

About This Guide

This guide introduces Imaging for Windows® and shows you how

Purpose

The *Getting Started Guide* provides general information about imaging concepts, describes the features of Imaging for Windows®, explains how to install the software, and shows you how to perform several imaging tasks.

Prerequisites

To use this product, you need to be familiar with the Microsoft® Windows environment. If you are using a printer, a scanner, or a TWAIN-compliant device, you should also know how to connect and operate it.

If you plan to access documents residing on a WMS Imaging Server (1.x) or in a WMS Imaging and Workflow (WMS) environment, you should be familiar with navigating document

Introducing Imaging for Windows®

This chapter discusses basic imaging concepts and describes the functions available with Imaging for Windows®.

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Image File Formats

Images are saved as image files, which use file name extensions such as .tif, .bmp, .jpg, and .awd. The extension indicates the format used to store the image.

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



Other formats, such as TIFF and AWD, are similar to a book; they contain one or more pages, and each page holds a single image.

Image documents can also be found in WMS Imaging Server (1.x)

Imaging for Windows

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

Many options present dialog boxes. If you are not sure about which values or properties to set, accept the default values. These values were chosen to give satisfactory results in a variety of

You can display a single image in the window, display thumbnail views of the images contained in

The document `Hq.tif` is included in the `Samples` folder of this product. This example of an annotated document page includes hyperlinks to other pages within the document. Click on text

Installing the Software

System Requirements

You can select from the following options:

Install Imaging for Windows — Installs Imaging for Windows.

Uninstalling Imaging Components

Using the Imaging Application

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

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Finding Specified Properties

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

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

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Annotating a Document

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

Applying a Rubber Stamp

- 1 On the File menu, click Open.

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Finding Imaging Server Documents

This chapter describes how to find documents residing on a WMS Imaging Server (1.x) or a WMS Imaging and Workflow server.

Finding Server Documents

Before you begin your document search, start Imaging for Windows:

Perform the following steps to access a document residing on a WMS Imaging Server (1.x) or within a WMS Imaging and Workflow environment.

- 1 On the File menu, click Find Imaging Server Documents. The Find dialog box appears.

- 2 From the Show list box, select either 1.x Documents or WMS Imaging Documents.

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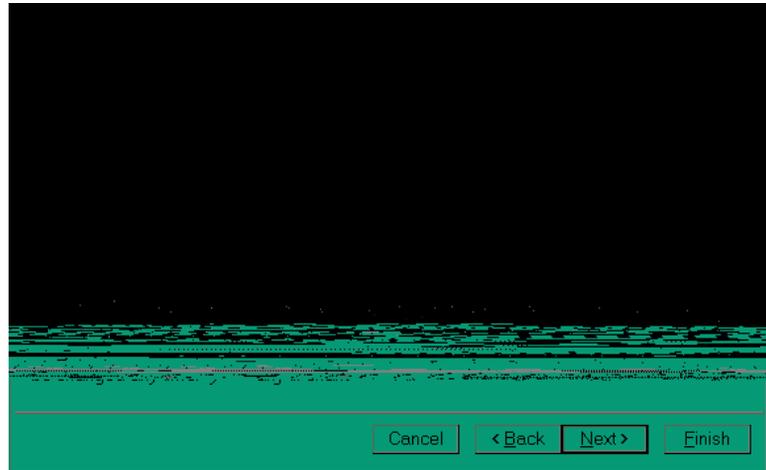
To sort a column of data in

Date Modified Tab

This tab enables you to specify date modified criteria for your document search.

- 1 Click All Documents and then click **Find Now**.
Or:

Creating a Flow



- 3 Under Capture From, click Scanner; under Output To, click Folder. Click **Next** to proceed. The Create New Flow dialog box now displays Scan Settings and Options.

If you have a flatbed scanner, and are scanning more than one page, select the *Prompt for more pages* box.

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