
PowerFilm

**High Performance Digital Image
Processing for the 3000DSV-E, 2400DSV-E, 3000 DV
Plus and 2400 DV Plus Digital Scanners**

Users Manual

Version 5.5



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Chapter 1 Introduction

What is PowerFilm?

The PowerFilm application software is a high performance digital image processing solution for Eastman Kodak's 2400DSV-E, 2400 DV Plus and 3000DSV-E, 3000 DV Plus universal microfilm scanners.

PowerFilm provides a friendly Graphic User Interface (GUI) for converting fiche, jackets, aperture cards, 16mm cartridges, and 16mm and 35mm roll film, into electronic image files.

Scanned images are grouped together in batches. A batch will consist of all the images scanned in a particular scanning session.

PowerFilm creates Tagged Image File Format (TIFF) files for each image and generates an index file for each set of TIFFs (the batch). These images and index files are compatible with industry standard retrieval, optical character recognition (OCR), and image management systems.

Users can optionally choose to convert scanned images to PDF format (PDF 'Image Only' format) as a batch is saved.

PowerFilm comes complete with CDPublish, and an option to install CDRetrieve. CDPublish is a simple to use, out of the

box CD Publishing package that builds a database of indexed images. CDRetrieve is a CD Search and Retrieval system. Users are able to search and retrieve their indexed images, individual images or groups of images, by selected indexing criteria using CDRetrieve. *Refer to the CDPublish/CDRetrieve documentation for further details.*

PowerFilm drives the 2400DSV-E, 2400 DV Plus and 3000DSV-E, 3000 DV Plus through a standard USB or SCSI interface without the need for any proprietary compression boards, though a compression board is required for greyscale scanning.

Indexing

Users are able to add index information to images as they are scanned or once scanning is completed.

The index data captured may be exported as standard comma delimited data files (one for each batch) or in CDPublish (IDX) format. If the CDPublish (IDX) format is chosen, the batches of images may be published into databases with CDPublish. These databases can later be searched by index field value using CDRetrieve.

Image Control

PowerFilm gives the user full control over image; composition, resolution and, contrast and brightness settings.

Users are able to; enlarge/reduce the size of the viewed image, rotate the scanned image, navigate through images in a scanned batch and perform cut and paste functions on images in a batch.

Batch Control

PowerFilm provides the facility for up to tri-level blip mark (image mark) counting on 16mm microfilm by supporting the MARS IV and Mini MARS II Controllers.

From the PowerFilm user interface, users are able to navigate to, and scan, selected Blocks (Large blip), Batches (Medium blip) or Items (Small blips) on 16mm roll film. The PowerFilm user interface has been updated to support the MARS IV Controller. Some of the functionality is disabled when PowerFilm is used with a Mini MARS II Controller (for Dual Level film).

See *Chapter 5 Control and Operation* for more information.

Print, Mail and Fax

Users are able to print individual images, or ranges of images in a given batch, via standard Windows drivers.

PowerFilm also provides the facility to e-mail individual images, or ranges of images in a given batch, via the computer's default MAPI client mail handler.

In addition, PowerFilm provides the facility to fax images using other third party fax software that integrates via the use of a fax print driver.

Additional Options Available

PowerFilm supports an additional cost option. The feature will not appear in the user interface until the option is installed.

Kofax Ascent Uploader

This option allows PowerFilm to act as a Kofax Ascent Capture Scan Station. When Kofax Ascent is selected as the

PowerFilm output format, the scanned images are automatically uploaded to Kofax Ascent Capture (versions 5 to 7.5) when the batch is accepted.

Kofax Ascent Capture enhances images, automatically or manually indexes images, validates index data, then releases images and data to one or more back-end systems via its broad library of custom release modules. Supported systems include Documentum 4i, FileNet Panagon, IBM Content Manager, OpenText Live Link, Optika Accorde, Hummingbird, KeyFile and dozens more.

Note: A Kofax Ascent Capture scan station license is required for use with the PowerFilm Kofax Ascent Uploader Option.

See *Chapter 5 Control and Operation* for more on Uploading to Kofax Ascent.

The Operating System

A Microsoft Windows-based application, PowerFilm operates on PC platforms running Windows 2000 Professional, Windows XP Professional, Windows Vista Business and Windows 7 Professional. PowerFilm is powerful but relatively easy to use; however, operators should know the basic Windows controls before running the application.

Process Overview

PowerFilm software is designed to convert documents stored on fiche, jackets, aperture cards, 16mm cartridges, and 16mm and 35mm roll film into standard TIFF files, while avoiding repetitive setup and configuration procedures. The idea is to maximise scanning productivity while minimising labour-intensive work such as indexing, creating sub-directories for storage, and manually navigating from frame to frame.

About This Manual

This manual provides the information you need to use PowerFilm. This includes: software usage, basic technical information such as file structures and storage, and hardware use.

This manual does not attempt to explain Microfilming technology. It is assumed that the user is familiar with Microfilm types, terms and concepts. For specific Microfilm functionality supported by the 3000DSV-E, 3000 DV Plus and the 2400DSV-E, 3000 DV Plus, please refer to the product User Manuals.

This manual does not explain Microsoft Windows. If you have questions about Windows, please consult the Windows User Manual.

Organisation of the PowerFilm Manual

This manual consists of eight chapters which provide information necessary for the understanding and operation of PowerFilm.

Chapter 1, Introduction, introduces PowerFilm and this manual.

Chapter 2, Installing PowerFilm, provides the information needed to install and prepare PowerFilm for first use.

Chapter 3, Getting Started, provides information on starting PowerFilm for the first time.

Chapter 4, User Interface, provides detailed descriptions of the PowerFilm main window components and controls.

Chapter 5, Control and Operation, details the parameters in each of the PowerFilm control tabs that increase the flexibility and control of the scanning process. Opening and using recallable configurations is also covered.

Chapter 6, System Administration, describes system security and the set-up and maintenance of recallable configurations. This chapter also discusses special set-up options and system files that are used to maintain PowerFilm efficiently.

Chapter 7 Mail, Print, Fax Integration, details the setup and use of the PowerFilm Mail, Print and Fax facilities.

Chapter 8 Localisation, describes the processes and files involved in translating all of the PowerFilm menus, dialogs and messages into alternative languages.

Conventions Used in This Manual

This manual uses certain conventions to facilitate your understanding of PowerFilm. The formatting conveys specific types of information.

- | | |
|--------------------------|---|
| Monospaced type | <ol style="list-style-type: none">1. Words or characters that you must type. For example, if the manual reads “Type Cabinet 1,” then type the words exactly as you see them, including capitalisation.2. The contents of text files. |
| <i>Monospaced italic</i> | Information you must supply. For example, “Type <i>your password</i> ,” means you must enter your password in place of the words <i>your password</i> . |
| [Square Brackets] | Optional parameters. Multiple options are separated by the pipe character (). For example, “Type run [a b]” means you can type run a or run b. |
| Bold type | <ol style="list-style-type: none">1. Button names and menu options. For example, “Click on the Delete button or select the Del option from the File menu” |

-
2. System responses. For example, **“File not found.”**

SMALL CAPS	Names of keys on your keyboard. For example, "Press ENTER."
<i>Italic type</i>	File names and special information.
Note	Helpful information or special situations.
Hint	Useful information to help you use PowerFilm
Caution	Information that might prevent data corruption or minor system damage.
Warning!	Information that might prevent personal injury or major system damage.

Online Help

The Help menu contains two options: Contents and About. The Contents option displays PowerFilm online documentation. The About option displays copyright and version information along with useful information about your scanner, and SCSI Host Adapter or USB interface.

Technical Support

Users should contact their local Eastman Kodak Technical Support team regarding support issues with the PowerFilm application software.

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Chapter 2 Installing PowerFilm

Installation Overview

Before proceeding with the installation, please make sure the computer meets the minimum system requirements.

PC Hardware Specification

<i>Quantity</i>	<i>Product</i>
1	Pentium 4 with 512MB RAM
1	Monitor capable of displaying at 800x600 minimum resolution.
1	USB2 Interface (if the scanner is to be attached via this interface).
1	Adaptec 2940 or 2930 or 2904 SCSI Controller. 2930 or 2940 recommended for Grey

	scale scanning (if the scanner is to be attached via a SCSI interface).
--	---

Windows Operating System

PowerFilm is supported on the following Windows Operating systems:

- Windows 2000 (Min SP4)
- Windows XP Professional (Min SP2)
- Windows Vista Business Edition.
- Windows 7 Professional

Screen Resolution

PowerFilm has been designed to run in a minimum screen resolution of 800 x 600 pixels (small fonts). In this screen resolution PowerFilm's Control Tab parameters will optimally fit the screen.

Note: At a resolution of 800x600, it may be necessary to set the Windows Taskbar Options to *Auto Hide* to view the PowerFilm Status Bar.

Note: It is recommended that The Windows Colour Palette is set to the highest possible quality for the sharpest display of images.

Scanner Hardware Interface

PowerFilm supports the SCSI or the USB interface on the 2400DSV-E, 2400 DV Plus and 3000DSV-E, 3000 DV Plus scanners. PowerFilm communicates with the scanner on the

USB bus by default. To configure PowerFilm to use the SCSI interface, refer to Chapter 6 – System Administration.

Using the USB Interface

Ensure that the scanner is set to identify itself as a Konica Minolta device. If you are unsure how to do this, contact your Kodak technical representative.

Note: Do not attach the scanner to the PC via the USB interface until after PowerFilm has successfully been installed (see *Installing PowerFilm* below).

Using the SCSI Interface

Before installing the SCSI host adapter, read the installation guide provided by Adaptec. The adapter's default settings will usually work fine. Conflicts with the host adapter's BIOS address, IRQ or I/O port address settings, or improper SCSI termination can significantly add to the time needed to configure the PC.

To Install the Hardware:

1. Ensure that the computer's AC power cord is disconnected.
2. Install the Adaptec SCSI host adapter into the computer, following the installation directions supplied with the host adapter.
3. Connect the SCSI cable to the host adapter and the scanner.
4. Power on the scanner and then the PC, taking note of the SCSI ID displayed on screen during system boot up.
5. PowerFilm will automatically scan the SCSI bus to find the scanner.

When powering on the computer the Adaptec BIOS initialisation message should display before starting Windows. The Adaptec adapter lists all of the SCSI devices it recognises.

Note: The Adapter's default settings can be changed by pressing CTRL+A during system boot up

SCSI Drivers

Always use the latest Windows ASPI and SCSI drivers specific to the SCSI board you are using.

The ASPI driver is a software program that enables the host adapter to communicate with the devices on the SCSI bus.

Installing PowerFilm

If you are using the scanner's USB interface, do not attach the scanner to the PC until PowerFilm has successfully been installed. The PowerFilm installation program will detect the presence of the appropriate USB drivers and automatically install them if they are not already installed.

If you are using the scanner's SCSI interface, the Adaptec SCSI Host Adapter should be installed and configured before installing PowerFilm. Check all cable connections on the PC and scanner. In most cases, the scanner should be powered up before the computer.

To Install PowerFilm:

1. Insert the PowerFilm installation CD into the CD drive.
2. The CD should Autorun. If not, run 'Setup.exe' from the root of the CD.
3. The PowerFilm installation start up screen prompts you for the language you would like to run PowerFilm in.



Fig 1. PowerFilm Installation Start up Screen

4. Click on the flag representing the language you would like to install in.

Note: This will affect the language the installation screens are displayed in as well as the PowerFilm interface language.

5. Follow the prompts to install the PowerFilm software. If the installation detects that the scanner USB drivers are not installed, you will be prompted to install them.
6. When the installation completes, you will be prompted to reboot the PC. You may find that this is unnecessary depending on the Windows operating system you are using.
7. If you are using the scanners USB interface, attach the scanner to a USB2 port on the PC and switch on the scanner. Windows should recognise that the scanner is connected.
8. You are now ready to start PowerFilm. See the *PowerFilm software licensing procedure* below.

PowerFilm Software Licensing Procedure

The PowerFilm software licensing system has been engineered to make installation and registration of the software easy. A Licence Manager program is provided to allow users to configure their licenses. When the software is installed, a 14-day license is automatically enabled. The following section describes the steps involved in obtaining a permanent licence for the software. Please refer to the software registration form that you should have received with the software.

Licensing the Software

Once the 14-day license has expired, a **Software Licence KEY** is required to activate an unlimited licence. This key ties the installation of PowerFilm to the PC you are installing the software onto. The **Software Licence KEY** can be requested at any time during (or after) the 14-day period.

Software Site CODE

The **Software Site CODE** is an encoded number that uniquely identifies your PC. Your **Software Licence KEY** is generated from the **Software Site CODE** and so is only valid for the PC on which the **Software Site CODE** was generated.

To generate your **Software Site CODE**, you need to run the Licence Manager. From the Windows Start menu, navigate to the **KODAK-PowerFilm** Program Group and select **Licence Manager**. The Licence Manager user interface is displayed.

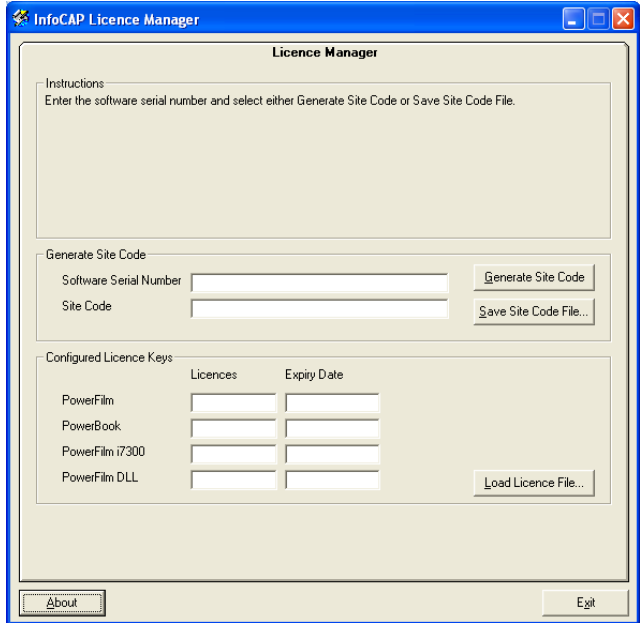


Fig 2. Licence Manager

The Licence Manager interface is divided into two sections; *Generate Site Code* and *Configured Licence Keys*.

Generating Site Codes

The *Generate Site Code* section allows you to enter the serial number (ref. Number) for the software (which can be found on the product packaging and on the software registration form) and generate your unique **Software Site Code**.

Enter your Software Serial Number (ref. Number) and press the **Generate Site Code** button.

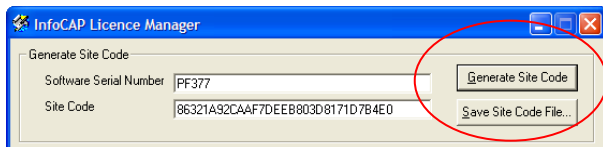


Fig 3. Generate Site Code

You should now save a Site Code File (SiteCode.dat) by pressing the **Save Site Code File** button.

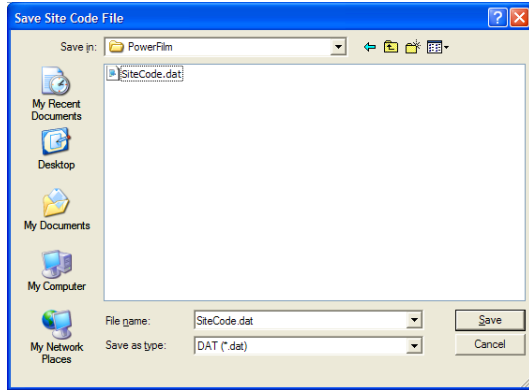


Fig 4. Save Site Code File

By default the SiteCode.dat file will be saved in the software installation folder but you can save it to any available folder on your PC.

Software Licence KEY

You obtain your Software Licence KEY by sending the following details along with the SiteCode.dat file to the contact details provided on the software registration form.

- ☞ Your name and contact details
- ☞ Your company name and address
- ☞ Date the software was received
- ☞ Reference number for the software (on the product packaging)

Once your request for a **Software Licence Key** has been processed, you will be sent a Licence File that you can use to configure your licence in the Licence Manager.

Configuring Licence Keys

When you receive your Licence File (LicenceKey.dat), save it to the same location you used when saving the SiteCode.dat file and then run the Licence Manager again. This time using the **Load Licence File** button in the lower part of the Licence Manager interface, add the licence to the system.

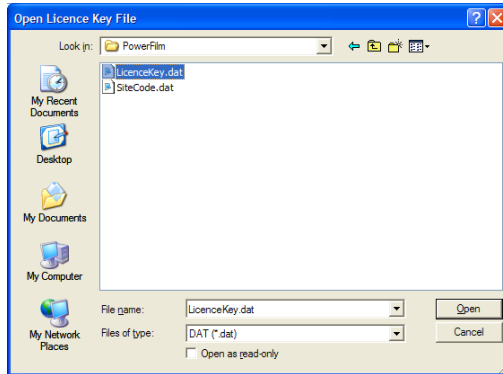
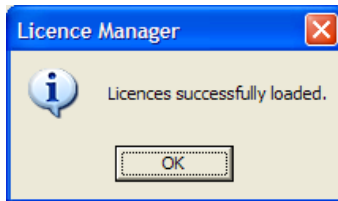


Fig 5. Open Licence Key File

Once you have opened the Licence File, you should receive confirmation that the licenses were successfully loaded.



Once you have loaded the Licence File, your configured licences will be displayed in the user interface.

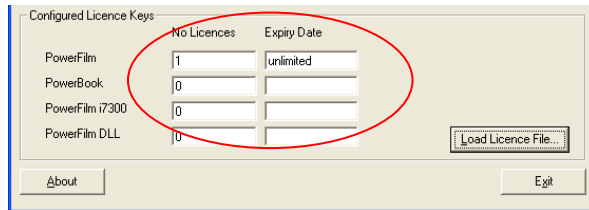


Fig 6. Loading Licenses

You may now close the Licence Manager program and start using the software.

Chapter 3 Getting Started

Starting PowerFilm

1. Start Windows and, if necessary, logon to the network.
2. Double-click the PowerFilm icon on the desktop (or from the Start Menu select **Programs-Kodak-PowerFilm** and navigate to the PowerFilm program) to start the program.

Note: If you are starting PowerFilm for the first time a dialog box will appear now asking you for the Software Serial number and the default Supervisor Password.

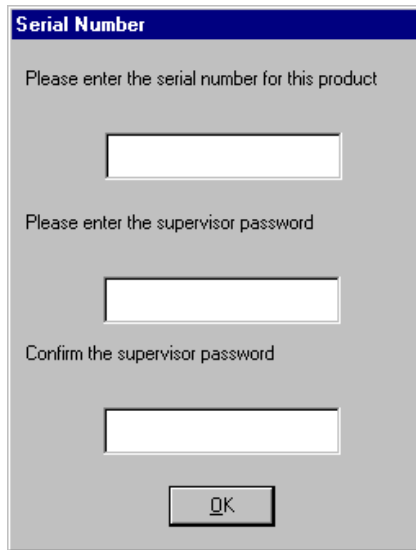


Fig 1. The Serial Number Dialog

Enter your software serial number and the default password and press **OK**.

The PowerFilm User Interface displays.

Note: Help - About will display confirmation that the scanner has been detected by PowerFilm.

Configurations

Settings such as Film Control Parameters, Image Attributes, output directory and index parameters are stored by PowerFilm in “templates” or configuration files. These configurations can be retrieved later, eliminating the need to reset the parameters for subsequent scanning sessions. See Chapter 5 *Control and Operation* for information on using configurations; see Chapter 6 *System Administration* for information on creating and maintaining configurations.

When PowerFilm is started for the first time, a Default Configuration is loaded. Although the default configuration may be used for test scans, a new configuration should be created before continuing. Creating a new configuration requires the Supervisor Password. See Chapter 6 *System Administration* for further details.

You are now ready to begin scanning. Review Chapter 5 *Control and Operation* for information on setup parameters and control of the scanning process.

Exiting PowerFilm

1. To exit PowerFilm, select Exit from the File menu.
2. The Exit PowerFilm dialog displays.
3. Click on OK to exit.

If changes were made to the active configuration you are prompted for the Supervisors Password to save the configuration. See Chapter 6 System Administration for information on the Supervisors Password)

4. Click on OK to save the changes. Click on Cancel to exit PowerFilm without saving the changed configuration.

Chapter 4 User Interface

The Main Window

PowerFilm has been designed so that most of the common scanner controls and image manipulation functionality is accessible from the user interface main window.

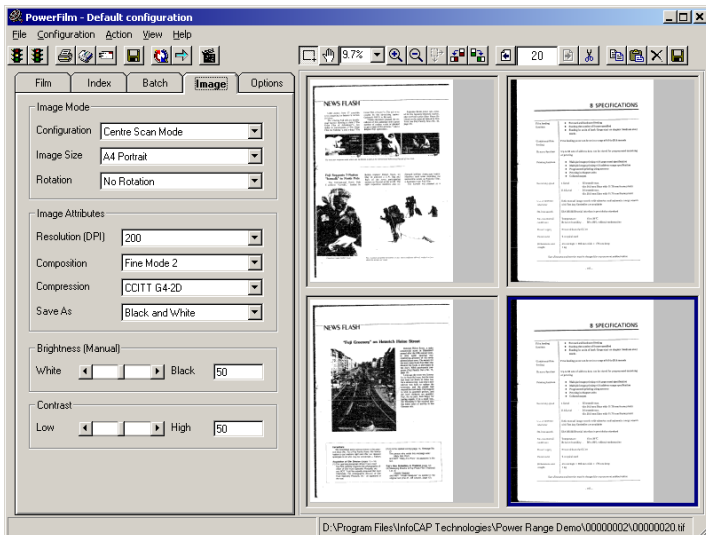


Fig 1. The PowerFilm User Interface Main Window

The following sections describe each portion of the main window.

Title Bar

The title bar contains the standard MS Windows control items including the Windows control menu and maximise/minimise buttons. The centre of the bar displays the software's title and the name of the active configuration.

Status Bar

The left hand side of the status bar displays activity information, e.g., during the scanning process the Status Bar will display *Scanning*.

The right hand side of the status bar displays the path and the name of the current image being scanned.

And, from version 5.3, the right side of the status bar handily displays the size (in KB) of the scanned image.

Menu Bar

The menu bar contains six menus: File, Configuration, Action, View, Annotation and Help. The following sections list the options available from each menu. Where appropriate, accelerator keys are shown in brackets for each menu function.

Many of the menu functions are also available from the main window button bar, discussed later in this chapter.

To Select an Option from the Menu Bar:

1. Using the mouse, click on the menu title (for example, **File**).

The drop-down menu displays the available menu items.

2. Click on the desired menu item.

File Menu

The following items are available in the File Menu.

- | | |
|-----------------------------|---|
| Print (F2) | Allows you to print individual images or a range of images. See Chapter 7 <i>E-Mail, Print and Fax Integration</i> for more details. |
| Fax (F3) | Allows you to fax individual images or a range of images to third party fax software that may be installed on your PC. See Chapter 7 <i>E-Mail, Print and Fax Integration</i> for more details. |
| Email (F4) | Allows you to Email individual images or a range of images. See Chapter 7 <i>E-Mail, Print and Fax Integration</i> for more details. |
| Load Batch | Allows you to open a batch of images that were scanned in a previous scanning session, to allow you to add indexing data, manipulate images and integrate with Print, Fax and Email services.
See Chapter 5 <i>Control and Operation</i> for more details. |
| Load Suspended Batch | Allows you to re-open a batch of images that has not yet been completed. Refer to Chapter 5 <i>Control and Operation</i> for more details. |

Save Image As Define what name to assign and where to save the currently selected image. Images may be saved with the TIFF file extension or as PDF files.

Save Image As Multipage Define what name to assign and where to save the currently open batch of images in a multi-page image file. Multi-page Images may be saved with the TIFF file extension or as a PDF file.

Options Provides access to special set-up screens that allow you to configure the PowerFilm environment. See Chapter 6 *System Administration* for more details.

CD Publish Launches CD Publish. Enabling you to build a database of your data; publish your TIFF files. The database will also contain any index field values associated with the data for quick and easy retrieval using CD Retrieve.

Exit Closes PowerFilm.

Note: you cannot close PowerFilm down during a batch. You must either Accept, Reject or Suspend the batch.

Configuration Menu

The following items are available in the Configuration Menu.

New Configuration	Creates a new recallable configuration to store PowerFilm setup parameters. The Supervisor Password is required. See Chapter 6 <i>System Administration</i> for more details.
Open Configuration	Shows a list of existing configurations that may be opened. See Chapter 5 <i>Control and Operation</i> for more details.
Save	Saves any changes you may have made to the current configuration. The Supervisor Password is required. See Chapter 6 <i>System Administration</i> for more details.
Save As	Saves the current configuration as a new configuration and prompts you for a new name. The Supervisor Password is required. See Chapter 6 <i>System Administration</i> for more details.
Rename	Renames the current configuration. The Supervisor Password is required. See Chapter 6 <i>System Administration</i> for more details.
Delete	Deletes the current configuration. The Supervisor Password is required. See Chapter 6 <i>System Administration</i> for more details.

Setup Indexing

Opens the Indexing Setup screen to allow you to define index fields for the current configuration. The Supervisor Password is required. See Chapter 6 *System Administration* for more details.

Action Menu

The following items are available in the Action Menu.

Scan (F5)

Starts the Scanning Process. See Chapter 5 *Control and Operation* for more details.

Save Batch (F6)

Closes and Saves the scanned batch. See Chapter 5 *Control and Operation* for more details.

Move Next (F7)

Only available if a Mini MARS II or MARS IV controller is installed and detected. Instructs the controller to advance one frame. See Chapter 5 *Control and Operation* for more details.

Go to Start (F8)

Only available if a Mini MARS II or MARS IV controller is installed and detected. Instructs the controller to go to the first frame on the film. See Chapter 5 *Control and Operation* for more details.

**Rewind Cartridge
(Ctrl+F)**

Only available if a Mini MARS II or MARS IV controller is installed and detected. Instructs the controller to rewind and eject the film cartridge. See Chapter 5 *Control and Operation* for more details.

**Merge with Previous
Page**

Merges the currently highlighted image with the image to the left of it in the batch.

See Chapter 5 *Control and Operation* for more details.

Append Pages

Adds pages to the end of the current batch when the scan command is executed.

Insert Pages

Inserts pages to the right of the current highlighted image in the batch when the scan command is executed.

See Chapter 5 *Control and Operation* for more details.

View Menu

The following items are available in the View Menu.

Options

Allows you to select how often images are displayed in the image viewer window. See Chapter 5 *Operation and Control* for further details.

Next (F12)

Displays the next image in the batch.

Previous (F11)	Displays the previous image in the batch.
First (F9)	Displays the first image in the batch.
Last (Ctrl+E)	Displays the last image in the batch.
Rotate Left (Ctrl+L)	Rotates the current image 90° to the left.
Rotate Right (Ctrl+R)	Rotates the current image 90° to the right.
Delete	Deletes the current image from the batch.
Save (Ctrl+S)	Saves any rotations or changes to the current image.
Scale to Gray	Sets the image viewer display mode to Scale to Gray. Greyscale display makes black and white documents easier to read, and is most effective at a zoom percentage of less than 100%.
Fit to Page (Ctrl+P)	Fits the current image to the size of the viewing window and saves this view for subsequent images.
Fit to Width (Ctrl+W)	Fits the current image to the width of the viewing window and saves this view for subsequent images.
Fit to Height (Ctrl+H)	Fits the current image to the height of the viewing window and saves this view for subsequent images.

