

Image Scanning Overview

If your system has a Twain compliant scanner, you will be able to scan an image then immediately attach the scanned image to the message. This is useful if you want to send a document and you have not scanned it yet.

The scanned image is stored in a SIF Format (Scanned Image File) The SIF format is only used by The Secure Mail System and the recipient of the message must be using The Secure Mail System to be able to view the image. The image can be viewed by double clicking on the SIF file attachment. It then can be saved in an alternate format.

Related Topics:

[Main Menu Bar](#)

[Icon Bar](#)

[Image Viewer](#)

Image Acquisition Menu

This is the main menu for the Image Acquisition Screen. The following menu items can be found on this menu.

File Menu Item:

Acquire:

This will display your Twain Scan Manager. Select your scanning option and scan your image as stated in your scanner's manual. Once the image scanning has been completed, you will be returned to the Image Acquiring Screen with the scanned image scaled to 50% of its original size. At this point you can scale the image down to conserve on the file size. Exit the Image Acquisition Screen, you will then be prompted asking if you wish to attach the scanned image to the message.

Acquire To Clipboard:

This is the same as the Acquire option above with the exception that the image will be stored on the clipboard instead.

Select Source:

If you have more than one Twain compliant device connected to your computer, use this menu option to select the Twain Device to use.

Open:

This will allow you to open a BMP image file and scale it down so that it can be attached to your message.

Save As:

This option will allow you to save the current image to a file at its current scaling.

Print:

This option allows you to print the current image to your printer at the current scaling.

Print Setup:

This option will display the Print Setup Dialog Box. This will allow you to change your printer settings.

Exit:

Exits the Image Acquisition Screen.

Help:

Contents:

Displays the Help Contents File.

Scanning:

Displays the Scanning Overview File.

Related Topics:

Icon Bar

Image Viewer

Image Acquisition Icon Bar

The icon bar is a quick access to your menu items. The following icon buttons are listed from left to right.

Acquire:

This will display your Twain Scan Manager. Select your scanning option and scan your image as stated in your scanner's manual. Once the image scanning has been completed, you will be returned to the Image Acquiring Screen with the scanned image scaled to 50% of its original size. At this point you can scale the image down to conserve on the file size. Exit the Image Acquisition Screen, you will then be prompted asking if you wish to attach the scanned image to the message.

Acquire To File:

This is the same as the Acquire option above with the exception that the image will be saved directly to a file instead. This will save the image in TRUE COLOR. If you have a video display that only supports 256 colors, the image will appear to be distorted.

Select Source:

If you have more than one Twain compliant device connected to your computer, use this menu option to select the Twain Device to use.

Zoom Out:

This option allows you to zoom out or scale the image down.

Zoom In:

This option allows you to zoom in or scale the image up.

Save As:

This option will allow you to save the current image to a file at its current scaling. Supported image formats are GIF, BMP, and SIF.

Print:

This option allows you to print the current image to your printer at the current scaling.

Help:

This will display the [Acquiring Image Overview](#) Help.

Exit:

Exits the Image Acquisition Screen. If you have a image in memory and you are attaching a image to a message, you will be asked if you want to attach the image to the message.

Related Topics:

[Main Menu Bar](#)
[Image Viewer](#)

Acquisition Image Viewer

This is where the Image scanned or loaded image is displayed for viewing. To scale the image, use the + or - zoom buttons on the [Icon Bar](#). The scale of the image is displayed with the caption on top of the window.

Related Topics:

[Main Menu Bar](#)
[Icon Bar](#)

