User's Manual

for the

Microtek Color PageWiz

Personal Scanner (for Macintosh)

Federal Communications Commission Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient/relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Note: A shielded interface cable with ferrite core installed on the scanner connector end must be used with this equipment.

Caution

Changes or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

Contents

1 Overview of Color PageWiz

The Microtek Color PageWiz is a 24-bit color personal scanner that lets you scan photos and text, offering users the versatility of an all-in-one machine and the clear-cut advantage of working in color.

To use Color PageWiz, simply insert a document (photo or text) into the scanner, click the Scan button, and a digital file of the document appears on your screen.

The file can then be output to a printer, processed with OCR for text editing, faxed to a specified destination through your fax software, e-mailed, and even marked with notes for annotation.

Color PageWiz comes with its own application software called **PageSuite**. In addition, the **Page-In** feature of the program provides built-in settings to automate the scanning process.

Also included with your Color PageWiz scanner is image-editing software that lets you further enhance your scanned pictures.

Basic requirements

- Apple Macintosh (68k-based or Power Macintosh) and compatibles
- System 7.5 or later
- At least 8 MB RAM
- At least 20MB available hard disk space

Hardware / Software installation

Please refer to your Getting Started guide for details on hardware and software installation of the Color PageWiz.

Starting up PageSuite

To start up PageSuite, click on the PageSuite icon in the Color PageWiz program folder.

Color PageWiz: The versatility of an all-in-one color scanner

2 Working with PageSuite

PageSuite is the software for the Color PageWiz. After a document is scanned, a thumbnail is displayed on the PageSuite desktop. From here, the document can be sent to a printer, faxed to a specified destination, saved in the PageSuite's own Cabinet filing system, marked for annotation, or processed further through other PageSuite functions. The elements of the PageSuite interface are explained below and in the next few pages.
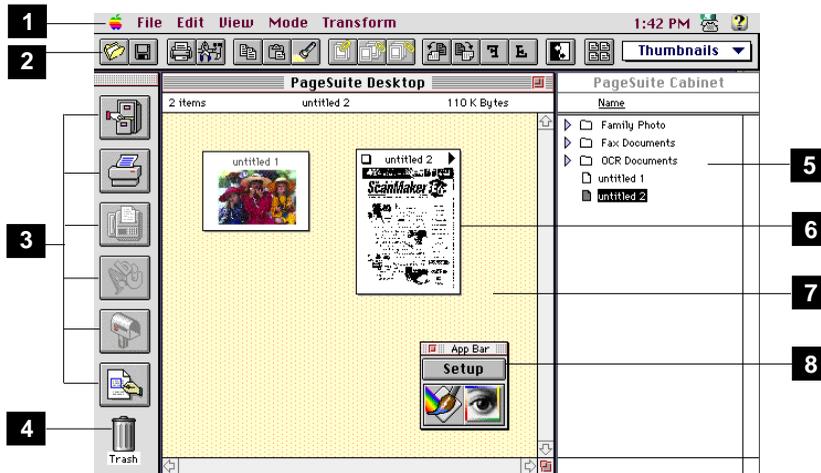
1 The **Menu Bar** contains the menus and commands of the PageSuite program. To execute a command, click on a menu, then choose the command you need from the drop-down list that appears.

2 The **Toolbar** comprises several icons that act as shortcuts for menu commands. See the section *The Toolbar* for more details.

3 The **Device Icons** represent the functional devices in the program. To execute a device icon, click on the icon or drag a thumbnail and drop it into the icon. The Device Icons in PageSuite are (from top to bottom) the Cabinet, Printer, Fax, OCR, Mail, and DocuPad. See the section *The Device Icons* for more details.

4 The **Trash Can** is a receptacle into which you may drag documents to be deleted.

5 The **Cabinet** is the filing system of Color PageWiz where scanned files are kept.

6 The **Thumbnail** is the visual representation of a document that has been scanned or stored in the PageSuite.

7 The **Desktop** is where the opened thumbnails appear or where documents scanned by Color PageWiz are placed.

8 The **Application Bar** lets you set up other programs in PageSuite. After the program is set up, dragging a thumbnail into the program within the Application Bar will activate the program automatically and open the image file.

Exiting PageSuite

To exit PageSuite, choose the *Quit* command from the File menu, or type æ + Q.

A. The Menus

The Menus in PageSuite contain the different commands of the program. Many of the menu commands have their counterparts in the Toolbar, so that clicking on an icon in the Toolbar is similar to executing a command in the Menu.

File Edit View M

New...	⌘N
Open...	⌘O
Close	⌘W
Close All	
Save	⌘S
Save As...	
Delete	
Duplicate	⌘D
Acquire TWAIN...	
Select TWAIN...	
Page Setup...	
Print...	⌘P
Send to DocPad...	
Send to Mail	▶
Send to OCR...	
Quit	⌘Q

Edit View Mode Trans

Undo	⌘U
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Insert Page	
Unstack Current Page	
Unstack All Pages	
Stack Document	
Select All	⌘A
Info...	⌘I
Title...	⌘T
Find...	⌘F
Application Bar Setup...	
Preferences...	

View Mode Transform

Thumbnails	⌘1
Half View	⌘2
Actual View	⌘3
First Page	
Previous Page	
Go To Page...	
Next Page	
Last Page	
Hide Application Bar	
Show Thumbnail Outline	
Open Current Cabinet	
Open Trash Can	
Arrange Documents	
Arrange All Windows	

Mode Transform

- Black/White
- Grayscale
- 8-Bit Color
- ✓24-Bit Color
- ✓No Compression
- Lossless Compression
- JPEG/Image Quality ▶

Transform

- Invert
- Rotate Left
- Rotate Right
- Flip Horizontally
- Flip Vertically

B. The Toolbar

The Toolbar is a row of icons located below the Menu Bar. Each icon in the Toolbar has a corresponding command in the menu, and clicking an icon in the Toolbar is similar to choosing that icon's corresponding command in the menu. The pop-up Help tag describing the icon's function is also displayed when you move your cursor below the icon and hold it there for a second or so.

Toolbar

Save As
Copy top
page of
document
to clipboard

Paste
copied
document
from
clipboard

Open a
document

Stack
selected
document

Rotate right

Arrange
documents

Flip horizontally

Acquire Twain

Find or
locate
document

Rotate left

Invert

Select document
view mode

Set preferences

Unstack all pages of
current document

Flip vertically

Unstack top page of
current document

C. The Device Icons

The Device Icons represent the functional devices in the program. To execute a device icon, click on the icon or drag a thumbnail and drop it into the icon.

For instance, clicking on the Fax device icon or dragging a thumbnail to it calls up your Fax software. Similarly, clicking on the Cabinet device icon or dragging a thumbnail to it activates the Cabinet (the document filing system in PageSuite). The Device Icons in PageSuite are the Cabinet, Printer, Fax, ABC (for OCR), Mail, and DocuPad. Files can be dragged from your hard drive or the Macintosh desktop to the Device Icons.
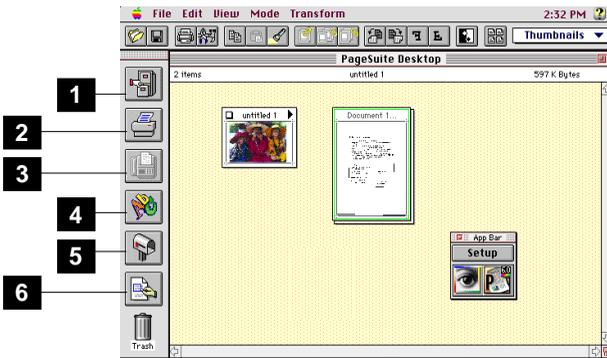
1   **Cabinet**: This device icon controls the Cabinet, which is the document-filing system in PageSuite. For more details, see the section *How to Create and Store Documents*.

2   **Printer**: This device icon controls the printing functions of PageSuite. For more details, see the section *How to Print.*

3   **Fax**: This device icon controls the fax-sending functions of PageSuite. Clicking this icon after selecting a thumbnail or dragging a thumbnail to the icon calls up your fax software, through which you can fax the selected document. Your fax software must be installed for the Fax icon to be available for selection. For more details, see the section *How to Fax.*

4   **ABC**: This device icon controls the OCR functions of PageSuite. Clicking this icon after selecting a thumbnail or dragging a thumbnail to the icon will process the text in OCR. For more details, see the section *How to Do OCR.*

5   **Mail**: This device icon controls the e-mail functions of PageSuite. Clicking this icon after selecting a thumbnail or dragging a thumbnail to the icon calls up your e-mail software, through which the selected document can be sent. For more details, see the section *How to E-mail.*

6   **DocuPad**: This device icon controls the document- annotation and image-editing functions of PageSuite. For more details, see the section *How to Annotate Documents.*

3   How to Scan

1   Make sure Color PageWiz is properly connected to your computer, with the power adapter plugged in. Put the material to be scanned (photograph, paper document, news clipping, etc.) into Color PageWiz, aligning the material along the paper guides. The material should be inserted upside down with its back facing you.

Align the material with the edge of the document tray

Insert material upside down, with the back facing towards you
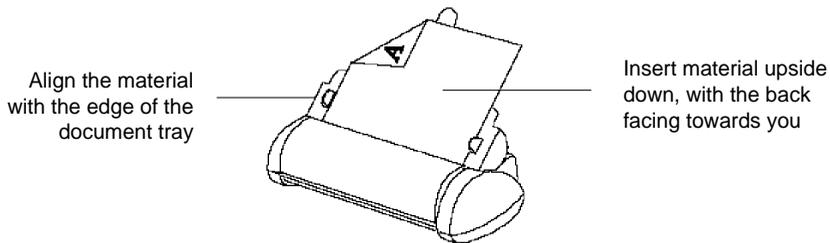
2   Once the material is placed correctly in Color PageWiz, the Page-In feature of the software automatically starts up. When the Page-In screen below appears, click the icon on the screen that corresponds to the type of scanning you wish to produce.

Click the icon that corresponds to the type of scanning you wish to make. This is the color icon for color scanning.

Text icon

Grayscale icon
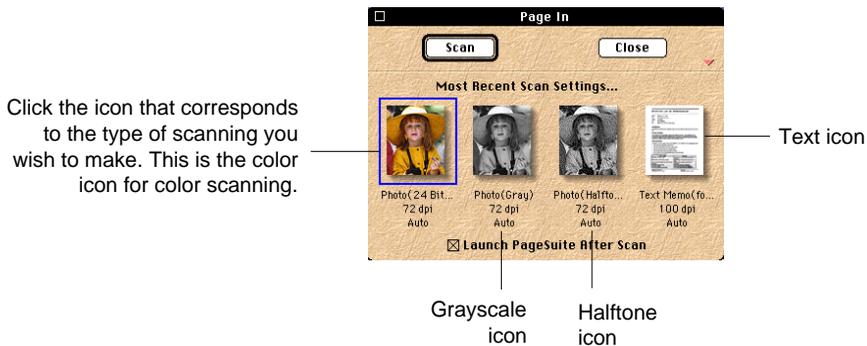
Halftone icon

- To produce a color image, click the color icon. Your source material should also be a color image.

- To produce a grayscale image, click the grayscale icon. Your source material can be either a color or grayscale image.

- To produce a halftone image, click the halftone icon. Your source material can be either a color or grayscale image.

- To produce an image of a a text document, click the text icon. Your source material can be any text in black-and-white.

Note:

- All the icons are merely visual representations of the type of scanning to be performed; they are not the actual preview of your image.