Cut (Ctrl+X)	Cuts a selected area of the image to the Windows clipboard. This function is also used to Redact (Mask White) unwanted or sensitive areas of the image before the image is printed, faxed or e-mailed.
Copy (Ctrl+C)	Copies a selected area of the image to the Windows clipboard.
Keep Selected (Ctrl+K)	Reduces the current image to the size of the selected area. This is not a viewing function; the actual image size is reduced.
Paste (Ctrl+V)	If the Cut or Copy functions have previously been used, this function pastes the contents of the Windows clipboard into the image viewing window
Show <i>n</i> Viewers	Choose to display 1, 2, 4 or 6 images at a time during scanning.

Annotation Menu

There are four items available in the Annotation menu.

Show Annotation Toolbar	Displays the annotation toolbar.
------------------------------------	----------------------------------

Show/Hide Annotations Choose to display or hide annotations, prior to making them permanent.

Note: This function displays or hides the annotations on the currently selected image. Users will be prompted to save the image with the annotations displayed or hidden.

Delete Selected Annotations Choose to remove the selected annotations.

Burn In Annotations Makes annotations permanent. This function effectively writes to the TIFF File, creating a new TIFF.

Help Menu

There are two items available in the Help menu.

Contents (F1) Displays the PowerFilm electronic User Manual help contents.

About Displays PowerFilm copyright and version information along with useful information about the scanner that PowerFilm has detected.

Main Window Button Bar

For easy access, many of the menu functions are also available from the main window button bar. As the mouse is hovered over each button, windows hover help is displayed indicating the buttons function.



Start Scanning/Resume Scanning. This is a multi function button. It starts the scanning process if no batch is in progress. If a batch is in progress pressing this button resumes scanning.



Close Batch/Cancel Scanning. This is a multi function button. If a Mini MARS II / MARS IV scan (multiple frames/batches) is underway, this button will cancel scanning. If no scanning is taking place this button closes the batch.



Print. Print the current image or range of images.



Fax. Fax the current image or range of images



Mail. Email the current image or range of images.



Save Configuration. Saves any changes made to the current configuration.



Rewind. Rewinds the film cartridge. Only displays if the Mini MARS II controller is connected and detected.



Move to Next Frame. Only displays if the Mini MARS II or MARS IV controller is connected and detected.



Rescan Image. Allows you to rescan an image over the top of a previously scanned image.



Select. Sets the image viewer window to Zoom mode. In this mode you can “rubber band” an area of the image viewer window you wish to enlarge (or print/fax/email).



Drag. Sets the image viewer window to Drag mode. Only functional if the current image does not fit in the image viewer window. In this mode you can drag the image in any direction to view different areas of the image.



Allows you to set a custom view size.



Zoom in. Zooms in on the image in the image viewer window.



Zoom out. Zooms out on the image in the image viewer window.



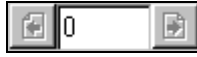
Zoom to Select. Zooms to the area of the image selected by rubber banding with the mouse while in **Select** mode.



Rotate Left. Rotates the image 90° to the left.



Rotate Right. Rotates the image 90° to the Right.



Page Navigation. Left arrow moves to previous page. Right Arrow moves to next page. Entering a value in the box and pressing enter moves to a specific image in the batch.



Cut / Mask White. Cuts a selected area of the image to the Windows clipboard. This function is also used to Redact (Mask White) unwanted or sensitive areas of the image before the image is printed, faxed or e-mailed.



Copy. Copies a selected area of the image to the Windows clipboard.



Paste. If the Cut or Copy functions have previously been used, this function pastes the contents of the Windows clipboard into the image viewing window



Delete Image. Deletes the current image from the batch.



Save Image. Saves any rotations or changes to the current image.

Control Tabs

For ease of use, PowerFilm has been designed to allow the user to access each section of the scanner control, setup and configuration independently on Control Tabs. Any one of the Control Tabs may be viewed during the scanning process.

If a Mini MARS II or MARS IV controller is fitted there will be five Control Tabs available; **Film**, **Index**, **Batch**, **Image** and **Options**.

Control Tabs are discussed in more detail in Chapter 5 *Control and Operation*.

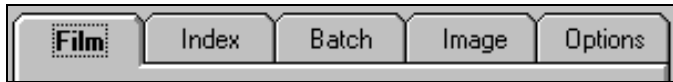


Fig 2. PowerFilm Control Tabs

Film

This Control Tab will only display if PowerFilm has detected a Mini MARS II or MARS IV controller connected to the scanner.

The **Film** Control Tab gives the user access to Film setup parameters and Blip search and navigation control.

Index

Allows the user to enter configuration-specific indexing information for ranges of images as they are scanned, or later.

Batch

Allows the user to control where the images will be scanned to and how the images should be arranged in folders and sub folders. Users are also able to define the type of output data file that should be exported.

Image

Provides control over Image Sizes, Image attributes and Brightness and Contrast settings.

Options

Provides access to scanner specific functions such as; Auto Masking and Centering.

Chapter 5 Control and Operation

Overview

This chapter discusses the use of the parameter settings in the individual PowerFilm Control Tabs, image file storage, file output and viewing parameters that increase the flexibility and control of the scanning process.

PowerFilm enables users to store all scanner parameters setup on any of the Control Tabs, such as image sizes, resolution, contrast and film types in “templates” or configuration files. These configuration files can be retrieved later, eliminating the need to reset the parameters for subsequent scanning sessions. The opening and recalling of these user definable configurations is also covered in this chapter.

Control Tabs

Each Control Tab contains parameter and configuration settings that relate to particular areas of scanner control. For example, the *Film* Control Tab contains the setup parameters that relate to Microfilm - and in particular the Mini MARS II

controller, the *Image* Control Tab contains the setup up parameters that relate to size and composition of the images to be scanned, etc.

To select the required Control Tab, click on the Tab Name with the mouse. Once a tab is selected you can switch between tabs by pressing Ctrl+Tab.

Film Control Tab

The **Film** Control Tab is used to control the MARS IV and Mini Mars II controller functionality for Single, Dual or Tri level blipped microfilm. Depending on the controller being used, certain functionality will be enabled / disabled.

The screenshot shows the 'Film' control tab with the following sections:

- MARS Control:** Contains three buttons: 'Setup Film', 'Goto Start', and 'Rewind'.
- Blip Configuration:** Includes a 'Polarity' section with radio buttons for 'Opaque' (selected) and 'Transparent'. Below it is a 'Level' dropdown menu set to 'A Channel Tri Level'.
- Search:** Features three input fields for 'Block' (value 1), 'Batch' (value 2), and 'Frame' (value 3), followed by a 'Search' button.
- Move:** Includes a 'Distance' input field (value 1) and a 'Move' button.
- Microfilm Control:** Has radio buttons for 'Scan All Frames' and 'Scan Next' (selected). Next to 'Scan Next' is an input field (value 1) and a 'Blocks' dropdown menu.
- Current Position:** Shows three input fields for 'Block' (value 0), 'Batch' (value 0), and 'Frame' (value 0).

Fig 1. The Film Control Tab

The **Film** Control Tab is divided into the following sections.

MARS Control

The MARS Control options allow the user to set the film blip parameters, control the initial positioning of the first frame of the film and rewind the film cartridge.

Setup Film

Applies the parameters set in the **Blip Configuration** section.

Note: This can only be done when the film is rewound and ejected.

Note: Until the Film Type is set none of the controls on the other sections on the Film Control Tab will be enabled.

Once the Film Type is set the Setup Film button will be disabled. You should check that the parameters applied are reflected on the front panel of the MARS Controller before continuing.

Goto Start

Instructs the MARS Controller to go to the first frame on the film.

Hint: Goto Start, instructs the MARS controller to position the film at Block 1, Batch 0, Frame 0 for Tri level film and Batch 1, Frame 0 for Dual Level Film. If the address of the first frame of each batch starts at 1 rather than 0, then you should set the MARS options accordingly on the Controller tab of the PowerFilm Options screen (**File | Options**).

Rewind

Rewinds and ejects the film cartridge.

Hint: Rewind is also available from the button bar.



Additional MARS Controller Support

In addition to using the Mini MARS II controller, PowerFilm now provides support for the MARS IV Roll Film Carrier Controller. Users are now able to navigate to, and scan, selected Blocks (Large blip), Batches (Medium blip) or Items (Small blips) on 16mm roll film. The PowerFilm user interface has been updated to support the MARS IV Controller. Some of the functionality is disabled when PowerFilm is used with a Mini MARS II Controller (for Dual level film).

Please refer to the release notes to confirm the Roll Film Carriers that are supported and appropriate firmware revisions for the MARS IV controller and the carrier being used.

Setup and Configuration

The MARS Controller should be installed and tested using the unit's manual keypad before use with PowerFilm. Ensure that the configuration of the communications interface matches the parameters setup in PowerFilm.

PowerFilm Setup

From the Main PowerFilm interface select Options from the File menu. Select the Controller Tab.

In the Controller section select MARS II or MARS IV as appropriate.

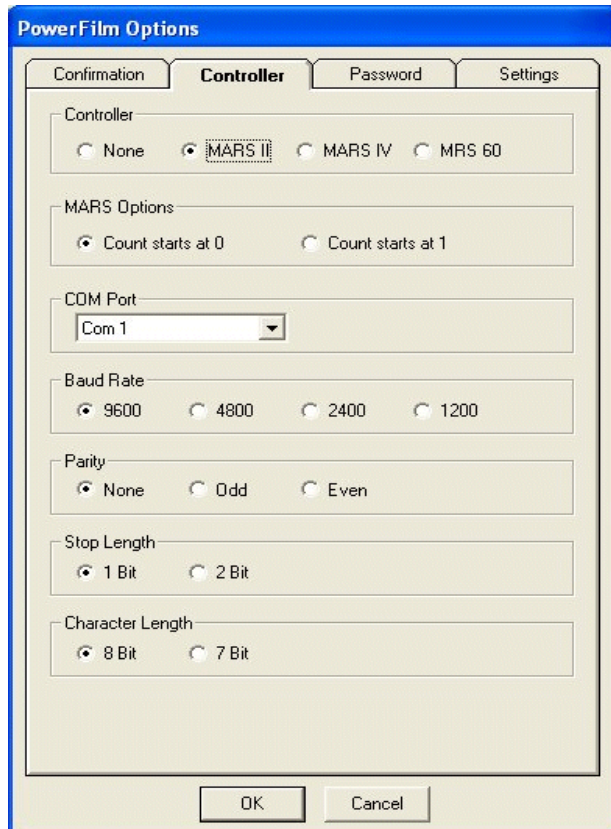


Fig 2. Controller Options Dialog

Note: Ensure that all other sections on the Controller Tab are completed correctly. (COM Port, Baud Rate, Parity, etc.)

Press **OK** and restart PowerFilm.

When PowerFilm is restarted, the Film Control Tab will be displayed.

Hint: If the Film Tab does not appear PowerFilm may be having difficulty communicating with the MARS Controller. Check that the serial cable is fitted securely and that the COM Port setup is correct.

Blip Configuration

The Blip Configuration options setup the polarity of the blips on the film and blip level of the film to be scanned.

Polarity	Defines whether the blip polarity is Opaque (Negative) or Transparent (Positive).
Level	Defines the blip level for the film to be scanned. A Channel Single Level - Single level blips in channel A. B Channel Single Level - Single level blips in channel B. A Channel Dual Level - Dual level blips in channel A. B Channel Dual Level - Dual level blips in channel B. A Channel Tri Level - Tri level blips in channel A. B Channel Tri Level - Tri level blips in channel B.

Note: The Tri Level options only appear when a MARS IV Controller has been configured.

Two additional modes are available with the MARS IV Controller (even though they only relate to dual level blips).

B Channel Batch – A Channel Item – Batch (medium) level blips in Channel B and Item (small) level blips in Channel A.

A Channel Batch – B Channel Item – Batch (medium) level blips in Channel A and Item (small) level blips in Channel B.

Note: If the blip level is set incorrectly for the film type loaded, the Mini MARS II Controller will not be able to search the film correctly and the film may rewind and eject when **Goto Start** is pressed.

Search

The Search options provide a mechanism to navigate to the starting point from which you wish to begin scanning.

Block

Only enabled if the Blip Configuration Level is set to one of the Tri options.

Enter the number of the Block you wish to search for.

Batch

Only enabled if the Blip Configuration Level is set to one of the Dual or Tri options.

Enter the number of the Batch you wish to search for.

Frame

Enter the number of the frame you wish to search for.

Note: The MARS Controller may be configured to start counting item level blips from 0 or 1.

Search Button

Begins the search for the specified Block, Batch and Frame.

Note: If you search for an address on the film that does not exist, the MARS controller may randomly rewind (re-file) the film. If this occurs, reload the film and search for an alternative address.

Move

The Move options provide a mechanism to move forward any number of frames from the Current Position.

Distance

Enter the number of frames you want to move forward by.

Move Button

Begins the move forward operation.

Note: With the MARS IV you may only move forward in increments greater than 1 within the same batch (medium level) on the film. Move forward one frame at a time will cross Batch boundaries.

Hint: Move forward one frame at a time is available from the button bar.



Microfilm Control

The Microfilm Control section allows the user to specify the range of images and batches that should be scanned.

Scan All Frames

Instructs the MARS Controller to scan all frames from the current position when the **Scan** button on the button bar is pressed.



Scanning will cross Block and Batch boundaries until the end of the film has been reached.

Scan Next *n* Blocks

Instructs the MARS Controller to scan the specified number of blocks from the current position when the **Scan** button on the button bar is pressed.



Only available if the Blip Configuration Level is set to one of the Tri level options.

Note: On Tri level film, if you specify that PowerFilm should scan more batches than exist in the current block, only the batches in the current block will be scanned.

Scan Next *n* Batches

Instructs the MARS Controller to scan the specified number of batches from the current position when the **Scan** button on the button bar is pressed.



Only available if the Blip Configuration Level is set to one of the Tri or Dual level options.

Scan Next *n* Frames

Instructs the MARS Controller to scan the specified number of frames from the current position when the **Scan** button on the button bar is pressed.



Note: Scanning any number of frames will cross Batch and Block boundaries on the film.

Current Position

The Current Position section is an information only display which indicates the current Block, Batch and Frame position on the film.

Block	Current Block number (only enabled for Tri level film)
Batch	Current Batch number (only enabled for Tri or Dual level film).
Frame	Current Frame number.

Note: The Current Position on the film indicator will only be correct if PowerFilm was used to locate the batch and frame. If the MARS Controller was used manually to move to a different frame the Current Position indicator will not be updated until scanning starts or a new search or move is instigated from PowerFilm.

Index Tab

The Index Control Tab allows the user to enter indexing data that may be linked to each image or range of images in a batch. The indexing data may then be exported in *.IDX format, for further publishing and retrieval using CDPublish and CDRetrieve, or in comma delimited *.CSV format.

The screenshot shows a software interface with a tabbed menu at the top. The tabs are labeled 'Film', 'Index', 'Batch', 'Image', and 'Options'. The 'Index' tab is currently selected and highlighted. Below the tabs, there are four text input fields stacked vertically, each with a label to its left: 'Account Number', 'Invoice Number', 'Company Name', and 'Batch ID'. Below these fields is a button labeled 'New Index'.

Fig 3. The Index Control Tab

The **Index** Control Tab consists of the following sections.

Index Field Labels

Index field labels are specific to the current configuration. For example, if you opened a configuration called “ABC company” the index fields displayed may be different to those in a configuration called “XYZ company”.

The index fields are setup for each configuration via the **Setup Indexing** option on the **Configuration** menu. The Supervisor password is required to setup indexing in any configuration. See Chapter 6 *System Administration* for details on how to setup index field configurations.

Index Fields

The index fields are where you enter the data that you would like to relate to the image or range of images that will be scanned.

Some index fields may have been defined as mandatory or require specific data formats. If you do not enter a mandatory field or the data is not of the correct format PowerFilm will display a warning message.

New Index Button

The New Index Button clears the current values in the index fields and restores any default values that may have been defined in indexing setup.

Note: See *Using Indexing* later in this chapter for further detail on applying Indexing data to images and ranges of images.

See Chapter 6 *System Administration* for details on using Indexing Setup.

Batch Tab

The Batch Control Tab allows the user to control where the images will be scanned to and how the images should be arranged in folders and sub folders. Users are also able to define the type of output data file that should be exported.

The screenshot shows a software interface with five tabs: 'Film', 'Index', 'Batch', 'Image', and 'Options'. The 'Batch' tab is selected and highlighted. The interface is divided into three main sections:

- Base Directory:** A text field containing 'C:\Images' and a 'Browse...' button to its right.
- Image File Naming:** A section containing:
 - 'Batch Subdirs by:' with a dropdown menu set to 'Start/Stop'.
 - 'Files per Subdir:' with a text field containing '1000'.
 - 'Name Prefix:' with an empty text field.
 - 'Tif Start Count:' with a text field containing '1'.
 - Two radio buttons: 'Restart Count' (selected) and 'Continuous Count'.
- Output Options:** A section containing:
 - 'Format:' with a dropdown menu set to 'PDF and Tif' and a 'Renumber:' checkbox that is checked.
 - 'Type:' with a dropdown menu set to 'MPage Doc Per Batch' and 'Max Pages:' with a text field containing '50'.

Fig.4 The Batch Control Tab

The **Batch Control** Tab consists of the following sections.

Base Directory

This is the Base Directory for the current configuration to build batches under. Each batch is stored in a sub directory (or sub folder) under the Base Directory.

Clicking on the Browse... button brings up the following dialog box:



Fig.5 The Browse for Folder Dialog Box

Users are able to define UNC paths as the output path for scanned batches. Additionally, users may create new folders from this dialog. To create a new folder click on the **Make New Folder** button:

Image File Naming

The Image File Naming options allow the user to define how batch sub directories should be created, the number of images in each batch sub directory, file naming prefixes and image

numbering. Users are also able to define the index data export type for the current configuration.

Batch Subdirs by

Automatically groups images into sub directories under the output directory. Select one of the following options to determine when new sub directories are created.

Note: This parameter is only read when beginning scanning a new batch. Changing the parameter mid batch will have no effect.

Count

Limits the number of image files per sub directory according to the number entered for Files per Subdir. When the number of images in a sub directory reaches the specified limit, a new sub directory (*and new *.IDX file or *.CSV file*) are created for the next group of images.

Note: This parameter is only read when beginning scanning a new batch. Changing the parameter mid batch will have no effect.

Start/Stop

Creates a new sub directory (*and new *.IDX or comma delimited data file - *.CSV file*) each time a batch is closed and a new scanning session started.

Files per Subdir

Becomes available when Batch Subdirs By is set to Count. This is a user-definable number of files per subdirectory.

Note: This parameter is only read when beginning scanning a new batch. Changing the parameter mid batch will have no effect.

Name Prefix

Defines the sub directory and image file prefix (up to four characters) for all sub directories and images created using this configuration. For example, a prefix of "INFO" will create an initial batch sub directory of INFO0001 and an initial image of INFO0001.TIF under the Base Directory.

Note: This parameter is only read when beginning scanning a new batch. Changing the parameter mid batch will have no effect.

Tiff Start Count

Defines the starting number of the First image to be scanned into the next batch.

Note: This parameter is only read when beginning scanning a new batch. Changing the parameter mid batch will have no effect.

Restart Count

Restarts the image numbering each time a batch is closed and a new scans begins.

Note: This parameter is only read when beginning scanning a new batch. Changing the parameter mid batch will have no effect.

Continuous Count

The image numbering will continue to increment for all images scanned with this configuration until the Tiff Start Count is reset to 1.

Note: This parameter is only read when beginning scanning a new batch. Changing the parameter mid batch will have no effect.

Output Options

The Output Options allows the use to define the output format that the index file should be exported in.

CDPublish Format (IDX File)

IDX files are created which are compatible with CDPublish and CDRetrieve software products, as well as post-scan image enhancement applications, such as StageWorks, or Kofax Ascent, or any other product that meets the format requirements.

Hint: You may instantly create your database by launching CDPublish from the File Menu.

Comma Delimited	Creates a standard comma delimited *.CSV file. The index fields are exported in the following order: image file name (no path), date (in Windows long date format), index field 1, index field 2, index field 3, etc. Each field is enclosed in double quotes (“”) to allow for comma characters in the field.
PDF Only / Single Document	A single PDF file is created for all the images scanned in the batch.
PDF Only / MPage Doc Per Batch	As above but the number of images in the PDF file is controlled by the Max Pages setting. Setting Max Pages to 1, results in a PDF file being created for every image scanned.
PDF Only / MPage Doc Boundary	When scanning blipped microfilm, a new PDF file is automatically created for every Chapter (level II image address) on the film.
PDF and Tif	Options as per above (Single Document/MPage Doc Per Batch/MPage Doc Boundary), but the PDF file will be accompanied by a TIFF file.

Kofax Ascent

With this option selected, scanned images are automatically uploaded into Kofax Ascent Capture (versions 5 to 7.5 inclusive) when the batch is accepted.

This will only be available if the Kofax Ascent Uploader has been purchased.

See *Uploading to Kofax Ascent*, below, for more information.

Tiff Type

Single Document – outputs only single page TIFF files.

Note: When this option is enabled and PDF output is chosen, a single PDF file is created for all the images scanned in the batch.

MPage Doc per batch – outputs one multipage TIFF file for all the images scanned up until the batch is closed or as each sub dir is created if **Batch Subdirs by:** is set to *Count*.

Note: When this option is enabled and PDF output is chosen, the PDF file is controlled by the Max Pages setting (see below). For example, setting Max Pages to 1, results in a PDF file being created for every image scanned.

MPage Doc Boundary – batches are broken into multi page TIFF files each time a level II blip is encountered on the film. (Only available when scanning blipped microfilm and if a MARS controller is connected to the scanner).

Note: When this option is enabled and PDF output is chosen, the PDF file is automatically created for every Chapter (level II image address) on the film.

Renumber

Renumbers all the pages in a batch to be in consecutive numerical order.

This may be useful if a user has deleted a page in the batch, which would have given them 7.TIF, 9.TIF and 10.TIF. Checking the renumber checkbox would result in the numerically correct 7.TIF, 8.TIF and 9.TIF

Max Pages

Defines the maximum number of pages that any multipage TIFF file may consist of.

Note: If this setting is lower than the *Count* setting in **Batch Subdirs by** then *Count* is overridden and each sub-directory may contain more than one multipage TIFF. In contrast, if the *Count* setting is less than the **Max Pages** setting, each multipage TIFF file will be the size of *Count*.

Uploading to Kofax Ascent

The PowerFilm **Kofax Ascent Uploader** is an additional cost option for PowerFilm (Kofax Ascent versions 5 to 7.5).

Once this software is installed, an additional option (Kofax Ascent) will appear in the Format pick list on the PowerFilm batch tab.

The following applies when using the 'Kofax Ascent' format option:

-
1. Kofax Ascent version 5 (or above) must be installed on the same PC as PowerFilm. If Ascent is not detected an error message is displayed.
 2. The PowerFilm configuration name must match the name of the target Kofax Ascent Batch Class otherwise an error will occur the batch will not be uploaded to Ascent.
 3. Any PowerFilm index fields configured on the Index tab are mapped to Ascent fields of the same name.
 4. In addition, the target Ascent Document class must include the following field names:
 - Level1ImageAddress
 - Level2ImageAddress
 - Level3ImageAddress
 - Date
 - Time

If these fields do not exist then the imported batch will be sent to the Ascent QA process after import.

5. The PowerFilm format types; 'Single Document', 'MPage Doc per batch' and 'MPage Doc Boundary', all create single page tiff files. Multipage tiff files are not supported by the Ascent import process.
6. When the format type is set to 'Single Document', each image file scanned will become a separate document in Ascent.
7. An import log file is automatically created (default c:\acmxmlail.txt). This file should be checked after each import session to ensure that the import was successful.
8. Note that PowerFilm batches are not removed from the file system even after successful import to Ascent. They should be purged once it is confirmed that import to Ascent was successful.
9. If you are using Kofax User Profiles, the Batch Classes relating to PowerFilm need to be assigned to the same User ID – that User ID is then hardcoded into the Windows Registry string 'Kofax Options' in

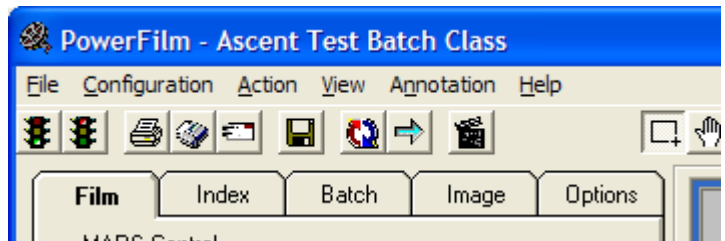
the PowerFilm section (HKLM). We currently use –n –v (n causes rejected batches to be passed to the QA module; v causes more information to be written to the XML auto import log), so you need to add –u:”UserID” and –p:”Password” to the registry string to match the Kofax User profile username and password to be used.

10. There is currently no way to interact with the Kofax User Profiles to set the user identity and Batch Classes to be used dynamically.

Kofax Ascent Form Type Support

From v5.4, PowerFilm supports the specification of Form Types when uploading batches to Kofax Ascent. This is necessary if more than one Form Type has been defined in the target Ascent Batch/Document classes.

The PowerFilm Configuration name is set to match the target Ascent Batch Class.



This works fine if only one Ascent Form Type has been defined for the Ascent Document class within ‘Ascent Test Batch Class’.

If you need to explicitly define the appropriate Ascent Form Type, you should include it in the name of the PowerFilm Configuration in the following format:

BatchClassName FT FormTypeName

Note the space either side of ‘FT’.

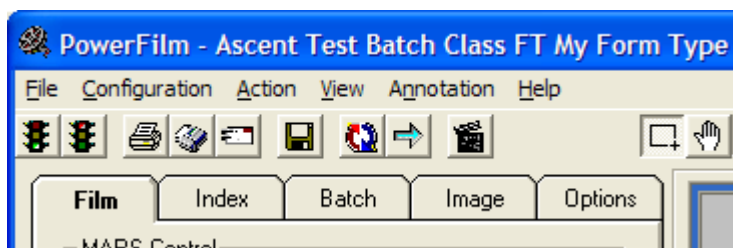


Image Control Tab

The Image Control Tab allows the user to define Image Sizes, Image Attributes, and Brightness and Contrast settings.

