



How To Re-Install Version 5 Software

Introduction

This process can be used to move ScanToPDF to a new computer or to install onto the same computer after a repair, or an uninstall

PLEASE NOTE

It should not be used to simply update the software on an existing machine that already has ScanToPDF installed. In that case all that is required is to use the Help >> Check for updates menu or run the software installation (scantopdfsetup.exe) taking default options

Please read and follow the instructions carefully.

1. Export the settings from the OLD machine

- Start ScanToPDF
- Version 5.0.2.5 and later
- Click **Help** and choose **Export Settings**
- Earlier versions.....
- Click the **Edit** menu
- Choose **Options**
- Toolbar shortcut - click the **Gear** icon
- Click the **Settings** icon
- On the settings window, click the **Export** button

This will create a ZIP file in the logged in users documents folder

2. Download and install on NEW machine

Download the software from the link provided to you by our support

Run the install onto the new machine taking the default options

To install the service use the /service command line switch with the installer

3. Import The Settings into the NEW machine

Start ScanToPDF

- Click the **Edit** menu
- Choose **Options**
- Toolbar shortcut - click the **Gear** icon
- Click the **Settings** icon
- On the settings window, click the **Import** button

- Open the settings ZIP file from the OLD machine which was created earlier

This imports the settings

Restart ScanToPDF

4. Obtain the Serial Number of the NEW machine

ON THE NEW MACHINE

- Start the ScanToPDF software
- Click the **Edit** menu and choose **Options**
- Click the **Activation** icon
- The **Product Activation** window is displayed
- Click the **Copy** button and select **Copy serial number to clipboard**

5. Request a new activation key for the NEW machine

Visit this page - [Manual Key Request](#) - ScanToPDF

Complete the required details on the form

Our licensing team will email a new key (we are open 09:30 to 18:00 UK time)

The key should then be applied to the ScanToPDF software

6. Apply activation keys to the NEW machine

- Start ScanToPDF
- Click the **Edit** menu and choose **Options**
- Click the **Activation** icon
- The **Product Activation** window is displayed
- Click the **Add** button
- Choose **Add an activation key manually**
- Enter the activation key(s) provided into the text box provided
- Click the >> button to expand the box to enable input of multiple keys at the same time
- Click the **OK** button
- Click the **Save** button