



**MICROGRAPHIC
SCIENCES
INC.**

Digital Image Delivery System

For the

IDW



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Version 2.00

Digital Image Delivery System for the Imagelink Digital Workstation

Sending Microfilm to the Next Generation!

The Digital Image Delivery System (DIDS) Version 2.0 utilizes the Eastman Kodak Imagelink Digital Workstation (IDW) to provide true Film Based Imaging. DIDS locates the image, displays it on the PC screen, allows enhancement and augmentation of the image and routes it to its intended user. Images from different sources, such as the IDW, CD-ROM, network files, and a Twain-compatible scanner may be combined into a single e-mail, fax, published on the Internet or Intranet, or print job. Check Stacking is accomplished with a simple "rubber-banding" technique that assures absolute accuracy. The highly intuitive interface is easy to learn and use in a production environment. Most functions may be accomplished using either mouse controls or keyboard commands.

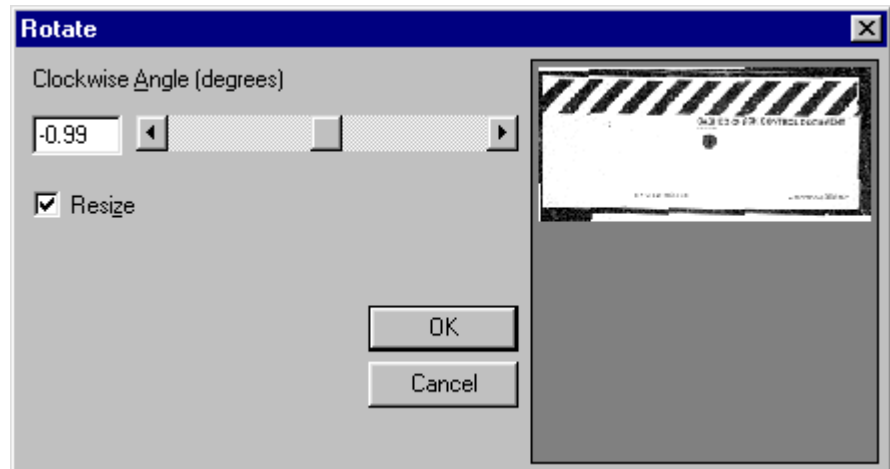
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IDW Scanning Control

- **Current Address** - Notifies the user of the film address for the current image.
- **Block, File & Page** - Enter the image search address here. The film mode you select under the IDW Configuration window makes the appropriate fields active.
- **Search** – Clicking Search button activates the IDW and advances the film to the correct image. Pressing the [Enter] key after entering the search address activates this button.
- **Preset** - Sets the value specified in the Block, File and Page fields as the current film address. The beginning address of a roll may be preset before the roll is inserted in the IDW. To preset a roll, enter the beginning address, click on "Preset". This will change the "Current Address" to the preset address. Insert the roll and click on "Load". The IDW will now treat the roll as beginning with the preset address. Pressing the "*" key on the number keypad after entering an address activates this button.
- **Eject** - Rewinds the microfilm roll. Pressing the [End] key when the image view is active will activate this key.
- **Search & Scan** – Activates the IDW, advances the film to the correct image, scans and displays the image.
- **<<** - Searches backward and displays the next image according to the value specified in the Search Interval scrollbar.
- **>> / Load** - Searches forward and displays the next image according to the value specified in the Search Interval scrollbar. When this button is labeled "Load", it loads the film and advances to the first image. Pressing the [Home] key will activate this button when it is in the "Load" mode.
- **Scan** – Scans and displays the current image using the current settings. This button enables you to rubber band an image if the image-processing mode has "Base" checked below (Base, Simplex, Duplex or Check). This button's action depends on the position of the image-processing mode selector. "Simplex" scans a single section. "Duplex" scans the front and back images. "Side 1" will be displayed followed by "Side 2". "Check" uses the IDW's current

settings (including Crop and Border Removal) to scan the front and back of a check and displays the combined image.

- **Scan Front** – Scans the front image area, displays the image and allows “rubber-banding” selection of the front image. The selected area is combined with the existing rear image and displayed as a combined image.
- **Scan Rear** – Scans the rear image area, displays the image and allows “rubber-banding” selection of the rear image. The selected area is combined with the existing front image and displayed as a combined image.
- **Search Interval** – Scrollbar and edit box allows you to select the number of images (as modified by the Block, File, Page radio buttons) that you will skip ahead or backwards when using the Batch Scan, <<, Auto Scan and >> buttons. The maximum number of images is 100. You may type the interval into the edit box or move the scrollbar.
- **Section Scan Exposure / Check Scan Exposure / Duplex Scan Exposure** – The controls within this group box will affect the exposure of the listed type.
- **Front Image Exposure** – This scrollbar sets the IDW's exposure for the front image.
- **Rear Image Exposure** – This scrollbar sets the IDW's exposure for the rear image.
- **Front** – This button moves the IDW Scan area to Channel B.
- **Rear** – This button moves the IDW Scan Area to Channel A.
- **Skew** – Allows adjustment of the rotation of images after scanning. Use this to adjust an image that has been modified since scanning or reprocessing, or for fine adjustment of the image alignment. In check mode this option allows adjustment of the front and back images separately.



- **Auto Scan** - Allows you to automatically scan images beginning with the current image and continuing until STOP is clicked. (Not active in this version of DIDS)
- **Batch Scan** - Allows you to automatically scan images beginning and ending with specific addresses. (Not active in this version of DIDS)
- **Run Register** – When available, this button allows the user to run CAR commands previously downloaded with the (optional) DIDS Car Emulator.
- **Total Scans** – Displays the cumulative total of scans (does not include “Base Scans”).

- **Total Prints** – Displays the cumulative total of prints (or faxes).

Toolbar

The **Toolbar** is displayed across the top of the screen. It contains tools for annotating the image, and distributing the image. It may be resized and located to match your screen resolution by moving the top or bottom of the tool bar. If the text does not line up correctly check the "font" settings under the advanced section of the Screen Properties. It is important that this be set to "Small Fonts".

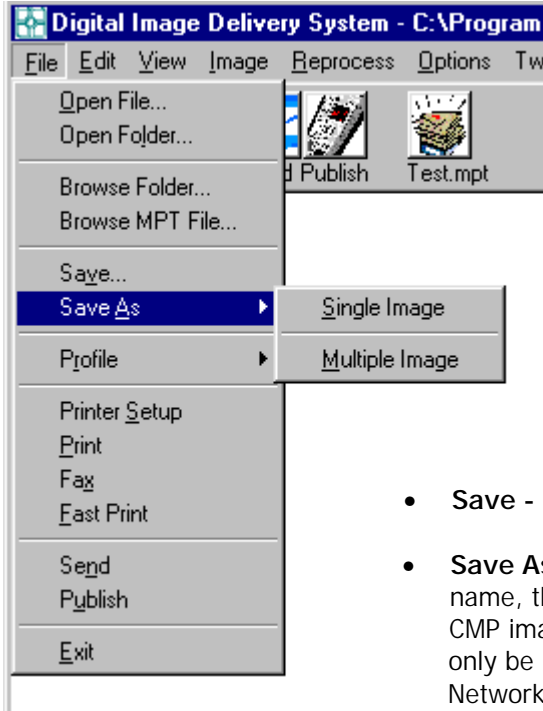


- **Save** – writes the current image to disk using the current file name. This also saves all annotations. There is no keyboard equivalent.
- **Print** – sends the current image (or group of images) to the default printer. The keyboard equivalent is P or Ctrl-3.
- **Fax** – sends the current image (or group of images) to the fax software. The keyboard equivalent is X.
- **Send** – e-mails the current image (or group of images) using the default mail program. The keyboard equivalent is Ctrl – 2.
- **Publish** – sends the current image (or group of images) to an Internet or Intranet location via FTP or by saving the images directly to the Intranet location, and creates a customized e-mail message containing the URL of the image(s). The keyboard equivalent is U.
- **XXXXXXXX.mpt** – Adds the current image (or group of images) to the current MPT file. If the file does not exist, it is created. There is no keyboard equivalent.
- **Select** – selects the pointer tool, allowing selection of individual annotations. There is no keyboard equivalent.
- **Line** - allows drawing of straight lines anywhere on the image surface, after drawing the line, click the right mouse button to bring up a menu that allows modification of the line. The keyboard equivalent is Ctrl-L.
- **Rect(angle)** - allows drawing of a rectangle anywhere on the image surface, after drawing the rectangle, click the right mouse button to bring up a menu that allows modification of the rectangle. The keyboard equivalent is Ctrl-T.
- **Ellipse** - allows drawing of an ellipse anywhere on the image surface, after drawing the ellipse, click the right mouse button to bring up a menu that allows modification of the ellipse. The keyboard equivalent is Ctrl-0.
- **P(oly)line** - allows drawing of series of lines anywhere on the image surface, after drawing the lines, click the right mouse button to bring up a menu that allows modification of the lines. The keyboard equivalent is Ctrl-P.

- **P(oly)gon** - allows drawing of a many-sided object anywhere on the image surface, after drawing the object, click the right mouse button to bring up a menu that allows modification of the object. The keyboard equivalent is Ctrl-Y.
- **Arrow** - allows the drawing of an arrow anywhere on the image surface, after drawing the arrow, click the right mouse button to bring up a menu that allows modification of the arrow. The keyboard equivalent is Ctrl-A.
- **Free(hand)** - allows the drawing of a free form object anywhere on the image surface, after drawing the object, click the right mouse button to bring up a menu that allows modification of the object. The keyboard equivalent is Ctrl-F.
- **Hilite** - allows the drawing of a translucent rectangle anywhere on the image surface, after drawing the rectangle, click the right mouse button to bring up a menu that allows modification of the highlighted area. The keyboard equivalent is Ctrl-H.
- **Redact** - allows the drawing of a solid box that will cover up data anywhere on the image, click the right mouse button to bring up a menu that allows modification of the redaction box. The keyboard equivalent is Ctrl-I.
- **Text** - allows the insertion of text anywhere on the image surface. Selecting *TEXT* activates a dialog box that allows entry of the textual information. After drawing a rectangle, click the right mouse button to bring up a menu that allows modification of the text. The keyboard equivalent is Ctrl-X.
- **Note** - allows the drawing of a post-it type note anywhere on the image surface. Selecting *NOTE* activates a dialog box that allows entry of the textual information. After drawing a rectangle, click the right mouse button to bring up a menu that allows modification of the text. The keyboard equivalent is Ctrl-N.
- **Logo** - allows the addition of another image anywhere on the image surface, after drawing the object, click the right mouse button to bring up a menu that allows modification of the object, the default image is set in the Configuration option on the File menu. The keyboard equivalent is Ctrl-O.
- **Stamp** – allows the drawing of a pre-defined “Rubber Stamp” on the image. (Please note that rubber stamp images are not saved when using “Wang mode” for saving annotations. There is no keyboard equivalent.
- **Magnify** - allows for selection of the magnify mode. The keyboard equivalent is Ctrl-G.

The Main Menu

File



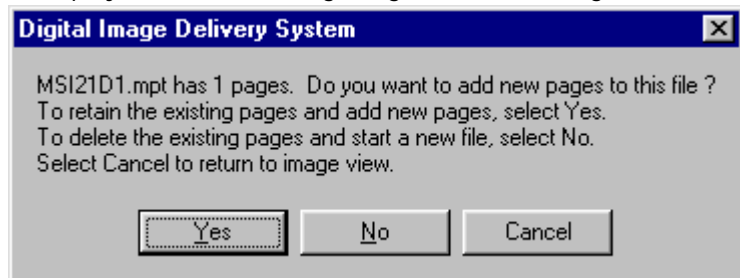
- **Open File** - allows the opening of an image that was previously scanned or stored on a local drive, CD-ROM or network. Selecting this option displays a standard Windows file selection screen with long file name support. Opening a file resets the default folder for saving scanned images to the folder selected.
- **Open Folder** – allows the opening of a folder and displaying the images one at a time. The images displayed may be annotated.
- **Browse Folder** – allows the opening of a folder and displaying the images in thumbnail view.

