

Locator Rapide

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Locator Rapide

Introduction

Welcome to **Locator Rapide**, the Imaging software of choice, where digital Images are automatically saved, from a range of Konica Minolta Microfilm or Book Scanners, directly to your computer, all by the click of a mouse.



Locator Rapide

Locator Rapide is a high-speed digital image processing system, which brings unprecedented ease and versatility to the processing of scanned images. It combines a variety of digital imaging technologies that allow an operator to view, edit, print, and email without ever leaving the application.

System Functions

Locator Rapide provides operators with an easy-to-use productive environment. The operator can define and invoke as many Work Areas (batches) as required. Images that are scanned into a work area, are automatically saved in a chronological order. This permits the operator to review or manipulate the images prior to printing, e-mailing or even saving to another location. Brightness, contrast, despeckle and other scan parameters, can easily be adjusted to compensate for poor images, ensuring high quality output every time.

Once an image has been scanned, a number of additional functions can be utilized. Annotation marks can be added to the image. You can despeckle all or part of an image, print or save a defined area of the displayed image, or even move or copy images in their entirety between work areas (batches).



The essentials of imaging

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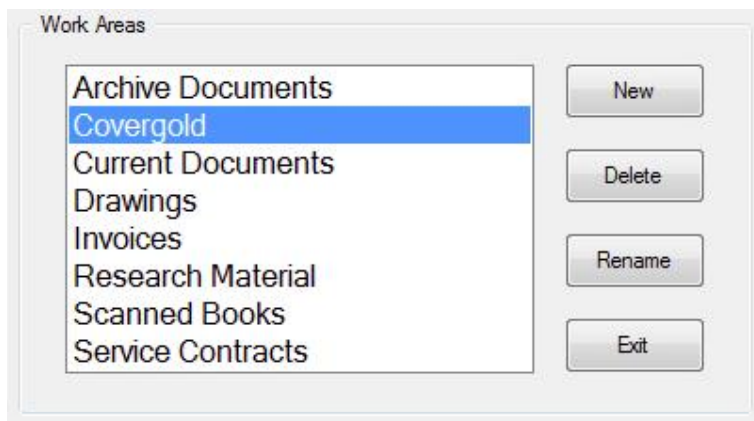
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Work Areas

Work Areas Overview

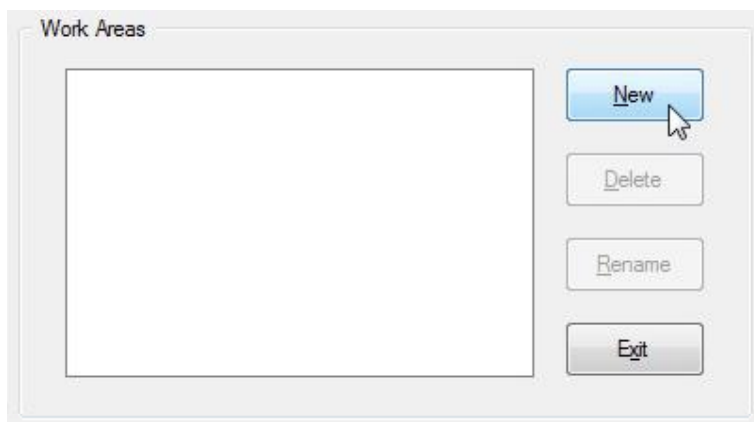
When working with images, the need to store and work with a specific set of images often becomes necessary. Locator Rapide easily fulfills this need with the use of Work Areas (also known as batches). A Work Area provides a holding place for image files. Once a work area is created, the images within it, can be stored and retained indefinitely.



Simply select the work area you wish to work with, from the Work Areas box. In addition you can create a [New](#) work area, [Delete](#) or even [Rename](#) the highlighted work area.

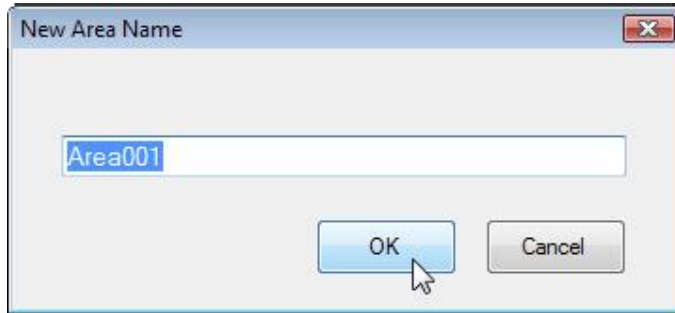
Create New Area

To create a new work area, simply click on the New button under Work Areas as shown below.

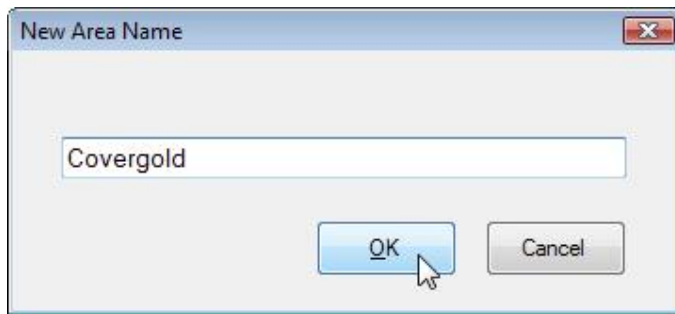


When creating a new work area for the first time, a default area name (Area001) is already entered for you. Clicking the OK button will create the new work area using the default area name.

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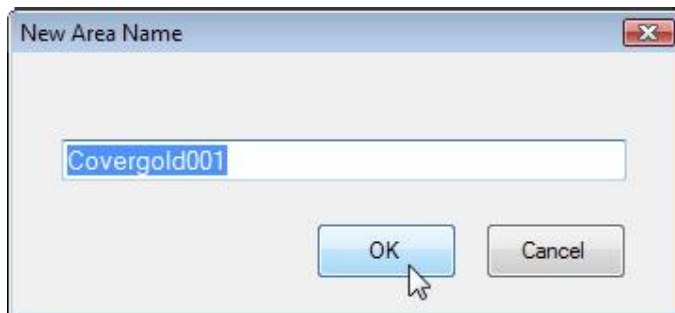


If you do not wish to accept the default area name, simply type over it with a new name.



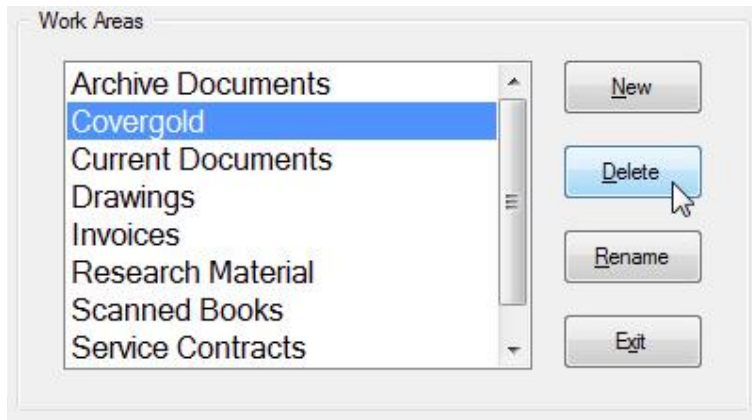
A new work area called Covergold will now be created when the OK button is clicked. The default work area name will now be updated to Covergold.

When you click on the New button under Work Areas again, the default area name is again entered for you (as shown below), but this time with the extension Covergold001, this is because work area name Covergold has previously been created.

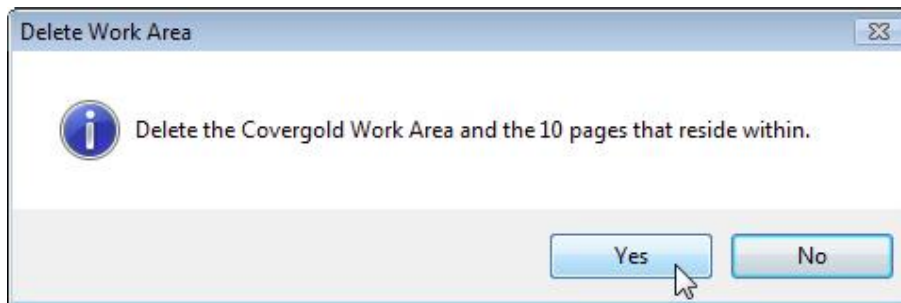


Delete Area

To delete a work area, simply highlight the work area you wish to delete and click on the Delete button.



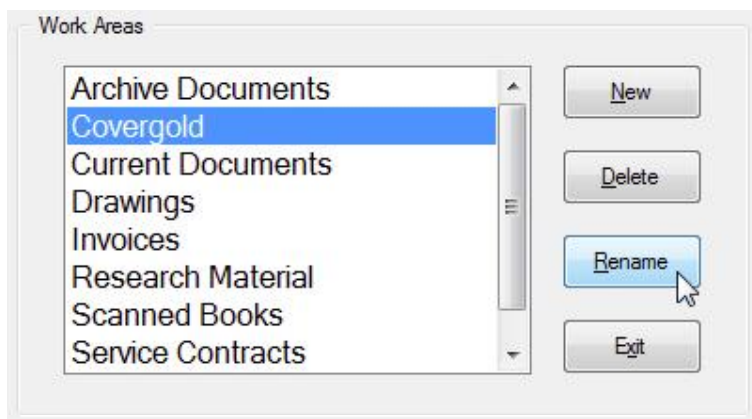
The following warning dialog box is displayed, if images exist in the work area you are about to delete.



Clicking the Yes button deletes the folder and its contents permanently from your computer. **This process is final and cannot be undone.**

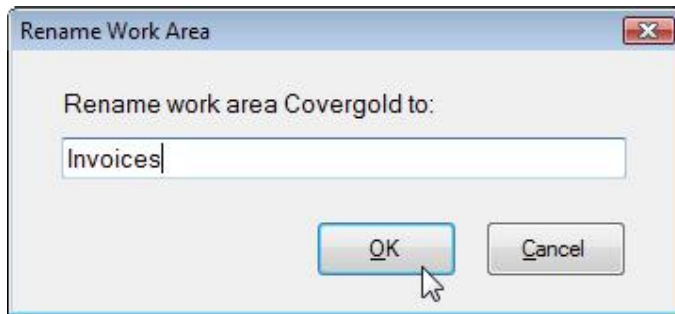
Rename Area

To rename a work area, simply highlight the work area you wish to rename and click on the Rename button.



The following dialog box will then be displayed.

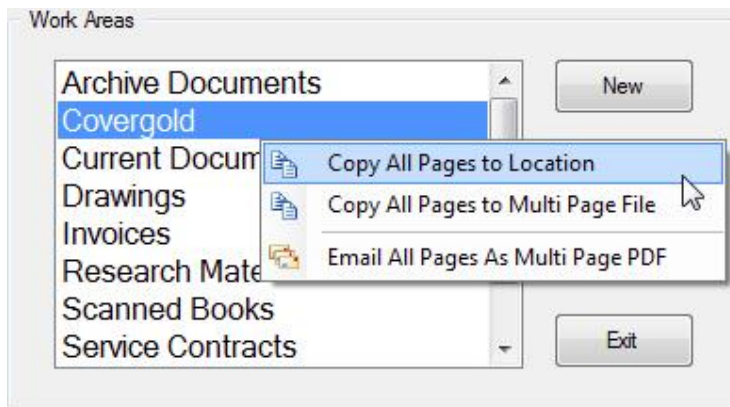
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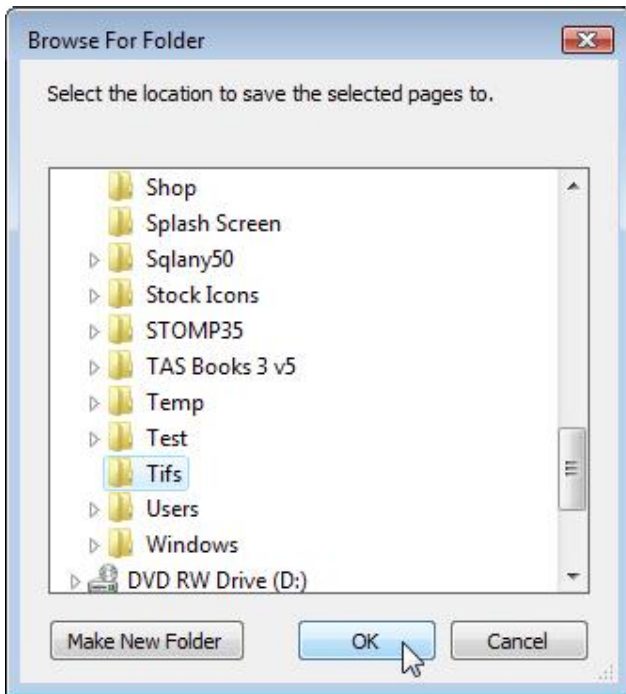
Typing in the new name and clicking on the OK button, confirms the changes to the current work area name.

Menu Options

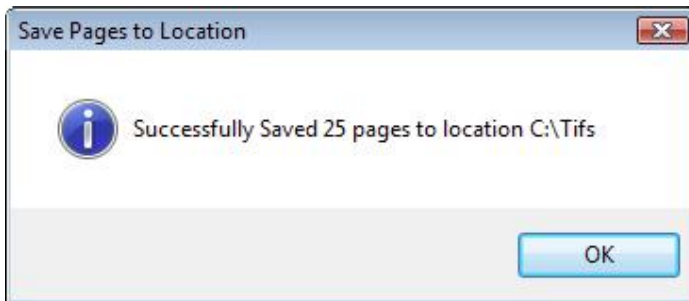
Right clicking the mouse button within the [Work Areas](#) box, displays the following menu options.



Copy All Pages to Location, lets you copy all the pages for the highlighted work area, to an external location. Clicking on this option, displays the following browse for folder dialog box.

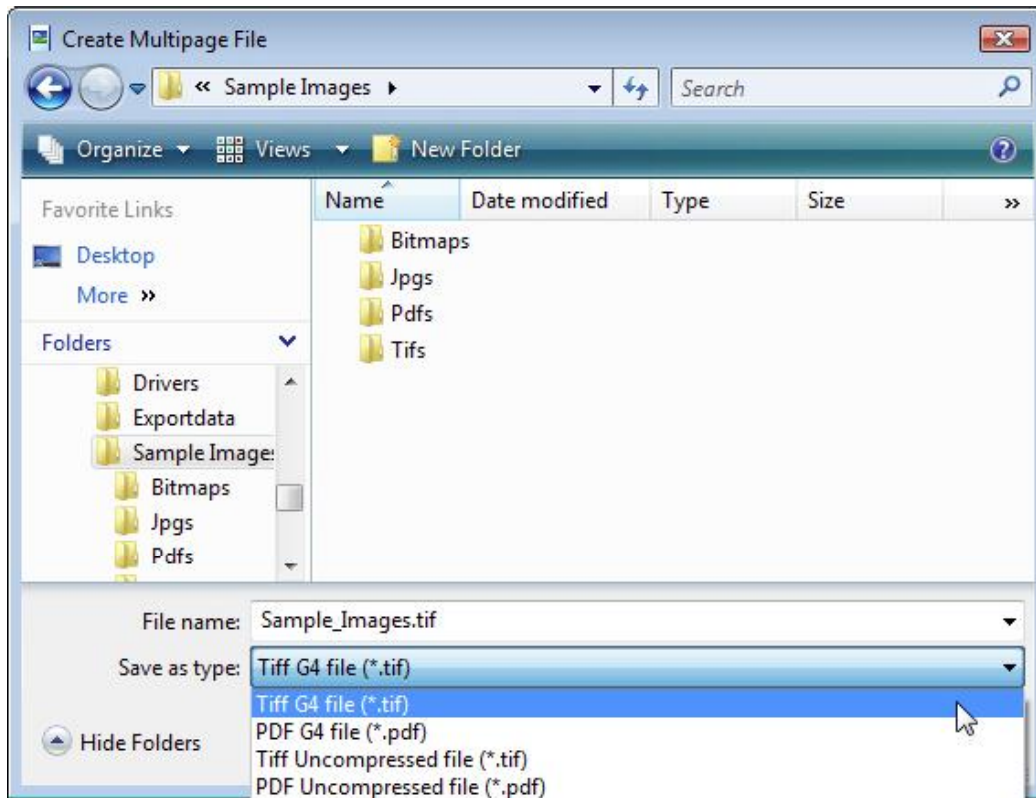


Navigate to the desired location, and click on the OK button to begin the process.

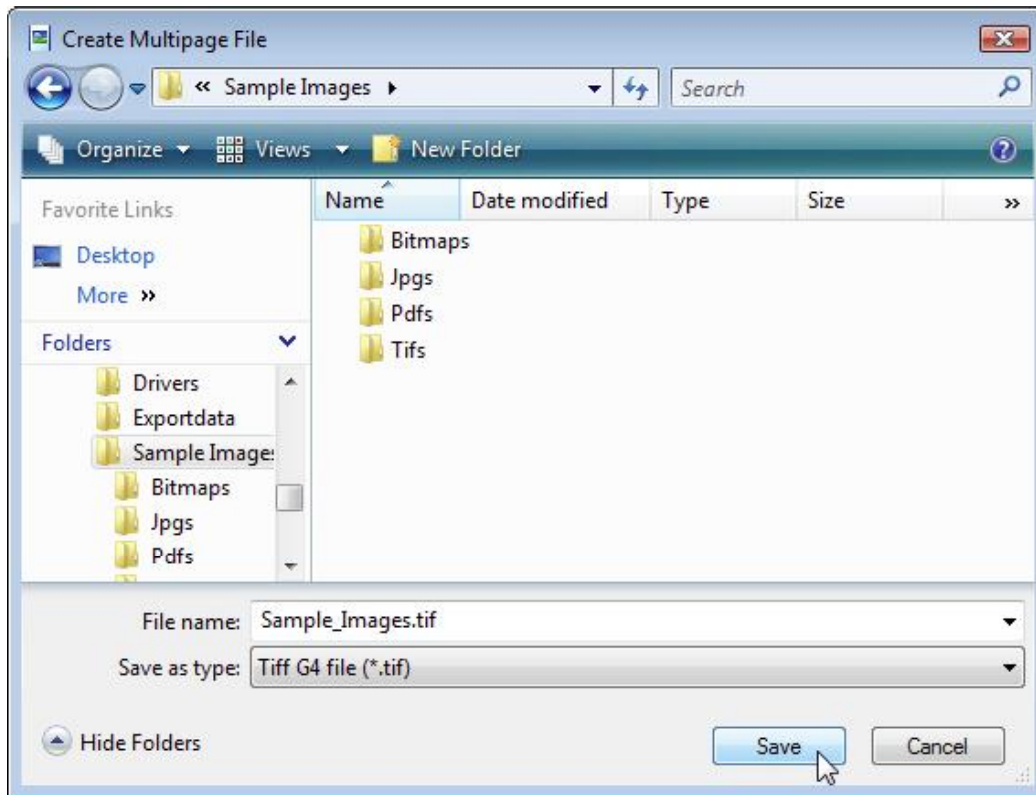


Copy All Pages to Multi Page File, lets you copy all the pages for the highlighted work area, to a new or existing multipage file, in an external location. Clicking on this option, displays the following dialog box.

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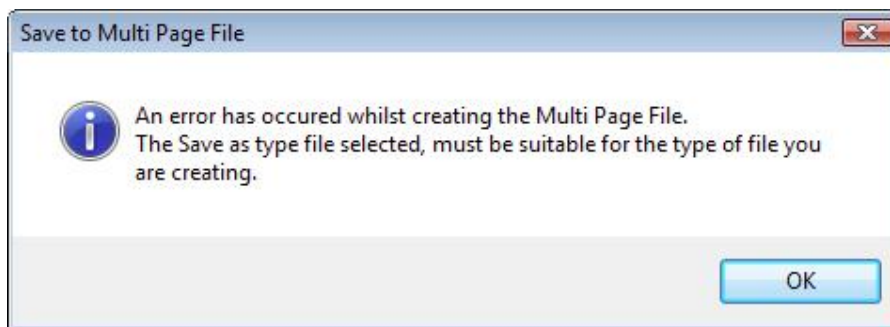
From the above dialog box, navigate to the location where you would like to save the multipage file. In the **File name:** box, enter a name for the file you are about to create, or select a previously created file, that you would like to append the selected pages to. In the **Save as type:** box, choose one of the displayed file formats.



