Rack2-Filer Smart Your Guide

❖How to Use This Manual

1. Experience basic operations of Rack2-Filer Smart

⇨Let's Try (Page 8)

2. Learn useful functions of Rack2-Filer Smart

⇨Let's Learn More (Page 24)

For the terms and abbreviations used in this manual, refer to "Descriptions in This Manual" (Page 79).

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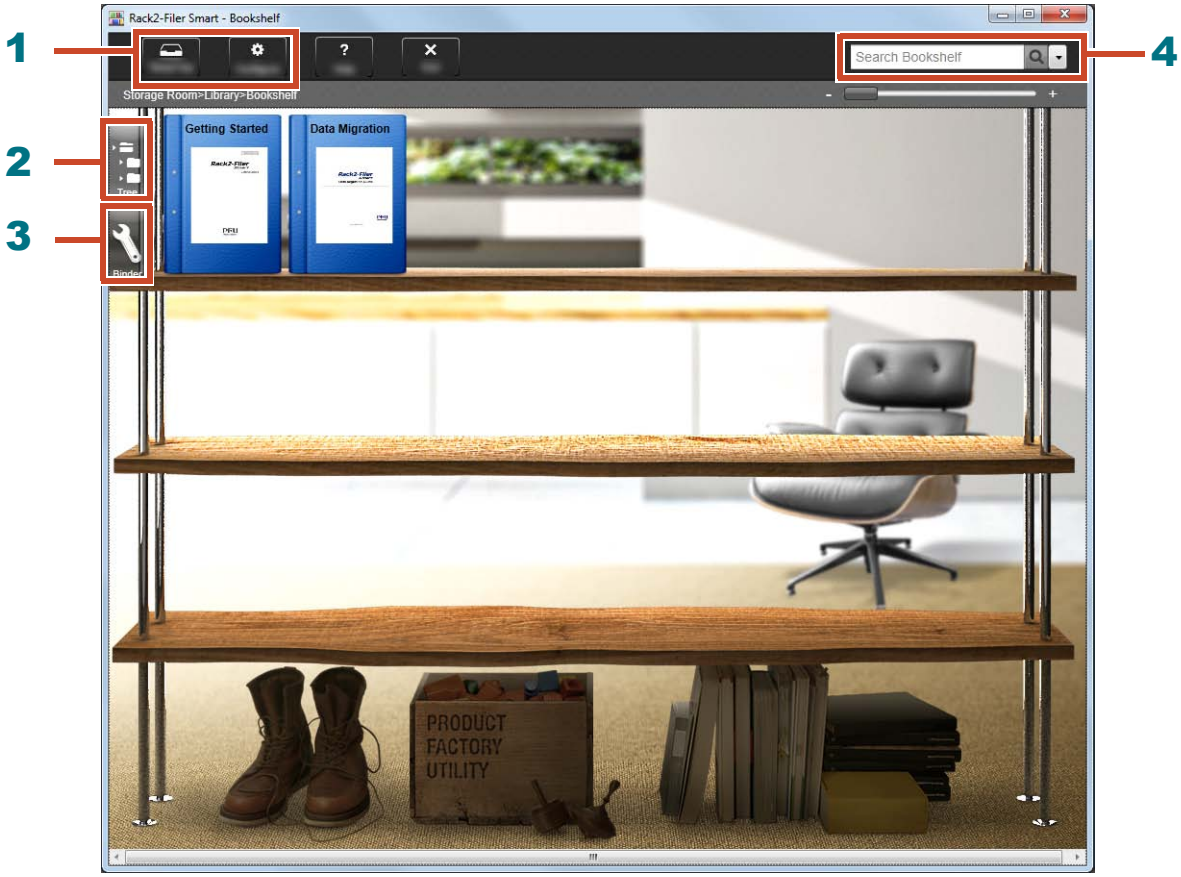
Introduction

Rack2-Filer Smart allows you to manage, view, and edit data as if you are handling actual binders in a bookshelf.

Rack2-Bookshelf window

This window is used to manage binders and set the operating environment.



From the Rack2-Bookshelf window, the following operations are available (The numbers in the table correspond to those in the window above).

Number	Operation
1	● The data can be temporarily imported from the ScanSnap and mobile devices to Rack2-TempTray, and then classified later and added to binders. ● Used to set the operating environment.
2	Used to operate the storage rooms/libraries/bookshelves/binders.
3	Used to operate binders.
4	Used to search binders.

Click ? to refer to the Rack2-Filer Smart Help for the details of each item in the window.

The data is managed as follows:

Storage Room (*1)

*1: The location where the data of Rack2-Filer Smart is stored. A local drive, network drive, and cloud storage can be specified.

For the number of data items that can be managed in a storage room, library, bookshelf, or binder, refer to "Maximum Number of Data Items" (Page 71).

Rack2-Viewer

This window is used to view binders.

From Rack2-Viewer, the following operations are available (The numbers in the table correspond to those in the window above).

Number	Operation
1	Used to display the contents to grasp the contents of the binder.
2	Used to edit a page.
3	Used to add sticky notes/memos/highlights/stamps/hyperlinks to a page.
4	Used to edit business cards and photos imported to a page.
5	Used to save and print binders, send binders as e-mail and convert binders to PDF.
6	Used to search pages.
7	Used to change the viewing mode ([2-Page Spread Mode]/[Single Page Mode]/ [Thumbnail View Mode]).
8	Used to zoom pages. While holding down the mouse button at ▬, slide it to the right.

Click ? to refer to the Help pages for the details of each item in the window.

Workflow and Functions (Contents)

The main functions of Rack2-Filer Smart are as follows:

Tips: When the [Windows Security Alert] window is displayed

When you start Rack2-Filer Smart for the first time or while you are performing an operation with Rack2-Filer Smart, the [Windows Security Alert] window may be displayed by the Windows firewall. For details, refer to "When the [Windows Security Alert] Window Is Displayed" (Page 75).

1. Startup	Double-click on the desktop
2. Create	Creating a Binder 9
3. Import	Importing a File 11
	Scanning a Paper Document 13
	Importing Data from the ScanSnap 25
	Importing a Page from a Web Browser 28
	Importing Data from Magic Desktop 32
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	Editing a Source File Copied to a Page 37
	Archiving Photos 39
6. Export	Exporting a Binder to a Mobile Device 46
	Uploading a Binder to Cloud Storage 56
	Saving a Page Converted to PDF 64
	Duplicating/Moving a Binder 66

This manual explains the above operations divided into basic operations and useful functions.

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If you read the explanations in order, you can experience the basic operations of Rack2-Filer Smart (Required time: Approx. 10 to 15 min.).

1. Creating a Binder 9
2. Importing a File 11
3. Scanning a Paper Document 13
4. Moving a Page 15
5. Adding a Sticky Note/Memo/Highlight 17
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You can learn the useful functions of Rack2-Filer Smart.

1. Importing Data from the ScanSnap 25
2. Importing a Page from a Web Browser 28
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4. Searching for a Page 34
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11. Other Useful Functions 69

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You can learn the specifications and notes on using Rack2-Filer Smart in relation to the descriptions in this manual.

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Let's Try

This chapter describes basic operations such as creating a data container (binder), importing data into Rack2-Filer Smart, and editing pages.
Let's experience basic operations of Rack2-Filer Smart, reading the explanations!
(Required time: Approx. 10 to 15 min.)

Read the following explanations in order.

1. Creating a Binder 9
2. Importing a File 11
3. Scanning a Paper Document 13
4. Moving a Page 15
5. Adding a Sticky Note/Memo/Highlight 17
6. Exiting Rack2-Filer Smart 22

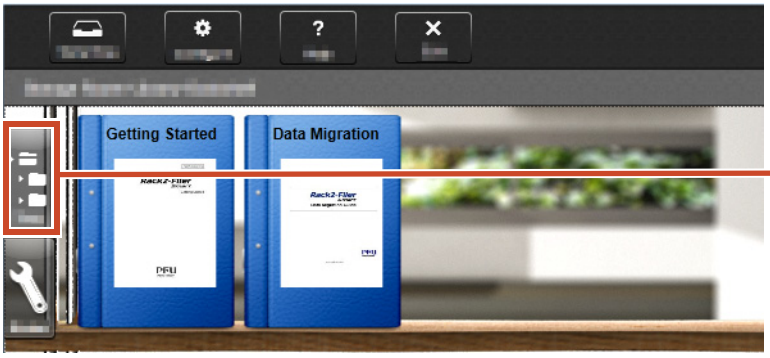
1. Creating a Binder

You can create a binder in various designs as required.

Steps

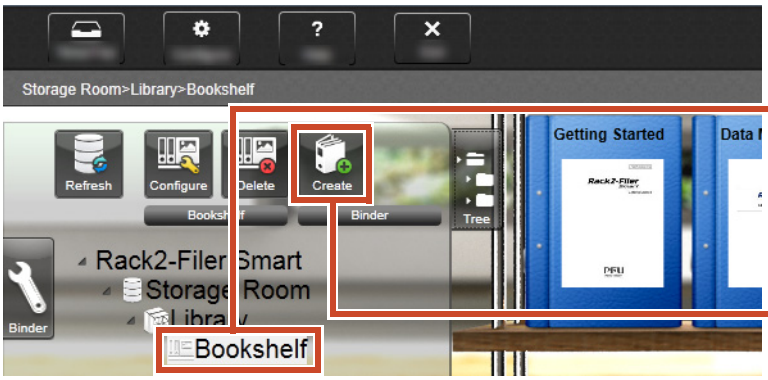
Create a binder called "Document" on the bookshelf that was created during installation.

1



Click this if the tree view is not displayed

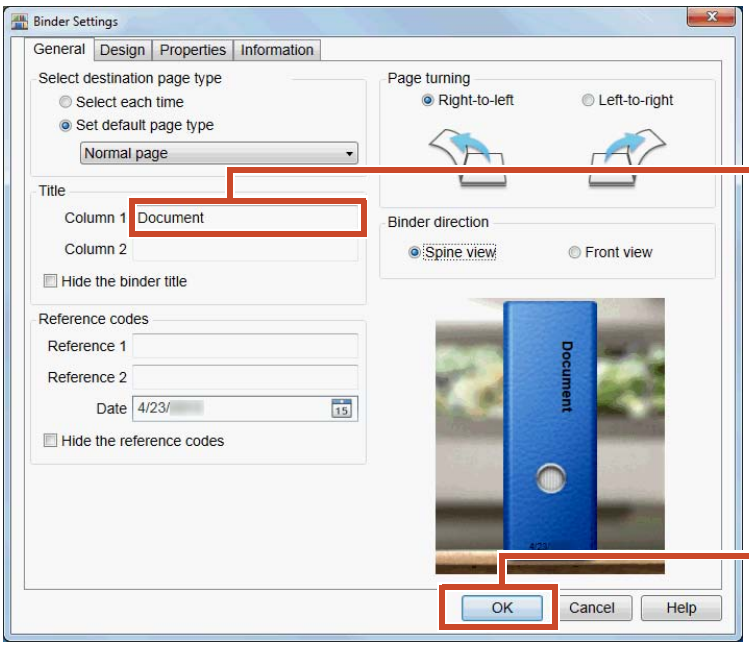
2



1. Select the bookshelf in which you want to create a binder

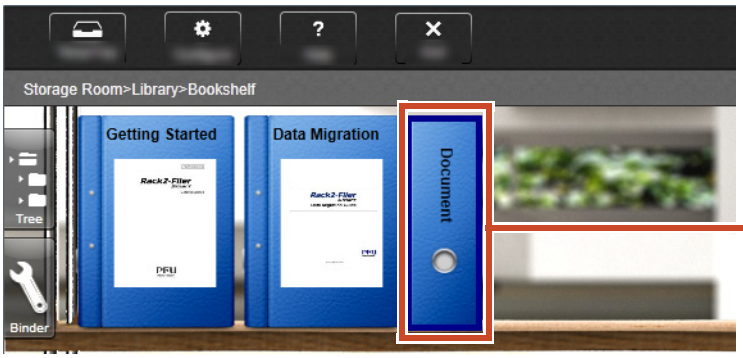
2. Click

3



1. Type "Document"

2. Click



A binder is created in the bookshelf.

2. Importing a File

Import the files stored in your PC into a binder and reorganize them.

Tips: Supported file format

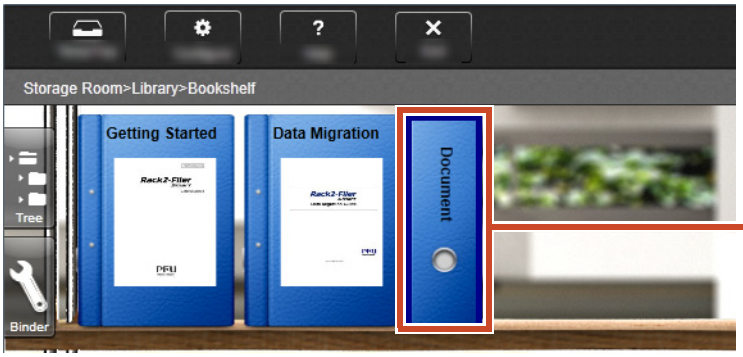
Refer to "Supported File Format" (Page 71).

Steps

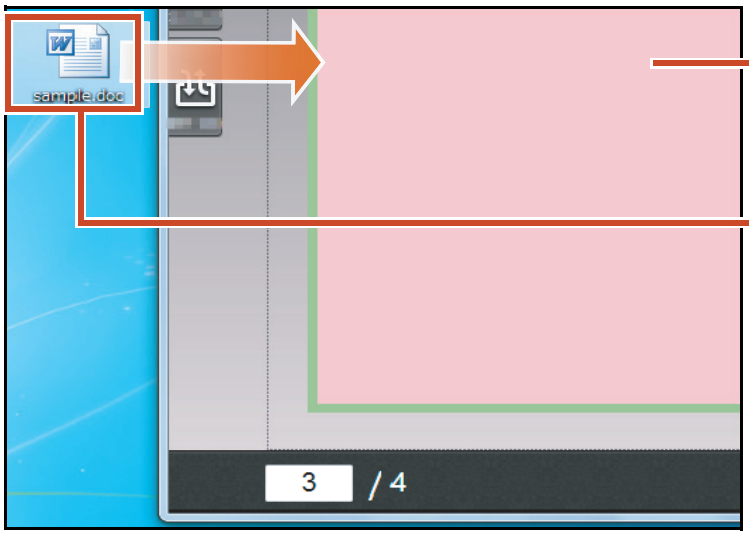
Import a file into a binder.

The following example describes how to import a Microsoft Word file (Word file) from the desktop.

1

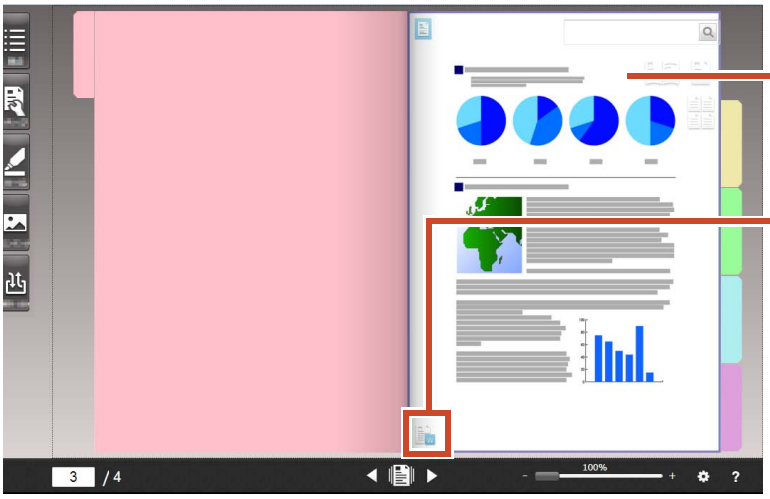


2



1. Open the page (divider) onto which you want to import the file

2. Drag and drop the file into the binder



The contents of the Word file are displayed on the page.

This indicates that the source Word file is copied to the page.
For details on how to display the imported Word file, refer to "Editing a Source File Copied to a Page" (Page 37).

3. Scanning a Paper Document

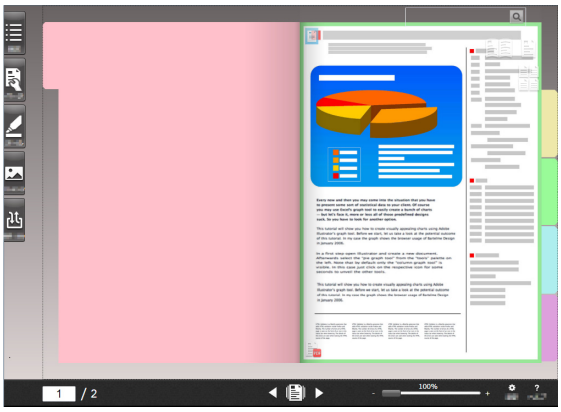
Scan a paper document with the ScanSnap and import it to a binder.

