

***Desktop
Document
Manager***

R2.7.5

User's Guide

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Chapter 1

Introduction

Welcome to Desktop Document Manager! This software offers you a complete, easy-to-use solution for organizing and working with your paper and electronic documents and images. Once a document has been saved to your PC, you can use Desktop Document Manager to organize it, view it, and then print it or e-mail it. Desktop Document Manager integrates the tools you need.

Overview

Working with Desktop Document Manager, you can:

- **Scan Images and Documents** — Desktop Document Manager works with your scanner to let you read paper documents into your PC using all of the scanning controls and options provided with your TWAIN scanner. Desktop Document Manager provides you with both “simple” scanning options as well as “advanced” options, giving you full control over scanning preferences.
- **Convert Images to Text** — Text images scanned into Desktop Document Manager can be converted into editable text for use with common word processors. Desktop Document Manager uses an advanced Optical Character Recognition (OCR) engine that even preserves your document layouts. You can also convert an image containing text into a word processing format by simply dragging it from any folder onto the Output Zone.
- **Prepare Production Ready Documents** — Using Composer, you can combine files of different types into a single production-ready document. For example, combine a Word® file with an Excel® file and then add in a Lotus® file. In general, any application that can send documents to a printer can contribute pages to a Composer document. Reorder pages as you want them to appear and then print the entire document into stapled sets, making a single trip to the printer to collect your new documents.
- **View Your Images** — Using Desktop Imaging, viewing your stored images, scanned images, and digital camera images is quick and easy.
- **Distribute Your Documents** — Distribute documents by e-mail or print a hard copy as easily as dragging a file onto an icon on the Output Zone.
- **Import/Export an Image or Document** — Import, store, and manage .BMP, .JPG, .PCX, or .TIF documents and images directly from Desktop Document Manager.

System Requirements

To successfully install and use Desktop Document Manager, your system must meet the following minimum requirements:

- An Intel processor-based PC, Pentium™ 133 MHz or greater (Pentium MMX 200 MHz or better recommended)
- Microsoft Windows 95
- Microsoft Windows 98
- Microsoft Windows Millennium
- Microsoft Windows NT® 4.0 Workstation with Service Pack 4 or later
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional / Home Edition
- Internet Explorer 4.01 or later. Desktop Document Manager will install a minimal version of Internet Explorer 5.01 if this requirement is not available on your system.
- At least 32 megabytes (MB) of RAM. (64MB or more recommended to increase processing speed.)
- At least 110 MB of available hard disk space
- SVGA monitor, 800 x 600 resolution, 256 colors (True Color recommended)
- An Internet connection to access Internet product support sites.

About This Guide

This User's Guide assumes you have a basic understanding of Windows operation and are familiar with Windows terms. This includes how to start your system and navigate within a Windows environment, and perform such basic Windows functions as copying, printing and moving documents.

For assistance in using Windows or Internet Explorer, refer to your Microsoft Windows user documentation.

User's Guide Organization

This user's guide is organized into the following chapters:

Chapter 1, Introduction

A basic overview of Desktop Document Manager features, options, system requirements, and User's Guide organization.

Chapter 2, Installing Desktop Document Manager

Reviews the installation process and how to uninstall the software.

Chapter 3, Desktop Document Manager Overview

This chapter looks at how to navigate and work within Desktop Document Manager, including its menu and toolbar options.

Chapter 4, Working with Desktop Document Manager

This chapter explains how to change the view of your images and documents in Desktop Document Manager, and how to organize them, including how to open, save, copy, and move documents.

Chapter 5, Scanning with Desktop Document Manager

Reviews Desktop Document Manager scanning options and controls including how to select a scanner, scan an image into Desktop Document Manager, and set scanning options.

Chapter 6, Converting Images to Text

This chapter shows you how to convert an image into a format you can use with your favorite word processor and provides a few helpful hints on what you can do once it has been converted.

Chapter 7, Composer

Creating production-ready documents could not be easier with Composer. This chapter shows you how to combine documents, re-order documents, and print a final document.

Chapter 8, Desktop Imaging

The tools for viewing images are reviewed in this chapter, including adjusting the view of images, printing images, and adjusting Imaging default options.

Chapter 9, Glossary

List of terms used in this Guide or related to image processing.

Definitions of Terms

As you work with Desktop Document Manager, keep in mind how the following terms are used:

Images

In Desktop Document Manager, the term Image refers to items that can be loaded into Imaging.

Devices

A device is a piece of hardware such as a scanner, printer, fax machine, digital camera or copier.

OCR

Optical Character Recognition (OCR). A technology that lets you convert an image into a form that is compatible with common word processors.

Desktop Document Manager Online Help

The online help provides step-by-step instructions for performing Desktop Document Manager tasks. You can access the online help by using the Help menu in each application.

Chapter 2

Installing Desktop Document Manager

Installation Procedure

Installing the software is simple and straightforward. When you install Desktop Document Manager, the entire suite of applications, including, Composer, and Imaging, is loaded into your PC.

Software Location

By default, the software is installed on your default boot drive (usually C:\) in a folder named Desktop Document Manager, unless you specify another drive and/or folder during installation. The installation process also changes some of your system files to allow all the Desktop Document Manager components to work properly.

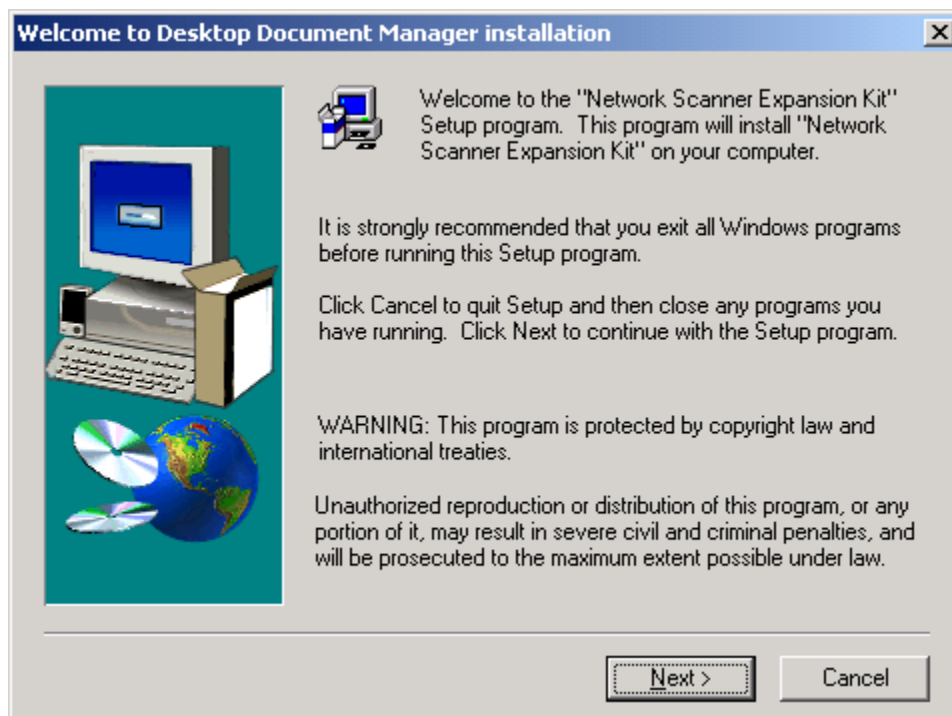
User File Location

You can also specify the location of where to store the documents and images you work on in Desktop Document Manager. Unless otherwise specified, the installation program creates a new Desktop folder and subfolders on the default boot drive (usually C:\). If you specify another location for your data files, you should not assign them into the same folder (or sub-folder) as the software, since all software folders will be deleted if Desktop Document Manager is ever uninstalled.

Desktop Document Manager CD Installation

To install Desktop Document Manager from a CD:

1. If any Windows applications are open, close them to ensure that the software installs properly. In particular, anti-virus programs such as "Norton AntiVirus" may report false warnings if they are not disabled prior to installation.
2. Insert the installation CD into your CD-ROM drive. In a few moments, the installation Welcome screen automatically appears on your monitor screen. If the Welcome screen does not appear (for example, because you have disabled the Windows Auto Run feature), run the Setup.exe program located in the \Deskmng directory on the CD.



Installation Welcome Screen

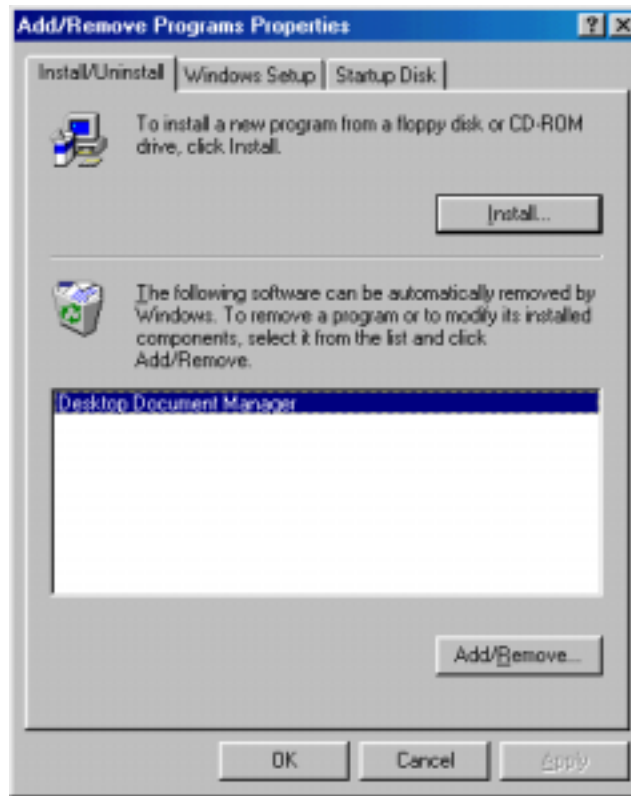
3. Follow the on-screen instructions to complete the installation.
4. Once the installation completes, you might be prompted to restart your computer. If so instructed, you must restart your computer in order to use the Desktop Document Manager

During installation or, if required, when restarting your computer, a folder is created in your Program Files directory or the location you specified during installation containing all the Desktop Document Manager, Composer, and Imaging software files. You will also find a Desktop Document Manager entry added to your Start/Programs menu containing the Desktop Document Manager and Imaging software files. Finally, a Desktop Document Manager shortcut is placed on your desktop making access to the software very convenient.

Uninstalling Desktop Document Manager

If you need to uninstall Desktop Document Manager, you can do so using the following standard Windows procedure for uninstalling software.

1. Click the Windows Start button, then Settings and Control Panel.
2. Double-click Add/Remove Programs.



Add/Remove Programs Properties Dialog Box

3. In the Add/Remove Programs Properties dialog box, scroll down the software list and click on Desktop Document Manager.
4. Click Add/Remove.
5. When the confirmation message displays, click Yes to complete the Desktop Document Manager uninstallation. Note that the uninstall process will not delete the folder named to hold the Desktop Document Manager data files (by default, C:\Desktop Document) selected during the install process.
6. When complete, click OK to close the Add/Remove Programs Properties dialog box.

The menu item, “Uninstall Desktop Document Manager”, in the Windows startup menu also launches this process.

NOTE : If you uninstall Desktop Imaging, you may lose your viewer for image files. Imaging for Windows, which can be installed using “Windows Setup” tab in the “Add/Remove Programs

Properties Dialog Box” above, can be installed from Microsoft media to serve as your image viewer.

