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## Toolbar

### QuickImage Reader Toolbar

Please use the hot spot regions signified by the \*hand\* on the toolbar below to learn more about its functions.



**Open** — Open an imagebase.

**Search** — Conduct a search for text in an indexed imagebase.

**Clear** — Clear search results before a new search.

**First Img** — Open the first image in the imagebase.

**Prev Img** — Open the previous image in the imagebase.

**Next Img** — Open the next image in the imagebase.

**Last Img** — Open the last image in the imagebase.

**Goto Img** — Open a specific image number in the imagebase.

**Prev Pg** — Look at the previous page of a multi-page image.

**Next Pg** — Look at the next page of a multi-page image.

**Goto Pg** — Look at a specific page number of a multi-page image.

**Print** — Print images or thumbnails.

**?** — Provides information about your QuickImage version.

## **New Imagebase**

Begins creation of a new QuickImage imagebase.



## **Open an Imagebase**

Opens an existing Quickimage imagebase.

## **Save Current Imagebase**

Saves work in current QuickImage imagebase.

## **Search Imagebase**

Starts search of text in imagebase fields.

## **Clear Search Results**

Clears results of last search and restores the availability of all imagebase images for browsing.

## **First Image**

Makes first image in imagebase the current image.

## **Previous Image**

Makes previous image in imagebase the current image.

## **Next Image**

Makes next image in the imagebase the current image.

## **Last Image**

Makes last image in imagebase the current image.



## **Goto Image**

Makes specified image the current image.

## **Previous Page**

Moves to previous page in multi-page image.

## **Next Page**

Moves to next page in multi-page image.

## **Goto Page**

Moves to specified page in multi-page image.

## **Add Images**

Adds images to current QuickImage imagebase.

## **Print**

Print images, image records, or thumbnails.

## **Information**

Provides information on your version of QuickImage.





## Search Types

**Word** - Type any single word, e.g., BUSINESS, to find all occurrences in the imagebase.

**Phrase** - Type an exact phrase to find, e.g., BUSINESS IS THE KEY. No quotation marks are required.

## Search Range

Searches may be conducted across all the text in a **QuickImage** imagebase (full-text) or restricted to a specific field or group of fields (fielded search).

**Search all fields** - searches for text in all fields.

**Fielded Search** - searches a specific field or group of fields and ignores all other text.

## Search Operator

A wildcard search operator is available for a word or phrase search:

**Wildcard (\*)** - Use the asterisk (\*) at the end of any part of a word to represent any character or combination of characters. For example, *BUSI\** can return hits such as *business*, *businesses*, *busing* and *Businowski*.

**Note:** A Wildcard (\*) alone will return all the images in the imagebase. This may be used to view Thumbnails of all the images in a large imagebase quickly.

## Searching Default Fields

### Searching by File Size

- 1) Click the **Size** check box in the **Search for Image** dialog box.
- 2) Choose LESS THAN, EQUAL, GREATER THAN or RANGE from the **Size** pull-down menu in the **Search for Image** dialog box.
- 3) Type the file size in bytes. If searching a *Range*, type the beginning and ending file-size in bytes in the boxes.

### Searching by File Date

- 1) Click the **Date** check box in the **Search for Image** dialog box and choose BEFORE, AFTER, ON or BETWEEN in the **Date** pull-down menu.
- 2) Type the date on which to base the search; use numbers to designate the date, starting with month, day and year. If searching a range of dates, type the beginning and ending date in the boxes.

### Searching by Image Title

You may specify a word or phrase search for an image title.

## Conducting a Search



- 1) Click the **Search** button on the **Reader** toolbar or choose **Search/Search** from the menu bar or the **right mouse** button menu.

A screenshot of a "Search for Image" dialog box. The title bar is blue with white text. Below the title bar, there are two checkboxes: "Size" and "Date". The "Size" checkbox is followed by a text box containing "0" and "Bytes to" followed by another text box containing "0". The "Date" checkbox is followed by a text box containing "0 / 0 / 0" and "to" followed by another text box containing "0 / 0 / 0". Below these are labels "Mon Day Year" and "Mon Day Year". There is a button labeled "Search All Fields...". Below that are four text input fields labeled "Image Title", "Image File Extension", "Type", and "Colors". To the right of the "Image Title" field is a "Search" button. To the right of the "Image File Extension" field is a "Cancel" button. Below the "Colors" field is a text input field labeled "Field 4".

