> **Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The unregistered version will be unable to scan files or add images after 30 days, but you can still manage files stored before.**

About A-PDF Paper Manager Lite

You may have to deal with thousands of paper files every day, like invoices, sales receipts, account notes, tax documents and so on, do you want to streamline complex paper physically store, manage or transport? Is there any easy but efficient way to manage these paper documents?

A-PDF Paper Manager Lite is powerful and lighting fast software to help you manage your paper documents with ease. The intuitive program will perform complex paper processing tasks and organize the paper files into different categories.

With using A-PDF Paper Manager Lite, you can batch scan paper forms, invoices and bills into digital images or PDF files, you can also add relevant properties for the files, like Amount, Invoice No. and Bill Date etc., then you can search, group and manage your paper documents quickly in future.

Professional features include:

- Scan paper into digital images or PDF files.

- Group files with easy category feature.

- Define properties such as amount, description, company.

- Search files based on name, path, category, create time, etc.

- Optimize scanned files with multiple tools, like crop, rotate, bright up/down, etc.

- Export paper files as images, PDF format, email or print directly.

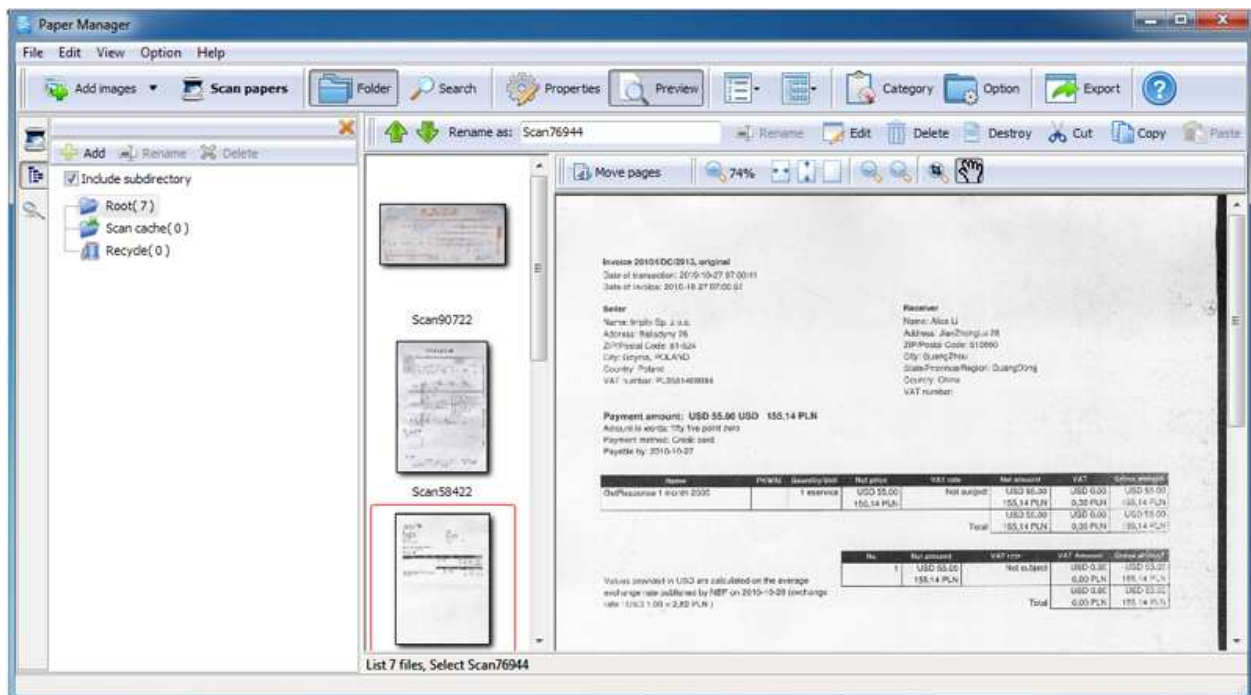## Using A-PDF Paper Manager Lite

A-PDF Paper Manager Lite can be started either by launching the application via the desktop short cut, or directly from Windows Explorer.

Start the program, you will see the below initial window:

After choosing "Save path", click "OK" to enter into processing interface:
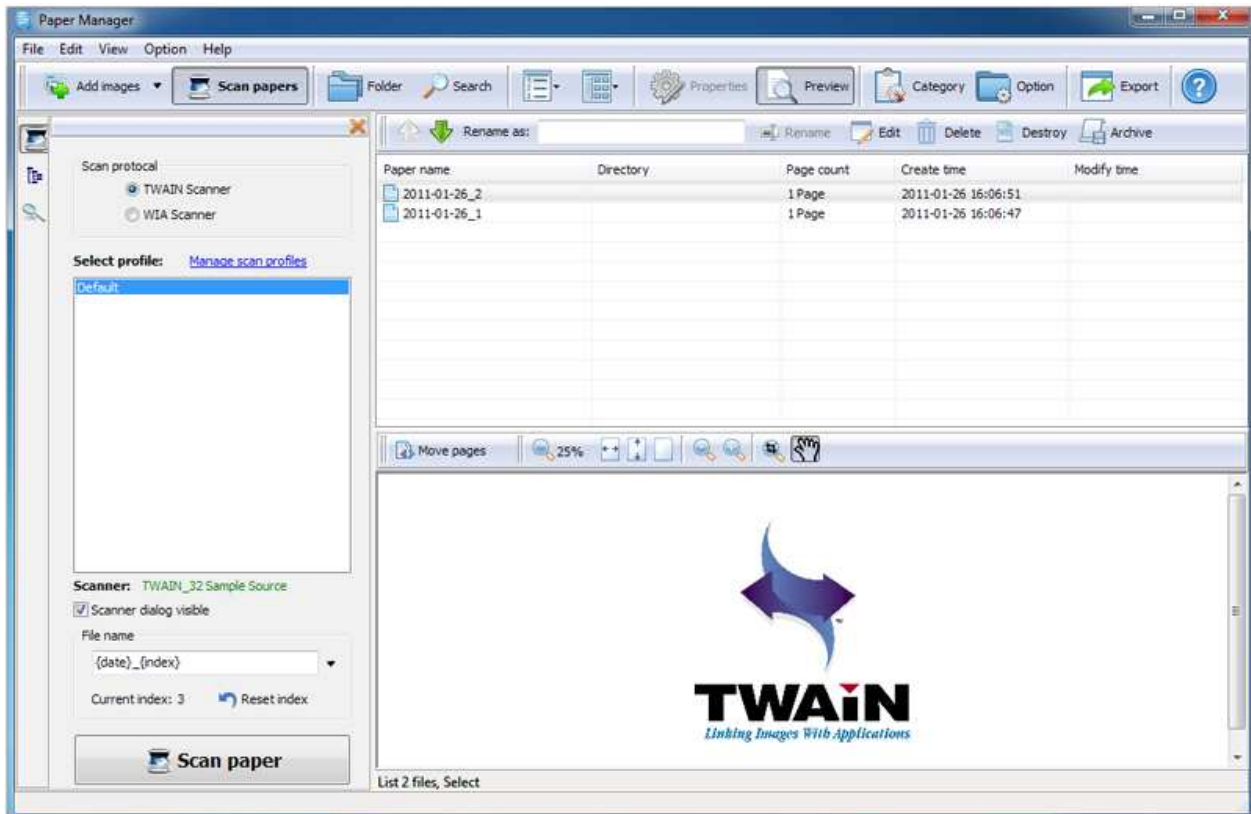
Main Functionalities:

The program exhibits four main functions of A-PDF Paper Manager Lite: **Scan paper**, **Category**, **Search** and **Export file**.
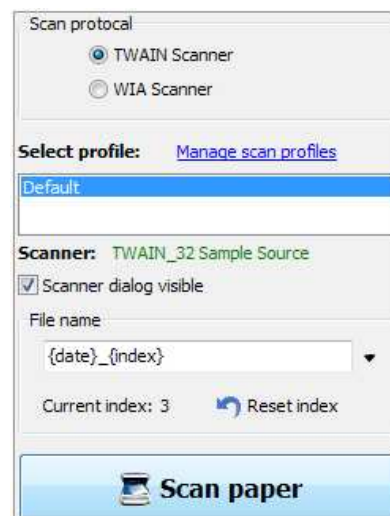

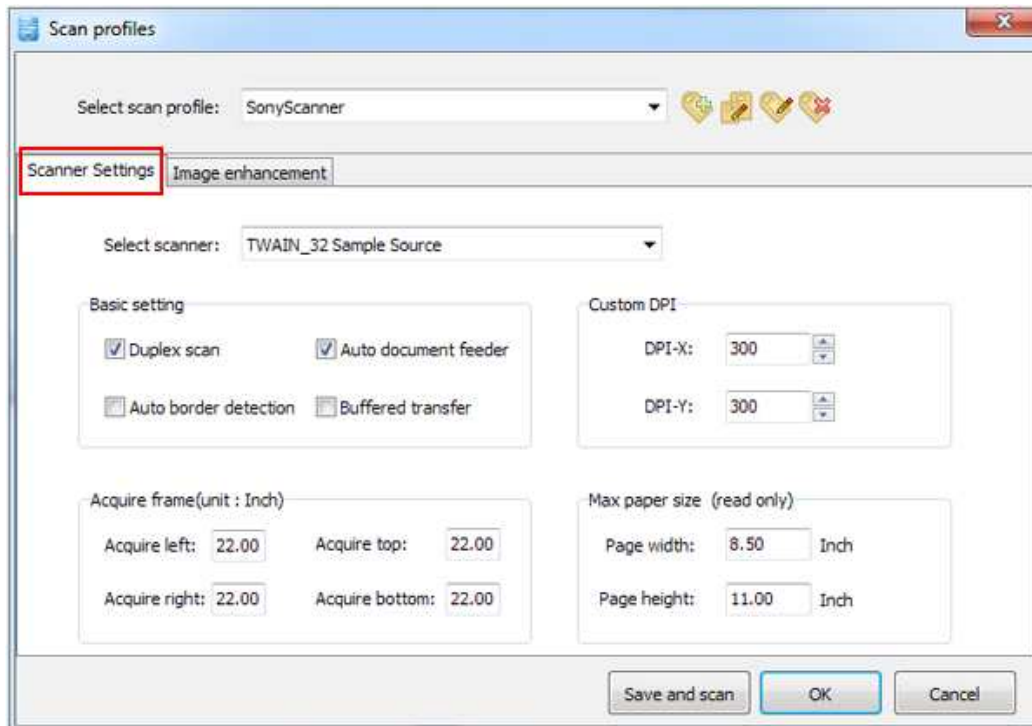
1. Scan Paper

(1). Scan settings

Click "Scan Paper" icon . If you have connected some scanner with your computer, then the program will detect the scanner automatically and show you the left panel:

You can choose "Scan protocol" as TWAIN or WIA, then set two or more profiles for different scanners. Define "Scanner Settings" (take TWAIN protocal as example) as below interface:

Check Basic settings, define DPI and Acquire frame for the files which to be scanner (the values of "Max paper size" are the detected maximum values of your scanner supports, so they are "read only" values).

