Manual Layout and Viewing the Image

You have an opportunity to preview and change the CuneiForm - made decomposition of the image before the recognition. This is very useful when default **Automatic Layout** does not produce the desired decomposition of the original image.

An incorrect decomposition may lead to recognition errors. The examples of this situation may be found when trying to scan and recognize complex tables, catalogs with a lot of graphics intermixed with text, etc.

In these cases you can activate **Manual Layout** option and see whether **Automatic Layout** did a proper decomposition of the page.   If not, then you can use **Split (Cut), Merge, Delete** and **Create** to correct manually an automatic page decomposition**.**

Manual Layout will always overwrite the results of the default **Automatic Layout**.

Mark the **Manual Layout** check box in the **Recognition Options** to select it. At the first step of recognition CuneiForm automatically lays out (decomposes) an image into text and non-text blocks such as headers, paragraphs, pictures, etc. If the Manual Layout option is chosen, the page image will be shown with the blocks selected in it. Each text block is enclosed by frame.
Each text block will be recognized later. All the text blocks not enclosed into a frame will not contribute any text in final recognition. It is possible to create, delete and change blocks manually. Using the buttons or menus you can:
Create a new block;
Merge blocks;
Delete blocks;
Split a block vertically or horizontally.

When manual layout is complete click ✓ button, or press **Enter**.

To familiarize with the Manual Layout functions you can: press F1 key and the description of the currently selected menu item will upper on screen, or click button and then click the necessary button on the toolbar.

Image Info

 button and the item on the **File** menu, **Ctrl-I** shortcut key.

This command displays properties of the image file: its name, the number of pages, size, resolution, bits per pixel, palette size, etc.

Done

 button and the item on the **File** menu, **Enter** key.

This command starts the final recognition of all the blocks. The currently set decomposition will be retained during recognition, i.e. the blocks will be recognized as separate parts of the document (paragraphs, headers, footers, etc).

Cancel

 button and the item on the **File** menu, **Esc** key.

This command cancels the final recognition of the image.

Print

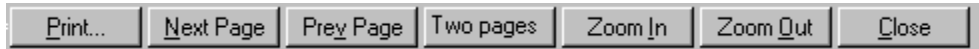![Print icon] button and the item on the **File** menu, **Ctrl-P** shortcut key.

This command controls how the current document is printed.
In the Print dialog you can select a printer and change other currently used settings such as a the number of copies, page range, etc.

Print Preview

The item on the **File** menu

This command shows how a printout will look. The Preview window which includes the printout image and the Preview toolbar appear:

| Print... | Next Page | Prev Page | Two pages | Zoom In | Zoom Out | Close |

Print

"Two pages"/"One page" switching

Zoom In

Zoom Out

Close

Print Setup

The item on the **File** menu

This command allows to select a printer and change printing options: the paper size, orientation, etc.

Exit

The item on the **File** menu

This command ends the session.

Open Image

button and the item on the **File** menu (Open), **Ctrl-O** shortcut key.

This command loads image files. The files are selected using the standard Open dialog.

Undo

button and the item on the **Layout** menu

This command reverses the results of the last action.

Redo

 button and the item on the **Layout** menu

This command repeats the results of the last action reversed by the Undo command.

Delete Block

 button and the item on the **Layout** menu

This command deletes a selected block, i.e. excludes its contents from recognition. The corresponding image is retained in the page.

Merge Blocks

button and the item on the **Layout** menu

This command merges two or more text blocks into one.

Creation Block Mode

 button and the item (Select Block Mode) on the **Layout** menu

Under the Creation Mode you can create a new block by enclosing its contents into a frame. To do this, hold the left mouse button and dragging the mouse enclose the corresponding fragment of the image. When you have finished release the mouse button. A new block should not overlap the existing ones.

Define Block Mode

button and the item on the **Layout** menu

Under the Define Block Mode you can select (a) block(s) to merge or delete them. The selected blocks have red borders, unselected blocks - green borders. To select a group of blocks you can click each of them or enclose all these blocks into a single frame. If you apply then this procedure of selection to the currently selected blocks they will become unselected.

Split Horizontally

 button and the item on the **Layout** menu

This command splits blocks horizontally. To do this, hold the left mouse button and move the horizontal line to split the existing blocks. Each block completely crossed by this line will be divided into two parts. Each part or sub-block will be recognized separately from the other.

This is very useful when automatic page decomposition is unable to produce the desired decomposition of the original image. **Manual Layout** always overwrites the results of the default **Automatic Layout.**

Split Vertically

button and the item on the **Layout** menu

This command splits blocks vertically. To do this, hold the left mouse button and move the vertical line to split the existing blocks. Each block crossed by this line will be divided into two parts. Each part or sub-block will be recognized separately from the other.

This is very useful when automatic page decomposition is unable to produce the desired decomposition of the original image. **Manual Layout** always overwrites the results of the default **Automatic Layout.**

Layout Toolbar

The item on the **View** menu

This option displays or hides the Layout Toolbar.

Layout Bar

The item on the **View** menu

This option displays or hides the Layout Toolbar.

Status Bar

The item on the **View** menu

This option displays or hides the Status Bar.

First Page

 button and the item on the **View/View Page** menu

This command moves to the first page of the multi-page image.

Previous Page

 button and the item on the **View/View Page** menu

This command moves to the previous page of the multi-page image.

Next Page

 button and the item on the **View/View Page** menu

This command moves to the next page of the multi-page image.

Last Page

 button and the item on the **View/View Page** menu

This command moves to the last page of the multi-page image.

Go To Page

The item on the **View** menu, **Ctrl-G** shortcut key

This command moves to a particular page of the multi-page image.

Zoom In

 button, the item on the **View** menu, **+** key

This command enlarges a page image in the Image window.

Zoom Out

 button, the item on the **View** menu, **-** key

This command reduces a page image on the Image window.

Fit Screen

 button, the item on the **View** menu, **Ctrl-Y** shortcut key

This command fits a page image to the current size of the Image window.

Help

This command gets a help on the program.

About Image Viewer

The item on the **Help** menu

This command displays information about the CuneiForm Image Viewer, including its version, the registration information and the system information about your computer.

Help Button

 button

To get the description of a particular item, click this button and when the mouse pointer changes to a pointer with a question mark, click the item.

Toolbar

Toolbar contains buttons that give you a quick access to basic commands and features of the program.

Layout Toolbar

The Layout Toolbar contains buttons that give you a quick access to the basic Layout commands.

You can drag any toolbar here.

Restores the original size and location of the Text window.

Toggles the Move Window mode.

Toggles the Resize Window mode.

Rolls-in the window.

Rolls-out the window on the entire CuneiForm screen.

Closes the window

Image Information

This window includes the current page description: size, resolution, bits per pixel, palette size, etc.

About...

This window displays information about the program product, including its version, registration information and system information.

Enter the number of the specific page you want to go to, and press OK.