

InfoCenter Lite



The book that came with my scanner doesn't tell me how to use the software.

Situation & Solution: The manuals for the software are on the **CD-ROM** disc that came with your scanner. They are in **pdf** format that can only be read with the **Adobe Acrobat Reader**. The Reader installation is also on the CD (see below).

If you want printed manuals, you can print from the Adobe Acrobat Reader (for pdf files). Info does not offer any pre-printed or bound manuals.

Here is a quick, easy way to find and open the manuals on the scanner CD-ROM:

1. Put the Info CD in your CD-ROM drive:
2. Start the Find function.
 - Windows 95:*
 - a) Click **Start**
 - b) Click **Find**
 - c) Click **Files or Folders**
 - Windows 3.1 and 3.11:*
 - a) Double-click **Main**
 - b) Double-click **File Manager**
 - c) Click **File**
 - d) Click **Search**
3. On the **Named** or **Search For** line, type ***.pdf**.
4. On the **Look In** or **Start From** line, type the drive letter of your CD-ROM.
5. Click **Find Now** or **OK**.
6. This should find the manual files. Which files you have will depend on which scanner package you have.
 - Ip2go.pdf** is the manual for Image Pals Go!
 - Cardscan.pdf** is the manual for Cardscan and Cardscan Toolbox.
 - Morph.pdf** is the manual for Morph Editor.
 - Infocent.pdf** is the manual for InfoCenter Lite.

If you have already installed the Adobe Acrobat Reader, all you have to do is double-click on the file name & the Acrobat Reader will load and display the chosen manual.

If you have not already installed the Adobe Acrobat Reader, you must do so to be able to read the manuals.

- 1) With the CD in the drive, click on **Start** (*Windows 95*) or **File** (*Windows 3.1 or 3.11*).
- 2) Click on **Run**.
- 3) Type **D:\Acrobat\Reader.exe** (if D is not your CD-ROM drive letter, substitute your drive letter for the D).
- 4) Click **OK**. This will start the installation. Follow the on-screen prompts from this point.



How do I access the scanner?

Situation & Solution: The first time you want to scan in InfoCenter Lite, you will have to select which scanning or TWAIN device you want to use. Thereafter, you will only have to select a source if you install a new driver or if you want to change the scanning or TWAIN device. Every time you want to scan, however, you will need to access the TWAIN module of the scanner (open the TWAIN interface window).

Selecting your source:

1. Open the InfoCenter Lite application.
2. Click **File**.
3. Click **Select Source**.

4. A Source window will open. Select the source for your scanner or TWAIN device.

If you have the **ImageReader ISA**: select **ImageReader ISA(16)**

If you have the **ImageReader Ultra**: select **ImageReader Ultra/16**

If you have the **ImageReader ScanPro**: select **ImageReader ScanPro/16**

If you have the **ImageReader PowerScan**: select **PowerScan 2.23** (version number may vary)

If you have the **ImageReader UltraPro**: select **FB765/16**

If you have a different scanner or TWAIN device, select the 16-bit source for that scanner or device.

5. Click **Select**.

Starting a scan:

1. Click **File**.

2. Click **New Scan**. This will open the TWAIN interface window where you can control the elements of the scan. Refer to your scanner or TWAIN device documentation for information about controls specific to your scanner or TWAIN device.

3. Once you have scanned, InfoCenter Lite will automatically close the TWAIN interface window and your image will appear on the InfoCenter Lite desktop as a Thumbnail.



There is nothing in the selection window when I go to select source.

Situation & Solution: No TWAIN devices or scanners have been installed. You will need to make sure you have installed the driver for your scanner or other TWAIN device.



Why can't I use a 32-bit scanner or TWAIN source with InfoCenter Lite?