Chapter 3

Desktop Document Manager

Overview

Introduction

Desktop Document Manager is a Windows application that provides integrated organization for all your paper and electronic documents and images. With Desktop Document Manager, you can:

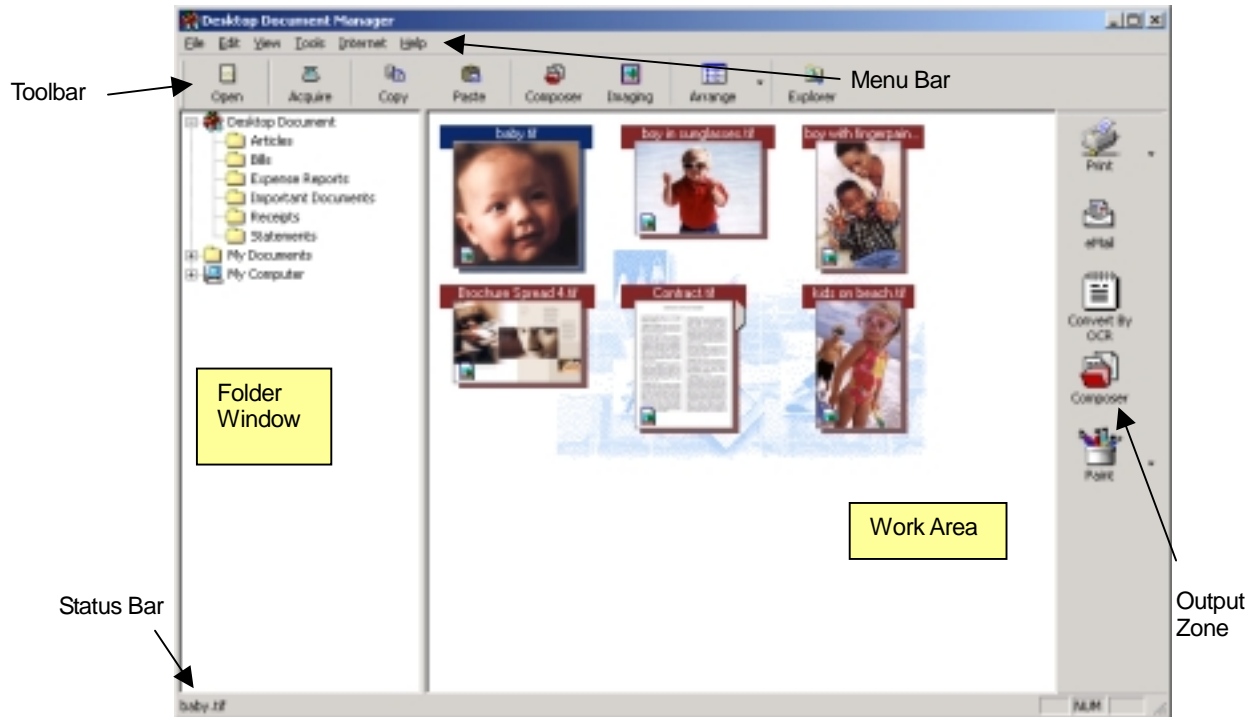
- Scan and view documents
- Convert images into text documents
- Organize documents and images among Windows folders
- Distribute documents by e-mail

Desktop Document Manager makes working with the devices connected to your computer (scanner, printer, or digital camera) more efficient, easy, and productive than ever before.

Starting Desktop Document Manager

You can start Desktop Document Manager from the Windows Start menu by clicking Start, pointing to Programs, then to Desktop Document Manager, and finally clicking Desktop Document Manager.

You can also start Desktop Document Manager from the Windows desktop by double-clicking the Desktop Document Manager shortcut icon.



Main Window

Folders and files are selected by clicking on them in the Folder Window or in the Work Area. Once selected, you can display information or execute commands by right-clicking on them. Or, you can choose a command from the Menu Bar, Toolbar, or Output Zone. Desktop Document Manager provides you with a convenient way of viewing, organizing, and distributing your files.

Desktop Document Manager is comprised of the following elements:

Menu Bar

The menu bar contains all the commands that are available in Desktop Document Manager, from opening and displaying documents to accessing product support on the Internet.

Folder Window

The Folder Window lets you access your files and system resources. It can be used much like Windows Explorer to locate and display information from Desktop Document Manager or your Folder/Drive.

Toolbar

The toolbar provides quick access to key commands and other applications such as the Composer and Imaging.

In circumstances where a command or application is not possible, the toolbar button is dimmed and unavailable for selection.*¹ To see what a toolbar option can do, place the mouse pointer directly over the toolbar icon and a tool tip appears explaining the function of that option.

Work Area

The work area displays the contents of a selected folder in a thumbnail view. From the work area, you can select a file to work with, and then view it, convert it to text, or print it.

Output Zone

The Output Zone displays icons for various destinations you can send files to. The Output Zone lets you print, fax, e-mail, convert images to text, and pass files to other applications of your choice with a simple drag-and-drop operation.

Status Bar

The status bar displays information about a selected file in addition to command and toolbar definitions. The definitions appear when you move the mouse pointer over a command or toolbar option. This is standard Windows status bar behavior.

Scroll Bars

If the contents of the Folder Window or the Work Area are more than can be displayed in the current window, Desktop Document Manager provides scroll bars that let you view all the available information.

NOTE - *1 : “Acquire” Button is an exception. The button is dimmed after the first execution if it is unavailable.

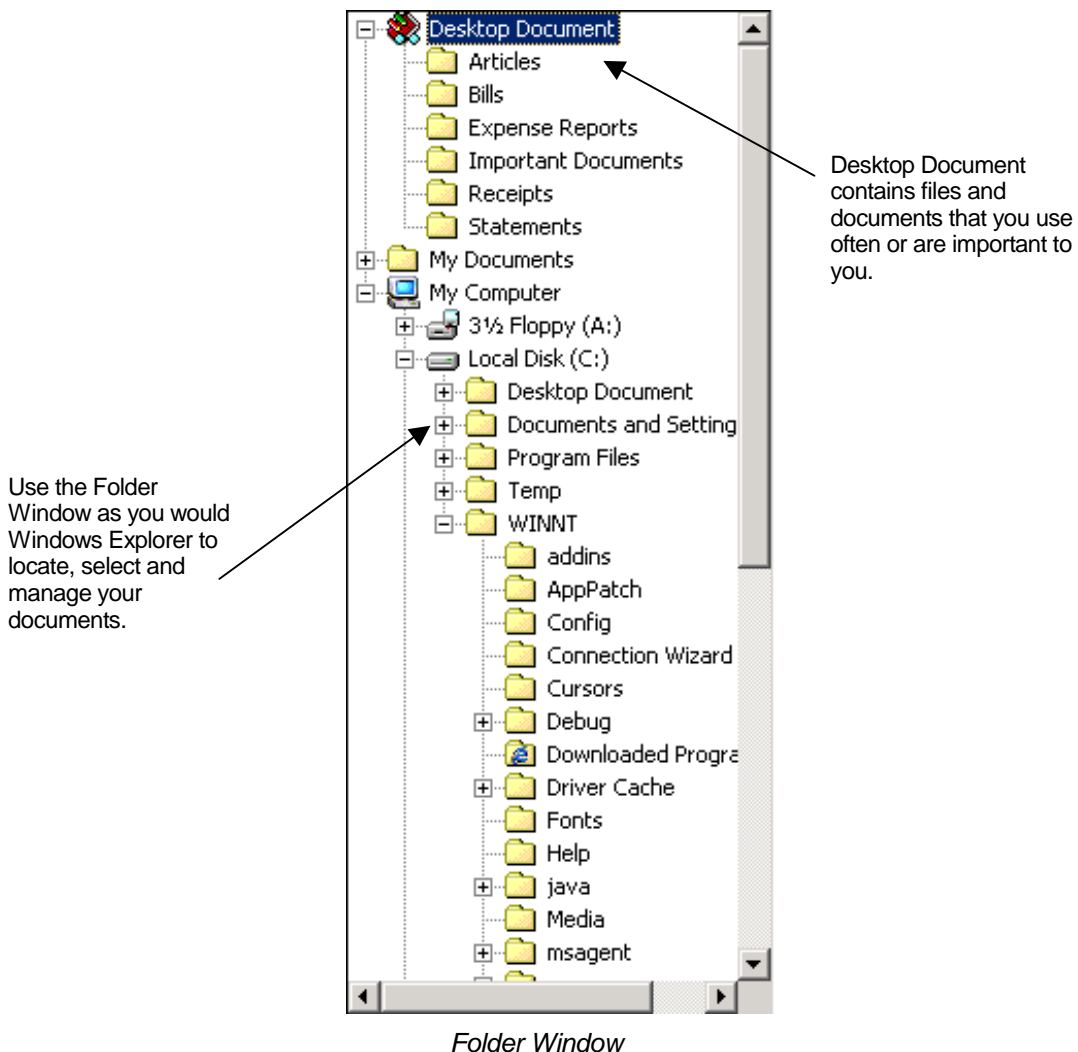
Navigating in Desktop Document Manager

Working with Desktop Document Manager is very easy. It is designed to let you find your images and documents quickly using the Folder Window, the Menu Bar, and the Toolbar.

Working with the Folder Window

By default, the Folder Window appears at the left on the Desktop Document Manager screen. The Folder Window can be used much like Windows Explorer to locate and display information from Desktop Document Manager, your hard disk, or any connected network drives.

Using the Folder Window, you can display both the hierarchy of your Folder/Drive contents and the individual contents of each selected folder in the work area. Click on a folder to display the files contained in that folder in the work area.



Note : Desktop Document Manager does not display the files or folders that are present on the Windows' Desktop.

Note: Deleting or renaming system files or folders may cause Windows or other applications to become unstable. Do not delete or rename files or folders without understanding what can occur.

Right-Click Options

Right-click on a folder in the Folder Window to display a popup menu with Explorer-like menu options that let you perform the following actions:

- New Folder — create a new folder at the current location.
- Rename — rename the selected folder.
- Delete — delete the selected folder into the Windows recycle bin.
- Copy — copy the contents of the selected folder into the Clipboard.
- Paste — paste the contents of the clipboard at the current location.
- Properties — display property information for the selected folder.

Right-click in the Work Area (away from any documents) to display a popup menu with Explorer-like menu options that let you perform the following actions:

- Scan Document — displays the Scanning dialog box that lets you set scanning options and then scan an image into Desktop Document Manager.
- From Scanner or Camera... (for Windows XP systems ONLY) — displays the Select Device dialog box to let you pick a scanner or camera. Then it displays the Scanning dialog box for the selected Device. From there, you can choose the scanning options for the WIA device and finally scan the image into Desktop Document Manager. (If only one WIA device is installed, the Select Device dialog will be skipped, placing you directly in the Scanning dialog box for the WIA device.)
- Paste — paste the contents of the Clipboard at the current location.
- Select All — select all documents in the current folder.
- Arrange — arrange thumbnails by Name, Date, Size, or Type.
- Preferences — set preferences for displaying thumbnails, names for new scanned files, text conversion and image export resolution options.

Right-click on a document in the Work Area to display a popup menu with Explorer-like menu options that let you perform the following actions:

- Open — open the selected file. If a readable image is selected, it opens in Imaging.
- Copy — copy the selected files to the clipboard.
- Rename — rename the selected file.
- Delete — delete the selected file into the Windows recycle bin.
- Send As — attach the selected file to a mail message using default email client on the user's PC. If the selected file is an .SDF file, and the PDF format is selected, the file is first converted to PDF format before starting the email client. Only .SDF files may be converted to PDF format before they are sent.
- Properties — display property information for the selected file.

