



Imaging for Windows[®]
Getting Started Guide

Imaging for Windows®

Getting Started Guide

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About This Guide

This guide introduces Global 360 Imaging for Windows® and explains how to get started by performing some common tasks.

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Purpose

This document is written for users of Imaging for Windows. It provides information about imaging concepts, the features of Imaging for Windows, and how to install the software and perform several imaging tasks.

Prerequisites

To use Imaging for Windows, 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 Global 360 Imaging Server (1.x) or in an Execute360 environment, you should be familiar with navigating document databases in those environments.

Related Information

For instructions about how to use Imaging for Windows, refer to the online help system. For updated product information and general information about Imaging for Windows, visit our Web site at

www.global360.com

Support

Should you have questions regarding Imaging for Windows, or problems with your system after installation, read the Imaging FAQs or consult your customer support representative.

To access the list of FAQs or to obtain technical support, visit our Web site at

www.global360.com

Introducing Imaging for Windows®

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

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Basic Imaging Concepts

The following section describes some basic Imaging for Windows concepts and terminology.

What is Imaging?

Imaging is a process that uses computer software to create, modify, and process electronic images. The following list describes some typical imaging operations:

- Scanning text, photographs, or drawings and saving the results in an image file.
- Displaying images using techniques such as thumbnail representations, magnification, rotation, and size to fit.
- Sending image documents by e-mail.
- Adding annotations to images.
- Performing electronic “cleanup” of images to make them easier to view.

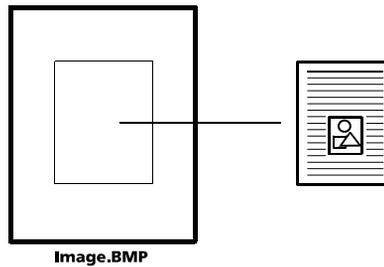
Types of Images

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

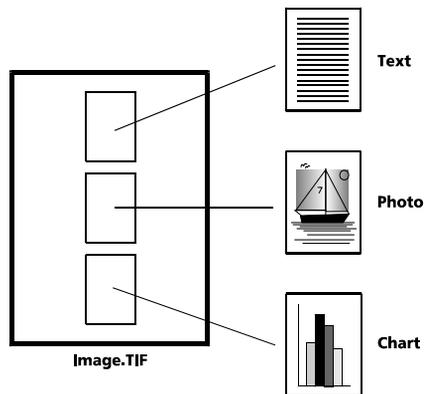
Image File Formats

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

Some formats, such as Windows Bitmap and JFIF (commonly referred to as JPEG), contain only one image per file.



The TIFF format is similar to a book. It contains one or more pages and each page holds a single image. The PDF (Portable Document Format) file format can also contain one or more pages.

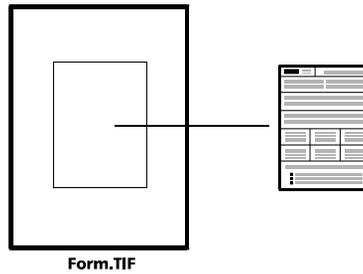


Because image files are standard Windows files, you can use Windows commands to perform operations such as

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

Image Documents

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



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

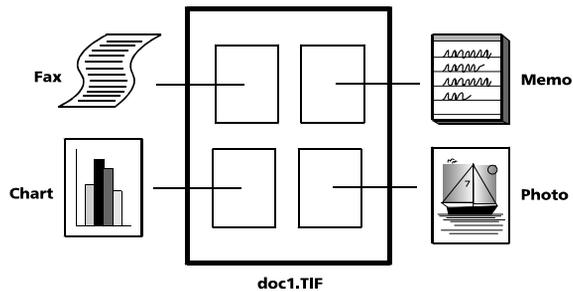
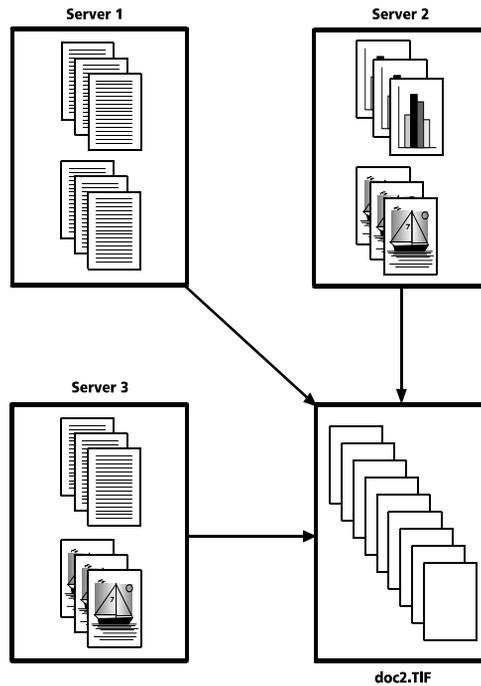


Image documents can also be found in Global 360 Imaging Server (1.x) and Execute360 installations. In these environments, an image document can be a collection of images stored in different multi-page image files and located on different servers.

The links to different image files/servers and the mechanism for retrieving the images are invisible to the user, who sees only a single image document.



Imaging for Windows

Imaging for Windows enables you to perform a variety of imaging operations by making selections from menus or by clicking tool buttons.

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

Imaging for Windows consists of the Imaging, Preview, and Flow applications.

Imaging



This section briefly describes what you can do with the Imaging application. For more detailed information, including how to perform specific tasks, refer to the online help while you are using the application.

Display Images

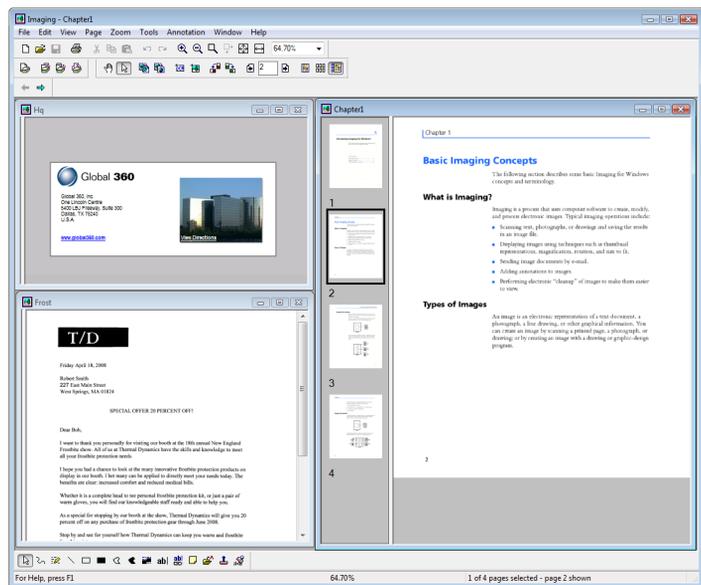
The Imaging application displays the following types of image files. File types marked with an asterisk (*) can be viewed but not updated.

Image File Type	Extension
TIFF file	.tif, .tiff, .jfx
Bitmap file	.bmp
GIF file*	.gif
Image Bookmark file	.ibk
JPG-JFIF file	.jpg, .jpe, .jpeg
PDF file*	.pdf

Image File Type	Extension
PCX/DCX document*	.pcx, .dcx
WIFF document*	.wif
XIF document*	.xif

You can display one or more image files. Each image file is displayed in its own child window.

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



Imaging Server Documents

You can view documents residing on a Global 360 Imaging Server (1.x) or in an Execute360 environment. To do so, you must configure server access during installation. Dialog boxes help you navigate between servers and databases and provide various search options to find documents.

Convert Image Files

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

- TIFF
- Windows Bitmap
- JPEG-JFIF

In some cases, converting from one file format to another causes the original image to permanently lose certain attributes. For example, the JFIF file type uses JPEG compression and some image detail may be lost.

Change Image Display

You can change the image display by zooming to increase or decrease the size of the image, sizing the image for best fit, or sizing it to fit the height or width of a window. You can also rotate an image left, right, or 180 degrees. Rotating an image is useful if you scanned landscape images using a scanner's sheet feeder or if you fed a stack of documents into the scanner's document feeder backwards (180 degrees from the desired orientation).

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



For best results, save scanned documents in TIFF format.

Scan Images

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

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

Annotate Images

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

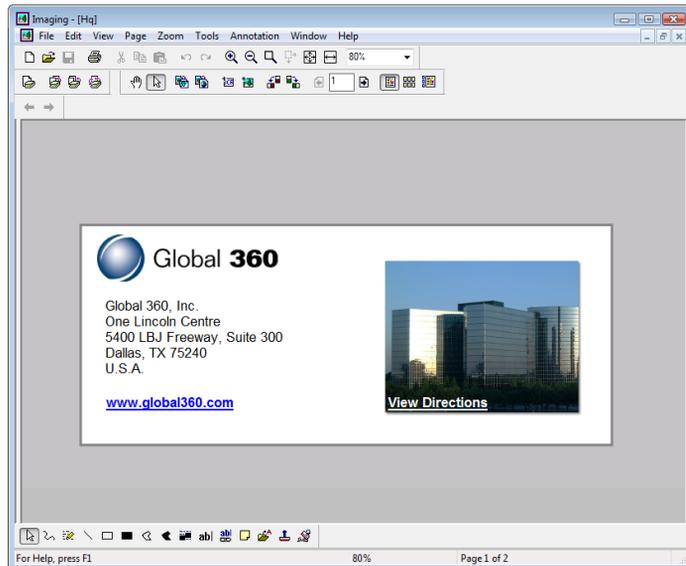
- Freehand or straight-line markings
- Highlighter
- Hollow and filled rectangles
- Hollow, filled, and auto polygons
- Attach-a-note text
- Text or Text from a file
- Customizable rubber stamps containing text (such as “Received”) or an image (such as your company logo)
- Hyperlinks
- Initials

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

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

The following illustration shows an example of a page that includes a hyperlink to the second page of the document as well as two hyperlinks to the Global 360 home page on the Internet.