- The order of the icons on the Page-In screen depends upon the most recent scans you have done. For instance, if your last scan was a text file, the text icon moves up to the first position (extreme left), pushing the other icons down the line. If your last scan was a grayscale image, then the grayscale icon moves up; and so forth.

3   After clicking your selected icon, click the **Scan** button. (Alternatively, you can press *Enter*, *Return* or the *space bar* on your keyboard to start scanning.) The material is scanned by Color PageWiz. If the option *Launch PageSuite After Sca*n at the bottom of the screen is enabled, the PageSuite software is automatically launched, and the scanned image is then placed as a thumbnail in PageSuite. To see more choices for scanning, see the next section.

Click on the Scan button to start scanning

Check this option to start PageSuite after scanning
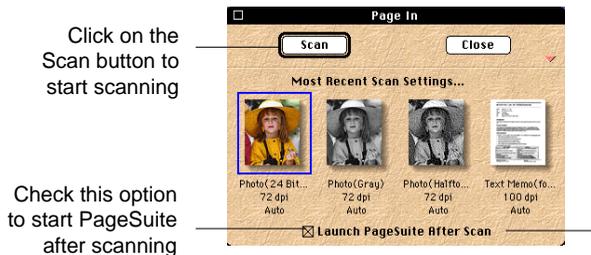
The option *Launch PageSuite After Scan* is turned on by default, so that PageSuite is started up automatically after all scans are completed.

Unchecking this option is recommended if you wish to scan multiple images before starting the PageSuite document management software.
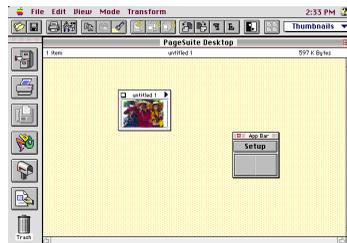
Thumbnail of the scanned image appears on the PageSuite desktop

More choices for scanning

The previous section showed you how to use the built-in settings of Page-In for scanning images. In addition to this method, you can adjust or customize these built-in settings, creating your own settings for greater flexibility in scanning.

For instance, one settings option may allow you to specify the type of material you're scanning (such as a color chart or a black-and-white graphic), the intended output or purpose (say, to be converted to a grayscale image intended for faxing), and other characteristics of the image (such as resolution and size). Another settings option may specify a different resolution or brightness value.

Taking this idea further, you can create different settings that will be most responsive to your needs. For example, if most of the scanning you'll do will be in the form of scanning color images with different resolutions, you can create four color settings — each with a different resolution. On the other hand, if most of your scanning will be to scan text articles for faxing and OCR, you can also set up settings customized for this purpose.

With all these choices, Color PageWiz makes it truly easy to scan while providing you with the flexibility to create and set up settings for your own scanning needs.

To adjust the settings, follow the steps below.

1 Double-click the icon whose settings you would like to change. For instance, to change grayscale settings, click the grayscale icon.

Double-click the icon whose settings you'd like to change

2 When the dialog box below appears, specify the values that will make up your new settings option. Click the *More Choices* button to see even more choices, then click OK when you are satisfied. For more details on the individual settings, see the next section *Settings and Other Elements.*

Select the values here that will make up your new settings option
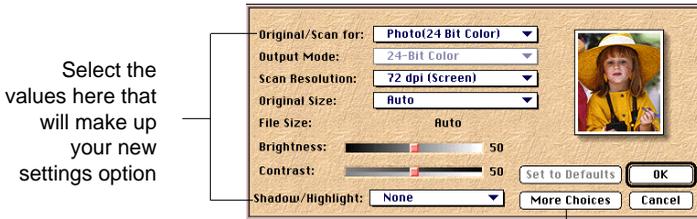
Click here to see even more choices

Click OK to save new settings
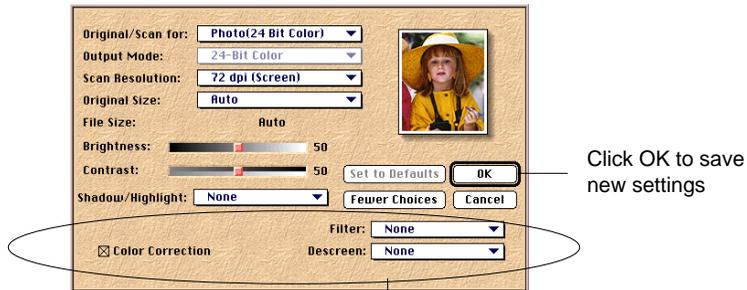
More choices appear

3 After you click OK, a new settings option is created, and an icon representing the new settings option appears on the Page-In main screen. The new settings option can be distinguished by the descriptive caption below the icon.

New settings option created (Photo 8-bit Color). Notice the descriptive caption is different from the original color settings option.
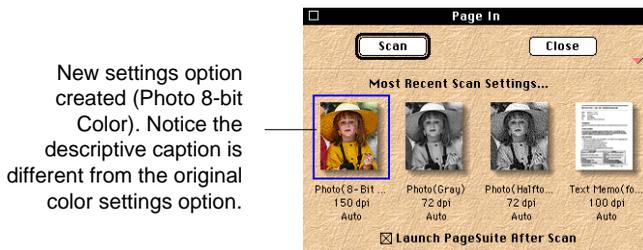
Settings and other elements

The screen below provides more choices for scanning and also allows you to specify your own settings option. The screen appears when you double-click an icon on the Page-In main screen.
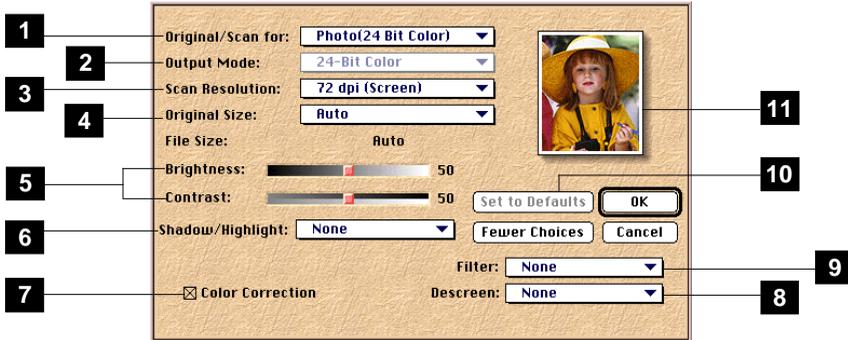
1 The **Original/Scan for** setting consists of two parts: a *Source* menu where you choose your original source material; and an *Output* submenu where you choose your intended output or purpose. In the example below, the source material to be scanned is a book or magazine image and the resulting scanned file will be a gray photo (grayscale) image.

Source menu: Choose your source material here.
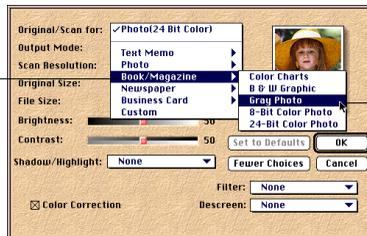
Output submenu: Choose your intended output or purpose here

Some Source / Output combinations....

Source: Photo
Output: as Grayscale

Source: Text document
Output: for fine fax
(high resolution)

Source: Business card
Output: as 8-bit color

2   The **Output Mode** setting becomes available for selection if the option chosen in #1 is *Custom*. Here you can choose your own output type (e.g., color, grayscale).

3   The **Scan Resolution** setting lets you choose the resolution to be used for scanning. To save on file size, select the lowest possible resolution that will still give you the best image quality.

4   The **Size** setting lets you choose the size of the image when output. Select *Auto* if you wish the scanned image to fit the size of the paper.

5   The **Brightness** and **Contrast** settings adjust the brightness and contrast characteristics of the image. Dragging the slider to the right increases the values; dragging the slider to the left decreases the values.

6   The **Shadows / Highlights** setting adjusts the dark and light points of the image.

- Select *Enhance Shadows* to emphasize the dark points in the image and to make the image appear darker.
- Select *Enhance Midtones* to adjust the middle gray tones of the image.
- Select *Enhance Highlights* to emphasize the light points in the image and to make the image appear lighter.

7   The **Color Correction** setting automatically applies a color correction profile to give your scanned images the most accurate colors possible, based on the reference color values stored by the scanner.

- For grayscale scanning, this setting changes to *Grayscale Correction.*
- For text scanning, this setting is not available.

8   The **Descreen** setting removes dot patterns called moirés that appear in the resulting scanned image when your source material is a previously printed medium such as a book or magazine (as opposed to scanning original photos). Choose the descreen option that corresponds to your source material. Descreened images take longer to scan and process.

- Select *Newspaper* if the original image has a coarse dot pattern (like images in a newspaper).
- Select *Magazine* for images with a finer dot pattern.
- Select *Art Magazine* for images with near-photographic quality and a very tight dot pattern.

9   The **Filters** setting applies special effects to your images.

- Select *Blur* to make an image appear hazy.
- Select *Sharpen* to make an image appear more focused.
- Select *Edge Enhancement* to give greater contrast to the edges in an image.
- Select *Emboss* to give an image the effect of a raised or "stamped" look.

10   The **Set to Default** setting restores all the settings to their original default values as set by the program. Every standard setting has its own default values to serve as a guide for obtaining optimal image quality.

11   The **Icon** is a visual representation of the type of scanning to be performed and is not an actual preview of your image. The thumbnail depicted may be color, grayscale, halftone, or text — depending on the output mode of the image.

4   How to Print

Note: Make sure you've selected the correct printer on your Apple Macintosh Chooser.

1   Next, scan a document or photo into Color PageWiz. When a thumbnail of the document appears on the PageSuite desktop, do either of the following:

- Drag the thumbnail to the *Printer device icon*

   - or -

- Select the thumbnail, and choose the *Print* command from the File menu; or select the thumbnail, and click the *Printer device icon*.

2   The print dialog box of your printer will appear with the options specific to your printer, as well as the four options below from Color PageWiz. Select the appropriate option below; PageSuite also supports the printing of multiple documents at a time.

- Scale to fit: Enlarges or reduces the image to fit the size of the paper.
- Center horizontally: Centers the image along the horizontal (x) axis of the paper.
- Center vertically: Centers the image along the vertical (y) axis of the paper.
- Print annotations: Prints the remarks or annotations that were made on the document through the use of the Annotation feature of the software.

5   How to Fax

Note: You must have a fax modem and fax software installed on your computer to use this function.

Scan a document or photo. When a thumbnail of the document appears on the PageSuite desktop, do either of the following:

- Drag the thumbnail to the *Fax device icon*

   - or -

- Select the thumbnail and choose the *Send to Fax* command from the File menu; or select the thumbnail and click the *Fax device icon*.

When your fax dialog box appears, specify the station to where the fax will be sent and other relevant faxing information. PageSuite supports faxing of multiple documents.

6   How to Do OCR

Note: Make sure that your OCR software is correctly selected by PageSuite. For details on this procedure, see Appendix A on setting up the device environment.

Scan a text document. When a thumbnail of the document appears on the PageSuite desktop, do either of the following:

- Drag the thumbnail to the *ABC device icon*

   - or -

- Select the thumbnail and choose the *Send to OCR* command from the File menu; or select the thumbnail and click the *ABC device icon*.

The selected text document will be converted from a bitmap image to a text file. Page Suite supports OCR-processing of multiple documents, but take note that some OCR applications may not support multiple documents or multiple-page documents.

7 How to E-Mail

Note: To use this function, make sure you have installed your internet e-mail software and selected the e-mail application you wish to use with PageSuite. For details on selecting your e-mail application to work with PageSuite, see Appendix A on setting up the device environment.

