

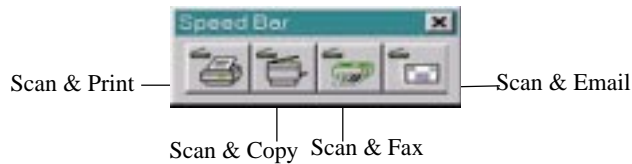
InfoCenter 32 and ImageDock support the following image file formats for opening and saving files as images:

- |                                |  |
|--------------------------------|--|
| <b>BMP</b> - Windows Bitmap    | <b>JPG</b> - JPEG, compressed image format |
| <b>ICO</b> - Icon format       | <b>PCT</b> - Pict format                   |
| <b>PCX</b> - Paintbrush format | <b>TIF</b> - Tagged Image File format      |
| <b>TGA</b> - Targa format      |  |

InfoCenter 32 and ImageDock support many file formats for saving a file as text (OCR), including the following:

- |  |  |
|--|--|
| <b>DOC</b> - MS Word, MS Works, etc document | <b>RTF</b> - Rich Text Format                  |
| <b>TXT</b> - ASCII text                      | <b>WK?</b> - Lotus 1-2-3 worksheet             |
| <b>WPD</b> - WordPerfect document            | <b>WRI</b> - Windows Write and Windows Wordpad |
| <b>XLS</b> - Microsoft Excel worksheet       |  |

### The Speed Bar



Select *Speed Bar* in the *View* menu to activate a small floating taskbar, even when InfoCenter 32 or ImageDock is minimized. You can operate your scanner with one click.

**Scan and Print:** Scan an image or document and send it immediately to the printer.

**Scan and Copy Machine:** Scan an image or document and not only send it immediately to the printer but also create a thumbnail on the ImageDock desktop.

**Scan & Fax:** Scans an image or document and transfers it to your fax program.

**Scan & Copy:** Scans an image or document options your print dialog box

**Scan & Mail:** Scans an image or document and transfers it to your email program.

**Scan & Print:** Scans an image or document and transfers it to your printer.



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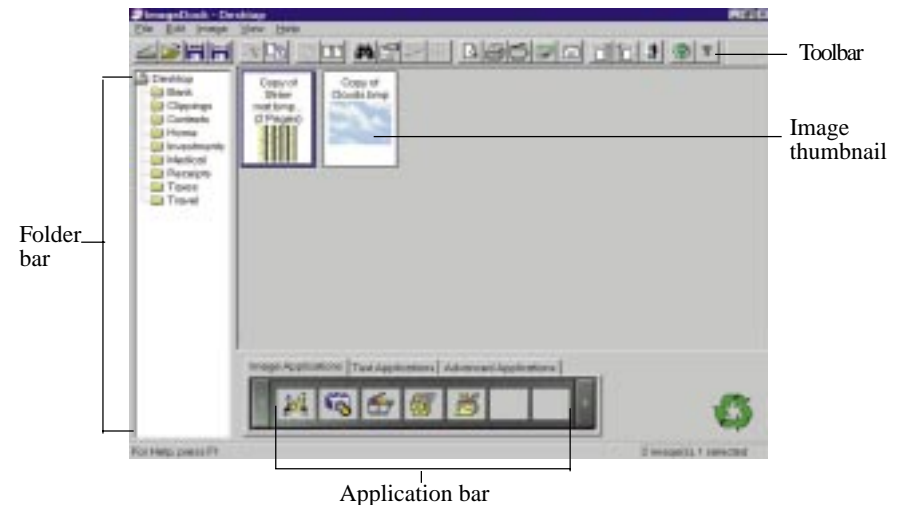
# InfoCenter 32™ & ImageDock™

## Q u i c k R e f e r e n c e G u i d e

InfoCenter 32 & ImageDock are unique applications that place all of your scanning functions in one convenient location - the InfoCenter 32 or ImageDock desktop. This reference guide will help you understand the three main features contained in the InfoCenter 32 and ImageDock desktop.

1. The toolbar bar gives you easy access to quick, one-button scanning features.
2. The application bar provides a quick way to import scanned text/images into other programs.
3. The folder bar provides an easy way to save and organize thumbnail images.