Click **View Directions** to display the second page of the document. Once there, click **Return to Address** to redisplay Page 1. Click either the URL or the address to start your browser with the Global 360 home page.



Create a Contact Sheet

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

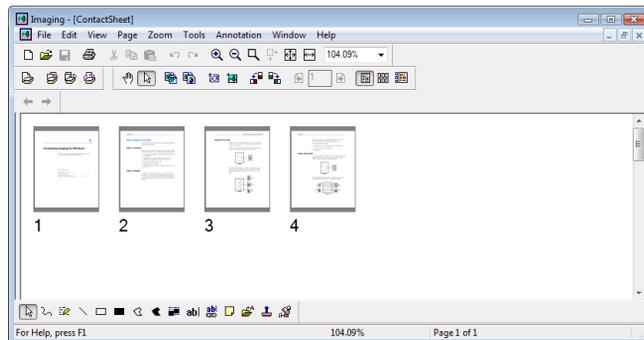


Image Processing

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

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

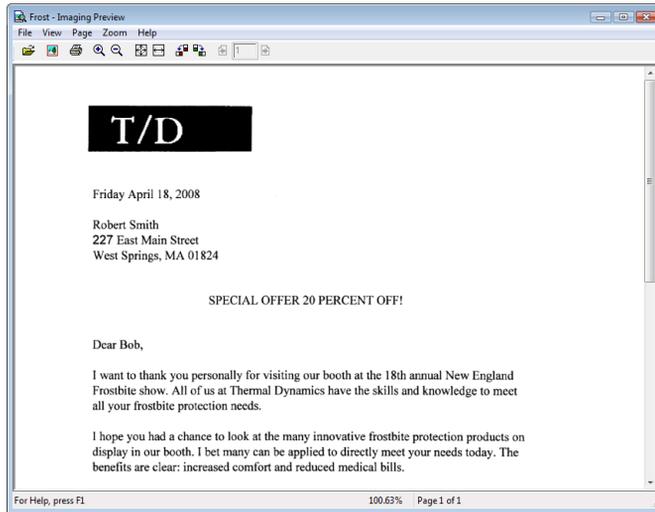
You can specify a portion of the image to crop or let the program automatically crop the edges of a displayed image for you.

Preview



Preview provides the capability to quickly view supported file types but changes cannot be saved.

Note: Preview does not display a PDF file but it does offer to open it in Imaging.



You can open an image for editing by clicking **Open Image for Editing** on the **File** menu or by clicking the **Open Image for Editing** icon on the toolbar ()

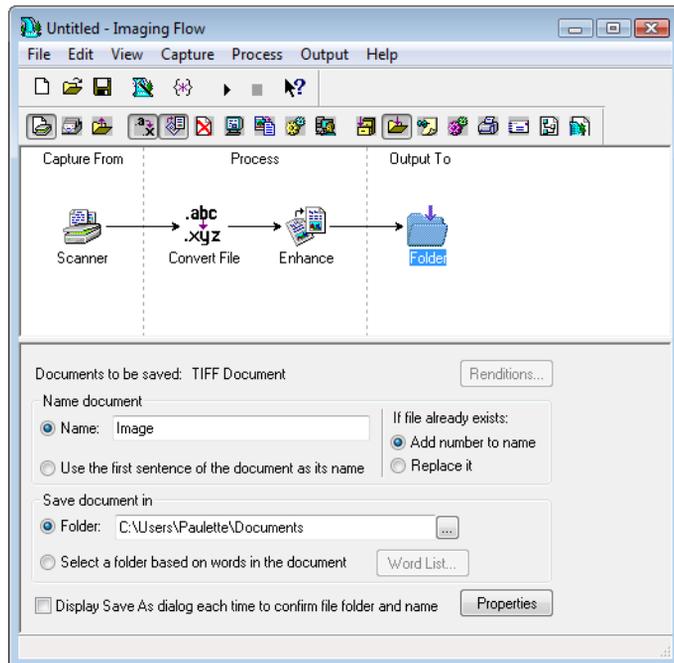
Flow



Flow is a component of Imaging for Windows that is designed to automatically capture, process, and output information while you perform other tasks.

A flow is a set of directions for processing images. You create a flow interactively, adding tools to the flow one at a time. When you add a tool, you can define settings and choose options for it. When you finish building a flow, you save it as a file with a `.flo` extension.

You can run the same `.flo` file repeatedly, for predictable results, or modify it with the Flow Editor. You can also save a flow to run on another system with Imaging for Windows installed.



Capture

The Flow tools can capture:

- Images scanned to your system — you can select the type of document to scan, or you can define scanner parameters such as resolution, paper size, and color.
- Fax messages arriving at the inbox of your e-mail client — you define which faxes to process and specify what to do with the fax after it is read.
- Image files from folders on local or redirected drives — Flow captures new documents that appear in designated folders. This is useful if you have a fax application that places incoming faxes into a particular folder or if you are using Global 360 Scan Manager to create documents in a designated folder.

Process

Flow tools can perform the following processes on captured documents:

- Convert images to TIFF (*.tif), Windows Bitmap (*.bmp), or JPEG-JFIF (*.jpg) file formats
- Apply compression to image files
- Invoke a user-defined program
- Perform image enhancement such as Despeckle, Straighten Page, Crop, Rotate, and Invert
- Delete pages from a document
- Display the image, image thumbnails, or both
- Prompt a user for input
- Convert images to text (OCR)

You can define or modify settings and options for these processes when you click a tool in the Flow interface.

Output

You can define or modify settings and options for each output tool when you click the tool in the Flow interface. Flow's output tools let you send documents to several destinations:

- A specified folder name and location
- An outbound fax or e-mail, using a MAPI-compliant mailbox
- Global 360 Imaging (1.x) or Execute360 servers
- Microsoft Exchange folders
- A printer

You can also open a predefined application or invoke another flow as an output task.

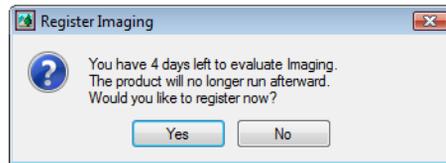
Flow routes your documents to a location you specify. Optionally, you can have Flow automatically route your documents to a destination, based on words found in the document. To use this feature, you must first create a word list that associates certain words with folders, locations, or recipients, depending on the output tool you are using.

Note: The automatic routing feature is not available for the Run Program or Printer output tools.

Registering Imaging for Windows

Imaging for Windows includes a licensing mechanism that requires you to register the software within 14 calendar days after you first initialize it.

If you have not registered Imaging for Windows, a message appears when you run the software informing you about how many days you can continue to use it without registering. The software will no longer run after this period has expired.



To register Imaging for Windows, follow the instructions that appear when you run the software. Allow at least two business days for your registration code request to be processed.

Installing the Software

This chapter specifies system requirements and describes how to install, modify, and remove Imaging for Windows[®].

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System Requirements

Before you install Imaging for Windows, be sure that your computer meets the following minimum system requirements. Actual requirements will vary, depending on system configuration and on the programs and the features that you install.

Hardware Requirements

- Intel Pentium® or equivalent processor
- VGA or SVGA monitor
- VGA controller with at least 1 MB of memory
- CD-ROM drive (to install the software)
- TWAIN-compliant device (optional)
- Fax/modem card (optional)

Software Requirements

- Windows Vista™ with Service Pack 1 (or later), Windows XP with Service Pack 2 (or later), or Windows 2000 with Service Pack 4 (or later)
- 64 MB RAM or more for Windows 2000 and Windows XP, or 1 GB RAM or more for Windows Vista
- At least 35 MB of hard disk space on the system drive

Types of Installation

The Imaging for Windows software consists of various components and features. During the installation, you are prompted to select **Typical** or **Custom** installation.

- With the **Typical** installation, all components and features except for 1.x server access are installed.
- With the **Custom** installation, you can individually select the components and features to install. You must select the Custom installation type to install 1.x server access.

Running the Installation Program

When you insert the Installation CD into your computer's CD-ROM drive, the installation program starts automatically and the **Welcome to Imaging for Windows Setup** window appears.

Note: If the installation program does not start automatically, click the **Start** button and then click **Run**. On the **Run** dialog box, type the drive letter of your CD-ROM drive, a colon and backslash, and then `setup.exe`. For example, if your CD-ROM drive letter is E, type `E:\setup.exe`.



Note: If you install from a redirected drive, be sure to note the path for future use.



The **Next** button remains disabled if you do not accept the terms of the license agreement.

- 1 Click **Next**. The **License Agreement** window appears.
- 2 Read the license agreement. If you agree to the terms, click **I accept the terms in the license agreement** and then click **Next** to continue. The **Destination Folder** dialog box appears.

Note: The destination folder holds documentation and samples. Users should have Write access to this location.

- 3 Either accept the default location (C:\Program Files\Global 360\)) or click **Change** to display the **Change Current Destination Folder** dialog box, from which you can select a different location.

The **Setup Type** dialog box appears.

- To continue with a **Typical** installation, proceed to the section called “Performing a Typical Installation.”
- To continue with a **Custom** installation, proceed to the section called “Performing a Custom Installation.”

Performing a Typical Installation

The **Typical** installation option installs all Imaging for Windows components except for 1.x Server access.