Tips: Supported scanners (ScanSnap)

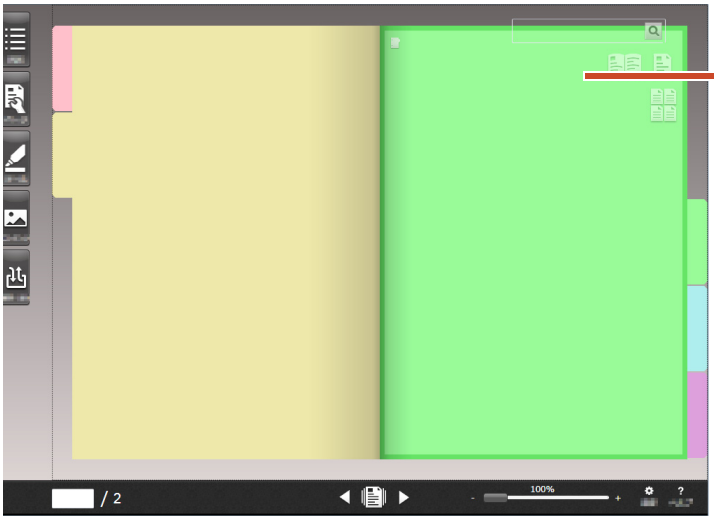
Refer to "System Requirements" in "Rack2-Filer Smart Getting Started".

Steps

Import an A4 size paper document into a binder.

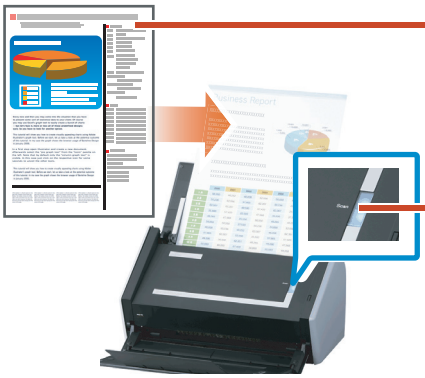


1



Open the page onto which you want to import the paper document

2



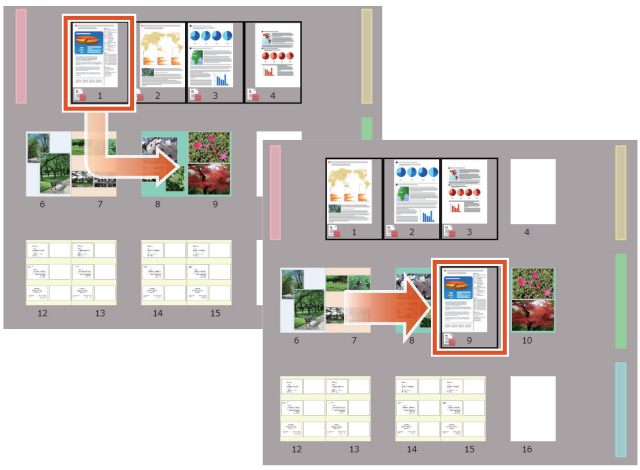
1. Load the paper document in the ScanSnap

2. Press the scan button

The paper document is imported.

4. Moving a Page

To move pages, display pages as thumbnails, and then drag and drop them.

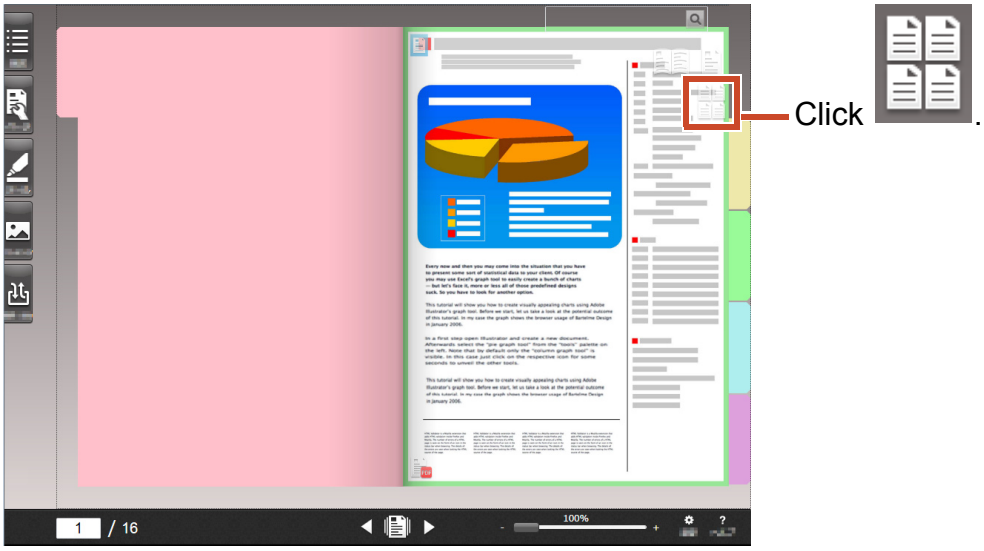


This section describes how to move a page in Rack2-Viewer.

You can also move pages by cutting and pasting them. For details, refer to “Rack2-Viewer Help” in the Rack2-Filer Smart Help.

Steps

1



2

Click (select) the page to be moved

3

Drag and drop it to the destination point.

The page is moved.

Tips: When a source file is included in the selected pages

A message to confirm whether to move all pages including source files will appear. Click the [Yes] button to move all pages, or the [No] button to move only the selected pages by deleting source files.

5. Adding a Sticky Note/Memo/Highlight

You can add the following items (referred to as "annotation data") to a page as if handling a paper document.

- Sticky note
- Memo
- Highlight
- Stamp
- Hyperlink

You can also search pages using a string entered in a sticky note or memo.

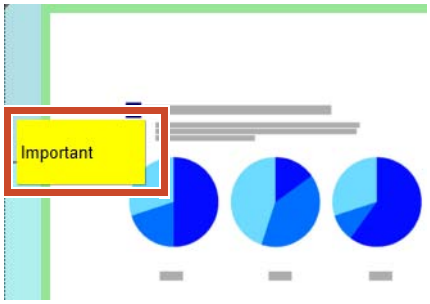
This section describes how to add a sticky note/memo/highlight.

For details on how to add other annotation data, refer to "Rack2-Viewer Help" in the Rack2-Filer Smart Help.

5.1 Adding a Sticky Note

Steps

Write "Important" on a yellow sticky note.



1

Click

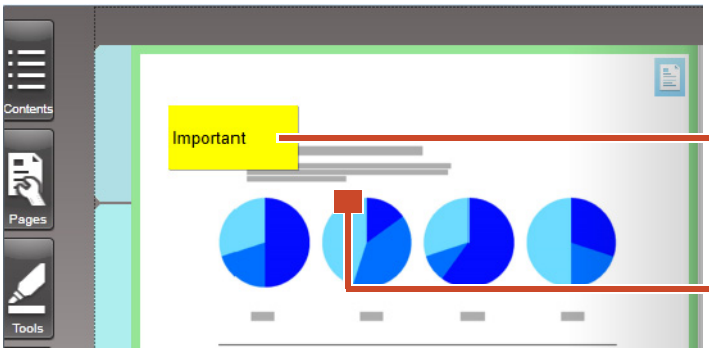
2

1. Click

2. Click

The mouse pointer changes from to .

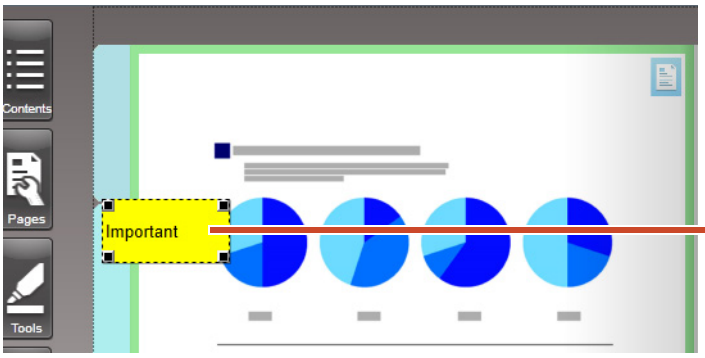
3



1. Click the page and enter the text on the sticky note

2. Click on the page

The sticky note is confirmed.

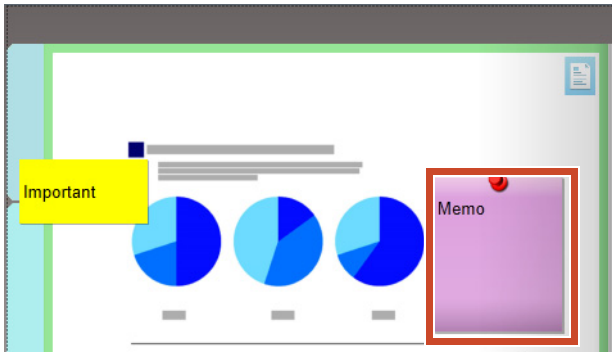


You can change the position of a sticky note by selecting and dragging it.

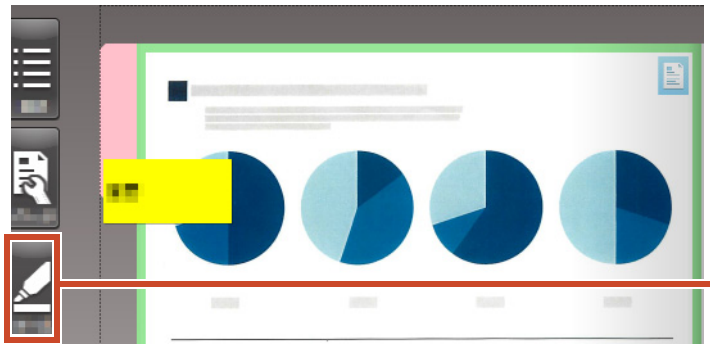
5.2 Adding a Memo

Steps

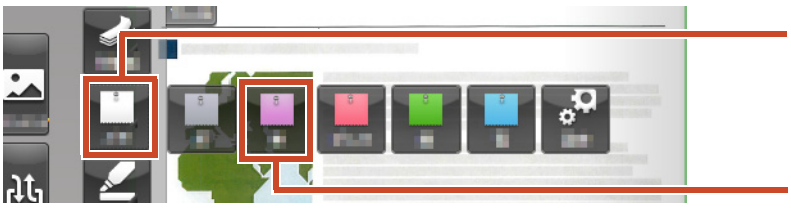
Add a purple memo, and then write "Memo" on it.



1



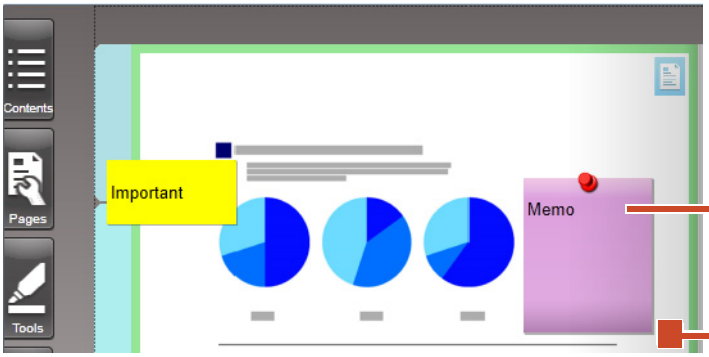
2



The mouse pointer changes from to .

3

4



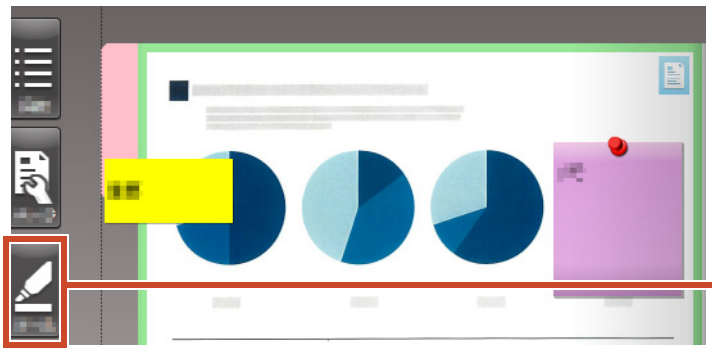
The memo is confirmed.

5.3 Adding a Highlight

Steps

Add purple highlight.

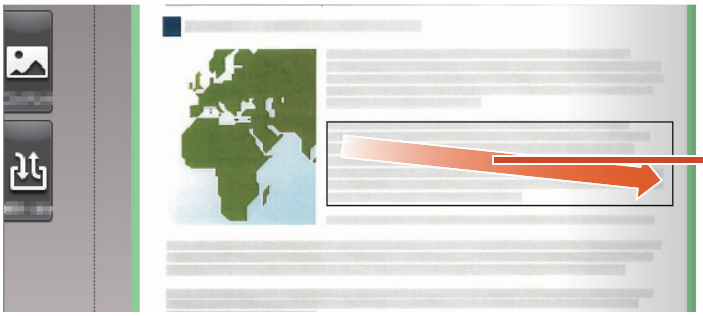
1



2

The mouse pointer changes from to .

3



6. Exiting Rack2-Filer Smart

Save binders and exit Rack2-Filer Smart.

6.1 Saving a Binder

Steps

1

The binder is saved.

6.2 Exiting Rack2-Filer Smart

Close the binder and exit the bookshelf.

Steps

1

2

This is the end of the basic operations.

"Let's Learn More" (Page 24) introduces you to useful functions of Rack2-Filer Smart!

Let's Learn More

This chapter describes major operations to make good use of Rack2-Filer Smart.
Start by reading about a function that you are interested in, and then try it out.

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	Importing a Page from a Web Browser 28
	Importing Data from Magic Desktop 32
Search	Searching for a Page 34
Edit	Editing a Source File Copied to a Page 37
	Archiving Photos 39
Export	Exporting a Binder to a Mobile Device 46
	Uploading a Binder to Cloud Storage 56
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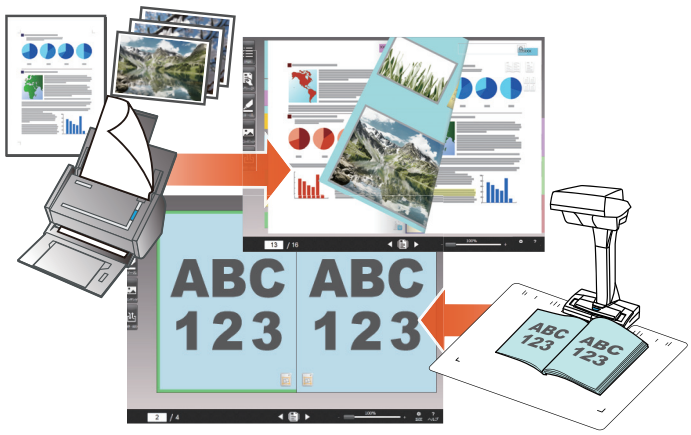
Other Useful Functions 69

1. Importing Data from the ScanSnap

Data can be imported from the ScanSnap into the Rack2-Filer Smart binder without starting Rack2-Filer Smart.

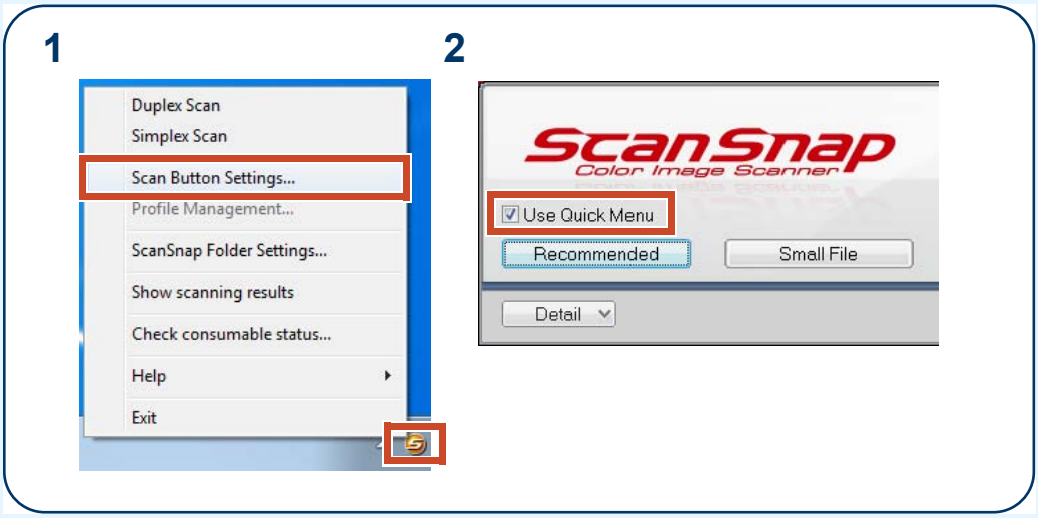


1.1 Importing Paper Documents and Photos as a Digital Image

This section explains how to create a binder and import data into the binder after scanning paper documents or photos with the ScanSnap.

Tips: Before operation

- Refer to "Scanning a Paper Document with the ScanSnap" (Page 74).
- This section uses the Quick Menu in ScanSnap Manager. Check that ScanSnap Manager is set to use the Quick Menu in [Scan Button Settings].