- **Save** - saves the displayed image under the default name.

- **Save As** - allows the displayed image to be saved under a new name, the image may be saved as an individual TIFF image, a CMP image (equivalent to using maximum compression and can only be read by DIDS), a Windows Bitmap image, a Portable Network Graphic (PNG) image (can be read by most browsers), a PCX image, a JPG image or a Multi-Page TIFF image (with an .mpt

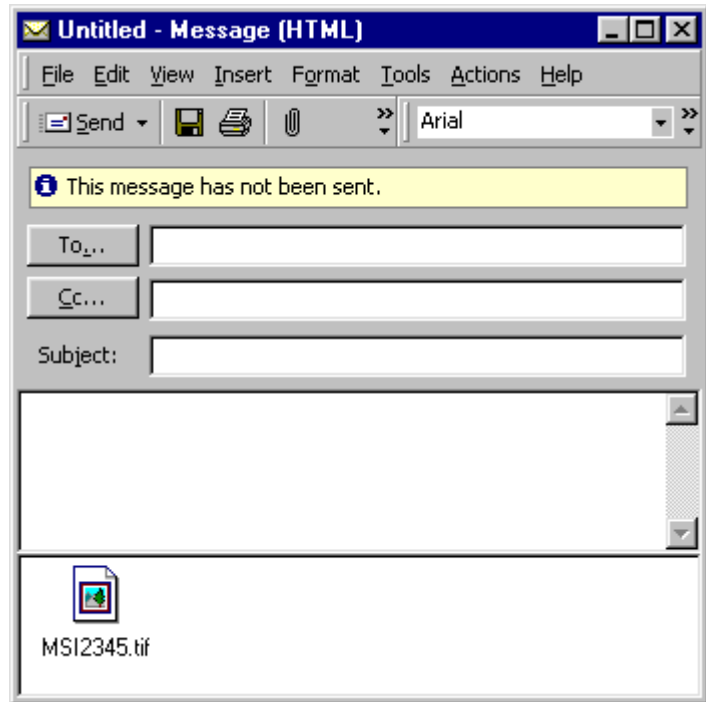
extension). Long File Names are supported for both folder and image names. Saving a file resets the default folder for saving scanned images to the folder selected. When an existing MPT file name is selected a prompt is displayed to allow adding images to the existing file or deleting the existing file first.

- **Profile - Save** - saves all settings, including window size, printing options, scanning options, search options, paths, etc. in the current profile. Profile – Save As - saves all settings, including window size, printing options, scanning options, search options, paths, etc. in a user named file with an .MSI extension. Long File Names are supported so a profile may have a descriptive name such as "IBM 3890 film" or "Lundy Film", etc..



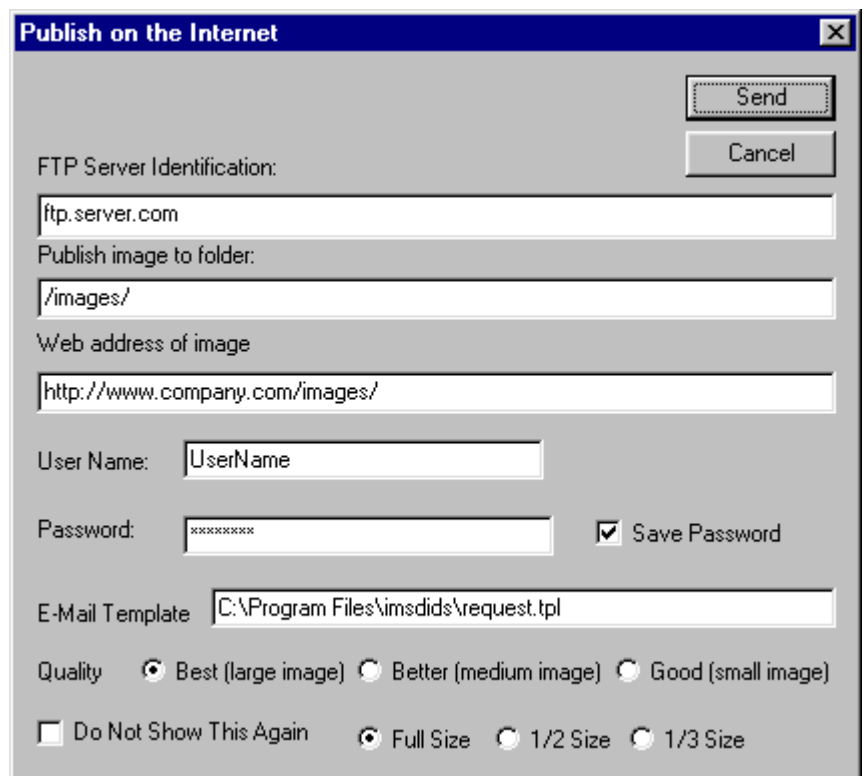
- **Profile - Load** - loads a previously saved profile, including window size, printing options, scanning options, search options, paths, etc. from a user named file with an .MSI extension. Long File Names are supported so a profile may have a descriptive name such as "IBM 3890 film" or "Lundy Film", etc..
- **Profile - Defaults** – loads a default profile. This is useful for correcting startup problems.

- **Printer Setup** - runs the control panel printer setup panel. DIDS prints to the Default Printer using the settings selected in this panel.
- **Print** - prints the displayed image to any Windows printer or fax. A standard Windows Select Printer dialog is displayed to allow selection of the printer or fax and to set printer options.
- **Fax** - faxes the displayed image to any Windows fax.
- **Fast Print** - prints the displayed image to the default printer. The keyboard equivalent is Ctrl-3 or P.
- **Send** - automatically runs the default MAPI mail program, creates a new message and inserts the image. The keyboard equivalent is Ctrl-2.



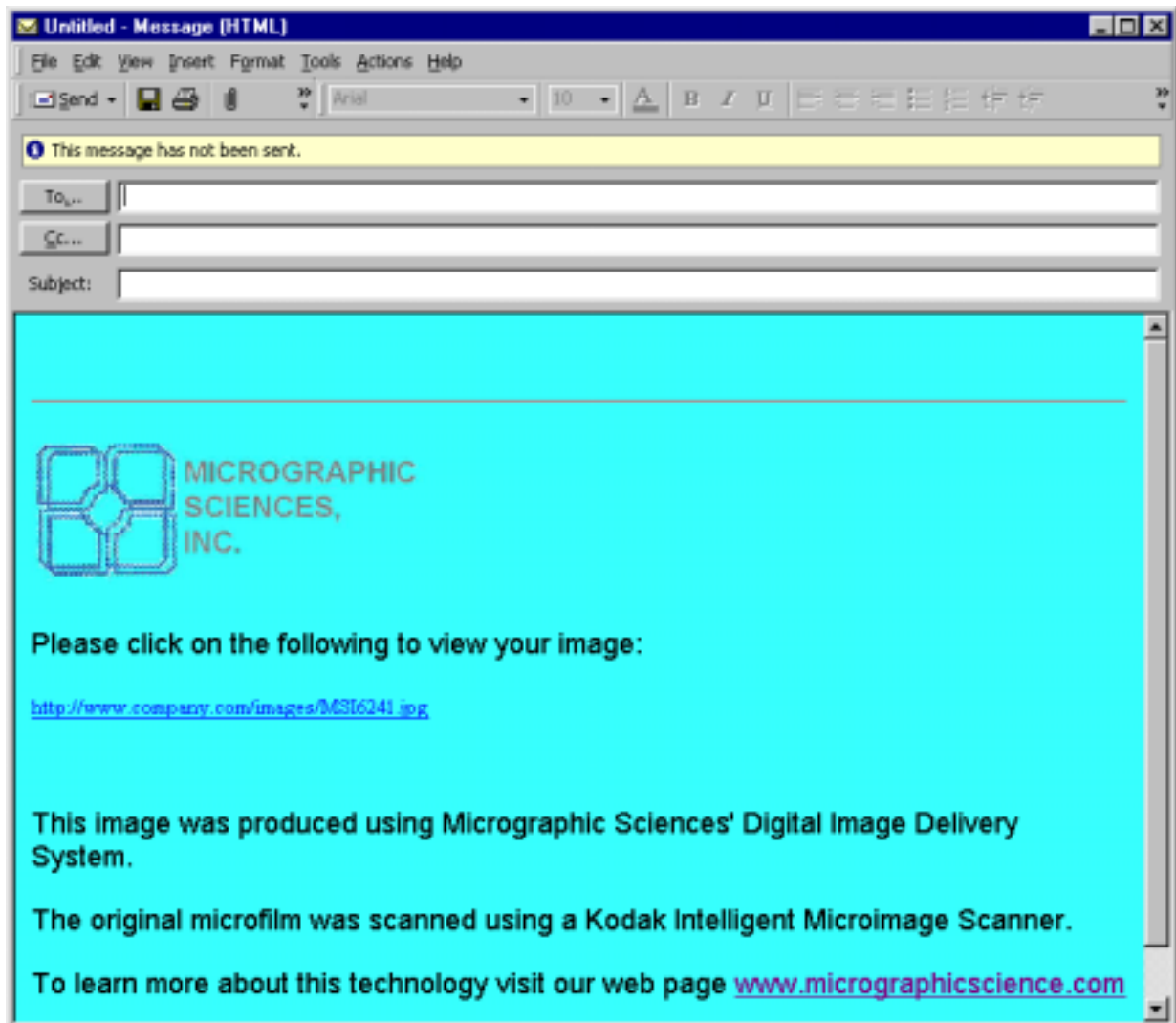
- **Publish** - Sends the image to an Internet or Intranet location. The image is sent as a JPEG image and may be viewed in a Web Browser. This option also creates an e-mail message containing the URL of the image. The e-mail message is created using a template.

- **Send** – Click this button to initiate the ftp transfer or file save.
- **Cancel** – Click this to cancel the ftp transfer.



