





# ViewONE User Manual

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### Introduction



**ViewONE** is a Java applet that extends your web browser so that you can view, zoom, magnify, scroll, pan, rotate and print your images and image documents quickly and easily.





Toolbars

#### Image buttons

The image buttons (in the top toolbar)

Zoom area, Zoom in, Zoom out, Magnify, Fit to width, Fit to height, Best fit, Rotate clockwise, Rotate counterclockwise, Rotate 180, Flip horizontally, Flip vertically and Invert.

9. 3. 3. 4. 🕀 🖽 🔂 🐼 🚸 🕒 🗅 🖸 6 Zoom Area The "Zoom area" button changes the mouse pointer to a cross and allows a rectangle to be selected for zooming. When the mouse is released, the selected area is zoomed to fill the display area. To return the mouse pointer to the "panning mode" re-click this button. Zoom In Ð. The "Zoom in" button zooms the current page by an additional 25% each time it is pressed. When the page is zoomed so that it no longer fits into the display area then scrollbars will automatically appear. Note: when the magnifier window is visible then zooming in will increase the magnifier size. Right-clicking on this button zooms the thumbnails in the thumbnail view. Zoom out  $\Theta$ The "Zoom out" button decreases the zoom 25% each time it is pressed. Note: when the magnifier window is visible then zooming out will decrease the magnifier size. Right-clicking on this button decreases the zoom of the thumbnails in the thumbnail view.  $\Box$ Magnify The 'Magnify' button displays a magnifier window to allow selected areas of the current page to be magnified. To increase the magnifier size, click the "Zoom In" button. If you use a right-click on this button then the magnifier will be displayed in a separate window.

To close the magnifier re-click this button.

#### 200m 100%

The "Zoom 100%" button displays the page at full resolution. When the page is zoomed so that it no longer fits into the display area then scrollbars will automatically appear.

#### Fit to Height

The "Fit to height" button scales the current page so that the page height matches the display area height. If this results in the page width being larger than the display area width a horizontal scrollbar will automatically appear.

#### 🖶 Best Fit

The "Best fit" button scales the current page so that the whole page is visible in the display area. This mode is selected by default (when the applet is started).

#### Rotate Clockwise

The "Rotate clockwise" button rotates the current page and thumbnail by 90 degrees each time it is pressed. Note: You can right-click this button to apply the rotate operation to all pages in the document (rather than just the current page).

#### Rotate Counterclockwise

The "Rotate counterclockwise" button rotates the current page and thumbnail by 90 degrees counterclockwise each time it is pressed. Note: You can right-click this button to apply the rotate operation to all pages in the document (rather than just the current page).

#### Rotate 180

The "Rotate 180" button rotates the current page and thumbnail by 180 degrees each time it is pressed.

#### Flip Horizontal

The "Flip horizontal" button flips the current page and thumbnail horizontally. Re-clicking this button restores the page.

#### Flip Vertical

The "Flip vertical" button flips the current page and thumbnail vertically. Reclicking this button restores the page.

#### Invert

The "Invert" button inverts the colors used to display the current page and thumbnail. Re-clicking this button restores the page.

#### Help button

The "Help" button (in the top toolbar):



The "Help" button typically causes a separate browser window to open containing the user help manual.

#### New window button

The "New window" button (in the top toolbar):

		New Window
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New Window

The "New window" button creates a new window that will also contain the current document. This window is useful when ViewONE is used on a web site that does not permit the display area to be resized or is perhaps too small. The new window includes all the normal buttons and menus.

#### Page buttons

The page buttons (in the statusbar) appear only for multi-page documents: First page, Previous page, Next page, Last page and a drag bar for page selection.

