

# Rack2-Filer User's Guide

**NEW!**

**Exporting to a Cloud Service/Mobile Device (Page 301)**  
Support Added for Cloud/Mobile Link!

**NEW!**

**Creating a Photo Album (Page 339)**  
Photo Album Function Added!

No part of a "Rack2 Binder with embedded Viewer (\*.exe)" file produced by the Rack2-Filer export function may be reproduced (unless for personal use), or distributed in any form via a network, without permission.



# Preface



Thank you for buying Rack2-Filer.

Rack2-Filer is application software that makes the management and viewing of document data on your computer possible.

This manual provides an overview and operation instructions of Rack2-Filer.

First of all, read "How to Use this Manual".

September, 2011

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This product utilizes PFU's "EasyFlip" viewer technology.

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# How to Use this Manual

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This manual explains how to use Rack2-Filer.

## Structure of this manual

The structure is as follows:

### **Chapter 1 Introduction to Rack2-Filer**

An overview and the windows of Rack2-Filer are described.

### **Chapter 2 Operating Environment**

This chapter describes the operating environment.

### **Chapter 3 Installation and Uninstallation**

This chapter describes installation, uninstallation, and updates.

### **Chapter 4 Launching/Closing Rack2-Filer**

This chapter describes the starting and closing methods for the windows of Rack2-Filer (Rack2-Filer window/Rack2-Viewer window/Rack2-WorkArea window).

### **Chapter 5 Using the ScanSnap with Rack2-Filer**

This chapter describes how to enable the use of the ScanSnap with Rack2-Filer. These steps only need to be performed once.

### **Chapter 6 Rack2-Filer Window Operations**

This chapter describes the operations for the Rack2-Filer window.

### **Chapter 7 Rack2-Viewer Window Operations**

This chapter describes the operations for the Rack2-Viewer window.

### **Chapter 8 Exporting to a Cloud Service/Mobile Device**

This chapter describes how to export Rack2-Filer data to a cloud storage or mobile device as PDF files.

### **Chapter 9 Creating a Photo Album**

This chapter describes the photo album function.

### **Chapter 10 Other Functions**

This chapter describes other functions.

### **Chapter 11 Rack2-Filer Backup & Restore Tool**

This chapter describes Rack2-Filer Backup & Restore Tool.

### **Chapter 12 Troubleshooting**

This chapter describes solutions to problems that may arise during operation of Rack2-Filer.

### **Chapter 13 Messages**




This chapter describes the messages displayed during the operation of Rack2-Filer, and appropriate responses.

Read Chapter 1 - Chapter 11 to understand the operations of this application. Also, read Chapter 12 and Chapter 13 as necessary.

Windows and images from Windows Vista® is used for the description of operations in this manual.

## **Symbols used in this manual**

The following symbols are used in this manual.

Symbols	Descriptions
	This symbol indicates points that require your attention, or advice to be followed. Make sure to read the text which follows this symbol.
	This symbol indicates suggestions related to operations.
	This symbol indicates procedure(s) of operations.

---

# Abbreviations for the operating systems in this manual

The abbreviations for the operating systems in the manual are listed below:

## **Windows Server 2008**

Windows Server® 2008 Standard  
Windows Server® 2008 Enterprise  
Windows Server® 2008 Foundation

## **Windows Server 2003**

Windows Server® 2003 operating system (32-bit version)  
Windows Server® 2003 R2 operating system (32-bit version)

## **Windows 2000 Server**

Windows® 2000 Server operating system

## **Windows 2000 Professional**

Windows® 2000 Professional operating system

## **Windows XP Home Edition**

Windows® XP Home Edition operating system

## **Windows XP Professional**

Windows® XP Professional operating system (32-bit version)

## **Windows Vista Home Basic**

Windows Vista® Home Basic operating system (32-bit and 64-bit version)

## **Windows Vista Home Premium**

Windows Vista® Home Premium operating system (32-bit and 64-bit version)

## **Windows Vista Business**

Windows Vista® Business operating system (32-bit and 64-bit version)

## **Windows Vista Enterprise**

Windows Vista® Enterprise operating system (32-bit and 64-bit version)

## **Windows Vista Ultimate**

Windows Vista® Ultimate operating system (32-bit and 64-bit version)

## **Windows 7 Starter**

Windows® 7 Starter operating system (32-bit version)

## **Windows 7 Home Premium**

Windows® 7 Home Premium operating system (32-bit and 64-bit version)

## **Windows 7 Professional**

Windows® 7 Professional operating system (32-bit and 64-bit version)

## **Windows 7 Enterprise**

Windows® 7 Enterprise operating system (32-bit and 64-bit version)

## **Windows 7 Ultimate**

Windows® 7 Ultimate operating system (32-bit and 64-bit version)

The following operating systems are called Windows XP if there is no need to distinguish between them.

- Windows XP Home Edition
- Windows XP Professional

The following operating systems are called Windows Vista if there is no need to distinguish between them.

- Windows Vista Home Basic
- Windows Vista Home Premium
- Windows Vista Business
- Windows Vista Enterprise
- Windows Vista Ultimate

The following operating systems are called Windows 7 if there is no need to distinguish between them.

- Windows 7 Starter
- Windows 7 Home Premium
- Windows 7 Professional
- Windows 7 Enterprise
- Windows 7 Ultimate

All the above systems are collectively called Windows.



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## Terms in this manual

- "Rack2-Viewer" is called "Rack2-Viewer window" in the manual.
- "Rack2-WorkArea" is called "Rack2-WorkArea window" in the manual.
- There is a distinction between "Page" and "Sheet" in this manual.

Page: Front or back of a sheet.

Sheet: Both the front and back page.

Pages in which the icons of applications associated with files appear at the bottom, are referred to as "Pages with Source Files" ("Sheets with Source Files").

- The following functions in "Rack2-Filer" are called "Annotation" in this manual.

Sticky notes, highlights, stamps, and hyperlinks

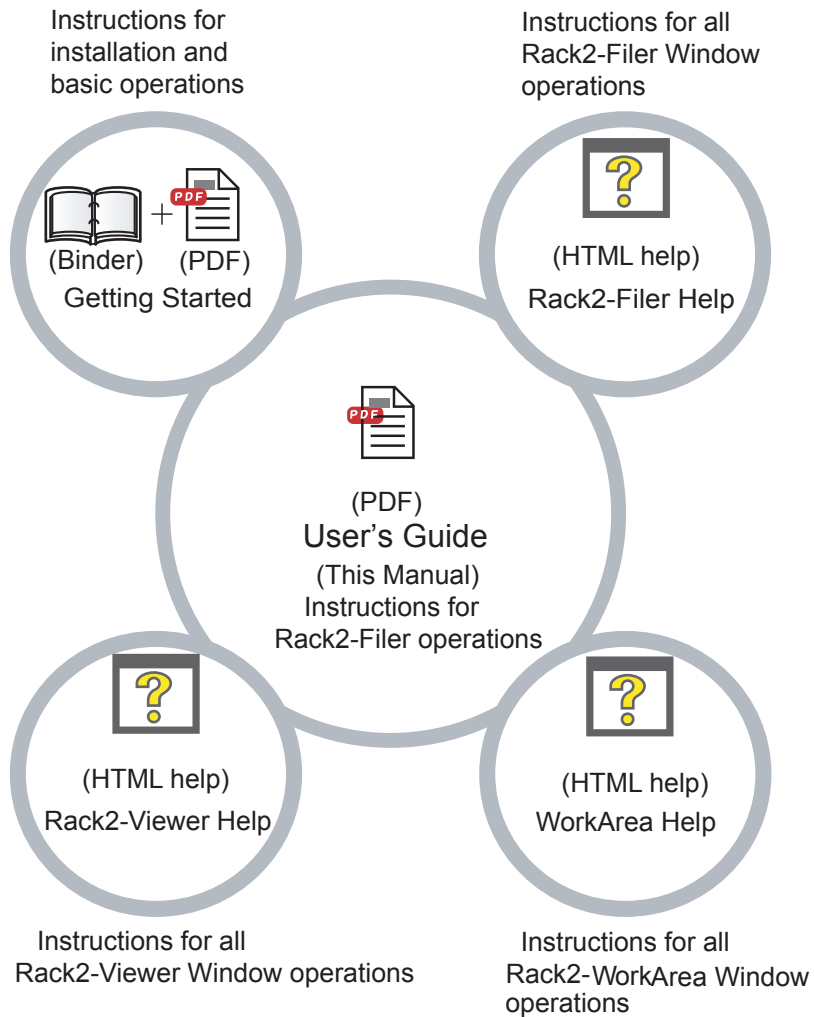
- "Adobe® Acrobat®" is called "Adobe Acrobat" in this manual.
- "Adobe® Reader®" is called "Adobe Reader" in this manual.
- "Microsoft® Office®" is called "Microsoft Office" in this manual.
- "Microsoft® Word" is called "Microsoft Word" in this manual.
- "Microsoft® Excel®" is called "Microsoft Excel" in this manual.
- "Microsoft® PowerPoint®" is called "Microsoft PowerPoint" in this manual.
- "Microsoft® .NET Framework" is called ".NET Framework" in this manual.
- "Google Docs™" is called "Google Docs" in this manual.
- The collection of cloud services (Evernote, Google Docs, Salesforce Chatter, and SugarSync) is called "Cloud service" in this manual.
- Mobile devices such as the iPad/iPhone/iPod touch are called "Mobile" and "Mobile device" in this manual.

## Screen examples in this manual

On the screen examples in this manual, icons of products from other companies are shown in mosaic.

## About the manuals

The manuals of Rack2-Filer include "Rack2-Filer Getting Started", "Rack2-Filer Help", "Rack2-Viewer Help", and "WorkArea Help", in addition to this manual.



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Choose the necessary manuals as follows:

### **Getting Started**

Read this guide to learn about installation and basic operation workflow of Rack2-Filer.

A "Rack2-Filer Getting Started" help file is provided in binder and PDF formats in the \Rack2-Filer\Docs\ENU of the setup CD-ROM. You can read "Rack2-Filer Getting Started" in binder format by starting Rack2-Filer and double-clicking "Default Cabinet" under "Default Library". Adobe Acrobat or Adobe Reader is necessary to read "Rack2-Filer Getting Started" in PDF format.

### **User's Guide (this manual)**

Read this manual to learn about the operations of Rack2-Filer.

The "Rack2-Filer User's Guide" is provided in PDF format.

You can read the "Rack2-Filer User's Guide" in PDF format by following one of the steps below.

- Select [Start] - [All Programs] - [Rack2-Filer] - [User's Guide].
- Start Rack2-Filer, and select [Help] - [User's Guide].
- Open the "UsersGuide.pdf" under the \Rack2-Filer\Docs\ENU of the setup CD-ROM.

Adobe Acrobat or Adobe Reader is necessary to read "Rack2-Filer User's Guide" in PDF format.

### **Rack2-Filer Help**

Read this Help to learn about the operations of Rack2-Filer in the Rack2-Filer window, and when you have questions about the operations of the Rack2-Filer window.

Help is opened when the [Help] button in Rack2-Filer window is clicked.

Also, an explanation of the dialog box appears when you click the [Help] button in the dialog box.

### **Rack2-Viewer Help**

Read this Help to learn about the operations of Rack2-Filer in the Rack2-Viewer window, and when you have questions about the operations of the Rack2-Viewer window.

Help is opened when the [Help] button in Rack2-Viewer window is clicked.

Also, an explanation of the dialog box appears when you click the [Help] button in the dialog box.

### **WorkArea Help**

Read this Help to learn about the operations of Rack2-Filer in the Rack2-WorkArea window, and when you have questions about the operations of the Rack2-WorkArea window.

Help is opened when the [Help] button in Rack2-WorkArea window is clicked.

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## Chapter 1



# Introduction to Rack2-Filer

This chapter describes features of Rack2-Filer, how the data is managed in Rack2-Filer, the layout of windows in Rack2-Filer, and the basic operation workflow of Rack2-Filer.

## 1.1 Features

---

Rack2-Filer is application software that makes the management(\*) and viewing of document data on your computer possible.

(\*) The data in Rack2-Filer is managed in PDF files.

The features of Rack2-Filer:

- **Easy to understand and operate**

The user interface makes you feel as if you are taking paper files from a bookshelf, and allows you to turn pages and add sticky notes directly and naturally.

- **Easy to search for information**

You can effectively and efficiently find specific files based on search conditions such as the "Title" or "Sticky Note" contents.

- **No space is needed for keeping paper work**

Since the software allows you to scan files and documents as source files for management and sorting, no space is needed for storing large quantities of paper and files.

- **Information can be shared between groups**

You can place data in a network folder and share it between multiple users.



## 1.2 Data Management

Rack2-Filer uses the terms "Library", "Cabinet", and "Binder" for the management of data, so as to facilitate intuitive and easy file management on the computer.

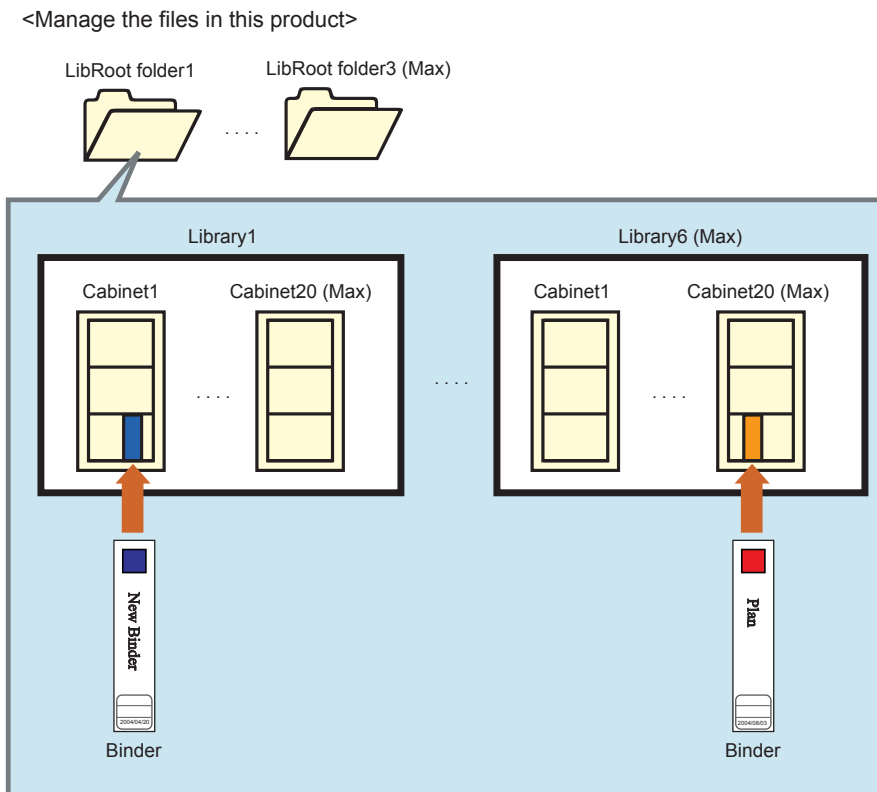
The data storage areas of the "Libraries", "Cabinets" and "Binders" are called "LibRoot" (Library Root). LibRoot folders can be set to any folder.

- You can set up to 3 LibRoot folders.
- In one LibRoot folder, you can create up to 6 libraries.
- In one library, you can create up to 20 cabinets.
- In one cabinet, you can create up to 21 binders.

In total, up to 2,520 (6 x 20 x 21) binders can be managed per LibRoot folder in Rack2-Filer.

Up to 1,000 pages can be managed in a "Binder".

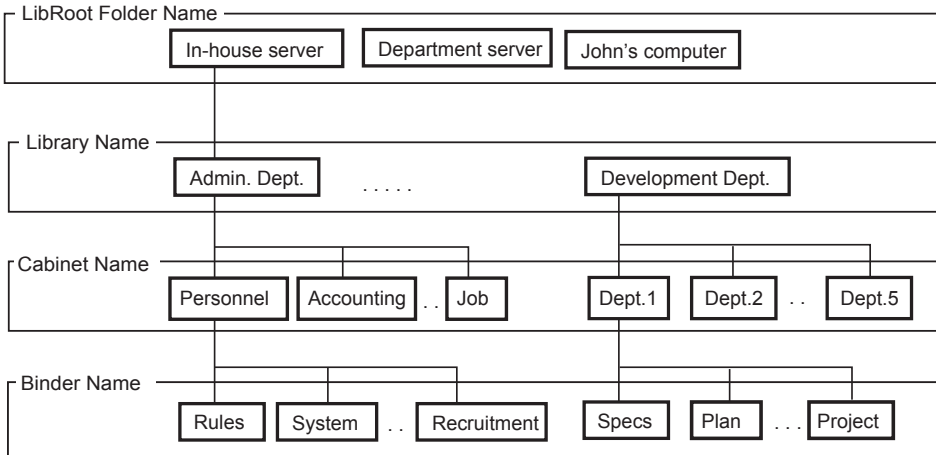
The relationship between the three terms is illustrated as follows:



You can set any names for the "LibRoot folders", "Libraries", "Cabinets", and "Binders".

For instance, it is easy for companies to understand and to manage libraries, etc. by naming them with names from their organization.

The following is an example:



Do not directly edit the data (rename or move the file or the folder) stored in a LibRoot folder using other applications. The data may not be shown correctly in Rack2-Filer.

---

# 1.3 Rack2-Filer Windows

---

The windows in Rack2-Filer include the following:

- **Rack2-Filer window**

This is used to manage libraries, cabinets, and binders.

The Rack2-Filer window appears when you double-click the program icon on the desktop, or when you start Rack2-Filer on the [Start] menu.

- **Rack2-Viewer window**

This is used to view and edit binders.

The Rack2-Viewer window appears when you double-click a binder in the Rack2-Filer window.

- **Rack2-WorkArea window**

This is used as a temporary storage area when moving sheets between the binders. The following operations can be performed:

- Insert files
- Change the page order
- Delete pages

To open the Rack2-WorkArea window, on the Rack2-Filer or Rack2-Viewer window, click the [WorkArea] button.



---

For versions later than Rack2-Filer version 3.0, the following function uses a "WorkArea" for the same purpose.

- "Temporary Binder" function
- Insert files to a "Temporary Binder" from ScanSnap

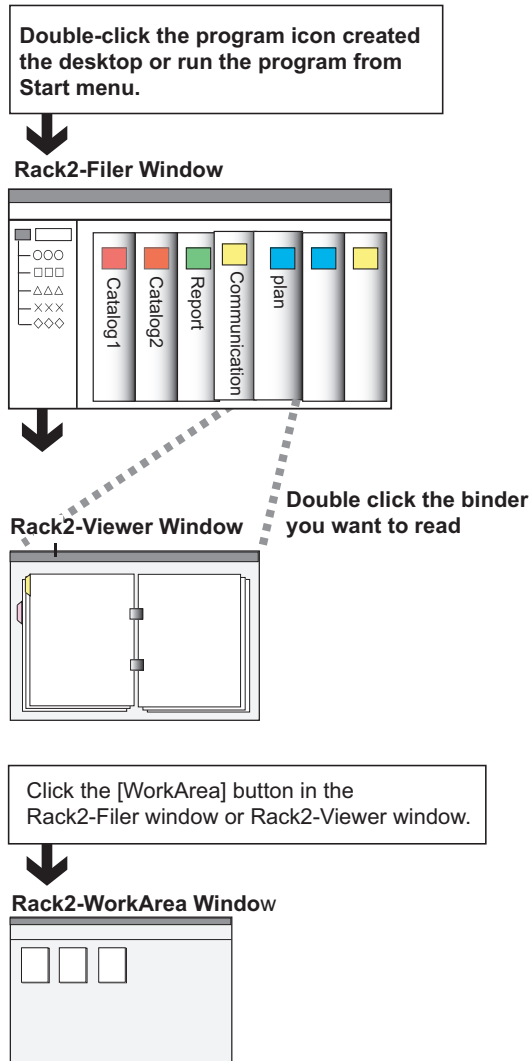



---

To move all data from a temporary binder (created with a previous version of Rack2-Filer) to the "WorkArea", right-click on the temporary binder and select [Move Pages to WorkArea].

---

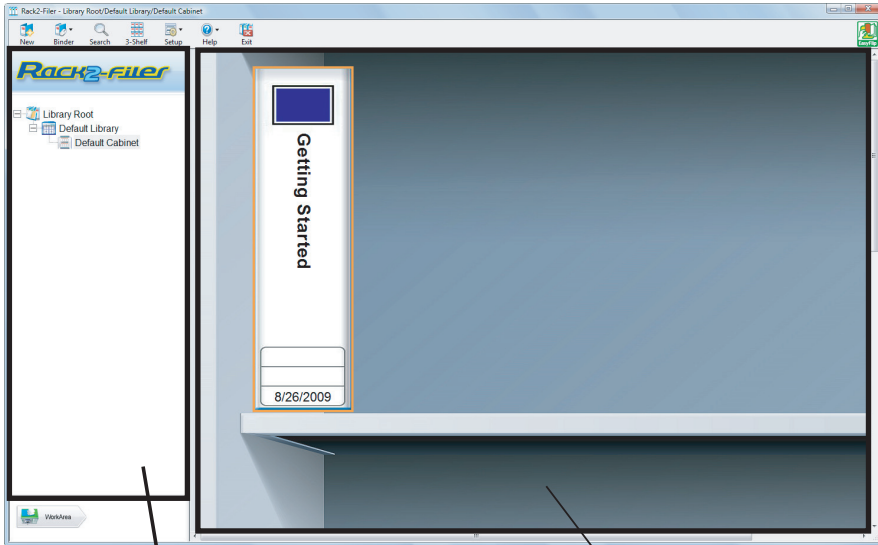
The workflow of displaying windows is illustrated below.



- Hint** 
- For details of the buttons in each window, refer to the following sections:
- "1.4 The Window Structure of Rack2-Filer (Rack2-Filer Window)" (Page 29)
  - "1.5 The Window Structure of Rack2-Filer (Rack2-Viewer Window)" (Page 31)
  - "1.6 The Window Structure of Rack2-Filer (Rack2-WorkArea Window)" (Page 35)

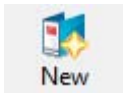

# 1.4 The Window Structure of Rack2-Filer (Rack2-Filer Window)



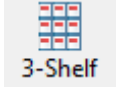

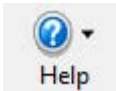
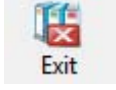


The following is a description of the structure of the Rack2-Filer window.



Folder View  
Libraries and cabinets, which manage binders, appear here

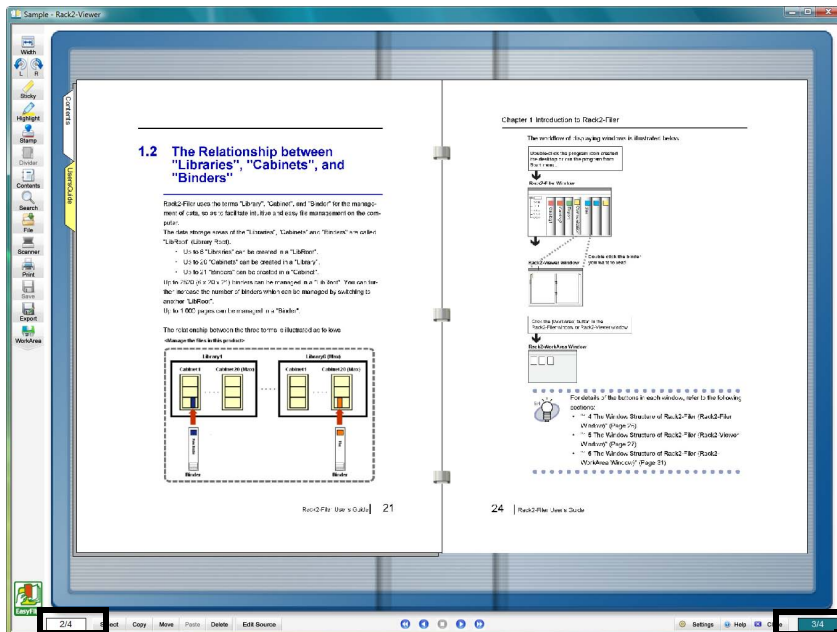
Binder View  
Binders managed in cabinets appear here

Rack2-Filer window button		Button description
	<p><b>[New Binder] button</b></p>	<p>Used to create a new binder.</p>
	<p><b>[Operate Binder] button</b></p>	<p>Used to perform the following operations:</p> <ul style="list-style-type: none"> <li>- Binder Settings</li> <li>- Move Binder</li> <li>- Delete Binder</li> <li>- Duplicate Binder</li> <li>- Copy Pages to WorkArea</li> <li>- Move Pages to WorkArea</li> <li>- Import Binder</li> <li>- Export Binder</li> </ul>



Rack2-Filer window button		Button description
	<b>[Search] button</b>	Used to search for a binder. If a binder is selected, used to search for pages in the binder.
	<b>[1-Shelf View] button</b>	Used to show one row of cabinet at a time.
	<b>[3-Shelf View] button</b>	Used to show three rows of cabinet at a time.
	<b>[Setup] button</b>	Used to perform the following operations: <ul style="list-style-type: none"> <li>- Library Setup</li> <li>- Cabinet Setup</li> <li>- Change Cabinet Background Style</li> <li>- Rearrange LibRoot Folders/Libraries/Cabinets</li> <li>- Options</li> </ul>
	<b>[Help] button</b>	Used to open the following: <ul style="list-style-type: none"> <li>- Rack2-Filer User's Guide (PDF)</li> <li>- Topic Search (Rack2-Filer Help)</li> <li>- License Agreement</li> <li>- About Rack2-Filer (Version Information)</li> </ul> In addition, online update can be performed.
	<b>[Exit] button</b>	Used to exit the Rack2-Filer window.
	<b>[WorkArea] button</b>	Used to open the Rack2-WorkArea window.
	<b>[Return] button</b>	Used to close the search results display. This is displayed for a multi binder search.












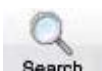

# 1.5 The Window Structure of Rack2-Filer (Rack2-Viewer Window)

The following is a description of the structure of the Rack2-Viewer window.






























Page Range Input Field  
Shows the number of pages as "current page total pages".  
Directly inputting a page number is also possible.  
Page range input field will be highlighted in green for the selected page.

Rack2-Viewer window button		Button description
 Width	<b>[Width] button</b>	Displays one page at a time (page width mode). The button is displayed in 2-page spread mode.  The button changes to  after the button is clicked, and the window mode is changed to the page width mode.

Rack2-Viewer window button	Button description	
	<p><b>[Spread] button</b></p>	<p>Used to display two pages at a time (2-page spread mode). The button is displayed in page width mode.</p> <p>The button changes to  after the button is clicked, and the window mode is changed to the 2-page spread mode.</p>
	<p><b>[Left Rotated] button</b></p>	<p>Used to rotate a page display 90 degrees left.</p>
	<p><b>[Right Rotated] button</b></p>	<p>Used to rotate a page display 90 degrees right.</p>
	<p><b>[Select] button</b></p>	<p>Used to switch the selection mode of photos, documents and comments.</p> <p>The button changes to  after the button is clicked, and the selection mode is enabled. Displayed for a photo binder.</p>
	<p><b>[Sticky] button</b></p>	<p>Used to add sticky notes to pages.</p>
	<p><b>[Highlight] button</b></p>	<p>Used to add highlights to pages.</p>
	<p><b>[Stamp] button</b></p>	<p>Used to add stamps to pages.</p>
	<p><b>[Divider] button</b></p>	<p>Used to insert divider sheets to classify pages in a binder.</p>
	<p><b>[Contents] button</b></p>	<p>Used to insert contents into the contents pages. Contents can be inserted after the content page is created in a binder.</p>
	<p><b>[Search] button</b></p>	<p>Search the target page.</p>
	<p><b>[File] button</b></p>	<p>Used to insert source files and add pages in a binder.</p>

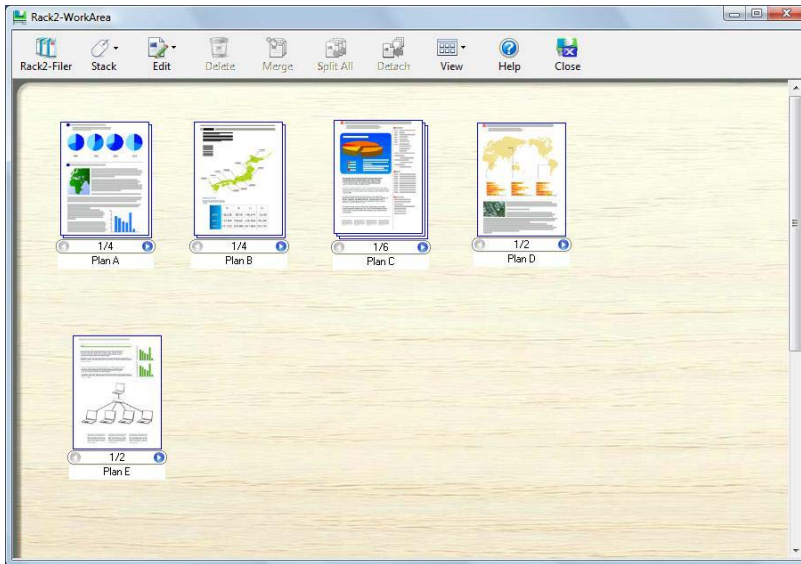



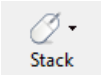
Rack2-Viewer window button		Button description
	<b>[Layout] button</b>	Used to display the [Layout Settings] dialog box. Displayed for a photo binder.
	<b>[Scanner] button</b>	Used to add sheets to a binder. Image Scanner fi Series can use this function.
	<b>[Print] button</b>	Used to print a page.
	<b>[Save] button</b>	Used to overwrite a binder.
	<b>[Export] button</b>	Used to export and save all pages in a binder in PDF format.
	<b>[WorkArea] button</b>	Used to open the Rack2-WorkArea window.
	<b>[Select] button</b>	Used to select multiple sheets.
	<b>[Copy] button</b>	Used to copy the selected sheet(s) to the clipboard.
	<b>[Move] button</b>	Used to cut the selected sheet(s) and move it to the clipboard.
	<b>[Paste] button</b>	Used to paste the sheet(s) or page(s) copied or moved to the clipboard to the front of the currently displayed page.
	<b>[Delete] button</b>	Used to delete the selected sheet(s).
	<b>[Edit Source] button</b>	Used to edit the inserted source file.
	<b>[Cancel] button</b>	Used to cancel the multi-sheet selection state. This is displayed when multiple sheets are selected.
	<b>[&lt;&lt;] button</b>	Used to flip pages to the left continuously.
	<b>[&lt;] button</b>	Used to flip one page to the left.










Rack2-Viewer window button		Button description
	<b>[■] button</b>	Used to stop continuous flipping.
	<b>[&gt;] button</b>	Used to flip one page to the right.
	<b>[&gt;&gt;] button</b>	Used to flip pages to the right continuously.
	<b>[Settings] button</b>	Used to set viewer configuration.
	<b>[Help] button</b>	Used to open the "Rack2-Viewer Help" pages.
	<b>[Close] button</b>	Used to close the Rack2-Viewer window.
	<b>[Left arrow] button</b>	Used to go to the previous page in page width mode.
	<b>[Right arrow] button</b>	Used to go to the next page in page width mode.
	<b>[Up arrow] button</b>	Used to show the upper part of the currently shown page. When this button is clicked on a page in which the page display is rotated, the previous page is displayed. This is displayed in page width mode or when the page has been rotated right or left 90 degrees.
	<b>[Down arrow] button</b>	Used to show the lower part of the currently shown page. When this button is clicked on a page in which the page display is rotated, the next page is displayed. This is displayed in page width mode or when the page has been rotated right or left 90 degrees.
	<b>[Return] button</b>	Used to return to the page display before the page rotated. This is displayed after a page has been rotated.
	<b>[Open Source Binder] button</b>	Used to display the search source binder. This is displayed for a search results binder.



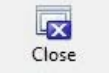
# 1.6 The Window Structure of Rack2-Filer (Rack2-WorkArea Window)

The following is a description of the structure of the Rack2-WorkArea window.



Rack2-WorkArea window button		Button description
	<b>[Rack2-Filer] button</b>	Used to switch to the Rack2-Filer window.
	<b>[Stack] button</b>	Used to perform the following operations: <ul style="list-style-type: none"> <li>• Get File</li> <li>• Save As</li> <li>• Print</li> <li>• Send As e-Mail</li> </ul>

Rack2-WorkArea window button		Button description
	<b>[Edit] button</b>	Used to perform the following operations: <ul style="list-style-type: none"> <li>• Undo</li> <li>• Duplicate</li> <li>• Delete Source Files</li> <li>• Crop Marked Section</li> <li>• Output to Office</li> <li>• Select All</li> <li>• Jump to Page</li> <li>• Edit Stack Name</li> <li>• Settings</li> </ul>
	<b>[Delete] button</b>	Used to delete the selected pages.
	<b>[Merge] button</b>	Used to merge the selected pages into a single stack.
	<b>[Split All] button</b>	Used to split stack into single pages.
	<b>[Detach] button</b>	Used to detach current page from stack.
	<b>[View] button</b>	Used to perform the following operations: <ul style="list-style-type: none"> <li>• Sort Stacks By</li> <li>• Thumbnail Size</li> <li>• Show ScanSnap Mark</li> <li>• View Stack Pages</li> <li>• Reload</li> </ul>
	<b>[Help] button</b>	Used to open the "WorkArea Help" pages.
	<b>[Close] button</b>	Used to close the Rack2-WorkArea window.
	<b>[Previous Page] button</b>	Used to display the previous page. This is displayed when a specified page has been expanded.

Rack2-WorkArea window button		Button description
 <p>Next</p>	<b>[Next Page] button</b>	Used to display the next page. This is displayed when a specified page has been expanded.
 <p>Annotations</p>	<b>[Annotations] button</b>	Used to display the annotations. This is displayed when a specified page has been expanded.
 <p>Close</p>	<b>[Close] button</b>	Used to close the specified page display. This is displayed when a specified page has been expanded.

# 1.7 Basic Operation Workflow

The following is an example of creating a binder and viewing an inserted file.

**1. Select a cabinet and click**  
Select a cabinet in which to create a binder, from the tree.

**2. Click**  
⇒ The [Binder Settings] dialog box appears.

**3. Configure the settings such as binder name, and click the [OK] button**  
⇒ A binder is created.

**4. Double-click**  
⇒ The Rack2-Viewer window appears.

**5. Click and select a file**  
⇒ The PDF file is created by using the "Raku2 ImageWriter" printer driver, and the file is inserted into the binder.

**6. Drag on an area to zoom**  
Parts of a page can be zoomed.

**7. Click**  
Flip through pages of the binder.

Folder View  
Manages binder archives and displays cabinets.

Binder View  
Displays the binders managed in a cabinet.



Hint

The operation mentioned above is an example.

Besides inserting files (as in Step 5), you can also scan documents using an Image Scanner fi Series scanner or ScanSnap.

For more details, refer to "Chapter 7 Rack2-Viewer Window Operations" (Page 157).

## Chapter 2



# Operating Environment

This chapter describes the operating environment of Rack2-Filer, and limitations in network sharing and WorkArea.

## 2.1 Operating Environment

The following hardware, software, and scanner environments are required for the operation of Rack2-Filer and the scanning of documents.

### ■ Hardware environment

Item		Requirements		
Operating system (OS)		<ul style="list-style-type: none"> <li>Windows 2000 Professional</li> <li>Windows XP</li> </ul>	Windows Vista	Windows 7
CPU		Pentium III 600 MHz or more	Pentium 4 1.8 GHz or more	
Memory		256 MB or more (512 MB or more is recommended)	512 MB or more (1 GB or more is recommended)	For 32-bit version: 1 GB or more For 64-bit version: 2 GB or more
Disk volume	System drive	10 MB or more disk space (When using color data, it is necessary to specify approximately 400 MB or more disk space and virtual memory (paging file size))		
	Installation drive	450 MB or more disk space (Additional space is required for the data created by Rack2-Filer)		
Monitor resolution		800 x 600 pixels or more (*1)		
Monitor colors		High color (16-bit) or more		

\*1: 1024 x 768 pixels or more if the size of the characters are set to be zoomed in by the Windows settings.



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## ■ Software environment

This product supports operations when Rack2-Filer's regional and language settings are same as the installed OS.

Item	Requirements
Operating system	<ul style="list-style-type: none"><li>• Windows 2000 Professional(*1)</li><li>• Windows XP(*1)</li><li>• Windows Vista</li><li>• Windows 7</li></ul>
.NET Framework	.NET Framework 3.0 or 3.5 (Required for using Google Docs, Salesforce Chatter, and iPad/iPhone/iPod touch)

\*1: Service Pack 2 or later is required for using the following functions on Windows XP. Operation of the following is not supported for Windows 2000 Professional.

- Evernote
- Google Docs
- Salesforce Chatter
- SugarSync
- iPad/iPhone/iPod touch

## ■ Scanner environment

Item	Requirements
Scanner	<ul style="list-style-type: none"><li>• Image Scanner fi Series</li><li>• Color Image Scanner ScanSnap (S1100, S1300, S1500 (*1), S300, S510, S500) In this manual, all the models mentioned above are referred to as "ScanSnap".</li></ul>

\*1: This also includes ScanSnap S1500M. In this manual, "S1500" refers to S1500 and S1500M.

## ■ Software required for using a cloud service/ mobile device

- Evernote for Windows 3.5 or later is required for exporting Rack2-Filer data to Evernote.
- .NET Framework 3.0 is required for exporting Rack2-Filer data to Google Docs, Salesforce Chatter or a mobile device.

The relationship between each operating system and .NET Framework is as follows:

Windows 7	Windows Vista	Windows XP (*2)
.NET Framework 3.0 is already installed. (*1)		.NET Framework 3.0 is not installed. (*1)

\*1: .NET Framework 3.0 is included in .NET Framework 3.5.

\*2: Even when .NET Framework 4 or later is already installed, .NET Framework 3.0 must also be installed, because it is not included in .NET Framework 4 or later.

- You need to have ScanSnap Connect Application installed on the mobile device in order to export Rack2-Filer data to it. Download ScanSnap Connect Application for mobile devices from an application store such as the App Store.

## ■ Other notes

- This product does not support the use of Unicode. If Unicode characters are used, they may not be displayed correctly, or the product may not work properly.
- If Windows "System Restore" is performed and a problem occurs with the hard disk integrity, Rack2-Filer Libraries/Cabinets/Binders may become unusable.

It is recommended that all Rack2-Filer Libraries/Cabinets/Binders are backed up. For more details about backing up data, refer to "6.32 Data Backup" (Page 154).

- Rack2-Filer may not operate correctly under virtual environments or on remote desktop.

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## 2.2 Limitations on Operations on Shared Data in the Network

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Rack2-Filer allows you to store data in a shared folder on the network and then perform operations using this data. However, operations are limited regarding data currently in use by others.



- To specify a network folder as a LibRoot folder, use a Windows server. A Windows server is an environment where the OS installed is one of the following, and is operating as a file server.
  - Windows Server 2008
  - Windows Server 2003
  - Windows 2000 Server
  - Windows 7 Professional
  - Windows 7 Enterprise
  - Windows 7 Ultimate
  - Windows Vista Ultimate
  - Windows Vista Enterprise
  - Windows Vista Business
  - Windows XP Professional
  - Windows 2000 Professional
- Specify the LibRoot folder for Rack2-Filer installed in the PC as a network shared folder, and then also specify as a LibRoot folder for another PC.

The limitations on operations on shared data are listed as follows:

- **Forbidden when another user is using the same library (including opening a binder in the same library)**
  - Setting up the library
- **Forbidden when another user is using the same cabinet (including opening a binder in the same cabinet)**
  - Setting up the library
  - Setting up the cabinet
  - Changing the background style of a cabinet
  - Arranging binders
- **Forbidden when another user is using the same binder**
  - Setting up the library
  - Setting up the cabinet
  - Changing the background style of a cabinet
  - Changing binder settings
  - Deleting the binder
  - Moving/copying (duplicating) the binder
  - Moving/copying the sheet(s) to the WorkArea
  - Exporting the binder
  - Arranging binders

When you attempt to open a binder that has already been opened by another user, the message "The selected binder is in use. Do you want to open the binder in read-only mode?" appears. Clicking the [OK] button opens the binder in read-only mode.



- In read-only mode, settings cannot be changed, no source file or sheet operations can be performed.
- In read-only mode, annotations can be added, but cannot be overwritten. To save any changes, use the "Export Binder" function.



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## 2.3 Limitation on WorkArea

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The limitations on WorkArea are listed below:

<b>Binder type</b>	<b>Moving data from the binder to WorkArea</b>	<b>Moving data from WorkArea to the binder</b>
Normal binder	Available	Available
Card binder	Not available	Available (*1)
Photo binder	Available	Available

\*1: Card size data only (approximately 91mm x 55mm)



## Chapter 3



# Installation and Uninstallation

This chapter describes the following operations.

- Installation of Rack2-Filer
- Uninstallation of Rack2-Filer
- Upgrading Rack2-Filer
- Updating Rack2-Filer

## 3.1 Installing Rack2-Filer

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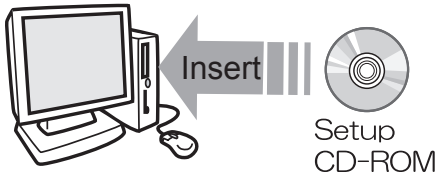
Installation is conducted in two steps, i.e., first install Rack2-Filer (Rack2-Filer window), and then install Rack2-Viewer (Rack2-Viewer window).  
Install Rack2-Filer before Rack2-Viewer.



- Close all applications before installation.
- A user must login with Administrators privileges or with computer administrator privileges.



### 1. Insert the setup CD-ROM into the CD-ROM drive.



⇒ The Rack2-Filer setup main window appears.

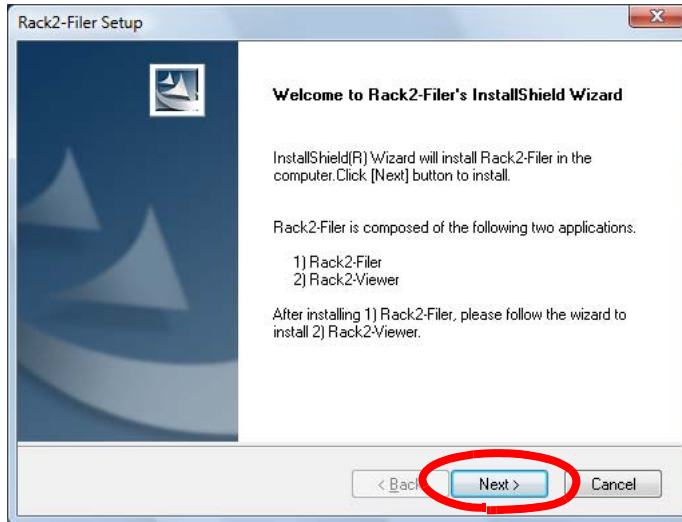
### 2. Click the [Install Product] button.

⇒ The installation wizard appears.



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### 3. Click the [Next] button.



⇒ The "License Agreement" window appears.

### 4. Confirm the content of the "License Agreement" and click the [Yes] button.

If you click the [No] button, the installation will be terminated.

To install Rack2-Filer, you must accept the terms of the license agreement.

⇒ The "Information" window appears once you click the [Yes] button.

### 5. Confirm the content of "Information" and click the [Next] button.


The "Information" contains content not included in the manual, such as important notices for installation and reference information. Make sure to confirm it.

⇒ The "Choose Destination Location" window appears.

## 6. Confirm the installation directory and click the [Next] button.

In most cases, you do not need to change the installation directory. Click the [Next] button.

⇒ The "Start Copying Files" window appears.

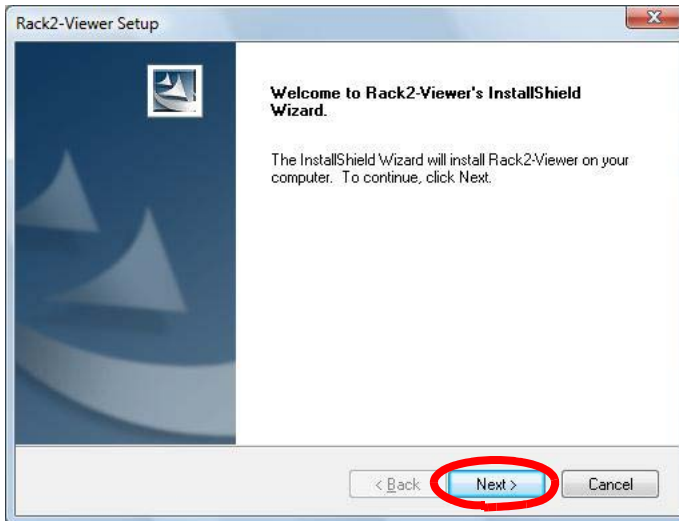
 To change the installation directory, click the [Browse] button. The [Choose Folder] dialog box appears. Choose the installation folder using this dialog box.

## 7. Confirm the installation content and click the [Next] button.

⇒ Rack2-Filer is installed.

The Rack2-Viewer installation window appears.

## 8. Click the [Next] button.



⇒ The "License Agreement" window appears.

---

## **9. Confirm the terms and conditions of the "License Agreement", and click the [Yes] button if you accept the terms of the license agreement.**

If you click the [No] button, the installation will be terminated.

To install Rack2-Viewer, you must accept the terms of the license agreement.

⇒The "Information" window appears once you click the [Yes] button.

## **10. Confirm the content of "Information" and click the [Next] button.**

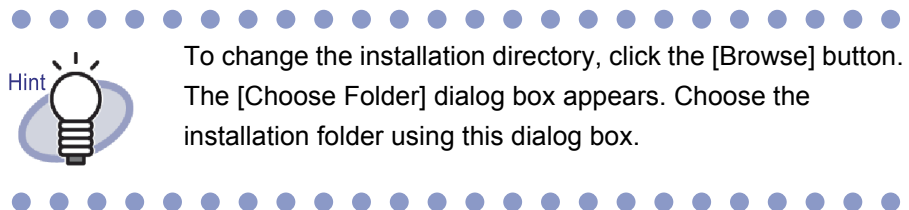
The "Information" contains content not included in the manual, such as important notices for installation and reference information. Make sure to confirm it.

⇒The "Choose Destination Location" window appears.

## **11. Confirm the installation directory and click the [Next] button.**

In most cases, you do not need to change the installation directory. Click the [Next] button.

⇒The "Start Copying Files" window appears.



## **12. Confirm the installation content and click the [Next] button.**

⇒The Rack2-Viewer window is installed.

The "Install Shield Wizard Complete" window appears when the installation is complete.

## 13. Click the [Finish] button.

⇒ This product is fully installed.



If only installing the Rack2-Viewer window, use the following steps:

1. Insert the setup CD-ROM into the CD-ROM drive.
2. Double-click "Setup.exe" in the "View" folder under the "Rack2-Filer" folder.
3. The installation window appears. Follow the prompts of the installation windows. For more information, refer to "8. Click the [Next] button." on Page 50.

---

## 3.2 Uninstalling Rack2-Filer

---

This section uses Windows Vista as an example in providing the instructions. Select buttons and items according to the operating system you use, because the buttons and other items vary depending on the operating system.



If "Rack2 Folder Monitor Software" is already installed, first uninstall "Rack2 Folder Monitor Software", and then uninstall Rack2-Filer.

For the procedure to uninstall "Rack2 Folder Monitor Software", refer to "Uninstalling Rack2 Folder Monitor Software" (Page 380).



The "Find Shared Files" message appears. Click the [Yes] button.



### **1.** On the [Start] menu, click [Control Panel].

⇒ The control panel is displayed.

### **2.** Click [Uninstall a program].

⇒ The [Uninstall or change a program] dialog box appears.

### **3.** Select "Rack2-Filer" from the list of installed programs.

**4. Click the [Uninstall] button.**

⇒ The message to confirm file deletion appears.

**5. Click the [OK] button.**

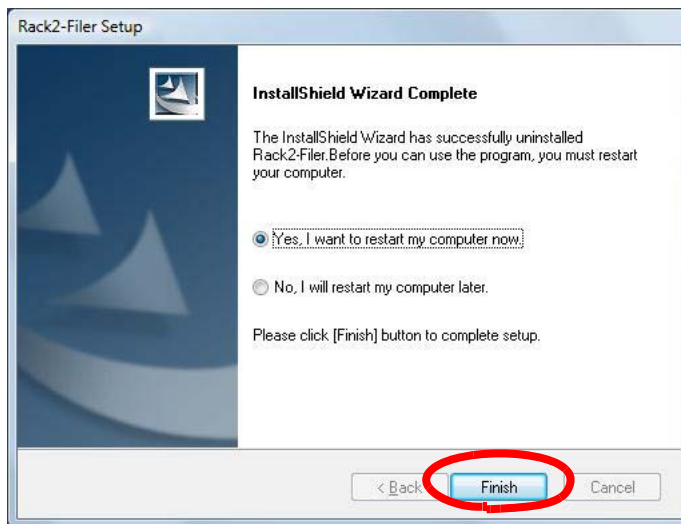
⇒ Rack2-Filer is uninstalled.

**6. Click the [OK] button.**

⇒ The Rack2-Viewer is uninstalled.

The window showing that uninstallation is complete appears when finished.

**7. Choose to restart your computer right away or later, and click the [Finish] button.**



⇒ Uninstallation is complete.

---

## 3.3 Upgrading Rack2-Filer

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Follow the steps below to upgrade Rack2-Filer.



- If a previous version of "Rack2 Folder Monitor Software" is installed, first uninstall the previous version of "Rack2 Folder Monitor Software", and then upgrade. For the procedure to uninstall "Rack2 Folder Monitor Software", refer to "Uninstalling Rack2 Folder Monitor Software" (Page 380). To upgrade "Rack2 Folder Monitor Software", first upgrade Rack2-Filer, and then install the latest version of "Rack2 Folder Monitor Software". (Previous settings information will be preserved.)
- Close all applications before the installation.
- Log in with Administrator or System Administrator privileges.



### 1. Install the new product.

For details about installation, refer to "3.1 Installing Rack2-Filer" (Page 48).

⇒ Rack2-Filer is upgraded.

## 3.4 Updating Rack2-Filer

---

In order to improve the security and operation of Rack2-Filer, maintenance programs (Update Packs and Service Packs) are provided free of charge. You can check for available maintenance programs to update Rack2-Filer.



- In order to update Rack2-Filer, an operating environment where the internet is available is required.
- A user must login with Administrators privileges or with computer administrator privileges.



The maintenance programs are released without prior announcement. Therefore, it is recommend that you check for updates on a regular basis.



- 1. From the Windows [Start] menu, select [All Programs] - [Rack2-Filer] - [Online Update].**

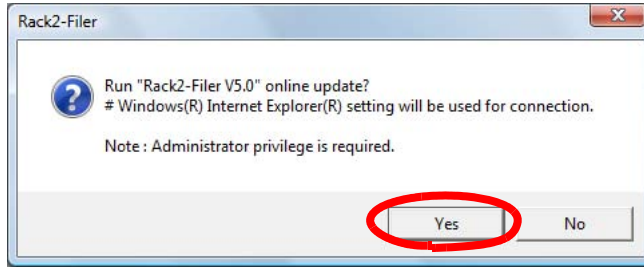
Or, in the Rack2-Filer window, click  and select [Online Update].

⇒ If a new update is available, an update confirmation message will appear.



---

## 2. Click the [OK] button.



⇒ The update installer for the latest program is downloaded and started.  
Install the update according to the instructions displayed on the screen.



Exit all running programs before installing the update.



If the latest maintenance program is already applied, "The latest version of the program is already installed. There is no need to update." message appears.





## Chapter 4



# Launching/Closing Rack2-Filer

This chapter describes how to launch and close windows for Rack2-Filer (Rack2-Filer window/Rack2-Viewer window/Rack2-WorkArea window).

## 4.1 Launching/Closing the Rack2-Filer Window

---

This section describes how to launch and close the Rack2-Filer window.

### ■ Launching the Rack2-Filer window



1. Double-click the program icon (  ) on the desktop.

Hint



When launching from the [Start] menu, click the [Start] button, point to [All Programs], and then click [Rack2-Filer] - [Rack2-Filer] in this order.

### ■ Closing the Rack2-Filer window



1. Click  in the Rack2-Filer window.

---

## 4.2 Opening/Closing the Rack2-Viewer Window

---

This section describes how to open and close the Rack2-Viewer window.

### ■ Opening the Rack2-Viewer window



1. In the Rack2-Filer window, double-click the binder you want to view. You can also right-click on the spine of the binder and select [Open Binder].

⇒ The binder can be viewed right after the Rack2-Viewer window is opened.

### ■ Closing the Rack2-Viewer Window



1. Click  in the Rack2-Viewer window.



Hint

After having edited or added a page, a message confirming whether to update the binder or not is displayed. To update, click the [Yes] button.

## 4.3 Launching/Closing the Rack2-WorkArea Window

---

This section describes how to launch and close the Rack2-WorkArea window.

### ■ Launching the Rack2-WorkArea window



1. Click  in the Rack2-Filer window or Rack2-Viewer window.

---

Hint



The following procedures can be used:

- In the Rack2-Filer window



- Click **Binder** and select [Move Pages to WorkArea]



- Click **Binder** and select [Copy Pages to WorkArea]
- Right-click and select [Move Pages to WorkArea]
- Right-click and select [Copy Pages to WorkArea]
- In the Rack2-Viewer window:
  - Right-click to select [Multi-Sheet Selection]. Then, right-click to select [Move] - [Move Pages x-xx (to WorkArea)].
  - Right-click and point to [Cut/Move], and select [Sheet (to WorkArea)]
  - Right-click and point to [Cut/Move], and select [Divider Section (to WorkArea)]
  - Right-click to select [Multi-Sheet Selection]. Then, right-click to select [Copy] - [Copy Pages x-xx (to WorkArea)].
  - Right-click and point to [Copy], and select [Page (to WorkArea)]
  - Right-click and point to [Copy], and select [Sheet (to WorkArea)]
  - Right-click and point to [Copy], and select [Divider Section (to WorkArea)]

## ■ Closing the Rack2-WorkArea window



- 1.** Click  in the Rack2-WorkArea window.



# Chapter 5



## Using the ScanSnap with Rack2-Filer

This chapter describes how to enable the use of the ScanSnap with Rack2-Filer.

The steps in this chapter only need to be performed once.



- The ScanSnap is a color scanner for documents. When using the ScanSnap, documents can be imported to a binder simply by pressing the scan button on the ScanSnap. The ScanSnap must be purchased separately from Rack2-Filer.
- A data storage destination from ScanSnap can be specified. For more details, refer to "[ScanSnap -> Rack2] tab settings" (Page 152).



The following ScanSnap models can be used with Rack2-Filer.

- S1100
- S1300
- S1500
- S300
- S510
- S500

Support services are no longer available for the following scanner models.

- fi-5110EOX2
- fi-5110EOX
- fi-4110EOX2



## 5.1 Using S1100/S1300/S1500 with Rack2-Filer

---

There are two ways to enable the use of ScanSnap S1100/S1300/S1500 with Rack2-Filer.

- Specifying the application in ScanSnap Manager
- Using the Quick Menu



Documents scanned with S1100/S1300/S1500 have the following features when using with Rack2-Filer.

- A section outlined with a highlight pen can be cut in the WorkArea.
- A section marked with a highlight pen can be considered as a keyword and automatically extracted, when performing a search. For details about settings, refer to the ScanSnap S1100/S1300/S1500 Help, or "Run OCR via the ScanSnap S1100/S1300/S1500 marked keyword function" (Page 206).



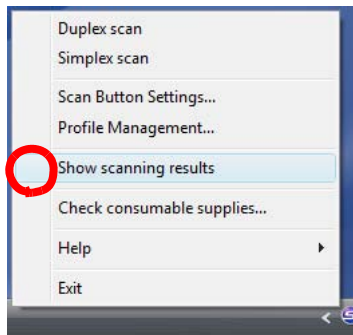
---


## ■ Specifying the application in ScanSnap Manager

This section describes how to enable the use of ScanSnap S1100/S1300/S1500 by specifying the application in ScanSnap Manager.