You can also define "Image enhancement" methods to optimize scanned pages simultaneously:
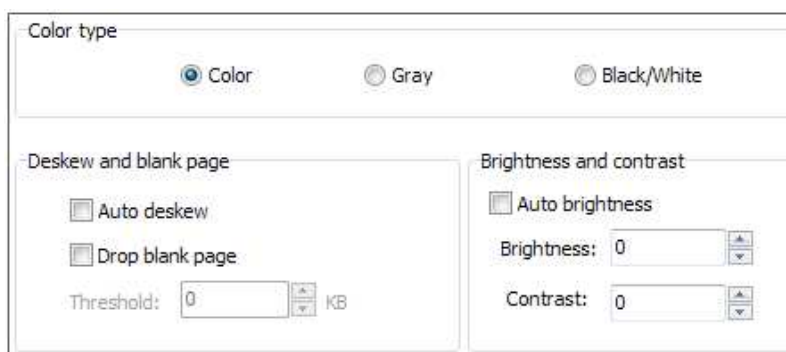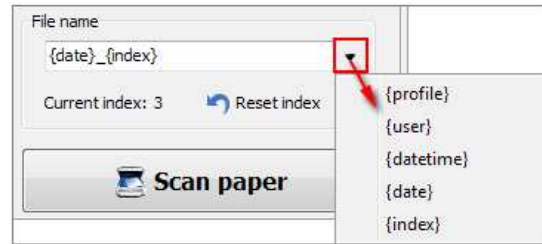

At last, click "OK" to save above Scan Profile settings or click "Save and scan" to scan paper directly.

You can also define "File Name" pattern with using date, profile name, user, index and so on.

Click "Reset index" to set Current index as "1" when needed.
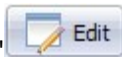
(2). Scan and Save

Click ![Scan paper] to start scan, the scanned pages will be listed in the right list box, you can process scanned files with below tools:

i. Rename

Input new name and then click "Rename" to modify names for the scanned files:

ii. Edit

Click "Edit" ![Edit] to enter into image optimizing interface:

You can sharp image, change contrast, brightness, grayscale, (counter) clockwise rotate, flip horizontal/vertical, rotate, crop, black/white, clear selected area, etc..

iii. Delete

If you don't want to save the scanned files, you can remove them by clicking:
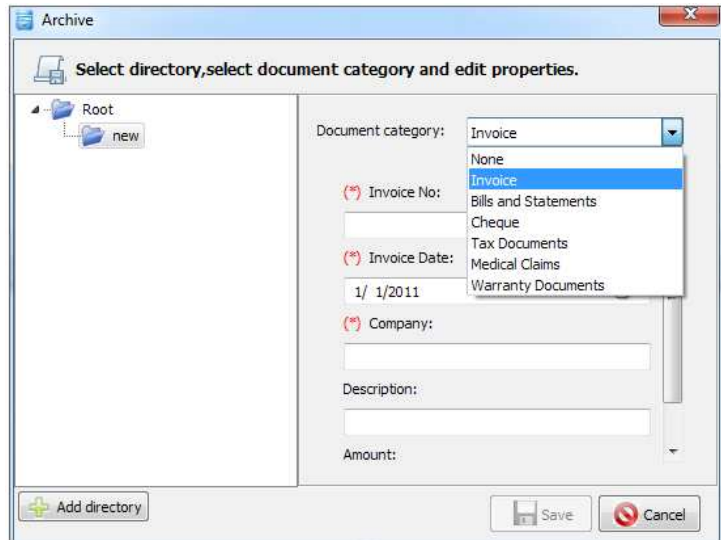
![Delete] : move file to Recycle Bin;

![Destroy] : delete file permanently.

