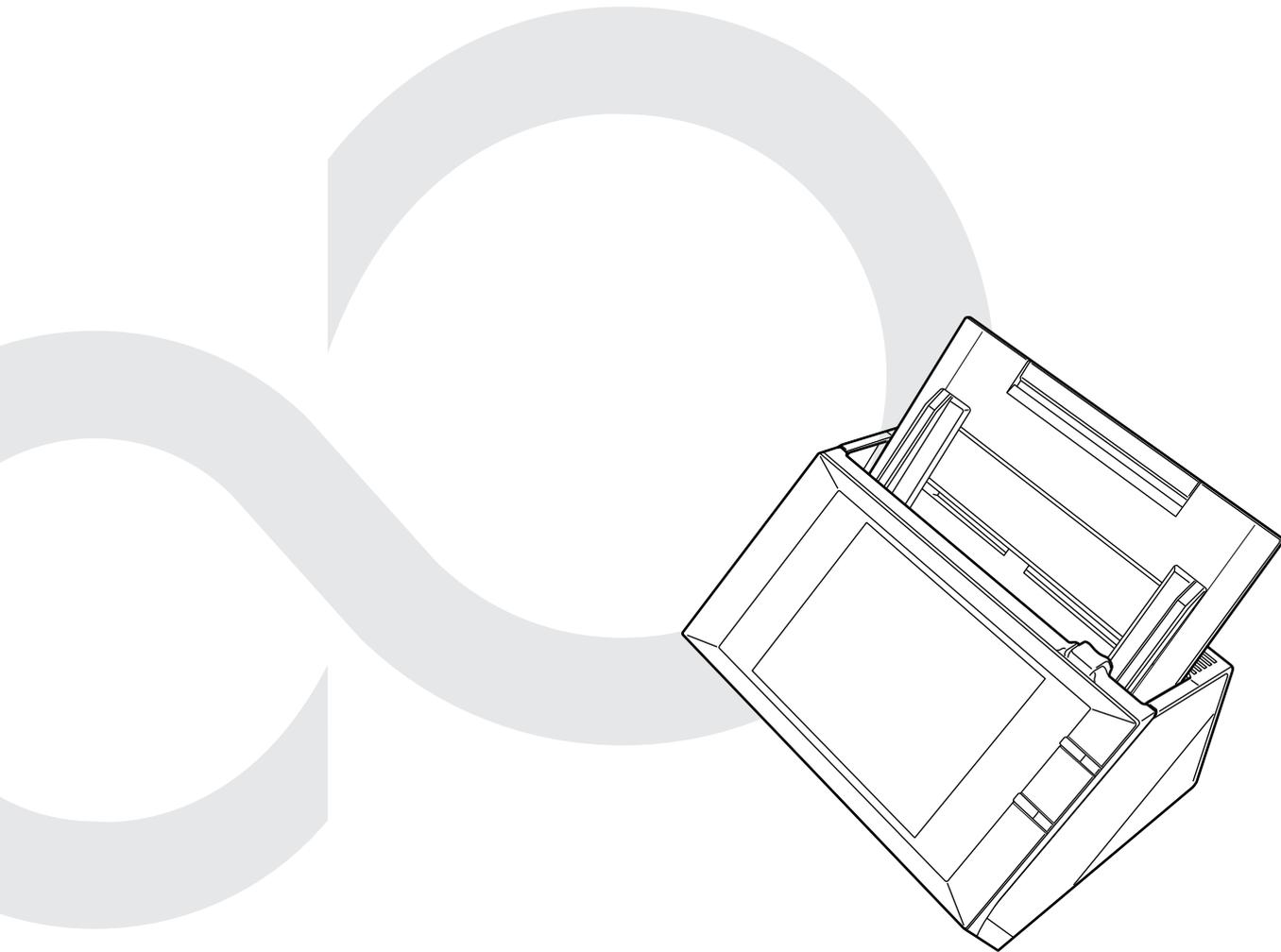


ScanSnap N1800 Network Scanner

Google Docs Add-in User's Guide



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Introduction

Thank you for using the Google Docs Add-in.