The e-mail function of PageSuite can be used to send your scanned images, and PageSuite supports the e-mailing of multiple documents. See the explanations below on how to use the e-mail function of PageSuite, depending on the e-mail software you are using or have selected in your e-mail preferences.

If you are using Lotus cc:Mail:

1. Do any of the following:
   - Drag the thumbnail(s) from your desktop to the *Mail device icon*, or
   - Select the thumbnail(s) and choose the *Send to Mail* command from the File menu, or
   - Select the thumbnail(s) and click the *Mail device icon*.

2. When a dialog box appears asking you to select your e-mail file format, choose *Microtek* if you are sending mail with annotations, or choose TIFF or PICT as other alternative file formats.

3. If you are sending mail with annotations and do not choose the Microtek file format, the mail will be sent but the annotations will be lost.

If you are using Claris E-mailer or Eudora:

Sending e-mail through these programs entails a different principle from that of sending mail through cc:Mail, which is able to process the scanned image sent through e-mail as a simple mail attachment.

In the case of Claris E-mailer and Eudora, you will not be able to drag and drop scanned images directly from the PageSuite desktop into the Mail device icon. Thus, to send a scanned image file, you need to call up E-mailer or Eudora separately, then attach the file as an attachment.

If you wish to e-mail a scanned text file, perform the following procedures:

1. Process the file first with OCR (by dropping it into the ABC device icon).

2. When OCR is finished, retrieve the file from the *OCR Results* folder in your main PageWiz folder.

3. To e-mail the file, bring up Claris E-mailer or Eudora separately, then attach the OCR-processed file as an attachment. See #2 and #3 on the left for notes on selecting the correct file formats.

Note: Remember that if you are sending a PageSuite document (in the Microtek file format), your receiving station will not be able to open the mail you send unless the station also has PageSuite or DocuPad installed in it.

8 How to Create and Store Documents

Scanned documents are stored in the Cabinet, which is the filing system of PageSuite. Files can be dragged to the Cabinet from any folder on your hard drive or from your Macintosh desktop, and files can be dragged out of the Cabinet as well. Documents that are scanned by PageWiz are automatically saved in the Cabinet and are identified by the Microtek PageSuite file icon.

There are other ways, however, in which a document can be created, including the following:
- By creating a new document.
- By converting a file to the Microtek file format.

Creating a new document

1   Choose the *New* command from the File menu.

2   When the New Document dialog box appears, select the options for the document to be created, including the size and unit of measurement.
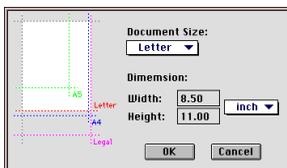
3   When the selections are complete, click OK. A new, blank document appears on your PageSuite desktop.

Converting a file to the Microtek file format

Choose the *Open* command from the File menu.

-or -

Drag the file to be opened to the PageSuite desktop.

- or -

Click the Open icon in the Toolbar.

When the Open dialog box appears, choose the document to be opened by PageSuite and click OK. The document will be stored in the PageSuite Cabinet as a linked document (no processing done).

Selecting and closing documents

- To select a document: Click once on the document.
- To select multiple documents: Shift + Click (hold down Shift key and click on documents to be selected), or drag the mouse to cover multiple documents at a time.
- To select all documents: Choose the *Select All* command from the Edit menu.
- To close a document: Drag the document to the Cabinet; or click the Close box on the upper left corner of the document window; or choose the *Close* command from the File menu.
- To close all open documents: Choose the *Close All* command from the File menu.

> **Note:** Multiple documents can be selected and closed at the same time.

Duplicating a document

1 Select the document to be duplicated.

2 Choose the *Duplicate* command from the File menu. A duplicate of the selected document appears on the PageSuite desktop.

> **Note:** Multiple documents can be duplicated at the same time.

Deleting documents

Documents can be deleted from PageSuite by the following ways:

- Dragging them to the Trash Can.
- Selecting a thumbnail and choosing the *Delete* command from the File menu.

To open the Trash Can, choose the *Open Trash Can* command from the View menu. To empty the contents of the Trash Can, use the Empty Trash feature of your Apple Macintosh.

Saving a document

The *Save* command lets you save changes to a PageSuite document (e.g., a document previously processed by PageSuite which you may have opened now and made changes to). You don't need to use the Save command when you scan a document directly through Page-In, as documents scanned this way are automatically saved in the PageSuite Cabinet.

In comparison, the *Save As* command lets you save a document that you imported into PageSuite that you then wish to save, or lets you save a document in a different name.
To save a document:
Choose the *Save* or *Save As* command from the File menu.
   - or -
Click the Save As icon in the Toolbar for saving documents that were imported into PageSuite as PageSuite documents.

If you use the Save As command, the Save As dialog box appears, prompting you to save the document. You can save the file in the PageSuite Cabinet folder under your main PageSuite program folder.

Converting to another file format

The *Save As* command can also be used to convert to another file format. When the Save As dialog box appears, specify the new file format to be used, and click OK. From the file format options provided, choose Microtek, TIFF, or PICT.

> **Note:** If you have made annotations to the doucment (discussed in the chapter *How to Annotate Documents*) and wish to save the annotations, you must save the file in the **Microtek** file format. Saving it in another file format will cause you lose the annotations.

9 How to Edit Documents

Once documents have been created and opened in your PageSuite workspace, you can make use of PageSuite's various functions to edit and manage these documents. These functions include standard edit features such as cut, copy, and paste, as well as PageSuite-specific features like stacking and unstacking documents.

Before using any of the document-editing functions, make sure the document is showing as a thumbnail on your desktop. If the document was scanned and saved in a previous session, bring up the thumbnail by using the *Open* command from the File menu, or by clicking on the Cabinet device icon and then locating the document to be opened. When the document is open, drag the document directly to the PageSuite desktop, and you are ready to use the PageSuite editing functions.

A. To undo any changes:
Immediately after the action that you want undone, choose the *Undo* command from the Edit menu.

B. To cut a document:
1 Select the document to be cut.

2 Choose the *Cut* command from the Edit menu. You can then use the Paste command to paste the portion that was cut.

C. To copy a document:
1 Select the document to be copied.

2 Choose the *Copy* command from the Edit menu.
- or -
Click the Copy icon in the Toolbar.

D. To paste a copied document:
Choose the *Paste* command from the Edit menu.
- or -
Click the Paste icon in the Toolbar.

The document is automatically pasted by PageSuite in the appropriate location.

Inserting blank pages

Blank pages can be inserted into a document to serve as an ending page.

To insert a blank page:
1 Select the document to be where the blank page will be inserted.

2 Choose the *Insert Page* command from the Edit menu. A blank page is then inserted into the document.

Removing pages

To remove a page from a document, use the *Clear* command from the Edit menu.

Stacking and unstacking documents

Stacking refers to the process of piling a document on top of another, much like you would pile one sheet of paper on top of another. PageSuite allows you to stack documents easily, which you can then save as one document and file in the PageSuite Cabinet — in the same way you would stack documents and put them away as a file in a folder.

Unstacking is the opposite, where you remove the pages of a document to see the individual pages. Documents in PageSuite can be unstacked one page at a time or simultaneously (all pages unstacked).

Stacking documents

To stack documents, do any of the following:
• Select a document and drag it to a second document.

 - or -

• Select multiple documents by holding down the Shift key and clicking on several thumbnails.

Then choose the *Stack* command from the Edit menu.

 - or -

Click the Stack icon in the Toolbar.

The selected documents are merged to form one document. Take note that the document you drag to be merged becomes the lower page. For example, if you drag Document 1 to Document 2, Document 2 becomes the top page.

Unstacking documents

Documents can be unstacked in two ways:
• *Unstack current page*, which separates the top page of the current selected document from the rest of the stack. In the process, a single-page document is created separate from the existing multiple-page document.

• *Unstack all*, which unstacks all the pages of the current selected document and creates several single-page documents in the process.

To unstack the current page:
1. Select the document to be unstacked.

2. Click the Page Browser button (which appears at the bottom of every multiple-page document) to display the page you want. (See the section *How to View Documents* for more details.)

3. When you reach the desired page, do any of the following:
   • Choose the *Unstack Current Page* command from the Edit menu.

    - or -
   • Click the Unstack Current Page icon in the Toolbar.

To unstack all pages of a current document:
1. Select the document to be unstacked.

2. Choose the *Unstack All Pages* command from the Edit menu.
   - or -
   Click the Unstack All icon in the Toolbar.

Obtaining information on a document

PageSuite lets you obtain information about a document (such as file size and file format), and provides additional options related to document editing, including the assigning of keywords to facilitate document searches in the future.

To obtain information on a document: Choose the *Info* command from the Edit menu. The Info dialog box will appear and show you information about your selected document.
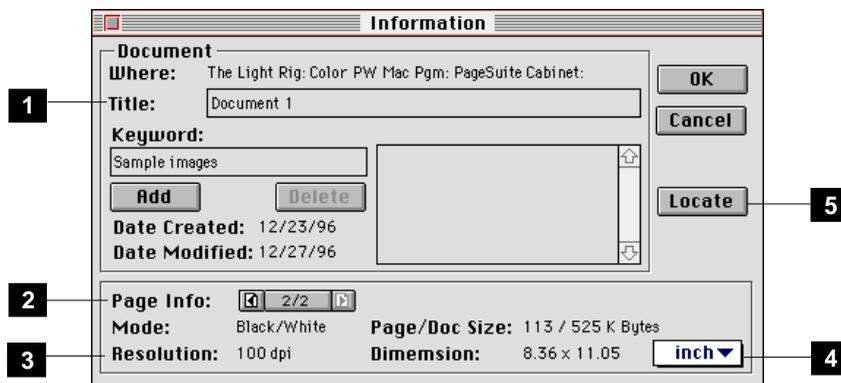
1. The **Title** field shows the title of the selected document for which information is to be obtained. You can change the title of the document here by highlighting the old title and then typing a new title over it. (See note on the side.)

2. The **Page Browser** lets you go to a specific page in a multiple-page document and see the properties of that page. Each page in a multiple-page document may have distinct properties, such as its own resolution and file size.

3. The other **Properties** of the file are displayed here, including mode, resolution, and page/document size.

4. The **Unit** of measurement lets you choose the measurement unit in which the document is displayed. Choose from centimeter (cm), inch or millimeter (mm).

You can also edit a document's title in these ways:

- Choose the *Title* command from the Edit menu. When the Title dialog box appears, highlight the title to be replaced, and enter a new title for the document.

- Open a thumbnail on the PageSuite desktop. Click on the arrow located to the side of the thumbnail title and choose the *Edit Title* option. When dialog box comes up, enter the new title and click OK.

5. The **Locate** button lets you locate the document specified in the *Title* field.

Using keywords

The *Info* command not only lets you obtain information about a document but also lets you specify keywords to help in future document searches.

To add a keyword or string:

1 Choose the *Info* command from the Edit menu.

2 Move the cursor to the entry window (above the Add and Delete buttons).

3 Enter the keyword or string to identify the document; a maximum of 31 characters are allowed.

4 Click the *Add* button. The keyword you entered is registered in the keyword window located to the right of the entry window. The keyword can be used to search for this document in the future.

Entry window. Enter here the keyword or string to identify your document.

Click the Add button to add the keyword.

