To use this help file

This help file contains explanations for dialog box fields and is not intended for browsing.

Displays a thumbnail for sizing. To change the size, drag the corner.

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Specifies the proportion of the thumbnail.

Each option defines a set width-to-height relationship. If you click Unconstrained, you can then specify both a width and height value.

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Each option defines a set width-to-height relationship. If you click Unconstrained, you can then specify both a width and height value.

Specifies the width of the thumbnail in pixels.

Specifies the width of the thumbnail in pixels.

Specifies the height of the thumbnail in pixels.

Specifies the height of the thumbnail in pixels.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

Annotation dbox controls follow

Provides annotation printing and print format options.

Specifies whether or not to print annotations. If this box is checked, annotations are printed.

Lists formats you can specify for a printed page or document.

- Fit to page: Fits the page contents to the page size that you specified in your printer properties.
- Actual size: Prints the page contents at the same size as the physical scanned or faxed page. Output that extends beyond the paper size is cropped.
- Pixel to pixel: Prints one pixel of output for each pixel of input. For example, if the input resolution is 200 dots per inch (dpi), and the output resolution is 100 dpi, the output will be two times as wide and two times as long as the input. Printing that extends beyond the page size is cropped.

Specifies the line width in pixels, and shows a sample of the line width and color specified for this annotation.

Shows a sample of the line width and color specified for this annotation.

Increases and decreases the line width. Click up to widen the line; click down to make it narrower.

Specifies the line width in pixels.

Shows the colors that are already defined for this annotation tool. Click a color to select it. To specify other colors, click Palette.

Shows the colors that are already defined for this annotation tool. Click a color to select it. To specify other colors, click Palette.

Specifies whether the color you use for your annotation is transparent (see-through) or opaque (solid). If this box is checked, the annotation is transparent.

Deletes the stamp you selected.

Displays information about the stamp so you can change it.

Displays your folders and files. Click on the file you want to use for your stamp.

Lists the available fonts, font styles, and colors.

Shows the basic and custom colors available, and lets you define additional custom colors.

Includes today's date in your stamp. You can redefine the date format in your system settings.

Includes the time of day in your stamp. You can redefine the time format in your system settings.

Displays the name of the stamp you specified. If you are creating a new stamp, specify the name here.

Lists the available stamps.

Lists the available stamps.

Displays the name of the stamp you specified. If you are creating a new stamp, specify the name here.

Creates a new text stamp.

Creates a new image stamp.

Shows the file path of an image stamp or the text of a text stamp. A text stamp may include today's date, %x; and the time, %X. If you are creating or editing a stamp, specify the text or file path here.

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Page options follow
File Type tab

Specifies the standard file format for color, grayscale, and black and white images. You can display, edit, and annotate TIFF files, and you can compress them to save disk storage space.

Specifies the Microsoft file format for black and white documents. You can display and edit AWD files; they are automatically compressed.

Specifies the standard file format for bitmap graphics files. You can display, edit, and annotate BMP files; you cannot compress them.

Page options/Color tab

Specifies a palette that contains two colors, black and white.

Specifies a palette that contains 16 shades of gray. You cannot compress files of this color type.

Specifies a palette that contains 256 shades of gray. You can compress files of this color type to save disk storage space.

Specifies a palette that contains 16 colors. You can display files of this color type, but you cannot compress them.

Specifies a palette that contains 256 colors. You cannot compress files of this color type.

Specifies a palette that contains up to 16 million colors. Displaying files of this color type to full effect depends on the display hardware you have.

Page options/Compression tab

Specifies a method of reducing data so your document uses less disk storage space. The available compression methods depend on the file type and color you specify for the document. Do not change the default unless you have special compression requirements.

Specifies a method of reducing data so your document uses less disk storage space. The available compression methods depend on the file type and color you specify for the document. Do not change the default unless you have special compression requirements.

Displays the available compression options for the compression method you specify.

Compresses black and white image data in reverse bit order. Do not change the default unless you have special requirements for data export.

Specifies the clarity of your document. The higher the resolution, the higher the display quality of the document. High resolution with low compression results in the best quality image, but also the largest file size.

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Specifies the relative file size of your document. The higher the compression, the less disk space the file occupies. High compression with low resolution results in the smallest size file, but also the most degraded image display.

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Page options/Size tab

Specifies the size of the page. If you click Custom, you can then specify both a width and height value.

Specifies the size of the page. If you click Custom, you can then specify both a width and height value.

Specifies the horizontal dimension of the page.

Specifies the horizontal dimension of the page.

Specifies the vertical dimension of the page.

Specifies the vertical dimension of the page.

Specifies the units of measurement for the size of the page. If you specify pixels, the number of pixels for width and height depend on the resolution you define.

Specifies the units of measurement for the size of the page. If you specify pixels, the number of pixels for width and height depend on the resolution you define.

Page options/Resolution tab

Specifies the number of dots per inch (dpi) for displaying or printing a page. In general, higher resolution provides better image quality, but also larger file size.

Specifies the number of dots per inch (dpi) for displaying or printing a page. In general, higher resolution provides better image quality, but also larger file size.

Specifies the number of horizontal pixels per inch.

Specifies the number of horizontal pixels per inch.

Specifies the number of vertical pixels per inch.

Specifies the number of vertical pixels per inch.

Scan dialog boxes for app and OCX.

Indicates whether you are appending, inserting, or replacing pages, and specifies the document name. If you are inserting or replacing pages, also specifies where in the document the pages are inserted, or which pages are overwritten.

Defines the destination of the scanned document.

Lists the possible destinations for a scanned page or document.

Defines the name of the document that will contain the scanned pages.

Defines the name of the document that will contain the scanned pages.

Defines the file type of the document you are scanning.

Defines the file type of the document you are scanning. You can specify a TIFF, AWD, or BMP file type.

Specifies the scanner you are using. To change scanners, click on the scanner you want.

Specifies the scanner you are using. To change scanners, click on the scanner you want.

Closes this dialog box.

Scans pages into the document with the name, file type, and scanner you specified. If you are scanning one page at a time, each click on Scan scans an additional page into the same document. If you are using a document feeder, each click scans all of the pages in the feeder.

Repeats the scan operation, overwriting the page or set of pages you just scanned.

Provides various options, depending on the state of the scanning process. Button captions change to reflect the current function.
- Stop: Halts the scanning operation after the page in the scanner is scanned.
- New: Starts a new scanning operation so you can specify a different destination or document name.
- Fax: Sends all scanned pages in the document to the Microsoft fax wizard.

Displays your folders and files. Click on the path you want for the new document, then type the new document name.

Displays existing scan preferences for scanned documents.

Displays scanner properties so you can verify or change the settings.

For more help on an item, click **?** at the top of the dialog box, and then click the item.

Specifies compression of scanned documents without loss of data.

Specifies optimal file compression combined with optimal image clarity.

Compression determines the relative file size of your document. The higher the compression, the less disk space the file occupies. High compression may result in discarded non-recoverable data, low image resolution, and degraded document display.

Specifies high compression for scanned documents.

Compression determines the relative file size of your document. The higher the compression, the less disk space the file occupies. High compression may result in discarded non-recoverable data, low image resolution, and degraded document display.

Custom settings let you specify detailed scan preferences, such as compression, bit order, and resolution, for different color-type documents.

Summarizes each compression option. For more help on an item, click at the top of the dialog box, and then click the item.