To perform a Typical installation

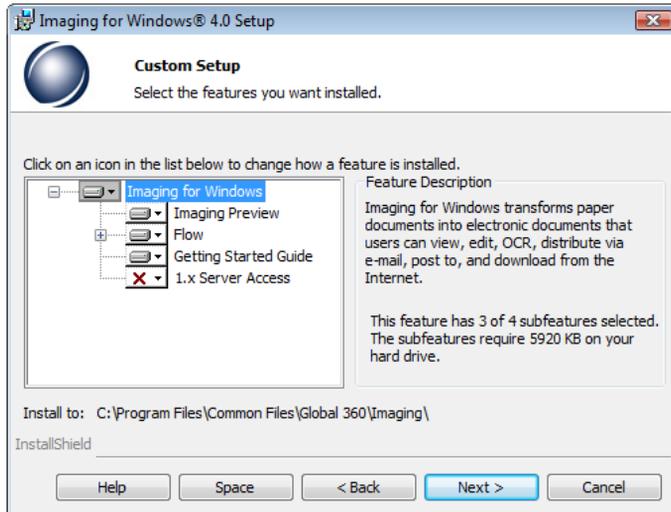
- 1 In the **Setup Type** dialog box, select **Typical** and then click **Next**. The **Ready to Install the Program** dialog box appears, listing the components that will be installed.
- 2 Click **Install**. The setup program begins copying files to your system and a status bar appears. When the installation is complete, the **Setup Program Completed** dialog box appears.
- 3 Click **Finish** to complete the installation.

Performing a Custom Installation

With the **Custom** installation, you can individually select the Imaging for Windows components and features to install. You must select the Custom installation type to install 1.x server access.

- 1 In the **Setup Type** dialog box, select **Custom** and then click **Next**. The **Custom Setup** dialog box appears.

Note: Users should have Write access to the destination location for documentation and samples that is displayed in the **Install to** area.



- 2 Select the features to install. The **Feature Description** area displays the description and space requirements of the selected feature.

The icon next to each feature indicates how it will be installed. If you need to change this information, click the arrow next to the icon and select one of the following options.

Icon	Description
	The selected feature will be completely installed to the local hard drive.
	The selected feature will have some subfeatures installed to the local hard drive (available only if the feature has subfeatures).
	The selected feature will not be installed.

You can click **Space** to see the disk space requirements for the custom installation you have configured.

- 3 Click **Next**. If you are installing 1.x server access, enter the Name Server IP address and port when prompted and then click **Next**.

The **Ready to Install the Program** dialog box appears, listing the components that will be installed.

- 4 Click **Install**. The setup program begins copying files to your system and a status bar appears. When the installation is complete, the **Setup Program Completed** dialog box appears.

Maintaining the Installation

After you successfully install the Imaging for Windows software, you can run the setup program again at any time to modify, repair, or remove the existing installation.

- **Modify** changes the features that were installed or the way in which they are installed.
- **Repair** fixes missing or corrupt files, shortcuts, and registry entries.
- **Remove** removes Imaging for Windows from the computer.

To modify, repair, or remove the installation

- 1 Insert the Imaging for Windows CD into the computer's CD-ROM drive. The installation program starts automatically and the **Welcome** window appears.
- 2 Click **Next**. The **Program Maintenance** dialog box appears.

Note: If you originally installed from a fixed location, such as a file server, use Control Panel to perform maintenance functions.

Modifying the Installation

The Modify option lets you change the program features that are currently installed on your computer.

To modify the existing installation

- 1 On the **Program Maintenance** dialog box, select **Modify** and then click **Next**. The **Custom Setup** dialog box appears.
- 2 In the list of features, select the components and features that you want to install or remove. If necessary, click **Help** to see instructions about how to make your selections.
- 3 Click **Next**. The setup program displays the appropriate series of dialog boxes for the features that you selected. Refer to the section in this chapter called “Running the Installation Program” for instructions.

Repairing the Installation

The Repair facility lets you repair errors that may have occurred in your current installation. For instance, you can recover necessary files that were accidentally deleted from the installation directory.

To repair the existing installation

- 1 On the **Program Maintenance** dialog box, select **Repair** and then click **Next**. The **Ready to Repair the Program** dialog box appears.
- 2 Click **Install**. The setup program repairs the current installation and displays a message when the process is complete.
- 3 Click **Finish**.

Removing the Installation

The Remove facility lets you remove the Imaging for Windows software from your computer, including most of its Windows registry information. This does not remove data.

Note: To remove only selected features of the current installation, use the **Modify** facility. Refer to the section called “Modifying the Installation” earlier in this chapter for instructions.

To remove the existing installation

- 1 On the **Program Maintenance** dialog box, select **Remove** and then click **Next**. The **Remove the Program** dialog box appears.
- 2 Click **Remove**. The **Uninstalling Imaging for Windows 4.0** dialog box displays a status bar that indicates the progress of the removal procedure. When the removal is complete, the setup program displays a completion message.
- 3 Click **Finish**.

Running an Unattended Installation

All the functions of an installation from the distribution media can be duplicated using command line syntax. This section describes the properties and values specific to the Imaging for Windows® 4.0 package. A complete list of Microsoft Installer parameters is available from the Microsoft Web site.

The Imaging for Windows® 4.0 package is made up of five features. Each time the installation is run, features can be added or removed. Installing or removing a feature that depends on other features also installs or removes the dependencies, even if they are not explicitly specified.

The following table describes the Imaging for Windows feature set:

Feature Name	Install Level	Description
ImgForWin	1	The root of Imaging for Windows. It includes Imaging and Preview. All other features are dependent on this feature.
ImgFlow	1	The Flow application.
FlowSamples	1	Examples useful for understanding the Flow application. This feature is dependent on ImgFlow.
Documentation	1	This Getting Started Guide and some sample images referenced in the chapters.
IMG1X	120	Files necessary for Imaging Server Access (1.x). Requires the use of the IPPORT public property.

When installing or removing multiple features, they should be included comma delimited and without spaces.

For example, to install Imaging, Preview, Flow, and the documentation while showing only a progress bar and not requiring any user intervention the syntax would be as follows:

```
msiexec /i "Imaging for Windows 4.0.msi" /passive  
ADDLOCAL=ImgForWin,ImgFlow,Documentation
```

Note: This command assumes that the installation files reside in the current directory. Otherwise, a full path is required.

Public Properties

This section describes the set of public properties (always written in uppercase) that are used to pass data to the installer.

ADDLOCAL

A comma delimited list of features to be added.

Example

```
ADDLOCAL=ImgForWin,IMG1X
```

IPPORT

A delimited string holding the IP address and port number of the Imaging NameServer. This information must be included when installing the IMG1X feature.

Example

```
IPPORT="172.25.942.007/4169"
```

REMOVE

A comma delimited list of features to be removed.

Example

```
REMOVE=FlowSamples
```

INSTALLDIR

A delimited path to the target folder where Documentation or Flows are installed. The specified path is used as the root of the documentation folder set.

- \Imaging\Documentation and \Imaging\Samples are installed when the Documentation feature is installed.
- \Imaging\Flows is installed when the FlowSamples feature is installed.

If the specified path or part of it does not exist, the installer creates it. If the features are installed at different times, separate paths can be specified. When a feature is uninstalled, any part of the associated path that is empty is removed.

Example

```
INSTALLDIR="D:\Data"
```

ALLUSERS

A numeric value used to determine whether a Per-User or a Per-Machine (all users) installation is attempted.

This property supersedes the hardcoded value in the installation, which is 2. Possible values are null, 1, or 2.

If you reset ALLUSERS to null with ALLUSERS="" a per user installation is attempted.

If you reset ALLUSERS to 1, an all users installation is attempted but fails unless the account is an administrator.

With the default value of 2, the outcome depends on the operating system.

- Windows 2000 attempts an all users installation, which fails unless the account is an administrator. At that point it attempts a per user installation.
- Windows XP attempts an all user installation only if the account is an administrator. Otherwise, it attempts a per user installation.
- Windows Vista with User Account Control (UAC) active attempt an all user installation. If the account is not an administrator it solicits administrator credentials. If this fails, the installation also fails. When UAC is disabled, the installation fails unless the account is an administrator.

Example

```
ALLUSERS="2"
```

INSTALLLEVEL

A numeric value used in conjunction with the hardcoded levels of the individual features to determine which features are installed by default.

The installation level is hardcoded to 100. Any feature with an individual level below that value are selected for installation by default. For example, the IMG1X feature has a level of 120 so it remains deselected by default. Changing the level of the installation to a value greater than 120 with this property enables that feature to be installed with the others.

The table on page 25 shows the individual levels of each feature.

Example

```
INSTALLLEVEL=200
```

Product Code

A string that represents the Imaging for Windows 4.0 package once it is installed on a machine.

The value is as following (including the curly braces):

```
{22B9BB8D-25F5-4CBA-89F7-E3F53AB7FB8C}
```

The Product Code can be used when invoking Uninstall or Repair.

Samples

Silently install all default features with error logging and an updated target directory for the documentation.

```
msiexec /i "Imaging for Windows 4.0.msi" /quiet /  
le+ "c:\temp\i4wlog.txt" INSTALLDIR="c:\temp\i4wdocs"
```

Repair the current installation by unconditionally recopying all files while showing only a progress bar and prompt the user to reboot only if necessary.

```
msiexec /fa "Imaging for Windows 4.0.msi" /passive /  
promptrestart
```

Remove the current installation using the Product Code and showing only a progress bar.

```
msiexec /x "{22B9BB8D-25F5-4CBA-89F7-E3F53AB7FB8C}"  
/passive
```

Using the Imaging Application

This chapter guides you through some basic operations with Imaging for Windows[®]. For additional information, refer to the online help system.

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Starting Imaging for Windows



To start Imaging for Windows:

- Click the **Start** button, and then point to **All Programs**, **Global 360**, **Imaging**, and click **Imaging**.

Note: You may be prompted to register. Without registration, Imaging for Windows will run only for a preset evaluation period. To continue without registering, click **No**. To find out more about registration, click **Yes** and then **Help**.