Keyword window. The keywords you have specified are registered here.
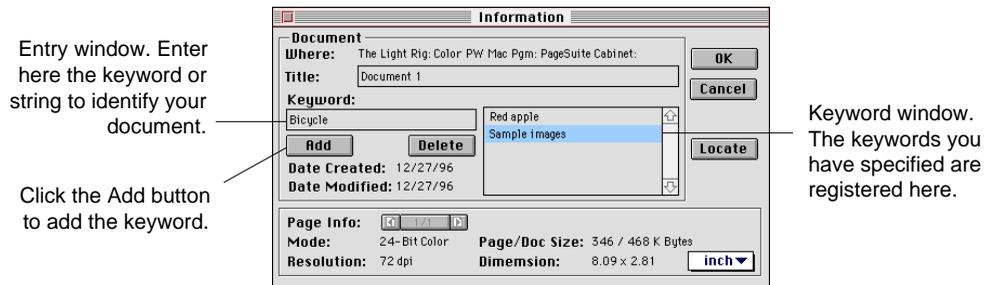
To delete a keyword or string:

1 Move the cursor to the keyword window (to the right of the entry button).

2 Highlight the keyword or string to be deleted.

3 Click the *Delete* button. The selected keyword or string is deleted.

Click the Delete button to delete the highlighted keyword or string from the keyword list

Highlight the keyword to be deleted
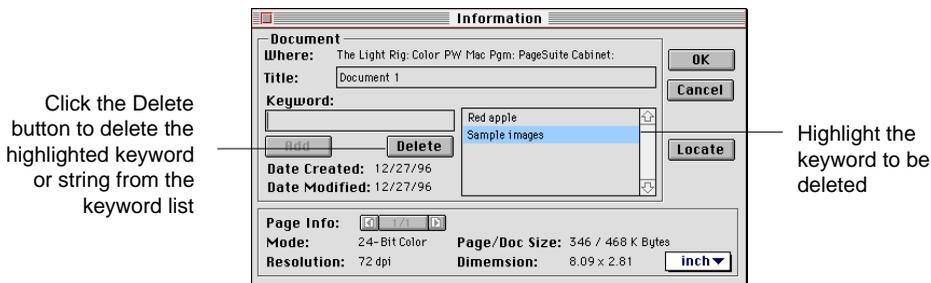
Finding a Document

PageSuite lets you do a document search through various search keys. Through this feature, it's easy to locate the document you need, and the results of the document search are retained by PageSuite until your next search.

To do a document search:
1   Choose the *Find* command from the Edit menu.
     - or -
     Click the Find icon in the Toolbar.

2   When the Find dialog box appears, select the search option to be used, then click the **Find** key to start the document search.

   A   The **Scope** field lets you specify the range of the search or where the search will be done: through the PageSuite Cabinet, the PageSuite desktop, or other locations in your hard / remote drive.

   B   The **Search Settings** field lets you choose how the search will be done — through *Information* about a file as well as through *Keywords*.

   A checked option under "Search Settings" indicates the parameter is in use, regardless of whether the search is being done through "Information" or "Keywords". For example, if the Search Settings is for "Keywords" and the "Title" option is checked, the search will be done covering both these conditions.

   Searching by Information: This search setting allows you to input two search parameters: Title and Date.

   Searching by Keywords: This search setting allows you to add, delete, or revise a keyword string.
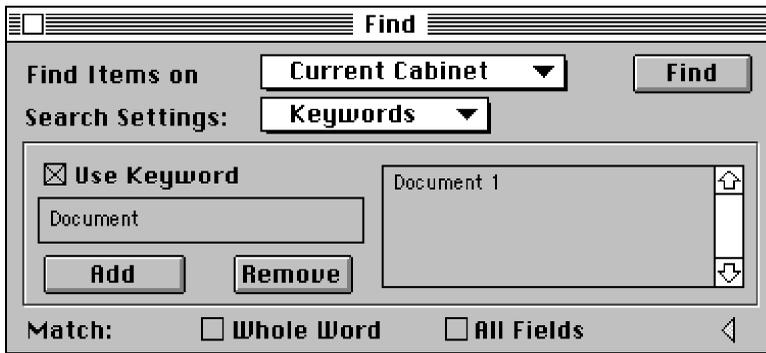
Add a keyword

1. Move the cursor to the entry window above the Add button.
2. Enter the keyword that will serve to identify the document when you search. A maximum of 31 characters is allowed.
3. Click on the Add button. The keyword you entered is registered in the right "Keywords" window.

Delete or revise a keyword string

1. Move the cursor to the right "Keywords" window.
2. Click to highlight the keyword string to be deleted.
3. Click on the Delete button. The highlighted keywords are deleted.

C　The **Search** fields is the part of the dialog box that changes, depending on your selection in "B". The example above shows the search fields as a result of selecting *Information* in "B". Here, the search fields include title, date the file was created, and date the file was modified.

D　The **Case Matching** field lets you narrow the search by matching case or by matching all fields.

E　The **Find** key lets you start the document search.

F　The **Calendar** key shows a mini-calendar when clicked, allowing you to select a date for your search fields.

G　The **Expansion Arrow** expands the dialog box to show the results of the document search, or it can also be used to contract the dialog box.

3 When the document search is complete, the results of the search are displayed in the *Found Documents* dialog box. Function buttons are located at the bottom of the Find dialog box offering a variety of search-related actions.
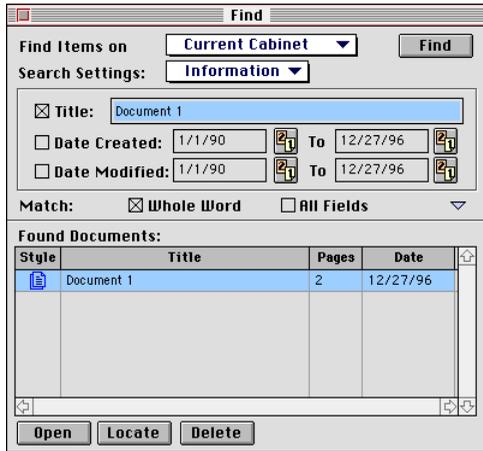
A Open: Click this button to open the selected document(s) resulting from the search, or double-click the highlighted item directly to open it.

B Locate: Click here to locate the selected document resulting from the search. Only one document can be located at a time.

C Delete: Click here to delete the selected document(s) resulting from the search.

10 How to View and Transform Documents

When a document is open or displayed on the PageSuite desktop, it is shown as a thumbnail. This is the default document view of the program, but you can also specify other viewing modes.

To specify your view mode: Choose your view option from the View menu.

- Thumbnail View: Shows a thumbnail, or visual sketch, of the document.
- Actual View: Shows the actual view of document s as they appear for reading.
- Half View: Shows half the size of the Actual view.

When in Actual or Half View, you can switch among documents by clicking on the arrow at the upper right edge of the PageSuite window immediately next to the file size information.

Show Thumbnail Outline

The Show Thumbnail Outline command is available only when your viewing mode is Thumbnail View. Choosing this command will cause an outline to be drawn around the thumbnail and make the image stand out more clearly against the background.

Other view features:

- To open the Cabinet and see its contents, choose the *Open Current Cabinet* command from the View menu, or click the Cabinet device icon.
- To open the Trash Can and see or drag out its contents, choose the *Open Trash Can* command from the View menu, or click the Trash Can.
- To arrange all documents neatly on your PageSuite workspace, choose the *Arrange Documents* command from the View menu, or click the Arrange Documents icon in the Toolbar.
- To arrange all open windows (such as the PageSuite main screen and the Cabinet if open), choose the *Arrange All Windows* command from the View menu.

Browsing through multiple-page documents

To browse through multiple-page documents, select from these options: First Page, Previous Page, Go To Page, Next Page, and Last Page.

You can also use the Page Browser, a feature that allows you to move through pages of a document quickly while in Thumbnail view mode. The Page Browser is located under every multiple-page document open on the desktop.
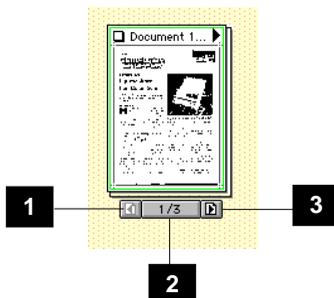
1 Click here to move to the previous page of a multiple-page document. To go to the first page, press the Option key and click here.

2 This displays the current page in relation to total number of pages. For example, 1/2 means you're on page 1 of a two-page document.

3 Click here to move to the next page of a multiple-page document. To go to the last page, press the Option key and click here.

Transforming documents

Aside from the various viewing modes provided by PageSuite, the program also allows you to mirror, rotate or invert images through the *Flip*, *Rotate*, and *Invert* commands in the Transform menu. Take note that applying any of the modes to a multiple-page document affects only the top page of the document.

Original

Flip horizontally

Flip vertically

Invert

Rotate Left

Rotate Right

Flip commands

The *Flip Horizontally* command flips the selected image along the horizontal axis. The *Flip Vertically* command flips the image along the vertical axis.

To flip an image:
Select the thumbnail and choose the *Flip Horizontally* or *Flip Vertically* command.
  - or -
Click the corresponding icons in the Toolbar.

Flip Horiz. icon

Flip Vert. icon

Rotate commands

The *Rotate Left* command rotates the selected image 90° counter-clockwise. The *Rotate Right* command rotates the image 90° clockwise.

To rotate an image:
Select the thumbnail and choose the *Rotate Left* or *Rotate Right* command.
  - or -
Click the corresponding icons in the Toolbar.

Rot. Left icon

Rot. Right icon

Invert command

The *Invert* command creates an effect similar to a negative (for an image), or it reverses background and foreground (for a text document).

To invert an image:
Select the thumbnail and choose the *Invert* command.
  - or -
Click the corresponding icon in the Toolbar.

11 How to Convert to Color and Compress Files

PageSuite supports four color options: black and white, grayscale, indexed 256 color, and RGB true color. These options are explained below.

- Black and White: This mode converts each resolution dot of your image to black or white and requires the least memory for storage.

- Grayscale: This mode converts your image to 8-bit grayscale to show 256 shades of gray in your image. Color images can be converted to grayscale to reduce file size, but you will lose the color information.

- 8-Bit Color: This mode converts your image to 8-bit color to display a maximum of 256 colors. Use this option for creating a limited palette of color for exporting images (such as to multimedia applications). Images saved in this mode take up a less storage memory than if they were saved in 24-bit color mode.

- 24-Bit Color: This mode uses 24-bit color to reproduce 16.7 million colors onscreen. Use this mode for full color editing and painting, but take note that this mode creates the largest file size of the four options.

To convert an image to a particular color mode:
Open the document. When a thumbnail of the document appears on the PageSuite desktop, select the document, then choose the color option you want in the Convert menu.

Mode	Transform
Black/White	
Grayscale	
8-Bit Color	
✓24-Bit Color	
✓No Compression	
Lossless Compression	
JPEG/Image Quality	▶

Select the color option you need from the Convert menu

| 24-bit color | 8-bit color | Grayscale | Black and white |

Compressing files

Aside from providing options for converting to color, PageSuite also lets you compress your images. Compression is important because it reduces file size and the time it takes to transmit images over a network, the internet, or say, through e-mail. Take note that the compression feature affects only the top page of a document in the case of multiple-page documents. The following compression options are provided by PageSuite:

- No compression: This performs no compression and leaves the image file untouched.

- Lossless compression: This mode lets you compress a file, and through a sophisticated mathematical algorithm, allows the file to be totally reconstruced upon decompression. In this mode, the value for each pixel in the image is restored to its original value on decompression; hence, the term *lossless*, which is in contrast to the JPEG mode of file compression (see more below).

- JPEG / Image Quality: This mode lets you compress a file in the JPEG format, which discards some of the image information considered less essential for visual perception. This results in a smaller file size while retaining much of the visual clarity of the image. Upon decompression, however, the original values of the pixels in the image cannot be totally reconstructed; hence, this mode is also known as *lossy* compression.Images that lend themselves well to JPEG compression include those with single continuous colors, such as logos. Images with variable color (like those with skin tones and shadings) are better saved in lossless compression mode.