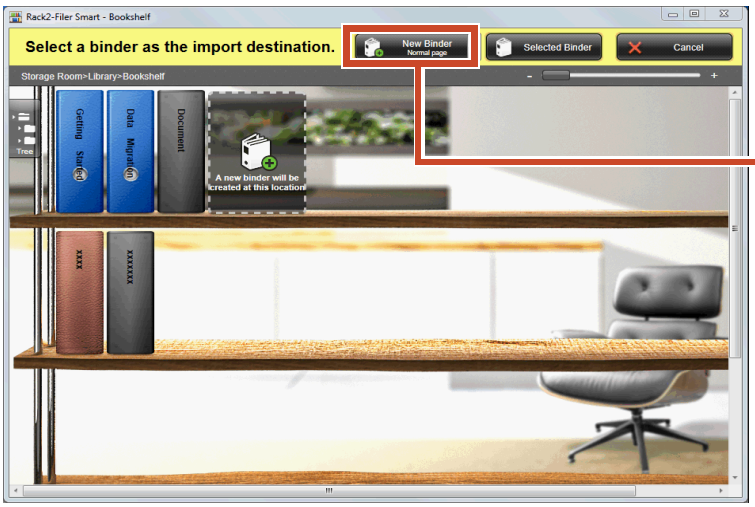


Steps

1

2

3



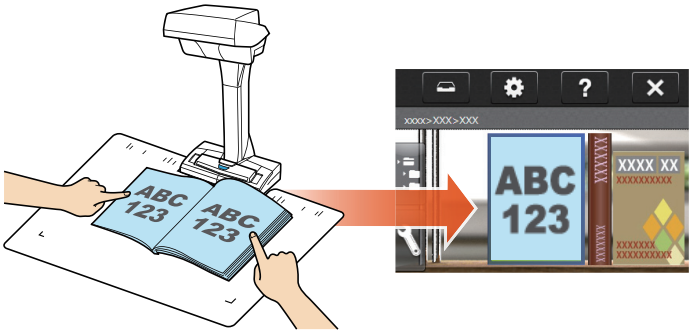
Click

Data is imported into the created binder.

1.2 Importing the Scanned Book Image

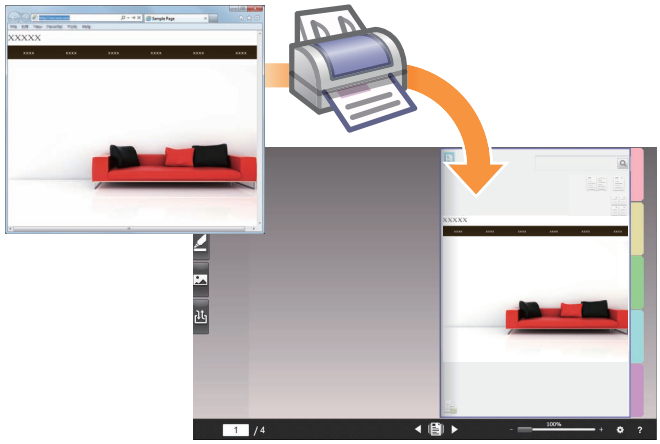
Using ScanSnap SV600 allows you to scan books without tearing out the pages and replicate the books as a digital document in Rack2-Filer Smart.

For book replication, refer to the ScanSnap SV600 Basic Operations Guide.



2. Importing a Page from a Web Browser

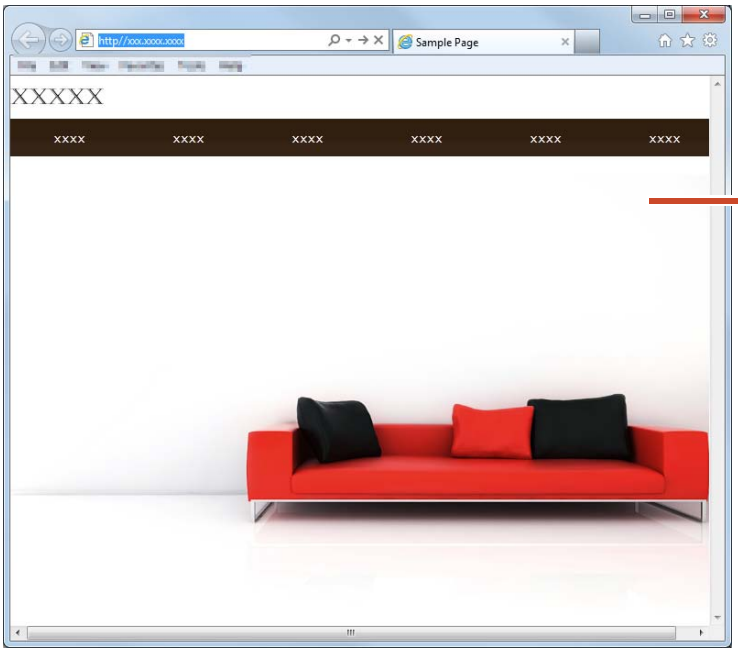
You can import files directly from the displayed application using the print function.



Steps

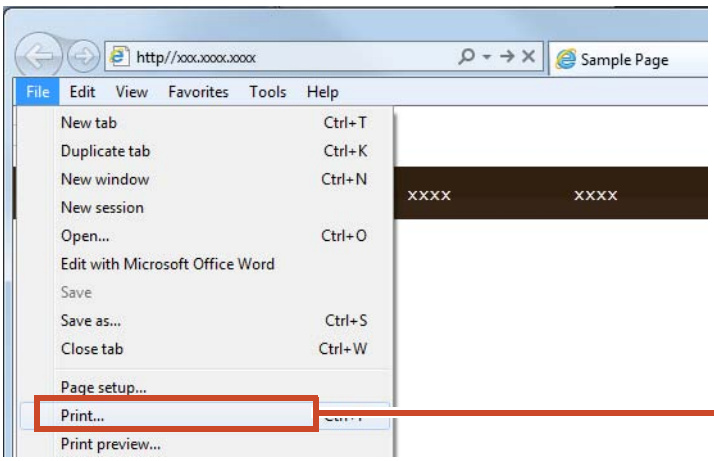
The following example describes how to import a Web page displayed with Internet Explorer into a binder.

1



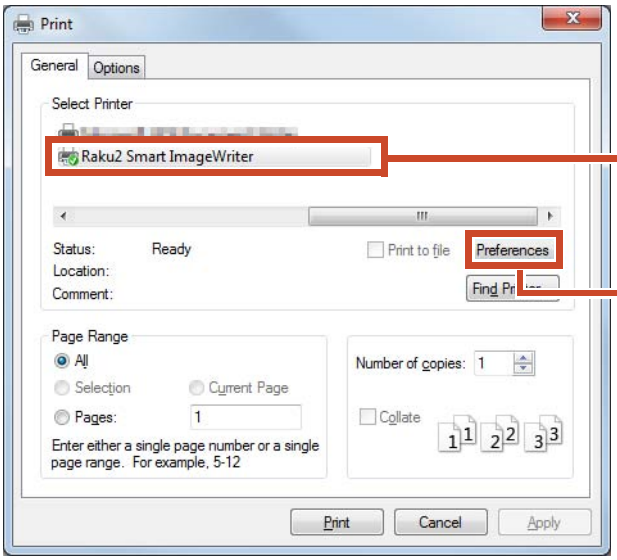
Open the Web page to be imported

2



Click

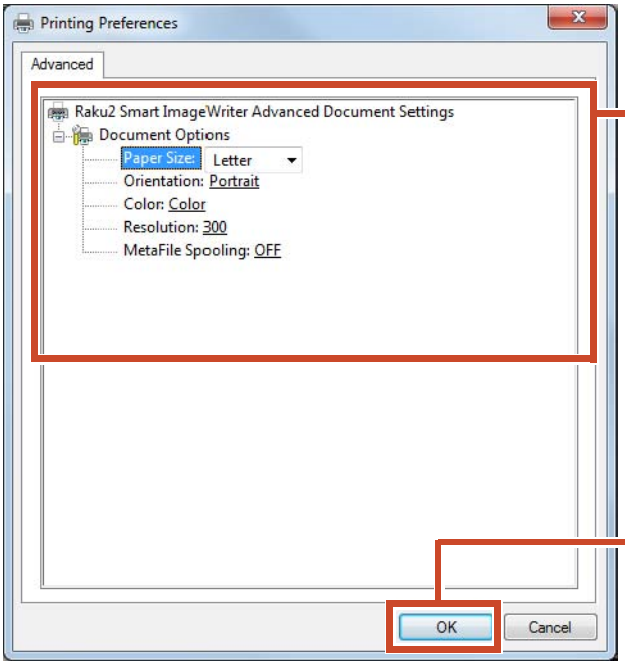
3



1. Select [Raku2 Smart ImageWriter]

2. Click

4



1. Set the details

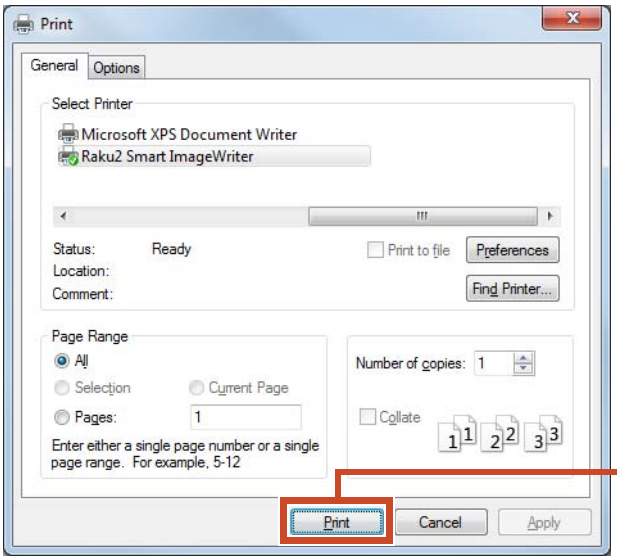
2. Click

The following items can be set:

Item	Description
Paper Size (*1)	Choose the size of paper for printing. The default setting is [Letter].
Orientation (*1)	Choose the orientation of paper for printing. The default setting is [Portrait].
Color (*1)	Choose the color. The default setting is [Color].
Resolution (*1)	Choose the resolution. The default setting is [300]. Choosing a higher resolution makes the page clearer but increases the file size.
MetaFile Spooling	Choose [OFF], normally.

*1: The changed settings may not be enabled for some applications.

5

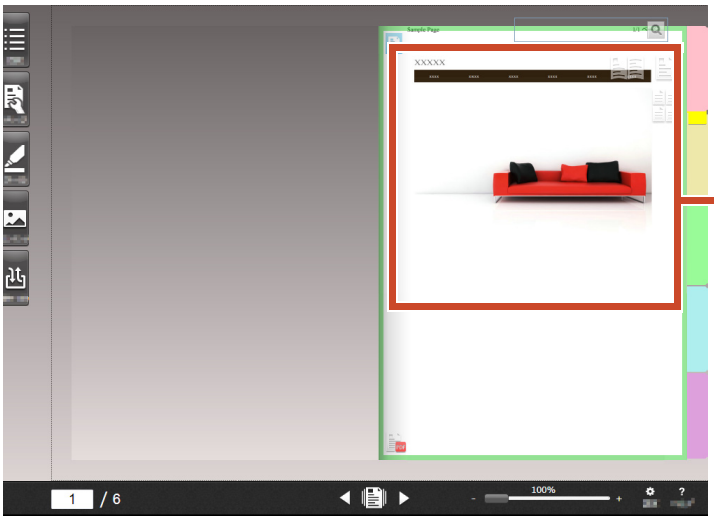


Click

6

1. Select the binder into which you want to import the page

2. Click



Data is added to the specified binder.

3. Importing Data from Magic Desktop

Magic Desktop is a software application in which memos and images created on a mobile device and data scanned from the ScanSnap can be sorted into various work or personal groups and organized. You can also link with a social networking service (*1) and then organize your documents in Magic Desktop while communicating with others.

Let's look at saving accumulated data into the Rack2-Filer Smart binder.

*1: The only social network that can be displayed on Magic Desktop is Facebook.

Steps

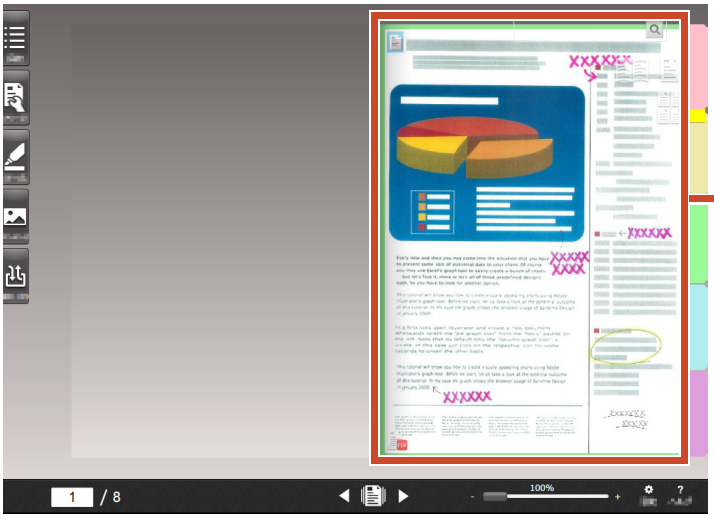
1

Click this button on the Magic Desktop clipboard

2

1. Select the binder into which you want to import the page

2. Click



Data is added to the specified binder.

Tips: Selecting pages

If [Select each time] is selected in [Select destination page type] when creating a binder, the page type selection window will appear after Step 2.

4. Searching for a Page

You can search for a page using the following information.

- Binder title
- Reference codes
- Text on pages (Created/Input key text blocks)
- Annotation data text
- Text on divider sheets
- Keywords set to binders
- Contents information
- Business card information

This section describes how to search the text (key text blocks) on pages.

4.1 Creating Key Text Blocks

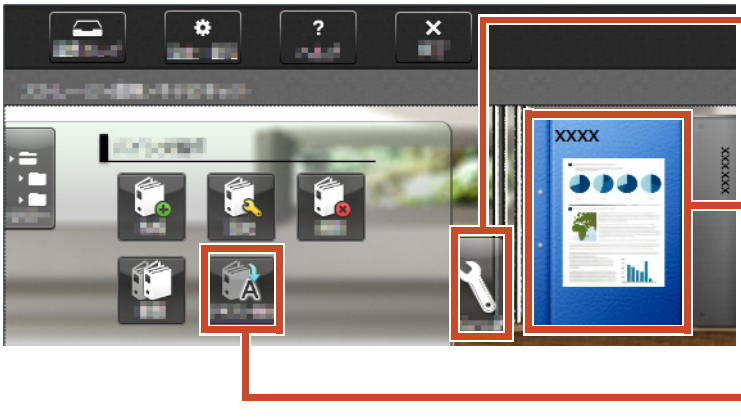
You can create key text blocks in a binder which enables you to search the text on the pages.

Tips: Availability of operation

If data is imported with the settings to create key text blocks enabled, this operation is not required. Proceed to "Searching for a Page" (Page 36).

Steps

1



2

3

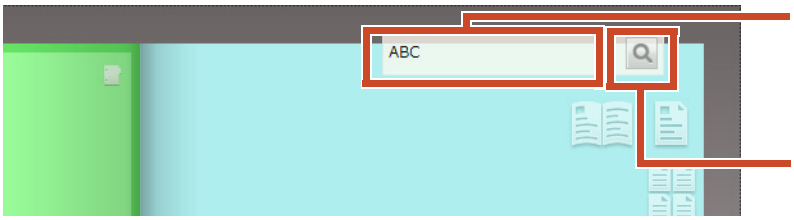
Searching text on pages becomes available.

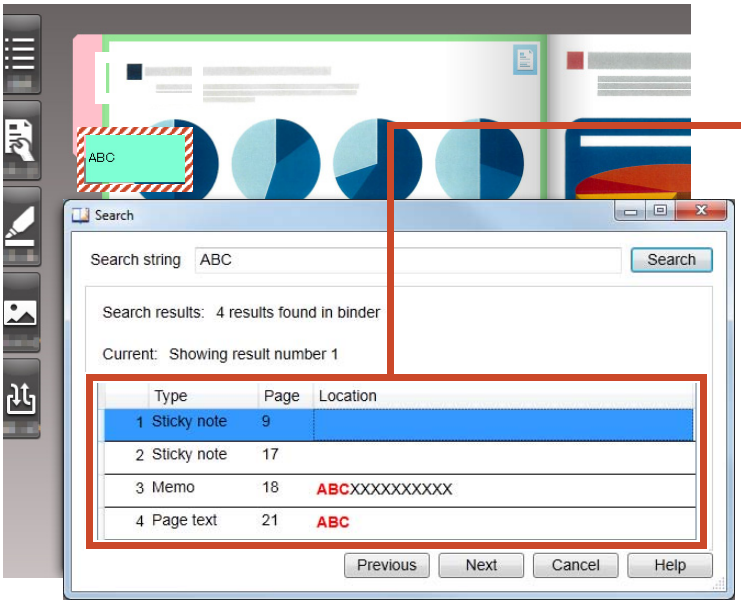
4.2 Searching for a Page

Steps

This section describes how to search for a page in Rack2-Viewer.