The Menu

The menu provides you with the following options:

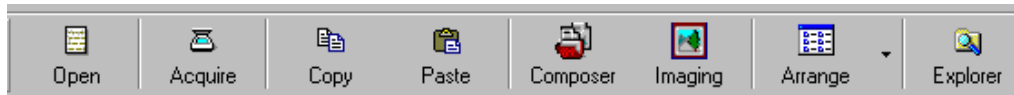
FILE MENU	DESCRIPTION
New Folder	Create a new folder at the current location.
Open	Open the currently selected file or folder. If a readable image is selected, it opens in Imaging.
Rename	Lets you rename a selected file or folder.
Delete	Delete the currently selected file or folder into the Windows recycle bin.
Print	Print a selected file by opening its native application and causing it to print to the current system default printer.
Acquire Image	Displays the User Interface from the TWAIN driver (which will be different for each scanner) that lets you set various options and then scan an image into Desktop Document Manager. For more information, refer to "Chapter 5, Scanning with Desktop Document Manager."
Select Scanner	Select a TWAIN scanning driver for use in scanning images and documents.
From Scanner or Camera... (for Windows XP systems ONLY)	Displays the Select Device dialog box to let you pick a scanner or camera. Then it displays the Scanning dialog box for the selected Device. From there, you can choose the scanning options for the WIA device and finally scan the image into Desktop Document Manager. (If only one WIA device is installed, the Select Device dialog will be skipped, placing you directly in the Scanning dialog box for the WIA device.) For more information, please refer to "Chapter 5, Scanning with Desktop Document Manager."
Send As	Attach the selected file to a mail message using the default email client on your PC. If the selected file is an .SDF file, and the PDF format is selected, the file is first converted to PDF format before starting the email client. Only .SDF files may be converted to PDF format before they are sent.
Properties	Display property information for the selected file.
Exit	Exit and close Desktop Document Manager.
EDIT MENU	DESCRIPTION
Copy	Copy the currently selected file or folder to the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Select All	Select all documents in the current folder.
VIEW MENU	DESCRIPTION
Folders	Toggle the default folder view on and off.
Toolbars	Toggles the Toolbar, Text Labels, and Large Buttons on and off.
Status Bar	Toggle the status bar on and off.
Output Zone	Toggle the display of the Output Zone on and off.
Refresh	Refresh the thumbnails in the work area.
Arrange	Arrange thumbnails by Name, Date, Type, or Size.
Next Page	If the thumbnail has more than one page, view the next one

Previous Page	If the thumbnail has more than one page, view the previous one
Launch Explorer	Launch Windows Explorer.
TOOLS MENU	DESCRIPTION
Product Configuration	Configure your connected devices.
Preferences...	Set preferences for displaying thumbnails, names for new scanned files, text conversion and image export resolution options.
Composer	Launch Composer component of Desktop Document Manager.
Imaging	Launch Imaging component of Desktop Document Manager.
INTERNET	DESCRIPTION
Product Information	Display the Internet page connected to Product Information.
HELP	DESCRIPTION
Contents and Index	Display the online help.
About Desktop Document Manager	Display product version and copyright information.

The Toolbar

The toolbar allows you quick access to key commands and additional applications such as Composer and Imaging.

To display a popup tip for a command, move the mouse slowly over its icon.



Toolbar

The toolbar lets you perform the following functions:

FILE MENU	DESCRIPTION
Open	Open the currently selected file or folder. If a readable image is selected, it opens in Imaging.
Acquire	Displays the User Interface from the TWAIN driver (which will be different for each scanner) that lets you set various options and then scan an image into Desktop Document Manager. For more information, refer to “Chapter 5, Scanning with Desktop Document Manager.”
Copy	Copy the currently selected file or folder to the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Composer	Launches Composer, letting you combine pages from multiple documents into a new Desktop Document Manager document. For more information, refer to “Chapter 7, Composer.”
Imaging	Launches Imaging, allowing you to view documents and images. For more information, refer to “Chapter 8, Desktop Imaging.”
Arrange	Arrange a selected folder display in the work area by Name, Size, Type, or Date. The current selection will be used to sort the thumbnails of any files selected.

The current selection will be used to sort the thumbnails of every folder selected.

Explorer Start Windows Explorer.

The Output Zone

The Output Zone lets you perform functions by simply dragging and dropping a selected file to the appropriate Output Zone button. You can also highlight a file and click the desired Output Zone button. To change the destination of an Output Zone button, click the “down arrow” to its right and select another choice from the drop-down menu that appears.



Output Zone

The Output Zone, when enabled, appears at the right of the Work Area. The Print, Fax, and eMail buttons appear if your computer has the supporting software installed. For instance, if you do not have a Fax driver (‘fax’ somewhere in its name) installed the Fax button will not appear. The same is true for the eMail button if your computer does not have a MAPI-compliant email client installed:

LABEL	DESCRIPTION
Print	Prints a single copy of the image to your default printer. To print to another printer, click on the Down Arrow and select the desired printer.
Fax	Sends the image/document to the host-resident fax utility allowing it to be transmitted over a telephone line.
E-mail	Launches your e-mail application inserting the selected image/document as an attachment.
Convert by OCR	Sends the image/document through the OCR (Optical Character Recognition) engine displaying it in the selected editor (see the next section for more information).
Composer	Prints the document using the Composer print driver and opens Composer.
Application	Allows you to access other applications from the Output Zone. In the example above, Microsoft Paint has been added to the Output Zone. To add an application to the Application button, use the Tools/Preferences menu item described later.

Exiting Desktop Document Manager

To exit and close Desktop Document Manager, choose the Exit command from the File menu.

Chapter 4 ***Working with*** ***Desktop Document Manager***

Introduction

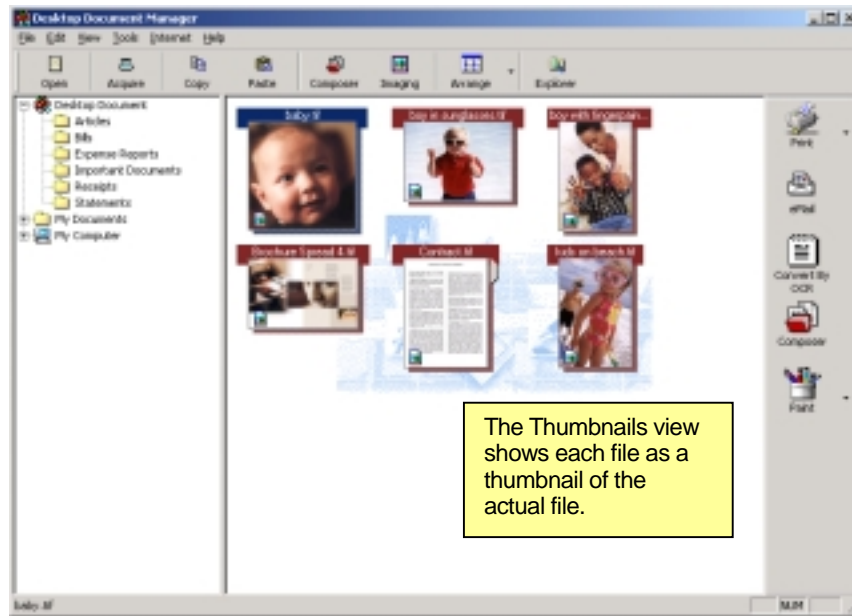
Desktop Document Manager makes it easy to identify, locate, and organize your files. This chapter reviews how to work with each of the options Desktop Document Manager provides.

Viewing Images and Documents

When you open a folder in Desktop Document Manager, you view the documents contained in the folder as a thumbnail of the document. If the number of documents within a folder exceeds the available work area, horizontal and/or vertical scroll bars appear. You can use them to scroll through the work area to view all the documents.

Working within a Folder

On the Folder Window, click on the desired folder. The documents contained in the folder are displayed in the work area. Each of your documents appears as a thumbnail image, showing the file's name and type. Note that it takes longer to generate thumbnails the first time a folder is selected. If you click a thumbnail while this process is happening, the generation process stops and you can start using a file. However, the remaining thumbnails are left gray.

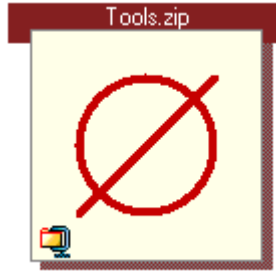


Viewing Files as Thumbnails

To page through a multi-page document, click on the document to select it, and then click on the arrows on either side of the thumbnail. Or, use the Next Page or Previous Page options in the View menu. You can see up to the first 20 pages of the document as thumbnails. When you move to the second page of a multi-page document, Desktop Document Manager will “look ahead” up to 20 pages to be ready for the next page request. The caption of the thumbnail contains the current page number and the total page count of the document (up to 20 pages. If there are more than 20 pages, the total page count will be represented as “20+”). When you get to the 20th page of a multi-page document, further clicks to the next page will be ignored. You can page back to the front of the document using the left arrow or the Previous Page option on the View menu.

The work area is automatically arranged according to the selected option from the Arrange toolbar button. You can arrange thumbnails by Name, Date, Size (of the image file), or Type. Whenever new documents are added to the work area, the thumbnails will be rearranged according to the current setting of the Arrange option, with the new document occupying the appropriate place.

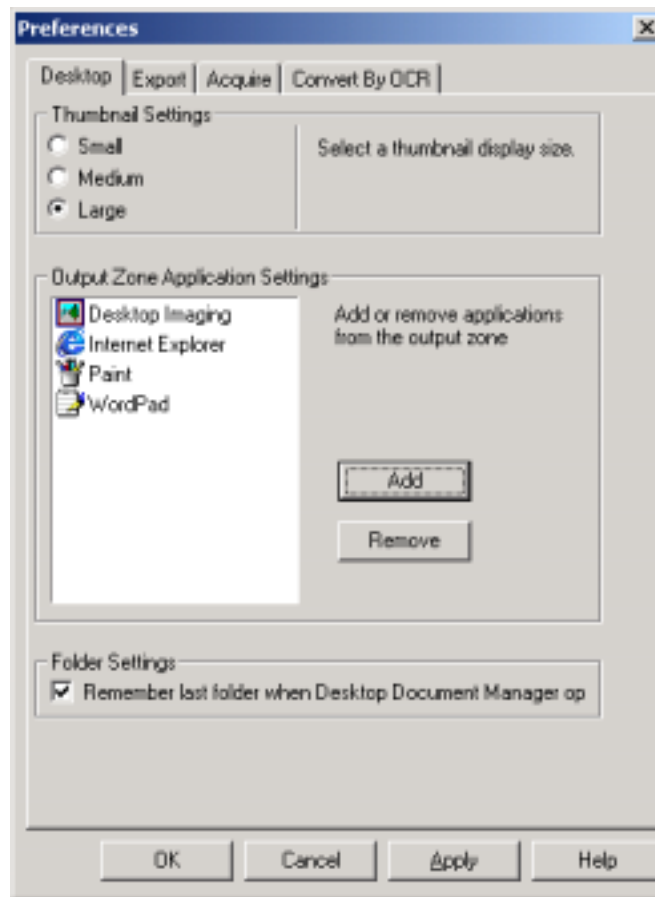
If the document cannot be rendered as a thumbnail, it will be shown in the work area in the following manner:



If the thumbnails do not appear as expected, select the Refresh command from the View to correct the problem.

Controlling the Desktop Display

Desktop Document Manager lets you customize the Desktop according to your preferences: Choose the Preferences command from the Tools menu and click on the Desktop tab.



Desktop Display Options

Changing the Thumbnail Size

To change the thumbnail size, click on your preference: Small, Medium, or Large. Then click OK.

Adding/Removing an Application on the Output Zone

The current applications available on the Output Zone are listed in the box. To add an application to the Output Zone, click the Add button and enter the path to the program you want placed on the Output Zone. Or use the Browse button to locate and select the program. Then click OK.

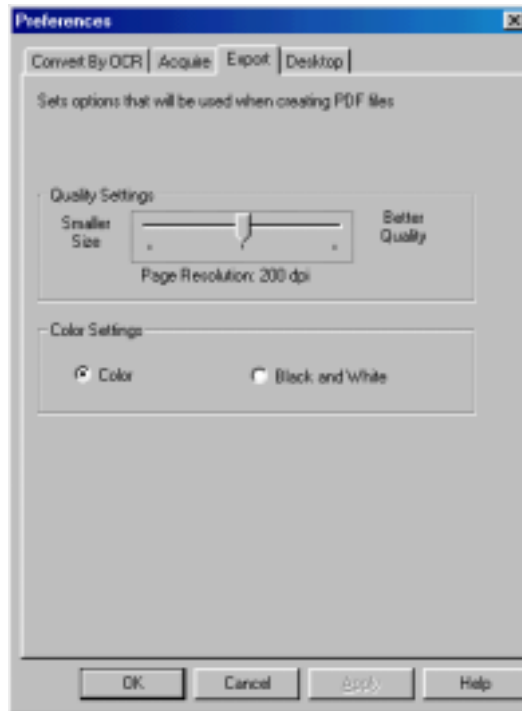
To remove an application from the Output Zone, select its name from the box and click on the Remove button. Then click OK.

Set up Entry Folder

If you always want to enter Desktop Document Manager with the Desktop Document folder displayed, uncheck the 'Remember last folder...' box. If you want to enter Desktop Document Manager with the last folder you were in displayed, check the 'Remember last folder...' box. Then click OK.