    The JPEG option also provides the following suboptions for image quality: *Low, Medium, More*, and *High*. To see how each mode works, experiment with your images, and if you wish to use the JPEG compression format, use the option that gives you the smallest file size while continuing to yield good quality image.

Choose your file compression format here
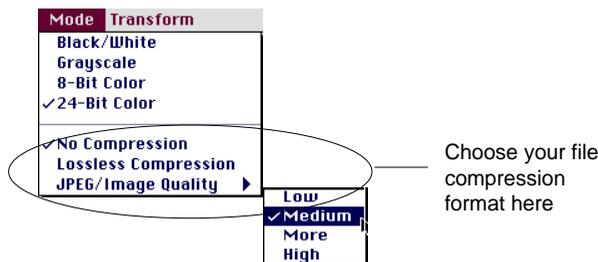
12   How to Annotate Documents

The annotation features of PageSuite allow you to annotate your documents in the same way that you would manually pencil in your comments on a document — except that PageSuite does it electronically. Annotation is useful if you wish to call attention to a portion of the document, include written notes on it, or highlight a particular section. You can then send the annotated document through fax or e-mail or use the annotations for your own reference. Annotating a document does not affect the content of the document, and annotations can always be deleted.

The annotation features of PageSuite can be divided into the following:
* Annotating an image or text document
* Editing an image

Annotating an image or document

1   To annotate an image or text document, do the following:
* Select the thumbnail to be annotated, then click the DocuPad device icon.
* Select the thumbnail to be annotated, then choose the *Send to DocuPad* command from the File menu.
* Double-click the thumbnail to be annotated.
* Drag the thumbnail to be annotated to the DocuPad device icon.

2   When the annotation window appears, select an annotation tool, then go to the location in your document and proceed to make the annotations. Take note of the following:
* Make sure you select the correct mode in the Annotation / Image menu on the lower left coner of the annotation window. To go to image-editing mode, select *Image* . While in Document Annotation mode, the option shown will be *Annotation*.
* To select your unit of measurement, click on the Unit Selection Icon at the intersection of the vertical and horizontal rulers.
* To see information on the image such as width, height, size and resolution, click on the Image Information icon on the lower left corner of the window (symbolized by an "I").

Menus in annotation mode

Edit tools in Toolbar

Annotation tools in Toolbar

Unit Selection icon

Sample annotations (made with Sticky Note, Arrow Line, Highlight Pen tools)

Image Information icon

Annotation / Image Menu
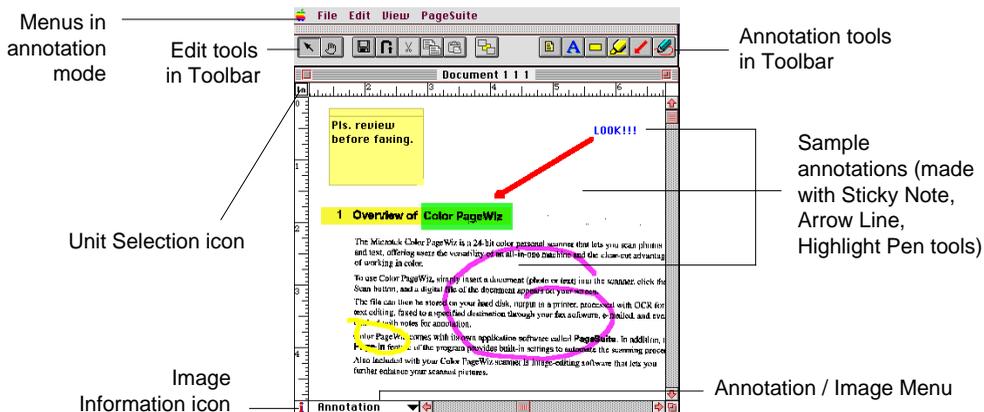
The Annotation Menus

- File Menu: Contains commands for standard file operations including *Open, Close, Save, Save As, Save Copy As, Page Setup, Print*, and *Quit*.

- Edit Menu: Contains commands for standard edit operations including *Undo, Cut, Copy, Paste, Clear, Select All,* and *Preferences.* The undo, cut, copy, and paste commands have their counterparts in the Annotation Toolbar. The **Preferences** command lets you specify the settings for the Annotation Properties and the Image Pencil. For mroe details, see the section, *Your Annotation Preferences.*

- View Menu: Contains commands for selecting your viewing mode including *Actual* view, *Fit Width* view, *Fit Page* view, and *Pixel by Pixel* view.

- PageSuite Menu: Shows you the documents available on the PageSuite workspace. Select from the PageSuite menu to annotate a different document.

The Annotation Toolbar

The Toolbar can be divided into two parts:

- Annotation tools: These tools let you annotate your document in various ways. The tools include *Send Selection to Back, Sticky Note, Text*, *Highlight Block*, *Highlight Pen*, *Arrow Line*, and *Pencil*. The Annotation tools are different in Document Annotation mode and in Image-Editing mode. For more details, see the section *Using the Annotation Tools.*

- Edit tools: These tools allow you to perform operations such as cut, copy, and paste on annotations made to the document (for example, copy an annotation made through the Pencil tool). Some of the edit tools in the Annotation Toolbar have their counterparts in the Edit menu. For more information, see the section *Using the Edit Tools.*

Your Annotation preferences

The Annotation Preferences feature in the Edit menu allow you to specify preferences for annotation properties, the image pencil, and the image eraser. By using this feature, you can choose characteristics such as the color and width of your annotation tool, the text font, etc.

To use this feature, choose the *Preferences* command in the Edit menu, and from the submenu choose *Annotation Properties*, *Image Pencil Properties,* or *Image Eraser Properties.* When the corresponding dialog boxes come up, make your selection.

Annotation Properties dialog box

Using the Edit tools

The Edit tools in the annotation window allow you to edit your annotations such as cutting and pasting annotations. Details follow.

Select tool
Pane tool
Save tool
Undo tool
Paste tool
Copy tool
Cut tool
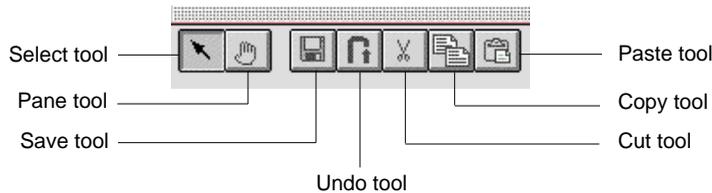
Select tool

This tool allows you to select one or more annotations that appear on the document so that the annotations can be copied, deleted, or moved to another location.

For example, if you highlighted a portion of the document with the Highlight Block tool, you can then use the Select tool to select the highlighted portion of the document and move the highlighted portion to another location.

Note: What gets moved is the highlighted portion — which is the annotation you have made — not the text lying beneath the highlight.

To use this tool:

1   Click the Select tool.

2   To select the annotation, do any of the following: Click on the annotation itself; drag a rectangle around the annotation; or use the Shift key to add or subtract from multiple selections. You can then move the selected annotation(s) to another location in the document, or you can cut / copy the annotation(s).

Pane tool

This tool allows you to scroll or move parts of the document into view.

To use this tool:

1   Click the Pane tool. The cursor changes to a hand.

2   Hold down the mouse button and move the cursor up, down, left, or right to move portions of the document into view.

Save tool

This tool allows you to save the annotations you have made to the document.

To use this tool:

1   Click the Save tool. A standard Save dialog box appears.

2   Save the document, giving it a file name and specifying the location where the file will be saved.

Undo tool

This tool cancels out the effects of the last annotation tool that was used. For instance, if you used the Arrow Line tool to create an arrow and then click the Undo tool, the arrow is deleted.

To use this tool:
Click the Undo tool. The effect of the last annotation tool that was used is cancelled out.

Cut tool

This tool cuts the annotation that you would like to be pasted or copied.

To use this tool:
• Select the annotation to be cut.
• Click the Cut tool. You are now ready to paste or copy the cut annotation.

Copy tool

This tool copies the annotation selected through the Select tool.

To use this tool:
Make sure you have first selected the annotation to be copied (through the Select tool). Then click the Copy tool. (You won't see the copy until you use the Paste function, discussed below.)

Paste tool

This tool pastes the copied annotation

To use this tool:
• Make sure you have the copied annotation for pasting.
• Then go to the location in the document where the copy is to be pasted, and click the Paste tool. You can then use the Select tool to move the pasted annotation to the proper location.

Using the Annotation tools

The Annotation tools allow you to annotate your document in a variety of ways, such as highlighting a portion, drawing an arrow or freehand lines to call attention to a section, or writing in your remarks. Details follow.

Send Selection to Back tool

Pen tool

Sticky Note tool

Arrow Line tool

Text tool

Highlight Pen tool

Highlight Block tool

Sticky Note annotation

Text annotation

Annotated object (yellow higlight) sent to back (of green highlight) through Send Selection to Back tool

Arrow Line annotation

Highlight Block annotation

Highlight Pen annotation

Pencil annotation
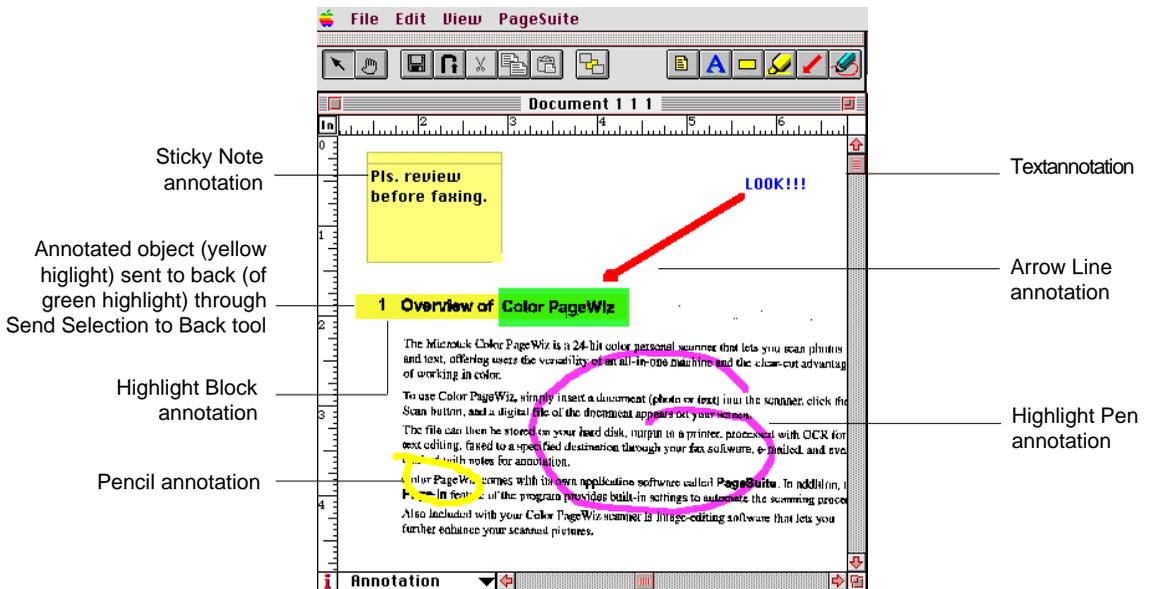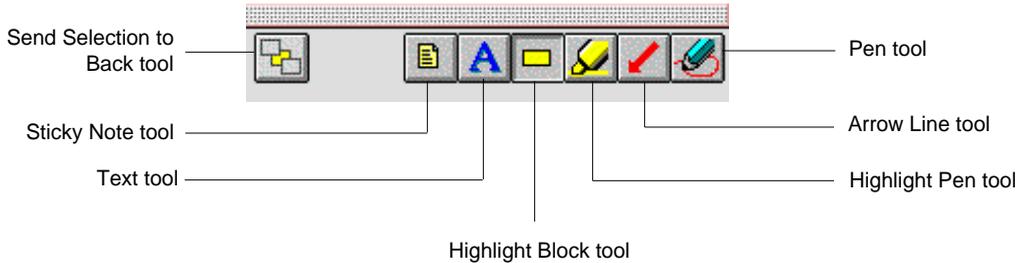
Moving and Resizing an Annotation Tool

To move an annotation tool (such as a Sticky Note or Highlight Block), click inside the tool and drag it to its new location. To resize, click the lower right hand corner of the tool and resize to the desired size.