1



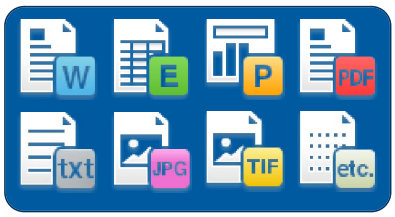


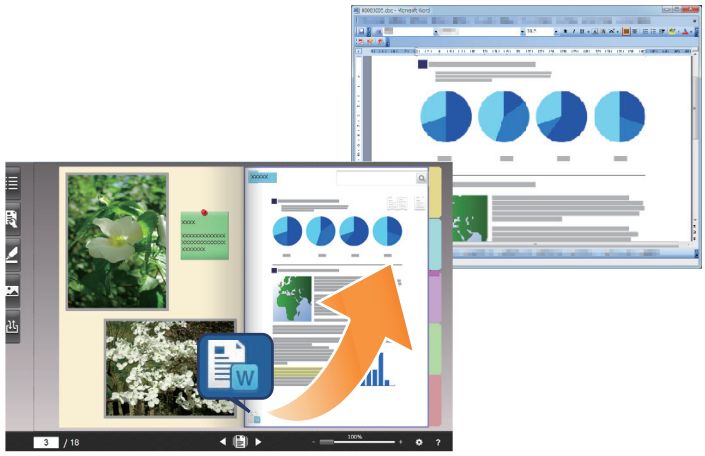
The search results are displayed.
Clicking the search result displays the corresponding page.

5. Editing a Source File Copied to a Page

Source files that are copied to the page when data is imported can later be edited with the associated application. Changes are reflected to the page on Rack2-Viewer.

On the page to which the source file is copied, the icon of the application associated with the source file is displayed.





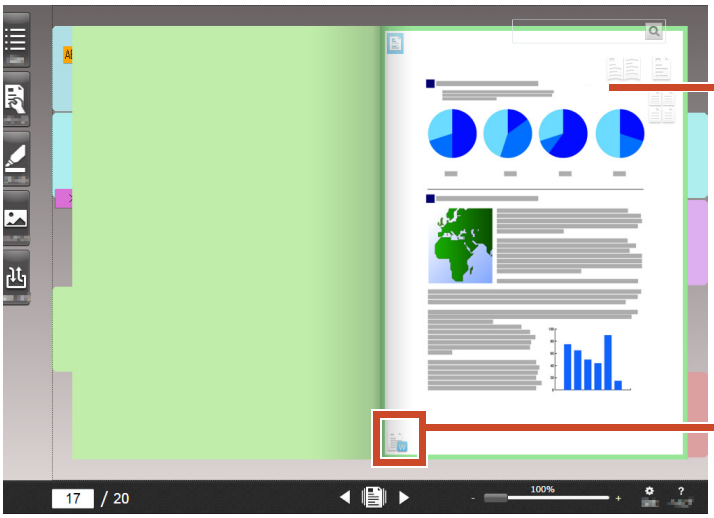
Tips: If no icons are displayed on the page

When you perform the following operations before importing a source file, the source file is copied to the page and the icon is displayed.

1. Click ⚙ in Rack2-Viewer
2. Click the [Page Insertion] tab on the [Options] window
3. Select [Import the source file] in [Scan/file import settings]

Steps

1

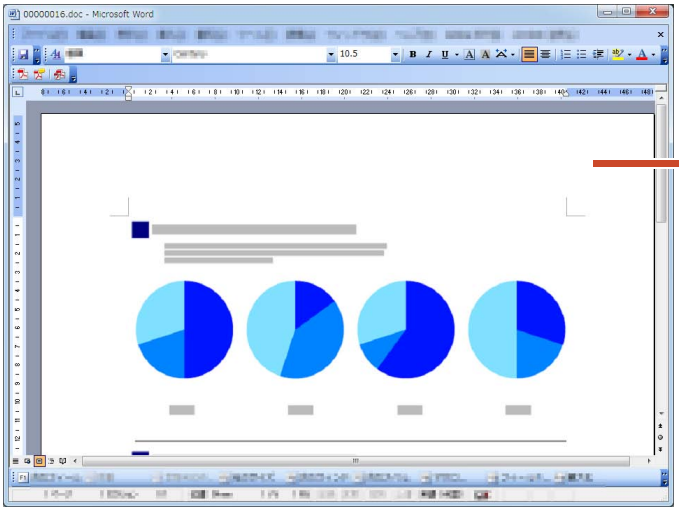


1. Open the page in which the source file is copied

2. Double-click

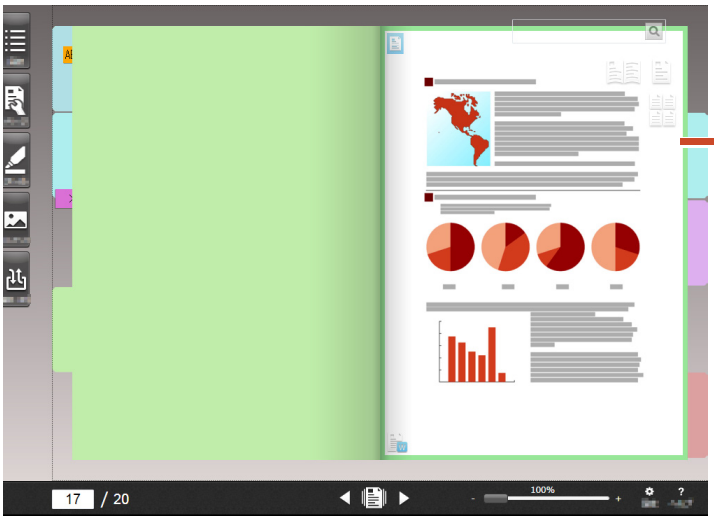
The application associated with the source file starts.

2



Edit the file and save it

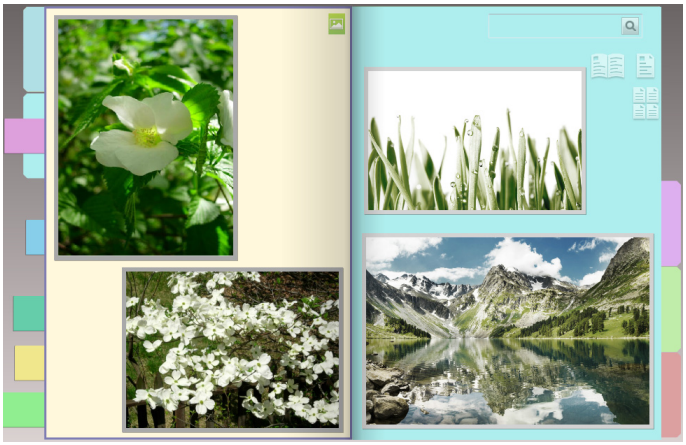
The file content is updated.



Exiting the application updates the page image.

6. Archiving Photos

You can create a photo album by arranging multiple photos on a page.

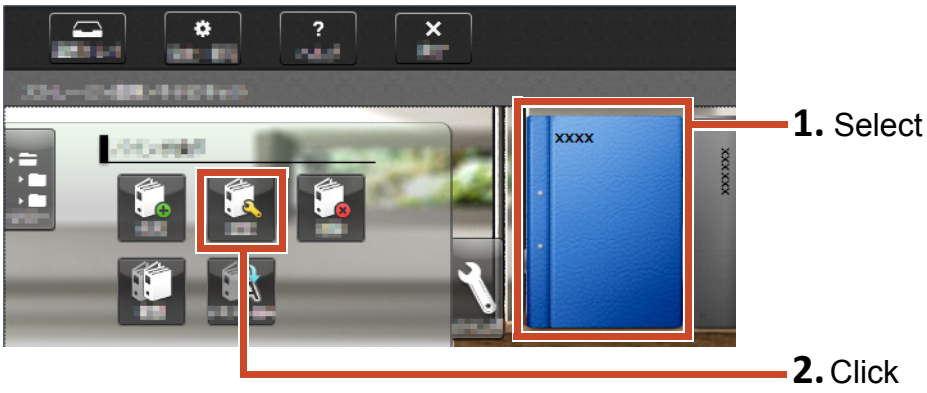


6.1 Importing a Photo

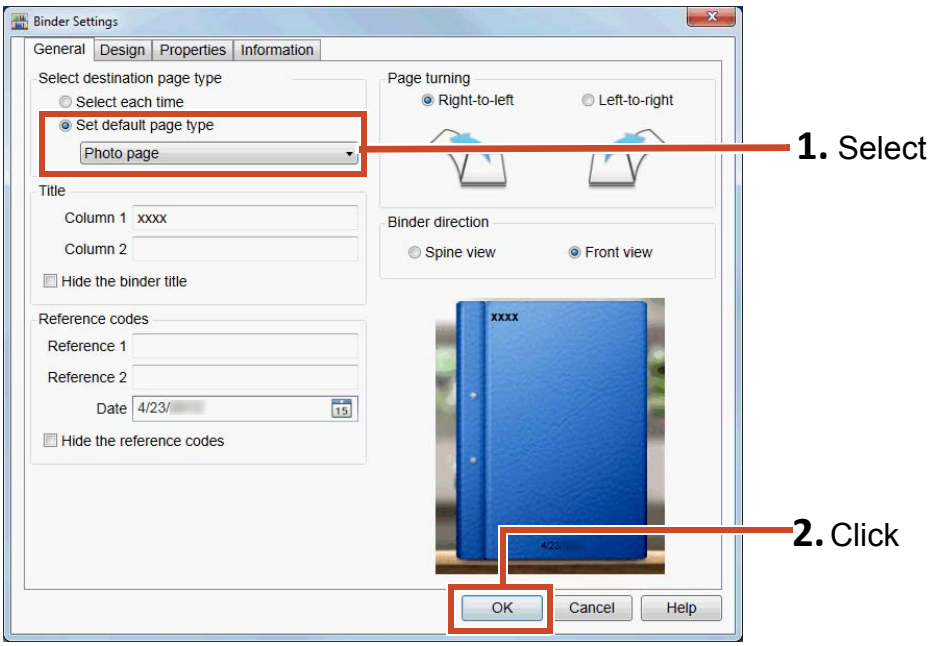
Set [Photo page] for the destination page type, and then import a photo.

Steps

1



2



3 Refer to the following in order, and then import a photo.

- **To import a photo source file (digital camera data):**

  1. "Supported File Format" (Page 71)

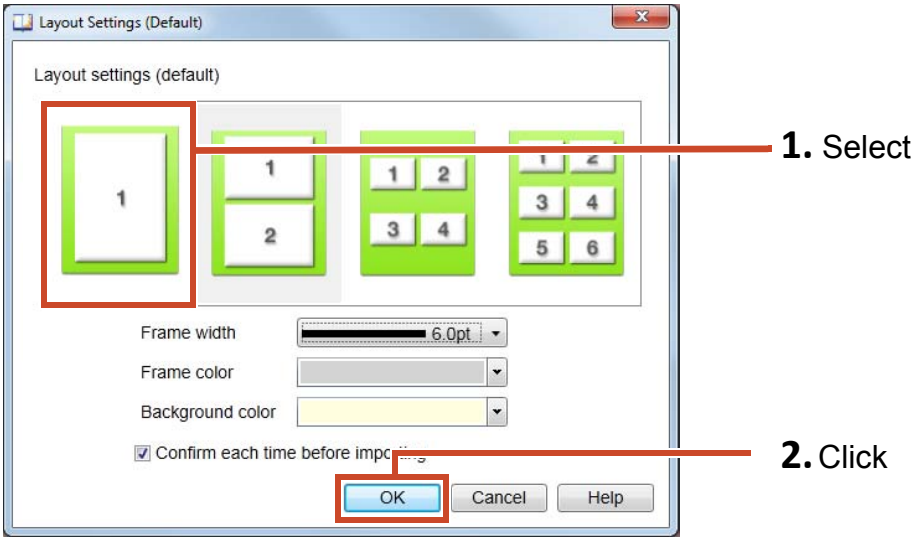
  2. "Importing a File" (Page 11)

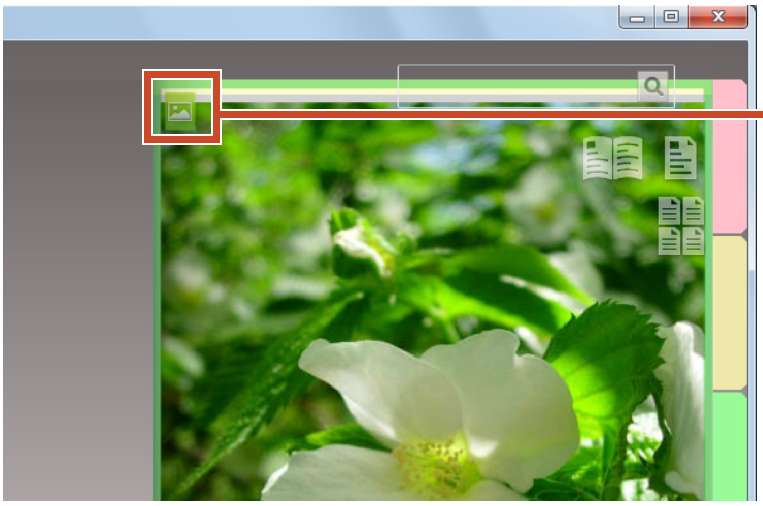
- **To scan a photo using the ScanSnap:**

  1. "Scanning a Paper Document with the ScanSnap" (Page 74)

  2. "Scanning a Paper Document" (Page 13)

4



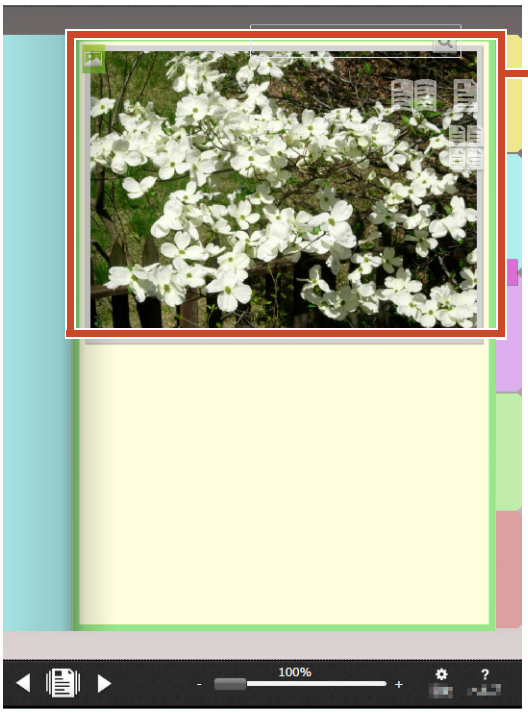


On the page to which the photo is imported, the photo page icon ( ) is displayed.

