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## 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.

## 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.

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. Ignore paragraph 2 below.

2. In the search window, select the image(s) that you want to view and return to DocView.
3. In DocView, click on the Imaging button in the toolbar (camera), or press F12. The image is displayed.
4. 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 (applicable only to certain graphics formats)

4. From the File menu, open the next or prior image, as follows:

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

### **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), or select 'Centered'. The values must be entered in inches, e.g. 1.125.
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. 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. The zoom field can be dragged to another location. To cancel the zoom field, click on the main image or press the Delete key.

### 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.

## 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

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

The detailed specifications for the integration are contained in the INTEGR.TXT file. Essentially, you need to create a SETUP.SSU with the specifications for integration. Without the SETUP.SSU file, DocView will run as a basic viewer and some of the menu items and toolbar buttons will be removed. The starter system includes a sample setup.ssu file. If not needed, please delete or rename the file.

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 `DOCVIEW.EXE FILENAME.XXX` command.