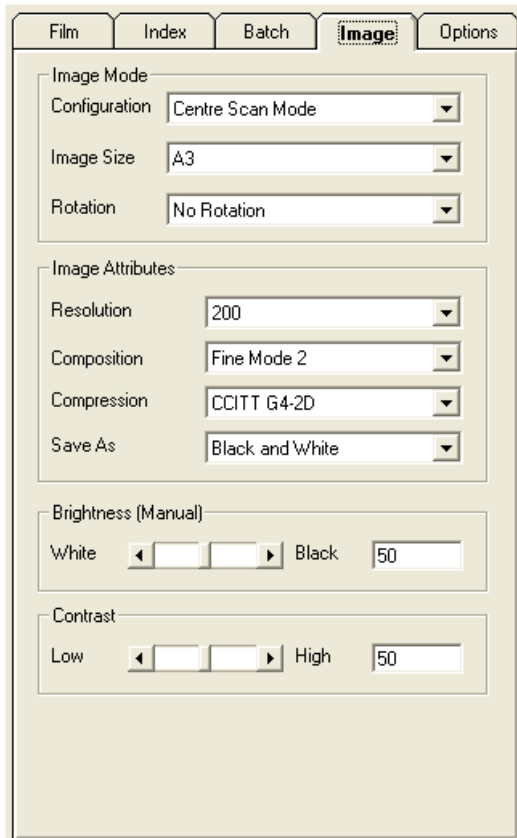


Fig 6. The Image Control Tab

The **Image** Control Tab consists of the following sections.

Image Mode

The Image Mode options setup the scan area, image sizes and orientation of the image(s) to be scanned.

Configuration

Centre Scan Mode - Scans the centre of the view screen in an area designated by the image size selected. This is the only configuration that will allow you to select Landscape image sizes.

Left Scan Mode - Not available on the 2400DSV-E, 2400 DV Plus.

Scans the left portion of the 3000DSV-E, 3000 DV Plus view screen in the image size selected.

Right Scan Mode – Not available on the 2400DSV-E, 2400 DV Plus.

Scans the right portion of the 3000DSV-E, 3000 DV Plus view screen in the image size selected.

Duplex – Not available on the 2400DSV-E, 2400 DV Plus.

Scans the left and right portions of the 3000DSV-E, 3000 DV Plus view screen separately - in the image size selected - resulting in two separate images.

Duplex Custom – Allows users to define a custom size for the Duplex images. . The image size should be set to the required size of the individual images which will be less than the maximum size of the left or right portions of the 3000DSV-E, 3000 DV Plus view screen. When “Duplex Custom” is selected “Image Size” changes to “Custom Front”

Full Screen Mode - Scans the entire 17” x 11” of the 3000DSV-E, 3000 DV Plus view screen. The image size is fixed to 17” x 11”.

Full Screen Mode on the 2400DSV-E, 3000 DV Plus results in a maximum scan area of 300mm x 300mm.

When this mode is selected the MARS Controller will be instructed to advance two frames for each scan instead of one.

Cheque Film (Single) - Not available on the 2400DSV-E, 2400 DV Plus.

Scans both the front and back of the cheque in one operation resulting in one image containing both sides of the cheque side by side.

Cheque Film (Dual) - Not available on the 2400DSV-E, 2400 DV Plus.

Scans the front of the cheque and then scans the back side resulting in two separate images.

Image Size

Allows the user to define the image size to be scanned in the defined configuration mode.

When Left, Right or Duplex modes are set the image size options are limited to sizes that will fit in the left or right portions of the viewing screen.

When Custom size is selected the *Left, Top, Width and Height* parameter boxes appear. The user can configure custom image sizes by directly typing values into these boxes - within the boundaries of the configuration mode selected. If an invalid size is entered the value will reset to maximum size for that field.

Note: The *Top* parameter on the 3000DSV-E, 3000 DV Plus can be confusing as this is actually the distance from the bottom of the 3000DSV-E, 3000 DV Plus screen to the bottom edge of the image.

Alternatively, after pressing *Set Size*, you can use the mouse to 'rubber band' an area of the maximum scan size to use as the custom size. See section *Setting Image Sizes* for more information.

Set Size Button

Only appears when the Configuration is set to Custom Duplex or the Image Size is set to Custom.

The maximum scan size is scanned and displayed in the image viewer and the *Set Size* button changes to *Fix Size*.

Note: the maximum scan size is reduced at 800DPI. The maximum width of scan area is 220mm.

Fix Size Button

After setting the custom image size using the rubber band method, use the *Fix Size* button to apply the new custom size parameters.

After *Fix Size* is pressed, the new image size will be scanned and will appear in the image viewer as a browsed image. Browsed images are discarded as soon as normal scanning is resumed.

Rotation

Allows the user to define the required rotation for images scanned using this configuration.

For example, if landscape images were stored on the film in portrait orientation, setting the Rotation to **90° Left** will view and save the images in landscape.

Image Attributes

The Image Mode options allow the user to define the image attributes that should be used to store images scanned with the current configuration.

Resolution (DPI)

Sets the scanned image resolution measured in Dots Per Inch (DPI). Choices are 200, 300, 400, 600 or 800 DPI.

Composition

Allows the user to select how various shades of gray will be displayed and saved when the image is scanned.

Fine Mode 1 - The image will contain minor amounts of gray scaling.

Fine Mode 2 - The image will contain only black and white pixels; small speckles will be removed. This setting usually creates the smallest image files.

Text - Pure bitonal black and white only.

Picture - The image will be displayed and saved with a best interpretation of the shades of gray in the original document.

Compression

Reduces the file size of scanned images by replacing redundant image data with some smaller representation of that data. Select the type of image compression required. Group 4 is the default.

None - No compression.

Group 3-1D - Compresses each scan line individually.

Group 3-2D - Compresses a reference scan line like in Group 3-1D compression. For the next scan line, 2D compression stores only the pixel values that differ between the new line and the reference line

Group 4 - Also called Group 4-2D. This is the most commonly used compression.

Save As

Allows the user to define how the image is saved.

Black and White - Saves the image in bitonal composition.

Greyscale – Greyscale support board option for DSV/DV Plus scanners only.

PowerFilm will automatically detect the presence of the greyscale board in the scanner and enable 'Greyscale' as a 'Save as' option on the Image tab.

On Windows 2000 users may choose to compress Greyscale images using JPEG or LZW compression.

Note: The presence of a Greyscale board is displayed on the About option from the Help Menu

Brightness

Sets the reflectivity of the image, including both light and dark areas. Generally, lower Brightness settings will lighten the overall image.

Note: If *Auto Exposure* is enabled on the **Options Control Tab** the Brightness section will indicate “*Brightness (Auto Exposure)*” instead of “*Brightness (Manual)*” and the Brightness control will set the level of Auto Exposure.

Contrast

Allows the scanner to detect subtle differences in gray scale levels at scan time. Higher contrast levels generally produce cleaner images but lose some detail. Low contrast levels produce noisy images, or images that appear smudged, but preserve the details.

Setting Image Sizes

PowerFilm allows you to easily define a custom image size that may be saved in a recallable configuration.

Although image sizes may be configured manually by typing values directly into the *Left*, *Top*, *Width* and *Height* parameter boxes, it is by far easier to use the mouse to ‘rubber band’ an area of the maximum scan area that should be used as the custom size.

To Set a Custom Image Size

1. Select the appropriate Image Configuration Mode and then select “Custom” as the Image Size.
2. Press the *Set Size* button – the maximum scan area (for the Configuration Mode selected) is scanned and displayed.
3. Use the mouse to ‘rubber band’ an area around the image you are nominating for a custom size.

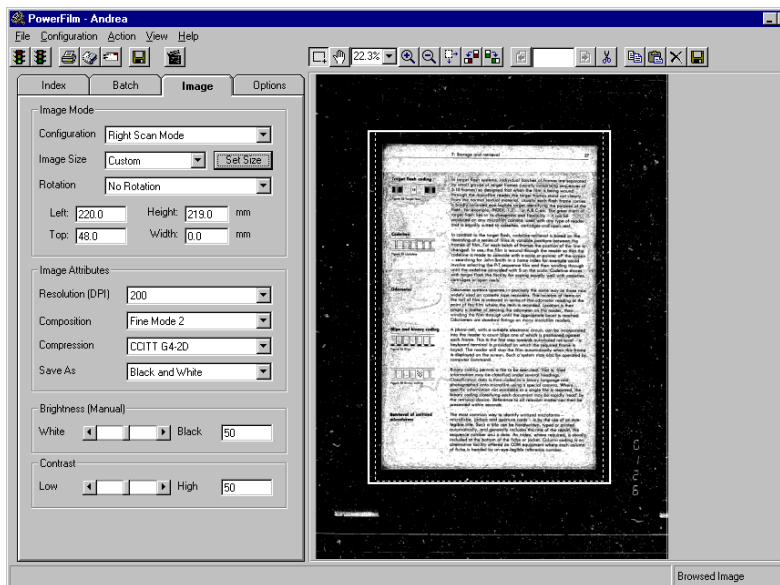


Fig 7. Setting an Image Size using 'Rubber Banding'

4. As you release the mouse the *Left*, *Top*, *Width* and *Height* parameter boxes are automatically populated.
5. Press *Fix Size* to apply the new custom size parameters.

After *Fix Size* is pressed, the new image size will be scanned and will appear in the image viewer as a browsed image.

Browsed images are discarded as soon as normal scanning is resumed.

Note: When using the “rubber band” technique to setup custom sizes on the 2400DSV-E, 2400 DV Plus, Left and Top co-ordinates are ignored as the 2400DSV-E, 2400 DV Plus centres all images. Be aware that you are actually configuring custom Width and Height only.

Duplex Scanning

When the Image Mode Configuration is set to Duplex, the left and right portions of the 3000DSV-E, 3000 DV Plus view screens are scanned separately - in the image size selected - resulting in two separate images

Custom Duplex Image Sizes

PowerFilm allows users to select ‘Custom Back’ as well as ‘Custom Front’ in the image size pick list. Custom paper sizes and orientations for the front and the back images can therefore be setup independently (see note below) using the ‘rubber band’ method.

Note: The 3000DSV-E, 3000 DV Plus scanner cannot accept different height and width sizes for the front and back images, therefore PowerFilm will apply the height and width parameters setup for the front image to the back image. This allows users to apply different top and left coordinates to the front and back images to deal with small alignment and skew differences between the front and back images on the film. Users should ensure that they rubber band a big enough area around the front image to deal with the expected skew on the back image. Auto Masking may then be used to mask the black borders.

To configure the image sizes and orientation for Custom Duplex paper sizes (3000DSV-E, 3000 DV Plus):

Ensure that the front image is aligned in the left portion of the 3000DSV-E, 3000 DV Plus viewing screen and that the back image is aligned in the right portion.

1. Select "Duplex Custom" as the Image Mode Configuration.
2. Select Custom Front.
3. Press Set Size. The max scan area for the left portion of the screen is scanned.
4. Rubber band the area for the Front image.

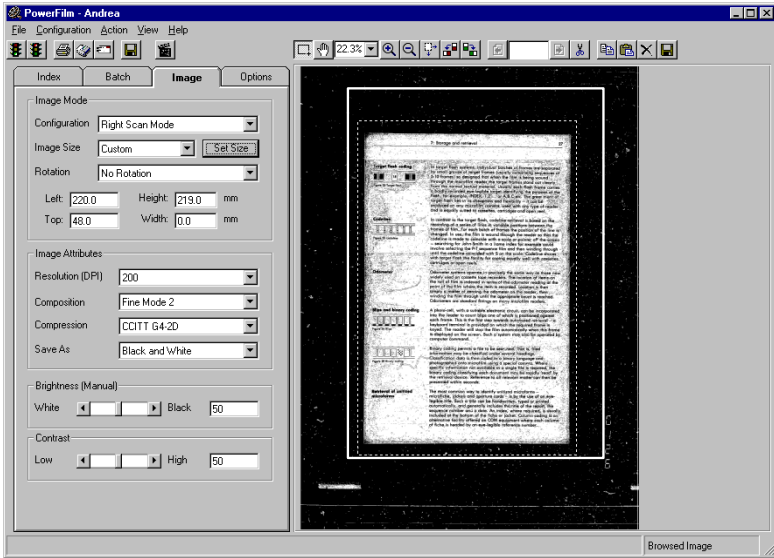


Fig 8. Setting an Image Size for Duplex Film

5. Press Fix Size. The new scan size is displayed.
6. Select the desired orientation for the Front image.
7. Select Custom Back.
8. Press Set Size. The max scan area for the right portion of the screen is scanned.
9. Rubber band the area for the Back image.

-
10. Press Set Size. The new scan size is displayed.
 11. Select the desired orientation for the Back image.
 12. Save the configuration if appropriate.
 13. Begin scanning as normal.

If you have defined TOP and LEFT coordinates for the back image that would cause the WIDTH and HEIGHT of the image (setup in Custom Front) to exceed the maximum scan area for the back image, you will receive an error message (when you attempt to begin normal scanning) indicating that the front and back image sizes are incompatible. If this occurs, reconfigure your Custom Front and Custom Back image sizes appropriately.

Duplex Custom (Merge)

Setup for Duplex Custom (Merge) is the same as for 'Duplex Custom' above. However, instead of creating two images (front and back) as each frame is scanned, PowerFilm will Merge the front and back images into a single image. The left image (as displayed in the 3000DSV-E, 3000 DV Plus viewer) will appear above the right image. PowerFilm will insert a small amount of white space between the images. The amount of white space inserted should be sufficient for most requirements, but is also controllable by the registry setting - "Merge Gap".

Note: Merging images together is a very CPU intensive process and may take some time for large image areas especially at image resolutions higher than 200 dpi.

Duplex Scanning with the 2400DSV-E, 2400 DV Plus

Although the 2400DSV-E, 2400 DV Plus scanner does not have right and left areas on the scanner view screen, it is still possible to emulate a duplex configuration. The setup procedure is identical to that of the 3000DSV-E, 3000 DV Plus with the following exceptions:

-
1. When you press 'Set Size' for Custom Front OR Custom Back, a full screen scan is performed. You are able to 'rubber band' different areas for the front and back from the full screen scan.
 2. Unlike the 3000DSV-E, 3000 DV Plus, the scan areas for the front and back images, defined with the 'rubber band' technique, may be different sizes.

Options Tab

The Options Tab allows the user to setup scanner specific options and features.

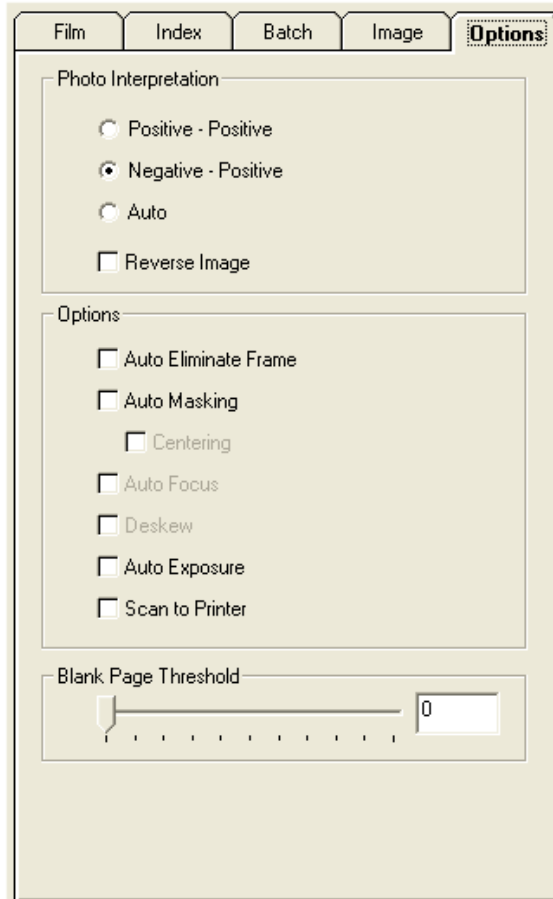


Fig 9. The Options Control Tab

The **Options** Control Tab consists of the following sections.

Photo Interpretation

These radio buttons allow the user to select whether the dark and light areas of the image should be reversed when the image is scanned.

Positive - Positive

Scans the image as it appears on the scanner's view screen. Light areas appear light and dark areas appear dark.

Negative – Positive

Scan the image and reverses the light and dark areas. Areas that appear light on the scanner's view screen appear dark and dark areas appear light.

Auto

Allow the scanner to automatically determine the photo interpretation setting.

Reverse Image

Changes all black pixels to white and all white pixels to black.

Options

These check boxes enable or disable some of the 3000DSV-E, 3000 DV Plus and 2400DSV-E, 2400 DV Plus specific functionality.

Auto Eliminate Frame

Removes black borders from the edges of images, which result from having space between the edges of the document and the boundaries of the scan area.

Auto Masking

Masks any heavy black borders on the image. When Auto Masking is enabled the black areas are replaced with white areas.

Centering

Centering automatically centres the scanned image inside the defined image size.

Auto Masking must be enabled before Centering can be selected.

Auto Focus

Not available on the 2400DSV-E, 2400 DV Plus.

Instructs the 3000DSV-E, 3000 DV Plus to automatically focus to the first image scanned in the current scan session.

Check the **About** option on the **Help** menu to check firmware revisions and what options are fitted in the scanner that have been detected by PowerFilm.

Note: The Auto Focus option kit must be fitted in the scanner for Auto Focus to be enabled. The firmware revision of the scanner should be 5-22 or above.

Note: Setting Auto Focus on will significantly increase the scanning time.

Deskew

Instructs the scanner to Deskew all images scanned.

Check the **About** option on the **Help** menu to check firmware revisions and what options are fitted in the Scanner that have been detected by PowerFilm.

Note: The Deskew option kit and the Auto Focus option kit must be fitted in the scanner for Deskew to be enabled. If you are using a 3000DSV-E, 3000 DV Plus the firmware revision must be 5-22 or above.

Note: Setting Deskew on will significantly increase the scanning time.

Auto Exposure

When Auto Exposure is enabled the Brightness section on the Image Control Tab will indicate “*Brightness (Auto Exposure)*” instead of “*Brightness (Manual)*” and the Brightness control will set the level of Auto Exposure.

Scan to Printer

Sets PowerFilm into Reader Printer mode. Images are displayed as they are printed but not saved.

Navigate to the first image that you wish to start printing from, select the desired range of images or batches and press the **Scan** button.



Note: PowerFilm will print to the last printer used when manually printing images from a scanned batch. See Chapter 7 - *Mail, Print, Fax Integration* for more information.

Note: If images from a scanned batch have never been printed, PowerFilm will ask you to define the printer you wish to use in **Scan to Printer** mode.

Blank Page Threshold

Users specify a maximum value at which every image whose size (measure in bytes) is automatically dropped from the batch. This will be particularly useful if users are dealing with film that is known to have a lot of blank pages.

Drag the range bar or input a minimum byte count.

Caution: Users should be aware that Image Tab settings, such as image size, resolution and compression, will dramatically affect the size (in bytes) of each image. In the long run it will be beneficial to carry out a few tests to decide a suitable blank page threshold.

Using Configurations

This section covers the use of the PowerFilm recallable Configurations.

All of the parameters that are configurable on any of the Control Tabs may be saved in user defined configurations.

Creating new configurations, saving changes to existing configurations, deleting existing configurations, renaming configurations and saving an existing configuration as a new configuration all require the **Supervisor Password** and are covered in Chapter 6 *System Administration*.

Users may make any necessary changes to any of the parameters on any of the Control Tabs (with the exception of any indexing schemes setup on the Index Control Tab) in any scan session, but these changes will not be saved when PowerFilm is closed or when a new configuration is opened.

Note: If you do make changes to any Control Tab parameters you would normally be prompted to enter the Supervisors Password and save the changes when you exit PowerFilm or open any other configurations. However, it is possible to disable this prompt from an options setup screen. See Chapter 6 *System Administration* for further details.

Note: PowerFilm will remember the last configuration that was in use when the program is restarted.

To Open a Configuration

When an existing configuration is opened, PowerFilm retrieves all the associated parameters and settings. Follow these procedures to open an existing configuration.

1. Select Open Configuration from the Configuration menu.

The Open Configuration dialog displays (Fig 6.).

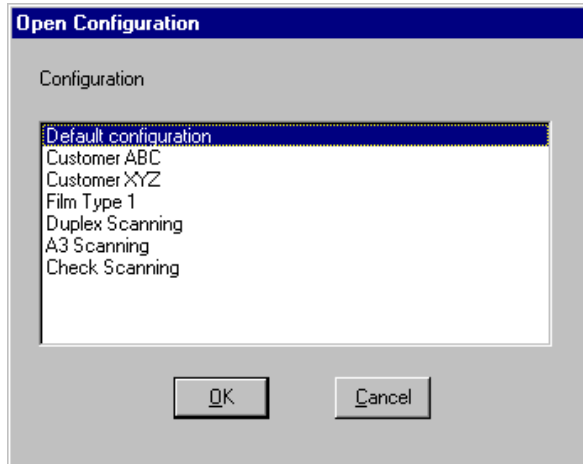


Fig 10. The Open Configuration Dialog

2. Select the configuration you want to use.

The selection is highlighted.

3. Click on **OK** or press ENTER.

The PowerFilm title bar reflects the name of the configuration and the selected configuration is ready to use for scanning.

Using Indexing

This section explains the use of existing indexing Control Tab configurations. The actual setup of indexing schemes is discussed in Chapter 6 *System Administration*.

The Index Control Tab allows the user to enter indexing data that may be linked to each image or range of images in a batch. The indexing data may then be exported in *.IDX format, for further processing in the CDPublish and CDRetrieve software packages, or in comma delimited *.CSV format.

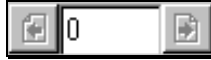
The screenshot shows a software interface with five tabs: 'Film', 'Index', 'Batch', 'Image', and 'Options'. The 'Index' tab is selected and active. Below the tabs, there are four text input fields with labels to their left: 'Account Number' (containing 'AC786348'), 'Invoice Number' (containing 'IN97980879'), 'Company Name' (containing 'ABC Company'), and 'Batch ID' (containing 'BID 123'). Below these fields is a button labeled 'New Index'.

Fig 11. Adding Index Information

Index Fields

The index fields are where you enter the data that you would like to relate to the image or range of images that will be scanned.

Some index fields may have been defined as mandatory or require specific data formats. If you do not enter a mandatory field or the data is not of the correct format PowerFilm will display a warning message.



New Index Button

The New Index Button clears the current values in the index fields and restores any default values that may have been defined in indexing setup.

Applying Indexing Data during Scanning

To add the same indexing data to a range of images as they are scanned:

1. Open a configuration that contains the appropriate Indexing scheme.
2. Select the Indexing Control Tab.
3. Enter the required data in the appropriate indexing fields.
4. Begin scanning the image or range of images as required.

The Index data will be applied to each image as it is scanned.

Reviewing/Changing Index Data

Until a batch is closed, it is possible to amend previously entered index values using the page navigation buttons above the image window.

While the batch is open the page navigation buttons will allow you to move backwards and forwards in a batch. As you move through a batch in this way the index data on the Index Control Tab will update to reflect the index data for the currently viewed page. If you need to amend the data for a

particular image, simply change the index data while that image is displayed.

It is also possible to switch between images by selecting the appropriate image in the viewer window. This is only possible if the view is set to “Show 2 Viewers”, “Show 4 Viewers” or “Show 6 Viewers” at a time.

Note: When scanning is resumed, the index values currently displayed will be applied to the new images. If you wish to apply different index values press the **New Index** button. This will save the index values for the currently viewed image and clear the index fields or reset them back to default values, if these have been defined.

Caution: If you press the **New Index** button and then navigate forward or backwards in the batch, the New Index values (which may be blank) will be applied to the image you were viewing before pressing the navigation buttons.

Indexing/Loading Previously Scanned Batches

PowerFilm allows you to open previously scanned batches even if you do not have a scanner attached. This can be useful if you want offload the index process to a later time or to different operators.

Users are able to view and index the images in a previously scanned batch as well as Print, Fax and Email individual images or ranges of images.

The screenshot shows a software interface window titled "Index". It contains several input fields and checkboxes for user configuration. The fields are: "Account Number", "Invoice Number", "Company Name", and "Batch ID", each followed by a small square checkbox. Below these is a "New Index" button and another "Force Overwrite" checkbox. The "Image Attributes" section includes a "Compression" dropdown menu set to "CCITT G4-2D" and a "Save As" dropdown menu set to "Black and White". The "Output Options" section includes a "Format" dropdown menu set to "CD Publish".

Fig 12. Indexing Previously Scanned Batches

Loading the Batch

1. From the **File** Menu, select **Load Batch**.

The **Load Batch** dialog appears.

2. Navigate to the batch you want to open. Open either a CDPublish compatible *.IDX file or a Comma Delimited *.CSV file and press **OK**.

All Control Tabs other than the **Index** Control Tab are removed, the **Scan** button on the button bar is also removed

Note: The batch is opened using the same configuration that was used to create it. The configuration and the path to the batch and configuration file are displayed on the Windows Title Bar.


The user is now able to add or update the index values for any of the images displayed.

Note Users are also able to save the images in alternative Compression Types and Gray scale compositions to the values assigned when the images were scanned.

It is also possible to export the index data in the alternative format. E.g. if a *.IDX file was loaded it may be saved as a *.CSV file.

Carrying Over Field Values

Users may choose to carry field values over to subsequent images in the batch by enabling the check box adjacent to the field.



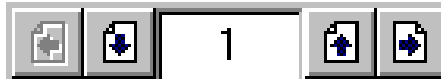
Account Number AN12345

If subsequent fields already have values assigned to them, the user may choose to overwrite the existing value by enabling the **Force Overwrite** check box.



Navigating in Multipage TIFF Batches

If the batch consists of a number of multipage TIFF files, additional controls on the page navigation button bar will be enabled.

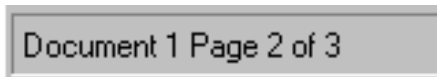


For batches that contain multipage TIFF files, the number indicates the position of the multipage TIFF file in the batch.

The Up and Down arrows allow you to navigate inside the multipage TIFF file.

The Left and Right arrows allow you to move forward and backwards in the batch one multipage TIFF file at a time. Page Up and Page Down on the keyboard may be used as an alternative.

The status bar will indicate your current position within the batch and the current multipage TIFF. For example:



Indexing in Multipage TIFF Batches

Note that only the index values assigned to the first image in a multipage TIFF file are saved in the index data files (.IDX or .CSV).

Printing, Faxing and Emailing in Multipage TIFF Batches

Having opened a batch that contains multipage TIFF files, you are able to Print, Fax or Email the TIFF files. However you cannot select to Print, Fax or Email individual pages within a multipage TIFF file.

Closing the Batch

Once you have completed indexing the batch press the **Close Batch** button on the button bar to close the batch and export the index data in the selected format.

Batch Import Feature

PowerFilm provides a facility to import a batch of scanned TIFF files into PowerFilm and continue scanning into it. This has two benefits; 1) PowerFilm can now add to a batch of images scanned by another system, and 2) a batch of images scanned with PowerFilm (that was not suspended) can be imported and the user can continue scanning into it.

The following rules apply:

1. Only batches comprised of single page TIFF files (G4) are supported. Multipage TIFF files are not supported.
2. The import folder must contain ONLY *.tif files. If the batch was created by PowerFilm, the PowerFilm IDX and CFG files must be removed before the images may be imported.
3. The images must have a suffix (before the .tif file extension) representing the numeric number sequence of the files. A prefix of up to 4 characters is also supported. This prefix will override the prefix in the PowerFilm configuration after the batch is successfully imported. There can be a break in the number sequence. If the **Renumber** option is enabled, the images will be renumbered when they are saved in PowerFilm. An

example of a supported image file name format is 'IMG00001.tif', 'IMG00002.tif', etc. Numbering must begin with a number greater than '0'. 'IMG00000.tif' will not be imported.