- The following settings in the ScanSnap setup dialog box will be disabled.
  - "Rename file after scanning" checkbox on the [Save] tab
  - "Color high compression" in the [Color mode] setting on the [Scanning] tab
- If scanning with S1100/S1300/S1500, the following setting is recommended. On the [Scanning] tab, select the [Option] button. Then on the [Read mode option] dialog box that appears, uncheck the "Allow automatic image rotation" checkbox.
- It is recommended that you right-click the "ScanSnap Manager" icon on the taskbar and uncheck "Show scanning results".



- When the operating system is Windows 7, clicking  on the taskbar displays the "ScanSnap Manager" icon.






- 1.** Double-click the "ScanSnap Manager" icon on the taskbar. Or right-click the "ScanSnap Manager" icon on the taskbar, and select "Scan Button Settings".



Hint

When the operating system is Windows 7, clicking  on the taskbar displays the "ScanSnap Manager" icon.

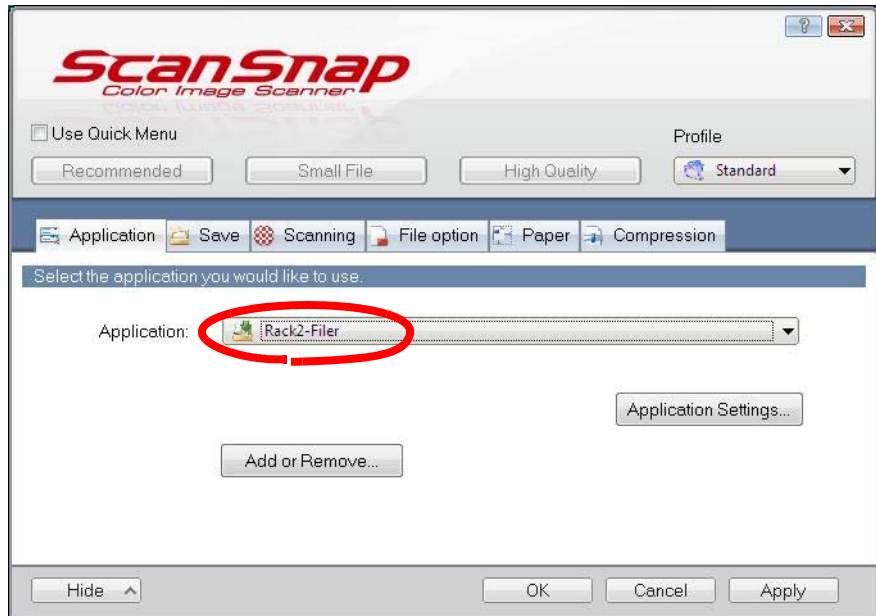


- 2.** If selected, clear the "Use Quick Menu" checkbox.



- 3.** Click the [Detail] button.

- 
4. On the [Application] tab, select "Rack2-Filer" for "Application".



**5. Click the [OK] button.**

⇒ The ScanSnap can now be used with Rack2-Filer.

**■ Using the Quick Menu**


This section describes how to enable the use of ScanSnap S1100/S1300/S1500 with Rack2-Filer by using the ScanSnap S1100/S1300/S1500 Quick Menu.

For more details about scanning with ScanSnap S1100/S1300/S1500, refer to ScanSnap Operator's Guide provided with ScanSnap S1100/S1300/S1500.



- 1. Double-click the "ScanSnap Manager" icon on the taskbar. Or right-click the "ScanSnap Manager" icon on the taskbar, and select "Scan Button Settings".**



When the operating system is Windows 7, clicking  on the taskbar displays the "ScanSnap Manager" icon.



---

## 2. Check that the "Use Quick Menu" checkbox is selected.



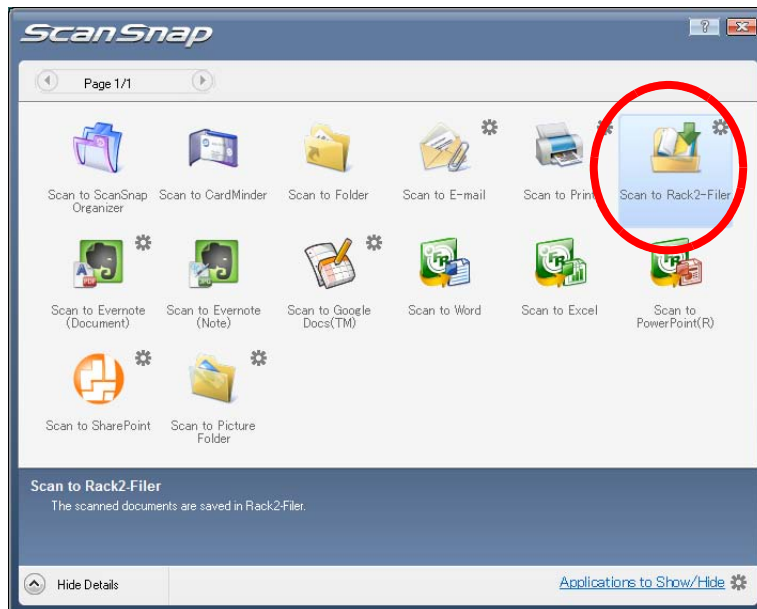
## 3. Load the documents onto the ScanSnap S1100/S1300/S1500, and then press the scan button.

⇒ Scanning starts. When scanning is completed, the Quick Menu appears.



When using ScanSnap S1100, press the scan button after scanning is complete to display the Quick Menu.

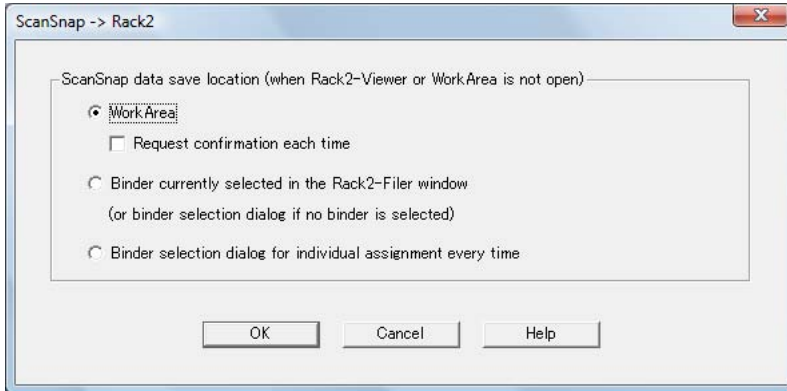
## 4. Select "Scan to Rack2-Filer" from the Quick Menu.



**5. To change the settings in "Scan to Rack2-Filer", select [Settings] from .**

If the settings do not need to be changed, proceed to Step 8.

⇒ The following settings window appears.



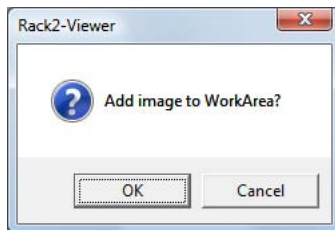
**6. Specify the scanned data storage destination.**

- WorkArea

Saves scanned data into the WorkArea of Rack2-Filer.

"Request confirmation each time" checkbox

A confirmation window appears when saving the data in the WorkArea.



[OK] button: Saves the data in the WorkArea.

[Cancel] button: Cancels saving the data.

- Binder currently selected in the Rack2-Filer window

Saves the scanned data into the binder selected in the Rack2-Filer window.

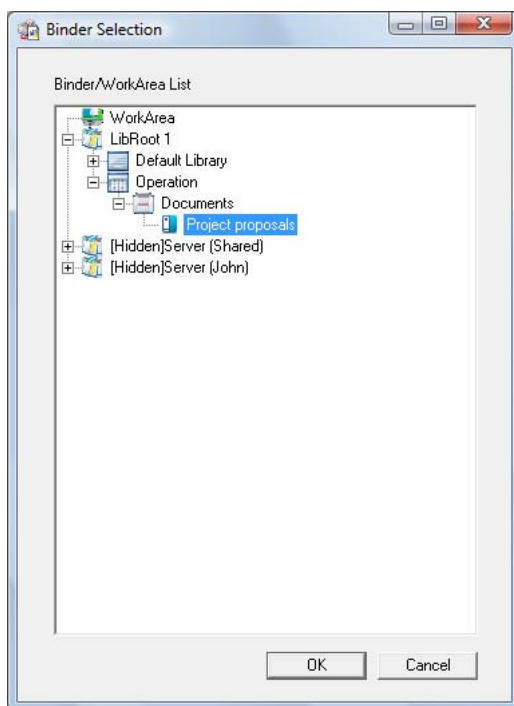
- Binder selection dialog for individual assignment every time

Binder selection dialog box for individual assignment is displayed every time.



---

Specify the data storage destination binder and click the [OK] button. The scanned data is saved to the specified binder. Clicking the [Cancel] button cancels saving the data.



Hint



- For a LibRoot folder that is not shown in the Rack2-Filer window, [Hidden] is displayed before the LibRoot Alias.
- For a card binder, [CARD] is displayed before the title.
- For a photo binder, [Photo] is displayed before the title.

**7. Click the [OK] button.**

⇒ The "ScanSnap -> Rack2" window is closed, and the screen returns to the Quick Menu.

**8. Click [Scan to Rack2-Filer].**

⇒ A PDF file is created from the scanned data, and the file is saved to the storage destination specified in Step 6.

---

## 5.2 Using S300/S510/S500 with Rack2-Filer

---

There are two ways to enable the use of ScanSnap S300/S510 with Rack2-Filer.

- Specifying the application in ScanSnap Manager
- Using the Quick Menu

To enable the use of ScanSnap S500 with Rack2-Filer, specify the application in ScanSnap Manager.

### ■ Specifying the application in ScanSnap Manager

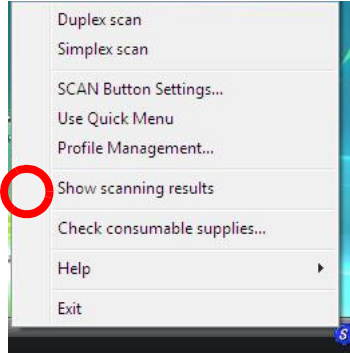
This section describes how to enable the use of ScanSnap S300/S510/S500 by specifying the application in ScanSnap Manager.




- The following settings in the "ScanSnap Manager - Scan and Save Settings" window will be disabled.
  - Rename file after scanning
  - "Color high compression" in the [Color mode] setting on the [Scanning] tab
- If scanning with S300/S510/S500, the following setting is recommended. On the [Scanning] tab, select the [Option] button. Then on the [Read mode option] dialog box that appears, uncheck the "Allow automatic image rotation" checkbox.



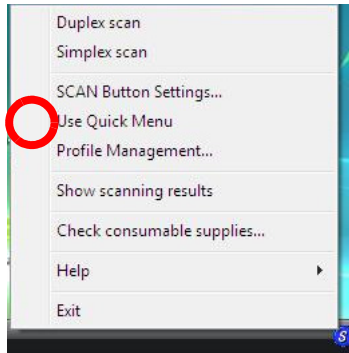
It is recommended that you right-click the "ScanSnap Manager" icon on the taskbar and uncheck "Show scanning results".



When the operating system is Windows 7, clicking  on the taskbar displays the "ScanSnap Manager" icon.



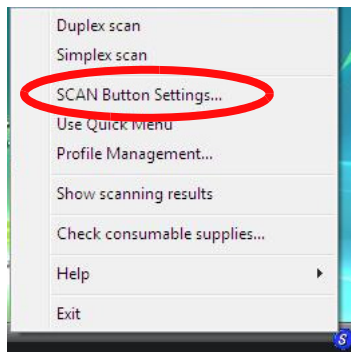
For ScanSnap S300 or ScanSnap S510, first, right-click the "ScanSnap Manager" icon on the taskbar. If there is a check mark on the left side of the "Use Quick Menu", select "Use Quick Menu" again to clear the check.



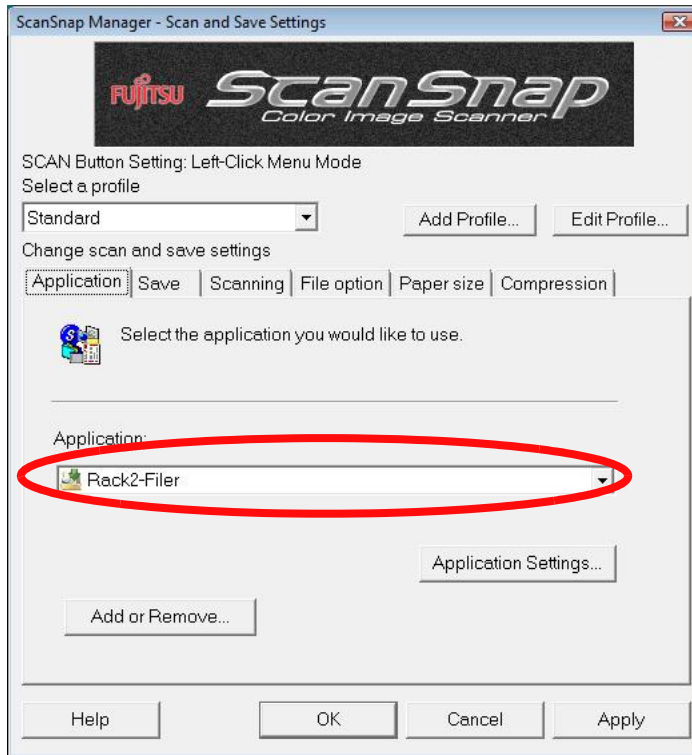
Perform operations without the check mark on the left side of the "Use Quick Menu".



- 1. Right-click the "ScanSnap Manager" icon on the taskbar, and select "SCAN Button Settings".**



**2. On the [Application] tab, select "Rack2-File" for "Application".**



**3. Click the [OK] button.**

⇒ The ScanSnap can now be used with Rack2-File.

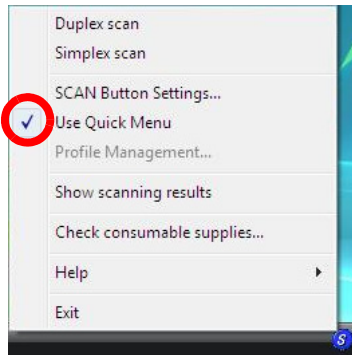
**■ Using the Quick Menu**

This section describes how to enable the use of ScanSnap S300/S510 with Rack2-File by using the ScanSnap Quick Menu.

For more details about scanning with ScanSnap S300/S510, refer to "ScanSnap S300 Operator's Guide" or "ScanSnap S510 Operator's Guide".



- 
- 1. Right-click on the ScanSnap Manager icon in the taskbar, and check that the check mark to the left side of [Use Quick Menu] is selected.**



- 2. Load the documents onto the ScanSnap S300/S510, and press the scan button.**

⇒ Scanning starts.

When scanning is completed, the "ScanSnap Quick Menu" appears.

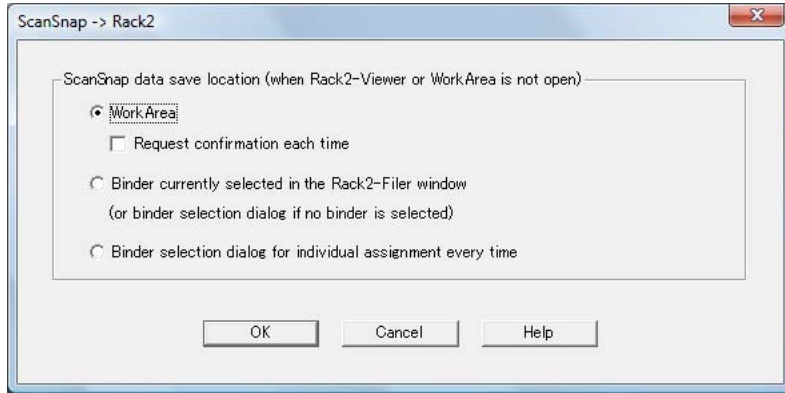
- 3. Place the mouse pointer on "Scan to Rack2-Filer" in the Actions List on the left side of the ScanSnap Quick Menu.**

⇒ A description of the selected action is displayed on the right side of the window.

- 4. To change the settings in "Scan to Rack2-Filer", place the mouse pointer on ► to display the [Settings] button, and click the button.**

If the settings do not need to be changed, proceed to Step 6.

⇒ The following settings window appears.



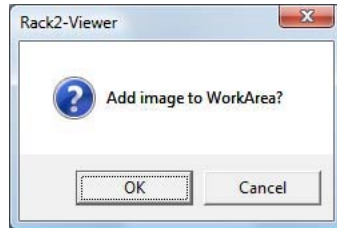
⇒ Specify the scanned data storage destination.

- WorkArea

Saves scanned data into the WorkArea of Rack2-Filer.

"Request confirmation each time" checkbox

A confirmation window appears when saving the data in the WorkArea.



[OK] button: Saves the data in the WorkArea.

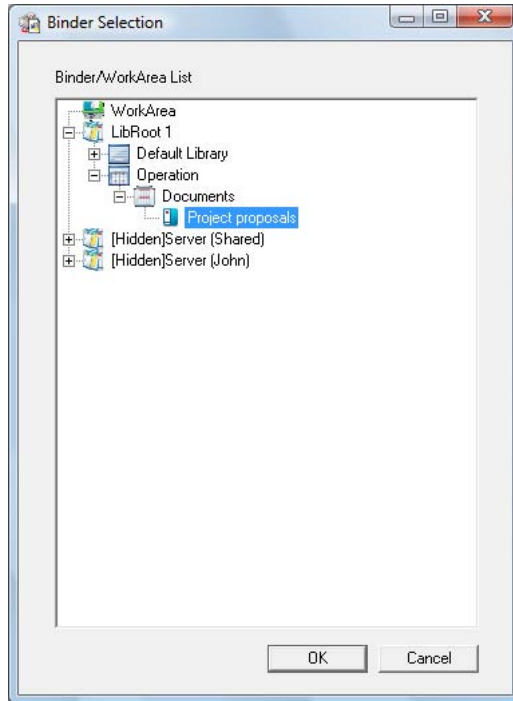
[Cancel] button: Cancels saving the data.

- Binder currently selected in the Rack2-Filer window

Saves the scanned data into the binder selected in the Rack2-Filer window.



- 
- Binder selection dialog for individual assignment every time  
Binder selection dialog box for individual assignment is displayed every time.  
Specify the data storage destination binder and click the [OK] button. The scanned data is saved to the specified binder.  
Clicking the [Cancel] button cancels saving the data.



- For a LibRoot folder that is not shown in the Rack2-Filer window, [Hidden] is displayed before the LibRoot Alias.
- For a card binder, [CARD] is displayed before the title.
- For a photo binder, [Photo] is displayed before the title.

**5. Click the [OK] button.**

⇒ The "ScanSnap -> Rack2" window is closed, and the screen returns to the Quick Menu.

**6. Click [Scan to Rack2-Filer].**

⇒ A PDF file is created from the scanned data, and the file is saved to the location that was specified in Step 4.

## Chapter 6



# Rack2-Filer Window Operations

This chapter describes operations using the Rack2-Filer window.

## 6.1 Setting a LibRoot Folder

---

This section explains how to set the LibRoot folder so that libraries, cabinets and binders can be saved.

Up to three LibRoot folders can be set.



By setting a network folder as a LibRoot folder, Rack2-Filer data can be shared between multiple users. However, operations are restricted for data that is being accessed by another user. For details, refer to "2.2 Limitations on Operations on Shared Data in the Network" (Page 43).



When a folder in the local computer is specified as a LibRoot folder, the folder must be in the local hard disk drive or external hard disk drive.

If a folder in removable disk drives such as USB flash drives or MOs is specified as a LibRoot folder, Rack2-Filer may not operate correctly.

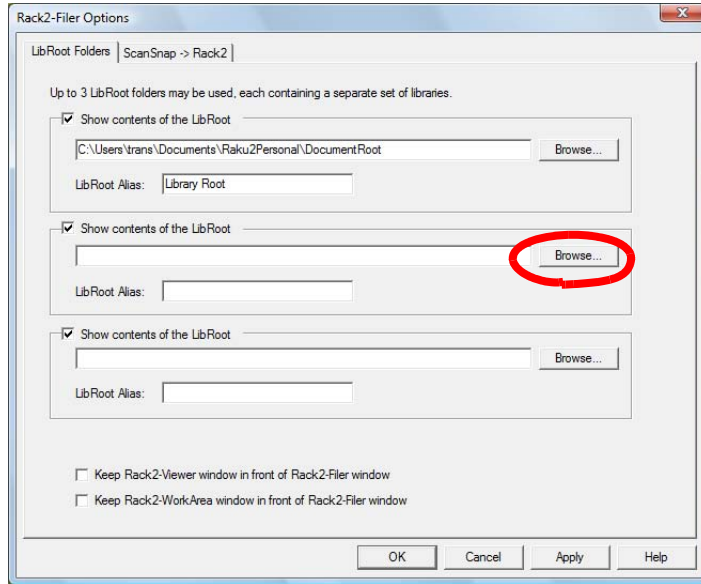


- 1. Select a LibRoot folder, click  , and select [Options].**

⇒ The [Rack2-Filer Options] dialog box appears.

---

## 2. On the [LibRoot Folders] tab, click the [Browse] button.



⇒ The [Browse For Folder] dialog box appears.

## 3. Enter the LibRoot folder settings, and click the [OK] button.

⇒ The [Browse For Folder] dialog box is closed, and the LibRoot path shown in the input field.

## 4. To show the contents of the LibRoot folder on the Rack2-Filer window, select [Show contents of the LibRoot].



Select [Show contents of the LibRoot] for at least one LibRoot folder.

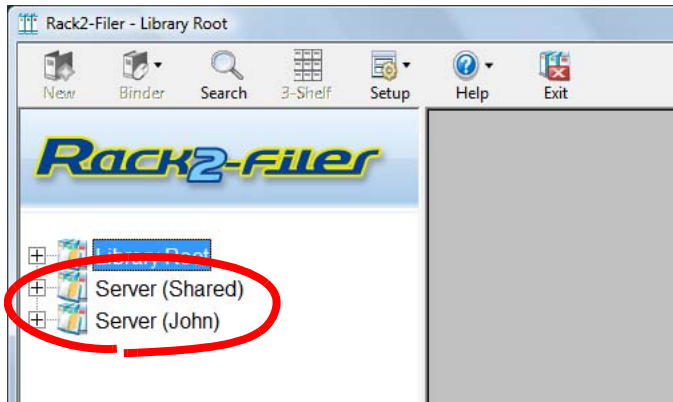


## 5. Specify the LibRoot Alias in [LibRoot Alias] within 30 characters.

If [Show contents of the LibRoot] is selected in Step 4, the LibRoot Alias specified here is shown on the Rack2-Filer window.

**6.** Click the [OK] button.

⇒ The LibRoot folder is set.




---

## 6.2 Rearranging the LibRoot Folders

---

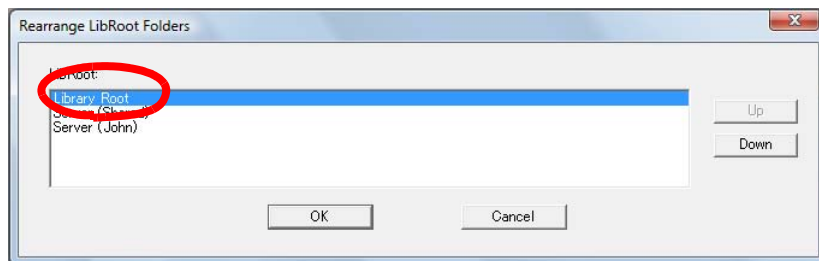
This section describes how to rearrange the LibRoot folders in the Folder View.



1. Click  and select [Rearrange] - [LibRoot Folders].  
Or right-click on the LibRoot tree and select [Rearrange LibRoot Folders].

⇒ The [Rearrange LibRoot Folders] dialog box appears.

2. Select a LibRoot folder to be rearranged in "LibRoot".



3. Use the [Up] and [Down] buttons to change the display order.

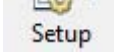
4. Click the [OK] button.

⇒ The LibRoot folders are rearranged.

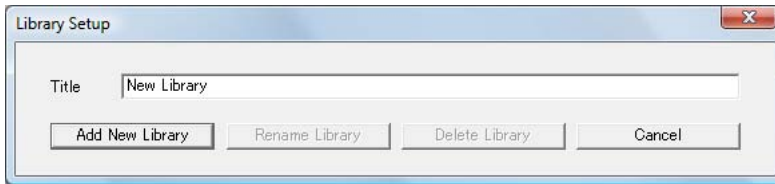
## 6.3 Creating a Library

This section describes how to create a library to manage cabinets. Up to six libraries can be created for one LibRoot folder.

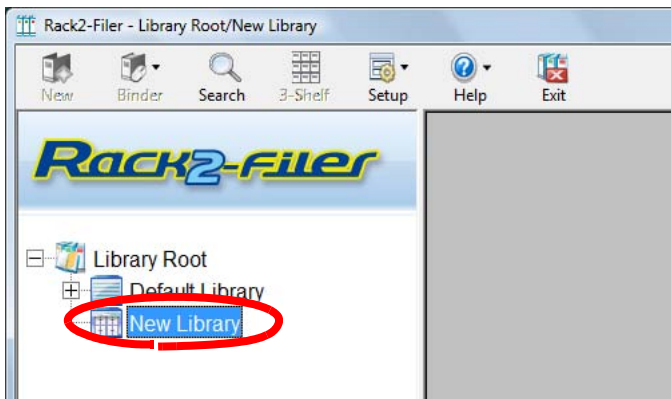


- 1. Click  and select [Libraries]. Or right-click on the LibRoot folder tree and select [New Library].**  
⇒ The [Library Setup] dialog box appears.

- 2. Enter a new library name within 40 characters.**



- 3. Click the [Add New Library] button.**  
⇒ A library is created.





---

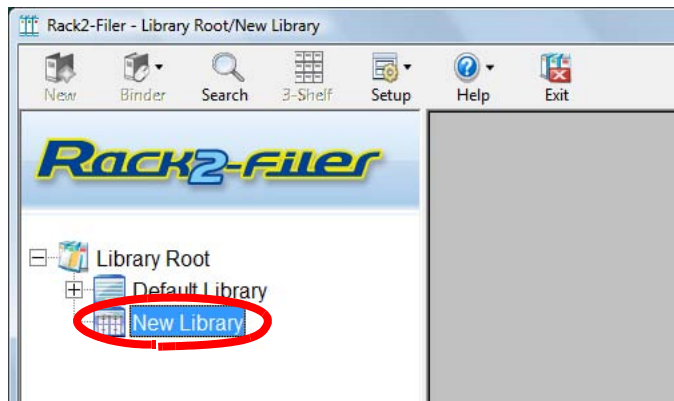
## 6.4 Renaming a Library


---

This section explains how to rename a library.

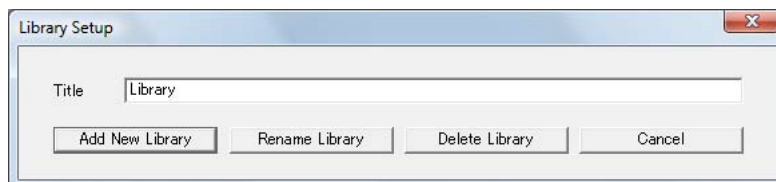


1. Select a library that you want rename from the directory tree.



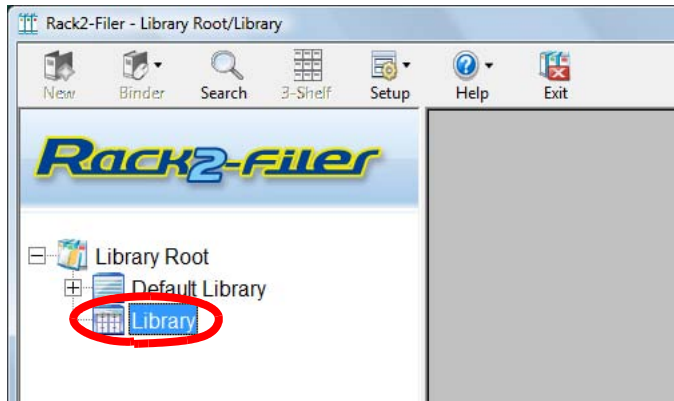
2. Click  and select [Libraries].  
Or right-click on the library tree and select [Rename Library].  
⇒ The [Library Setup] dialog box appears with the name of the selected library.

3. Enter a new name for the library within 40 characters.



**4. Click the [Rename Library] button.**

⇒ The library name is changed.





**2. Click  and select [Libraries].**

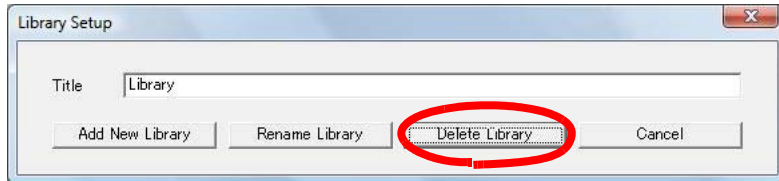
⇒ The [Library Setup] dialog box appears with the name of the selected library.



A library can also be deleted by right-clicking on the library tree and selecting [Delete Library]. In this case, the message in Step 4 appears right away.

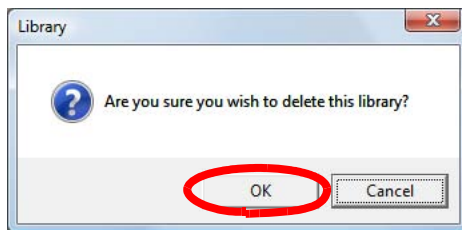


**3. Click the [Delete Library] button.**



⇒ A message dialog box appears.

**4. Click the [OK] button.**



⇒ The library is deleted.


---

## 6.6 Rearranging Libraries

---

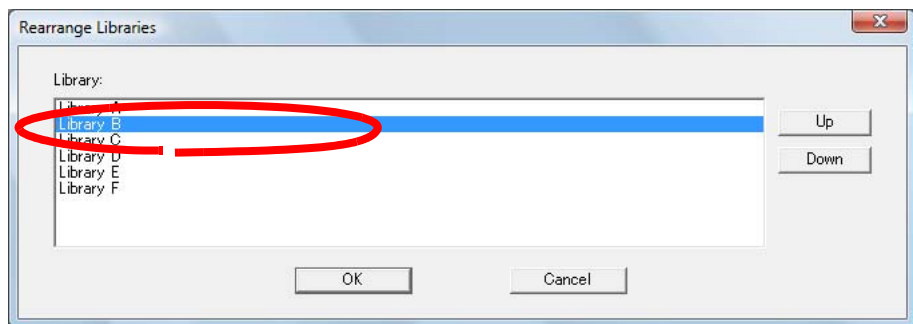
This section explains how to rearrange the libraries displayed in the folder view.



1. Select the library, click , and select [Rearrange] - [Libraries].  
Or right-click on the library tree and select [Rearrange Libraries].

⇒ The [Rearrange Libraries] dialog box appears.

2. Select a library to be rearranged in "Library".



3. The order of the libraries can be rearranged using the [Up] and [Down] buttons.
4. Click the [OK] button.

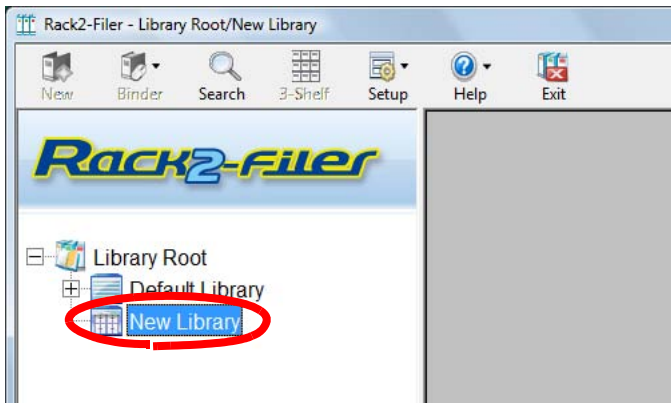
⇒ The libraries are rearranged.

## 6.7 Creating a Cabinet

This section explains how to create a cabinet in the library to manage binders. Up to 20 cabinets in a library can be created.



1. **Select a library in which you want to create a cabinet from the directory tree.**

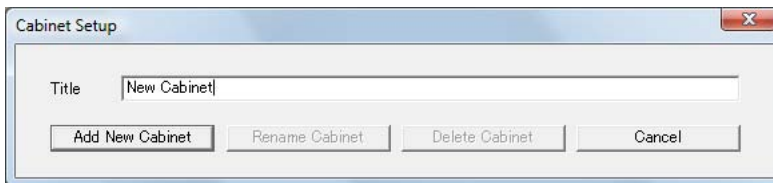


⇒ The content of the selected library appears.

2. **Click  and select [Cabinets]. Or right-click on the library tree and select [New Cabinet].**

⇒ The [Cabinet Setup] dialog box appears.

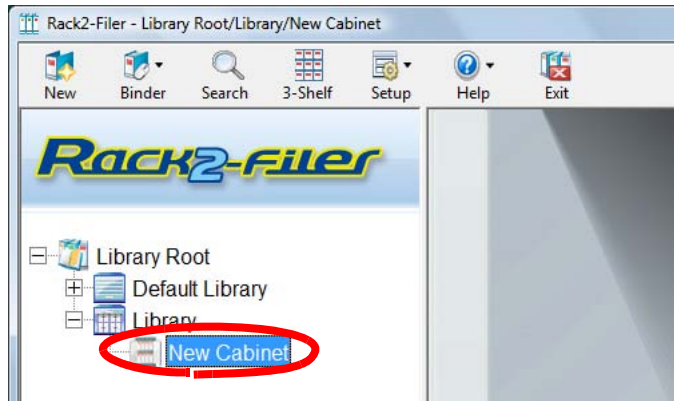
3. **Enter a cabinet name within 32 characters.**



---

## 4. Click the [Add New Cabinet] button.

⇒ The cabinet is created.

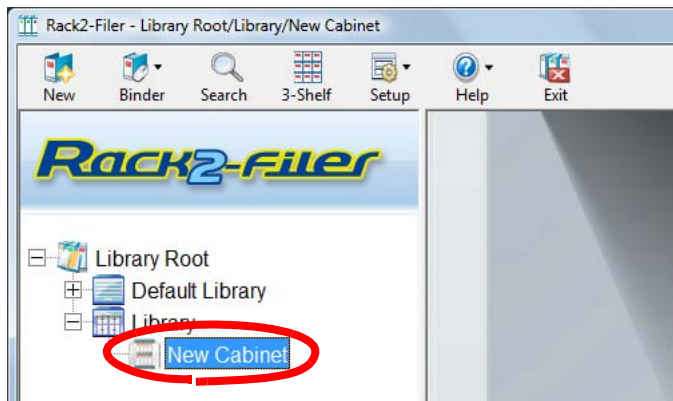


## 6.8 Renaming a Cabinet

This section explains how to rename an existing cabinet.



- 1. Select a cabinet that you want to rename from the directory tree.**

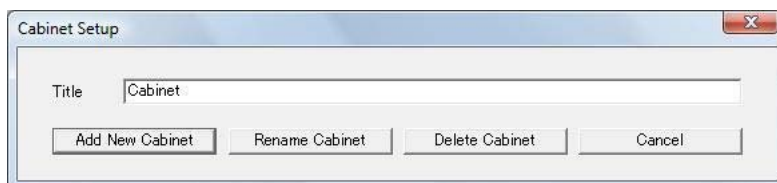


⇒ The content of the selected cabinet appears.

- 2. Click  and select [Cabinets]. Or right-click on the cabinet tree and select [Rename Cabinet].**

⇒ The [Cabinet Setup] dialog box appears with the name of the selected cabinet.

- 3. Enter a new name for the cabinet within 32 characters.**

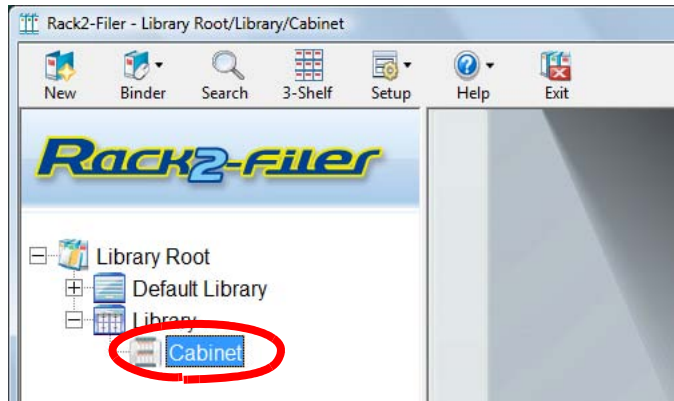




---

## 4. Click the [Rename Cabinet] button.

⇒ The cabinet is renamed.



## 6.9 Deleting a Cabinet

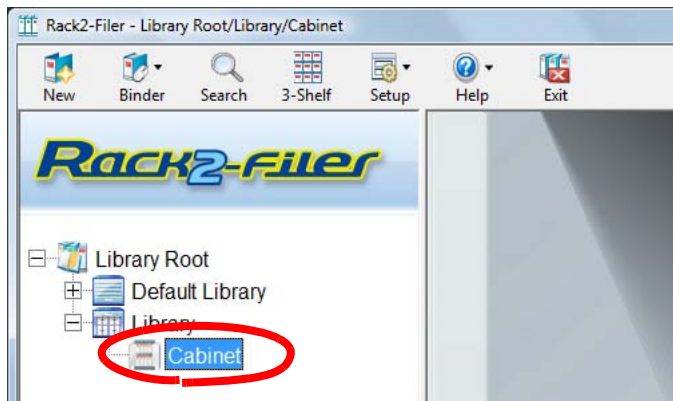
This section explains how to delete a cabinet from a library.



A cabinet containing binders cannot be deleted.  
Delete the cabinet after deleting all binders in the cabinet.



- 1. Select a cabinet that you want to delete from the directory tree.**



---

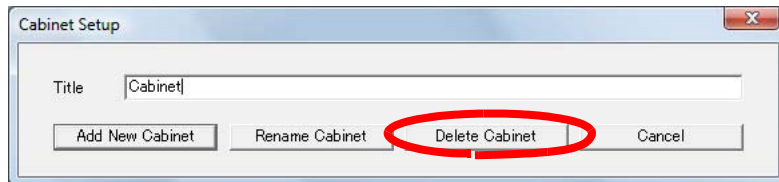
## 2. Click and select [Cabinets].

⇒ The [Cabinet Setup] dialog box appears with the name of the selected cabinet.



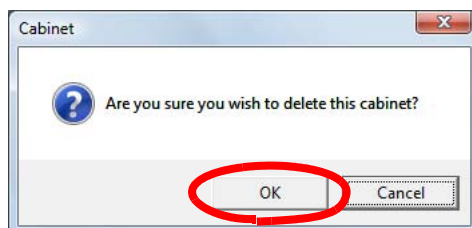
The cabinet can also be deleted by right-clicking on the cabinet tree and selecting [Delete Cabinet]. In this case, the message in Step 4 appears right away.

## 3. Click the [Delete Cabinet] button.



⇒ A message dialog box appears.

## 4. Click the [OK] button.



⇒ The cabinet is deleted from the library.

## 6.10 Rearranging Cabinets

---

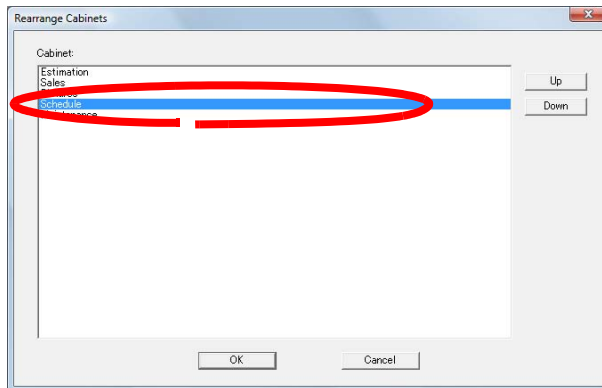
This section explains how to rearrange cabinets displayed in folder view.



- 1. Select the cabinet, click , and select [Rearrange] - [Cabinets].  
Or right-click on the cabinet tree and select [Rearrange Cabinets].**

⇒ The [Rearrange Cabinets] dialog box appears.

- 2. Select a cabinet to be rearranged in "Cabinet".**



- 3. The order can be changed using the [Up] and [Down] buttons.**

- 4. Click the [OK] button.**

⇒ Cabinets are rearranged.

---

## 6.11 Switching the Cabinet Display Mode

---

The cabinet display mode can be switched between "1-Shelf View" and "3-Shelf View".

The switching buttons are as follows:

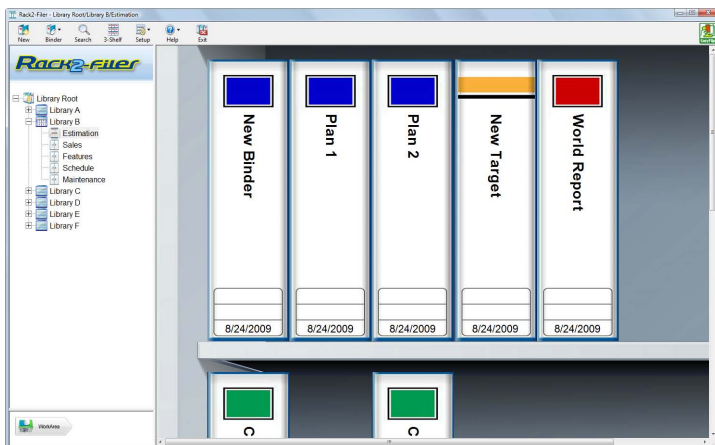
- For "1-Shelf View",  3-Shelf
- For "3-Shelf View",  1-Shelf



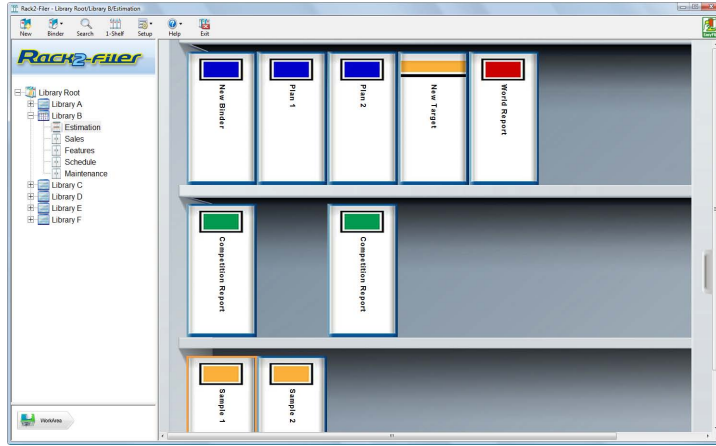
1. Click  3-Shelf or  1-Shelf.

⇒ Pressing the button will toggle the setting back and forth between "1-Shelf View" and "3-Shelf View".

- 1-Shelf View



- 3-Shelf View



Hint

The cabinet display mode can also be switched by right-clicking within the cabinet (except on the binders) and selecting "1-Shelf View" or "3-Shelf View".

---

## 6.12 Changing the Background Style of a Cabinet


---

The background style of each cabinet can be changed.



**1. Select the cabinet for which to change the background style from the cabinet tree.**

⇒ The content of the selected cabinet appears.

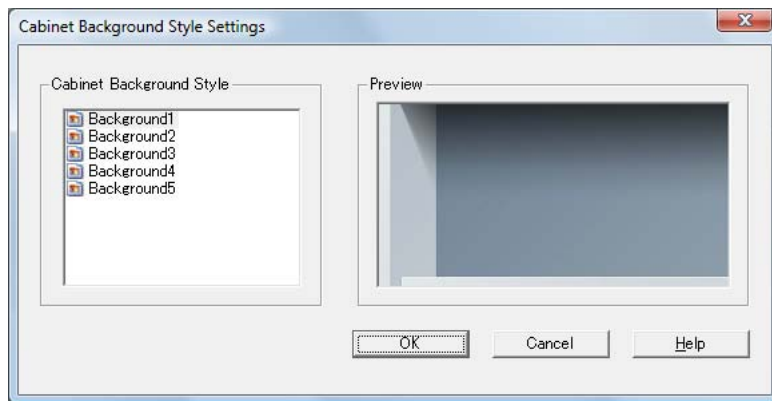
**2. Click  and select [Change Cabinet Background Style].**

You can also perform the following.

- Select a cabinet from the cabinet tree and right-click, then select [Change Background Style]
- Right-click in an empty space in a cabinet and select [Change Cabinet Background Style]

⇒ The [Cabinet Background Style Settings] dialog box appears.

**3. Select the style of the cabinet background and click the [OK] button.**



⇒ The cabinet background style is changed.



---

## 6.13 Creating a Binder

---

This section describes how to create a binder in a cabinet.

Up to 21 binders can be created in a cabinet.



**1. Select a cabinet in which to create a binder from the cabinet tree.**

⇒ The content of the selected cabinet appears.

**2. Click  .**

**You can also right-click in the empty cabinet and select [New Binder].**

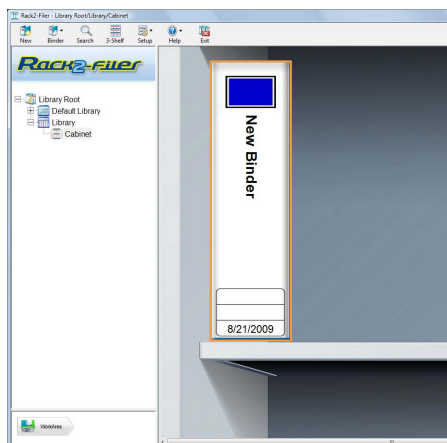
⇒ The [Binder Settings] dialog box appears.

**3. Check and make any changes to the settings.**

To edit a binder, refer to the steps in "6.15 Changing Binder Settings" (Page 109).

**4. Click the [OK] button.**

⇒ A binder is created in the cabinet.

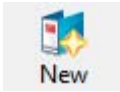


## 6.14 Creating a Card Binder

---

This section describes how to create a binder to manage business cards. Up to eight business cards per page can be stored.



- 1. Click  and create a new binder. You can also right-click in the empty cabinet and select [New Binder].**  
⇒ The [Binder Settings] dialog box appears.
- 2. Select "Card" as Binder Type and configure other settings.**  
To edit a binder, refer to the steps in "6.15 Changing Binder Settings" (Page 109).
- 3. Click the [OK] button.**

---

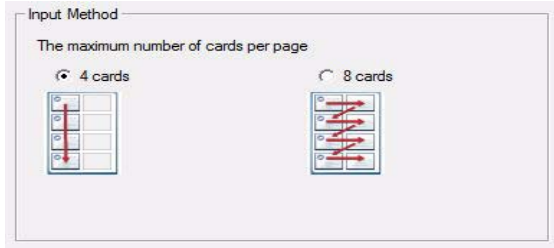
⇒ A card binder is created.



- The following functions are not available for the card binder.
  - Unread file page settings
  - Automatically insert divider sheet when inserting files
  - Automatically insert divider sheet when inserting data from a scanner
  - Retaining source files
  - Sending data from other applications
  - Adding data using Rack2 Folder Monitor Software
  - Outputting pages to Microsoft Word/Excel/PowerPoint
  - WorkArea functions (However, by using the drag and drop function, the card data imported to the WorkArea can be move to a card binder (Rack2-Viewer).)
- A card binder can be exported as only "Rack2 Binder (\*.rk2)" or "Rack2 Binder with embedded Viewer (\*.exe)".



- For a card binder, "CARD" is displayed on the upper part of the spine.
- You can select the maximum number of cards per page (either 4 or 8).  
This can be set in the [Card Binder] tab of the [Rack2-Viewer Settings] dialog box.



- For a card binder, imported card data will be added sequentially from the left and top in the target page. If the front is filled up of card data, cards will be added to the back. When the maximum number of cards per page is set to 4 and the left line of the back is filled up, a new card sheet is added so that cards can continue to be inserted.
- Up to eight cards can be stored in one page by moving the business cards. Drag and drop the imported card to the desired location on the page.

---

## 6.15 Changing Binder Settings

---


Set the name (title) and date of the created binder.



- 1. Select the cabinet containing the binder to be edited from the cabinet tree.**

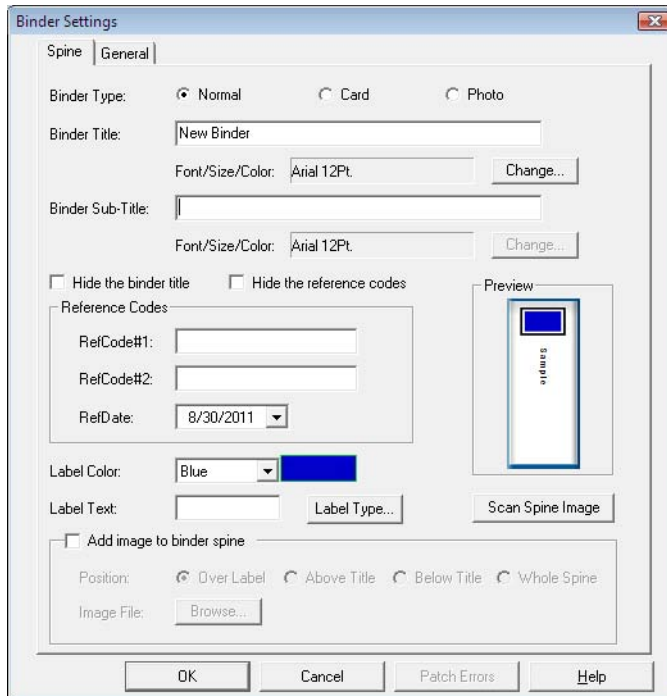
⇒ The content of the selected cabinet appears.

- 2. Select the binder to edit.**

- 3. Click  and select [Binder Settings]. You can also right-click on the spine of the binder and select [Binder Settings].**

⇒ The [Binder Settings] dialog box appears.

## 4. Set the details.





- Click the [Help] button in the dialog box to refer to the "Rack2-Filer Help" pages for the details of each item.
- A password can be added to binder. To set a password, type the same password for the "Password/Confirm" fields on the [General] tab. This password is required when opening or editing the file. Make sure to remember the password.
- The design of the binder spine label can be changed.
- A spine image from ScanSnap (S1100, S1300, S1500, S300, S510, S500) can be used as a binder spine. To avoid obstruction of the binder spine image, you can choose to hide the binder title and reference codes. For details, refer to "6.16 Adding an Image Imported from ScanSnap to a Binder Spine" (Page 112).  
If using a scanner other than ScanSnap models described above, save the scanned image as a file, and use it as the binder spine image.  
For details, refer to "6.17 Adding an Image to a Binder Spine" (Page 115).
- The following types of images can be added to the spine of the binder:
  - bmp
  - jpg
  - png
  - pdf (PDF files exported from Rack2-Filer or imported using the ScanSnap)  
For details, refer to "6.17 Adding an Image to a Binder Spine" (Page 115).
- The following items can be specified as search conditions when searching for binders.
  - Binder Title
  - RefCode#n
  - Memo Tags

## 5. Click the [OK] button.

⇒ Binder settings are changed in accordance with the specified contents.

## 6.16 Adding an Image Imported from ScanSnap to a Binder Spine

---

This section describes how to add an image to the binder spine from ScanSnap (S1100, S1300, S1500, S300, S510, S500).



An image can be scanned and added to a binder scan using the following scanners.

- S1100
- S1300
- S1500
- S300
- S510
- S500

Support services are no longer available for the following scanner models.

- fi-5110EOX2
- fi-5110EOX




If using a scanner other than ScanSnap models described above, save the scanned image as a file and then use it as the binder spine image.

For details, refer to "6.17 Adding an Image to a Binder Spine" (Page 115).



- 1. Select the binder for which the spine is to be changed.**



- 
- 2.** Click  and select [Binder Settings].  
Or right click on the binder spine and select [Binder Settings].

⇒ The [Binder Settings] dialog box appears.

- 3.** Select "Hide the binder title" and "Hide the reference codes", and set any other required items.



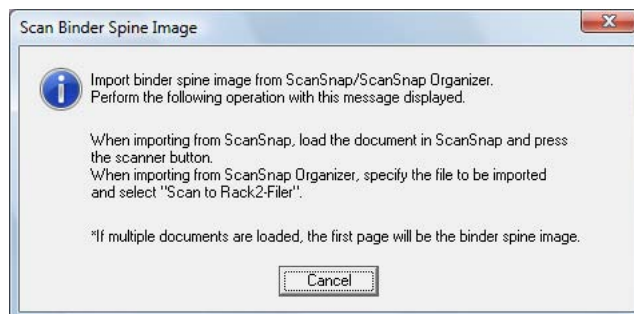
The title and reference codes can be hidden so that they do not interfere with the spine image.

Even if the title and reference codes are set to be hidden, when searching a binder, they can be specified as a search condition.

Click the [Help] button in the dialog box to refer to the "Rack2-Filer Help" pages for the details of each item.

- 4.** Click the [Scan Spine Image] button.

⇒ A message appears.



## 5. Scan the image with ScanSnap.



A file image imported from ScanSnap Organizer can also be used as a binder spine.

To import a file image from ScanSnap Organizer, specify the file to be imported from ScanSnap Organizer, and select "Scan to Rack2-Filer".

For more details about ScanSnap Organizer operations, refer to the ScanSnap Organizer manuals.



⇒ After the image is scanned, the imported binder spine image is shown on the [Binder Settings] dialog box, "Preview".

## 6. Click the [OK] button.

⇒ The imported image is set as the binder spine.

---

## 6.17 Adding an Image to a Binder Spine

---


This section describes how to add an image file to a binder spine.



- The following file formats are supported.
  - bmp
  - jpg
  - png
  - pdf (PDF files exported from Rack2-Filer or imported using the ScanSnap)
- An image file imported from a scanner can be used as a binder spine.
- For a multiple page PDF file, the first page is used as the binder spine.



**1.** Select the binder for which the spine is to be changed.

**2.** Click  and select [Binder Settings].  
Or right-click on the binder spine, and select [Binder Settings].

⇒ The [Binder Settings] dialog box appears.

**3.** Select the "Add image to binder spine" checkbox.

⇒ The setting items for adding an image to a binder appears.

**4.** In "Position", select the location for applying the image file.

**5. Click the [Browse] button.**

⇒ The [Open] dialog box appears.

**6. Select the image file to be added to a spine, and click the [Open] button.**

⇒ The selected file image to be added to a spine is displayed on the [Binder Settings] dialog box, "Preview".



The title and reference codes can be hidden so that they do not interfere with the spine image.

Select "Hide the binder title" and "Hide the reference codes" in the [Binder Settings] dialog box.

Even if the title and reference codes are set to be hidden, when searching a binder, they can be specified as a search condition.



**7. Click the [OK] button.**

⇒ The selected file image is added to the binder spine.

---

## 6.18 Deleting a Binder

---

This section describes how to delete a binder from the cabinet. Multiple binders can be deleted at one time.



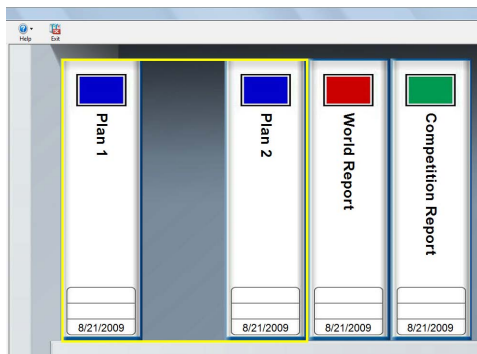
When deleting a binder, the pages in the binder are deleted at the same time.




- 1. Select the cabinet from which to delete a binder from the directory tree.**
  - ⇒ The content of the selected cabinet appears.
- 2. Select the binder(s) to delete.**



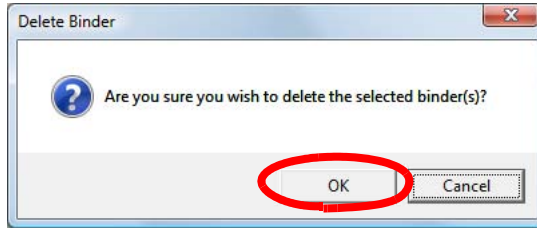
To select multiple binders, drag the binders you want to select in a group within the binder viewer, or click the mouse while pressing the [Ctrl] key or [Shift] key.