- **FTP Server Identification** – Enter the name of the ftp server.
- **Publish image to folder** – enter the full path of the destination folder on the server.
- **Web address of image** – Enter the URL of the destination folder. If the URL begins File:// DIDS will send the image to a local folder (in this case the “Publish image to folder” space must contain a fully qualified local or network path).
- **User Name** – Enter the user login name for the ftp server.
- **Password** – Enter the login password for the ftp server.
- **Save Password** – If this is clicked the password will be saved in the INI file, please note that the saved password is not encrypted.
- **E-Mail Template** – Contains the name of an HTML file containing the template for the E-Mail Message. The template can contain any valid HTML but must include a line that reads:

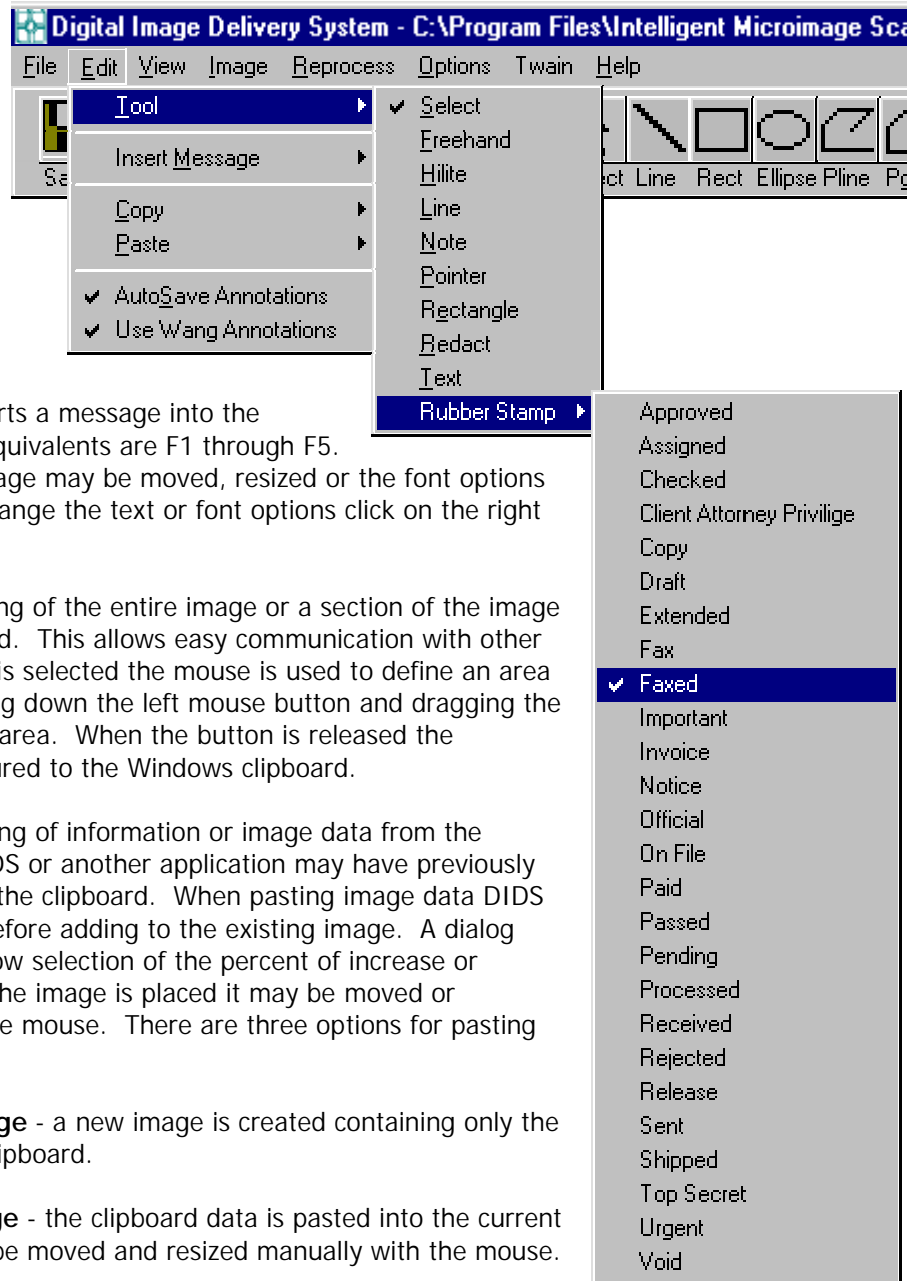
<INSERT LINK>



- **Do Not Show This Again** – If this is checked, this window will not display and DIDS will use the saved information.
- **Full Size / ½ Size / 1/3 size** – DIDS will resize the image before sending it to the destination folder.
- **Exit** – Refiles the film and closes DIDS.

EDIT

- **Tool** - displays a menu that allows the selection of a tool. This function is identical to the Annotation Tool Bar. Selecting Rubber Stamp displays a submenu that allows selection of the current Rubber Stamp message.



- **Insert Message** - Inserts a message into the image. The keyboard equivalents are F1 through F5. After insertion the message may be moved, resized or the font options may be changed. To change the text or font options click on the right mouse button.
- **Copy** - allows the copying of the entire image or a section of the image to the Windows clipboard. This allows easy communication with other applications. If *Section* is selected the mouse is used to define an area to be captured by holding down the left mouse button and dragging the mouse over the desired area. When the button is released the highlighted area is captured to the Windows clipboard.
- **Paste** - allows the pasting of information or image data from the Windows clipboard. DIDS or another application may have previously captured image data to the clipboard. When pasting image data DIDS allows it to be resized before adding to the existing image. A dialog box is displayed that allow selection of the percent of increase or decrease in size. After the image is placed it may be moved or manually resized with the mouse. There are three options for pasting the data.
 - **As a New Image** - a new image is created containing only the data from the clipboard.
 - **Into this Image** - the clipboard data is pasted into the current image. It may be moved and resized manually with the mouse.
 - **As a New Page** - A new blank image is created (8.5 x 11 inches) and the clipboard data is pasted into the new image. It may be moved and resized manually with the mouse.
- **Auto Save Annotations** - allows selection of auto save mode. In auto save mode DIDS saves changes to the image before printing, faxing or mailing.
- **Use Wang Annotations** – causes DIDS to save annotations in the TIFF header, compatible with the Wang viewer included with Windows. The Rubber Stamp messages are not saved in this mode. (This is not available in this version of DIDS)

VIEW

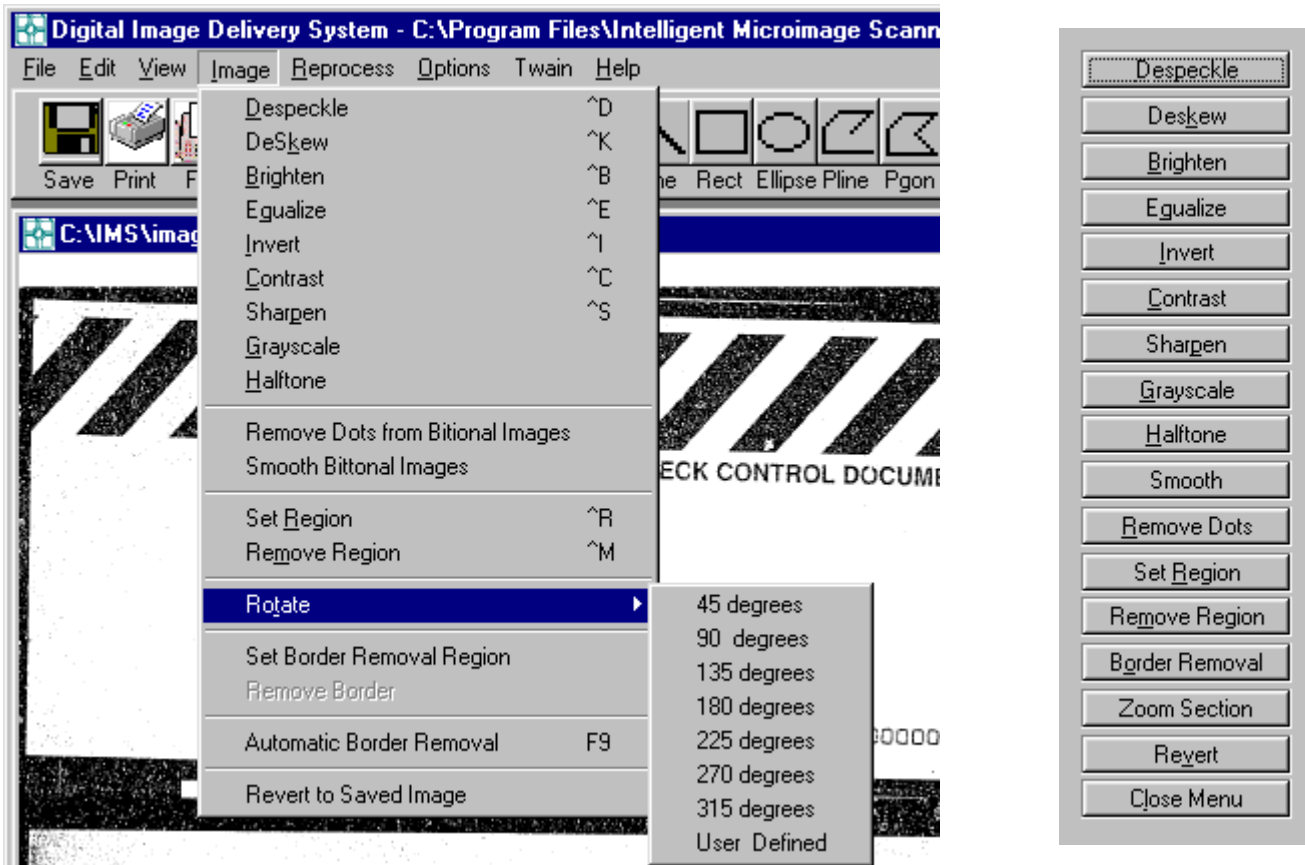
- **Normal** - displays the image at a 1:1 ratio.
- **Zoom** - allows display of the image at a variable ratio, from 1% to 500%.
- **Fit Image to Window** - is the default display mode, the entire image is shown on the screen. This mode is used for all scan area selections.



IMAGE

The **M** key displays a tool bar that contains many of the functions of the *IMAGE* sub-menu.

- **Despeckle** - removes "noise" from the image or a selected region in the image. When selected DIDS prompts for the percentage of noise removal, it is best to use a small percentage and use the option multiple times. If too much of the image or region is removed use the *Revert to Saved Image* or *Reprocess* menu option to start over. The keyboard equivalent is Ctrl-D.
- **DeSkew** - straightens the image. The keyboard equivalent is Ctrl-K.
- **Brighten** - lightens or darkens the image by a user-selected percentage. This is most effective with 256 Gray Images (if the image is BiTonal, DIDS will convert it to grayscale). The keyboard equivalent is Ctrl-B. (Because the IDW produces BiTonal images only this option is of limited value)

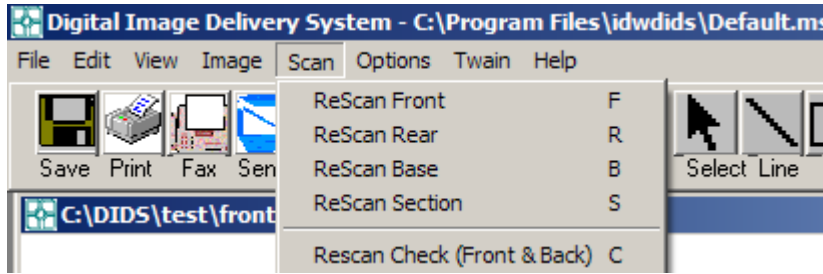


- **Equalize** - Linearizes the number of pixels per gray level in a bitmap. This can be used to bring out the detail in dark areas of an image or region. This is most effective with 256 Gray Mode images. The keyboard equivalent is Ctrl-E. (Because the IDW produces BiTonal images only this option is of limited value)
- **Invert** - Inverts the image or region. The keyboard equivalent is Ctrl-I.
- **Contrast** - Increases or decreases the contrast of an image or region. The user is prompted for a percentage increase or decrease. This is most effective with 256 Gray Mode images (if

the image is BiTonal, DIDS will convert it to grayscale). The keyboard equivalent is Ctrl-C. (Because the IDW produces BiTonal images only this option is of limited value)

