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**For customization of Infothek DocView, please contact Informatik Inc. at 610.640.0339 or email@informatik.com**

## Image - Renumber Pages, Delete Pages

TIFF and DCX file formats support multiple pages. When appending an image to an existing file, the **image is always appended as the last page**. However, the pages can be re-numbered or deleted in a separate procedure.

### **To re-arrange or delete a page**

1. Open the document image. The first page of the image is displayed.
2. From the File menu, choose Renumber/Delete Pages. The Renumber/Delete Pages window appears.
3. In the second column of the grid of page numbers, click the page that you want to move or delete.
4. Choose the Up, Down or Delete button. To move the page several steps, repeat the process for each step.
5. To start over, choose the Refresh button.
6. To execute the move or delete, choose OK.
7. If a page is deleted, the original file is temporarily saved in the SAVEIMG file in the application's directory.

## Save an Image

To (reformat and) save the active image:

1. From the File menu, choose Save As. The Save As form is displayed.
3. Select the directory.
4. In the Graphics Format list, select the format code (normally TIF).
5. In the File Name box, type the file name of the file.
6. Choose OK.
7. TIFF and DCX files support multiple pages. To append the image to an existing file (as a new page), click on the Append button. The image is appended as a last page. To rearranged or delete a page, choose Renumber and Delete Pages from the File menu.

When saving an image, the extension specifies the graphics format used. However, various extension names can be assigned to the **TIFF format** (in the INI file). All numeric extensions are saved as TIFF files.

Example of a INI file that allows 'dat' and 'cat' extensions to be saved as TIFF files:

```
[Extensions]  
Tif=dat,cat
```

## Image - View, Print

**The images are always displayed in the currently active image window.** If you want to display the image in a new and separate window, select New Image Window from the File menu in the Image window BEFORE you select the new image.

### **To display an image**

1. In the external application's Search window, run a search. The search will identify and list all matching image files. If correctly integrated, the external database will pass the file name and description to DocView, activate Docview and display the image.

To open an image without a search, choose Open from the File menu in the Image window or click the Open Image button in the toolbar. In the dialog box, select the directory and specify the file name.

2. If necessary, change the viewing aspects. From the View menu, choose:

- Resize Image
- Fit to Window (retaining the proportional aspects)
- Zoom (see below)
- Copy
- Rotate
- First, next, prior, last page (multi-page TIFF and DCX formats only)

3. From the File menu, open the next or prior image, as follows, or press the corresponding button in the toolbar::

Open - Next File	Displays the next file in the directory
Open - Prior File	Displays the prior file in the directory.
Open - Next Query	Displays the image from the query.
Open - Prior Query	Displays the image from the query.

### **Pages**

The TIFF and DCX files support multi-page formats. When you open a multi-page file, several useful navigational buttons become active in the toolbar. These buttons allow you to move to the first, next, prior and last page of the current file. The pages of multi-page documents can also be viewed in Auto-Display mode (see section below). The page navigation functions are also available from the View menu.

### **Auto Display**

The pages of multi-page images (TIFF or DCX files) can be viewed in a browser ('slide show') mode, either in a forward or backward sequence. To activate the Auto Display, click on a Auto Display button (double-arrows) in the toolbar. The speed of the display (intervals in seconds) can be specified by clicking on the Auto Display Setting button (clock). To pause, press on the Pause button (double-bar). The Auto Display options are available also from the View menu.

## Thumbnail View

The pages can be displayed as 'thumbnails', reduced so that 6 or 15 images fit on the screen. To view the current page as a thumbnails, choose Thumbnails from the image windows's View menu. The default maximum is set to 6 images per screen. The setting can be changed in the View menu or in the DOCVIEW.INI file.

```
[Thumbnail]
Frames=15
```

## To print the image

1. Select and display the image as explained above.
2. From the File menu, choose Print. The Print Image window appears.
3. Specify the Scale Options. Select 'Scale to Fit' or choose a specific scale.
4. Specify the top and left margins (offset).
5. If the document consists of several pages, specify the 'from' and 'to' page numbers. Pages are supported only for TIF and DCX file formats.
6. To set up the printer, choose Setup Printer. This step is normally not required.
7. Choose OK.

## Zoom

From the View menu, choose Zoom, or click on the Zoom button in the tool bar. The mouse pointer changes to a cross-hair. Select a section of the image with your mouse. Drag the mouse while holding down the left button. The selected area is indicated by a 'rubber band'. Release the mouse. The zoomed section is displayed. To increase the zoom factor, click on the zoomed image; to reduce the zoom factor click on the zoomed image while pressing CTRL, or click the right mouse button. To cancel the zoom, click on the main image, click on the Zoom button again, or press the Delete key. The zoomed and the original image can be resized with the Plus (+) and Minus (-) buttons in the toolbar.