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

Displaying an Image Document

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

Opening the Document

- 1 On the **File** menu, click **Open**. The **Open** dialog box appears.
- 2 Navigate to the folder where you chose to install the samples during the installation procedure. The default location is:
C:\Program Files\Global 360\Imaging\Samples

Note: If you do not have Write access to the location where the samples were installed you should copy the samples to a different location.

- 3 Open the **Samples** folder.

- 4 Select `Chapter1.tif` and then click **Open**. The image of a text document appears.
- 5 On the **View** menu, click **One Page**.

Changing the Display



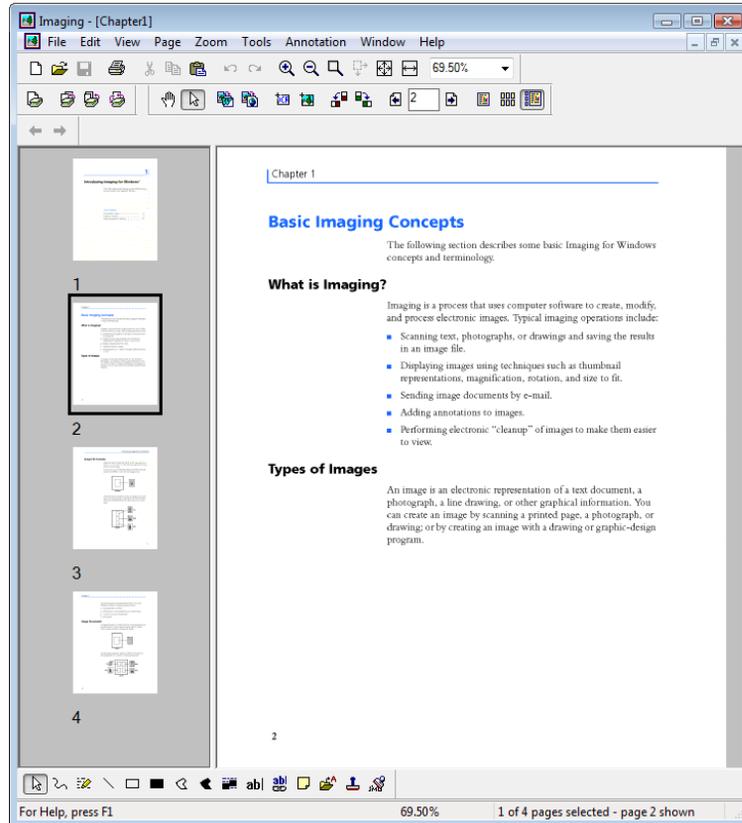
On the **Tools** menu, click **Magnifier** if you want to enlarge only a portion of the document page.

- 1 Change the size of the display window in the vertical and horizontal directions to suit your preference.
- 2 On the **Zoom** menu, choose different options to resize the document to fit in the display window. When you change the size of the document, its height to width ratio is maintained.
 - a Click **Fit to Height** to view the full height of the document page.
 - b Click **Fit to Width** to display the full width of the page. When you resize the window, the zoom factor is adjusted to continue displaying the entire width of the page.
 - c Click **Best Fit**. This is often the optimum setting because it displays the entire image in the window.
 - d Click **Pixel to Pixel**. If the entire page does not fit into the display window, scroll bars appear along the right side and bottom.
- 3 On the **View** menu, click **Page and Thumbnails**. Thumbnails of pages in the document are displayed in a pane next to the page view. The selected thumbnail has a border around it.

- 4 Position the pointer over the splitter bar separating the Thumbnail and Page panes. When the pointer changes shape, hold down the left mouse button and then drag the bar left or right to resize each pane.



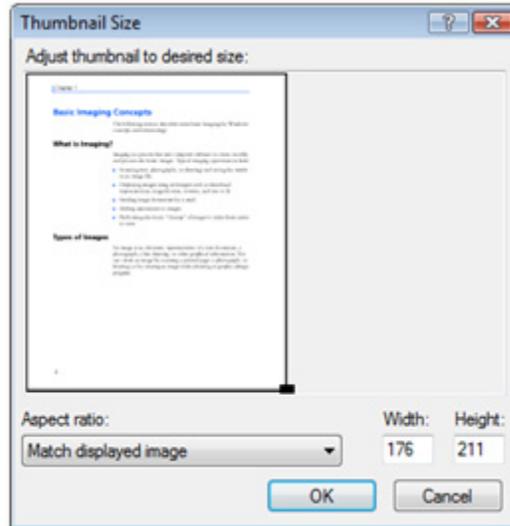
If the annotation icon appears next to a thumbnail's page number, the page contains one or more annotations.



- 5 Drag the splitter bar all the way to the right side of the display window to enter Thumbnails view.
- 6 Double-click a thumbnail to view that page in One Page view.
- 7 Drag the splitter bar away from the left side of the display window to return to Page and Thumbnails view.

Displaying and Changing Thumbnails

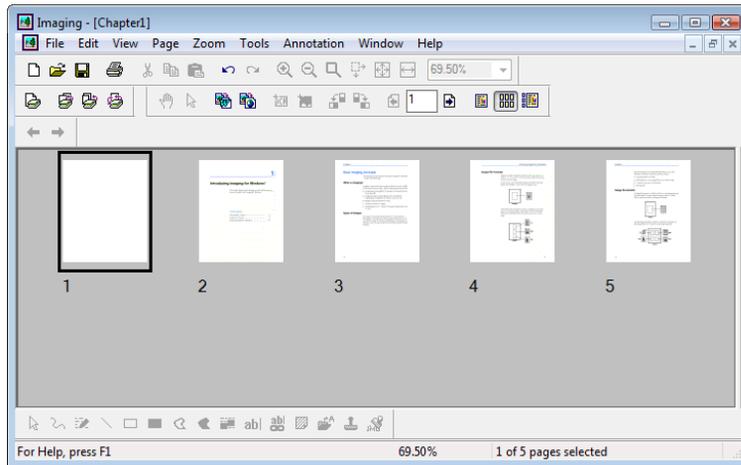
- 1 On the **View** menu, click **Thumbnails**. Only the thumbnail pane is displayed.
- 2 On the **Tools** menu, click **Options, Thumbnail Size**. The **Thumbnail Size** dialog box appears.



- 3 In the **Aspect ratio** list, choose **Match displayed image**.
- 4 Place the pointer over the handle in the lower right corner of the thumbnail, hold down the left mouse button, and then drag the handle diagonally to increase or decrease the size of the thumbnail.
- 5 Click **OK** to apply the new size to the displayed thumbnails.

Manipulating Document Pages Using Thumbnails

- 1 Click the thumbnail for Page 1 and, on the **Page** menu, click **Insert** and then click **Blank Page**. The **New Page Properties** dialog box appears.
- 2 Click **OK**. The thumbnail of the new blank page appears to the left of the previous Page 1.



- 3 Drag the thumbnail for Page 2. The cursor changes to a move cursor and a black line appears to indicate where the thumbnail will be moved when you drop it. Drop the thumbnail to the left of Page 1 (the blank page). The pages are automatically reordered.
- 4 Click Page 2, hold down the Ctrl key, and drag the blank page. The cursor changes to a copy cursor and a black line indicates where the thumbnail will be copied when you drop it. Drop the thumbnail to the left of Page 4 to insert a copy of Page 2. This display could represent the result of scanning both sides of a document where the back of the first two pages is blank.

- 5 To manually remove the blank pages, select Page 2, hold down the Ctrl key and select Page 4, and then, on the **Edit** menu, click **Delete Pages**.

You can select a range of pages to move, copy, or delete by clicking the first page in the range and then holding down the Shift key and clicking the last page in the range.

Creating a Contact Sheet

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

- 2 Navigate to the folder where you installed Imaging for Windows. The default location is:

C:\Program Files\Global 360\Imaging\Samples

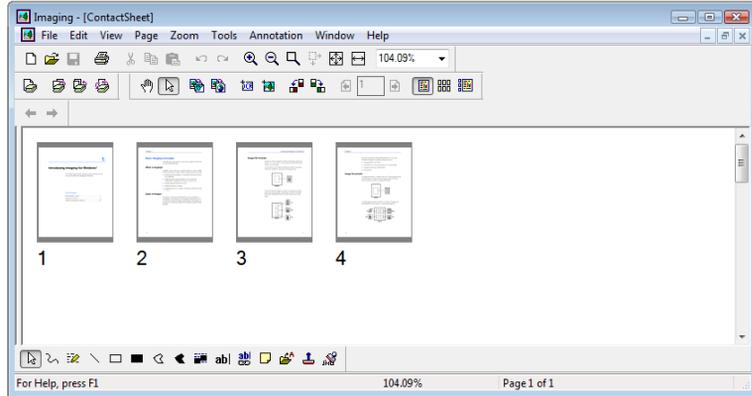
Note: If you do not have Write access to the location where the samples were installed, you should copy the samples to a different location.

- 3 Open the `Samples` folder.
- 4 Select `Chapter1.tif` and then click **Open**. The image of a text document appears.
- 5 On the **Tools** menu, click **Create Contact Sheet**. The **Create Contact Sheet** dialog box appears.
- 6 Type a filename (**contact**) and location (**Samples** folder) to create the file, and then click **Save**. You may need to copy the samples to a location for which you have read/write access.

- 7 On the **File** menu, click **Open**, and then double-click `contact.tif` to view the file you created. Click a thumbnail to view the original page.



You can have your contact sheet open automatically after you create it. On the **Tools** menu, click **Options**, and then **Contact Sheet**. On the dialog box, select the **Open contact sheet after saving** box.