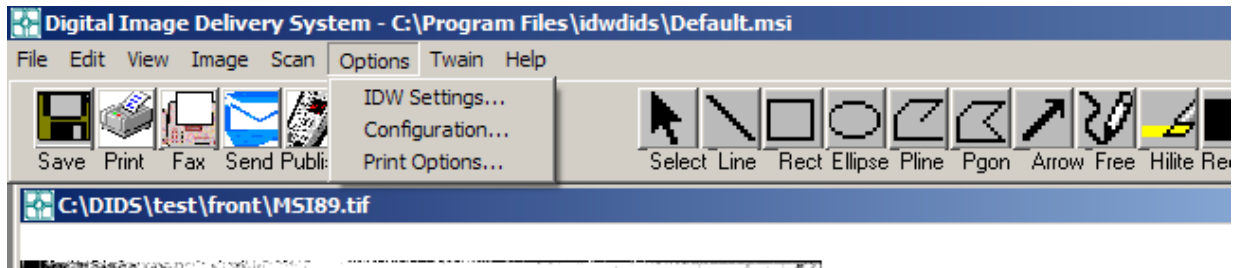
- **Sharpen** - Increases or decreases the sharpness of the image or region of the image. The keyboard equivalent is Ctrl-S.
- **Grayscale** - Converts the image to an 8-bit Grayscale image.
- **Halftone** - Dithers an 8-bit image (such as a 256 Gray Mode image) to 1-bit for display and printing. (Because the IDW produces BiTonal images only this option is of limited value)
- **Remove Dots from Bitonal Images** – finds and removes dots, specks, and blobs of various sizes in 1-bit (Bitonal) image. This function works only on 1-bit black and white images. If a region is selected, only the selected region will be changed by this function. If no region is selected, the whole image will be processed.
- **Smooth Bitonal Images** – smooths the text in scanned text documents. This function works only on 1-bit black and white (Bitonal) images. If a region is selected, only the selected region will be changed by this function. If no region is selected, the whole image will be processed.
- **Set Region** - allows selection of a rectangular region of the image. Once selected all of the above menu options operate only on the region until *Remove Region* or *Revert To Saved Image* is selected. The keyboard equivalent is Ctrl-R.
- **Remove Region** - cancels regional processing and removes the region from the image. Changes that have been made in the region are retained. The keyboard equivalent is Ctrl-M.
- **Rotate** - allows rotation of the image in 45-degree increments or by a user-defined increment. As the image is rotated area is added to the image to retain the entire image. The area added is black for the 45-degree increments and white for the user defined increments. There is no keyboard equivalent.
- **Set Border Removal Region** – allows selection of multiple regions for border removal. All area outside of the selected regions is cleared when *Remove Border* is selected or the right mouse button is clicked.
- **Automatic Border Removal** – removes solid border areas using a software border removal system. The keyboard equivalent is F9.
- **Revert To Saved Image** - reloads the image from disk without saving changes.

SCAN

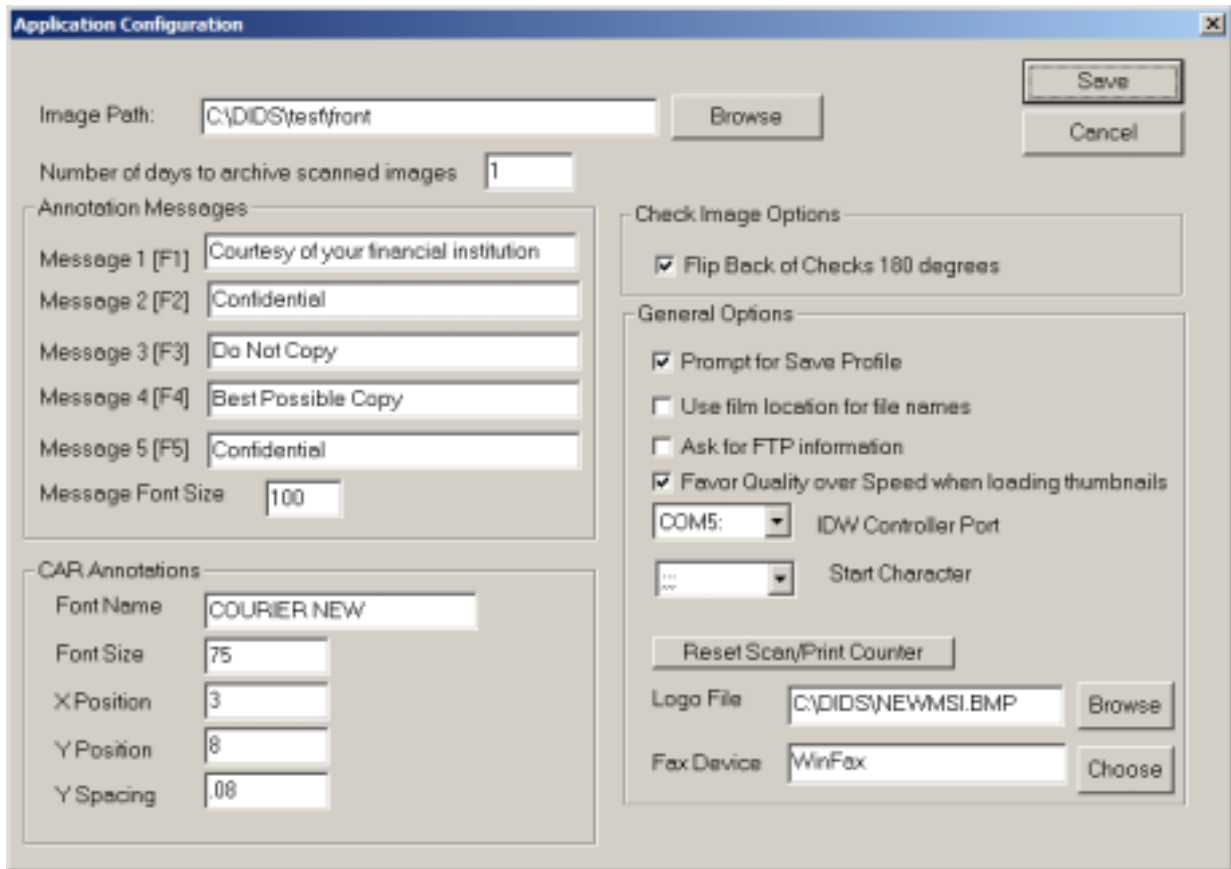


- **ReScan Front** - Rescans just the front image of a duplex image and rebuilds the compound image. This allows the user to change the exposure or scan options for just the front image. The keyboard equivalent is F.
- **ReScan Rear** - Rescans just the rear image of a duplex image and rebuilds the compound image. This allows the user to change the exposure or scan options for just the rear image. The keyboard equivalent is R.
- **ReScan Base** - Rescans the Base Scan. The keyboard equivalent is B. (This option is not active in this version of DIDS)
- **ReScan Section** - Rescans the section. This allows the user to change the exposure or scan options without doing a new Base Scan and selecting an area. The keyboard equivalent is S.
- **ReScan Check (front and back)** - Rescans both areas of a duplex image allowing the user to change the exposure or scan options without doing an new Base Scan and selecting the areas. The keyboard equivalent is C.

OPTIONS

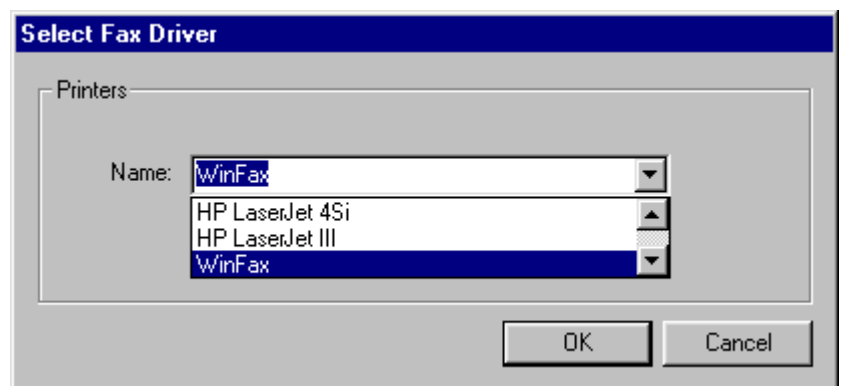


- **IDW Settings** – Displays the IDW Settings Dialog. (See IDW Configuration Window)
- **Configuration** - allows adjustment of the DIDS configuration. Clicking this option will display the Configuration window.



- **Save** - closes the Configuration screen and saves all changes.
- **Cancel** - closes the Configuration screen without saving any changes.
- **Image Path** - displays the current folder in which images are being saved. The path may be changed manually. A long file name or a path name containing a space may be used by ending the path name with a slash "\". Click the Browse button to browse a list of the current folders available.

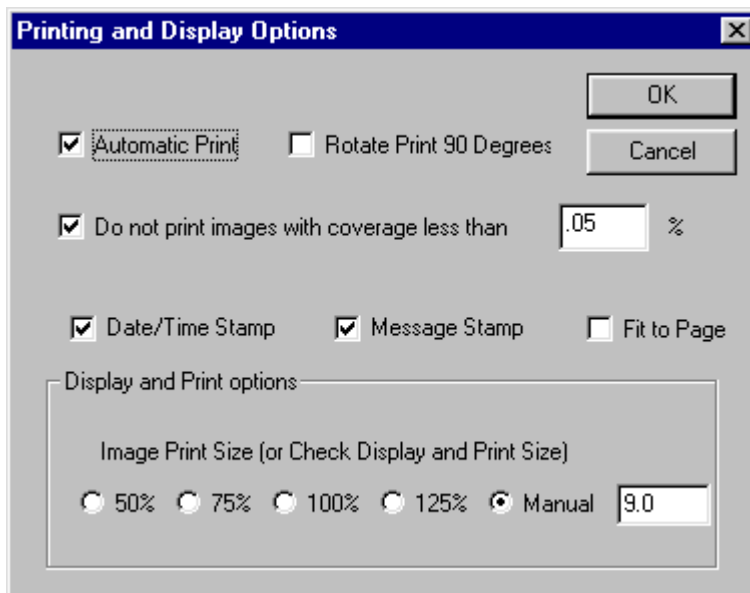
- **Number of Days to Archive Images.** Each time DIDS is started all TIFF images created by DIDS older than the number of days entered are deleted. If images are saved using the Save As option the user is responsible for deleting them.
- **Message 1 - 5** - DIDS allows 5 stock phrases for automatic insertion. They may be edited in *Message 1* through *Message 5*.
- **Message Font Size** - Sets the font size of the Message Stamp, generally a value of 50 works well for Windows 95/98 and a value of 100 works well for Windows NT.
- **CAR Annotations** – Sets the font name, size, and location for annotations inserted via a CAR command. For check images use the defaults of COURIER (or COURIER NEW) for the Font Name, 75 for the Font Size, 3 for the X Position, and 8 for the Y Position will work well. (Note: the X and Y positions are in inches.)
- **Flip Back of Checks 180 degrees** - Some film devices, such as the IBM 3890, film the rear image of the document through an odd number of mirrors resulting in the image being displayed rotated 180 degrees. Check the *Flip Back of Checks 180 degrees* box and DIDS will rotate the second selected area before combining a duplex image.
- **Prompt for Save Profile** – If this is checked, DIDS will prompt the user to save the Profile when DIDS closes, if changes have been made.
- **Ask for FTP information** – causes DIDS to display a screen requesting FTP server information when using the Publish option.
- **Use film location for the file names** – causes DIDS to use the film address as the image name rather than the default system using random names.
- **Favor Quality over Speed when loading thumbnails** – If this is checked, thumbnails will load with maximum quality. If this is not checked, thumbnails will load faster but will be of poorer quality.
- **IDW Controller Port** – Selects the COM port connected to the IDW.
- **Start Character** – The IDW start character.
- **Reset Scan/Print Counter** – Pressing this button resets the print and scan counters to 0 (Note: this action is effective immediately and is not reversible).
- **Logo File** – Enter the name of the Windows Bitmap image to be inserted with the *LOGO* button on the **Toolbar**.
- **Fax Device** – Enter the name of the fax driver to be used for faxes. If you are uncertain of the name of the fax driver, enter "NONE" in this space. The next time an



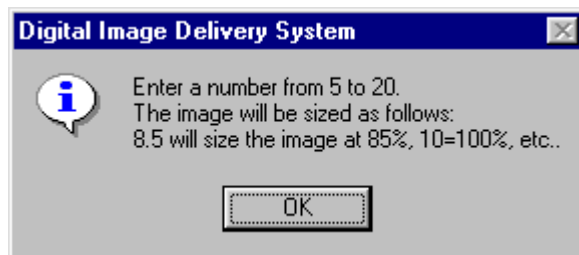
attempt is made to fax an image DIDS will prompt with a selection screen listing available drivers.