## Copy

To copy a section of the image, choose Copy from the Edit menu. The mouse pointer changes to a cross-hair. Select a section of the image with your mouse. Drag the mouse while holding down the left button. The selected area is indicated by a 'rubber band'. Release the mouse. The selected area is copied to the Windows Clipboard.

## Close the Image

An image window may be closed by double-clicking the Control button in the upper-left corner of the image window, by choosing Close from the File menu, or by pressing the Delete key.

### **MultiPage Functions**

DocView supports multipage TIF and DCX files. When a multipage file is opened, DocView reveals the page navigation buttons in the tool bar (such as next, fast forward, last, etc.).

In the DDE mode, DocView can also emulate multipage displays with singlepage files. If your imaging system uses separate files for each page of a document, the file makeup of a document can be passed to DocView, and DocView can display the files as if they were a multipage file.

Essentially, in the controlling application, you copy the file names to the WindowsClipboard (each file separated by a comma) and you fire the DDE command with the 'imagefile' keyword as a parameter. You can also, save the file detail (list of files separated by a comma) in the IMGFILE.TXT file in Docview's directory and send the 'imagefile2' keyword as a DDE parameter.

## Change File Formats and Save

Often, the image scanner creates basic uncompressed bitmap files of the image. The files must then be reformatted to a compressed TIFF file and saved in a permanent archive. DocView includes a function that reformats single files, selected files or complete directories.

1. From the File menu of DocView imaging window, choose Global File Reformatting. The Global File Reformatting window appears.
2. Double-click on the directory that holds the source files. To screen out specific file formats, specify the Graphics Format.
3. Highlight the files that you want to convert. To select a single file, simply click on the file name. To select several files, click on each file while holding down the Ctrl key. To select a range, click on the first file and , while holding down the Shift key, click on the last file.
4. Specify the destination directory (double-click).
5. Specify the new graphics format.
6. the TIFF and DCX formats support multiple pages. Check the Append box if you want to append the files as a new page if the file already exists.
7. If you want to be alerted if a file already exists, check the Alert box.
8. If you want the system to automatically delete the source file after creating the destination file, check the Automatic Delete box.
9. Click on OK.

## System Integration

Infothek DocView is an image viewer for document imaging systems. DocView can readily be integrated into existing database systems or can be used as a stand-alone document viewer.

The detailed specifications for the integration are contained INTEGR.TXT file. Without the integration settings, DocView will run as a basic viewer and some of the menu items and toolbar buttons will be removed.

DocView can be used as a stand-alone document viewer with multi-page TIFF file capabilities and can also be launched from other Windows programs and with the C:\DOCVIEW\DOCVIEW.EXE X:\XXXXX.XXX command (where the X:\XXXXXX.XXX is the image file name).

Informatik Inc. has available several **utilities**, such as image annotation, scanning, conversion tools, TIFF page tools, direct printing, image cropping, etc. For information, please contact Informatik Inc. at [info@informatik.com](mailto:info@informatik.com) or visit [www.informatik.com/tiffkit.html](http://www.informatik.com/tiffkit.html).



## Setup. Preferences

### **IMPORTANT:**

**For details on integrating your application with DocView, please also read the INTEGR.TXT file.**

### **Link TO the Database EDIT System**

The three fields in this section specify the link to the **Edit** application of the database system. If there is no link to another application, these fields are left blank. The fields are not used for links from other applications to DocView

#### **DDE Topic**

This field specifies the link topic to the master application. For an outgoing DDE link, enter the linked application's DDE Topic. For the SendKeys method, enter the linked applications executable file name (with full path).

#### **DDE Item**

This field identifies the link item. For an outgoing DDE link, enter the linked application's DDE Item. For the SendKeys method, enter the linked applications EXACT title name as shown in its title bar. The exact spelling and spacing are important

#### **SendKeys String**

This field is used only for the SendKeys method. The entry represents the key strokes that are sent to the database edit application.

### **Link TO the Database QUERY System**

The three fields in this section specify the link to the **Query** application of the database system. If there is no link to another application, these fields are left blank. The fields are not used for links from other applications to DocView

#### **DDE Topic**

This field specifies the link topic to the master application. For an outgoing DDE link, enter the linked application's DDE Topic. For the SendKeys method, enter the linked applications executable file name (with full path).

