

InfoCenter **Lite**

User's Guide



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InfoCenter Lite

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Preface

Welcome to InfoCenter Lite, the scanning control center developed by Info Peripherals. With the help of this user guide, you'll soon discover that InfoCenter Lite is the most useful and convenient software for performing any scanning task.

InfoCenter Lite is centered around a viewer which displays an exciting array of applications from which you can perform any number of scanning tasks including faxing and e-mailing scanned documents. Aside from being able to scan directly from the InfoCenter Lite viewer, you can drag and drop your scanned image or document to transfer it to any of the applications visible in the lower portion of the viewer. InfoCenter Lite also lets you perform basic image editing functions such as crop, rotate, zoom and the ability to combine scanned documents by "stacking" them,

About this user's guide

As stated previously, InfoCenter Lite is comprised of 2 main features - the viewer with it's basic image editing tools and thumbnails and the application bar containing all 6 of the included applications into which all of your scans can be dragged for performing manipulation of your scans. This manual is divided into sections containing detailed yet easy to follow instructions for performing specific tasks. For Help using any of the six applications included with InfoCenter Lite, please refer to the ReadMe files for each application. ReadMe files can be accessed by selecting InfoCenter Lite Applications ReadMe Files from the Programs menu (Win 95) or Programs Manager (Win 3.1).

Chapter 1 Supplements the Quick Start Guide with slightly more detailed instructions to guide you through installing the scanning hardware (scanner and interface card) and software.

Chapter 2 Describes the InfoCenter Lite viewer and provides instructions for performing a scan from the viewer desktop.

Chapter 3 Explains the scanning process using InfoCenter Lite.

Chapter 4 Contains detailed descriptions of each feature in the viewer and how to perform specific tasks.

Conventions

This guide and the instructions included are provided under the assumption that you, the user, have a basic understanding of your computer and operating system, Windows Clipboard, as well as your scanner and associated TWAIN screens.

The following conventions are used in this manual:

- Manual names and sections are presented in *italics*.
- Commands you must type at a command line are presented in a **different** typeface.
- Specific keys you must press on your keyboard are enclosed in brackets. For example, the Control key <CTRL>.
- Both Windows 3.x and Windows 95 instructions are provided when they differ. Either (Win 3.x) or (Win 95) will follow the particular instruction.
- In this guide, the term document refers to a multi-page file, and the term image refers to a single page file, whether they contain graphics or text.
- The terms application, program and software may be used interchangeably.

Chapter 1

Installation

InfoCenter Lite's installation is comprised of few, easy-to-follow steps. This chapter walks you through the process, from verifying system requirements to registering your new application.

Installation checklist

Before you install InfoCenter Lite, be sure you have received a complete package, and confirm your system meets the requirements to run InfoCenter Lite.

Package contents

Please check the contents of the InfoCenter Lite package to make sure you have received the correct materials.

The InfoCenter Lite package contains:

- InfoCenter Lite software on CD-ROM including help files for all bundled software
- InfoCenter Lite User's Guide
- License agreement

System requirements

Your system must meet minimum requirements to install and use InfoCenter Lite. These requirements are:

- 386 processor or higher, or 100% compatible
- 4 MB RAM, 8 MB or more recommended
- VGA/SVGA color monitor and display card supporting at least 256 colors on screen
- MS DOS® 5.0 or later with Windows 3.1x, or Windows 95 or later
- 15 MB free on hard disk
- An ImageReader scanner

Installing InfoCenter Lite

Before you can begin scanning with InfoCenter Lite, the program must be installed on your hard drive. Prior to installing InfoCenter Lite, have your fax modem installed (optional), and make sure your scanner is installed correctly.

To install InfoCenter Lite:

1. Insert the InfoCenter Lite CD into your CD-ROM drive.
2. At the desktop select the "Run" Command

Win 95 users select *Start > Run*
Win 3.1x users select *File > Run*

3. At the command Line type D:\install.exe (substitute appropriate drive letter if your CD-ROM drive is designated another letter).

Tip: Windows 95 users- if unsure about your CD-ROM drive letter designation, click on My Computer to view a list of your computer's drives.

4. The installation screen will appear. Make sure both *InfoCenter Lite* and *Driver* are selected (checked) and click on Start Installation.
5. You will be prompted to enter some registration information including a serial number. The serial number is located on the CD envelope and on the front of the CD.
6. The installation will by default create a directory for the software entitled INFOLITE in your C drive. If you would prefer a different name or location for the directory - type it in or select a directory from the list of directories on your system and Click OK.
7. By default, all applications included with InfoCenter Lite will be installed on your computer system. If you wish to exclude any of the programs - deselect them by clicking on the corresponding check boxes. You may click options to view information about selected programs. Click OK.
8. By default, the installation places the software in a program manager group entitled InfoCenter Lite. Or you may select a different group from the list of program groups on your system. Make your selection and click OK to begin installation.