Finally, click on the Save button to begin the process.

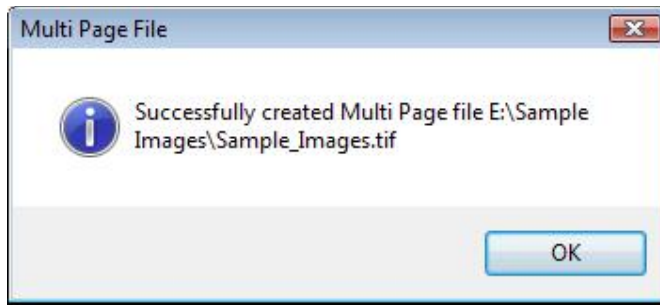


When creating multipage files, the **Save as type:** should reflect the file format, for the type of files you are saving. For example, you cannot save colour images using the **Tiff G4 file (*.tif)** format, doing so would result in the following error message.

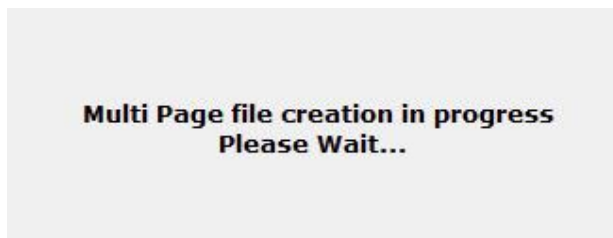


When the file has been successfully created, the following message box is displayed.

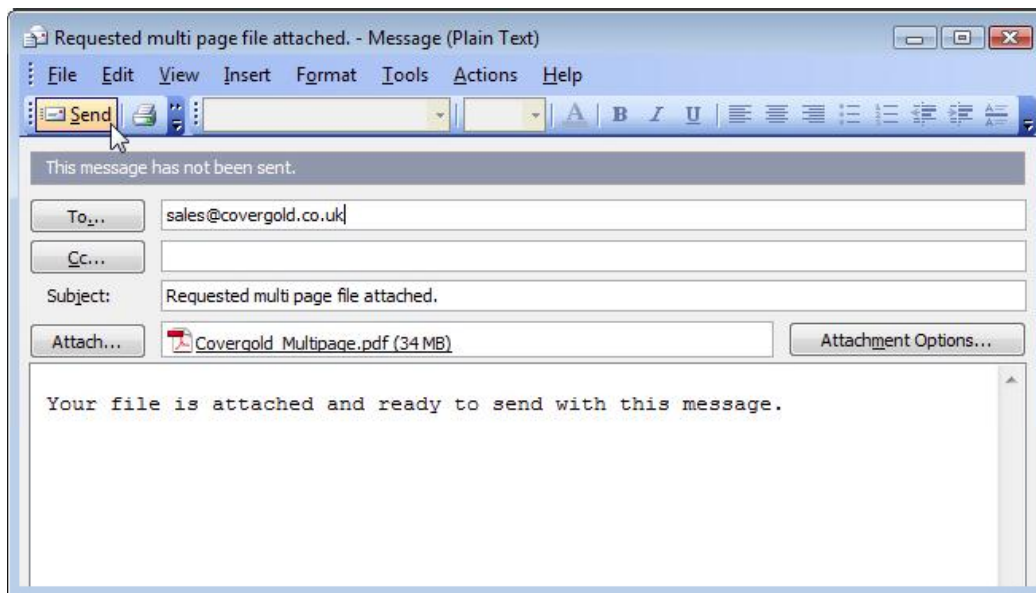
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Email All Pages As Multi Page PDF, combines all the pages for the highlighted work area, into a single multipage PDF file for e-mailing as an attachment. Clicking on this option, displays the following dialog box.



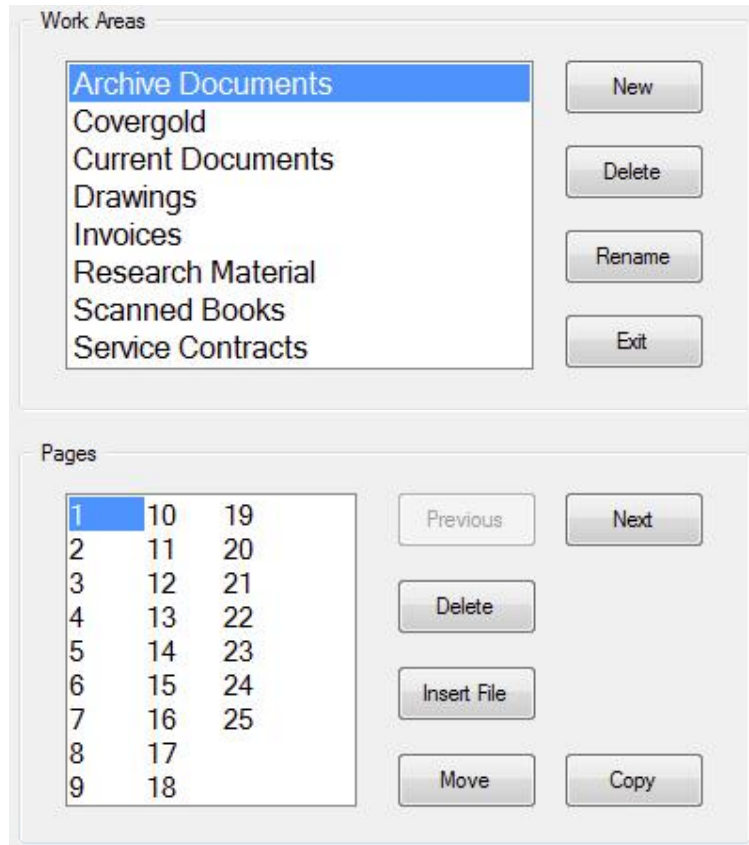
When the multipage file has been created, it is then added as an attachment to the default mail recipient as shown below.



Pages

Pages Overview

Once you have selected a [Work Area](#) to work with, the Pages box is automatically populated with the total number of previously saved images, for the work area (as shown below).



Clicking on individual page numbers within the pages box, enables you to [View](#) the selected image.

For multiple page selection (when e-mailing, moving or copying), hold down the **Ctrl** key on your keyboard while clicking on the individual page numbers with the mouse.

The [Previous](#) and [Next](#) buttons, lets you to navigate through the available page numbers, loading the relevant image for viewing.

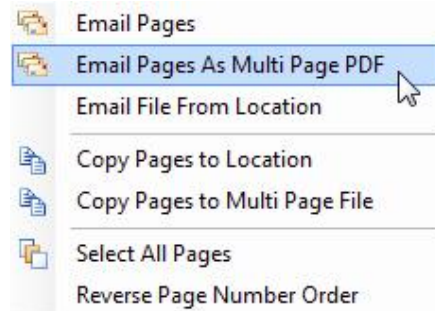
The [Delete](#) button (next to the pages box), lets you to delete single or multiple pages when highlighted, from the selected work area.

The [Insert File](#) button, lets you to add previously saved images from an external location, into the selected work area.

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The [Move](#) and [Copy](#) buttons, allow total control for moving or copying images between work areas.

Optionally, right clicking the mouse button within the Pages box, displays the following menu.



[Email Pages](#), e-mails the selected pages as individual attachments.

[Email Pages As Multi Page PDF](#), combines the selected pages into a single multipage PDF file for e-mailing.

[Email File From Location](#), e-mails the selected file, from outside of the Locator Rapide work area environment.

[Copy Pages to Location](#), lets you copy one or more highlighted pages, to another location, outside of the Locator Rapide work area environment.

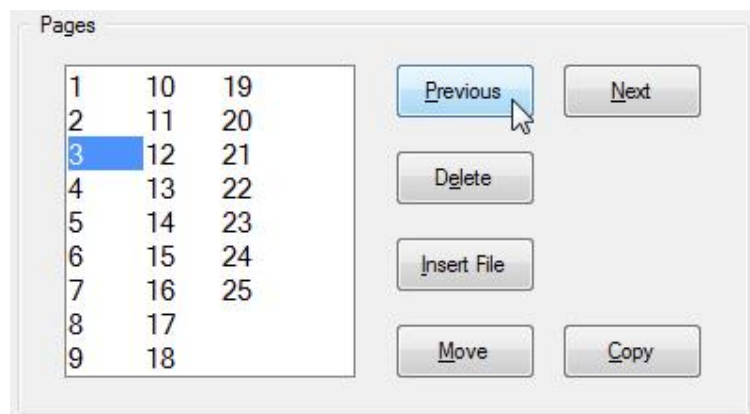
[Copy Pages to Multi Page File](#), lets you copy all the highlighted pages, to a new or existing multipage file, outside of the Locator Rapide work area environment.

[Select All Pages](#), highlights all the pages within the pages box.

[Reverse Page Number Order](#), re arranges the page numbers starting with the highest number first and vice versa.

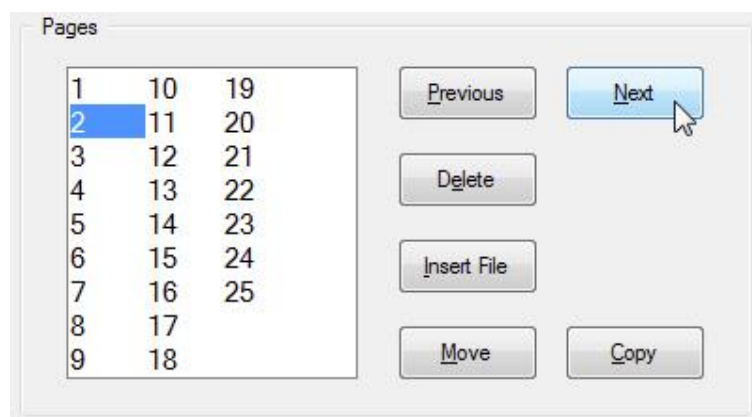
Previous

Clicking the Previous button, loads the previous image for [viewing](#).



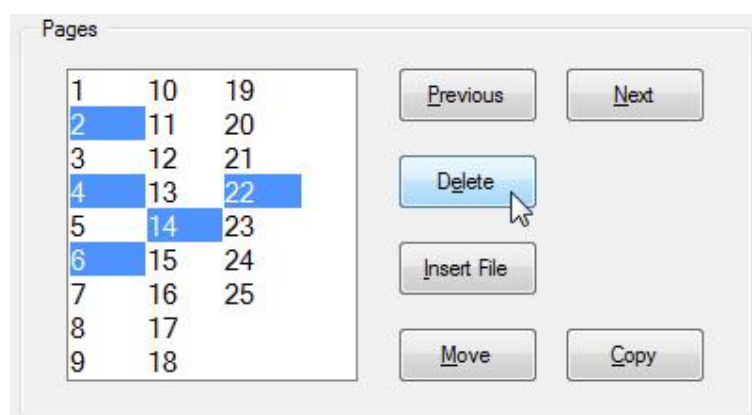
Next

Clicking the Next button, loads the next image for [viewing](#).

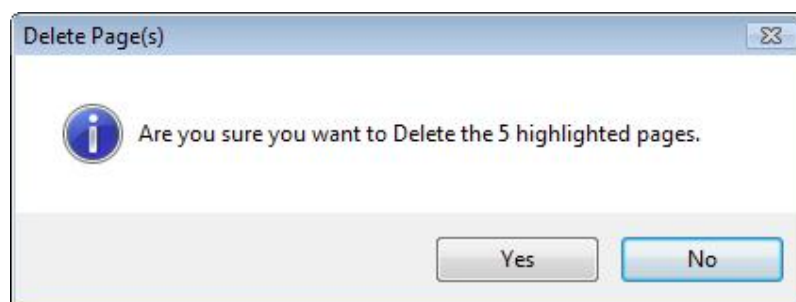


Delete Page

Clicking on the Delete button, deletes all the highlighted page numbers within the Pages box (as shown below).



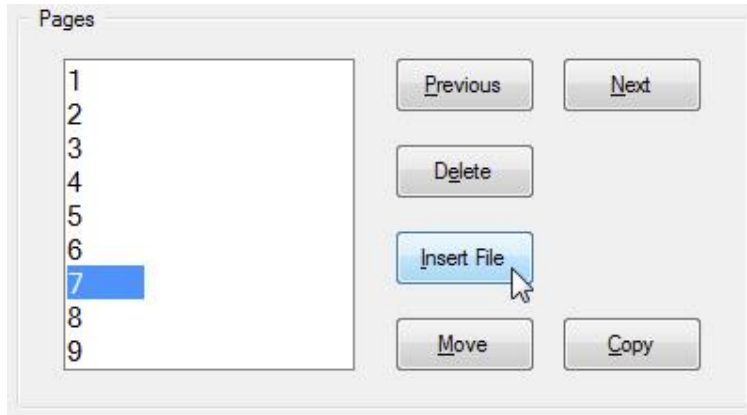
The following message box will then be displayed.



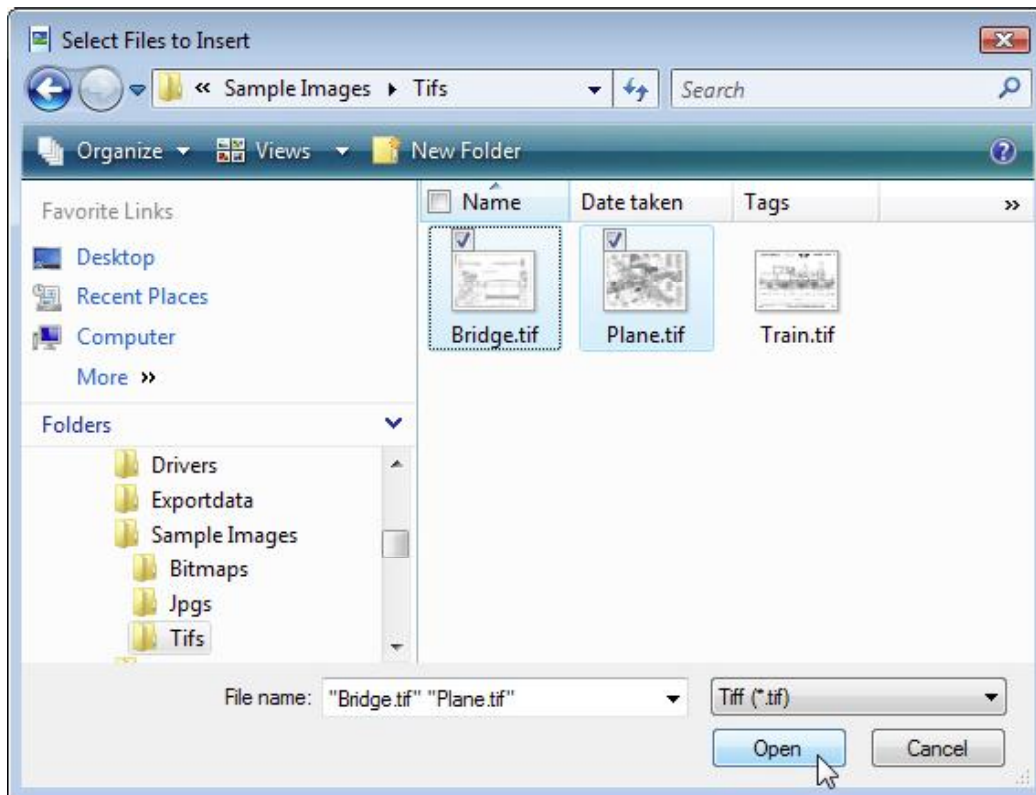
Clicking the Yes button deletes all the highlighted images from your computer. **This process is final and cannot be reversed.**

Insert File

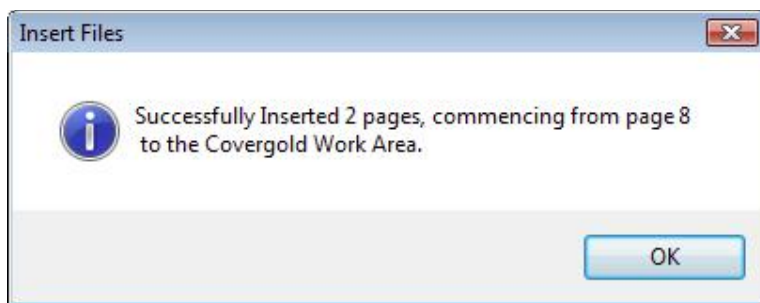
Clicking the Insert File button, lets you add previously saved images from an external location, into the current work area. Files will be inserted after the selected highlighted page number.



The following Select Files to Insert dialog box is then displayed. You can now navigate to the desired location, and select the files you would like to insert into the current work area.

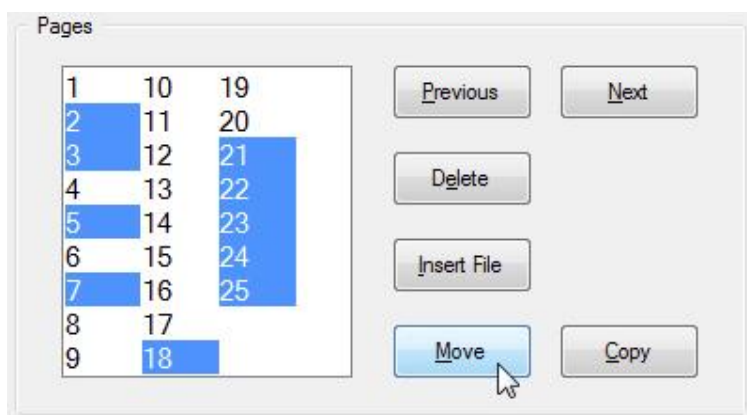


Clicking the Open button inserts the selected files into the current work area.

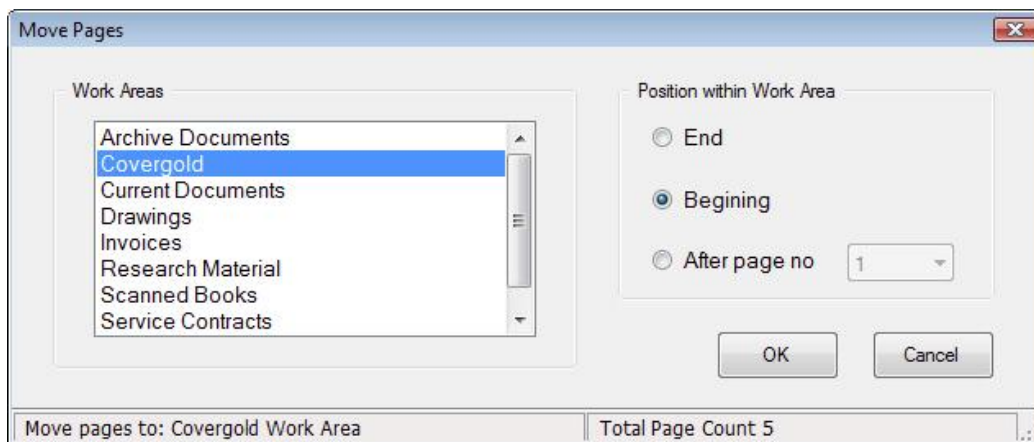


Move

The Move button, lets you move one or more highlighted pages, from one [work area](#) to another. You can also move pages within the same work area.

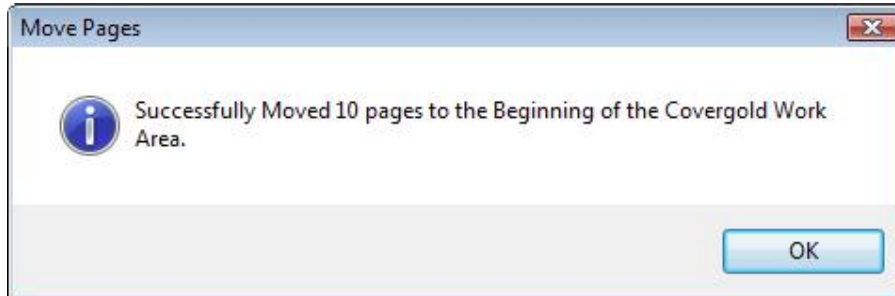


Select the pages you want to move, by holding down the **Ctrl** key on your keyboard, while clicking on the individual page numbers with the mouse. To select a range of consecutive page numbers, click on the first page number with the mouse, then, while holding down the **Shift** key on your keyboard, click on the last page number with the mouse. Clicking on the Move button displays the following dialog box.