- **Print Options** – displays the Print Options Dialog.

- **OK** – Closes the dialog and saves settings.
- **Cancel** – Closes the dialog without saving changes.
- **Automatic Print** – If this is checked DIDS will print each final scan as it is displayed.
- **Rotate Print 90 Degrees** – If this is checked, DIDS will rotate the image 90 degrees before printing.



- **Do not print images with coverage less than X %** - prevents DIDS from printing images that are apparently blank when using automatic or batch printing.
- **Date/Time Stamp** - causes DIDS to incorporate the current date and time at the top of each image each time the image is saved, printed, faxed, or e-mailed. To set the font size of the Date/Time Stamp, adjust the "FontSize" setting in the [MSIDIDS] section of the "IDWDIDS.INI" file, generally a value of 50 works well for Windows 95/98 and a value of 100 works well for Windows NT/2000/XP.
- **Message Stamp** - causes DIDS to incorporate the contents of the *Message 1* field at the top of each image each time the image is saved, printed, faxed, or e-mailed. DIDS allows 5 stock phrases for automatic insertion. They may be edited in *Message 1* through *Message 5* on the Configuration Screen.
- **Print Size** – selects the relative print size of printed images, or the relative size of check images (both on the screen and printed), 50%, 75%, 100%, or 125% of the original document size. Select Manual to choose a custom size. In Manual, enter a number from 5 to 20 as per the message box DIDS displays. This selection is overridden for non-check images by the *Fit Image to Print Page*. **The Fit Image to Print Page should always be checked for check images.**



IDW Settings

Selecting IDW Settings from the Options menu will display the IDW Configuration window. The following is a list of options that can be modified in the IDW Configuration window.

- **Mode** - There are 30 different film search modes that you can choose. Selecting a new Search Mode will change the other options to the default settings for the chosen Search Mode. A few useful modes:
 - Mode 03 is used for 24X film with single level A channel image marks.
 - Mode 10 is used for 40X film with two level A channel image marks.
 - Mode 09 is used for IBM 3890 film.
- **Address Level** - You can manually adjust your film level (Block, Page & File) by choosing level 1, 2, or 3. This setting determines the availability of the Block, File, and Page input boxes.
- **Film Format** - You can choose Simplex, Duplex or Duo-duplex formats.

IDW Settings

Search Condition

Mode: [02] Single Level Duo/duplex

Address Level: 1 Level End Detection: 300 mm

Film Format: Simplex Image Offset: 0 mm

Stop Position: Left Image Mark: Negativ

Scan Settings

Film Polarity: Negative

Border Erasure: Leave

Automatic Skew Correction: ON

Image Rotation: 0

Image Resolution: 200 dpi 400 dpi

IDWNode Name: IDW1 Dedicated Node

IDW Path: C:\DIDS\TEST (must be in format C:\dids\IDWName)

- **Stop Position** - You can choose what position the blip is located at on the film here. (This option is not applicable to the IDW at this time)
- **End Detection** – this option is not applicable to the IDW at this time.
- **Image Offset** - This option helps you align the image higher or lower in the display window.
- **Image Mark** – Select whether the film blip is positive or negative here.

The **SCAN SETTINGS** tab allows adjustment of the scan parameters. These settings are used when the image is scanned or reprocessed.

- **Film Polarity** - This setting determines the polarity of the resulting scan, to obtain a positive appearing image from negative film use *Negative*, to obtain a positive appearing image from positive film use *Positive*.

- **Border Erasure** - instructs the IDW to remove extraneous dark borders from the image before passing it to the PC. *Leave* retains the scan area as selected, *Remove* removes the border perpendicular and parallel to the edge of the document, *Software* removes the border using DIDS built in algorithm (equivalent to using the F9 key).
- **Automatic Skew Correction** - adjusts the position of the document to correct for skewing of the documents during filming.
- **Image Rotation** - determines the orientation of the image on the screen. The adjustments are *0* degrees, *90* degrees, *180* degrees, and *270* degrees.
- **Image Resolution** – *200 dpi* is usually best for films with reduction ratios less than 40X, *400 dpi* is usually best for film with reduction ratios greater than 40X.
- **IDW Node Name** – Enter the name of the node emulator to be used for image transfer.
- **Dedicated Node** – Select this to use a dedicated node (recommended for highest productivity).
- **IDW Path** – Enter the path for image storage. Must end in the folder with the same name as the IDW (e.g., if the IDW is named "test" and a dedicated node is used, the path would be c:\dids\test)

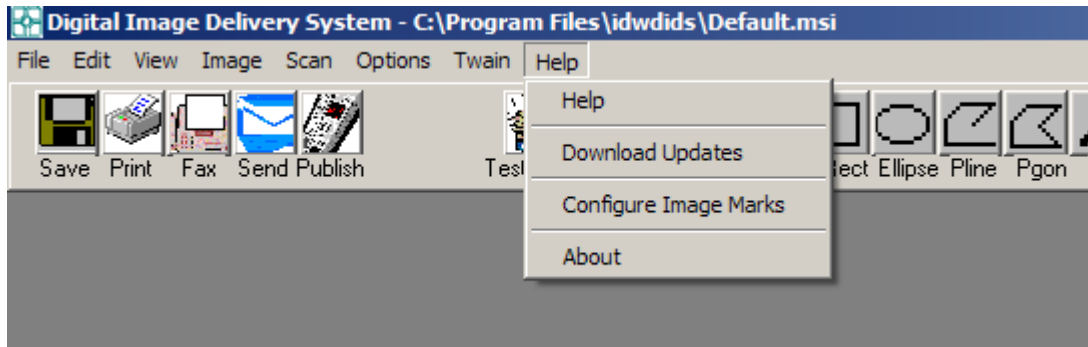
A click on the **OK** button saves the configuration changes and returns to DIDS.

TWAIN



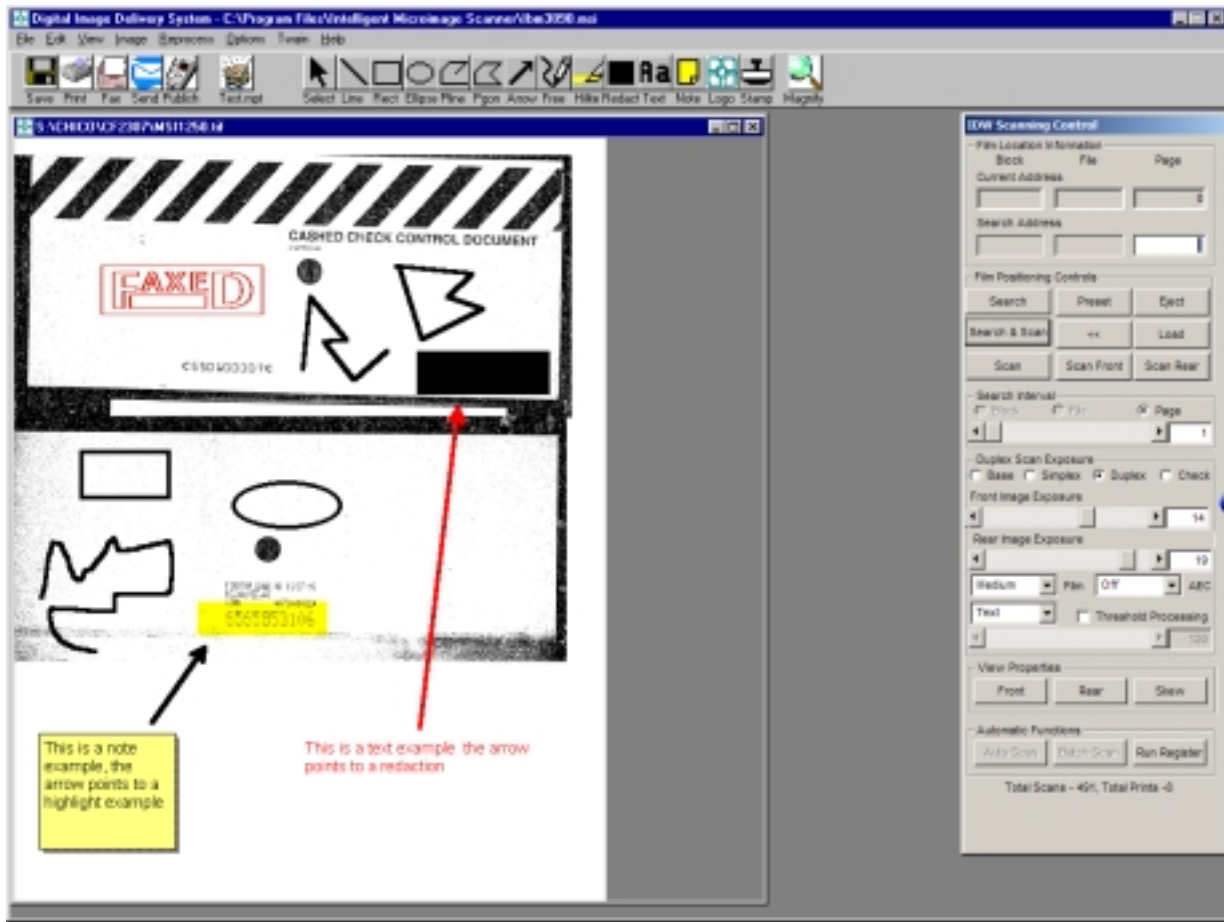
- **Select Source** – allows selection of a Twain compatible scanner.
- **Acquire** – scans and displays an image using a Twain compatible scanner.

HELP



- **Help** – Displays this manual in PDF format. If the manual fails to display on a Windows NT/2000/XP system, add the line WindowsNT=1 to the [IDW_SETUP] section of the "IDWDIDS.INI" file.
- **Download Updates** – Connects to the IDW DIDS web site. (www.micrographicsciences.net)
- **About** – displays the DIDS version information, copyright information and allows licensing of DIDS.