iv. Archive

The scanned files will be stored automatically in "Scan cache". You can click

"Archive" button [Archive] save the files to related folder and define category properties instantly (New category types define instructions will be stated in the Main Functionalities part 2—Category):
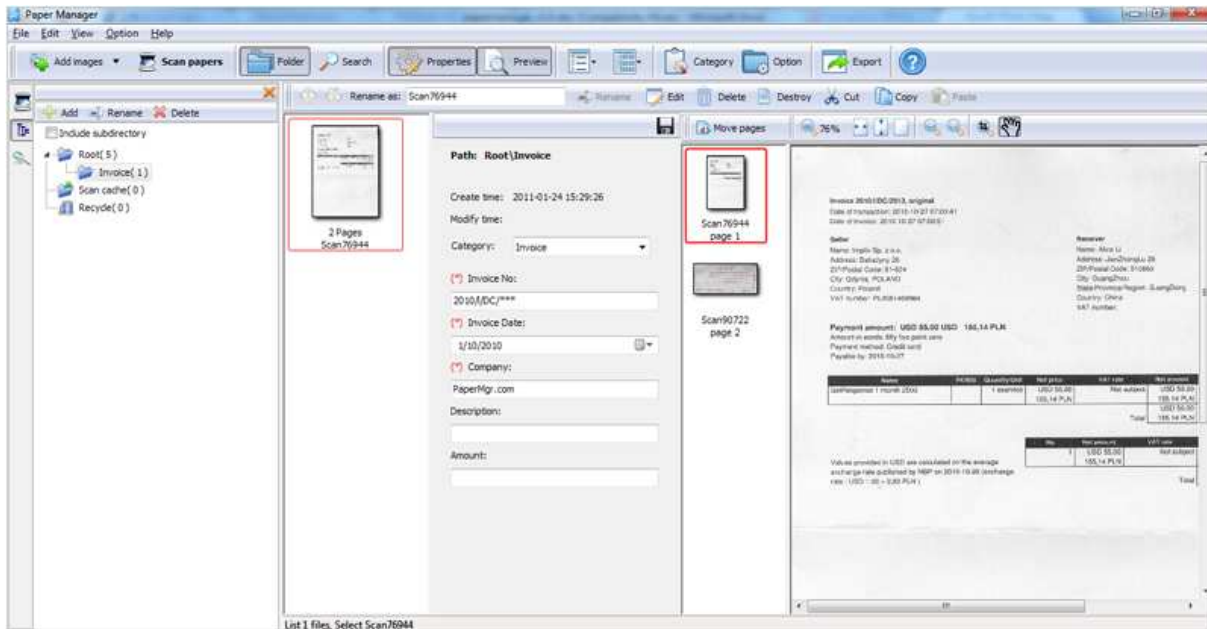
(3). Merge or Split

If there are two or more scanned pages belong to a same file, like Invoice couple pages or Book chapters.

After moving files to common folders (except "Scan cache" and "Recycle" folders), you can integral two or more pages as a single file by clicking icon [Maintain pages], or drag out the images directly from merged file:
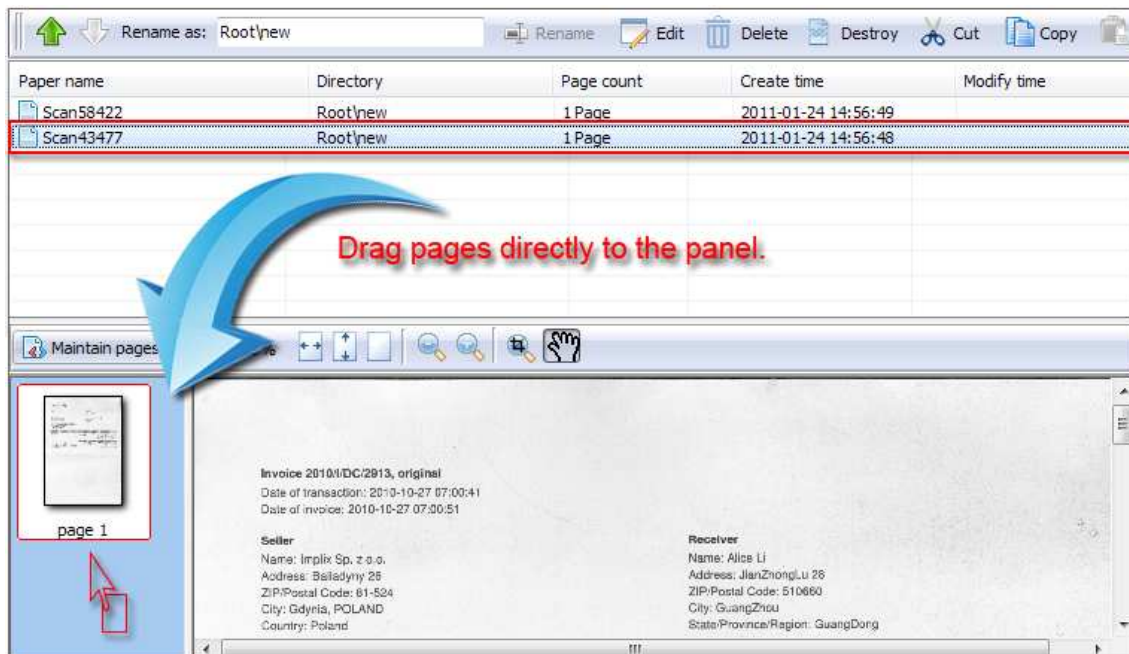
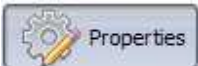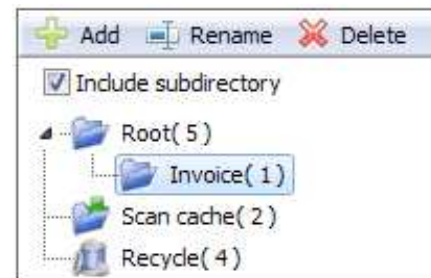## 2. Category

(1). Define folders

Click "Folder" button [Folder] or the icon [ ] to manage files in the below folder tree:

You can add directories or sub-directories to store different types of files, such as Invoice folder, Check folder, Tax Folder and so on.

(2). Set properties for pages

Click icon "Properties" [Properties] to define category and properties for the pages.