Send Selection to Back tool

This tool "sends to back" one of two overlapping annotated objects. In the example shown, the block of text in yellow has been "sent to back" behind the text in green, so that the green block is above the yellow.

To use this tool:
1   Click on the annotated object to be sent to the background (use the Select edit tool for this purpose).
2   Click the Send Selection to Back tool. The annotated object is sent to the background.

Sticky Note tool

This tool creates a "sticky note" on your document where you can write your remarks.

To use this tool:
1   Click the Sticky Note tool.
2   Click on the area where the note will be placed. When the sticky note appears, type in your remarks.
3   To change the characteristics of the tool such as the text font, double-click the annotation made with this tool. A dialog box will appear where you can specify the characteristics of the tool. Also see the section *Your Annotation preferences.*
4   To edit the text inside the sticky note, click the Sticky Note tool again and move the cursor to the text in the sticky note. As you pass over the text, you'll notice that the cursor has changed to an I-bar, indicating the text is ready to be edited. To edit text, simply type over it. In addition, you can use the *Cut*, *Copy*, and *Paste* functions of the Annotation Edit menu to edit text inside the sticky note.

Text tool

The Text tool lets you type the annotations to be made on the document.

To use this tool:
1   Click the Text tool.
2   Click on the location in your document where the annotation will be made, and start typing the annotation.
3   To change the characteristics of the tool such as the text font, double-click the annotation made with this tool. A dialog box will appear where you can specify the characteristics of the too. Also see the section *Your Annotation preferences.*
4   To edit text, click the Text tool again and move the cursor to the text to be edited. As you pass over the text, you'll notice that the cursor has changed to an I-bar, indicating the text is ready to be edited. To edit text, simply type over it. In addition, you can use the *Cut*, *Copy*, and *Paste* functions of the Annotation Edit menu to edit text.

Highlight Block tool

The Highlight Block tool lets you highlight any area in the document to be annotated to call attention to that area.

To use this tool:
1   Click the Highlight Block tool.
2   To highlight your text, drag over the text to be highlighted. The default highlight color is yellow, and the number of areas that can be highlighted for annotation is unlimited.
3   To change the characteristics of the tool such as the color, double-click the annotation made with this tool. A dialog box will appear where you can specify the characteristics of the tool. Also see the section *Your Annotation preferences.*

Highlight Pen tool

The Highlight Pen tool lets you draw freehand lines (such as a circle or ellipse) on the document as another way of calling attention to a part in the document.

To use this tool:

1 Click the Highlight Pen tool.

2 To draw a freehand line, click on the area in the document where the line will appear, then start drawing. The default color for the pencil is yellow, but you can change the color any time.

3 To change the characteristics of the tool such as the color, double-click the annotation made with this tool. A dialog box will appear where you can specify the characteristics of the tool. Also see the section *Your Annotation preferences.*

Arrow Line tool

The Arrow Line tool lets you create an arrow for pointing to a place in the document where special attention is to be paid.

To use this tool:
1 Click the Arrow Line tool.

2 To draw the arrow, drag on the cursor. The default color for the arrow is red, but you can change the color any time.

3 To change the characteristics of the tool such as the line width, double-click the annotation made with this tool. A dialog box will appear where you can specify the characteristics of the tool. Also see the section *Your Annotation preferences.*

Pencil tool

Like the Highlight Pen tool, the Pencil tool lets you draw freehand lines on the document to call attention to a part in the document.

To use this tool:
1 Click the Pencil tool.

2 To draw a freehand line, click on the area in the document where the line will appear, then start drawing. The default color for the Pen is red, but you can change the color any time.

3 To change the characteristics of the tool such as the color, double-click the annotation made with this tool. A dialog box will appear where you can specify the characteristics of the tool. Also see the section *Your Annotation preferences.*

Editing an image

The versatility of the DocuPad annotation features doesn't end with text or image annotation but extends to image editing as well. While in image-editing mode, you can perform operations such as cut, copy, paste, or crop, as well as use the many substantial features of the **Image Enhancer**.

To edit an image or go to image-editing mode:

1 Open the thumbnail on your PageSuite desktop, select the thumbnail, then activate the DocuPad feature (by dragging to the DocuPad device icon, double-clicking the thumbnail, or clicking the DocuPad device).

2 When the Annotation window comes up, go to the lower left corner of the window, and click the Annotation / Image menu. From the options provided, choose *Image*.

Take note of the following:

- Use the menus to perform standard operations. For more details, see the section *The Menus* earlier in this chapter.
- Use the image-editing tools in the Toolbar to edit the image.
- Use the standard edit tools in the Toolbar to perform standard operations like cut and paste.

The Menus

Standard edit tools in Toolbar

Image-editing tools in Toolbar

Select *Image* mode in the Annotation / Image menu.

Note:
DocuPad remembers the mode you were last in when you exited the program. If you quit the program while in "Image" mode the last time, you will return to the same mode when DocuPad is called up the next time.

Tip:

To cut a portion of the image, click the Select tool and draw a frame around the portion to be cut. Position the cursor within the selection, and move it to another area. The cut portion is moved to its new location, and a white background remains of the original cut portion.

To copy a portion of the image, click the Select tool and again, draw a frame around the portion to be copied. Hold down the Option key, position the cursor within the selection, and move it to another area. A copy is made from the original portion of the image.

The Image-Edit tools

The image-edit tools in the Toolbar let you perform some basic image-editing operations and image enhancements on your image.

Image Pencil tool ⎯⎯⎯

Image Eraser tool ⎯⎯⎯

Apply Image Processing tool

Crop Image tool

Image Pencil tool

This tool lets you draw hard-edge freehand lines on the image.

1   Click the Image Pencil tool.

2   Move to the location in the image and start drawing. To change the width and color of the image pencil, go to the Edit menu, then choose the *Preferences* command and the *Image Pencil Properties* option in the submenu. When the dialog box appears, make your width and color selection.

Image Eraser tool

This tool lets you remove speckles from black-and-white images

1   Click the Image Eraser tool.

2   Move to where the speckles are in your image, and start to erase the speckles, much as you would by using an ordinary eraser. To change the width and color of the eraser, go to the Edit menu, then choose the *Preferences* command and the *Image Eraser Properties* option in the submenu. When the dialog box appears, make your width and color selection.

Crop Image tool

This tool crops an image to your desired length and width.

To use this tool:

1   Click the Crop Image tool.

2   Drag the mouse over the image to define the area to be cropped. When you move the cursor inside the defined area, the cursor changes to a pair of scissors.

3   To crop the image, click the mouse while the cursor is inside the defined area. The image is then cropped. To restore the original area, click the Undo tool.

Apply Image Processing tool

The Apply Image Processing tool lets you enhance your image in a variety of ways — from enhancing shadows and highlights, to adding or removing a color cast, to creating special effects. For more details, see the next section.

To use this tool:

1   Click the Apply Image Processing tool.

2   When the Image Enhancer dialog box comes up, select the processing to be applied to the image from the options in the menu and submenu.
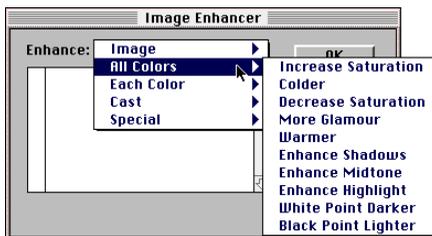
> **Note:** This tool is available only for Grayscale and 24-bit Color images.

Applying image processing

PageSuite allows you to process your image by offering a large selection of image-enhancement features in the Image Enhancer. Effects can be applied singly or cumulatively like layers of paint or color superimposed on one another, and the effects can just as easily be removed individually or collectively. Image processing is easy and simple to do, and the results can be seen right away.

To apply image processing to images:

1   Make sure you are in Image mode during annotation. Check the Annotation pop-up box on the lower left corner of the window for verification; the selected mode should be *Image*.

2   Click the Select tool in the Toolbar (the tool that looks like an arrow on the extreme left), and drag the mouse around a portion of the image to select it for image processing.

3   Click the Apply Image Processing tool in the Toolbar (the tool on the extreme right). When the Image Enhancer dialog box comes up, select your choice of the effects to be applied from the menu and submenu. The effect applied on the images is cumulative, and the results are seen immediately.

Image Enhancer

Enhance:
- Image ►
- All Colors ►
- Each Color ►
- Cast ►
- Special ►

- Increase Saturation
- Colder
- Decrease Saturation
- More Glamour
- Warmer
- Enhance Shadows
- Enhance Midtone
- Enhance Highlight
- White Point Darker
- Black Point Lighter

Select the image processing to be applied to your image

Note: If the Image Enhancer (IE) window covers the area of the image you wish to edit, drag the IE window by clicking on the title bar.

4   After completing the image processing, click OK to accept the changes, or click Cancel to abandon. You can also enable or disable effects temporarily on your image, remove effects permanently, and carry out other actions. See the next section for more details.

Adding or removing effects temporarily

In the Image Enhancer, you can temporarily enable or disable the effects on an image without removing them from the Image Effects list. This allows you to experiment with the quality of the image you'd like to obtain.

To turn on or turn off an image effect in the Image Effects list, click the **Diamond symbol** located just immediately to the left of the effect.

Other actions you can carry out:
*   Click *Remove* to remove a particular effect or a set of effects applied to the image.
*   Click *Save* to save the particular list of effects you have created for the image. You can then use these same effects for other images.
*   Click *Load* to load a list of effects that you've saved. Upon loading the list, the effects in that list can be applied to another image.

These are the effects applied to the image. They can also be removed individually or together.

Click the diamond to temporarily enable or disable an effect on the image without having to remove it from your list.

Other action buttons

Image Effects list
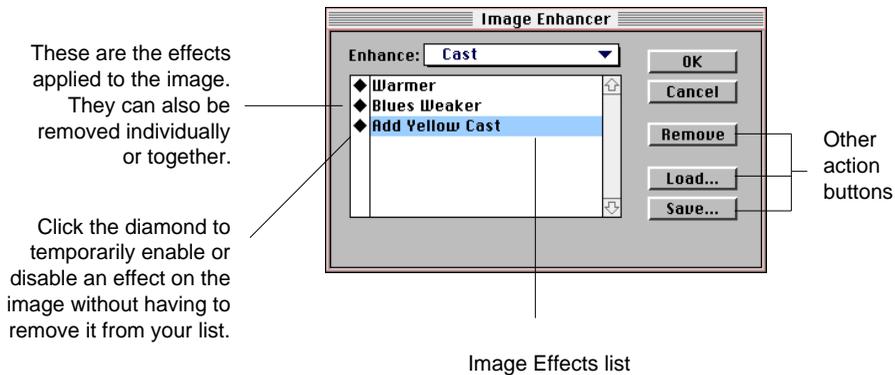
Sample effects from image processing

Original

Posterize

Invert

Colder

Lith Film Effect

Add Cyan Cast

13 How to Set Up Applications in PageSuite

Applications can be set up in PageSuite so that dropping a thumbnail into the App Bar area on the PageSuite desktop transfers the image to the particular program you want and starts up that program as well. The Application Bar (App Bar) in PageSuite is used for this purpose.

