# Welcome to Paperwork

## 1  Basic concepts

They are going to drive you crazy. Your phone operator, your bank, your girl's school, your dog's veterinary, even your network provider, it seems like all of them are trying to draw you under tons of paper you have to read, classify and memorize just in case you may need it later. Most of the time, you won't, which means you waste your energy for nothing.

Paperwork will help you to get rid of tons of papers by turning them into searchable documents. It's simple: just scan and forget. Looking for a specific paper? Just type in a few keywords and tada!

### 1.1  Papers and pages

Paperwork's interface is compound of two panels. On the left, the list of all your papers sorted by the date they were imported. On the right, the pages of the currently selected paper.

You can add papers from several sources, depending on the devices connected to your computer: scanner flatbed, scanner feeder, camera... You have no scanner at home? You still can use the scanner you have at work and send the results by e-mail, Paperwork is fine for importing pdf.

### 1.2  Find

Find what you need, when you need it. Type a few keywords in the searchbar and the list of papers will reduce to keep only the matching content. This is where the magic happens: Paperwork uses optical character recognition (OCR) to convert your papers into simple text files, so it's easy to search for text.

For those who have hundreds of tons of papers or are looking for specific periods, you can create and save advanced filters. For example, these will allow you to find all your bills for the past 30 days.

## 1.3   Export

Sometimes you may want to export a document to send it to someone else. Multiple formats are supported: .pdf, .jpg, .txt... And of course, paper (requires a printer, sold separately).

## 1.4   Labels and memos

You answered an important mail and want to keep a track? Your girl made a wishlist for Christmas and you would like to turn it into a shopping list? The paper you scanned was so unreadable that Paperwork failed to recognize some important keywords? Join a memo to your paper so you won't miss anything! All the words you enter as memos will be searchable, as if they were directly written on a page you scanned.

If you precede a word with a # , it will turn into a #label , which is a really helpful thing to organize your papers. Do not hesitate to add a couple of labels to each of your paper, #Paperwork provides a handy way to filter out your papers by labels, and tells you how many documents match for each label. Yes, we just created a #paperwork label.

## 1.5   Your first documents

(...)

That's all! You are now aware of the main features of Paperwork. Let's start using it by adding your first own paper. Click the + button.

We hope that you'll enjoy this piece of software. If you like it, please tell us, and if you don't, please tell us why!