Registering InfoCenter Lite

During installation of InfoCenter Lite, you will be prompted to register your software. The registration form will appear on your InfoCenter Lite viewer desktop in the form of a thumbnail. Here you have two choices:

Register Later: closes the Registration Form dialog box, and ensures that a copy of the Registration Form thumbnail appears on the desktop

Register Now: closes the Registration Form dialog box and initiates the actual process of registration; this process is described below

It's easy, and it's important, to register your copy of InfoCenter Lite. Registering ensures that you will receive automatic notification of upgrades to InfoCenter Lite, and of special discounts available on various other products. The registration process itself is simple and fast:- Activate the Registration Form dialog box, and complete the form (we automatically include your System Information ourselves). The telephone numbers offered for faxing are all toll-free. In each case, the use of the Windows clipboard is facilitated for transferring telephone numbers should your configuration require that this be done manually.

The Registration Form thumbnail appears (or reappears) on the desktop automatically when:

- InfoCenter Lite is installed, or
- The Register Later button is used to close the Registration Form dialog box.

Double clicking (with the left mouse button) on the Registration Form thumbnail invokes the InfoCenter Lite Registration Form dialog box.

Depressing the right mouse button invokes a two-item floating menu:

- Open Registration Form and
- Remove the thumbnail.

The Registration Form thumbnail disappears from the desktop when:

- The registration process is successfully completed,
- The Remove option is chosen from the floating menu,

or

- The thumbnail is dragged to the Recycle Bin.

(The Registration Form thumbnail differs from normal image thumbnails in one other way - it cannot be included in a stack.)

The Registration Form

The Registration Form enables you to enter data concerning:

- Who you are (name, title, etc.),
- Where you are (address),
- How to contact you (e-mail, phone and fax numbers).

Also requested are the serial number and installation date of your InfoCenter Lite software, and a “check here in order not to receive promotional material from other companies”.

The only fields (four of them) that must not be empty (in order to complete the registration process) are labeled:

Name
Address
City
Country

In addition, there are four buttons on the Registration Form. From the bottom up, these are:

Help - Which invokes this help topic

System Info - Invokes a display of Information about your computer, collected automatically. This information will be sent along with the information on the Registration Form, when you register.

The registration process is considered successfully completed only if a fax is actually sent, or if the Registration Form is printed for faxing elsewhere. Only in this case is the Registration Form thumbnail removed from the desktop.

Chapter 2

The following chapter provides a basic understanding of the functions and features of the InfoCenter Lite viewer Assistance for the six applications included with InfoCenter Lite, is provided in the Read Me files of each application.

The Viewer

The InfoCenter Lite viewer is an image or text document “manager” from which you can acquire, process and transfer images or text with the help of your ImageReader scanner. This is the screen from which all of your scans will occur, be processed and transferred.

To use the InfoCenter Lite viewer simply select programs > InfoCenter Lite> InfoCenter Lite from your Windows 95 desktop Or select InfoCenter Lite from the programs manager if you are working with Windows 3.1x. The InfoCenter Lite viewer screen will appear (fig 2.1)

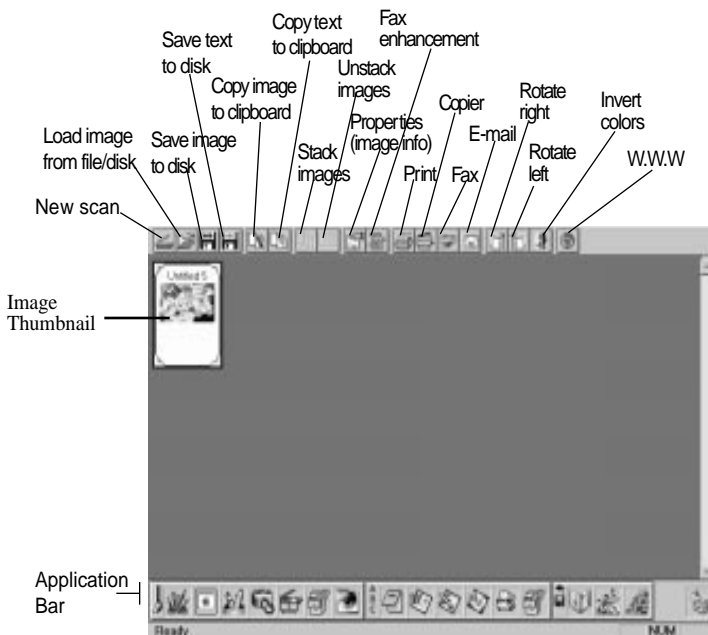


Fig.2.1 InfoCenter Lite Viewer screen

Chapter four describes how to use the InfoCenter Lite viewer to perform specific tasks with scanned images or documents.