You can choose Category as default Invoice, Bills and Statements, Cheque, etc., or create new category to meet your needs in "Category Edit" interface which will show you in the next part—Add or Modify Category and Properties.

After choosing Category, you can define detail properties for the pages, the icon "*" refers to the items you need to define before saving. Take Invoice Category as example, you have to input Invoice No., Invoice Date and Company, but the last two items without "*" added are the optional items you can set or not (You can define the items required or not in the next part too).
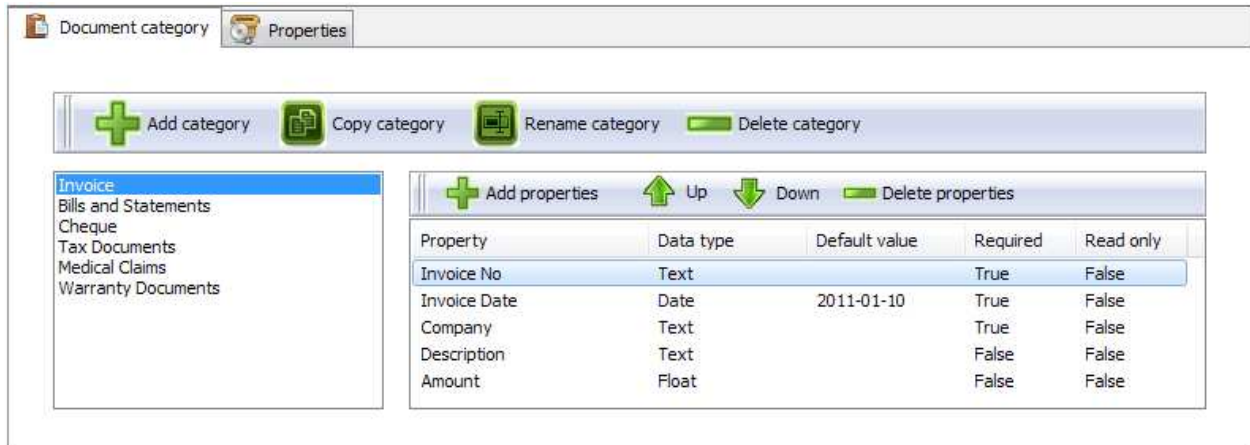
At last click the "Save" button to store all your settings. You can also click "Save and Next" to edit properties for the next file.

(3). Add or Modify Category and Properties

If you want to change default Category properties for add more categories or properties, just click "Category" icon to enter into the below Category Manage interface:

The program provides six default categories. You can add, copy, rename or delete them.

You can also add or delete properties from default list, or create new properties in below panel:
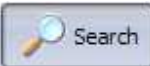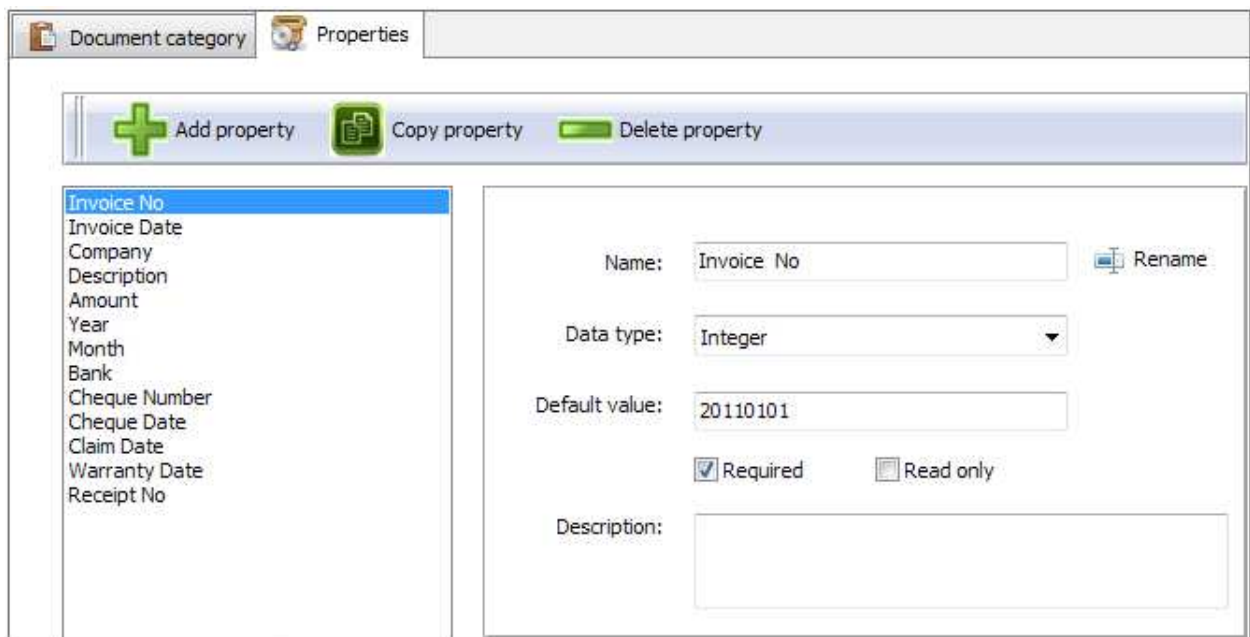

Define Name, Data type, Default value or Description. There are six kinds of "Data type": Text, Integer, Float, Yes/No, Date and Time. And checkable options "Required" means this property should be defined while setting some page as related category, "Read only" means the property can't be modified.