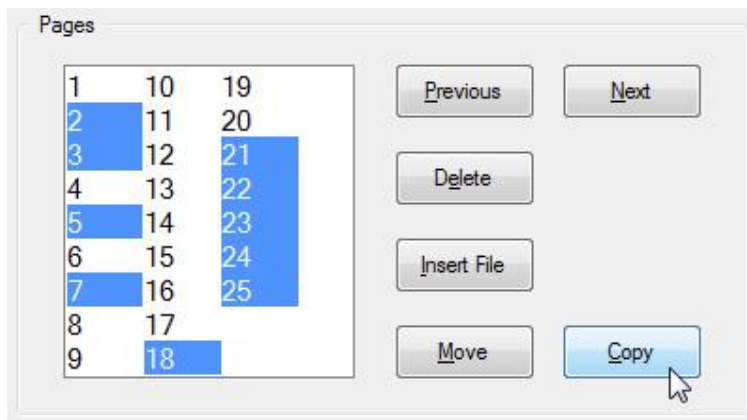
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Next, select the work area you want to move the selected pages to, and also the position within the work area where these pages should be placed. The information area on the bottom of the move pages dialog box, indicates the work area you want to move the pages to, and the number of pages that already exist within that work area. Clicking on the OK button confirms the move.

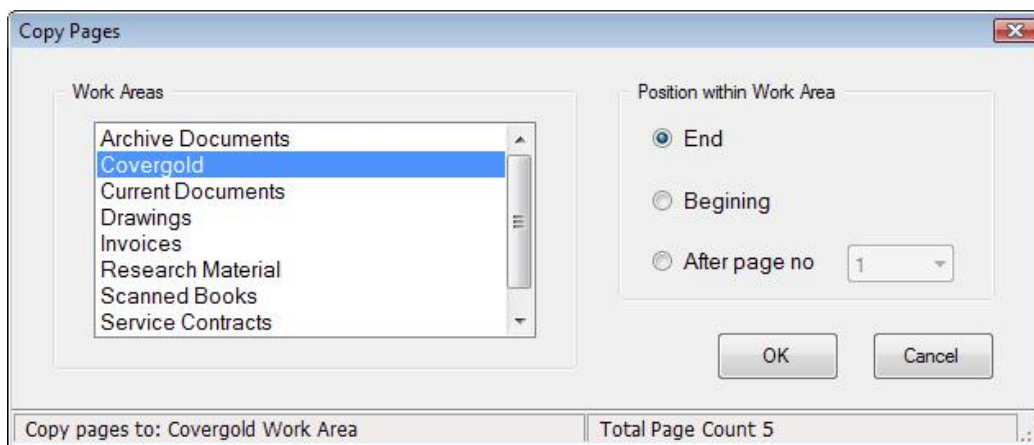


Copy

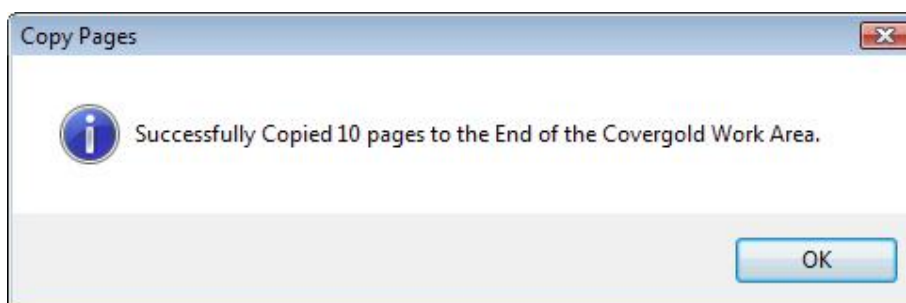
The Copy button, lets you copy one or more highlighted pages, from one [work area](#) to another. You can also copy pages within the same work area.



Select the pages you want to copy, by holding down the **Ctrl** key on your keyboard, while clicking on the individual page numbers with the mouse. To select a range of consecutive page numbers, click on the first page number with the mouse, then, while holding down the **Shift** key on your keyboard, click on the last page number with the mouse. Clicking on the Copy button displays the following dialog box.

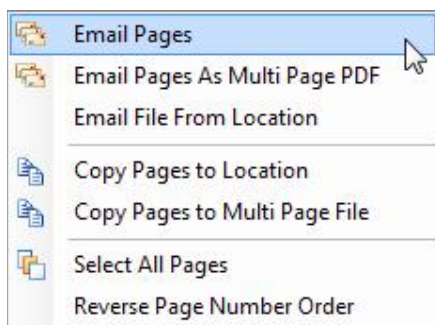


Next, select the work area you want to copy the selected pages to, and also the position within the work area where these pages should be placed. The information area on the bottom of the copy pages dialog box, indicates the work area you want to copy the pages to, and the number of pages that already exist within that work area. Clicking on the OK button confirms the copy.

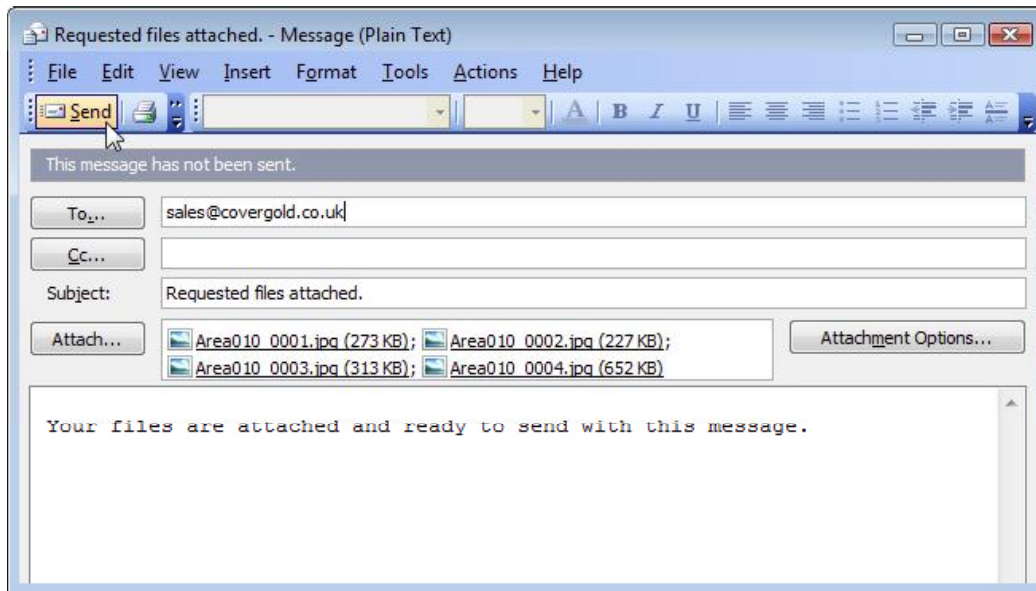


Email Pages

Email Pages, lets you e-mail the highlighted [pages](#) as individual attachments. Right clicking the mouse button within the Pages box, displays the following menu.

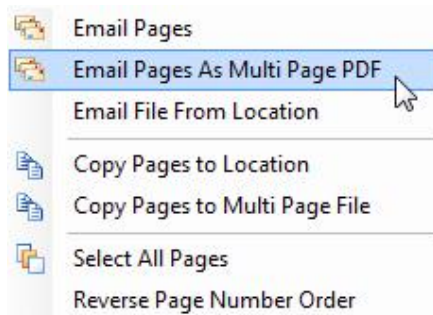


Clicking on Email Pages, begins the process of adding the selected pages as individual attachments, to the default mail recipient.

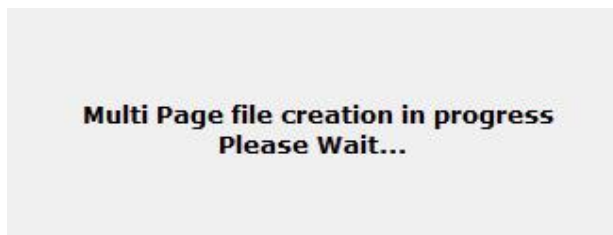


Email Pages As Multi Page PDF

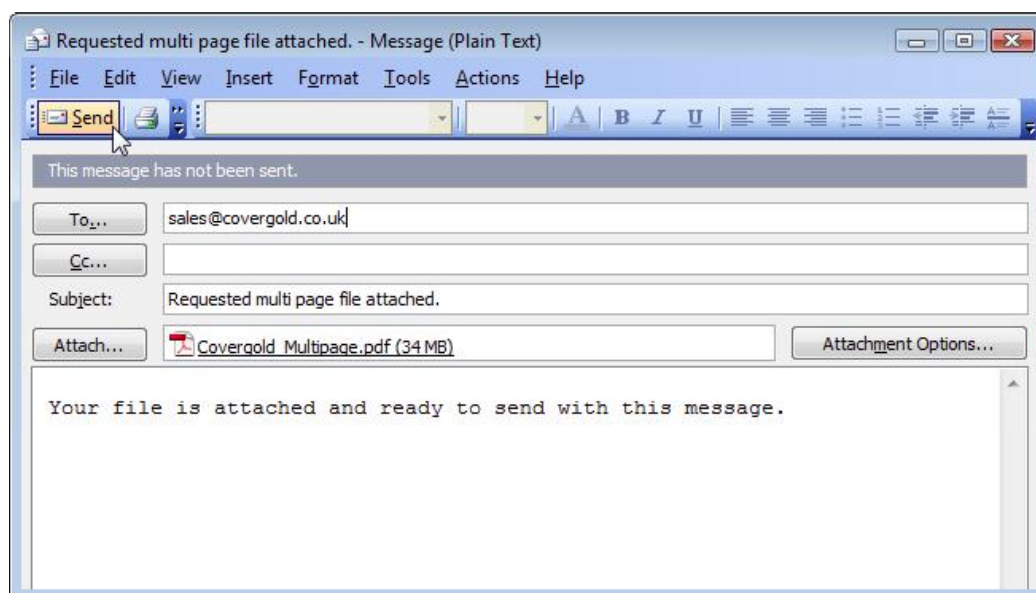
Email [Pages](#) As Multi Page PDF, lets you combine all the highlighted pages, into a single multipage PDF file for e-mailing as an attachment. Right clicking the mouse button within the Pages box, displays the following menu.



Clicking on Email Pages As Multi Page PDF, begins the file creation process.

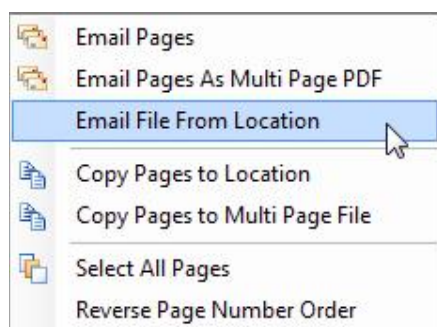


When the multipage file has been created, it is then added as an attachment to the default mail recipient as shown below.



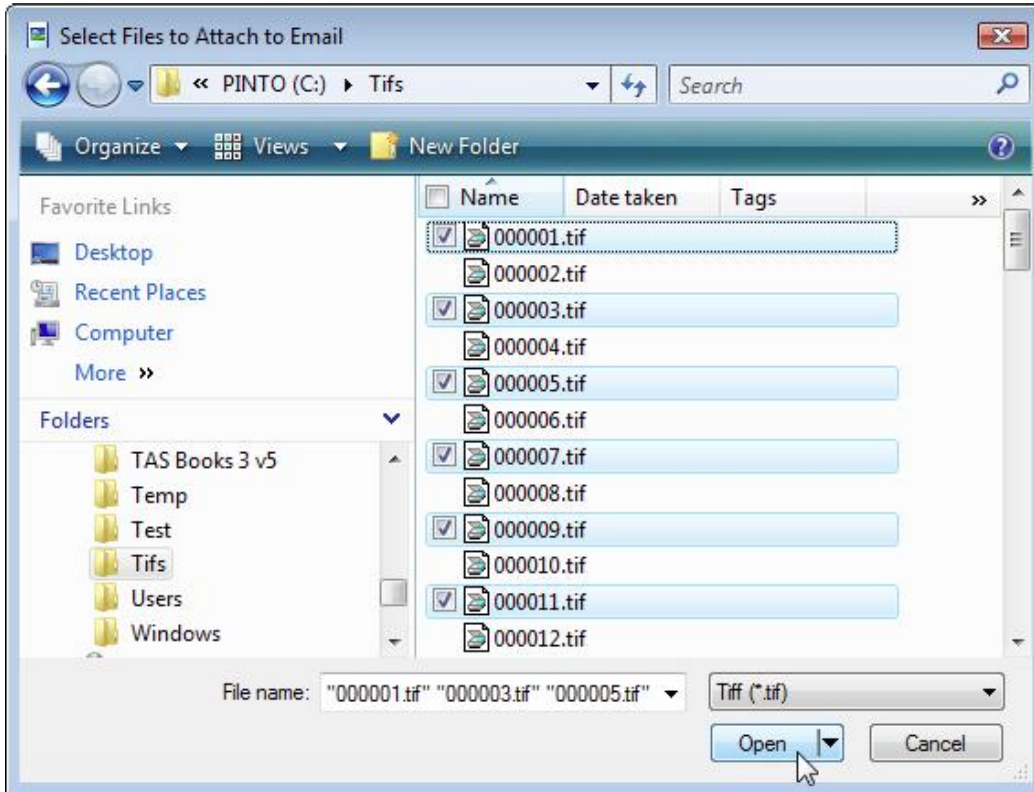
Email File From Location

Email File From Location, lets you email files from an external location, outside of the Locator Rapide environment. Right clicking the mouse button within the Pages box, displays the following menu.

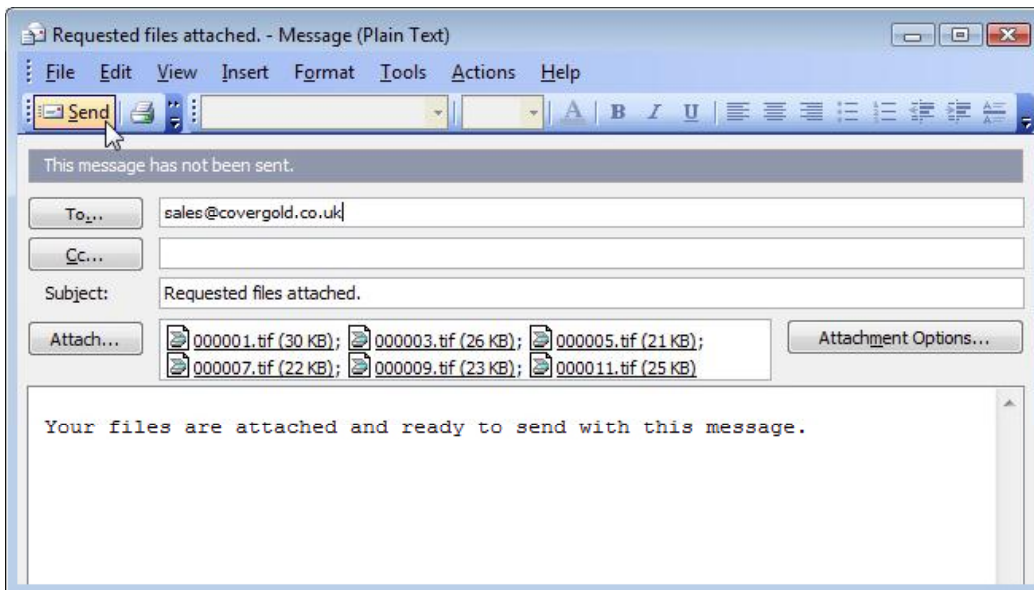


Clicking on Email File From Location, displays the following dialog box.

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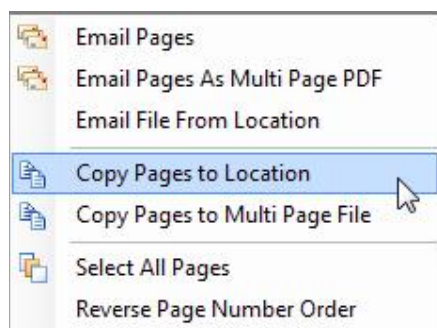


After selecting the files you wish to e-mail, clicking the open button at the bottom of the dialog box, adds the selected files as attachments the default mail recipient.

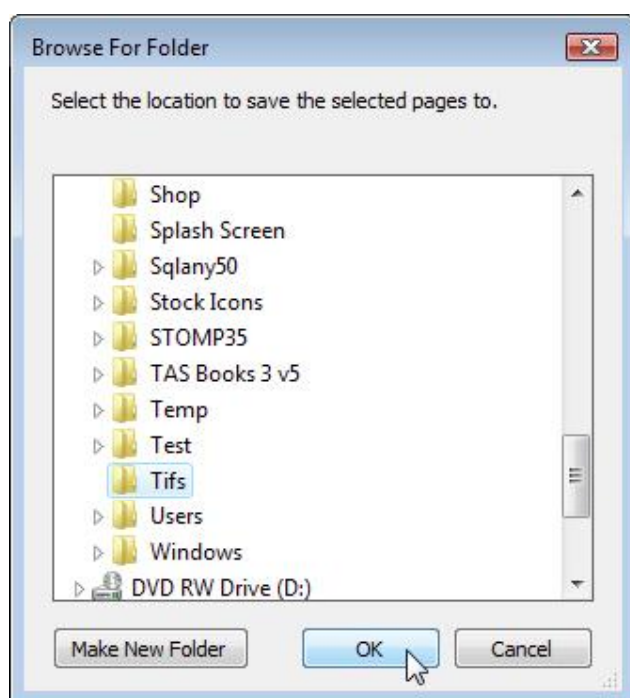


Copy Pages to Location

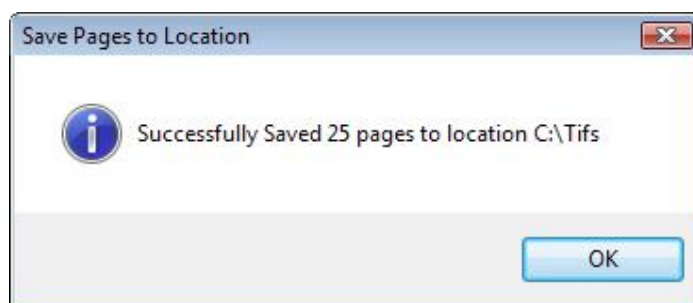
Copy Pages to Location, lets you copy one or more highlighted pages, to another location, outside of the Locator Rapide environment. Right clicking the mouse button within the Pages box, displays the following menu.



Clicking on Copy Pages to Location, displays the following browse for folder dialog box.



Navigate to the desired location, and click on the OK button to begin the process.

