

# Welcome to Paperwork!

They are going to drive you crazy. Your phone operator, your bank, your girl's school, your dog's veterinary, even your Internet 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 Documents and pages

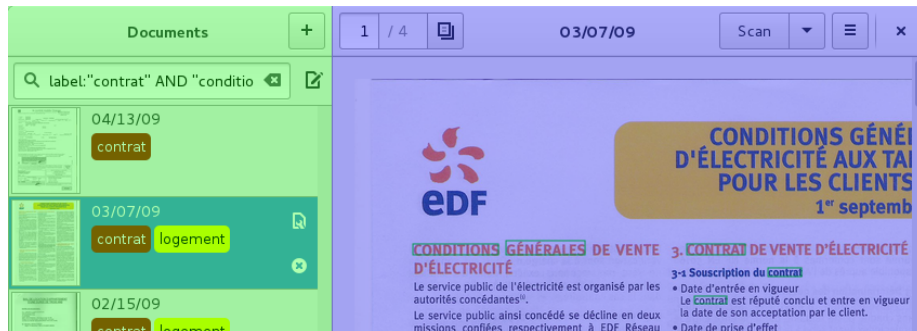


Figure 1: Main window

Paperwork's interface is compound of two panels. On the left (green), the list of all your documents sorted by the date they were imported. On the right (blue), 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.

## 2 Find

Find what you need, when you need it. Type a few keywords in the search bar 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.

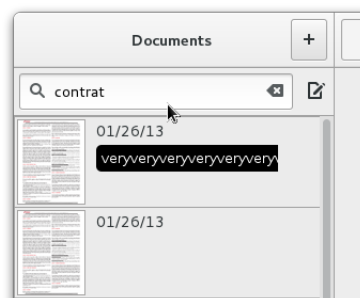


Figure 2: Search field

## 3 Export

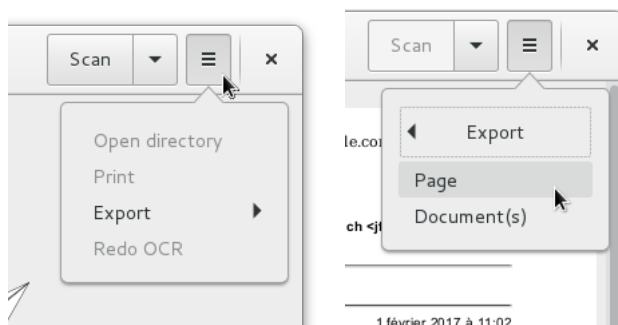


Figure 3: Export menu

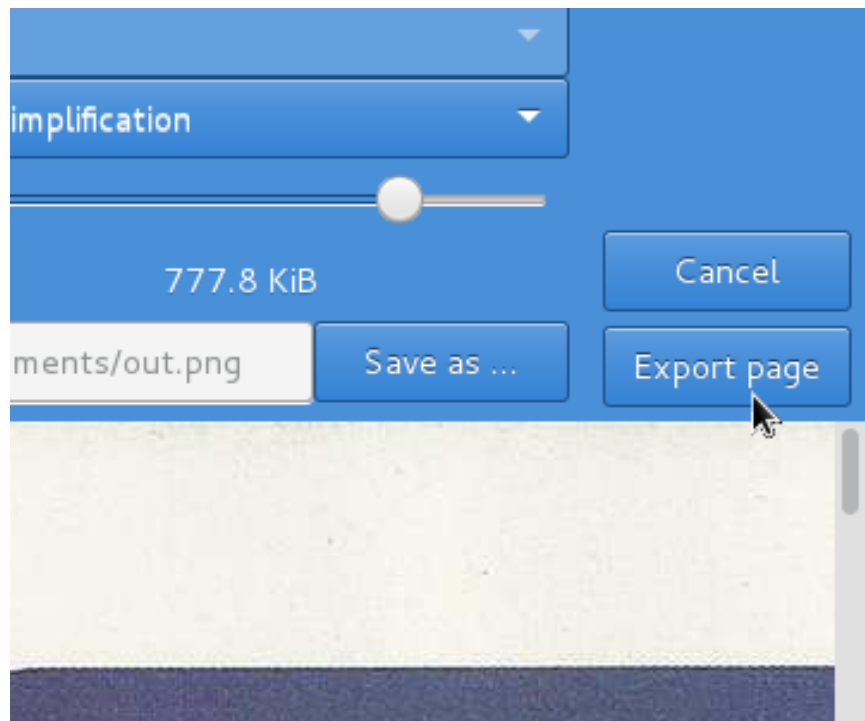


Figure 4: Export settings

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).

## 4 Labels and memos

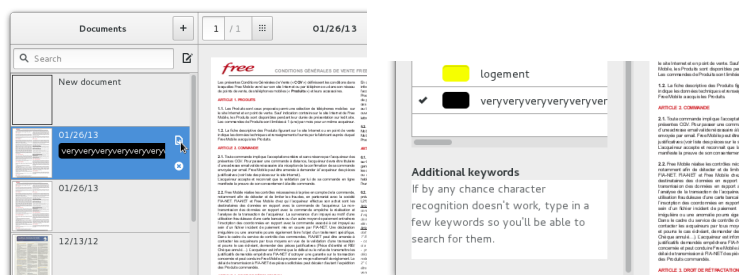


Figure 5: Labels and memos

You answered an important mail and want to keep track of it? 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.

You would like to sort a little bit your documents ? You can also add labels on your documents. Each label has its own color. With time, Paperwork will learn which labels go on which documents and it will automatically apply them on new documents<sup>1</sup>.

<sup>1</sup>Automatic label application uses the text in the documents. This feature won't work if there is no text in the document (photos, etc)

## 5 Your first documents

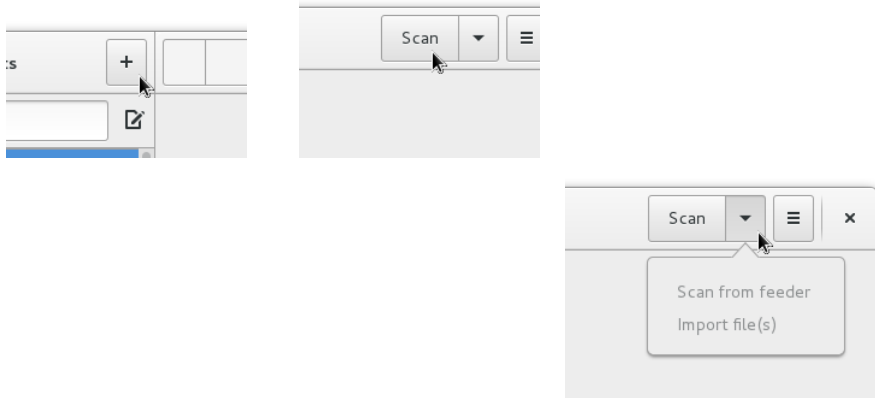


Figure 6: New document, scan and import

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

## 6 Need more help ?

**In case you need more help, there is more complete manual integrated in Paperwork.**

**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!**

