Paperless 3 for Windows

User Guide
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Chapter 1: Introduction

Paperless allows you to easily scan, store and organize receipts and documents. By storing documents digitally, you’ll reduce the clutter around you, and your use of paper.

Here are some things you can do with Paperless:

Quick Retrieval of Documents, Receipts, and other Items

If you’ve ever looked for a receipt for a warranty repair, or for a document you filed weeks ago, you’ve probably felt the frustration that comes with all the trouble finding them. With Paperless, receipts, documents, and other library items are located quickly and easily.

Fast Data Entry

Given all the power that Paperless brings, you may think it takes lots of time to enter new receipts and documents. Actually, Paperless can significantly reduce data entry effort: as you add more items to your library, Paperless makes things faster by looking at previous receipts and documents and filling in the information for you. You can also take advantage of your scanner’s OCR (Optical Character Recognition) software, or the built-in Paperless OCR engine, which can, at times, automatically recognize and autofill certain fields.

Expense reports

Do you have to prepare expense reports? If so, Paperless can help. Once you store your receipts in Paperless, you can select the receipts to email, print, or export to PDF.
Taxes and Accounting

In many cases, the IRS (or other tax authority) will accept electronic copies of your receipts. Paperless makes gathering information for taxes a snap!

Warranties

If you have ever had to get a product repaired under warranty, you know how hard it is to find the receipt, or even the information to prove it is under warranty. With Paperless, simply scan in the receipt and warranty, add some notes about the product, and you’ll be able to find them at a moment’s notice.

Rebates

Everyone is enticed by rebates, but handling the paperwork and remembering them is a huge hassle. With Paperless, scan the rebate in, along with a note that it is a rebate. You’ll now be able to search for and find the rebate, without even leaving your desk!

Flexible Spending

Do you have a flexible spending plan or a cafeteria plan at work? If so, then you know how much of a pain it is to gather up all the paperwork when the time comes to submit the receipts. With Paperless, put items into a category called Medical or Flexible Spending, then create a smart collection for the time period - say, the last six months. Next, select the receipts, hit print, and you've already handled most of the work.

Integrate with Quicken, Export to more formats

Paperless supports exporting receipts to the Quicken QIF or QFX formats. After exporting you can easily import receipts into Quicken.
Need to export your data to another format? Paperless can export to PDF, JPG, CSV, XLS too.

**Store multiple libraries**

Paperless allows you to have multiple libraries for your data. This lets you separate out receipts for each year, each project, or each company, if you have multiple ones. It also lets you separate your documents, and makes backups easier.

**Watch folders**

The new Watch Folder feature allows you to direct the contents of the watch folder to go into a specific Library.

**Visual style**

The visual style setting gives you full control in setting the “look and feel” of the user interface. Try it out!
Installing & Launching

Tip: Before installing Paperless, make sure to install the drivers for your scanner software, and verify that your scanner is working correctly with its software. Doing a quick test scan with your scanner prior to installing Paperless will help ensure that you aren’t taken by surprise by any problems with your scanner.

To install Paperless:

1. Double-click the Paperless installer icon.
2. Follow the prompts as indicated.

Once the installation is complete, you’ll be ready to start using Paperless. A Paperless shortcut will automatically be created on your Desktop.
To launch Paperless, simply double-click the Paperless icon on your Desktop.

To register Paperless:

• When you first launch Paperless, you will be prompted to register the software or operate it in Demo Mode.

• Click on the link to go to the Mariner website, where you can purchase a license if you haven’t already done so.

• Click Not Yet to continue to use the software in trial mode.

• Click Enter Serial to enter the serial number to register a copy.

• Enter your name and organization.

• Enter your serial number, provided on the back of the disk sleeve on a sticker, or in your email receipt.

• Click OK when you are finished. Follow the prompts to create a new library.
Check For Updates

You can check for updates. Here’s how:

- Click on the Help Menu.
- Select Check for Updates...

Once selected, Paperless will check for any updates; if one is available, you will be taken to the software downloads page to download the latest version of the software. Otherwise, a dialog box will let you know that you’re using the latest version.

You can also set Paperless to automatically check for updates by checking the option in the Updates tab of Preferences (Edit --> Preferences).
System Requirements & Troubleshooting

System Requirements

• Windows 8 or newer

• US English system using US Dollar currency formatting

If using a scanner with Paperless:

• Latest version of Adobe Reader

• Fujitsu ScanSnap scanner (recommended) or TWAIN scanner

• Latest version of driver software for your scanner

Troubleshooting

If you’ve gone through the documentation and are still having problems with Paperless, we’re here to help!

For technical support, please visit https://marinersoftware.deskpro.com. We make every effort to reply promptly, in most cases within 24 hours.

We would also love to hear if you have an idea or feature request to make Paperless better! Email us at marketing@marinersoftware.com to help us improve our software.

Thank you for using Paperless!

Tip: Remember that the more information you import into your library, the more free hard disk space you will need! Make sure to keep enough space free for you to grow your libraries to the size you want them to be.

For updates, tips and tricks, information about other Mariner products, user group discount information, and articles for user group newsletter publication, visit our web site at:

http://www.marinersoftware.com
Paperless Notes

Notes
Before using Paperless, you should have a basic knowledge of the Windows Operating System (OS). You should understand pointing, clicking, right clicking, dragging, and how to choose menu commands. You should also know how to operate dialog boxes, resize windows, and other various processes. If you aren’t familiar with these or other basic operations or terminology, refer to the Help documentation included with your computer.