- 2) In the **Search for Image** dialog box, enter text to find in any of the available fields.

*AND/OR*

If an image file-size or date-range is desired, click **Size** and enter the sizes in bytes or **Date** and enter the two-digit month, day and year date range.

- 3) Click the **Search** button to complete your search.

*OR*

If you are not sure in which field to search or you want to search all text in the imagebase, click **Search all fields** to open the **Search Everywhere** dialog box. Enter text to find and click **OK**.

The first image found will appear in the image window pane; others will appear as "thumbnails" in a third pane below the **Image Record** pane unless thumbnails have been turned off — see [Search Results](#). The thumbnail pane may be expanded to show more images, or the thumbnail size may be changed (see [Thumbnails](#)). Double click on any thumbnail to open the image. You may scroll through the full-size images by clicking the **Next** or **Previous Image** buttons.

## Search Results

**Search Results** are displayed as a set of images and corresponding image records matching the search criteria. Results also can be summarized using image thumbnails (see [Thumbnail](#)s).

## Image Records and Images

The set of image records and images meeting the search criteria will be available after completing the search. View the number of images found and the current image number in the status bar. Browse through the search results using the **First/Previous/Next/Last Image** buttons on the toolbar. To return to the full imagebase, click the **Clear** button on the toolbar.

### **See Also:**

[Thumbnail](#)s

## Thumbnails

Search results can be displayed as small "thumbnail-size" replicas of images and will be visible in a window pane that appears below the **Image Record** pane. The size of the window pane may be increased to view more thumbnails or thumbnails may be scrolled using a vertical scroll bar. The number of thumbnails resulting from a search is displayed in the Status Bar. Double-click on a thumbnail to open the image and display the corresponding **Image Record** information.



Thumbnails do not have to be displayed after a search. They may be turned off by de-selecting **Display Thumbnails** on the **View** menu or under **Author Preferences** on the **Edit** menu.

**Note:** If the Image Record window pane has been enlarged to show additional fields, the Thumbnail window pane may be obscured at the completion of the search. Reduce the size of the Image Record



pane to view the image thumbnails.

**Note:** A maximum of 2000 thumbnails will be displayed. If a search returns more than 2000 hits, the hits will still be accessible through the use of the **Next/Previous/First/Last Image** buttons.

## Thumbnail Re-sizing

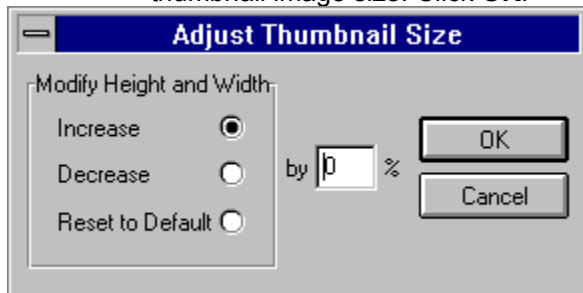
Thumbnail size can be increased or decreased from the default size.

- 1) Choose **View/Thumbnail Size** from the menu bar.
- 2) Click **Increase** or **Decrease** in the **Adjust Thumbnail Size** dialog box, and specify the percent to change. Click **OK**.

**Note:** Thumbnail size may be increased incrementally a maximum of 200% each time and decreased a maximum of 99% each time.

Thumbnail size also can be reset to the default size.

- 1) Choose **View/Thumbnail Size** from the menu bar.
- 2) Click **Reset to Default** in the **Adjust Thumbnail Size** dialog box to return to the default thumbnail image size. Click **OK**.



**Note:** If a thumbnail is larger than the Thumbnail window pane, no thumbnails will be displayed unless the pane is enlarged or the thumbnail size is reduced.

### **See Also:**

[Scale to Gray](#)

## Browsing Images

- 1) Click **First/Previous/Next/Last Img** browse buttons on the toolbar or choose commands of the same name from **Browse** on the menu bar.



*OR*

- 2) Click the **Goto Img** button or choose **Goto Image Number** from **Browse** on the menu bar.