	↓	
K 4	Page 1 of 2	บโยมาตะคะด
H	First Page	
	The "First page" button displays the first page of the document.	
•	Previous Page	
	The "Previous page" button displays the previous page of the docur This button only functions when the current page is two or greater.	nent.
۲	Next Page	
	The "Next page" button displays the next page of the document. Thi only functions when the current page is not the last page.	s button
H	Last Page	
	The "Last page" button changes the page to the last page of the doo	cument.
	Drag Bar	
	The drag bar allows an individual page to be selected. As the bar dragged, the caption in the statusbar will indicate which page will be selected when the bar is released.	is be
	It is also possible to use the left and right arrow keys to adjust the po of the scrollbar once the bar has been clicked on with the mouse.	osition
Set Zo	oom Percent	
extbo	ox for determining the zoom percent of the image viewed.	N

<sup>6</sup>% By typing the percent and pressing "enter", or clicking on the up-down arrows, the zoom percent of the image changes accordingly.

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#### Image Information button

The "Image Information" button (in the top toolbar):

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Image Properties	
When pressed, a new window displays a list of image properties for the image currently being viewed.	
Information displayed includes:	
FGP No., Shelfmark, Side, Fragment No., Bifolio, Image Type, Grid, DPI, Bifolio with, Notes.	
Full Screen Changing to full screen button (in the top toolbar):	

Full Screen
Full Scieen

When pressed, a message is displayed telling the user to click the F11 button, and that will change the screen to full view, allowing the user to see a larger screen.

#### View buttons

The view buttons (in the lower toolbar):

Full page, Thumbnails, Two-page, Thumbs-left, Thumbs-bottom, Thumbs-right, Thumbs-top.



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#### Full Page

When the "Full page" button is selected, a single view of the current page is displayed.

#### Thumbnails

When the "Thumbnails" button is selected, a view of the thumbnails is displayed with as many thumbnails as will fit in the available area.

Right-clicking on this button results in only the selected pages (selected via the selection menu or S key) being viewed.

#### Two Page

When the "Two-page" button is selected, two pages are displayed.

Right-clicking on this button results in only the selected pages (selected via the selection menu or S key) being viewed.

#### Thumbs Left

When the "Thumbs-left" button is selected, thumbnails are displayed to the left of the page.

Right-clicking on this button results in only the selected pages (selected via the selection menu or S key) being viewed.

Thumbs Bottom

When the "Thumbs-bottom" button is selected, thumbnails are displayed at the bottom of the page.

Right-clicking on this button results in only the selected pages (selected via the selection menu or S key) being viewed.

#### Thumbs Right

When the "Thumbs-right" button is selected, thumbnails are displayed to the right of the page.

Right-clicking on this button results in only the selected pages (selected via the selection menu or S key) being viewed.

#### Thumbs Top

When the "Thumbs-top" button is selected, thumbnails are displayed at the top of the page.

Right-clicking on this button results in only the selected pages (selected via the selection menu or S key) being viewed.

#### Adjust bars

All, some or none of these bars may be visible depending on the applet's configuration parameters. The adjust bars are accessible from the adjustment button (in the lower toolbar):

Adjust Luminance, Adjust Contrast, Adjust Brightness.





When the "Luminance" scrollbar is moved, the luminance properties of the display are altered. When the icon at the end of the bar is clicked, the scrollbar goes to its center.

The scrollbar can be moved with the mouse or the up and down arrow keys on the keyboard.



#### Adjust Contrast

When the "Contrast" scrollbar is moved, the contrast properties of the display are altered. When the icon at the end of the bar is clicked, the scrollbar goes to its center.

The scrollbar can be moved with the mouse or the up and down arrow keys on the keyboard.

Adjust Brightness

When the "Brightness" scrollbar is moved, the brightness properties of the display are altered. When the icon at the end of the bar is clicked, the scrollbar goes to its center.

The scrollbar can be moved with the mouse or the up and down arrow keys on the keyboard.





Menus

When ViewONE is used within a browser then pop-up menus are accessed by pressing mouse button two or three. This is usually the right button, or on Macintosh machines, the same is achieved by holding down the single button for more than a second.

This section should be used in conjunction with the Toolbars section, which provides more detailed explanations of the same options that are available via buttons.

#### <u>View menu</u>

The view menu provides options to change the page view. The current page can be viewed on its own, thumbnails can be viewed on their own, or a combination of both can be achieved.