Setting Export Options

Both Desktop Document Manager and Composer permit attaching and sending files via email. In addition, Composer allows you to export Composer files as Adobe Acrobat (.PDF) format files. (See "Menu Options" and "Attaching a Document to Email" in the "Working With Composer" section in "Chapter 7: Composer" for more details.) If your workstation has a limited amount of memory, converting a large image to a 300 dpi PDF file can take considerable amount of time. Or if you wish to send a large file via email, converting that file to a 300 dpi PDF file and sending it may strain the resources of either your or the recipient's email application or may exceed size restrictions placed on email attachments by some Internet Service Providers. In such cases, it may be helpful to modify the default image Export resolution settings. To do so, select Preferences from the Tools menu and click on the Export tab.



Export Resolution Settings

Changing the Default Export Resolution

To change the default Export resolution, press and hold the left mouse button on the slider bar in the Quality Settings frame and drag it until the slider bar indicates that the desired image conversion resolution has been selected. Dragging the slider to the left will result in shorter conversion times and smaller file sizes after conversion. Dragging the slider to the right will result in higher quality images. When finished, click OK to save your selection.

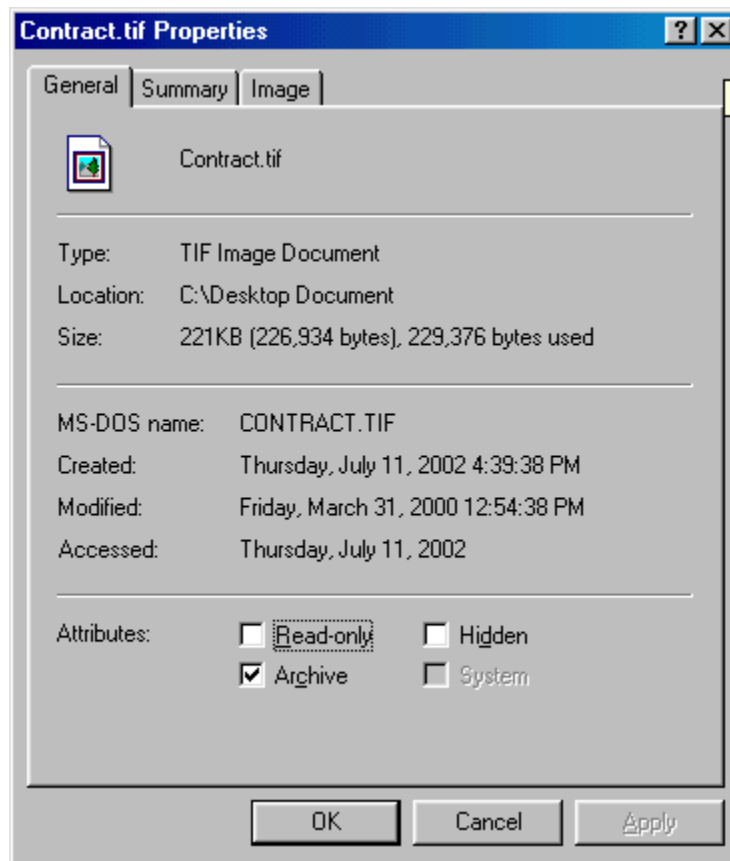
Changing Color Settings

If obtaining a small file size is more desirable than color reproduction for your exported files, selecting the “Black and White” setting will create the smallest possible file during the export process. Selecting the “Color” setting generates more accurate color reproduction of exported documents. When finished, click OK to save your selection.

Viewing a Document’s Property Details

The Properties dialog box displays detailed information about a document. To display properties information:

1. Click the mouse on the document for which you want to view details in the work area, and choose Properties from the File menu.
2. To close the Properties dialog box, click OK.



Properties Dialog Box

Organizing Files

With Desktop Document Manager, organizing your files could not be easier. This section reviews the overall procedures for such tasks as selecting files, opening them, moving them, and deleting them. Note that while Desktop Document Manager can page through a file's pages in thumbnails, it is not possible to isolate a single page within a file. All operations, including cut, copy, and paste, apply to the entire file.

Selecting Files

To work with a file, you must first select it in the work area. To select a file:

- With the file displayed in the work area, click on it.
- To select multiple files, hold down the Ctrl key and click on the files you want to select, or hold down the **Shift** key to select a continuous range of files.

Once selected, you can then choose the command for the task you wish to do such as open the document, convert it to text by OCR, or print it.

Opening Files

You can open a document in its parent application (the application used to originally create the document) or, if it is an image document, in the Desktop Imaging.

To open a file using its parent application:

- Right-click on the document and choose Open, or,
- Choose the Open command from the File menu, or,
- Double-click the image/document in the work area.

Deleting Files

To delete a file, right-click on it in the work area and choose the Delete command. Or press the **Delete** key on your keyboard (you can also select this command from the File menu). The file is removed from Desktop Document Manager into the Windows Recycle Bin.

Restoring a File

To restore a deleted file, click the Windows Recycle Bin folder, then right-click on the file and select the Restore option. For more information on restoring files from the Windows Recycle Bin, refer to your Windows online help.

Moving Documents and Folders

You can move a document or folder from one folder into another folder as follows:

1. Select the folder/document you want to move from the Folder Window or the work area by clicking on it.
2. Drag and drop the folder/document to the new location.

You can also drag-and-drop files and folders between Windows Explorer and Desktop Document Manager using the above procedure.

Copying a File

A file can be copied from one folder to a different folder.

To copy a file from one folder to another:

1. Open the folder with the file you want to copy.
2. Drag the file, while holding down the **Ctrl** key, to the desired folder.

Renaming a File

You can change the name of a file to something else.

To rename a file:

1. Right-click on the file you wish to rename.
2. Choose the Rename option (this command can also be selected from the File menu).
3. Type the new name for the file.
4. Click outside the selection box to save the file with its new name.

Attaching a Document to Electronic Mail (Email)

If you use a MAPI-compliant e-mail application (such as Microsoft Exchange®), you can attach a document or image to an e-mail message. Desktop Document Manager opens your e-mail application and attaches the selected document to a blank e-mail message. You cannot open your e-mail application directly from Desktop Document Manager if you don't plan on attaching a document.

To attach a document or image to an e-mail message, click on the document you want to attach and then choose the Send As option in the File menu.

Chapter 5

Scanning with Desktop Document Manager

Introduction

Desktop Document Manager lets you scan documents directly into Desktop Document Manager. Once loaded into Desktop Document Manager, you can use Imaging to look at them. Scanned images can also be converted to text, allowing you to edit them with common word processors. All scanned images are stored in a TIFF format.

This chapter provides instructions on setting and changing scan options.

Scanning Documents

Using your scanner, you can scan any document into a folder designated by Desktop Document Manager. The resulting document can be displayed in Desktop Document Manager, as a thumbnail image, or in Imaging, as a full-sized image.

Each image you scan is placed in a folder as a TIFF document. The image is stored and named using the method defined in the Preferences option on the Tools menu in Desktop Document Manager.

A scanned document can be viewed, printed, or sent as an e-mail attachment.

To scan an image from a TWAIN scanner:

1. Place the image you want to scan in your scanner.
2. In Desktop Document Manager, click the Acquire icon on the toolbar, or choose the Acquire Image command from the File menu (to select a scanning device, choose the Select Scanner command from the File menu).

To scan an image from a WIA scanner:

1. Place the image you want to scan in your scanner.
2. Select "From Scanner or Camera..." from the File menu in Desktop Document Manager.
3. Select a scanning device. (If only one WIA device is installed, this step is skipped.)
4. Set desired scanning options and then click the Scan button on the scanning dialog box.

To scan in image from a WIA camera:

1. Select "From Scanner or Camera..." from the File menu in Desktop Document Manager.
2. Select your WIA camera from the dialog. (If only one WIA device is installed, this step is skipped.)
3. Select the picture you want to copy.
4. Click the "Get Pictures" button on the dialog box.

Note that the Scan dialog box is part of the software that comes with your scanner or camera. It will vary depending on the manufacturer and model of the scanner. Follow the specific instructions that come with your scanner or camera to complete the scan of an image into Desktop Document Manager.

Setting Scanning Options

In most cases (depending on your scanner), you should be able to specify the following scanning options:

1. Preview the document prior to scanning.
2. Select an area of the document from which to scan, typically by dragging the mouse over the area, creating an outline of the selected area on the screen.
3. Tell the scanner to send the image to your computer.

Usually, a "scan in process" dialog box appears, showing you the current progress of the scan. When the scanning completes, the dialog box will usually disappear.

Viewing Scanned Images

Once you have scanned an image into Desktop Document Manager, you can then view it or print it. To view a scanned image, click the folder containing the image in the Folder Window. Your scanned images are displayed as thumbnails in the work area.

Viewing an Image

To view a scanned image, click on the image and click on the Imaging button on the toolbar. Desktop Imaging starts and displays the selected image.

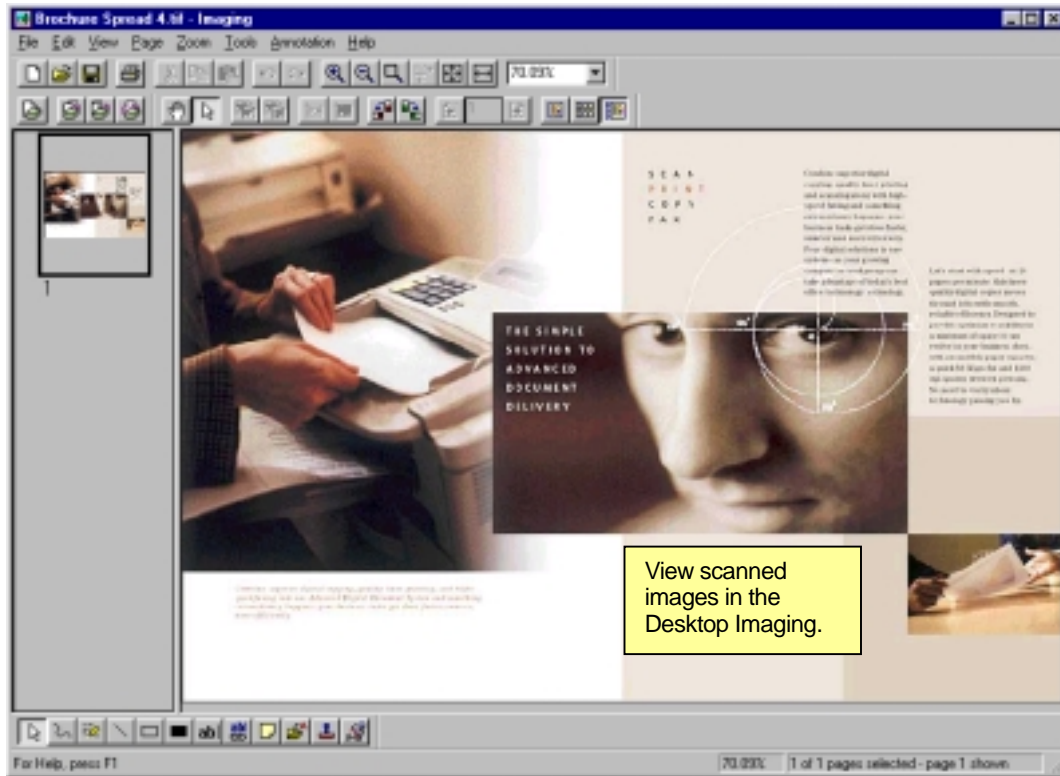


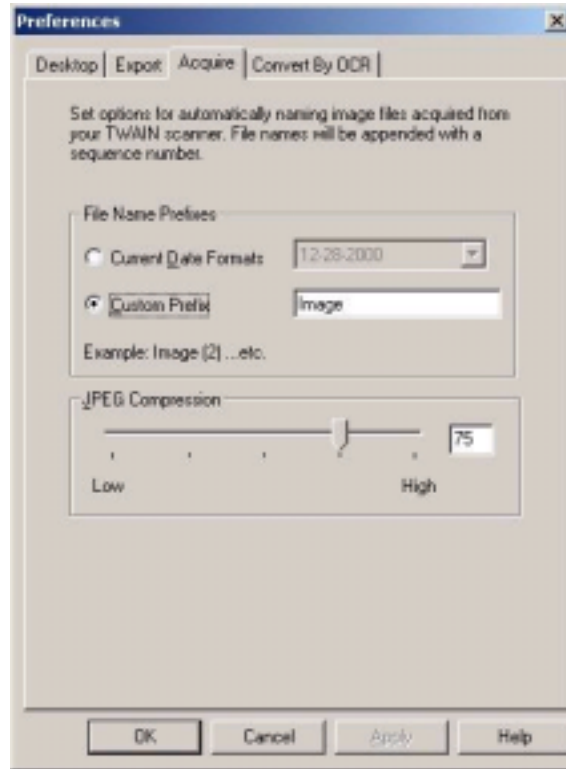
Image View in Imaging

For more information about viewing an image, refer to “Chapter 8, Desktop Imaging.”