3. Search File

If there are multiple scanned files or images that you can't find out what you need in a hurry, the time-saver A-PDF Paper Manager Lite will also help you manage all these files with the powerful search functionality.
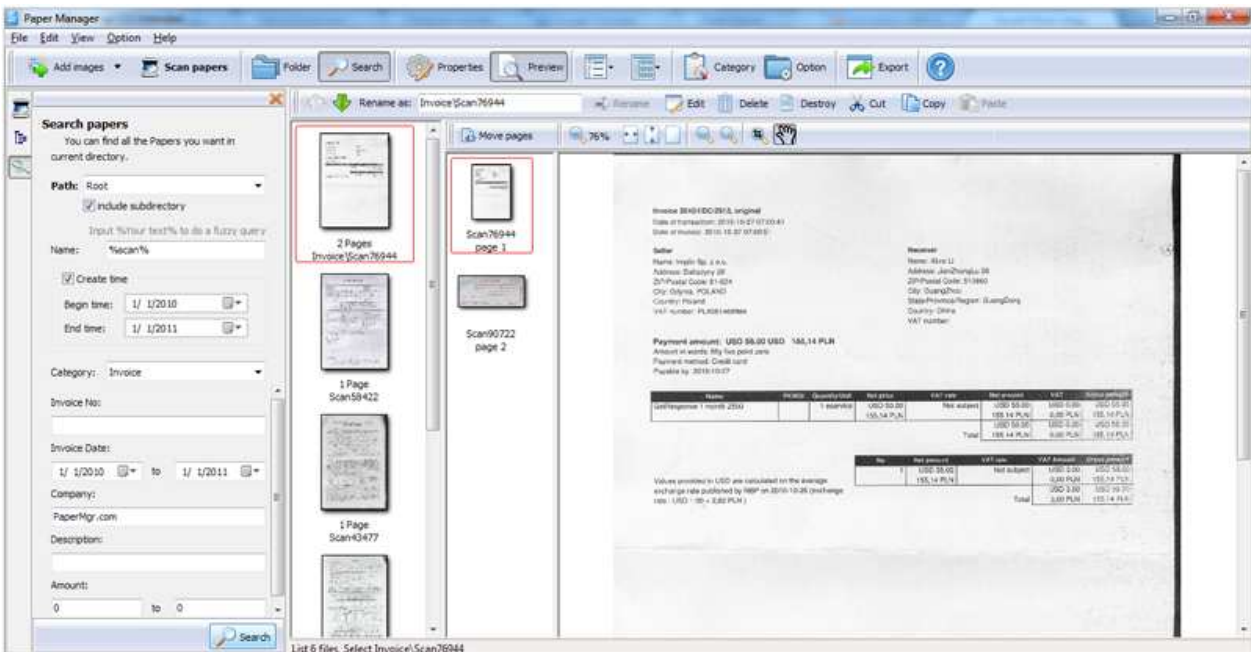
Click Search icon to define search terms.

You can limit on Path, Name, Create time, Category to faster your search process.

For example, you want to find out all invoice papers from Paper Mgr.com between 1/1/2010 and 12/31/2010, you can define search limitations as right side, then click "Search", the search results will be listed in the right list.
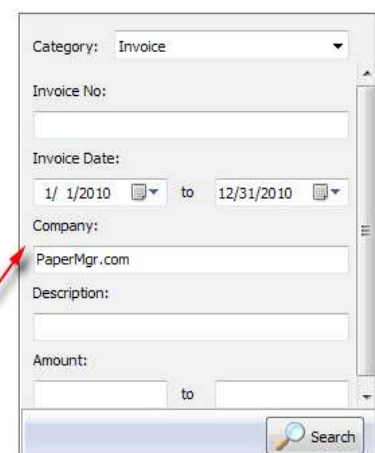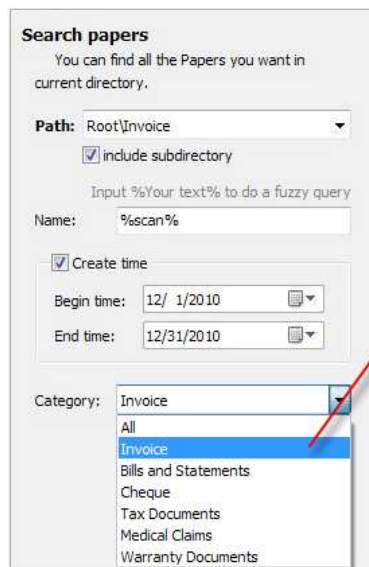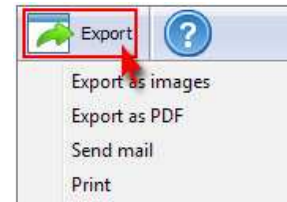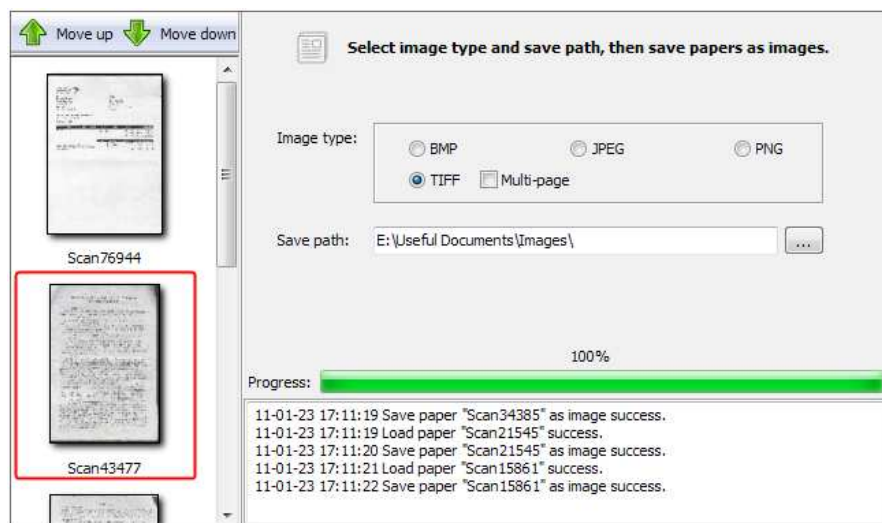
4. Export