Chapter Two Operating the DIDS Image Delivery System

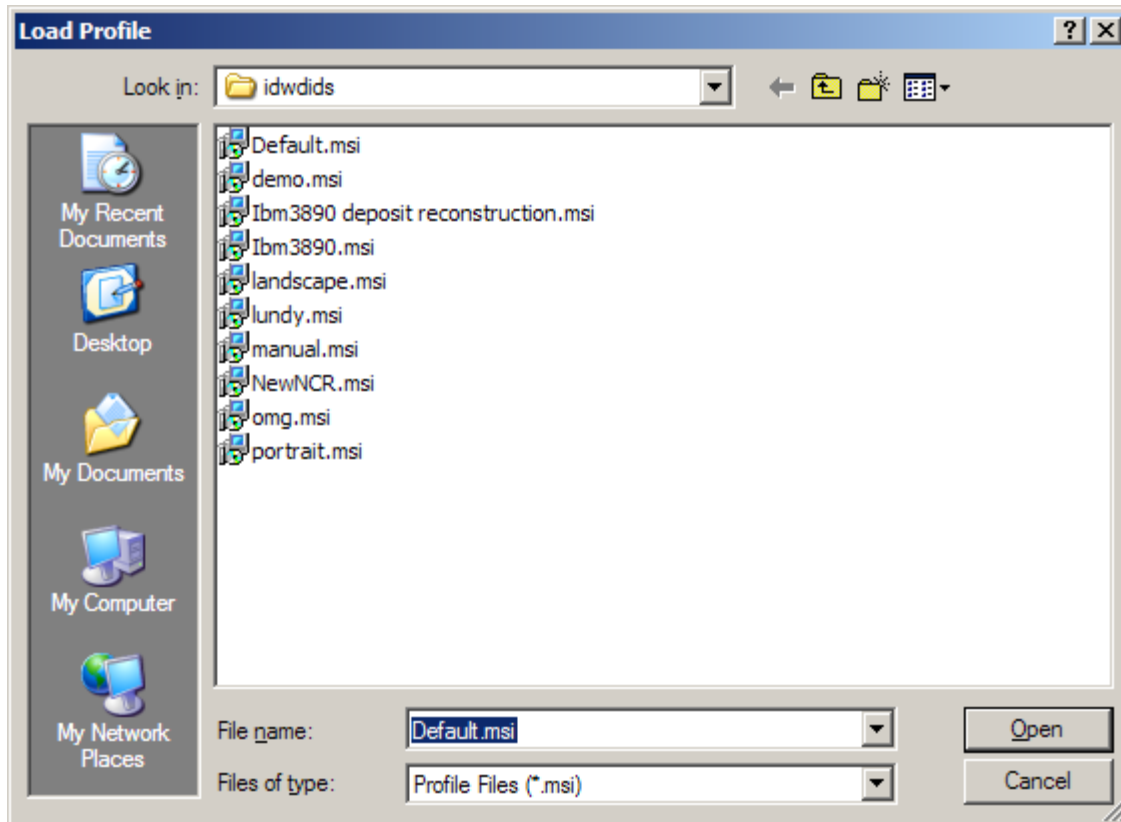


Operating the Digital Image Delivery System for the IDW

In this chapter you will be given step-by-step instructions on using the Digital Image Delivery System software. You may wish to refer to chapter one from time to time for a more detailed description of the fields mentioned in this chapter.



Before starting DIDS, start the dedicated node by clicking the mini-node icon on the desktop. To start DIDS click on the icon on the Windows Desktop. During startup DIDS will display a splash screen identifying the version. DIDS examines the scanned images on the local hard drive and deletes images that have passed the expiration date (see the Configuration Screen for more information on expiration dates).



The Load Profile dialog is displayed. Choose the correct profile and click on Open. If Cancel is clicked, all settings will be set to the defaults.

Once the Scanning control is updated and displayed the system is ready for operation.

The typical workflow for a check retrieval operation is to enter the beginning address of the film and either click on the Preset button or the "*" key to preset the address.

Enter the address of the required image and either hit the Enter key or click on the Search button.

The film will advance to the image selected. Clicking on the Scan button will scan the image and display it on the screen. The "Search & Scan" button provides both of these functions.

In check mode DIDS will display the front and back of the check on the screen. At this point you may make adjustments and click on Scan Front, Scan Rear or Scan to make changes to either the front, the back image or both. To make changes to only the front, make the adjustments then click on the F key or the Scan Front button; only the front image will be changed. To make changes to only the back, make the adjustments then click on the R key or the Scan Rear button; only the back image will be changed.

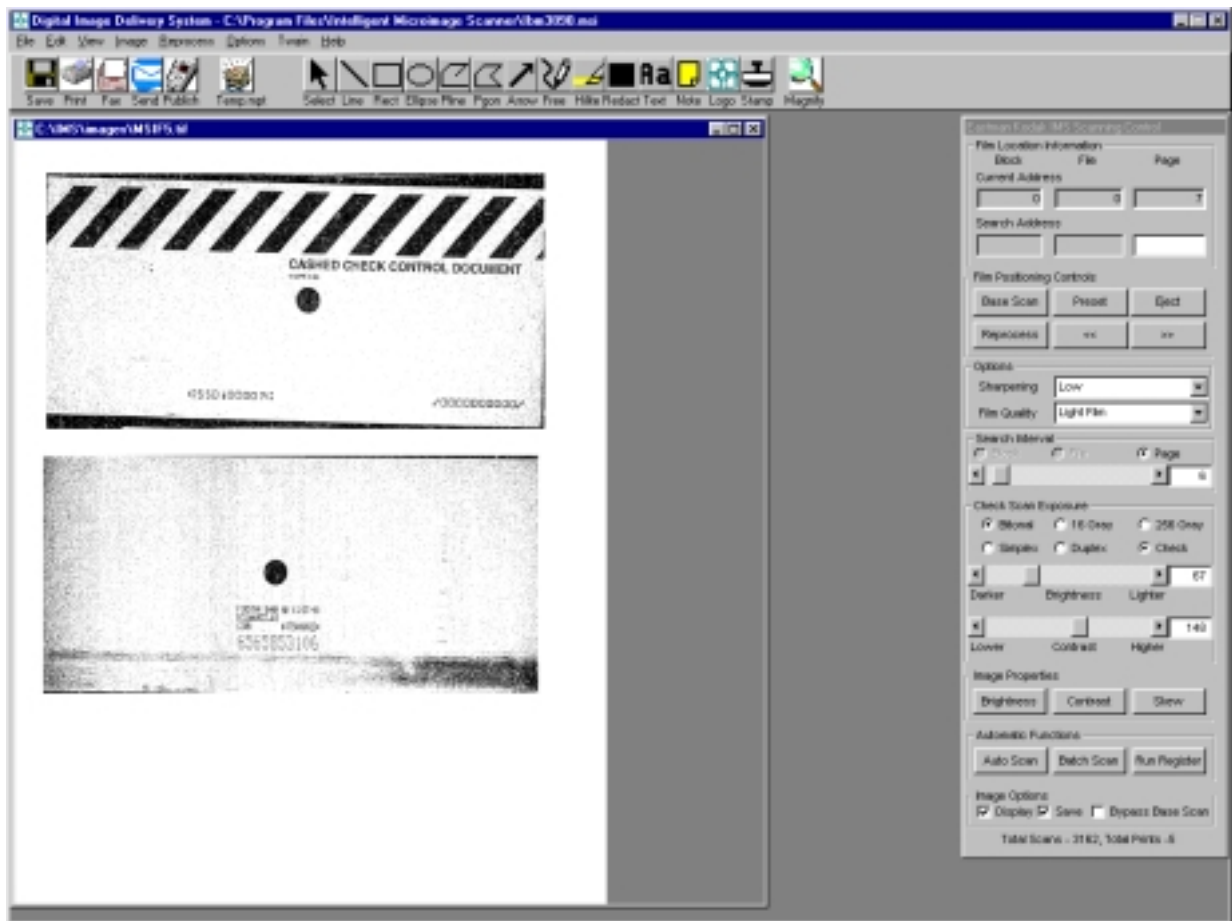
Scanning Check Film Images

To scan check images please use the following steps:

1. Click on the **Check** radio button, located in the lower half of the **IDW Scanning Control** window.
2. Enter the search address in the **Block, File & Page** fields. (*Depending on the film mode you have selected, some of these fields may be inactive.*) When finished click the **Search** button, the **Search & Scan** button or press the **Enter** key. This will search for the desired address and display the appropriate images (**Search & Scan**).
3. You may select any or all of the following options at this time. For more information on these options, see the **IDW Scanning Control** and **Print Options** sections of chapter one.
 - Rotate Print 90 degrees
 - Fit Image to Print Page
 - Automatic Print
4. Click the **Scan** button. The most recently defined check scan areas (or the areas stored in the loaded profile) will be used by the IDW to scan the front and back of the check. The combined image is displayed on the screen.
5. If either the front or back image is not acceptable it may be rescanned. Click on the Scan Front (or Scan Rear) button. The IDW will do a full screen scan of the appropriate side and the image will display. Using your mouse, position the mouse cursor over the upper left-hand corner of the front check image. Click the left mouse button, holding it down, and drag the mouse cursor to the lower right-hand corner of the front check image. You will notice an opaque white box covering the area you have just dragged your mouse over. When you have covered the image, release the mouse button.
6. DIDS will combine the selected image with the existing back (or front) and redisplay the combined image on the screen.

The screenshot shows the 'IDW Scanning Control' window with the following sections:

- Film Location Information:** Fields for Block, File, and Page. 'Current Address' shows 0. 'Search Address' fields are empty.
- Film Positioning Controls:** Buttons for Search, Preset, Eject, Search & Scan (highlighted), <<, Load, Scan, Scan Front, and Scan Rear.
- Search Interval:** Radio buttons for Block, File, and Page (selected). A slider is set to 1.
- Check Scan Exposure:** Radio buttons for Base, Simplex, Duplex, and Check (selected).
 - Front Image Exposure: slider set to 14.
 - Rear Image Exposure: slider set to 19.
 - Medium dropdown, Film dropdown, Off dropdown, AEC dropdown.
 - Text dropdown, Threshold Processing checkbox (unchecked).
 - Slider at the bottom set to 120.
- View Properties:** Buttons for Front, Rear, and Skew.
- Automatic Functions:** Buttons for Auto Scan, Batch Scan, and Run Register.
- Total Scans - 495, Total Prints -8**



7. At this point you can use the **Image Enhancement** and **Annotation** tools to perfect your images. For more information on using the enhancement tools, see the section in this chapter on **Using the Image Enhancement and Annotation Tools**.
8. To deliver your image you can choose:
 - Print from the **Toolbar** to print to the Windows default printer.
 - Press **P** to print to the Windows default printer.
 - Send from the **Toolbar** to e-mail your image as an attachment.
 - Press **Ctrl-2** to e-mail your image as an attachment.
 - Press **X** to fax your image.
 - The **Main Menu** **F**ile option followed by **P**rint option and choose your fax print driver (or the Fax option) to fax your image.
 - Press **U** to publish your image.
 - The **Main Menu** **F**ile option followed by the **S**ave or Save **A**s option to save your image.

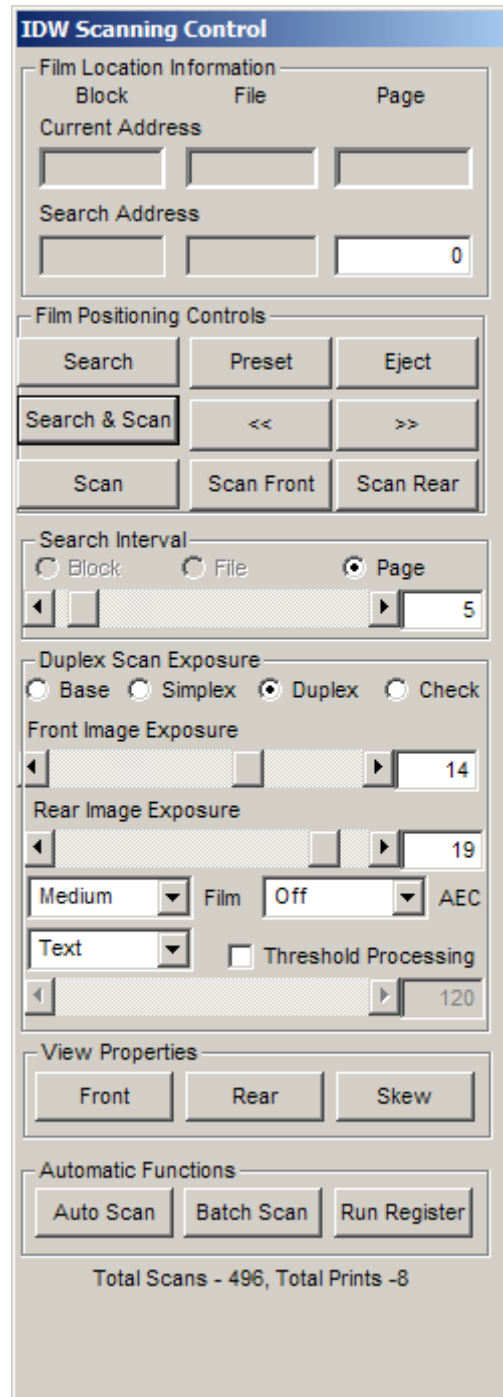
Scanning Duplex Film Images

To scan duplex images please use the following steps:

1. Click on the **Duplex** radio button, located in the lower half of the **IDW Scanning Control** window.
2. Enter the search address in the **Block, File & Page** fields. (*Depending on the film mode you have selected, some of these fields may be inactive.*) When finished click the **Search** button or press the **Enter** key. This will search for the desired address. Using the **Search & Scan** button will also display the appropriate image.
3. You may select any or all of the following options at this time. For more information on these options, see the **IDW Scanning Control** and **Print Options** sections of chapter one.
 - Rotate Print 90 degrees
 - Fit Image to Print Page
 - Automatic Print

Note: If you have a printer that has a Duplex Print mode, click the Automatic Print option to print duplex images on the front and back of the page.