Changing Scanning Options

You can change the default naming convention used for new scans as follows:

1. Choose the Acquire tab from the Preferences dialog box in the Tools menu.



Acquire Tab

2. To use a Date as the name for new scans, click the button beside “Current Date Formats”, and then select a date format from the drop-down list.
3. To use a File Prefix as the new scan name, click the button beside “Custom Prefix”, and then enter the prefix you want to use.
4. To control the amount of compression used when scanning JPEG images, move the slider bar in the desired direction. Generally, the higher the compression, the lower the quality of the resulting image.
5. After setting your options, click OK.

Chapter 6

Converting Images to Text

Introduction

Desktop Document Manager lets you convert a non-editable, graphical image containing text into a file that can be edited by your favorite word processor. You can convert an image at anytime while working in Desktop Document Manager by simply dragging the image onto the Convert by OCR option on the Output Zone bar. With Desktop Document Manager, even your document layouts are preserved.

Once an image has been turned into an editable document, you can then change it, annotate it, and treat it like any other document you created from scratch in its native application.

You can convert any .TIF, BMP, .DCX, .JPG, or .PCX, image into one of many standard output formats. Once converted, the document can be edited by many word processors.

Keep in mind that text conversion accuracy depends on the quality of the original image. A poor quality fax or copy might not convert correctly as the engine will have difficulty reading the text characters. On the other hand, most laser-printed documents should convert just fine. For tips on getting the best results, refer to “Text Conversion Tips” later in this chapter.

Conversion Capabilities

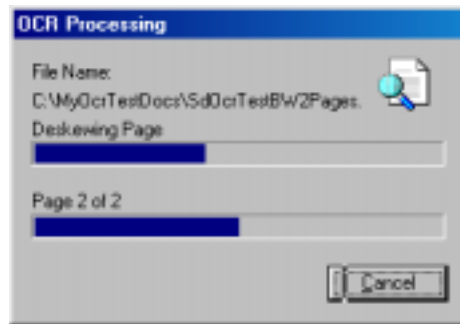
The conversion engine can recognize text characters in the following languages:

English	French	German	Italian
Spanish	Portuguese	Swedish	Dutch

Convert an Image using Drag-and-Drop

To convert an image to text using drag and drop:

1. In Desktop Document Manager, select the image you want to convert in the work area.
2. Make sure the Output Zone bar appears by selecting the Output Zone command from the View menu.
3. Drag and drop the image onto the Convert by OCR option on the Output Zone bar. A dialog box appears showing you the progress of the conversion.



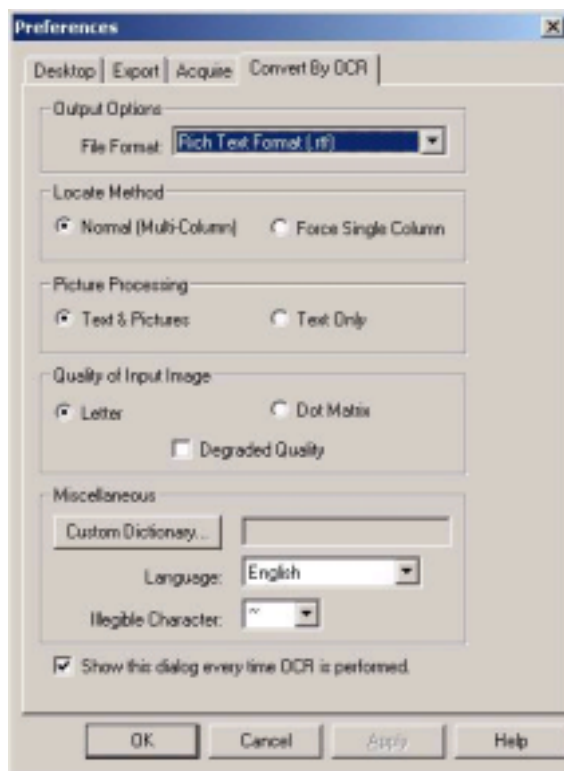
OCR Processing Screen

This dialog box shows you the name of the file being converted, the current conversion process (auto-rotating, de-skewing, locating and recognizing), and the progress of the entire job. Once the conversion completes, the dialog box automatically closes and the finished text document appears in the appropriate application. If you click Cancel, the ongoing conversion process is canceled.

Convert by OCR Properties

You can OCR an image and specify the options you wish to employ.

To change text conversion preferences, choose the Preferences command in the Tools menu. The Convert By OCR Properties dialog box displays.



Convert By OCR Properties Dialog Box

You can specify the following text conversion options. When you are satisfied with your selections, click OK to save your options.

When you complete your selections, click OK to save your preferences for future scans.

OPTION/SETTING	DESCRIPTION
File Format	Select a file format that the conversion should use for its output.
Locate Method	This option controls the method that the text conversion engine uses to locate text on a page. You can select from: Normal (Multi-Column): This setting is suitable for most cases. It is to be used on text with ordinary paragraphs, pages with mixed text and graphics, and on multi-column pages of text such as in newspapers and magazines. This setting is also good for pages that have tables. Force Single Column: Use this setting when the page contains side-by-side blocks of text that you want the text conversion engine to read from left to right across the page. With this setting, the engine always locates text from the left margin to the right margin of the page, regardless of the spacing between groups of words.

Picture Processing	<p>This setting determines whether to look for text within pictures. Your choices are:</p> <p>Text & Pictures: Use this setting when you want the text conversion engine to attempt to locate text that resides in regions on the page that it views as pictures.</p> <p>Text Only: The text conversion engine does not attempt to locate text that resides in regions on the page that it considers to be pictures.</p>
Quality of Input Image	<p>This setting tells the text conversion engine about the quality of the image it is about to process. Your choices are:</p> <p>Letter: This is appropriate for most documents.</p> <p>Dot Matrix: Use this setting when characters in the input document are printed in a mono-spaced font and made up of dots that are not touching.</p> <p>Degraded Quality: Check this item when the input text is severely degraded or is hard to read. This will significantly slow down the text conversion processing.</p>
Miscellaneous	<p>Custom Dictionary: Clicking this button invokes a standard File Find dialog box letting you select a custom dictionary file (.DIC). Custom dictionary files improve the recognition ability when processing uncommon words. Desktop Document Manager comes with a simple custom dictionary, USER.DIC, that will be selected by default. If you are converting a document that contains technical terms that aren't commonly used, you can place these terms in a your custom dictionary separated by line breaks. Use Microsoft® Notepad or other similar editors to make changes to your custom dictionaries or create new ones.</p> <p>Language: Lets you select a language setting for the text conversion engine.</p> <p>Illegible Character: Lets you specify the character that the text conversion engine outputs when it cannot read a character. The default is "~".</p> <p>Show this dialog box every time OCR is performed: Checking this item forces this property dialog box to be displayed every time you perform OCR, giving you an opportunity to change the settings.</p>

Text Conversion Tips

If you do not get the results you want when you convert an image to text, you might check the following items:

- Check your scanning options. You might have the brightness or contrast levels set too high or too low.
- Check your text conversion preferences.
- Clean your scanner glass and scanner lid with a soft cloth.
- Reposition the document on the scanner glass.
- Change your Quality of Input Image settings. Sometimes an image can be converted by using the Dot Matrix or Degraded Quality settings.
- Be sure you have sufficient disk space to hold the temporary files that the text conversion engine creates.

Chapter 7

Composer

Introduction

Using Composer, you can combine files of different types into a single production-ready document. For example, you could combine a Word file with an Excel file, and then even add in a Lotus file. Composer lets you reorder pages, add a cover page or inserts, and then print, copy, or e-mail the entire document. You can load as many source documents as you need to create the new document.

The Composer eliminates the need to cut and copy documents from multiple applications. If you can print from an application, you can usually add the document to the Composer and create any document collection that might be required. Documents are added to Composer by dragging and dropping them into Composer's work area or the Composer button on the Output Zone. Documents can also be added to Composer by printing from the application that created the file through the Composer printer driver. The following applications have been tested with Composer, with the indicated results and limitations.

Application	Version	Support Drag & Drop?	Support direct print from Application?
Adobe Acrobat Reader	4.0	Yes (Note 1)	Yes
Adobe Illustrator	All	Marginal (Note 2)	Marginal (Note2)
Adobe Page Maker	All	Not Supported (Note 3)	Not Supported (Note 3)
Adobe Photoshop	5.0, 5.5	Not Supported	Yes
cc Mail	8.2 – 8.5	Not Supported	Yes
Corel Presentations	8.0, 9.0	Yes	Yes
Corel Quattro Pro	8.0, 9.0	Yes (Note 4)	Yes
Corel WordPerfect	8.0, 9.0	Yes	Yes
Imaging for Windows	2.0	Yes	Yes
Lotus 123	97, 2000	Yes (Note 4)	Yes
Lotus FreeLance	97, 2000	Yes (Note 5)	Yes
Lotus WordPro	97, 2000	Yes	Yes
MS Access	97, 2000, XP	Not Supported	Yes
MS Excel	97, 2000, XP	Yes (Note 4)	Yes
MS Internet Explorer	4.0, 5.0	Yes	Yes
MS Outlook	98, 2000, XP	Not Supported	Yes
MS PowerPoint	97, 2000, XP	Yes	Yes
MS Project	98, 2000	Not Supported	Yes
MS Publisher	97, 2000	Yes	Yes
MS Visio	5, 2000	Yes (Note 6)	Yes
MS Word	97, 2000, XP	Yes	Yes
Netscape	4.0	Yes	Yes
Pagis Millennium	2000	Yes	Yes
PaperPort	6.0, 7.0	Not Supported	Yes
Quark Express	All	Marginal (Note 7)	Marginal (Note 7)

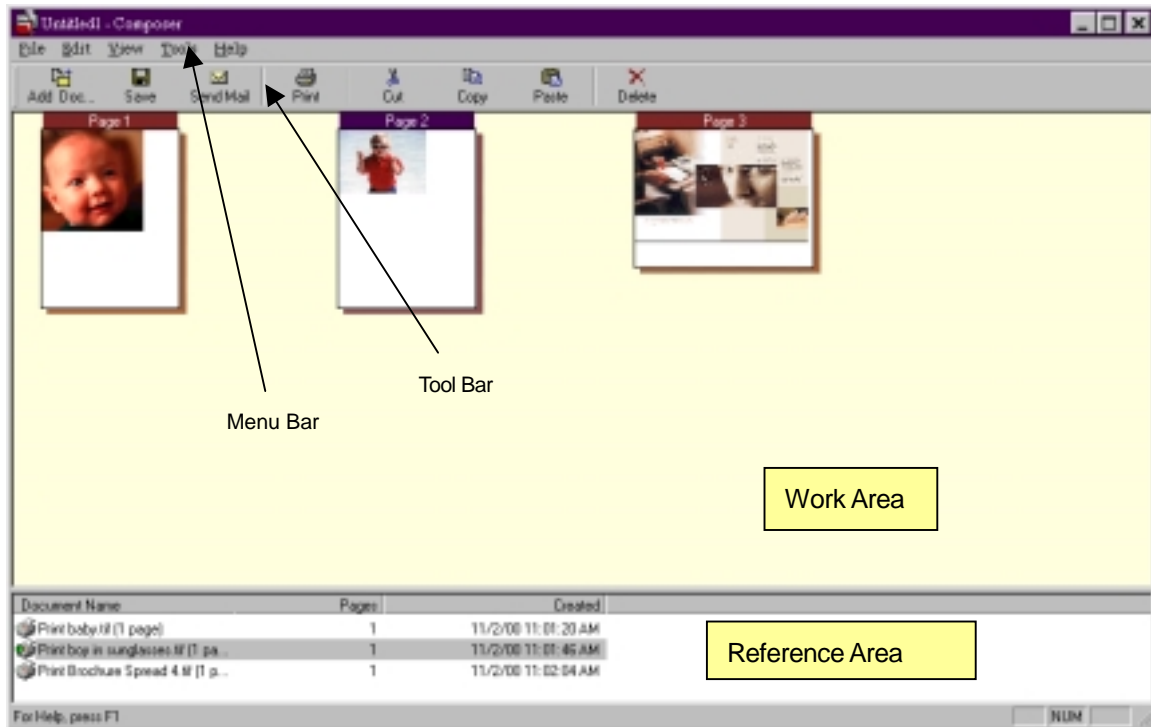
Notes:

- 1 Does not close the application after printing.
- 2 Pages printed into Composer may be blank in some cases.
- 3 EPS output from Page Maker is not supported by Composer.
- 4 Only the sheet that was active when the file was closed is sent to Composer.
- 5 Color documents will be rendered as black and white. To retain color content, print directly from FreeLance, following its directions for printing in color.
- 6 Page size and orientation may not be maintained correctly. Print directly from the application to ensure proper orientation.
- 7 The application may get an error in some cases.