- 3.** Click  and select **[Delete Binder]**.  
You can also right-click on the spine of the binder and select **[Delete Binder]**.

⇒ A message dialog box appears.

- 4.** Click the **[OK]** button.



⇒ The binder is deleted from the cabinet.

---

## 6.19 Moving a Binder

---

This section describes how to move a binder to another cabinet. Multiple binders can be moved at one time.

### ■ Moving a binder using drag and drop



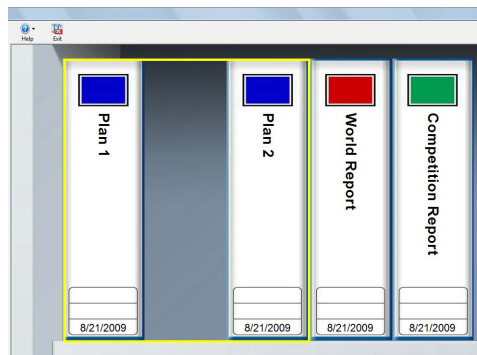
- 1. Select the cabinet containing binders to be moved from the directory tree.**

⇒ The content of the selected cabinet appears.

- 2. Drag the binder(s) to be moved and drop it into the destination cabinet (on the tree).**



To select multiple binders, drag the binders you want to select in a group within the binder viewer, or click the mouse while pressing the [Ctrl] key or [Shift] key.



⇒ The binder is moved to the specified cabinet.

## ■ Moving a binder using the [Move Binder] dialog box



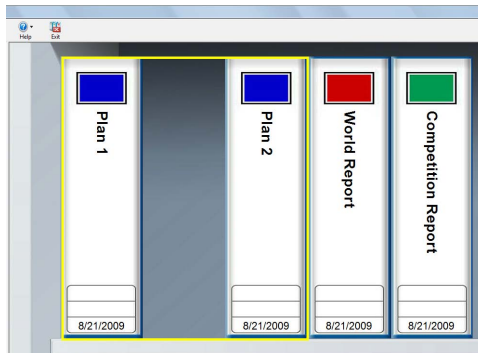
### 1. Select the cabinet containing binders to be moved from the directory tree.

⇒ The content of the selected cabinet appears.

### 2. Select the binder to move.



To select multiple binders, drag the binders you want to select in a group within the binder viewer, or click the mouse while pressing the [Ctrl] key or [Shift] key.



### 3. Click and select [Move Binder].

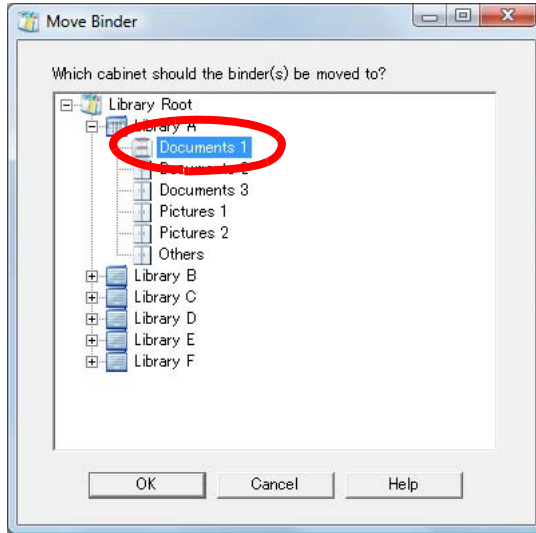
You can also right-click on the spine of the binder and select [Move Binder].

⇒ The [Move Binder] dialog box appears.



---

**4.** In "Which cabinet should the binder(s) be moved to?", select a cabinet to move the binder to.



**5.** Click the [OK] button.

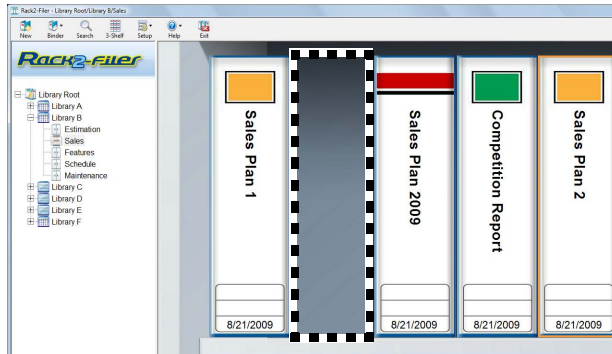
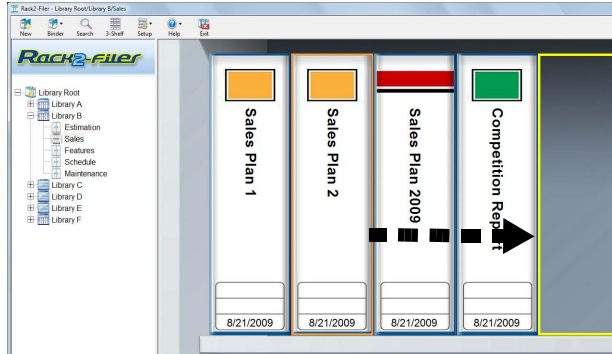
⇒ The binder is moved to the specified cabinet.



If too many binders have been selected and they cannot fit in the destination cabinet, the "Could not move selected binder as maximum capacity of destination cabinet has already been reached." message appears.



To rearrange binders in a cabinet, drag and drop the binder to the new location.



---

## 6.20 Copying (Duplicating) a Binder

---

This section describes how to copy (duplicate) a binder to an arbitrary place in the cabinet, or to another cabinet. Multiple binders can be copied at the same time.

### ■ Copying a binder using drag and drop

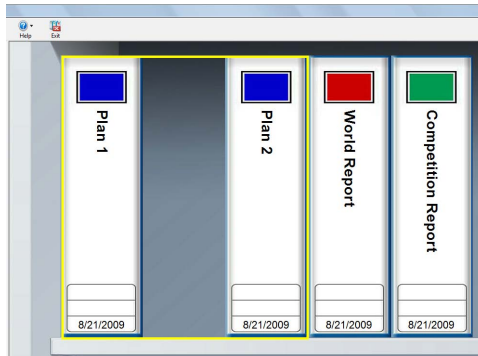


- 1. Select the cabinet containing binders to be copied from the directory tree.**  
⇒ The content of the selected cabinet appears.
- 2. Drag the binders to be copied with the [Ctrl] key held down, and drop them into the copy destination (arbitrary place in the cabinet, or other cabinet (on the directory tree)).**

Hint



To select multiple binders, drag the binders you want to select in a group within the binder viewer, or click the mouse while pressing the [Ctrl] key or [Shift] key.



Drop the binders onto the copy location while holding down the key.

⇒ The binders are copied to the specified location.

---

## ■ Copying a binder using the [Duplicate Binder] dialog box

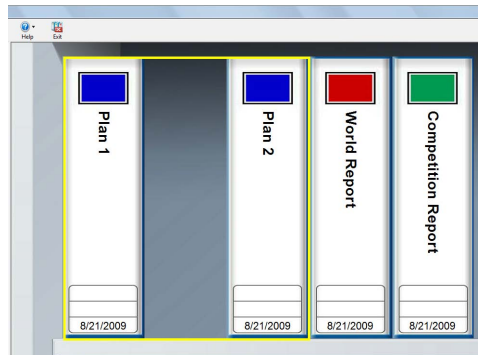
**1.** Select the cabinet containing binders to be copied from the directory tree.

⇒ The content of the selected cabinet appears.

**2.** Select the binder to copy.



To select multiple binders, drag the binders you want to select in a group within the binder viewer, or click the mouse while pressing the [Ctrl] key or [Shift] key.



**3.** Click  and select [Duplicate Binder].

You can also right-click on the spine of the binder and select [Duplicate Binder].

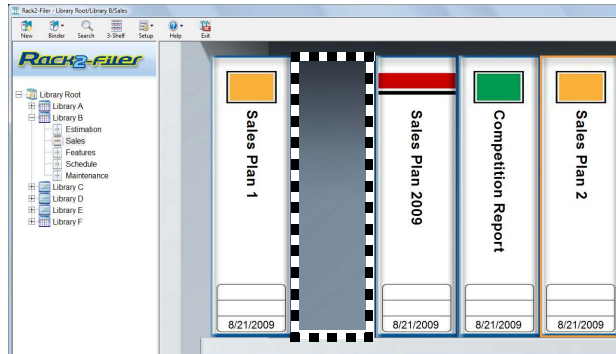
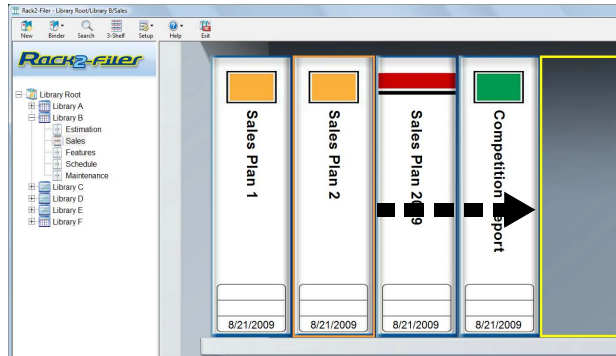
⇒ The [Duplicate Binder] dialog box appears.



Hint



To rearrange binders in a cabinet, drag and drop the binder to the new location.



## 6.21 Arranging Binders in Order of Last Access

---

The binders in the cabinet can be sorted in order of their access time.



**1. Select the cabinet containing binders to be sorted by last access from the directory tree.**

⇒ The content of the selected cabinet appears.

**2. Right-click on the cabinet tree, point to [Binder Order], and then select [Sort by Last Access].**

⇒ The binders in the cabinet are sorted by last access from the left side of the top shelf.



- Last access is updated when the binder is opened. If a binder that has never been opened, last access is the date of creation.
- When [Sort by Last Access] in [Binder Order] is selected, the binders are automatically sorted by last access in the following cases:
  - When the cabinet is opened
  - When the binder is opened
- To stop the "sort by last access" mode, right-click on the cabinet tree, point to [Binder Order], and then select [Arrange Manually].



---

## 6.22 Running OCR on a Binder to Create Key Text Blocks

---

This section describes how to run OCR on a selected binder to create key text blocks.



If key text blocks exist on a page, they will be overwritten.



- 1. Select the cabinet containing binders that you want to run OCR on from the directory tree.**  
⇒ The content of the selected cabinet appears.
- 2. Select a binder to run OCR on.**
- 3. Right-click on the spine of the binder and select [Run OCR on Binder].**  
⇒ The [Extracting Text] dialog box appears and key text blocks are created.

## 6.23 Checking Binder-Related Information

---

This section explains how to check the following information related to the binder.

- Binder location and binder folder name
- Current number of sheets and maximum number of sheets possible for the binder
- File size
- Binder version
- Last access

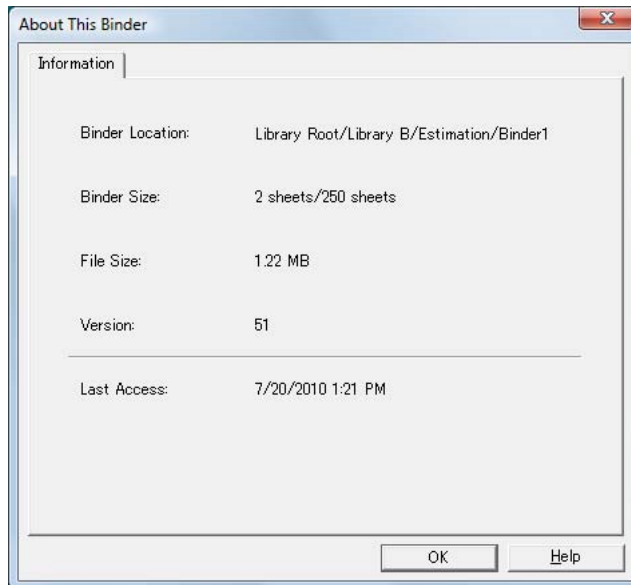


- 1. Select the cabinet containing binders that you want to check information for from the directory tree.**  
⇒ The content of the selected cabinet appears.
- 2. Select a binder whose information you want to check.**

---

### 3. Right-click on the spine of the binder and select [About This Binder].

⇒ The [About This Binder] dialog box appears, displaying information for the binder.



Hint



Click the [Help] button in the dialog box to refer to the "Rack2-Filer Help" pages for the details of each item.

## 6.24 Exporting a Binder

---

When a binder is exported, the data stored in the binder can be viewed on a computer even if it does not have Rack2-Filer installed on it.


The exported binder can be displayed using Adobe Acrobat, Adobe Reader, or Rack2-Viewer window.



- A card binder can be exported as only "Rack2 Binder (\*.rk2)" or "Rack2 Binder with embedded Viewer (\*.exe)".
- "\*.rk2" can be selected for "Save as type" only when using Rack2-Filer version 4.0 or later. When using earlier version of Rack2-Filer, the binder should be exported as a "\*.pdf + \*.ini + Source Files". Earlier versions of Rack2-Filer cannot import "\*.rk2" files.



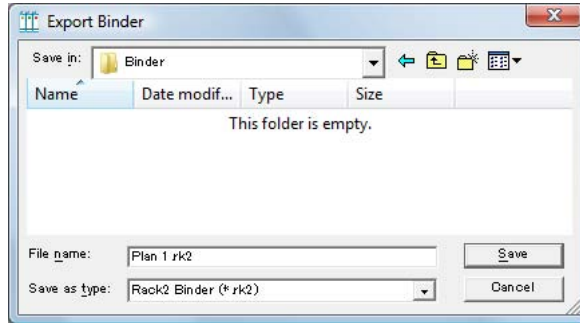
**1. Select a binder to export.**

**2. Click  and select [Export Binder].**  
**You can also right-click on the spine of the binder and select [Export Binder].**

⇒ The [Export Binder] dialog box appears.

---

### 3. Specify the storage location and file name of the file to export and click the [Save] button.



⇒ The binder is exported in the specified format.



- If "Rack2 Binder with embedded Viewer (\*.exe)" is selected for "Save as type", an executable file with an embedded viewer is output. The file can be viewed on a computer even if it does not have Rack2-Filer installed on it.

When a file is double-clicked, the Rack2-Viewer window (read-only mode) appears.

- If "Data File (\*.pdf + \*.ini + Source File)" is selected for "Save as type", the output file can be displayed using Adobe Acrobat, Acrobat Reader, or Adobe Reader. However, the following information cannot be displayed.
  - Contents page
  - Divider sheet
  - Annotations



No part of a "Rack2 Binder with embedded Viewer (\*.exe)" file produced by the Rack2-Filer export function may be reproduced (unless for personal use), or distributed in any form via a network, without permission.



## 6.25 Importing a Binder

---

Rack2-Filer also allows you to reimport the exported binder files ("\*.pdf + \*.ini + Source Files").

Only file sets output using the export function of the Rack2-Filer window, or those saved using the save function of the Rack2-Viewer window or the Rack2-WorkArea window can be imported.



When you import a card binder that was saved in the "Data File (\*.pdf + \*.ini)" format on the Rack2-Viewer window, it is imported as a normal binder.



- When importing exported binder files in "Data File (\*.pdf + \*.ini + source files)" format, the associated ini file must be in the same location (folder) as the PDF file.
- For details on exporting a binder in the Rack2-Filer window, refer to "6.24 Exporting a Binder" (Page 132). For details on exporting a binder in the Rack2-Viewer window, refer to "7.23 Saving All Pages in a Binder as a New File" (Page 220).

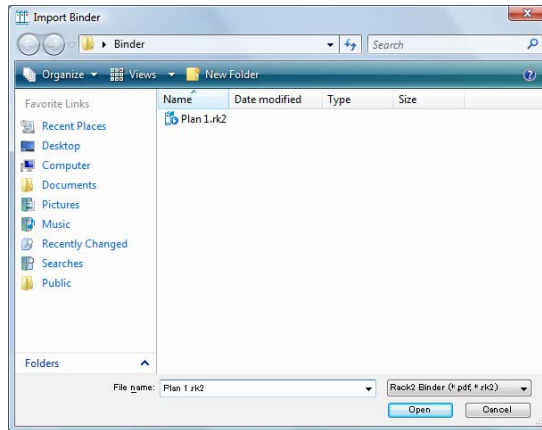


**1. Open the destination cabinet for the binder being imported.**

**2. Click  and select [Import Binder].**

⇒ The [Import Binder] dialog box appears (the name of the dialog box may vary, depending on the operating system).

- 
- 3.** Select the binder file-set to import (only \*.pdf or \*.rk2 files as shown), and click the [Open] button (The name of the button may vary depending on the operating system).



⇒ The file-set is converted back to binder format and added to the cabinet.

## 6.26 Searching for a Binder

---

This section describes how to search for a binder.



- The following binders or pages cannot be searched for:
  - Password-protected binders
  - Password-protected PDF file whose contents are not displayed
  - Print-restricted PDF file whose contents are not displayed
  - Source files (Pages with source files can be searched for)
- The searching function can be used for the following:
  - Binder title
  - Reference Codes
  - Characters on the annotation such as sticky notes, hyperlinks, and stamps
  - Characters on divider sheets
  - Memo Tags
  - Created/Input key text blocks
  - Contents
  - Strings in comments that are set for the photos or documents



This section describes how to display the search results in the cabinet. A search result between multiple binders can be displayed in a binder. This enables the relevant pages to be referred to without opening each binder again. For details on how to display the search results in a binder, refer to "6.27 Displaying Search Results in a Binder" (Page 140).





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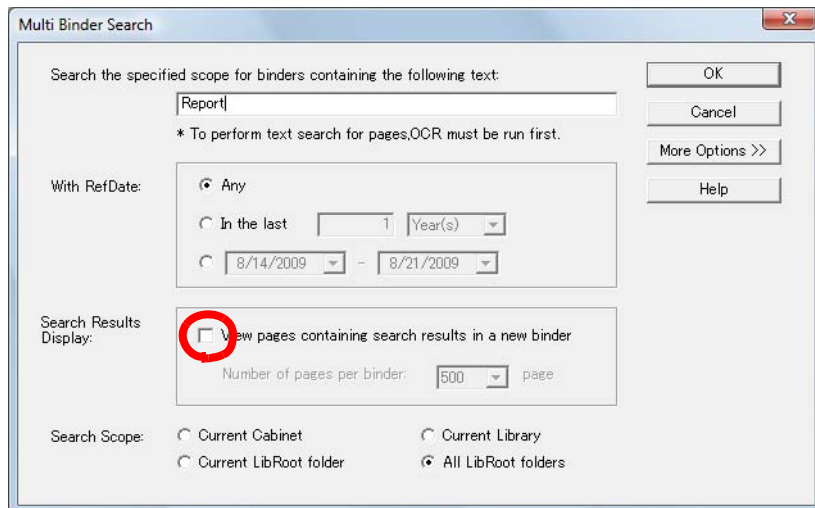
**1. With no binders selected, click  Search .**

⇒ The [Multi Binder Search] dialog box appears.

**2. Uncheck the "View pages containing search results in a new binder" checkbox, and specify the conditions for searching the binders.**

The binders satisfying all the conditions will be searched if one or more conditions are specified.

In the following example, binders whose titles contain "Report" are searched from among all LibRoot folders.



Multi Binder Search

Search the specified scope for binders containing the following text:  
[Report]

\* To perform text search for pages,OCR must be run first.

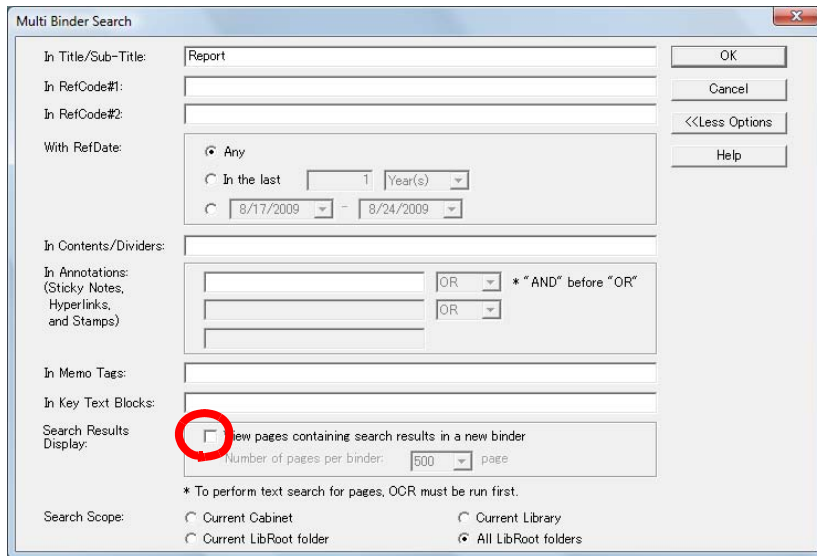
With RefDate:  Any  
 In the last [1] Year(s)  
 [8/14/2009] - [8/21/2009]

Search Results Display:  View pages containing search results in a new binder  
Number of pages per binder: [500] page

Search Scope:  Current Cabinet  Current Library  
 Current LibRoot folder  All LibRoot folders

OK  
Cancel  
More Options >>  
Help

Click [More Options] to display a dialog box in which more detailed search conditions can be specified.

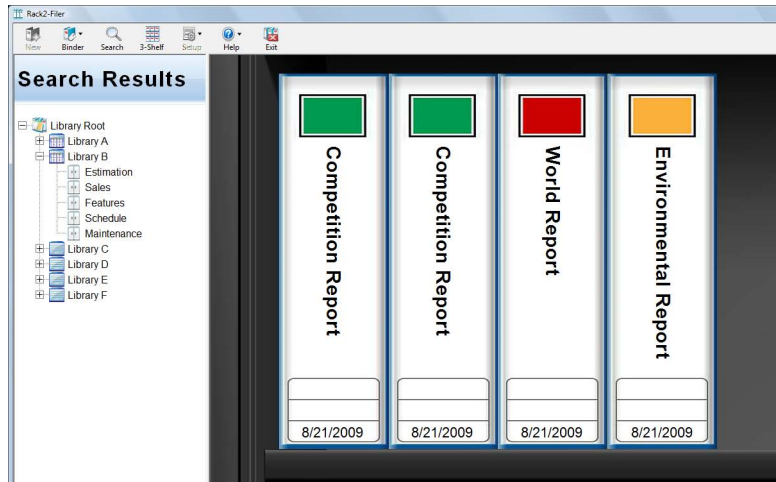


- You can specify multiple binders to be searched. Enter a blank space after each keyword.
- If multiple keywords are specified, pages containing all input keywords are searched.
- If a blank space is included in a keyword, mark the keyword with double quotations ("").
- If a keyword includes double quotations, mark the keyword with double quotations (") and enter a backslash before the double quotation.  
For example, for keywords ["AAA"] and [BBB]  
"\"AAA\"" BBB
- On the [Multi Binder Search] dialog box, if the "View pages containing search results in a new binder" checkbox is selected, the search results are displayed together in a search results binder.  
For details on how to display the search results as a binder, refer to "6.27 Displaying Search Results in a Binder" (Page 140).
- Click the [Help] button in the dialog box to refer to the "Rack2-Filer Help" pages for the details of each item.



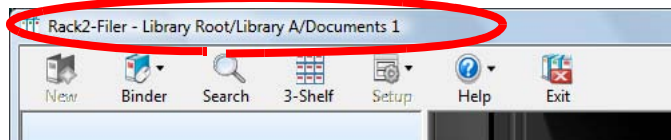
### 3. Click the [OK] button.


⇒ The binders satisfying the specified conditions are displayed in a cabinet.



Selecting the search results binder shows the following information on the title bar of the Rack2-Filer window:

- LibRoot folder name
- Library name
- Cabinet name



Clicking  Return closes the search results display.

## 6.27 Displaying Search Results in a Binder

---

A target binder can be searched and the pages containing search results can be collected in a search results binder.

By collecting search results in a search results binder, the pages containing search results can be referred to without opening each binder again.

Furthermore, the search results binder can be moved or copied (duplicated) to a cabinet and used as a normal binder.

This section describes the procedure for displaying search results together in a new binder. For details on how to display the search results in the cabinet, refer to "6.26 Searching for a Binder" (Page 136).



- 1. With no binders selected, click  .**

⇒ The [Multi Binder Search] dialog box appears.

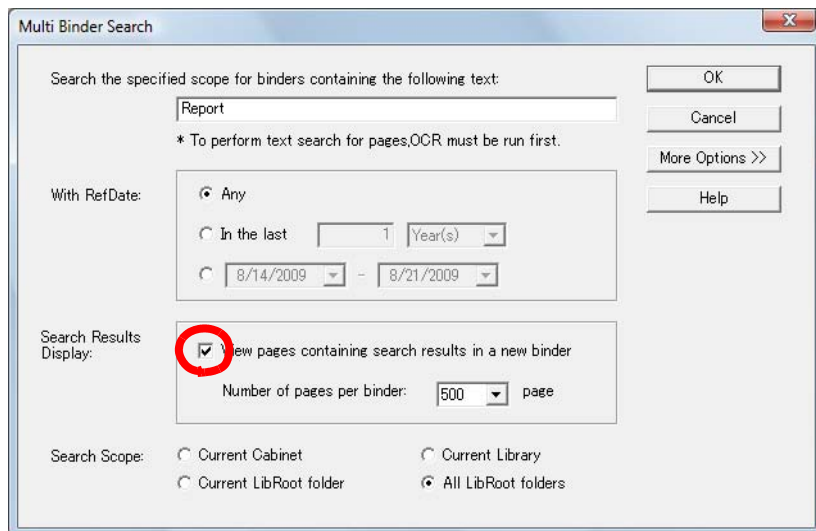
---

## 2. Select the "View pages containing search result in a new binder" checkbox, and specify the conditions for searching the binders.

Click the [Help] button in the dialog box to refer to the "Rack2-Filer Help" pages for the details of each item.

The binders satisfying all the conditions will be searched if one or more conditions are specified.

In the following example, binders whose titles contain "Report" are searched from among all LibRoot folders.



Multi Binder Search

Search the specified scope for binders containing the following text:  
Report

\* To perform text search for pages,OCR must be run first.

With RefDate:

- Any
- In the last:  Year(s)
- 8/14/2009 - 8/21/2009

Search Results Display:

- View pages containing search results in a new binder

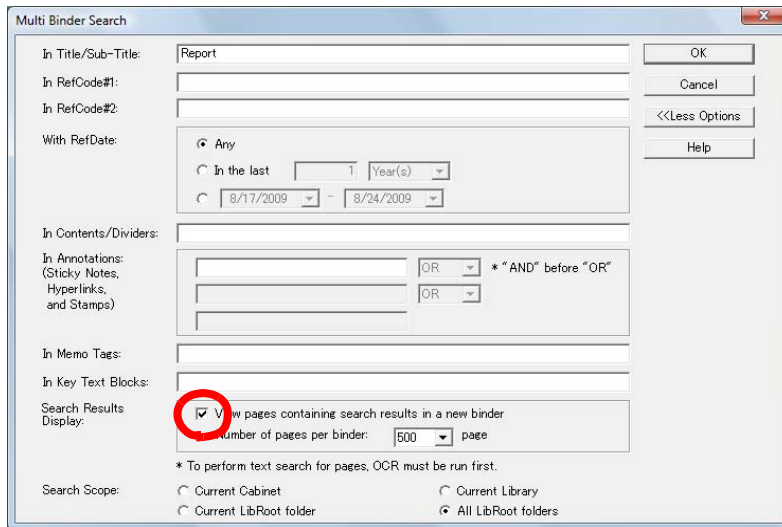
Number of pages per binder:  page

Search Scope:

- Current Cabinet
- Current Library
- Current LibRoot folder
- All LibRoot folders

Buttons: OK, Cancel, More Options >>, Help

Click [More Options] to display a dialog box in which more detailed search conditions can be specified.



- You can specify multiple binders to be searched. Enter a blank space after each keyword.
- If multiple keywords are specified, pages containing all input keywords are searched.
- If a blank space is included in a keyword, mark the keyword with double quotations ("").
- If a keyword includes double quotations, mark the keyword with double quotations (") and enter a backslash before the double quotation.  
For example, for keywords ["AAA"] and [BBB]  
"\"AAA\"" BBB



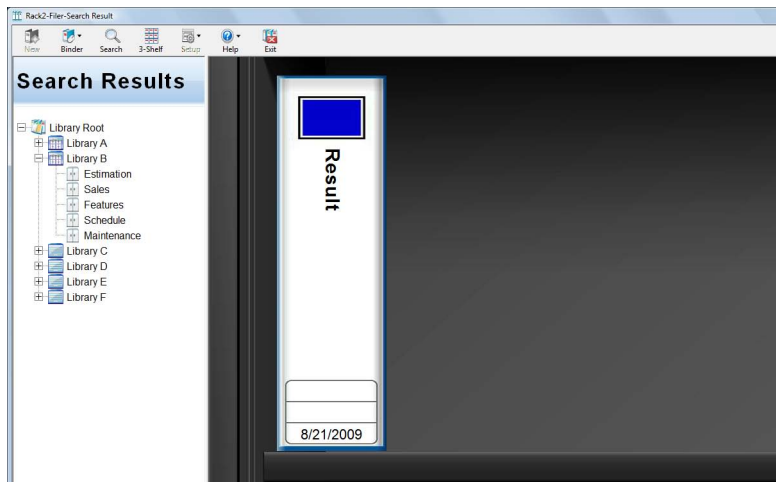
### 3. Select the number of pages to be collect in one search results binder.

The range of the number of pages that can be selected is from 100 to 1000 (in units of 100 pages).

If the specified number of pages for a search results binder is exceeded, the search results binder is divided into separate binders.

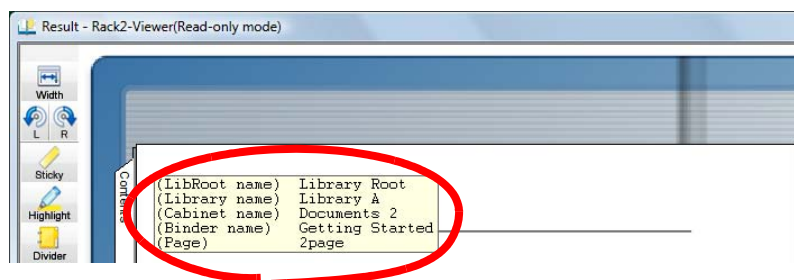
## 4. Click the [OK] button.


⇒ The binders are searched, and the search results binder is displayed.





Display the search results binder in the Rack2-Viewer window to check the results.

- Placing the mouse pointer on a page shows the following information.
  - LibRoot name
  - Library name
  - Cabinet name
  - Binder name
  - Page number of the displayed page




- Clicking  Search displays the [Search] dialog box with the search string entered as [String to Find]. The search string is specified in the [Multi Binder Search] dialog box. Clicking the [Find Next] button searches for a page with the search string.

- Clicking  displays the page in the source binder.

Clicking  on the Rack2-Filer window closes the search results display.



If  is clicked, the search results binder will no longer be displayed.

The search results binder can be moved or copied (duplicated) to a cabinet, and used as a regular binder.

For details on how to move a binder, refer to "6.19 Moving a Binder" (Page 119).

For details on how to duplicate a binder, refer to "6.20 Copying (Duplicating) a Binder" (Page 123).





---

## 6.28 Searching for a Page

---

This section describes how to search the contents page of a binder for a particular page.

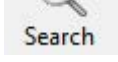


The searching function can be used for the following:

- Characters on the annotation such as sticky notes, hyperlinks, and stamps
- Characters on divider sheets
- Created/Input key text blocks
- Contents
- Strings in comments that are set for the photos or documents

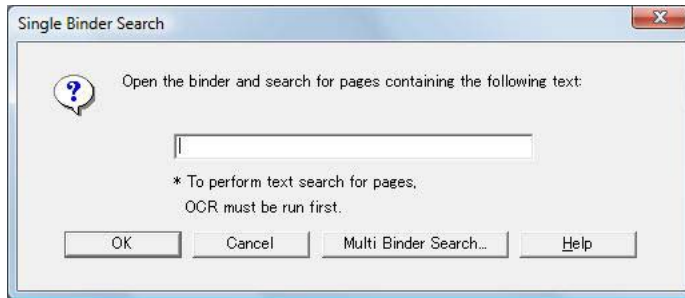
For details, refer to "6.22 Running OCR on a Binder to Create Key Text Blocks" (Page 129).



- 1. Select a binder in which to search, and click  .  
Or right-click on the spine of the binder and select [Search].**

⇒ The [Single Binder Search] dialog box appears.

## 2. Specify the strings to be searched.



- You can specify multiple binders to be searched. Enter a blank space after each keyword.
- If multiple keywords are specified, pages containing all input keywords are searched.
- If a blank space is included in a keyword, mark the keyword with double quotations ("").
- If a keyword includes double quotations, mark the keyword with double quotations (") and enter a backslash before the double quotation.  
For example, for keywords ["AAA"] and [BBB]  
"\"AAA\""" BBB
- Click [Multi Binder Search] to search in other binders as well. For details, refer to "6.26 Searching for a Binder" (Page 136).



## 3. Click the [OK] button.

- ⇒ The Rack2-Viewer window opens, and pages containing the specified string are displayed.

---

## 6.29 Moving Pages to the WorkArea

---

This section describes how to move/copy pages of binder to the WorkArea.



The content of card binders and password-protected binders cannot be moved.



- 1. Select the binder whose sheets are to be moved to the WorkArea.**

- 2. Click  and select [Move Pages to WorkArea]. Or, Right-click on the spine of a binder, and select [Move Pages to WorkArea].**

⇒ The content of binder is moved.



The moved sheets are added to the end of the arrangement of stacks in the WorkArea.

## 6.30 Copying Pages to the WorkArea

---

This section describes how to copy pages of binder to the WorkArea.



Card binder and password-protected binder sheets cannot be copied.



**1.** Select the binder whose sheets are to be moved to the WorkArea.

**2.** Click  and select [Copy Pages to WorkArea]. Or, Right-click on the spine of a binder, and select [Copy Pages to WorkArea].

⇒ The content of binder is copied.



The copied sheets are added to the end of the arrangement of stacks in the WorkArea.



---

## 6.31 Setting the Rack2-Filer Options

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The following settings can be configured:

- **[LibRoot Folders] tab**

A LibRoot folder (for storing libraries, cabinets and binders) can be specified.

By default, the folder specified at installation is set.

- **[ScanSnap -> Rack2] tab**

The destination where ScanSnap (including ScanSnap Organizer) should send data to can be specified.

Data can be stored in either of the following destinations:

- WorkArea
- The binder currently specified in the Rack2-Filer window
- A binder selected in the [Binder Selection] dialog box



---

Even if Rack2-Filer is not open, data can be imported.

---

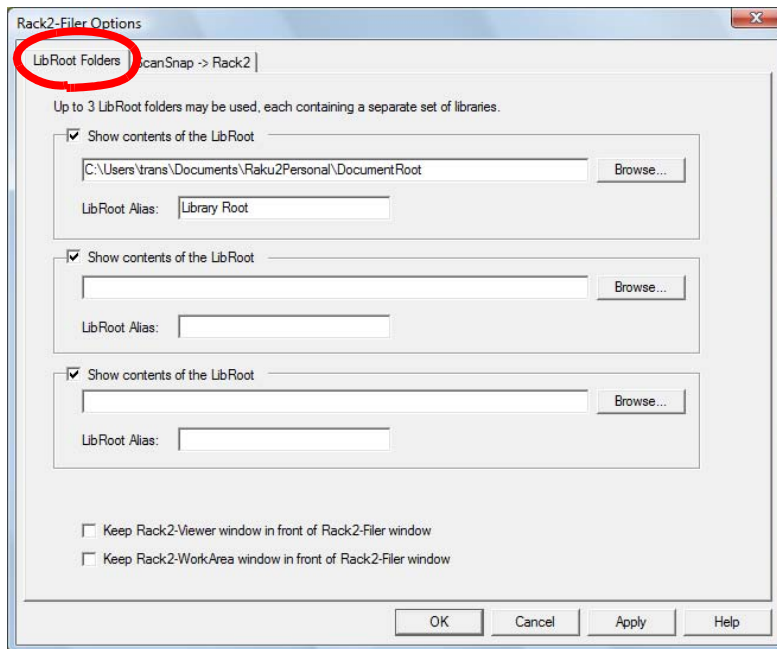
## ■ [LibRoot Folders] tab settings



**1. Click  and select [Options].**

⇒ The [Rack2-Filer Options] dialog box appears.

**2. On the [LibRoot Folders] tab, configure the settings.**



• **To add or edit a LibRoot folder, click the [Browse] button and specify a folder.**

- Up to three LibRoot folders can be specified.
- The character string specified in [LibRoot Alias] is shown on the Rack2-Filer window.
- Selecting [Show contents of the LibRoot] shows the contents of the LibRoot folder on the Rack2-Filer window.



- Do not specify a removable disk as the LibRoot folder.
- Do not specify a LibRoot folder and WorkArea folder with the same path name. Also, do not specify either a LibRoot folder or WorkArea folder as a parent folder.

Example:

- LibRoot folder is "C:\Temp1", WorkArea folder is "C:\Temp1\WorkArea"
- LibRoot folder is "C:\Temp1\DocumentRoot", WorkArea folder is "C:\Temp1"

For details about how to change the WorkArea folder, refer to "7.53 Configuring Viewer Settings" (Page 291).

- If network drive is specified for the LibRoot folder, use Windows server.
- When designating a network drive as the LibRoot folder, add "full control" to the access privilege.
- Do not directly edit the data stored in a "LibRoot". The data may not be shown correctly in Rack2-Filer.

- Choose whether the Rack2-Viewer window and/or Rack2-WorkArea window is displayed in front of the Rack2-Filer window by selecting the "Keep Rack2-Viewer window in front of Rack2-Filer window" and "Keep Rack2-WorkArea window in front of Rack2-Filer window".

### **3. Click the [OK] button.**

- ⇒ When a new LibRoot folder is set, a message appears indicating that directly editing the data in the LibRoot folder may cause Rack2-Filer operational errors.

Check the contents of the message and click the [OK] button.

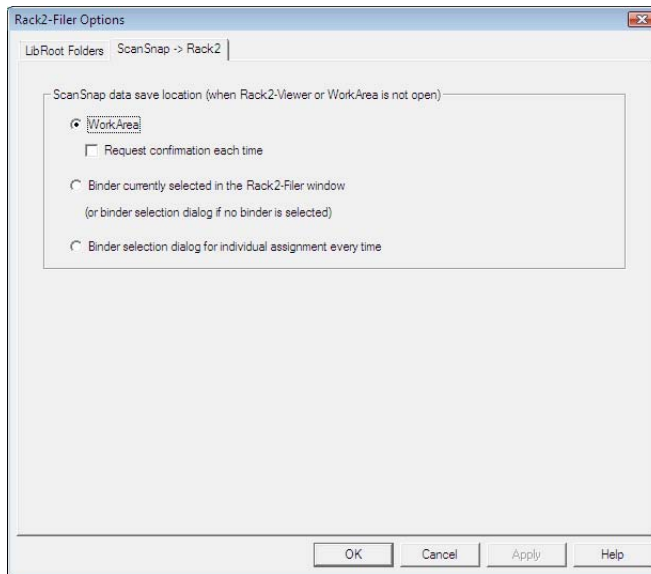
## ■ [ScanSnap -> Rack2] tab settings



**1.** Click  and select [Options].

⇒ The [Rack2-Filer Options] dialog box appears.

**2.** On the [ScanSnap -> Rack2] tab, specify the data storage destination.



Hint



If "WorkArea" is selected for "ScanSnap data save location" and the "Request confirmation each time" checkbox is selected, a message will be displayed to confirm whether to add the scanned data to WorkArea.



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### **3. Click the [OK] button.**

⇒ The data is stored to the specified destination.

## 6.32 Data Backup

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This section describes how to backup all data in the LibRoot folder.




This section describes how to backup data in units of LibRoot folders.

For backing up data, other than for the case described in this section, use Rack2-Filer Backup & Restore Tool.

When using Rack2-Filer Backup & Restore Tool, backup can be performed in the units of LibRoot folder or cabinets, and restoration can be performed in the units of binders or LibRoot folders.

For details, refer to "11.4 Running a Backup Schema" (Page 397).



- 1. Click  and select [Options].**  
⇒ The [Rack2-Filer Options] dialog box appears.
- 2. On the [LibRoot Folders] tab, check the LibRoot folder information to be backed up.**
- 3. Launch Explorer, select the folder confirmed in Step 2, and then select [Organize] - "Copy" from the tool bar.**  
⇒ The folder is copied.
- 4. Open the backup destination folder and select [Organize] - "Paste" from the tool bar.**  
⇒ The folder is pasted and data is backed up.


---

## 6.33 Moving Data to Another Computer

---

This section describes how to move all the data in a LibRoot folder to another computer.




- 1. Click  and select [Options].**  
⇒ The [Rack2-Filer Options] dialog box appears.
- 2. On the [LibRoot Folders] tab, check the information for the LibRoot folder (data storage folder) to be moved.**
- 3. Start explorer, and copy the folder checked in Step 2 to the target computer.**



Copy the entire LibRoot folder at once when copying.  
The Rack2-Filer will not work properly when only some of the LibRoot folder sub folders or files are copied.



- 4. Click  in the target computer, and select [Options].**  
⇒ The [Rack2-Filer Options] dialog box appears.
- 5. Specify the copied LibRoot folder in "Library Root Folders", and click the [OK] button.**  
⇒ The data is moved.



## Chapter 7



# Rack2-Viewer Window Operations

This chapter describes operations that can be performed using the Rack2-Viewer window.

The marks used in this chapter

**Operation in 2-Page Spread Mode** : Indicates a function that is available when pages are displayed in 2-page spread mode.


**Operation in Page Width Mode** : Indicates a function that is available when pages are displayed in page width mode.


## 7.1 Scanning Documents Using an Image Scanner fi Series Scanner


### Operation in 2-Page Spread Mode

This section describes how to scan documents using an Image Scanner fi Series scanner with TWAIN driver, and then add the data to a binder.




 • If both an Image Scanner fi Series scanner and ScanSnap are connected to this product, turn off the ScanSnap when scanning pages using the Image Scanner fi Series scanner.



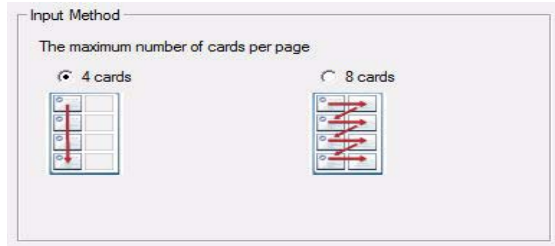
- 1. Insert the document into the scanner.**
- 2. Open a page of the binder on which to scan the document.**
- 3. Click  in the Rack2-Viewer window.  
Or right-click on a page, and select [Insert] - [Pages From Scanner].**  
⇒ The document is scanned and added into the binder.



- The scanner driver window (TWAIN driver window) can also be displayed during scan operations. The scanner driver window always appears for some types of scanners.
- If an odd number of pages are scanned, a blank page will be added as the last page.
- Operations during scanning can be set. For more details, refer to "7.53 Configuring Viewer Settings" (Page 291), or click  and refer to the "Rack2-Viewer Help" pages.
- Scanning can be continued after the current batch has finished. Insert the next sheet or batch in the scanner, then click the [Yes] button on the "Continue to read the next page" message. The new pages will be added with the previously scanned sheets.
- Before using an ADF (Automatic Document Feeder) scanner that is capable of doing so to scan both sides of a sheet, this function must first be enabled in the scanner driver window (TWAIN driver window).



- For a card binder, you can select the maximum number of cards per page (either 4 or 8). This can be set in the [Card Binder] tab of the [Rack2-Viewer Settings] dialog box.



- For a card binder, imported card data will be added sequentially from the left and top in the target page. If the front is filled up of card data, cards will be added to the back. When the maximum number of cards per page is set to 4 and the left line of the back is filled up, a new card sheet is added so that cards can continue to be inserted.
- When scanning cards by flatbed scan, scan settings can be set on the [Card Binder] tab in the [Rack2-Viewer Settings] dialog box.
- When scanning cards with ADF, the scan size of TWAIN driver will be changed to "Card Size" automatically.
- For a portrait card, scanned data rotated 90 degrees to the right will be displayed.
- For an over-sized card, the card is cropped automatically to extract the main data.



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## 7.2 Scanning Documents Using the ScanSnap

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### Operation in 2-Page Spread Mode

This section describes how to scan documents using the ScanSnap (S1100, S1300, S1500, S300, S510, S500) and add the data to a binder.



When scanning documents using the ScanSnap, it is necessary to use Rack2-Filer with the ScanSnap. For details about how to enable the use of the ScanSnap with Rack2-Filer, refer to "Chapter 5 Using the ScanSnap with Rack2-Filer" (Page 65).



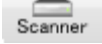
- 1. Insert the document into the ScanSnap.**
- 2. Open a page of the binder on which to scan the document.**
- 3. With the Rack2-Viewer window displayed as the front window on screen, press the scan button on the ScanSnap device.**

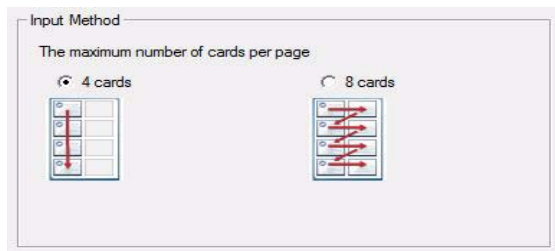
⇒ The sheet is scanned and added into the binder.



When using ScanSnap S1100, press the scan button again after all documents have been scanned to end scanning and add the sheets to the binder.



- If ScanSnap is to be used as the scanner,  on the Rack2-Viewer window cannot be used.
- If an odd number of pages are scanned, a blank page will be added as the last page.
- For a card binder, you can select the maximum number of cards per page (either 4 or 8). This can be set in the [Card Binder] tab of the [Rack2-Viewer Settings] dialog box.



- For a card binder, scanned card data will be added sequentially from the left and top in the target page. If the front is filled up of card data, cards will be added to the back. When the maximum number of cards per page is set to 4 and the left line of the back is filled up, a new card sheet is added so that cards can continue to be inserted.

---

## 7.3 Importing Source Files

---

### Operation in 2-Page Spread Mode

Import files from the folders in the computer and add them to a binder.



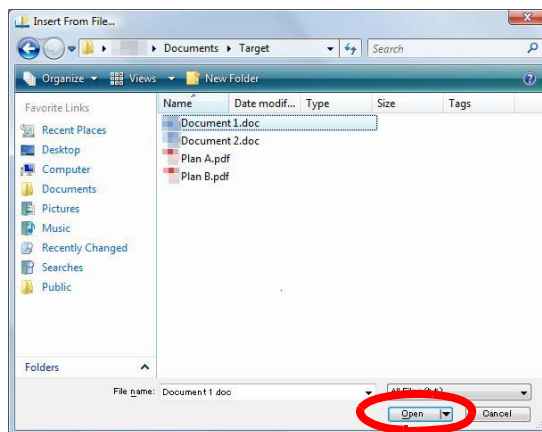
1. Open a page of the binder on which to scan the document

and click  in the Rack2-Viewer window.  
Or right-click on a page, and select [Insert] - [Pages From File].

⇒ The [Insert From File] dialog box appears.

2. Specify the files to import and click the [Open] button.

You can specify multiple files by holding down the Shift or Ctrl key while clicking on files.



⇒ The files are added to the binder.



- It may take quite some time to import a file with many pages or a high resolution color image file.
- Source files are not created for image files when they are imported.





- With the binder viewer open, file(s) can be inserted by importing or dragging and dropping on top of the displayed page.
- To import the source file and manage it in Rack2-Filer, click the [Settings] button and select the "Retain source files by" checkbox in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box.
- To search a page, select "Automatically create key text blocks for inserted pages (by OCR/extraction)" in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box before importing a file.
- If a PDF file that is password-protected or a file for which printing is not permitted has been imported, the result of the import will vary according to whether or not the following setting is selected. To check this setting:
  1. Click the [Settings] button to open the [Rack2-Viewer Settings] dialog box.
  2. Select the [Page Insertion] tab to view the "When inserting pages from password protected and printing-restricted PDF files, attach source files instead of showing actual contents" checkbox.
- When this checkbox is selected  
The actual document is not displayed but a PDF icon is shown below the page. Dragging the mouse pointer onto a PDF icon shows the name of the file. Double-clicking on the PDF icon starts Adobe Acrobat or Adobe Reader. If the password is disabled or if printing restrictions are cancelled using Adobe Acrobat, the document will be changed to a standard document, and the contents displayed on the Rack2-Viewer window. However, if printing multiple pages from a binder that include pages from a password-protected or print-restricted PDF, only standard pages will be printed. The source PDF file will also not be printed.



- When this checkbox is not selected  
When importing a password-protected PDF file, a password input window will appear. Inputting the password imports and displays the contents of the PDF file with Rack2-Viewer. To import password-protected PDF files, Adobe Acrobat or Adobe Reader must be installed.  
However, print-restricted PDF files cannot be imported. To import print-restricted PDF files, remove the print-protection setting and try again.
- For Rack2-Filer, the image formats supported are:

BMP:	Windows and OS/2 bitmap
PCX:	Zsoft format (single page)
JPG, JPEG:	JPEG format
TIF, TIFF:	TIFF format (Including multiple pages. Excluding ZIP compression format.)
WMF:	Windows metafile
PSD:	Photoshop 3.0 format
PNG:	Portable Network Graphics format
TGA:	Truevision TARGA format
PCD:	Photo CD format
FPX:	FlashPix format
PDF:	PDF files exported from Rack2-Filer or imported using the ScanSnap (Other PDF files associated with applications with printing functions are also supported)

In addition to the above formats, files associated with applications with printing functions are also supported.



- When files other than those in supported image formats (such as Microsoft Word, Excel and PowerPoint) are imported via image conversion (\*), the colors and resolution can be set. For more details, refer to "7.53

Configuring Viewer Settings" (Page 291), or click



and refer to the "Rack2-Viewer Help" pages.

(\*) The printing functions of applications associated with the file are used during image conversion. Therefore, depending on the application, sometimes the print window is displayed, and sometimes the window still appears even after finishing image conversion. Click the [OK] button if a message to confirm printing appears.

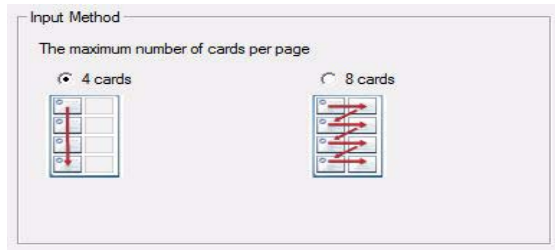
- When converting an image using the print function of an associated application, depending on the file, a "*File\_name* has been changed. Do you want to save it?" message appears. If this message appears, click the [No] button.
- When the "Automatically insert divider sheet when inserting files" checkbox is selected, the tab of the divider sheet may not show the full file name. Hover the mouse pointer over a tag to display a tooltip of the file name.
- If an odd number of pages are imported, a blank page will be added as the last page.
- If a fatal error occurs during file import, the default printer may be reset to "Raku2 ImageWriter". In this case, use the following to change the original printer to "Set as Default Printer":

(\*) The procedure for Windows Vista is used as an example.

From the [Start] menu, open [Printers and Faxes] (or [Printer]) of [Control Panel], right-click on the original printer, then select "Set as Default Printer".



- For a card binder, you can select the maximum number of cards per page (either 4 or 8). This can be set in the [Card Binder] tab of the [Rack2-Viewer Settings] dialog box.



- For a card binder, inserted data will be added sequentially from the left and top in the target page. If the front is filled up of card data, cards will be added to the back. When the maximum number of cards per page is set to 4 and the left line of the back is filled up, a new card sheet is added so that cards can continue to be inserted.
- For a card binder, source file will not be inserted.
- For a card binder, the divider sheet will not be inserted automatically when importing a file.





Notes on importing Microsoft Excel files

- If the inserted data set is too large, it may spill over. In such cases, it may be helpful to raise the resolution in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box.
- The password input window appears when importing encrypted files. Type the password and click the [OK] button, or click the [Read-only] button.
- A file containing macros may not be inserted properly. In such cases, copy the file, delete the macros, and insert it again.
- When a Microsoft Excel file (\*.xls) contains a mix of differently sized multi-page sheets with both the portrait and landscape orientations specified, the page orientations may not be correctly recognized.
  - When the "Color Data" setting in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box is set to "Keep as Color", you should set uniform printing directions and paper size, or divide the file to ensure that all printing directions are the same, then insert the file again.


## 7.4 Flipping the Pages One by One

---



Operation in 2-Page Spread Mode

Operation in Page Width Mode



- 1. Move the mouse pointer to the left or right edge of the Rack2-Viewer window.**  
If the display of the pages are rotated 90 degrees, move the mouse pointer to the upper or lower edge of the Rack2-Viewer window.
- 2. Click when the pointer turns to .**



- To flip the pages, the following operations can be used:
  - Pressing  or 
  - Pressing the "left arrow" or "right arrow" keys ("up arrow" or "down arrow" when the page display is rotated 90 degrees)
  - Rotating wheel mouse (Roll down to flip to next page, roll up to flip to previous page).
- Inputting a page number in the page range input field, jumps to the specified page.
- The speed at which pages will be flipped can be set. For details, refer to "7.53 Configuring Viewer Settings" (Page 291).




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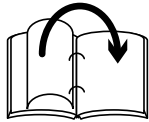
## 7.5 Flipping Continuously


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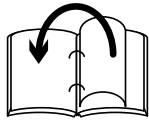
Operation in 2-Page Spread Mode



1. Click  to flip pages from left to right continuously.  
Or right-click on the page, and then select [Display Mode] - [Cycle Pages] - [Reverse].




- Click  to flip pages from right to left continuously.  
Or right-click on the page, and then select [Display Mode] - [Cycle Pages] - [Forward].



Hint



- Click  or click on the page if you want to stop "Flip Continuously".
- After the last page has been flipped, this function will bring you back to the first page and start again from the beginning.
- The speed and interval at which pages will be flipped can be set. For details, refer to "7.53 Configuring Viewer Settings" (Page 291).

## 7.6 Turning a Page Upside-down

---


Operation in 2-Page Spread Mode

This section describes how to turn a page upside-down.



- 1. Right-click on the page and select [Manipulations] - [Turn Page Upside-Down].**



If you click  to save the changes, or save this change when you close the Rack2-Viewer window, pages will be displayed upside-down from the next startup.



---

## 7.7 Rotating a Page 90 Degrees

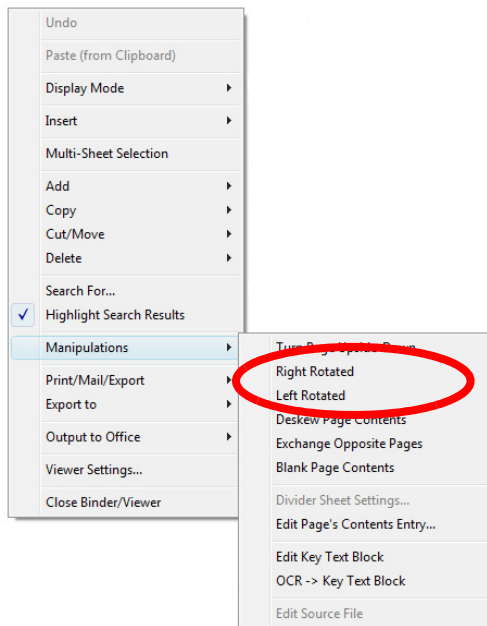
---

### Operation in 2-Page Spread Mode

This section describes how to rotate a page 90 degrees to the right or left.




1. Right-click on the page and select [Manipulations] - [Right Rotated] or [Left Rotated].



Hint



If you click  to save the changes, or save this change when you close the Rack2-Viewer window, pages will be rotated 90 degrees and displayed from the next startup.

---

## 7.8 Exchanging Opposite Pages

---


Operation in 2-Page Spread Mode

This section describes how to exchange opposite pages.



- 1. Right-click on the page and select [Manipulations] - [Exchange Opposite Pages].**



To save the changes, click  or save when closing the Rack2-Viewer window. The new setting will be used to display pages from the next startup.