Situation & Solution: InfoCenter Lite is a 16-bit program that was originally written for Windows 3.1 and 3.11. InfoCenter Lite and the InfoCenter Lite applications work very well in Windows 95. When you want to use InfoCenter Lite, even in Windows 95, you will have to use a 16-bit scanner or TWAIN source. If you do not select a 16-bit source, when you click New Scan, you will get an error message that it cannot open the TWAIN source.



How do I exit InfoCenter Lite?

Situation & Solution: When you exit InfoCenter Lite, you want to first make sure the TWAIN interface window is not open.

1. Click **File**.

2. Click **Exit**.



When I try to open InfoCenter Lite, I get an Invalid Dynamic Link to a dll file message.

Situation & Solution: The Invalid Dynamic Link to a .DLL File error when opening Info Center Lite is usually caused by an invalid version of MFC250.DLL, which is required by InfoCenter Lite. This is a Microsoft file that is normally placed in your WINDOWS\SYSTEM directory. It is not installed during the normal Windows installation but there are various applications, which require it and will install it on your computer. InfoCenter installs this file for you if it not present on your computer. Unfortunately, there is a version of this file going around (not from us) that has been modified in some way, or is different than the one that Microsoft authorizes for distribution. If that version is present when InfoCenter is installed, the InfoCenter installation will not overwrite it because it is marked as a newer version. When you run InfoCenter the bad version of MFC250.DLL will be used and an error message "Your program is making an Invalid Dynamic Link to a .DLL File" will appear. To fix the problem you should rename the current MFC250.DLL in your WINDOWS\SYSTEM directory to MFC250.BAD and RE-INSTALL InfoCenter Lite.

1) Close all running applications. Any application using this file will prevent you from renaming it.

- a) Press the **Ctrl** key, the **Alt** key and the **Delete** key at the same time (Ctl+Alt+Del) to bring up a **Close Program** window.
- b) Only **Explorer** and **Systray** (if it is listed) cannot be closed. If you have anything else in the listing, highlight it by clicking on it and then click **End Task**.
- c) You will have to open the **Close Program** window again (Ctl+Alt+Del) after closing each program individually.

Note: Be sure not to close Explorer or click on Shut Down, either of these will reboot your computer.

2) Rename the MFC250.DLL file.

- a) Click on **Start**, click on **Find**, click on **Files or Folders**.
- b) Where it reads **Named:**, type **MFC250.DLL** (not case sensitive).
- c) Click on **Find Now**. After the search has stopped, the file found should be highlighted.
- d) Click on **File** and click **Rename**.
- e) Type **MFC250.BAD** (case doesn't matter).
- f) Press **Enter**.
- g) Close the Find window.

3) Reinstall Info Center Lite. This will add the correct, authorized MFC250.DLL file to your WINDOWS\SYSTEM directory and InfoCenter will run correctly after this.

Note: If when you attempt to rename MFC250.DLL, Windows says the DLL may be in use by another program, try this alternate method. You will have to try to rename the file in MS-DOS mode.

- 1) Click on **Start**, click on **Shut Down**, click on **Restart in MS-DOS Mode**.
- 2) At the MS-DOS prompt (which should read c:\windows> (may be slightly different if your windows directory is not Windows) type **CD SYSTEM** (case does not matter) and press **Enter** to change to the Windows\System directory.
- 3) Type **REN MFC250.DLL MFC250.BAD** and press Enter to rename the file.
- 4) Type **Win** to restart Windows.



After installing InfoCenter Lite, when I tried to go into MS-Word, MS-Works, Netscape, WordPerfect or some other program, I got an error message that tells me I need a newer version of Windows.

Situation & Solution: These programs need older versions of some files that the InfoCenter Lite overwrote with newer versions. MS-Word, MS-Works, Netscape, WordPerfect have the older versions of these files (the newest versions when those programs were originally written) in their installation programs and use them to determine which version of Windows is running. Without the presence of the specific file versions, they assume you are running an older version of Windows. To solve the problem, these files must be changed back to the earlier versions.

