The following methods are available to display the contents of a document:

■ Using Easy Viewer

Select [Easy Viewer] from the [View] menu or click the Easy Viewer button on the toolbar. Then select a document from the document list pane.

■ Using Viewer

From the [Document] menu, select [Open in Viewer].


■ Using an Application

Three methods are available:

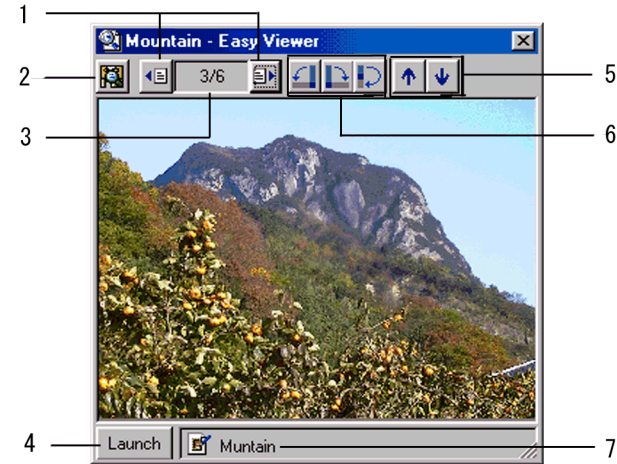
- Double-click a document composed of one section created with an application file.
- In the Thumbnails view, select a section, and then select [Open in Application] from the [Document] menu.
- In the Icon view, Details view, or Calendar view, select a document containing only one section, and then select [Open in Application] from the [Document] menu.

Displaying a Document Using Easy Viewer

You can easily display the contents of a document section by section.

Click , and then select a document on the document list pane.

The size of the Easy Viewer window is changeable.



1:[Previous Section] [Next Section] Buttons

Use these buttons to move through the sections of a document.

2:[Open Viewer] Button

Use this to start Viewer. Easy Viewer is canceled.

3:Current Section Number/Total Section Number

Shows the current section number and the total number of sections.

4:[Launch] Button

Launches an application. Easy Viewer is canceled.

5:[Previous Document][Next Document] Buttons

Use these buttons to move from document to document.

6:[90°Left] [90°Right] [180°] Buttons

Use these buttons to rotate a displayed section image. The rotated image cannot be saved.

7:Section Name

4.3 Controlling Documents

<Reference>

- For details, see Help.

Adding Documents

To add a document, start from the [File] menu or Input toolbar. The following methods are available:

- Create a new file using an application
A new file created with an application is added as a document.
- Add a document from a file
An existing file is added as a document. You can use the drag-and-drop operation.
- Add a document using a scanner
A scanned image is added as a document.
- Add a document using easy scanning
Configure the scan-input conditions in advance. The image scanned with the easy scanning compliant scanner is added as a document.

<Note>

- Scan or easy scanning settings must be configured using Extended Features.

Searching Documents

To search for documents, start from the [File] menu or General toolbar.

The following methods are available:

- Specific Search
Searches with detail conditions.
- Broad Search
Searches only with words or date.

Arranging Documents

The following methods are available:

- Display properties
You can check the document properties and document type.
- Create thumbnails
When section thumbnails are created, you can find and view documents in the Thumbnails view.
- Combine/Seperate documents
Use to combine multiple documents or to seperate multiple DeskTopBinder V2 Professional documents into one-section documents.
- Add/delete a note and change note contents
Adding/deleting a note on a section makes document arrangement easier.
You can change the color of a note and enter the comment.

Printing/Outputting/Converting Documents

To print, output or convert documents, start from the [File] menu, or Output or Conversion toolbar.

The following methods are available to print or output documents:

- Export as files
- Print using Easy Print
- Send by E-mail
- Fax transmission (Send by Fax)
- Deliver from ScanRouter V2 delivery server
- Print

<Note>

- Send by E-mail, Easy Print, fax transmission must be configured using Extended Features.

- To use fax transmission, a fax driver is required. For information about supported fax drivers, see the DeskTopBinder V2 Readme file.

To convert documents, the following method are available:

- Convert to Image
- Convert to PDF
- Convert to Text (with OCR)

<Note>

- Convert to Image, Convert to PDF, Convert to Text (with OCR) must be configured using Extended Features.

4.4 Maintenance

Arranging Folders

You can create, delete, move, and change the name of folders.

Adding Features

To add features, start from the [Tools] menu.

The following features are available:

- Input functions
 - Scan, easy scanning
- Output functions
 - Easy Print, Send by E-mail, Send by Fax, Deliver
- Convert function
 - Convert to Image, Convert to PDF, Convert to Text (with OCR)
- Network functions
 - My Computer, ScanRouter V2 delivery server, Document Server
- Tools functions
 - Export Document Properties Summary in CSV format, Export HTML, Import HTML

Backing Up DeskTopBinder V2 Professional Cabinets and Folders

For backups, start from the [File] menu. Periodic backup and extracting backup data are possible.