Errors
If you encounter any problems using the program, please visit https://marinersoftware.deskpro.com to browse our online knowledgebase or to send us a question.

If you experience a crash using Paperless, it’s usually helpful for us to know what you were doing, the version of Paperless you are using, the version of Windows OS you are running, and lastly, the kind of computer you are using.

Thanks
Thank you to those who have helped improve this product with suggestions, information or bug reports. A special thanks to our beta testers and development team for making Paperless 3 for Windows an awesome product.
Once you’ve installed the software, you’ll need to set up your scanner to scan your receipts, as well as customize your preferences for documents and receipts. This is accomplished via the Preferences Menu.

**Scanner Setup**

The scanner preferences controls how Paperless works with your scanner.

Before attempting to import to Paperless directly from your scanner, make sure that your scanner is set up correctly and you can import scans successfully. Also, ensure you have installed any drivers and software needed to import from your scanner.

Most scanners include some sort of software that allows you to configure and initiate scans, as well as export scanned images to image or PDF files on your hard drive. Examples of these programs include:

- ScanSnap Manager or ScanSnap Home (for Fujitsu ScanSnap scanners)
- MP Navigator (for some Canon all-in-one scanners)
- Epson Scan (for most Epson scanners)

Before using Paperless, make sure that your scanner is operating by producing some test scans with the software that was included with your scanner. If you encounter issues while testing your scanner before attempting to use it with Paperless, please contact your scanner’s manufacturer for troubleshooting assistance.
Scanner Preferences

To set-up your scanner:

- Choose Preferences from the Paperless Edit menu.

- Choose from the options below:

  • **TWAIN Scanner** - Sets Paperless to use a Twain compliant scanner. Paperless 3 automatically defaults Twain scanning to the Twain 2.0 interface.

  • **Select Default Scanner** - Choose your default scanner from the sources listed in the dialog that appears. If for some reason your scanner appears in the list twice, selecting either will usually work.

  • **Windows Image Acquisition Scanner** - Select this if you are using the applicable scanner. This is a platform in the Windows family of operating systems.
• **Select WIA Scanner** - Choose your default scanner from the sources listed in the dialog that appears.

• **ScanSnap Scanner** - Select this if you are using a Fujitsu ScanSnap scanner. It should be noted that Paperless and Fujitsu have integration built into the software which allows for a more intuitive user experience. To modify ScanSnap Manager or ScanSnap Home software, select the Go to ScanSnap Manager or Go to ScanSnap Home button. Depending on what ScanSnap software is installed will determine what button you see.

• **Multi Scan in Duplex mode** - Depending on what scanner you are using, select this if you are wanting the Fujitsu ScanSnap or Twain scanner to scan in Duplex mode - new to Paperless 3 for Windows.

• **Show imported dialog after processing scanned items** - Check this to display the imported item dialog after you have scanned an item(s).

• **Show item imported dialog after processing dropped items** - Check this to display the imported item dialog after you have dragged and dropped in an item.

• **Prompt to scan more pages when scanning a document with multiple pages** - Check this to have Paperless prompt you to scan more pages when scanning a multiple page document/receipt.

• **Preview OCR results during processing** - Check this if you want to view the OCR results during the processing of a scan.
Scanner Troubleshooting
If you have problems with your scanner and Paperless, it is often the case that your scanner’s driver software is involved. Please contact your scanner vendor for assistance. You can also:

- Verify that you have the latest scanner drivers for your scanner. Check the manufacturer's website.
- Follow the instructions that came with the scanner in order to setup the drivers.
- Verify that you can scan items with your scanner using the software that shipped with it before proceeding to any other troubleshooting.
- Choose Preferences... from the Paperless Edit menu.
- Click on the Scanner tab.
- Select your scanner from the options provided.
- If none of the above methods work, please contact your scanner vendor for assistance or visit https://marinersoftware.deskpro.com.

Visual Style
Choose the look of Paperless from the numerous choices in the drop down menu. Select the Preview button to get a sneak peak of the look you chose.
Files Preferences

The Files preferences tab controls how you work with the items in your libraries:

- **PDFs: Use external Viewer** - check this option to open PDF items in Acrobat (or your default external PDF viewer).

- **PDFs: Write Metadata** - this option will cause Paperless to store information in your items. While this information is not normally visible, it can be seen in your PDF Viewer by showing the info and clicking on keywords. This is helpful in case you need to re-import information into Paperless, as you won't have to re-type it.

- **PDFs: Default PDF viewer** - select your default viewer from the menu. (The menu will gray out if you select the external Viewer option above.)

- **Files: Perform OCR on imported/scanned files** - Checking this will enable Paperless’ built in OCR engine to attempt to glean information from your files. This is not 100% accurate and can take some time to perform. Users may want to turn this off if the results are poor or if it takes too much time. If you’ve installed the ABBYY OCR software, included with certain ScanSnap Manager versions, checking this box will cause ABBYY to perform OCR operations as scans are acquired and imported into Paperless. You also have the ability to choose which language will be used for OCR from the drop down menu.

- **Files: Auto fill receipt information from previous files** - if this is turned on, Paperless will search through your receipts after you type in a merchant or title and fill in the category and payment method/sub-category fields.

- **Files: Confirm deleting files** - check this to be presented with an alert each time you choose to delete a file.
• **Files: Confirm save changes** - check this to be presented with an alert each time you make a change to an item.

• **Files: Append date to filenames** - if checked, Paperless will add the date to the end of your items’ filenames.