6.2 Changing Position and Display Size of a Photo

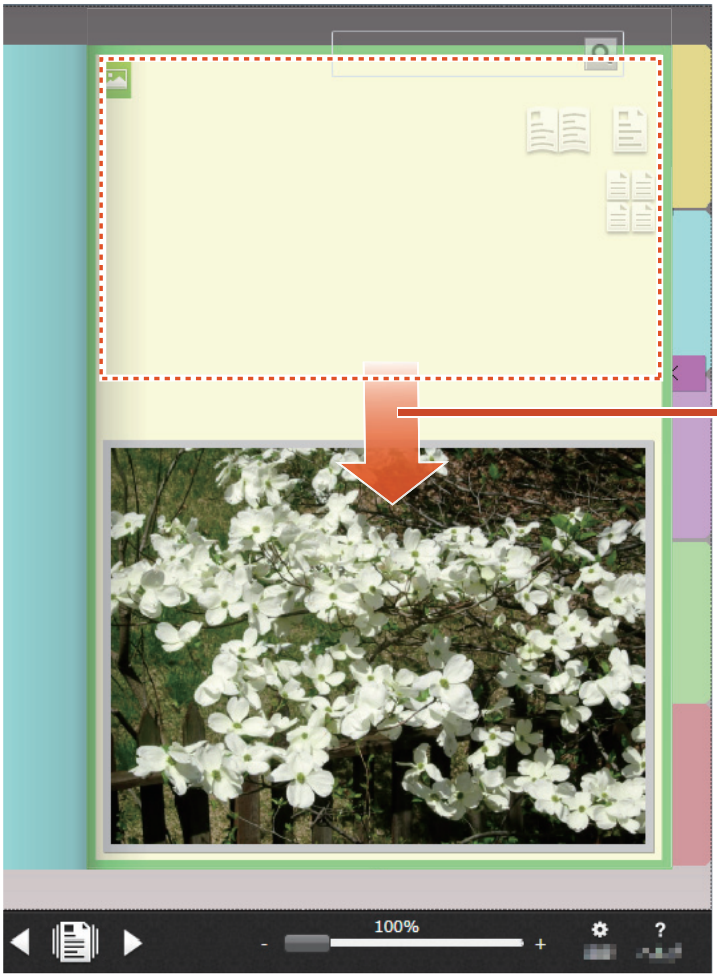
Steps

1



Select a photo

2



Drag and drop to move the photo

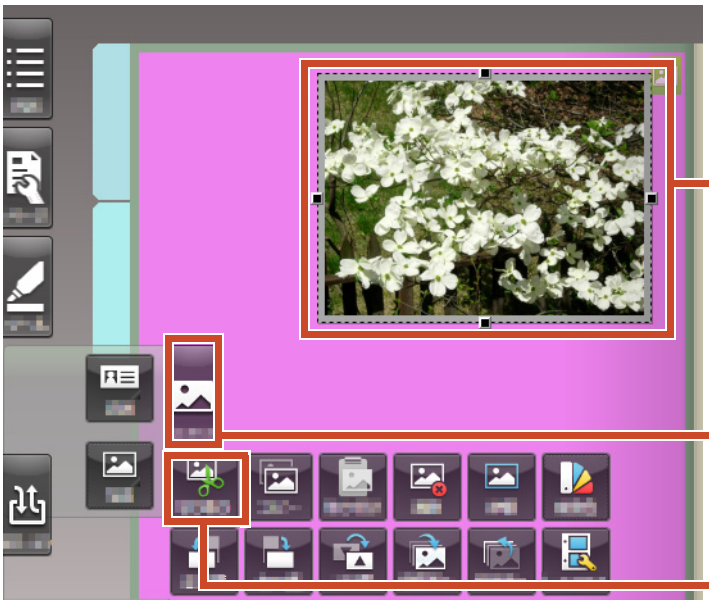
3

Select the frame of the photo and drag it to change the display size

6.3 Moving a Photo to Another Photo Page

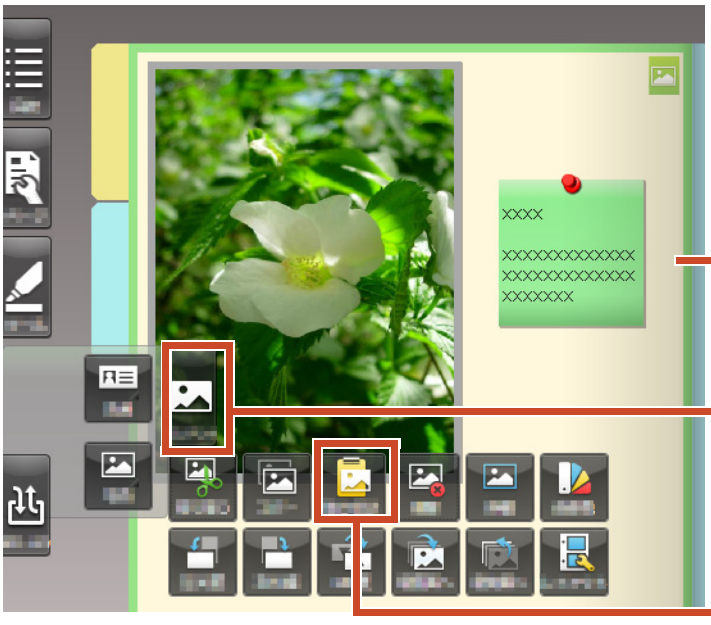
Steps

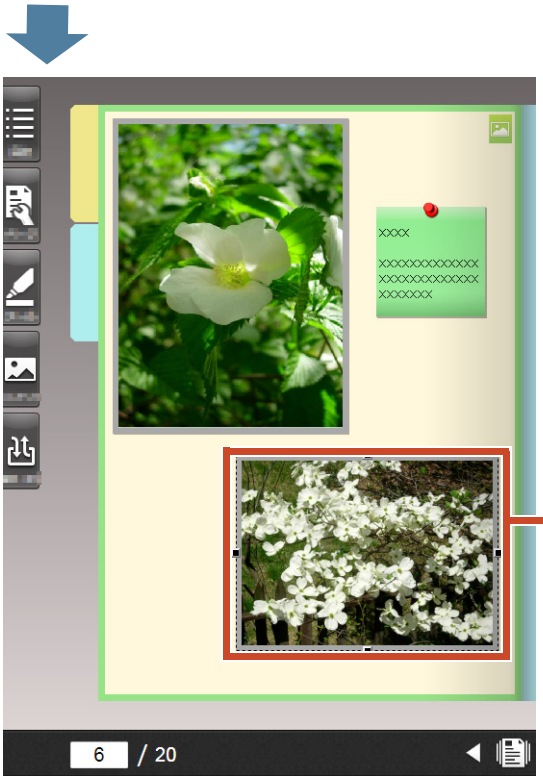
1



The photo is cut.

2





The photo is pasted.

Tips: Moving a photo

You can also paste the cut photo onto a photo page in another binder.

7. Exporting a Binder to a Mobile Device

You can export the binder data to "Rack2-Filer Smart for iOS" (*1) or "Rack2-Filer Smart for Android" (*2), which are applications for mobile devices. The data can be viewed and highlights and page memos (called easy annotation) can be added.

In addition, when you export a binder with export settings for a mobile device enabled (*3), easy annotations that are added with your mobile device can be imported to the binder on your PC.

*1: Search and download (for free) "Rack2-Filer Smart for iOS" from the App Store.

*2: Search and download (for free) "Rack2-Filer Smart for Android" from Google Play.

*3: Exported binders on your PC can only be viewed and a mark ( ) appears on the spine.

7.1 Initial Settings (First Time Only)

When you export a binder, perform the following settings.

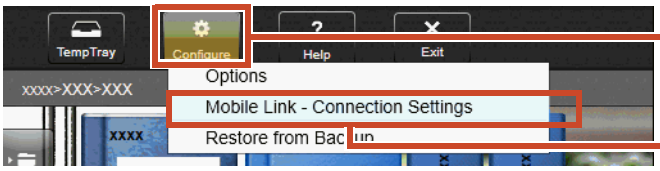
1. "Configuring the Binder Export Settings" (Page 46)
2. "Enabling the Export Option" (Page 47)

7.1.1 Configuring the Binder Export Settings

Configure the settings that will be used when exporting a binder to your mobile device.

Steps

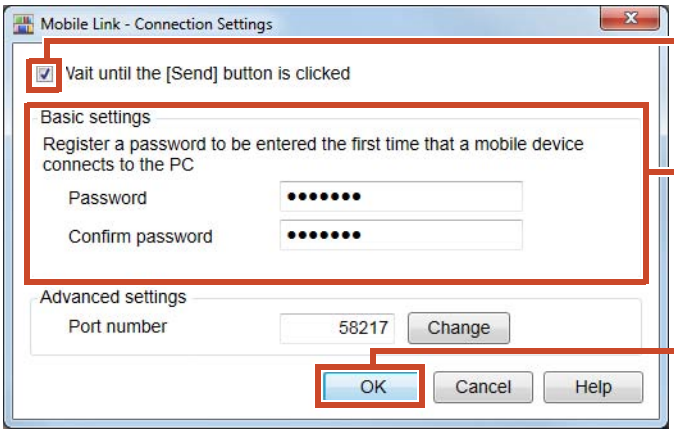
1



1. Click

2. Click

2



1. Select the check box

2. Enter a password

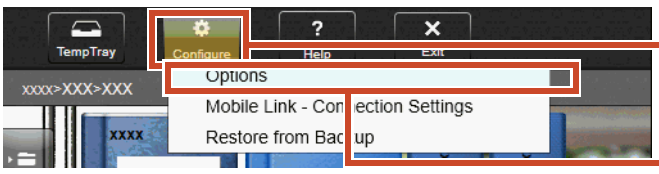
3. Click

The settings are configured.

7.1.2 Enabling the Export Option

Steps

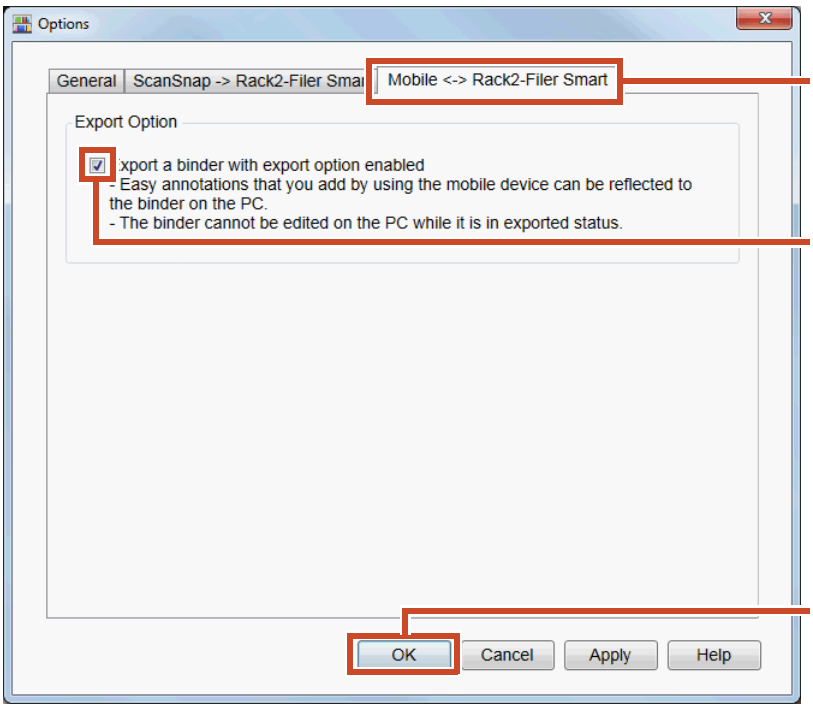
1



1. Click

2. Click

2



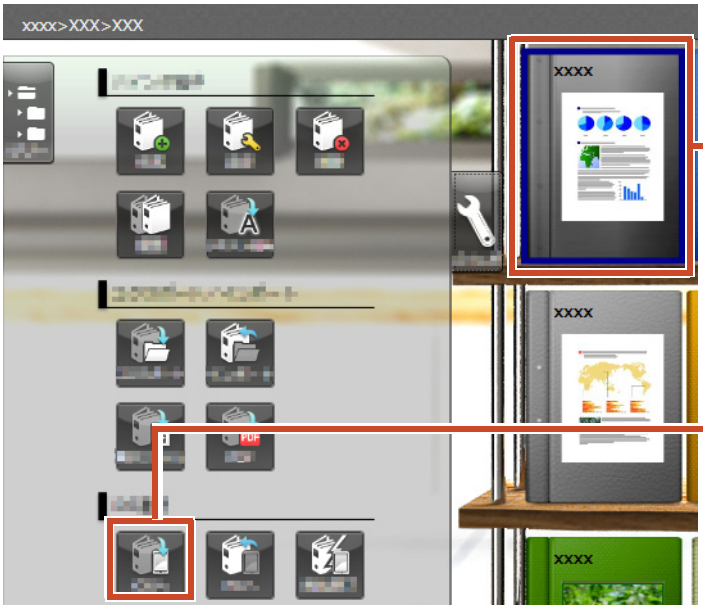
The settings are configured.

7.2 Exporting Data to a Mobile Device

Steps

The following procedure is explained by using screenshots from the smartphone screen.

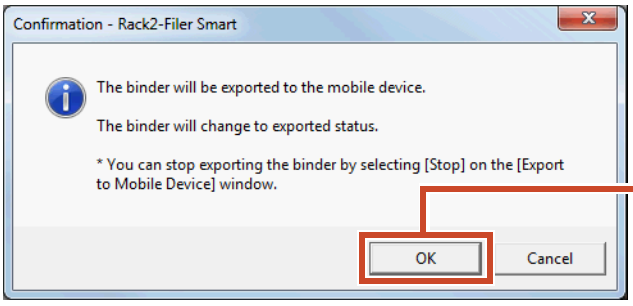
1



1. Select

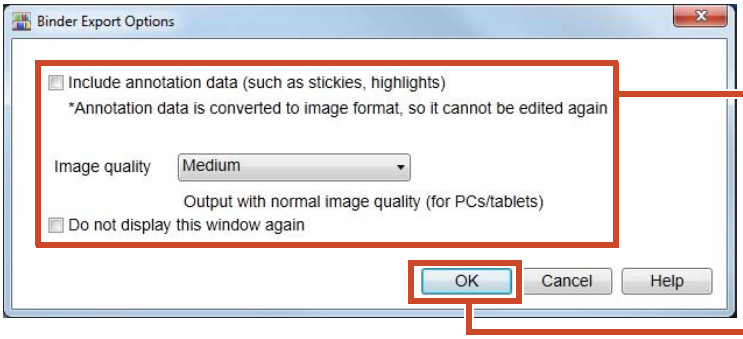
2. Click

2



Click

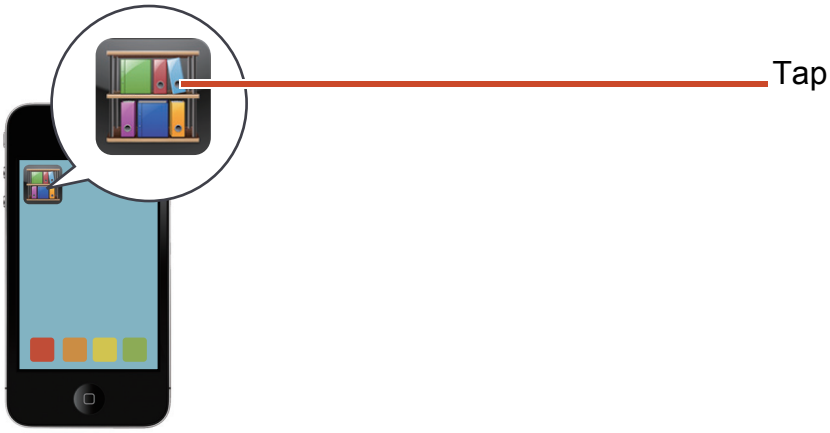
3



1. Set the details

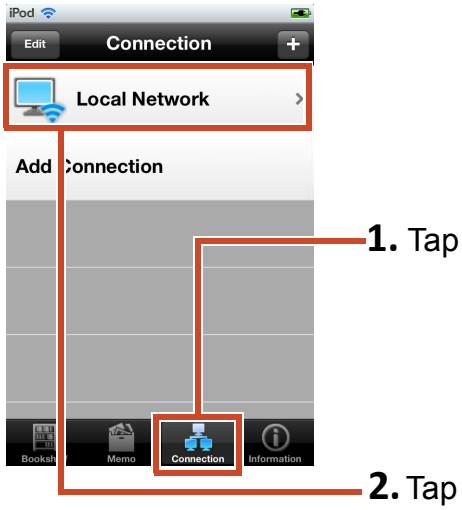
2. Click

4

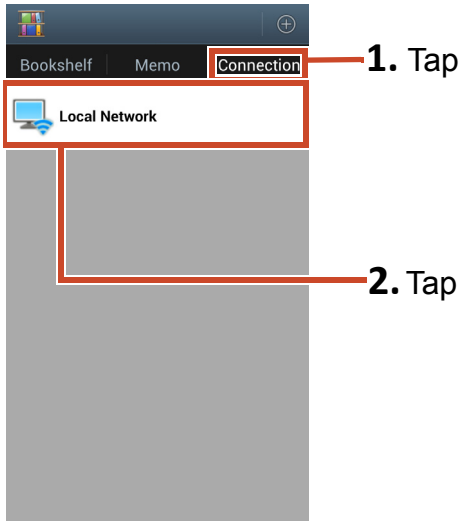


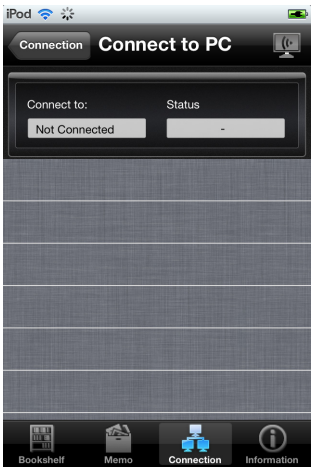
5

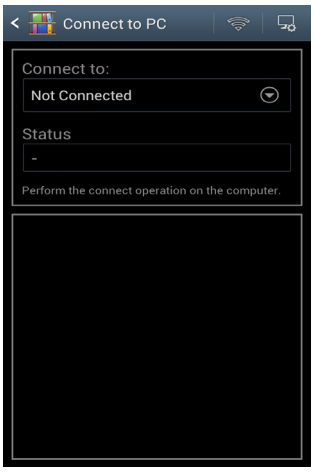
Rack2-Filer Smart for iOS



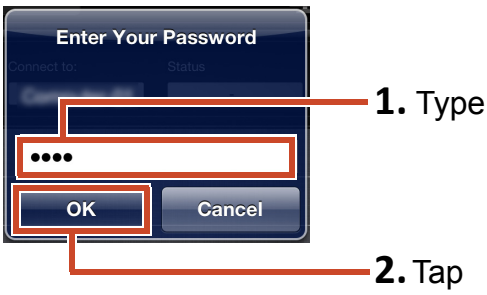
Rack2-Filer Smart for Android



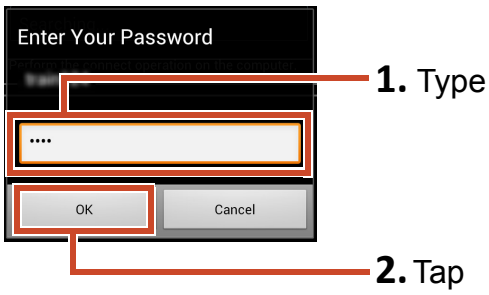




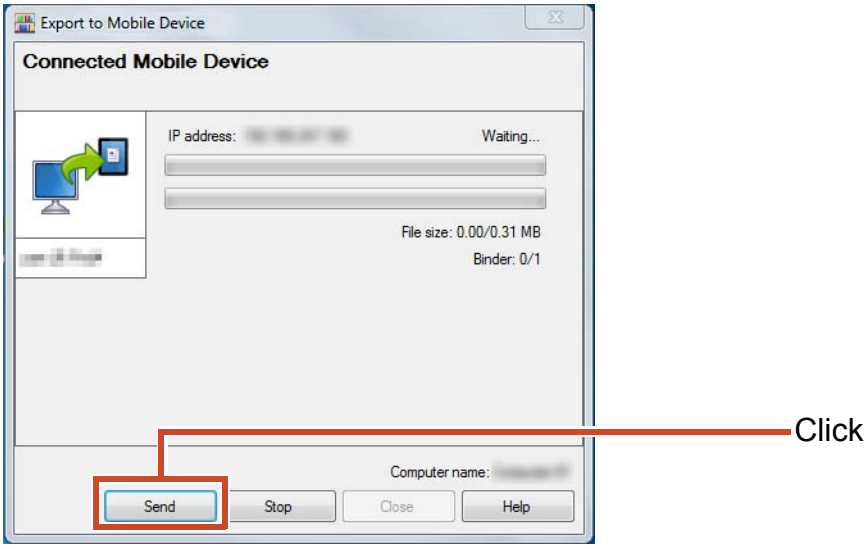
6 When exporting data to Rack2-Filer Smart for iOS for the first time or after changing the password



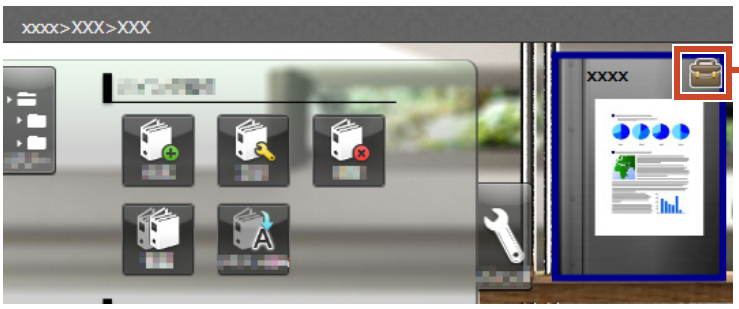
When exporting data to Rack2-Filer Smart for Android for the first time or after changing the password



7



The data is exported to your mobile device.