Annotating an Image Document

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

Applying a Rubber Stamp

- 1 On the **File** menu, click **Open**.
- 2 Navigate to the folder where you installed Imaging for Windows. The default location is:
`C:\Program Files\Global 360\Imaging\Samples`

Note: If you do not have Write access to the location where the samples were installed, you should copy the samples to a different location.

- 3 Click the `Samples` folder.
- 4 Select the image document `Frost.tif` and then click **Open**. The image document appears.

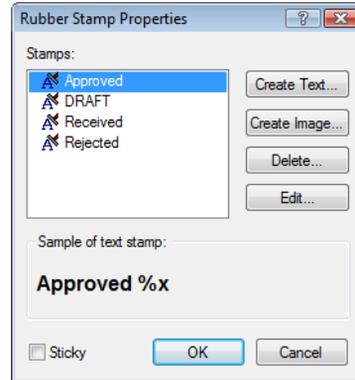
5 Select **One Page View** if necessary, either from the **View** menu or by clicking the One Page View icon at the right side of the Imaging toolbar.

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



Rubber Stamp

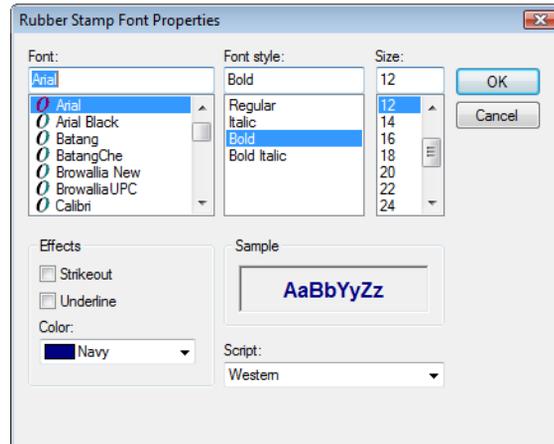
6 On the **Annotation** menu, click **Rubber Stamps**. The **Rubber Stamp Properties** dialog box appears.



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



- Click **Font**. The **Rubber Stamp Font Properties** dialog box appears.



- In the **Color** list, click **Red** and then click **OK** three times to close each dialog box. The pointer changes to a rubber stamp icon.
- Position the rubber stamp at the top of the document, and then click the left mouse button once. The stamp annotation is applied to the document and the cursor reverts to the selection pointer.

You can move the stamp by placing the pointer inside the dotted outline, holding down the left mouse button, and dragging the stamp to a different location.
- Click outside the dotted outline to anchor the stamp.

Adding a Highlight

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



Highlighter

Keep the document `Frost.tif` open to apply a highlight annotation.

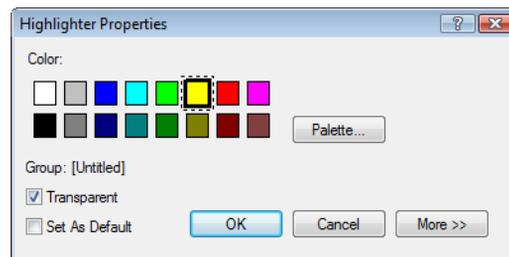
- 1 On the **Annotation** menu, click **Highlighter**. The pointer changes to a marker and crosshair.
- 2 Position the crosshair slightly above and to the left of a paragraph you want to highlight. Hold the left mouse button down and drag the pointer across and down to the end of the paragraph. The page scrolls up to reveal more text. Release the button to apply the highlight.

Changing Highlight Properties



To change the default properties for an annotation tool, right-click the tool in the Annotation toolbar and select **Properties**.

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



- 3 Choose a color, such as light green, that allows the text to show through.

To make this color the new default color for annotations of this type, check **Set as Default**.

- 4 Click **OK** to apply the new color.

Enhancing an Image Document

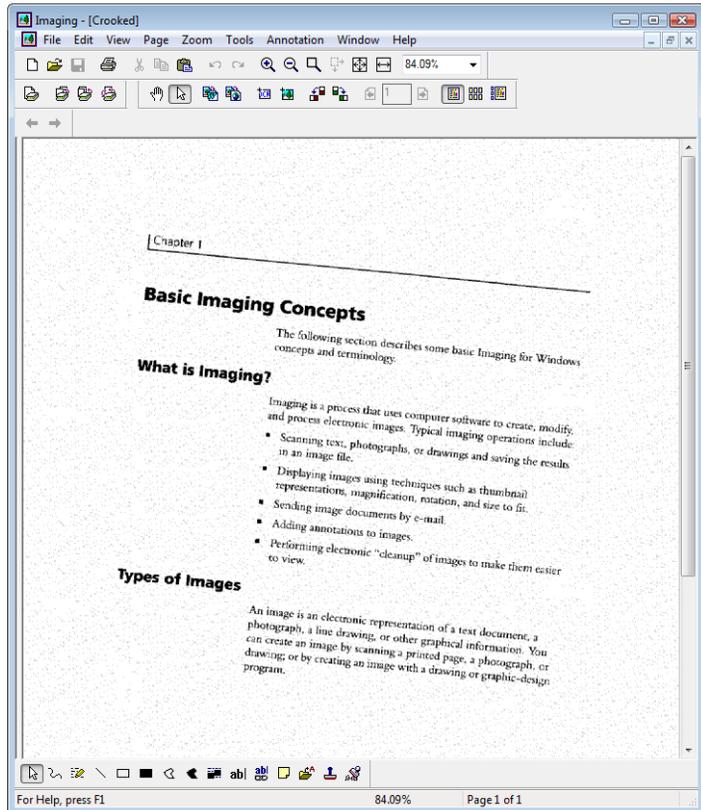
This section shows how to enhance a document page by despeckling and straightening it.

Removing Speckles From a Document

- 1 On the **File** menu, click **Open**.
- 2 Navigate to the folder where you installed Imaging for Windows. The default location is:
`C:\Program Files\Global 360\Imaging\Samples`

Note: If you do not have Write access to the location where the samples were installed, you should copy the samples to a different location.

- 3 Select the document `Crooked.tif` and then click **Open**. The image document appears.

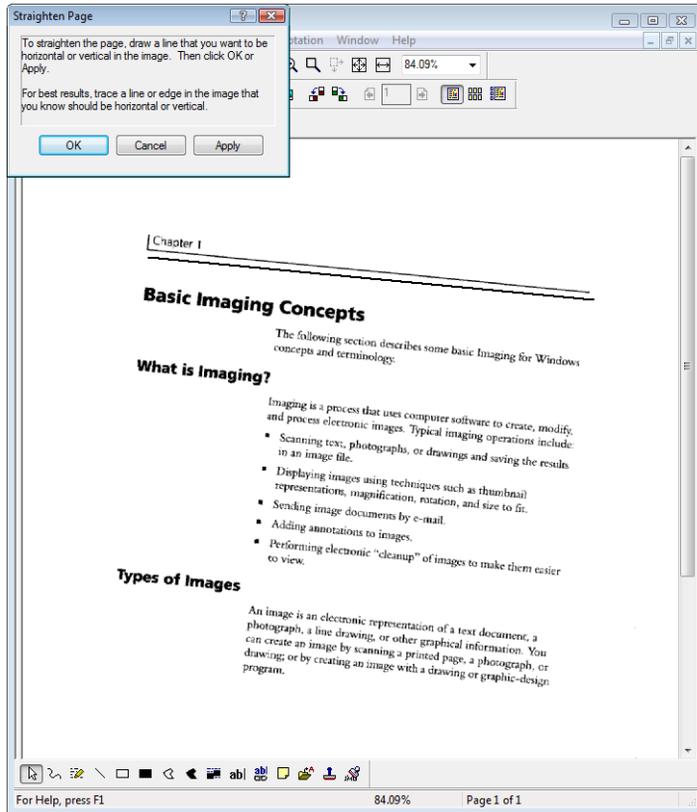


- 4 On the **Zoom** menu, click **Best Fit**.
- 5 On the **Tools** menu, click **Remove Speckles**. The application removes small speckles introduced during the scanning or faxing process.

Keep this document open to perform the next task.

Straightening a Page

- 1 On the **Tools** menu, click **Straighten Page**. The **Straighten Page** dialog box appears.



- 2 If necessary, move the dialog box to the side or bottom of the page so that you can draw a reference line in the top portion of the page.
- 3 Create a reference line that is slanted in exactly the same way as the text. To do so, position the pointer between two lines of text and press the left mouse button. While holding the button down, drag the pointer to the right, parallel to the text above and below the line. Release the mouse button when the reference line you have drawn is positioned correctly.

In the previous illustration, the reference line was drawn immediately below the border at the top of the page.
- 4 Click **OK** in the **Straighten Page** dialog box. The page rotates until the reference line you drew is parallel with the top and bottom edges of the window.

Cropping a Page

Straightening the page in the previous section resulted in the page “growing” slightly. You can reduce the white margins of the page using Auto-Crop or Manual Crop.

- 1 On the **Edit** menu, click **Crop**. This removes all but a small portion of the white border around the image.

This may be too extreme for some applications.
- 2 To restore the uncropped page, click the **Undo** button in the Standard toolbar. Many actions can be undone.
- 3 Stretch a rectangle around the image to identify the area that you want to retain. The area outside this rectangle will be removed.
- 4 On the **Edit** menu, click **Crop**. Although this action requires slightly more effort than Auto-Crop, you have greater control over the border that remains.

Finding an Image Document

You can assign properties — such as Author, Keywords, Comments, Title, and Subject — to image documents in TIFF format. When you want to find documents on local or redirected drives, specify one or more of these properties as search criteria. For information about finding documents on Imaging servers, refer to Chapter 4.