• **Files: Append date is YYYY-MM-DD** - if checked, Paperless will use the applicable format. If unchosen, the format remains MM-DD-YYYY.

• **Files: Prompt when existing item is dropped into collection** - if checked, an alert will notify you each time an item from Everything is dropped into a collection.

• **Files: Enable Watch Folder** - when checked, turns on the function to import image items to Paperless inside that specific folder. Items that have been imported from the Watch folder will be moved to the Recycle Bin.

• **Files: Watch Folder locations** - lets you specify which location on your hard drive that you want the Watch Folder to reside.

• **Files: Remove Watch Folder backup files** - lets you delete older Paperless backup files to save space on your hard drive.

• **Files: All imported and scanned items will be** - choose from the menu to either add your items directly to Paperless or load them into Paperless Import for pre processing.
View Preferences

- **View: Show item counts** - if checked, Paperless will show item counts for Libraries and Collections.

- **View: Background color** - allows you to choose the background color from the Basic and Custom Color palette window (applies to Combo and Icon views only).

- **View: Text color** - allows you to choose the text color from the Basic and Custom Color palette window (applies to Combo and Icon views only).

- **View: Default Thumbnail Sort Order** - allows you to arrange sort order of your thumbnail files by multiple different selections from the drop down menu.

- **View: Default Thumbnail View** - allows you to select to view your thumbnails by either Icon, List, or Combo (a combination of the two) from the drop down menu.

- **View: Default Thumbnail Size** - allows you to select to view your thumbnail size by Small, Medium, Large, or Extra Large from the drop down menu.

- **View: Preview as PDF in Combo View** - when selected and using the Combo View, the image displayed in the combo view window is the thumbnail image for the first page. If you switch to Preview as PDF in Combo View, the image displayed is the first page of the PDF, but you have paging arrows that let you scroll through the pages of the PDF.

- **View: Bold new items in List View** - when selected, new items added to Paperless will be bolded (vs. Plain type) to easily distinguish new items from previously viewed items.
- **View: Toolbar icon style** - allows you to select the kind of toolbar style you want to see (Classic or Modern) from the drop down menu.

- **View: Navigation Pane Icon Size** - allows you to select to view your thumbnail size by Small, Medium, Large from the drop down menu.
Misc Preferences

- **Misc: Remind me to backup every x days** - this setting allows you to choose how many days you would like Paperless to perform a backup. You also have the ability to set up a password for the backup by selecting the Password button. If no password is set, you will be alerted that the “Wallet password is not set.”

- **Misc: Backup folder location** - lets you specify on the drop down menu which location on your hard drive that you want the Backups Folder to reside.

- **Misc: Currency settings** - allows you to designate what currency is being used and what decimal separator.
• **Misc: Email setup** - allows you to right click a Paperless item, and have the option to email said item. To initiate the send you must enter your SMTP address, Port number, and “From” email address to send the Paperless file (and future files). You can access this information in your email client preferences.

• **Misc: Email server requires a SSL connection** - if your email server requires a SSL connection to send the Paperless file you will need to check this box. You can access this information in your email client preferences.

• **Misc: Email server requires Authentication** - if your email server requires Authentication to send the Paperless file you will need to check this box. You can access this information in your email client preferences.

• **Misc: User name** - if your email server requires a user name to send the Paperless file you will need to enter your email account user name into the field. You can access this information in your email client preferences.

• **Misc: Password** - if your email server requires a password to send the Paperless file you will need to enter your email account user name into the field. You can access this information in your email client preferences.
Chapter 3: Libraries

Paperless allows you to create libraries that are primarily designed to store and organize your receipts, documents, and other items. It also allows you to store your libraries wherever you want, although typically this would be in your Documents folder.

Creating a Library

To create a library:

• Choose New Library… from the File menu, or type Ctrl+N.

• Check Create Empty Library.

Create Library based on: Check this to create a new library based on the Library of your choosing. The new library will contain the same list of collections, fields, and other meta-information, without the actual contents of the original library. This is useful when creating a new library at the beginning of a year.

Encrypt library - this feature is only supported on professional versions of Windows 10. Checking this box will make the library encrypted at the Windows level. The encryption is a feature of professional versions of the Windows OS and Mariner Software will not be able to provide assistance with Windows encryption. For example, if you encrypt a library and put it on a thumb drive to copy it to another machine, you will have to perform some external tasks in order to copy the encryption certificate to the other machine. This cannot be done automatically simply by copying the library from one location to another. Please use this option with care.
Open library in new window - check this to launch a new window for your library.

- Click OK.

A new dialog will appear, prompting you to name your new library and choose a location for it. You can also choose to open your library in a new window.

Tip: A Library is the highest level of organization in Paperless. When you create a library, the library is stored on your hard drive in Explorer. It is a specialized folder that resides in Explorer that contains the contents of your library, a database to manage them and some other files. Many users only have a single library and keep all their items in that one library.
Renaming or Moving Libraries

Moving and renaming libraries is a simple task that is accomplished through Windows Explorer.

In order to rename a library, do the following:

• Locate the library folder in Windows Explorer.

• Quit Paperless.

• Use Windows Explorer to rename or move the library folder.

• Relaunch Paperless. You may need to use the Open command (in the File menu) to open your library again in Paperless.