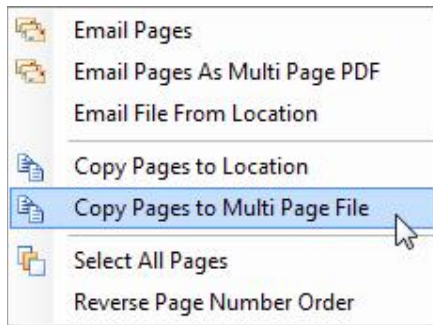


Copy Pages to Multi Page File

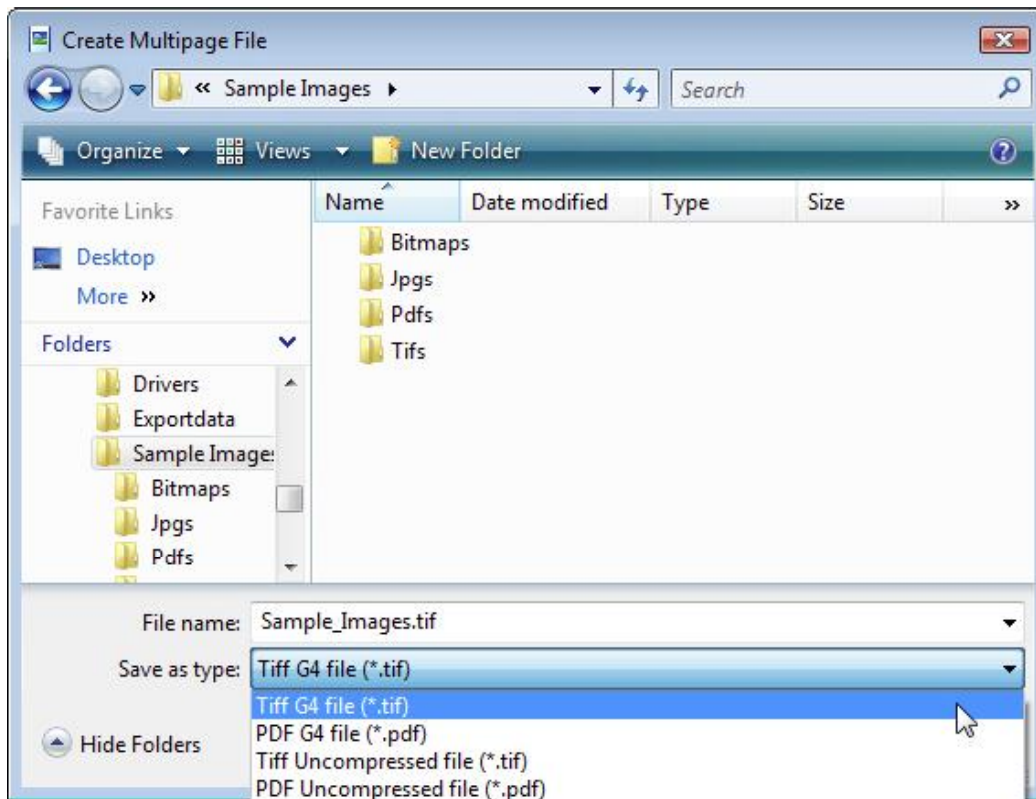
Copy Pages to Multi Page File, lets you copy all the highlighted pages, to a new or existing multipage file. When copying pages to an existing multipage file, the pages

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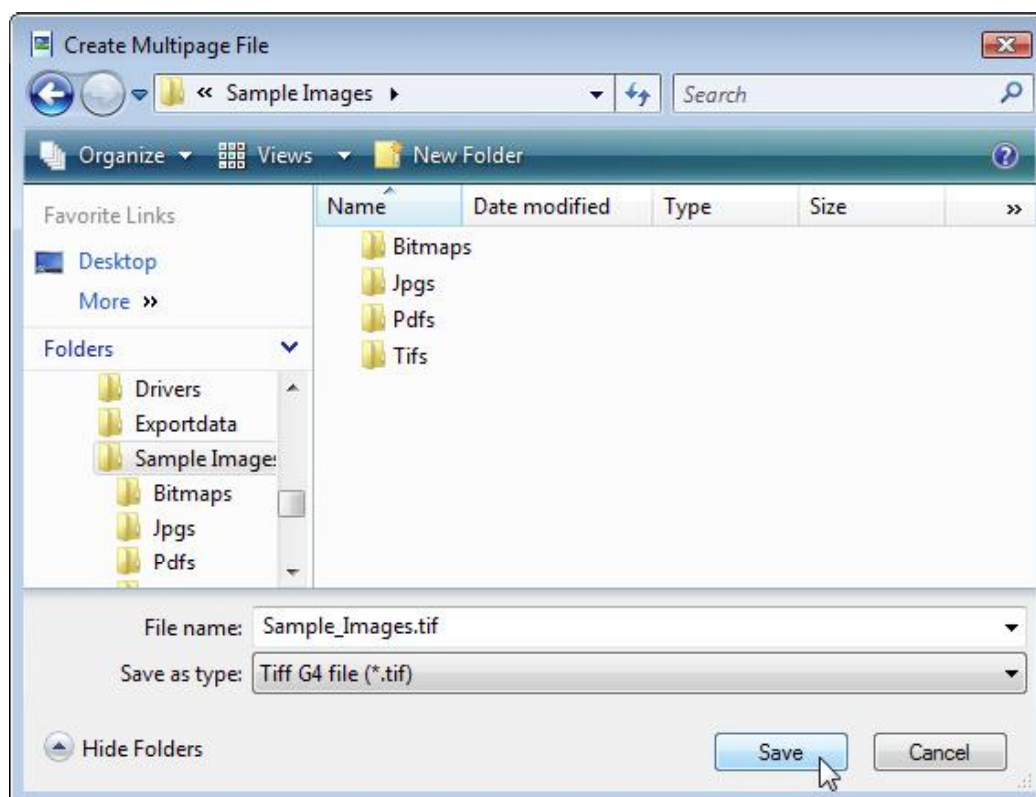
will be appended to the end of the file. Right clicking the mouse button within the Pages box, displays the following menu.



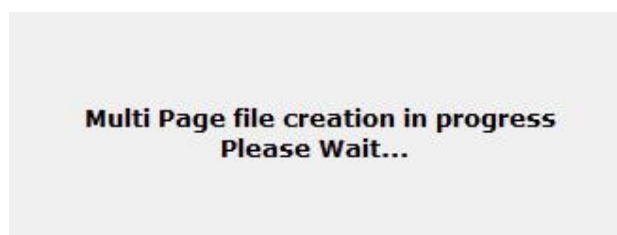
Having selected the pages, clicking on Copy Pages to Multi Page file, displays the following dialog box.



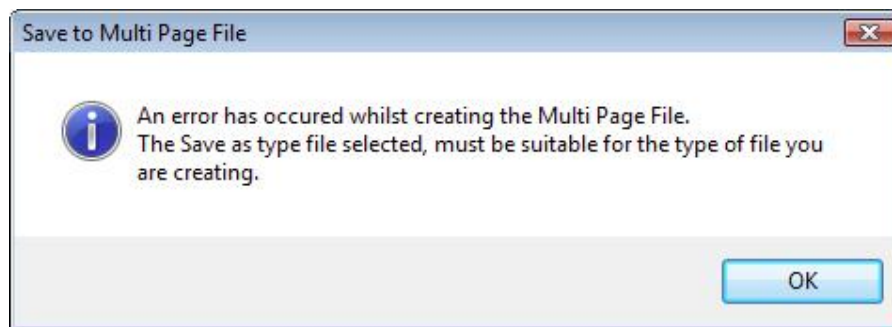
From the above dialog box, navigate to the location where you would like to save the multipage file. In the **File name**: box, enter a name for the file you are about to create, or select a previously created file, that you would like to append the selected pages to. In the **Save as type**: box, choose one of the displayed file formats.



Finally, click on the Save button to begin the process.

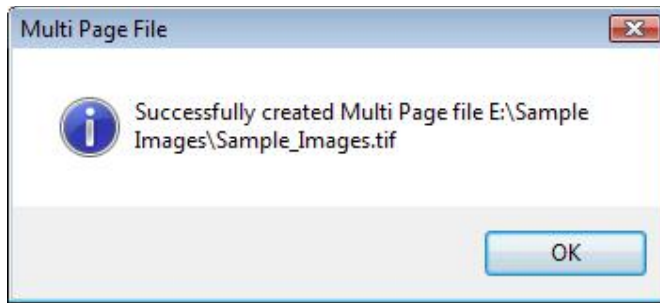


When creating multipage files, the **Save as type:** should reflect the file format, for the type of files you are saving. For example, you cannot save colour images using the **Tiff G4 file (*.tif)** format, doing so would result in the following error message.



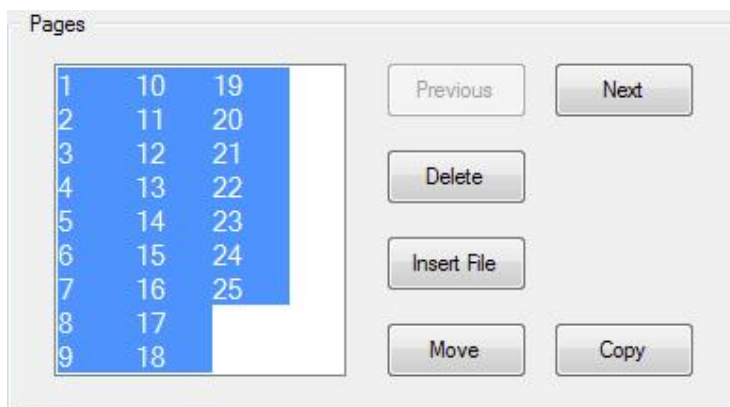
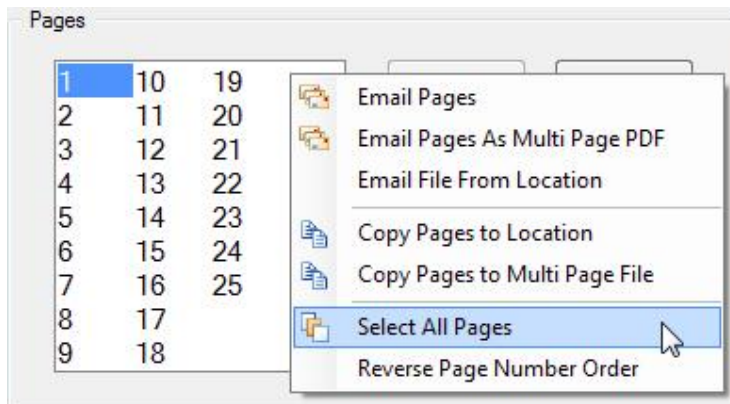
When the file has been successfully created, the following message box is displayed.

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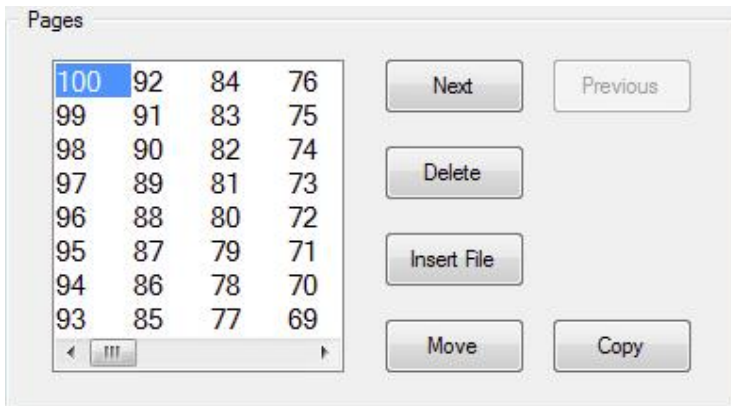
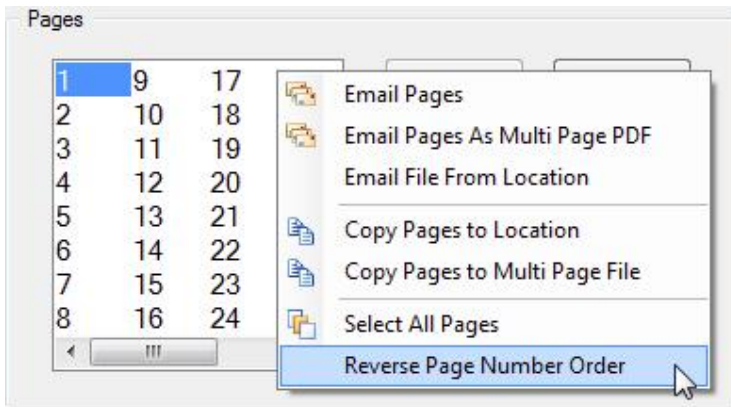
Select All Pages

Select All Pages, lets you select and highlight all the pages within the Pages box. Right clicking the mouse button within the Pages box, displays the following menu.



Reverse Page Number Order

Reverse Page Number Order, lets you reverse the order of the page numbers as displayed in the Pages box. Right clicking the mouse button within the Pages box, displays the following menu.



View Image

View Image Overview

To view an Image, click on a page number from the [Pages](#) box to display the image for [viewing](#).

In addition, a variety of features within Locator Rapide, give users the ability to change the way images (pages) are displayed. Some of the options include zooming in or out of an image, deskew, despeckle, crop and scan print to name but a few.

[Normal View](#), the default for viewing a selected image (page).

[Full Screen View](#), displays the selected image (page) in full screen mode.

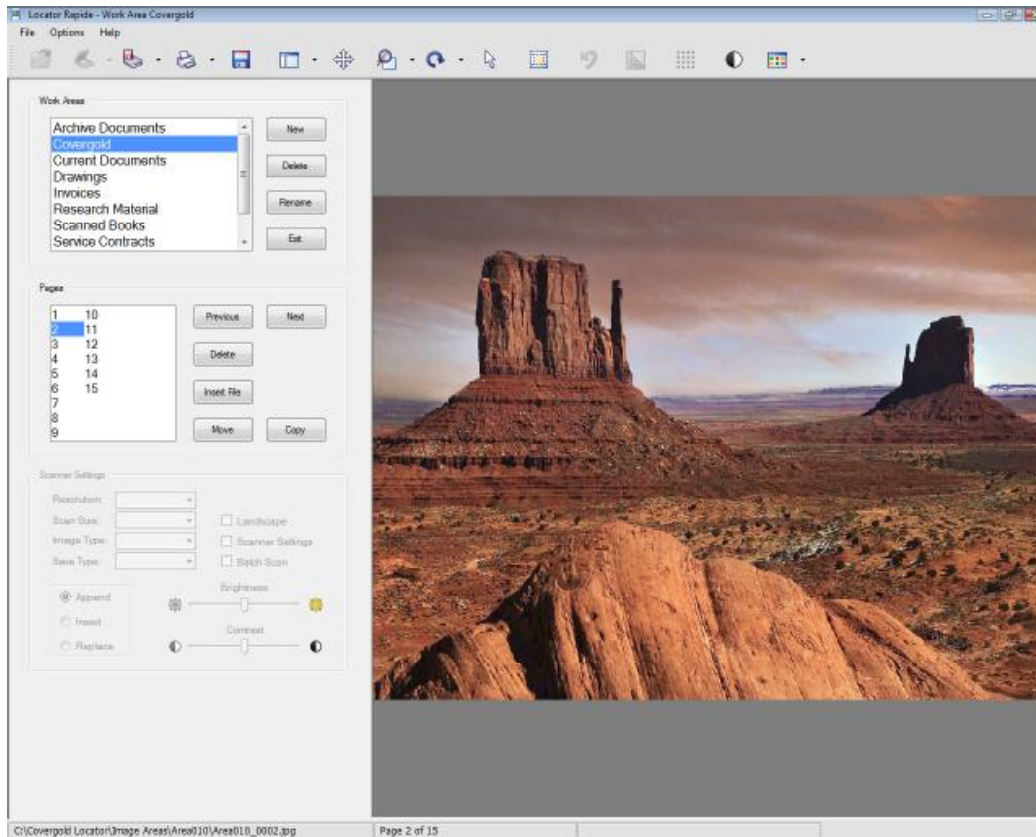
[Split Screen View](#), allows viewing of up to four selected images (pages) simultaneously.

[Restore Page](#), restores the originally selected image (page) for viewing, discarding any changes made.

Normal View

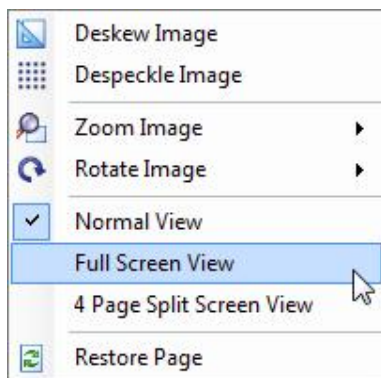
Selecting a page number from the [Pages](#) box, displays the image for viewing as shown below. The [work areas](#), pages and scanner settings options, are displayed to the left of the window whilst the image is displayed to the right. This is classed as the Normal View.

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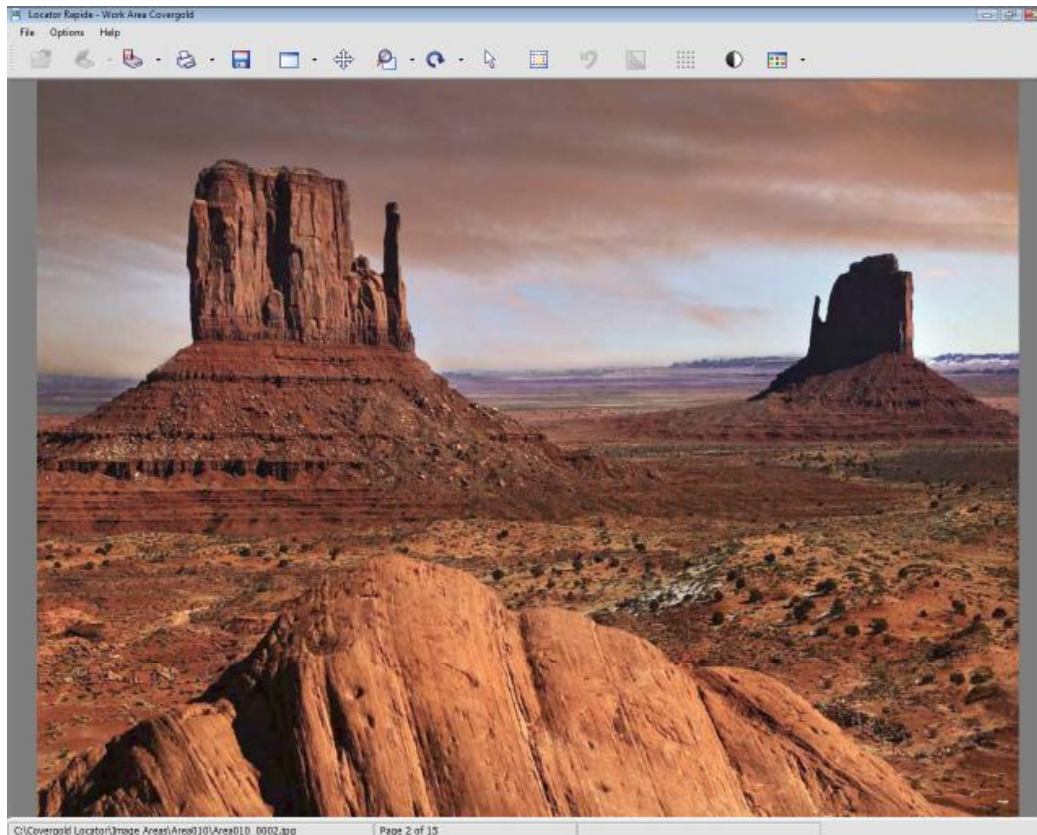


Full Screen View

To enable Full Screen View, simply right click the mouse button over the displayed image, and select Full Screen View from the following menu.

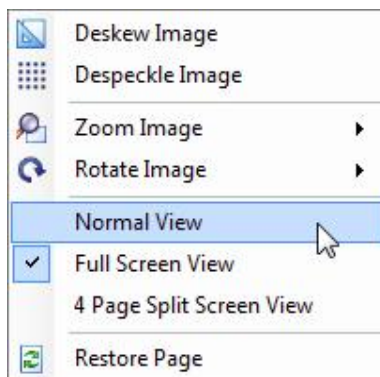


The displayed image now occupies the whole of the window, with the work areas, pages, and scanner settings options completely hidden from view. This is classed as the Full Screen View.



Whilst the controls are hidden from view, you can still navigate to the next or previous page (image), by holding down the **Alt** key and depressing the letter **N** (for next page) or **P** (for previous page) respectively on the keyboard.

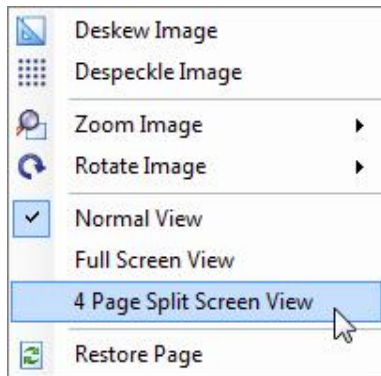
To revert back to the [Normal View](#), select the option from the menu as shown below.