You can fix the problem by renaming three files and reinstalling MS-Word, MS-Works, Netscape, WordPerfect, or whatever program gave you the error message. The files should be a part of its installation program.

- a. Double-click **Main**.
- b. Double-click **MS-DOS Prompt**.
- c. Type **CD System**, press enter.
- d. Type **REN COMPOBJ.DLL COMPOBJ.NEW**, press enter.
- e. Type **REN OLE2.DLL OLE2.NEW**, press enter.
- k. Type **REN STORAGE.DLL STORAGE.NEW**, press enter.
- l. Type **EXIT**, press enter.
- m. Close Main.
- n. Reinstall the program that gave you the error message about a newer version of Windows according to its installation instructions.



What should I do if InfoCenter Lite locks up or crashes during scanning?

Situation & Solution: If you have other programs running in the background, they may be using resources the

scanner needs.

Try to close the InfoCenter Lite software if possible. Then restart your computer. This usually resets the software. Close other running applications before you scan.

If the problem still persists, you may be dealing with corrupted files and will want to delete them.

Windows 95:

1. Click **Start**
2. Click **Find**
3. Click **Files or Folders**
4. At **Named**, type ***.job**
5. Click **Find Now**
6. Delete all the .job files in the Windows\Twain\Info\Data or the Windows\Twain\Spot\Data folder (if your Windows directory is not "Windows", your path will be different).
7. Click **New Search**
8. Click **Yes**
9. At **Named**, type **spot.ini**
10. Click **Find Now**
11. If a file is found, delete it.
12. Close the Find window.
13. Shut Down your computer and reboot.

Windows 3.1 or 3.11:

1. Open **File Manager**
2. Click **File**
3. Click **Search**
4. At **Search For**, type ***.job**
5. Click **OK**
6. Delete all the .job files in the Windows\Twain\Info\Data or the Windows\Twain\Spot\Data folder (if your Windows directory is not "Windows", your path will be different).
7. Close the search window.
8. Click **File**
9. Click **Search**
10. At **Search For**, type **spot.ini**
11. Click **OK**
12. If a file is found, delete it.
13. Close the search window and File Manager.
14. Reboot your computer.



How do I access the OCR in InfoCenter Lite? How do I convert a scanned document into a word-processor document?

Situation & Solution: InfoCenter Lite has built in OCR software written by Caere. There are three methods to convert a scanned document into a word-processor document.

Save as Text:

1. **Scan your document.** Make sure your original is aligned so that the image will be right side up. Your resolution should be between 300-400 dpi. Your scan mode should be Black and White. Refer to your scanner documentation for information on how to align the original, set the resolution and set the scan mode.
2. If the thumbnail of your document does not have a blue border around it, click on it once to select it.
3. Click **File**.
4. Click **Save Text As**. This will open a dialog box.
5. Type a name for your file. Don't give it an extension, InfoCenter Lite will do that for you depending on which file type you choose.

6. Choose a **File Type**. InfoCenter Lite only supports TXT files (plain text with no or very little formatting and no fonts) and RTF files (Rich Text Format with some formatting and some fonts).
7. Choose where you want to save your file.
8. Click **OK**.
9. The OCR will begin and your scanned document will be saved as a text file that you can open with your word-processor.

Copy to the Clipboard:

1. **Scan your document.** Make sure your original is aligned so that the image will be right side up. Your resolution should be between 300-400 dpi. Your scan mode should be Black and White. Refer to your scanner documentation for information on how to align the original, set the resolution and set the scan mode.
2. If the thumbnail of your document does not have a blue border around it, click on it once to select it.
3. Click **Edit**.
4. Click **Copy Text**. The OCR will begin and your scanned document will be converted to text on the clipboard.
5. Open a word-processor document.
6. Click **Edit**.
7. Click **Paste**.
8. Your converted text will be pasted into the document.