---

## 7.9 Deskewing Page Contents

---

### Operation in 2-Page Spread Mode

This section describes how to deskew the contents of a page.  
This function is only available when the selected page is image data.



If the page contents are repeatedly deskewed, the size and color of the image may change.



- 1. Right-click on the page and select [Manipulations] - [Deskew Page Contents].**

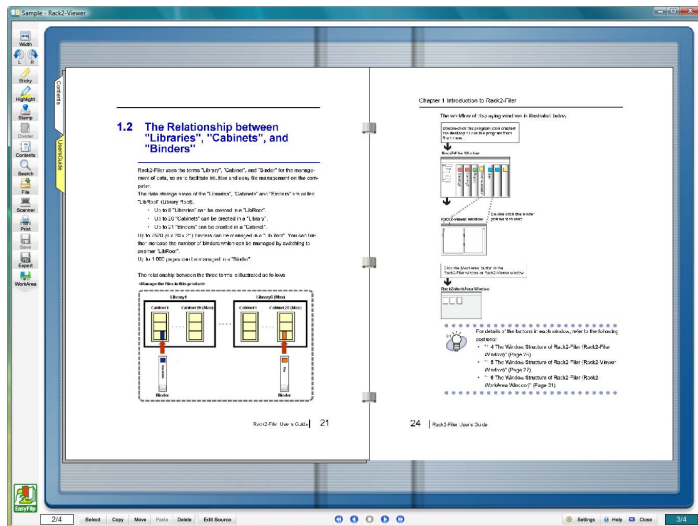
# 7.10 Changing Page Window Mode

This section describes how to change the page window mode and rotate a page.

## ■ Changing the page window mode

There are two window modes; "2-page spread mode" and "page width mode".

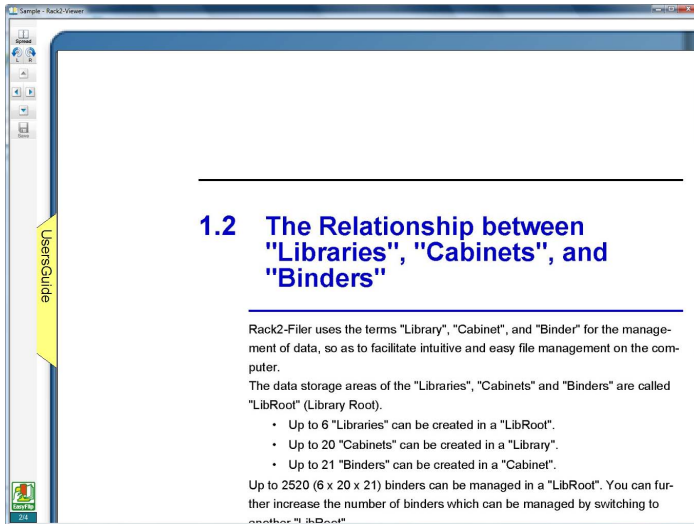
- 2-page spread mode  
Two pages are displayed at once.









- Page width mode

One page is displayed at a time.





1. Click  to display in page width mode.  
Or double-click on the page when the mouse pointer has changed to .  
Alternatively, right-click on the page and select [Display Mode] - [Page Width] to display in page width mode.

Click  to display in 2-page spread mode.  
Or double-click on the page when the mouse pointer has turned to .

Alternatively, right-click on the page and select [2-Page Spread Mode] to display in 2-page spread mode.

Hint



In page width mode, the Rack2-Viewer window displays only the upper or lower part of the page.  
For details of how to display the rest of the page, refer to "7.11 Changing Page Display Region" (Page 181).



- The contents page is not displayed in page width mode.
- In page width mode, only the following functions are available:
  - Right Rotated Mode/Left Rotated Mode
  - Page Top/Page Bottom
  - Previous Page Top/Next Page Top
  - Edit Key Text Blocks/OCR -> Key Text Blocks/ Delete Key Text Blocks
  - Save Binder

## ■ Rotating a page display


Operation in 2-Page Spread Mode


Operation in Page Width Mode

Rotate a page display.


Pages with landscape format content may be easier to read if the pages are rotated.



1. To rotate a page display 90 degrees to the right, click  .  
Or right-click on the page and select [Display Mode] - [Right Rotated].

To rotate a page display 90 degrees to the left, click  .  
Or right-click on the page and select [Display Mode] - [Left Rotated].



- The  button appears after page display rotation. To return display back to normal, click this button, or right-click on the page and select [Return].
- Rotating the mouse wheel can also be used to flip between pages (Roll down to flip to next page, roll up to flip to previous page).



- The contents page is displayed as a blank page after page display rotation.
- When a page display is rotated, it is possible to flip to the next/previous page. However, it is not possible to flip to another specified sheet in the binder, or a divider sheet by clicking its tab.
- Only the following functions are available while the page display is rotated:
  - Previous Page/Next Page
  - Save Binder
  - Zooming a selected area

---

# 7.11 Changing Page Display Region





---

## Operation in Page Width Mode

The page display region can be changed.



### 1. Perform the operations below:

- To display the top of the page, press the "up arrow" key on the keyboard or click  .
- To display the bottom of the page, press the "down arrow" key on the keyboard or click  .
- To display the previous page, press the "left arrow" key on the keyboard or click  .
- To display the next page, press the "right arrow" key on the keyboard or click  .



Modifying the display region of the page vertically can also be realized by dragging the mouse on the page.



## 7.12 Zooming a Selected Area

Operation in 2-Page Spread Mode

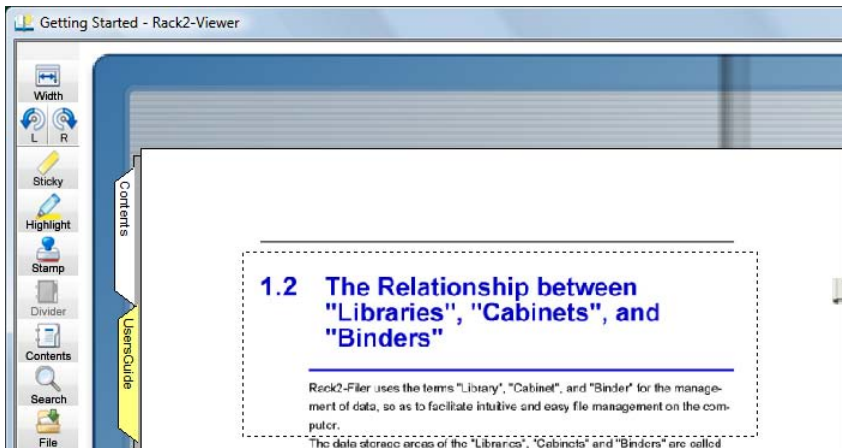
This section describes how to zoom a selected area of the page.



Data with a low pixel count may not be zoomable.

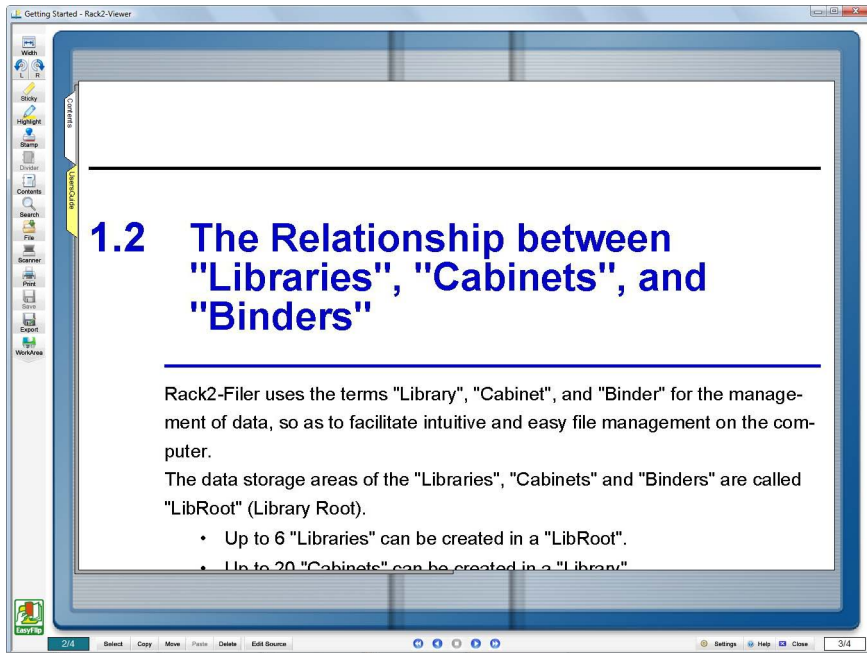


1. Drag the mouse on the page to select the zoom area.



## 2. Release the mouse when the zoom area is specified.

⇒ The area selected by dragging the mouse is zoomed.



- You can cancel zooming by performing one of the operations below:
  - Right-click or double-click on the page.
  - Flip to another page.
- When the page is zoomed, you can move the display area across the page by dragging the mouse.

## 7.13 Checking Unread Files Page

---

### Operation in 2-Page Spread Mode

When files are newly added to a binder, they are listed on an Unread Files page until they have been viewed. This page appears after the Contents page and allows you to confirm that you have checked all incoming files.



- If you wish the Unread Files page to be displayed for a given binder, you must select "Unread Files Page" - "Show" in the [General] tab of that binder's [Binder Settings] dialog box in the Rack2-Filer window.
- The state of the Unread Files list is updated when the binder is closed, irrespective of whether or not the user chooses to save any changes to the binder.
- In a multi-user shared binder environment, the state of the Unread Files list is reset to that of the last user to close the binder.



**1. Open the Unread Files Page.**

**2. Click the file to display it.**

⇒ Jump to the specified file directly.

The file can no longer be treated as unread and disappears from the unread files page.



---

## 7.14 Adding a Sticky Note to a Page

---

### Operation in 2-Page Spread Mode


This section describes how to add sticky notes to page of interest or those frequently referenced.



**1. Open a page on which to add a sticky note.**

**2. Click  .**

**Or right-click on the page and select [Add] - [Sticky Note].**

⇒ The mouse pointer changes to  while the sticky note can be added.

**3. Click the location where you want to add a sticky note.**

⇒ A sticky note is added and text can be input in the sticky note.




## 4. Type text to the sticky note.



## 5. Click on the page.

⇒ The text in the sticky note is confirmed.



- Up to 100 characters can be input to a sticky note.
- The text input in the sticky notes can be specified as a search condition for binders.
- Up to ten annotations in total can be added per page.
- When a sticky note protrudes from a page, if you click the part of the sticky note outside the page while displaying other pages, it will move to the other page.
- When the binder is edited and the "Page Turning" of the binder is reversed, the protruding part of the sticky note will be displayed in the center of the binder. If this occurs, move the sticky note to the proper place.
- You can change the position of a sticky note by dragging it.
- Sticky notes can be resized by clicking on it and dragging a corner (⌘).
- A sticky note can be edited or deleted. For more details, click  and refer to the "Rack2-Viewer Help" pages.

---

## 7.15 Adding a Highlight to a Page

---

### Operation in 2-Page Spread Mode

This section describes how to add highlights to the significant parts of pages.



- No highlights can be added across more than one page.
- No highlights can protrude from a page.
- If the number of pixels is low, the annotation position may be changed.



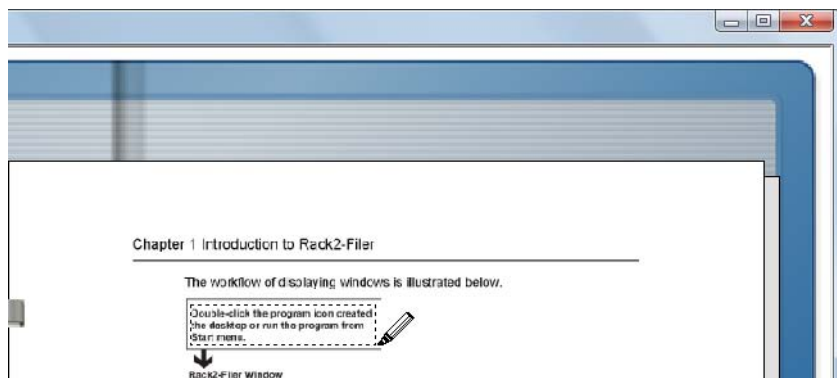
**1.** Open a page on which to add a highlight.

**2.** Click  Highlight .

Or right-click on the page and select [Add] - [Highlight].

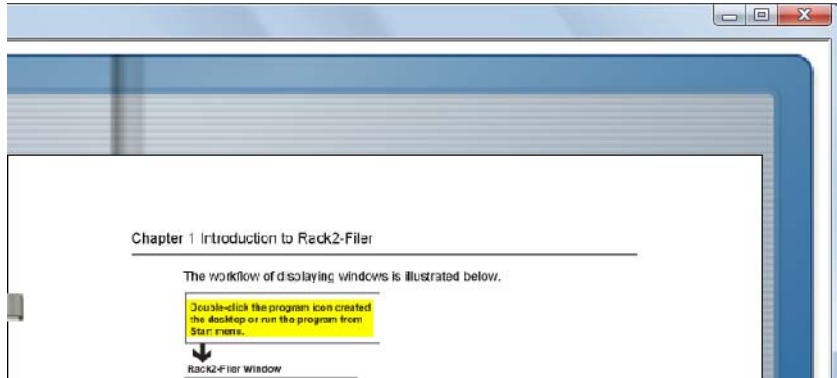
⇒ The mouse pointer changes to  while a highlight can be added.

**3.** Set the region to add a highlight by dragging the mouse.



**4. Release the left button of the mouse when the region is specified.**

⇒ A highlight is added.



Hint

- Up to ten annotations in total can be added per page.
- You can change the position of a highlight by dragging it.
- Highlight areas can be resized by clicking on it and dragging a corner (⌘).
- A highlight can be edited or deleted. For more details, click



and refer to the "Rack2-Viewer Help" pages.

---

## 7.16 Setting a Hyperlink to a Page

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
### Operation in 2-Page Spread Mode

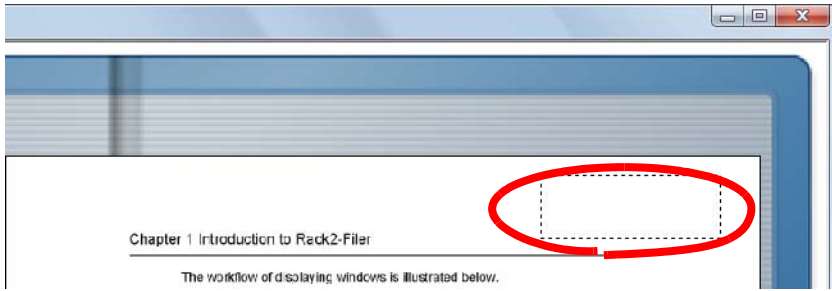
This section describes how to set a hyperlink to a web page or file for selected places on a page.



- No hyperlinks can be set across more than one page.
- No hyperlinks can be set to protrude from a page.
- If the font size of the hyperlink is made bigger, depending on the frame size set, text may not be displayed.
- If the number of pixels is low, the annotation position may be changed.



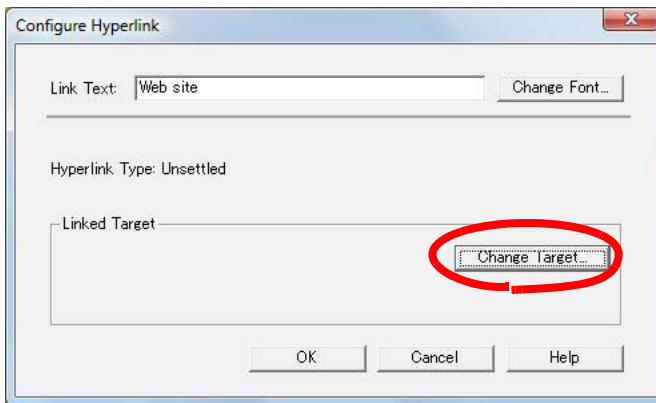
- 1. Open a page to which to set the hyperlink.**
- 2. Right-click on the page and select [Add]- [Hyperlink].**
  - ⇒ The mouse pointer changes to  while a hyperlink can be added.
- 3. Set the region in which to add a hyperlink by dragging the mouse.**



**4. Release the mouse when the region of the hyperlink has been decided.**

⇒ The [Configure Hyperlink] dialog box appears.

**5. Enter the character string to be used for the link text, and click the [Change Target] button.**



- For details about each item, click the [Help] button in the [Configure Hyperlink] dialog box, and refer to the "Rack2-Viewer Help" pages.
- Font for the character string to be used for hyperlink text can be set by clicking the [Change Font] button in the [Configure Hyperlink] dialog box.



⇒ The [Link Setting] dialog box appears.

## 6. Enter the URL to be used for the hyperlink, or file link.

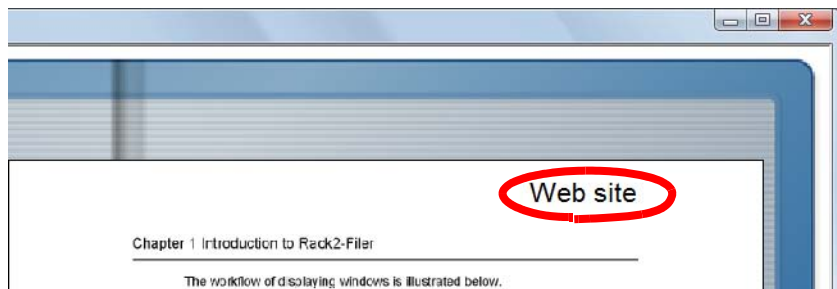


## 7. Click the [OK] button.

⇒ The [Configure Hyperlink] dialog box appears.


## 8. Click the [OK] button.

⇒ The hyperlink is set.



Hint



- String input in "Text" can be specified as a search condition for searching binders.
- Up to ten annotations in total can be added per page.
- You can change the frame size of a hyperlink by dragging its four corners (☒) after right-clicking on the hyperlink to display the frame.
- A hyperlink can be edited or deleted. For more details, click  and refer to the "Rack2-Viewer Help" pages.

## 7.17 Affixing a Stamp to a Page

---

### Operation in 2-Page Spread Mode

This section describes how to affix a stamp to a page.



- No stamps can be affixed across more than one page.
- No stamps can be affixed to protrude from a page.
- This function cannot be used in read-only mode.
- If the number of pixels is low, the annotation position may be changed.



**1.** Open the page on which to affix a stamp.

**2.** Click .

**Or right-click on the page and select [Add] - [Stamp].**

⇒ The mouse pointer changes to  while the stamp can be affixed.



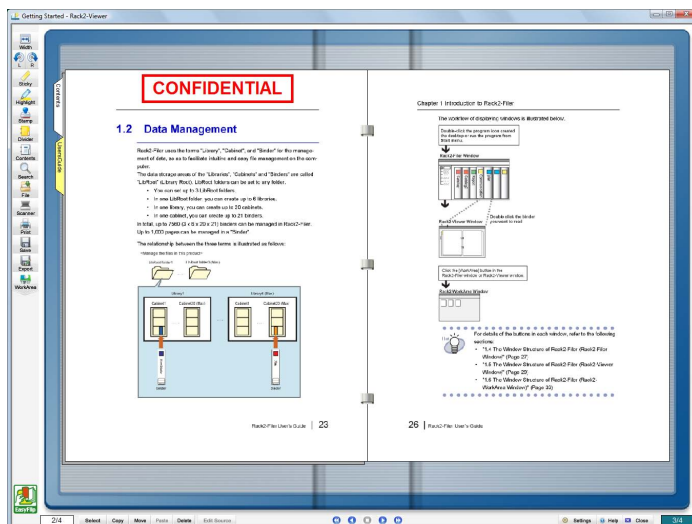
### 3. Click the location where you want to affix a stamp.

⇒ The [Select a Stamp] dialog box appears.



### 4. On the [Select a Stamp] dialog box, select a stamp and click [OK].

⇒ Stamp is affixed to the location clicked in Step 3.





- Up to ten annotations in total can be added per page.
- The position of a stamp can be changed by dragging it.
- Stamps can be resized by clicking on it and dragging a corner (⌘). A frame can be resized, but the enclosed text is kept the same size. Also, a frame cannot be made smaller than enclosed text.
- A stamp can be edited or deleted. For more details, click



and refer to the "Rack2-Viewer Help" pages.

---

# 7.18 Editing the Contents List

---

## Operation in 2-Page Spread Mode

At the front of each binder is a list of the binder contents, which may be added to and edited as necessary.

The contents page is hidden/displayed via the binder settings. For details, refer to "6.15 Changing Binder Settings" (Page 109).



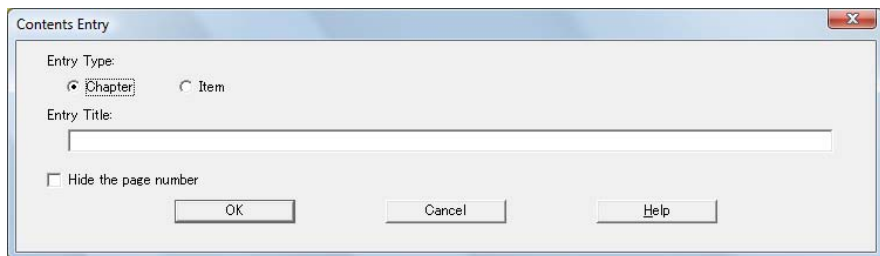
**1.** Go to the binder page for which contents information is to be added or modified.

**2.** Click  .

Or right-click on the page, and then select [Manipulations] - [Edit Page's Contents Entry].

⇒ The [Contents Entry] dialog box appears.

**3.** Set the desired contents information.

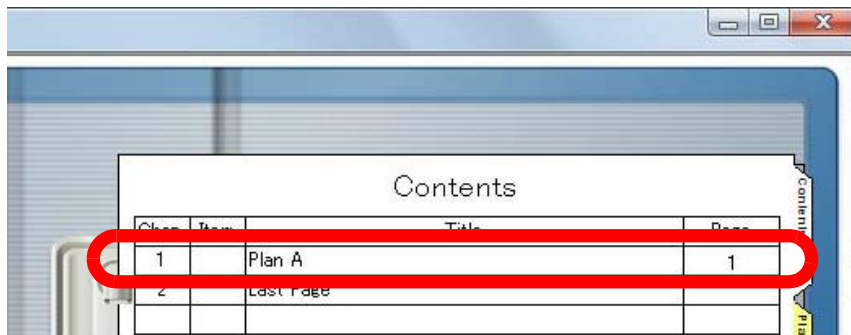




- If content information has already been set for this page, the existing information will be shown in the dialog box.
- The entered text appears in the "Entry Title" column in contents pages.
- The text is limited to maximum of 50 characters.
- This text can be specified as a search condition for searching binders.
- For more details, click the [Help] button in the [Contents Entry] dialog box, and refer to the "Rack2-Viewer Help" pages.

### 4. Click the [OK] button.

⇒ The contents page information is updated.




Class	Item	Title	Page
1	Plan A		1
2	Last Page		



- "Chapter" and "Item" numbers are added automatically.
- Clicking a page "Title" on the contents page jumps you to that page.

Chap	Item	Title	Page
1		Plan A	1
2		Last Page	

- The order of contents can be changed on the contents page. For more details, refer to "7.28 Rearranging the Order of Sheets in Units of Contents" (Page 234).
- Contents entries can be edited or deleted. For more details, click  Help and refer to the "Rack2-Viewer Help" pages.

## 7.19 Creating Key Text Blocks by OCR

---

### Operation in 2-Page Spread Mode

There are five ways to create key text blocks:

- Run OCR on a specified region of a page
- Run OCR on a specified sheet
- Run OCR when inserting files
- Automatically extract via the ScanSnap S1100/S1300/S1500 marked keyword function
- Run OCR on all pages of a binder

After running OCR, searching for a page with a search string becomes available.



- It may take extra time to create key text blocks depending on your computer system environment.
- The following types of documents (characters) may not be recognized correctly. Better results in text recognition may be achieved by changing the "Color Data" setting to "Keep as Color" and/or increasing the resolution for scanning.
  - Documents including handwritten characters
  - Documents with small characters scanned at a low resolution
  - Skewed documents
  - Documents written in languages other than the specified language
  - Documents including texts written in Italic characters
  - Documents containing characters with superscripts/subscripts and complicated mathematical expressions
  - Documents with characters on an unevenly colored background
    - e.g. Shaded characters
  - Documents with many decorated characters
    - e.g. Decorated characters (embossed/outlined)
  - Documents with characters on a patterned background
    - e.g. Characters overlapping illustrations and diagrams
  - Documents with many characters contacting underlines or borders
- It may take extra time to perform text recognition on documents with complex layouts or smudged documents.



- When creating key text blocks from source files or via the ScanSnap, the key text block extraction speed and text recognition rates achieved will be different for the extract-during-import (\*1) and extract-after-import cases.
    - \*1: When "Automatically create key text blocks for inserted pages (by OCR/extraction)" in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box is selected
- [When importing the data from the ScanSnap]
- When "Convert to Searchable PDF" (or "Searchable PDF(OCRs during scan)") in the [File option] tab is selected in the ScanSnap Manager setup dialog box, and creating key text blocks during import, a text selection/search can be performed for PDF files created from data imported to Rack2-Filer and saved with a different name or attached to an e-mail.
  - When "Convert to Searchable PDF" (or "Searchable PDF(OCRs during scan)") in the [File option] tab is not selected in the ScanSnap Manager setup dialog box, and creating key text blocks during import, Rack2-Filer creates key text blocks. Therefore, ScanSnap settings are not required when using with Rack2-Filer.
  - When creating key text block after import, the range of the key text block can be specified as needed. The recognition rates are enhanced by excluding needless information.
- [When importing a source file]
- When the source file contains textual information such as Microsoft Word and Microsoft Excel, and creating key text blocks during import, the recognition speed and rates are enhanced.
  - When creating key text blocks after scanning, the range of the key text block can be specified as desired, excluding any needless information.





- The created key text blocks can be edited or deleted. Edit the key text block using the [Key Text Block] dialog box. For information on how to open the [Key Text Block] dialog box, refer to "Setting a search string" (Page 209).
- The string order in the created key text block may differ from the string order displayed on the actual page. Edit the created key text block to match the order.


## ■ Run OCR on a specified region of a page

Operation in 2-Page Spread Mode

Operation in Page Width Mode

Specify a region within a page and run OCR.



- 1. Open the page on which OCR is to be run.**
- 2. Right-click on the page and select [Manipulations] - [OCR -> Key Text Block].**
  - ⇒ The mouse pointer changes to .
- 3. Use the mouse to specify the region on the page on which to run OCR.**
  - ⇒ The key text blocks in the specified region are created.



When specifying the region on which to run OCR, do not start from any highlighted text.



---

## ■ Run OCR on a specified sheet

### Operation in 2-Page Spread Mode

Specify multiple sheets and run OCR.



Hint

The information for pages for which key text blocks have already been created, is updated (overwritten).



- 1. Select the sheets for which key text blocks are to be created using the multi-sheet selection procedure.**



Hint

- Even you want to move only one sheet, select the sheet with the multi-sheet selection procedure.
- For details about selecting multiple sheets, refer to "7.33 Specifying Multiple Sheets" (Page 253).



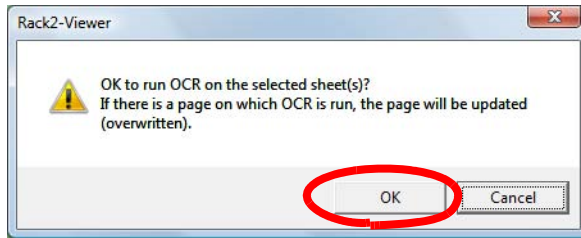
- 2. Right-click on a page and select [Run OCR on Pages x-xx].**

x represents the first page specified.

xx represents the last page specified.

⇒ A message appears.

### 3. Click the [OK] button.



⇒ Key text blocks are created for the character strings of the selected sheets.

## ■ Run OCR when inserting files

Operation in 2-Page Spread Mode

Key text blocks can be automatically created when scanning or inserting files.

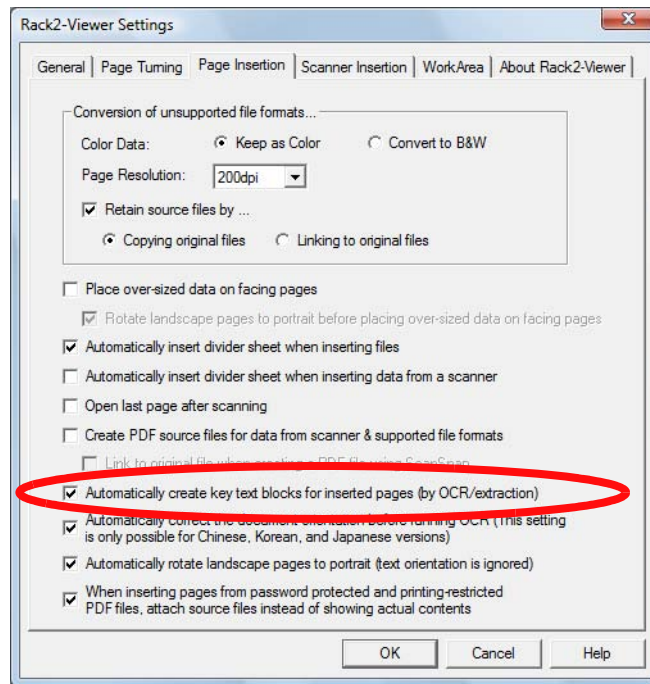


### 1. Click Settings .

**Or right-click the mouse and select [Viewer Settings].**

⇒ The [Rack2-Viewer Settings] dialog box appears.

## 2. On the [Page Insertion] tab, select the "Automatically create key text blocks for inserted pages (by OCR/extraction)" checkbox.



## 3. Click the [OK] button.

⇒ After setting this, key text blocks will be automatically created when the following operations are performed:

- Scan
- Insert a file
- Scan to the WorkArea
- Insert a file to the WorkArea
- Insert a file using "Rack2 Folder Monitor Software"
- Insert data from other applications



The text recognition rates achieved will be different for the create-during-import and create-after-import cases.

## ■ Run OCR via the ScanSnap S1100/S1300/S1500 marked keyword function

With ScanSnap S1100/S1300/S1500, text marked with a highlight pen can be set as a keyword (marked keyword function). Using this function, Rack2-Filer can automatically create key text blocks from imported data.



- To use the ScanSnap S1100/S1300/S1500 marked keyword function, ScanSnap software (ScanSnap Manager) which supports the marked keyword function is required.
- If a password is set to a PDF file scanned with ScanSnap, keyword information may not be saved. To save keyword information, clear the "When inserting pages from password protected and printing-restricted PDF files, attach source files instead of showing actual contents" checkbox in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box.



- For more details about the marked keyword function, refer to the ScanSnap Operator's Guide provided with the ScanSnap S1100/S1300/S1500.
- If using the marked keyword function, according to whether or not the "Automatically create key text blocks for inserted pages (by OCR/extraction)" checkbox is selected, places marked with a highlight pen are extracted.





## 1. Mark keywords to be extracted with a highlight pen, and scan the document.

⇒ The places marked with the highlight pen are searched as a keyword and automatically extracted.



The keywords are extracted with the marked keyword function while importing the document from ScanSnap.

When creating a key text block by specifying the range of a page after importing data from the ScanSnap, the key text block is displayed after the keyword is extracted with the marked keyword function.

When creating a key text block for a specified sheet or all pages in a binder, the key text block is displayed with keywords extracted using the marked keyword function cleared.



## ■ Run OCR on all pages of a binder

This section describes how to run OCR on all pages in a selected binder.

For details, refer to "6.22 Running OCR on a Binder to Create Key Text Blocks" (Page 129).

## 7.20 Searching for a Page

---

This section describes how to search for a page by specifying a string contained in the page.

Types of strings that can be searched for are as follows:

- Contents
- Divider sheet
- Sticky note
- Stamp
- Hyperlink text
- Key text blocks created by OCR or typed manually to a binder
- Strings in comments that are set for the photos or documents

To search for a page, the types of strings to search for, which are listed above, should first be set for each page. Only pages with a search string set in advance can be searched for.

To set key text blocks, create key text blocks by OCR, or type in the [Key Text Block] dialog box.

By specifying the search condition (string), pages including the string will be searched. When pages are displayed after a search, the target string can be highlighted. This function makes it easy to find a target string in the Rack2-Viewer window. For more details on search result highlights, refer to "Highlighting search results" (Page 212).



---

## ■ Setting a search string

Operation in 2-Page Spread Mode

Operation in Page Width Mode

There are two ways to set a string to be searched for:

- Create key text blocks by OCR
- Type text in the [Key Text Block] dialog box

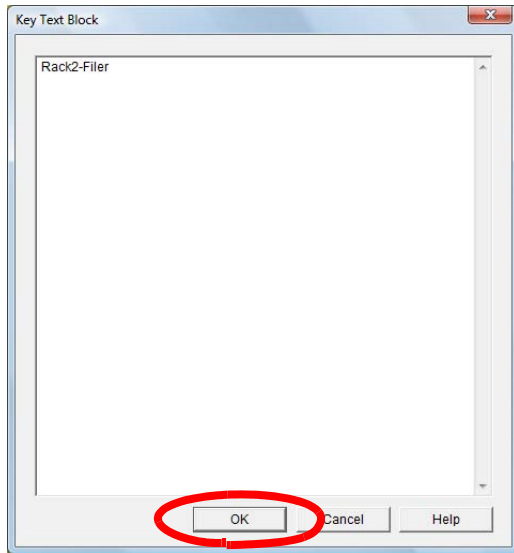
For details about extracting text, refer to "7.19 Creating Key Text Blocks by OCR" (Page 198) and "6.22 Running OCR on a Binder to Create Key Text Blocks" (Page 129).

This section explains how to type strings to the [Key Text Block] dialog box.



- 1. Open the page on which the string will be typed.**
- 2. Right-click on the page and select [Manipulations] - [Edit Key Text Block].**
  - ⇒ The [Key Text Block] dialog box appears.

**3.** Type the string and click the [OK] button.




⇒ The string to search for is set.

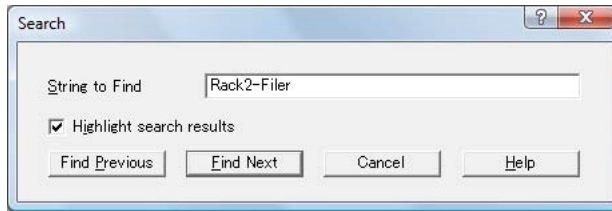
**4.** Repeat Steps 1 to 3 on other pages if necessary.

## ■ Searching for a page

Operation in 2-Page Spread Mode



1. Click  .  
Or right-click on the page and select [Search For].  
⇒ The [Search] dialog box appears.
2. Type the string to be used as the search condition.



Select "Highlight search results" to highlight a searched string.



- You can specify multiple binders to be searched. Enter a blank space after each keyword.
- If multiple keywords are specified, pages containing all input keywords are searched.
- If a blank space is included in a keyword, mark the keyword with double quotations (").
- If a keyword includes double quotations, mark the keyword with double quotations (") and enter a backslash before the double quotation.

For example, for keywords ["AAA"] and [BBB]

"\"AAA\""" BBB



### 3. Click the [Find Next] button.

⇒ Pages with a string specified as the search condition are displayed.  
When "Highlight search results" is selected, the searched string is highlighted.

By clicking the [Find Next] button again, the next page satisfying the search condition are displayed.

By clicking the [Find Previous] button, the previous page satisfying the search condition is displayed.



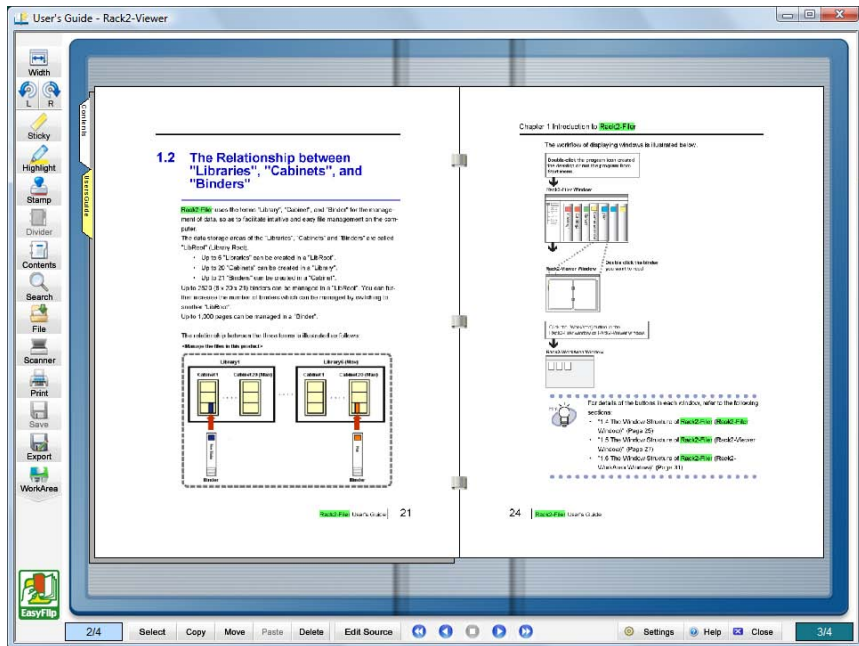
- Pages can be searched for using the Rack2-Filer window. For details, refer to "6.28 Searching for a Page" (Page 145).
- When "Highlight search results" is selected and the searched string is not highlighted, specify sheet(s) and run OCR.  
For details about the procedure for running OCR, refer to "7.19 Creating Key Text Blocks by OCR" (Page 198).



## ■ Highlighting search results

Operation in 2-Page Spread Mode

A searched string can be highlighted. This function makes it easy to find a target string in the Rack2-Viewer window.



When multiple search strings are specified, the results are highlighted in different colors.

To highlight search results, the following preparations are required.

### 1. Running OCR on sheet(s)

To highlight the search results, key text blocks must be created using one of the following methods:

- Running OCR on a specified sheet
- Running OCR when inserting files
- Running OCR on all pages of a binder



Hint

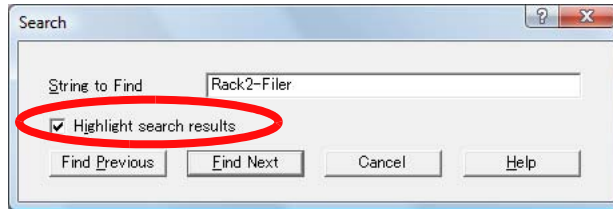
Search results may not be highlighted on sheets imported by Rack2-Filer that is not the latest version. To highlight search results, run OCR on the sheets again.

For details about the procedure for running OCR, refer to "7.19 Creating Key Text Blocks by OCR" (Page 198) and "6.22 Running OCR on a Binder to Create Key Text Blocks" (Page 129).

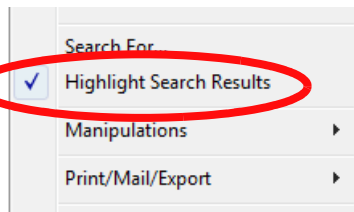


### 2. Settings for search result highlight

When "Highlight search results" in the [Search] dialog box is selected, search results are highlighted. When "Highlight search results" is cleared, search results are not highlighted.



Choosing whether to highlight search results or not can also be set by right-clicking on the page and selecting [Highlight Search Results].



- Highlights for search strings are available only for normal binders.
- When a search string is added or edited on the [Key Text Block] dialog box after running OCR, the added or edited strings are not highlighted.
- Strings extracted with the following methods are not highlighted:
  - Running OCR on a specified region of a page
  - Running OCR via the ScanSnap S1100/S1300/S1500 marked keyword function
- Strings that are set to annotations (sticky notes, stamps, and hyperlinks) are not highlighted.

---

## 7.21 Printing a Page

---

### Operation in 2-Page Spread Mode

This section describes how to print a page (page, contents page).



The following information cannot be printed.

- Divider sheet
- Unread files page
- Password-protected/print-restricted page
- Highlights for search strings

### ■ Printing a page



**1.** Click .

**Or right-click on the page and select [Print/Mail/Export] - [Print].**

⇒ The [Print] dialog box appears.

## 2. Specify the printer and printing range and click the [OK] button.



- To print annotations (when text is set for hyperlinks), click the [Options] button in the [Print] dialog box, and check "Include annotations on page (Stickies, Highlighting, Hyperlinks, Stamps)" in the [Print Options] dialog box.  
At this time, characters in the annotations at the four edges of the page (protruding sticky notes, etc.) may be cut off during printing or not be printed at all.  
To print including the annotations, it is recommended to check "Fit to printable range of the printer" in the [Print Options] dialog box.
- To print in a reduced size to fit the paper being used, click the [Options] button in the [Print] dialog box, and check "Fit to printable range of the printer" in the [Print Options] dialog box.
- To print in the original paper size, click the [Options] button in the [Print] dialog box and uncheck "Fit to printable range of the printer" in the [Print Options] dialog box.
- To skip printing blank pages, on the [Print] dialog box, click the [Options] button, then on the [Print Options] dialog box, select the "Do not print blank pages" checkbox. Even if the checkbox is selected, printed pages may include blank pages that Rack2-Filer cannot recognize as blank pages (for example, blank pages scanned with a scanner).
- The printed size may be different from the pages shown in the Rack2-Viewer window due to the image resolution of the page.
- If printing multiple pages from a binder that include pages from a password-protected or print-restricted PDF, only standard pages will be printed. The source PDF file will also not be printed.



---

## ■ Printing in 2-page spread mode

When printing in 2-page spread mode, both pages are printed together as one (left and right).



In the following cases, printing in 2-page spread mode is not possible.

- for a contents page
- when the left and right pages are of a different size



- 1. Open the pages you want to print in 2-page spread mode. Right-click on the page and select [Print/Mail/Export] - [Print Current Spread].**

⇒ The [Print] dialog box appears.

- 2. Specify the printer and click the [OK] button.**

## ■ Printing a contents page

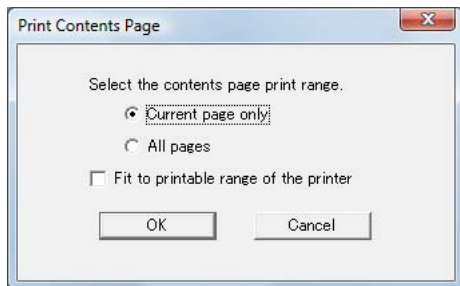
Print a contents page.



- 1. Right-click the mouse on a contents page and select [Print Contents Page].**

⇒ The [Print Contents Page] dialog box appears.

**2. Select the print range and click the [OK] button.**



⇒ The [Print] dialog box appears.

**3. Specify the printer to be used and click the [OK] button.**

---

## 7.22 Overwriting a Binder

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Operation in 2-Page Spread Mode

Operation in Page Width Mode

This section describes how to overwrite the changes to a binder.



1. Click . Or, right-click on a page, and select [Print/Mail/Export] - [Save Binder].

⇒ The binder changes are overwritten.

## 7.23 Saving All Pages in a Binder as a New File

---

### Operation in 2-Page Spread Mode

This section describes how to save all pages in a binder as a new file. The saved files can be displayed using Adobe Acrobat, Adobe Reader, or Rack2-Viewer window.



A binder with only divider sheets cannot be saved as a new file.



- Data saved as a new file can be converted to a binder file by importing the data to Rack2-Filer and managed using Rack2-Filer. For details, refer to "6.25 Importing a Binder" (Page 134).
- When all the pages in a card binder are saved in the "Data File (\*.pdf + \*.ini)" format on the Rack2-Viewer window, the pages are saved as a normal binder. To import the pages as a card binder, select the "Rack2 Binder (\*.rk2)" format and save the card binder. A card binder that was saved in the "Rack2 Binder (\*.rk2)" format can be imported as a card binder.



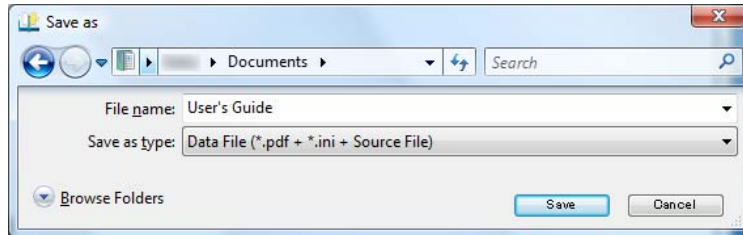
---

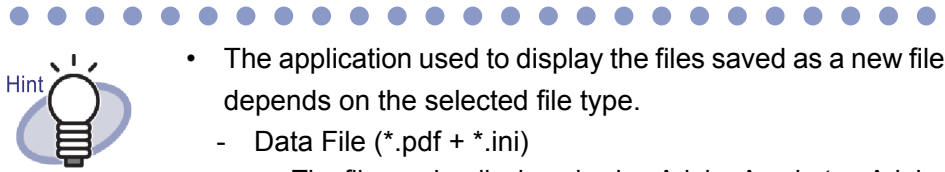
1. Click  .

Or right-click on the page and select [Print/Mail/Export] - [Export Binder].

⇒ The [Save as] dialog box appears.

2. Specify the folder and file name, and then click the [Save] button.






- The application used to display the files saved as a new file depends on the selected file type.
  - Data File (\*.pdf + \*.ini)  
The file can be displayed using Adobe Acrobat or Adobe Reader.
  - Rack2 Binder (\*.rk2)  
The file can be displayed using Rack2-Viewer window.
- The following information can be exported when "Data File (\*.pdf + \*.ini)" is selected for "Save as type":
  - Contents pages
  - Divider sheets
  - Annotations
  - Key text blocks
  - Unread files page

The above items cannot be displayed using Adobe Acrobat, or Adobe Reader. However, they can be displayed if you associate PDF files with the Rack2-Viewer window by selecting "Rack2-Viewer" under the [General] tab in the [Rack2-Viewer Settings] dialog box. When the Rack2-Viewer window is associated with PDF files, you can start the Rack2-Viewer window for viewing simply by double-clicking the PDF files.

For more details, refer to "7.53 Configuring Viewer

Settings" (Page 291), or click  and refer to the "Rack2-Viewer Help" pages.

---

## 7.24 Saving Sheets as a New File

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### Operation in 2-Page Spread Mode

This section describes how to save the selected sheet(s) as a new file. These files can be displayed using Adobe Acrobat, Adobe Reader, or Rack2-Viewer window.



- Data saved as a new file can be converted to a binder file by importing the data to Rack2-Filer and managed using Rack2-Filer. For details, refer to "6.25 Importing a Binder" (Page 134).
- When the sheets in a card binder are saved in the "Data File (\*.pdf + \*.ini)" format on the Rack2-Viewer window, the pages are saved as a normal binder. To import the sheets as a card binder, select the "Rack2 Binder (\*.rk2)" format and save the card binder. A card binder that was saved in the "Rack2 Binder (\*.rk2)" format can be imported as a card binder.

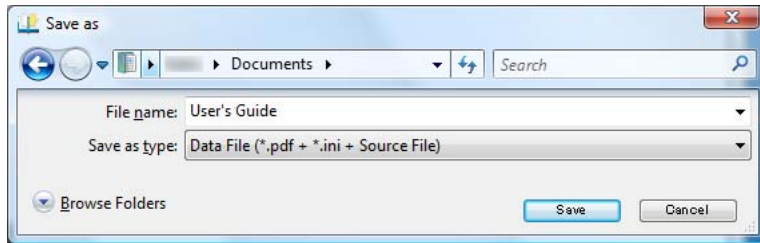


### ■ Saving a single sheet as a new file



- 1. Select the sheet to be saved as a new file.**
- 2. Right-click on the page and select [Print/Mail/Export] - [Export Sheet].**
  - ⇒ The [Save as] dialog box appears.

- 3. Specify the save location folder and file name, and then click the [Save] button.**







- The application used to display the files saved as a new file depends on the selected file type.

- Data File (\*.pdf + \*.ini)


The file can be displayed using Adobe Acrobat or Adobe Reader.

- Rack2 Binder (\*.rk2)

The file can be displayed using Rack2-Viewer window.

- The following information can be exported when "Data File (\*.pdf + \*.ini)" is selected for "Save as type":

- Contents pages
- Divider sheets
- Annotations
- Key text blocks
- Unread files page

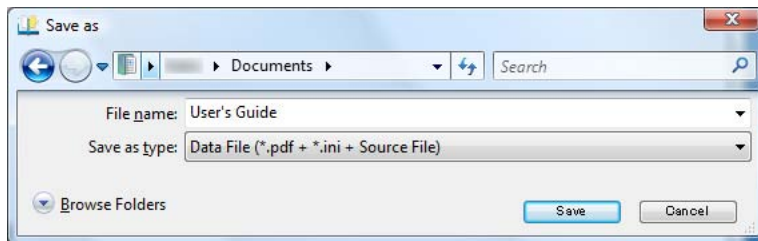
The above items cannot be displayed using Adobe Acrobat, or Adobe Reader. However, they can be displayed if you associate PDF files with the Rack2-Viewer window by selecting "Rack2-Viewer" under the [General] tab in the [Rack2-Viewer Settings] dialog box. When the Rack2-Viewer window is associated with PDF files, you can start the Rack2-Viewer window for viewing simply by double-clicking the PDF files. For more details, refer to "7.53 Configuring Viewer Settings" (Page 291), or click  and refer to the "Rack2-Viewer Help" pages.

- If all specified sheets contain source files, a message will be displayed to confirm whether to "Export image data and source file" or "Export only image data".
- If only some of the specified sheets contain source files, only the image data will be exported (the source file will not be exported).

## ■ Saving multiple sheets as a new file




- 1. Select the sheets to be saved as a new file.**  
Refer to "7.33 Specifying Multiple Sheets" (Page 253) for help.
- 2. Right-click on the page and select [Export Pages x-xx].**  
x represents the first page specified.  
xx represents the last page specified.  
⇒ The [Save as] dialog box appears.
- 3. Specify the save location folder and file name, and then click the [Save] button.**





- The application used to display the files saved as a new file depends on the selected file type.
  - Data File (\*.pdf + \*.ini)  
The file can be displayed using Adobe Acrobat or Adobe Reader.
  - Rack2 Binder (\*.rk2)  
The file can be displayed using Rack2-Viewer window.
- The following information can also be exported when "Data File (\*.pdf + \*.ini)" is selected for "Save as type":
  - Contents pages
  - Divider sheets
  - Annotations
  - Key text blocks
  - Unread files page

The above items cannot be displayed using Adobe Acrobat, or Adobe Reader. However, they can be displayed if you associate PDF files with the Rack2-Viewer window by selecting "Rack2-Viewer" under the [General] tab in the [Rack2-Viewer Settings] dialog box. When the Rack2-Viewer window is associated with PDF files, you can start the Rack2-Viewer window for viewing simply by double-clicking the PDF files. For more details, refer to "7.53 Configuring Viewer Settings" (Page 291), or click  and refer to the "Rack2-Viewer Help" pages.

- If all specified sheets contain source files, a message will be displayed to confirm whether to "Export image data and source file" or "Export only image data".
- If only some of the specified sheets contain source files, only the image data will be exported (the source file will not be exported).

## 7.25 Adding Divider Sheets

---

### Operation in 2-Page Spread Mode

This section describes how to add divider sheets to separate the sheets in a binder. A divider sheet is added between two sheets shown in 2-page spread mode.



If there are two or more sheets with source files in a row, a divider sheet cannot be added between these sheets. For example, if page 10 and 11 are made up of source files, a divider sheet cannot be added between them.



**1. Open the sheets between which to insert a divider sheet.**

**2. Click  .**

**Or right-click on the page and select [Insert] - [Divider Sheet].**

⇒ The [Divider Sheet] dialog box appears.

**3. Check and make any changes to the settings.**

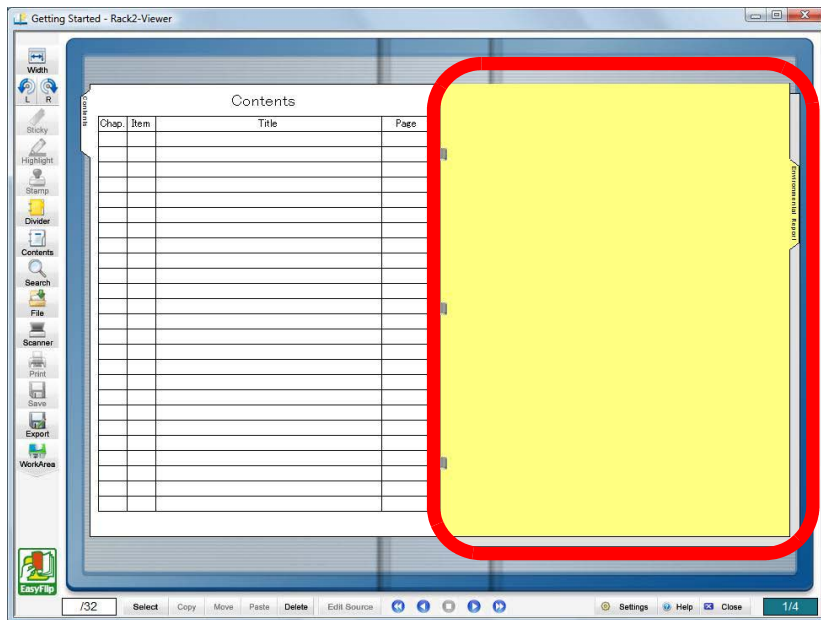
The following settings of the divider sheets can be changed:



- Tab text
- Divider color
- Tab size
- Tab position

For details of the option settings, click the [Help] button in the dialog box and refer to the "Rack2-Viewer Help" pages.

## 4. Click the [OK] button.

⇒ A divider sheet is added.



- On the divider sheet, the sheets divided by the divider sheets can be displayed using thumbnails (zoomed-out images).  
For details, refer to the "7.26 Displaying Thumbnails" (Page 230).
- The text entered on a divider sheet can be specified as a search target when searching a binder.
- Divider sheets can be inserted whether or not the binder contains any sheets.
- As many divider sheets as required can be inserted.
- Divider sheets can be edited or deleted. For more details, click  and refer to the "Rack2-Viewer Help" pages.
- Divider sheets can be automatically inserted after inserting files or inserting data from a scanner. For more details, click  and refer to the "Rack2-Viewer Help" pages.

## 7.26 Displaying Thumbnails

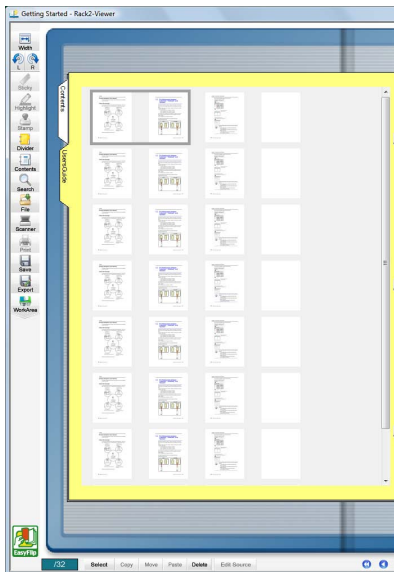
### Operation in 2-Page Spread Mode

If divider sheets have been added, sheets divided by the divider sheets can be displayed using thumbnails (zoomed-out images).



#### 1. Right-click on a divider sheet and select [Thumbnails].

⇒ The thumbnails appear in the divider sheet.



- Thumbnail view is a temporary display function. Therefore, the thumbnails will disappear after other pages are displayed or the Rack2-Viewer window is closed.
- The processing speed may be slow if many pages are included.



You can change the sort order of the sheets by altering the display order of the thumbnails. For details, refer to "7.27 Rearranging the Order of Sheets" (Page 232).

## 7.27 Rearranging the Order of Sheets

---

Operation in 2-Page Spread Mode

This section describes how to rearrange the order of sheets.



The order of sheets can be changed in the following units.

- Sheet (2 pages)
- Contents (Chapter, Item)

In this section, procedures for changing the order of a sheet (2 pages) are described. For details about how to change the order of the contents, refer to "7.28 Rearranging the Order of Sheets in Units of Contents" (Page 234).



When the thumbnails (zoomed-out images) are displayed in the divider sheets, you can change the sheet order by changing the order of the thumbnails.