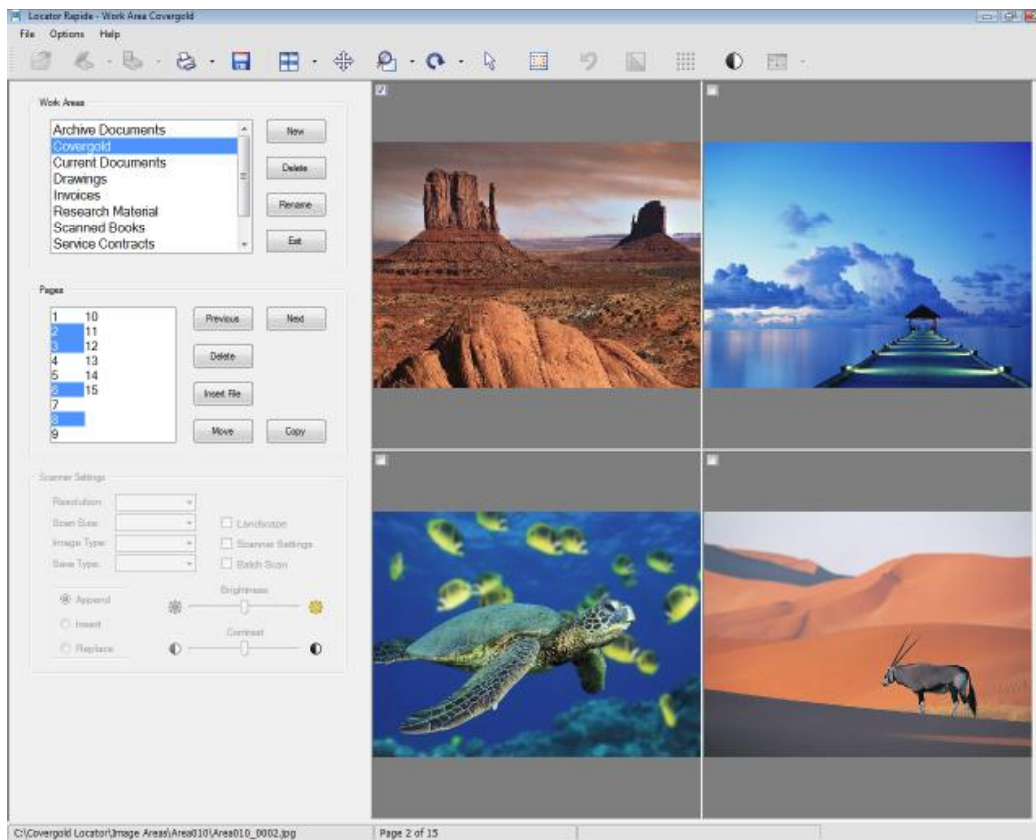
Split Screen View

Up to 4 pages (images) can be selected, individually or consecutively to view in split screen mode. To enable Split Screen View, simply right click the mouse button over the displayed image, and select 4 Page Split Screen View from the following menu.

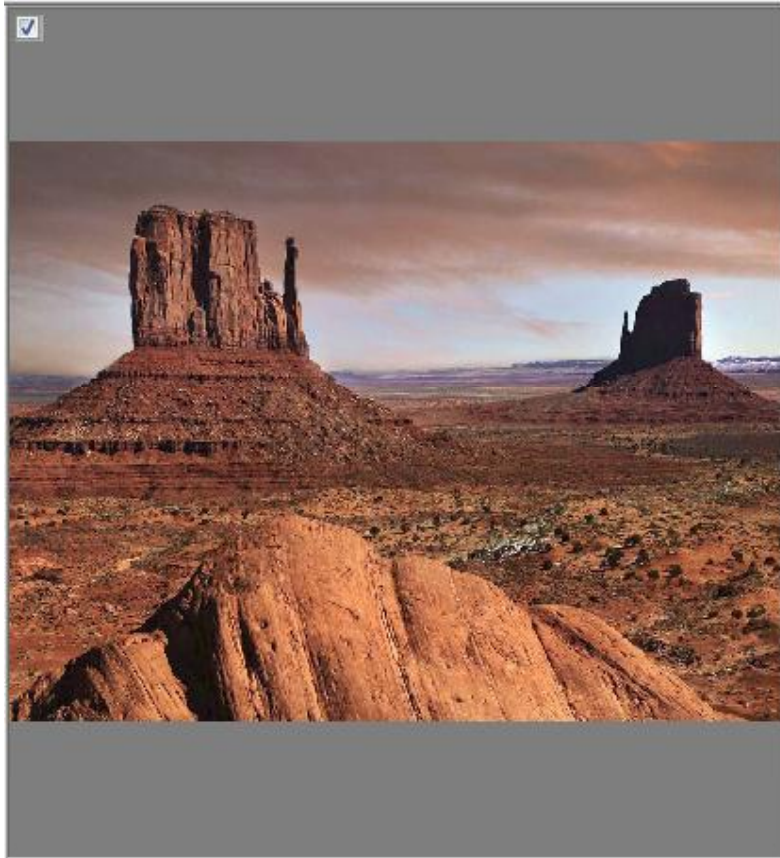
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The pages (images) shown below in split screen view, have been individually selected, by holding down the **Ctrl** key on your keyboard, while clicking on the individual page numbers with the mouse. To view consecutive pages, simply highlight the first page from the Pages box, and click on the 4 Page Split Screen View option from the toolbar drop down button (as shown above).

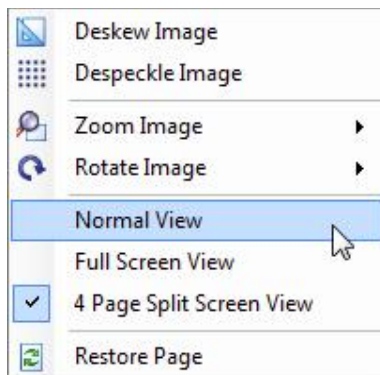


From the split screen view, select the image to work with by ticking the check box, which is displayed in the top left hand corner of each image.



When the check box is ticked, all image processing functions are applied to this image alone.

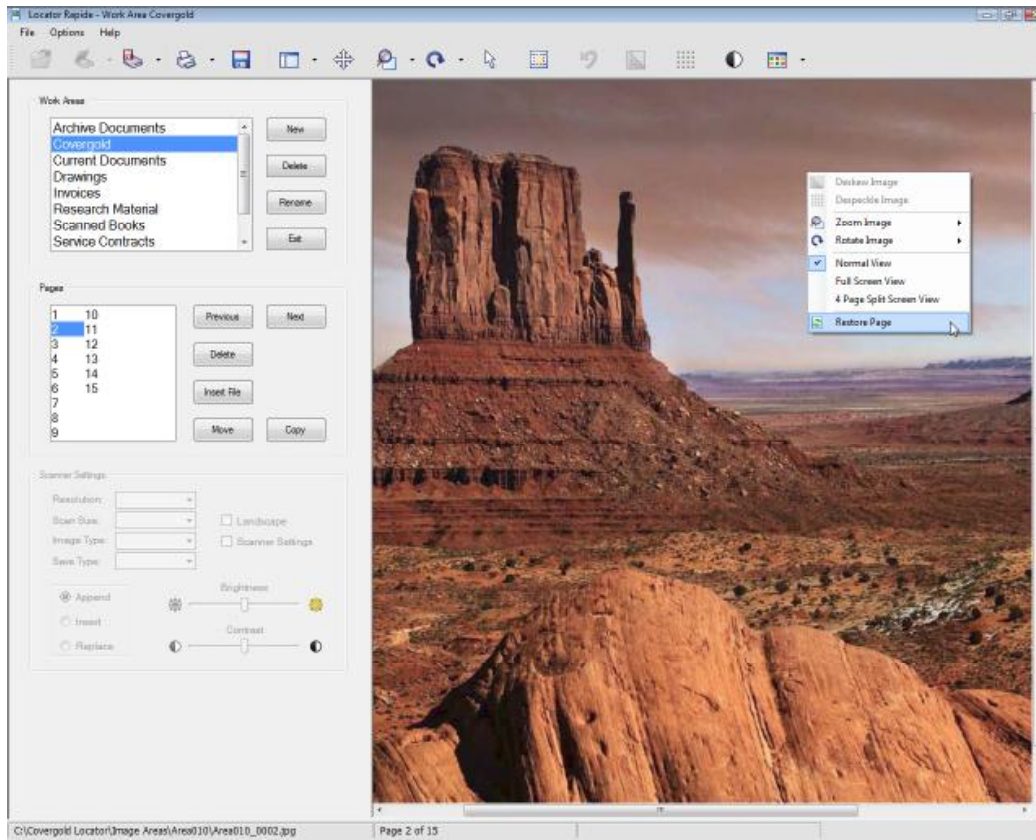
To close the split screen view and return to the [Normal View](#), select the option from the menu as shown below.



Restore Page

To revert back to the original image and cancel any image processing functions that may have been applied, click on either the original page number from the Pages box, or Restore Page from the pop up menu, which is displayed when you right click the mouse button whilst on the actual image.

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Toolbar





Toolbar Overview






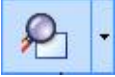





The Locator Rapide Toolbar




The Locator Rapide Toolbar, contains buttons that make the most routinely used functions available with one click of the mouse. Like the [Menu Bar](#), the buttons in the Toolbar are enabled and disabled based on what actions you are performing.

The following table shows each Toolbar button and describes its function:

| Button | Function |
|---|--|
|  | Open Work Areas . Lets you create or view available work areas. |
|  | <p>Scan New. Scans and saves the image or document currently in the scanner.</p> <p>Scan and Print. Scans the image or document currently in the scanner and outputs it directly to a printer.</p> <p>Select Source. Displays a list of the available scanning devices.</p> |
|  | <p>Email Pages. Lets you email the selected pages.</p> <p>Email File From Location. Lets you email selected files from an external location.</p> <p>Copy Pages to Location. Lets you copy and save the selected pages to an external location.</p> <p>Copy Pages to Multi Page File. Lets you copy and save the selected pages, to a single multipage file, in an external location.</p> |
|  | <p>Print. Opens the print dialog box which allows you to print the viewed image.</p> <p>Print As Seen. Opens the print dialog box which only prints the contents of the displayed window.</p> |

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| | |
|---|--|
| | |
|  | <p><u>Save</u>. Saves changes to the displayed image.</p> |
|  | <p><u>Normal View</u>. The work areas, pages and scanner settings options, are displayed to the left of the window whilst the image is displayed to the right.</p> <p><u>Full Screen View</u>. The displayed image occupies the whole of the window, with the work areas, pages, and scanner settings options completely hidden from view.</p> <p><u>4 Page Split Screen View</u>. Up to 4 pages can be selected, individually or consecutively to view in split screen mode.</p> |
|  | <p><u>Pan</u>. Displays a floating window showing the complete image. By dragging the mouse within this floating window, the main image displayed is repositioned.</p> |
|  | <p><u>Zoom Image</u>. Zooms (enlarges) the displayed image.</p> |
|  | <p><u>Rotate Image</u>. Rotates the displayed image.</p> |
|  | <p><u>Normal</u>. Closes the Select Area tool and reverts back to normal mode.</p> |
|  | <p><u>Select Area</u>. Lets you draw a rectangle on top of the displayed image, to which you can apply certain image processing functions.</p> |
|  | <p><u>Undo</u>. Reverses the changes made to the displayed image.</p> |
|  | <p><u>Deskew</u>. Deskew's the displayed image.</p> |

| | |
|---|--|
|  | <p><u>Despeckle</u>. Despeckle either a part or the whole of the displayed image.</p> |
|  | <p><u>Contrast Adjustment</u>. Displays a floating window where you can adjust the brightness, contrast and gamma values of the image displayed.</p> |
|  | <p><u>Thumbnails</u>. Displays thumbnails of all the images within the work area. The size of the displayed thumbnail can be altered to small, medium or large.</p> |

Scan New

To begin scanning a new image into the current [work area](#), simply click the Scan New button from the [toolbar](#) as shown below.

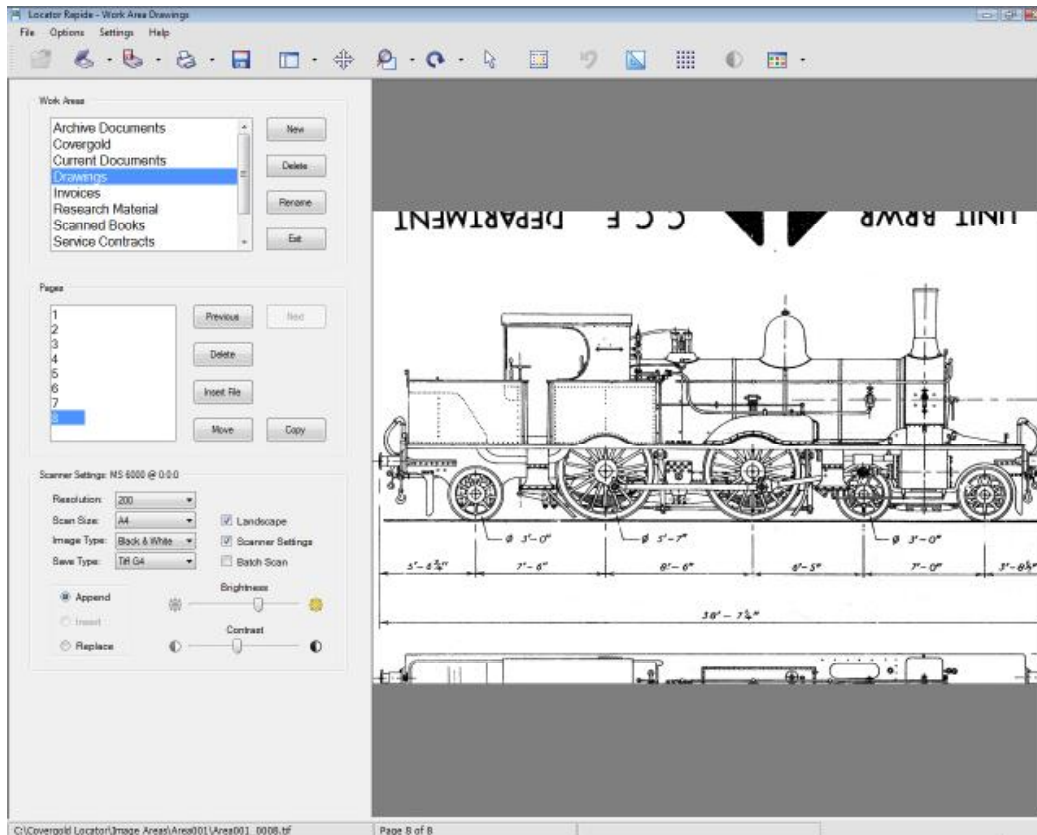


Alternatively, click the down arrow on the toolbar button, and select Scan New from the drop down menu.

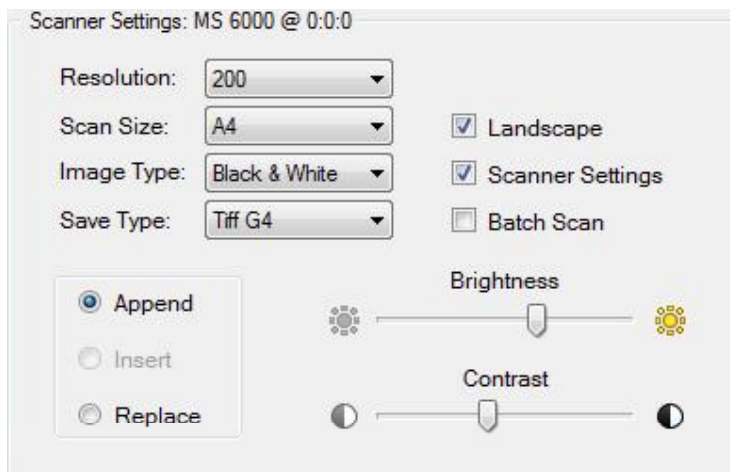


When the scanner has completed the scan cycle, the scanned image will be displayed as shown below, using the default settings taken from the scanner settings dialog box.

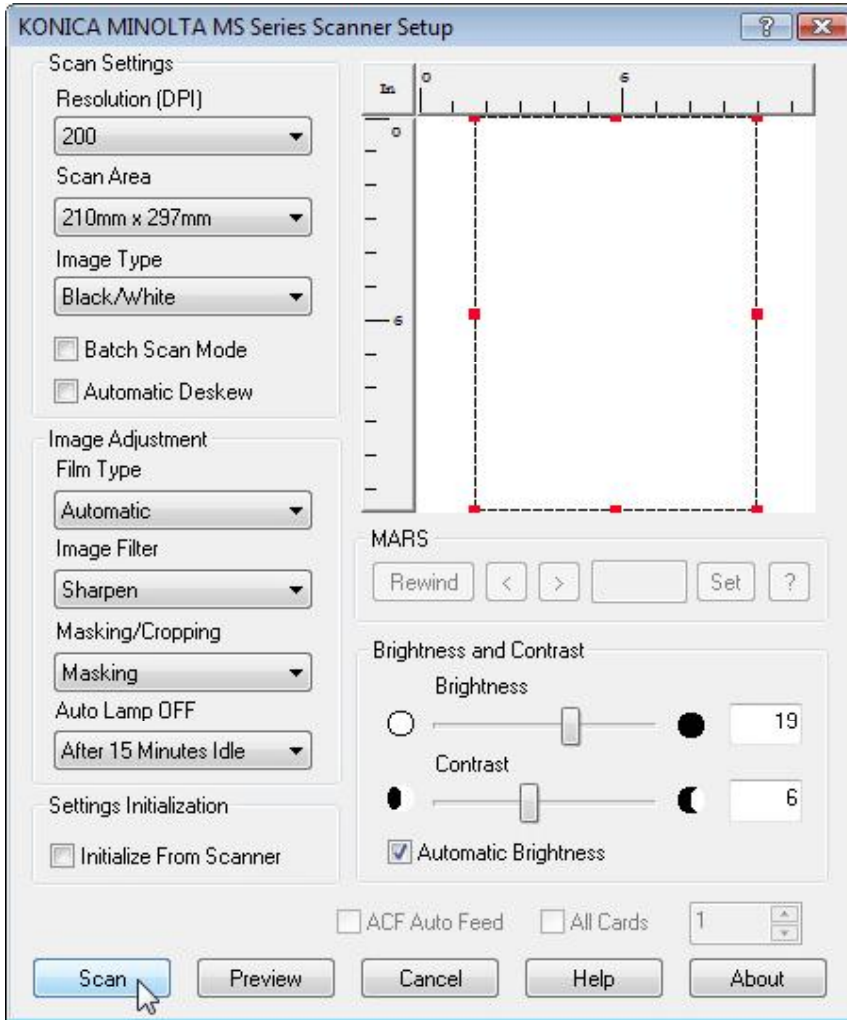
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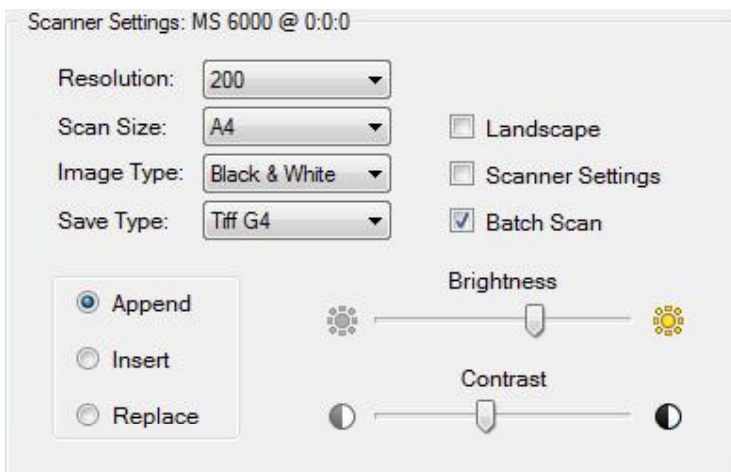
Default settings used to scan image above, taken from the scanner settings dialog box.



If the Scanner Settings option is ticked (as shown above), then the scanner setup dialog is displayed. The user interface shown below applies to the MS6000 Microfilm Scanner only. The device driver user interface differs greatly, depending on the manufacturer.



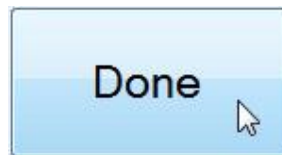
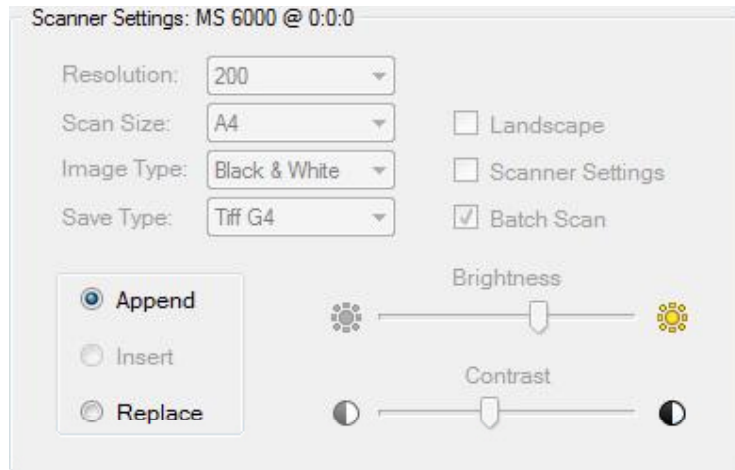
Selecting the **Batch Scan** option from the scanner settings dialog box, allows you the flexibility to carry on scanning by utilising the Start button on the front panel of your Microfilm Scanner, or in the case of a Book Scanner, the left and right switches on the Book Scanner itself.