Dragging a Thumbnail:

1. **Scan your document.** Make sure your original is aligned so that the image will be right side up. Your resolution should be between 300-400 dpi. Your scan mode should be Black and White. Refer to your scanner documentation for information on how to align the original, set the resolution and set the scan mode.
2. Click on the thumbnail of your scanned document and hold the mouse button down.
3. Drag the mouse pointer, which will be a small rectangle with a plus sign, to the icon for your word-processor on the Application Bar at the bottom of the InfoCenter Lite desktop.
4. The OCR will begin and your scanned document will be converted to text. Once the OCR has finished the conversion, your word-processing application will open with the converted text as a new file.



After I have done OCR, my converted text looks like some other language.

Situation & Solution: The most common problem with OCR is the original is upside down. You can determine if your image is right side up by looking at its properties.

1. Double-click on the thumbnail. This will open the properties window for that image.
2. The view of the image on the left side is not the actual size of the image.
3. To increase the view, click In under Zoom on the right side of the properties window. This will increase your view but will not change the actual size of the image.



Why are my thumbnails titled "Untitled #" and the number keeps going up?

Situation & Solution: InfoCenter Lite keeps a counter of the scanned images. If you have deleted a thumbnail, the counter will not reset or go back. The counter does not take up any additional room on your hard drive. There is no way to reset the counter.



How can I add applications to my Application Bar, I don't have an Application Bar Setup on the File menu?

Situation & Solution: In one In the current version of InfoCenter Lite there is no Application Bar Setup. However, you can still add most applications to the Application Bar by following these directions.

InfoCenter Lite recognizes files of the following extensions: **TXT**, **RTF**, **BMP**, **PCX**, **JPG**, and **TIF**. All programs associated with these formats, as their default, will be added to the InfoCenter Lite Application Bar.

Windows 95:

- 1) Click **Start**
 - 2) Click **Programs**
 - 3) Click **Windows Explorer**
 - 4) Click **View**
 - 5) Click **Options**
 - 6) Click the **File Types** tab
 - 7) Select one of the InfoCenter file types that is also supported by the program you want to add.
 - a) Bitmap Image = **BMP** or **PCX**
 - b) JPEG Image = **JPG**
 - c) Image File, TIFF = **TIF**
 - d) Rich Text Format = **RTF**
 - e) Text Document = **TXT**
 - 8) Click **Edit**
 - 9) Click **New**
 - 10) At **Action** type **Open**
 - 11) Click **Browse**
 - 12) Find the executable file for the Program you want to add. For example, to add iPhoto-Express which is on the C drive and under Program Files:
 - a) At **Look In** click the down arrow and highlight the **C:** drive
 - b) Double-click Program Files
 - c) Double-click **Ulead iPhoto-Express**
 - d) Double-click **Programs**
 - e) Double-click **Ipe.exe** (the executable file for the main program)
- Note:* The application you want to add will have a different path to its executable file, this is just an example.
- 13) Click **OK**
 - 14) Click **Close**
 - 15) Click **Close** again to complete the association.
 - 16) Close **Windows Explorer**

Windows 3.1 or 3.11:

- 1) Open **Main**
- 2) Open **File Manager**
- 3) Click **File**
- 4) Click **Associate**
- 5) In **Files with Extension** type the file extension above that is supported by the application you want to add.
 - a) Bitmap Image = **BMP** or **PCX**
 - b) JPEG Image = **JPG**
 - c) Image File, TIFF = **TIF**
 - d) Rich Text Format = **RTF**
 - e) Text Document = **TXT**
- 6) Click **Browse**
- 7) Find the executable file for the application you want to add or type it at **File Name**
- 8) Click **OK**
- 9) Click **OK** again to complete the file association.
- 10) Close **File Manager**

Note: If you want to remove a program, from the Application Bar, its association will need to be changed. Text related programs can only be associated with one of 2 extensions to be added to InfoCenter Lite (TXT or RTF). Graphic related programs can be associated with one of 4 (BMP, PCX, JPG, or TIF).



How do I save an image?