4. Click the **Scan** button. The most recently defined duplex scan areas (or the areas stored in the loaded profile) will be scanned by the IDW and side 1 will be displayed. The **Scan** button will display **Side 2**.
5. If either the front or back image is not acceptable it may be rescanned. Click on the **Scan Front** (or **Scan Rear**) button. The IDW will do a full screen scan of the appropriate side and the image will display. Using your mouse, position the mouse cursor over the upper left-hand corner of the front check image. Click the left mouse button, holding it down, and drag the mouse cursor to the lower right-hand corner of the front check image. You will notice an opaque white box covering the area you have just dragged your mouse over. When you have covered the image, release the mouse button.
6. The first image will be displayed. At this point you can use the **Image Enhancement** and **Annotation** tools to perfect your images. To see the second image, click the **Side 2** button



located on the **IDW Scanning Control** window. Again at this point you can use your **Image Enhancement** tools. For more information on using the enhancement tools, see the section in this chapter on Using the Image Enhancement Tools.

7. To deliver your image you can choose:

- Print from the **Toolbar** to print to the Windows default printer.
- Press P to print to the Windows default printer.
- Send from the **Toolbar** to e-mail your image as an attachment.
- Press Ctrl-2 to e-mail your image as an attachment.
- Press X to fax your image.
- he **Main Menu** File option followed by Print option and choose your fax print driver (or the Fax option) to fax your image.
- Press U to publish your image.
- The **Main Menu** File option followed by the Save or Save As option to save your image.

Scanning Simplex Film Images

To scan simplex images please use the following steps:

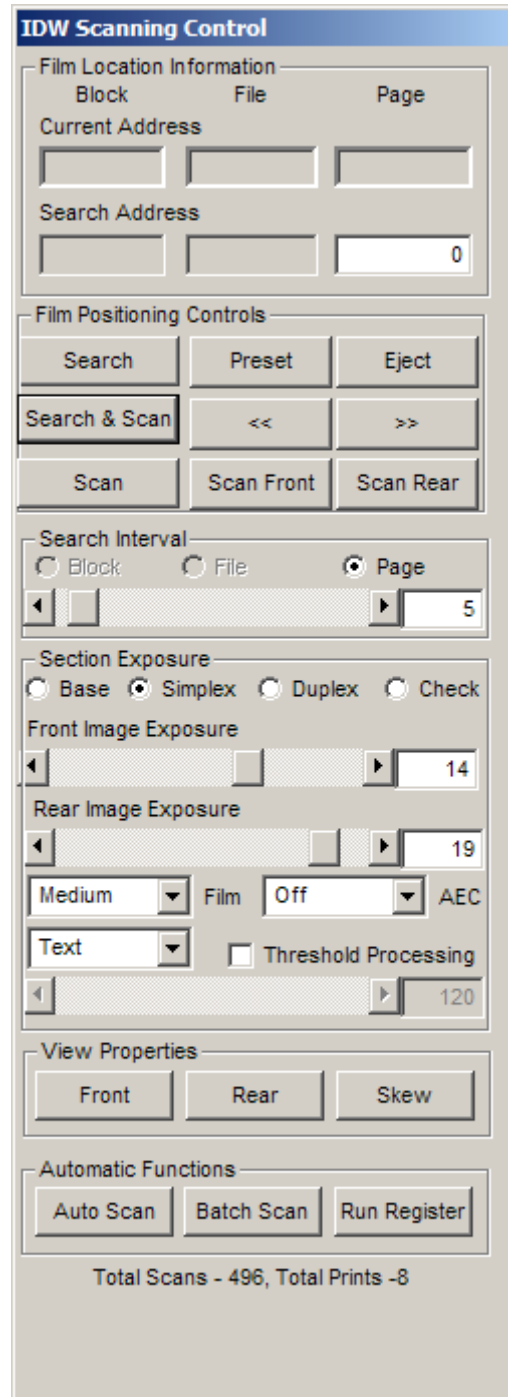
1. Click on the **Simplex Images** button, located in the lower half of the **IDW Scanning Control** window.
2. Enter the search address in the **Block, File & Page** fields. (*Depending on the film mode you have selected, some of these fields may be inactive.*) When finished click the **Search** button or press the **Enter** key. This will search for the desired address. Using the **Search & Scan** button will also display the appropriate image.
3. You may select any or all of the following options at this time. For more information on these options, see the **IDW Scanning Control** and **Print Options** sections of chapter one.

- Rotate Print 90 degrees
- Fit Image to Print Page
- Automatic Print

4. Use the **View Properties – Front** or **View Properties – Rear** button to move the film to the correct channel. Click the **Scan** button. The most recently defined simplex scan area (or the area stored in the loaded profile) will be scanned and displayed.
5. If the image is not acceptable it may be rescanned. Click on the **Scan Front** (or **Scan Rear**) button. The IDW will do a full screen scan of the appropriate side and the image will display. Using your mouse, position the mouse cursor over the upper left-hand corner of the front check image. Click the left mouse button, holding it down, and drag the mouse cursor to the lower right-hand corner of the front check image. You will notice an opaque white box covering the area you have just dragged your mouse over. When you have covered the image, release the mouse button.

6. At this point you can use the **Image Enhancement** and **Annotation** tools to perfect your image. For more information on using the enhancement tools, see the section in this chapter on **Using the Image Enhancement and Annotation Tools**.

7. To deliver your image you can choose:



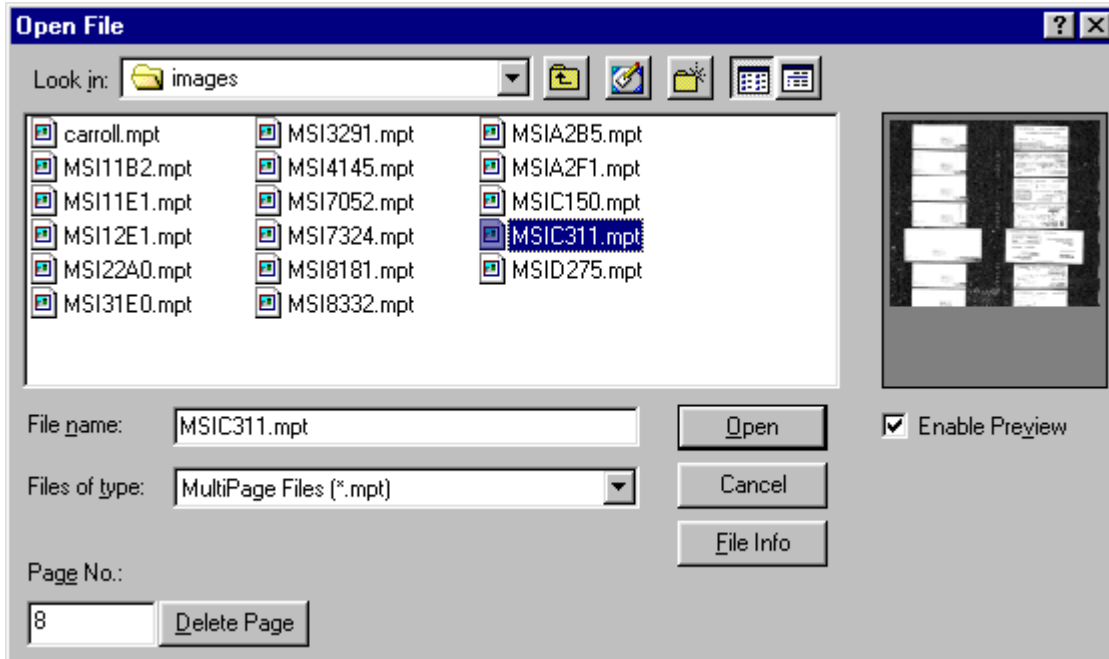
- Print from the **Toolbar** to print to the Windows default printer.
- Press P to print to the Windows default printer.
- Send from the **Toolbar** to e-mail your image as an attachment.
- Press Ctrl-2 to e-mail your image as an attachment.
- Press X to fax your image.
- The **Main Menu** File option followed by Print option and choose your fax print driver (or the Fax option) to fax your image.
- Press U to publish your image.
- The **Main Menu** File option followed by the Save or Save As option to save your image.

Creating and Maintaining Multi-Page TIFF Files

The Digital Image Delivery System provides complete support for Multi-Page TIFF files. A Multi-Page TIFF file is a TIFF file that contains more than one image. In DIDS these files always have the extension .mpt and are referred to as MPT files. This format provides great flexibility for storing like images (such as all the images of a photocopy request) and e-mailing or transferring the images as a group rather than one at a time.

DIDS offers many tools for creating MPT files. The simplest method is to open an image (or scan an image) then select File -> Save As -> Multiple Image; DIDS will suggest a random file name, accept it or change it, DIDS will automatically append the .mpt extension. This action sets the MPT to the "current MPT" and the MPT button on the toolbar will display the MPT file's name. The image title will also change to the MPT file name and list the page number.

To change the "current MPT" to an existing MPT file, simply open the MPT file in DIDS. The simplest to open the file is select File-> Open File; pull down the list labeled "Files of Type" and select "Multi-Page



Files (.mpt)". Then select the MPT file (it may be necessary to navigate to a different folder using standard Windows methods). If "Enable Preview" is checked this dialog box displays a thumbnail of the page in the Page No. box, this allows the user to locate a page within an MPT without opening the MPT by simply typing in the page number. The page listed in the Page No. box can be deleted by clicking on the Delete Page button. Clicking on the File Info button displays information about the page selected. Click on Open and DIDS will open the file in "MPT View". This viewing method displays the images one page at a time and provides a simple dialog for navigating within the MPT file:

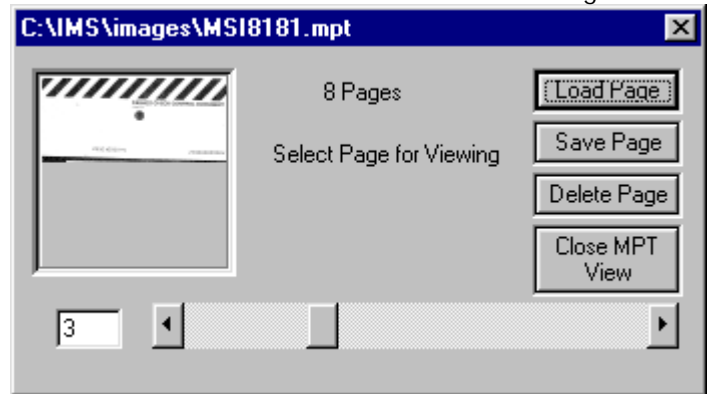
As the scroll bar is moved or the page number is changed a thumbnail view of the page is displayed.