This manual aims to provide administrators and regular users with an overview of the Google Docs Add-in, and instructions on its installation, uninstallation, and operations.

We hope that this manual will provide you with useful information in order to utilize the Google Docs Add-in.

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■About This Manual

Symbols Used in This Manual

The following symbols are used in this manual:



This symbol alerts operators to particularly important information. Be sure to read this information.



This symbol alerts operators to helpful advice regarding operations.

| | |
|-------|---|
| Admin | <p>This symbol is used to indicate information about administrator operations. Each operation method is indicated by the following symbols:</p> <ul style="list-style-type: none"> ●  Administrator operating via the LCD touch panel. ●  Administrator operating via the network interface using the Network Scanner Admin Tool. ●  Administrator operating via the network interface using the Scanner Central Admin Console. |
| User | <p>This symbol is used to indicate information about regular user operations.</p> |

Screen Examples in This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.

The actual windows and operations may differ depending on the operation method.

If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

Abbreviations Used in This Manual

The following abbreviations are used in this manual:

| Abbreviation | Name |
|-----------------------|-------------------------------|
| Google Docs | Google Docs™ |
| Admin Tool | Network Scanner Admin Tool |
| Central Admin Console | Scanner Central Admin Console |
| Scanner | ScanSnap N1800 |

■ Opening Help

When the [Help] button is available on the window or dialog box that is displayed during the operation, you can open Help by pressing it.

Help provides information about items on the screens and actions to take for the messages.

On the touch panel, the Help button is displayed as .

Chapter 1

Overview

Admin

User

This chapter provides an overview of the Google Docs Add-in.

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1.1 Features of the Google Docs Add-in

The Google Docs Add-in is an application used for linking with Google Docs so that scanned data can be saved to it.

Saving scanned data to Google Docs enables scanned data to be viewed from anywhere at anytime by logging into Google Docs via a Web browser.

For details about how to install and uninstall the Google Docs Add-in, refer to "[Chapter 2 Installation/Uninstallation](#)" (page 10).

For the Google Docs Add-in, the following is regarded as user information.

- e-Mail address and password used for Google Docs authentication on the [Google Docs™ Authentication] window
- List of accounts (up to five e-mail addresses)
- Collection as a destination for saving scanned data
- Scan settings
- Setting for whether to remember the password

When scanner user information is backed up and restored, this information is also backed up and restored.

For details about how to back up or restore user information, refer to the Operator's Guide of the ScanSnap N1800.

1.2 System Requirements

The Google Docs Add-in runs under the following conditions:

| Scanner | System Version |
|----------------|------------------------------|
| ScanSnap N1800 | ss001 01.01.01.0046 or later |

Access to the Internet must be possible for saving to Google Docs.
A Google account must be created in Google in advance.



Chapter 2

Installation/Uninstallation Admin

This chapter explains how to install and uninstall the Google Docs Add-in. For details about operations of the ScanSnap N1800, refer to the Operator’s Guide of the scanner model.

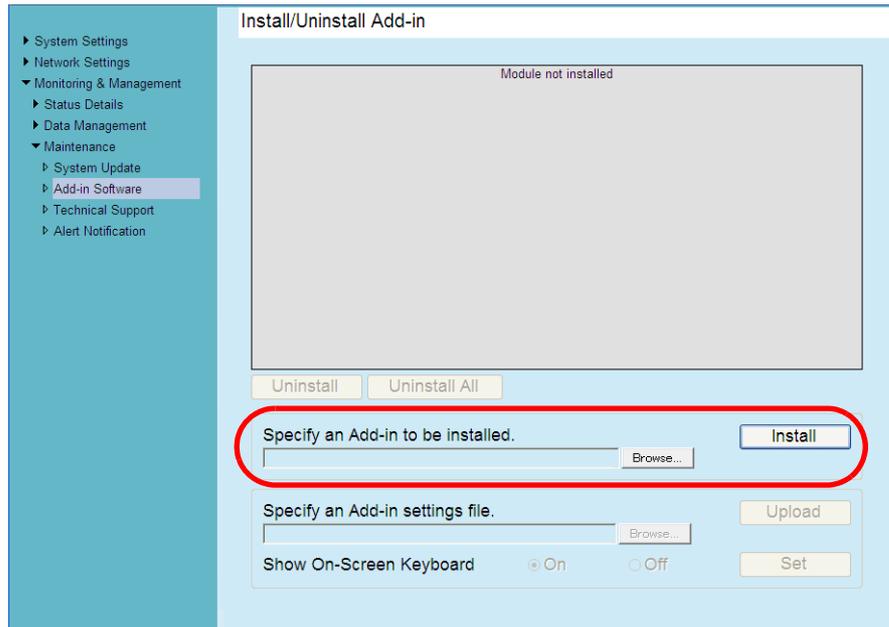
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2.1 Installing the Google Docs Add-in AdminTool Central Admin Console