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The settings for each scan can be altered via the front panel of the microfilm scanner, prior to pressing the Start button.

When using the **Batch Scan** option, the scanner settings dialog box will be greyed out, with a **DONE** button immediately visible underneath the scanner settings dialog box.



When you have finished or want to stop **batch scanning**, simply click on the **DONE** button as shown above.

Prior to scanning a new image into the existing work area, you can select to Append, Insert or Replace the current image.



To Append scanned images to the end of the current work area, select the append option.



To Insert scanned images into the current work area, select the insert option.

Images will be inserted after the selected highlighted [page](#) number.



To Replace (re-scan) an image in the current work area, select the replace option.

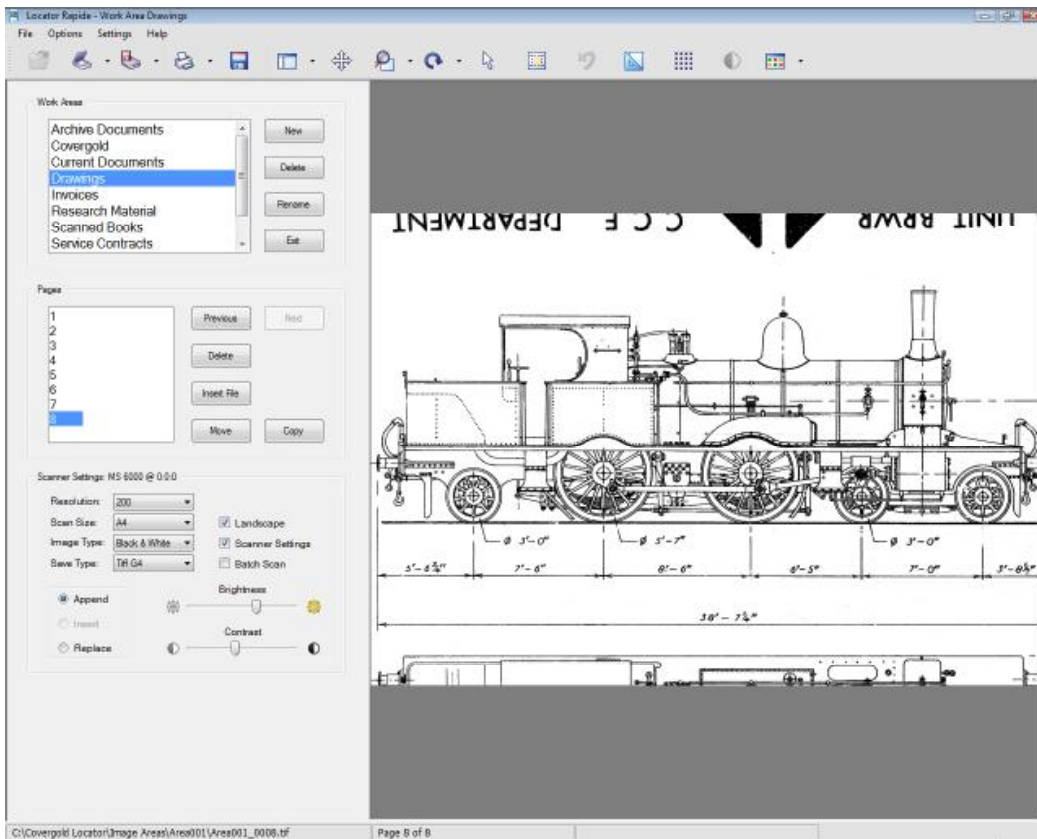
Scan Print

Scan and Print, allows you to Scan the Image and output it directly to the default printer on your computer, **without saving the image to the current work area.**

To turn on scan and print, simply click the down arrow on the [toolbar](#) button, and select Scan and Print from the drop down menu.



When the scanner has completed the scan cycle, the scanned image will be sent directly to the default printer on your computer, utilising the default settings taken from the scanner settings dialog box. **The scanned image will not be saved to the current work area.**



Save

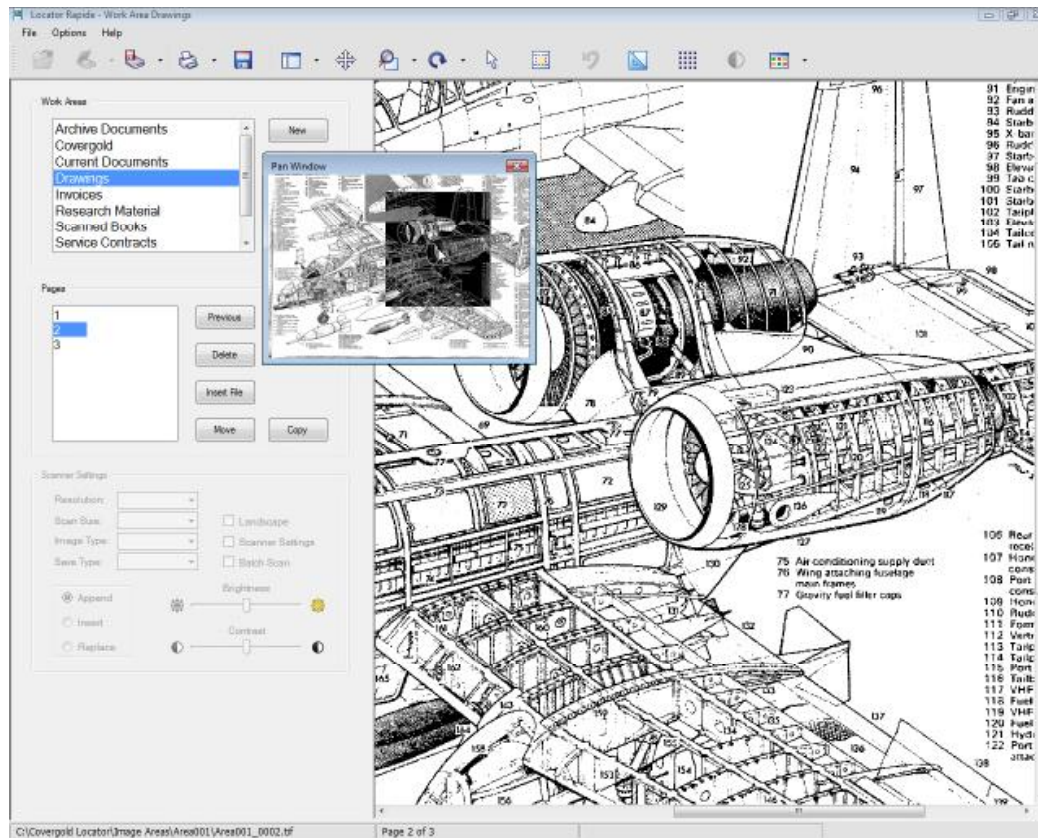
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To Save any changes made to the displayed image, simply click the Save button on the [toolbar](#).



Pan Window

The Pan Window is especially useful, when you have zoomed in on the displayed image and would like to move around the Image, whilst retaining the current zoom level. Clicking the Pan button on the toolbar, displays the Pan Window, as shown below.



Holding down the left mouse button on the black rectangle in the Pan Window, whilst moving the mouse, enables you to move the main displayed image to a different area, whilst retaining the current zoom level.

Normal

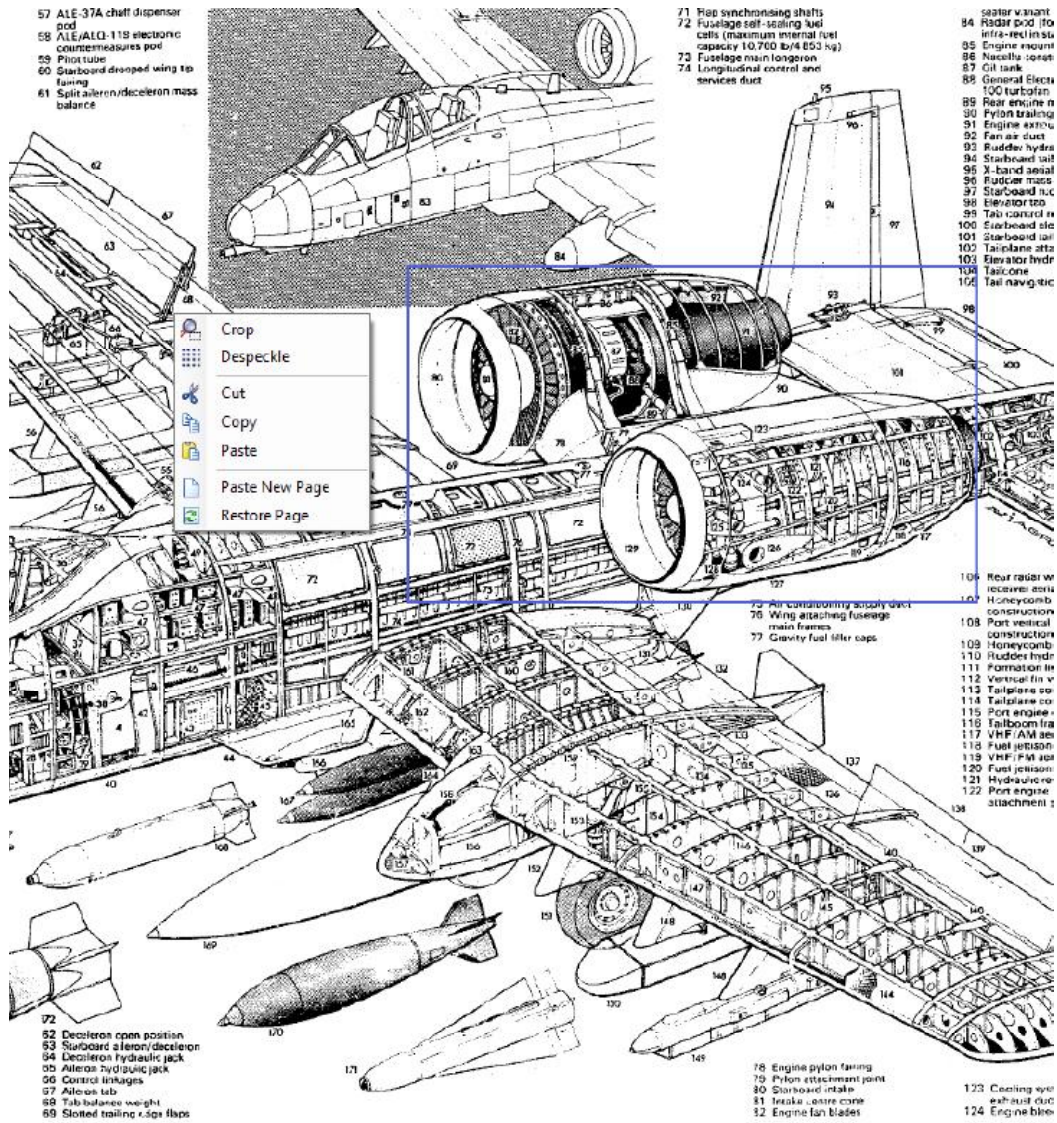
Clicking the Normal button on the toolbar, closes the [Select Area](#) tool if open, and reverts back to the default mode.



Select Area

Select Area Overview

Clicking on the Select Area tool from the [toolbar](#), lets you draw a rectangle over the displayed image with the mouse, to which you can then apply some image processing functions.

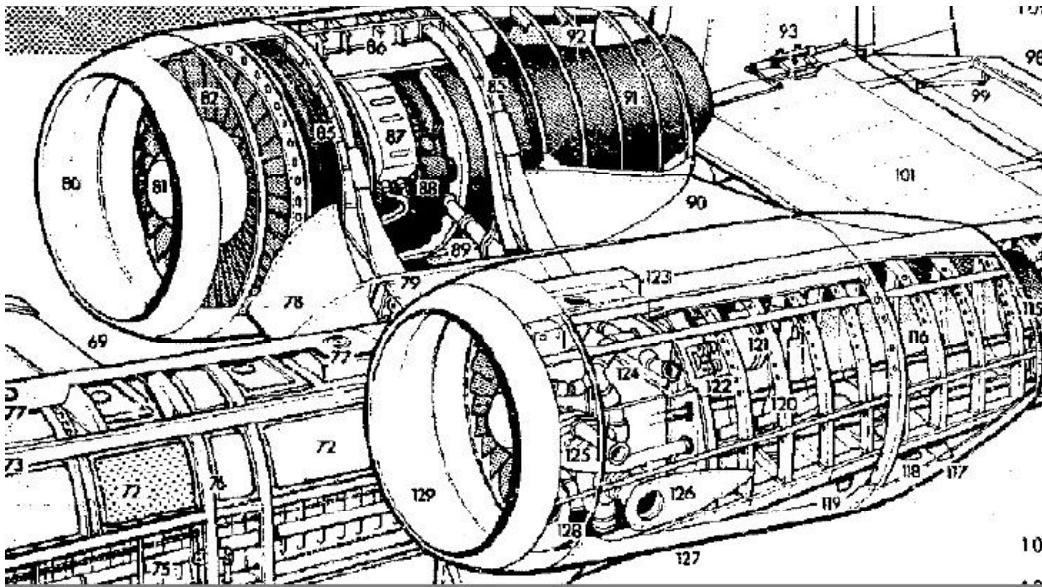


[Crop](#), lets you crop the displayed image, to the bounds of the rectangle.

[Despeckle](#), lets you despeckle the area of the rectangle drawn. Only applies to a one-bit image.

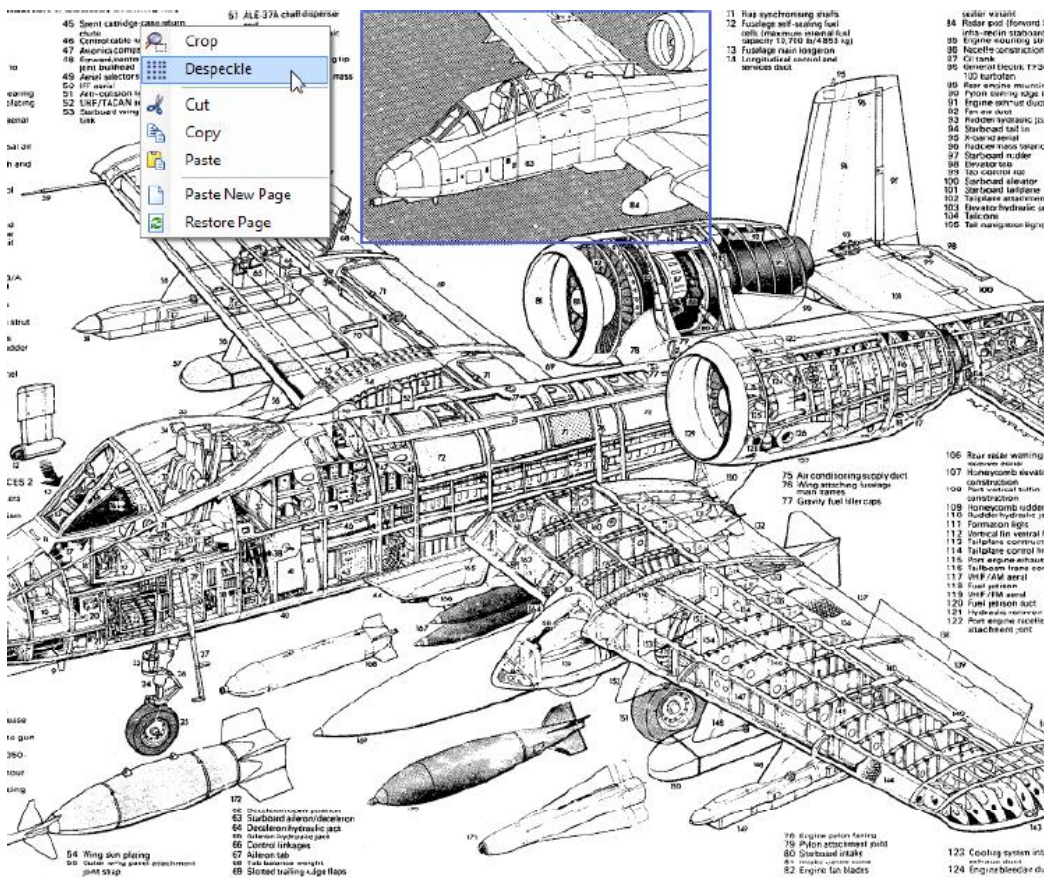
[Cut](#), lets you cut out the area of the rectangle drawn, from the displayed image.

[Copy](#), lets you copy the area of the rectangle drawn to the clipboard, for later use.



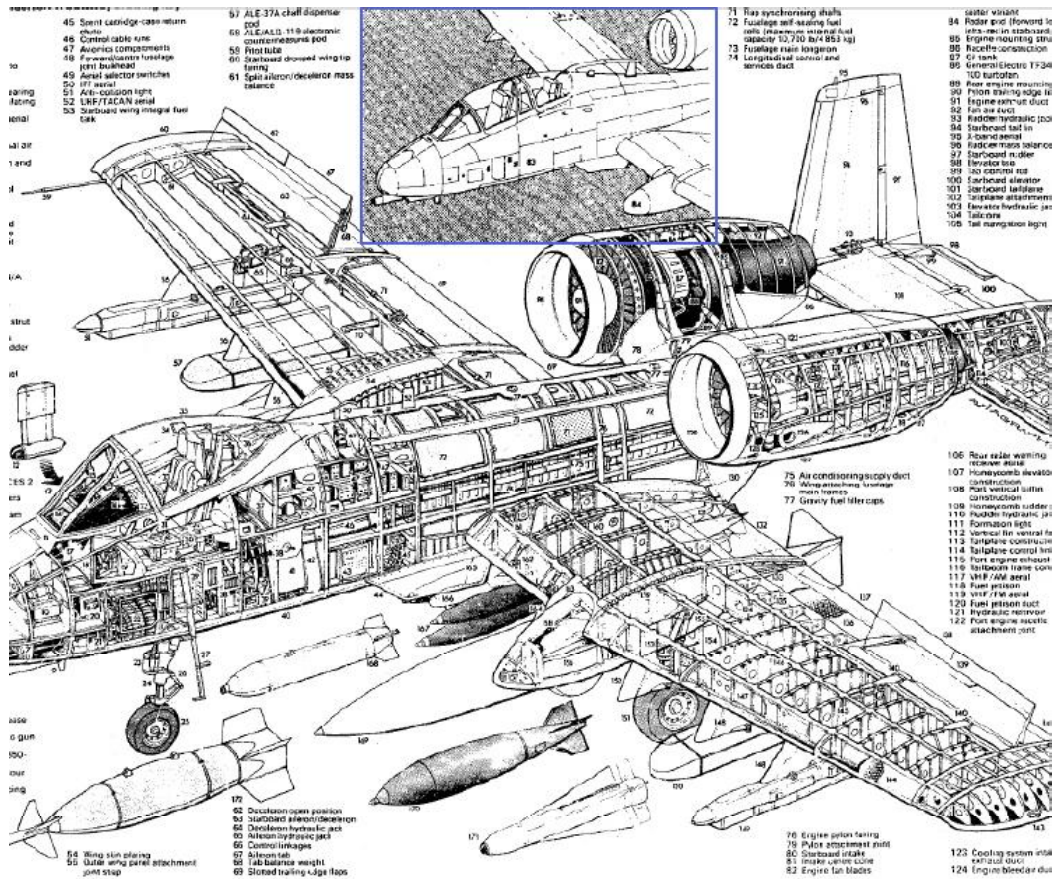
Despeckle Area

To Despeckle an area of a displayed image, use the [Select Area](#) tool from the [toolbar](#), to draw a rectangle over the displayed image. With the rectangle drawn, right click the mouse button to display the pop up menu, as shown below.



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From the pop up menu, select the Despeckle option to despeckle the area selected.