Exported binders can only be viewed and a mark appears on the cover.

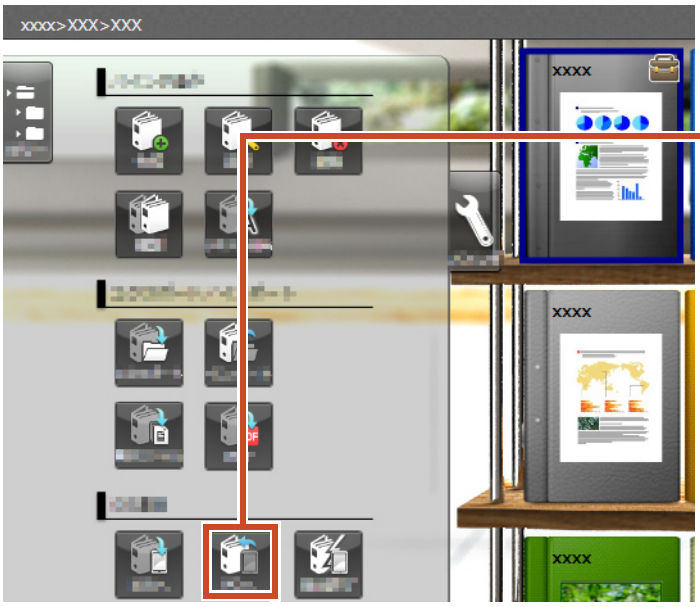
Tap on your mobile device and check the contents.

7.3 Importing Added Highlights and Page Memos from a Mobile Device

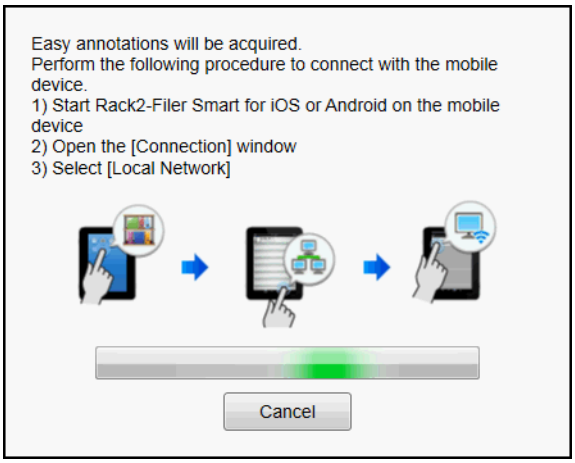
Steps

The following procedure is explained by using screenshots from the smartphone screen.

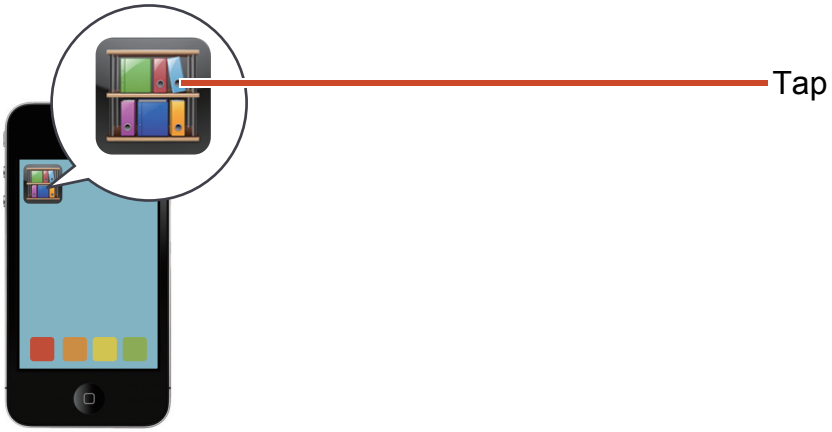
1



Click

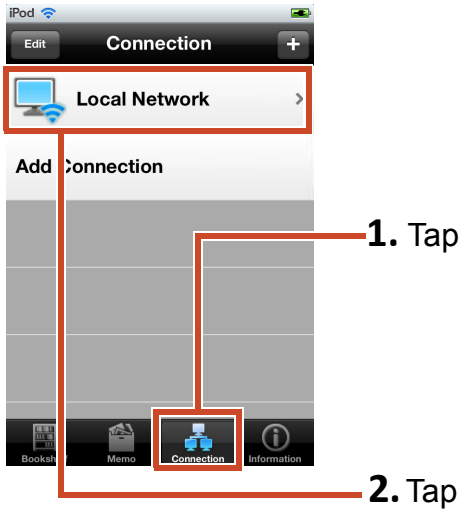


2

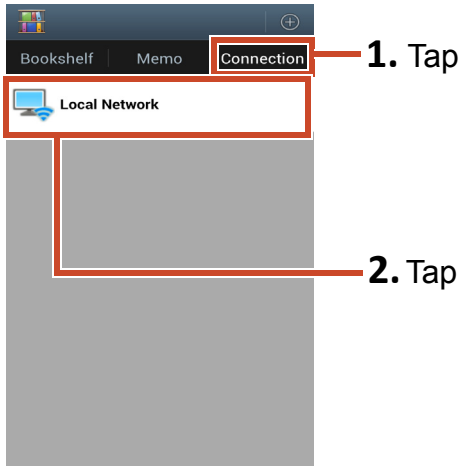


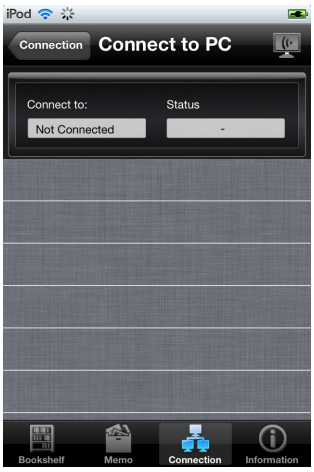
3

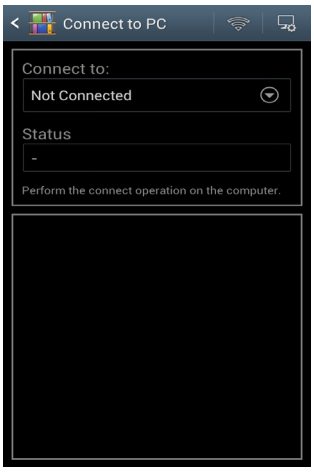
Rack2-Filer Smart for iOS



Rack2-Filer Smart for Android





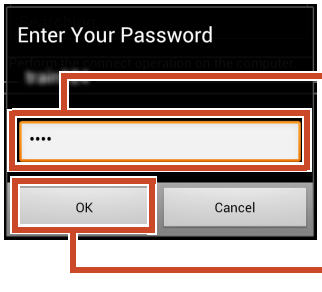


4 When the password has been changed

1. Type

2. Tap

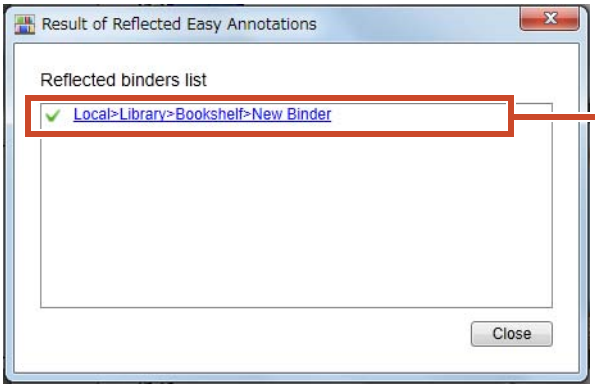
When the password has been changed



1. Type

2. Tap

Highlights and memos that are added on your mobile device are reflected to the binder on your PC.

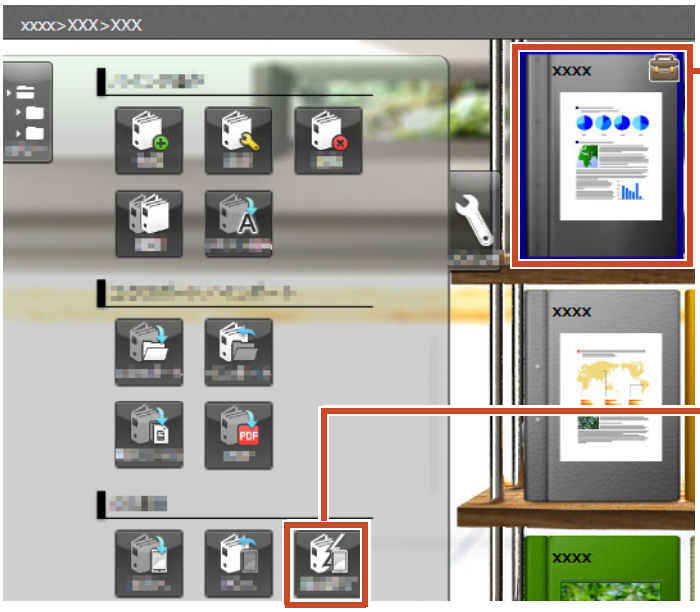


Click and check the reflected results.

7.4 Exiting Binder Exporting

Steps

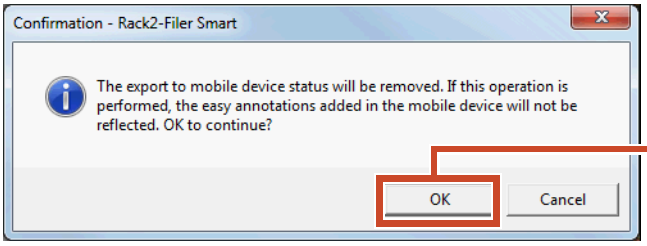
1



1. Select

2. Click

2



Click

The mark on the spine disappears and the binder can be edited.

8. Uploading a Binder to Cloud Storage

Even without a Wi-Fi connection, you can upload binders to cloud storage and view (*1) them on another PC or mobile device.

*1: On a PC, binders can only be viewed (You cannot edit binders).
On a mobile device, easy annotations (highlights, page memos) can be used. However, the easy annotations cannot be reflected to the binders on the PC, because the binders are acquired through the cloud storage.

When you provide a binder using cloud storage, follow the procedure below:

1 Source operations

1. Refer to "Creating the Binder Upload Destination" (Page 57).
2. Refer to "Uploading a Binder to Cloud Storage" (Page 62).
3. In the cloud storage, invite the destination to share the folder.
   For details, refer to the cloud storage help.

2 Destination operations

1. In the cloud storage, accept the invitation to the shared folder.
2. Refer to "Setting a Folder on Cloud Storage for Storage Room" (Page 57)
3. View the binder in the cloud storage.
   You can view the binder in the same way as in the local storage.

The following services can be used for cloud storage:

- Dropbox
- SugarSync

The following example explains how to set Dropbox for cloud storage.

For details on how to set SugarSync as the cloud storage, refer to "Rack2-Bookshelf Window Help" in the Rack2-Filer Smart Help.

Tips: Before operation

Refer to "Using Cloud Storage" (Page 73).

8.1 Creating the Binder Upload Destination

Create the binder upload destination by using the following procedure:

1. "Creating a Folder for Rack2-Filer Smart in Cloud Storage" (Page 57)
2. "Setting a Folder on Cloud Storage for Storage Room" (Page 57)
3. "Creating a Library" (Page 60)
4. "Creating a Bookshelf" (Page 61)

8.1.1 Creating a Folder for Rack2-Filer Smart in Cloud Storage

- **To create a folder with your own account**

  Log in to Dropbox from a Web browser and create a folder for Rack2-Filer Smart directly in the Dropbox folder.
  You can also share the created folder with other users. For details, refer to the Dropbox Help.

  Attention: Sharing the folder

  Do not share folders (such as "LIB_xxxxxxxx" and "CAB_xxxxxxxx") under the created folder.

- **To set a folder created by other user for the storage room**

  Log in to Dropbox from a Web browser and accept the invitation to the shared folder.
  For details, refer to the Dropbox Help.

8.1.2 Setting a Folder on Cloud Storage for Storage Room

Set the folder created on the cloud storage for the storage room.

Tips: For the first login to Dropbox

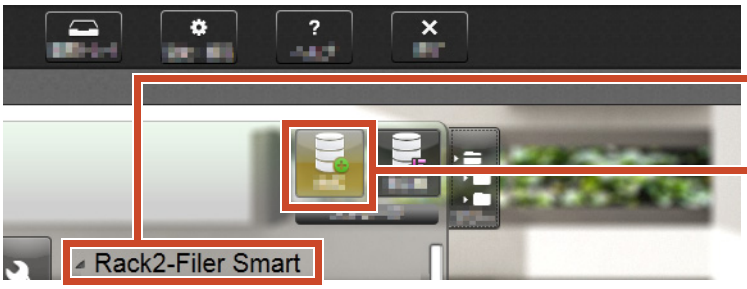
After you log in to Dropbox from Rack2-Filer Smart with a specific account, the window to confirm whether to allow access appears. In this case, allow access. Once access is allowed, this window will not appear.