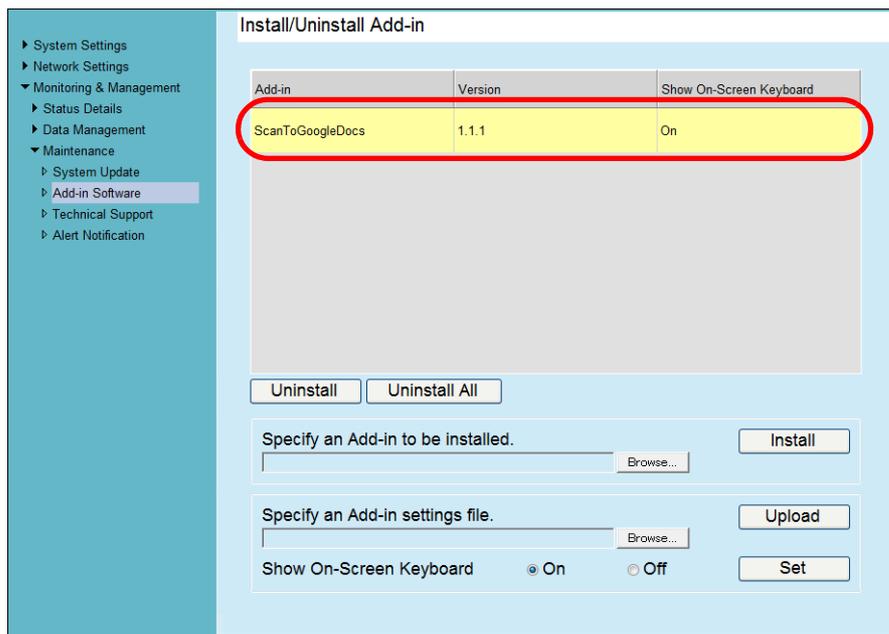
The Google Docs Add-in can be installed by selecting "NetScanner_ScanToGoogleDocs_1.1.1" on the [Add-in Software] window, and pressing the [Install] button.



"1.1.1" in the name of the file to be installed indicates the version.
The version may change when a new file is provided for the Google Docs Add-in.



When the Google Docs Add-in is installed, "ScanToGoogleDocs" is shown in the list.