Besides saving scanned files in your defined Save Folder, you can also export for other purposes.

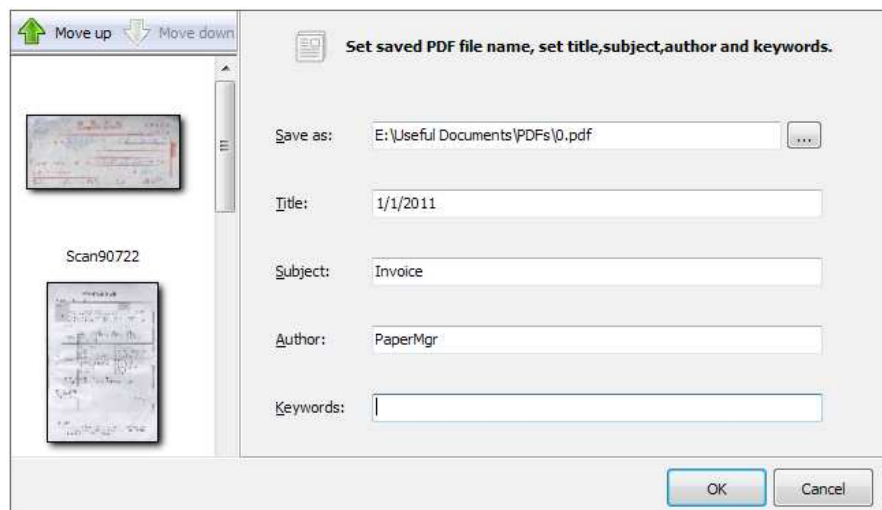Click "Export" icon to save scanned pages with your wanted format.

(1). Image

Choose image format as JPEG, PNG, BMP or TIFF (multi-page supported):

(2). PDF

Save as PDF format and define properties (Title, Subject, Author and Keywords):
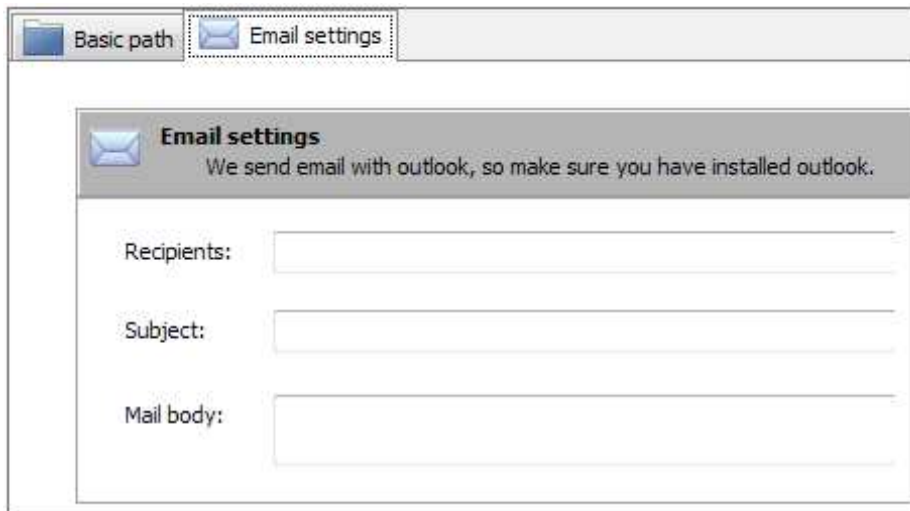
(3). Send Email

Check one page or multiple pages to send out via Email directly.

You can click Options button [Option] to define Recipients, Subject and Mail body in "Email Settings" interface:

Basic path | Email settings

Email settings
We send email with outlook, so make sure you have installed outlook.

Recipients:

Subject:

Mail body:

(4). Print

Print the images out directly with connected printer.