If you do not know where your library file is normally kept, you can determine its path by choosing Open... from the File menu. By default, the Open Paperless Library dialog will show the path of the library you are currently using. Be sure that the name you choose ends in .paperless; Paperless will not be able to open the file if it does not.
Automatically Opening Libraries

Paperless will open the library or libraries that were open when the application last quit. Simply open the libraries you want to have open on next startup of the application and quit the Paperless app.

If a library is closed, you can use the Open Recent menu item under the File menu to open recently used libraries. Also, if you have two libraries open when you quit, Paperless will startup with the latest of the two that you opened.
Chapter 4: Using Paperless

Paperless is easy to use for multiple purposes. This chapter deals with the main functions of the application, using receipts and documents as examples.
Scanning Files
To scan a single-page item, or to scan many individual single-page items using a ScanSnap or other scanner’s automatic document feeder (ADF):

- Click on the Scan icon in the toolbar, select Scan... from the File menu, or type Ctrl+R.
- To scan a receipt or document that contains multiple pages, click on the Multi Scan icon in the toolbar, select Scan Multi-Page... from the File menu, or type Ctrl+Alt+R.
- The Paperless Import Window launches. Click the Scan button to scan your document.
- The scanner driver software takes over and allows you to scan or choose scanning options. The interface varies depending on the brand and model of your scanner.

Scanning Files continued on next page...
When your scan is complete, your item will be displayed in the Paperless Import window, where you can use the various buttons in the toolbar to manipulate the image.

The top right pane of the Import window will display the document’s OCR results, provided you had checked the “Perform OCR on import/scan” box at the bottom of the window or in Preferences. If not, you can simply click the OCR button to process the recognition engine.

The bottom right pane of the Import window will display metadata fields, which may be automatically populated with values if you had checked the “Autofill Receipt Fields” box. If not, you can manually enter the data now or when viewing the document in your Library.

Click Done to add the scanned item to your Paperless library. Popup dialog boxes will display the processing status and tell you when the import is complete, at which point your document will appear as part of your Library Inbox.

The Library Inbox is a holding area for documents that have not yet been processed.

You can enter information about an item while it is in the Inbox, by using the pane on the right.

For your convenience, some of the fields may be automatically filled in, based on the information associated with similar items already in your Paperless library (and only if the option is selected in your Files Preferences).
• Once you have assigned all the information you want to an item that has been added to your library, click Apply to save that information, or Done to save that information and move the item out of your Inbox and into your Paperless library.
Working with Your Items

Working with your items is easy in Paperless - there are several ways to view them in your library. Flow, Icons, List, Combo View, and Report are the various views you can choose to view your data.

The Main Window

Paperless allows you to change the way you view your data. The main window has three panes and five views:

- The pane on the left (the source list pane) orders your Library by Inbox, Recent Documents, and Collections;

- The pane on the right (the details pane) displays information about a selected item; and

- The middle pane (view pane) displays your items in various ways, depending on the view you choose.

Note: If you move your mouse close to the intersections of the main window’s panes, you can change their size. Paperless remembers the window positions as well as the sizes of these panes.
1 **Combo View:** The bottom portion of this view displays a list of your items, while the top portion displays a graphical view of the selected item. If you move the splitter between the two panes in the Combo view, you can collapse either the list view or graphical view. In order to restore either view, simply slide the splitter back to the middle. You can also use the buttons between the panes to toggle between items and open them in their own windows.

2 **Detail View:** This displays a list view of your items (see image on the previous page). You can easily sort your items by clicking on the name of any of the available fields - such as Type, Title, Date, or Category (this trick is also useful in the Combo View. You can also right click in the Detail View or the list portion of the Combo view to see options in the contextual menu that allow you to customize columns and sorting.

3 **Icon View:** This displays a graphical view of your items. To change the size of the thumbnails in the Grid View, drag the slider bar at the bottom right of the view.
Flow View: The bottom portion of this view displays a list of your items, while the top portion displays a graphical view of the selected item. You can also size these panes to your liking.

Report View: This prepares a report which you can view as a table, chart, or by expenses.

View Preferences

The View preferences tab allows you to control the main window’s display settings:

- **Show item counts** - check this option to display item counts in your Library and Collections.

- **Background Color** - this menu allows you to select the view pane’s background color.

- **Text Color** - this menu lets you control the font color of your items’ list view.

  Note: The details from the newest item are used, and the details from the older item(s) are discarded.

- **Default Thumbnail Sort Order** - these options let you sort your thumbnails (including icons in Icon view, and list items in the Combo and Details views) by field, in ascending order.

- **Default Thumbnail View** - choose which view - Combo, List (Detail) or Icon - will be your default.
• **Preview as PDF in Combo View** - check this to preview your items as PDF documents when using the Combo view. Checking this gives you enhanced viewing capabilities of the selected item in the Combo view.

**Viewing or hiding item info**

To view or hide the detail pane:

- Select an item from the list.

Click on the Show Details / Hide Details icon in the Toolbar, or choose Show Details / Hide Details from the View menu. The information will either be displayed or hidden from the main window's right pane.

Note: You can hide details regardless of what you have selected, but you need to select an item before Show Details will be enabled.
Viewing and editing items

To see an item in its own window:

- Double-click the item to open the Paperless PDF Viewer; or
- Single click on the item, then click the "Quick Look" icon in the toolbar to open the Paperless Quick PDF Viewer; or
- Use the contextual menu to open either viewer.

The actual receipt or document will appear in its own window, allowing you to view it alongside the main window. The Quick PDF Viewer will only allow you to view the item, while the PDF Viewer will also allow you to print the item.