4. The configuration on the **Batch** tab should be set before importing the batch. For example, if you are importing a batch of single page TIFF images and you intend to save them as a multipage TIFF, ensure that the output type is set to **Mpage** in the **Output Options** before importing the batch.
5. If you reject a batch that was imported, the images are NOT deleted.

Using Annotations

PowerFilm allows you to highlight a particular area of an image, blank out information on an image or add a note to an image before printing, faxing, emailing or saving to the batch. You can use this feature to mask confidential information or add a customer message on a requested image.

Annotation Toolbar

To launch the annotation toolbar select the **Annotation Menu** and choose **Show Annotation Toolbar**. This brings up the following toolbar:



The Annotation Toolbar

This toolbar contains various annotation options.



Select Annotations and Zones.

This allows the user to select any previously created annotations so it can be moved, resized, deleted or to modify its properties.

Note: You are not able to reselect Burned-in annotations.



Freehand Line. This allows the user to create free-form lines. This could be used to call attention to something specific on an image.



Highlighter. This allows the user to draw a rectangle highlighting a specific area with a transparent colour. This could be used to call attention to something specific on an image.



Straight Line. This allows the user to draw straight lines. This could be used to call attention to something specific on an image.



Hollow Rectangle. Allows the user to draw a rectangular border around a specific area on an image.



Filled Rectangle. Allows the user to draw a filled-in rectangle around a specific area on an image.



Text. Allows the user to type a text message to be added to the image.

To modify font size, font colour and background properties, ensure that the *Select Annotation* tool is chosen and then right-click your annotation. This will bring up a mini menu that allows you to modify the annotation



Attach-a-Note. Allows the user to attach various notes to an image. Text is displayed on a yellow background.

To modify colours and fonts ensure the *Select Annotation* tool is chosen and then right-click your annotation. This will bring up a mini menu that allows you to modify the annotation

Adding Annotations


To add an annotation, launch the Annotation Toolbar by choosing **Annotation Toolbar** from the Annotation Menu.

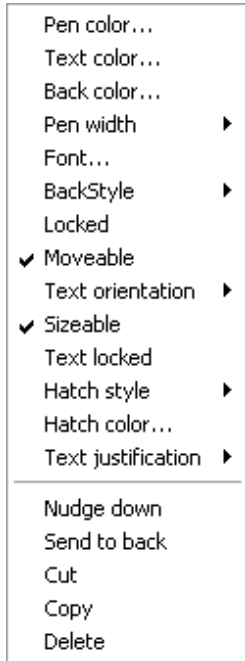
Now select your annotation type (refer to the list above) and add them to your image. It is possible to modify font and background properties, if appropriate as well as resize annotations by dragging the edges of the images as required.

Once you have made all annotations to each image you need to make them permanent. Choose **Burn In Annotations** from the **Annotation** Menu to do this.

Note: This operation is permanent and cannot be undone.

Editing Annotations


You are able to edit the characteristics of an annotation such as the background colour, pen colours and text styles. To edit an Annotation, choose the **Select Annotation**  tool and right-click on the desired annotation with the mouse. A mini menu will appear to allow you to choose which aspect of the annotations characteristics you would like to change.



Annotation characteristics editing options

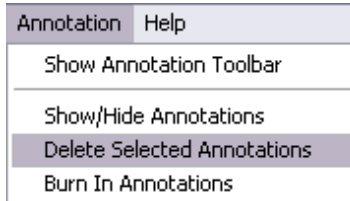
Note: It is not possible to edit an annotation that has already been “burned in”.

Deleting Annotations

To delete an Annotation, use the **Select Annotation**  tool and right-click the desired annotation with the mouse.

Choose **Delete** from the mini menu.

Or choose **Delete Selected Annotations** from the **Annotation Menu**.



Viewing Options

PowerFilm allows you to define which images should be displayed in the image viewer window.

From the **View** menu select **Options**.

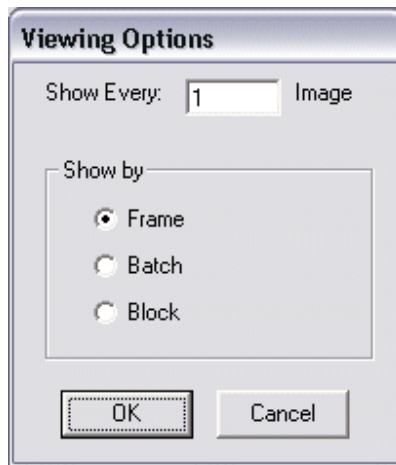


Fig. 13 Image Viewer Viewing Options

If **Show by** is set to **Frame** then the PowerFilm image viewer will show every *nth* image as defined in the **Show Every** box.

If **Show by** is set to **Batch** then the PowerFilm image viewer will show the first page of every *nth* batch as defined in the **Show Every** box. The first page of the current batch being scanned will be displayed in the image viewer until the next batch is scanned. This can be useful if you have told

PowerFilm to scan the entire film and you need to know the details of the batch currently being scanned.

If **Show by** is set to **Block** then the PowerFilm image viewer will show the first page of every nth block as defined in the **Show Every** box. The first page of the current block being scanned will be displayed in the image viewer until the next block is scanned. This can be useful if you have told PowerFilm to scan the entire film and you need to know the details of the block currently being scanned.

Note: The PowerFilm Viewing Options are not tied to configurations but are applied system wide.

The Scanning Process

This section discusses a typical scanning scenario and the setup and configuration parameters applied.

To Scan a Document:

Assuming that you have a MARS Controller attached to the scanner and you want to scan the third batch on a Dual level 16mm film.

1. Load PowerFilm according to the directions.

The PowerFilm main screen is displayed.

If necessary, open or create a configuration.

Note: Whatever configuration was active when PowerFilm was last in use is the configuration that displays the next time PowerFilm is loaded. The active configuration name displays in the Windows title bar.

2. Change any Control Tab parameters as required.

-
3. Select the correct Blip Configuration on the Film Control Tab and press **Setup Film**.
 4. Load the film roll into the carrier.
 5. In the Film Control Tab press **Goto Start**.

The scanner will display the first frame on the film.

6. In the Film Control Tab under the *Search* section, select '3' in the Batch Box and '0' in the Frame Box.
7. Press **Search**.
8. Verify that the film has moved to the first frame in batch 3.
9. In the *Microfilm Control* section of the Film Control Tab select **Scan Next - 1** Batches.

10. Click on the **Scan** button on the button bar.

The Green light on the **Scan** button will change to Amber.

All the images in batch 3 will be scanned.

11. If Batch 3 is the only batch that you want to scan into this PowerFilm batch then click on the **Close Batch** button on the button bar.

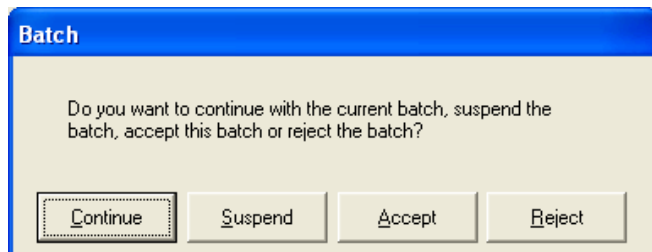


Fig 14. The Accept Batch Dialog Box

The Accept Batch dialog displays.

Accept

If the batch is accepted, an *.*IDX* file (or a *.*CSV* file) is created in a sub directory under the selected Base Directory.

The Amber light on the **Scan** button will change back to Green.

Suspend

Suspend a batch without accepting it. This allows you to re-open a batch at a later date and continue scanning into it. The Suspend function creates a *.*SUS* file that can be recalled at any time in the future. It is comprised of the name of the configuration and date and time stamp, for example “A4 Duplex 22-10-2001 12.17.55.sus”. This can be useful if scanning a large batch.

You may choose to recall the batch at any time by selecting “Load Suspended Batch” from the File Menu.

Reject

The Batch is rejected and deleted from the directory structure.

The Amber light on the **Scan** button will change back to Green.

Continue

Returns you to where you were before **Close Batch** was pressed.

Insert Scanning

Users are able to choose to insert pages into the middle of a batch rather than append pages to the end of the batch during scanning. New menu items; **Insert Pages** and **Append Pages** have been added to the **Action** menu. The default is **Append Pages**. This new feature allows users to scan images anywhere in an open batch to insert images that may have been missed when the batch was originally scanned.

When **Insert Pages** is chosen, images are inserted immediately after the currently selected image in the PowerFilm image viewer.

PowerFilm will revert to **Append Pages** when the program is restarted.

Image Merge Function

When more than one image has been scanned, this option merges the currently selected image underneath the previous image. The second image is then discarded.

This feature is especially useful on the 2400DSV-E, 2400 DV Plus scanner. With the 2400DSV-E, 2400 DV Plus, the standard 'Custom Duplex (Merge)' functionality may result in a low definition merged image because the user needs to zoom out to a high degree to fit front and back images into the scanner display screen at the same time. The 'Merge with previous page' functionality allows the user to scan the front image fully zoomed in to obtain maximum image definition, then scan the back image, then merge the two together. The result is a high definition merged image. To use this feature:

1. Scan two images.

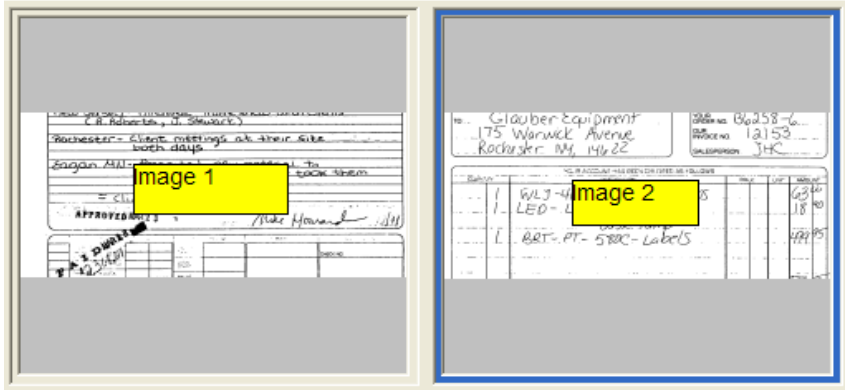


Fig. 15. Two Images Scanned

2. From the **Action** menu, choose **Merge with Previous Page**.

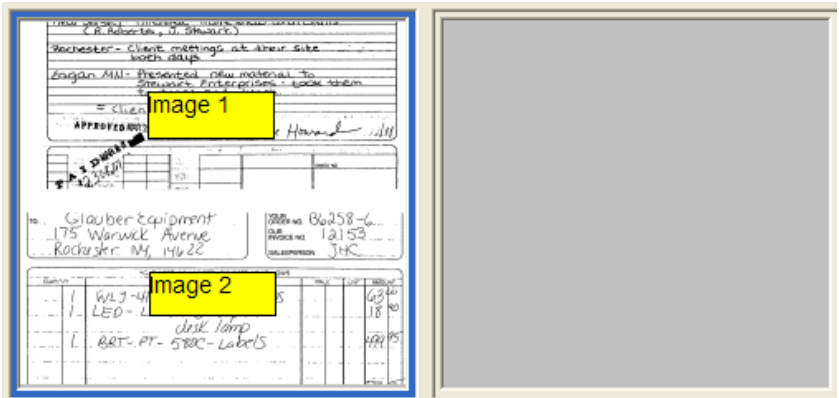



Fig. 16. Images 1 and 2 Merged

The second image scanned is merged underneath the first image scanned and the batch only contains one image. A small area of white space separates the two images.

Rescanning images


While a batch is still open, PowerFilm allows you to rescan a new image over the top of a previously scanned image.

To rescan an Image:

1. Position the PowerFilm image viewer on the image in the batch that you wish to rescan.
2. Use the Navigation controls on the *Film Tab* to move to the image you wish to rescan.
3. Press the Rescan button on the button bar. 
4. The new image is scanned over the old image and replaces it in the batch.

Rescanning with Duplex Film

Rescanning with Duplex Film works the same way as for Simplex film except that you need to specify whether you want to rescan the front or the back image.

1. As the previously scanned front and back images are already stored in the batch as separate images you are able to position the PowerFilm image viewer on either the front or the back image that is to be rescanned.
2. Use the Navigation controls on the *Film Tab* to move to the image you wish to rescan. Select Left Scan mode or Right Scan mode to scan the front or back image as required. 
3. Press the Rescan button.
4. The new front or back image is scanned over the old image and replaces it in the batch.

Rescanning with 'Duplex Custom' or 'Duplex Custom (Merge)'

The Rescan function scans a single image over a previously scanned image currently displayed in the PowerFilm image viewer. When the Rescan button is pressed when the

configuration type is set to "Duplex Custom", the factor that determines if the front or the back image is rescanned is the "Image Size" choice. If the "Image Size" is set to "Custom Front", then the custom image size setup for the front image is rescanned over the currently displayed image. If the "Image Size" is set to "Custom Back", then the custom image size setup for the back image is rescanned over the currently displayed image.

When the Rescan button is pressed when the configuration type is 'Duplex Custom (Merge)', both the front and back images are rescanned again and merged together to overwrite the currently displayed merged image.

Batch Crash Recovery

PowerFilm will automatically recover a batch after a system crash. When PowerFilm is restarted, the user will be given the option to recover the batch. The batch will be restored to the state it was in at the point of the crash.

Batch Save progress is displayed on the status bar as a percentage value during this process.

Using the Scanner's Front Panel Controls

The 3000DSV-E, 3000 DV Plus and the 2400DSV-E, 2400 DV Plus scanners have numerous control buttons on their front panels. These buttons allow the user to define scan areas and adjust resolution/contrast and image compositions - bypassing the settings configured in the PowerFilm user interface.

When the front panel **Scan** button is pressed, a scan is performed and the resultant image is passed to PowerFilm. PowerFilm displays each image scanned in this way just as if the image was scanned via the PowerFilm user interface.

This feature is particularly useful when fiche, jackets or 35mm roll film is being digitized and image size and composition continually requires adjustment.

Note: None of the settings changed on the front panel of the scanner will be reflected in the PowerFilm user interface or saved in the PowerFilm configuration.

Chapter 6 System Administration

Overview

This Chapter discusses all the aspects of PowerFilm that are usually controlled by the system Supervisor.

PowerFilm Option Configuration

There are certain PowerFilm setup parameters that do not relate to configurations but that are essential for correct system performance. This section discusses each of these setup parameters.

The parameters are available via a special **PowerFilm Options** setup screen.

To access the PowerFilm Options Setup select **Options** from the **File** menu.

The following Tab Screen will appear.

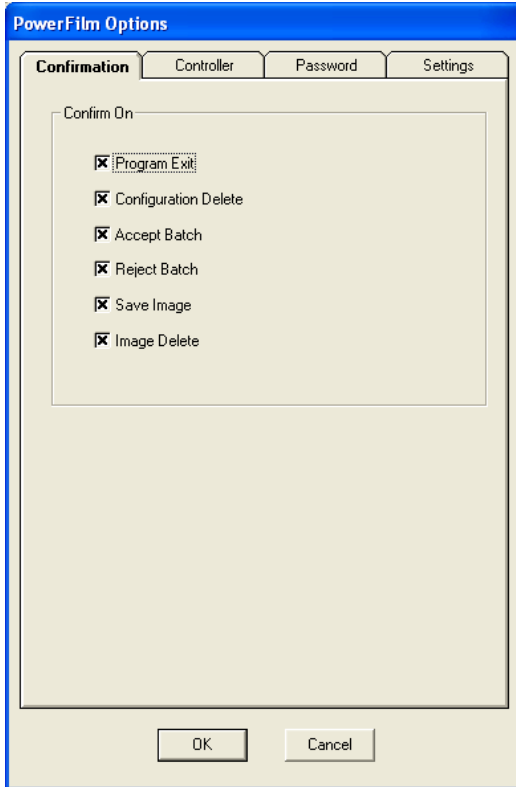


Fig 1. The PowerFilm Options Setup Screen

The PowerFilm Options setup screen consists of four tabs which each setup related parameters; Confirmation, MARS, Password and Settings.

Confirmation

The Confirmations Tab contains a number of check boxes that allow you to configure PowerFilm to prompt the user for confirmation whenever they perform the specified activity.

For example, when the user presses the **Close Batch** button on the button bar the *Accept Batch* dialog box will appear.

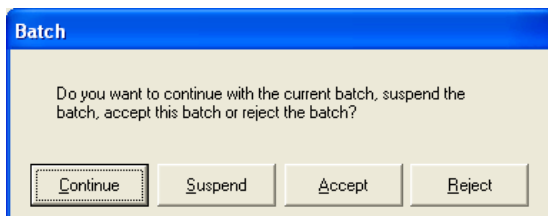


Fig 2. The Accept Batch Dialog Box

If Confirmation on *Accept Batch* is turned on an additional dialog box will appear when the user presses the **Accept** button.

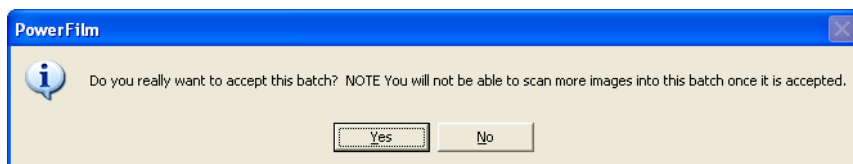


Fig 3. The Accept Batch Confirmation Dialog Box

Selecting **Yes** will Accept the batch; selecting **No** will return you to where you were before **Close Batch** was pressed.

Confirmation Check Boxes

There are six confirmation check boxes.

Program Exit	Prompts the user for confirmation when they attempt to close PowerFilm.
Configuration Delete	Prompts the user for confirmation when they attempt to delete a configuration.
Accept Batch	Prompts the user for confirmation when they accept a batch.
Reject Batch	Prompts the user for confirmation when they reject a batch.

Save Image

Prompts the user for confirmation that any changes they made to an image, including rotation, cut and paste, redaction, keep selected - should be saved.

Image Delete

Prompts the user for confirmation that any images they attempted to delete from the batch should really be deleted.

Controller

The Controller Tab contains the setup parameters that allow PowerFilm to communicate properly with the Mini MARS II, MARS IV or MRS Controllers.

The PowerFilm MRS 60 Controller Software is a PowerFilm Option. See the PowerFilm MRS 60 Controller Option Documentation for further details on setting up and using PowerFilm with this device.

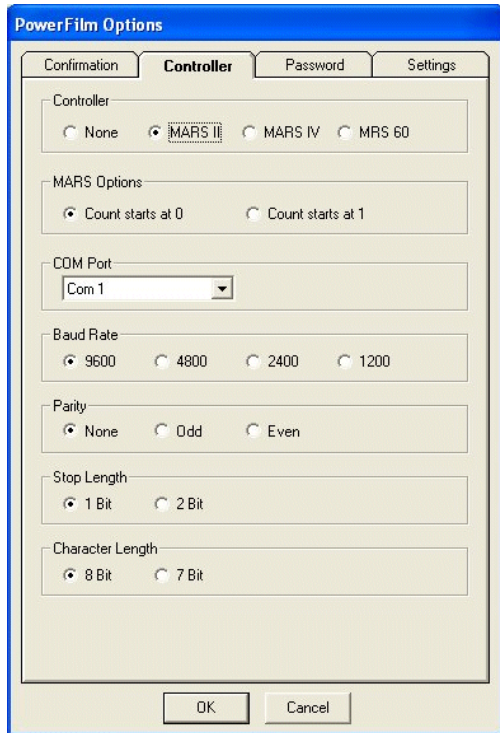


Fig 4. The MARS Option Setup Tab

The Controller Tab contains seven sections.

Controller

Select the type of controller you have installed; MARS II, MARS IV or MRS 60.

MARS Options

Count Starts at 0 The MARS controller can be configured to start counting Frame level blips from 0 or from 1. Set this option to match the setting in PowerFilm.

Count Starts at 1 The MARS controller can be configured to start counting Frame level blips from 0 or from 1. Set this option to match the setting in PowerFilm.

Communications Port Specific Options

COM Port Use the drop-down to set the COM port on your PC to which the MARS Controller is fitted.

Baud Rate Set the Baud rate to communicate with the MARS Controller.

Parity Set the Parity to communicate with the MARS Controller.

Stop Length Set the Stop Length to communicate with the MARS Controller.

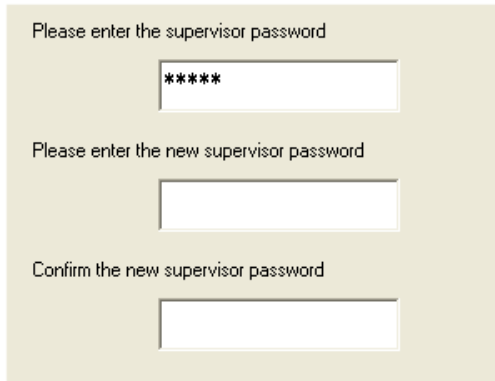
Character Length Set the Character Length to communicate with the MARS Controller.

Password

When PowerFilm was first started after installation you will have been prompted for a Software Serial Number and Supervisor Password. The Password tab allows you change the password that was entered after installation and also allows you to define an application startup password, for greater control purposes.

Supervisor Password

Complete all three boxes.



Please enter the supervisor password

Please enter the new supervisor password

Confirm the new supervisor password

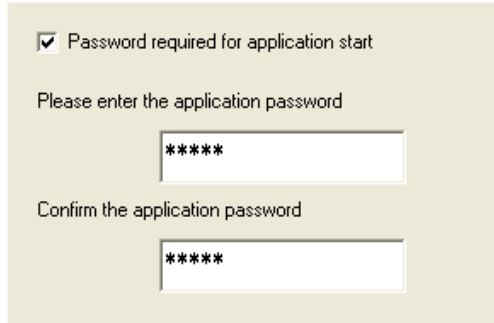
Fig 5. Supervisor Password Setup

Please Enter the Supervisor Password	Enter the current Supervisor Password.
Please Enter the New Supervisor Password	Enter the replacement Supervisor Password.
Confirm the New Supervisor Password	Re-enter the replacement Supervisor Password.

Note: If you have misplaced your Supervisor Password please contact your PowerFilm support representative.

Application Startup Password

For access control purposes, administrators are now able to define an application start up password that users must enter before they can use the software.



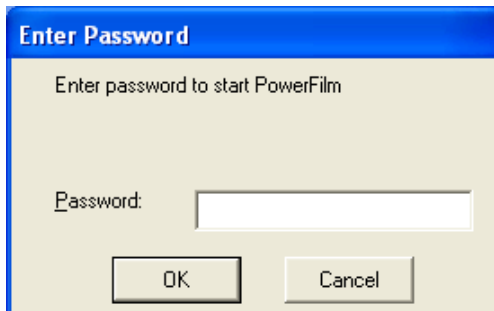
The screenshot shows a dialog box with a light beige background. At the top, there is a checked checkbox labeled "Password required for application start". Below this, the text "Please enter the application password" is followed by a text input field containing six asterisks. Underneath, the text "Confirm the application password" is followed by another text input field, also containing six asterisks.

Fig 6. Application Startup Password Setup

To configure an application start-up password, follow this procedure:

1. Enter the supervisor password (see above).
2. Enable the **Password required for application start** check box.
3. Enter and confirm the startup password and press **OK**.

The next time a user restarts PowerFilm, the following box will appear prompting for the password in order to gain access to PowerFilm.



The screenshot shows a dialog box with a blue title bar that says "Enter Password". The main area has a light beige background and contains the text "Enter password to start PowerFilm". Below this is a label "Password:" followed by a text input field. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Fig 7. Enter password dialog box

Enter the password and press **OK** to launch the program.

Settings

The Settings Option Tab consists of seven sections.

Localisation

PowerFilm supports a facility to translate all of the menus, dialog boxes, pick lists, and messages into alternative languages. This section allows you to define that Localisation is required and which Localisation INI file should be used. For more information on Localisation, see Chapter 8 *Localisation*.

Localisation Required If this check box is enabled PowerFilm will attempt to load all menus, dialogs, pick lists and messages from the specified Localisation INI file.

Local INI File Double click here and navigate to the required Localisation INI file.

Fax Settings

The Fax Settings section allows you to define whether or not Fax to third party Fax Management software, that integrates with Windows via the use of a fax print driver should be enabled.

Enable Fax If this check box is not checked the **Fax Button** on the button bar will be disabled.

Clear Setting

If **Enable Fax** checked, the first time a user sends an image(s) to print they will be prompted to select the fax print driver. PowerFilm will then remember that fax print driver for subsequent faxes. Should you wish to select an alternative fax print driver in the future then the **Clear Setting** button should be pressed. The next time you send a fax in this way PowerFilm will again prompt you for the fax print driver.

Configuration

When a user makes any changes to an existing configuration and then attempts to close PowerFilm or open an alternative configuration, PowerFilm, by default, will prompt them for the Supervisor Password. The user simply chooses **Cancel** to ignore the changes; however, if the user has no intention of saving any changes this can become irritating. For this reason PowerFilm provides the facility to turn off the prompt to enter the Supervisor password and save the changes.

Prompt to Save the Configuration

Un-check this check box if you do not want users prompted to enter the supervisor password and save the changes.

Adobe PDF

Max Tiffs

The maximum amount of tiff pages that may be converted into a single PDF file. See the Adobe PDF output documentation for further information.

Viewer Alignment

This will decide how images appear in the image viewer. Choose between horizontally (film appears to move left and right) and vertically (film moves up and down). Vertical is the default setting.

USB/SCSI

Define how the scanner is attached to your PC.

Note: The SCSI interface is not supported under Windows Vista or Windows 7.

Functionality

See *Customisable User Interface*, below.

Customisable User Interface

Administrators are able to enable/disable areas of the user interface that are not utilised or should be hidden from general users.

All of the menus may be hidden, processing tabs that are not required may be hidden and you can even hide certain sub sections on any of the displayed processing tabs in order to provide the users with only the functionality that is required for their application of the software.

This functionality allows PowerFilm to be tightly tailored to the users' requirements and therefore easier to apply to a given application. This ultimately leads to simplified training and support requirements.

Accessing the Custom Functionality Settings

A new section has been added to the **Settings** tab on the PowerFilm **Options** dialog. Access the PowerFilm Options from the **File** menu in the main user interface.

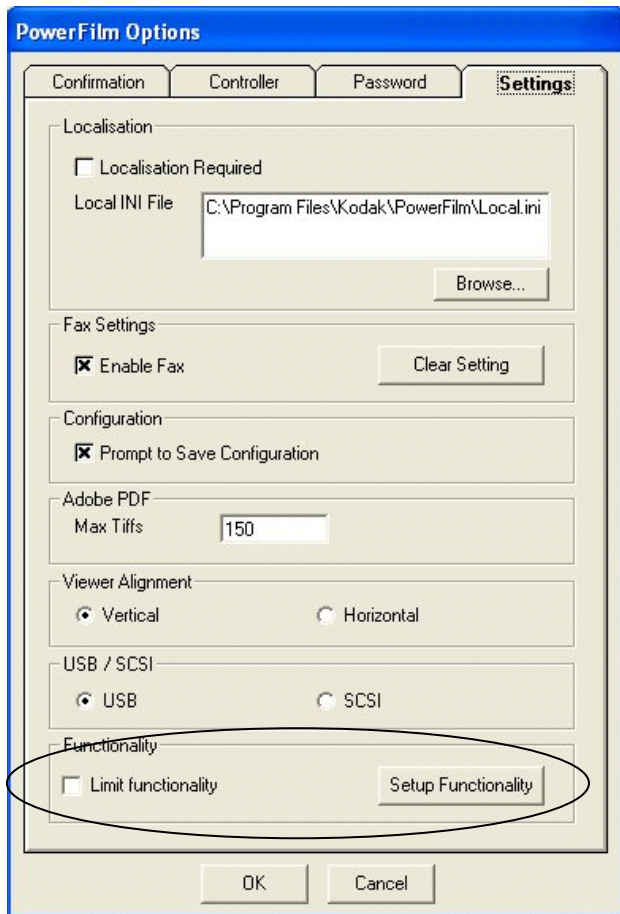


Fig 8. Options Dialog

To access the custom functionality settings, press the **Setup Functionality** button. You will be prompted to enter the Supervisor password. Once you have entered the Supervisor Password, the **Setup Functionality** dialog will be displayed.