The Application Bar

The application bar is located along the lower portion of the viewer screen. This bar contains icons for an assortment of applications into which you may drag the thumbnail of your scanned document in order to perform specific tasks.

Applications are included in the applications bar in one of three ways:

- Applications acquired and installed along with InfoCenter Lite.
- Previously installed applications on your computer that use the following file extensions are recognized and included on the application bar.

TXT BMP JPG RTF PCX TIF

- Specific applications are manually included in the application bar by the user selecting the File menu item Application Bar Setup....

This bar also contain icons for the applications included with the InfoCenter Lite software package. Those applications are listed below:

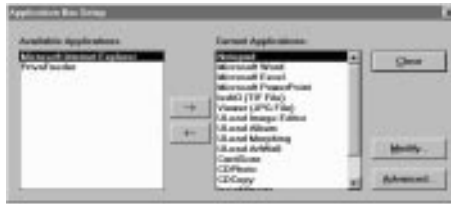
- Image Pals image editor
- Artwall
- Morphing
- CardScan
- OCR (optical character recognition)
- Color Desk copier
- Color Desk photo
- Insight archiving and retrieval

Instructions for using any of these programs are included in the software. When the program is launched simply select the Help menu, or select the specific application's Read Me file from the Programs menu (Win 95) or Programs Manager (Win 3.1)

Adding Applications to the Application Bar

If you add new applications to your computer, or you find that some applications that should be associated with the bar are not, follow the directions below to add specific applications to the bar.

1. From the Viewer, select **File>Application Bar Setup**.
The window shown below will appear on your desktop.



2. Applications on your system that can be, but are not currently included in the application bar (called Advanced applications) are listed in the box on the left of the window. Applications included in the application bar are listed on the right. To move applications between sides highlight the desired application and click on the appropriate arrow. To add new applications or applications not recognized by InfoCenter Lite, click **Advanced**, the following window will appear.



3. Enter the information required for InfoCenter Lite to recognize the new application, or click Browse to search for the application on your system. Then click OK, the application will now appear on the application bar.
4. To **modify** an existing application's settings (such as change the path name if the program has been moved) click the modify button in the advanced window.



5. In the Modify window you may change a program's path name as well as adjust the default file format in which files are passed from specific applications (i.e. if scanned files are automatically passed to/from Image Pals in BMP format you may prefer to change the format to JPEG).

Launching Applications

For most applications in the bar, launching of the application using the information in a given thumbnail may be initiated by dragging the specified thumbnail to the application icon, and dropping it there. If you wish to launch an application without the use of a thumbnail simply double-click on the desired application in the application bar.

Image processing applications. The information in the thumbnail is automatically converted to the format specified by the application, and then the application is launched, processing this data.

Text processing applications. InfoCenter Lite's OCR software is automatically invoked to process the information in the thumbnail, the data is converted either to TXT or RTF format as required by the application, and then the application is launched, processing this data.

The Speed Bar



For added convenience, the InfoCenter Lite viewer contains the option of selecting to have a floating speed bar present on the desktop whenever InfoCenter Lite is running (or minimized). The speedbar displays four scanning functions all of which begins with a scan and is followed by the dialog box for one of the following functions:

1. **Scan and Print**- Scan completion prompts print dialog box.
2. **Scan and Copy**- Scan completion prompts copy dialog box.
3. **Scan and Fax**- Scan completion prompts Fax dialog box.
4. **Scan and Email**- Scan completion prompts Email dialog box.

When selected from the InfoCenter Lite View menu, the Speed Bar, or its icon (if the Speed Bar has been minimized), always remains active on the desktop. This gives the option, for example, of minimizing InfoCenter Lite, working in some other application, and still having the Speed Bar available for immediate use.

Note: The Speed Bar is closed automatically when InfoCenter Lite is closed.