- The order of sheets with source files cannot be changed.
- The change of order takes place by sheet (two pages) (You cannot change the order of front pages or back pages separately).



### 1. Open thumbnails on a divider sheet.

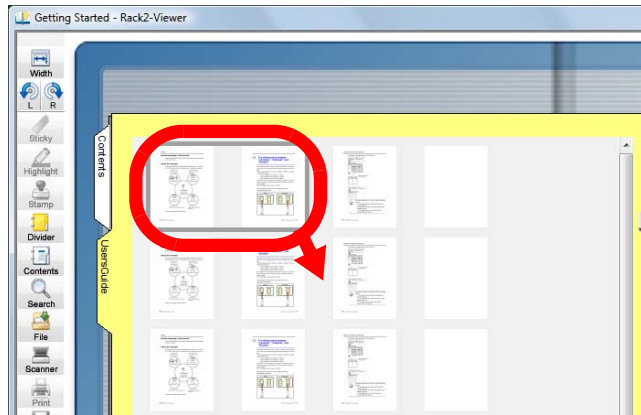
For details, refer to "7.26 Displaying Thumbnails" (Page 230).

### 2. Select the thumbnails of the sheets whose order you want to change.



---

### 3. Drag and drop the thumbnails to the destination sheet.



⇒ The display order of the thumbnails is changed, and so is the order of the sheets.



Hint



To save the changes, click  or save when closing the Rack2-Viewer window. The new setting will be used to display pages from the next startup.



## 7.28 Rearranging the Order of Sheets in Units of Contents

This section describes how to rearrange the display order of sheets in units of contents.



- If the contents order is changed, the order of the actual document is also changed.
- For details on creating a contents page, refer to "7.18 Editing the Contents List" (Page 195).
- When the contents display order is changed, if the pages to be moved are an odd number, a blank page is added.



- 1. Open the contents page.**
- 2. Drag and drop the items whose order you wish to change.**

Chap.	Item	Title	Page
1		Preface	2
2		Sales Plan 2009	4
1		Sales Report 2006	12
2		Sales Report 2007	22
3		Sales Report 2008	24
4		Last Page	



- Contents cannot be moved in between pages with source file.
- Pages cannot be turned when a contents page is being dragged.
- To move contents to another contents page, use the following procedure.
  1. On the contents page, right-click on the contents item to be moved, and select [Cut Contents].
  2. Right-click on the desired place on the contents page, and select [Paste Contents].



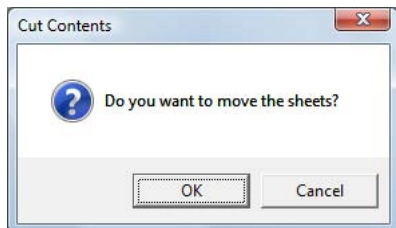
- If a chapter contents are moved, all contents and sheets of that chapter are moved.

Chap.	Item	Title	Page
1		Preface	2
2		Sales Report 2006	4
3		Sales Report 2006-2008	6
1		Sales Report 2006	12
2		Sales Report 2007	22
3		Sales Report 2008	24

- To undo the contents change, perform one of the following operations.
  - press the keyboard ESC key
  - right-click the mouse, and select [Cancel]
  - display a page except for the contents page

⇒ A confirmation message appears.

**3.** Click the [OK] button.



⇒ The contents display order and actual sheet order are changed.

---

## 7.29 Deleting Sheets

---

### Operation in 2-Page Spread Mode

This section describes how to delete a sheet from the binder.

### ■ Deleting a single sheet



- When a sheet with a source file is deleted, the following cases may occur depending on the settings in the [Rack2-Viewer Settings] dialog box when the sheet is imported.
  - When a sheet is imported with the "Copying original files" checkbox selected in "Retain source files by" under the [Page Insertion] tab, the source file that is imported at the same time is also deleted.
  - When a sheet is imported with the "Linking to original files" checkbox selected in "Retain source files by" under the [Page Insertion] tab, the source file that is imported at the same time is not deleted.
- When only some of the sheets with source files are selected, not only the selected sheets, but all the sheets with the same source file will be deleted.

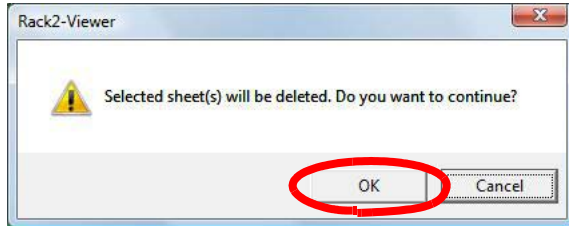


- 1. Open the sheet to be deleted.**

- 2. Click  in the Rack2-Viewer window.  
Or right-click on the sheet and select [Delete] - [Sheet].**

⇒ A confirm deletion message appears.

- 3. Click the [OK] button.**



⇒ The sheet is deleted.

## ■ Deleting multiple sheets



- 1. Select the sheets to be deleted.**

Refer to "7.33 Specifying Multiple Sheets" (Page 253) for help.

- 2. Click  in the Rack2-Viewer window.  
Or right-click on the sheet and select [Delete Pages x-xx].**

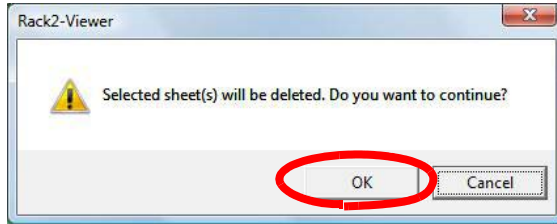
x represents the first page specified.

xx represents the last page specified.

⇒ A confirm deletion message appears.

---

### 3. Click the [OK] button.



⇒ The sheets are deleted.



It is possible to delete whole divider sections. Right-click on a page, and select [Delete] - [Divider Section].



## ■ Deleting sheets on one side all at once

Delete either front pages or back pages of the sheets in the specified range all at once.

Front pages are odd numbered pages, and back pages are even-numbered pages.



When both sides of a sheet contain the same source file(s), the sheet cannot be deleted.



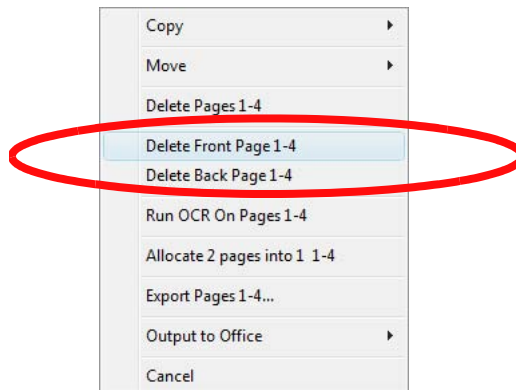
### **1. Specify the range of deletion for one side according to the procedure for specifying multiple sheets.**

For details on the procedure for specifying multiple sheets, refer to "7.33 Specifying Multiple Sheets" (Page 253).



---

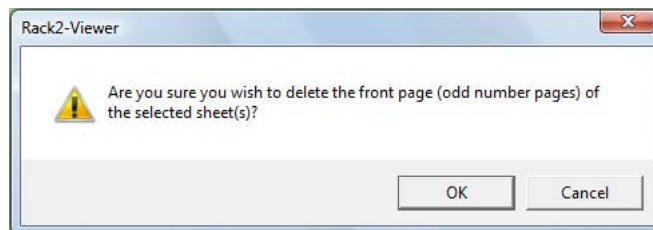
## 2. Right-click on the sheet to be deleted, and select [Delete Front Page x-xx] or [Delete Back Page x-xx].



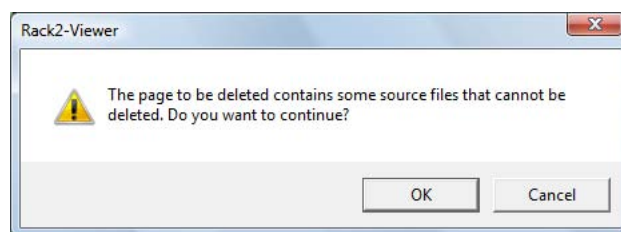
x represents the first page specified.

xx represents the last page specified.

⇒ A confirm deletion message appears.



When pages to be deleted include a page with the same source file on both sides, the following message appears:



## 3. Click the [OK] button.

⇒ All the front pages or back pages in the specified range are deleted.

## 7.30 Cutting Sheets

---

**Operation in 2-Page Spread Mode**

This section describes how to cut a sheet.



Even if only some of the sheets with the same source file are selected, all sheets with that source file will be cut.

### ■ Moving sheets into another binder



- 1. Select the sheets to be moved using the multi-sheet selection procedure.**



- Even you want to move only one sheet, select the sheet with the multi-sheet selection procedure.
- For details about selecting multiple sheets, refer to "7.33 Specifying Multiple Sheets" (Page 253).

- 2. Drag the selected sheet and drop it onto a binder spine or a binder page on the Rack2-Viewer window.**

⇒ The sheet is moved to the specified binder.

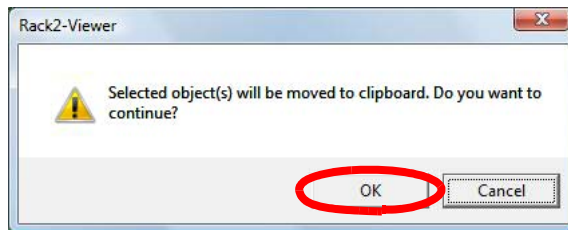
---

## ■ Moving a single sheet to the clipboard

Cut a sheet and move it to the clipboard.



- 1. Open the sheet to be moved to the clipboard.**
- 2. Click in the Rack2-Viewer window.  
Or right-click on the sheet and select [Cut/Move] - [Sheet (to Clipboard)].**  
⇒ A confirm cut message appears.
- 3. Click the [OK] button.**



⇒ The sheet is cut and moved to the clipboard.



- If there is already a sheet on the clipboard, a message will be displayed to confirm whether to overwrite the existing sheet.
- The sheet moved to the clipboard can be pasted in front of other pages.  
For details, refer to "7.32 Pasting Sheets" (Page 252).
- If the sheets with source files are included in the specified sheets, a message will be displayed to confirm whether to "Export Image Data and Source File" or "Export only Image Data".
- If the specified sheet contains a source file, all other sheets with this source file will be moved to the clipboard.
- It is possible to move whole divider sections to the clipboard. Right-click on a page, and select [Cut/Move] - [Divider Section (to Clipboard)].

---

## ■ Moving multiple sheets to the clipboard

Cut sheets and move them to the clipboard.



### 1. Select the sheets to be moved to the clipboard.

Refer to "7.33 Specifying Multiple Sheets" (Page 253) for help.

### 2. Click in the Rack2-Viewer window.

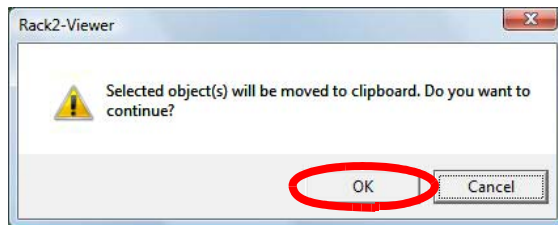
Or right-click on the sheet and select [Move] - [Cut/Move Pages x-xx].

x represents the first page specified.

xx represents the last page specified.

⇒ A confirm cut message appears.

### 3. Click the [OK] button.



⇒ The sheets are cut and moved to the clipboard.



- If there is already a sheet on the clipboard, a message will be displayed to confirm whether to overwrite the existing sheet.
- The sheet moved to the clipboard can be pasted in front of other pages.  
For details, refer to "7.32 Pasting Sheets" (Page 252).
- If the sheets with source files are included in the specified sheets, a message will be displayed to confirm whether to "Export Image Data and Source File" or "Export only Image Data".
- If only some of the specified sheets contain source files, all other sheets with this source file will be moved to the clipboard.
- It is possible to move whole divider sections to the clipboard. Right-click on a page, and select [Cut/Move] - [Divider Section (to Clipboard)].

---

## ■ Moving to the WorkArea



- 1. Open the Rack2-Viewer window containing the sheet to be moved and the Rack2-WorkArea window.**
- 2. Select the sheet(s) with the multi-sheet selection procedure.**



- Even you want to move only one sheet, select the sheet with the multi-sheet selection procedure.
- For details about selecting multiple sheets, refer to "7.33 Specifying Multiple Sheets" (Page 253).



- 3. Drag the selected sheet onto the Rack2-WorkArea window and drop it.**

⇒ The sheet is moved to the WorkArea.



- Sheets can also be moved by right-clicking on the Rack2-Viewer window and selecting [Cut/Move] - [Sheet (to WorkArea)] (If moving whole divider sections, select [Cut/Move] - [Divider Section (to WorkArea)]).
- When only some of the sheets with the same source file are selected, a message will appear to confirm that not only the selected sheets, but all the sheets with that source file and the page including the sheet will be moved.



## 7.31 Copying Sheets

---

Operation in 2-Page Spread Mode

Copy sheet(s) to the clipboard or WorkArea.

### ■ Copying a single sheet to the clipboard



- 1.** Open the sheet to be copied to the clipboard.
- 2.** Click **Copy** in the Rack2-Viewer window.  
Or right-click on the sheet and select **[Copy] - [Sheet (to Clipboard)]**.  
⇒ The sheet is copied to the clipboard.





- If there is already a sheet on the clipboard, a message will be displayed to confirm whether to overwrite the existing sheet.
- The sheet copied to the clipboard can be pasted in front of other pages.  
For details, refer to the "7.32 Pasting Sheets" (Page 252).
- If the sheets with source files are included in the specified sheets, a message will be displayed to confirm whether to "Export Image Data and Source File" or "Export only Image Data".
- If only some of the specified sheets contain source files, only the image data will be copied (source files will not be copied).
- It is possible to copy whole divider section. Right-click on a page, and select [Copy] - [Divider Section (to Clipboard)].

## ■ Copying multiple sheets to the clipboard



### 1. Select the sheets to be copied to the clipboard.

Specifying multiple sheets is not required when copying whole divider sections.

Refer to "7.33 Specifying Multiple Sheets" (Page 253) for help.

### 2. Click in the Rack2-Viewer window.

**Or right-click on the sheet and select [Copy] - [Copy Pages x-xx].**

x represents the first page specified.

xx represents the last page specified.

⇒ The sheets are copied to the clipboard.



- If there is already a sheet on the clipboard, a message will be displayed to confirm whether to overwrite the existing sheet.
- The sheet copied to the clipboard can be pasted in front of other pages.  
For details, refer to the "7.32 Pasting Sheets" (Page 252).
- If the sheets with source files are included in the specified sheets, a message will be displayed to confirm whether to "Export Image Data and Source File" or "Export only Image Data".
- If only some of the specified sheets contain source files, only the image data will be copied (source files will not be copied).
- It is possible to copy whole divider section. Right-click on a page, and select [Copy] - [Divider Section (to Clipboard)].



---

## ■ Copying a single sheet to the WorkArea



1. Open the sheet to be copied to the WorkArea.
2. Right-click on the Rack2-Viewer window, and select [Copy] - [Sheet (to WorkArea)].  
⇒ The sheet is copied to the WorkArea.

## ■ Copying multiple sheets to the WorkArea



1. Select the sheets to be copied to the WorkArea.  
**Specifying multiple sheets is not required when copying whole divider sections.**  
Refer to "7.33 Specifying Multiple Sheets" (Page 253) for help.
2. Right-click on the Rack2-Viewer window, and select [Copy] - [Copy Pages x-xx (to WorkArea)].  
x represents the first page specified.  
xx represents the last page specified.  
⇒ The sheets are copied to the WorkArea.

## 7.32 Pasting Sheets

---


Operation in 2-Page Spread Mode

This section describes how to paste the sheet(s) moved or copied to the clipboard in front of the currently displayed page.



Sheets in the clipboard or copied sheets cannot be pasted between pages with the same source file.



- 1. Open a page to which you want to paste a sheet(s).**
- 2. Click  .**  
**Or right-click on the page, and then select [Paste (from Clipboard)].**  
⇒ The sheet(s) in the clipboard are pasted.

---

## 7.33 Specifying Multiple Sheets

---

### Operation in 2-Page Spread Mode

The following operations are available when you specify multiple sheets:


- Cut
- Copy
- Move to the WorkArea
- Copy to the WorkArea
- Run OCR to create key text blocks
- Delete
- Export
- Output to Office
- Allocate 2 pages into 1

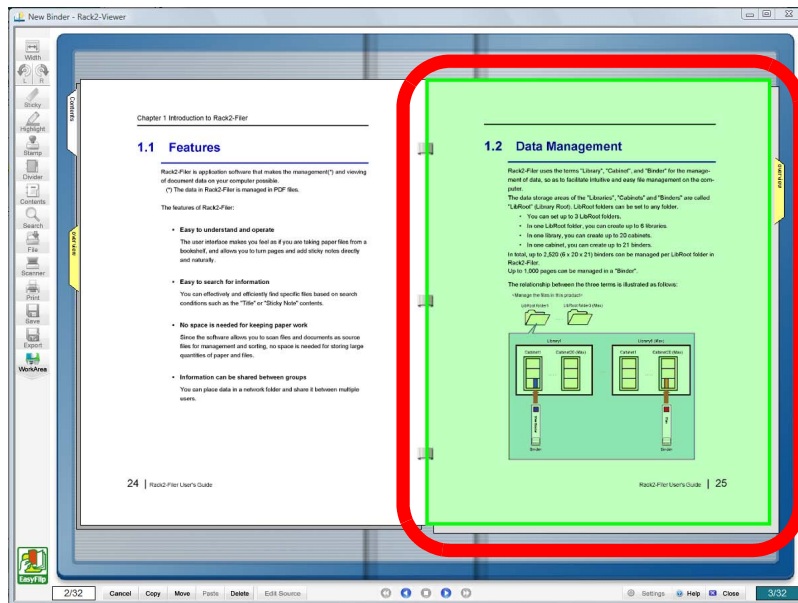


Refer to the following for more detailed operations when multiple sheets are selected:

- Cut  
"7.30 Cutting Sheets" (Page 242)
- Copy  
"7.31 Copying Sheets" (Page 248)
- Move to the WorkArea  
"Moving to the WorkArea" (Page 247)
- Copy to the WorkArea  
"Copying a single sheet to the WorkArea" (Page 251)  
"Copying multiple sheets to the WorkArea" (Page 251)
- Run OCR to create key text blocks  
"7.19 Creating Key Text Blocks by OCR" (Page 198)
- Delete  
"7.29 Deleting Sheets" (Page 237)
- Export  
"7.24 Saving Sheets as a New File" (Page 223)
- Output to Office  
"7.41 Outputting Pages to Microsoft Word/Excel/PowerPoint" (Page 274)
- Allocate 2 pages into 1  
"7.34 Allocating Sheets into One Page" (Page 258)


Here is an example of specifying multiple sheets and deleting them.

1. Open the first sheet among the sheets to be deleted.
2. Click .
  - Or right-click on the page, and then select [Multi-Sheet Selection].
  - ⇒ The sheet is specified.
  - The specified page is shown in green.



3. Flip one-by-one to the last sheet among the sheets to be deleted.



To cancel "Multi-Sheet Selection", click . Or right-click on the sheet, and select [Cancel].



⇒ Only flipped pages of the sheet are specified.

**4.** Click .

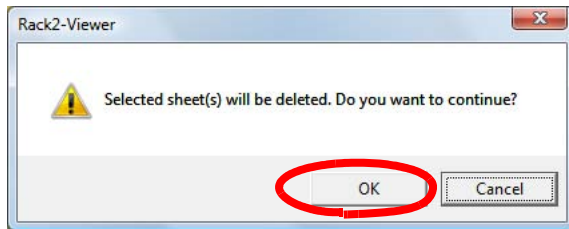
**Or right-click on the sheet and select [Delete Pages x-xx].**

x represents the start page of the specified sheet.

xx represents the end page of the specified sheet.

⇒ A message dialog box appears.

**5.** Click the [OK] button.



⇒ The sheets specified in Step 3 are deleted.





When the specified sheets include sheets with source files, the Cut/Move, Copy, Delete, and Export operations are processed as follows:

	When all the sheets contain source files	When only some sheets contain source files
Cut/Move	Selectable	Both
Copy	Selectable	Only images
Move to WorkArea	Both	Both
Copy to WorkArea	Both	Both
Delete	Both	Both (*1)
Export	Selectable	Only images
Allocate 2 pages into 1	Both (*2)	Both

**Selectable:**

You can choose to process either both the sheet images and source files or only the sheet images.

**Both:**

Both the sheet images and source files are processed. In this case, all sheets belonging to the same source file are processed.

**Only images:**

Only the sheet images are processed.

\*1: When deleting only one side of a sheet, the operation is not processed.

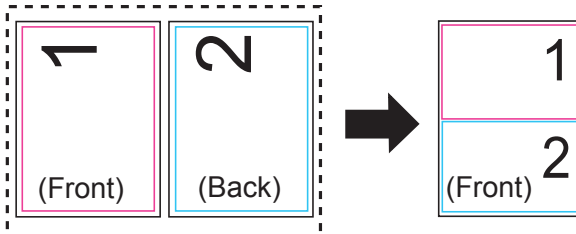
\*2: When the front and back pages of a sheet contain different source files, the operation is processed with the source files deleted.

## 7.34 Allocating Sheets into One Page

---

### Operation in 2-Page Spread Mode

This section explains how to allocate two pages of an imported sheet into one page. Filing landscape pages such as Microsoft PowerPoint slides by allocating two pages into one page allows you to view them easily.



The following explains the procedure for allocating two pages into one page for sheets that contain multiple pages, and the page display after allocation has occurred.

### ■ Allocating two pages into one page

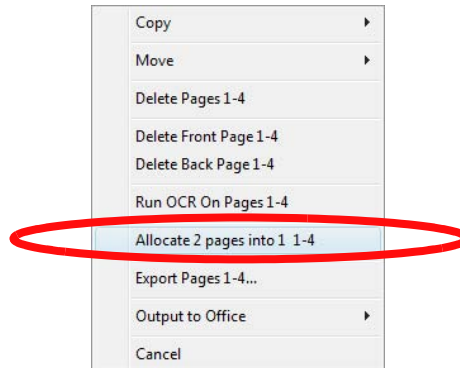


#### **1. Specify the range of pages for allocating two pages into one according to the procedure for specifying multiple sheets.**

For details on the procedure for specifying multiple sheets, refer to "7.33 Specifying Multiple Sheets" (Page 253).

---

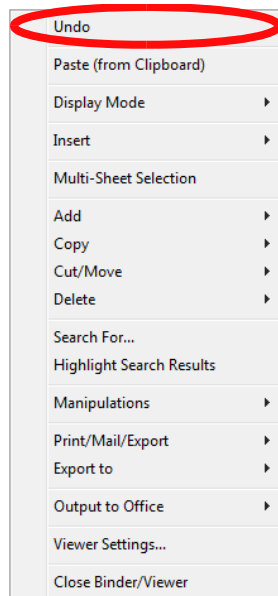
## 2. Right-click on the sheet and select [Allocate 2 pages into 1].



⇒ The specified page sheets are allocated into one page for every two pages.



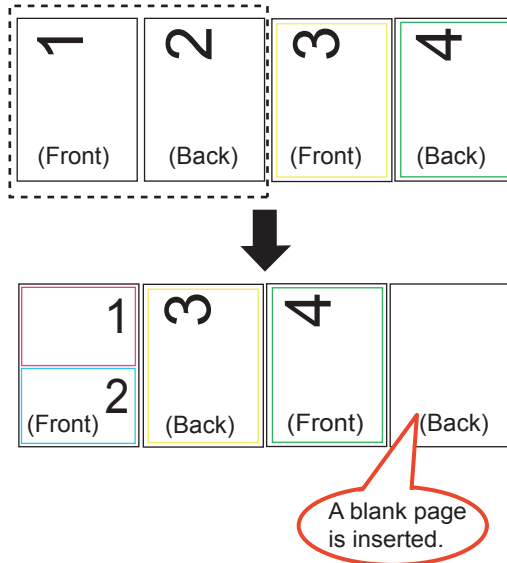
Note that an allocated page can only be returned to the original two page form by right-clicking on the sheet and selecting [Undo] immediately after allocation. If [Undo] is not selected immediately after allocation, the allocated page cannot be returned to its original two page form and it is necessary to import the original file again or edit the original file (source file).



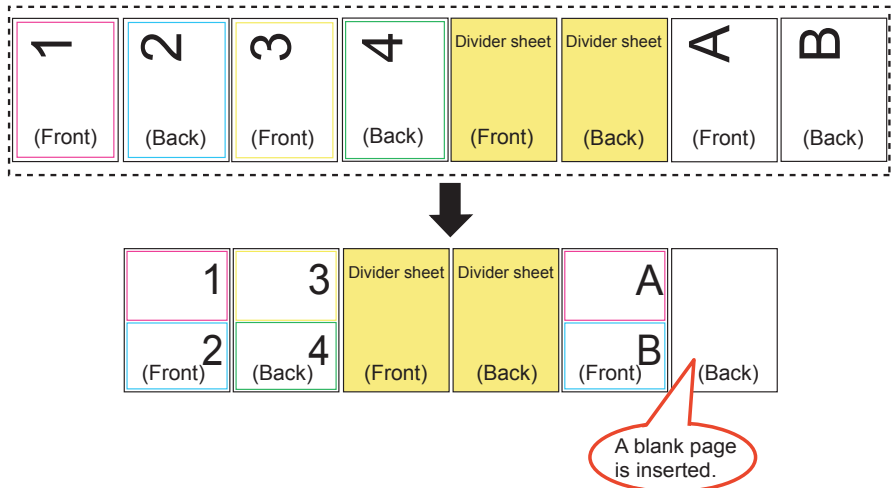
## ■ Allocated page display

This section describes the page display after allocating two pages into one page.

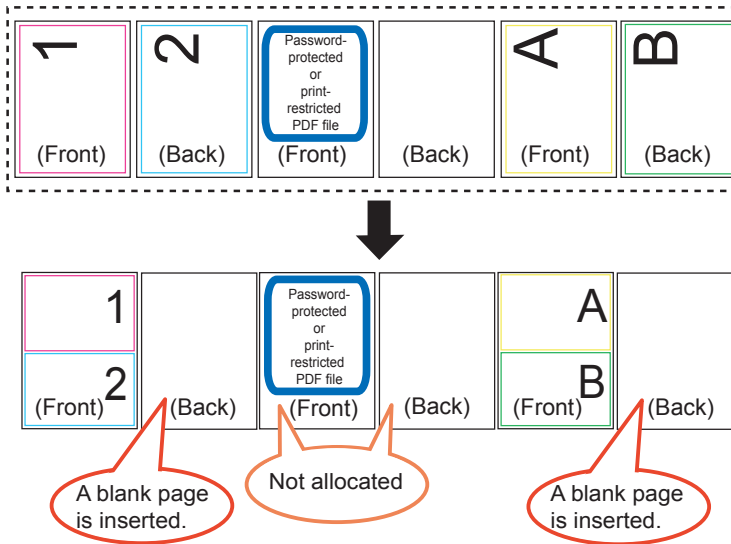
- When selecting an odd number of sheets  
The last page will be a blank page.



- When a divider sheet is included  
A divider sheet is not allocated. When the divider sheet is included, pages are divided on the previous or next page to the divider sheet and output.



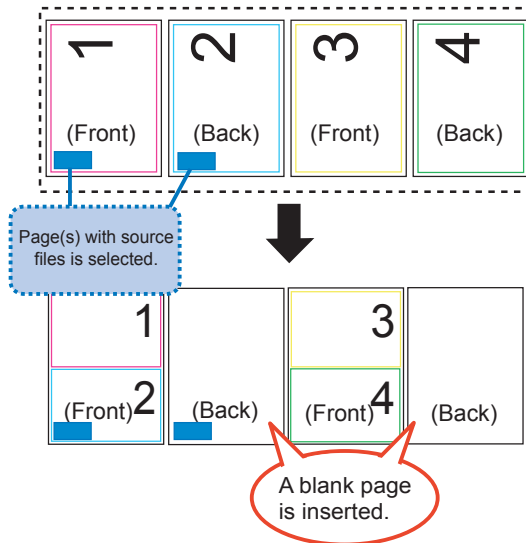
- For a password-protected PDF file or print-restricted PDF file  
The relevant page is not allocated.



- For sheets/pages with source files

When the same source file exists on both of the pages to be allocated, the source file is not deleted.

When different source files exist on the two pages to be allocated (when a PDF file is imported with "Create PDF source files for data from scanner & supported file formats" selected on the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box), these source files will be deleted, and a message appears to confirm whether to continue the operation.



- For sheets/pages with annotation

The annotation is deleted.

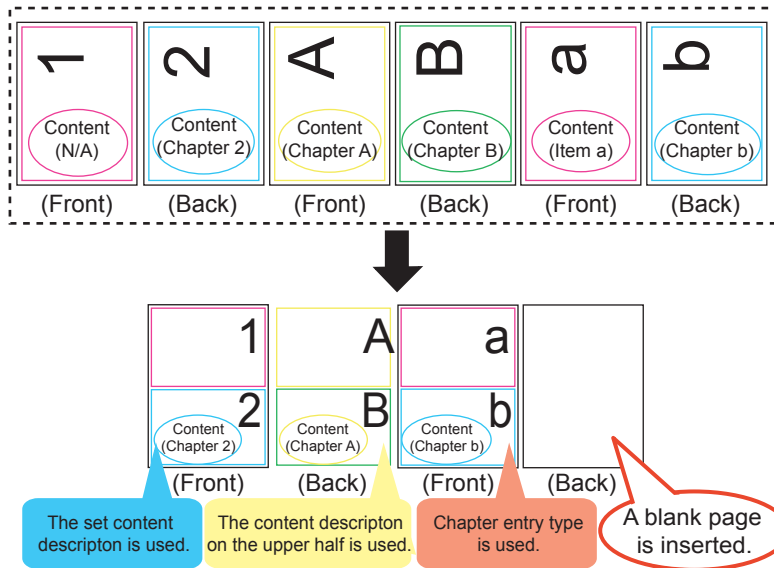
- For sheets/pages run by OCR

Key text blocks created by OCR are stored. Note that if key text blocks created by OCR for two pages exceed the limit (30,000 characters), the extra characters will be deleted.

- Content description

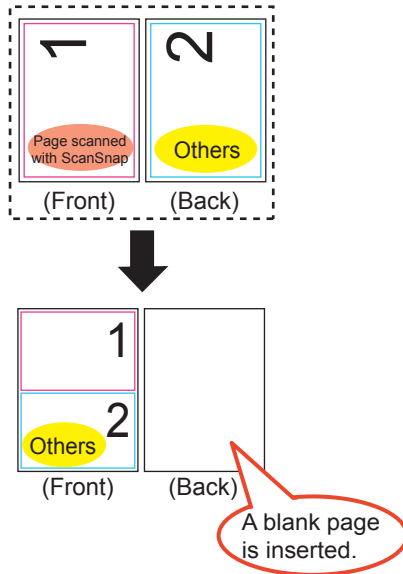
When two pages are allocated into one page and only one page has contents information, the set contents information will be used.

When the content entry type of both pages is the same (e.g. Chapter and Chapter), the content description of the page to be allocated on the upper half will be used. When the content entry type of pages is different (e.g. Chapter and Item), Chapter content entry type will be used.



- Pages scanned with ScanSnap

When both pages to be allocated are scanned with ScanSnap, the allocated page is regarded as scanned with ScanSnap. When one of the pages to be allocated is a page scanned with ScanSnap, and the other page is not, the allocated page is not regarded as scanned with ScanSnap. Functions for outputting pages to Microsoft Word/Excel/PowerPoint and cropping of marked sections are not available for the page.





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## 7.35 Copying Pages

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### Operation in 2-Page Spread Mode

This section describes how to copy the pages from a binder to the clipboard or WorkArea.

## ■ Copying pages to the clipboard



- 1. Open a page to be copied to the clipboard.**
- 2. Right-click on the page and select [Copy] - [Page (to Clipboard)].**

⇒ The page is copied to the clipboard.



- If there is already a page on the clipboard, a message will be displayed to confirm whether to overwrite the existing page.
- The page copied to the clipboard can be overwritten on another page, or added in front of other pages.
- If only some of the specified pages contain source files, only the image data will be copied (the source files will not be copied).



## ■ Copying pages to the WorkArea



- 1. Open the page to be copied to the WorkArea**
- 2. Right-click on the Rack2-Viewer window and select [Copy] - [Page (to WorkArea)].**
  - ⇒ The selected page is copied to the WorkArea.

---


## 7.36 Pasting Pages

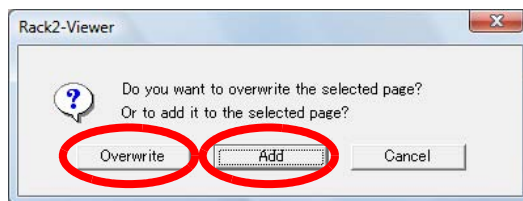
---

### Operation in 2-Page Spread Mode

This section describes how to paste a page copied to the clipboard. The page pasted will overwrite the currently displayed page or be added as a new page before the currently displayed one.



1. Open the page to which you want to paste the copied page.
2. Click  .  
Or right-click on the page, and then select [Paste (from Clipboard)].  
⇒ A message appears.
3. To overwrite, click the [Overwrite] button, to add a page, click the [Add] button.



⇒ The page on the clipboard is pasted and the original page is overwritten, or a new page is added before the destination page.



Copied pages cannot be pasted to pages that contain source files.

A page can only be pasted to an existing sheet. A page cannot be pasted to an empty binder, to a divider, or to a divider section that contains no sheets.

## 7.37 Emptying a Page (Making it Blank)

---

Operation in 2-Page Spread Mode

This section describes how to delete the content of a selected page. In this case, erased pages become blank.



Pages containing source files cannot be emptied.



- 1. Open a page to be emptied.**
- 2. Right-click on the page and select [Manipulations] - [Blank Page Contents].**
  - ⇒ The content of the selected page is emptied and the page becomes blank.

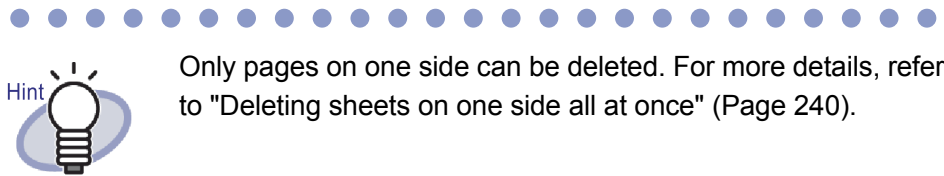
---

## 7.38 Deleting Pages

---

### Operation in 2-Page Spread Mode

This section describes how to delete a selected page. After deletion, the pages in the same divider sheet move forward, and consequently the last page becomes blank.



- If the next page after the deleted page is one with a source file, the subsequent pages are not moved forward.
- When there are over-sized pages that have been split in the same divider sheet, sheets may not be displayed in 2-page spread mode due to the deletion.



- 1. Open a page to be deleted.**
- 2. Right-click on the page and select [Delete] - [Page].**
  - ⇒ The selected page is deleted.

## 7.39 Adding Blank Pages

---

### Operation in 2-Page Spread Mode

This section describes how to add a blank page in front of the currently displayed page. This will move all the following pages back one, up to the next divider sheet, in front of which another blank page will be added to maintain the two pages per sheet rule.



- The blank page cannot be added between multiple pages with source files.
- When there are over-sized pages that have been split in the same divider sheet, sheets may not be displayed in 2-page spread mode due to adding blank pages.



- 1. Open the page in front of which the blank page is to be added.**
- 2. Right-click on the page and select [Insert] - [Blank Page].**  
⇒ The blank page is added in front of the selected page.

---

# 7.40 Sending Mail with Page(s)

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## Operation in 2-Page Spread Mode

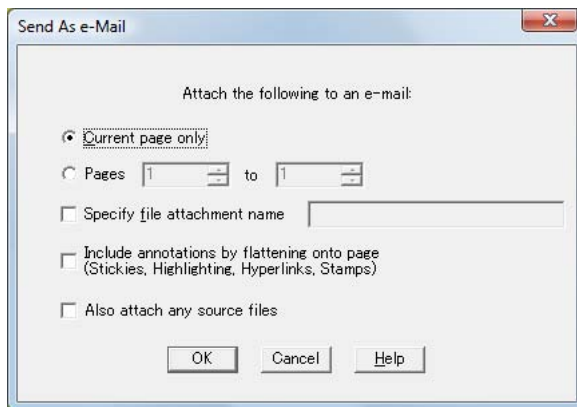
Send mail with a page from a binder attached.



### 1. Right-click on the page and select [Print/Mail/Export] - [Send As e-Mail].

⇒ The [Send As e-Mail] dialog box appears.

### 2. Specify the page range to send as e-mail.



For details of the option settings, click the [Help] button in the dialog box and refer to the "Rack2-Viewer Help" pages.

### 3. Click the [OK] button.

⇒ The e-Mailer Selection dialog box appears.







- The "BinderTitle\_(specified pages).pdf" is inserted in the "Topic" field of the send e-mail window when you use standard e-mail software.
- If printing multiple pages from a binder that include pages from a password-protected or print-restricted PDF, only standard pages will be printed. The source PDF file will also not be printed.

## 7.41 Outputting Pages to Microsoft Word/Excel/PowerPoint

---

Operation in 2-Page Spread Mode

When documents scanned using ScanSnap are added to a binder, they can be output to Microsoft Word/Excel/PowerPoint, from the Rack2-Viewer window.



- To use this function, ABBYY FineReader for ScanSnap 3.0 or later must be installed on your computer.  
To output pages to Microsoft PowerPoint, ABBYY FineReader for ScanSnap 4.0 or later is required.
- When using this function, an ABBYY FineReader warning message may be displayed.
- If the following requirements are met, pages can be output to Microsoft Word/Excel/PowerPoint.
  - Pages are scanned using the ScanSnap
  - Pages are saved with Rack2-Filer version 4.0 or laterHowever, when the ScanSnap setting [Generate one PDF file per {x} page(s)] is "ON", inserted pages may not be output to Microsoft Word/Excel/PowerPoint because the pages are not be recognized as scanned with ScanSnap.
- Card binders cannot be used with this function.
- When the Rack2-Viewer Settings, [Place over-sized data on facing pages] is "ON", if this function is used for multiple sheets of oversized data inserted onto facing pages, the pages will be output to separate sheets. Also, a blank page may be added as the first page. If so, remove the page manually.





- For details about Microsoft Word/Microsoft Excel/Microsoft PowerPoint versions that are supported, refer to the "ABBYY FineReader for ScanSnap User's Guide".
- For more details about inserting scanned pages from ScanSnap, refer to "7.2 Scanning Documents Using the ScanSnap" (Page 161).
- To use this function, the following settings must be specified in ScanSnap.
  - Image quality: Best
  - Color mode: Color



## **1. Open a page to be output to Microsoft Word/Excel/PowerPoint.**



Multiple sheets can be specified.

If multiple sheets are specified, they are combined into a single document when converted.

If any pages of the specified sheets are not inserted from ScanSnap, the sheets cannot be output in Microsoft Word/Excel/PowerPoint.

For more details about specifying multiple sheets, refer to "7.33 Specifying Multiple Sheets" (Page 253).

**2.** To output a page to Microsoft Word, right-click on the page, point to the [Output to Office] - [Output to Word].

To output a page to Microsoft Excel, right-click on the page, point to the [Output to Office] menu, and select [Output to Excel].

To output a page to Microsoft PowerPoint, right-click on the page, point to the [Output to Office] menu, and select [Output to PowerPoint(R)].

⇒ Microsoft Word, Microsoft Excel or Microsoft PowerPoint opens, and the page is displayed as a Word, Excel or PowerPoint file.



- If the characters on a page are not the right way up, OCR cannot function correctly. Before outputting such pages, right-click on a page, point to the [Output to Office] menu, and select [Rotate for OCR]. If the page does not need to be rotated, un-select [Rotate for OCR].
- When multiple pages are selected and the mouse is right-clicked, [Rotate for OCR] will not be displayed.
- For pages output to Microsoft Word/Excel/PowerPoint (pages scanned with ScanSnap), the ScanSnap icon can be displayed on the lower part of the page.
  1. Right-click on a page, point to the [Output to Office] menu, and select [Show ScanSnap Mark].
  2. The ScanSnap icon is displayed on the lower part of the pages.
- If Microsoft Word, Excel or PowerPoint has not been installed, the file is saved.

Word files are saved in RTF format (.rtf). Excel files are saved in XLS format (.xls). PowerPoint files are saved in PPT format (.ppt). When the "Save to" confirmation dialog box is displayed, specify a folder for saving files.





### About the OCR function of ABBYY FineReader for ScanSnap

- Some types of documents are occasionally misrecognized. Before recognition, check whether the documents you want to convert are suitable for conversion according to the following guidelines.
  - Suitable for conversion to Word  
Documents created by using simple page layout with one or two columns
  - Suitable for conversion to Excel  
Simple tables in which every border line connects to the outside borders
  - Suitable for conversion to PowerPoint  
Documents with white or faint color background, comprised of characters and simple diagrams.
  - Not suitable for conversion to Word  
Documents created by using complex page layout comprised of diagrams, tables, and letters, such as a brochure, magazine, and newspaper
  - Not suitable for conversion to Excel  
Documents containing tables without borders, complex tables with too many borders, convoluted tables containing sub-tables, diagrams, graphs and charts, photographs, and/or characters written in vertical direction (Diagrams, graphs and charts, photographs, and characters written in vertical direction are not converted.)
  - Not suitable for conversion to PowerPoint  
Convoluted documents containing characters, diagrams and graphics, document with pictures or patterns on the background of the characters, documents whose background color is denser than characters



- The following parameters may not be inherited from the originals during conversion. It is recommended that the converted documents be opened with Microsoft Word, Microsoft Excel or Microsoft PowerPoint.

- Superscript and subscript

The following parameters apply to Japanese documents:

- Font and size of characters
- Character spacing and line spacing
- Underline, bold, and Italic

The following types of documents may be misrecognized. If so, change the "Color mode" to "Color" and/or increase the resolution (Image quality) to improve the results of conversion.

- Documents containing handwritten characters
  - Text including small characters (smaller than 10 points)
  - Skewed documents
  - Documents in languages other than the specified language
  - Documents containing characters written in an unevenly-colored or patterned background (Characters to which effects, such as Shadow, Outline, and Shading, are applied.)
  - Documents of complex layout and documents including unreadable characters (It may take an extended period of time to convert these documents.)
- Do not use Microsoft Word, Microsoft Excel or PowerPoint, while using this function. Or do not use this function while using Microsoft Word, Microsoft Excel or PowerPoint. If you do so, a message such as "Call is rejected by callee" may appear and/or the resulting document may not be displayed.
  - A converted Excel worksheet can contain up to 65536 rows.

---

## 7.42 Modifying a Source File

---

### Operation in 2-Page Spread Mode

When importing a file, the source file is also imported at the same time. To modify the file, you can start up the applications associated with the file from the Rack2-Viewer window.



- When a source file is imported together with a file, you must first select "Retain source files by" in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box. For details, refer to the "7.53 Configuring Viewer Settings" (Page 291).
- The image files cannot be edited.
- The Rack2-Viewer window page will be updated when the file is saved by overwriting the file using the application associated with it.
- When the source file has been modified and saved, the annotations on pages to which the source file belongs will be deleted.
- When a source file is edited on two pages that have been allocated into one page, allocation is canceled.



### 1. Open the page where a file is to be edited.



For modifiable pages, the icons of associated applications will be displayed at the lower part of the pages.

**2.** Click .

**Or double-click the application icon on the page.**

**Or right-click on the page, and select [Manipulations] - [Edit Source File].**

⇒ The application associated with the file is started, and the first page of the file appears.

**3.** **Edit the file content and save it.**

⇒ The source file is modified.

Close the associated application.



---

## 7.43 Deleting a Source File

---

### Operation in 2-Page Spread Mode

If you have imported a source file when a file was imported, you can delete the source file from the Rack2-Viewer window if it is not needed any more.



- When a source file is imported together with a file, you must first select "Retain source files by" in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box. For details, refer to the "7.53 Configuring Viewer Settings" (Page 291).
- When a sheet with a source file is deleted, the following cases may occur depending on the settings in the [Rack2-Viewer Settings] dialog box when the sheet is imported.
  - When a sheet is imported with the "Copying original files" checkbox selected in "Retain source files by" under the [Page Insertion] tab, the source file that is imported at the same time is also deleted.
  - When a sheet is imported with the "Linking to original files" checkbox selected in "Retain source files by" under the [Page Insertion] tab, the source file that is imported at the same time is not deleted.



- 1. Open the page where a file is to be deleted.**
- 2. And right-click on the page, and then select [Delete] - [Source File Copy/Link].**
  - ⇒ The source file is deleted.

## 7.44 Creating a Card Sheet

---

### Operation in 2-Page Spread Mode

This section describes how to create a new blank sheet to save cards.



- 1. Right-click on a page to create a new card sheet.**
- 2. Select [Insert] - [Blank Sheet].**  
⇒ A card sheet is created.

---

# 7.45 Turning a Card Upside-down

---

Operation in 2-Page Spread Mode

This section describes how to turn a card upside-down.



## 1. Right-click on a card and select [Turn Card Upside-Down].



- To revert to the original orientation, right-click on the card again, and select [Turn Card Upside-Down].
- If you save this change when you close the Rack2-Viewer window, cards will be displayed upside-down from the next startup.



## 7.46 Cutting a Card

---

Operation in 2-Page Spread Mode

This section describes how to cut a card and move it to the clipboard.



### 1. Right-click on a card and select [Cut/Move (to Card Clipboard)].

⇒ The card is cut and moved to the clipboard.



- If a card already exists on the clipboard, a message will be displayed to confirm whether to rewrite the existing card.
- The card copied to the clipboard can be pasted in front of another card, or on another card sheet.
- A card can be moved by dragging and dropping it. A card can be moved to another card sheet by dragging the card off the card sheet.



---

## 7.47 Copying Cards

---

### Operation in 2-Page Spread Mode

This section describes how to copy a card to the clipboard.



#### 1. Right-click on the card and select [Copy (to Card Clipboard)].

⇒ The card is copied to the clipboard.



- If a card already exists on the clipboard, a message will be displayed to confirm whether to rewrite the existing card.
- The card sheet copied to the clipboard can be pasted in front of another card, or on another card sheet.



## 7.48 Pasting Cards

---

### Operation in 2-Page Spread Mode

This section describes how to paste a card copied to the clipboard to the currently displayed the card sheet.



- 1. Open the card sheet to which you want to paste the copied card.**
- 2. Right-click on the card and, and then select [Paste Card (from Clipboard)].**
  - ⇒ The card on the clipboard is pasted.

---

## 7.49 Deleting Cards

---

### Operation in 2-Page Spread Mode

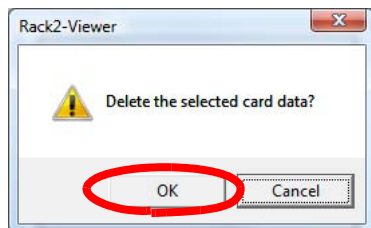
This section describes how to delete cards.



#### 1. Right-click on a card and select [Delete Card].

⇒ A confirm deletion message appears.

#### 2. Click the [OK] button.



⇒ The card is deleted.

## 7.50 Saving Cards

---

Operation in 2-Page Spread Mode

This section describes how to save selected cards as a PDF or TIFF file. These PDF files can be displayed using Adobe Acrobat, or Adobe Reader.



Annotations will not be saved.



- 1. Right-click on a card and select [Save Card As].**  
⇒ The [Save as] dialog box appears.
- 2. After selecting a file type (PDF or TIFF), click [Save].**



---

## 7.51 Printing Cards

---


### Operation in 2-Page Spread Mode

This section describes how to print a card.



Annotations will not be printed.



- 1. Select a card to be printed and click . Or right-click on the card and select [Print Card].**

⇒ The [Print] dialog box appears.

- 2. Specify the printer and printing range and click the [OK] button.**



The printed size may be different from the cards shown in the Rack2-Viewer window due to the resolution of the card.



## 7.52 Sending Cards as e-Mail

---

### Operation in 2-Page Spread Mode

This section describes how to send an e-mail with a card from a binder attached.

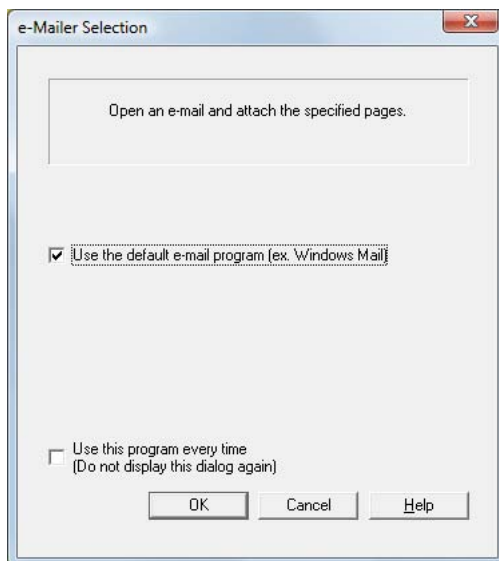


### 1. Right-click on the card and select [Send Card As e-Mail].

⇒ The e-Mailer Selection dialog box appears.

### 2. Set the details.

For details of the option settings, click the [Help] button in the dialog box and refer to the "Rack2-Viewer Help" pages.



### 3. Click the [OK] button.

⇒ The dialog box of the e-mailer selected in Step 2 is launched and the specified files are attached to e-mail.

---

## 7.53 Configuring Viewer Settings

---

### Operation in 2-Page Spread Mode

The following settings can be configured:

#### ◇ General

- **Opening PDF files**

Choose whether to open PDF files with the current program or Rack2-Viewer.

If Rack2-Viewer is selected, double-clicking a PDF file opens the Rack2-Viewer window.

- **Window mode in the Rack2-Viewer window**

The following settings can be configured:

- Choose whether to display the operation buttons (the buttons on the left and bottom) in the Rack2-Viewer window.
- Choose whether or not to show the binder rings of the binder.

- **Opening the e-Mailer Selection window when sending e-mail with attached page(s)**

Choose whether to show the e-Mailer Selection window when you are sending mail with attached page(s).

- **Prompting when fewer than [N] (0-500) sheets remain available**

When opening the binder (except for read-only mode), set whether to display the number of sheets left available when the number of sheets available is less than a certain number.

### ◇ Page Turning

- **Enable animation for flipping between pages**  
Set whether to enable the animation for flipping between pages.
- **Flip Speed**  
Set the flip speed.
- **Inter-Flip Pause**  
Set the page flipping interval for continuous flipping.

### ◇ Page Insertion

- **Settings for inputting files**  
Set the following.
  - How color data in the source files is to be handled, and what resolution is to be used when a file is imported
  - Whether to include the source file (source data) when importing a file
- **Place over-sized data on facing pages**  
Choose whether to divide A3-, B4-, or 11x17-sized files into two pages when they are being inserted. If dividing into two pages, whether to correct skewed data can also be set.  
Depending on applications, A3- or B4- sized files may be imported upside down. It is recommended to set to correct skewed data.
- **Automatically insert divider sheet when inserting files**  
Choose whether or not to automatically add a divider sheet to the first page when inserting files.
- **Automatically insert divider sheet when inserting data from a scanner**  
Choose whether or not to automatically add a divider sheet to the first page when inserting data from a scanner.
- **Open last page after scanning**  
Choose whether the first or last page is to be displayed after scanning. If the data contains sheets which cannot be scanned at one time, it is recommended to set to display the last page.
- **Creating PDF source files for data from scanner & supported file formats**

---

Choose whether PDF source files are also created automatically (one page units) when scanning or inserting image files. This setting is not supported when importing source files.

This function is supported by ScanSnap (including ScanSnap Organizer).

When creating PDF source files using ScanSnap, choose whether to link to its original file.

This function is disabled when Rack2-Viewer is not activated while scanning data using the ScanSnap.

- **Automatically running OCR to create key text blocks for inserted pages**

Choose whether or not to automatically run OCR to create key text blocks in the following situations:

- Scan
- Insert a file
- Scan to WorkArea
- Insert a file to WorkArea
- Insert a file using "Rack2 Folder Monitor Software"
- Insert data from other applications



- If using the ScanSnap S1100/S1300/S1500 marked keyword function, according to whether or not the "Automatically create key text blocks for inserted pages (by OCR/extraction)" checkbox is selected on the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box, pages marked with a highlight pen are extracted.
- After running OCR, searching for a page with a search string becomes available.



- **Automatically correct the document orientation before running OCR**

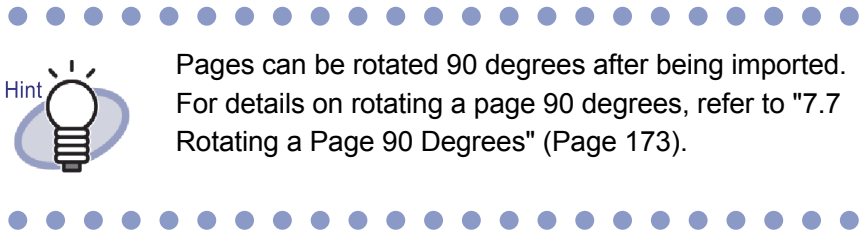
Choose whether or not to automatically correct the orientation of a document before running OCR. This setting is only possible for Chinese, Korean, and Japanese versions. The document is always automatically corrected in the English version.

- **Automatically rotate landscape pages to portrait (text orientation is ignored)**

Choose whether or not to automatically rotate landscape pages to portrait.

For this function, the ratio of the height and width of the page is the sole determinant of whether the orientation of the page is landscape or portrait. The page contents are ignored.

If "Allow automatic image rotation" is selected in ScanSnap, it may cause unpredictable results.



- **When inserting pages from password protected and printing-restricted PDF files, attach source files instead of showing actual contents**

If this checkbox is selected, the actual document is not displayed but a PDF icon is shown below the page. Clicking on the PDF icon starts Adobe Acrobat. If the "When inserting pages from password protected and printing-restricted PDF files, attach source files instead of showing actual contents" checkbox is not selected, when importing a password-protected PDF file, a password input window will appear.

Inputting the password imports and displays the contents of the PDF file with Rack2-Viewer.

To import password-protected PDF files, Adobe Acrobat or Adobe Reader must be installed. However, print-restricted PDF files cannot be imported. To import print-restricted PDF files, remove the print restriction using Adobe Acrobat and import files.

---

## ◇ Scanner Insertion

### **FUJITSU fi series scanner with TWAIN driver**

These functions are supported for Image Scanner fi Series scanners.  
Check the ScanSnap settings for the equivalent functions.

- **Displaying driver screen**  
Choose whether the scanner driver window (TWAIN driver window) should also be displayed during scanning operations.  
The scanner to read from can be selected.
- **Automatically removing blank pages from scanner input**  
Choose whether to remove pages which are blank when scanning.
- **Automatically correcting for skewed scanner input**  
Choose whether to judge correct for skewed input data contained in an image that has been scanned.  
For card binder, this function is disabled.
- **Automatically correcting for upside-down scanner input**  
Choose whether to turn the image 180 degrees when data contained in an image that has been inserted from a scanner has been judged to be upside down.

### **ScanSnap**

These functions are supported for ScanSnap.

- **ScanSnap settings**  
Show the ScanSnap Manager setup dialog box, and set the ScanSnap scanning settings.

## ◇ Card Binder

- **Settings for card scanning**  
Choose how to place cards on the flatbed for scanning.  
This can be set for a card binder.
- **Settings for card importing**  
Choose how to import card data (how many cards on one page).  
This can be set for a card binder.

◇ **WorkArea**

• **WorkArea Folder**

Choose the location for storing data in the WorkArea.



- Do not specify a location on the network or a removable disk as the WorkArea folder.
- Do not specify a LibRoot folder and WorkArea folder with the same path name. Also, do not specify either a LibRoot folder or WorkArea folder as a parent folder.

Example:


- LibRoot folder is "C:\Temp1", WorkArea folder is "C:\Temp1\WorkArea"
- LibRoot folder is "C:\Temp1\DocumentRoot", WorkArea folder is "C:\Temp1"

For details about how to change the LibRoot folder, refer to "6.31 Setting the Rack2-Filer Options" (Page 149).