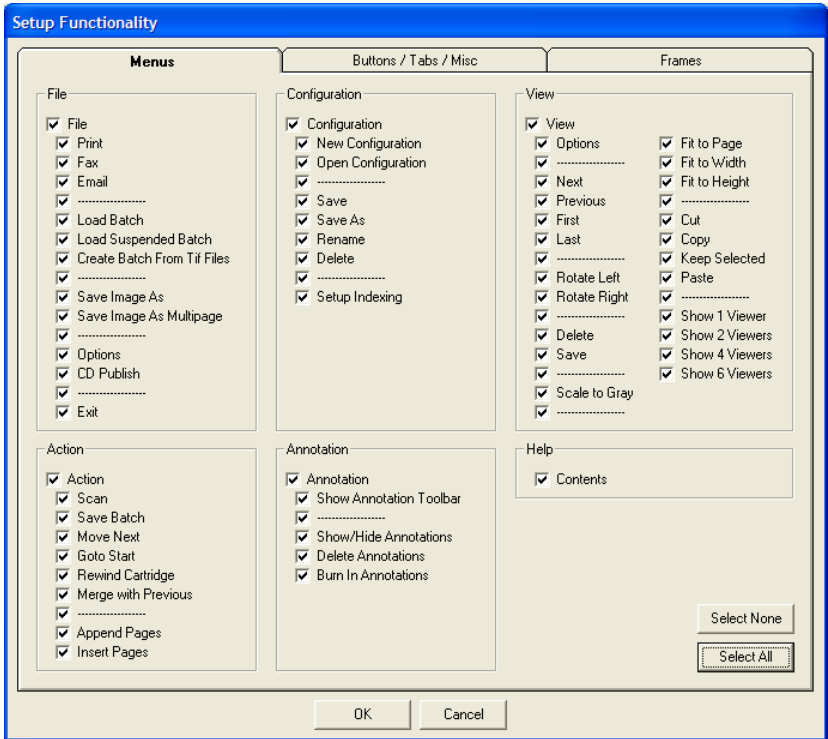
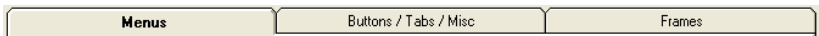


Fig 9.Setup Functionality Dialog

The **Setup Functionality** dialog consists of three tabs:



The **Menu** tab deals with enabling/disabling the menus. All of the menus in the user interface may be configured.

The **Buttons / Tabs / Misc** tab deals with the enabling/disabling of the processing tabs and all the tool bar

buttons. This tab also contains a miscellaneous section to allow you to configure the following additional options:

Display full path during scanning

PowerFilm normally displays the full path to where the image files are being created on the status bar in the main user interface. If this functionality is disabled, only the image file name is displayed.

Allow Suspended Batch

If this is disabled, users will not be able to choose to suspend a batch after scanning.

Recover failed batch on startup

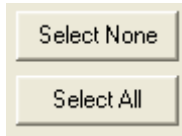
If a crash occurs during scanning, PowerFilm will attempt to recover the batch the next time the program is started. If this option is disabled, the user will not be prompted to recover crashed batches at startup.

No supervisor password required for startup

If this option is disabled, the user **MUST** enter the Supervisor Password to close PowerFilm. Only users that know the Supervisor password will be able to close the program.

The **Frames** tab deals with the enabling/disabling of sub sections (known as frames) on each of the processing tabs that have been enabled. If a processing tab has been disabled on the **Buttons / Tabs / Misc** tab, the section relating to the sub sections of that tab will be disabled here.

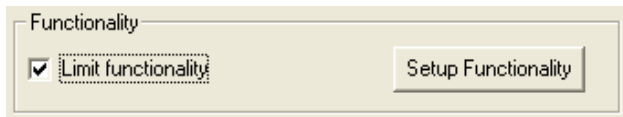
On each of the tabs there are two buttons that allow you to quickly enable or disable all the options on each tab.



Note: Where ‘.....’ appears on any of the tabs, this indicates either a menu or a button separator. Separators can be enabled or disabled in the same way as menus and buttons.

To Configure Custom Functionality

1. Use the check boxes on each of the three tabs to enable only the desired functionality.
2. Press the OK button to close the **Setup Functionality** dialog. A message will be displayed to indicate that the changes will not be effective until PowerFilm is restarted.
3. On the **PowerFilm Options** dialog, enable the **Limit Functionality** checkbox.



4. Close and restart PowerFilm.

In the screen shot below, only the **Batch**, **Image** and **Options** processing tabs have been enabled. The **Image** tab contains only the **Brightness** and **Contrast** sub sections. The **File** and **View** menus are the only menus available (the **Help** menu is always available) and the user only has access to **scan**, **print**, **image zoom** and **image rotate** buttons.

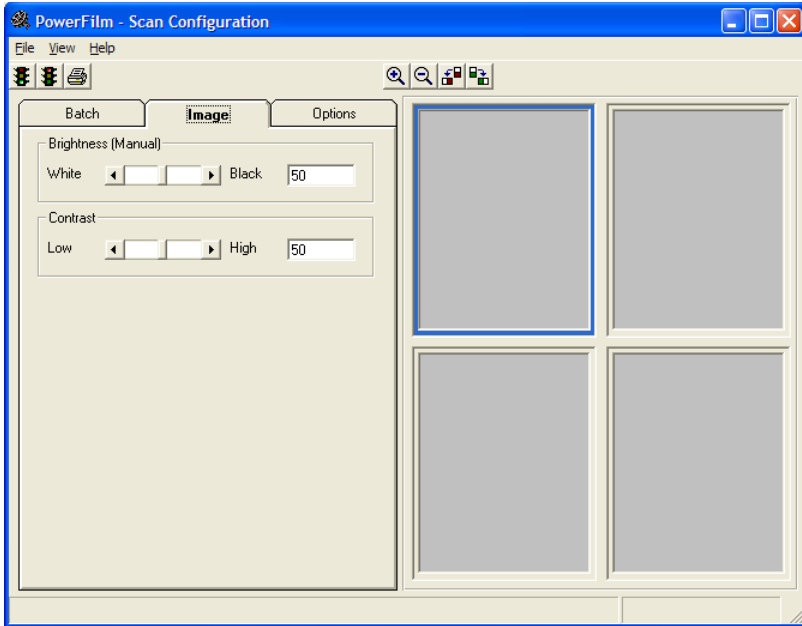
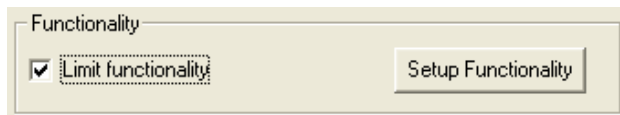


Fig 10. Custom User Interface

Disabling the Custom Interface

Once a custom interface has been defined and enabled, PowerFilm will always start in the custom mode. To disable the custom interface at any time, choose **Set into Admin mode** from the **Help** menu. You will be prompted for the Supervisor password. Once the Supervisor password has been entered, PowerFilm will close. When PowerFilm is restarted, the full interface will be displayed. You are then able to change any of the default settings in the PowerFilm configuration as required and you can then re-enable the custom interface by selecting the **Limit Functionality** check box on the **Settings** tab of the **PowerFilm Options** dialog.



Configuration and Setup of Configurations

As discussed in Chapter 5 *Control and Operation*, users are able to open any pre-configured configurations.

Users may make any necessary changes to any of the parameters on any of the Control Tabs (with the exception of any indexing schemes setup on the Index Control Tab) in any scan session, but these changes will not be saved when PowerFilm is closed or when a new configuration is opened.

If the user does make changes to any Control Tab parameters they will normally be prompted to enter the Supervisor's Password and save the changes when they exit PowerFilm or open any other configurations. However, it is possible to disable this prompt from the options setup screen. See *Settings* above.

Supervisors or users who know the supervisor password can create and save new configurations, save changes to existing configurations, delete existing configurations and save existing configurations as a new configuration with a new name.

Creating a New Configuration

1. From the Configuration menu select New Configuration.

The Enter Supervisor Password dialog appears.

2. Enter the Supervisor Password.

You are prompted for the name for the new configuration.

-
3. Enter a unique name.

Note: You will receive an error message if you enter a configuration name that already exists.


4. Press **OK**.

The new configuration opens and the configuration name appears on the Windows title bar.

You can now make any necessary changes to the new configuration and save them. See *Saving Configurations* below.

Saving Changes to Existing Configurations

1. From the **Configuration** menu select **Save**.

or press  on the button bar above the Control Tabs.

You are prompted for the Supervisor's Password to save the configuration.

2. Enter the Supervisor's Password and press **OK**.

The configuration is now saved.

Deleting Existing Configurations

1. Open the Configuration you wish to delete.
2. From the Configuration menu select Delete Configuration.

You are prompted for the Supervisor's Password to delete the configuration.

3. Enter the Supervisor's Password and press **OK**.

The configuration is now deleted.

Saving Existing Configurations as a New Configuration with a New Name

1. Open the configuration you want to base the new configuration on.

2. From the **Configuration** menu select **Save As**.

You are prompted for the Supervisor's Password to save the configuration.

3. Enter the Supervisor's Password and press **OK**.

You will be prompted for the name of the new configuration.

4. Enter a unique name for the new configuration.

Note: You will receive an error message if you enter a configuration name that already exists.

5. Press **OK**.

The new configuration is saved and opened. The configuration name will appear on the title bar.

Setting Up and Defining Indexing Configurations

The PowerFilm Index Control Tab allows the user to enter indexing data that may be linked to each image or range of images in a batch. The indexing data may then be exported in *.IDX format, for compatibility with the CDPublish and CDRetrieve software solutions, or in comma delimited *.CSV format.

Users are also able to open previously scanned batches even if a scanner is not attached. This can be useful if it is a requirement to offload the index process to a later time or to different operators. Users are able to view and index the images in a previously scanned batch as well as **Print, Fax and Email** individual images or ranges of images.

See Chapter 5 *Control and Operation* for information on using the Index Control Tab and opening previously scanned batches.

Indexing Setup

To setup the indexing schemes for each configuration open the configuration you want to apply the indexing scheme to and select **Setup Indexing** from the Configurations menu.

The Indexing Configuration screen is only available under Supervisor password control so PowerFilm will now prompt you for the Supervisor Password.

When the Supervisors password is entered the Indexing Configuration screen will appear.

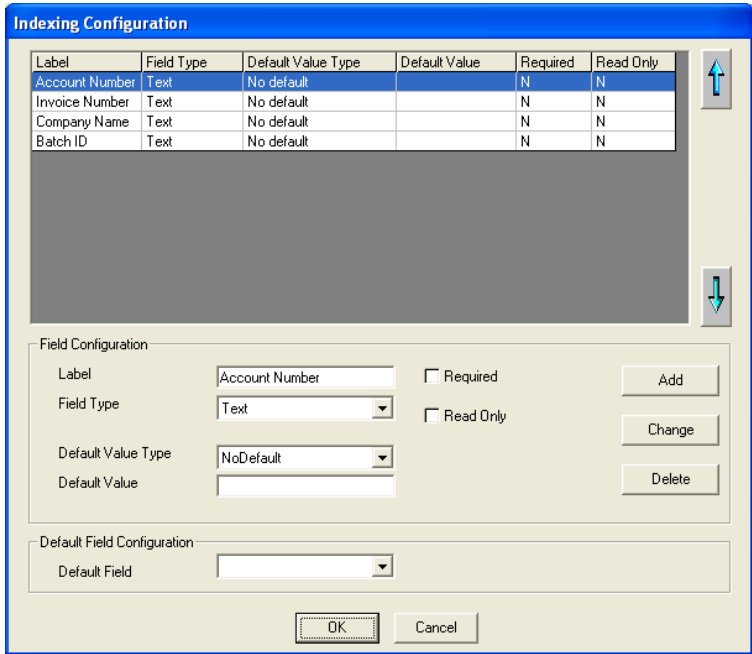


Fig 11. The Index Configuration Setup Screen

The Index Configuration Setup screen consists of the following components.

Field Configuration

This section allows you to control all the properties of the highlighted field or the field to be added to the configuration

A maximum of ten fields can be defined (32 characters per field).

Label

The Label Name for the field.
(maximum 15 characters)

Field Type

The type of data to be entered into the field. If the user enters data not in the specified type a warning message will be displayed.

Text: - Any alpha numeric characters.

Date: - A date format field.

Number: - Any numeric characters.

Default Value Type

Defines the type of any default value to be applied to this field. It is possible to make the default value type a date even if the type field is text.

No Default: - No default value will be applied.

Text: - The default value type will be Alpha numeric.

Short Date: - The default value type will be in the Windows short date format as defined in control panel. i.e. 09/05/98.

Long Date: - The default value type will be in the Windows long date format as defined in control panel. i.e. 09 May 1998.

Default Value

Enter the default value for the field in the appropriate format.

Required

Check this check box if the field should be mandatory. The user will not be able to scan or move to another image if the field is not completed in the correct format.

Read Only

Check this check box if the field should be read only. You should enter a default value that will always be applied to this field. Users will not be able to change this value.

Add

When all the properties for the field have been defined press **Add** to add the new index field to the configuration. The new index field will appear in the list above and its properties will be displayed from right to left.

Change

Highlight an existing field in the field list, make any required property changes and then press the **Change** button to apply the new properties to that field.

Delete

Highlight the field you want to delete in the field list and then press the **Delete** button to delete the field.

Default Field

Select the field you would like to automatically get focus after an image is scanned or after navigating from one page to another in the batch.

Position Arrows

The Blue position arrows allow you to move any field up and down in the field list altering the order that the fields will be displayed in the Index Control Tab.

Press **OK** to save the new indexing scheme into the current configuration.

Note: You should test any new indexing schemes to ensure that they behave in the way that you had planned before giving users access to the new configuration and indexing scheme.

PowerFilm Log Files

To assist in the debugging of any problems that may be encountered with the PowerFilm software, PowerFilm writes out a daily log file to the PowerFilm installation directory.

The log file contains cryptic data that is intended for support representatives rather than operators.

At the beginning of each day PowerFilm.log is renamed to PowerFilm.log.bak and a new PowerFilm.log file is created for the current day. There will therefore be a maximum of two days of log information available for debugging purposes. If problems are experienced with the PowerFilm software you may be asked to send the log files to your support representative for review.

If an on-going problem is experienced it may be wise to save all the daily log files until the problem is resolved.

Example Log File

```
Fri 08 May 1998 22:23:43 : Error 7: Out of memory: in  
frmMain:DisplayBatchSettings
```

```
Fri 08 May 1998 22:23:44 : Error 7: Out of memory: in  
frmMain:DisplayBatchSettings
```

```
Fri 08 May 1998 22:23:45 : Error 7: Out of memory: in  
frmMain:DisplayBatchSettings
```

```
Fri 08 May 1998 22:23:46 : Error 7: Out of memory: in  
frmMain:DisplayBatchSettings
```

```
Fri 08 May 1998 22:23:47 : Error 7: Out of memory: in  
frmMain:DisplayBatchSettings
```

```
Fri 08 May 1998 22:23:48 : Error 7: Out of memory: in  
frmMain:DisplayBatchSettings
```

Chapter 7 E-Mail, Print, Fax Integration

Overview

This Chapter discusses the Print, Fax and Email capabilities of PowerFilm.

Once a batch of images has been scanned, and before the batch is closed, the user has the option of Printing, Faxing or Emailing the currently displayed image or ranges of images.

It is also possible to Print, Fax or Email images when a previously scanned batch is loaded back into PowerFilm, via the **Load Batch** command on the **File** menu. See Chapter 5 *Control and Operation* for information on loading previously scanned batches into PowerFilm.

Printing Images

This section discusses manually printing images scanned into a batch. See Chapter 5 – *Control and Operation* (Option Tab) for information on Scan to Printer mode.

PowerFilm prints images via the standard Windows printer drivers.

1. Scan an image or a range of images.
2. Select **Print** from the **File** menu or press the **Print** button on the button bar.



Hint: Print is also available by pressing the F2 function key.

The **Print** dialog box appears.

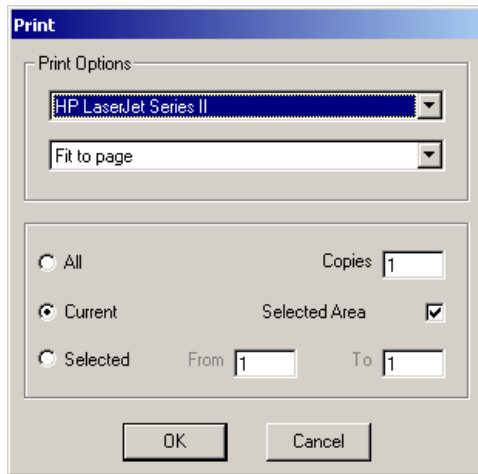


Fig 1. The Print Dialog Box

3. Select the printer you wish to print to.

Note: PowerFilm will remember the printer you choose and default to it the next time you print an image.

Print Options

Lists formats you can specify for a printed page or document.

Fit to page

Fits the page contents to the page size that you specified in your printer properties.

Inch to Inch

Prints the page contents at the same size as the physical scanned or faxed page. Output that extends beyond the paper size is cropped.

Pixel to pixel

Prints one pixel of output for each pixel of input. For example, if the input resolution is 200 dots per inch (dpi), and the output resolution is 100 dpi, the output will be two times as wide and two times as long as the input. Printing that extends beyond the page size is cropped.

Printing

Print the current image, all the images scanned in the batch or a range of images.

You can select to print multiple copies by typing the number of copies in the “Copies” box.

If you have defined an area on an image with the mouse, you can print the selected area by enabling the ‘Selected Area’ check box. This check box is only available when an area has been defined with the mouse.

Faxing Images

PowerFilm allows you to fax images to any fax management software that integrates with Windows via the use of a Fax Printer Driver.

1. Scan an image or a range of images.
2. Select **Fax** from the **File** menu or press the **Fax** button on the button bar.



Hint: Fax is also available by pressing the F3 function key.

The **Fax** dialog box appears.

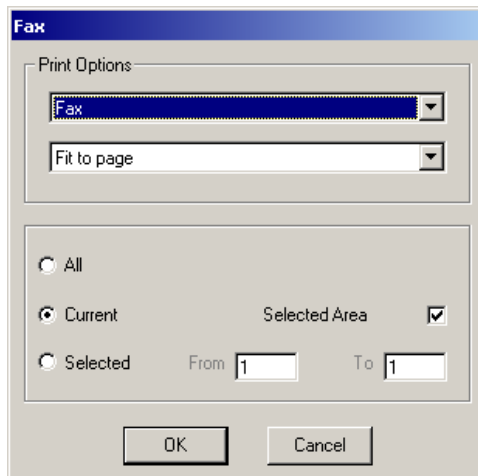


Fig 2. The Fax Dialog Box

3. Select the Fax Printer Driver you wish to print to.

Note: PowerFilm will remember the fax printer driver you choose and default to it next time you fax an image. You will not be shown the alternative printer drivers. Should you want to select an alternative fax printer driver at any time in the future you will need to choose *Clear Setting* from the Fax Settings in the PowerFilm Options setup. See Chapter 6 *System Administration* for details on how to do this.

Fax Print Options

Lists formats you can specify when the image is submitted to the fax printer driver.

Fit to page

Fits the page contents to the page size that you specified in your printer properties.

Inch to Inch

Prints the page contents at the same size as the physical scanned or faxed page. Output that extends beyond the paper size is cropped.

Pixel to pixel

Prints one pixel of output for each pixel of input. For example, if the input resolution is 200 dots per inch (dpi), and the output resolution is 100 dpi, the output will be two times as wide and two times as long as the input. Printing that extends beyond the page size is cropped.

Sending the Fax

Print the current image, all the images scanned in the batch or a range of images to the Fax Printer Driver.

You can select to print multiple copies by typing the number of copies in the “Copies” box.

If you have defined an area on an image with the mouse, you can fax the selected area by enabling the 'Selected Area' check box. This check box is only available when an area has been defined with the mouse.

Emailing Images

PowerFilm integrates with your MAPI (Mail Application Programming Interface) client and allows you to send the current image in the image viewing window, a range of images or all the images in a batch as Email attachments.

If you send more than one image to your default MAPI client, PowerFilm will group all the images together in one multi-page TIFF file.

1. Scan an image or a range of images.
2. Select **Email** from the **File** menu or press the **Email** button on the button bar.



Hint: Email is also available by pressing the F4 function key.

The **Email** dialog box appears.

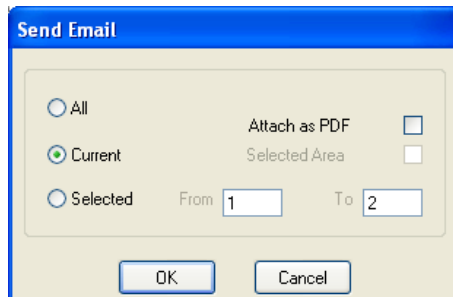


Fig 3. The Send Email Dialog Box

Sending the Email

Send the current image, all the images scanned in the batch or a range of images to your default MAPI client.

Note: Your default MAPI client will open and your image(s) will be displayed as an attachment in a New Message. Choose your recipients and press **Send** to send the message.

Hint: As Windows Messaging also supports Fax Routing it is also possible to send Faxes this way.

Please refer to your Windows ® operating system user manual for details of how to define your default MAPI client.

Emailing Selected Image Areas

If you have defined an area on an image with the mouse, you can email the selected area by enabling the ‘Selected Area’ check box. This check box is only available when an area has been defined with the mouse.

Emailing Images as PDF Files

If you would like the page range of images you have selected to be attached to your out going email as a single PDF file, you can choose to select the ‘Attach as PDF’ check box.

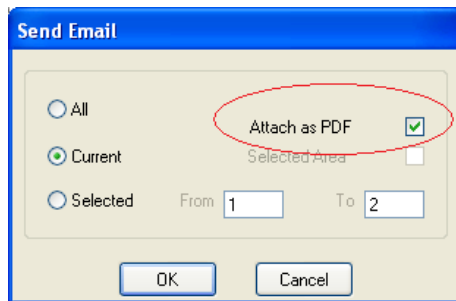


Fig 4. Attach as PDF



Chapter 8 Localisation

Overview

This section deals with the processes and files involved in translating all of the PowerFilm menus, dialogs, pick lists and messages into alternative languages.

Menus, Dialogs and Messages

The PowerFilm menus, dialogs and messages are, by default, all displayed in English. However, it is possible to configure PowerFilm to load the string values for each of the menus, dialogs and messages from a text file as the program is started.

PowerFilm Options Screen

The Setup Tab on the PowerFilm Options screen allows you to define if Localisation is required and which Localisation initialisation file should be used.

To Access the PowerFilm Options Screen select **Options** from the **File** menu. Select the **Settings** Tab.

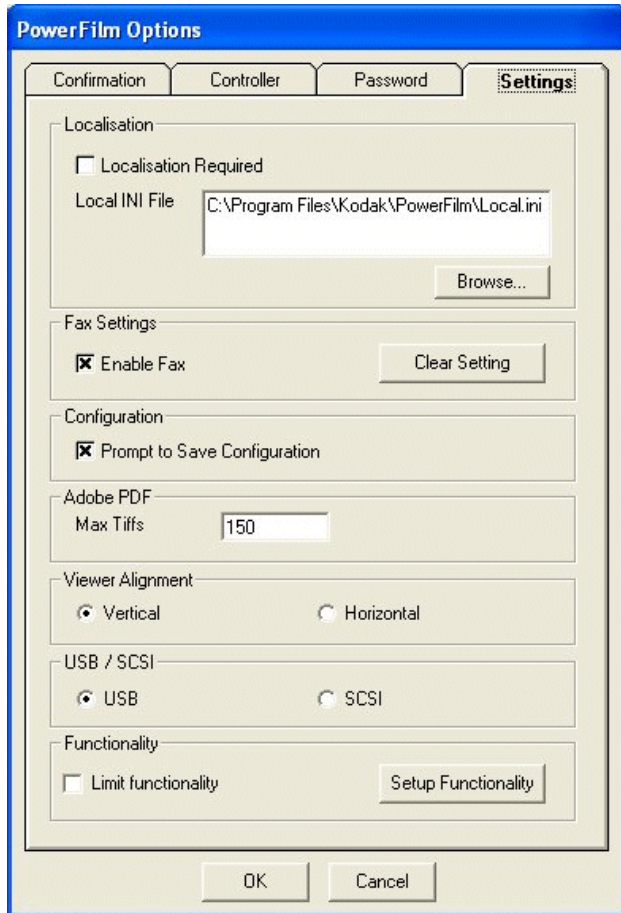


Fig 1. The PowerFilm Options Screen

The Localisation section of the Settings Tab consists of the following options.

Localisation Required	If this check box is enabled PowerFilm will attempt to load all menus, dialogs, pick lists and messages from the specified Localisation INI file.
Local INI File	Double click here and navigate to the required Localisation INI file.

The Localisation Initialisation (ini) File

The localisation INI file is a simple text file formatted in the Windows INI file format.

The Localisation file is divided into twenty sections with each section heading in square brackets.

MAIN	Control Tab names and properties.
MENU	All menu options.
TOOLBAR	Button bar tool tips (hover help)
COMBODATA	The contents of the pick lists on the Control Tabs.
BATCH	The contents of the <i>Accept Batch</i> dialog box.
CONFIG	The contents of the <i>Configuration Name</i> dialog box.
OPTIONS	The contents of the contents of the Tabs on the PowerFilm Options screen.

DELETE	The contents of the <i>Delete Configuration</i> dialog.
EMAIL	The contents of the <i>Send Email</i> Dialog box.
EXIT	The contents of the <i>Exit PowerScan</i> dialog box.
INDEX	The contents of the Index Configuration screen.
INDEX_COMBO	The contents of the pick lists on the Index Configuration screen.
OPENCONFIG	The contents of the <i>Open Configuration</i> dialog box.
PASSWORD	The contents of the <i>Enter Supervisor Password</i> dialog box.
SERIAL	The contents of the initial <i>Enter Serial Number</i> dialog box that appears when PowerFilm is started for the first time.
VIEWOP	The contents of the <i>View Options</i> dialog box.
MESSAGE	General PowerFilm messages.
ERRORS	General PowerFilm error messages.
REGISTRY ERRORS	Errors when writing to the Windows registry.
GENERAL	Other General messages.
STATUS_BAR	Status Bar messages.

Note: If no entry is found in the localisation file, PowerFilm will load the English default value.