Situation & Solution: After you have scanned an image, you are likely to want to save the image as a file.

1. Click **File**
2. Click **Save Image As**

This will open a dialog box that will help you to save the file.

1. **Type a file name.** Don't worry about a three-letter extension, the program will add that for you based on the file type you choose. Your file name must be eight letters or less. In the file name, you can also include some other characters such as numbers, dash, underline, and many of the symbols above the numbers. Your file name cannot include a period or dot, a question mark, an asterisk or star, a slash, a back-slash, a colon, a semi-colon, or a comma.
2. **Choose a file type.** Click on the down arrow by Save Files as Type. BMP is an uncompressed format that can be viewed in Windows Paint and Paintbrush as well as most graphics programs. JPG and GIF are compressed formats that will create a file that will take up less space but require a special graphics program to view. JPG and GIF are the preferred formats for sending as email attached files.
3. **Choose where to save the file.** Remember where you save the file so you can find it later.
 - a) To change the drive (such as to the floppy drive, which is A:), click on the down arrow of Drives.
 - b) To change the directory/folder, double-click on the folder icon for the directory you want.
4. Click on **OK**.



I want to save my scanned image as a JPG, GIF or some other format and it is not in the list when I click the down arrow on Save File As Type.

Situation & Solution: If your image was not scanned in the color range that is supported by the file format, it will not be listed. InfoCenter Lite supports the following file formats, with the listed limitations.

JPEG or JPG does not support single-bit images (only black and white, no color).

Bitmap or BMP does not support 8-bit Grayscale.

PC Paintbrush or PCX supports all the image types.

Tagged Image Format or TIF also support all the image types.

Image color ranges supported by ImageReader scanners:

LineArt, Half-tone, Bi-tone or B/W images are 1-bit images. These images have only black and white no shades.

Grayscale images are 16 or 256 shades (or colors) of gray.

RGB Color or True Color images will be 24-bit or 30-bit (millions or billions of shades) color.



When I am trying to save an image to a floppy diskette, I get an error message telling me the disk is full. Or When I send an image with my email, it takes a long time and the file is very big.

Situation & Solution: When you are saving a file to a floppy diskette, the file **MUST** be smaller than 1.44 Mb.

When you want to email an image, there is one very important thing to keep in mind: the bigger the file the longer it will take to transfer (upload or download).

There are three things that influence the size of the file created when scanning an image: Resolution, Mode, and Scanning area. A higher resolution (dpi) will yield a clearer picture, but it will also create a larger file. A color mode (millions of billions of shades) will create a larger file than a grayscale (256 shades) or black and white (LineArt, Half-tone, Bi-tone, only two shades) mode. A larger scanning area will also create a larger file than a small scanning area. The following example is a letter-sized image scanned with a 30-bit scanner (billions of shades in the color mode). All sizes are approximate and may differ from your own results. Information on how to change the resolution, mode and scanning area is in the scanner User's Guide.

	color	grayscale	black and white
100dpi:	2 ½ Mb	1 Mb	120 Kb
300dpi:	5 Mb	8 Mb	1 Mb
4800dpi:	6 Gb	2 Gb	260 Mb

The way you save the file will also influence the final size. If you use an uncompressed format, such as BMP, your saved

file will be as large as the scanned image's temporary file. For email or saving to a diskette, you should use a compressed file format, such as JPG or GIF, which will reduce the size of the saved file (when you email an image, be sure your recipient has software capable of viewing the file type you are sending). Most commercial imaging programs (such as the one that came with your scanner) supports either the JPG or GIF format.

When you want to email a JPG or GIF, you will have to attach the saved file to your email message. Different email programs have different methods of attaching a file; you will need to consult the documentation that came with your email program for information on attaching files. Some email programs have a button with a paperclip icon that will start the attachment process.



Why can't I use the Send Mail button to email with America OnLine (or other email software)?