#### **DDE Item**

This field identifies the link item. For an outgoing DDE link, enter the linked application's DDE Item. For the SendKeys method, enter the linked applications EXACT title name as

shown in its title bar. The exact spelling and spacing are important

### **SendKeys String**

This field is used only for the SendKeys method. The entry represents the key strokes that are sent to the database edit application.

### **Path Prefix**

If the database does not specify the path to the image file, it can be entered here. For example, if the database contains an image field name of IMG0001.TIF and the Path Prefix is D:\XXX\, the DocView will look for the D:\XXX\IMG0001.TIF file. Please be sure that you include the backslash (\) if necessary.

### **Path Substitution**

If the database does specify the drive letter of the image file, but DocView is run on a PC with a different drive letter, the drive letter can be substituted. For example, the database contains an image field name of D:\IMG0001.TIF on a CD, but the CD is loaded on the F:\drive. If you specify a drive substitution of F:\, DocView will look for the F:\IMG0001.TIF file. The substitution is done on a 'equal number of characters' basis. It is therefore possible to substitute not only the drive but the directory as well (but the number of characters must match).

### **Master Window**

This field specifies the opening state of the parent (MDI) window:  
blank or 0 = normal, full screen size

1 = minimized

2 = maximized

3 = Fittoimage, placed in the upperleft corner

x=nnnn y=nnnn will offset the window from the left and the top

x=right y=bottom will place the window at the absolute right and/or bottom of the screen.

### **Image Window Width**

This field specifies the width of the image display window. If the value is 2, the window opens **maximized**, otherwise, if the value is 100 or less, the entry represents a percentage of the screen width. If more than 100 it represents the measurement in twips (1440 twips = 1 inch; 576 twips = 1 cm).

### **Image Window Height**

This field specifies the height of the image display window. If the value is 100 or less, the entry represents a percentage of the screen height, otherwise it is measured in twips (1440 twips = 1 inch; 576 twips = 1 cm).

This field specifies the width of the image display window. If the value is 100 or less, the entry represents a percentage of the screen width, otherwise it is measured in twips (1440 twips = 1 inch; 576 twips = 1 cm).

Item 9 is the height of the image display window. If the value is 100 or less.

### **Magnification List**

The View menu of image display window has various magnification options. The default magnification ratios are: 25, 50 100,150,200,300, in addition to Customize. The list of magnifications can be customized in this field. If you enter 48,96,150,200,500 the menu list will be changed to these specified ratios.

### **Options**

A number of special options will be added to DocView.

The current options are:

#### **nosave**

The Save As option is disabled.

#### **nopaint**

The Paint options are disabled.

#### **noopen**

The Open File options are disabled.

#### **nosetup**

The Setup option is disabled. You need to 'undo' this flag by editing the INI file.

#### **noprint**

The printing options are disabled.

#### **printall**

Default is set to print ALL pages.

#### **fit**

Opens the initial image 'FittoSize'.

#### **scrolllock, scrolllockv, scrolllockh**

Locks the scroll position (both, vertical, horizontal). When opening another image file, the system keeps the previous scroll position. When changing pages, however, the scroll position is reset to base zero.

If you use several options in this field, separate them with a comma or a space.

### **Print Offset Left, Print Offset Top, Scale-to-Fit**

Enter the left margin, top margin and the 'scale-to-fit' default for printing purposes. The values are

in inches or centimeters depending on the Windows setup.

## Annotate Text, Paint

**This feature is not available in the 32-bit version.**

(Some versions of the program may have this feature disabled.)

NOT ENABLED FOR MULTIPAGE FILES.

The Annotate and Paint functions allows you to add text to the image, or to white-out, black-out or highlight selected areas of the image.

The annotation functions are listed in the Paint menu.

To annotate a text, select the Annotate option from the Paint menu, then mark the area with the mouse (drag the mouse while holding down the left mouse button). Make sure that the outlined area is large enough to hold the text; the text will print only within the marked area. Type in the text. The text can be cancelled with the Esc or Delete key. Confirm by pressing the Insert key (or the Insert option in the Paint menu)

The font types, attributes and sizes can be selected in Paint | Font menu. Some fonts may not display properly on your work station. The defaults are set in the INI file.

To 'white out' or 'black out' or 'highlight' a small area in the document or image, select the respective option from the Paint menu. Select the area with your mouse. Release the mouse button.

To undo the last action, choose Undo from the Paint menu.

The amended image can be saved in the File menu.