Common Organization options:

1. Manage images

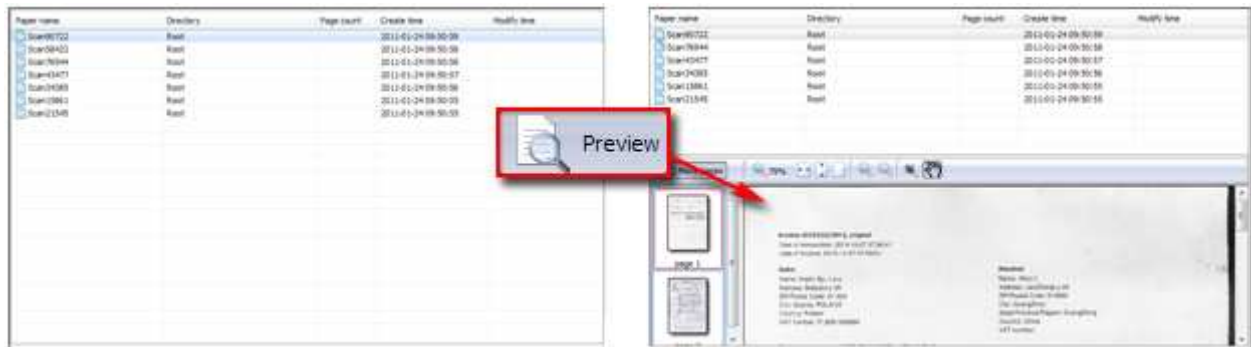Click "Add Images" button to move existing/scanned images into the save path for managing together.

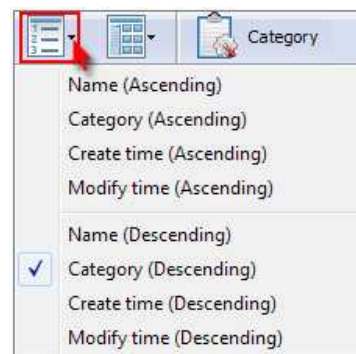You can add images separately, add all images from a folder directly, or import PDF pages as images:

Add images ▼ | Scan papers
Add images
Add images from directory
Add images from PDF file
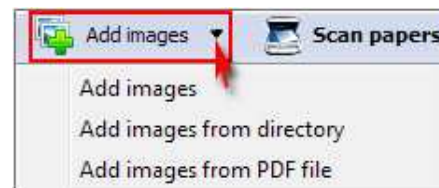
2. Preview

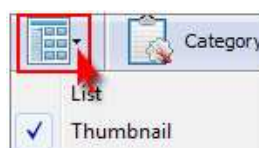Click "Preview" button to view details of pages:

3. Sort files

You can sore files by different serial arrangements: Name, Category, Create time or Modify time.
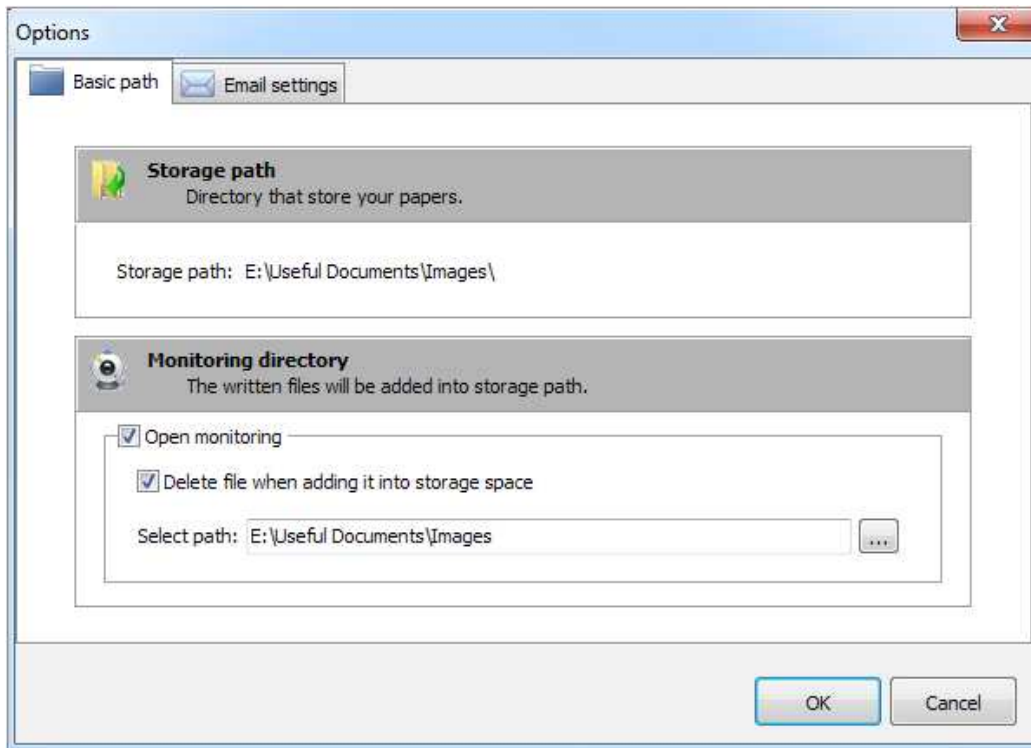

4. View style

View files in the List or Thumbnail way:

5. Path Modify

You might remember that you set "Save Path" at the beginning of using A-PDF Paper Manager Lite, if you want to change into some other folder, you can click "Options" button to modify "Storage path":

You can also monitor some folder to move written in files automatically into the storage path.

At Last

With A-PDF Paper Manager Lite, you can batch scan invoices, checks, bills and other papers, add relevant contextual information for the documents, distribute them in multiple ways including archive, email and print.

Start to manage, search and share all your paper information now!

For more information: http://www.a-pdf.com