- Manual Backup
 - Select the folder to be backed up. From the [File] menu, select [Backup]. In the [Backup] dialog box, select the objects to be backed up. In the [Save As] dialog box, specify the name for the backup file and where the file is to be saved.
- Automatic Backup
 - Click the My Cabinet icon. The My Cabinet Properties dialog box appears. Click the [Backup] tab and make the necessary settings.
- Extract Backup Data
 - Use Windows Explorer and uncompress the file. In the [Extract To] dialog box, click [Browse DeskTopBinder Tree]. Specify the location for the file and uncompress.

<Note>

- For more information about backups, see DeskTopBinder V2 Help. ("Backup" in "Operations for DeskTopBinder V2")

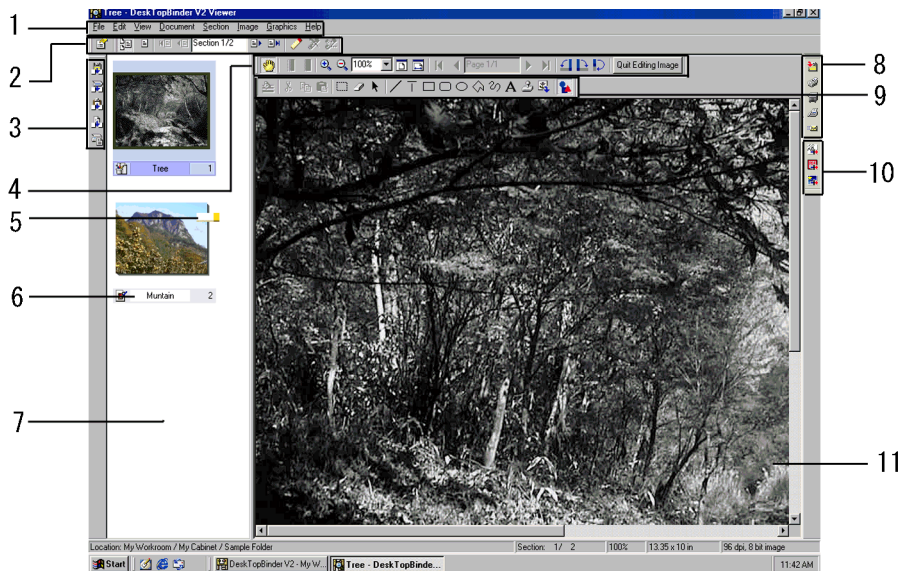
5 Viewer Features

5.1 Viewing the Viewer Display

When a DeskTopBinder V2 Professional Document Is Displayed

The menu and toolbars look different depending on whether an image section or non-image section is displayed.

To edit an image, click [Edit Image] from the Section menu or Image View toolbar.



1:Menu Bar

Use this to perform operations on the display.

2:Standard Toolbar

Use this to perform standard function operations such as switching sections and adding notes.

3:Input Toolbar

Use to add existing files and scanned documents.

4:Image Viewing Toolbar

Use to zoom in, zoom out, or rotate an image.

5:Note

Use this to attach or delete a note, or to change the note contents.



6:Section Name

Use this to change the section name.

7:Section List Pane

The section thumbnail list in a document is displayed.

8:Output Toolbar

Use this for printing, sending by e-mail and fax transmission. Except  and , functions configured using Extended Features are displayed.

9:Drawing Toolbar

Use this to draw lines, polygons and circles on an image.

10:Conversion Toolbar

Use this to convert documents or sections into images, PDF files and text. Functions configured using Extended Features are displayed.

11:Section Pane

The contents of the currently selected section are displayed. Only image sections can be displayed.

<Note>

- The Image Viewing toolbar appears only when an image section is displayed.

5.2Managing Sections

<Reference>

- For more information, see Help.

Changing the Section Order

To change the section order, start from the menu, or move a section thumbnails in the thumbnail pane using a drag-and-drop operation.

Inserting/Replacing a Section

To insert/replace a section, start from the [File] menu. The types of data you can insert/replace are:

- Data imported from a file
- Image data scanned with a scanner
- Clipboard images
- Data captured from added documents
- Image data scanned using easy scanning

<Note>

- To use a Scan or easy scanning to insert or replace a section, you must first configure them using Extended Features.

Printing/Outputting/Converting a Section

To print, output or convert a section, start from the [File] menu, the Output toolbar or Conversion toolbar.

The following methods are available to print or output sections:

- Export as files
- Send by E-mail
- Print with Easy Print
- Fax transmission (Send by Fax)
- Print

<Note>

- To use Send by E-mail, Easy Print, and Send by Fax, these functions must be configured using Extended Features.

The following methods are available to convert sections:

- Convert to Image
- Convert to PDF
- Convert to Text (with OCR)

<Note>

- To use Convert to Image, Convert to PDF and Convert to Text (with OCR), these functions must be configured using Extended Features.

Editing an Image Section

To edit an image, click [Edit Image] from the Section menu or the Image Viewing toolbar.

To draw a figure, start from the [Graphics] menu or Drawing toolbar.

The followings are available for editing an image.

- Insert Text
- Stamp
- Insert Illustration
- Straight Lines
- Horizontal/Vertical Lines
- Squares/Rectangles
- Rounded Rectangles
- Ovals
- Polygons
- Freehand