## Browsing Multi-Page Images

Some images may contain more than one page. The number of pages in an image is indicated on the status bar at the bottom of the screen. **QuickImage** allows you to view all pages of a multi-page image.

- Click the **Prev/Next Pg** buttons or choose **Previous/Next Page** from **Browse** on the menu bar.
- Click the **Goto Pg** button or choose **Goto Page Number** from **Browse** on the menu bar.

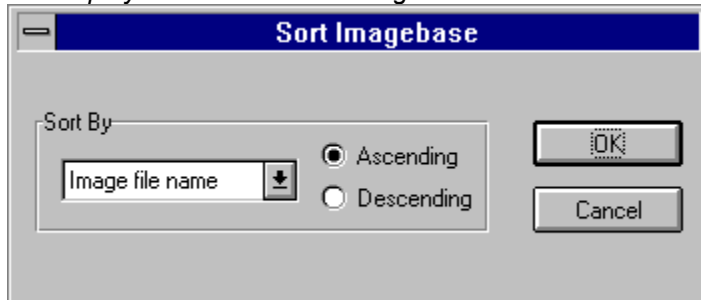


## Overview

A **QuickImage** imagebase may be sorted in ascending or descending order according to the following default fields:

- Image file name
- Image title
- Image file date
- Image file size

**Note:** *Sorting may be completed on these fields even if they are not included in the **Image Record** display and the **Search** dialog box.*



## Sorting the Entire Imagebase

- 1) Choose **T**ools/**S**ort from the menu bar.
- 2) In the **Sort Imagebase** dialog box, choose the field to sort by:
  - Image file name
  - Image file title
  - Image file date
  - Image file size
- 3) Click **A**scending or **D**escending order. Click **O**K.

**Note:** *The default order in which images are stored in an imagebase is ascending, according to file name.*



## Finding Images

You can find images in your **QuickImage** imagebase by using one of the following options:

- **Browsing Images** - Click the **First/Previous/Next/Last** or **Goto (Img)** buttons on the toolbar to scroll through images OR choose these commands from **Browse** on the menu bar.



- **Searching for Words in Fields** - Use the **Search** command to locate words in the image record fields.

## Marquee Image Zooming

**Marquee Image Zooming** allows the viewer to select a portion of an image and enlarge it to the size of the image window. **QuickImage** allows you to zoom to a single pixel.

- 1) Move the mouse pointer over the image.
- 2) Click and hold the **left mouse** button and drag a box around the image area you want to enlarge.



- 3) When the area is defined, release the **left mouse** button. The area selected will fill the Image window.
- 4) Steps 2 and 3 may be repeated to continue zooming.
- 5) To return the image to its original size, click once on the image with the **left mouse** button.

**Note:** *A zoomed image may not be rotated and a rotated image may not be zoomed.*



## Image Panning

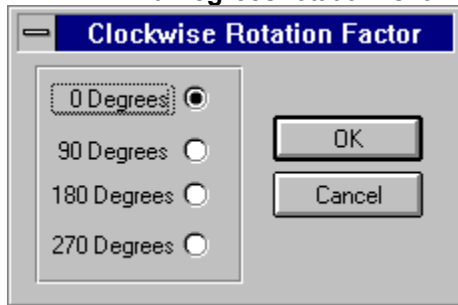
**Image Panning** allows you to use the horizontal/vertical scroll bars\* to move around a zoomed image.

- 1) Select and zoom in on the image (see [Marquee Image Zooming](#)).
- 2) Click the arrows on the scroll bar OR click and drag the horizontal or vertical scroll bar button to move the enlarged image area up, down or across the screen.

**\*Note:** Vertical and/or horizontal scroll bars appear when the image area is enlarged.

## Rotating Images

- 1) Choose **T**ools/**R**otate Image from the menu bar.
- 2) Click **90**, **180** or **270 Degrees** rotation in the **Rotate Current Image** dialog box. Click **OK**.
- 3) To return the image to its original orientation, click **0 Degrees** rotation. Click **OK**.



## Scale to Gray

Some 1-bit (black & white) images can be sharpened by using the **Scale to Gray** command. **Scale to Gray** will fill in missing pixels to improve the quality of an image. This command is particularly useful when viewing images produced using a scanner. **Scale to Gray** also applies to image thumbnails.