Steps

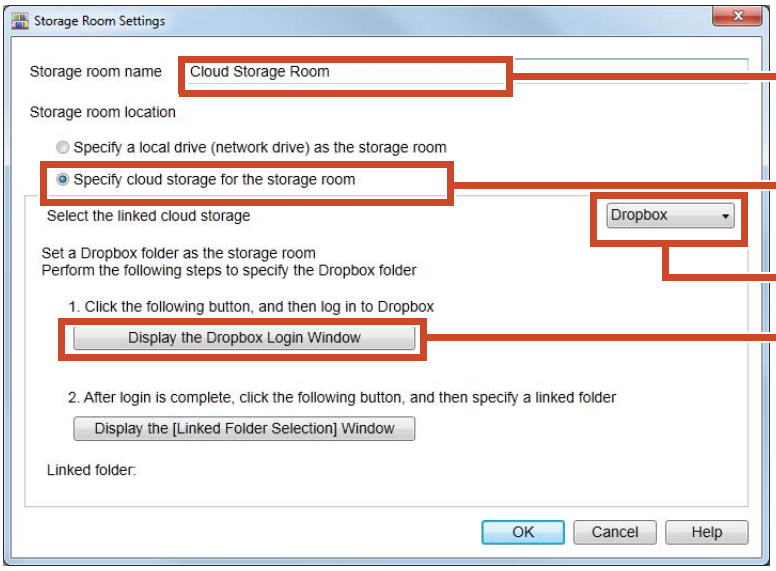
1

Click

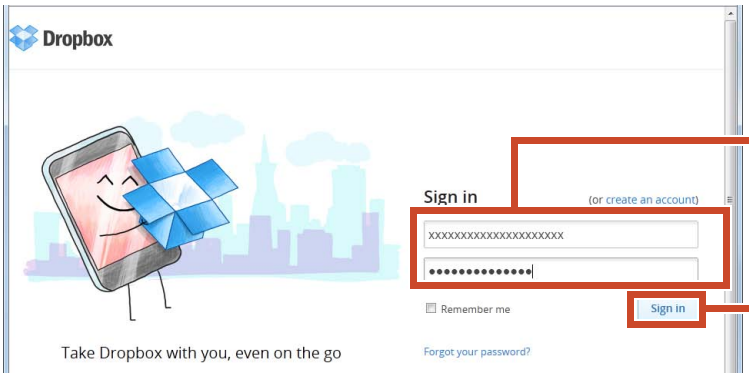
2


1. Click
2. Click
Rack2-Filer Smart

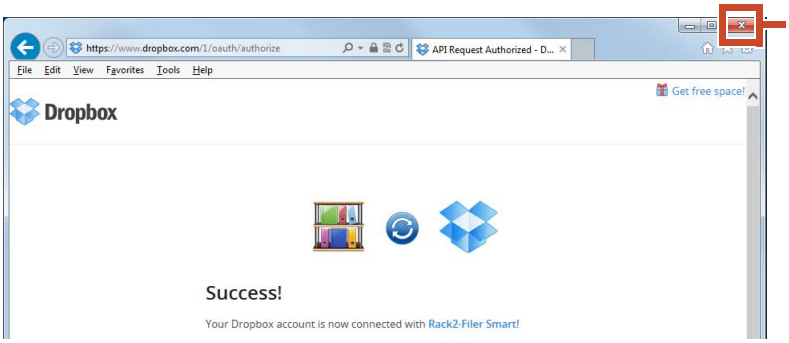
3


Storage Room Settings
Storage room name
Cloud Storage Room
Storage room location
Specify a local drive (network drive) as the storage room
Specify cloud storage for the storage room
Select the linked cloud storage
Dropbox
Set a Dropbox folder as the storage room
Perform the following steps to specify the Dropbox folder
1. Click the following button, and then log in to Dropbox
Display the Dropbox Login Window
2. After login is complete, click the following button, and then specify a linked folder
Display the [Linked Folder Selection] Window
Linked folder:
OK
Cancel
Help
1. Type
2. Select
3. Select
4. Click

4


Dropbox
Take Dropbox with you, even on the go
Sign in
(or create an account)
Remember me
Sign in
Forgot your password?
1. Enter the account information
2. Click

5

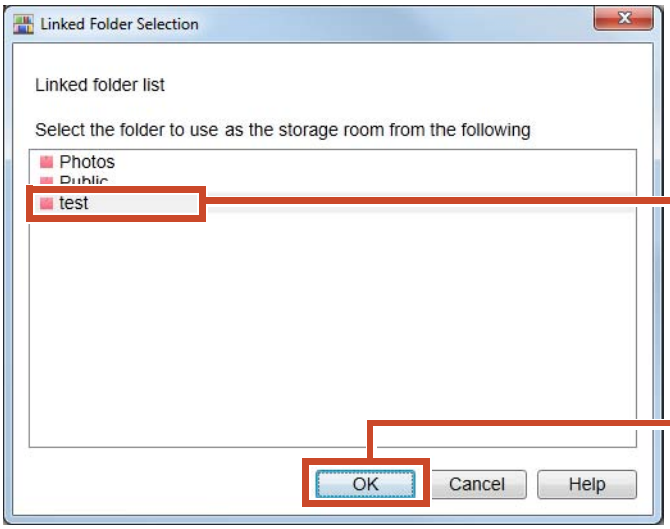


Click

6

Click

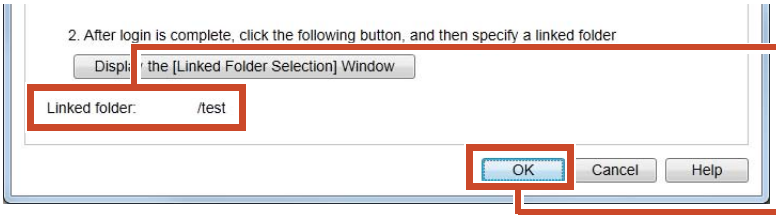
7



1. Click

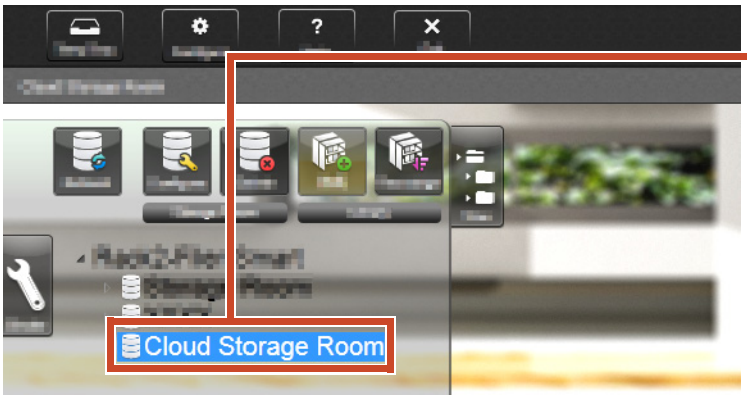
2. Click

8



1. Check [Linked folder]

2. Click

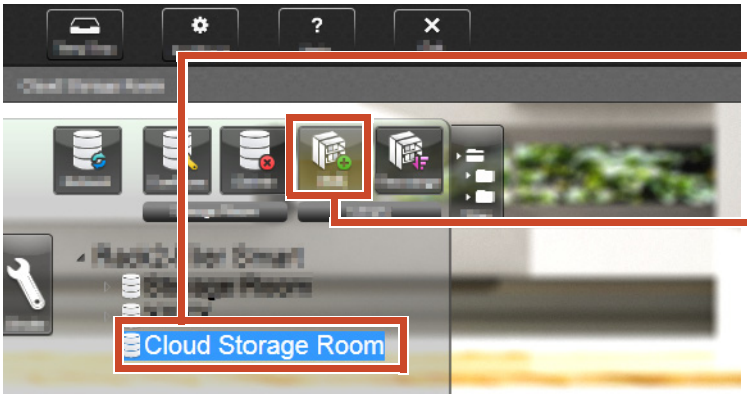


The storage room is set.
Next, create a library in the storage room.

8.1.3 Creating a Library

Steps

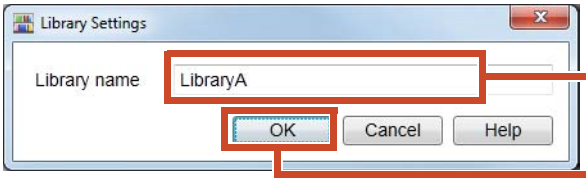
1



1. Select

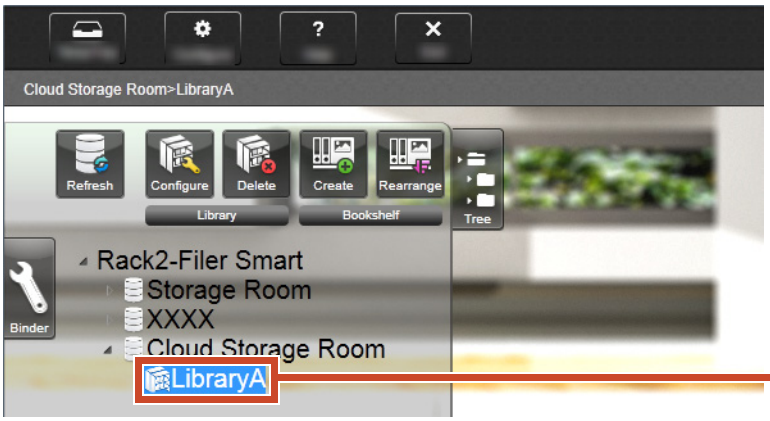
2. Click

2



1. Type

2. Click



A library is created.
Next, create a bookshelf in the storage room.

8.1.4 Creating a Bookshelf

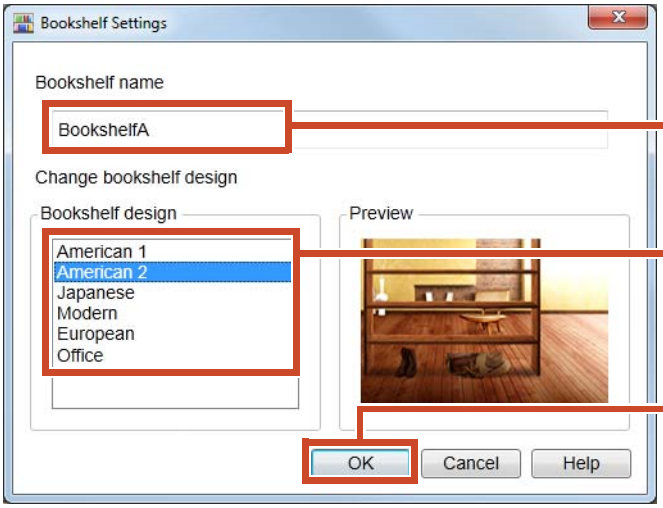
Steps

1

1. Select

2. Click

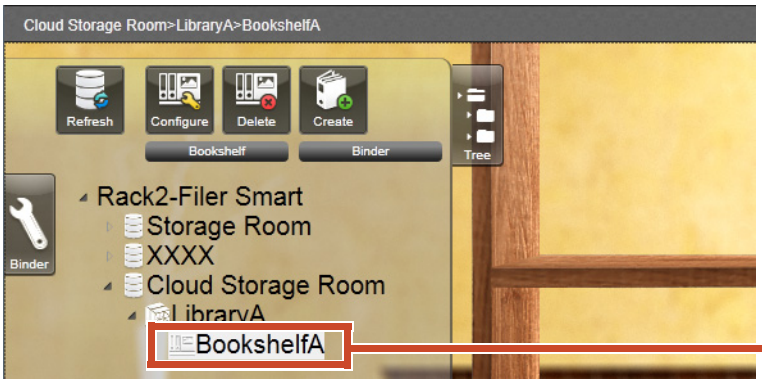
2



1. Enter a name

2. Select

3. Click

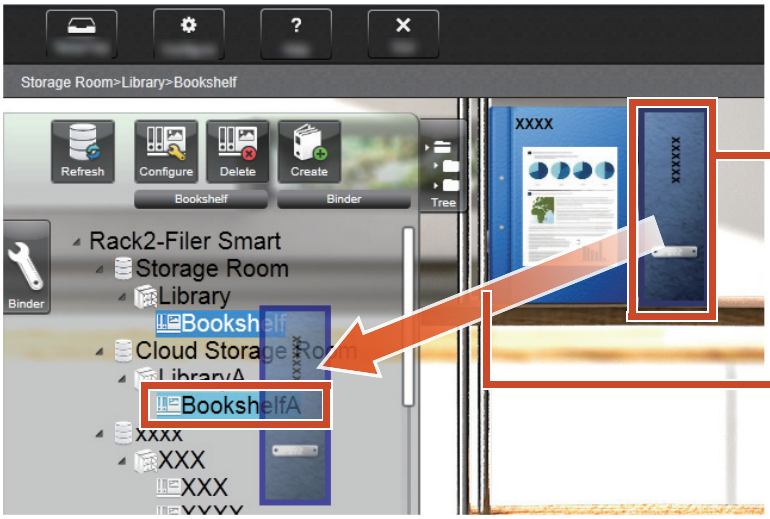


A bookshelf is created.

8.2 Uploading a Binder to Cloud Storage

Steps

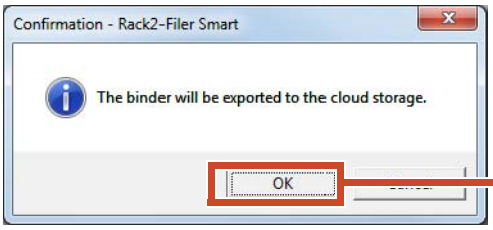
1



1. Select

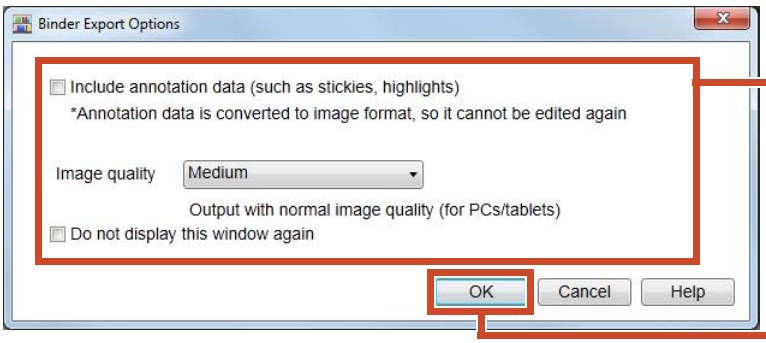
2. Drag and drop to a bookshelf in the cloud storage

2



Click

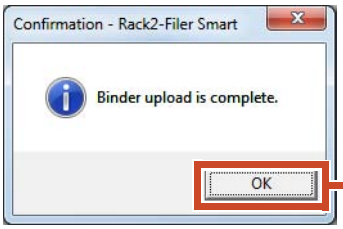
3



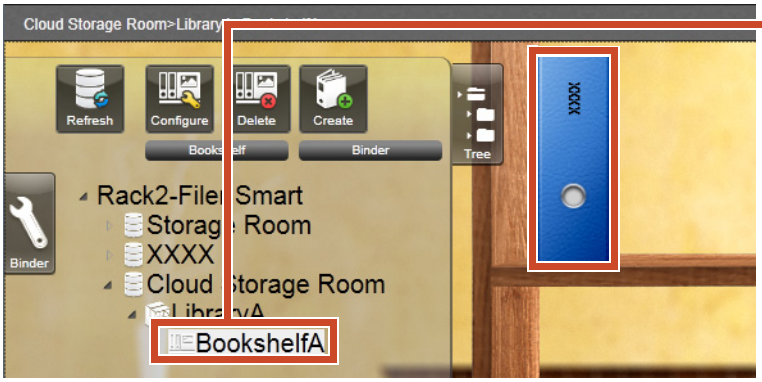
1. Set the details

2. Click

4



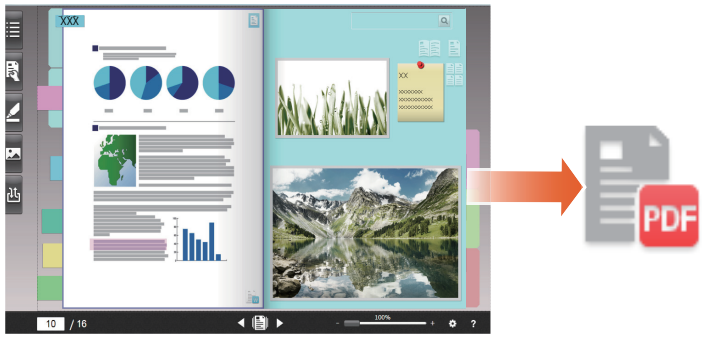
Click



Click the upload destination bookshelf and check the binder.

9. Saving a Page Converted to PDF

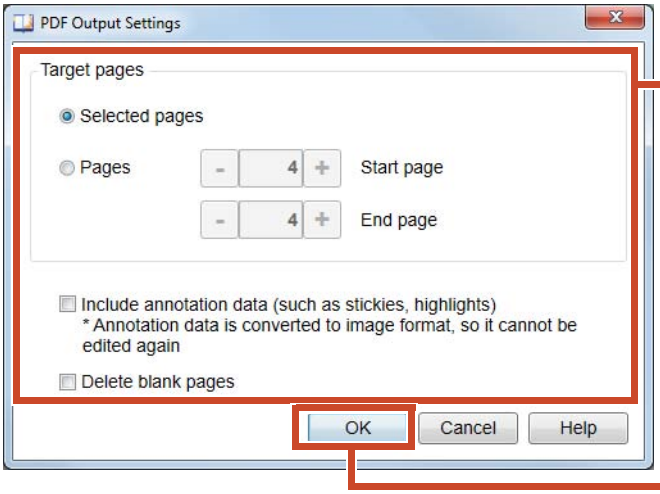
Converting to PDF enables you to view the data using a PDF viewing software such as Adobe Reader. You can view the binder pages even on a PC where Rack2-Filer Smart is not installed if PDF viewing software is installed.



Steps

1

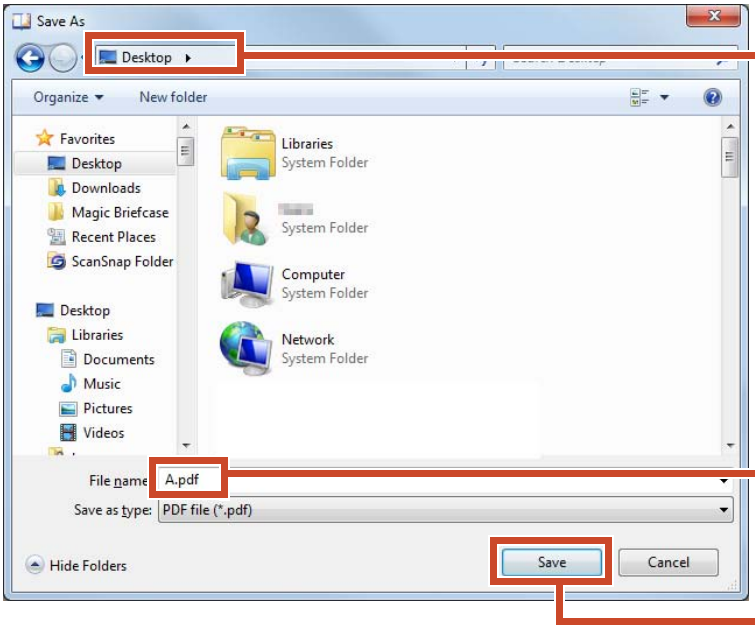
2



1. Set the details

2. Click

3



1. Select a storage destination

2. Enter a name

3. Click

The PDF file is saved to the specified storage destination.