*This guide is a quick reference to commonly used features. Installing the software is explained in the Quick Start Guide. For more in-depth information about features and operation, refer to the User's Guide on the CD.*



The desktop allows you to view and organize your images in one convenient location. Since images are displayed as thumbnails, you can easily see all your images at the same time. Click on a thumbnail to select it and then click on an icon on the toolbar to perform that function on the image. Or, drag a thumbnail to the application bar and the image will be transferred to the application as either a temporary image file or after performing OCR, depending on the application. Or, drag a thumbnail to a folder on the folder bar to organize your images and keep it handy for further reference.

## About Thumbnails

Thumbnails are small representations of your images, imported faxes, and other files linked to InfoCenter 32 or ImageDock. If you join one or more thumbnail together in a stack, the entire stack can be used in the same with as any single thumbnail. Scanning a new image or loading an image from a file will create a new thumbnail.

## The Toolbar

Displayed at the top of the desktop, the toolbar gives you quick access to the the most often used InfoCenter 32 or ImageDock features.



1. *New Scan*: Opens the TWAIN interface window to perform a scan.
2. *Load Image*: Allows you to open and save an image on ImageDock's desktop
3. *Save Image*: Save an image to the hard drive or floppy diskette.
4. *Save Text*: Performs OCR and saves the scan as editable text.
5. *Copy Image*: Copies the image to the clipboard to be pasted elsewhere.
6. *Copy Text*: Performs OCR and copies the text to the clipboard to be pasted elsewhere.
- 7/8. *Stack/Unstack*: Combine/seperates two or more selected thumbnails into a stack to be used as one thumbnail.
9. *Search*: Looks through the desktop folders for specified text in thumbnail titles and previously OCR'ed text.
10. *Properties*: Displays the properties of a selected thumbnail.
11. *Fax Enhancement*: Improves the accuracy of OCR for a selected image.
12. *Crop*: Cuts away selected area from an image.
13. *Print Preview*: Shows what an image will look like printed.
14. *Print*: Prints the selected image.
15. *Copy Machine*: Prints the selected image.
16. *Send Fax*: Sends the image to your fax program ready for faxing.
17. *Send Mail*: Sends the image to your email program so you can email it out as either text or an attached file.
18. *Rotate Right*: Turn the image to the right by 45%.
19. *Rotate Left*: Turn the image to the left by 45%.
20. *Invert Colors*: Inverts the colors of an image to their opposites.
21. *World Wide Web*: Connects you to the InfoCenter 32 and ImageDock Website if you have Internet access and a web browser.
22. *Help*: Contains information and tips about all of the InfoCenter 32 and ImageDock features.

## The Application Bar

The application bar places all TWAIN compliant word processing and image editing applications in one location - in the lower portion of the ImageDock desktop. Any application may be added to the Application Bar for quick access to frequently used programs. To do so, select Application Bar Setup from the desktop's File menu (refer to Ch.6 of your ImageDock User Guide).

There are several options to selecting items to be dropped onto the Application Bar. You may select a single page by clicking its thumbnail, or multiple pages by selecting the appropriate thumbnails while holding down the Control key. Or, to select the entire file, hold down the Control key while clicking on any portion of the image in the viewing window. Once you've made your selection, drag the items onto the application icon of the task you would like to perform, and release the mouse button. Consult the documentation of that application for instructions on how to use that application's features.

### Image Applications

If you want to make changes to your image, like resizing, adding or changing colors, adding text, etc., drag the thumbnail to one of these applications. The image will be saved as a temporary file and then opened in the application you chose.

### Text Applications

If you need to edit the text of a document you've scanned or a fax you've received, drag the thumbnail to one of these applications. OCR will be performed on the image before it is opened in the application you chose.

### Advanced Applications

Applications that can accept both images or editable text should be placed here. Any time you drag a thumbnail to one of these applications, a dialog box will open up asking if you want to save the item as an image or text.

## The Folder Bar

Organize images, paper records, and documents by keeping thumbnails of them in labeled folders. When you need to see thumbnails grouped into the same folder, just click on the folder in the folder bar. It's like having several different desktops just a click away.

To add a new folder, click *Add Folder* in the *Edit* menu.

To delete a folder, click *Delete Folder* in the *Edit* menu.