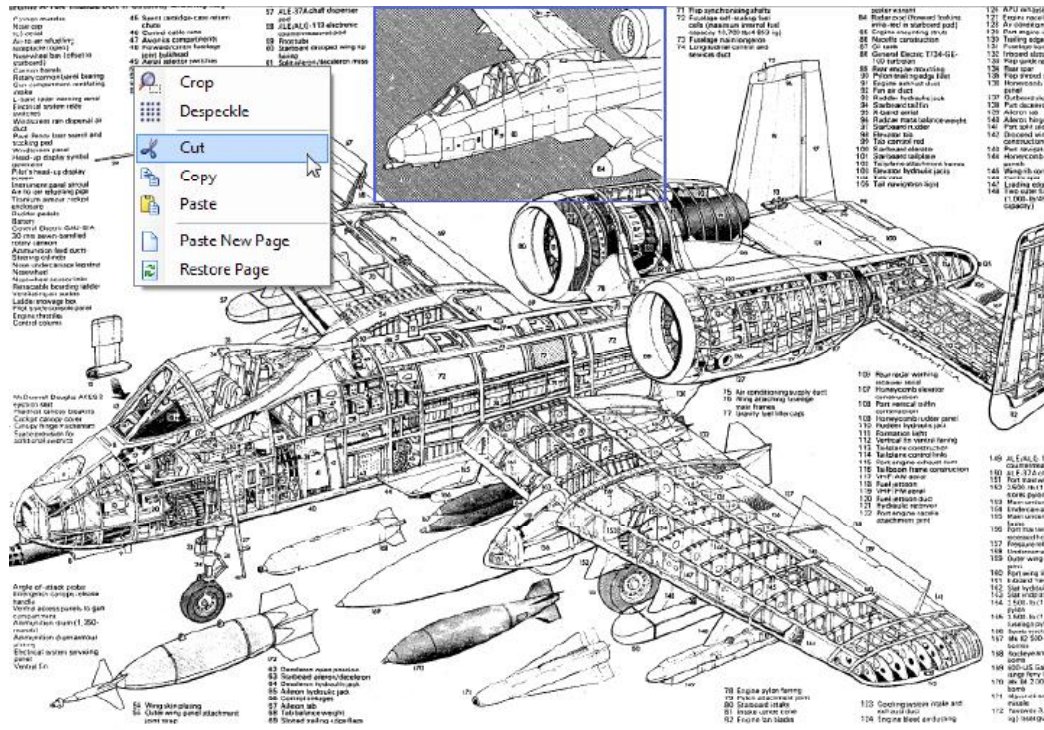


If there is no rectangle drawn on the image, selecting the Despeckle option from the pop up menu, will despeckle the whole image.

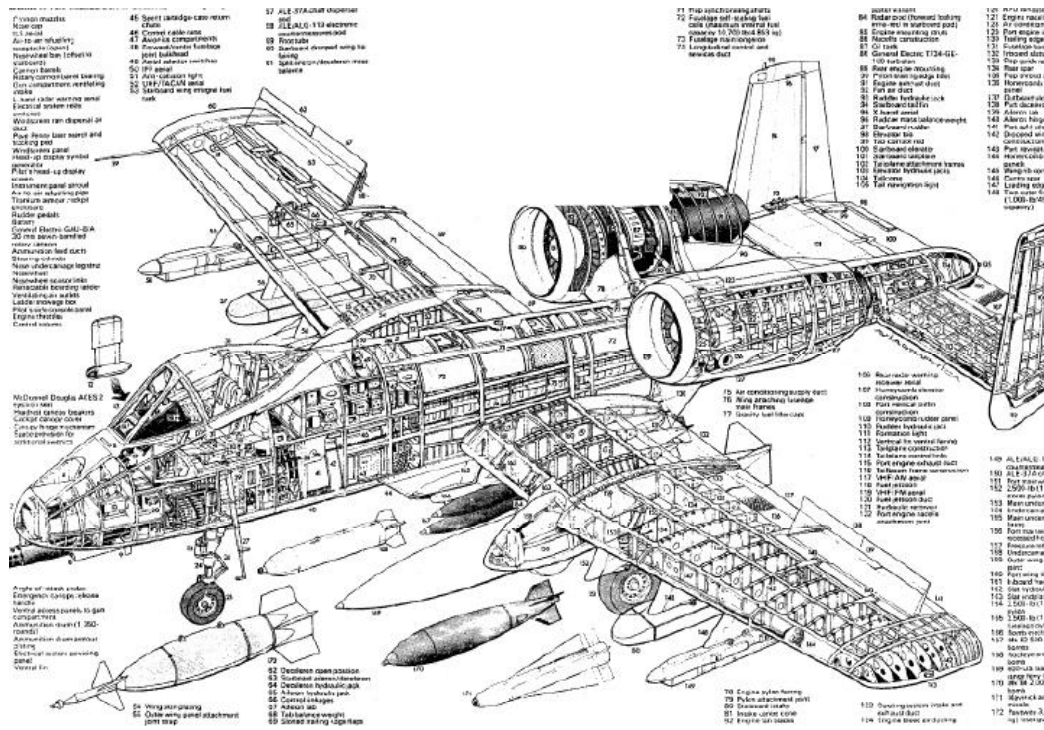
Cut

The clipboard is a windows data structure used to exchanged data between applications, It is a common area where applications place data and others can access it. These operations are usually referred to as Cut (place data in) and [Paste](#) (take data out).

To Cut an area of a displayed image and save it to the clipboard, use the [Select Area](#) tool from the [toolbar](#), to draw a rectangle over the displayed image. With the rectangle drawn, right click the mouse button to display the pop up menu, as shown below.



From the pop up menu, select the Cut option to cut the selected area and save it to the clipboard.

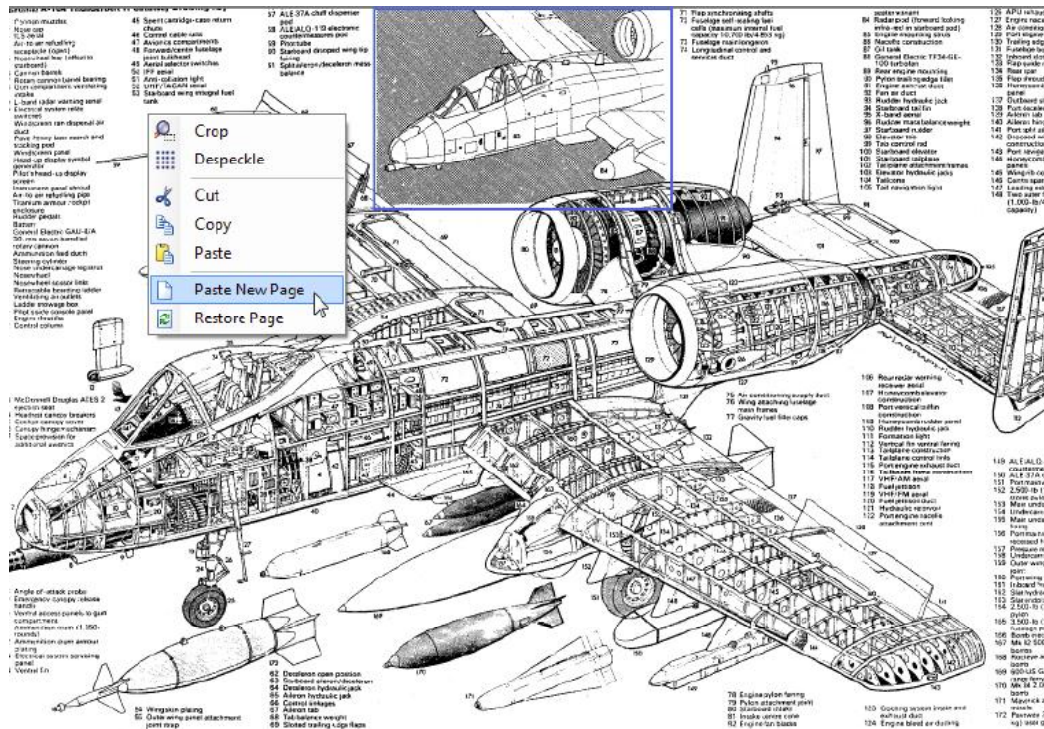


Paste New Page

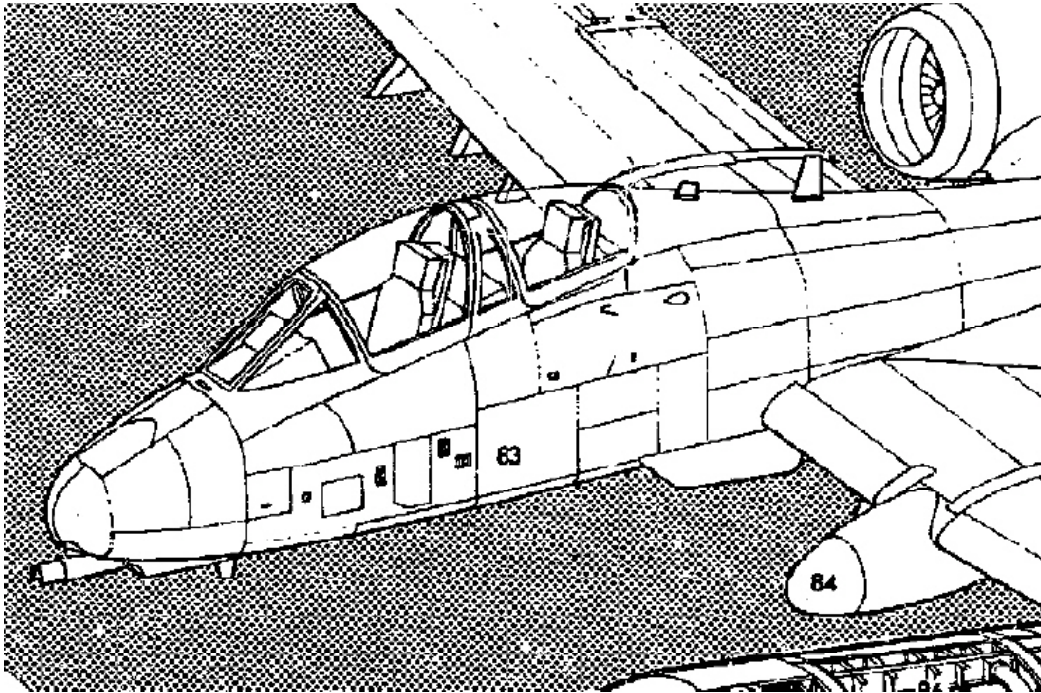
Locator Rapide

The clipboard is a windows data structure used to exchanged data between applications, It is a common area where applications place data and others can access it. These operations are usually referred to as [Cut](#) (place data in) and [Paste](#) (take data out).

To Paste into a New Page a selected area of a displayed image, use the [Select Area](#) tool from the [toolbar](#), to draw a rectangle over the displayed image. With the rectangle drawn, right click the mouse button to display the pop up menu, as shown below.



Selecting the [Paste New Page](#) option from the pop up menu, copies and saves the selected area to a new page, that will be appended to the current [Work Area](#).



Undo

To Undo a previous action (i.e. despeckle, crop...), simply click on the Undo button on the [toolbar](#).



Deskew

Deskew provides for optical de-skewing of scanned images (Tif file format only). To deskew the displayed image, simply click on the Deskew button on the [toolbar](#).



Despeckle

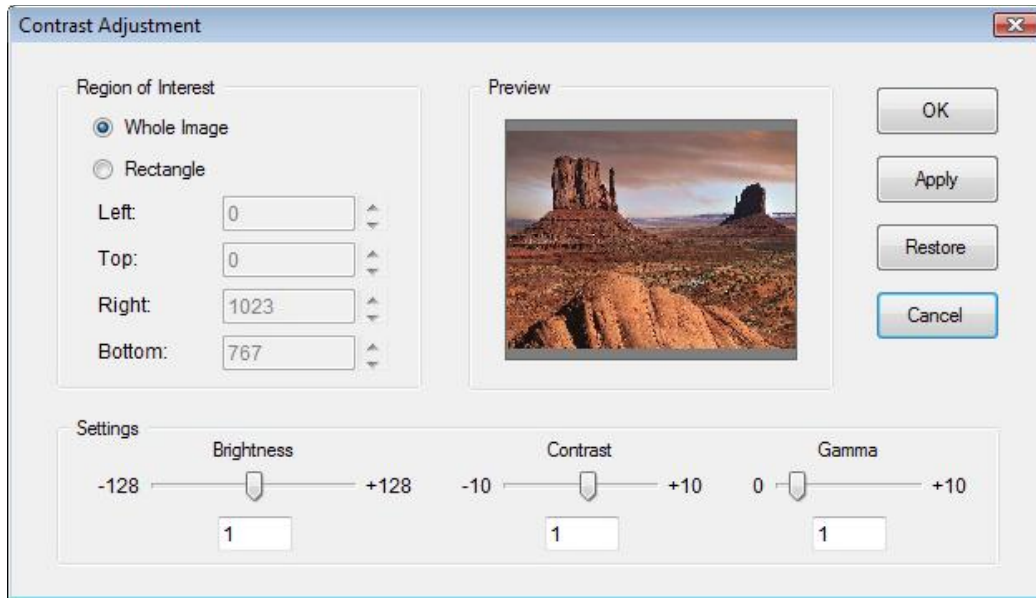
To Despeckle the entire displayed image, simply click the Despeckle button on the [toolbar](#). To Despeckle an area of the displayed image, see the Despeckle section under [Select Area](#).



Contrast Adjustment

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The Contrast Adjustment displays the Image Processing: Brightness, Contrast and Gamma dialog. The sliders in the Settings area are used to alter the brightness, contrast and gamma-correction parameters, for either the whole, or a section of the displayed image, as set out under the Region of Interest.



The effect of the changes are displayed on the Preview Image. If the image is particularly large there will be a long time delay while the image is being rendered.

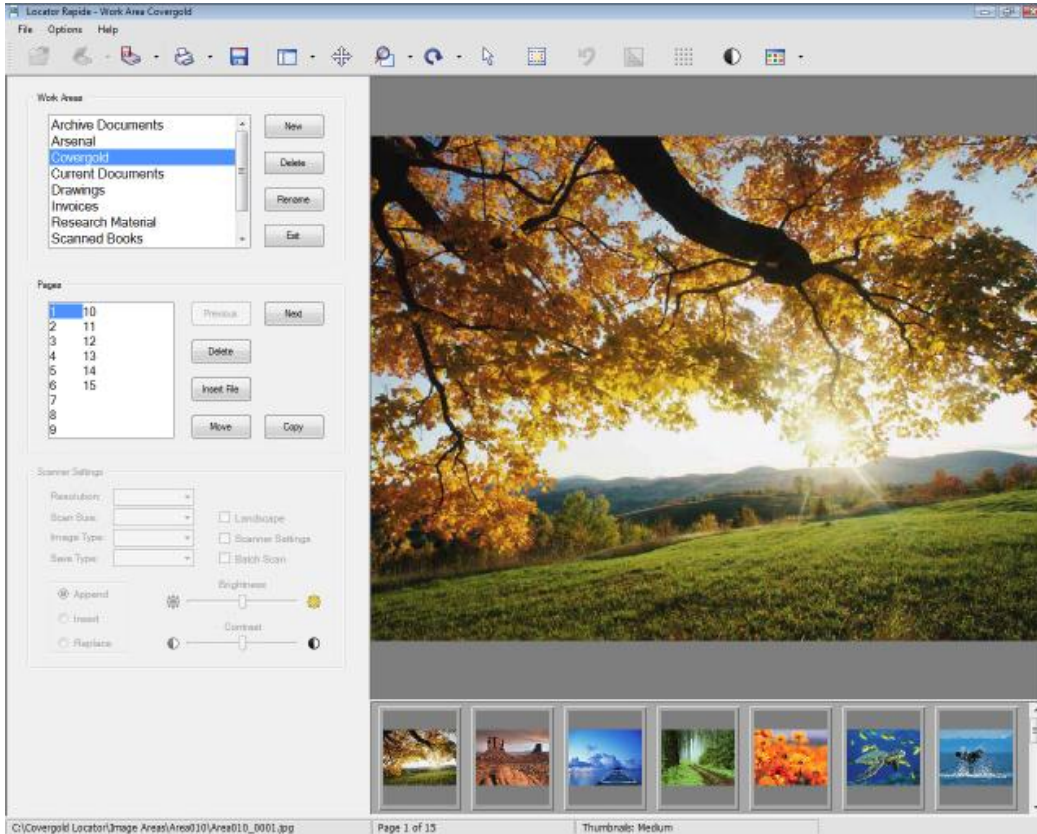
Clicking the apply button, applies the changes from the preview window, to the main image being viewed.

Thumbnails

To view a preview thumbnail of each image within a [work area](#), click on the thumbnail button from the [toolbar](#).



The thumbnails will be displayed at the bottom of the image being viewed as shown below.

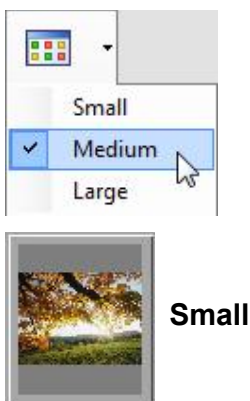


Clicking on individual thumbnails, replaces the full Image in the main window.

Only a set number of thumbnails can be previewed at a time, use the scroll bar to the right of the thumbnail window to navigate to the desired location as shown below.



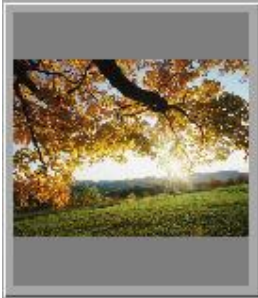
There are three set sizes that can be selected when viewing thumbnails, small, medium and large. Clicking the down arrow on the thumbnail button allows you to select one of the predefined sizes. The size of the thumbnail will automatically adjust within the thumbnail window.



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Medium



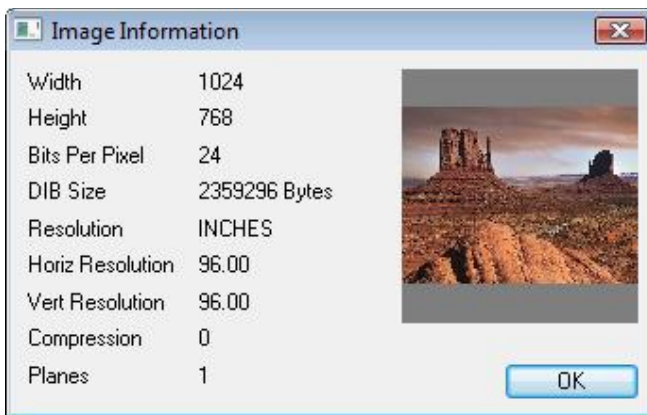
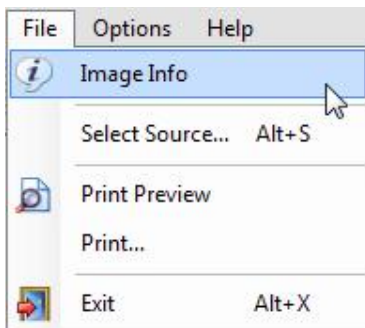
Large

Menu Bar

File

Image Info

Clicking on Image Info from the File menu, displays information about the currently viewed image file.

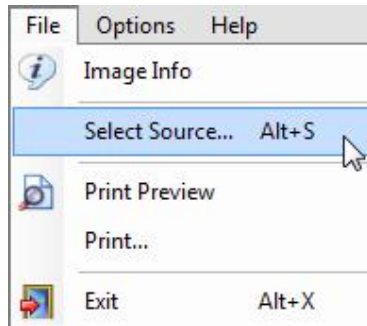


Select Source

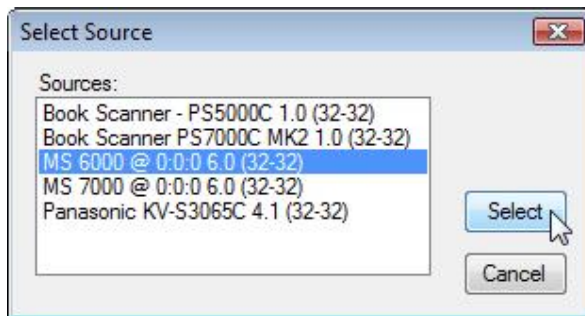
Before Locator Rapide performs any scanning operation, the user has to select the device (scanner) he wishes to use, from a list of available scanning devices.