To set up an application in PageSuite, do the following:

1 Click the *Setup* portion on the App Bar.

     - or -

Choose the *Application Bar Setup* command in the File menu.

Click here
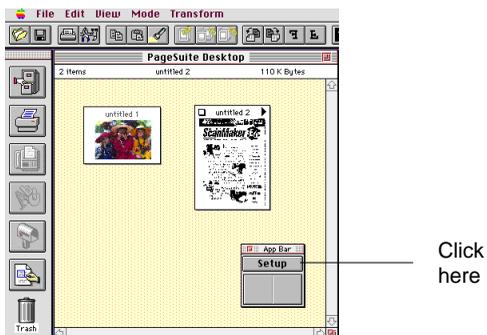
2 When a dialog box comes up, select the application to be set up, and click OK. A program icon of the application will appear in the App Bar area on the PageSuite desktop. To start up the program, you can drop a thumbnail into the program icon or click the icon directly. To remove the program from the App Bar, go back to the App Bar Setup dialog box and click the *Remove* button.

Noie:
Another way to set up applications in PageSuite is to simply drag the program icon into the App Bar area. Similarly, to remove an application, drag the icon out of the App Bar area to the Trash Can.

Icons of the selected program appear in the App Bar after set up is completed. Here, the example shows MicroFrontier Color It! and Adobe Photoshop.
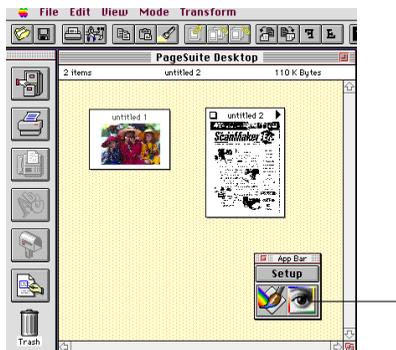
Appendix A: Setting up Your Preferences

The device environment shows how the device icons are set up in PageSuite. This is where you see how your Cabinet filing system is set up or where your DocuPad program is located. This is also where you choose the OCR software and e-mail software to be used or if you wish to switch to another OCR / e-mail software. To set up the device environment, do the following:

1   Choose the *Preferences* command from the Edit menu.
- or -
Click the Preferences icon in the Toolbar.

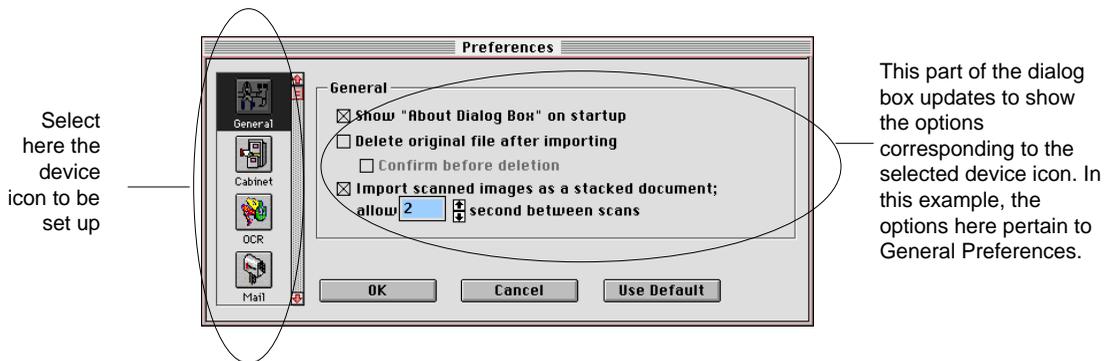**2**   When the Preferences dialog box appears, click the corresponding device icon to be set up on the left-hand side of the dialog box. The middle portion of the dialog box will update to show the options connected with the selected device icon.

Select here the device icon to be set up

Preferences

General
☒ Show "About Dialog Box" on startup
☐ Delete original file after importing
   ☐ Confirm before deletion
☒ Import scanned images as a stacked document;
allow 2 ⬍ second between scans

General
Cabinet
OCR
Mail

[OK] [Cancel] [Use Default]

This part of the dialog box updates to show the options corresponding to the selected device icon. In this example, the options here pertain to General Preferences.

A. Setting up General Preferences

The General Preferences option pertains to general settings of the PageSuite program.
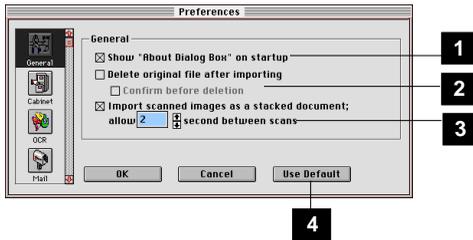
1 Click here to display the *About PageSuite* screen upon program startup.

2 Click here to delete original file after it is imported into PageSuite (to eliminate duplication of files). When the Delete option is enabled, the Confirm option becomes available.

**3** The Paper Insertion Delay option lets you specify the maximum delay between pages when scanning multiple-page documents. For example, if the delay is set to 2 seconds, pages that are scanned within 2 seconds of the last page are added as additional pages of a multiple-page document. If you wait for more than 2 seconds and then scan a page, the new page scanned becomes a new document.

4 Click here to use the default values of the program.

B. Setting up the Cabinet

The Cabinet Preferences option shows you the characteristics of the Cabinet or your filing system in PageSuite and also allows you to specify where you wish the Cabinet to be located other than on the PageSuite program folder.
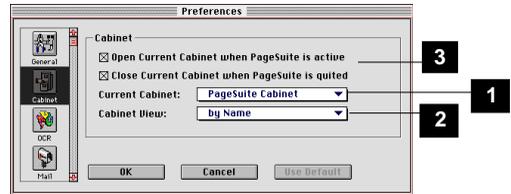
1 Select your *Current Cabinet* here. By default, the current Cabinet is in the PageSuite Cabinet folder, but you can also set up your Cabinet and store your files in another folder or drive.

2 Click here to choose your *Cabinet View*, or how the files in the Cabinet are shown. Options include by name, kind, and size.

3 These are your other Cabinet options.

C. Setting up OCR
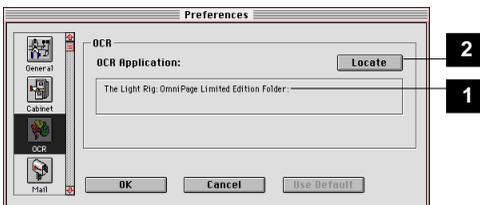
The OCR Preferences option lets you choose the OCR software you wish to use and shows the location of the software once it is set up with PageSuite.

1 This shows the drive and folder location of your OCR program.

2 Click here to locate the OCR program that you wish to use.

D. Setting up Mail

The Mail Preferences option lets you choose the e-mail software you wish to use and shows the location of the software once it is set up with PageSuite.
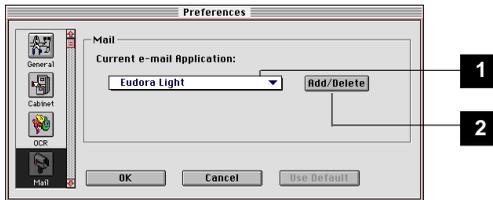
1 Select your e-mail application here.

2 Click here to add or delete other e-mail applications.

E. Setting up DocuPad

The DocuPad Preferences option shows you the location of the DocuPad feature of Color PageWiz and also lets you locate the program if it's been moved to another folder in your computer.
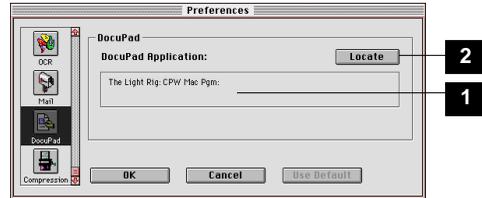
1 This shows the drive and folder location of DocuPad.

2 Click here to locate DocuPad in case the program has been moved to another location.

F. Setting up Compression Preferences

The Compression options allow you to choose options relevant to file compression if you choose to use the compression feature in PageSuite.
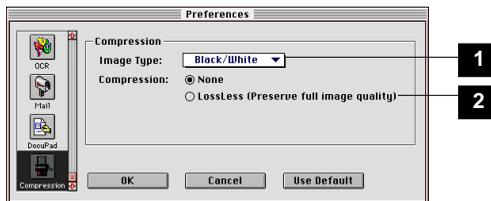
1 Select here the type of image to be compressed.

2 Select here the type of file compression to be carried out.

Appendix B: Glossary

*Cross-referenced entries are indicated in **bold type**.*

8-Bit color

An option in the Mode menu that converts your image to 8-bit color for showing a maximum of 256 colors. This mode is used to create a limited palette of color for exporting images (such as to multimedia applications).

24-Bit Color

An option in the Convert menu that uses 24-bit color to reproduce 16.7 million colors onscreen. This mode is used for full color editing and painting, but it creates the largest file size of the four modes in the Mode menu.

ABC

The device icon that controls the **OCR** functions of PageSuite.

Actual View

A **view mode** that shows how the document would appear for normal reading.

Annotation

A feature in PageSuite that allows you to mark a document with your own remarks just like you would pencil in comments — except that PageSuite does it electronically. Annotation is useful to call attention to a portion of the document.

Annotation preferences

A feature that lets you specify the preferences for annotation properties and the image pencil. By using this feature, you can choose characteristics such as the color and width of your annotation tool, the text font, etc.

Annotation tools

The tools that allow you to annotate your document in a variety of ways. Annotation tools include Send Selection to Back, Sticky Note, Text, Highlight Block, Highlight Pen, Arrow Line, and Pen.

App Bar

The area on the PageSuite desktop where you can set up applications to work with PageSuite. When an application has been set up, a program icon of the application will appear in the App Bar area, and dropping a thumbnail into the icon or clicking on the icon will start up the program.

Black and white

An option in the Mode menu that converts your image to pure black and white with no intermediates shades of gray.

Brightness

The balance of light and dark shades in an image. Brightness is distinct from **contrast**, which measures the range between the darkest and lightest shades in an image. Brightness determines the intensity of shades; contrast determines the number of shades you get.

Brightness Adjustment

A settings control in scanning that lets you modify the brightness feature of the material to be scanned.

Cabinet

The **device icon** that controls the document-filing functions of PageSuite.

Center horizontally

A printing option that centers the image or document to be printed along the horizontal (x) axis of the paper.

Center vertically

A printing option that centers the image or document to be printed along the vertical (y) axis of the paper.

Color Correction

A settings option in scanning that automatically applies a color profile to the material being scanned to obtain optimum color results.

Color image

A type of image that contains the most complex information (compared to black-and-white or grayscale images). PageSuite allows you to save color images in either **8-bit color** or **24-bit color**.

Color PageWiz

A 24-bit personal scanner that lets you scan photos and text. To use Color PageWiz, simply insert a document into the scanner, click the **Scan button**, and a digital file of the document appears on your screen. The file can then be stored, output to a printer, processed with **OCR** for text scanning, faxed through your fax software, e-mailed, or marked with notes for annotation.

Compression

A feature in PageSuite that allows you to reduce the file size of an image. PageSuite offers these file compression options: No compression; **Lossless compression**; and **JPEG / Image quality**.

Contrast

The relationship between the light and dark areas of an image. Contrast is the range between the darkest and lightest shades in an image, while **brightness** is the balance of light and dark shades. Contrast determines the number of shades you get; brightness determines the intensity of the shades. An image with low contrast tends to look dull and flat.