Setting Properties

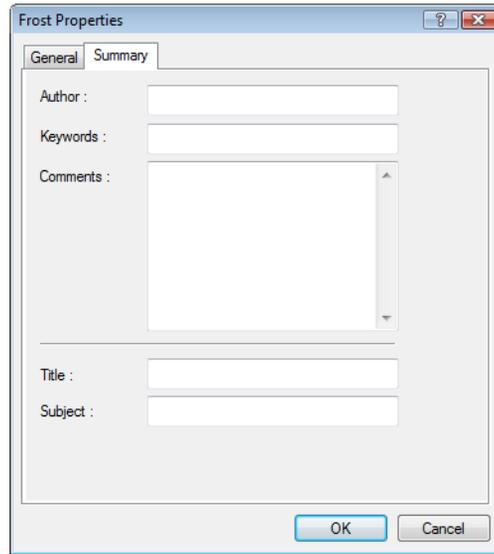
Perform the following steps to assign a property to an image document.

- 1 On the **File** menu, click **Open**.
- 2 Navigate to the folder where you chose to install the samples during the installation procedure. The default location is:
C:\Program Files\Global 360\Imaging\Samples

Note: If you do not have Write access to the location where the samples were installed, you should copy the samples to a different location.

- 3 Select the document `Frost.tif` and then click **Open**.
- 4 On the **File** menu, click **Properties**. A tabbed dialog box appears.

- 5 Click the **Summary** tab. The Property fields are displayed (they should be blank).



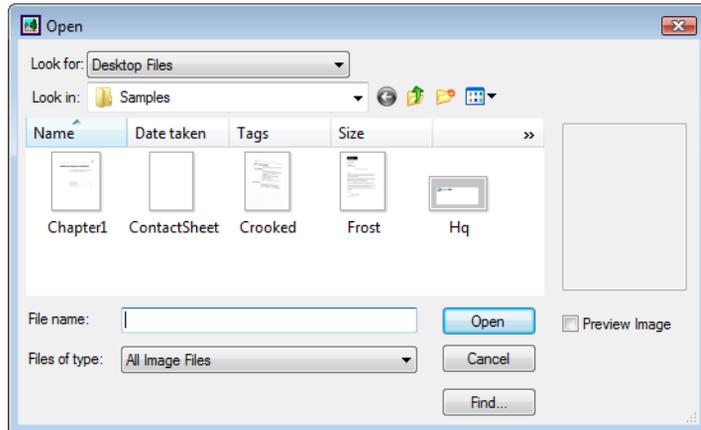
This is where you type property values for your image documents. It is a good idea to standardize the values you enter so that your documents are organized in a more useful way. For example, descriptive Keyword entries could be “Invoices”, “Deposits”, “Inventory”, and so on. For this exercise, you will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

- 6 In the **Subject** box, type **Sample image** and then click **OK**. (These entries are not case sensitive but be sure to include the space between the two words.)
- 7 On the **File** menu, click **Save** to add the property value to the document. You may need to copy the samples to a location for which you have read/write access.
- 8 Close the document.

Finding Specified Properties

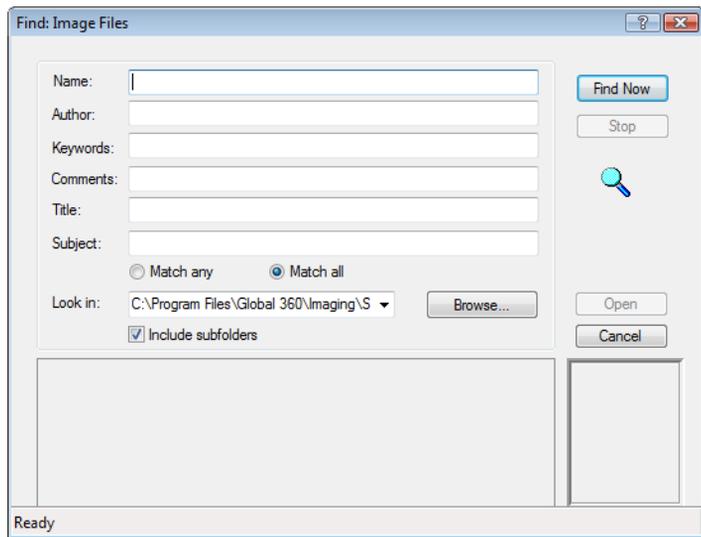
The following steps describe how to find image documents that have the property value that you specify.

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



Note: The Look for list is displayed only when you have 1.x Server Access or Execute360 Access.

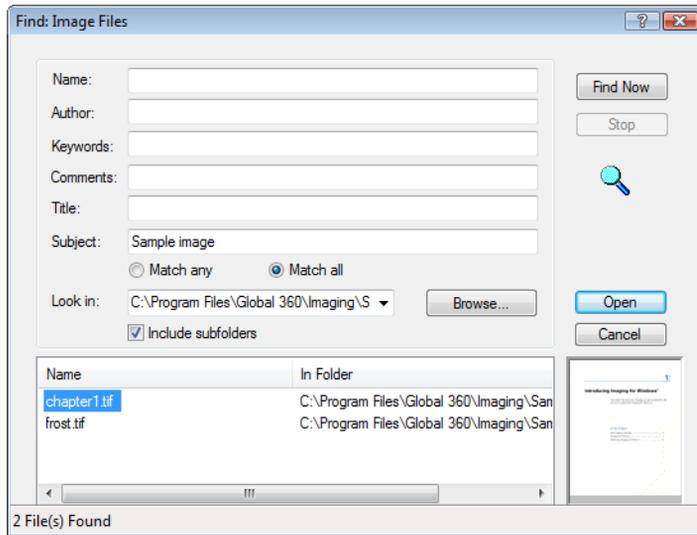
2 Click **Find**. The **Find: Image Files** dialog box appears.



3 In the **Subject** box, type **Sample image**.

4 Type the path to your Imaging folder, and select the **Include subfolders** box.

- 5 Click **Find Now**. The lower pane of the dialog box displays the names of documents with the Subject property value “Sample image.”



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

Finding Imaging Server Documents

This chapter describes how to find documents residing on a Global 360 Imaging Server (1.x) or an Execute360 Server.

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Finding Server Documents



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

- Click the **Start** button, and then point to **Programs**, **Imaging**, and **Imaging**.

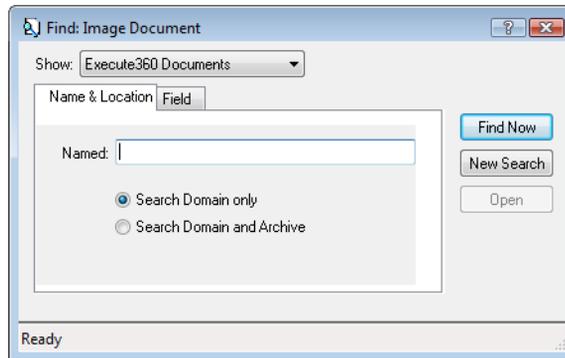
Perform the following steps to access a document residing on a Global 360 Imaging Server (1.x) or in an Execute360 environment.

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



The **Find Imaging Server Documents** command appears on the **File** menu only when Imaging Server Access has been configured.

Note: Depending on your configuration, you may already be logged on to a server, or will be prompted to do so before proceeding with a search.



- From the **Show** list box, select either 1.x Documents or Execute360 Documents.

Note: The tabs displayed in the **Find Image Document** dialog box are different for 1.x documents and Execute360 documents.

The search uses selection criteria specified on all tabs in the **Find Image Document** dialog box, including tabs that are not displayed.

- Refer to the sections “1.x Documents” or “Execute360 Documents,” depending on the type of document you chose.

1.x Documents

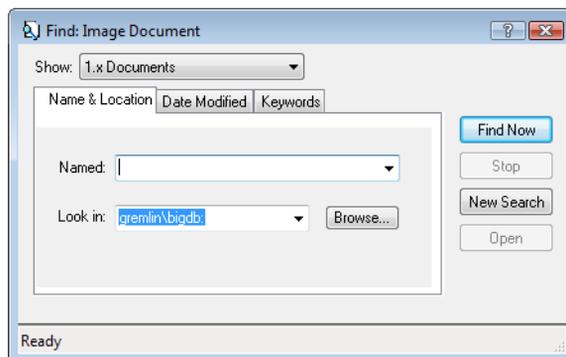


You can browse for 1.x documents. On the **File** menu, click **Open**. In the **Look for** list, click **1.x Files and Documents**.

You can search for 1.x Documents by using the options provided on the Name & Location, Date Modified, and Keywords tabs. The following procedures describe how to use these options.

Name and Location Tab

The Name and Location tab contains server and database information.





Use wildcard characters to identify a range of documents, or when you cannot remember the exact document name. An asterisk (*) represents a group of characters. A question mark (?) represents one character in a specified position.

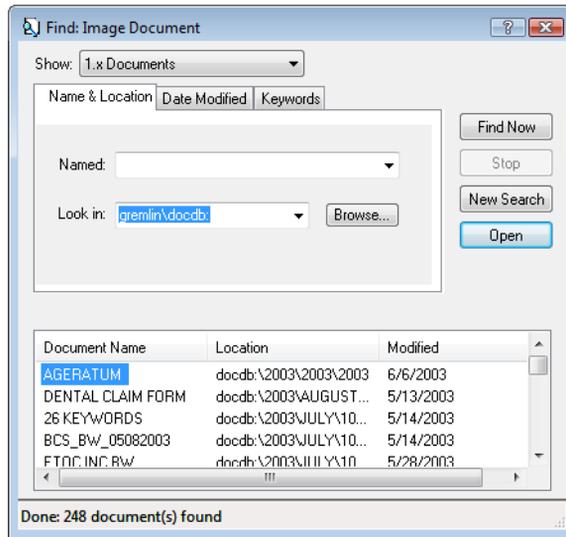
- 1 In the **Named** text box, type a full or partial document name or leave the text box blank to retrieve all documents.
- 2 From the **Look in** list, select a database or type a database name string. The string must include the name of the server and the database (refer to sample entry in the **Find: Image** dialog box). You can also click **Browse** to open the **Browse** dialog box, and then navigate through a database hierarchy.





