Generating Replacement Keys

Version 5.x.x.x

Introduction
All our software requires activation keys. New keys maybe required if a PC is replaced and the ScanToPDF serial number changes. Use these instructions to generate a replacement key for the second and subsequent keys after a serial number has changed.

Obtain the ScanToPDF serial number
➢ Start the ScanToPDF software
➢ Click OK at the activation key dialog window
➢ Click the Edit menu and choose Options
➢ Click the Activation icon
➢ The Product Activation window is displayed
➢ Click the Copy button & select Copy serial number to clipboard
➢ Detailed information about the ScanToPDF activation window is available here

Generating a replacement key
➢ Login to your Website account and click the Keys menu button
➢ In the keys table, next to the serial number column, click the > symbol
➢ Paste the serial number obtained into the Serial Number box provided
➢ Enter your name into the box provided (optional)
➢ Enter comments into the box provided (optional)
➢ Click the Activate button
➢ Your activation key(s) will be generated and entered into the Keys table
➢ On the right hand side of the table, click the > symbol to expand the line to show the keys.
Keys can be copied by highlighting them and copying them using the mouse right click option or CTRL-C on the keyboard.

**Applying keys to the ScanToPDF software**

- Start ScanToPDF
- If you have a single key enter it and click **OK**, otherwise click **OK** to start ScanToPDF and then 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
- Detailed information about the ScanToPDF activation window is available [here](#)