Starting Composer

You can start the Composer from Desktop Document Manager.

To start the Composer from Desktop Document Manager, click the Composer icon on the toolbar.



Composer

Composer is comprised of the following elements:

Menu Bar

The menu bar contains commands that let you perform various tasks with your documents.

Toolbar

The toolbar provides you quick access to commands needed to save and close, send a page or document as an e-mail attachment, print a document, cut, copy or paste items and to delete pages.

Work Area

The work area lets you create and arrange the pages of the final document.

Reference Area

The Reference section lists all source documents contributing to the document currently displayed in the Work Area.

Working with Composer

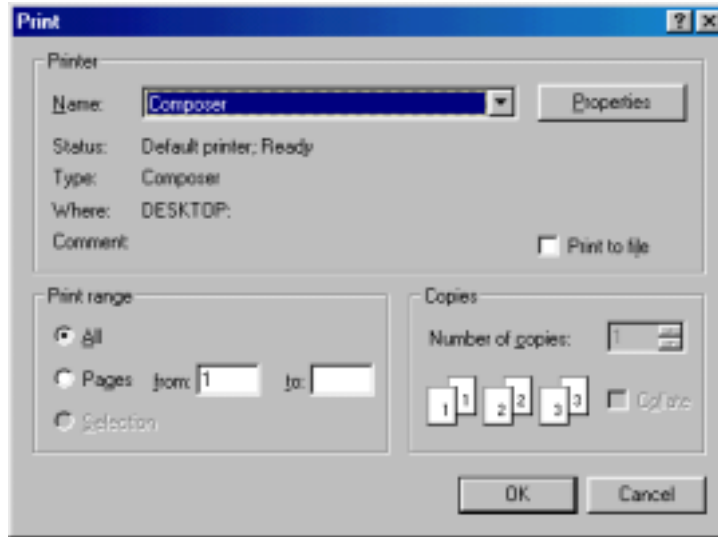
Pages are loaded into Composer by printing to the “Composer” driver from third-party applications (for example, MS Word, MS Excel, and so on). Or, you can drag and drop a file from

Microsoft Explorer directly into either Composer's work area or the "Composer" button on Output Zone of Desktop Document Manager. Loading pages with drag and drop uses the default paper size and orientation. If the resulting pages do not appear as you wish, use the following options to alter the result.

Loading Pages into Composer

To put pages into Composer from third-party applications:

1. Select the Print command from the application in which you are working. A screen similar to the following appears:



Print Screen

2. Select Composer as the target printer. The Properties button displays options that you may choose from. Pick the Paper Size and Orientation you want Composer to work with and click OK.



Paper Screen

3. Click OK or Print (depending on the application you're running) to start the print operation.

If Composer is not currently running, it automatically starts and the new pages are added to an `Untitled.sdf` document. If Composer is running with a document in its work area, the new page(s) are added to the existing document. Continue the process of loading pages into Composer until everything desired has been included. Then use Composer to selectively delete or re-order them into the finished document.

Creating Composer Documents

Working with Composer is easy and intuitive. Once your source documents have been loaded into the work area, you can use the mouse or commands from the Menu bar and Toolbar to delete or re-order pages to create the new document.

Manipulating Pages

- Pages can be dragged and dropped within the Composition work area to re-order pages as desired. To drop a page in the work area, release the mouse at the location where the page is to be inserted.
- Each page inserted into the composition work area displays its original source file name.
- To view a full-page image, double-click on the page.

Deleting Pages

1. Click on the page(s) you want to delete. (To select multiple pages, click on the additional pages while holding down your keyboard's <Ctrl> key.) The currently selected page(s) will be highlighted.
2. Click the Delete option on the toolbar, or the Delete command from the File menu or press the Delete key on your keyboard. A confirmation message appears.
3. Click OK to delete the page(s).

Menu Options

The Menu Bar contains the following options:

MENU	DESCRIPTION
File	
New	Create a new main window with no referenced files.
Open	Open an existing Desktop Document Manager file.
Add Document	Adds pages from a new document to the Work Area.
Save	Save the current (modified) file.
Save As	Save the current file under a new name.
Export	Generate a PDF file from the current Composer document. (See Note 1)
Print	Print the current page or all document pages.
Print Preview	Display pages as they will look when printed. NOTE : If non-scalable fonts are present, the Print Preview image may not be exact..
Print Setup	Select a default printer and set basic print options (paper size, orientation, and so on).
Send Mail	Send the current document as an e-mail attachment in .PDF (Adobe Acrobat) format. (See Note 1)
Properties	Display the attributes of the current file.
Recent File	Displays the names of files most recently opened with Composer. Selecting a file name from the list will open that file in Composer's work area.
Exit	Close and exit Composer. If the document has been modified, you can save the document prior to closing.
Edit	
Cut	Cut the selected page(s) from the document and place it on the clipboard.
Copy	Copy a page from the document and place it in the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Delete	Remove a selected page(s) from the document.
Select All	Select all document pages.
View	
References	Toggle the reference documents list on and off.
Toolbars	Toggle the toolbar on and off.
Status Bar	Toggle the Status Bar on and off.
Tools	
Reinstall Printer Driver	Reinstall the Composer printer driver after deleting it using the Start\Printers dialog provided by Windows.
Help	

Contents and Index	Display the Composer help information.
About Composer	Display Composer copyright and version information.

Toolbar Options

The Composer Toolbar lets you select commands quickly:

COMMAND	DESCRIPTION
Add Doc...	Adds pages from a new document to the current composition.
Save	Save the current (modified) file
Send Mail	Send the current document as an e-mail attachment in .PDF (Adobe Acrobat) format. (See Note 1)
Print	Print a document or selected pages.
Cut	Copies a page from the document to the clipboard and removes it from the document.
Copy	Copy a page from the document and place it in the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Delete	Delete the currently selected page(s).

Note 1: The default image export resolution may be modified prior to image conversion for the “Export” or “Send Mail” options. See “Setting Export Options” in the “Viewing Images and Documents” section in “Chapter 4 – Working With Desktop Document Manager” for more details.)

Saving Documents

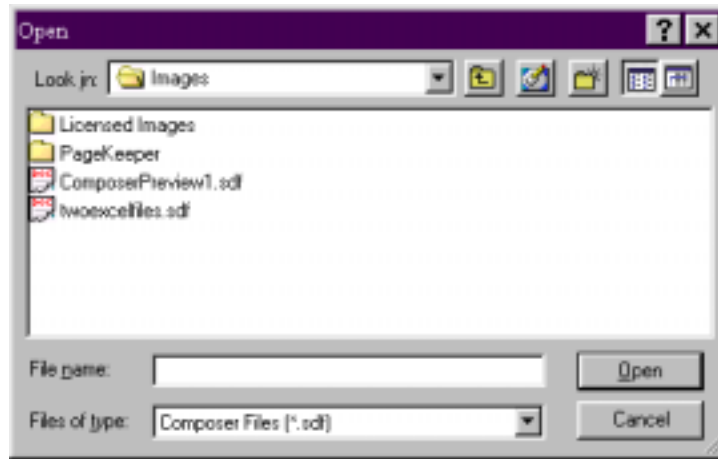
To save the new document, choose the Save command from the File menu. If you have previously named and saved the document, it will automatically be saved. If this is the first time you are saving it, a Save As dialog box displays letting you name and save it.

Opening a Composer Document

You can open a Composer document as follows:

1. Choose the Open command from the File menu. The Open dialog box appears.
2. Navigate to the file you want to open and click Open.

The file opens in Composer.



Open Dialog Box

Attaching a Document to Email

You can attach a document to an e-mail as follows:

- Point to the Send Mail command in the File menu, or
- Click on the Send Mail button on the toolbar.

Your email program is automatically launched and the document inserted as an attachment in .PDF (Adobe Acrobat) format. (Note: the default image export resolution may be modified prior to image conversion. See “Setting Export Options” in the “Viewing Images and Documents” section in “Chapter 4 – Working With Desktop Document Manager” for more details.)

Closing Composer

To close the Composer, choose the Exit command from the File menu.

Chapter 8

Desktop Imaging

Introduction

Using Desktop Imaging, you can view images, manipulate them, annotate them, and print them.

Basic Imaging Concepts

This section discusses some basic concepts and terminology to help you better understand Desktop Imaging.

What is Imaging?

Imaging can be described as using computer software to create, modify, and process electronic images. Typical Imaging operations include:

- Scanning text, photographs, or drawings and saving the results in an image file.
- Displaying images using techniques such as thumbnail representations, magnification, rotation, and size to fit.
- Sending image documents by e-mail or fax.
- Adding annotations to images.
- Performing electronic cleanup of images to make them easier to view.
- Combining several imaging operations into a single, automated procedure that runs while you perform other tasks.

Types of Images

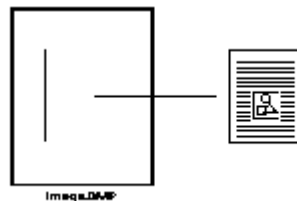
An image is an electronic representation of a text document, a photograph, a line drawing, or other graphical entity. You can create an image by scanning a printed page, a photograph, a drawing, by saving a fax, or by creating an image with a drawing or graphic-design program.

After a page of text is scanned and saved, it takes on the properties of an image file, and can no longer be opened with a word processor or text editor.

Image File Formats

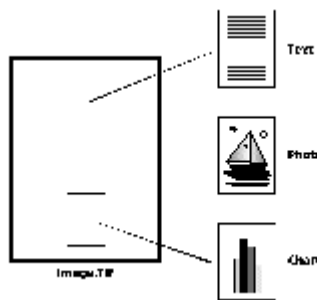
Images are saved as image files, which use file name extensions such as .TIF , .BMP , .JPG , and .AWD . The extension indicates the format used to store the image.

Some formats, such as .BMP and .JPEG, contain just one image per file.



Single Image File

Other formats, such as .TIFF and .AWD, are similar to a book. They contain one or more pages with each page holding a single image.



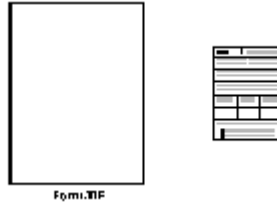
Multiple Image File

Because image files are standard Windows files, you can use Windows commands to perform operations such as:

- Organizing files into folders
- Attaching an image file to an e-mail message
- Copying, renaming, or deleting files
- Printing or faxing files

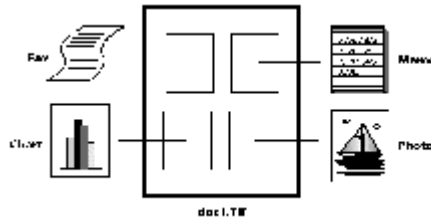
Image Documents

An image document is a collection of one or more images that are logically related. A simple image document might be a blank form, scanned and saved in an image file format.



Simple Image Document

Another image document could be a collection of faxes, memos, and photographs that are scanned to a multi-page image file.



Multi-Page Image File

Desktop Imaging

With Desktop Imaging, you can perform a variety of imaging operations by making selections from menus or by clicking on tool buttons.