View	•	View page (F <sup>2</sup> )
Image	•	<ul> <li>View thumbnails (F3)</li> <li>View two nages (F4)</li> </ul>
Adjust	•	View thumbnails: Left (F5)
Page	Þ	View thumbnails: Bottom (F6)
Selection	۲	View thumbnails: Right (F가
Preferences	• -	View thumbhails: Top (F <sup>8)</sup>
Cache	┓	Switch to index (F12)
Help	•	

#### Image menu

The image menu provides options to change the zoom factor, magnify, rotate, flip, enhance mode and invert of the displayed image.

View 🕨	
lmage 🕨 🕨	Fit to window width (F?)
Adjust 🕨 🕨	Fit to window height (F <sup>10)</sup>
Page 🕨	Zeem in (+)
Selection 🕨	Zoom out (*)
Preferences 🕨	Zoom to <sup>100</sup> % (Z)
Cache 🔸	Zoom area W
Help 🕨	Magnifier (M)
	Rotate clockwise (R) Rotate counterclockwise (L)
	Rotate <sup>180</sup> degrees
	Mirror
	Flip
	Change enhance mode (E)
	Invert Φ
	Display as grayscale

#### Rotate clockwise/Rotate counterclockwise -

Note: You can right-click on these options to apply the rotate operation to all pages in the document (rather than just the current page).

#### Zoom in/Zoom out -

Note: When the magnifier window is visible then zooming in and zooming out will increase and decrease the magnifier size.

#### Display as grayscale –

Note: This option is only available for 24bit colour images.

#### Adjust menu

The adjust menu provides options to change the luminance, contrast and brightness properties of the display. All, some or none of these menu options may be visible depending on the applet's configuration parameters.



#### Page menu

The page menu provides options to view the next, previous, first or last page.

View	•	
Image	۲	
Adjust	•	
Page	•	Next page (PAGE DOWN)
Selection	•	Previous page (PAGE UP)
Preferences	•	First page (HOME) Last page (END)
Cache	•	Cate page (C)
Help	•	outo page to/

#### Select menu

The select menu provides "select page" for selecting the current page and "clear selections" for clearing all currently selected pages.

View	•
Image	•
Adjust	•
Page	•
Selection	✓ Select page (S)
Preferences	Clear selections (Ctrl-S)
Cache	•
Help	•

#### Preference menu

The preference menu provides options to adjust thumbnail display size and to change the color used for the background on monochrome images. When you select the "change background color" or "change foreground color" options, a dialog will appear to allow you to choose the color you want.

Also, for MS windows, ViewONE print accelerator users there are extra options for selecting printing preferences.

ViewONE remembers your preferences and will use them the next time you use the viewer.

	Thumbnails - larger Thumbnails - smaller
	Thumbnails <sup>-</sup> reset
	Change background color Change foreground color
View	Change number of colors (PDF documents)
Image	Change image resolution (PDF documents)
Adjust	<ul> <li>Print document without color (quickest)</li> <li>Print document with color (slowest)</li> </ul>
Page	Print original size
Selection	▶ ✓ Print sticky notes
Preferences	▶ ✔ Print sticky note text
Cache	•
Help	•



The Keyboard

ViewONE provides keyboard access to the same functions offered by the toolbars. This section is designed to be used in conjunction with the Toolbars section, which provides more detailed explanations of the same options.

#### View keys

View page	F2
View thumbnails	F3
View two page	F4
View thumbnails: Left	F5
View thumbnails: Bottom	F6
View thumbnails: Right	F7
View thumbnails: Top	F8

#### Image keys

Fit to window width	F9
Fit to window height	F10
Fit to window	F11
Zoom in	+or Shift =
Zoom out	–or Shift –
Magnifier	Μ
Increase magnifier size	+or Shift =
Decrease magnifier size	–or Shift –
Increase magnifier width	Shift Right Arrow
Decrease magnifier width	Shift Left Arrow
Increase magnifier height	Shift Up Arrow
Decrease magnifier height	Shift Down Arrow
Increase magnifier factor	*or Shift 0
Decrease magnifier factor	/or Shift 9
Zoom to 100%	Z
Zoom area	А
Rotate clockwise	R
Rotate counterclockwise	L
Enhance	E
Invert	1

Note: When the magnifier window is visible then zooming in and zooming out will increase and decrease the magnifier size. However, if, while the magnifier window is visible, you hold down Shift while using the + or - keys then the viewer will zoom in or zoom out of the document instead.