Chapter 3



Scanning with InfoCenter Lite

The InfoCenter Lite viewer will be your primary starting point for most scanning tasks. The viewer contains all the tools you need to view, scan and fax, copy and paste a scanned image into other applications. The viewer is also customizable, so you can place other frequently used applications in the application bar for convenient drag and drop capability. Chapter four provides detailed descriptions of the options available in the viewer as well as how to perform specific tasks.

To scan an image:

1. Open InfoCenter Lite

Windows 95 user's select **InfoCenter Lite** from the programs menu on your desktop.

Windows 3.1x user's select **InfoCenter Lite** from your programs manager

2. Select your scanner

Should your system include more than one scanner you may switch between them by using the Select Source command repeatedly prior to scanning with the newly selected scanner. You may also select whether you will be scanning with the 16-bit or 32-bit scanner source.

Click on **File > Select Source**. Select the **16-bit** source when scanning from InfoCenter Lite (InfoCenter Lite is a 16-bit application) After selecting your source click **OK**.

3. Select New Scan from the viewer's File menu (or click once on the new scan button shown at the top of this page). You will receive a message reminding you to warm up the scan lamp for 10 seconds prior to scanning, click **OK**.

4. Set your scan settings Selecting "New Scan" will prompt the TWAIN window to appear (Fig. 3.1). Select the appropriate scan settings (refer to your scanner hardware manual for detailed descriptions of the

TWAIN interface scan settings).

5. Click **“Preview”** to perform a pre-scan. Preview allows you to view the scan results on screen and adjust the scan area and scan settings prior to performing final scan.
6. Click **“Scan”** If the scanner is not warmed up, a request to scan will prompt the following message - recommending that you warm up your scanner for 30 seconds before scanning. Click OK, wait 30 seconds then proceed with scan.

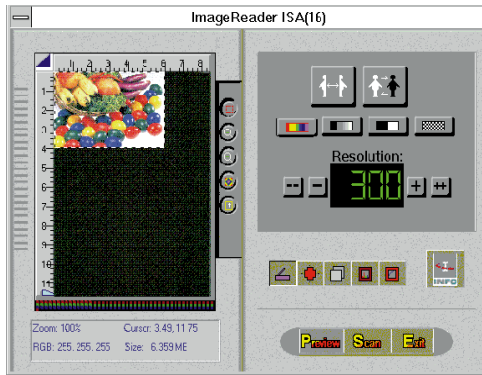


(Figure 3-1)

When the scan is complete, a thumbnail of your scanned image will appear on the viewer desktop. From here you can manipulate your scanned image by dragging the thumbnail to any of the application icons in the application bar. Manuals for each of the InfoCenter Lite bundled applications can be read and printed. The Adobe Acrobat reader (included on your installation CD-ROM) must be loaded on your system in order to read these files. To access the help files select InfoCenter Lite Applications ReadMe Files. Then select the desired application Readme file.

About the TWAIN Interface

When you select to Acquire (scan) an image or text document, the TWAIN screen will appear on the viewer desktop (figure 3-2). From this TWAIN screen you may select the desired scan settings and preview your scan before performing a final scan. The title of your TWAIN screen will vary according to the scanner being used. Refer to your ImageReader scanner hardware manual for more information about using the TWAIN interface.



(Figure 3-2)

About Thumbnails

Thumbnails are small representations of each page in a document. You may be familiar with this term from its use in other applications. In InfoCenter Lite, thumbnails are used to make a variety of tasks easier, such as reordering pages or images (see Stack/Unstack Thumbnails - chapter 4). Thumbnails are also used to conveniently “drag and drop” images or text into applications available on the application bar.

InfoCenter Lite commands operate only with thumbnails which have been selected. Selected thumbnails are outlined by a blue border. Scanning a new image, and loading a new image from a file each produce a new, selected thumbnail on the desktop, and unselects any thumbnails which may have previously been selected.

There are two ways in which you can acquire (place on your desktop) an image in InfoCenter Lite.

- By using the viewer to instruct your scanner to scan a document.
- or
- By loading an image into the InfoCenter Lite viewer from a disk or disk file.

Selection and unselection of thumbnails is accomplished by clicking with the left mouse button, as follows:

- Clicking on a specific thumbnail selects it and unselects all others.
- Clicking on a sequence of thumbnails with the Ctrl key depressed produces a sequence of selected thumbnails, numbered in the order in which they were selected.
- If only one thumbnail is selected, pressing on the Shift key and then click on a second thumbnail produces a sequence of selected thumbnails - the one originally selected (numbered 1), the one selected with the Shift key (with the highest number), and all thumbnails (if any) between them.