You can set your PDF viewing preference in the Files tab of the Preferences window.

To edit an item in its own window:

Choose Edit Document from the Edit menu. This will launch a Quick PDF Viewer with image manipulation capabilities.

Entering line items or “Splits”

Your receipts may have items from one or more categories: for instance, you go to Target and buy a DVR player, pick up an over the counter prescription, buy a new mirror for the entry way of your house.

How can you categorize this receipt so that later you can find out how much you spent on medicine for your flexible spending account?
Paperless makes it easy - simply enter the line items, or “Split” the receipt and categorize each item.

To enter a line item:

Simply click on the + button below the line item box in the details pane. A Sub Item popup dialog will allow you to enter the item’s name along with its category, tax, amount, and notes. Click OK when complete, and repeat as necessary. (You can also remove a line item by selecting it and then clicking on the - button.)

For example, using the Target purchase above, you could enter the item “DVR Player,” select the category “Electronics,” and enter the price for that specific item. Next, you would enter a second item for the medication, and assign a category of “Health & Medical” or “FSA.” You would then continue to enter new items for each purchase (i.e. toilet paper and new mirror) until you’ve completed them all. Each of your items would then be available for easy sorting as you desire.

**Combining items**

Paperless lets you easily combine or merge items stored in your library.

To combine two or more items:

- Select the items.
- Right-click on the items while they are selected.
• A contextual menu appears.
• Choose Combine Documents... from the options.
• The items are merged into one.

**Adding pages to items**

Paperless lets you easily add pages to receipts or documents stored in your library.

To add a page to a receipt or document:

• Select the file.
• From the File menu, select Add Page(s).
• Choose the file you would like to add from the Windows Explorer popup.
• Click Open.
Removing pages from items

To remove pages from an item:

• Select the file.
• Choose Remove Page(s) from the Edit menu.
• The file will appear in the Quick PDF viewer window.
• Select the page to remove.
• Choose Delete from the Edit menu.

You will not be prompted to confirm the deletion, you will be prompted to save your changes when you exit the window. (You can turn off this prompt in the Files preference pane. Clicking yes will confirm the page removal, while clicking no will restore the page. **Once confirmed, a page removal cannot be undone.**

Hint: You can also add a page by using the combine functions described above. Simply scan or import the additional page or pages into your library. Then select the additional page, along with the existing item from your library, and choose Combine Documents.
**Changing item details**

You can change an item’s information at any time after scanning or importing it.

Simply click on the item to display its information in the main window’s details pane. (If the details are hidden, click on the Show Details icon in the Toolbar or choose Show Details from the View menu. In the details pane, you can change any of your item’s information, and save your changes by clicking on the Apply button that appears at the bottom right.

The middle section of this pane is for "splits.” These allow you to break up a file and place portions of it in different categories.

**Deleting items**

To delete a receipt or document, select the item and either click the Delete icon in the toolbar, press the delete key on your keyboard, use the contextual menu, or select Delete from the Edit menu.

Depending on your files preferences, you will be prompted to confirm the deletion, as the process cannot be undone.
Searching

Paperless makes it easy to find items in your library.

To find an item:

- Enter a search term in the search field in the Toolbar.
- Click the Search icon or hit enter. This will launch a search across all available fields, including OCR text of English documents.
- All receipts or documents that match will appear in your current view.

Note: Searches are performed on the currently selected collection or collections. To search all the items in the library, select Library from the source list in the left pane.
Using Collections to Organize Data

Creating collections
Collections help you organize your files. You can create collections or use smart collections to organize your receipts and documents.

The source list pane of the main window shows your collections. In order to create a collection:

• Click on the + icon in the lower left corner. Alternatively, choose New Collection from the gear button’s menu, right click anywhere in the source list pane and choose from the contextual menu, or use the File menu.

• Enter a name for your collection and click OK for it to appear in your collections list.

• Drag and drop items into your new collection.

• You can also select multiple items and use the gear icon, contextual menu, or File menu, to create a new collection from the currently selected receipts or documents.
Smart Collections

Smart collections expand on collections by allowing you to specify criteria detailing which items are to be included in the collection. These criteria include Merchant/Title, Date, Input Date, Payment Method, Category, Subcategory, Amount (for receipts), Notes, Tags, Document Type and custom fields.

Your Paperless libraries open with a variety of default smart collections:

- Recent Documents smart collections are automatically populated based on your recent activity, including files imported This Week and This Month.

- Receipts and Documents smart collections are based on file type - these collections automatically populate as you assign a type to your imported files.

Creating new smart collections is a simple task:

- Click the gear icon in the lower left corner and select New Smart Collection. Alternatively, right click anywhere in the source list pane and choose from the contextual menu, or use the File menu.

- Enter a name for the new smart collection.

- Select the field you want to match from the left menu. This includes Merchant/Title, Date, Amount, Category, etc.

- Select the type of match, such as equals, contains, is in the range, is greater than, etc. This will vary depending on the field you have chosen.
• Enter the information for a match in the field or date picker, as appropriate, and click OK.

• You can add or remove criteria by pressing the + or - buttons.

By default, if any of the criteria match, a receipt or document will appear in the smart collection. If you would like to change this so that all the criteria must match, change the "any" selection in the top menu to “all.”

Using and rearranging collections

Items can appear in as many collections as you want. To remove an item from a collection, simply open the collection, select the item, and delete it. Your item will not be removed permanently from the library - in order to remove an item permanently, you must remove it from the library itself. Removing an item from a smart collection will also remove it from your library.