If an empty folder is specified as a new WorkArea data storage folder, the previously used data can be copied and used. Whether or not to copy the data can be selected on the confirmation screen.




- For more details, click  and refer to the "Rack2-Viewer Help" pages.
- Click the [Help] button of each tab in the [Rack2-Viewer Settings] dialog box for details about each item.



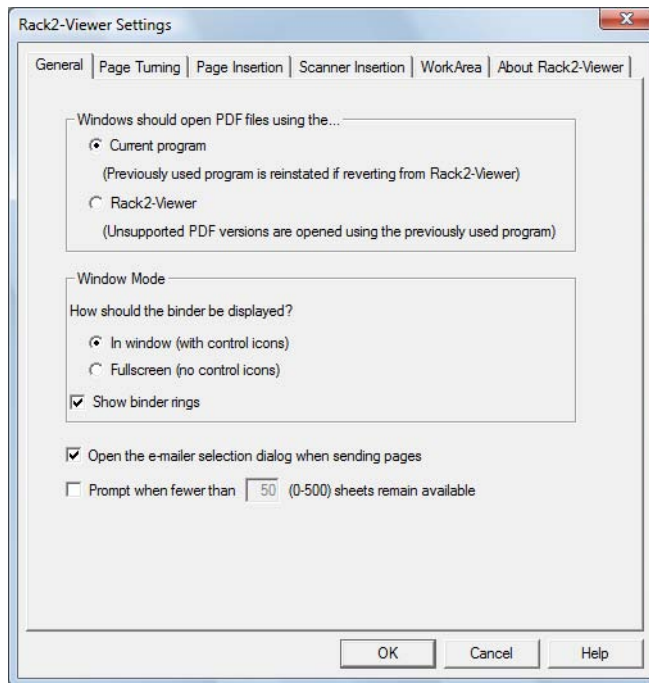




1. Click  **Settings**.  
Or right-click the mouse and select **[Viewer Settings]**.

⇒ The [Rack2-Viewer Settings] dialog box appears.

2. Click each tab and configure the settings.



- To configure the following settings, click the [General] tab.
  - Opening PDF files
  - Window mode in the Rack2-Viewer window
  - Whether to open the e-Mailer Selection window when sending e-mail with attached page(s)
  - Whether to prompt when fewer than [N] (0-500) sheets remain available
- To configure the following settings, click the [Page Turning] tab.
  - Whether to enable the animation for flipping between pages
  - Flip Speed
  - Inter-Flip Pause

- To configure the following settings, click the [Page Insertion] tab.
  - How color data in the source files is to be handled, and what resolution is to be used when a file is imported
  - Whether to include the source file (source data) when importing a file
  - Whether to place over-sized data on facing pages
  - Whether to rotate landscape pages to portrait before placing over-sized data on facing pages
  - Whether to automatically insert divider sheet when inserting files
  - Whether to automatically insert divider sheet when inserting data from a scanner
  - Whether to open the last page after scanning
  - Whether to create PDF source files for data from scanner & supported image file formats
  - Whether to automatically run OCR to create key text blocks for inserted pages
  - Whether to automatically correct the document orientation before running OCR
  - Whether to automatically rotate landscape pages to portrait
  - When inserting pages from password-protected and print- restricted PDF files, attach source files instead of showing actual contents.
- To configure the following settings, click the [Scanner Insertion] tab.
  - Which scanner to use when scanning
  - Whether to show the scanner driver when scanning
  - Whether to automatically remove blank pages from scanner input
  - Whether to automatically correct for skewed scanner input
  - Whether to automatically correct for upside-down scanner input
  - Show ScanSnap Manager setup dialog box
- To configure the following settings, click the [Card Binder] tab.
  - Whether to place cards at the origin or free, when cards are scanned on the flatbed
  - Whether to import four or eight cards to a page
- Click the [WorkArea] tab when setting the location for storing data on WorkArea.
- To view the version information of Rack2-Viewer, click the [About Rack2-Viewer] tab.

---

### 3. Click the [OK] button.

⇒ The [Rack2-Viewer Settings] dialog box is closed and the viewer settings are set.



- When "Flatbed Scanner Input" is set as "Free (Multi Card)", a card may not be extracted correctly depending on the type (such as color, design).





## Chapter 8



# Exporting to a Cloud Service/ Mobile Device

This chapter describes how to export Rack2-Filer data to a cloud storage or mobile device as PDF files.

The collection of cloud services (Evernote, Google Docs, Salesforce Chatter, and SugarSync) is called "Cloud service" in this manual.

Mobile devices such as the iPad/iPhone/iPod touch are called "Mobile" and "Mobile device" in this manual.

When exporting data to a cloud service, the following services are supported.

- Exporting to Cloud Service
  - Evernote
  - Google Docs
  - Salesforce Chatter
  - SugarSync



- For the applications required to use this function, refer to "■ Software required for using a cloud service/mobile device" (Page 42).
- To save data to Evernote and a mobile device presets are required. For details on presets, refer to "■ Exporting to Evernote" (Page 306) and "■ Presets" (Page 321).



Click the [Help] button to refer to the Help pages for the details of each item in the dialog box.



## 8.1 Selecting Data to Be Exported

---

There are three ways to export Rack2-Filer data to cloud service/mobile:

- (1) Selecting a binder and exporting it
- (2) Exporting a page
- (3) Exporting a stack

### ■ Selecting a binder and exporting it

All pages in the binder selected in the Rack2-Filer window are saved as a PDF file.



- 1.** In the Rack2-Filer window, select the binder to be exported to cloud service/mobile.

- 2.** Click  , or right-click on the binder spine, and select the menus as follows:

- To export to Evernote  
[Export to] - [Evernote]
- To export to Google Docs  
[Export to] - [Google Docs(TM)]
- To export to Salesforce Chatter  
[Export to] - [Salesforce Chatter]
- To export to SugarSync  
[Export to] - [SugarSync]
- To export to mobile  
[Export to] - [iPad/iPhone/iPod touch]

---

### **3. A dialog box related to the selected storage destination appears.**

For the subsequent operations, refer to "8.2 Exporting to Cloud Service" (Page 306) and "8.3 Exporting to Mobile" (Page 321).

## **■ Exporting a page**

The following describes how to save the page displayed in the Rack2-Viewer window as a PDF file.



### **1. In the Rack2-Viewer window, open the page to be exported to cloud service/mobile.**

### **2. Right-click on the page and select the menus as follows:**

- To export to Evernote  
[Export to] - [Evernote]
- To export to Google Docs  
[Export to] - [Google Docs(TM)]
- To export to Salesforce Chatter  
[Export to] - [Salesforce Chatter]
- To export to SugarSync  
[Export to] - [SugarSync]
- To export to mobile  
[Export to] - [iPad/iPhone/iPod touch]

### **3. A dialog box related to the selected storage destination appears.**

For the subsequent operations, refer to "8.2 Exporting to Cloud Service" (Page 306) and "8.3 Exporting to Mobile" (Page 321).

## ■ Exporting a stack

The following describes how to save the stacks displayed in the WorkArea as a PDF file.



### 1. In the WorkArea, select the stacks to be exported to cloud service/mobile.

To select multiple stacks, click on the stacks while holding down the [Shift] key or [Ctrl] key.



If multiple stacks are selected, a PDF file is created for each stack.



### 2. Click , or right-click on a stack, and select the menus as follows:

- To export to Evernote  
[Export to] - [Evernote]
- To export to Google Docs  
[Export to] - [Google Docs(TM)]
- To export to Salesforce Chatter  
[Export to] - [Salesforce Chatter]
- To export to SugarSync  
[Export to] - [SugarSync]
- To export to mobile  
[Export to] - [iPad/iPhone/iPod touch]



---

### **3. A dialog box related to the selected storage destination appears.**

For the subsequent operations, refer to "8.2 Exporting to Cloud Service" (Page 306) and "8.3 Exporting to Mobile" (Page 321).


## 8.2 Exporting to Cloud Service

---

This section describes how to export the selected data for each cloud service.

### ■ Exporting to Evernote

When Evernote for Windows 3.5 or later is installed on Windows XP or later, you can export the selected data to Evernote as PDF files.



To use this function, you must sign in from the Sign in window of Evernote for Windows in advance. If you have not signed in, the Sign in window will be displayed in Step 2.

Select the data to be exported using one of the following procedures:

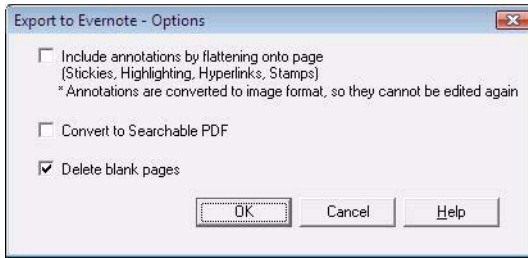
- (1) Selecting a binder and exporting it
- (2) Exporting a page
- (3) Exporting a stack

For details on each procedure, refer to "8.1 Selecting Data to Be Exported" (Page 302).

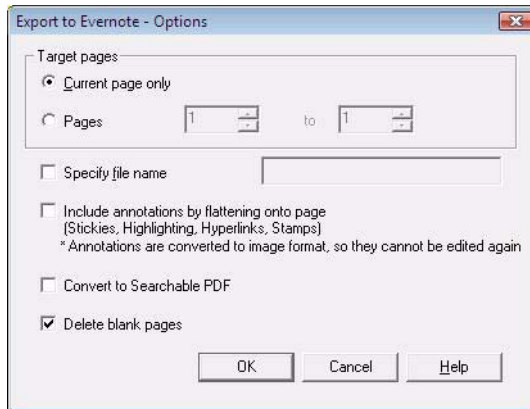


#### **1. Configure the settings in the [Export to Evernote - Options] dialog box.**

When the data is selected by either of the procedure (1) or (3), the following window appears:



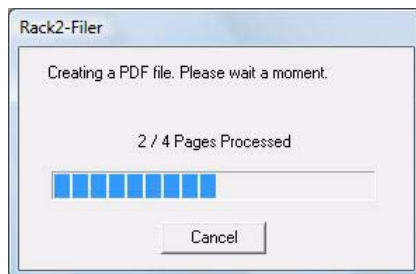
When the data is selected by the procedure (2), the following window appears:



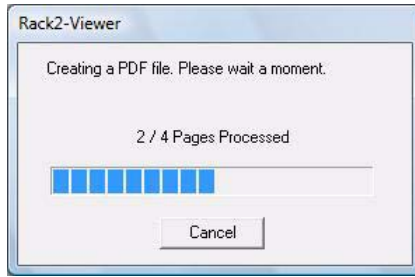
## 2. Click the [OK] button.

⇒ PDF file creation starts.

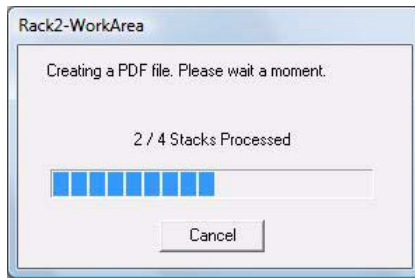
When the data is selected by the procedure (1), the following window appears:



When the data is selected by the procedure (2), the following window appears:



When the data is selected by the procedure (3), the following window appears:



⇒ When PDF file creation is completed, Evernote for Windows starts and the data is exported.



Synchronization (upload) is performed according to the settings of Evernote for Windows.

---

## ■ Exporting to Google Docs

When .NET Framework 3.0 is installed, you can export the selected data to Google Docs as PDF files.

For details about Google Docs, refer to the Google Docs Web site.



This function is not available in a proxy environment that requires authentication upon connecting to the Internet.

Select the data to be exported using one of the following procedures:

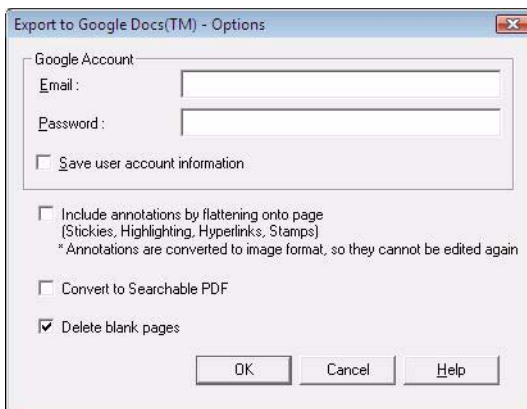
- (1) Selecting a binder and exporting it
- (2) Exporting a page
- (3) Exporting a stack

For details on each procedure, refer to "8.1 Selecting Data to Be Exported" (Page 302).

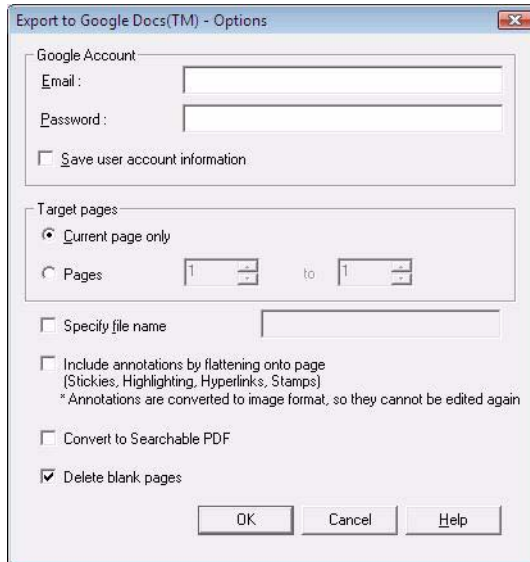


### 1. Configure the settings in the [Export to Google Docs(TM) - Options] dialog box.

When the data is selected by either of the procedure (1) or (3), the following window appears:



When the data is selected by the procedure (2), the following window appears:



If the computer is shared, selecting the [Save user account information] checkbox enables other users to log in to Google Docs, because your account information will be filled in from the next time.

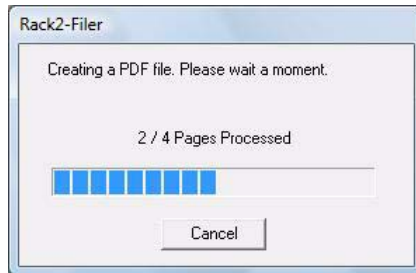
For this reason, it is recommended that you do not select the [Save user account information] check box on this dialog box.

---

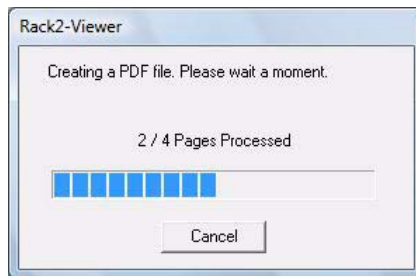
## 2. Click the [OK] button.

⇒ PDF file creation starts.

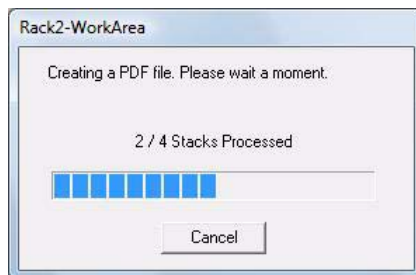
When the data is selected by the procedure (1), the following window appears:



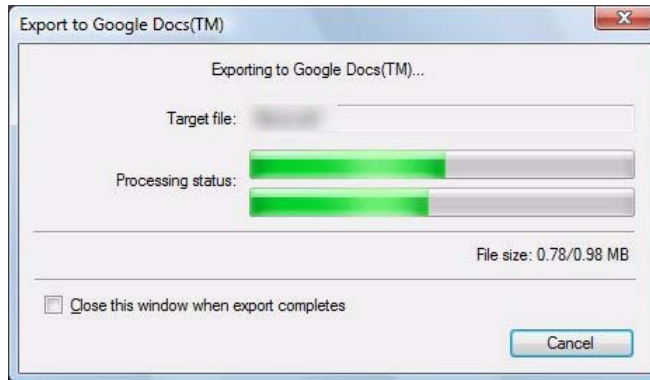
When the data is selected by the procedure (2), the following window appears:



When the data is selected by the procedure (3), the following window appears:



⇒ When PDF file creation is completed, exporting starts and the following window appears:



⇒ When data exporting is completed, the following window appears:



To check the exported PDF files, start the Web browser and log in to Google Docs.



---

## ■ Exporting to Salesforce Chatter

When .NET Framework 3.0 is installed, you can export the selected data to Salesforce Chatter as PDF files.



This function is not available in a proxy environment that requires authentication upon connecting to the Internet.



Select the data to be exported using one of the following procedures:

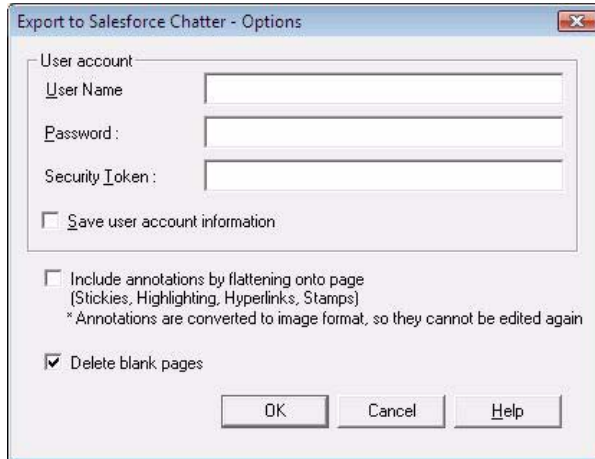
- (1) Selecting a binder and exporting it
- (2) Exporting a page
- (3) Exporting a stack

For details on each procedure, refer to "8.1 Selecting Data to Be Exported" (Page 302).

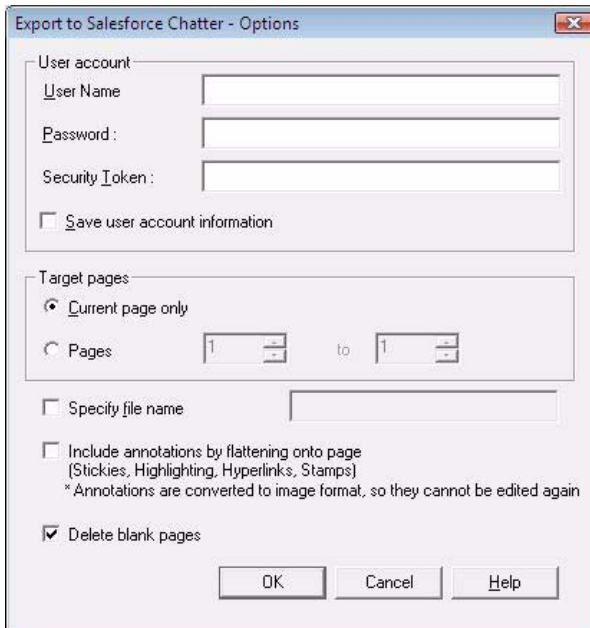


**1. Configure the settings in the [Export to Salesforce Chatter - Options] dialog box.**

When the data is selected by either of the procedure (1) or (3), the following window appears:



When the data is selected by the procedure (2), the following window appears:





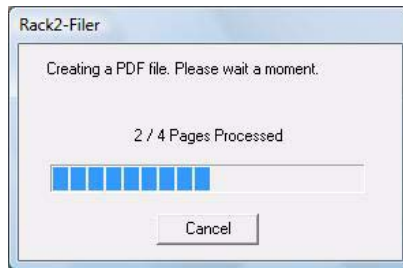
If the computer is shared, selecting the [Save user account information] check box enables other users to log in to Salesforce Chatter.

For this reason, do not select the [Save user account information] check box on this dialog box.

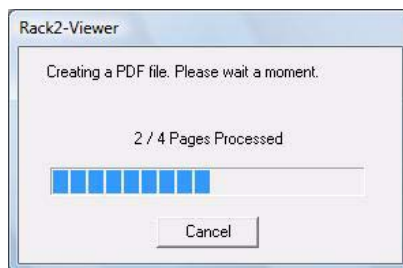
## 2. Click the [OK] button.

⇒ PDF file creation starts.

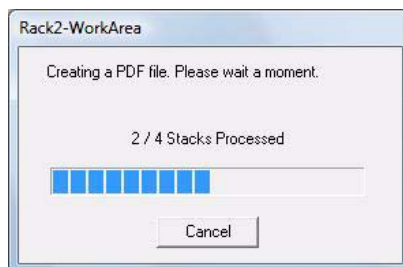
When the data is selected by the procedure (1), the following window appears:



When the data is selected by the procedure (2), the following window appears:

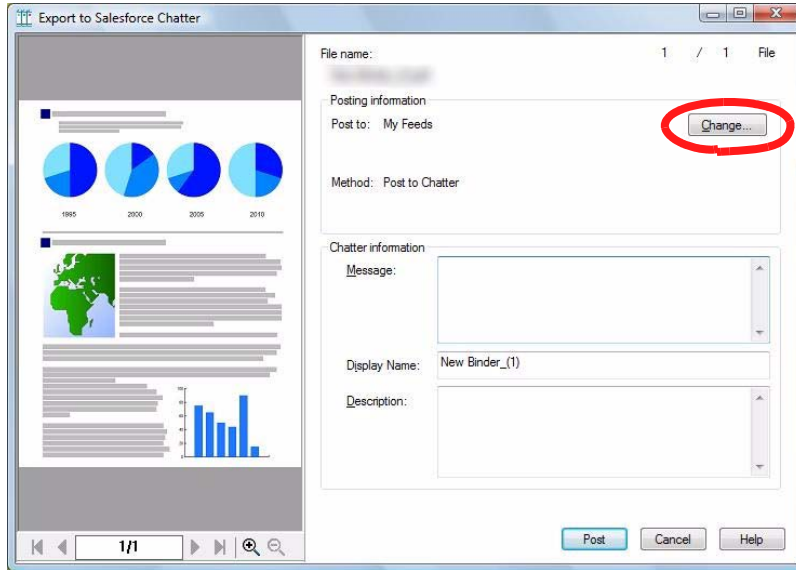


When the data is selected by the procedure (3), the following window appears:



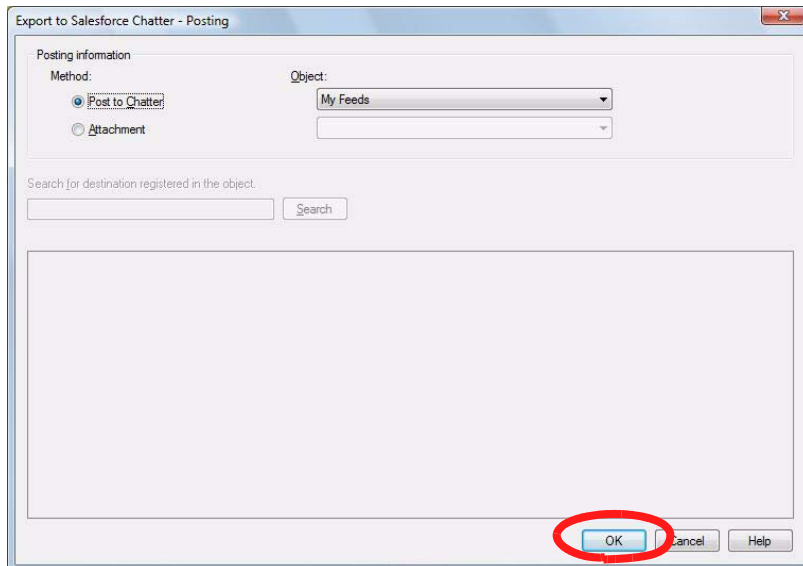
⇒ When PDF file creation is completed, the [Export to Salesforce Chatter] dialog box appears.

**3. Click the [Change] button.**



⇒ The [Export to Salesforce Chatter - Posting] dialog box appears.

**4. Specify the post destination and method, and click the [OK] button.**



⇒ Returns to the [Export to Salesforce Chatter] dialog box.



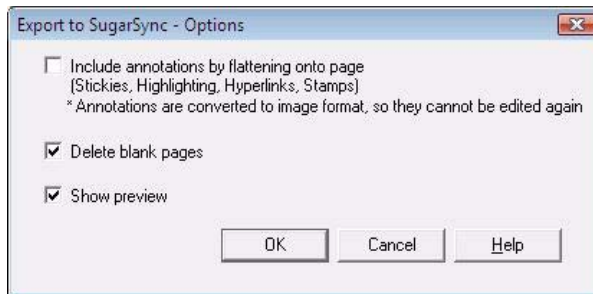
- (1) Selecting a binder and exporting it
- (2) Exporting a page
- (3) Exporting a stack

For details on each procedure, refer to "8.1 Selecting Data to Be Exported" (Page 302).

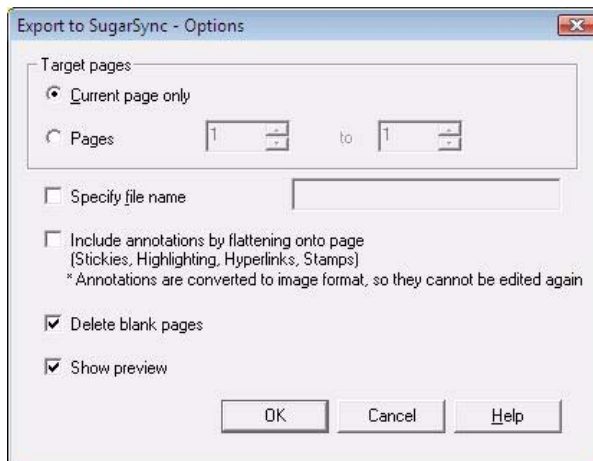


### 1. Configure the settings in the [Export to SugarSync - Options] dialog box.

When the data is selected by either of the procedure (1) or (3), the following window appears:



When the data is selected by the procedure (2), the following window appears:



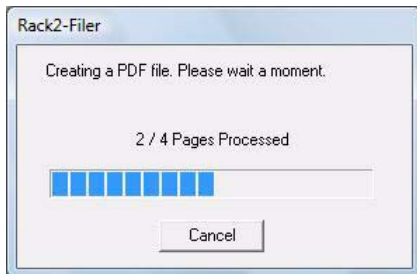


By clearing the [Show preview] checkbox, the [Export to SugarSync] dialog box is not displayed, and the file is exported to SugarSync.

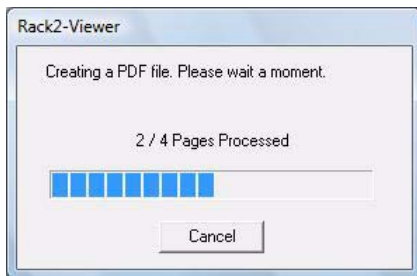
## 2. Click the [OK] button.

⇒ PDF file creation starts.

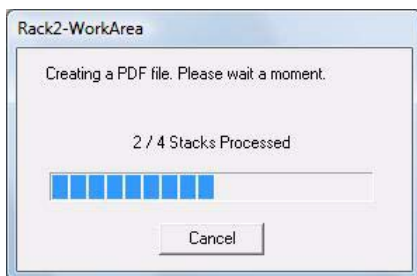
When the data is selected by the procedure (1), the following window appears:



When the data is selected by the procedure (2), the following window appears:

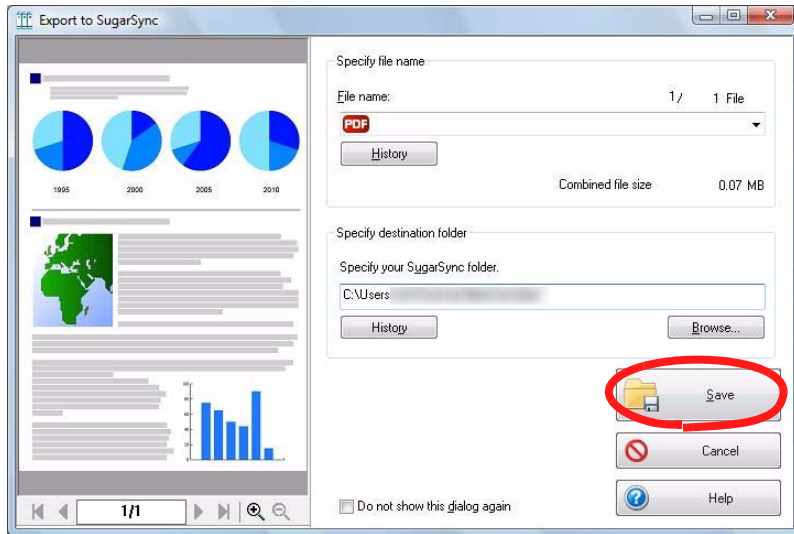


When the data is selected by the procedure (3), the following window appears:



⇒ When PDF file creation is completed, the [Export to SugarSync] dialog box appears.

### 3. Check the file name and export folder and click the [Save] button.



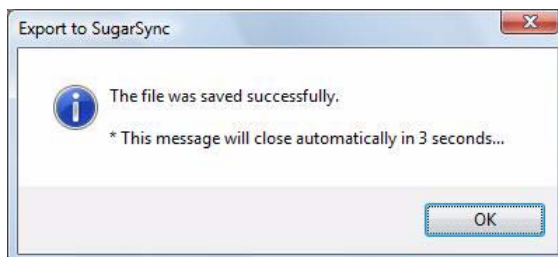
Hint



By default, the following SugarSync folder is set as the destination folder (From the next time, the folder previously used will be displayed):

- For Windows 7 / Windows Vista  
Drive name (e.g. "C"):\Users\User name\Documents\Magic Briefcase\Rack2
- For Windows XP  
Drive name (e.g. "C"):\Documents and Settings\User name\My Documents\Magic Briefcase\Rack2

⇒ After the processes complete, the following window appears and the file is exported to SugarSync.





---

## 8.3 Exporting to Mobile

When .NET Framework 3.0 is installed, you can export the selected data as PDF files to a mobile device such as a tablet device or smart phone.

You need to have ScanSnap Connect Application installed on the mobile device in order to use this function. Also, use a wireless LAN for sending and receiving data. Download ScanSnap Connect Application for mobile devices from an application store such as the App Store.

iOS 4.2.1 or later of the operating system is required for running ScanSnap Connect Application for mobile devices. For more details about the features of this function that are available on the mobile device and their usage, refer to "ScanSnap Connect Application User's Guide".

This section describes the settings required to export data to a mobile device and the operations to export data.

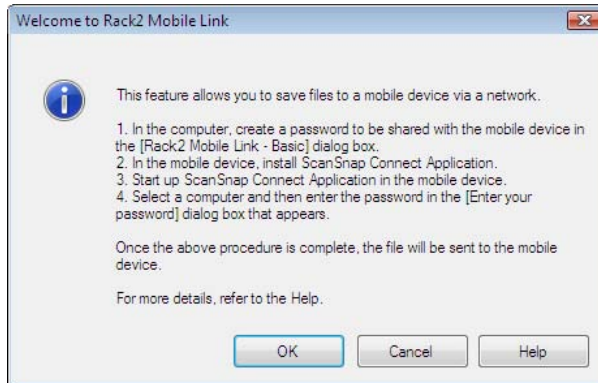
### ■ Presets

The following describes the presets required to export data to a mobile device.



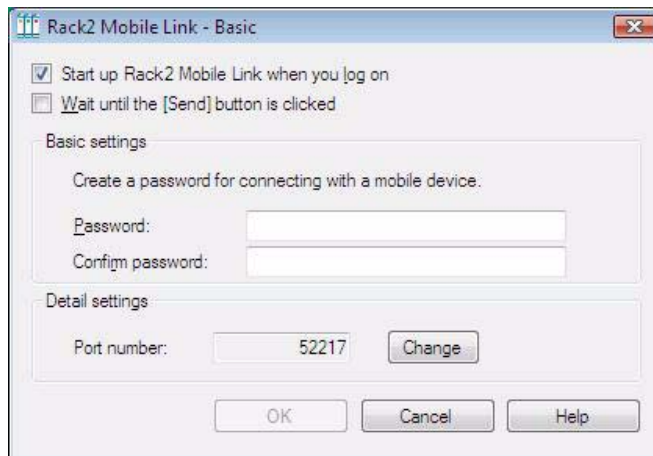
- 1. From the Windows [Start] menu, select [All Programs] - [Rack2-Filer] - [Rack2 Mobile Link].**

⇒ The [Welcome to Rack2 Mobile Link] window appears.



## 2. Check the contents of the window and click the [OK] button.

⇒ The [Rack2 Mobile Link - Basic] dialog box appears.



- When the [Start up Rack2 Mobile Link when you log on] checkbox is selected on this dialog box, Rack2 Mobile Link automatically starts up at next logon.
- When settings are configured on this window at the Rack2 Mobile Link initial startup, the window does not appear from the next time data is exported to mobile. To show this window again, right-click on the Rack2 Mobile Link icon on the taskbar and select [Settings].






- The port number does not need to be changed unless the specified port number has already been used.
- If the password set in the computer is changed, the same password must be entered in the mobile device.
- If the computer is shared, an unrelated user may connect a mobile device to it. (As the password is saved in the mobile device, an unrelated user who has connected the mobile device to the computer can perform the same operation unless the password in the computer is changed.)

For this reason, it is recommended to perform either of the following operations:

- Change the password each time after sending data.
- Select the [Wait until the [Send] button is clicked] checkbox, and send the data after checking the connected mobile devices.

### 3. Specify the password and other settings for using a mobile device with Rack2-Filer and click the [OK] button.

⇒ "Rack2 Mobile Link" starts and the icon () appears on the taskbar. Once you perform this step, you do not need to perform it from the next time.



The first time Rack2 Mobile Link is started, a firewall block warning may appear. If the warning appears, check the content of the message and then choose to allow access or accept, for example.

For more details about solutions, refer to "■ Solutions to problems" (Page 331).







## ■ Rack2 Mobile Link icons and the right-click menu

### ◇ Rack2 Mobile Link icons


When Rack2 Mobile Link is running, the Rack2 Mobile Link icon appears on the taskbar.

The icon indicates the communication status between the computer and mobile device. The communication status icons are described in the following list.

Status	Icon
Waiting	
Standby	
Sending	
Sending error	

Status	Icon
Rejected	

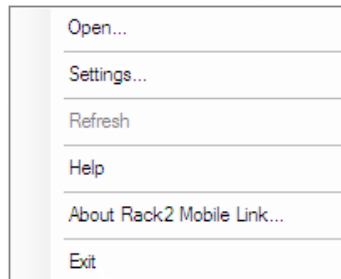


- When the operating system is Windows 7, clicking  on the taskbar displays the Rack2 Mobile Link icon. To always display the Rack2 Mobile Link icon on the taskbar, drag and drop the Rack2 Mobile Link icon onto the taskbar.
- When the connection between the computer and mobile device changes, it is notified by pop-up balloon.



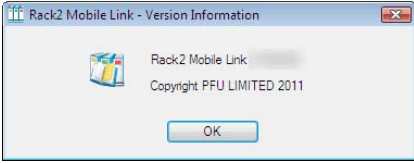
## ◇ Right-click menu

The right-click menu (below) appears when you right-click on the Rack2 Mobile Link icon.



The menu items are described below.

Item	Function
<b>Open</b>	The [Rack2 Mobile Link - Export to Mobile] dialog box appears. If the status of the icon is "Rejected", this item is disabled.

Item	Function
<b>Settings</b>	<p>The [Rack2 Mobile Link - Basic] dialog box appears.</p> <p>Set Rack2 Mobile Link settings and basic settings for connecting a mobile device.</p> <p>If the status of the Rack2 Mobile Link icon is "Standby", "Sending", or "Sending error", this item is disabled.</p>
<b>Refresh</b>	<p>Opens a port when the status of the Rack2 Mobile Link icon is "Rejected" because Rack2 Mobile Link fails to open a port for a network.</p> <ul style="list-style-type: none"> <li>When Rack2 Mobile Link successfully opens a port The Rack2 Mobile Link icon changes to "Waiting".</li> <li>When Rack2 Mobile Link fails to open a port The Rack2 Mobile Link icon remains "Rejected". If the status does not change to "Waiting", check the status of the network.</li> </ul> <p>This item can only be selected when the status of the Rack2 Mobile Link icon is "Rejected", and the [Rack2 Mobile Link - Basic] dialog box is not shown. In other cases, this item is disabled.</p> <p>A port is opened when the icon whose status is "Rejected" is double-clicked.</p>
<b>Help</b>	Shows the Rack2-Viewer Help.
<b>About Rack2 Mobile Link</b>	<p>Shows the [Rack2 Mobile Link - Version Information] window.</p>  <p>You can check the Rack2 Mobile Link version.</p>
<b>Exit</b>	<p>Closes the connection between the computer and mobile device. When Rack2 Mobile Link is exited, the icon on the taskbar is also removed.</p> <p>If the status of the Rack2 Mobile Link icon is "Standby", "Sending", or "Sending error", this item is disabled.</p>

---

## ■ Exporting to mobile



### 1. Confirm that Rack2 Mobile Link is activated and start ScanSnap Connect Application on the mobile device.

⇒ When the destination is found, the password entry dialog box appears on the mobile device.



If [Port number] in the [Rack2 Mobile Link - Basic] dialog box described in the procedure (3) of "■ Presets" (Page 321) is changed, connection to a mobile device is not possible. Before starting ScanSnap Connect Application on the mobile device, check the port number used for the mobile device. For checking the port number, refer to "ScanSnap Connect Application User's Guide".



### 2. Enter the password specified in Step 2 of "Presets" (Page 321).

⇒ The icon on the taskbar on the computer changes as shown below.



### 3. Start Rack2-Fileer and select the data to be exported.

For the procedure to select data, refer to "8.1 Selecting Data to Be Exported" (Page 302).

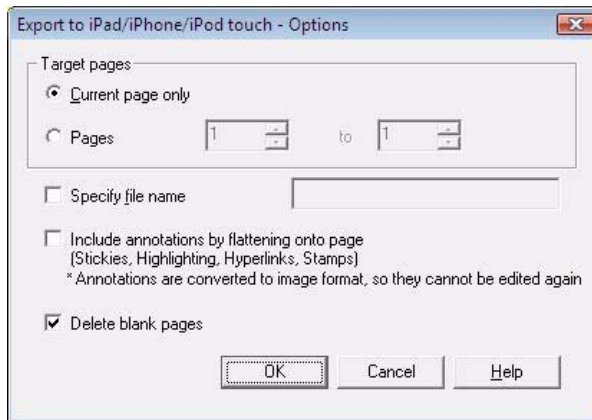
⇒ The [Export to iPad/iPhone/iPod touch - Options] dialog box appears.

### 4. Configure the settings in the [Export to iPad/iPhone/iPod touch - Options] dialog box, and click the [OK] button.

When the data is selected by either of the procedure (1) or (3) described in "8.1 Selecting Data to Be Exported" (Page 302), the following window appears:



When the data is selected by the procedure (2) describe in "8.1 Selecting Data to Be Exported" (Page 302), the following window appears:



⇒ When PDF file creation is completed, the [Rack2 Mobile Link] dialog box appears, and the file sending process starts.

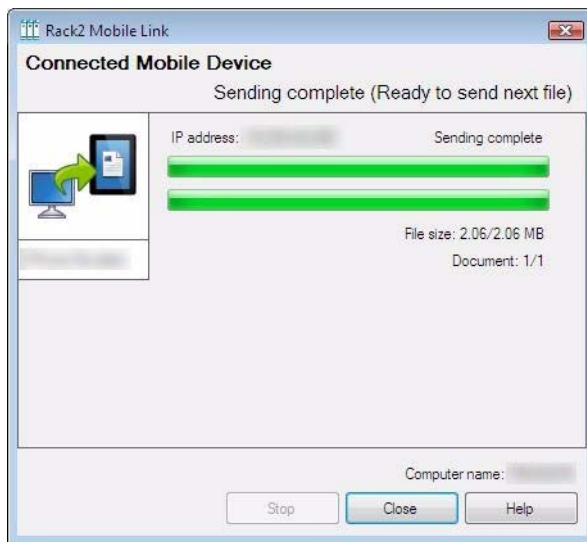






When the [Wait until the [Send] button is clicked] checkbox on the [Rack2 Mobile Link - Basic] dialog box is selected, clicking the [Send] button on the [Rack2 Mobile Link] dialog box starts the file sending process.

⇒ After the sending process completes, the dialog box should be similar to the following.



- For a sending error caused by a communication disconnection, when the mobile device reconnects to the computer, an unsent file will be automatically sent.
- If a sending error occurs, click [Some files were not sent (Error File List)] to show the [Rack2 Mobile Link - Error File List] dialog box. You can check the mobile device and file names for which sending failed in this dialog box.



- When the [Send] button is not shown, the available PDF files are automatically sent to the mobile device that is connected to the computer.
- These items are disabled before a file is sent, when a file is being sent, or when sending a file fails. Click the [Stop] button to cancel the send process to a mobile device and enable the [Close] button.



---

## ■ Solutions to problems

### ◇ The mobile device cannot be connected.

Check the following:

- Basic setup (e.g. network setting)
- Mobile linkage setup
- Status of application for mobile linkage

- **Basic setup (e.g. network setting)**

#### **Is the mobile device connected to wireless LAN?**

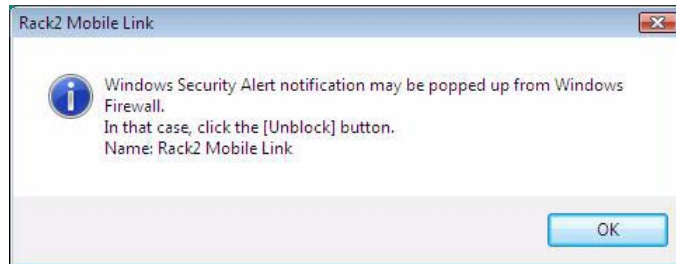
- ⇒
  - If there is more than one wireless router, confirm that the computer and the mobile device are connected to the same wireless router.
  - Check the wireless LAN network settings, and make sure to connect to the same network as the mobile device.

#### **Is network connection for Rack2 Mobile Link blocked by security software settings?**

- ⇒ Check your security software firewall settings. For configuring settings such as exception registration, refer to your security software manual or Help.

### Is "Rack2 Mobile Link" blocked in Windows Firewall?

- ⇒ Unblock "Rack2 Mobile Link" in Windows Firewall. When you start Rack2 Mobile Link, a message with an instruction for a firewall may appear.



For the firewall block warning that appears after clicking the [OK] button, follow the instruction in the message.

Otherwise, perform the following.

- When you clicked the [Cancel] button in Windows 7:
  1. Select the [Start] menu - [Control Panel] - [System and Security] - [Windows Firewall].  
The [Windows Firewall] window appears.
  2. In the left pane, select [Allow a program or feature through Windows Firewall].  
The [Allowed Programs] window appears.
  3. Click [Change settings].
  4. Select the [Rack2 Mobile Link] checkbox in the [Allowed programs and features] list.
  5. Click the [OK] button.
- When you clicked the [Block] button in Windows Vista:
  1. Select the [Start] menu - [Control Panel] - [Security] - [Windows Firewall].  
The [Windows Firewall] window appears.
  2. In the left pane, click [Allow a program through Windows Firewall].
  3. Select the [Rack2 Mobile Link] checkbox in the [Program or port] list.
  4. Click the [OK] button.

- 
- When you clicked the [Block] button in Windows XP:
    1. Select the [Start] menu - [Control Panel] - [Network Connections] - [Windows Firewall].  
The [Windows Firewall] window appears.
    2. Select the [Rack2 Mobile Link] checkbox in the [Programs and Services] list on the [Exceptions] tab.
    3. Click the [OK] button.

Note: If you selected [Ask Me Later], the firewall block warning will be displayed again the next time the program is started.



- If anti-virus software shows a warning message, refer to the anti-virus software manual.
- The name of the program which is allowed in a warning message is either "Rack2 Mobile Link" or "ScantoMobileTrans".

---

- **Mobile linkage setup**

**Is ScanSnap Connect Application installed in the mobile device that you are connecting the computer with?**

- ⇒ Install ScanSnap Connect Application in the mobile device.  
ScanSnap Connect Application is for mobile devices and can be downloaded from application markets such as the App Store.

### Is the port number configured correctly?

- ⇒ Check the port number for the computer and the mobile device, and specify an unused port number.
  - Port number (computer)
    1. Check the port number specified in the [Rack2 Mobile Link - Basic] window of Rack2 Mobile Link installed in the computer.
    2. If the port number is already being used, change the port number.
  - Note:
    - Make sure to specify the same port number for the computer and the mobile device.
    - The port number can range from 49152 to 65535.
  - Port number (mobile device)

Check the port number specified in the mobile device. For details, refer to "ScanSnap Connect Application User's Guide".

- **Status of application for mobile linkage**

### Is Rack2 Mobile Link running in the computer?

- ⇒ Check if the "Rack2 Mobile Link" icon is displayed on the taskbar of the computer. If not, perform the following to start up "Rack2 Mobile Link":
  1. Select the [Start] menu - [All Programs] - [Rack2-Filer] - [Rack2 Mobile Link].

### Is ScanSnap Connect Application running in the mobile device?

- ⇒ Start up ScanSnap Connect Application in the mobile device, and then connect to the computer.

### Is the [Rack2 Mobile Link - Basic] dialog box displayed?

- ⇒ You cannot connect from the mobile device while the [Rack2 Mobile Link - Basic] dialog box is open.

Close the [Rack2 Mobile Link - Basic] dialog box first, then connect from the mobile device.

---

### **Is there a mobile device already connected?**

- ⇒ Only one mobile device can be connected to the computer. Disconnect the mobile device that is already connected, then connect your mobile device.

### **Is there a mobile device connected from another user account?**

- ⇒ Log in to the other user account, confirm that the computer can be disconnected, and then disconnect from the mobile device. Then, log back in to the previous user account and connect the mobile device.

## ◇ **The [Rack2 Mobile Link - Basic] dialog box does not appear.**

### **Does the [Rack2 Mobile Link] dialog box appear?**

- ⇒ When the mobile device is connected, the [Rack2 Mobile Link - Basic] dialog box does not appear.
  - When the mobile device is connected  
Perform the following.
    1. Disconnect the connection from the mobile device.
    2. Close the [Rack2 Mobile Link] dialog box.
    3. Open the [Rack2 Mobile Link - Basic] dialog box.
  - When the mobile device is not connected  
Close the [Rack2 Mobile Link] dialog box, and open the [Rack2 Mobile Link - Basic] dialog box.

## ■ When exporting data to a mobile device from a computer where Rack2-Filer and ScanSnap are installed

For details about exporting data to a mobile device from a computer where Rack2-Filer and ScanSnap Manager/ScanSnap Organizer are installed, refer to the ScanSnap manual and the Scan to Mobile Help.

### ◇ Notes on installing

- When ScanSnap is installed on a computer where Rack2-Filer has been installed, the "Rack2 Mobile Link" settings for Rack2-Filer are carried over.
- When Rack2-Filer is installed on a computer where ScanSnap has been installed, the following "Scan to Mobile" settings for ScanSnap are carried over.
  - Start up Scan to Mobile when you log on
  - Wait until the [Send] button is clicked
  - Password
  - Port number

### ◇ Notes for uninstalling

If you uninstall either Rack2-Filer or ScanSnap Manager/ScanSnap Organizer from a computer where both of these products have been installed, the configured settings remain active and available.



After uninstalling the product, [Start up Rack2 Mobile Link when you log on] in the [Rack2 Mobile Link - Basic] dialog box ( [Start up Scan to Mobile when you log on] for ScanSnap) may be cleared. If "Rack2 Mobile Link" (or "Scan to Mobile") is not started when you log on after uninstalling the product, select the checkbox again.



---

## ◇ Notes on setting up the connection

When you set up the connection with a mobile device from the computer side, use the [Scan to Mobile - Basic] dialog box for ScanSnap's "Scan to Mobile". These settings are used for both Rack2-Filer and ScanSnap Manager/ScanSnap Organizer.

## ◇ Notes on exporting to a mobile device

When exporting data to a mobile device from a computer where Rack2-Filer and ScanSnap Manager/ScanSnap Organizer are installed, "Scan to Mobile" for ScanSnap is started.

The displayed dialog box or icon for each operation is as follows.

- When you select the Windows [Start] menu - [All Programs] - [Rack2-Filer] - [Rack2 Mobile Link], the [Scan to Mobile - Basic] dialog box for ScanSnap appears the first time Rack2 Mobile Link is started.
- When you log on to the computer where [Start up Rack2 Mobile Link when you log on] on the [Rack2 Mobile Link - Basic] dialog box is selected, the [Scan to Mobile] icon for Scan to Mobile appears on the taskbar.

Also, when connecting with a mobile device, the "Connected to a mobile device which can be linked with ScanSnap." message appears from this icon.



## Chapter 9



# Creating a Photo Album

This chapter describes how to create a photo album with photos and documents (such as brochures) imported to Rack2-Filer and how to use a photo album.



Click the [Help] button to refer to the Help pages for the details of each item in the dialog box.



## 9.1 Introduction to Photo Album Function

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The photo album function is used to import photos and documents to a photo binder and create an album in Rack2-Filer.

This section describes the features of the photo album function and workflow of creating a photo album.

## ■ Features of photo album function

You can import digital camera data from a computer and create an album.

⇒ "◇ Importing a source file from a computer" (Page 350)

You can import photos and brochures using ScanSnap and arrange the layout.

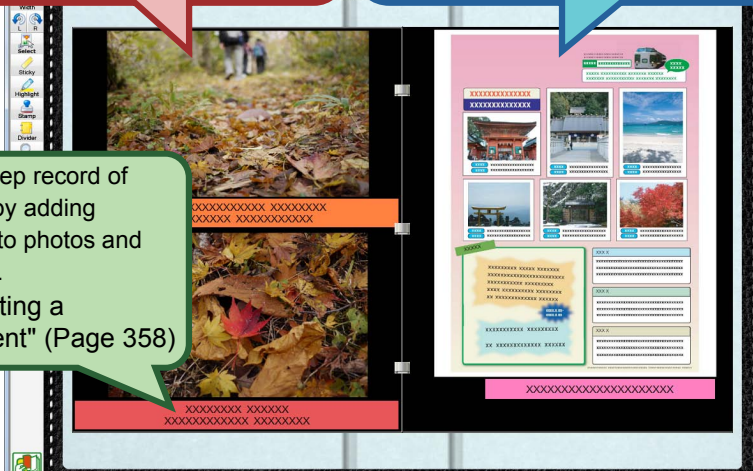
⇒ "◇ Importing a photo and paper document (such as a brochure) using ScanSnap" (Page 348)

You can keep record of memories by adding comments to photos and documents.

⇒ "◇ Editing a comment" (Page 358)

Other features are:

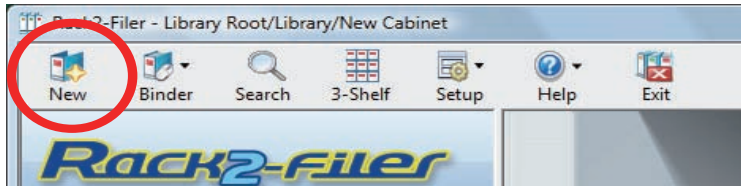
- You can freely arrange the location and size of photos and documents on the page.
- ⇒ "• Changing the display size/position of a photo/document" (Page 358)
- You can change the background color of a page.
- ⇒ "◇ Changing the background color of a page" (Page 355)
- You can export the photos or documents imported to binders as JPEG or PDF files.
- ⇒ "9.3 Exporting photos or documents from a photo binder" (Page 363)



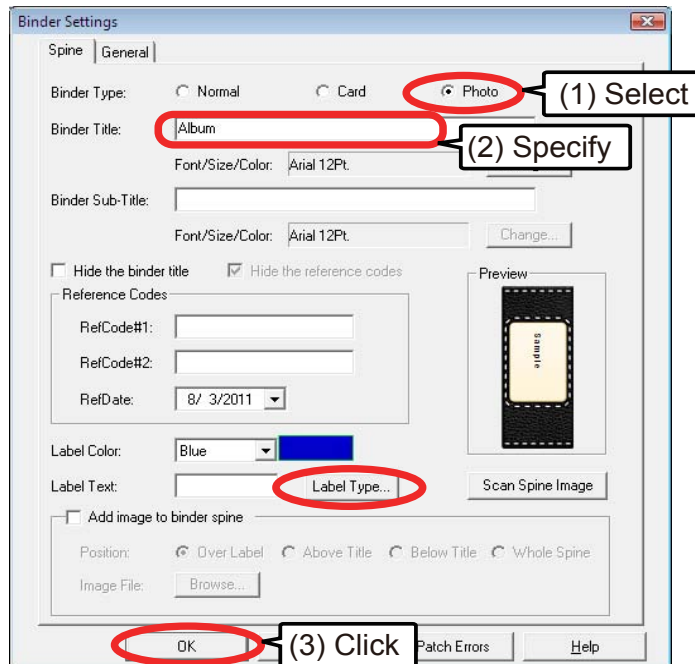
## ■ Workflow of creating a photo album

1. Create a photo binder.

(1) In the Rack2-Filer window, click



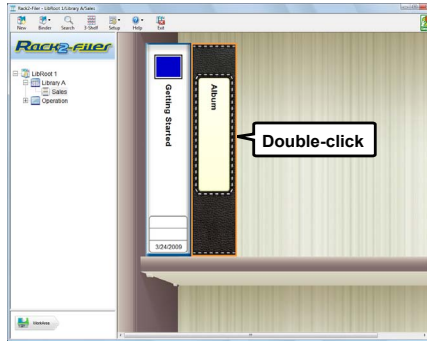
(2) In the [Binder Settings] dialog box, select [Photo] as Binder Type and specify the binder title. To change the label type, click the [Label Type] button to select the label type and then click the [OK] button.



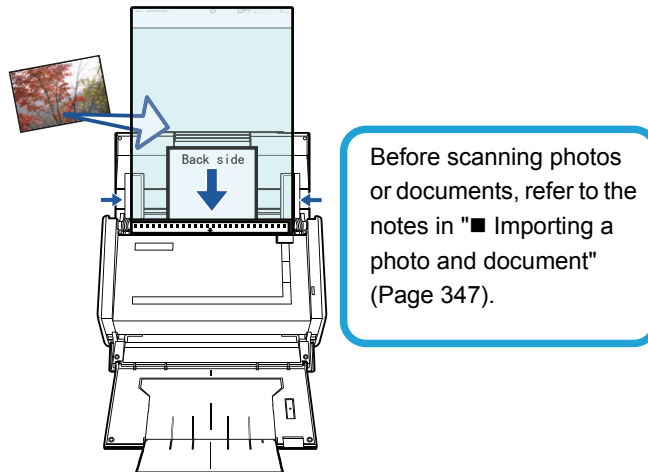
When the [OK] button is clicked, the note on scanning photos with a scanner appears.

2. Scan a photo or paper document (such as a brochure) with ScanSnap.

(1) Display the photo binder in the Rack2-Viewer window.



(2) Insert a photo or brochure into ScanSnap and press the scan button.

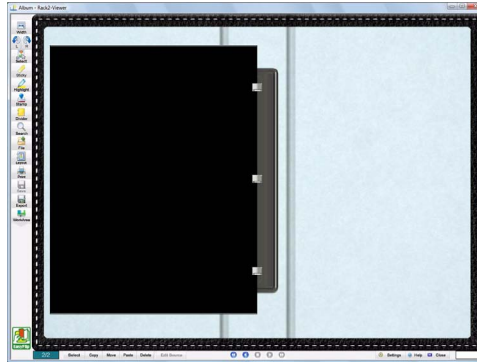


When scanning is completed, the scanned photo or brochure is displayed in the binder.

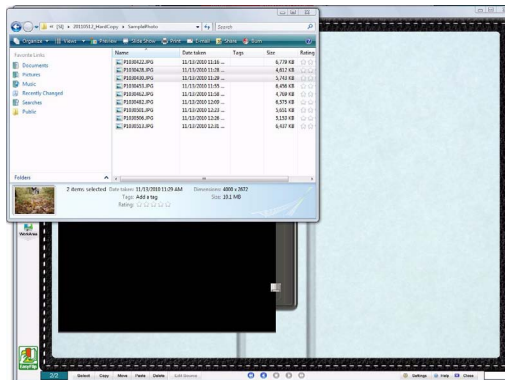


### 3. Import a source file.

(1) Display the photo binder in the Rack2-Viewer window.



(2) Select a source file (such as digital camera data) on the computer and drag and drop it onto the page.