#### Page keys

Next page	Page Down
Previous page	Page Up
First page	Home
Last page	End

#### Select keys

Select page	S
De-select all pages	Ctrl S

#### Scrolling keys

Scroll right	
Scroll left	
Scroll up	
Scroll down	

Right Arrow Left Arrow Up Arrow Down Arrow

#### Toolbar keys

These keys can be used on any of the toolbars found in ViewONE...

Go to start of toolbar	HOME
Go to end of toolbar	END
Go to center of toolbar	INSERT

When the focus is on a vertical scrollbar the up and down arrow keys move the scrollbar up and down. When it is on a horizontal scrollbar the left and right arrow keys move the scrollbar left and right.





Hide/Show annotations toolbar



#### Annotation ruler and angle buttons

As the annotation is drawn you will see a separate indicator which will have the precise measurement for the chosen type...

### E

#### <u>Ruler</u>

The annotation drawn will be a straight ruler line. To draw this annotation...

1) Select the ruler button using a single left-click.

2) There are two ways of drawing a ruler ...

a) Hold down the left mouse button where you want the ruler to start, and drag the cursor in the direction you want. Release the mouse button where you want the ruler to end.

b) Alternatively, single left-click where you want the start of the ruler, then release the mouse button. Now move the cursor to where you want the end of the ruler, and perform another single left-click.

A tooltip will appear, indicating the size of the measured part of the image, e.g.: 7.657 cm

#### <u>Angle</u>

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The annotation drawn will be an angle (in degrees).

To draw this annotation...

- 1) Select the angle button using a single left-click.
- 2) Single left-click where you want the angle to start.

3) Move the cursor to where you want the first point of the angle, and then perform another single left-click.

4) Move the cursor to where you want the second point of the angle, and then perform another single left-click.

A tooltip will appear, indicating the degrees of the angle, e.g.:

#### Select button

The "Select" button...

#### <u>Select</u>

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The "Select" button puts the mouse cursor into "select" mode. This means that while the cursor is over an annotation you can select that annotation by using a single left-click. This will highlight the annotation and bring up its context sensitive toolbar.

You can also use the "ctrl" key to put the mouse cursor into "select" mode. Pressing this key is the same as clicking on the "Select" button with the mouse.

An annotation can also be selected without having to go into "select" mode by using a single <u>right-click</u> when over an annotation.

### Restore

Restores original document.

### Context Sensitive Toolbar

An annotation's context sensitive toolbar becomes available when the annotation has been selected. This can be achieved either through putting the cursor into "select" mode then performing a single left-click on an annotation, or simply by using a single <u>right-click</u> on an annotation.

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#### Change Line Color

Line color X

Brings up the line color chooser dialog box to change the line color of the ruler/ angle.

This dialog is displayed when you click on the Change Line Color toolbar button.

This dialog offers a number of pre-defined colors or you can choose from the color spectrum on the left. The slide bar at the bottom of the dialog can be moved to the left to make a selected color darker, and to the right to make it lighter.

The box on the bottom right of the dialog shows which color you have selected. The box on the bottom left shows which color is currently under the mouse cursor.

Use the mouse to hover over the color you want, and then select it with a single left-click. Once you are happy with the color selected you need to click on "OK" to finish with the dialog. You can cancel the dialog at any point by clicking on "Cancel". Alternatively, you can use a double left-click on a color selection.

## Flip Angle

Flips the angle of an angle annotation (between acute and obtuse).



### <u>Delete</u>

Deletes the annotation.