Collections can easily be arranged. Drag the collection to its new location and it will be moved. You can choose whatever order meets your filing needs.

Folders

Paperless allows you to group your collections into folders. To create a folder:

• Choose New Folder from the gear button’s menu,
right click anywhere in the source list pane and choose from the contextual menu, or use the File menu.

- Enter a name for your folder and click OK. Your folder will either be created in the Collections list, or as a sub-folder of your currently selected Collection or Folder.

- Drag and drop collections, smart collections, and even folders into your new folder.

- You cannot drag receipts or documents into folders; they must be contained in collections. To remove a collection from a folder, simply drag the collection onto the Collection icon in the source list.

Exporting, Emailing and Saving

Paperless allows you to export, email, and save your documents, receipts, and other library items.

Emailing items

Sending your items via email is quick and easy:

- Select the item(s) you want to email.

- Click the Email icon in the toolbar, choose Email... from the File menu, or use the contextual menu.

- Enter the recipient’s email address and click OK.

Paperless composes a new email message in the Paperless for Windows Email Utility, with the item(s) attached as a pdf file. If you have not yet configured your email settings, you will be prompted to do so in the Backup & Misc tab of Preferences.
Exporting

Paperless allows you to export an item or folder of items from your Library.

- To export an item or folder:
  - Select the item or folder you want to export.
  - Choose Export from the File menu. Alternatively, you can use the contextual menu, or type Ctrl+E.
  - Select a location for the file and click OK.
• A dialog will prompt you to confirm your export if your selected destination is not an empty folder. You will also be notified by a dialog box when your export is complete.

Paperless will export 2 files for each item: a PDF file of the item itself, and a XML file containing the metadata you assigned to your item in the Library. That metadata will be available for you to work with when you reimport the items. Certain programs may not properly

**Tip:** If your items are not reimporting with metadata attached, make sure you have the “PDFs: Write Metadata” option checked in the Files Preferences.
read the XML format if you have accented or non-English characters.

**Setting up export to Quicken QIF or QFX**
The following only applies to receipts:

- Select **Show Library Configuration** from the View menu.

- Click on the Payment Methods tab.

- For each Payment Method, select the type that corresponds to the account type in Quicken, i.e. Bank Account, Credit Card, Cash or Other.

- Make sure each Payment Method corresponds exactly to an account in Quicken. If you need to change the name of a payment method, it will automatically change all receipts that use that payment method.

- Click on the General Fields tab in Library Configuration.

- Make sure each Category corresponds exactly to a category in Quicken. Changing the name of a category automatically updates all receipts that use that category. If you use sub categories in Quicken, create categories in Paperless with colons in them, i.e. House:Maintenance.

**Export to Quicken QIF or QFX**

- To export an item or folder to Quicken QIF or QFX:

  - Select the item you would like to export and choose Export to QIF or QFX... from the File menu. Alternatively, you can use the contextual menu.

  - Select the destination for the resulting QIF or QFX file.

  - Choose a file name, and click Save.

  - Launch Quicken and then import the QIF file you just created.
**Saving receipts and documents**

Saving receipts and documents is quick and easy. In Paperless, your information is automatically saved in the library file. There is no need to save, unless you are looking to have an extra copy of the item outside of your Paperless library. To save a copy of the item:

- Select the item(s) you want to save.
- Choose Save... from the File menu, type Ctrl+S, or use the contextual menu.
- Select a destination for your item. You can save the file wherever you like.
- Choose a file format for your item. You can specify if you want the format to stay the same as the original, or if you want to save it in a different format. Paperless will generate a new file from all your selected items.
- Click OK.
- A dialog will prompt you to confirm your export if your selected destination is not an empty folder. You will also be notified by a dialog box when your export is complete.
Importing

Paperless allows you to easily import files of different types, including PDF and JPEG, into your libraries.

Drag and drop

There are four ways to import via drag and drop:

• Drag and drop the file onto the Paperless icon. It will import into the frontmost library.

• Drag and drop the file onto a library’s view pane.

• Drag and drop the file into a library drop folder.

• Drag and drop the file onto a library droplet.
**Import menu item**

To Import files from the menu:

- Choose File --> Import... A window appears attached to the library into which you are importing.

- Select a file or folder, or search by file name or type.

- Choose the item or items to import.

- Click Open. Paperless will add the file or files to your library.
Printing Items

Printing receipts is very simple:

• Select the item(s) you want to print.

• Choose Print... from the File menu, type Ctrl+P, or use the contextual menu, launching the Paperless Quick PDF Viewer.

• Choose Print from the PDF Viewer’s File menu. You can then choose your print options - such as more than one item per page - from the Print dialog.

• Alternatively, double-click the file you want to print to launch the Paperless PDF Viewer. From there, simply choose the Print option from the Viewer’s File menu.
Reports

You can create, view, and print reports in Paperless.

Creating a Report

To create a report:

• Choose Reports... from the View menu.
• A window appears with a default report, “Paperless Report” enabled.
• Click the + button. A sheet appears.
• Configure what your report will display according to the following options:
Report Title - Names the report.
Sub Title - Describes your report.
Available Fields - Displays all the fields in your current library.
Report Fields - Sets the fields included in the report.
Include document image - Displays the images at the end of the report.
Total Fields - Sets the fields which will be totaled at the end of the report (e.g. Amount).
Order fields - Sets the order for the fields in the report.