When importing is completed, the source file is displayed in the binder.





#### 4. Edit the page in the Rack2-Viewer window.


Rearrange the photos.  
⇒ "◇ Moving photos or documents (in the same binder)" (Page 351)

Change the display size and position of the photos.  
⇒ "• Changing the display size/position of a photo/document" (Page 358)

Enter a comment.  
⇒ "• Entering/ Adding a comment" (Page 358)

Change the font of the entered comment.  
⇒ "• Changing the font type, size, and color of a comment" (Page 359)

Change the background color of the page.  
⇒ "◇ Changing the background color of a page" (Page 355)

 **Hint** You can export the photos or documents in the photo album as JPEG or PDF files. For the operation, refer to "■ Selecting a photo or document and saving it" (Page 363).

## 9.2 Creating a Photo Album

---

This section describes how to create a binder dedicated for photo albums (photo binder) and import photos and documents and how to edit the imported data.

### ■ Creating a photo binder

The following describes how to create a binder to import photos and documents.



**1. Select the cabinet in which you want to create a binder from the directory tree.**

⇒ The content of the selected cabinet appears.

**2. Click  .**

**You can also right-click in an empty space in a cabinet and select [New Binder].**

⇒ The [Binder Settings] dialog box appears.

**3. Select [Photo] as Binder Type and configure other settings.**

For more details, refer to "6.15 Changing Binder Settings" (Page 109).

**4. Click the [OK] button.**

⇒ A photo binder is created.



## ◇ Importing a photo and paper document (such as a brochure) using ScanSnap

---

The following describes how to import paper documents such as photos and brochures to a photo binder.



- When scanning photos and paper documents (such as brochures) to a binder using the ScanSnap, it is necessary to use Rack2-Filer with the ScanSnap. For details about how to link the ScanSnap with Rack2-Filer, refer to "Chapter 5 Using the ScanSnap with Rack2-Filer" (Page 65).
- When you scan a landscape format photo, place it horizontally. Photos are displayed in the direction they were scanned.
- It is recommended to align the direction of each photo according to the photographed image's orientation (portrait or landscape) when scanning multiple photos at one time.



When characters are printed on the back side of a photo, the back side of the photo may also be scanned.

To not scan the back side of photos, the following settings in ScanSnap Manager are recommended:

- Right-click the "ScanSnap Manager" icon and select [Simplex Scan].
- In the [Scanning] tab of the ScanSnap Manager settings window, select [Simplex Scan (Single-sided)] for [Scanning side].



- 1. Insert a photo or paper document (such as a brochure) into ScanSnap.**
- 2. Open the page of the photo binder to which you want to import the photo/document.**



Hint

Setting a default layout before importing photos or documents eliminates the need to change the layout after importing them. For details about setting a default layout, refer to "◇ Setting a default layout" (Page 355).



- 3. With the Rack2-Viewer window displayed as the front window on screen, press the scan button on the ScanSnap device.**

⇒ Scanning starts and the photo or paper document (such as a brochure) is added to the binder.



Wait!

When using ScanSnap S1100, press the scan button again after all documents have been scanned to end scanning and add the photo or paper document (such as a brochure) to the binder.



After importing a photo or paper document (such as a brochure) to a photo binder, you can edit the binder pages by adding comments to the photo and document and changing the display size and position of the photo and document. To create a photo album, refer to "■ Editing a page" (Page 351).



You can import photos and paper documents (such as brochures) into the WorkArea using ScanSnap with Rack2-Filer. For the procedure to import documents to the WorkArea, refer to the following:

- "WorkArea Help" - "Scanning documents using the ScanSnap"
- "5.1 Using S1100/S1300/S1500 with Rack2-Filer" (Page 66) and "5.2 Using S300/S510/S500 with Rack2-Filer" (Page 75)

### ◇ Importing a source file from a computer

The following describes how to import data, such as digital camera data stored in a computer and source files (Word/Excel/PowerPoint document) created with Microsoft Office products, into a photo binder.

Source files can be imported to the Rack2-Viewer window and WorkArea. For the importing procedure, refer to the following:

- Importing to Rack2-Viewer window
  - "7.3 Importing Source Files" (Page 163)
- Importing to WorkArea
  - "WorkArea Help" - "Importing files to the WorkArea (using Explorer)"
  - "WorkArea Help" - "Importing files to the WorkArea (using [Get File] menu)"

After importing a source file to a photo binder, you can edit the binder pages by adding comments to the photo and document and changing the display size and position of the photo and document. To create a photo album, refer to "■ Editing a page" (Page 351).

The following file formats are supported:

- |      |                            |
|------|----------------------------|
| BMP: | Windows and OS/2 bitmap    |
| PCX: | Zsoft format (single page) |

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JPG, JPEG:	JPEG format
TIF, TIFF:	TIFF format (Including multiple pages. Excluding ZIP compression format.)
WMF:	Windows metafile
PSD:	Photoshop 3.0 format
PNG:	Portable Network Graphics format
TGA:	Truevision TARGA format
PCD:	Photo CD format
FPX:	FlashPix format
PDF:	PDF files exported from Rack2-Filer or imported using the ScanSnap (Other PDF files associated with applications with printing functions are also supported)

In addition to the above formats, files associated with applications with printing functions are also supported.

## ■ Editing a page

This section explains how to edit a page of a photo binder in the Rack2-Viewer window.

### ◇ Moving photos or documents (in the same binder)

This section explains how to move photos or documents in the same binder by dragging and dropping them. Movement by dragging and dropping is only available in the same binder.

1. Click  .

Or right-click on the page and select [Photo/Document Selection Mode].

⇒ The "selection mode of photos, documents and comments" is

switched to  .

2. Select a photo or document to be moved.
3. Drag and drop the photo or document to the new location.  
⇒ The photo or document is moved.

## ◇ Moving photos or documents (into another binder)


This section describes how to move photos or documents displayed in the Rack2-Viewer window into another binder. There are two ways to move the photos or documents into another binder.

- Using clipboard to move the photos or documents
- Using WorkArea to move the photos or documents



When using WorkArea to move the photos or documents in a photo binder into a normal binder, one photo or document is imported as one page. Also, photos or documents in a photo binder cannot be moved into a card binder.

### • Using clipboard to move the photos or documents

1. Click . Or right-click on the page and select [Photo/Document Selection Mode].  
⇒ The "selection mode of photos, documents and comments" is

switched to .

2. Right-click on a photo or document to be moved and select [Move Photo or Document to Clipboard].  
⇒ A message appears.
3. Click the [OK] button.  
⇒ The photo or document is cut and moved to the clipboard.
4. Display the destination binder in the Rack2-Viewer window.
5. Right-click on the page and select [Paste Photo or Document (from Clipboard)].  
⇒ The photo or document is pasted from the clipboard.




If there is already a photo or document on the clipboard, a message will be displayed to confirm whether to overwrite the existing one.



---

- **Using WorkArea to move the photos or documents**

1. Click  . Or right-click on the page and select [Photo/Document Selection Mode].

⇒ The "selection mode of photos, documents and comments" is

switched to  .

2. Right-click on a photo or document to be moved and select [Move Photo or Document to WorkArea].  
⇒ A message appears.
3. Click the [OK] button.  
⇒ The photo or document is cut and moved to the WorkArea.
4. Display the destination binder in the Rack2-Viewer window.
5. Display the WorkArea.  
⇒ The photo or document has been moved.
6. In the WorkArea, select the photo or document to be moved, and drop it onto the destination Rack2-Viewer window.

⇒ The photo or document is moved from the WorkArea to the destination binder.



- When photos or documents are moved, comments that are set for them are also moved.
- When photos or documents are moved, their borders and comments are also carried over. However, the following information is changed according to the layout settings of the destination binder or page.
  - The number of photos or documents that can be allocated on a page, and whether to contain comments
  - Position and size of photos or documents
  - Position and size of comments
- If there is not enough space to allocate photos or documents on the destination page, move or remove the allocated photos or documents from the page, or add a new photo sheet or blank page before moving them.

To add a new photo sheet, right-click on the page where photos or documents are allocated and select [Insert] - [Photo Sheet].

For details about adding blank pages, refer to "7.39 Adding Blank Pages" (Page 270).

### ◇ Changing the layout of the currently displayed page

The following describes how to change the layout pattern (the number and the position of photos and documents allocated on one page, and whether to contain comments) of the currently displayed page.

1. Open the page you want to change the layout and click



Or right-click on the page and select [Manipulations] - [Page Layout].  
⇒ The [Layout Settings] dialog box appears.

- 
2. Select a layout pattern and click the [OK] button.



- You can set a default layout before importing photos or documents. Setting a default layout before importing photos or documents eliminates the need to change the layout after importing them. For details about setting a default layout, refer to "◇ Setting a default layout" (Page 355).
- You can also change the layout of more than one sheet by specifying multiple sheets.
  1. Select the sheets for which to change the layout using the multi-sheet selection procedure. For details about specifying multiple sheets, refer to "7.33 Specifying Multiple Sheets" (Page 253).
  2. Right-click on the sheet and select [Page Layout X-XX].  
⇒ The [Layout Settings] dialog box appears.
  3. Select a layout pattern and click the [OK] button.

## ◇ Setting a default layout

Setting a default layout for the binder allows you to import photos or documents with the same layout pattern.

1. Right-click on a page of the binder for which you want to set a default value and select [Default Layout Settings].  
⇒ The [Layout Settings (Default Value)] dialog box appears.
2. Select a layout pattern and click the [Set as Default] button.

## ◇ Changing the background color of a page

1. Right-click on the page where you want to change the background color and select [Manipulations] - [Background Color].  
⇒ The [Set Color] dialog box appears.

2. Select a color and click the [OK] button.




You can set a default background color before importing photos or documents. Setting a default before importing photos or documents eliminates the need to change the background color for each page after importing them.

You can set a default background color with the following procedure.

1. Right-click on a page of the binder for which you want to set a default background color and select [Default Layout Settings].  
⇒ The [Layout Settings (Default Value)] dialog box appears.
2. Select the [Page settings] tab and click the [Background Color] button.  
⇒ The [Color] dialog box appears.
3. Select a background color and click the [OK] button.  
⇒ The [Layout Settings (Default Value)] dialog box appears again.
4. Click the [Set as Default] button.



- You can also change the background color of more than one sheet by specifying multiple sheets.
  1. Select the sheets for which to change the background color using the multi-sheet selection procedure. For details about the multi-sheet selection procedure, refer to "7.33 Specifying Multiple Sheets" (Page 253).
  2. Right-click on the sheet and select [Background Color X-XX].
    - ⇒ The [Color] dialog box appears.
  3. Select a background color and click the [OK] button.
- You can also display the [Color] dialog box by doing the following steps.
  1. Open the page where you want to set the background color and click  .
  2. Click the [Page Settings] tab and then click the [Background Color] button.

## ◇ Editing a photo/document

To perform the following operations, switch the "selection mode of photos,

documents and comments" to  by clicking  , or right-clicking on the page and selecting [Photo/Document Selection Mode].

- **Deleting a photo/document**

Right-click on a photo or document and select [Delete].



To restore a deleted photo or document, right-click on a photo or document and select [Undo].

- **Rotating a photo/document**

Right-click on a photo or document and select [Right Rotated], [Half Rotated] or [Left Rotated].

- **Changing the display size/position of a photo/document**

Select a photo or document and change the display size or move by dragging and dropping it.

- **Setting the border for a photo/document**

1. Right-click on a photo or document and select [Border].  
⇒ The [Border] dialog box appears.
2. Specify whether to show the border, and configure the color and width. Then, click the [OK] button.



You can also open the [Border] dialog box with the following procedure:

1. Open the page where you want to set a border and click  .
2. Select the [Page settings] tab and click the [Border] button for the "Photo/Document".



## ◇ Editing a comment

To perform the following operations, switch the "selection mode of photos,

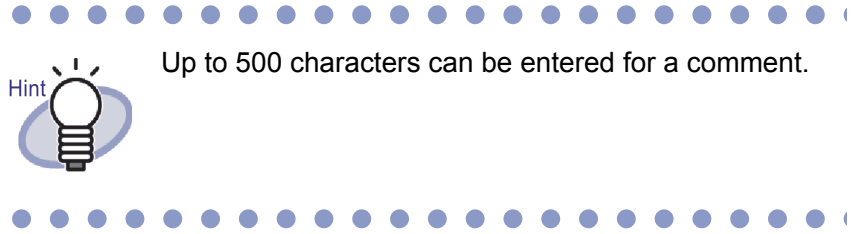
documents and comments" to  by clicking  , or right-clicking on the page and selecting [Photo/Document Selection Mode]

- **Entering/Adding a comment**

1. Right-click on a photo or document and select [Edit comment]. You can also right-click on a comment and select [Edit].  
⇒ Comment entry becomes available.

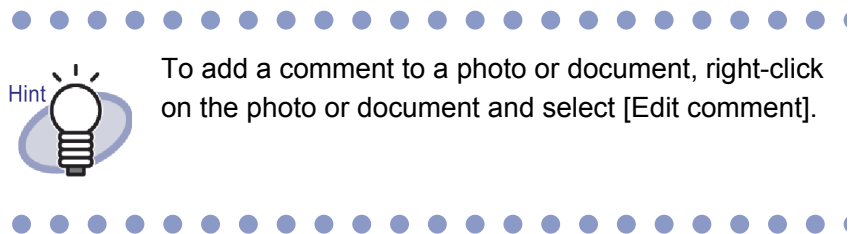
If comments are not set, the comment field is added and comment entry becomes available.

- 
2. Enter text as a comment.  
After entry is finished, click on the page to confirm the text.



- **Deleting a comment**

After checking that the comment field is not in entry mode, right-click on the comment and select [Delete].



- **Setting the horizontal position of a comment**

Check that the comment field is not in entry mode. Right-click on a comment and select [Align Right], [Align Center] or [Align Left].

- **Setting the vertical position of a comment**

Check that the comment field is not in entry mode. Right-click on a comment and select [Align Top], [Align Center] or [Align Bottom].

- **Changing the display size/position of a comment**

Check that the comment field is not in entry mode. Select a comment and change the display size or move by dragging and dropping it.

- **Changing the background color of a comment**

1. After checking that the comment field is not in entry mode, right-click on a comment and select [Color].  
⇒ The [Set Color] dialog box appears.
2. Specify a background color and click the [OK] button.

- **Changing the font type, size, and color of a comment**

1. After checking that the comment field is not in entry mode, right-click on a comment and select [Font].  
⇒ The [Font] dialog box appears.
2. Configure the settings and click the [OK] button.

### • **Setting the border for a comment**

1. After checking that the comment field is not in entry mode, right-click on a comment and select [Border].  
⇒ The [Border] dialog box appears.
2. Specify whether to show the border, and configure the color and width. Then, click the [OK] button.



Hint

You can also set the border, background color, font and position of comments with the following procedure:


1. Open the page where you want to set a border and click  .
2. Select the [Page settings] tab and configure each setting in [Comment].
3. Click the [OK] button.

## ◇ **Copying a photo or document**

This section describes how to copy the photo or document currently displayed in the Rack2-Viewer window. There are two ways to copy a photo or document.

- Copying a photo or document to the clipboard
- Copying a photo or document to the WorkArea

### • **Copying a photo or document to the clipboard**

1. Click  . Or right-click on the page and select [Photo/Document Selection Mode].

⇒ The "selection mode of photos, documents and comments" is

switched to  .

2. Right-click on the photo or document to be copied and select [Copy Photo or Document to Clipboard].



---

⇒ The photo or document is copied to the clipboard.




Photos and documents cannot be copied by selecting them and clicking **Copy**.



- If there is already a photo or document on the clipboard, a message will be displayed to confirm whether to overwrite the existing one.
- To paste the copied photo or document, right-click on the page and select [Paste Photo or Document (from Clipboard)].



• **Copying a photo or document to the WorkArea**

1. Click . Or right-click on the page and select [Photo/Document Selection Mode].

⇒ The "selection mode of photos, documents and comments" is

switched to .

2. Right-click on the photo or document to be copied and select [Copy Photo or Document to WorkArea].  
⇒ A message appears.

3. Click the [OK] button.  
⇒ The photo or document is copied to the WorkArea.



- When photos or documents are copied, comments that are set for them are also copied.
- When photos or documents are copied, their borders and comments are also carried over. However, the following information is changed according to the layout settings of binder or page where photos or documents are pasted, or the layout settings of the destination binder or page.
  - The number of photos or documents that can be allocated on a page, and whether to contain comments
  - Position and size of photos or documents
  - Position and size of comments
- If there is not enough space to allocate photos or documents on the page where the copied ones are pasted or moved, move or remove the allocated photos or documents, or add a new photo sheet or blank page before moving them.

To add a new photo sheet, right-click on the page where you want to allocate photos or documents, and select [Insert] - [Photo Sheet].

For details about adding blank pages, refer to "7.39 Adding Blank Pages" (Page 270).

In addition to the above, the following annotations can also be added.

- "7.14 Adding a Sticky Note to a Page" (Page 185)
- "7.15 Adding a Highlight to a Page" (Page 187)
- "7.16 Setting a Hyperlink to a Page" (Page 189)
- "7.17 Affixing a Stamp to a Page" (Page 192)

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## 9.3 Exporting photos or documents from a photo binder

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You can save the photos or documents imported to binders as JPEG or PDF files. There are two ways to save photos or documents.

- Selecting a photo or document and saving it
- Selecting multiple photos or documents and saving them



- When you specify the JPEG file format to save a photo or document, the imported data is converted to JPEG (24bit Color) and saved.

When you specify the PDF file format to save a photo or document, the imported data is converted to PDF and saved.


- Even if you rotate ([Left Rotated], [Right Rotated], or [Half Rotated]) or run OCR on photos or documents in the Rack2-Viewer window, the saved file will not be changed.

---

### ■ Selecting a photo or document and saving it

Save a photo or document as a JPEG or PDF file.



1. Click  in the Rack2-Viewer window. Or right-click on the page and select [Photo/Document Selection Mode].

⇒ The "selection mode of photos, documents and comments" is switched



**2. Right-click on the photo or document and select [Export Photo or Document].**

⇒ The [Save as] dialog box appears.

**3. Specify the save location, file name and file type, and click the [Save] button.**

■ **Selecting multiple photos or documents and saving them**

You can save photos or documents across multiple pages at once.

The way the files are saved differs according to the selected file type.

- JPEG format

One photo or document is saved as a JPEG file.

- PDF format

Multiple photos or documents are saved as a single PDF file.



**1. In the Rack2-Viewer window, open a page that contains a photo or document to be saved.**

**2. Right-click on the page, and select [Print/Mail/Export] - [Export Photo or Document].**

⇒ The [Save Photo or Document] dialog box appears.

**3. Select the pages and the file type of the photos or documents to be saved, and click the [OK] button.**

To save the currently displayed page only, select [Current Page Only].

To save multiple photos or documents, select [Photo and Document Range] and specify the pages and photos. For the photo or document number (1 or 2), check the tooltip that is displayed when you hover the mouse pointer over a photo or document.

---

The dialog box displayed differs according to the selected file type.

- JPEG 24bit Color

The [Browse For Folder] dialog box appears.

- PDF

The [Save as] dialog box appears.

**4. Specify the storage location and file name, and click the [OK] or [Save] button.**

## 9.4 Notes for Using Photo Binder

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When you use a photo binder, there are operations that require caution or that cannot be performed.

### ■ Operations that require caution

#### ◇ Importing and exporting a binder

- A photo binder can be exported only in "Rack2 Binder (\*.rk2)" format or "Rack2 Binder with embedded Viewer (\*.exe)" format.  
⇒ "6.24 Exporting a Binder" (Page 132)
- Only "Rack2 Binder (\*.rk2)" format can be imported.  
⇒ "6.25 Importing a Binder" (Page 134)

#### ◇ Saving

- When all the pages in a binder are saved in the "Data File (\*.pdf + \*.ini)" format, the pages are saved as a normal binder, and photos and documents cannot be edited.

When importing a binder that was saved in the "Data File (\*.pdf + \*.ini)" format, it is imported as a normal binder. A photo binder that was saved in the "Rack2 Binder (\*.rk2)" format can be imported as a photo binder.

⇒ "7.23 Saving All Pages in a Binder as a New File" (Page 220)

- When the selected sheets are saved in the "Data File (\*.pdf + \*.ini)" format, they are saved as a normal binder, and photos and documents cannot be edited.

When importing a binder that was saved in the "Data File (\*.pdf + \*.ini)" format, it is imported as a normal binder. A photo binder that was saved in the "Rack2 Binder (\*.rk2)" format can be imported as a photo binder.

⇒ "7.24 Saving Sheets as a New File" (Page 223)

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## ◇ Editing a sheet

- When a sheet is moved into a normal binder, the sheet is imported as a normal binder sheet. (\*1)
  - ⇒ "■ Moving sheets into another binder" (Page 242)
- When a sheet is moved to the WorkArea, data is moved in units of photos or documents. Comments are carried over. (\*2)
  - ⇒ "■ Moving to the WorkArea" (Page 247)
- When a sheet is copied into the WorkArea, data is copied in units of photos or documents. Comments are carried over. (\*2)
  - ⇒ "■ Copying a single sheet to the WorkArea" (Page 251)
  - ⇒ "■ Copying multiple sheets to the WorkArea" (Page 251)
- Sheets can be pasted into photo binders and normal binders (\*1). Sheets cannot be pasted into card binders.
  - ⇒ "7.32 Pasting Sheets" (Page 252)

## ◇ Editing a page

- When a page is copied into the WorkArea, data is copied in units of photos or documents. Comments are carried over. (\*2)
  - ⇒ "■ Copying pages to the WorkArea" (Page 266)
- Pages can be pasted into photo binders and normal binders (\*1). Pages cannot be pasted into card binders.
  - ⇒ "7.36 Pasting Pages" (Page 267)

\*1: When sheets or pages are moved or pasted from a photo binder to a normal binder, they are imported as normal binder sheets or pages, and cannot be edited.

\*2: When sheets or pages are moved or copied from a photo binder to the WorkArea, data is moved or copied in units of photos or documents. In this case, comments that are set for the photos or documents are carried over but the following information is removed.

- Divider sheets
- Blank pages
- Annotations
- Key text blocks

## ◇ **Creating Key Text Blocks by OCR**

- When creating key text blocks by OCR, the text recognition rate achieved will be different according to the size of the photos and documents allocated on the page. When the size of the photo or document is small, the text recognition rate is low.
  - ⇒ "6.22 Running OCR on a Binder to Create Key Text Blocks" (Page 129)
  - ⇒ "■ Run OCR on a specified region of a page" (Page 202)
  - ⇒ "■ Run OCR on a specified sheet" (Page 203)

## ■ **Operations that cannot be performed**

Although they can be performed for a normal binder, the following operations cannot be used for a photo binder.

### ◇ **Importing data**

- Scanning photos or documents using an Image Scanner fi Series Scanner
- Importing data using the print menu of another application
- Rack2 Folder Monitor Software (automatic file import)

### ◇ **Correcting a page**

- Turn a page upside-down
- Rotate a page 90 degrees
- Deskew the contents of a page

### ◇ **Using a table of contents**

- Editing the contents list
- Printing contents page
- Changing the order of contents on the contents page



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## ◇ **Searching**

- Extracting text during import
- Highlighting search results

## ◇ **Editing a sheet**

- Deleting sheets on one side

## ◇ **Using a source file**

- Importing a source file

## ◇ **Using an Unread Files page**

- Displaying an Unread Files page

## ◇ **Using ScanSnap data**

- Outputting Pages to Microsoft Word/Excel/PowerPoint



## Chapter 10



# Other Functions

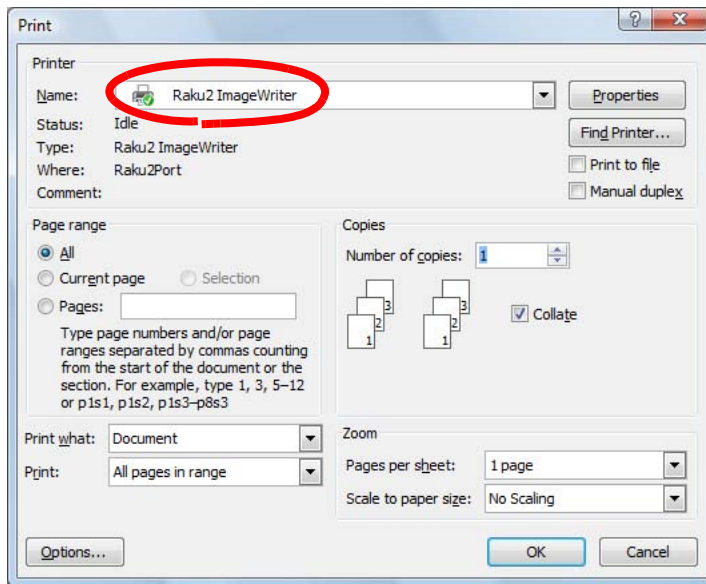
This chapter describes other functions of Rack2-Filer.

# 10.1 Sending Data from Other Applications

Data can be sent from the print menu of other applications. This operation is similar to that of printing using Rack2-Filer.



- 1. Start another application (such as Word) and select "Print" from the menu.**



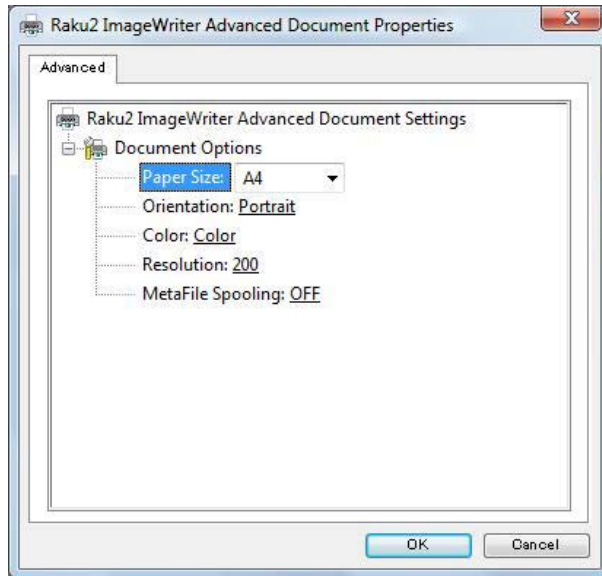
⇒ The [Print] dialog box appears.

- 2. Specify "Raku2 ImageWriter" as the printer name and click the [Properties] button.**

⇒ The [Raku2 ImageWriter Advanced Document Properties] dialog box appears.

---

### 3. Configure the settings.



- **Paper Size**  
Choose the size of paper for printing.  
The option may not be available for some applications.
- **Orientation**  
Choose portrait or landscape printing.  
The option may not be available for some applications.
- **Color**  
Set the print color to black&white or color.  
The option may not be available for some applications.
- **Resolution**  
Choose the resolution.  
The option may not be available for some applications.
- **MetaFile Spooling**  
Choose "OFF", normally.

**4. Click the [OK] button.**

⇒ Returns to the [Print] dialog box.

**5. Click the [OK] button.**

⇒ The [Binder Selection] dialog box appears.



The display order of the [Binder List] in the [Binder Selection] dialog box may be different from that of the binders in the cabinet. This can cause problems if multiple binders share the same name.



**6. Select the binder to which the data is to be sent and click the [OK] button.**



## 10.2 Inserting Files using Rack2 Folder Monitor Software

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With Rack2 Folder Monitor Software, you can add files to a binder or to the WorkArea (configured in advance) by dragging them to the desktop icon (Rack2 Folder Monitor Software icon) without opening the Rack2-Viewer window.

In addition, you can set a folder, and the files copied or moved to the folder can be added to the binder automatically.

To insert files using Rack2 Folder Monitor Software, it is necessary to install "Rack2 Folder Monitor Software" from the setup CD-ROM.

The following are the instructions for the installation, uninstallation, configuration, and use of "Rack2 Folder Monitor Software".



- This function is only for users with Rack2 Folder Monitor Software installed.
- Confirm that you have installed both Rack2-Filer and Rack2-Viewer. If not, install Rack2-Filer first.



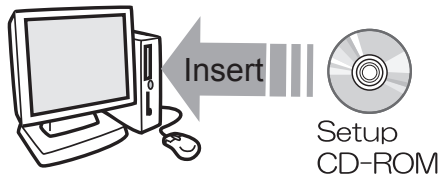


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## ■ Installing Rack2 Folder Monitor Software



- 1. Insert the setup CD-ROM into the CD-ROM drive.**

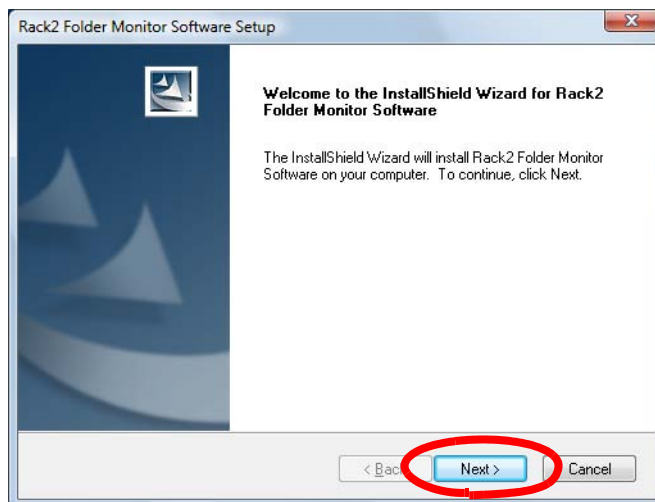


⇒ The Rack2-Filer setup main window appears.

- 2. Click the [Install Rack2 Folder Monitor Software] button.**

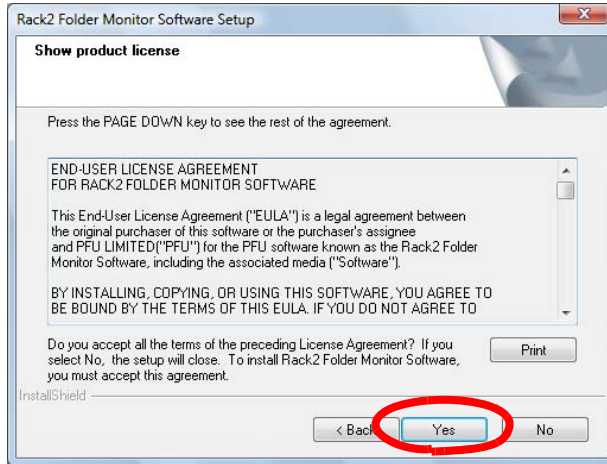
⇒ The installation wizard appears.

- 3. Click the [Next] button.**



⇒ The "Show product license" window appears.

**4. Confirm the terms and conditions of the "Product License Agreement" by clicking the [Yes] button.**



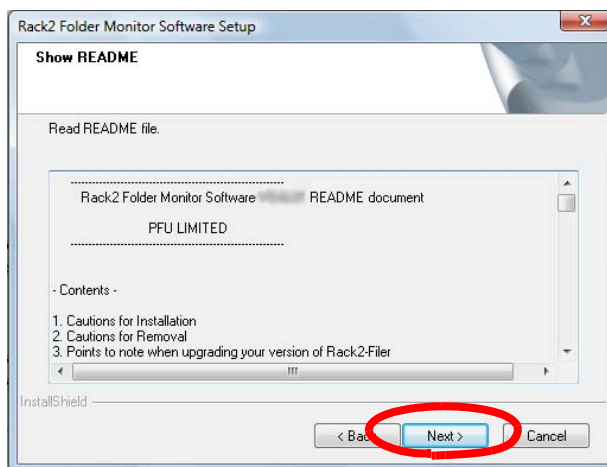
If you click the [No] button, the installation will be terminated.

To install "Rack2 Folder Monitor Software", you must accept the terms of the product license agreement.

⇒ The "Show README" window appears once you click the [Yes] button.

**5. Confirm the content of "README" and click the [Next] button.**

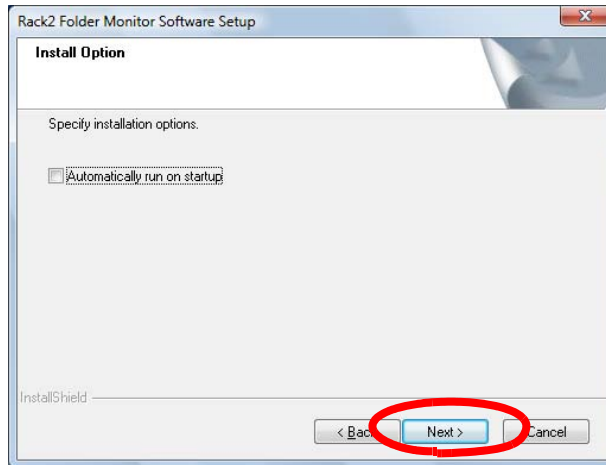
"README" contains content not included in the manual, such as important notices for installation and reference information. Make sure to confirm the content.



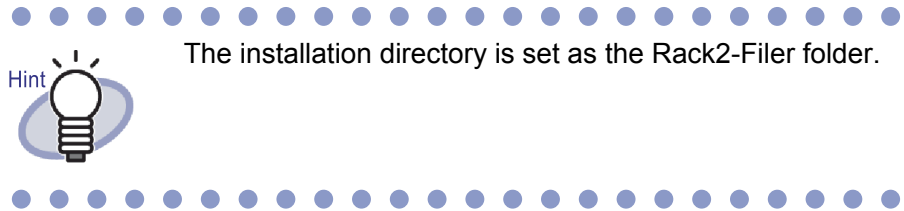
⇒ The "Install Option" window appears.

---

## 6. Select the options as necessary and click the [Next] button.



⇒ The "Start Copying Files" window appears.



## 7. Click the [Next] button.

⇒ "Rack2 Folder Monitor Software" is installed.

The "InstallShield Wizard Completed" window appears upon completion of installation.

## 8. Click the [Finish] button.

## ■ Uninstalling Rack2 Folder Monitor Software



**1. On the [Start] menu, click [Control Panel].**

⇒ The control panel is displayed.

**2. Click [Uninstall a program].**

⇒ The [Uninstall or change a program] dialog box appears.

**3. Select "Rack2 Folder Monitor Software" from the list of installed programs.**

**4. Click the [Uninstall] button.**

⇒ The message to confirm file deletion appears.

**5. Click the [OK] button.**

⇒ Rack2 Folder Monitor Software is uninstalled.

The window showing that uninstallation is complete appears when finished.

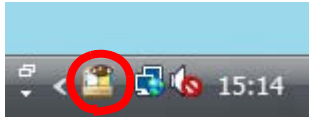
**6. Click the [Finish] button.**



⇒ Uninstallation of Rack2 Folder Monitor Software is complete.

## ■ Configuring Rack2 Folder Monitor Software



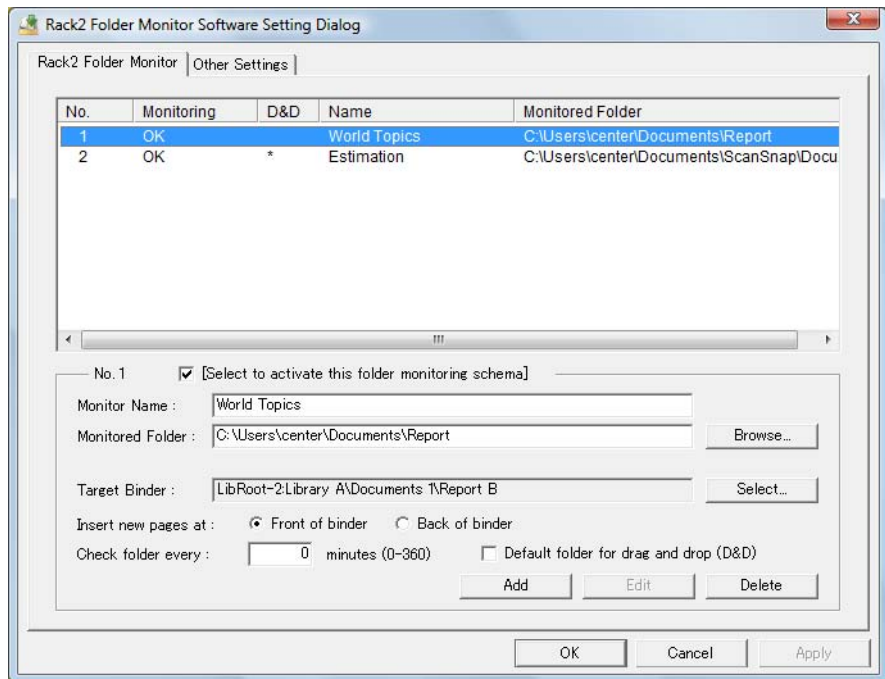
**1. Double-click the Rack2 Folder Monitor Software icon (  ) on the desktop. Or double-click the icon on the taskbar.**



When the operating system is Windows 7, clicking  on the taskbar displays the Rack2 Folder Monitor Software program icon (.

⇒ The "Rack2 Folder Monitor Software Setting Dialog" window appears.

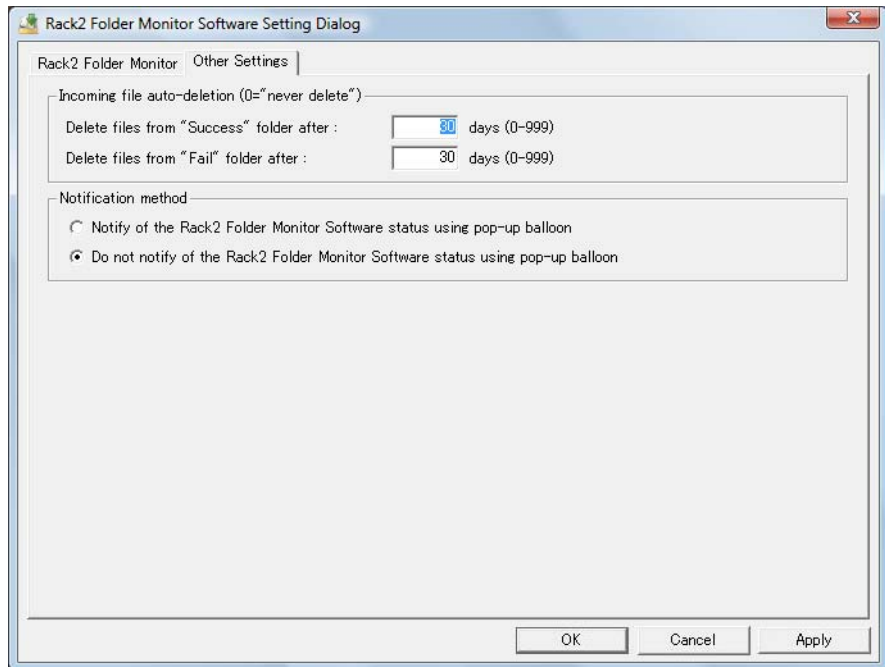
## 2. Configure the settings.



- **[Select to activate this folder monitoring schema]**  
Used to activate this monitor setting.
- **Monitor Name**  
Used to set a name in the monitoring settings.
- **Monitored Folder**  
Used to select the monitored folder.  
Click the [Browse] button to open the [Browse For Folder] dialog box, and select a folder from the list.
- **Target Binder**  
Used to select which binder will be used to store the files from the folder.  
Click the [Select] button to open the [Binder Selection] dialog box, and select a binder from the list.
- **Insert new pages at**  
Used to set whether to insert new pages before or after current sheets in the binder.
- **Check folder every**  
Used to specify the monitored interval within the range of 0-360 minutes.  
The default setting is 0.
- **Default folder for drag and drop (D&D)**  
Used to select the default folder for the drag and drop function when the files are dropped on the desktop icon of Rack2 Folder Monitor Software.
- **Add**  
When adding settings, click after setting the "Monitor Name" and "Monitored Folder".  
Up to 30 settings can be stored.
- **Edit**  
When changing settings, click after settings have been changed.
- **Delete**  
To delete a setting from the list, select it and click the [Delete] button.
- **Apply**  
Click the [Apply] button to apply the current settings.



Settings that have been added or changed will not become valid immediately, even if they are reflected to the list of settings. Click the [OK] button and close the configuration window to enable the settings.



- **Delete files from "Success" folder after**

If data is successfully inserted, a copy is stored in a folder created in the "Success" folder under the monitored folder. The name of the folder created shows the date the file was inserted. Set the storage period for the stored file.

The storage period can be set to 0 - 999 days. The storage period is 30 days by default.

If "0" is set, the file cannot be deleted.

- **Delete files from "Fail" folder after**

If data is not successfully inserted, a copy is stored in a folder created in the "Fail" folder under the monitored folder. The name of the folder created shows the date of the failure. Set the storage period of the stored file.

The storage period can be set to 0 - 999 days. The storage period is 30 days by default.

If "0" is set, the file cannot be deleted.

- **Notify of the Rack2 Folder Monitor Software status using pop-up balloon**

Select this to notify the state of Rack2 Folder Monitor Software by a pop-up balloon.

- **Do not notify of the Rack2 Folder Monitor Software status using pop-up balloon**

Select this to not notify the state of Rack2 Folder Monitor Software by pop-up balloon.

### **3. Click the [OK] button.**

⇒ The settings are configured.




---

## ■ Importing data

Operation



- 1. Copy or move the files to be stored in Rack2-Filer to the monitored folder.  
Or drop the files on the "Rack2 Folder Monitor Software" desktop icon .**

⇒ The files are inserted into the target binder.

If successfully inserted, a file copy will be moved to the "Success" folder. If unsuccessful, a file copy will be moved to the "Fail" folder.



- When files are dropped on the icon, they are copied to the monitored folder and inserted into the target binder.
- To configure settings for the monitored folder and target binder to where files are dropped, refer to "Configuring Rack2 Folder Monitor Software" (Page 380).





- Drop the files on the icon while the Rack2-Viewer window is closed.
- If you drag and drop multiple files at the same time, the order of the files stored in Rack2-Filer is random.
- It is recommended that all the backup files saved in the "Success" and "Fail" folders be deleted after all data has been stored.
- For data with high resolution (400 dpi or more) and multiple colors, it may take longer to complete data storage (especially for horizontal format files).
- Rack2 Folder Monitor Software will NOT import a file into a binder if a user has the Target Binder open. The Rack2 Folder Monitor Software program will wait until the user closes the Target Binder before importing the document.
- Rack2 Folder Monitor Software locks the Target Binder until it has finished importing its documents, preventing other users from opening the binder.
- When importing password-protected or print-restricted PDF files, select the "When inserting pages from password protected and printing-restricted PDF files, attach source files instead of showing actual contents" checkbox on the [Page Insertion] tab on the [Rack2-Viewer Settings] dialog box.  
When importing a password-protected or print-restricted PDF file, the contents of the file are displayed in the Rack2-Viewer window, and the PDF icon is displayed at the bottom of the page.  
Clicking on a PDF icon starts Adobe Acrobat or Adobe Reader.  
If cleared, an error occurs during importing, and the file will be placed in the "Fail" folder.





- When importing password-protected Microsoft Office files, a password input dialog box appears. Entering the password and clicking the [OK] button imports the file. However, when the password input dialog box is displayed, Rack2 Folder Monitor Software cannot import files. Therefore, password protection is not recommended.

Clicking the [Cancel] button cancels the import process, and places the file in the "Fail" folder.



## Chapter 11



# Rack2-Filer Backup & Restore Tool

This chapter describes how to backup and restore data.

Rack2-Filer Backup & Restore Tool allows you to backup libraries, cabinets, and binders, and to restore binders from the backed up data.

The data in the WorkArea can also be backed up and restored.



- Only users who have installed Rack2-Filer can use Rack2-Filer Backup & Restore Tool.
- Data backup/restoration should not be performed while the Rack2-Filer application is running. After exiting Rack2-Filer, backup/restore data.
- Do not launch Rack2-Filer during backup/restoration.



## 11.1 Launching/Closing Rack2-Filer Backup & Restore Tool

---

This section describes how to launch and close Rack2-Filer Backup & Restore Tool.

### ■ Launching Rack2-Filer Backup & Restore Tool



- 1. On the [Start] menu, point to [All Programs], and then select [Rack2-Filer] - [Backup & Restore Tool]**  
⇒ Rack2-Filer Backup & Restore Tool is started.

### ■ Closing Rack2-Filer Backup & Restore Tool



- 1. Click the [x] button in the upper right corner of the window.**  
⇒ Rack2-Filer Backup & Restore Tool is closed.

---

## 11.2 Opening the Backup Settings Window

---

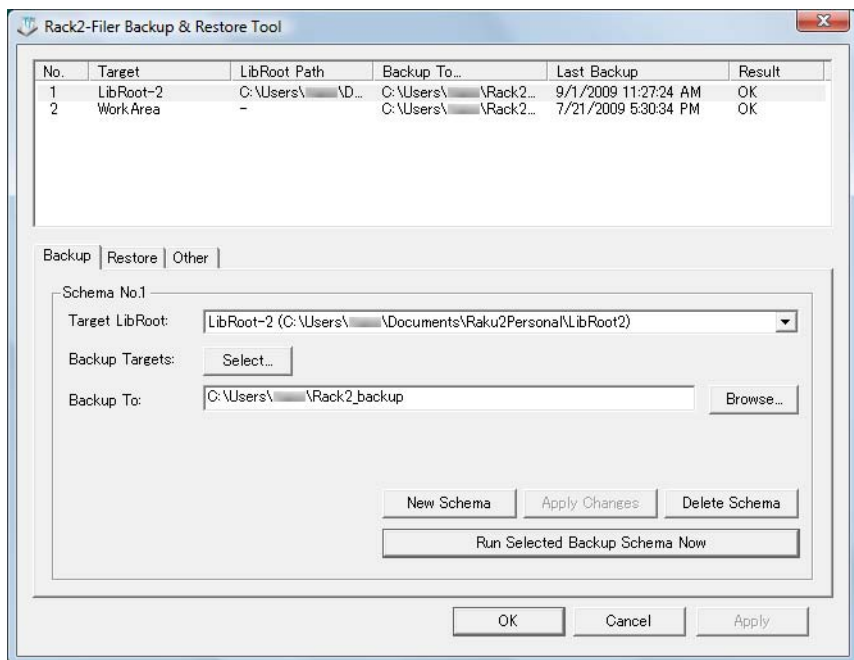
This section describes how to open the backup settings window.

The backup target and backup destination can be set in the backup settings window.



1. On the [Rack2-Filer Backup & Restore Tool] dialog box, click the [Backup] tab.

⇒ The following window appears.



Item	Description
<b>Target</b>	LibRoot folder name set in Rack2-Filer.
<b>LibRoot Path</b>	LibRoot folder path set in Rack2-Filer.
<b>Backup To</b>	Target path to save backup data
<b>Last Backup</b>	The last backup date
<b>Result</b>	The last backup result shows in either of the following: OK (Succeeded), NG (Failed), or -- (Not complied with)
<b>Target LibRoot</b>	Select the target LibRoot folder to be backed up. Select "WorkArea" to backup the WorkArea.
<b>Backup Targets [Select] button</b>	Used to open the Backup Items Selection window. This cannot be selected if "WorkArea" is selected for the LibRoot folder to be backed up.
<b>Backup To</b>	Shows the folder path to be stored backed-up data. Click [Browse] and select the backup destination.
<b>[New Schema] button</b>	Used to add new backup settings.
<b>[Apply Changes] button</b>	Used to edit existing backup settings.
<b>[Delete Schema] button</b>	Used to delete backup schema according to the contents in the Confirm Deletion window.
<b>[Run Selected Backup Schema Now] button</b>	Used to back up according to the selected backup schema in the setting list.
<b>[OK] button</b>	Used to save settings and close the window.
<b>[Cancel] button</b>	Used to close the window without saving.
<b>[Apply] button</b>	Used to apply and save settings.



---

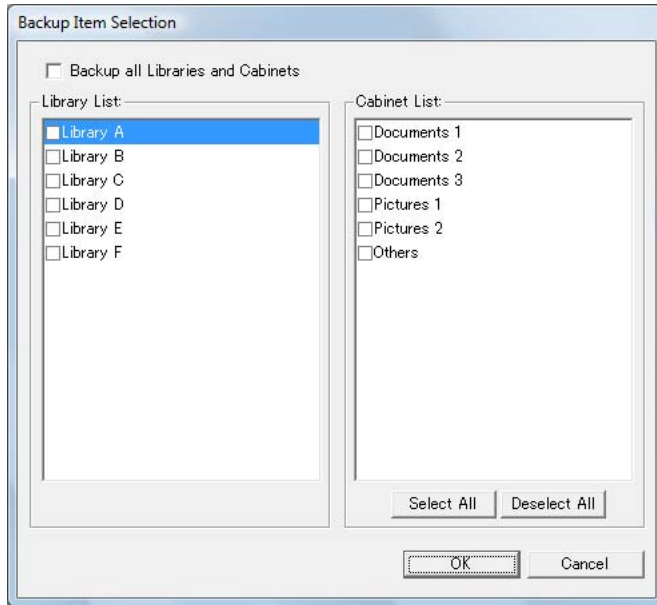
## 11.3 Adding a Backup Schema

---

This section describes how to add a backup schema (backup target and backup destination).



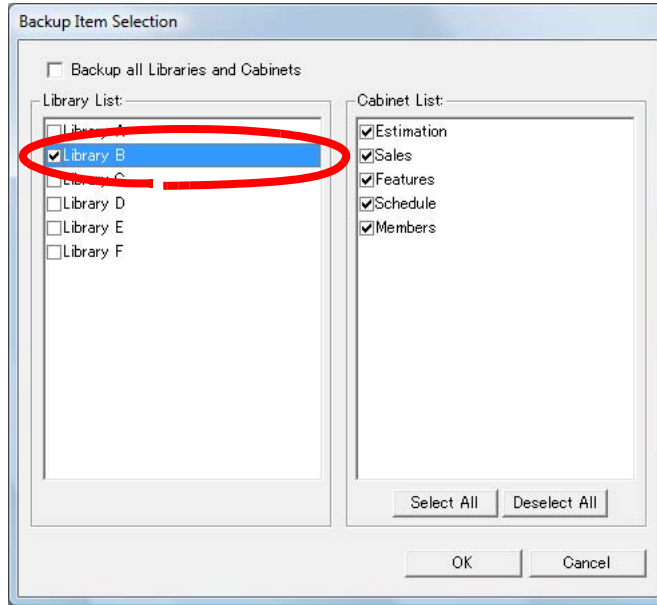
- 1. On the [Rack2-Filer Backup & Restore Tool] dialog box, click the [Backup] tab.**  
⇒ The menu on the [Backup] tab appears.
- 2. Select the LibRoot folder in which the data to be backed up is stored for "Target LibRoot".**
- 3. Click the Backup Targets [Select] button.**  
⇒ The [Backup Item Selection] dialog box appears.



Item	Description
<b>"Backup all Libraries and Cabinets" checkbox</b>	If checked, all libraries and cabinets will be backed up.
<b>Library List</b>	Shows libraries in the list. When selecting the desired library checkbox, all cabinets in that library will be backed up.
<b>Cabinet List</b>	Shows all cabinets in the library selected from the library list.
<b>Select All</b>	Used to select all checkboxes in the cabinet list.
<b>Deselect All</b>	Used to deselect all checkboxes in the cabinet list.
<b>[OK] button</b>	Used to save the settings and close the window.
<b>[Cancel] button</b>	Used to close the window.

---

## 4. Select the backup items.



To back up and restore all data in the LibRoot folder at once, check "Backup all Libraries and Cabinets". In this case, all the data in the LibRoot folder can also be restored from the backed up data.

When restoring a binder in the selected library or cabinet, restoration is performed in units of binders.

## 5. Click the [OK] button.

⇒ The [Backup Item Selection] dialog box will be closed.



- Backup can be performed in units of LibRoot folders, libraries, or cabinets.
- If "Backup all Libraries and Cabinets" is checked, libraries and cabinets added after the setup are also backed up.
- Checking states in "Library List" are as follows:
  - Checked: Regardless of timing (before or after selecting the library), all cabinets will be backed up.
  - Unchecked: Only cabinets checked in "Cabinet List" will be backed up. After setup, added cabinets will not be backed up.

**6.** Specify the location for the backup data in [Backup To].

**7.** Click the [New Schema] button.

⇒ A new backup schema is set.

---

# 11.4 Running a Backup Schema

---

This section describes how to run backup.



- 1. On the [Backup] tab, click the [Backup Now] button.**  
⇒ The [Confirm Backup] dialog box appears.

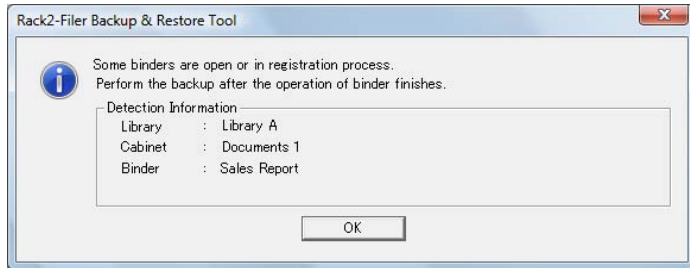


Item	Description
[Yes] button	Starts backup processing.
[No] button	Returns to the backup setting window.
"Shutdown the computer after the backup finishes" checkbox	If checked, computer will be shutdown after the backup finishes.

- 2. Click the [Yes] button.**



- If the binder is opened or edited, when clicking the [Run Selected Backup Schema Now] button, the following message appears and backup cannot be executed.



In this case, close Rack2-Filer, and then click the [Run Selected Backup Schema Now] button to run backup.

- Do not open the "Backup To" folder while backup is in progress.
- Only the libraries and cabinets specified in the backup selection window are saved to the "Backup To" folder. If "Backup To" folder includes libraries and cabinets that are not specified in the backup selection window, they will be deleted.
- The amount of free space available in the drive to be used for storing the backup folder must be at least twice the size of the target backup data.

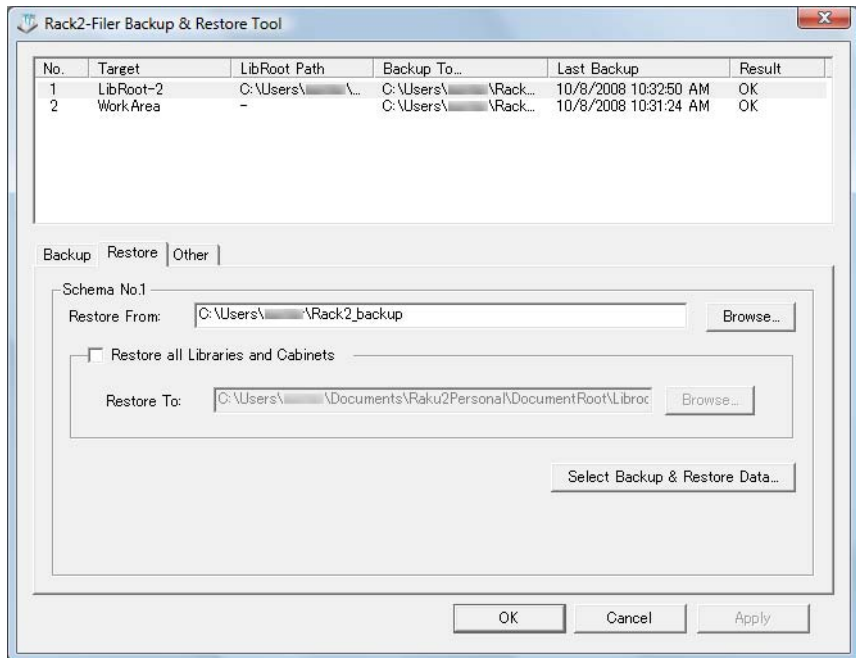
# 11.5 Opening the Restore Window

This section describes how to open the restore window.



1. On the [Rack2-Filer Backup & Restore Tool] dialog box, click the [Restore] tab.

⇒ The menu on the [Restore] tab appears.



Item	Description
Restore From	Shows the restore folder path of a selected row. The data in the folder displayed is used for restoration. Click [Browse] and change the target data for restoration.