Situation & Solution: Some internet or online services, such as America OnLine (AOL), have a proprietary email client that is built into their logon software. There is no way for InfoCenter Lite to access just the email portion of the software.

To use the Send Mail feature of InfoCenter Lite, you need to use stand-alone email software, such as Eudora or Microsoft Exchange, or email software that is part of a Web Browser, such as Netscape Mail. These email clients can be accessed separately.

To send an image via AOL email, see above, saving to a disk or sending a smaller file via email, above.



I am using Eudora, Netscape Mail or some other non-proprietary email software and the Send Mail button opens a different email program.

Situation & Solution: Your Windows does not have your preferred email software set up as the default email program. You can solve this one of two ways: change the default email program for Windows or add your email program to the Application Bar (see Application Bar Setup). Neither of these solutions will work for proprietary email software, such as America OnLine, see the solution above.

Changing the Default Email Program in Windows 95B or Windows 95A with Plus!:

1. Click **Start**
2. Click **Settings**
3. Click **Control Panel**
4. Double-click **Internet**
5. Click the **Programs** tab
6. **If the Mail:** line does not show your email software, click the down arrow and select it. If you email software is not listed, you may not be able to set your email software as the default email. Consult the documentation that came with your email software or contact the product vendor.



Once I installed InfoCenter Lite, I get a message about scrambling or descrambling OR Once I installed InfoCenter Lite, I am having problems with my MWave modem (found on many Aptiva computers).

Situation & Solution: PrivaSuite is an encrypting program, which is one of the InfoCenter Lite Applications. Anytime you copy to the clipboard it thinks you want to encrypt the information before pasting it. It also brings up an encrypting/decrypting dialog box whenever you print for the same reason. PrivaSuite also can interfere with some modems.

To uninstall just PrivaSuite:

Windows 95:

1. Click **Start**
2. Click **Programs**
3. Click **InfoCenter Lite Applications**
4. Click **PrivaSuite Tools Docs Macros**
5. Click **Uninstall**

Windows 3.1 and 3.11:

1. Double-click **InfoCenter Lite Applications**
2. Double-click **PrivaSuite Tools Docs Macros**
3. Click **Uninstall**

Install without PrivaSuite after uninstalling InfoCenter Lite:

When you install InfoCenter Lite, deselect (click on it to remove the check-mark) PrivaSuite when you are asked to choose Applications to install. PrivaSuite is the last Application in that list.



How do I get InfoCenter Lite to work with NT?

Situation & Solution: InfoCenter Lite is a Windows 3.x program (16-bit), but it will not work in NT. For scanning in NT, you will need software that is designed to work with NT.



OCR Tips

When you want to do OCR, there are some important things to keep in mind.

- 1) The scan mode should be black and white (**Line Art, B/W, Bi-tone**).
- 2) The resolution should be between **300-400dpi**.
- 3) The original document to be scanned should be in **clear, plain typewritten text** (best results will come from something printed on a laser printer).
- 4) Be sure the scanned image is **right side up**. OCR will not work on an image that is upside-down or side-ways.
- 5) OCR will not work on handwriting of any type, on most decorative fonts, or on a document with a background image (like a printed watermark).
- 6) Most error messages while doing OCR are the result of one of the above not being as it should be (ie. too high of a resolution or Grayscale).



Printing Tips

When you are printing from a scanned image, there are few important things to keep in mind:

- 1) Scan at the resolution of the printer (i.e. if the printer is 300dpi scan at 300dpi).
- 2) Make sure your scanned image does not exceed the available printing area of your printer (all printers require margins & most will shrink the image to fit within those margins).
- 3) When scanning documents with the Copier function, it will be processed as an image not a text document. If there are margins on the document but you scan at the full 8 ½ x 11 inches, the printer will see that as an 8 ½ x 11 inch image and will shrink it to fit its margins.
- 4) When scanning documents, you can often get better results by scanning in Line Art or Bi-tone (which mode depends on the available scanner driver setting).