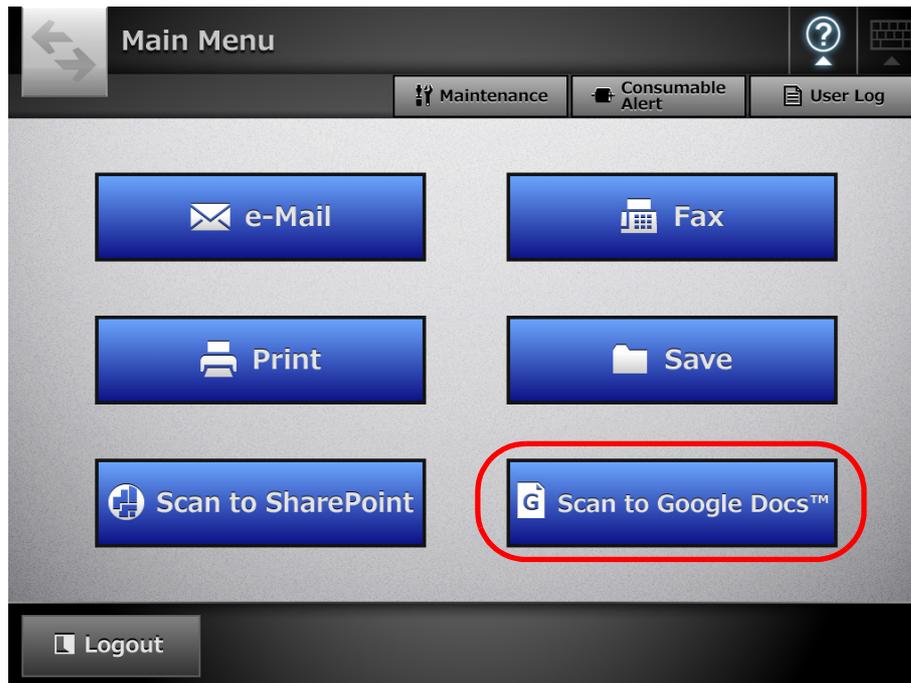




There is no need to configure an Add-in settings file or set whether to show the keyboard.
The keyboard can be shown regardless of the [Show On-Screen Keyboard] setting.

On the regular user's [Main Menu] and [Job Menu] window, the [Scan to Google Docs™] button is shown.

Example: On the [Main Menu] window, the button is shown as below.

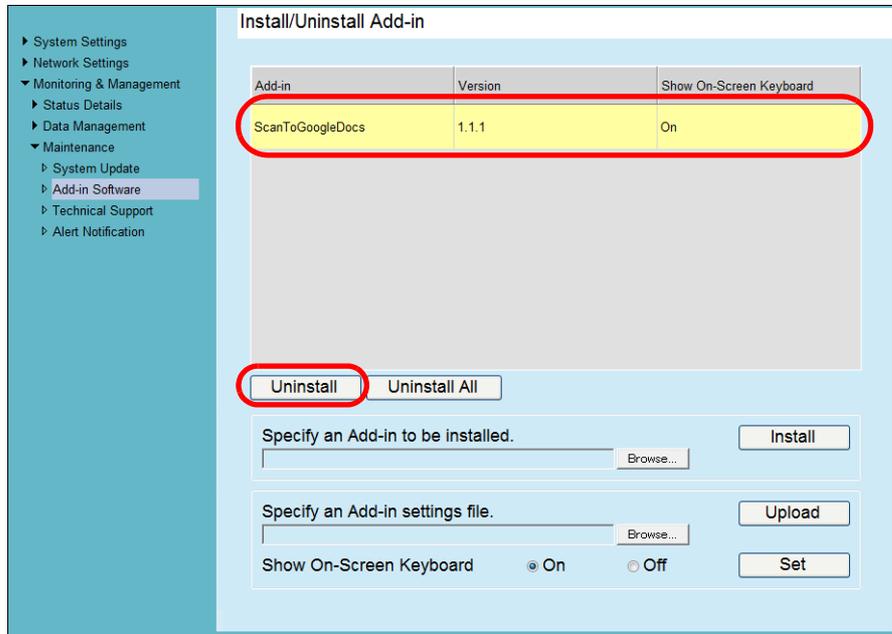


2.2 Uninstalling the Google Docs Add-in

AdminTool

Central Admin Console

The Google Docs Add-in can be uninstalled by selecting "ScanToGoogleDocs" on the [Add-in Software] window, and pressing the [Uninstall] button.



When the Google Docs Add-in is uninstalled, "ScanToGoogleDocs" is deleted from the list.

User information for the Google Docs Add-in is not deleted.