- To add a field to the report, total, or order boxes, simply select it and click the associated right arrow. To remove a field from either of those boxes, select the field and click the left arrow.
- To move a selected field up or down within the list, use the up and down arrows.
- Select which items to include in your report by specifying the field, such as Category, the type of match, such as equals, and the Condition from the drop down menu. You can add and remove conditions by using the plus and minus buttons, and also specify whether all or any of the criteria should be met.
- Click Done. A dialog box will prompt you to confirm the changes you have made to your report. You can also save your report to a specific location by using the button and path option at the bottom of the window.
**Viewing and Editing Reports**

- To view or edit an existing report, choose Reports... from the File menu, launching a window that displays your current list of reports.

- To view a report, double click it, or select it and click the Show Report button at the bottom right of the window. The report will display as an HTML file in your default Web browser, such as Internet Explorer.

- To edit a report, simply select the report, and click the Report Editor button to launch the Quick Reporting window.

**Printing Reports**

To print a report:

- Choose Reports from the View menu.
- The reports window appears.
- Select a report.
- Click the View Report button or double-click the report in the list.
- Choose Print... from your browser’s menu.
Chapter 5: Advanced Topics

Now that we’ve looked over the basic functions of Paperless in depth, we’ll cover a few remaining topics, including backing up your libraries, changing your library configuration, and droplets.

Backups

Backup your library

There are a number of ways to backup your Paperless library.

• Use a third party product to backup your computer. (This is highly recommended.)

• Backup and Restore (Center) is one such application offered by Windows.

• Click on the Backup icon on the toolbar, or choose Backup Library... from the File menu to create a zip archive of the current library. The library will automatically store your archive to a Paperless Backups folder it creates in your Documents folder. We suggest that you do this periodically.

• Use Windows Explorer to copy your library to another location on your hard drive, to an external drive, or to a flash drive. Make sure that the library is not open in Paperless when you copy it.

• Paperless can remind you to make a backup of your data and password protect your backups. To set these options, first launch the Preferences window by choosing Preferences from the Edit menu.

• Select the Misc tab.
• Check the option to “Remind me to backup every x days.”
• Enter a number of days between reminders.
• Password protect your library backups by clicking the Password button and entering a password.

Library Configuration

Library Configuration (accessed from the main window menu) allows you to display and control information specific to a library. This includes general fields, payment methods, custom fields, data types, and tags.

To open the Library Configuration window, simply choose Show Library Configuration from the main window’s View Menu.

This section explains how to customize each of the tabs found in the Library Configuration window.

Document Types tab

For Paperless, document type is either a Document, Email, Image, Receipt, or Video.

Different document types can display different types of metadata.

Every document type in a Paperless library can be set to display a unique set of fields.

Let’s say you import recipes into Paperless. For a recipe, you might want to track things like the types of ingredients the recipe contains, the amount of time it takes to prepare (or cook) the dish, whether you’ve had success preparing the dish before.
Or maybe you import **sheet music** into your Paperless library. For sheet music, you might also want to track the source you originally got the sheet music from, but you might also want to track things like the composer, the tempo, the key (or keys) the piece is written in, the instruments the piece was written for, or other information.

You also might track statements from your financial institution (or credit card issuer) in Paperless. For a bank statement, you might want to track deposits, withdrawals, balances, dates, check number and items such as that.

And likely the most popular use, managing **sales receipts** (the receipts you receive whenever you buy something) in Paperless. Line items such as category, payment method, amount, tax and other receipt-related information could all be found here.

*Different document types can be used to separate different types of library items.*

Let's say you are tracking both statements for a credit card and receipts from purchases made with the credit card. Every month you import the following:

- The current month’s statement.
- Receipts for all purchases that appear on the current month’s statement.

This way you have the ability to not only track a summary of spending but the individual items as well.
Fields:
Paperless lets you customize your Data Types and choose which fields to display in the main window for each one. The
default data types are Contacts, Receipts and Documents. To add a data type in the Library Configuration window:

• Click the Plus (+) button at the bottom left of the Data Types tab to open a Paperless Library dialog box.

• Enter a Name for your new Data Type.

• Click OK to save your entry and return to the Data Types tab.

• To edit an existing Data Type, select it from the list and click the Editor button at the lower left of the window.

• The Paperless Library dialog box will open, allowing you to edit the Name field as shown above.

• To delete a Data Type, select it and click the Minus (-) button at the lower left of the window.

Display Fields:
The Display Fields column shows you which data types are currently displayed in Paperless. To move a data type,
highlight the field in the Fields column and click the arrow pointing to the right. It will be added to the Display Fields
column. If you change your mind and no longer want that specific field, highlight the data type in the Display Fields column
and click the arrow pointing to the left. The data type will return to the Fields column. If you want to rearrange the order in
the Display Fields column, select a data type and click the up or down arrow to move the data type to its proper location in
order.

Default document type:
The default item types are Document, Email, Image, Receipt, and Video and the default
type of a new item is a Document. To change the default type of a new item, choose the
Document Types tab in the Library Configuration window. You will see a drop down menu
in the top right corner of the window. Use the menu to select your new default type from any of your existing item types.

**Default Fields tab**

Default fields include a default list of Merchants or Titles, as well as Categories and Subcategories pre-populated in Paperless. These lists are often updated however if you want to add your own merchant or category use the + icon at the bottom of the list column and add the merchant or category. Alternatively, if you want to edit an existing default merchant or category, single click on the highlighted item and choose the Edit icon (the pencil) at the bottom of the list or double-click. To delete a default merchant or category, highlight the offending item and click the - icon at the bottom of the list.