---

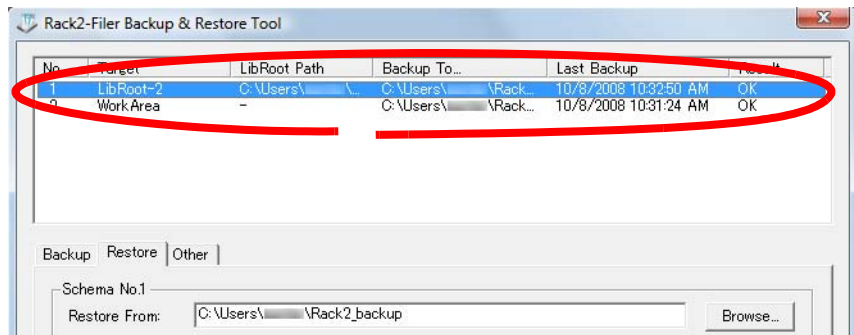
## 11.6 Restoring the Data in LibRoot Folder

---

This section describes how to restore all backed up data in LibRoot folder at once.



1. On the [Rack2-Filer Backup & Restore Tool] dialog box, click the [Backup] tab.



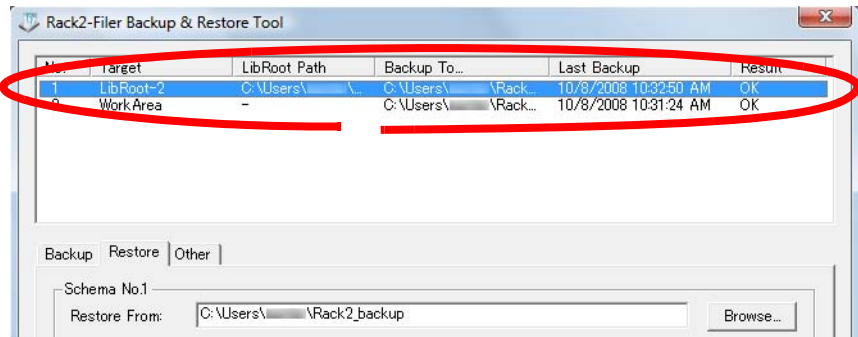
2. Select "Restore all Libraries and Cabinets" and specify the folder to which data should be restored in "Restore To".
3. Click the [Select Backup & Restore Data] button.  
⇒ A confirmation message for starting the restoration process appears.
4. Click the [OK] button.  
⇒ Data is restored to the folder specified in "Restore To".

# 11.7 Restoring a Specified Binder

This section describes how to restore a specified backed up binder.



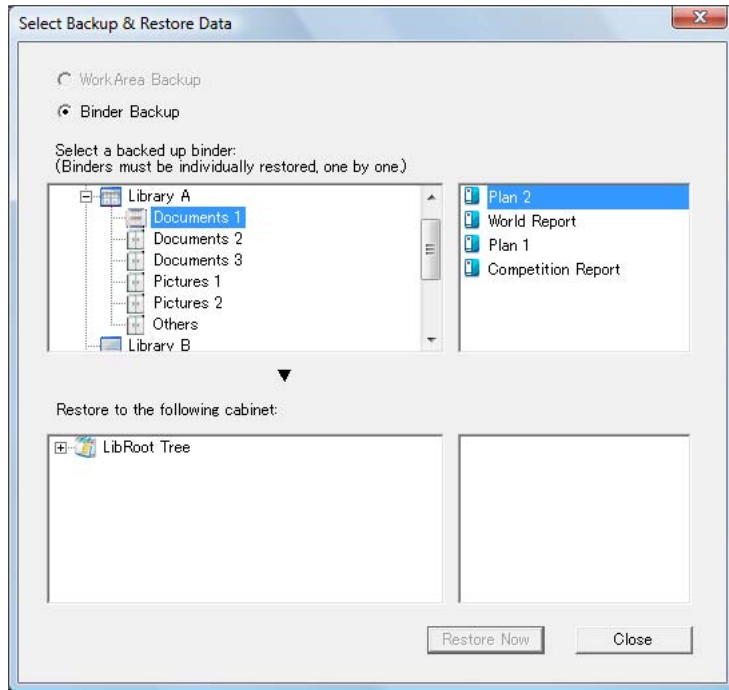
1. On the [Rack2-Filer Backup & Restore Tool] dialog box, [Restore] tab, select a backup target from the list.



⇒ The folder path is displayed in "Restore From".

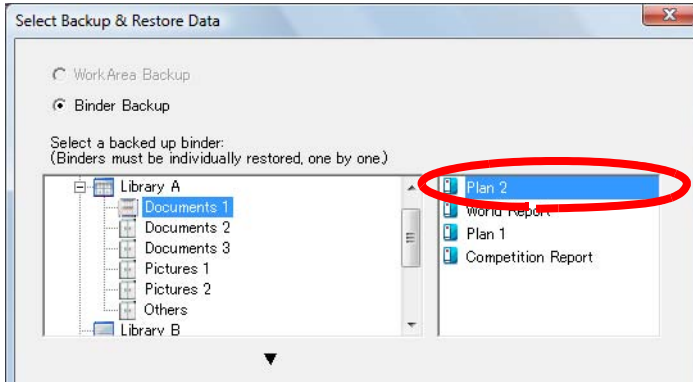
## 2. Click the [Select Binder to Restore Now] button.

⇒ The [Select Binder to Restore Now] dialog box appears.



Item	Description
<b>Select a backed up binder</b>	Backed up libraries, cabinets, and binders are shown in tree structure.
<b>Restore to the following cabinet</b>	Shows the current configuration of Rack2-Filer.
<b>[Restore Now] button</b>	Used to restore a file.
<b>[Close] button</b>	Used to close the Select Backup Item & Restore window.

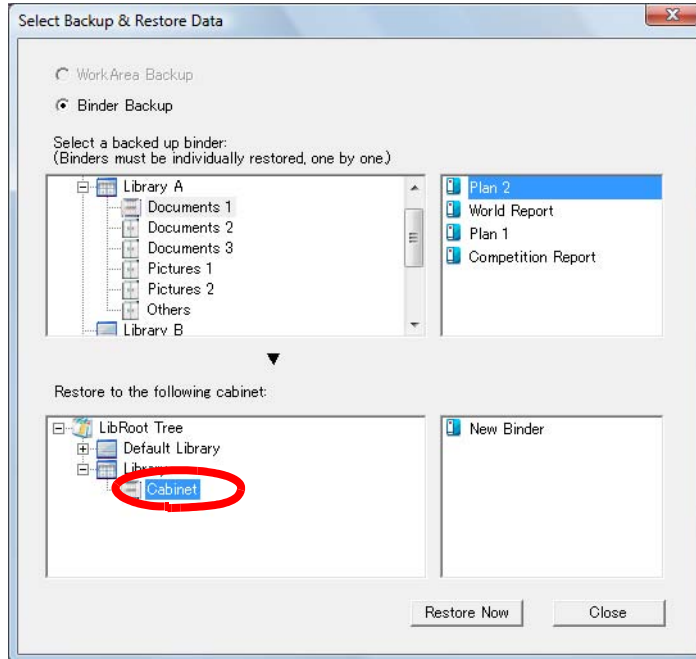
### 3. Select the backed up binder to be restored.



- "Backup Tree" under "Select a backed up binder" has the library and cabinet name at the time of being backed up.
- Binders for which backup failed are not shown.
- For data which has not been changed a LibRoot folder, if the WorkArea restore process is performed, all backup data of the WorkArea folder sub folders is replaced.



## 4. Select the cabinet as restore destination.



The binder name displayed cannot be selected.

## 5. Click the [Restore Now] button.

⇒ A confirmation message appears.

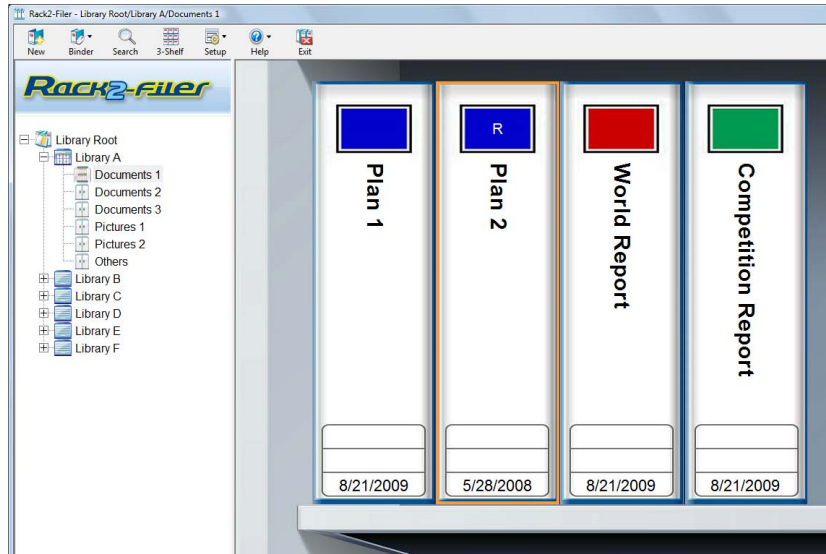
## 6. Click the [Yes] button.

⇒ The data is restored.

## 11.8 Viewing a Restored Binder

This section describes how to view the restored binder in the Rack2-Filer window.

A label text of the restored binder is shown as "R".



- The label text of a restored binder will be shown as "R". The original label text cannot be restored.
- After restoring the backed up binder, if the original binder is no longer required, it can be removed manually. Automatic removal of redundant binders is NOT a supported feature.



After restoration, the label text "R" can be changed into another name.

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## 11.9 Viewing the Logfile Settings Window

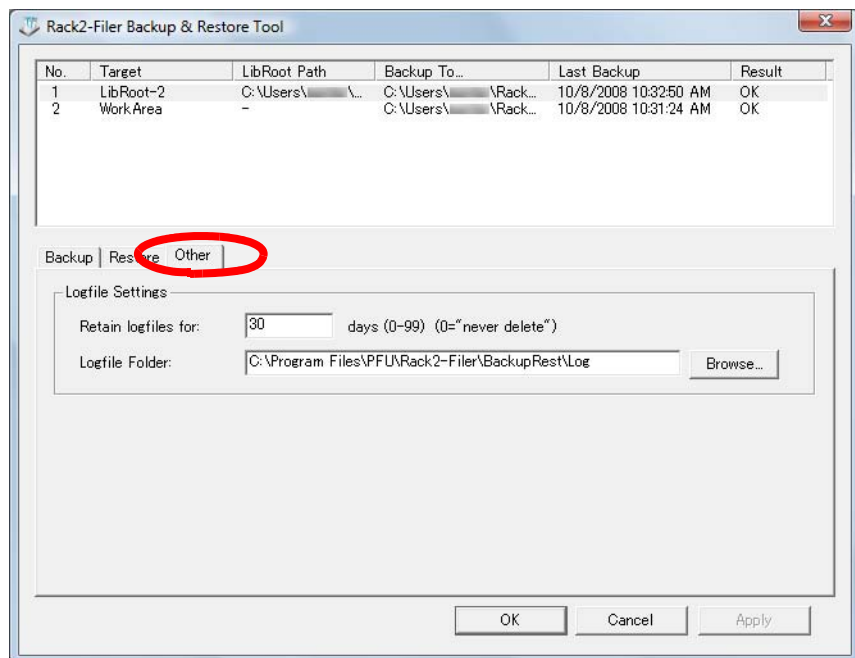
---

This section describes how to view the logfile settings window.



1. Click the [Rack2-Filer Backup & Restore Tool] dialog box, [Other] tab.

⇒ The log file settings screen appears.



Item	Description
<b>Retain logfiles for</b>	Used to specify the retaining period for logfiles. The logfile will be deleted after the retaining period. If "0" is set, the file cannot be deleted.
<b>Logfile Folder</b>	Used to select the folder to be stored logfiles. Click [Browse] to select the folder in the [Browse For Folder] dialog box.



- Logfiles include the backed up and restored results.
- The meaning of "Success", "Fail", and "Skip" in the logfiles is as follows:

**Success:**

The number of files to be backed up and restored

**Fail:**

The number of failed files for backup/restoration

**Skip:**

The number of non-target files which has not been changed from the previous backup or restoration





## Chapter 12



# Troubleshooting

This chapter gives solutions to problems that arise during the use of Rack2-Filer.

[Problem]

The "Raku2 ImageWriter could not be installed." message appears when Rack2-Viewer was installed. Also, files with the exception of image files cannot be imported.

- ⇒ Follow the steps below to install the "Raku2 ImageWriter"  
(The names of the buttons and options may vary according to operating systems).
1. Restart your computer.
  2. On the [Start] menu, select [Control Panel] - [Printers and Faxes], and click [Add Printer].  
The Add Printer Wizard window appears.
  3. Select "Local Printer" and click the [Next] button.
  4. In the "Select the Printer Port" window, select "Use the following port" and select "LPT1: (recommended printer port)" or "Raku2Port" from the port list.
  5. Click the [Next] button.
  6. Click the [Have Disk] button in the "Add Printer Wizard" window, and select the file in the folder where Rack2-Viewer is installed (C:\Program Files\PFU\Rack2\).
    - For Windows XP or Windows 2000  
RkImageWriter\ForWin2000Xp\RkImageWriter2k.inf
    - For Windows Vista (32-bit version) or Windows 7 (32-bit version)  
RkImageWriter\ForVista\RkImageWriter2k.inf
    - For Windows Vista (64-bit version) or Windows 7 (64-bit version)  
RkImageWriter\ForVista64\RkImageWriter64.inf
  7. Proceed by following the screen prompts.
  8. Click the [Continue] button when the hardware installation window appears.

This adds "Raku2 ImageWriter" to the list of printers.

---

[Problem]

Sheets are always scanned under the same conditions (scan pages, colors, resolution, etc.) when using a scanner (TWAIN compatible).

- ⇒ On the Rack2-Viewer Window [Rack2-Viewer Settings] dialog box, select [Display driver screen] in the [Scanner Insertion] tab. After this is selected, when a scan is performed, the driver screen will appear on which you can set conditions for scanning. If [Display driver screen] is cleared, scanning is performed with the specified settings, without displaying the scanner driver window.

[Problem]

The pages of a document are turned upside-down when scanned.

- ⇒ Refer to "7.6 Turning a Page Upside-down" (Page 172), and correct the affected pages. According to the document, the scan direction may not be corrected properly. In this case, display the [Scanner Insertion] tab in the [Rack2-Viewer Settings] dialog box of the Rack2-Viewer Window, and clear [Automatically correct for upside-down scanner input].

[Problem]

When scanning a photo with the ScanSnap, the back side of the photo is also scanned.

- ⇒ If there is writing on the back of the photo or if the back of the photo is dirty, the back side of the photo may also be scanned, even if [Allow automatic blank page removal] is selected. To not scan the back side of photos, the following settings in ScanSnap Manager are recommended:
- Right-click the "ScanSnap Manager" icon and select [Simplex Scan].
  - In the [Scanning] tab of the ScanSnap Manager settings window, select [Simplex Scan (Single-sided)] for [Scanning side].

### [Problem]

When scanning a photo with the ScanSnap, there is a margin around the scanned image and the imported image is small.

- ⇒ Import the photo after editing the photo to a suitable size in ScanSnap Organizer.
1. Import a photo to ScanSnap Organizer.  
For the importing procedure, refer to the ScanSnap manual.
  2. Open the imported photo in ScanSnap Organizer Viewer and edit the photo to a suitable size using trim, for example.  
For ScanSnap Organizer operations, refer to the ScanSnap Organizer Help.
  3. Save the edited photo.
  4. Select the saved photo, and use [Scan to Picture Folder] in [Actions] to save it as a JPEG file.  
Be sure to save it as a JPEG file, because if you convert the photo into a PDF file, the border will appear again when importing the converted data to Rack2-Filer.
  5. Import the converted JPEG file to Rack2-Filer.

### [Problem]

The image characters on imported files are blurred or look smudged.

- ⇒ Set "Page Resolution" of the [Page Insertion] tab to a higher value in the [Rack2-Viewer Settings] dialog box of the Rack2-Viewer window. However, in this case, the size of the data will become larger.

### [Problem]

When importing a file, a file is printed without being converted to an image.

- ⇒ The application that created the target file is still running.  
Exit the application before converting the image.

---

[Problem]

File cannot be imported.

- ⇒ The application that created the target file is still running.  
Exit the application before importing the file.

[Problem]

The files are imported too slowly.

- ⇒ Perform either of the steps below in the Rack2-Viewer window.
  - Set the "Page Resolution" to a lower resolution (200 dpi recommended) in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box.
  - Set the "Color Data" to "Convert to B&W" in the [Page Insertion] tab of the [Rack2-Viewer Settings] dialog box.

[Problem]

Color images are created while importing files, even though "Color Data" is set to "Convert to B&W" in the [Rack2-Viewer Settings] dialog box.

- ⇒ In the [Rack2-Viewer Settings] dialog box, the settings of "Color Data" and "Page Resolution" in the [Page Insertion] tab are valid only for image conversion and file import (for files other than PDF files that are created using ScanSnap).

[Problem]

When a file is imported, the "Raku2 ImageWriter is processing job. Please wait until the job is completed, and try again." message appears.

- ⇒ If the file is already being imported with another binder, stop that importing process, and then try again.  
If an error appears if the file is not imported with another binder, Raku2 ImageWriter may not have closed normally. Restart the system.  
If the error message appears again, there may be an error with the Rack2-Viewer installation.  
Re-install Rack2-Filer.

**[Problem]**

When a Microsoft Excel file (.xls) is imported, a single sheet spans two pages.

- ⇒ Change the settings of Microsoft Excel with the following steps, and import the file again.
1. Open the Excel file.
  2. Select [Print] from the [File] menu.
  3. Select "Raku2 ImageWriter" in the "Name" box of the "Printer" section in the print window, and click the [Preview] button.
  4. If a sheet cannot be shown in a single page, click the [Close] button after adjusting the margins and settings.
  5. Save and close the Excel file.

**[Problem]**

When a Microsoft Word file (.doc) is imported, the positions of images differ from the original display.

- ⇒ Change the settings of Microsoft Word using the following steps, and import the file again.
1. Open the Word file.
  2. Select [Print] from the [File] menu.
  3. Select "Raku2 ImageWriter" in the "Name" box of the "Printer" section in the print window and click the [Close] button.
  4. Click the Preview button.
  5. If the content shown is different from the original display, click the [Close] button after adjusting the margins and settings.
  6. Save and close the Word file.

---

[Problem]

When a PDF file is imported, part of the file is not imported.

⇒ If the length of the imported PDF file is greater than the length of an A4 sheet, the part of the file not within the A4 size may be left out. To import a PDF file longer than A4 size, import according to the following procedure.

1. Open a PDF file in Adobe Acrobat or Adobe Reader.
2. From the [File] menu, select [Print].
3. In the "Page Handling" area on the print screen, select the "Choose Paper Source by PDF page size" checkbox.
4. Print, and save the settings.
5. Close Acrobat or Adobe Reader, and re-import the PDF file.

If part of the file is still not imported using the procedure described above, import according to the following procedure.

1. Open a PDF file in Adobe Acrobat or Adobe Reader.
2. From the [File] menu, select [Print].
3. In the "Page Handling" area on the print screen, select "Fit to Printable Area" in "Page Scaling" and select the "Choose Paper Source by PDF page size" checkbox.
4. Print, and save the settings.
5. From the [File] menu, select [Close].  
Keep Adobe Acrobat or Adobe Reader running.
6. Import the PDF file to Rack2-Filer using the usual procedure.

[Problem]

When trying to import a file, the "Creating image data from source file. Please wait." message appears, but the file is not imported.

⇒ An associated application of the file to be imported shows the windows (e.g. print window) behind Rack2-Filer. Check whether the window appears in the Windows taskbar. If it exists, click the window to be displayed to the top and click the [OK] button and so on.

### [Problem]

After files were imported automatically using Rack2 Folder Monitor Software, they were not stored in the binder.


- ⇒ Check the monitored folder.  
If a copy of the file is not moved to the "Success" folder and remains with the source file, open the Rack2 Folder Monitor Settings window and confirm that the "(Select to activate this monitor setting)" checkbox is selected.  
If a copy of the file is moved to the "Fail" folder, move the file to the source folder and confirm the folder again.

### [Problem]

When importing data from another application, scanning with ScanSnap, or for automatic file import, the "Program could not access LibRoot Folder. Please review LibRoot Folder setting and check its attributes." message appears.

- ⇒ Check the status of the folder specified as the LibRoot folder (e.g. whether it exists or its attributes).  
You can check the path of the folder specified as the LibRoot folder in the [LibRoot Folders] tab of the [Rack2-Filer Options] dialog box, which



is displayed by clicking  and selecting [Options].

### [Problem]

The flipping speed is very slow.

- ⇒ In the Rack2-Viewer window, set the value of the "Flip Speed" to "Quick" in the [Page Turning] tab of the [Rack2-Viewer Settings] dialog box.



---

[Problem]

Even though an original file (a source file) was changed, data was not changed.

- ⇒ Close the application used to edit the file if it is open.  
Stop the background mode if the application used to edit the object is set to background mode.

[Problem]

The PDF files saved using the export function cannot be opened in the Rack2-Viewer window.

- ⇒ In the Rack2-Viewer window, set "Windows should open PDF files using the" to "Rack2-Viewer" in the [General] tab of the [Rack2-Viewer Settings] dialog box.  
If carrying out this setting in advance, the Rack2-Viewer window starts up when you double-click the PDF file.

[Problem]

The data conversion to Microsoft Word/Excel/PowerPoint is extremely bad.

⇒ Check that pages be to output to Microsoft Word/Excel/PowerPoint are the following types:

- Pages are not scanned using the ScanSnap.
- Pages are not saved for Rack2-Filer version 4.0 or later.
- Pages inserted when the ScanSnap setting [Generate one PDF file per {x} page(s)] is "ON".

The ScanSnap mark is displayed on pages that can be output to Microsoft Word/Excel/PowerPoint.

From [Output to Office] - [Show ScanSnap Mark], check that [Show ScanSnap Mark] is selected to show the ScanSnap mark.

If the mark is not displayed, scan documents again using ScanSnap and save for Rack2-Filer version 4.0 or later.

If the pages cannot be output to Microsoft Word/Excel/PowerPoint even if the mark is displayed, ABBYY FineReader for ScanSnap may not be installed.

If so, install ABBYY FineReader for ScanSnap.

For ScanSnap S1100/S1300/S1500/S510, ABBYY FineReader for ScanSnap is provided with ScanSnap.

For ABBYY FineReader for ScanSnap, the latest update is required.

## Chapter 13



# Messages

This chapter describes the messages shown during the use of Rack2-Filer and how to deal with them.

## 13.1 Rack2-Filer Window Messages

---

The following section describes the main messages shown during operation of the Rack2-Filer window, and related solutions.

**This binder was created with a later version of Rack2-Filer, therefore information that is not supported by the current version of Rack2-Filer may not be displayed and all functions may not be available. Do you want to continue?**

**Solution** The binder was created with a later version of Rack2-Filer, therefore information that is not supported by the current version of Rack2-Filer may not be displayed and all functions may not be available.  
To continue operation using the current version of Rack2-Filer, click the [OK] button.

**Cannot open because this binder was created with a newer version/higher level of Rack2-Filer.**

**Solution** Rack2-Viewer window cannot be started, because the binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

**Note:** If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

---

**Cannot process operation because this binder was created with a newer version/higher level of Rack2-Filer.**

**Solution** The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**Cannot select because this binder was created with a newer version/higher level of Rack2-Filer.**

**Select another binder.**

**Solution** The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**Do you want to move the photo or document data saved in the photo binder to WorkArea?**

**When the data is moved, the following information will be deleted:**

- Divider sheets
- Blank pages
- Key text blocks
- Annotations (sticky notes, highlight, hyperlinks, stamps)

**Solution** When photos or documents are moved from a photo binder to the WorkArea, the following information is removed. To continue the process, click the [OK] button.

- Divider sheets
- Blank pages
- Key text blocks
- Annotations (sticky notes, highlight, hyperlinks, stamps)

When photos or documents are moved, information in the source photo binder is deleted.

**Do you want to copy the photo or document data saved in the photo binder to WorkArea?**

**Note that the following information will not be copied:**

- **Divider sheets**
- **Blank pages**
- **Key text blocks**
- **Annotations (sticky notes, highlight, hyperlinks, stamps)**

**Solution** When photos or documents are moved from a photo binder to the WorkArea, the following information is removed. To continue the process, click the [OK] button.

- Divider sheets
- Blank pages
- Key text blocks
- Annotations (sticky notes, highlight, hyperlinks, stamps)

**Unable to import because of photo binder.**

**Solution** Unable to import because of photo binder. For photo binders, only "Rack2 Binder (\*.rk2)" format can be imported.

**Program encountered error during operation.**

**Try again.**

**Solution** Try the following.

- Close any unnecessary programs, or restart the system, and try again.
- Uninstall, and then re-install Rack2-Filer.

**The selected binder is currently being used.**

**Wait for a while and try again.**

**Solution** Wait for a while and try again.

---

**Unable to export pages because the selected binder does not have valid pages.**

**Solution**     The selected binder does not have a page that can be exported.  
The following pages cannot be exported to a cloud service or mobile device.

- Contents pages
- Divider sheets
- Password-protected/print-restricted page
- Blank pages (when [Delete blank pages] is selected)

Select a binder or page that can be exported and try again.

**Unable to export pages because all the pages of the selected binder are password-protected or print-restricted.**

**Solution**     The selected binder does not have a page that can be exported.  
The password-protected/print-restricted pages cannot be exported to a cloud service or mobile device.  
Select a binder that can be exported and try again.

**Cannot add because the destination binder was created with a newer version/higher level of Rack2-Filer.**

**Select another binder.**

**Solution**     The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**The cabinet name you entered already exists.**

**Enter another name, and try again.**

**Solution**     Enter another name as cabinet name.

**The library name you entered already exists.  
Enter other name, and try again.**

Solution    Enter another name as library name.

**Select a binder.**

Solution    Select a binder and try again.

**Program encountered an error while operating the binder.  
This may be due to the following reasons.**

- Cabinet cannot be found
- Network has been cut
- Not enough disk capacity
- A read-only LibRoot folder has been specified

**Check that cabinet exists, the network environment, and status of the LibRoot folder (existence, attributes).**

Solution    Check the following and try again.

- There is enough free space in the LibRoot folder or temporary folder
- Write privilege is set for the LibRoot folder (a new file can be created in the LibRoot folder)
- A connection is established when the LibRoot folder is on a network
- There is a cabinet (press the [F5] key to refresh the Rack2-Filer window)

**The necessary files do not exist.**

**Reinstall Rack2-Viewer.**

Solution    Rack2-Viewer may not be installed normally.  
Uninstall, and then re-install Rack2-Viewer.

**Rack2-Viewer has not been installed. Install it, and try again.**

Solution    Install the Rack2-Viewer window.



---

**No LibRoot folders are set to be shown.**

**Check the settings.**

**Solution** You cannot set all LibRoot folders to be hidden. [Show contents of the LibRoot] must be selected for at least one LibRoot folder.

**Program error.**

**Restart the system and try again.**

**Solution** Restart the system and try again.

**Program could not move data file because the maximum number of pages (xxx) has been reached.**

**Reduce the number of pages and try again.**

**Solution** If the pages of the selected pages are moved to a binder, the maximum number of pages allowed for the destination binder will be exceeded. Reduce the number of pages to be moved, or delete any unneeded pages from the destination binder, and try again.

For xxx, the maximum number of pages selected in "Max Binder Size" in the [General] tab of the Rack2-Filer [Binder Settings] dialog box is displayed. Either of the following values is displayed depending on the setting of the dialog box:

When "250 sheets (500 pages)" is selected: 500

When "500 sheets (1000 pages)" is selected: 1000

**Unable to execute because the same operation is already running.**

**Please wait for the other process to complete and try again.**

**Solution** After the process is completed, try again.

**Cannot search because binder(s) was created with a newer version/  
higher level of Rack2-Filer.**

**Solution**     Cannot search because the binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

**Note:** If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**The page to be added was created with a later version of Rack2-Filer,  
therefore the binder will update and all functions may not be  
available. Do you want to continue?**

**Solution**     When adding pages imported with a later version of Rack2-Filer to the current version of Rack2-Filer by copying and/or transferring, the current version binder where the pages are added is also updated to the later version. Therefore, all functions may not be available. To continue operation using the current version of Rack2-Filer, click the [OK] button.

**Error occurred while creating the PDF.  
Try again.**

**Solution**     Check the following.

- There is enough space in the temporary folder.
- Write privilege is set for the temporary folder.
- Encryption software is not installed.

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## 13.2 Rack2-Viewer Window Messages

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The following section describes the main messages shown during operation of the Rack2-Viewer window, and related solutions.

### **Program encountered error while printing.**

Solution    Close the program and print again.

### **Program encountered error while zooming.**

Solution    Close the program and zoom again.

### **Program encountered error while copying.**

Solution    Close Rack2-Viewer and copy sheet to clipboard again.

### **Cannot process operation because this binder was created with a newer version/higher level of Rack2-Filer.**

Solution    The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

### **Cannot select because this binder was created with a newer version/higher level of Rack2-Filer.**

#### **Select another binder.**

Solution    The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by the current version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**No more photo or document data can be added to the page.  
Move or delete the photo or document data currently on the page or  
add a new page before moving additional data.**

**Solution** The photos or documents cannot be moved because the maximum data capacity of the destination page is reached.

- Move the photos or documents from the destination page before moving.
- If there are unnecessary photos or documents on the destination page, remove them before moving.
- Insert a photo sheet or blank page before and after the target location and add a destination page and then move the photos or documents.

**The page to be deleted contains some source files that cannot be  
deleted. Do you want to continue?**

**Solution** When the front page or back page of sheets are deleted, some pages are not deleted because the same source file exists in both the front page and back page.  
To continue operation, click the [OK] button.

**Unable to export pages because the selected pages do not have  
valid pages.**

**Solution** The selected binder does not have a page that can be exported.  
The following pages cannot be exported to a cloud service or mobile device.

- Contents pages
- Divider sheets
- Password-protected/print-restricted page
- Blank pages (when [Delete blank pages] is selected)

Select a binder or page that can be exported and try again.

---

**Unable to export pages because all the selected pages are password-protected or print-restricted.**

**Solution**     The selected binder does not have a page that can be exported.  
The password-protected/print-restricted pages cannot be exported to a cloud service or mobile device.  
Select a page that can be exported and try again.

**Unable to move to the specified location. Click OK after opening another page.**

**Solution**     Open another page and click the [OK] button.  
Drag and drop the file anywhere other than the contents page or inside front cover of the Rack2-Viewer binder.

**For bottom tab position, tab size must be set to between 10% and 30%.**

**Solution**     Specify the length of divider sheets to between 10% and 30% of the length of the divider sheet itself.

**Program failed to save the photo or document data.**

**Solution**     Try the following.

- Change the save location and try again.
- Close any unnecessary programs, or restart the system, and try again.

**Do you want to move the photo or document data to WorkArea?**

**When the data is moved, the following information will be deleted:**

- **Divider sheets**
- **Blank pages**
- **Key text blocks**
- **Annotations (sticky notes, highlight, hyperlinks, stamps)**

**Solution** When photos or documents are moved from a photo binder to the WorkArea, the following information is removed. To continue the process, click the [OK] button.

- Divider sheets
- Blank pages
- Key text blocks
- Annotations (sticky notes, highlight, hyperlinks, stamps)

When photos or documents are moved, information in the source photo binder is deleted.

**Do you want to copy the photo or document data saved in the photo binder to WorkArea?**

**Note that the following information will not be copied:**

- **Divider sheets**
- **Blank pages**
- **Key text blocks**
- **Annotations (sticky notes, highlight, hyperlinks, stamps)**

**Solution** When photos or documents are moved from a photo binder to the WorkArea, the following information is removed. To continue the process, click the [OK] button.

- Divider sheets
- Blank pages
- Key text blocks
- Annotations (sticky notes, highlight, hyperlinks, stamps)

---

**Program encountered error during operation.**

**Try again.**

Solution Try the following.

- Close any unnecessary programs, or restart the system, and try again.
- Uninstall, and then re-install Rack2-Filer.

**The selected sheet(s) is associated with source file. Requested operation is impossible to be processed on a part of source file. To continue, scope of this operation will be changed to all sheet(s) associated with the source file. Do you want to continue?**

Solution Since the selected sheet(s) includes part of a source file, the requested operation will also be applied to the source file and associated pages (pages with the same source file). To continue the operation, click the [OK] button.

**The selected binder is currently being used.**

**Wait for a while and try again.**

Solution Wait for a while and try again.

**The selected page(s) is associated with source file. Requested operation cannot be processed on part of a source file. To continue, scope of this operation will be changed to all sheet(s) associated with the source file. Do you want to continue?**

Solution Since the selected page(s) includes part of a source file, the requested operation will also be applied to the source file and associated pages (pages with the same source file). To continue the operation, click the [OK] button.

**The selected sheet(s) are password-protected or print restricted, or only the divider sheet(s) has been selected. Page allocation cannot be performed.**

**Solution** There is no allocatable sheet in the selected sheet(s).  
The following cannot be allocated:

- Divider sheets
- Password-protected or print-restricted pages

Select allocatable sheet(s), and try again.

**The selected sheet(s) are allocated, therefore the following information may be deleted. Do you want to continue?**

- **Annotation**
- **Source file**
- **Data scanned with ScanSnap**
- **Contents information**
- **Key text blocks**

**Solution** When two pages are allocated into one page for the sheet(s), the following information that is contained in the sheet(s) may be deleted. To continue operation, click the [OK] button.

- Annotation
- Source file
- Data in which the pages are scanned with ScanSnap
- Contents information
- Key text blocks

For conditions under which the information is deleted, refer to "Allocated page display" (Page 260) in "7.34 Allocating Sheets into One Page" (Page 258).



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**Cannot add because the destination binder was created with a newer version/higher level of Rack2-Filer.**

**Select another binder.**

**Solution**      Cannot search because the binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**The data will be saved as a normal binder.**

**If you want to save it as the original binder type, select [Rack2 Binder (\*.rk2)] for the file type and export it.**

**Solution**      When a card binder or photo binder is saved in the "Data File (\*.pdf + \*.ini)" format, it is converted and saved as a normal binder.

To import the exported binder files again and manage them with Rack2-Filer, save them in the "Rack2 Binder (\*.rk2)" format, or use the export function on the Rack2-Filer window and select the "Rack2 Binder (\*.rk2)" format to export them.

**The page cannot be displayed because the PDF file of the page to be opened is corrupt.**

**Solution**      Inconsistencies in the management information may have occurred when creating a folder or file in a LibRoot folder, or when directly editing data saved in a LibRoot folder in Explorer.

Contact your service center ?

**Unable to move between pages with electronic data. Click OK after opening another page.**

**Solution**      Drag and drop a file to the page without the source file, and click the [OK] button.

**Program encountered error while modifying source file.**

**Solution** Close Rack2-Viewer and modify the source file again.

**Program encountered an error while operating the binder.**

**This may be due to the following reasons.**

- **Cabinet cannot be found**
- **Network has been cut**
- **Not enough disk capacity**
- **A read-only LibRoot folder has been specified**

**Check that cabinet exists, the network environment, and status of the LibRoot folder (existence, attributes).**

**Solution** Check the following and try again.

- There is enough free space in the LibRoot folder or temporary folder
- Write privilege is set for the LibRoot folder (a new file can be created in the LibRoot folder)
- A connection is established when the LibRoot folder is on a network
- There is a cabinet (press the [F5] key to refresh the Rack2-Filer window)

**Password-protected or print-restricted PDF files cannot be imported to the photo binder.**

**Solution** Password-protected or print-restricted PDF files cannot be imported to the photo binder.

**Program encountered error while pasting.**

**Solution** Close Rack2-Viewer and paste the sheet again.

**Error occurred when pasting data.**

**Check disk status (space, attributes, connectivity) and try again.**

**Solution** Check the following and try again.

- There is enough free space in the temporary folder
- Write privilege is set for the temporary folder (a new file can be created in the temporary folder)

**The necessary files do not exist.**

**Reinstall Rack2-Viewer.**

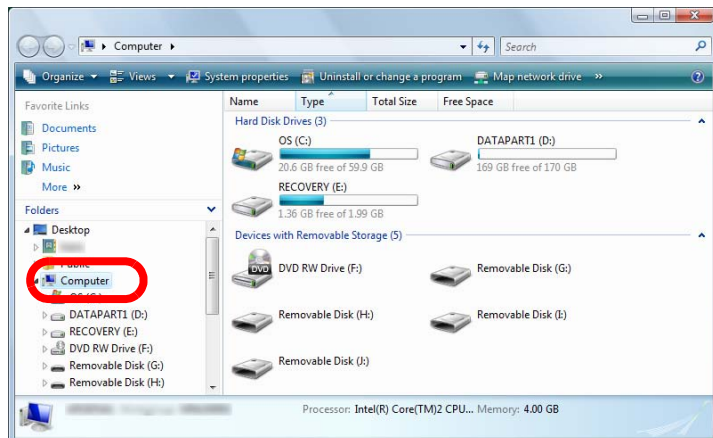
Solution Rack2-Viewer may not be installed normally.  
Uninstall, and then re-install Rack2-Viewer.

**Program failed to write to data file. Check that sufficient free disk space is available, and that the output directory and file are not write-protected.**

Solution Check the following, and save the file again.

- Check the amount of free space in the drive where the system drive or LibRoot folder exist, and save the file again.

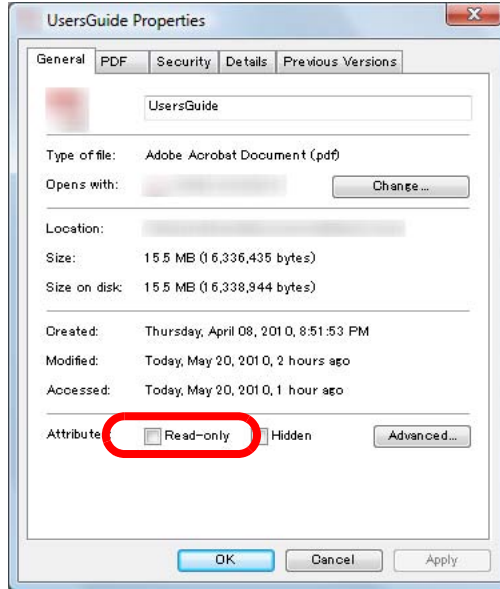
To check the amount of free space in a drive, run Explorer and click [Computer].



Right-click the drive in the displayed window and select [Properties]. Clicking the [General] tab displays the amount of free space.

When there is not much free space, delete unnecessary files or perform disk cleanup.

- Check if the file is write-protected.  
To check if the file is write-protected, select [Properties] from the menu that appears by right-clicking the file. If "Read-only" of "Attributes" in the [General] tab is selected, clear it.



**Program encountered error while saving data file. Check disk status (space, attributes, connectivity), and try again.**

- Solution
- Check the following, and try saving the file again.
    - There is enough free space in the LibRoot folder or temporary folder
    - Write privilege is set for the LibRoot folder (a new file can be created in the LibRoot folder)
    - A connection is established when the LibRoot folder is in a network

---

**Program encountered error while reading or inputting files. Check file contents and amount of free disk space, and try again.**

- Solution Check the following, and read the file again.
- The file can be accessed
  - The file is not opened by other applications
  - The file size is not zero
  - The file path does not exceed the maximum length allowed (256 characters)
  - The file is not corrupted (the file can be opened with the associated application)

**Program encountered error while saving sticky note.**

- Solution Close Rack2-Viewer and add the sticky note again.

**Program error.  
Restart the system and try again.**

- Solution Restart the system and try again.

**Program could not move data file because the maximum number of pages (xxx) has been reached.**

**Reduce the number of pages and try again.**

- Solution If the pages of the selected pages are moved to a binder, the maximum number of pages allowed for the destination binder will be exceeded. Reduce the number of pages to be moved, or delete any unneeded pages from the destination binder, and try again.

For xxx, the maximum number of pages selected in "Max Binder Size" in the [General] tab of the Rack2-Filer [Binder Settings] dialog box is displayed. Either of the following values is displayed depending on the setting of the dialog box:

When "250 sheets (500 pages)" is selected: 500

When "500 sheets (1000 pages)" is selected: 1000

**Program could not save data file because the maximum number of pages (xxx) has been reached. Reduce the number of pages and try again.**

**Solution** Delete unnecessary pages so that the number of pages does not exceed the maximum after import, and import again. For xxx, the maximum number of pages selected in "Max Binder Size" in the [General] tab of the Rack2-Filer [Binder Settings] dialog box is displayed. Either of the following values is displayed depending on the setting of the dialog box:

When "250 sheets (500 pages)" is selected: 500

When "500 sheets (1000 pages)" is selected: 1000

**The layout could not be changed because the maximum number of pages (XXX) has been reached.**

**Delete any unnecessary pages, and try again.**

**Solution** If the layout pattern is changed in the [Layout Settings] dialog box to a setting that allocates a small number of photos or documents on a page, a new page may be added to allocate the imported photos or documents. With this process, the maximum number of pages may be reached. In this case, reduce the number of pages for which the layout is changed or remove unnecessary pages, and try again.

For xxx, the maximum number of pages selected in "Max Binder Size" in the [General] tab of the Rack2-Filer [Binder Settings] dialog box is displayed. Either of the following values is displayed depending on the setting of the dialog box:

When "250 sheets (500 pages)" is selected: 500

When "500 sheets (1000 pages)" is selected: 1000

---

**Highlight, hyperlink, sticky or stamp could not be added, as the total number of such items on this page has already reached the maximum allowed (10). Delete any unnecessary highlights, hyperlinks, stickies and stamps, and try again.**

**Solution** Up to ten annotations (sticky notes, highlights, hyperlinks, or stamps) in total can be added per page.  
Delete unnecessary annotations (sticky notes, highlights, hyperlinks, or stamps) and add again.

**Unable to execute because the same operation is already running. Please wait for the other process to complete and try again.**

**Solution** After the process is completed, try again.

**Cannot search because binder(s) was created with a newer version/ higher level of Rack2-Filer.**

**Solution** Cannot search because the binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**The page to be added was created with a later version of Rack2-Filer, therefore the binder will update and all functions may not be available. Do you want to continue?**

**Solution** When adding pages imported with a later version of Rack2-Filer to the current version of Rack2-Filer by copying and/or transferring, the current version binder where the pages are added is also updated to the later version. Therefore, all functions may not be available. To continue operation using the current version of Rack2-Filer, click the [OK] button.

**Program could not continue to process due to insufficient memory. Please close other applications and try again.**

Solution Close any unnecessary applications, and try again.

**Resource file could not be found. Uninstall Rack2-Filer, reinstall, and try again.**

Solution The necessary file for running Rack-2 Filer could not be found. Restart the system.  
If the error still remains, there may have been an installation failure. Re-install Rack2-Filer.

**Unable to move pages in Page Width Mode or Rotate Mode. Click OK after switching to 2-Page Spread Mode.**

Solution Open the page in 2-page spread mode and click the [OK] button. Move a page in 2-page spread mode.

**Program failed to load necessary DLL. Uninstall this program, restart computer and install this program again.**

Solution Rack2-Viewer may not be installed normally. Uninstall, and then re-install Rack2-Filer.

**Error occurred while creating the PDF. Try again.**

Solution Check the following.

- There is enough space in the temporary folder.
- Write privilege is set for the temporary folder.
- Encryption software is not installed.



---

**Raku2 ImageWriter is processing job. Please wait until the job is completed, and try again.**

**Solution**     If another binder is importing files, wait until the importing process is completed and try again.  
If this error message appears even though no other binders are importing files, Raku2 ImageWriter may have closed abnormally. Restart the system. If the error still remains, there may have been a Rack2-Filer installation failure. Re-install Rack2-Filer.

## 13.3 Rack2-WorkArea Window Messages

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The following section describes the main messages shown during operation of the Rack2-WorkArea window, and related solutions.

**The specified pages could not be retrieved because the number of specified pages exceeds the maximum number of pages that can be retrieved at a time (1000 pages).**

**Solution**     Divide the file so that the maximum number of pages for a file is not exceeded, and try again.  
Or directly open the file, specify Raku2 ImageWriter as the printer, divide the file into files within the maximum number of pages limit, print the file, and import on the Rack2-WorkArea window.

**Unable to get the file because print operation was not performed. If the related application is running, exit the application.**

**Solution**     Try the following.

- Close any related applications in operation, and try again.
- Directly open the file, specify Raku2 ImageWriter in the application print function, and import to the WorkArea.
- When importing password protected or print-restricted PDF files, if the [Cancel] button on the password input screen is clicked, this message appears.
- Enter the password when importing the PDF file, or on the [Rack2-Viewer Settings] dialog box, select the "When inserting pages from password protected and print-restricted PDF files, attach source files instead of showing actual contents" checkbox, and try again.

---

**Could not find some pages of the source file. The file may have been deleted or moved after it was inserted. Do you wish to continue?**

**Solution** When sending an e-mail with source files specified as attachment files, a page for which no source file could be found was detected.

If the source files are link information, check that the link source exists.

To continue the process with some attachment files missing, click the [Yes] button.

**Cannot move because this binder was created with a newer version/higher level of Rack2-Filer.  
Select another binder.**

**Solution** The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**Cannot process operation because this binder was created with a newer version/higher level of Rack2-Filer.**

**Solution** The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**Cannot select because this binder was created with a newer version/  
higher level of Rack2-Filer.**

**Select another binder.**

**Solution** The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

Note: If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**Could not crop marked text as page is password protected or print-restricted.**

**Solution** Pages of a password-protected or print-restricted PDF file cannot be cut using the ScanSnap marked text crop function. Specify different pages (only pages imported with ScanSnap), and try again.

**Program could not perform the specified operation because the maximum number of thumbnails (XXX thumbnails) has been reached. Reduce the number of thumbnails and try again.**

**Solution** Delete any unnecessary stacks, and try again.  
If splitting the target stack causes the maximum number of stacks to be exceeded, this operation is not possible.  
In this case, delete any unnecessary pages, or merge split pages into a stack so that the maximum is not exceeded.

**Program could not perform the specified operation because the maximum number of thumbnail pages (XXX pages) has been reached. Reduce the number of pages and try again.**

**Solution** Reduce the number of pages to within the maximum, and try again.

---

**Could not process operation as there is not enough free system memory. Close any unnecessary programs, or restart the system, and try again.**

**Solution** Close any unnecessary programs, or restart the system, and try again.

**Cannot print as pages from the specified print range do not exist. Check that the specified pages are not password/print protected or blank pages.**

**Solution** There are no printable pages among the specified pages. The following types of pages cannot be printed.

- Blank pages (if not printing blank pages)
- Password-protected/print-restricted pages

Specify printable pages, and try again.

**Unable to export pages because the selected pages do not have valid pages.**

**Solution** There is no page that can be exported in the selected pages. The following pages cannot be exported to a cloud service or mobile device.

- Contents pages
- Divider sheets
- Password-protected/print-restricted pages
- Blank pages (when [Delete blank pages] is selected)

Select a page that can be exported and try again.

**Program encountered error during operation. Try again.**

**Solution** Try the following.

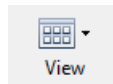
- Close any unnecessary programs, or restart the system, and try again.
- Uninstall, and then re-install Rack2-Filer.


**The selected sheet(s) is associated with source file. Requested operation cannot be processed on part of a source file. To continue, scope of this operation will be changed to all sheet(s) associated with the source file. Do you want to continue?**

**Solution** To move the source file and all the related pages, click the [Yes] button. To cancel the operation, click the [No] button.

**"Output to Office" function cannot be used because selected stack contains pages not scanned with ScanSnap, or pages insterted with a version of Rack2-Filer prior to V4.0L10.**

**Solution** Pages that can be used with "Output to Office" functions are those imported to Rack2-Filer version 4.0 or later using ScanSnap.  
Detach pages that are not imported using ScanSnap and try again.



Clicking  and selecting [Show ScanSnap Mark] displays the ScanSnap mark at the bottom of pages scanned with ScanSnap.

**The selected binder is currently being used.  
Wait for a while and try again.**

**Solution** Wait for a while and try again.

**Unable to move to the photo binder because the selected stack contains a page that is password-protected or print-restricted.**

**Solution** Password-protected or print-restricted PDF files cannot be imported to the photo binder.


---

**Target pages of selected stack for marked text cropping do not exist.  
(Pages were not scanned with ScanSnap or are password protected  
or print-restricted.)**

Solution Check the following.

- If pages shown in the selected stack are scanned with ScanSnap.



Clicking  and selecting [Show ScanSnap Mark] displays the ScanSnap mark at the bottom of pages scanned with ScanSnap.

- That the page is not imported from a password protected or a print-restricted PDF file.

**Could not print as specified pages of selected stack do not exist.**

Solution The specified pages do not contain pages which can be printed.

Pages which cannot be printed are as follows.

- Blank pages (if not printing blank pages)
- Password-protected/print-restricted PDF file pages

Specify pages which can be printed, and try again.

**Could not save as specified pages of the selected stack saved do not exist.**

Solution Check whether the selected stack contains any pages.  
Stacks containing only a divider sheet cannot be saved.

**Could not send e-mail as target page/source file of the selected stack does not exist.**

Solution Check whether the selected stack contains any pages.  
Or, if a source file is specified as an attachment, check whether the selected stack contains a source file.

**Cannot delete selected pages with source files because source files are password protected or print-restricted for the selected stack.**

**Solution** Source files attached to pages from password protected or print-restricted PDF file cannot be deleted.  
The selected stack does not contain source data which can be deleted.

**Cannot print as all pages of the selected stack are password protected or print-restricted.**

**Solution** Pages from password protected or print-restricted PDF files cannot be printed.

**Unable to export pages because all the pages of the selected stack are password-protected or print-restricted.**

**Solution** The selected stack does not have a page that can be exported.  
The password-protected/print-restricted pages cannot be exported to a cloud service or mobile device.  
Select a stack that can be exported and try again.

**Could not send e-mail as all pages of selected stack are password/print protected.**

**Solution** Pages from password protected or print-restricted PDF files cannot be sent as an e-mail.

**Cannot print as number of pages of selected stack is greater than 1000 pages. Select a stack with fewer than 1000 pages, and try again.**

**Solution** Reduce the number of pages to within the maximum, and try again.



---

**The selected stack will be imported to the photo binder as photo or document data.**

**When the stack is imported, the following information will be deleted:**

- Divider sheets
- Blank pages
- Key text blocks
- Annotations (sticky notes, highlight, hyperlinks, stamps)

**Note that the pre-import state can be restored by executing [Undo].**

**Solution** When a stack is moved from the WorkArea to a photo binder, the following information is removed. To continue the process, click the [OK] button.

- Divider sheets
- Blank pages
- Key text blocks
- Annotations (sticky notes, highlight, hyperlinks, stamps)

When a stack is moved, information in the source stack is deleted.

**Cannot add because the destination binder was created with a newer version/higher level of Rack2-Filer.**

**Select another binder.**

**Solution** The binder was created with a newer version/higher level of Rack2-Filer, and uses functions that are not supported by your version of Rack2-Filer. Check for available Update Packs, and update the program.

**Note:** If the message appears even after updating the program, it is necessary to upgrade Rack2-Filer (Paid Version).

**Program encountered error while saving data.**

**Check disk status (space, attributes, connectivity), and run again.**

- Solution     Check the following.
- The WorkArea storage location has enough free disk space.
  - Write permission exists for the WorkArea storage location.
  - The network connection, if the LibRoot folder is specified on the network.
  - Whether encryption software is installed.

**The pages that contain source data cannot be imported to the photo binder.**

- Solution     Delete the source data before importing pages to a photo binder.
- If you do not want to delete the source data from a source page or stack, make a copy of the page, delete the source data, and import it to a photo binder.

**Program could not insert sheet(s) between pages containing source files.**

- Solution     Insert into a a page that is not between pages containing source files.

**Cannot send e-mail because the maximum number of attachment files (10 files) has been reached.**

- Solution     There is a limit to the number of files that can be attached to an e-mail.
- If PDF files are specified as attachment files, files are created in thumbnail units. Reduce the number of attachment files to within the maximum by combining the thumbnails or dividing the process, and try again.
- If source files are specified as attachment files, all source files in the selected thumbnails are attached to the e-mail. Reduce the number of files to within the maximum by splitting the thumbnails, and try again.

---

**Program encountered an error while operating the binder.**

**This may be due to the following reasons.**

- Cabinet cannot be found
- Network has been cut
- Not enough disk capacity
- A read-only LibRoot folder has been specified

**Check that cabinet exists, the network environment, and status of the LibRoot folder (existence, attributes).**

**Solution** Check the following and try again.

- There is enough free space in the LibRoot folder or temporary folder
- Write privilege is set for the LibRoot folder (a new file can be created in the LibRoot folder)
- A connection is established if the LibRoot folder is on a network
- There is a cabinet (press the [F5] key to refresh the Rack2-Filer window)

**Backup or restoration operation is being performed. WorkArea cannot be started.**

**Solution** Wait until the backup or restoration operation is complete, and try again.

**The necessary files do not exist.**

**Reinstall Rack2-Viewer.**

**Solution** Rack2-Viewer may not be installed normally. Uninstall, and then re-install Rack2-Viewer.

**Program failed to import file(s).  
Check file contents and amount of free disk space, and try again.**

- Solution Check the following, and import the file again.
- The file can be accessed
  - The file is not opened by other applications
  - The file size is not zero
  - The file path does not exceed the maximum length allowed (256 characters)
  - The file is not corrupted (the file can be opened with the associated application)
  - Write permission exists for the WorkArea storage location

**Program error.  
Restart the system and try again.**

- Solution Restart the system and try again.

**Program could not move data file because the maximum number of pages (xxx) has been reached. Reduce the number of pages and try again.**

- Solution If the pages of the selected thumbnails are moved to a binder, the maximum number of pages allowed for the destination binder will be exceeded.
- Reduce the number of pages to be moved, or delete any unneeded pages from the destination binder, and try again.
- For xxx, the maximum number of pages selected in "Max Binder Size" in the [General] tab of the Rack2-Filer [Binder Settings] dialog box is displayed. Either of the following values is displayed depending on the setting of the dialog box:
- When "250 sheets (500 pages)" is selected: 500
  - When "500 sheets (1000 pages)" is selected: 1000

**Unable to execute because the same operation is already running.  
Please wait for the other process to complete and try again.**

- Solution After the process is completed, try again.

---

**Data is being updated. Operation cannot be performed.  
Please wait, and try again later.**

Solution Please wait, and try again later.

**The page to be added was created with a later version of Rack2-Filer, therefore the binder will update and all functions may not be available. Do you want to continue?**

Solution When adding pages imported with a later version of Rack2-Filer to the current version of Rack2-Filer by copying and/or transferring, the current version binder where the pages are added is also updated to the later version. Therefore, all functions may not be available. To continue operation using the current version of Rack2-Filer, click the [OK] button.

### **Specified file is currently not supported.**

**Solution** The file format is not supported, or the print function does not exist in the related application.

For Rack2-Filer, the image formats supported are:

BMP:	Windows and OS/2 bitmap
PCX:	Zsoft format (single page)
JPG, JPEG:	JPEG format
TIF, TIFF:	TIFF format (Including multiple pages. Excluding ZIP compression format.)
WMF:	Windows metafile
PSD:	Photoshop 3.0 format
PNG:	Portable Network Graphics format
TGA:	Truevision TARGA format
PCD:	Photo CD format
FPX:	FlashPix format
PDF:	PDF files exported from Rack2-Filer or imported using the ScanSnap (Other PDF files associated with applications with printing functions are also supported)

Specify the file in explorer, and check if the print menu is displayed.

If the print menu is not displayed, the file can be imported by opening the file with the associated application and setting "Raku2 ImageWriter" as a printer.

### **Error occurred while creating the PDF.**

#### **Try again.**

**Solution** Check the following:

- There is enough space in the temporary folder.
- Write privilege is set for the temporary folder.
- Encryption software is not installed.

---

**Cannot access WorkArea folder. Check the status of the specified folder. To check the WorkArea folder, select [Settings] from the [Edit] menu to show the [Rack2-Viewer Settings] dialog box, and then select the [WorkArea] tab.**

- Solution
- Check the following:
- A WorkArea folder exists
  - A new file can be created in the folder





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## **Rack2-Filer User's Guide**

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