If the search is taking too long, click **Stop** to end the operation. The documents found up to this point are displayed.

- 3 Click **Find Now** to initiate the search. A list of documents matching your search criteria is displayed in the lower portion of the **Find Image Document** dialog box.

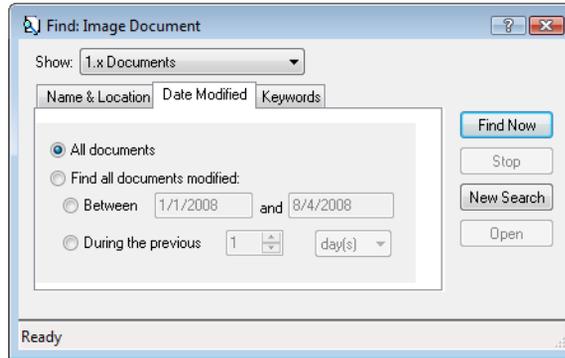


To sort a column of data in ascending or descending order, alternately click the column heading.

Note: Although your search returns a list of all documents that meet the specified criteria, you cannot open them unless you have access rights.

Date Modified Tab

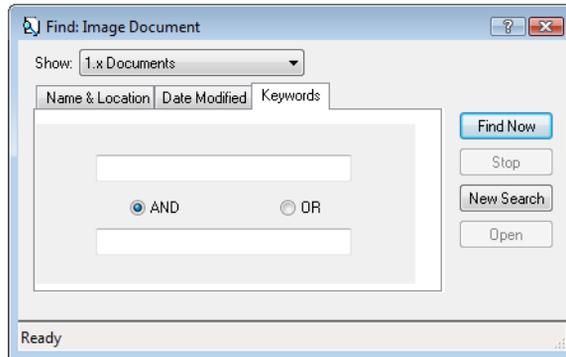
The **Date Modified** tab enables you to specify date modified criteria for your document search.



- 1 Click **All Documents** and then click **Find Now**.
or:
Click **Find All Documents Modified** and then follow the remaining steps.
- 2 Click **Between**, and then specify a range of dates in which a document was modified or click **During the Previous**, and specify the number of days or months to search back.
- 3 Click **Find Now** to initiate the search. A list of documents matching your search criteria is returned.

Keywords Tab

The Keywords tab enables you to search for documents using keywords that were previously associated with the document.



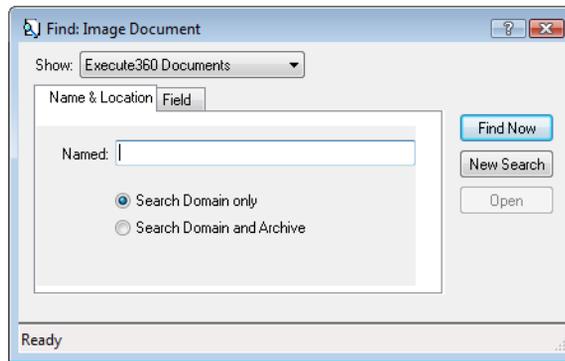
- 1 Type a single keyword into either text box. You can use wildcard characters or type a single keyword into each text box and then choose AND or OR.
 - AND returns documents with *both* specified keywords.
 - OR returns documents with *either* specified keyword.
- 2 Click **Find Now** to initiate the search. A list of documents matching your search criteria is returned.

Execute360 Documents

You can search for Execute360 Documents using options provided on the **Name & Location** and **Field** tabs. The following procedures describe how to use these options.

Name and Location Tab

The **Name and Location** tab contains a text box for document name and options to specify where to search.

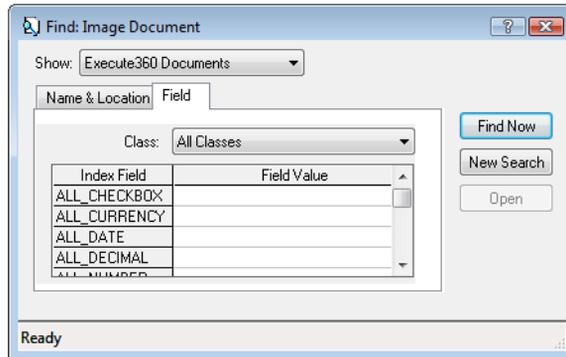


Use the percent (%) wildcard character to represent an unspecified group of characters. Use the underscore (_) to replace one character in a specified position.

- 1 In the **Named** text box, type a full or partial document name. You can use wildcard characters or you can leave the text box blank to retrieve all documents.
- 2 Select **Search Domain Only** or **Search Domain and Archive**.
- 3 Click **Find Now** to initiate the search. A list of documents matching your search criteria is returned.

Field Tab

The Field tab enables you to search by specifying Class and Index field values.



- 1 In the **Class** list box, select the class of documents you want to search or select **All Classes**.
- 2 In the **Field Value** area, adjacent to an entry in the Index Field, type a value. You can specify a complete value or a partial value combined with wildcard values (% or _).
- 3 Click **Find Now** to initiate the search. A list of documents matching your search criteria is returned.



To toggle sorting a column of data in ascending or descending order, click the column heading.

Creating a Flow

You can create a flow by using the Flow Wizard or the Flow Editor. This chapter walks you through each method. For more information about running a flow, performing Flow tasks, choosing options, and setting properties, refer to the Flow online help system.

In This Chapter

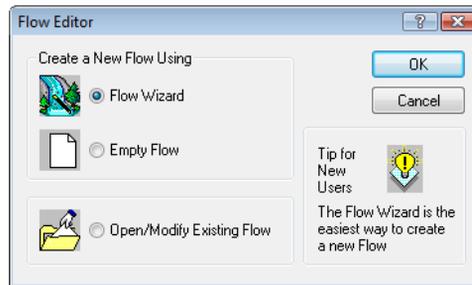
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Starting Flow



To start Flow

- Click the **Start** button, and then point to **Programs**, **Global 360**, **Imaging**, and **Flow**. The **Flow Editor** dialog box appears.



Note: You may be prompted to register. Without registration, Imaging for Windows® will run only for a preset evaluation period. To continue without registering, click **No**. To find out more about registration click **Yes** and then **Help**.

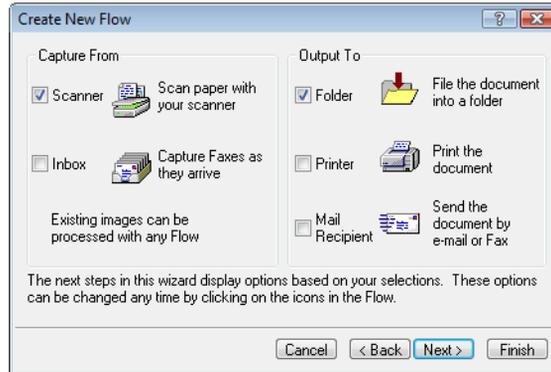
Using the Flow Wizard

The easiest way to create a flow is by using the Flow Wizard. After you provide some basic information in a few dialog boxes, the Wizard adds one or more process options, provides default values, and creates a flow.

The following procedure describes how to create a flow that scans and processes a document, and then saves it to a folder.

- 1 In the **Flow Editor** dialog box, click **Flow Wizard** and then click **OK**. The **Create New Flow** dialog box appears and describes what you can do with the Flow Wizard.

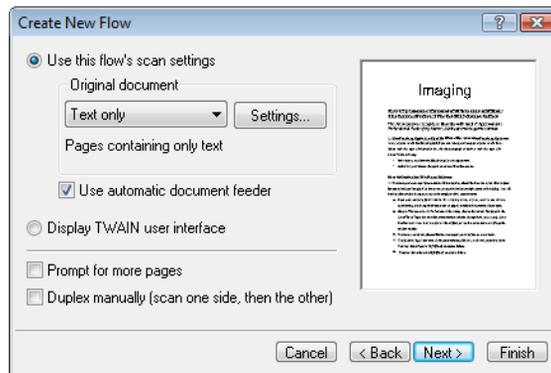
- Click **Next** to continue. The **Create New Flow** dialog box displays **Capture From** and **Output To** options.



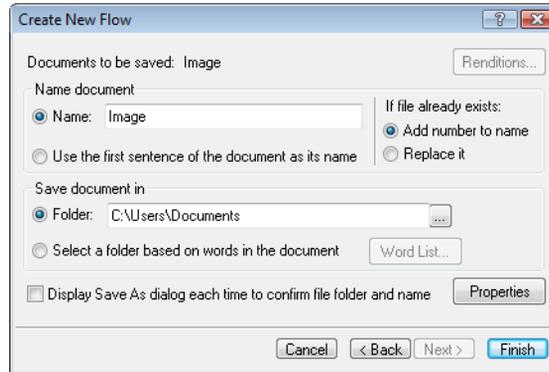
- Under **Capture From**, click **Scanner**; under **Output To**, click **Folder**. Click **Next** to proceed. The **Create New Flow** dialog box displays **Scan Settings** and **Options**.



