


## The CuneiForm Shortcut Bar

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The CuneiForm Shortcut Bar is a toolbar giving quick access to the most widely used CuneiForm tools. It allows to find already scanned images or to scan new images, run Quick Recognize on an image, retrieve and OCR faxes directly from the Exchange Inbox (only in Windows 95), and finally edit the recognition

results. To get contextual Help on the specific item click  button.

You can drag the Shortcut Bar to any location you want or delete it. To display the Shortcut Bar again, double-click its icon placed in the right end of the Windows taskbar (fig.)

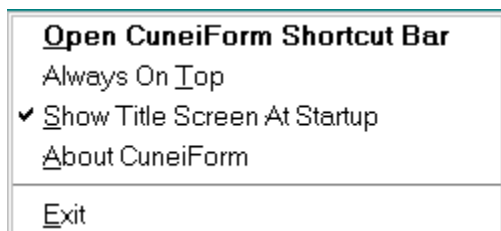


Magnified

Real image

The Shortcut Bar icon placed on the Windows taskbar.

If you right-click this icon the Shortcut Bar menu appears:



**Help on...**



To get Help on a specific item click this button and when the mouse pointer changes to a pointer with a question mark, click the item.

**Open Shortcut Bar**

Click this item to display the CuneiForm Shortcut Bar on screen.

**Always On Top**

If this option is marked the CuneiForm Shortcut Bar will be placed on top all of the windows.

**Show Title Screen at Startup**

If this option is selected the CuneiForm logo will be shown each time the Shortcut Bar starts.

**About CuneiForm**

Click this item to display the technical and registration information on your CuneiForm copy and your computer.

**Exit**

Click this item to unload the CuneiForm Shortcut Bar.

### Open Image File



Click this button to open an image file. The Open dialog appears on screen. Select the image file to be recognized. The Recognition Engine will be loaded, if needed, and starts recognition of the selected image.

There are available more than ten graphic file formats in the Open dialog. You can preview an image file before selecting it. To do this, click the **Preview** button and the reduced image will appear in the Preview window of the Open dialog.



### Find Image



This is a Find button used to find a specific image file. Click the button and the Find Images dialog appears. Once the specified file is found it will be opened automatically.

**Click this button to initiate search. The list of found files will appear at the bottom of the dialog window.**

Select the types of the graphic files you want to find.

To find files on (a) whole disk(s) select (a) disk(s) in the Look a Disk list. To find files in the folder enter its name in the **Look In** box.

This list contains all the found files. You can select one of them and then click the **Open** button to load selected file.

**If a whole disk is not selected, the search will start in this folder.**

**Mark this check box if you want to search files in all subfolders of the selected folder.**

**Click this button to exit Find Image dialog.**



**Click this button to load the file selected in the Found Files list.**

**Click this button to select a folder in which search will be started.**

**Scan Image**



Click this button to scan a new page.

**Open Fax**



**Note:** *This command operates only under Windows 95!*

Click this button to select the incoming fax from the Microsoft Exchange Inbox. The chosen fax will be loaded and ready for recognition.

**Quick Recognize**



Click this button to select an image file and recognize it.

### Open Text Document



Click this button to open any text document. The CuneiForm Editor starts and loads the selected document. Thus you can edit the recognition results.

### **Start Batch Recognition**



Click this button to start Batch Scanning and Recognition of a multiple page document. Scan & Recognize Wizard is launched. The Wizard allows you to set the recognition options and greatly simplify OCR process.