When the right mouse button is depressed on a thumbnail (keep the button depressed) the thumbnail is selected, all other thumbnails are unselected, and the floating menu illustrated here is evoked. Releasing the mouse button over a specific menu item causes it to be applied to the selected thumbnail.



The first six menu items are also available in the Image submenu, and the remaining five are available in the Edit sub menu.

Chapter 4

Getting the Job Done

Chapter 3 explained how to perform the basic task of scanning in InfoCenter Lite. Now that you understand how to scan an image or text, you should think about what you want to do with it. The InfoCenter Lite viewer makes it very easy to perform any number of tasks from transferring scans into other applications to performing OCR.

The following pages contain easy to follow steps describing how to use all of the features and tools in InfoCenter Lite to complete your task. The viewer buttons associated with each task are illustrated on each page for easy reference. You can also search for help on specific subjects by selecting Help from the View menu in your InfoCenter Lite viewer.

Load Image



As stated in the Thumbnails section of chapter 3, there are two ways to acquire images with InfoCenter Lite. One is by scanning an image to your desktop viewer, the other is by loading an image from a stored file on your system. Selecting to load an image into the InfoCenter Lite viewer allows you to conveniently drag and drop the thumbnail of your loaded image into any of the applications available on your viewer's application bar.

To Load an image to the viewer:

1. From the InfoCenter Lite Viewer, Click on the **Load Image** button or select **Load Image** from the **File** menu.
2. The standard Windows file selection dialog box will appear. Select the desired image file and click OK.
3. The selected file will appear as a thumbnail on your viewer desktop. From here you may perform image manipulation by using the mouse to drag and drop the



Stack/Unstack Thumbnails

Use the stack/unstack commands when you want to combine multiple scans into one document or separate previously stacked documents. This feature is particularly useful for performing OCR on more than one page of scanned text that you want to keep organized into one document. Stacking is also used to quickly transfer more than one “page” of scanned information into another application.

Stacking

When stacking thumbnails using either the Stack instruction in the Edit menu, or the Stack button in the Toolbar, thumbnails are included in the stack in the order in which they were selected (the first thumbnail selected will be the first page in a stacked document). The individual selected thumbnails are removed from the InfoCenter Lite desktop, and replaced by a single thumbnail representing all of the selected thumbnail.

To Stack thumbnails:

1. Select desired thumbnails by holding down your shift key and clicking on each thumbnail in the order you want them to be stacked (first thumbnail selected becomes first page in stack).
2. With thumbnails selected click on the stack button or select Stack from the edit menu. (Stack button will not be active unless more than one thumbnail is selected).

Note: Each individual image in the stack retains its original title, and the stack is given the same title as the first page in the stack followed by the number of pages (images) in the stack.

Tip: Stacking can also be accomplished by pressing left mouse button over one thumbnail (of either a single image or a stack) and dragging it over a second thumbnail (also of either a single image or a stack) and releasing the mouse button. The two thumbnails are now represented by one single, stacked thumbnail. The dragged thumbnail will become the first thumbnail in the new stack.

Unstacking

When unstacking selected thumbnails, all selected stacks are separated into individual images, and single selected images are not affected.

To Unstack thumbnails:

1. Select the desired stack and click on the Unstack button or select Unstack from the Edit menu.

Note: The titles of the selected stacks are not retained after unstacking

To sort Thumbnails on the desktop:

1. While holding down the Shift key, select the sequence of thumbnails in the order you want them to appear on the desktop (i.e. the first thumbnail selected will be the first in the sequence of thumbnails on the desktop, second selected will be in the second position etc...)
2. When all thumbnails are selected, click on the Stack button (or select Stack from the edit menu)
3. Select thumbnail of newly stacked images and click on Unstack button (or select Unstack from the Edit menu) the thumbnails will now appear individually on the desktop in the order you specified in step 1.



Recycle

This icon represents the recycle bin. The Delete key, and the two Edit submenu items Remove and Remove All remove items from the InfoCenter Lite desktop, but instead of being disposed of entirely, they are put into the recycle bin either for later retrieval or disposal.

Remove

Select thumbnail(s) and drag to the recycle bin or press delete while thumbnail(s) is selected or select Remove from the Edit menu to remove all specific thumbnails from the InfoCenter Lite desktop and place them in the recycle bin.

Remove All

The Remove All menu item in the Edit menu removes all thumbnails, both selected and unselected, from the InfoCenter Lite desktop and places them in the recycle bin.

Retrieving Thumbnails

Double Clicking on the recycle bin with the left mouse button retrieves to the desktop the thumbnail most recently dropped there. (Single clicking with the left mouse button has no effect.)