Many options present dialog boxes. If you are not sure about which values or properties to set, accept the default values. These values were chosen to give satisfactory results in a variety of situations. As you experiment with the different options and property settings, you can create results that suit your preferences.

Desktop Imaging consists of the Imaging application and ActiveX controls. The Imaging application is described in the following sections.

Imaging Application

This section briefly describes what you can do with the Imaging application. For more detailed information, including how to perform specific tasks, refer to the on-line Help while using the application.

Display Images

Imaging Application reads and displays the following types of image files:

IMAGE FILE TYPE	EXTENSION
TIFF Document	.TIF, .TIFF, .JFX
Bitmap Image	.BMP
Fax Document (Windows 95 and 98 installations only)	.AWD
Image Bookmark File	.IBK
JPEG File	.JPG, .JPE, .JPEG

PCX/DCX Document

.PCX, .DCX

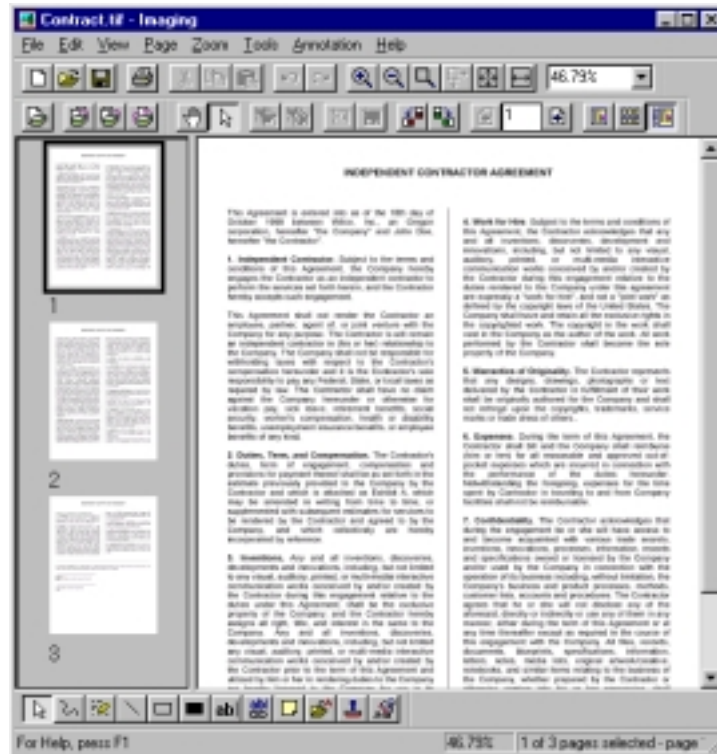
WIFF Document

.WIF

XIF Document

.XIF

You can display a single image in the window, display thumbnail views of the images contained in a multi-page image document, or display an image page and thumbnails together.



Imaging Window Dialog

Convert Image Files

Using Imaging for Windows, you can save a displayed image in one of the following formats:

- .TIFF
- .BMP
- .JPEG
- .AWD (Windows 95 and Windows 98 only)

In some cases, converting from one format to another causes the source image to permanently lose certain attributes. For example, if you save a color .BMP file to .AWD format (which is black and white only), the saved image is converted to black and white. If you convert the .AWD image back to .BMP, the color information that was lost in the first conversion cannot be recovered.

Change Image Display

You can change the image display by zooming to increase or decrease the size of the image, by sizing the image for the best fit, or sizing it to fit the height or width of a window. You can also

rotate an image left, right, or 180 degrees. Rotating an image is useful if you scanned landscape images using a scanner's sheet feeder, or if you fed a stack of documents into the scanner's document feeder backwards (180 degrees from the desired orientation).

Thumbnail images can be made larger to display more detail, or smaller to fit more of them in the window. You can also drag and drop thumbnails to change the order of pages in the image document.

Scan Images

You can create image documents by scanning forms, memos, pictures, or other paper documents to an image file.

Imaging for Windows Professional Edition supports TWAIN-compatible devices such as scanners and digital cameras.

NOTE:

For best results, save scanned documents in TIFF format.

Annotate Images


You can add a variety of markups to an image by using Annotation features, and then save the annotations with the image. Some types of annotations are:

- Freehand or straight-line markings
- Highlighter
- Hollow and filled rectangles
- Attach-a-note text
- Text from a file
- Customizable rubber stamps such as “Received” or an image such as your company logo
- Hyperlinks

Several of these annotations have properties that you can set, such as color, line width, and font.

A hyperlink is a special type of annotation that you can link to a file, a Uniform Resource Locator (URL) on the World Wide Web, or to a page in an image document.

The document HQ.TIF is included in the Samples folder of this product. This example of an annotated document page includes hyperlinks to other pages within the document. Click on the text within the rectangles drawn on the map to jump to the photographs on pages 2 and 3 of the document. Click on the designated area of the street address on the map to jump to Eastman Software's Homepage on the World Wide Web.

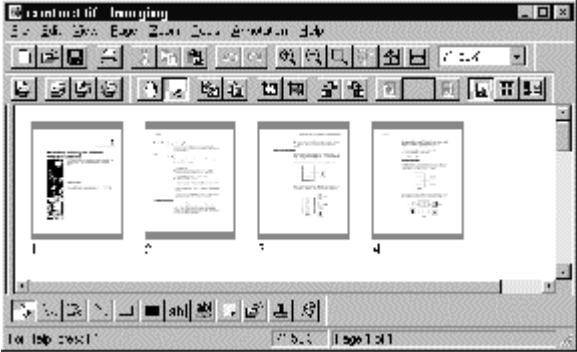
 When the annotation icon appears next to a thumbnail's page number, it means the page contains one or more annotations.



Annotating an Image Dialog

Create a Contact Sheet

You can create a contact sheet that contains a thumbnail rendition of each page of an image document; similar to a photographic contact sheet that displays images of each negative on a roll of film. Before you create the contact sheet, you can globally set the thumbnail size — larger to display more detail, or smaller, to fit more thumbnails onto the contact sheet.



Contact Sheet Dialog

Image Processing

During scanning and faxing, documents can pick up small speckles of dust that degrade the image. The Remove Speckles option electronically processes the document to remove these.

Using the Straighten Page option, you can straighten an image that is crooked in relation to the background page. After you draw a reference line on the displayed document, the application rotates the image to the correct orientation.

You can specify a portion of the image to crop or let the program automatically crop the edges of a displayed image for you.

Using the Imaging Application

This section guides you through some basic operations with Imaging Application. For additional information, refer to the on-line Help.

Before You Begin

Before you perform the following exercises, start Desktop Imaging:

1. Click the Start button.
2. Point to Programs, Desktop, and Imaging.

Although some operations can modify the sample image files installed with this program, the original versions of these files are available on your installation CD.

Finding an Image Document

You can assign properties, such as Author, Keywords, Comments, Title, and Subject, to image documents in TIFF format. When you want to find documents on local or redirected drives, specify one or more of these properties as the search criteria.

Setting Properties

Perform the following steps to assign a property to an image document.

1. On the File menu, click Open.
2. Navigate to the folder where you installed Desktop Imaging.
3. Open the Samples folder.
4. Select the document HQ.TIF and then click Open.
5. On the File menu, click Properties. A tabbed dialog box appears.
6. Click the Summary tab. The Property fields appear and should be unfilled.



Setting Properties Dialog

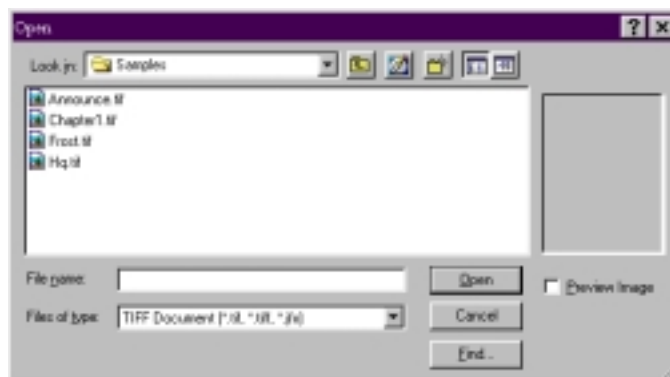
This is where you type property values for your image documents. You may wish to standardize the values you enter so that your documents are organized in a more useful way. For example, descriptive Keyword entries could be Invoices, Deposits, Inventory, and so on. For this exercise, you will type in an arbitrary value just to see how the procedure works.

1. In the Subject field, enter Sample Image and then click OK. (These fields are not case sensitive, however, be sure to include the space between the two words.)
2. On the File menu, click Save to add the property value to the document.

Finding Specified Properties

The following steps describe how to find image documents that have the property value you specified.

1. On the File menu, click Open. The Open dialog box appears.



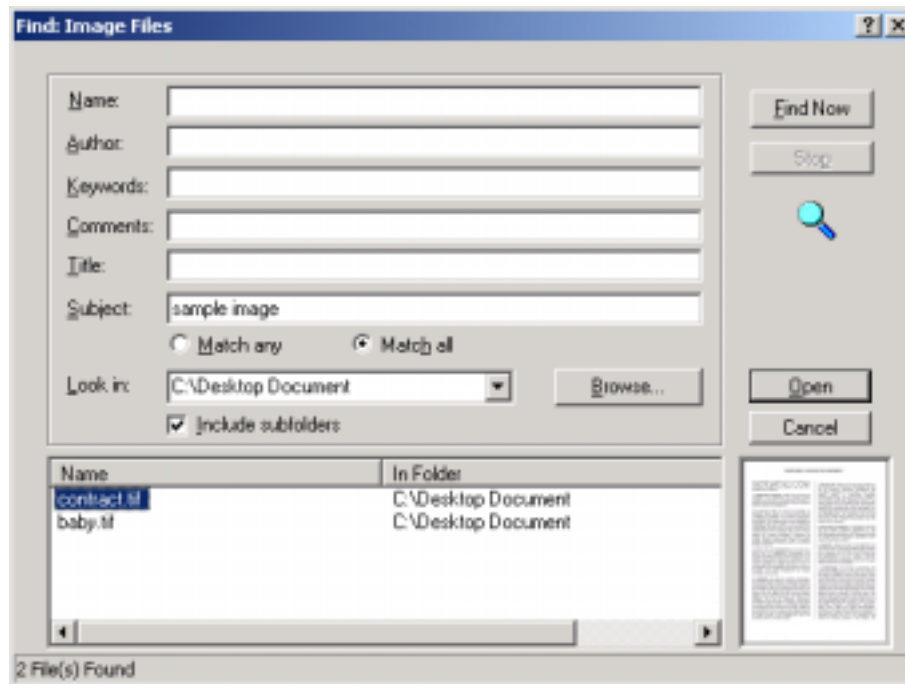
Open Dialog Box

2. Click the Find button. The Find: Image Files dialog box appears.



Find: Image Files Dialog Box

3. In the Subject field, enter: Sample image.
4. Type the path to your Imaging folder, and then select the Include Subfolders box.
5. Click Find Now. The lower pane of the dialog box displays the names of documents with the Subject property value “Sample Image.”



Sample Image Dialog Box

Notice that two documents met the search criteria; the document whose Subject property you set, and another sample document.

Displaying an Image Document

This section describes how to open an image document, change the display attributes, display and resize thumbnails, and create a contact sheet.

Opening the Document

1. On the File menu, click Open. The Open dialog box appears.
2. Navigate to the folder where you installed Desktop Imaging.
3. Open the Samples folder.
4. Select CHAPTER1.TIF and then click Open. The image of a text document appears.
5. On the View menu, click on One Page.

Changing the Display

1. Change the size of the display window in the vertical and horizontal directions to suit your preference.
2. On the Zoom menu, choose different options to resize the document to fit in the display window. When you change the size of the document, its height to width ratio is maintained.
 - a) Click Fit to Height to view the full height of the document page.
 - b) Click Fit to Width to display the full width of the page.
 - c) Click Pixel to Pixel. If the entire page does not fit into the display window, scroll bars appear along the right side and/or bottom.
 - d) Click Best Fit. This is often the optimum setting.
3. On the View menu, click Page and Thumbnails. Thumbnails of pages in the document are displayed in a window next to the page view. The selected thumbnail has a border around it.
4. Position the pointer over the vertical bar separating the Thumbnail and Page windows and picture. When the pointer changes shape, hold down the left mouse button and then drag the bar left or right to resize each window.