Note: It is not possible to translate the Shortcut keys, e.g. F2 - Print). Shortcut keys will always remain at the English defaults. Menu Accelerators may be customised by preceding the accelerator character with an Ampersand (&), e.g. &My File Menu.

Note: To enter other language text into the localisation file you should be running the appropriate language version of Windows.

Note: Always make sure that the custom language text is no longer than the English defaults otherwise they may not fit in the dialog or screen space. The maximum character length for any field is 128 characters.

Example Localisation ini File

```
[MAIN]
[MAIN]
Set Size=Set Size1
Fix Size=Fix Size1
Film=Film1
Setup Film=Setup Film1
MARS Control=MARS Control1
Setup=Setup1
Goto Start=Goto Start1
Rewind=Rewind1
Blip Configuration=Blip Configuration1
Polarity=Polarity1
Level=level1
Opaque=Opaque1
Single=Single1
Transparent=Transparent1
Dual=Dual1
Search=Search1
Batch=Batch1
Frame=Frame1
Move=Move1
Distance=Distance1
```

Microfilm=Microfilm1
ScanAll=ScanAll1
ScanNext=ScanNext1
Frames=Frames1
Current Position=Current Position1
Batches=Batches1
Edge Detection=Edge Detection1
Scan=Scan1
Forwards=Forwards1
Backwards=Backwards1
Negative=Negative1
Positive=Positive1
Start Of Film=Start Of Film1
MRS 60 Control=MRS 60 Control1
Tiff Type=TIFF TYPE1
Max Pages=Max Pages1
Scan to Printer=Scan to Printer1
BlankPageThreshold=BlankPageThreshold1
Format=Format1
Renumber=Renumber1
Type=Type1
Auto Eliminate Frame=Auto Eliminate Frame1
Film Mode=Film Mode1
Film Type=Film Type1
Count Mode=Count Mode1
Scanning Mode=Scanning Mode1
Scan to Batch=Scan to Batch1
Scan to Printer=Scan to Printer1
Browse=Browse1
Microfilm Scan Control=Microfilm Scan Control1
Threshold=Threshold1
Border Erasure=Border Erasure1
Index=Index1
New Index=New Index1
Base Directory=Base Dir1
Image File Naming=Image File Naming1
Batch Subdirs=Batch Subdirs1
Files per Subdir=Files per Subdir1
Name Prefix=Name Prefix1
Tif Start=Tif Start1
Restart Count=Restart Count1
Continuous Count = Continuous Count1
Output=Output1
Comma Delimited=Comma Delimited1
Batch Balance=Batch Balance1
Estimated=Estimated1
Scanned=Scanned1
Item=Item1
Image=Image1
Image Mode=Image Mode1
Configuration=Configuration1
Image Size=Image Size1
Left=Left1
Top=Top1
Width=Width1
Height=Height1
mm=mm1
Rotation=Rotation1
Image Attributes=Image Attributes1
Resolution=Resolution1
Composition=Composition1
Compression=Compression1
Save As=Save As1
Brightness=Brightness1
Brightness (Manual)=Brightness (Manual)1
Brightness (Auto Exposure)=Brightness (Auto Exposure)1
White=White1

Black=Black1
Contrast=Contrast1
Low=Low1
High=High1
Options=Options1
Photo Interpret=Photo Interpret1
Positive=Positive1
Negative=Negative1
Auto=Auto1
Reverse=Reverse1
Auto Mask=Auto Mask1
Finger Detect=Finger Detect1
Centering=Centering1
Book Comp=Book Comp1
Key Scanning=Key Scanning1
Deskew=Deskew1
Auto Focus=Auto Focus1
Auto Exposure=Auto Exposure1
Height of Original=Height of Original1
Sheet=Sheet1
Centre-line Erasure=Centre-line Erasure1
Automatic=Automatic1
Fixed=Fixed1
None=None1
ForceOverwrite=Force Overwrite1

[MENU]
File=File1
FilePrint=Fileprint1
FileFax=FileFax1
FileEmail=FileEmail1
FileNewConfig=FileNewConfig1
FileOpenConfig=FileOpenConfig1
FileSave=FileSave1
FileSaveAs=FileSaveAs1
FileRename=FileRename1
FileDelete=FileDelete1
FileExit=FileExit1
FileLoadBatch=FileLoadBatch1
Config=Config1
SetupIndex=SetupIndex1
Action=Action1
ActionRew=ActionRew1
ActionScan=ActionScan1
ActionSaveBatch=ActionSaveBatch1
ActionMoveNext=ActionMoveNext1
ActionCancelScan=ActionCancelScan1
FileGotoStart=FileGotoStart1
ActionGotoStart=GotoStart1
View=View1
ViewKeepSelected=ViewKeepSelected1
ViewOptions=ViewOptions1
ViewNext=ViewNext1
ViewPrevious=ViewPrevious1
ViewFirst=ViewFirst1
ViewLast=ViewLast1
ViewRotateLeft=ViewRotateLeft1
ViewRotateRight=ViewRotateRight1
ViewDelete=ViewDelete1
ViewSave=ViewSave1
ViewScaleToGray=ViewScaleToGray1
ViewFitTo0=Fit To Page 1
ViewFitTo1=Fit To Width 1
ViewFitTo2=Fit To Height 1
ViewCut=Cut1
ViewCopy=Copy1
ViewPaste=Paste1

Options=Options1
OptionsConfirmation=OptionsConfirmation1
Help=Help1
HelpMenu=HelpMenu1
HelpAbout=HelpAbout1
FileLoadSuspendedBatch=Load Suspended Batch1
FileSaveImageAs0=File Save Image As1
FileSaveImageAs1=File Save MultiPage Image As1
ViewShowViewers1=Show 1 Viewers1
ViewShowViewers4=Show 4 Viewers1
ViewShowViewers6=Show 6 Viewers1
FileCDPublish=CD Publish1

[TOOLBAR]

Start Scanning=start tooltip
Resume scanning=Resume scanning tooltip
Close Batch=Close Batch tooltip
Cancel Scanning=Cancel tooltip
Print=print tooltip
Fax=fax tooltip
Mail=Mail tooltip
Rewind=Rewind tooltip
Save Configuration=save config tooltip
Move to Next Frame=Move to next tooltip
Select=Select tooltip
Drag=Drag tooltip
Zoom Value=Zoom Value tooltip
Zoom In= Zoom In tooltip
Zoom Out = Zoom Out tooltip
Zoom To Select=Zoom To Select tooltip
Rotate Left= Rotate Left tooltip
Rotate Right=Rotate Right tooltip
Previous Page=Previous Page tooltip
Next Page=Next Page tooltip
Cut / Mask White=Cut/Mask tooltip
Copy=Copy tooltip
Paste=Paste tooltip
Delete Image=Delete Image tooltip
Save Image=Save Image tooltip
Previous Doc=Previous Doc tooltip
Next Doc=Next Doc tooltip
Rescan Image=Rescan tooltip

[COMBODATA]

Centre Scan Mode=C Scan1
Left Scan Mode=L Scan1
Right Scan Mode=R Scan1
Full Screen Mode=Full Screen1
Cheque Film (Single)=Single1
Cheque Film (Dual)=Dual1
Duplex=Duplex1
Spread Scan=Spread Scan1
Left Page=L Page1
Right Page=R Page1
Fine Mode 1=Fine1
Fine Mode 2=Fine2
Text=Text1
Picture=Picture1
None=None1
CCITT G3-1D=G3-1D 1
CCITT G3-Huffman=Huffman1
CCITT G4-2D=CCITT G4 1
Count=count1
Start/Stop=start/stop1
Black and White=b and w1
Custom=custom1
No Rotation=No Rotation1

90° Left=90° Left1
180°=180°1
90° Right=90° Right1
CD Publish=CD Publish1
Comma Delimited=Comma Delimited1
Kofax Ascent=Kofax Ascent1
PDF and Tif=PDF and Tif1
PDF Only=PDF Only1
Greyscale=Greyscale1
Custom=Custom1
Custom Front=Custom Front1
Custom Back=Custom Back1
Duplex Custom=Duplex Custom1
Duplex (Merge)=Duplex (Merge)1
Duplex Custom (Merge)=Duplex Custom (Merge)1
Split Scan Left / Right=Split Scan Left / Right1
Split Scan Right / Left=Split Scan Right / Left1
Single Document=Single Document1
MPage Doc Per Batch=MPage Doc Per Batch1
MPage Doc Boundary=MPage Doc Boundary1

[BATCH]

Batch=Batch1
Continue=Continue1
Accept=Accept1
Reject=Reject1
Do You Want To Continue=Do you want to continue with the current batch, suspend the batch, accept this batch or reject the batch?1
Suspend=Suspend1

[CONFIG]

Configuration Name=Configuration Name1
Name=Name1
OK=OK1
Cancel=Cancel1
From File=From File1
BatchInProgress=Batch In Progress1

[OPTIONS]

Options=Options1
Confirmation=Confirmation1
Controller=Controller1
Password=Password1
Settings=Settings1
Confirm On=Confirm On1
Program Exit=Program Exit1
Config Delete=Config Delete1
Image Delete=Image Delete1
Accept Batch=Accept Batch1
Reject Batch=Reject Batch1
Save Image=Save Image1
MARS Options=MARS Options1
Search for MARS=Search for MARS1
Count0=Count01
Count1=Count11
Com Port=Com Port1
Com1=Com11
Com2=Com21
Com3=Com31
Com4=Com41
Baud Rate=Baud Rate1
Parity=Parity1
None=None1
Odd=Odd1
Even=Even1
Stop Length=Stop Length1
1Bit=1Bit1

2Bit=2Bit1
Character Length=Character Length1
8Bit=8Bit1
7Bit=7Bit1
OK=OK1
Cancel=Cancel1
Please Enter Supervisor=Please Enter Supervisor1
Please Enter New Supervisor=Please Enter New Supervisor1
Confirm Supervisor=Confirm Supervisor1
Localisation=Localisation1
Localisation Required=Localisation Required1
Fax Settings=Fax Settings1
Enable Fax=Enable Fax1
Clear Setting=Clear Setting1
Configuration=Configuration1
Prompt to Save=Prompt to Save1
Enable Edge Detection=Enable Edge Detection1
Edge Detection=Edge Detection1
PDF=PDF1
Max Tiffs=Max Tiffs1
Seconds=Seconds1
Creation=Creation1
LocalINIFile=Local INI File1

[DELETE]
Delete Configuration=Delete Configuration1
This Will Delete Current Config=This Will Delete Current Config1
OK=OK1
Cancel=Cancel1

[EMAIL]
Send Email=Send Email1
Print=Print1
Fax=Fax1
Pixel to pixel=Pixel to pixel1
Inch to inch=Inch to inch1
Fit to page=Fit to page1
All=All1
Print Options=Print Options1
Selected=Selected1
From=From1
To=To1
Current=Current1
OK=OK1
Cancel=Cancel1
Copies=Copies1
SelectedArea=SelectedArea1

[EXIT]
Exit=Exit1
This Will End Session=This Will End Session1
OK=OK1
Cancel=Cancel1

[INDEX]
Indexing Configuration=Indexing Configuration1
Field Configuration=Field Configuration1
Label=Label1
Field Type=Field Type1
Default Value=Default Value1
Default Type=Default Type1
Add=Add1
Change=Change1
Delete=Delete1
Required=Required1
ReadOnly=ReadOnly1
OK=OK1

Cancel=Cancel1
Default Field Configuration=Default Field Configuration1
Default Field=Default Field1
[INDEX_COMBO]
NoDefault=NoDefault1
Text=Text1
ShortDate=ShortDate1
LongDate=LongDate1
FieldText=FieldText1
FieldDate=FieldDate1
FieldNumber=FieldNumber1

[OPENCONFIG]
Open Configuration=Open Configuration1
Configuration=Configuration1
OK=OK1
Cancel=Cancel1

[PASSWORD]
Enter Password=Enter Password1
Password=Password1
OK=OK1
Cancel=Cancel1

[SERIAL]
Serial Number=Serial Number1
Please Enter Serial=Please Enter Serial1
Please Enter Supervisor=Please Enter Supervisor1
Confirm Supervisor=Confirm Supervisor1
OK=OK1

[VIEWOP]
Viewing Options=Viewing Options1
Show Every=Show Every1
Image=Image1
Show By=Show By1
Frame=Frame1
Batch=Batch1
OK=OK1
Cancel=Cancel1

[MESSAGE]
Already Running=is already running1.
Cannot Quit=Cannot quit whilst minimised1.
Login Save Config=Enter supervisor password to save Configuration1
Login SaveAs Config=Enter supervisor password to allow current configuration to be saved as a new configuration1
Login New Config=Enter supervisor password to create new Configuration1
Login Rename Config=Enter supervisor password to Rename Configuration1
Login Delete Config=Enter supervisor password to Delete Configuration1
Login Index=Enter supervisor password to Setup Index Fields1
Save File=Enter supervisor password to save the image1
M1=Please enter a serial number1.
M2=The passwords must both be the same1.
M3=Please enter a password1.
M4=End of film reached1.
M5=Cannot rewind the film whilst a batch is in progress1.
M6=Cannot quit whilst there is an unfinished batch1.
M7=Cannot change configuration whilst a batch is in progress1.
M8=Cannot load a batch whilst a batch is in progress1.
M9=Do you really want to delete this page1?
M10=Do you really want to accept this batch? NOTE You will not be able to scan more images into this batch once it is accepted1.
M11=Do you really want to reject this batch1?
M12=There are no pages to save. Do you want to delete the batch1?
M13=Please enter a value for field1

M14=Do you want to save the changes to the image?
M15=Changes to will not be effective until
M16=is restarted.
M17=You have not entered the correct password.
M18=A configuration of that name already exists. Please enter a new name.
M19=Any changes made will not be saved. Do you want to continue without saving?
M20=A default value must be given if the field is read only.
M21=A default value of date cannot be applied to a number field type.
M22=A number must be given as the default value if one is required.
M23=A date must be given as the default value if one is required.
M24=System Information Is Unavailable At This Time
M25=Invalid Password, try again!
M26=Please enter a number.
M27=There are no printers defined.
M28=The following error has occurred:
M29=End of film reached, scanning stopped.
M30=The film is loaded. Cannot change the mode.
M31=A maximum of 10 index fields are allowed.
M32=Please enter a license key for the MRS controller.
M33=The license key entered is invalid.
M34=Rescan is not available in this scan mode.
M35=This paper size is not supported at 600DP1.
M36=You must not be in Scan to Printer mode to close the batch.
M37=Front and back image sizes are not compatible. Please re-configure image sizes.
M38=An in progress batch has been detected. Do you want to recover it?
M39=An unsuccessful attempt has been made to recover batch
M40=Choose Yes to suspend the batch or No to delete it.
M41=The log file is not the correct format and cannot be loaded.
M42=You can only open suspended batches on the PC they were suspended on.
M43=You can only restore batches on the PC they were scanned on.
M44=Do you want to try to suspend the batch?
M45=The maximum resolution for this paper size is
M46=The output path for PDF files cannot contain a space.
M47=Kofax registry settings not found. Ensure that Kofax Ascent is correctly installed.
M48=The required Kofax program has not been found. Ensure that Kofax Ascent is correctly installed.

[ERRORS]

E1=Please check the scanner is attached and switched on.
E2=Please check the Book Scanner is attached and switched on.
E3=A date must be entered for field
E4=A number must be entered for field
E5=Please put the Book Scanner into PC mode.
E6=Cannot find Tiff 2 PDF Converter.
E7=An error occurred whilst producing the pdf
E8=An error occurred whilst running the Kofax import.

[REGISTRY ERRORS]

ER1=Error creating key
ER2=Error opening key
ER3=Error closing key
ER4=Error deleting key
ER5=Error enumerating sub-keys
ER5=Error enumerating values
ER7=Error getting registry value
ER8=Error writing registry value
ER9=Error deleting registry value

[GENERAL]

using=Using
SuspendedBatches=SuspendedBatches

[STATUS_BAR]

Scanning=Scanning...
Waiting=Waiting for Key press to start scan...
Final Wait=Waiting for final 20 second timeout...
Delete=Deleting current batch.

Saving=Saving batch index and configuration files1.
Cancel requested=Cancel requested1
Multipage=Creating multipage tif1.
Printing=Printing1...
Faxing=Faxing1...
Sending Message=Sending Message1...
Printing Image=Printing Image1
Browsed Image=Browsed Image1
Printed Image=Printed Image1
Scan Area Too Big=Defined Scan Area is too large for selected Resolution or Composition1
Cancellation=Scanning Completed due to Cancel Request1
Document=Document1
Page=Page1
of=of1
PDF=Processing through PDF converter1.
Kofax=Uploading batch to Kofax Ascent1.

Chapter 9 CDPublish

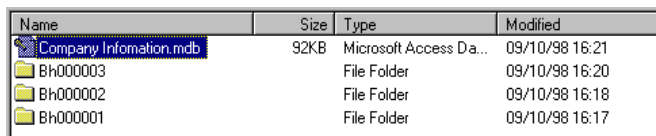
What is CDPublish?

CDPublish is a Windows based software solution that builds a database from batches of images stored in a standard Windows Folder structure.

Each folder contains; scanned TIFF images, a file containing the associated index data and a configuration file that details index field labels and other information supplied by the Image Capture System that created the batch. The process of building this database is referred to as Publishing. CDPublish is launched from the PowerFilm File Menu.

CDPublish Published Database and Batch Folder Structure

CDPublish builds a Published Database in the folder directly above the folders containing batches of images.



Name	Size	Type	Modified
Company Information.mdb	92KB	Microsoft Access Da...	09/10/98 16:21
Bh000003		File Folder	09/10/98 16:20
Bh000002		File Folder	09/10/98 16:18
Bh000001		File Folder	09/10/98 16:17

Fig 1. Published Database and Batch Folder File Structure

Batches of Images

Images grouped together in a Folder are called Batches. A Batch is simply a logical collection of images. For example, a Batch may contain all the images that relate to a particular subject, department or company. Alternatively, each Batch could represent a document or a folder of documents. The Batch would have been created as the images were scanned.

Name	Size	Type	Modified
BH000002.cfg	1KB	CFG File	09/10/98 16:18
BH000002.idx	11KB	IDX File	09/10/98 16:18
BH000001.tif	113KB	tif Image	09/10/98 16:17
BH000002.tif	118KB	tif Image	09/10/98 16:17
BH000003.tif	121KB	tif Image	09/10/98 16:17
BH000004.tif	86KB	tif Image	09/10/98 16:17
BH000005.tif	95KB	tif Image	09/10/98 16:17
BH000006.tif	24KB	tif Image	09/10/98 16:17
BH000007.tif	113KB	tif Image	09/10/98 16:17
BH000008.tif	118KB	tif Image	09/10/98 16:17
BH000009.tif	121KB	tif Image	09/10/98 16:17
BH000010.tif	86KB	tif Image	09/10/98 16:17
BH000011.tif	95KB	tif Image	09/10/98 16:17
BH000012.tif	24KB	tif Image	09/10/98 16:18
BH000013.tif	113KB	tif Image	09/10/98 16:18
BH000014.tif	118KB	tif Image	09/10/98 16:18
BH000015.tif	121KB	tif Image	09/10/98 16:18

Fig 2. A Batch of Images and Associated Index Files

The Batch Folder also contains two other files; DocFolder.cfg and DocFolder.idx, that contain index data relating to the images. The PowerFilm, and PowerBook Image Capture Systems, also developed by InfoCAP Technologies, automatically create these files as batches of images are scanned. If an alternative Image Capture System is used to create the batches of images it must also create DocFolder.cfg and DocFolder.idx files that conform to the file specifications detailed in *Chapter 12 – CDPublish Technical Reference*, of this manual.

Retrieving the Batches and Images with CDRetrieve

Once the Database has been Published, CDPublish's sister product CDRetrieve may be used to facilitate the retrieval of images, or groups of images stored in the batches, based upon index data that has been applied to the images.

CDRetrieve is an integral part of CDPublish and is launched from the CDPublish main window button bar. Use CDRetrieve to test Published Databases prior to distribution.

Copying the Files onto CD

The File and Folder structure shown in *Fig 1*. Above may be copied onto Recordable or Re-Writable CD so that the Published Database may be distributed to other users.

Note: CDPublish does not include software to copy files onto CD. This software is usually distributed with the Recordable or Re-Writable CD drives and includes software such as Adaptec's Direct CD.

The Operating System

A Microsoft Windows-based application, CDPublish operates on PC platforms running Windows 2000 Professional, Windows XP Professional, Windows Vista Business and Windows 7 Professional. CDPublish is powerful but relatively easy to use; however, operators should know the basic Windows controls before running the application.

Chapter 10 CDPublish User Interface

The Main Window

The following sections describe each portion of the CDPublish main window.

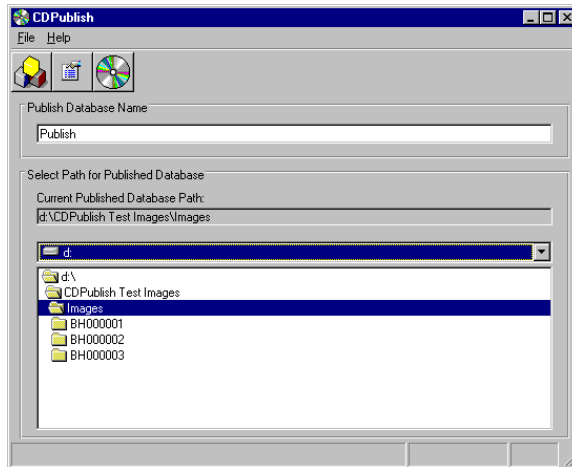


Fig 1. The CDPublish User Interface Main Window

Title Bar

The title bar contains the standard MS Windows control items including the Windows control menu and maximise/minimise buttons. The centre of the bar displays the software's title, CDPublish.

Status Bar

The left hand side of the status bar displays status information during the Publishing process.

The Centre section displays an image count of the images in each batch processed.

The right hand side of the status bar displays a Publishing process indicator as a percentage.

Published Database Name

This field allows you to enter the name for the Published Database, maximum 255 characters.

Current Published Database Path

This is the currently selected folder in which CDPublish will create the named Published Database. The Published Database will contain references to batches in sub folders directly (and only directly) under this location.

Use the Drive selector and folder navigator tools to locate the desired Folder.

Menu Bar

The menu bar contains two menus; File and Help. The following sections list the options available from each menu.

Some of the menu functions are also available from the main window button bar, discussed later in this chapter.

To Select an Option from the Menu Bar:

1. Using the mouse, click on the menu title (for example, **File**.)
2. The drop-down menu displays the available menu items.
2. Click on the desired menu item.

File Menu

The following items are available in the File Menu.

Create Published Database	Begin building the desired Published Database name in the currently selected path. See later in this Chapter for more details.
CDRetrieve	Opens the CDRetrieve main window. See later in this Chapter for more details.
Options	Opens the CDPublish Options Dialog
Exit	Closes CDPublish.

Help Menu

There are two items available in the Help menu.

Contents (F1)	Displays the CDPublish Online User Manual help contents.
About	Displays CDPublish copyright and version information.

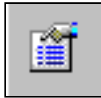
Main Window Button Bar

For easy access, some of the menu functions are also available from the main window button bar. As the mouse is hovered over each button, windows hover help is displayed indicating the button's function.

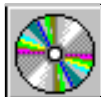


Create Published Database.

Begin building the desired Published Database name in the currently selected path. See Chapter 11 *CDPublish Operation* for more details.



Display Options. Opens the CDPublish Options dialog. These settings are for CDRetrieve display options (which may also be set from CDRetrieve) and for configuring localisation (language translation). See Chapter 13 *CDPublish Localisation* for more details.



CDRetrieve. Launches the CDRetrieve main window. See Chapter 11 *CDPublish Operation* for more details

Chapter 11 CDPublish Operation

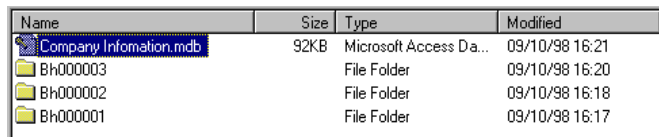
Creating a Published Database

Following the initial installation, CDPublish defaults to its application directory\folder for the Published Database Path, e.g. C:\Program Files\KODAK\PowerFilm.

The default Published Database Name is 'Publish'.

Selecting the Path for the Published Database

Use the Drive selector and folder navigation controls to navigate to the folder that contains the batch folders.



Name	Size	Type	Modified
Company Information.mdb	92KB	Microsoft Access Da...	09/10/98 16:21
Bh000003		File Folder	09/10/98 16:20
Bh000002		File Folder	09/10/98 16:18
Bh000001		File Folder	09/10/98 16:17

Fig 1. Published Database and Batch Folder File Structure

In the above example, a Published Database called ‘Company Information’ has been built above three batch folders; Bh000001, Bh000002 and Bh000004.

Note: CDPublish will build the Published Database with references to images in batch folders only directly under the Published Database path.

Note: CDPublish always remembers the path of the last Published Database that was built and will default to it the next time CDPublish is started. This can be useful if you always intend to create Published Databases in the same area.

Selecting the File Name for the Published Database

Enter a valid Windows file name, up to 255 characters.

Caution: Do not use a ‘.’ Character in the name as CDPublish will remove all characters following the ‘.’ from the file name.

Starting the Publishing Process

Select **Create Published Database** from the **File** menu or press the **Create Published Database** button on the button bar.



If the Published Database Already Exists

If a Published Database with the same name already exists in the selected path you may choose to **OVERWRITE**, **APPEND** or **CANCEL**.

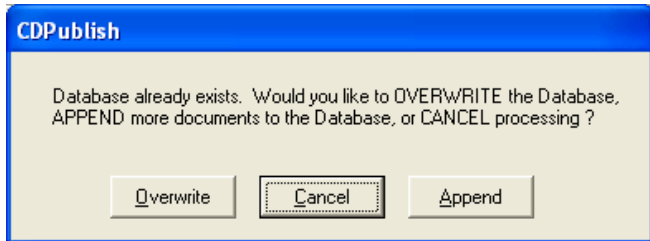


Fig 2. Database Already Exists Dialog

Overwrite the Database

Select **Overwrite** if you wish to replace the existing database. Any batches you had already published to this database will be overwritten by the batches to be published in this session.

The status bar will display the successful publish

Append to the Database

Select **Append** if you wish to add to the existing database. This will add any new batches to the batches already published. The process checks to see if any new document folders have been created in the published database path since the last successful publish.

The following message will appear if the program detects that no new document folders have been selected to publish to the database.

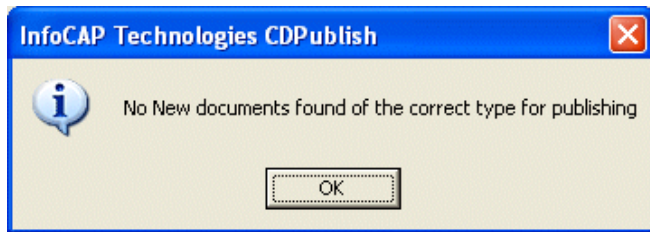


Fig 3. The No New documents Found Dialog

If the above message does not appear, the status bar will display the successful publish.

Note: You will receive this message if no sub folders exist under the selected path or if the sub folders are batch folders and contain images but do not contain the required DocFolder.cfg and DocFolder.idx files in the correct format. See *Chapter 12 CDPublish Technical Reference* for details of these file formats.