Chapter 3

Regular User Operations User

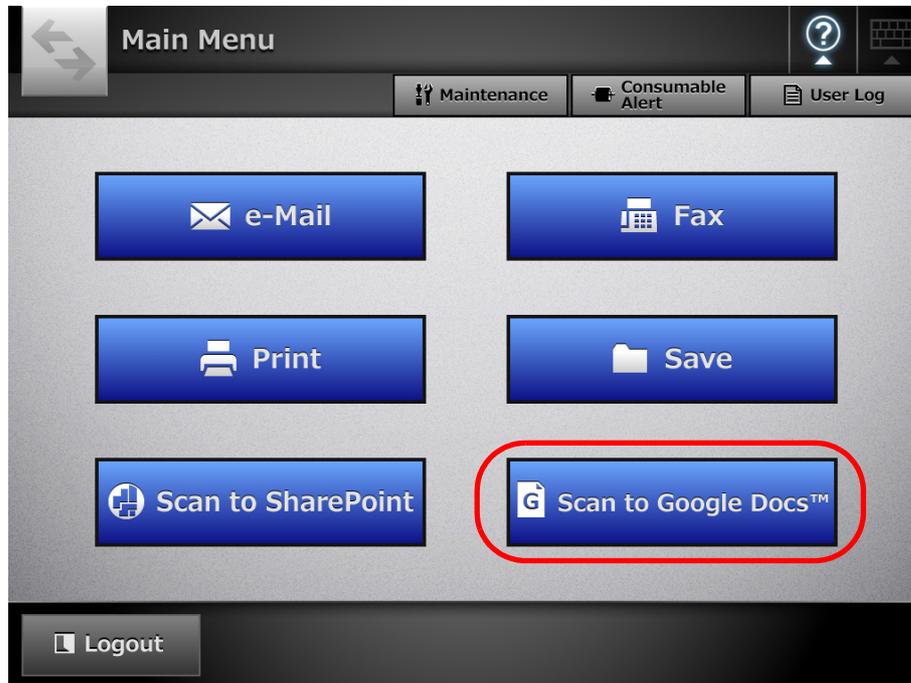
This chapter explains regular user operations after the Google Docs Add-in is installed. For details about operations of the ScanSnap N1800, refer to the Operator’s Guide of the scanner model.

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3.1 Saving the Scanned Data to Google Docs

Save the scanned data to Google Docs.

1. On the [Main Menu] or [Job Menu] window, press the [Scan to Google Docs™] button.



⇒ The [Google Docs™ Authentication] window appears.

When the following conditions are satisfied, Google authentication is performed for the previously used Google account and the [Scan to Google Docs™] window appears.

- If you logged in with an account other than a guest account
- If the password was set to be remembered

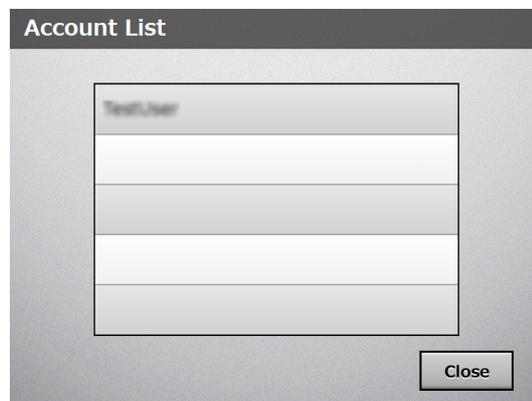
2. Enter an e-mail address (user name) and password for logging into Google Docs, and select whether to remember the password.



The screenshot shows the 'Google Docs™ Authentication' dialog box. It has a title bar with a question mark icon and a keyboard icon. The main area contains three input fields: 'e-Mail Address (User Name)' with a dropdown arrow on the right, 'Password' with three asterisks, and 'Remember password?' with a dropdown arrow and the text 'On'. At the bottom, there are 'Cancel' and 'OK' buttons.



If you have logged into Google Docs before, you can select the previously used e-mail address (user name) from the [Account List] window, which is shown by pressing .



The screenshot shows the 'Account List' dialog box. It has a title bar with the text 'Account List'. The main area contains a list of four items, with the first item being 'TestUser'. At the bottom right, there is a 'Close' button.