Sizing Windows Dialog Box

NOTE:

On the Tools menu, click Magnifier if you want to enlarge only a portion of the document page.

Displaying and Changing Thumbnails


1. On the View menu, click Thumbnails. the thumbnails are displayed.
2. On the Tools menu, click Options, Thumbnail Size. The Thumbnail Size dialog box appears.



Thumbnail Size Dialog Box

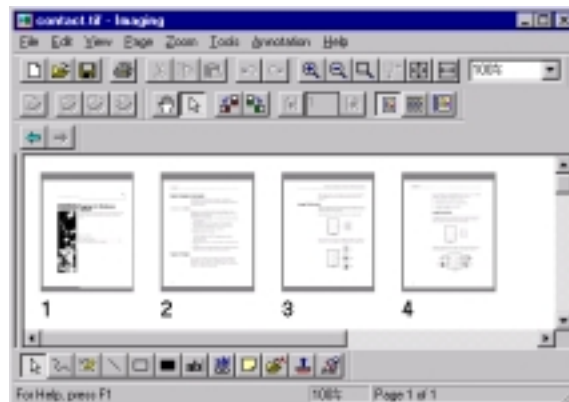
3. Place the pointer over the handle in the lower right corner of the thumbnail, hold down the left mouse button, and then drag the handle diagonally to increase or decrease the size of the thumbnail.
4. Click OK to apply the new size to the displayed thumbnails.

Creating a Contact Sheet

1. On the File menu, click Open. The Open dialog box appears.
2. Navigate to the folder where you installed Desktop Imaging
3. Open the Samples folder.
4. Select CHAPTER1.TIF and then click Open. The image of a text document appears.
5. On the Tools menu, click Create Contact Sheet. The Create Contact Sheet dialog box appears.
6. Type a filename (contact) and location (Samples folder) to create the file, and then click Save.
7. On the File menu, click Open, and then double-click on CONTACT.TIF to view the file you created. Click on a page to view the original page.
8. Click the Back button  to return to the contact sheet.

You can choose to have your contact sheet automatically open after you create it. To have your contact sheet automatically open after you create it:

1. On the Tools menu, click Options, and then Contact Sheet.
2. On the dialog box, select the Open contact sheet after saving box.



Contact Sheet Dialog Box

Annotating a Document

This section describes how to add annotations to a document, change annotation properties, and save the annotated document.

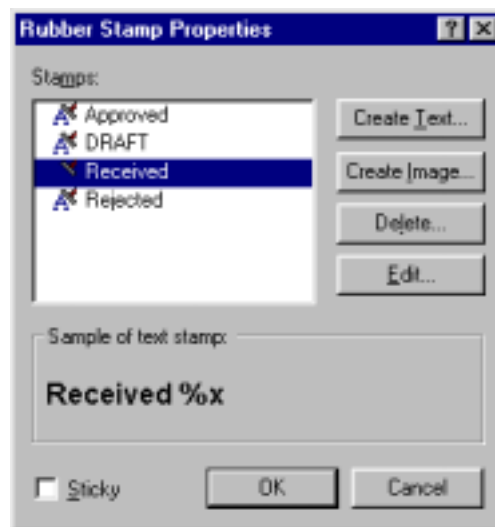
Applying a Rubber Stamp

1. On the File menu, click Open.
2. Navigate to the folder where you installed Desktop Imaging.
3. Click the Samples folder.
4. Select the image document ANNOUNCE.TIF and then click Open. The image document appears.
5. On the View menu, click on One Page.
6. On the Annotation menu, click Rubber Stamps. The Rubber Stamp Properties dialog box appears.

Instead of selecting from the menu, you can click on a tool in the Annotation toolbar

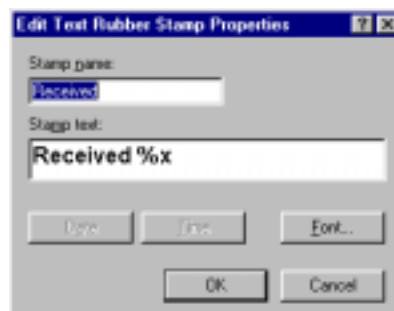


Rubber Stamp



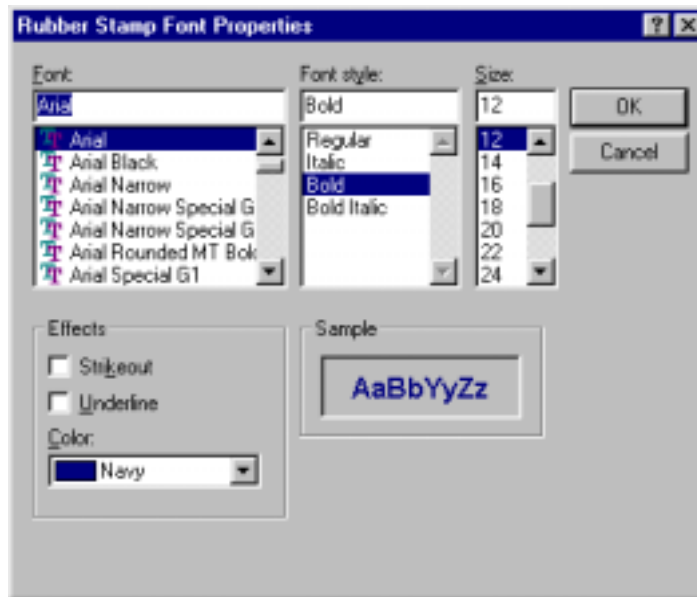
Rubber Stamp Properties Dialog Box

7. In the Stamps list, click Received, and then click the Edit button. The Edit Text Rubber Stamp Properties dialog box appears.



Edit Text Rubber Stamp Dialog Box

8. Click on the Font button. The Rubber Stamp Font Properties dialog box appears.



Rubber Stamp Font Properties Dialog Box

9. In the Color list, click Red and then click OK three times to close each dialog box. The pointer changes to a rubber stamp icon.
10. Position the rubber stamp at the top of the document, and then press the left mouse button once. The stamp annotation is applied to the document. You can move the stamp by placing the pointer inside the dotted outline, and then by dragging the stamp to a different location.
11. Click outside of the dotted outline to anchor the stamp.

Adding a Highlight

1. Keep the document ANNOUNCE.TIF open to apply a highlight annotation.



Highlighter

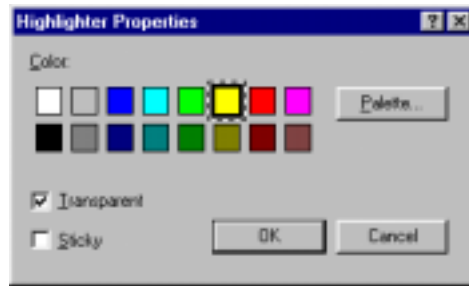
2. On the Annotation menu, click on Highlighter. The pointer changes to a marker and crosshair.
3. Position the crosshairs slightly above and to the left of a paragraph you want to highlight. Hold the left mouse button down and drag the pointer across and down to the end of the paragraph. Release the button to apply the highlight.

Changing Highlight Properties

1. Place the pointer on the highlight and press the right mouse button. The shortcut menu appears.
2. Click Properties. The Highlighter Properties dialog box appears.

NOTE:

To change the default properties for an annotation, right click on the tool in the Annotation toolbar or check the Set As Default pick in the Annotation Properties dialog box.



Highlighter Properties Dialog Box

3. Choose a color, such as light blue, that allows the text to show through. Click OK to apply the new color.

Enhancing a Document

This section shows how to enhance a document page by despeckling and straightening.

Removing Speckles From a Document

1. On the File menu, click Open.
2. Navigate to the folder where you installed Desktop Imaging, and then click the Samples folder.
3. Select the image document ANNOUNCE.TIF and then click Open. The image document appears.

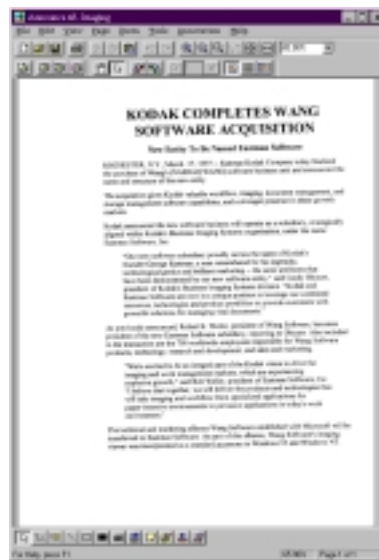
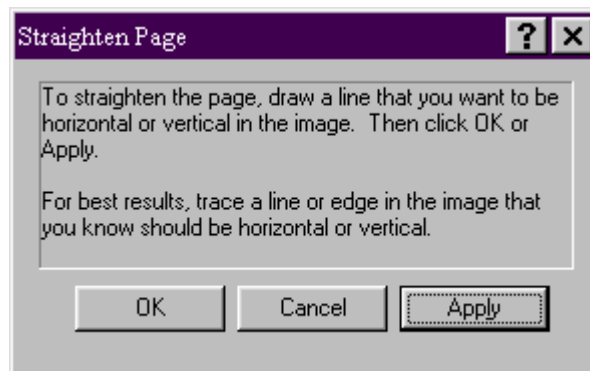


Image Document

4. On the Zoom menu, click Best Fit.
5. On the Tools menu, click Remove Speckles. The application removes small speckles introduced during the scanning or faxing process.
6. Keep this document open to perform the next task.

Straightening the Page

1. On the Tools menu, click on Straighten Page. The Straighten Page dialog box appears.
2. Move the dialog box to the side or bottom of the page, so you can draw a reference line in the top portion of the page.
3. Create a reference line that is slanted in exactly the same way as the text. To do so, position the pointer between two lines of text and press the left mouse button. While holding the button down, drag the pointer to the right, parallel to the text above and below the line. Release the mouse button when the reference line you have drawn is positioned correctly as shown.



Straighten Page Dialog Box

4. Click OK in the Straighten Page dialog box. The page rotates until the reference line you drew is parallel with the top and bottom edges of the window.

Chapter 9

Glossary

Introduction

The following terms and definitions can assist you when working with Desktop Document Manager.

A

ASCII

Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

B

Browser

The application program, such as Microsoft's Internet Explorer, that lets you display HTML documents.

D

Default Setting

A system setting incorporated at the factory and permanently registered to the application. Also, a value or a setting that the software assumes until or unless you specify another value.

Devices

A device is a piece of hardware such as a scanner, printer, fax machine, digital camera or copier.

DPI

Dots per inch. A unit of measurement for indicating a printer's resolution.

G**Graphic**

A written, printed, or electronically displayed symbol or drawing. Also, characters or text that have been generated by a computer graphics application program.

Grayscale

A color in black and white as a result of different intensities of black.

I**Image**

In Desktop Document Manager, an image is used interchangeably with Document. Commands and functions work exactly the same regardless of whether the item in question is a .TIF file, a .JPG file, or a .DOC file.

L**Landscape Orientation**

The horizontal orientation of your document or image across the length of the page. The term landscape is derived from pictures of the landscape, which are usually horizontal in format.

O**OCR**

Optical Character Recognition. A technology that lets you turn a paper document into an editable electronic document.

Output Zone

A Desktop Document Manager added toolbar allowing quick access to print, fax, scan, e-mail, and OCR an image.

P**Paper Feed**

Movement of a sheet of paper into the printer's paper path.

PC Fax

An electronic way to send and receive faxes from your computer. A PC fax is sent from or received by a computer.

Portrait Orientation

The vertical orientation of your document or image across the width of the page (letter style). This is the opposite of landscape orientation.

Printer Driver

Software that sends printing instructions to a printer. The printer driver keeps track of the attributes of a printer and the codes a program must send to access those attributes.

S

.SDF File

A Desktop Document Manager -created file that can be opened and edited in the Composer.

T

TWAIN

Both a protocol and an application programmer's interface (API) that lets you input image data directly from any source (for example: desktop and hand-held scanners, video capture boards, digital cameras, and other imaging equipment) without requiring you to switch out of the application. It provides compatibility between image input devices and applications by acting as the liaison between hardware devices and software applications. TWAIN, the industry standard, was developed by the TWAIN working group which consists of representatives from many leaders in the scanner hardware and software industry.