Depressing the right mouse button on the recycle bin and then releasing it evokes a self-explanatory three item submenu. Select the required entry:

Retrieve Last

Retrieve All

Empty Recycle Bin

Choosing the last item makes the previous contents of the recycle bin unavailable to InfoCenter Lite. Note that any files loaded from disk or saved to disk remain undisturbed.

Note: When InfoCenter Lite is closed, the recycle bin is emptied.

Rotate Left



Click this button or select Rotate Left from the Image menu to rotate all of the selected images counter clockwise a quarter circle.

Rotate Right



Click this button or select Rotate Right from the Image menu to rotate all of the selected images clockwise a quarter circle.

Flip Horizontal

Select Flip Horizontal from the Image menu to invert a selected image horizontally (left to right).

Flip Vertical

Select Flip vertical from the Image menu to invert a selected image vertically (top to bottom).

Invert Colors



Click on this button (or select Invert from the Image Menu) to reverse the colors of a select image thumbnail (e.g. create a negative).



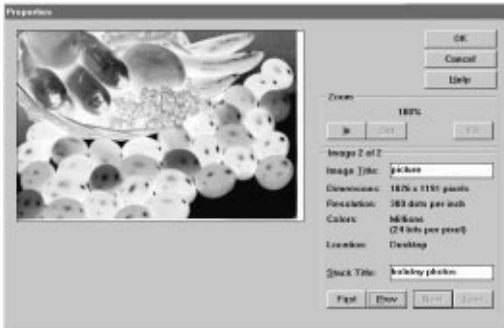
Properties

Click on the properties button or select Properties from the Edit menu to view information about any single image/document or stack of images/documents. Titles may also be assigned to stacks and individual items in the properties dialog box.

To view the Properties window:

1. With a single item (thumbnail) or stack of items selected click on the properties button or select Properties from the Edit menu.

Tip: Double click a thumbnail or stack of thumbnails for a quick way to view it's properties.



2. From the properties dialog box you may:
 - Name/rename your image or stack of images.
 - Zoom in or out of the displayed image.
 - View different items in a stack by clicking the Next, Previous, First or Last buttons

Note: When a stack of images is selected the Properties screen displays one (selectable) image, and in addition to the single image information, it includes the current stack title, and the number of images in the stack.

OCR (Optical Character Recognition)

OCR is the process of scanning text on paper and converting it to electronic text files that can be opened and edited in word processing and desktop publishing applications. InfoCenter Lite's OCR feature is automatically activated any time a scanned text document is dragged into a text application (i.e. Microsoft Word) or associated with (saved as) a text document. It is important to remember that anytime text is scanned using InfoCenter Lite, it will not be readable until OCR has occurred. There are a few different methods of activating OCR in InfoCenter Lite.

To Use OCR:

scan a document using the suggested text scan settings in your hardware user guide, (OCR cannot be performed unless text is scanned in true black and white mode i.e. line art), then with the thumbnail selected:

Save scan as a text file (text file name extensions include TXT and RTF)

-or-

Drag and drop thumbnail to a text application in the application bar (i.e. Microsoft Word or PowerPoint,)

-or-

Use the Copy Text option

OCR Setup

In its default state, the OCR software uses the English language character set, and a dictionary of US English words to enable it to perform an additional linguistic analysis as part of the text generation process. You may change these default settings by selecting OCR Setup from the File menu

The OCR Setup dialog box permits the OCR character set to be specified by the selection of one or more languages, and it also permits the optional specification of one of several different language dictionaries, to be used by the OCR software enabling an additional linguistic analysis to be performed.

The dialog box presents both a list of possible languages, e.g. English, French, German, etc., and also a list of language dictionaries, e.g. US English, UK English, French, Canadian French, etc.

Languages

The OCR software uses its current character set as it goes through the process of converting a specific pictorial image. If the Use Dictionary box is not selected, then the selected dictionary is not used - no dictionary assisted linguistic analysis is performed during the determination of the character representation of the original pictorial image.

The OK button accepts any changes that may have been made, and closes the dialog box. The Cancel button closes the dialog box, ignoring any changes that may have been made.

Save As...



These two buttons, and the corresponding submenu items *Save Image As* and *Save Text As* allow you to transfer (save) information (i.e. scanned images) from InfoCenter Lite to a system or disk file.

