Mariner Software

Using Paperless with a ScanSnap on OS 10.7-10.12 in Version 2.

Corey Johnson - 2018-12-17 - Scanners

How can I set up Paperless to work with Lion (10.7) and my ScanSnap scanner?

Here is how to create a ScanSnap Manager Profile for Paperless:

1. Choose Settings in the ScanSnap Manager.

   A window appears.

2. Make sure "Use Quick Menu" is unchecked.

3. From the profile pop-up menu on the far right - either select Scan to Paperless, or click on the menu and select "Add Profile".

4. A dialog appears where you can type a name for the profile, name it "Scan To Paperless"

5. Now from the main window, select the Application tab.

6. Under Application: click the "Add" button and add the Paperless Application.

7. Chose the Scanning tab.

8. Choose image quality "best" for good results.

9. Choose color mode; "auto color or B&W - depending on what you are scanning. for most purposes B&W is sufficient.

10. Choose the File Option tab.

11. Select PDF from the menu if it isn't already selected.

12. Click the Option button, a window appears.

13. Generally, users will want to select "generate one PDF file per: "1" page(s). this will scan each page into a separate item - prior to 10.7 this could be dynamically set from paperless.

14. Choose the "Save" tab.

15. Select an image saving folder, typically you'll want to select:

    /Users/YOURUSERNAME/Library/Application Support/Paperless/Scans