From the File menu, click on the Select Source option as shown below.

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The following select source dialog box is displayed, with a list of all the installed TWAIN sources on the system.

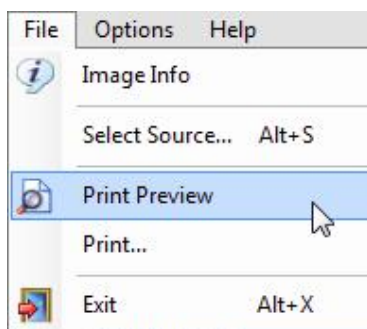


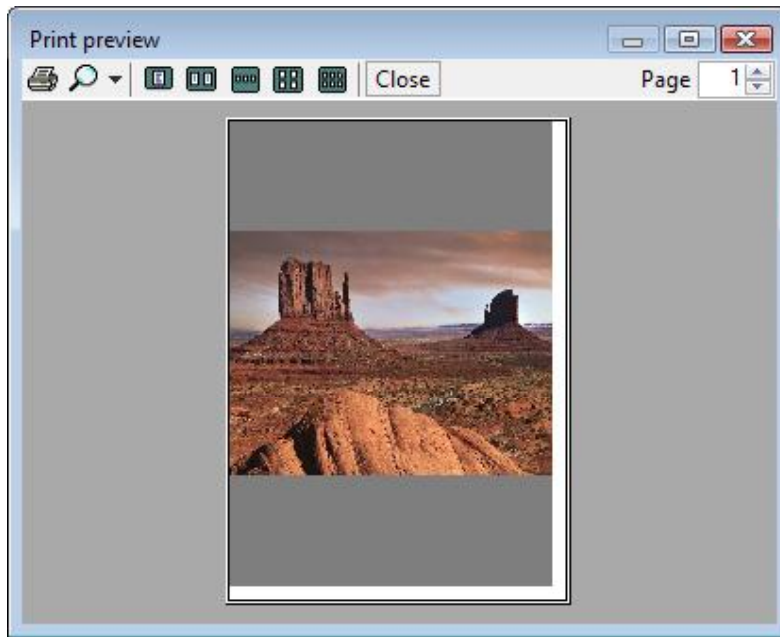
The user can select the new default TWAIN device or they can cancel. If they click on Select, TWAIN remembers the new default device.

Please note that the Select Source dialog lists Sources (TWAIN drivers), not physical devices. It will list devices even if they are currently off-line or unplugged. Also, two devices that use the same driver will only appear once in the TWAIN device list.

Print Preview

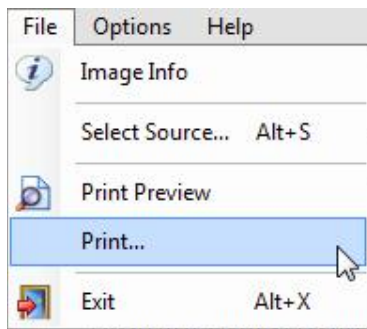
Clicking on Print Preview from the File menu, displays the Print Preview dialog, where you can preview a page before printing.





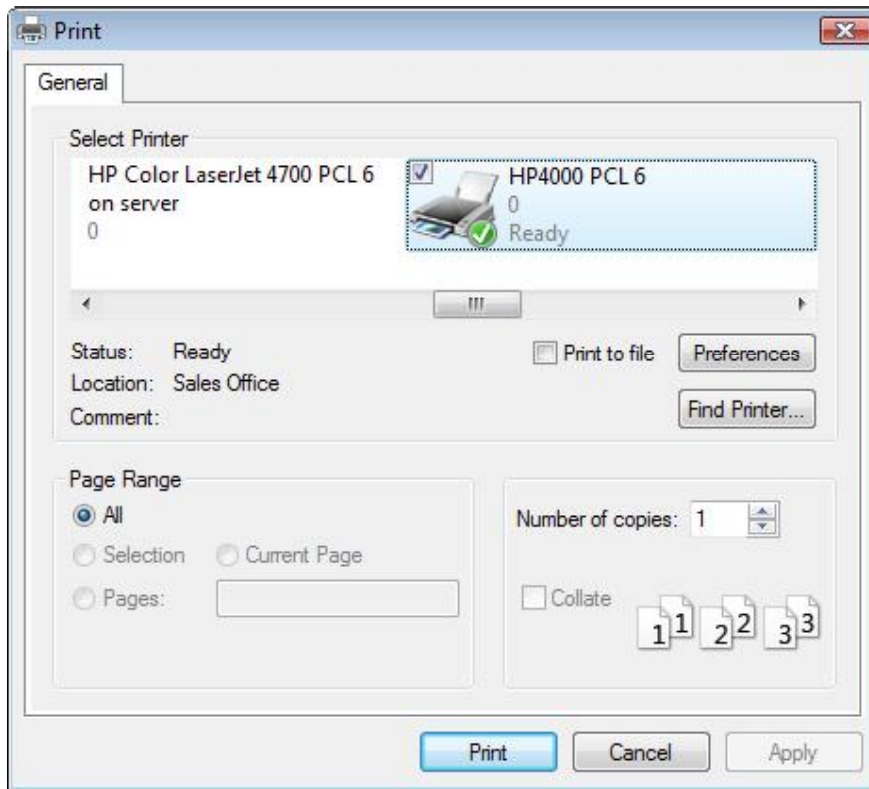
Print

To Print to any Windows printer on the system with complete control, select Print from the File menu.



The following print dialog box (or similar) will then be displayed.

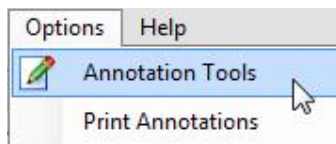
Locator Rapide



Options

Annotation Tools







To add Annotation Marks to the Image being viewed, click on Annotation Tools from the Options menu.








The following Annotation Toolbar will then be displayed.








The following table shows each Toolbar button and describes its function:

| Button | Function |
|---|---|
|  | The Select Annotations button, enables you select any previously created marks on an image. |
|  | The Filled Rectangle button, enables you to cover areas of an image with a rectangle. Clicking the Filled Rectangle button with the left mouse button, and then dragging the resulting rectangle over the items to be covered, creates this mark. Pressing the right mouse button after the mark is created activates the popup edit menu for this mark. |
|  | The Hollow Rectangle button, enables you to surround areas of an image with a rectangle. Clicking the Hollow Rectangle button with the left mouse button, and then dragging the resulting rectangle over the items to be surrounded, creates this mark. Pressing the right mouse button after the mark is created activates the popup edit menu for this mark. |
|  | The Highlighter button, enables you to highlight part of an image. Clicking the Highlighter button with the left mouse button, and then dragging the resulting rectangle over the area to be highlighted, creates this mark. Pressing the right mouse button after the mark is created activates the popup edit menu for this mark. |
|  | The Straight Line button, enables you to create straight lines. You can place lines anywhere over an image. Clicking the Line button with the left mouse button, then clicking the left mouse button at the point where the line begins, holding the left mouse button down while dragging the line to the point where it ends, and releasing the left mouse button when finished, draws the line. Pressing the right mouse button after the mark is created activates the popup edit menu for this mark. |
|  | <p>The Typed Text button, enables you to add descriptive text to the image. The text can be created in various fonts*, sizes or colours. The text lays over the original image. *You can use any font unless the mark's are rotated. In this case, due to Window's limitations, you must use a Window's True Type font.</p> <p>Clicking the Typed Text button with the left mouse button, and then dragging the resulting rectangle over the area to be annotated, creates this mark. This rectangle serves as a guide to the positioning of the Text annotations. To modify the text, double click the left mouse button when the cursor is over the text mark. The cursor appears at the beginning of the text to allow editing.</p> <p>Note: If you create a text mark without any text, and with a transparent background, the resulting mark will exist but will not be visible.</p> |

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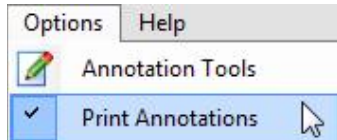
| | |
|---|---|
|  | <p>The Attach A Note button, enables you to add notes to an image or document.</p> <p>Clicking the Attach A Note mark with the left mouse button, and then dragging the resulting rectangle over the area to be annotated, creates this mark.</p> <p>While creating this mark and entering text on to the note, pressing the right mouse button activates the popup menu that enables you to change the font or the background colour of the note.</p> |
|  | <p>The Text From File button, enables you to add descriptive text to an image or document. The text can be created in various fonts*, sizes, colours and even angles of presentation. The text lays over the original image or document.</p> <p>*You can use any font unless the mark's are rotated. In this case, due to Window's limitations, you must use a Window's True Type font.</p> <p>Clicking the Text From File button with the left mouse button, and then dragging the resulting rectangle over the area to be annotated, creates this mark. This rectangle serves as a guide to the positioning of the Text annotations.</p> <p>To modify the text, double click the left mouse button when the cursor is over the text mark. The cursor appears at the beginning of the text to allow editing.</p> <p>While creating this mark and entering text, pressing the right mouse button activates the popup menu that enables you to change several attributes of the mark.</p> <p>Note: If you create a text mark without any text, and with a transparent background, the resulting mark will exist but will not be visible.</p> |
|  | <p>The Text Stamp button, enables you to annotate with text.</p> <p>Clicking the Text Stamp button with the left mouse button creates this mark. Pressing the right mouse button after the mark is created, activates the popup edit menu that allows you to enter the text of the stamp.</p> |
|  | <p>The Freehand Line button, enables you to use freehand drawing for annotation.</p> <p>Clicking the Freehand Line button with the left mouse button, dragging the image, and then releasing the left mouse button, creates this mark. Pressing the right mouse button after the mark is created, activates the popup edit menu for this mark.</p> |
|  | <p>The Arrow button, enables you to create an arrow over an image. It allows you to point to areas of a document that may be of interest to its reader.</p> <p>You can create this mark by clicking the Arrow button with the left mouse button, dragging the image, and then releasing. The head of the arrow is drawn at the point where the left mouse button is first pushed, and the tail (end) of the arrow is set at the location where the left mouse button is released. Pressing the right mouse button after the mark is created activates the</p> |

| | |
|---|---|
| | popup edit menu. |
|  | The Hollow Ellipse button, enables you to create a hollow ellipse to surround important areas. You can create this mark by clicking the Hollow Ellipse button with the left mouse button, dragging the image, and then releasing the left mouse button. Pressing the right mouse button after the mark is created activates the popup edit menu. |
|  | The Filled Ellipse button, enables you to cover areas of an image with an ellipse. You can create this mark by clicking the Filled Ellipse button with the left mouse button, dragging the image, and then releasing the left mouse button. Pressing the right mouse button after the mark is created activates the popup edit menu. |
|  | The Hollow Polygon button, enables you to surround areas of an image with a polygon. You can create this mark by: <ol style="list-style-type: none"> 1. Clicking the left mouse button at the point where the polygon starts. 2. Drag and click the left mouse button to create each vertice you want to add. 3. Double-click the left mouse button to complete the polygon. 4. Press the right mouse button after the mark is created to activate the popup edit menu. |
|  | The Filled Polygon button, enables you to cover areas of an image with a polygon. You can create this mark by: <ol style="list-style-type: none"> 1. Clicking the left mouse button at the point where the polygon starts. 2. Drag the mouse to the location of a vertice and click the left mouse button. 3. Repeat step 2 to add the desired number of vertices to the polygon, clicking the left mouse button to add a vertice. 4. Double-click the left mouse button to complete the polygon. 5. Press the right mouse button after the mark is created to activate the popup Edit menu. |
|  | The Polyline button, enables you to create several connected straight lines by dragging and clicking the mouse. You can create this mark by: <ol style="list-style-type: none"> 1. Clicking the left mouse button at the point where the polyline starts. 2. Drag the left mouse button to the location of a vertice. 3. Drag and click the left mouse button to create each additional vertice. 4. Move the cursor to the location where the polyline |

ends.
5. Double-click the left mouse button.
Pressing the right mouse button after the mark is created activates the popup Edit menu.

Print Annotations

To turn on Print Annotations, click on the Options menu and select Print Annotations. When turned on, enables printing of annotation marks with the image.

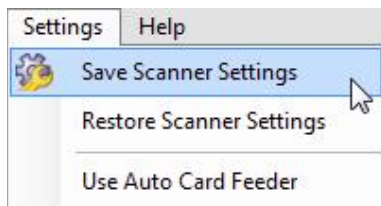


Settings

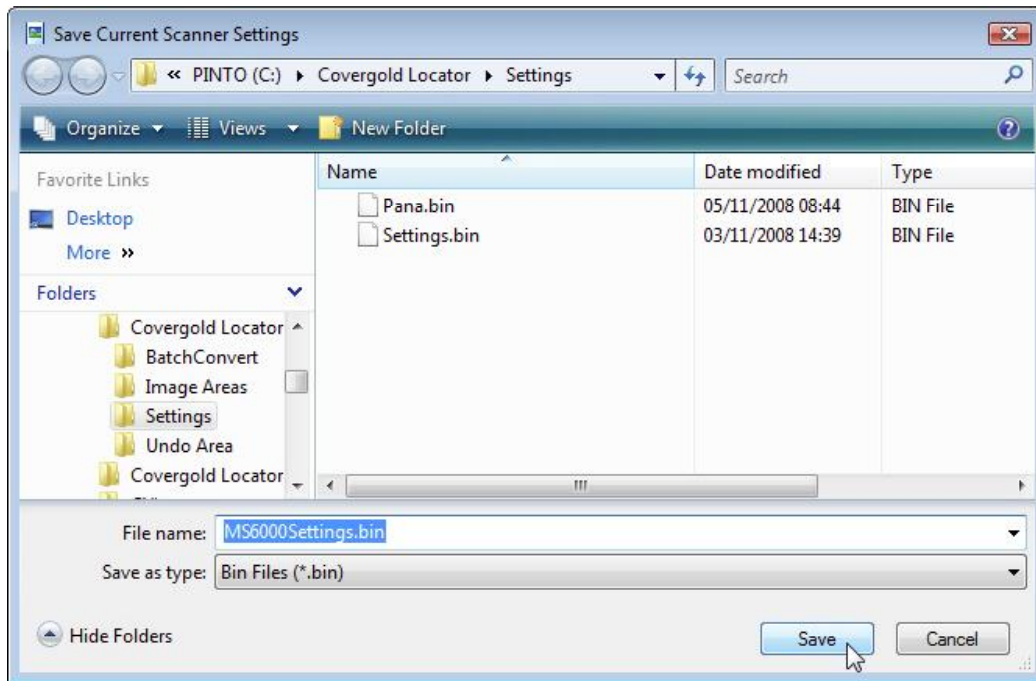
Save Scanner Settings

Some TWAIN devices allow the application to save all the settings used to a file. When supported, it is a great way of setting a scanner to a predefined completely known state, prior to scanning. This function is not universally supported by scanner manufacturers.

To Save Scanner Settings, click on the Settings menu and select the option as shown below.



The following dialog box is then displayed.

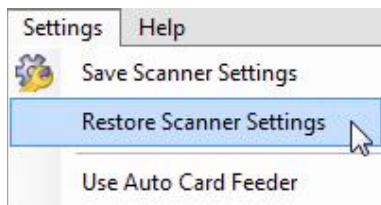


From the above dialog box, select the folder and file name you wish to save the current TWAIN device settings to, and click on the save button.

Restore Scanner Settings

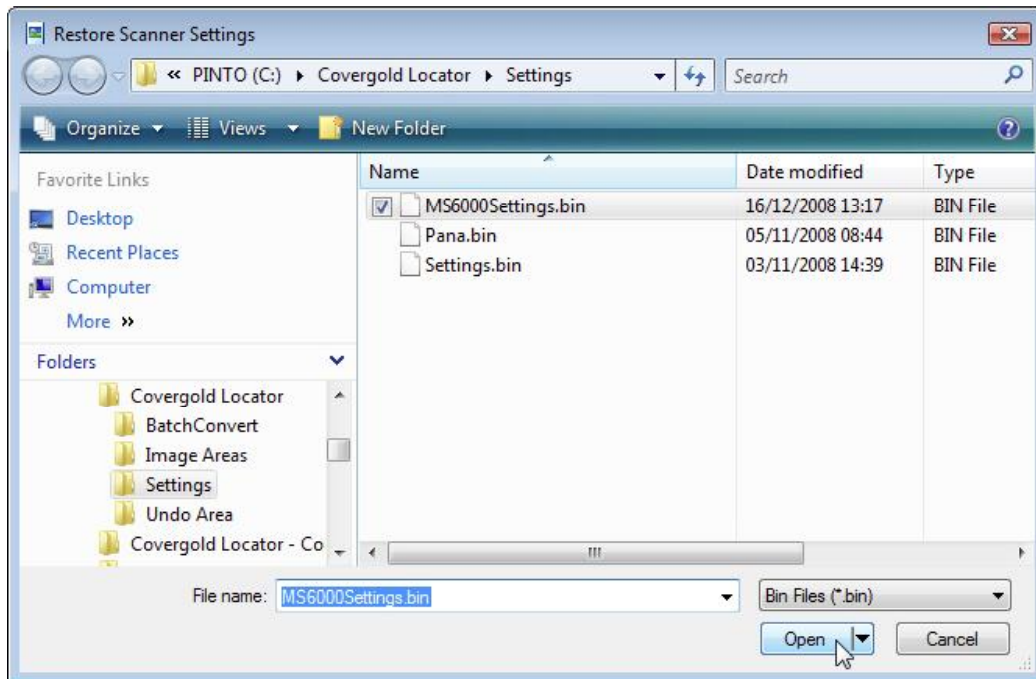
Some TWAIN devices allow the application to restore the scanner settings from a previously saved file. When supported, it is a great way of setting a scanner to a predefined completely known state, prior to scanning. This function is not universally supported by scanner manufacturers.

To Restore Scanner Settings, click on the Settings menu and select the option as shown below.



The following dialog box is then displayed.

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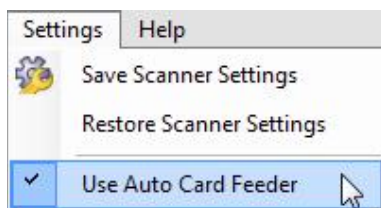


From the above dialog box, select the folder and file name you wish to restore the current TWAIN device settings to, and click on the open button. The scanner settings are now restored to a predefined state.

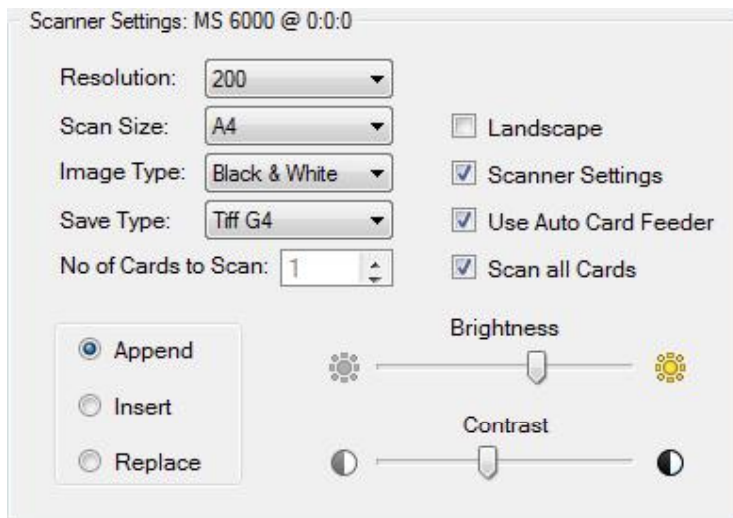
Use Auto Card Feeder

Use Auto Card Feeder is only applicable, when the Auto Card Feeder 7 (ACF-7) is fitted to either the MS6000 or MS7000 Microfilm Scanner.

To use this option click on the settings menu, and select Use Auto Card Feeder as shown below.



The default scanner settings control now has three additional options displayed.



Selecting the **Use Auto Card Feeder** option, lets the application know that you will be scanning from the ACF-7

Selecting the **Scan All Cards** option, automatically scans all the cards that are placed in the hopper of the device.

If you only want to scan a finite number of cards, deselect the Scan All Cards option, and enter a value in the **No of Cards to Scan** box.

When you start a scan, the set amount of cards will be scanned from the ACF-7.

Help

About Locator

The About Locator message box, displays the information required for support purposes.

Locator Rapide