Cancel and Rename Database

Select **Cancel** to return to the CDPublish main window and rename your database.

Press **OK** and rename your database to continue publishing.

Publishing in Progress

When the Publishing Process is in progress the CDPublish status bar will indicate the current batch name and path being processed, a count of the images in each batch and indicator of the percentage processed so far.

When the Publishing process is complete, the status bar will indicate that the database was successfully published. I.e. "Company Information.mdb Successfully Published"

Stopping the Publishing Process

As the Publishing process begins, the **Create Published Database** button on the button bar will change to a Stop sign.



Press the **Stop** button at any time during the Publishing process to pause the Publishing of the database.

The following message will appear:



Fig 4. Pausing the Publishing Process

Selecting **No** resumes the Publishing Process. If you select **Yes** the following message appears:

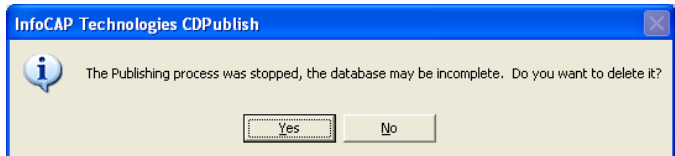


Fig. 5 Deleting a Paused Published Database

Caution: If you choose not to delete the file, the Published Database may contain incomplete records and therefore may return incomplete search results.

Opening CDRetrieve from CDPublish

Once you have created a Published Database it is wise to check the content of the database and perform test searches.

CDRetrieve is an integral part of CDPublish and can be launched from the **CDRetrieve** button on the CDPublish button bar.



Once launched, CDRetrieve behaves in exactly the same way as the native product.

Note: When CDRetrieve is closed, window focus will return to the CDPublish main window.

Note: Closing CDPublish while CDRetrieve is still open will automatically close CDRetrieve.

Chapter 12 CDPublish Technical Reference

Overview

This Chapter discusses the file formats that are necessary for the DocFolder.cfg and DocFolder.idx files that must exist in each batch folder in order for CDPublish to correctly process the batch.

Note: The PowerFilm and PowerBook software applications automatically create these files.

DocFolder.cfg

DocFolder should be replaced with the name of the folder in which the batch resides. For example, if the batch is in a folder called Bh000001 then the cfg file should be named Bh000001.cfg.

The content of the file should be formatted as follows:

```
[CONFIG]
Description=InfoCAP
Number Index Fields=5
[INDEX1]
Label=Company
[INDEX2]
Label=Account No
[INDEX3]
Label=Dept Number
[INDEX4]
Label=Delivery Note
[INDEX5]
Label=Date
```

Description

The **Description** field is the name of the configuration that the Document Capture System used to create the batch. If necessary all batches in the Published Database can use the same Description. Once a description has been used, none of the following entries may change for subsequent batches.

Number of Index Fields

The number of fields in this configuration.

Index Field Labels

These are the label names of all the index fields stored in the DocFolder.idx file. These labels will be used by CDRetrieve to search for the batches and images.

DocFolder.idx

DocFolder should be replaced with the name of the folder in which the batch resides. For example, if the batch is in a folder called Bh000001 then the idx file should be named Bh000001.idx.

The DocFolder.idx file is a fixed field length delimited data file. The index information relating to each image in the

batch is represented as a row in the file. The start positions and the field lengths are detailed below.

Start	Length	Description
221	32	Index Field 1
253	32	Index Field 2
285	32	Index Field 3
317	32	Index Field 4
349	32	Index Field 5
381	32	Index Field 6
413	32	Index Field 7
445	32	Index Field 8
477	32	Index Field 9
509	32	Index Field 10
665	33	Filename
698	2	Carriage Return/Line Feed

If index values are not the maximum length of 32 characters they must be padded to 32 characters.

Filenames are in the format, Bh000001.tif and the field must be padded to 33 characters.

Chapter 13 CDPublish Localisation

Overview

This section deals with the processes and files involved in translating all of the CDPublish menus, dialogs and messages into alternative languages.

Menus, Dialogs and Messages

The CDPublish menus, dialogs and messages are, by default, all displayed in English. However, it is possible to configure CDPublish to load the string values for each of the menus, dialogs and messages from a text file as the program is started.

CDPublish Options Screen

The CDPublish Options screen allows you to define if Localisation is required and which Localisation initialisation file should be used.

Select **Options** from the **File** menu or press the **Display Options** button on the button bar.



The CDPublish Options dialog appears:

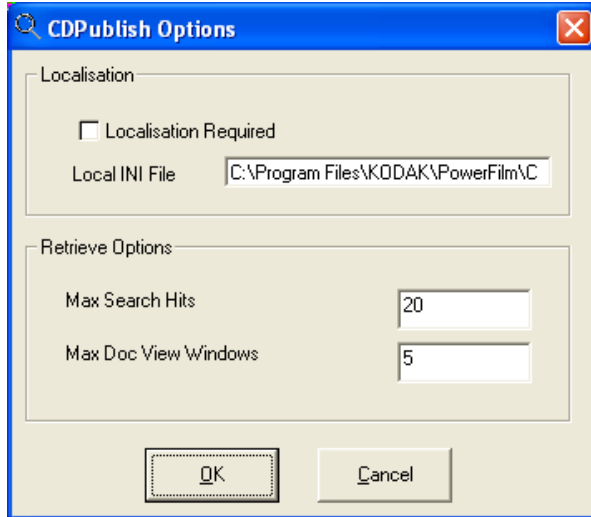


Fig 1. The CDPublish Options Dialog

The *Retrieve Options* section is for use with CDRetrieve. See the CDRetrieve documentation for details.

Localisation Required If this check box is enabled CDPublish will attempt to load all menus, dialogs, pick lists and messages from the specified Localisation INI file.

Local INI File Double click here and navigate to the required Localisation INI file.

The Localisation Initialisation (ini) File

The localisation INI file is a simple text file formatted in the Windows INI file format.

The Localisation file is divided into a number of sections with each section heading in square brackets.

For example, the section [PUBLISH_MENU] covers all the menus on the CDPublish menu bar.

Note: If no entry is found in the localisation file, CDPublish will load the English default value.

Note: It is not possible to translate the Shortcut keys, e.g. F2 - Print). Shortcut keys will always remain at the English defaults. Menu Accelerators may be customised by preceding the accelerator character with an Ampersand (&), e.g. &My File Menu.

Note: To enter other language text into the localisation file you should be running the appropriate language version of Windows.

Note: Always make sure that the custom language text is no longer than the English defaults otherwise they may not fit in the dialog or screen space. The maximum character length for any field is 128 characters.

Example Localisation ini File

A sample Local.ini file is provided as part of the CDPublish installation and is located in the application directory.

```
[DISPLAY_MENU]
File=File1
FilePrint=Fileprint1
FileFax=FileFax1
FileEmail=FileEmail1
FileExit=FileExit1
FileLoadBatch=FileLoadBatch1

View=View1
ViewKeepSelected=ViewKeepSelected1
ViewOptions=ViewOptions1
ViewNext=ViewNext1
ViewPrevious=ViewPrevious1
ViewFirst=ViewFirst1
ViewLast=ViewLast1
ViewRotateLeft=ViewRotateLeft1
ViewRotateRight=ViewRotateRight1
ViewDelete=ViewDelete1
ViewSave=ViewSave1
ViewSaveAs=ViewSaveAs1
ViewScaleToGray=ViewScaleToGray1

ViewFitTo0=Fit To Page 1
ViewFitTo1=Fit To Width 1
ViewFitTo2=Fit To Height 1

ViewCut=Cut1
ViewCopy=Copy1
ViewPaste=Paste1

Options=Options1
OptionsConfirmation=OptionsConfirmation1
Help=Help1
HelpContents=HelpMenuContents1
HelpAbout=HelpAbout1

[DISPLAY_TOOLBAR]
Print=Print1
Fax=Fax1
Mail=Mail1
Return to CDRetrieve=Return to CDRetrieve1

Select=Select1
Drag=Drag1
Zoom Value=Zoom Value1
Zoom In= Zoom In1
Zoom Out = Zoom Out1
Zoom To Select=Zoom To Select1
Rotate Left= Rotate Left1
Rotate Right=Rotate Right1
Previous Page=Previous Page1
Next Page=Next Page1
Cut / Mask White=Cut/Mask1
Copy=Copy1
Paste=Paste1
Save Image=Save Image 1

[RETRIEVE_FORM]
```

Configurations Found=Configurations found1

[RETRIEVE_MENU]

File=File1
FileOptions=Options 1
FileOpen=Open Published Database1
FileSearch0=Search Batch1
FileSearch1=Search Image1
FileClear=Clear Fields1
FileView=View Selected Image1
FileExit=Exit1

Help=Help1
HelpContents=HelpMenuContents1
HelpAbout=HelpAbout1

[RETRIEVE_TOOLBAR]

Open Published Databases=Open Published Databases1
Display Options=Display Options1
Search Batches=Search Batches1
Search Images=Search Images1
Clear Index Values=Clear Index Values1
View Document=View Document1

[PUBLISH_FORM]

Publish Database Name=Publish Database Name1
Path Frame=Select Path for Published Database1
Current Path=Current Published Database Path1:

[PUBLISH_MENU]

File=File1
FilePublish=Create Published Database1
FileRetrieve=CDRetrieve1
FileOptions=Options 1
FileExit=Exit1

Help=Help1
HelpContents=HelpMenuContents1
HelpAbout=HelpAbout1

[PUBLISH_TOOLBAR]

Create Published Database=Create Published Database1
Stop=Stop1
Display Options=Display Options1
CDRetrieve=CDRetrieve1

[EMAIL_FORM]

Send Email=Send Email1
Print=Print1
Fax=Fax1
Pixel to pixel=Pixel to pixel1
Inch to inch=Inch to inch1
Fit to page=Fit to page1
All=All1
Print Options=Print Options1
Selected=Selected1
From=From1
To=To1
Current=Current1
OK=OK1
Cancel=Cancel1
Copies=Copies1

[OPTIONS_FORM]

Localisation=Localisation1
Localisation Required=Localisation Required1

Retrieve Options=Retrieve Options1
Max Search Hits=Max Search Hits1
Max Batch Windows=Max Batch Windows1
OK=OK1
Cancel=Cancel1

Chapter 14 CDRetrieve

What is CDRetrieve?

CDRetrieve is a Windows based software solution that facilitates the retrieval of images, or groups of images stored in batches, based upon index data that has been applied to the images.

CDRetrieve searches a published database (usually stored on a CD along with associated images) that has been created by a sister software product called CDPublish. CDPublish is integrated in the PowerFilm and PowerBook software and may be launched from the PowerFilm or PowerBook File Menu. Users of PowerFilm/PowerBook are free to distribute CDRetrieve, to users that wish to view the published databases free of charge. The installation program for CDRetrieve can be found on the PowerFilm and PowerBook setup CDs.

CDPublish creates published databases from index data created by InfoCAP Technologies' PowerFilm and PowerBook image capture software. It is also compatible with other capture solutions, such as Kofax Ascent Capture, or with data from any other indexing system that can conform to the specification detailed in the CDPublish documentation..

Search and Retrieve

Users are able to search and retrieve images based upon information stored in up to 10 index fields. The index information may be Textual, Alphanumeric, Numeric, or in Date format. Wild Card searching is available and a standard Boolean 'AND' function is supported across index fields.

The original index field labels are displayed to the user for search criteria to be entered.

Image Control

Once an image has been located, it may be viewed in the CDRetrieve Doc View Window (image viewer).

Users are able to; enlarge/reduce the size of the viewed image, rotate the image, navigate through images in a batch and perform cut and paste functions.

Print, Mail and Fax

Users are able to print individual images, or ranges of images, via standard Windows drivers.

CDRetrieve also provides the facility to e-mail individual images, or ranges of images, via Microsoft Messaging Services.

Although Microsoft Messaging Services will allow the user to e-mail and fax images, CDRetrieve also provides the facility to fax images using other third party fax software that integrates via the use of a Fax Print Driver.

The Operating System

A Microsoft Windows-based application, CDRetrieve operates on PC platforms running Windows 2000 Professional, Windows XP Professional, Windows Vista

Business and Windows 7 Professional. CDRetrieve is powerful but relatively easy to use; however, operators should know the basic Windows controls before running the application.

Chapter 15 CDRetrieve User Interface

The Main Window

The following sections describe each portion of the CDRetrieve main window.

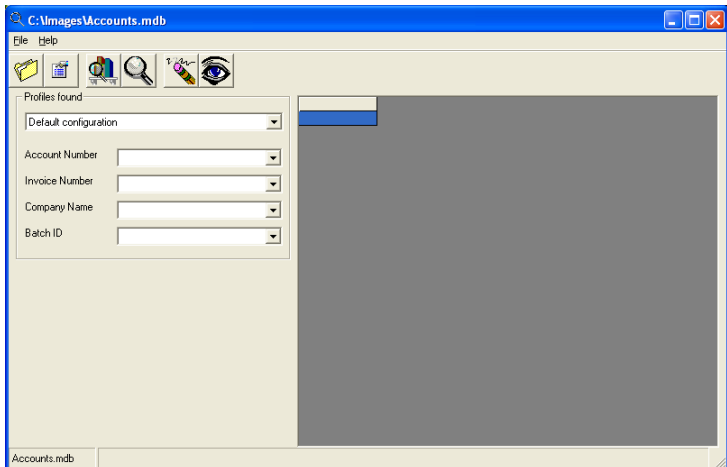


Fig 1. The CDRetrieve User Interface Main Window

Title Bar

The title bar contains the standard MS Windows control items including the Windows control menu and maximise/minimise buttons. The centre of the bar displays the software's title and the path and name of the opened Published Database

Status Bar

The left hand side of the status bar displays the name of the database

The right hand side of the status bar displays status information, e.g., Searching and Found *x*, where *x* is the number of matches found.

Configurations Found

A drop down list of all the profiles associated with this particular database is displayed in the left part of the main window; index field labels and search fields for the configurations found in the published database are shown.

A configuration is a group of settings that was used to create the batch in PowerFilm, PowerBook, or other software capable of create batches that conform to the CDPublish/CDRetrieve specification.

Search Results Window

The right portion of the main window displays the search results in a grid format, one row for each hit. Each column in the grid will reflect the index data stored in the published database.

Menu Bar

The menu bar contains two menus; File and Help. The following sections list the options available from each menu.

Some of the menu functions are also available from the main window button bar, discussed later in this chapter.

To Select an Option from the Menu Bar:

1. Using the mouse, click on the menu title (for example, **File**.)

The drop-down menu displays the available menu items.

2. Click on the desired menu item.

File Menu

The following items are available in the File Menu.

Options	Opens the Options Dialog to allow you to configure Maximum Search Hits displayed and Maximum Doc View Windows (image viewer windows) that may be opened. See Chapter 16 <i>CDRetrieve Operation</i> for more details.
Open Published Database	Allows you to open an existing Published Database from your CD drive or from your hard disk. See Chapter 16 <i>CDRetrieve Operation</i> for more details.
Search Batch	Allows you to search the Published Database based upon specified index search criteria and display batches that match. See Chapter 16 <i>CDRetrieve Operation</i> for more details.

Search

Allows you to search the Published database based upon specified index search criteria and display images that match in any batch in the Published Database

If no index fields are selected the search will return all documents associated with the selected Configuration Profile. See Chapter 16 *CDRetrieve Operation* for more details.

Clear Fields

Clears any index search criteria that may be entered on the search form.

View Selected Image

Opens the selected image (or batch) into the CDRetrieve Doc View Window (image viewer)

Exit

Closes CDRetrieve.

Help Menu

There are two items available in the Help menu.

Contents (F1)

Displays the CDRetrieve User Manual electronic help contents.

About

Displays CDRetrieve copyright and version information.

Main Window Button Bar

For easy access, many of the menu functions are also available from the main window button bar. As the mouse is hovered over each button, windows hover help is displayed indicating the buttons function.



Open Published Database. Allows you to open an existing Published Database from your CD drive or from your hard disk. See Chapter 16 *CDRetrieve Operation* for more details.



Display Options. Opens the Options Dialog to allow you to configure Maximum Search Hits displayed and Maximum Doc View Windows (image viewer windows) that may be opened. See Chapter 16 *CDRetrieve Operation* for more details.



Search Batch. Allows you to search the Published Database based upon specified index search criteria and display batches that match. See Chapter 16 *CDRetrieve Operation* for more details.

Note: This button only appears once a Published Database has been opened.



Search Image. Allows you to search the Published database based upon specified index search criteria and display images that match in any batch in the Published Database. See Chapter 16 *CDRetrieve Operation* for more details.

Note: This button only appears once a Published Database has been opened.



Clear Index Values. Clears any index search criteria that may be entered on the search form.

Note: This button only appears once a Published Database has been opened.



View Document. Opens the selected image (or batch) into the CDRetrieve Doc View Window (image viewer)

Note: This button only appears once a Published Database has been opened.

CDRetrieve Doc View Window (Image Viewer)

After entering search criteria and instigating a search, the search results are displayed in the Search Results Grid located in the right portion of the main window.

Highlighting any one of the hits (rows) in the Search Results Grid and pressing the **View Document** button opens the CDRetrieve Doc View Window (image viewer).



The selected image or batch is loaded in to the CDRetrieve Doc View Window.

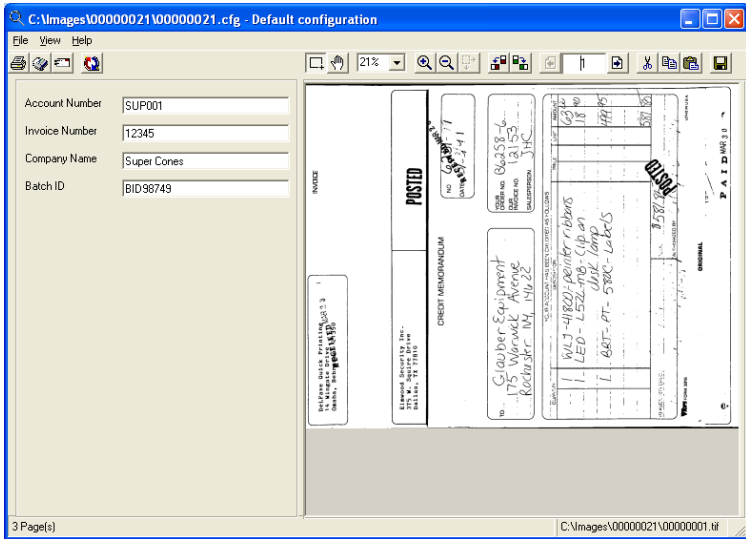


Fig 2. The CDRetrieve Doc View Window

Title Bar

The title bar contains the standard MS Windows control items including the Windows control menu and maximise/minimise buttons. The centre of the bar displays the path and name of the original configuration used to create the displayed batch.

Status Bar

The right hand side of the status bar displays the path and the name of the current image being displayed.

Index Fields

The left portion of the CDRetrieve Doc View Window displays the original index information applied to image(s) in read only mode.

Menu Bar

The menu bar contains three menus; File, View and Help. The following sections list the options available from each menu. Where appropriate, accelerator keys are shown in brackets for each menu function.

Many of the menu functions are also available from the Doc View Window button bar, discussed later in this chapter.

To Select an Option from the Menu Bar:

1. Using the mouse, click on the menu title (for example, **File**).

The drop-down menu displays the available menu items.

2. Click on the desired menu item.

File Menu

The following items are available in the CDRetrieve Doc View Window File Menu.

Print (F2)	Allows you to print individual images or a range of images. See Chapter 17 <i>CDRetrieve Mail, Print and Fax Integration</i> for more details.
Fax (F3)	Allows you to fax individual images or a range of images to third party fax software that may be installed on your PC. See Chapter 17 <i>CDRetrieve Mail, Print and Fax Integration</i> for more details.
Email (F4)	Allows you to Email individual images or a range of images. See Chapter 17 <i>CDRetrieve Mail, Print and Fax Integration</i> for more details.
Exit	Closes the CDRetrieve Doc View Window.

View Menu

The following items are available in the CDRetrieve Doc View Window View Menu.

Next (F12)	Displays the next image in the batch.
Previous (F11)	Displays the previous image in the batch.
First (F9)	Displays the first image in the batch.
Last (Ctrl+E)	Displays the last image in the batch.

Hide Property Fields (F6)	Hides the Property Fields (Index Fields) so that a greater area is available to view the images.
Rotate Left (Ctrl+L)	Rotates the current image 90° to the left.
Rotate Right (Ctrl+R)	Rotates the current image 90° to the right.
Save (Ctrl+S)	Saves any rotations or changes to the current image to a temp file to allow you to Print, Fax or E-mail the image.
Save As	Allows you to save the currently displayed image to an alternative folder and filename.
Scale to Gray	Sets the image viewer display mode to Scale to Gray. Grayscale display makes black and white documents easier to read, and is most effective at a zoom percentage of less than 100%.
Fit to Page (Ctrl+P)	Fits the current image to the size of the viewing window and saves this view for subsequent images.
Fit to Width (Ctrl+W)	Fits the current image to the width of the viewing window and saves this view for subsequent images.
Fit to Height (Ctrl+H)	Fits the current image to the height of the viewing window and saves this view for subsequent images.

Cut (Ctrl+X)	Cuts a selected area of the image to the Windows clipboard. This function is also used to Redact (Mask White) unwanted or sensitive areas of the image before the image is printed, faxed or e-mailed.
Copy (Ctrl+C)	Copies a selected area of the image to the Windows clipboard.
Keep Selected (Ctrl+K)	Reduces the current image to the size of the selected area. This is not a viewing function; the actual image size is reduced.
Paste (Ctrl+V)	If the Cut or Copy functions have previously been used, this function pastes the contents of the Windows clipboard into the image viewing window

Help Menu

There is one item available in the CDRetrieve Doc View Window Help menu.

About	Displays CDRetrieve copyright and version.
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Doc View Window Button Bar

For easy access, many of the menu functions are also available from the Doc View Window button bar. As the mouse is hovered over each button, windows hover help is displayed indicating the buttons function.



Print. Print the current image or range of images.



Fax. Fax the current image or range of images



Mail. Email the current image or range of images.



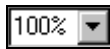
Return to CDRetrieve. Closes the current Doc View Window and returns to the CDRetrieve main window.



Select. Sets the image viewer window to Zoom mode. In this mode you can rubber band an area of the image viewer window you wish to enlarge.



Drag. Sets the image viewer window to Drag mode. Only functional if the current image does not fit in the image viewer window. In this mode you can drag the image in any direction to view different areas of the image.



Allows you to set a custom view size.



Zoom in. Zooms in on the image in the image viewer window.



Zoom out. Zooms out on the image in the image viewer window.



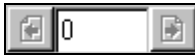
Zoom to Select. Zooms to the area of the image selected by rubber banding with the mouse while in **Select** mode.



Rotate Left. Rotates the image 90° to the left.



Rotate Right. Rotates the image 90° to the Right.



Page Navigation. Left arrow moves to previous page. Right Arrow moves to next page. Entering a value in the box and pressing enter moves to a specific image in the batch.



Cut / Mask White. Cuts a selected area of the image to the Windows clipboard. This function is also used to Redact (Mask White) unwanted or sensitive areas of the image before the image is printed, faxed or e-mailed.



Copy. Copies a selected area of the image to the Windows clipboard.



Paste. If the Cut or Copy functions have previously been used, this function pastes the contents of the Windows clipboard into the image viewing window



Save Image. Saves any rotations or changes to the current image to a temp file to allow you to Print, Fax or E-mail the image.

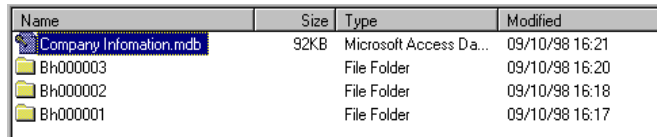
Chapter 16 CDRetrieve Operation

Published Databases

CDRetrieve allows you open Published Databases created by CDPublish.

CDPublish Published Database and Batch Folder Structure

CDPublish builds a Published Database in the folder directly above the folders containing batches of images.



Name	Size	Type	Modified
Company Information.mdb	92KB	Microsoft Access Da...	09/10/98 16:21
Bh000003		File Folder	09/10/98 16:20
Bh000002		File Folder	09/10/98 16:18
Bh000001		File Folder	09/10/98 16:17

Fig 1. Published Database and Batch Folder File Structure

Batches of Images

Images grouped together in a Folder are called Batches. A Batch is simply a logical collection of images. For example, a Batch may contain all the images that relate to a particular subject, department or company. Alternatively, each Batch could represent a document or a folder of documents. The Batch would have been created as the images were scanned.


















Name	Size	Type	Modified
 BH000002.cfg	1KB	CFG File	09/10/98 16:18
 BH000002.idx	11KB	IDX File	09/10/98 16:18
 BH000001.tif	113KB	tif Image	09/10/98 16:17
 BH000002.tif	118KB	tif Image	09/10/98 16:17
 BH000003.tif	121KB	tif Image	09/10/98 16:17
 BH000004.tif	86KB	tif Image	09/10/98 16:17
 BH000005.tif	95KB	tif Image	09/10/98 16:17
 BH000006.tif	24KB	tif Image	09/10/98 16:17
 BH000007.tif	113KB	tif Image	09/10/98 16:17
 BH000008.tif	118KB	tif Image	09/10/98 16:17
 BH000009.tif	121KB	tif Image	09/10/98 16:17
 BH000010.tif	86KB	tif Image	09/10/98 16:17
 BH000011.tif	95KB	tif Image	09/10/98 16:17
 BH000012.tif	24KB	tif Image	09/10/98 16:18
 BH000013.tif	113KB	tif Image	09/10/98 16:18
 BH000014.tif	118KB	tif Image	09/10/98 16:18
 BH000015.tif	121KB	tif Image	09/10/98 16:18

Fig 2. A Batch of Images and Associated Index Files

The Batch Folder also contains two other files; *DocFolder.cfg* and *DocFolder.idx* that contain index data relating to the images. These files are for CDRetrieve internal use only.

Opening a Published Database

Press the **Open Published Database** button:



Or select **Open Published Database** from the **File** menu.

The CDRetrieve **Open Published Database** dialog box appears:

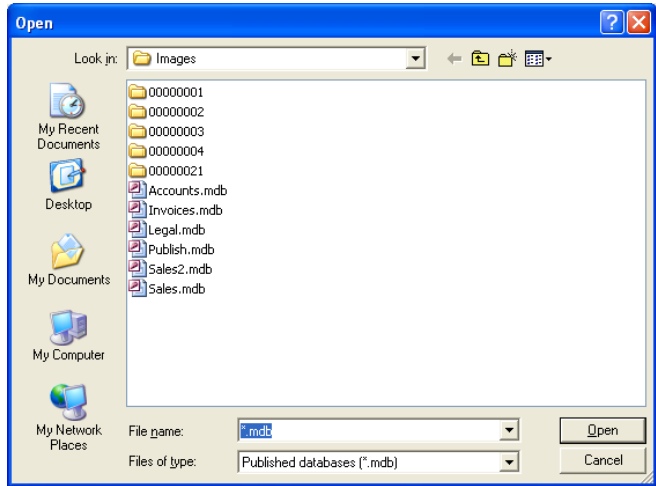


Fig 3. The Open Published Database Dialog

Navigate to the location of your published database. If this is on your CD drive then select the drive letter for the CD drive from the **Look In** pick list. Highlight the name of the Published database and press **OK**.

