

Taming Paper

ScanSnap Steps

- Optional: Change setting to OCR
- Insert paper. Press button.
Repeat for each document.
- Click on TM Save in Acrobat
- Fill in: Name, Code, Matter or Client
- Save and Close

ScanSnap Setup

- Go to Scan Button Settings...
(Right click tray icon)
- Select Profile = Standard
- Click on Details - Select
Application: Acrobat
- Save: ...\\#scan -- A folder you
create in the TM Shared Files
Directory

Acrobat Tips

- Edit | Preferences | Set Docs in
recently used list to 10
- Save a Blank PDF to \\template
- From TM Doc record, use a
TWAIN scanner

MS Word Tips

- Add TM Buttons to Quick Access
- Use either full TM Doc Mgmt
or Simple TM Document Mgmt
- See: Simple Document Saving
- To be posted on Webinar
page