3. Press the [OK] button.

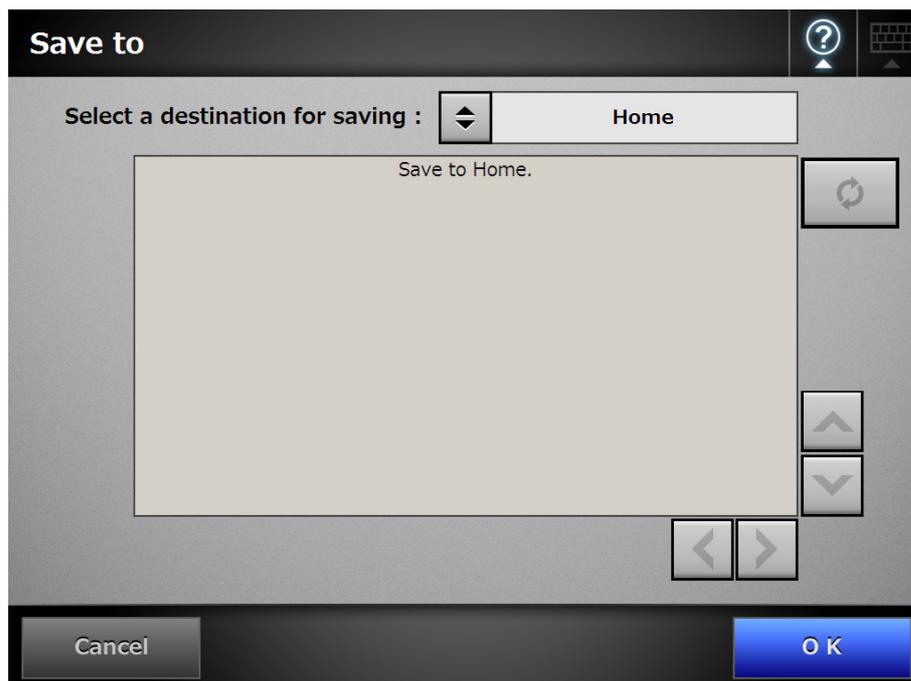
⇒ The [Scan to Google Docs™] window appears.



To change the scan settings, press  for [Scan Settings]. For details, refer to the Operator's Guide of the ScanSnap N1800. Note that the output file format used for a scan setting is fixed to PDF.

4. Press  for [Save to].

⇒ The [Save to] window appears.



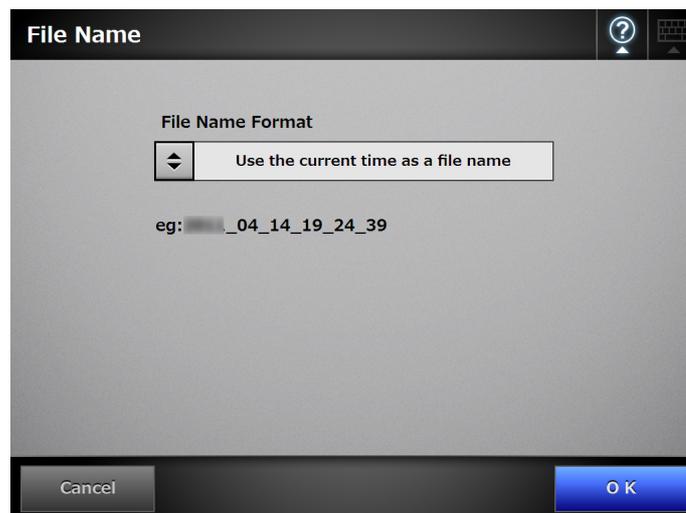
5. **Select a destination for saving scanned data. To save scanned data to a collection, select a collection from the tree.**
6. **Press the [OK] button.**
 - ⇒ The [Scan to Google Docs™] window appears again.
7. **For [File Name], enter a file name for the scanned data to be saved to Google Docs.**



- The following file names cannot be used:
 - CON
 - PRN
 - AUX
 - CLOCK\$
 - NUL
 - COM0 - COM9
 - LPT0 - LPT9
- The following symbols cannot be used:
 \ / * " : < > ? |



On the [File Name] window which is shown by pressing  for [File Name], a default file name format can be selected.



8. **Press the [Scan] button.**
 - When [Scan Viewer] is [Off], press the [Scan&Save] button.**
 - ⇒ The scanning starts.
 - ⇒ The procedures after scanning or for viewing the scanned data are the same as when scanned data is sent via e-mail or saved to a folder. For details, refer to the Operator's Guide of the ScanSnap N1800.
9. **When the saving process is completed, the [Main Menu] or [Job Menu] window is shown again.**



ScanSnap N1800 Network Scanner

Google Docs Add-in User's Guide

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