To Save As (image or text):

1. Select one thumbnail or stacked thumbnail
2. If your thumbnail is an image (or stack of images) click on the Save Image As button or select Save Image As from the File menu. If your thumbnail is a text document (or stack of text documents click on the Save Text As button or select the corresponding item from the File menu.
3. The Save as dialog window will appear. Type in a File name, select the file format (see below) and select the file/drive in which you would like it to be saved.
4. Click OK (OCR will automatically be performed when saving as a text file).

Note: Image and text documents should be saved separately as all image information will be discarded if saved as text and all scanned text files will not be readable if saved as an image file.

Save Image As

These instructions operate only on the information of a single selected thumbnail, which may be the thumbnail of either a single image or a stack of images. If several thumbnails are selected, then the save image instructions are unavailable. When a single image is selected to be saved, the dialog box presents the following Save as File Type options:

Bitmaps.....BMP
PCX Files.....PCX
JPEG Files.....JPG
TIFF Files.....TIF

Note: When a stack of images is selected to be saved, only the TIF file format option is available because only TIFF format supports multiple images.

Save Text As

These instructions operate only on the information of a single selected thumbnail, which may be the thumbnail of either a single image or a stack of images. If several thumbnails are selected, then the save text instructions are unavailable.

When Save text is performed, the selected thumbnail, or stack of thumbnails, is automatically converted by InfoCenter Lite's OCR software, and is saved as a single file in either TXT or RTF format.

The dialog box presents the following Save as File Type options:

Text (*.TXT)	OCR inserts line breaks only at paragraph ends. Long lines will require automatic wraparound.
Text & Line Breaks (*.TXT)	OCR inserts a line break at end of every line in an image.
Rich Text Format (*.RTF)	OCR inserts line breaks only at paragraph ends. Long lines will require automatic wrap-around. OCR does not insert a page break between images.
RTF & Page Breaks (*.RTF)	OCR inserts line breaks only at paragraph ends. Long lines will require automatic wraparound. OCR inserts a page break between images.

Note: Only images scanned as black and white (line art) may be converted to text.



Copy to the Clipboard

These two buttons, and the two submenu items Copy Image and Copy Text respectively (both in the Edit menu), allow you to copy information to the Windows clipboard.

This capability enables information - text or image - to be passed to other Windows applications should the desired application not be available on the application bar.

Tip - The application bar bypasses the need to copy and paste to and from the clipboard simply drag the image/text thumbnail to the desired program on the application bar this will launch the application with your image/text ready for further manipulation)

To Copy an Image to the Clipboard:

1. Select ONE thumbnail (images can only be copied one at a time) and click on the copy image button or select Copy Image from the Edit menu.
2. The image is copied to the clipboard as a bitmap. You may now open the desired Windows application document and paste your image into it.

To Copy Text to the Clipboard:

Like the copy image command, these instructions operate only on the information of a single selected thumbnail. If you wish to copy more than one page - you may wish to stack the documents into one thumbnail (see Stacking/Unstacking)

1. Select desired thumbnail
2. Click on Copy Text button (or select Copy Text from Edit menu).
3. When you select to copy text to the clipboard, Info-Center Lite's OCR software is automatically launched, and the text is copied to the clipboard with enough information to allow the application into which it will be pasted to select between TXT and RTF formats. If a stack thumbnail had been selected, then in RTF format, an additional page break is inserted between the text corresponding to individual pages/documents.



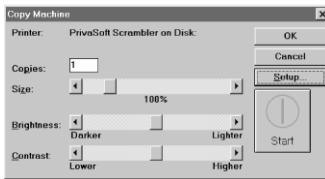
Copy Machine

This button, and the corresponding File menu item Copy Machine enables you to make quick copies (printouts) of your scans.

Note: InfoCenter Lite's Copy Machine function is available only when no more than one thumbnail (or stacked thumbnail) on the desktop is selected.

To use the Copy Machine:

1. With one thumbnail or stack of thumbnails selected click on the Copy machine button or select copy from the File menu.
2. Set your copy preferences in the copy dialog window (see below)



3. Click the **Setup** button in the Copy dialog box to set/change your printer settings if necessary (see Print section for information about the print settings).
4. Set your desired copy settings.
Number of copies: Sets number of copies desired
Size: Increases or decreases the original size
Brightness: Darkens or lightens copies
Contrast: Increase or decrease tone contrast
5. Click on **Start** button.

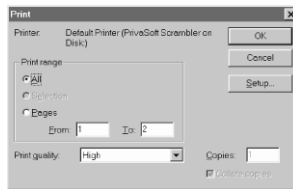


Print

This button, as well as the File menu items Print, Print Setup, and Print Preview comprise InfoCenter Lite's printing facilities.