Contrast Adjustment

A settings control in scanning that lets you modify the contrast feature of the material to be scanned.

Descreen

A settings control in scanning that lets you remove moires, which are halftone patterns that emerge in scanned images when you scan previously printed material (such as photos from magazines) instead of scanning original photos.

Desktop

The area on the PageSuite main screen where the opened thumbnails appear or where documents scanned by Color PageWiz are placed.

Device icons

These are located in a vertical row on the left side of the PageSuite desktop and represent the functional devices in the program. The device icons in PageSuite are the **Cabinet**, **Printer**, **Fax**, **OCR**, **E-mail**, and **DocuPad**. To execute a device icon, click on the icon or drag a **thumbnail** and drop it into the icon.

DocuPad

The device icon that controls the document **annotation** features of PageSuite, as well as related features like cropping and erasing.

Dpi

Stands for dots per inch, the measure of **resolution**. The greater the dpi number, the higher the resolution.

Edit tools

The tools that allow you to perform edit functions on either the document to be annotated or the **annotation tool** that was used. The edit tools include Select, Pane, Save, Undo, Cut, Copy, and Paste.

E-mail

The device icon that controls the E-mail function of PageSuite. To use the e-mail function of PageSuite, you must have internet e-mail software installed in your computer.

Fax

The device icon that controls the fax function of PageSuite. To use the fax function in PageSuite, you must have fax software installed in your computer.

Filters

A settings option in scanning that is available for selection when you scan grayscale or color images. Filters let you apply special effects to the material to be scanned, including Blur, Sharpen, Edge Enhancement, and Emboss.

Flip Horizontally

An option in the Transform menu that flips an image along the horizontal axis. This is similar to clicking the Flip Horizontally icon in the Toolbar.

Flip Vertically

An option in the Transform menu that flips an image along the vertical axis. This is similar to clicking the Flip Vertically icon in the Toolbar.

Grayscale mode

An option in the Mode menu that converts your image to 256 shades of gray.

Half View

A **view mode** that shows half the size of the **actual view**, or half the view as it normally appears for reading.

Highlights

The lightest portions of an image. The Shadow / Highlight control is a settings control in scanning that lets you adjust the dark and light portions of the image to be scanned.

Icon

An element of **Page In**. The icon is a visual representation of the type of scanning to be performed. For example, the color icon in Page In represents scanning for a color image. The icon is not an actual preview of your mage.

Image-edit tools

The tools in annotation that allow you to perform basic image-editing operations and image enhancements on your image. The image-edit tools include the Image Eraser, Image Pencil, Crop Image, and Apply Image Processing tool.

Image-editing software

Software that is used to edit images, such as Adobe Photoshop. Images on the PageSuite desktop can be exported to your image-editing software.

Image Enhancer

A feature in annotation that lets you process your image through a large selection of image-enhancement features such as increase saturation, enhance shadows, add a specific color cast, etc.

Invert

An option in the Transform menu that creates an effect similar to a negative (for an image) or reverses the background from black to white and vice versa (for a text document).

JPEG / Image Quality

A compression mode that lets you compress a file in the JPEG format, which discards some of the image information considered less essential for visual perception. In contrast to the **Lossless compression** mode, this mode cannot reconstruct a file totally upon decompression.

Lossless compression

A compression mode that lets you compress a file and lets it be reconstructed totally upon decompression.

Menu Bar

Contains the menus and commands of the **PageSuite** program.

MII file format

The file format for documents scanned or processed in some form by Color PageWiz. **Annotated** documents should be saved in the MII file format for the annotations to be preserved.

More Choices

A settings button in scanning that gives you more choices when scanning, specifically options for **Filters**, **Descreen**, and **Color Correction**.

OCR

Stands for Optical Character Recognition, the process of scanning an image and converting the image into text format.

Original / Scan For

A settings option that consists of two parts: a *Source* menu where you choose your original source material; and an *Output* submenu where you choose youri ntended ourput or purpose.

Output Mode

A settings control in scanning that lets you choose how your images will be output (in grayscale, color, etc.).

Page Browser

A feature that allows you to move through different pages

Page- In

A feature of **PageSuite** that provides built-in settings for scanning different materials such as color photos, grayscale photos, and text.

PageSuite

The application software of the **Color PageWiz**.

Print annotations

A printing option that prints the remarks or **annotations** made in the document.

Printer

The device icon that controls the printing functions of PageSuite.

Properties

The attributes of a document, such as its file size and format. Calling up the Properties dialog box through the *Info* command in the Edit menu also allows you to specify keywords for document searches.

Resolution

The level of detail in an image, expressed in dots per inch or **dpi**. The greater the dpi number, the higher the resolution and the resulting file size.

Rotate Left

An option in the Transform menu that rotates an image 90° counterclockwise. This is similar to clicking the Rotate Left icon in the Toolbar.

Rotate Right

An option in the Transform menu that rotates an image 90° clockwise. This is similar to clicking the Rotate Right icon in the Toolbar.

Scale to fit

A printing option that enlarges or reduces the image or document to be printed to fit the size of the paper.

Scan button

An element of **Page In**. Clicking the Scan button lets you start the scanning process.

Scan Resolution

A settings option in scanning that lets you choose the resolution to be used when you scan.

Set to Default

A settings option in scanning that restores all settings to their original default values as set by the program.

Shadows

The darkest areas of an image. The Shadow / Highlight control is a settings control in scanning that lets you adjust the dark and light portions of the image to be scanned.

Size

A settings option in scanning that lets you choose the size of the image when it is output.

Stacking

A feature in PageSuite that allows you to pile a document on top of another and merge them.

Text scanning

One of the most common uses for scanners, as it eliminates the need for retyping. Scanners scan text through the use of **OCR** software and deliver text to your word processor.

Thumbnail

The visual representation of a document that has been scanned or stored in PageSuite.

Thumbnail View

A **view mode** that shows a **thumbnail** of the document.

Toolbar

The row of icons in the PageSuite main screen that act as shortcuts for some of the **menu** commands.

Trash Can

A receptacle into which you may drag documents to be deleted.

Unstacking

A feature in PageSuite that allows you to remove the pages of a document. Documents can be unstacked one page at a time, or all pages can be unstacked simultaneously.

View mode

The way to view a document in PageSuite. The View menu provides three view options, including **Thumbnail View**, **Actual View**, and **Half View**.

Appendix C: Index of Commands

The File Menu

New   To create a new document in PageSuite.

Open   To open or import a document into PageSuite. This is similar to clicking on the Open icon in the Toolbar.

Close   To close a document in PageSuite. A document can also be closed by dragging it to the Cabinet.

Close All   To close all open documents in PageSuite.

Save   To save a document in PageSuite.

Save As   To save a document in a different name or file format.

Delete   To delete a selected document. This is similar to clicking the Delete key on your keyboard or dragging the document to the Trash Can in PageSuite.

Duplicate   To make an exact copy of the selected document.

Acquire TWAIN   TWAIN is a cross-platform interface for acquiring images captured by scanners and frame-grabbers. Use this command to bring up the actual TWAIN driver for the selected TWAIN device.

Select TWAIN   To select the Twain driver that corresponds to the TWAIN device you wish to use.

Page Setup   To specify the parameters for your printer or for your print job.

Print   To print a document. This is similar to dragging the document to the Printer device icon.

Send to DocuPad   To call up the annotation feature of PageSuite for annotating a document.

Send to Mail   To send a document through e-mail, using the e-mail software installed in your computer. This is similar to dragging the document to the E-mail device icon.

Send to OCR   To process a text document through OCR. This is similar to dragging the document to the ABC (OCR) device icon.

Exit   To quit PageSuite.

The Edit Menu

Undo   To cancel out an action.

Copy   To copy a selected document. This is similar to clicking on the Copy icon in the Toolbar.

Paste	To paste a document that has been cut or copied. This is similar to clicking on the Paste icon in the Toolbar.
Clear	To remove a page from a document.
Insert Page	To insert a blank page that can be stacked onto an existing document. Blank pages can serve as an ending page.
Unstack Current Page	To remove the top page of a document from the rest of the document. This is similar to clicking on the Unstack Current Page icon in the Toolbar.
Unstack All Pages	To remove all the pages of a document and spread them out on the desktop. This is similar to clicking on the Unstack All icon in the Toolbar.
Stack Document	To pile a document on top of another and merge them. This is similar to clicking on the Stack icon in the Toolbar.
Select All	To select all open documents on the PageSuite desktop. This is similar to holding down the Shift key and clicking on individual documents to make up a multiple selection.
Info	To obtain information on the attributes of a selected document, such as file size and file format, as well as to specify keywords to aid in future document searches. This is similar to clicking on the Display Info icon in the Toolbar.
Title	To view or edit the title of a selected document.
Find	To locate a document. This is similar to clicking on the Find icon in the Toolbar.
Application Bar Setup	To set up an application in PageSuite so that the application can be called up from PageSuite.
Preferences	To set up your preferences for the device icons in PageSuite and specify how they will function.

The View Menu

Thumbnails	To obtain a thumbnail view of the selected document.
Half View	To obtain a view of the selected document that is half the size of the actual view or the view normally used for reading.
Actual View	To obtain a view of the selected document that is used normally for reading.
First Page	To go to the first page of a multiple-page document. This is similar to clicking on the first arrow in the Browser located below a multiple-page document on the desktop.

Previous Page	To go to the previous page of a multiple-page document. This is similar to clicking on the second arrow in the Browser located below a multiple-page document on the desktop.
Go To	To go to a particular page in a multiple-page document.
Next Page	To go to the next page in a multiple-page document. This is similar to clicking on the third arrow in the Browser located below a multiple-page document on the desktop.
Last Page	To go to the last page in a multiple-page document. This is similar to clicking on the last arrow in the Browser located below a multiple-page document on the desktop.
Hide Application Bar	To see the annotations in the selected document. This is a toggle command that allows you to see or hide the annotations.
Show Thumbnail Outline	To cause a border or outline to appear around a thumbnail and make the thumbnail stand out more clearly against the background.
Open Current Cabinet	To open the PageSuite Cabinet and see its contents.
Open Trash Can	To open the PageSuite Trash Can and see its contents.
Arrange Documents	To arrange neatly all open documents on the PageSuite desktop.
Arrange All Windows	To arrange neatly all open windows, such the PageSuite main window and the Cabinet window.

The Mode Menu

Black/White	To convert an image to black and white or single-bit mode.
Grayscale	To convert an image to 8-bit grayscale to show 256 shades of gray onscreen.
8-Bit Color	To convert an image to 8-bit color or a maximum of 256 colors onscreen.
24-Bit Color	To convert an image to 24-bit color or a maxium of 16.7 million colors onscreen.
No Compression	To leave a file untouched without any file compression.
Lossless Compression	To compress a file in a mode that restores all the original pixels of the image upon decompression.
JPEG / Image Quality	To compress a file in a mode that does not restores the original pixels of the image upon decompression.

The Transform Menu

Invert   To reverse the words and background of an image. This is similar to clicking on the Invert icon in the Toolbar.

Rotate Left   To rotate the selected document 90° clockwise. This is similar to clicking on the Rotate Left icon in the Toolbar.

Rotate Right   To rotate the selected document 90° counterclockwise. This is similar to clicking on the Rotate Right icon in the Toolbar.

Flip Horizontally   To flip the selected document along the horizontal axis. This is similar to clicking on the Flip Horizontally icon in the Toolbar.

Flip Vertically   To flip the selected document along the vertical axis. This is similar to clicking on the Flip Vertically icon in the Toolbar.