- 1) Choose **V**iew/**S**cale to Gray from the menu bar.
- 2) **Scale to Gray** will remain active until it is de-selected by choosing **V**iew/**S**cale to Gray from the menu bar again.

**Note:** **Scale to Gray** requires extra processing and therefore will slow the performance of **QuickImage** slightly.

## Re-sizing the Image Window

The image window appears as the right pane of the *QuickImage* main window and may be enlarged to full-screen. The left pane contains the **Image Record** data and image thumbnail area for search results.

- 1) Use the mouse to move the splitter control (vertical bar that divides the two window panes) between the image window and the **Image Record** window. Hold down the **left mouse** button on the splitter control and drag the window pane to the desired size.
- 2) Release the mouse button.
- 3) Close or exit the imagebase. The next time the imagebase is opened by either *QuickImage Author* or *QuickImage Reader*, the splitter control will be in the specified location.

## Printing Image Records

- 1) Click the **left mouse** button on the **Image Record** pane.
- 2) Choose **File/Print** from the menu bar or **Print** from the **right mouse** button menu to open the **Print Records** dialog box.



- 3) In the **Print Records** dialog box, click one of the following: **Print Current Records**, **Print All Records** or **Print Range of Records**. (If a range is selected, enter a range of pages.) Click **OK**.
- 4) In the **Print** dialog box, choose print options. Click **OK**.

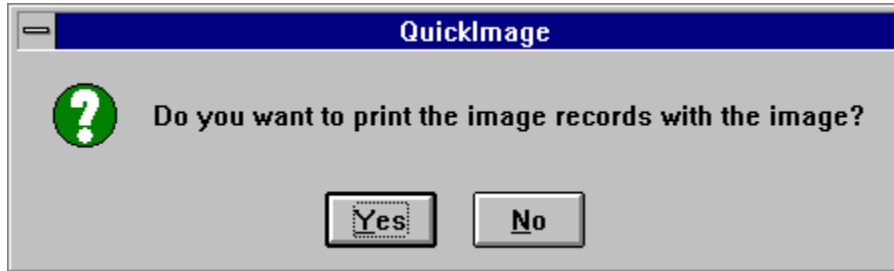
## Printing Image Thumbnails

- 1) Click the **left mouse** button in the **image thumbnail** pane.
- 2) Choose **File/Print** from the menu bar or **Print** from the **right mouse** button menu.
- 3) In the **Print** dialog box, choose print options. Click **OK**.

## Printing Images

### Printing images with or without records:

- 1) Click the image you want to print.
- 2) Choose **File/Print** from the menu bar or choose **Print** from the **right mouse** button menu. **"Do you want to print the Image Records with the image?"** will appear in a dialog box. Click **Yes** or **No**.



**Note:** If the image field record will fill more than half a page, **QuickImage** will not print the image and its field record together. The image and record must be printed separately.

- 3) In the **Print** dialog box, choose print options. If the image contains multiple pages, indicate pages to print in the **Print Range** section of the **Print** dialog box. Click **OK**.

**Note:** Only one image may be printed at a time. See [Printing Image Thumbnails](#) for information on printing multiple images simultaneously.

## Print Setup

The **Print Setup** option allows you to select printer type, page orientation, paper size, paper source, and printer properties (paper, graphics, device options). Make these selections **before** you print.

### Changing the Print Setup

- 1) Choose **File/Print Setup** from the menu bar OR click the **Setup** button in the **Print** dialog box.
- 2) In the **Print Setup** dialog box, click the down arrow in the **Specific Printer** list box, select a printer type and enter it in the **Specific Printer** box OR click **Network** to access Network printer options.
- 3) To select new printer properties click **Properties** and make modifications.
- 4) Click **Portrait** or **Landscape**.
- 5) Click **OK** to exit.



## Print Preview

**QuickImage** allows you to preview images, image records and image thumbnails before printing to assure that the selection will be printed the way you want it.

### Previewing images, image records or image thumbnails before printing

- 1) Click the **left mouse** button in the image, image record or image thumbnail pane.
- 2) Choose **File/Print Preview** from the menu bar or **Print Preview** from the **right mouse** button menu.
- 3) You can zoom, pan, scroll through pages, and print from the **Print Preview** display.