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

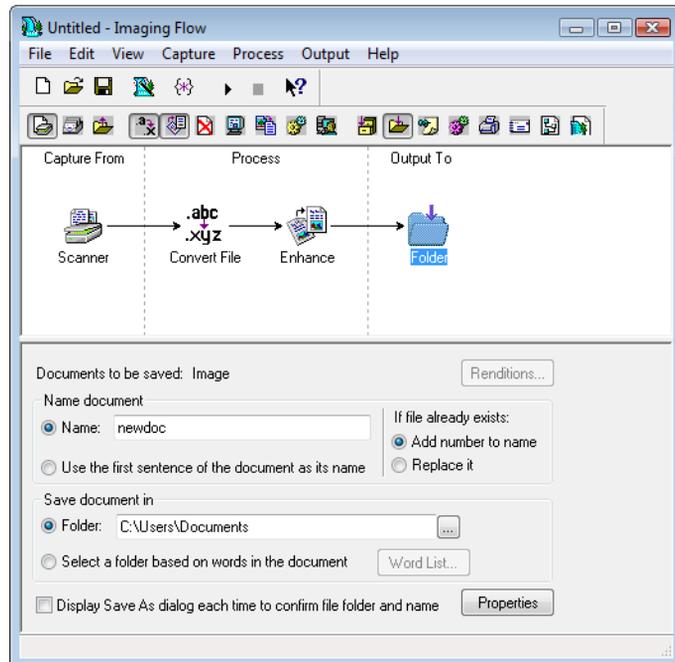


- 4 Under **Scan Settings**, click **Text only** from the **Original Document** box, and then select the check box if your scanner has an automatic document feeder (ADF).
- 5 Click **Next**. The **Create New Flow** dialog box is updated and displays document name and location options.



- 6 Under **Name document**, click **Name** and then type **newdoc**.
- 7 Under **Save document in**, click **Folder** to accept the default location for the new file. Click **Finish** to create the flow.

The Flow Editor main window appears, displaying a graphical representation of the flow you just created. Notice that the Wizard added the processes — Convert File and Enhance — that are appropriate to your input and output selections.



- 8 From the **File** menu, click **Save**. The **Save As** dialog box appears. Type a name and location for the flow file.
- 9 To test your flow, place a document page on your scanner and then click **Run Now** on the **File** menu.

You can change the behavior of your flow by stopping the Flow and using the Flow Editor to change settings.

Using the Flow Editor

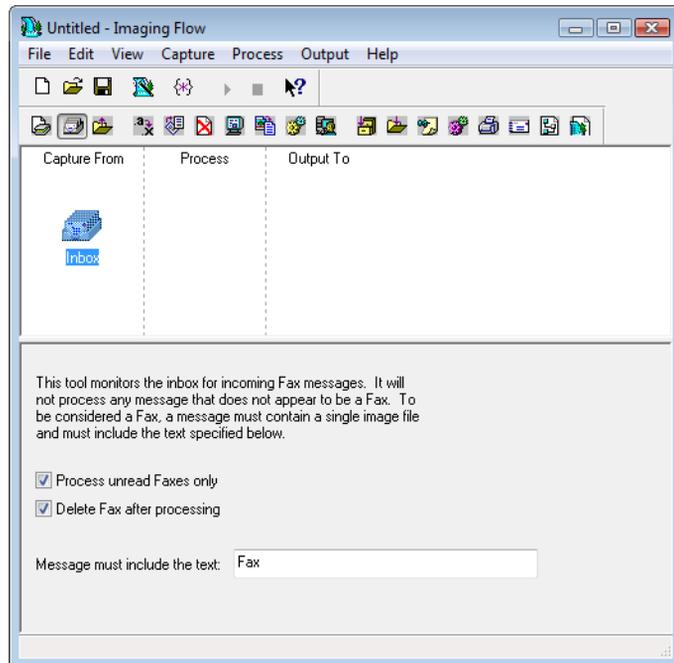
The Flow Editor gives you more flexibility than the Flow Wizard. You create a flow interactively by choosing tools from the **Capture**, **Process**, and **Output** menus. As you select each tool, the Flow Editor creates a diagram in the upper pane (called the Chart pane) of the Flow Editor main window. The lower pane (called the Options pane) displays settings for options.



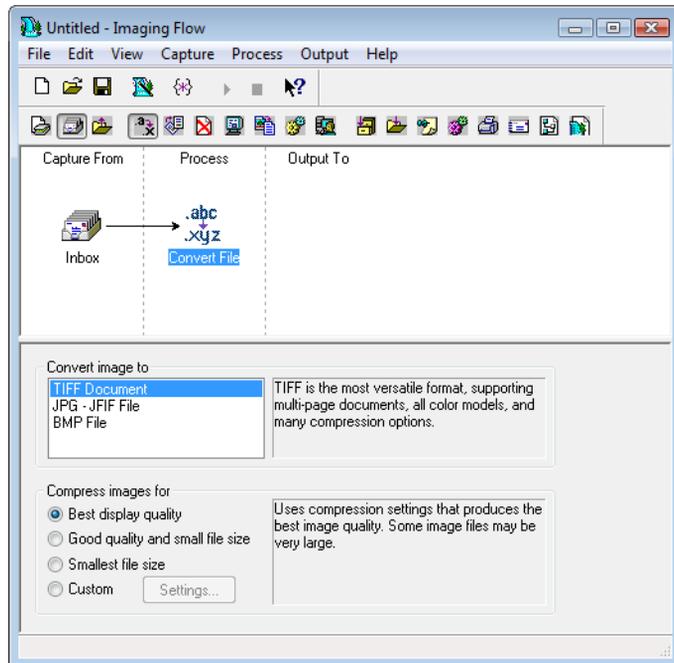
Use the sample flows, included in the Flows folder of this application, as a starting point for creating your own flows.

The following example creates a flow that captures an unread fax from your mailbox, converts and enhances the image, and then prints it.

- 1 In the **Flow Editor** dialog box, click **Empty Flow** and then click **OK**. If Flow is already running, click **New** on the **File** menu. A blank **Flow Editor** window appears.
- 2 On the **Capture** menu, click **Inbox**. The Inbox tool appears in the Chart pane of the window, while Inbox choices and options are displayed in the Options pane.

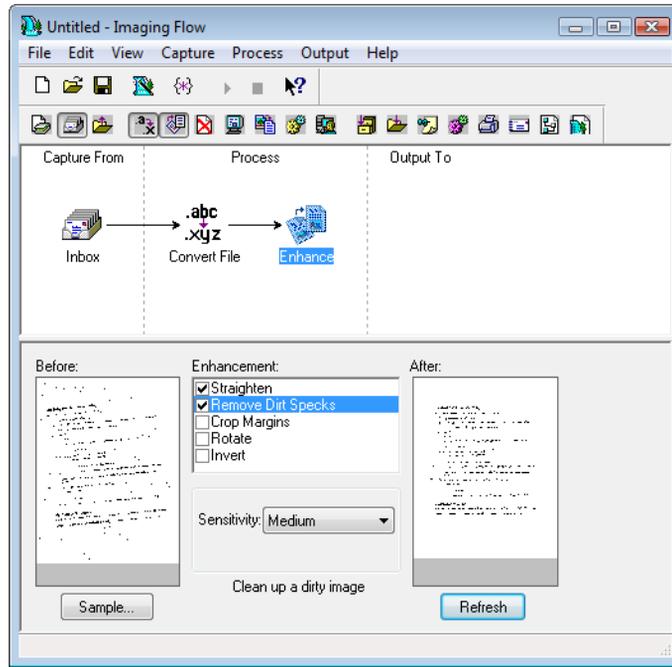


- 3 Accept the default option to delete the image after processing.
- 4 From the **Process** menu, click **Convert File**. The Convert File tool appears in the Chart pane of the window, and image conversion and compression options are displayed in the Options pane.



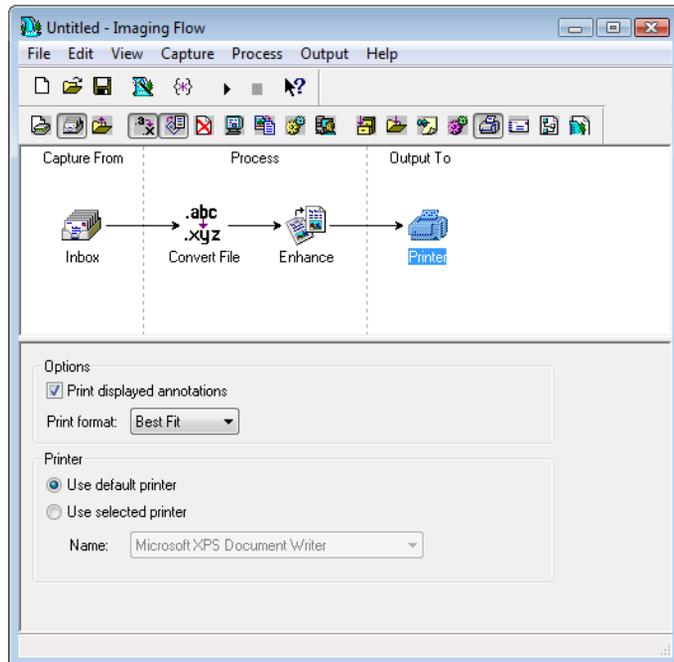
- 5 Under **Convert image to**, click **TIFF Document**; under **Compress images for**, click **Good quality and small file size**.

- On the **Process** menu, click **Enhance**. The Enhance tool is added to the Flow diagram. The Options pane of the window contains enhancement options, a list box of selections associated with the highlighted option, and thumbnails that show how a sample image looks before and after it is enhanced.



- Under **Enhancement**, click the **Straighten** and **Remove Dirt Specks** check boxes. Set **Sensitivity** to **Medium**.
To see how these enhancements affect the Before image, click **Refresh** to display the After image.

- On the **Output** menu, click **Printer**. The Printer tool is added to the Flow. Print options are displayed in the Options pane. Set the options appropriate for your configuration or accept the default values.



- On the **File** menu, click **Save**. The **Save As** dialog box appears. Type a name and location for the Flow file.
- To test your flow, click **Run Now** on the **File** menu, and send a fax to your inbox.

You can change the behavior of your flow by stopping the Flow and using the Flow Editor to change settings.