10. Duplicating/Moving a Binder

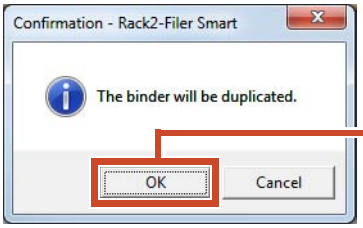
You can organize the binders on the Rack2-Bookshelf window by duplicating binders or moving them to other bookshelves.

10.1 Duplicating a Binder

Steps

1

2

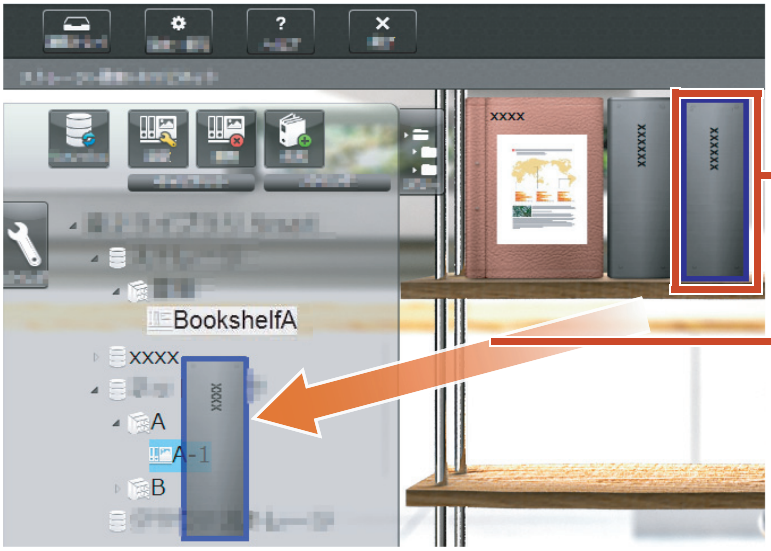


The binder is duplicated.

10.2 Moving a Binder to Another Bookshelf

Steps

1

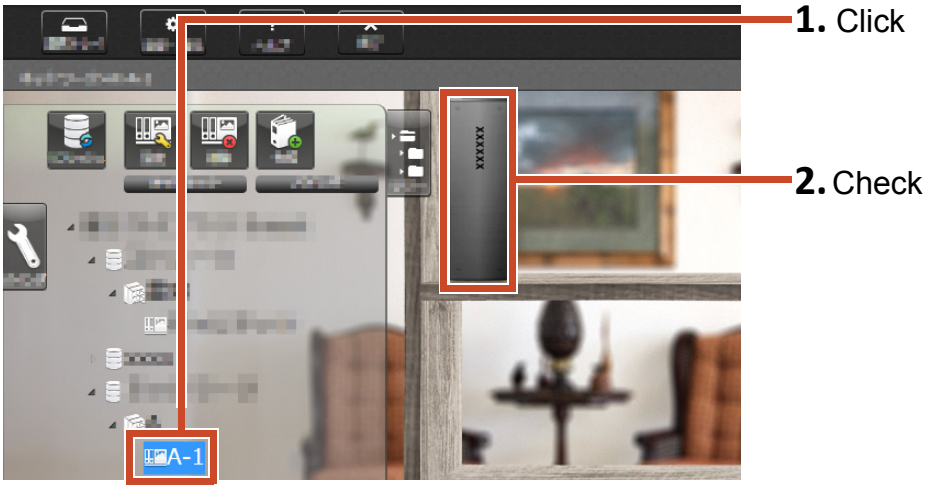


1. Select

2. Drag and drop to the destination bookshelf

The binder is moved.

Click the move destination bookshelf and check the binder.



11. Other Useful Functions

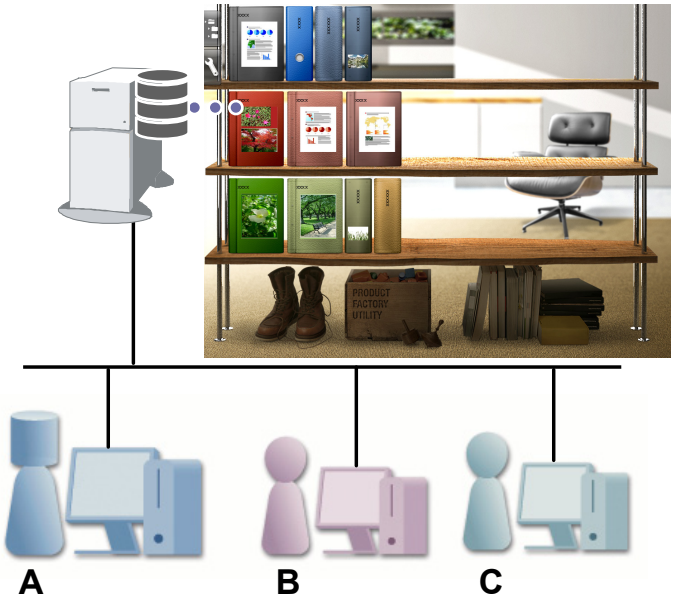
Other functions are also available.

Tips: To learn all functions

Refer to the Rack2-Filer Smart Help.

Sharing on Network

Setting a shared folder in Windows server for the storage room enables the sharing of Rack2-Filer Smart data among multiple people. It is convenient to use a shared folder when data is shared in a department or group.



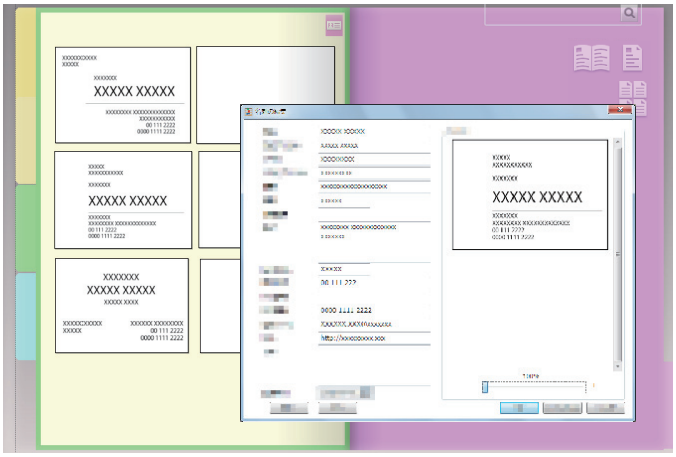
For details on sharing data using a network, refer to "Using a Network Drive" (Page 72).

Sending E-mail

You can convert a binder page to PDF and send it as e-mail.

You can also send a page with annotation data added to the page as displayed.

Managing Business Cards



- You can display and manage up to 8 business cards per page by specifying [Business card page] when importing.
- You can search for business cards using information such as the name or company.
- In addition, you can import the business card information that is managed with CardMinder (*1).

*1: CardMinder is a business card management application that is bundled with the ScanSnap. Only CardMinder, which is provided with the following ScanSnap models, can import business card data to Rack2-Filer Smart.

ScanSnap iX500 / SV600

Selecting Print Options

You can print a page with sticky notes and stamps displayed or in 2-page spread mode.

Specifications and Notes

Maximum Number of Data Items

The number of data items that can be managed by Rack2-Filer Smart is as follows:

- Page: You can add up to 1,000 pages in a binder.
- Binder: You can create up to 84 binders in a bookshelf.

  The maximum number of binders to be created varies depending on the way they are placed and the width of the binders.
- Bookshelf: You can create up to 20 bookshelves in a library.
- Library: You can create up to 6 libraries in a storage room.
- You can set up to 4 storage rooms.

Supported File Format

The following file formats are supported.

File Format		Extension
BMP	Windows and OS/2 bitmap	.bmp
PCX	Zsoft format (single page)	.pcx
JPG, JPEG	JPEG format	.jpg, .jpeg
TIF, TIFF	TIFF format (Including multiple pages. Excluding ZIP compression format.)	.tiff, .tif
WMF	Windows metafile	.wmf
PSD	Photoshop 3.0 format	.psd
PNG	Portable Network Graphics format	.png
TGA	Truevision TARGA format	.tga
PCD	Photo CD format	.pcd
FPX	FlashPix format	.fpx
PDF	PDF format (PDFs output from Rack2-Filer Smart or imported from the ScanSnap. Other PDFs can be imported via the print function of the associated program.)	.pdf

In addition, the file formats associated with the following applications that contain the print function are also supported.

File Format		Extension
Word	Microsoft Word format (*1)	.doc, .docx
Excel	Microsoft Excel format (*1)	.xls, .xlsx
PowerPoint	Microsoft PowerPoint format (*1)	.ppt, .pptx
TXT	TXT Text file format (*1)	.txt

*1: The version of Microsoft® Office® must be 2003 or later, and Visual Basic® for Applications (Office shared feature) must be installed. (Generally, when you install Microsoft® Office®, Visual Basic® for Applications is also installed).

Storage Room

The following folders can be specified as a storage room.

Location	Type
Local drive (*1)	● Internal hard disk ● External hard disk
Network drive	● Windows server
Cloud storage	● Dropbox ● SugarSync

*1: A USB flash drive cannot be specified.

Using a Network Drive

When using a network drive for the storage room, a binder can be shared on multiple computers.

- Operating a library/bookshelf that is being operated by another computer may be prohibited.
- A binder that is open on another computer cannot be edited (can only be viewed).

Attention: Using a network drive

Storage rooms in a PC where Rack2-Filer Smart is installed cannot be shared on the network.

Using Cloud Storage

- Could storage binders can only be viewed and deleted. Other operations are unavailable.
- You can set one storage room respectively in the Dropbox and SugarSync folders.
- If access rights are set to a shared folder in cloud storage, other users will no longer be able to upload or delete binders. They can only view binders.
- If a binder in cloud storage is deleted, it is deleted completely (not moved to the trash).

Attention: Using cloud storage

- Do not access the cloud storage with a browser, for example, and then change the name of, move, or delete the Rack2-Filer Smart data.

  Performing operations on Rack2-Filer Smart data without Rack2-Filer Smart may affect the behavior of the product.
- Do not synchronize the Rack2-Filer Smart data with a cloud storage client application.
  - Addition/change/deletion of data synchronized between a PC and cloud storage may affect Rack2-Filer Smart operations.
  - If the Rack2-Filer Smart data is synchronized with the client application, your PC may run out of storage capacity.
  - If a synchronized folder is shared on cloud storage, a data inconsistency may occur (For example, another user adds changes to a shared folder, and then the data on your PC is also updated).

Automatic Data Backup and Restoration

If the storage room is created in a local drive or network drive, Rack2-Filer Smart data (binders) can be automatically backed up. It is recommended to automatically back up data in case of a PC or hard disk failure. Binders that are automatically backed up can be restored.

For details, refer to "Specifications" - "Automatic Backup" in "Rack2-Bookshelf Window Help".

Scanning a Paper Document with the ScanSnap

If a password is set for the scanning settings, you cannot import the scanned image to business card pages or photo pages.

Scanning a business card

- If there is a mixed batch of single-sided and double-sided business cards when you perform a duplex scan, business cards may not be scanned correctly. Set the ScanSnap so that blank pages are not removed automatically. For details about this setting, refer to the ScanSnap manual.

Scanning a photo

- If a photo, or thin, bent, or torn document is directly set in the ScanSnap and scanned, the photo or document may be damaged and normal scanning may not be possible. It is recommended that you use a Carrier Sheet for scanning such documents.

  For details on the Carrier Sheet, refer to the ScanSnap manuals.
  Scan the photos at your own risk.
- 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.
- If there is text printed on the back side of a photo, they might also be scanned. Set the ScanSnap so that the back side of photos are not scanned. For details on the settings, refer to the ScanSnap manuals.

Importing Business Card Data from CardMinder

- For details on supported CardMinder versions, refer to "Rack2-Filer Smart Getting Started".
- Use CardMinder to import business card data from CardMinder to Rack2-Filer Smart (For details, refer to "CardMinder User's Guide").

  When dragging and dropping a CardMinder business card image into the Rack2-Filer Smart window, only the image file is imported. The business card information is not imported.
- The date that is set for [Save Date] in CardMinder is used for the save date of the imported business card.

When the [Windows Security Alert] Window Is Displayed

The [Windows Security Alert] may be displayed by the Windows firewall.

In this case, perform the following actions.

- **For Windows 8.1, Windows 8, or Windows 7**

  Click the [Allow access] button. The name of the program is "Rack2-Filer Smart".

- **For Windows Vista or Windows XP**

  Click the [Unblock] button. The name of the program is "Rack2-Filer Smart".

For other cases, perform the following.

- **For Windows 8.1 or Windows 8, when the [Cancel] button is clicked**

  1. Right click on the Start screen and, select [All apps]-[Control Panel] under [Windows System], and then select [Windows Firewall].
     The [Windows Firewall] window is displayed.
  2. Select [Allow an app or feature through Windows Firewall] displayed on the left side of the window.
     The [Allowed apps] window appears.
  3. Click [Change settings].
  4. Select the [Rack2-Filer Smart] check box on the [Allowed apps and features] list.
  5. Click the [OK] button.

- **For Windows 7, when the [Cancel] button is clicked**

  1. Select [Control Panel]-[System and Security]-[Windows Firewall] from the [Start] menu.
     The [Windows Firewall] window is displayed.
  2. Select [Allow a program or feature through Windows Firewall] displayed on the left side of the window.
     The [Allowed Programs] window appears.
  3. Click [Change Settings].
  4. Select the [Rack2-Filer Smart] check box on the [Allowed programs and features] list.
  5. Click the [OK] button.

- **For Windows Vista, when the [Block] button is clicked**

  1. 1. Select [Control Panel]-[Security]-[Windows Firewall] from the [Start] menu.
     The [Windows Firewall] window is displayed.
  2. Select [Allow programs through Windows Firewall] displayed on the left side of the window.
  3. Select the [Rack2-Filer Smart] check box in the [Program or port] list.

4. Click the [OK] button.

- **For Windows XP, when the [Block] button is clicked**

1. Select [Control Panel]-[Network and Internet Connections]-[Windows Firewall] from the [Start] menu.
   The [Windows Firewall] window is displayed.
2. Select the [Rack2-Filer Smart] check box on the [Programs and Services] list of the [Exceptions] tab.
3. Click the [OK] button.

Attention: When the [Ask Me Later] button is selected

If the [Ask Me Later] button is selected, the firewall block warning is displayed again at the time of the next startup.

Attention: When warning messages are displayed

- When warnings are displayed by such programs as anti-virus software, refer to the manual of the anti-virus software.
- The name of the program that you allow in the warning message will be one of the following:
  - Rack2-Filer Smart
  - Rk2Cabinet
  - Rk2SSConnector
  - Rk2CardMinder
  - Magic Desktop

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Product Names

Product	Name in This Manual
Dropbox	Cloud storage
SugarSync	
Color Image Scanner ScanSnap (SV600, iX500, S1300i, S1100, S1300, S1500)	ScanSnap

Software Names

Software	Name in This Manual
Microsoft® Word 2013 Microsoft® Word 2010 Microsoft® Office Word 2007 Microsoft® Office Word 2003	Word
Microsoft® Excel® 2013 Microsoft® Excel® 2010 Microsoft® Office Excel® 2007 Microsoft® Office Excel® 2003	Excel
Microsoft® PowerPoint® 2013 Microsoft® PowerPoint® 2010 Microsoft® Office PowerPoint® 2007 Microsoft® Office PowerPoint® 2003	PowerPoint
Windows® Internet Explorer®	Internet Explorer
Microsoft® Internet Explorer®	
Adobe® Acrobat®	Adobe Acrobat
Adobe® Acrobat® Reader®	Adobe Reader
Adobe® Reader®	

Operating System Names

Operating System	Name in This Manual	
Windows® 8.1 operating system, English version (32-bit and 64-bit version)	Windows 8.1	Windows
Windows® 8.1 Pro operating system, English version (32-bit and 64-bit version)		
Windows® 8.1 Enterprise operating system, English version (32-bit and 64-bit version)		
Windows® 8 operating system, English version (32-bit and 64-bit version)	Windows 8	
Windows® 8 Pro operating system, English version (32-bit and 64-bit version)		
Windows® 8 Enterprise operating system, English version (32-bit and 64-bit version)		
Windows® 7 Starter operating system, English version (32-bit version)	Windows 7	
Windows® 7 Home Premium operating system, English version (32-bit and 64-bit version)		
Windows® 7 Professional operating system, English version (32-bit and 64-bit version)		
Windows® 7 Enterprise operating system, English version (32-bit and 64-bit version)		
Windows® 7 Ultimate operating system, English version (32-bit and 64-bit version)		
Windows Vista® Home Basic operating system, English version (32-bit and 64-bit version)	Windows Vista	
Windows Vista® Home Premium operating system, English version (32-bit and 64-bit version)		
Windows Vista® Business operating system, English version (32-bit and 64-bit version)		
Windows Vista® Enterprise operating system, English version (32-bit and 64-bit version)		
Windows Vista® Ultimate operating system, English version (32-bit and 64-bit version)		
Windows® XP Home Edition operating system, English version	Windows XP	
Windows® XP Professional operating system, English version (32-bit version)		

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