**Merchants/Titles:**
The Merchants/Titles field is useful for adding or editing the names of merchants you commonly use - all your additions will be displayed in the Title drop down menu in your main window’s details pane.

Paperless lets you enter merchants or titles as you add information to your documents in the main window, but sometimes you might wish to edit a typo or add merchants and titles en masse. Here is how:

- Select an item in the Merchants/Titles field, and click the + button at the bottom of the list. (You can also double-click the item to launch the same dialog box.)

- In the dialog box, enter the name as you would like it to be displayed in your item’s metadata.

**Tip:**
When you create a new Data Type, Paperless will automatically populate the Available fields list with all the default fields, plus any custom fields you have created for the current library. The Fields to show list will be populated with a default list that does not include any of your custom fields. To add a custom field to the list, simply follow the instructions on the next page.
• Click OK.

• To add or delete a merchant or title, use the same method as above.
Categories and Subcategories columns:

Category and Subcategory are specific fields in Paperless, used to label library items. You can enter nearly any sort of label to the fields.

- **Category** tends to be used for a broader (coordinate) type of category.
- **Subcategory** is typically used for a narrower (subordinate) type of category.

What you do with Category and Subcategory are up to you. If it helps, though, here are some ideas on how to use them:

**On a Trip.**
While traveling, you might purchase food, fuel, and lodging. You might enter “Travel” to the category field for these receipts, to denote that they are for travel expenses, and subcategories for the specific types of purchases (“food, fuel,” and “lodging”) to organize by the specific types of travel expenses.

**For Pet Supplies.**
You might use the category Pet Supplies to organize all purchases for your pets. Let’s say you purchase food, toys, medication, and other equipment for your pet—you can use all of these things (food, toys, and so on) as subcategories of the category Pet Supplies to further specify the
criteria of your category.

**Payment Methods**

The Payment Methods tab is useful for entering information that lets you easily name and identify payment types for your receipts.

Here is how to enter payment methods:

- To add a Payment Method, click the Plus (+) button at the lower left of the window to open the Add Payment Type dialog box.
- Enter a Name for your Payment Type (e.g. Visa).
- Select a Type from the drop down menu (e.g. Credit Card). The type chosen will affect your options in the main window’s details pane.
- Enter any appropriate notes in the Notes field.
- Click OK to save your entry and return to the Payment Methods tab.
- To edit an existing Payment Method, select it from the list and click the Editor button at the lower left of the window. The Add Payment Type dialog box will open, allowing you to edit the Name, Type, or Notes fields as shown above.
- To delete a Payment Method, select it and click the Minus (-) button at the lower left of the window.
Tags

Paperless lets you define an unlimited amount of Tags for your files - these tags can be particularly useful when you are creating Smart Collections.

To add a tag in the Library Configuration window:

• Click the Plus (+) button at the bottom of the Tags tab to open a Paperless Library dialog box.

• Enter a Name for your new Tag.

• Click OK to save your entry and return to the Tags tab.

• Once you have created a Tag, you can assign it to any file in the main window. Simply double-click inside the tag field in the main window’s details pane to open the Tag Editor, which will let you edit the global list of tags that are available to assign to any item.

• To add a tag to a particular item in the library, click the tag in the Tag Editor (or Ctrl-Click to select multiple tags) and then click OK.

• In order to remove a tag from a particular item in the library, de-select that tag in the Tag Editor (by Ctrl-Clicking it) and then click OK. If you have multiple tags assigned to an item and only want to remove one, simply Ctrl-Click on that single tag to deselect it.
Custom Fields

Paperless lets you add an unlimited amount of custom fields to your libraries, to help you better organize your documents. Examples of custom fields include Role, URL, and Address fields.

To add a custom field in the Library Configuration window:

• Click the Plus (+) button at the bottom of the Custom Fields tab to open the Add Custom Field dialog box.

• Enter a Name for your Custom Field.

• Select a Type from the drop down menu provided (e.g. Text Field). The Type you choose will control how your custom field is displayed in the main window. (e.g. the Date Field will display with a date picker.)

• Click OK to save your entry and return to the Custom Fields tab.

• To edit an existing Custom Field, select it from the list and click the Editor button at the lower left of the window. The Add Custom Field dialog box will open, allowing you to edit the Name and Type fields as shown above.

• To delete a Custom Field, select it and click the Minus (-) button at the lower left of the window.
Droplet

A droplet is a small application that embeds information about your library. Paperless automatically creates droplets for each of your libraries, and places them as shortcuts in your library folders on the Desktop. From there you can move them wherever you like.

To create a droplet, access the File menu and select Create Droplet.

Droplets also provide an easy way to import your files - simply drag an image or document onto a library droplet to import the item into that library. They are a quick and easy way to save time in your workflow.
Dropbox

Paperless 3 introduces the ability to utilize the popular cloud solution, Dropbox. Dropbox works differently than an external server whereas Paperless is treated as a local file (that we access) and then Dropbox syncs the contents of the local file to the server.

To move your Library into the Dropbox folder, users can select the Move Library to Dropbox Folder from the File menu in Paperless 3 and it will automatically be moved to your Dropbox account. Users can do this manually if they wish when the program isn’t running. You must have a Dropbox account set up before choosing this feature or else the menu item will be inactive.

Tips: To avoid data corruption, do not share a library, do not host on an external server (excluding Dropbox) and do not move to another location while Paperless is in use.