Note: CDRetrieve will remember the last location that you opened a Published Database from. So if this is always your CD drive, selecting **Open Published Database** will always display the Published Databases in the root of the currently loaded CD.

Searching for Batches or Images

Once a Published Database has been opened, the **Search Batches**, **Search Images**, **Clear Index Values** and **View Document** buttons will become available.



The *Configurations Found* pick list will display the names of all the original configurations used to create the batches of images in the Published Database.

Note: Although it is possible that the published database may contain batches of images created by many different configurations, it is more likely that the Database would have been published with batches of images all created with the same configuration.

Default Index Configuration

CDRetrieve will always display a configuration called *Default Index*. This configuration uses default field labels and displays all 10 index search fields. The Default Index configuration is used to search for batches or images that may have been created with any configuration.

Starting a Search

Select the configuration you wish to use to search for batches or images.

The index search field labels will be updated to reflect the index field labels that were originally used to index the images.

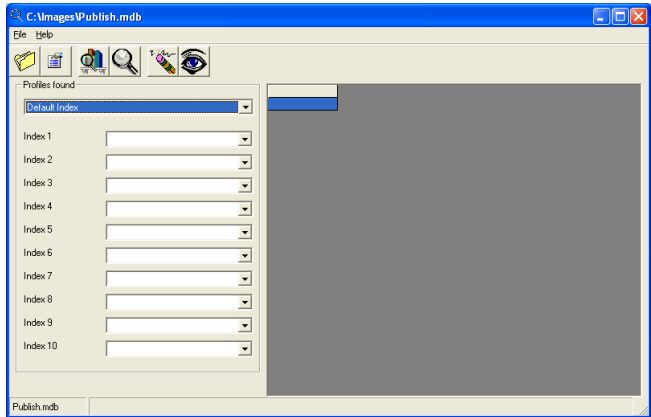


Fig 4. Index Search Fields Updated as Configuration is Opened

Enter your search criteria in any of the index search fields.

Press **Search Batches** or **Search Images**.

Tip If your cursor is positioned in any of the index search fields, pressing CARRIAGE RETURN or ENTER will instigate **Search Images**.

Search Batches



Use **Search Batches** when you want to find all batches in the Published Database that contain images that match your specified search criteria. This is useful if one or more of the index values used to index the batch was batch related, for example - a batch ID number.

Search Images



Use **Search Images** when you want to find all images in the Published Database that match your specified search criteria.

If no index values have been selected, search will return every document in that database.

Note: To abort a search, press the ESC key on your keyboard.

Using Wild Cards

CDRetrieve supports standard Wild Card characters as part of the search criteria, i.e. “?” and “*”.

Examples:

1. To search for all images where the value of an index field begins with the prefix **DN**, type **DN*** and start the search.
2. To search for all images where the value of an index field may have the same last five characters but the first character may vary, type **?12345** and start the search.
3. The “?” character may be used multiple times to replace variable characters in the search string. I.e. **?1234?** would search for a six character string where the middle four characters are **2345**

irrespective of the values of the first and last characters.

4. The “?” and “*” characters may be mixed in a string, i.e., **?12*** would search for any string where the second and third characters were 12, the first character could vary and the end characters may contain any values.

Narrowing the Search

CDRetrieve allows you to perform a Boolean “AND” operation across index search fields.

In this example, searching for all images where the *Company Name* field value is **ACME LTD** returns 15 hits.

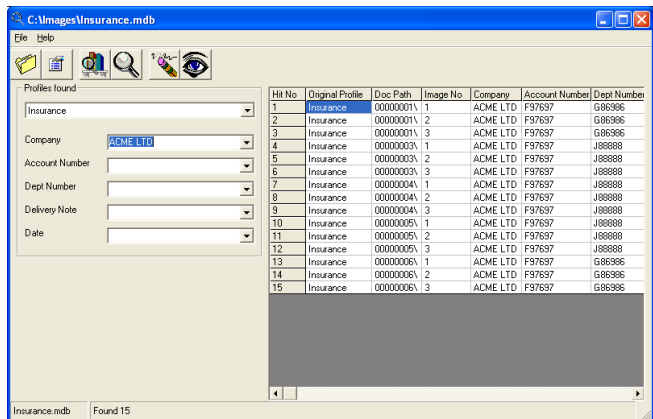


Fig 5. Searching with one Index Value

Specifying that the Department Number is **G86986** reduces the number of hits to 6.

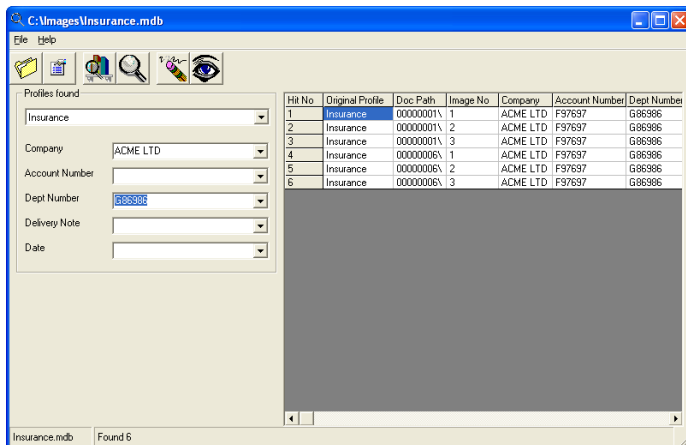


Fig 6. Narrowing the Search

CDRetrieve has searched for all images where the Company name is “ACME LTD” **AND** the Dept Number is “G86986”

Index Value Lookups

CDRetrieve allows you to preview the index values stored in the Published Database, for each index search field, prior to starting a search.

Pressing the down arrow on any index search field will show a list of all the stored values for that field.

Hint: If you wish to narrow the number of entries in the list, you can type the initial characters of the string you are interested in, followed by the “*” wildcard character, and then press the down arrow. This feature also works with the “?” wildcard character.

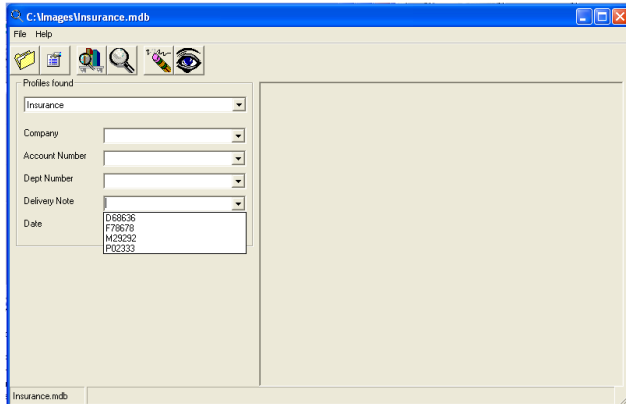


Fig 7. Index Value Lookups

Note: Once a value has been entered into an index search field, pressing the down arrow will only show index values that match the current data. If you wish to select a different value from the lookup list you need to first clear the current value and then press the down arrow.

Clear the current value either by pressing the **Clear Index Values** button or by selecting a null value from the look up pick list.

The Search Results Grid

The Search Results Grid displays the batches or the images that match the search criteria that you specified.

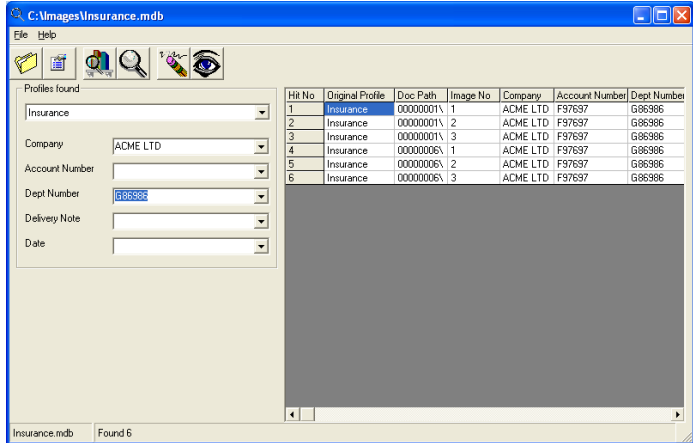


Fig 8. The Search Results Grid

The first four columns provide the following information:

Hit No The number of the hit in the current search results list.

Original Configuration The name of the original configuration used to create the batch when it was scanned.

Batch Path The path to the batch displayed referenced from the location of the Published Database.

Image No The image number in the batch that the hit was found on. If you have a batch made of several single page TIFF images this number represents the page number.

Note: multiple images in the same batch may be displayed if they all contain the specified index data.

Subsequent columns in the Search Results Grid then display the index data applied to each image or batch. The column headings reflect the label name of the index field.

Hint: Increase the size of the window or use the scroll bars to view more columns.

Sorting Columns

CDRetrieve allows you to sort the data in any of the columns in ascending or descending order. To sort a column, select the column heading with a left mouse click. Click again to switch between ascending and descending.

Max Search Hits Option

CDRetrieve allows you to specify the maximum amount of hits that you would like to be displayed in the Search Results Grid. The maximum value is 20,000.

This can be useful if the search criteria you have specified is clearly going to display far too many hits in the Search Results Grid for you to browse through.

Select **Options** from the **File** menu or press the **Display Options** button on the button bar.



The CDRetrieve **Options** dialog appears:

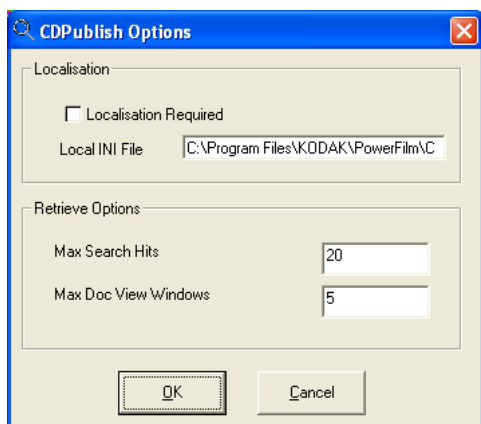


Fig 9. The CDRetrieve Options Window

Note: The *Localisation* section is to enable language translation of the CDRetrieve menus and messages and is discussed in Chapter 7 *Localisation*.

Note: The **Max Doc View Windows** setting is discussed later in this chapter under *Displaying Batches and Images*.

The default maximum number of Search Hits is 20. Enter the desired setting for your requirements and press **OK**. A setting of 0 disables this feature.

If the maximum number of Search hits is encountered during a search, CDRetrieve will warn you with the following message:

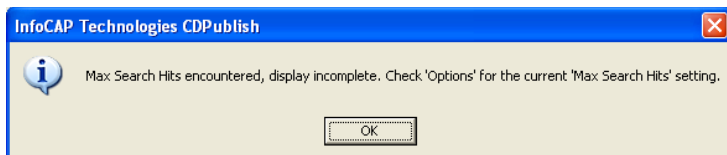


Fig. 10. Maximum Rows Found Message



Refine your query to reduce the number of hits displayed.

Displaying Batches and Images

Once you have found the batches or images you are looking for, you can display them in CDRetrieve's Doc View Window.

Highlight the batch or image in the Search Results Grid. To open the batch or image into the Doc View Window either; double click the batch or image, or, press the **View Document** button on the button bar.



The batch or image is opened into the CDRetrieve Doc View Window.

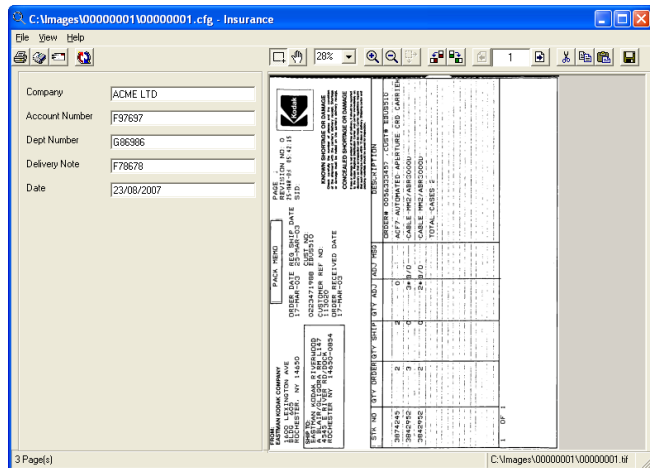


Fig 11. The CDRetrieve Doc View Window

Note: When opening an image the entire batch that the image resides in is opened in the Doc View Window. However, CDRetrieve positions the current image display on the image that was found in the hit list. This allows you to view images scanned before or after the selected image.

Displaying Multiple Doc View Windows

CDRetrieve allows you to open multiple numbers of Doc View Windows at the same time. This allows you to compare images from different batches side by side or even compare different images in the same batch side by side.

To open additional Doc View Windows simply double click the row on the Search Results Grid or select the row and press the **View Document** button on the CDRetrieve main button bar.



Note: Closing the CDRetrieve main window will automatically close all Doc View Windows that may be open.

Returning to the CDRetrieve Main Window

When multiple Doc View Windows are open it can sometimes be difficult to navigate back to the CDRetrieve main window. The **Return to CDRetrieve** button on the Doc View Window tool bar closes the current Doc View Window and returns focus to the CDRetrieve main window.



Note: This button has no effect on any other currently opened Doc View Windows.

Max Doc View Windows Option

CDRetrieve allows you to specify the maximum number of Doc View Windows that may be opened at any one time. This allows you to prevent your Windows Desktop from becoming too cluttered with Doc View Windows.

Select **Options** from the CDRetrieve main window **File** menu or press the **Options** button on the button bar.



The CDRetrieve **Options** dialog appears:

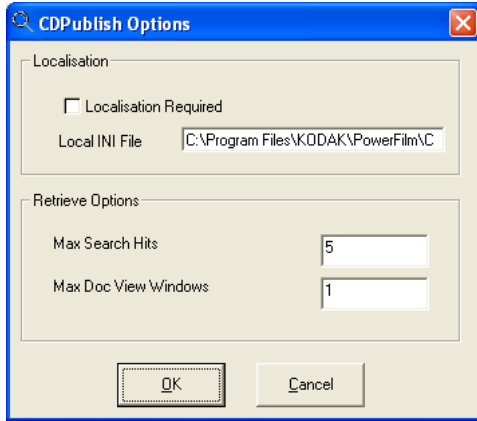


Fig 12. The CDRetrieve Options Window

Note: The *Localisation* section is to enable language translation of the CDRetrieve menus and messages and is discussed in Chapter 18 *CDRetrieve Localisation*.

Note: The **Max Search Hits** setting is discussed earlier in this chapter under *Searching for Batches or Images*.

The Default setting is 5. Enter the desired setting for your requirements and press **OK**. A setting of 0 disables this feature.

When the maximum number of Doc View Windows has been reached, the following message will be displayed when you attempt to open another Doc View Window:

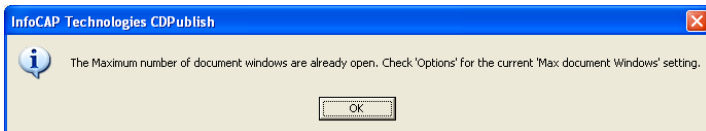


Fig 13. Max No of Doc View Windows Reached

Chapter 17 CDRetrieve Mail, Print, Fax Integration

Overview

This Chapter discusses the Print, Fax and Email capabilities of CDRetrieve.

Once a batch of images has been opened in the Doc View Window the user has the option of Printing, Faxing or E-mailing the currently displayed image or ranges of images.

Image Manipulation

CDRetrieve provides access to Cut, Paste, Keep Selected and image rotation functionality to allow you to Print, Fax or E-mail appropriate images. As the images are likely to be read

only - stored on a CD, any changes made to the image are saved to a temporary image file before the modified image may be Printed, Faxed or E-mailed.

After making any changes to the image, select **Save** from the **View** menu or press **Save Image** on the Doc View Window button bar.



Note: Any number of images in a batch may be modified and saved to temporary files. All the temporary files will be deleted when the Doc View Window is closed.

Printing Images

CDRetrieve prints images via the standard Windows printer drivers.

1. Open a batch or an image into the Doc View Window.
2. Select **Print** from the **File** menu or press the **Print** button on the button bar.



Hint: Print is also available by pressing the F2 function key.

The **Print** dialog box appears.

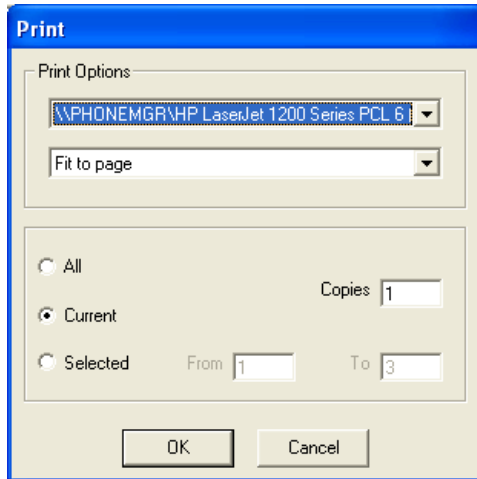


Fig 1. The Print Dialog Box

3. Select the printer you wish to print to.

Note: CDRetrieve will remember the printer you choose and default to it next time you print an image.

Print Options

Lists formats you can specify for a printed page or document.

Fit to page

Fits the page contents to the page size that you specified in your printer properties.

Inch to Inch

Prints the page contents at the same size as the physical scanned or faxed page. Output that extends beyond the paper size is cropped.

Pixel to pixel

Prints one pixel of output for each pixel of input. For example, if the input resolution is 200 dots per inch (dpi), and the output resolution is 100 dpi, the output will be two times as wide and two times as long as the input. Printing that extends beyond the page size is cropped.

Printing

Print the current image, all the images scanned in the batch or a range of images. Select the number of copies required.

Faxing Images

CDRetrieve allows you to fax images to any fax management software that integrates with Windows via the use of a Fax Printer Driver.

1. Open a batch or an image into the Doc View Window.
2. Select **Fax** from the **File** menu or press the **Fax** button on the button bar.



Hint: Fax is also available by pressing the F3 function key.

The **Fax** dialog box appears.

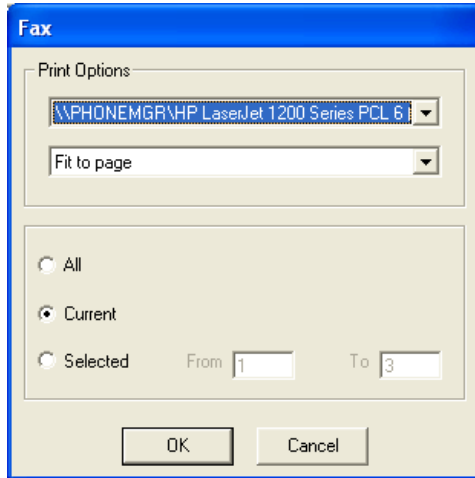


Fig 2. The Fax Dialog Box

3. Select the Fax Printer Driver you wish to print to.

Note: CDRetrieve will remember the fax printer driver you choose and default to it next time you fax an image.

Fax Print Options

Lists formats you can specify when the image is submitted to the fax printer driver.

Fit to page

Fits the page contents to the page size that you specified in your printer properties.

Inch to Inch

Prints the page contents at the same size as the physical scanned or faxed page. Output that extends beyond the paper size is cropped.

Pixel to pixel

Prints one pixel of output for each pixel of input. For example, if the input resolution is 200 dots per inch (dpi), and the output resolution is 100 dpi, the output will be two times as wide and two times as long as the input. Printing that extends beyond the page size is cropped.

Sending the Fax

Fax the current image, all the images scanned in the batch or a range of images to the Fax Printer Driver.

Emailing Images

CDRetrieve integrates with Window Messaging Services and allows you to send the current image in the image viewing window, a range of images or all the images in a batch as Email attachments.

If you send more than one image to the Windows Messaging Service, CDRetrieve will group all the images together in one multi-page TIFF file.

1. Open a batch or an image into the Doc View Window.
2. Select **Email** from the **File** menu or press the **Email** button on the button bar.



Hint: Email is also available by pressing the F4 function key.

The **Email** dialog box appears.

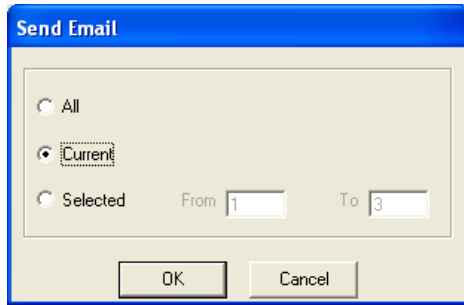


Fig 3. The Send Email Dialog Box

Sending the Email

Send the current image, all the images scanned in the batch or a range of images to the Windows Messaging Service.

Note: Windows Messaging will open and your image(s) will be displayed as an attachment in a New Message. Choose your recipients and press **Send** to send the message.

Hint: As Windows Messaging also supports Fax Routing it is also possible to send Faxes this way.

Chapter 18 CDRetrieve Localisation

Overview

This section deals with the processes and files involved in translating all of the CDRetrieve menus, dialogs and messages into alternative languages.

Menus, Dialogs and Messages

The CDRetrieve menus, dialogs and messages are, by default, all displayed in English. However, it is possible to configure CDRetrieve to load the string values for each of the menus, dialogs and messages from a text file as the program is started.

CDRetrieve Options Screen

The CDRetrieve Options screen allows you to define if Localisation is required and which Localisation initialisation file should be used.

Select **Options** from the **File** menu or press the **Display Options** button on the button bar.



The CDRetrieve Options dialog appears:

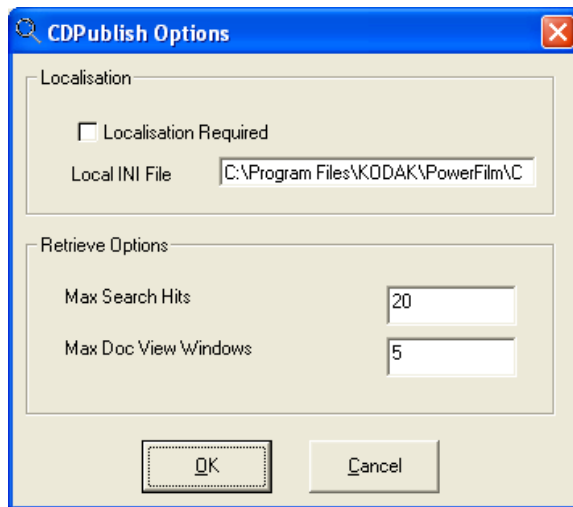


Fig 1. The CDRetrieve Options Dialog

The *Retrieve Options* section is discussed in Chapter 5 *Operation*.

Localisation Required If this check box is enabled CDRetrieve will attempt to load all menus, dialogs, pick lists and messages from the specified Localisation INI file.

Local INI File Double click here and navigate to the required Localisation INI file.

The Localisation Initialisation (ini) File

The localisation INI file is a simple text file formatted in the Windows INI file format.

The Localisation file is divided into a number of sections with each section heading in square brackets.

For example, the section [RETRIEVE_MENU] covers all the menus on the CDRetrieve menu bar.

Note: If no entry is found in the localisation file, CDRetrieve will load the English default value.

Note: It is not possible to translate the Shortcut keys, e.g. F2 - Print). Shortcut keys will always remain at the English defaults. Menu Accelerators may be customised by preceding the accelerator character with an Ampersand (&), e.g. &My File Menu.

Note: To enter other language text into the localisation file you should be running the appropriate language version of Windows.

Note: Always make sure that the custom language text is no longer than the English defaults otherwise they may not fit in the dialog or screen space. The maximum character length for any field is 128 characters.

Example Localisation ini File

A sample Local.ini file is provided as part of the CDRetrieve installation and is located in the application directory.

[DISPLAY_MENU]
 File=File1
 FilePrint=Fileprint1
 FileFax=FileFax1
 FileEmail=FileEmail1
 FileExit=FileExit1
 FileLoadBatch=FileLoadBatch1

 View=View1
 ViewKeepSelected=ViewKeepSelected1
 ViewOptions=ViewOptions1
 ViewNext=ViewNext1
 ViewPrevious=ViewPrevious1
 ViewFirst=ViewFirst1
 ViewLast=ViewLast1
 ViewRotateLeft=ViewRotateLeft1
 ViewRotateRight=ViewRotateRight1
 ViewDelete=ViewDelete1
 ViewSave=ViewSave1
 ViewSaveAs=ViewSaveAs1
 ViewScaleToGray=ViewScaleToGray1

 ViewFitTo0=Fit To Page 1
 ViewFitTo1=Fit To Width 1
 ViewFitTo2=Fit To Height 1

 ViewCut=Cut1
 ViewCopy=Copy1
 ViewPaste=Paste1

 Options=Options1
 OptionsConfirmation=OptionsConfirmation1
 Help=Help1
 HelpContents=HelpMenuContents1
 HelpAbout=HelpAbout1

 [DISPLAY_TOOLBAR]
 Print=Print1
 Fax=Fax1
 Mail=Mail1
 Return to CDRRetrieve=Return to CDRRetrieve1

 Select=Select1
 Drag=Drag1
 Zoom Value=Zoom Value1
 Zoom In= Zoom In1
 Zoom Out = Zoom Out1
 Zoom To Select=Zoom To Select1
 Rotate Left= Rotate Left1
 Rotate Right=Rotate Right1
 Previous Page=Previous Page1
 Next Page=Next Page1
 Cut / Mask White=Cut/Mask1
 Copy=Copy1
 Paste=Paste1
 Save Image=Save Image 1

 [RETRIEVE_FORM]
 Configurations Found=Configurations found1

 [RETRIEVE_MENU]
 File=File1
 FileOptions=Options 1
 FileOpen=Open Published Database1
 FileSearch0=Search Batch1

FileSearch1=Search Image1
FileClear=Clear Fields1
FileView=View Selected Image1
FileExit=Exit1

Help=Help1
HelpContents=HelpMenuContents1
HelpAbout=HelpAbout1

[RETRIEVE_TOOLBAR]
Open Published Databases=Open Published Databases1
Display Options=Display Options1
Search Batches=Search Batches1
Search Images=Search Images1
Clear Index Values=Clear Index Values1
View Document=View Document1

[PUBLISH_FORM]
Publish Database Name=Publish Database Name1
Path Frame=Select Path for Published Database1
Current Path=Current Published Database Path1:

[PUBLISH_MENU]
File=File1
FilePublish=Create Published Database1
FileRetrieve=CDRetrieve1
FileOptions=Options 1
FileExit=Exit1

Help=Help1
HelpContents=HelpMenuContents1
HelpAbout=HelpAbout1

[PUBLISH_TOOLBAR]
Create Published Database=Create Published Database1
Stop=Stop1
Display Options=Display Options1
CDRetrieve=CDRetrieve1

[EMAIL_FORM]
Send Email=Send Email1
Print=Print1
Fax=Fax1
Pixel to pixel=Pixel to pixel1
Inch to inch=Inch to inch1
Fit to page=Fit to page1
All=All1
Print Options=Print Options1
Selected=Selected1
From=From1
To=To1
Current=Current1
OK=OK1
Cancel=Cancel1
Copies=Copies1

[OPTIONS_FORM]
Localisation=Localisation1
Localisation Required=Localisation Required1
Retrieve Options=Retrieve Options1
Max Search Hits=Max Search Hits1
Max Batch Windows=Max Batch Windows1
OK=OK1

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