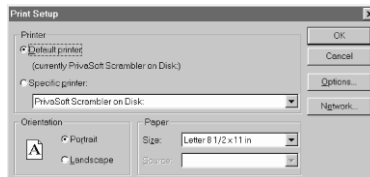
Print

The Print submenu item invokes the standard Windows Print dialog box. After setting the various print parameters, the OK button sends the image(s) to the printer. The InfoCenter Lite toolbar print button does not invoke the Print dialog box, but sends the image(s) to the printer with the default values of the print parameters.



Print Setup

The Print Dialog box allows you to set/change the selected printer, set the paper size and orientation and adjust the print resolution (by clicking Options).



Print Preview

Select Print Preview from the File menu to invoke the Print Preview screen which provides a view of any images to be sent to the default printer. It displays a full screen view of the selected image(s) with the option to zoom in to 200% view. This screen includes eight push buttons. These are:

Print: Is equivalent to the Print submenu item (see above) not the toolbar print button.

Next Page: Moves the display forward by one page in a multi-page document.

Previous Page: Moves the display backward by one page in a multi-page document.

One Page/Two Page: This button is a toggle, and toggles the display between 1 and 2 pages. The button is available only at resolution 1:1.

Zoom In: Zooms in. The button is available only at resolutions 100% and 200%.

Zoom Out: Zooms out. The button is available only at resolutions 300% and 200%.

Close: Closes the Print Preview screen and returns to the InfoCenter Lite main screen.

Help: Invokes the Print Preview Help topic

Fax

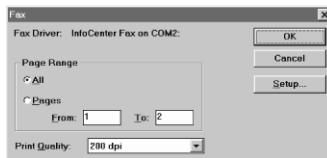


InfoCenter Lite's fax option allows you to fax any document directly from the viewer desktop.

Note: In order to use InfoCenter Lite's faxing capabilities you must have a fax modem installed and functioning correctly on your computer system.

To Fax a Scanned Image/Document:

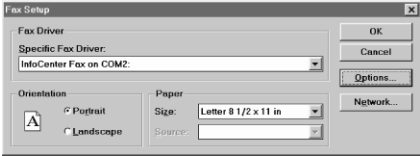
1. Select a single thumbnail or stack of thumbnails
2. Click on the Fax button, or to set your default Fax parameters first, Select Fax from the File menu.
3. If the Fax command is selected from the File menu, the following Fax dialog box will appear (see below). Enter the required information. Click OK



4. The Fax transmission dialog box will appear. In order to send the fax you must enter the following three kinds of information:
 - a) The fax driver to be used and its parameters. To change your selected fax and its settings click the Setup button in the Fax dialog box.
 - b) Information concerning the specific image, for example the number of pages to be sent, and the resolution to be used,
 - c) Information concerning this specific transmission, for example the fax number and cover page to be used, if any (you will be prompted for this information after clicking OK).

Fax Setup

To set your default fax parameters, Select Fax Setup from the File menu or click on the corresponding button in the Fax dialog box. The following dialog box will appear:





E-MAIL

This button, and the corresponding submenu item Send Mail... (in the File menu), provide InfoCenter Lite's capability to send e-mail.

Send Mail

These instructions operate only on the information of a single selected thumbnail, which may be the thumbnail of either a single image or a stack of images. If several thumbnails are selected, then the mail instructions are unavailable.

These instructions first invoke a dialog box enabling you to select any or all of the following options:

- Insert the text into the message
- Attach the text as an RTF file
- Attach the image as a BMP file

The default is your most recent choice, unless it is not permissible, in which case the offending selections are turned off. Should the thumbnail include a colored image and you select either text option, or should the thumbnail represent a stack and you select the BMP option, an appropriate error message will be displayed.

When the permissible options are set, choosing OK invokes the (MAPI compliant) e-mail program registered in Windows.

WWW



This button and the item InfoCenter Lite on the Web (in the Help menu) are equivalent - each facilitates access to the InfoCenter Lite WWW site.

If your computer is configured to enable automatic Internet access, then each of these methods will launch the Internet connection, and then transfer you to the InfoCenter Lite WWW site.

If your computer is is not configured to enable automatic Internet access, then each of these will invoke a dialog box including an OK button, and a single field, the contents of which is already selected and which cannot be changed.

The field contents comprise the address of the InfoCenter Lite WWW site for use with your normal Web access software. Note that since the address is already selected, Ctrl-C will copy it to the clipboard, and from there Ctrl-V will paste it into your Web access software.