Load Page – Clicking on Load Page displays the selected image on the main window. The image may be annotated or edited using the image and annotation tools.

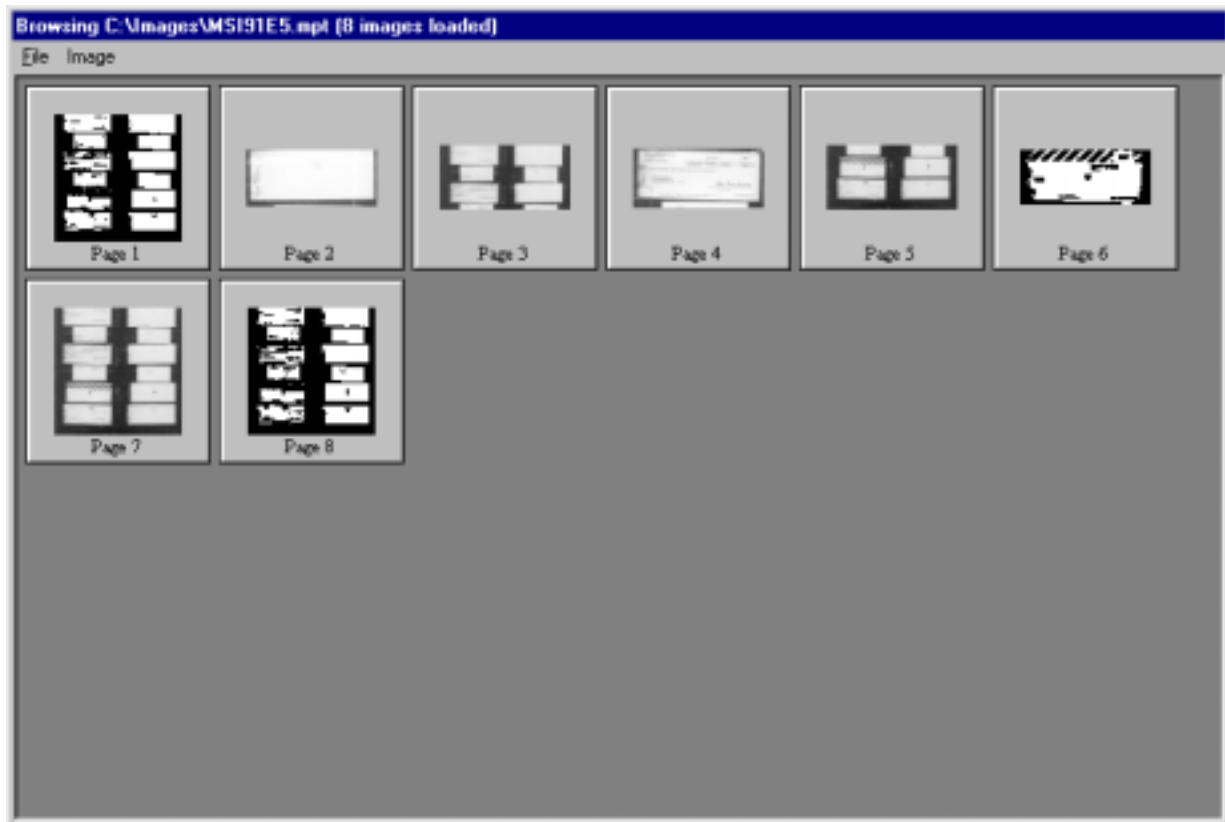
Save Page - Clicking on Save Page saves the changes.

Delete Page – Clicking on Delete Page deletes the page from the MPT View (and the MPT File).

Close MPT View – Clicking on Close MPT View closes the MPT View window and saves all changes to the mpt file. The mpt file is still the active mpt file and additional images may be added using the Add to MPT button.



Another method of opening an MPT and changing the current MPT to an existing MPT file is to browse an MPT in thumbnail mode. This method provides more navigation and flexibility in working with an MPT but is a slower method of loading the file and requires more memory and computer resources. Select File -> Browse MPT File from the menu. This will display the dialog box for selecting the MPT (this dialog is the same as the one described above). After selection the MPT will be opened in a thumbnail browse mode.



The loading speed may be increased by removing the check on the "Favor Quality over Speed when loading thumbnails" selection in the Configuration Screen (Options -> Configuration).

To navigate within this view use the scrollbar on the right hand side to move through the thumbnails (when there is more than one page). Clicking on an image will select it and display it in an editable view. To select an image or a group of images without displaying it hold down the CTRL while clicking on the thumbnail. Selected thumbnails will display in blue.

There are two menu options on the browse view window; File is for operations that affect all of the images, Image is for operations that affect only the selected image(s).

File



Save As – allows saving all of the images in the thumbnails as a new MPT file.

Print – prints all of the images in the thumbnails to the default printer.

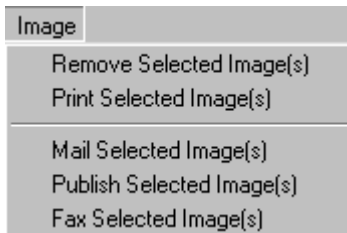
Fax – faxes all of the images in the thumbnails.

Publish – publishes all of the images in the thumbnails to the Internet or an Intranet.

Send – creates an e-mail message with an MPT file containing all the images in the thumbnails attached.

Close – closes the browse view and returns to the standard DIDS menu.

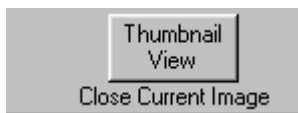
Image



- **Remove Selected Image(s)** – removes the selected image(s) from the view, does not remove the pages from the MPT.
- **Print Selected Image(s)** – prints the selected images to the default printer
- **Mail Selected Image(s)** – creates an e-mail message with an MPT containing the selected image(s) attached.
- **Publish Selected Image(s)** – publishes the selected

image(s) to the Internet or an Intranet.

- **Fax Selected Image(s)** – faxes the selected image(s).



When the thumbnail browse window is displayed an additional button labeled "Thumbnail View" is added to the toolbar. Clicking on this button closes the selected image or the Thumbnail View.

Add to MPT



The name of the "Current MPT" is always displayed below the Add to MPT button on the toolbar. To add an image to the MPT display the image, either by opening it or scanning a new image, then click on the Add to MPT button on the toolbar. The name displayed on the image window will change to reflect the MPT and the page number.

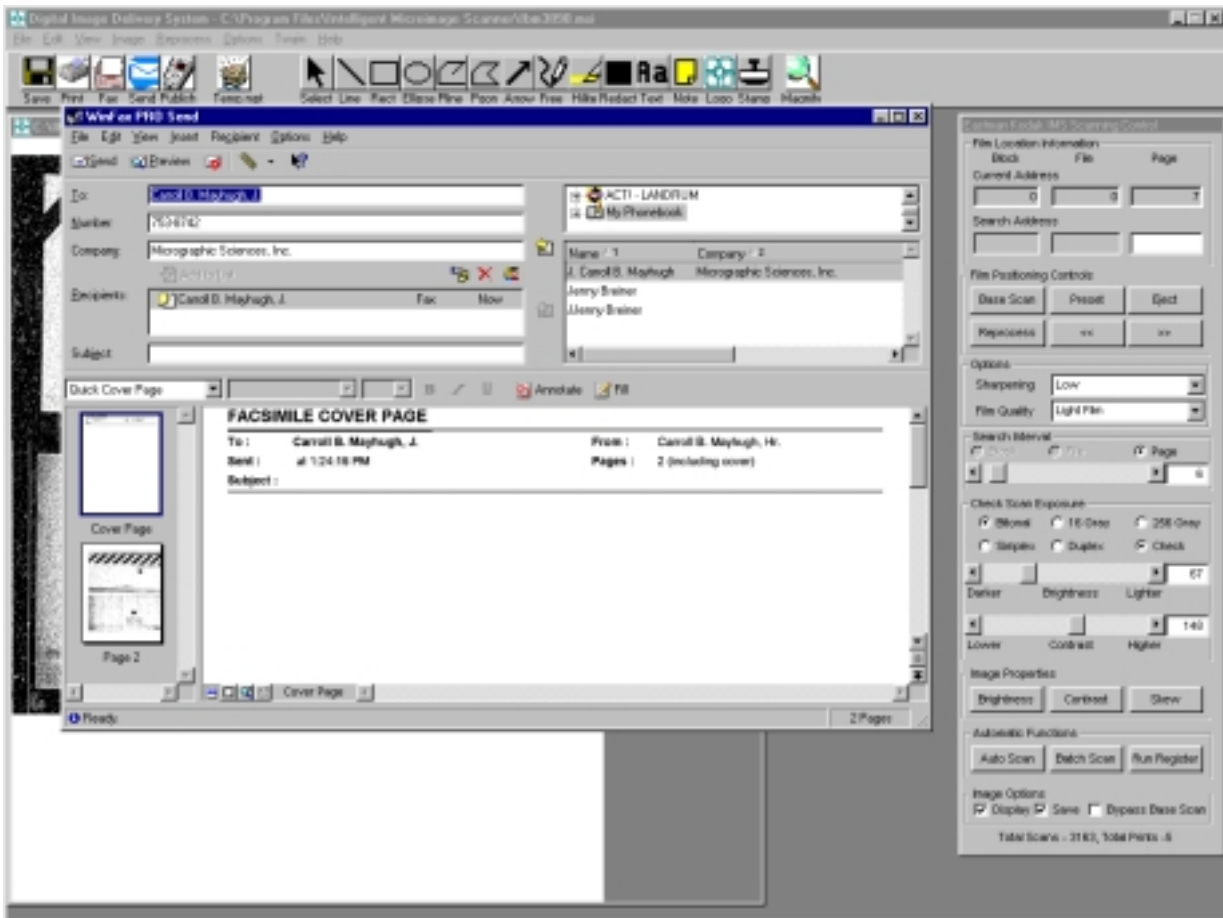
Faxing an Image

The Digital Image Delivery System can use any standard Windows Fax Printer Driver for faxing images, however there are several features that are available only when DIDS is used with Winfax Pro. Install Winfax Pro following the instructions received with Winfax Pro. Setup the phonebook and modem as described in the Winfax Pro manual. These instructions assume the use of Winfax Pro.

If Winfax Pro is available DIDS will automatically fax images in response to CAR commands.



It is very easy to fax an image, or a group of images, from DIDS. Simply display the image (or the browse view) and either click on the Fax button on the toolbar or depress the X key when the image window is active. DIDS will open the Fax Send screen. Typically this includes a cover sheet (the cover sheet may be customized within Winfax Pro) and a thumbnail of the image(s) to be faxed. Simply select the phonebook entry or enter the fax information and click on the Send button. The fax will be sent and maintained as per the Winfax Pro Setup. If there are more



images to be sent to the same fax recipient, leave the Send screen open (do not click on Send), and click on DIDS title bar with the mouse. Now bring up the other images, either by scanning them or opening them. Each time the Fax button on the toolbar (or the X key) is clicked the open image(s) will be added to the fax. When the fax is complete, switch over to Winfax Pro using ALT-Tab and click on the Send button.

Winfax Pro will maintain logs of the faxing operations and allow re-faxing of images which are not received. These logs and length of time that images are available for re-faxing depend upon the Winfax Pro setup. Please see the Winfax Pro manual for more details.

E-Mailing an Image

The Digital Image Delivery System uses the default SMTP mail program to e-mail images. Generally, any MAPI-Enabled e-mail program can be used. If Lotus Notes is to be used the client must be R5 or above or the client must have been patched to allow MAPI-compliance (see the Lotus Notes web site for more information).

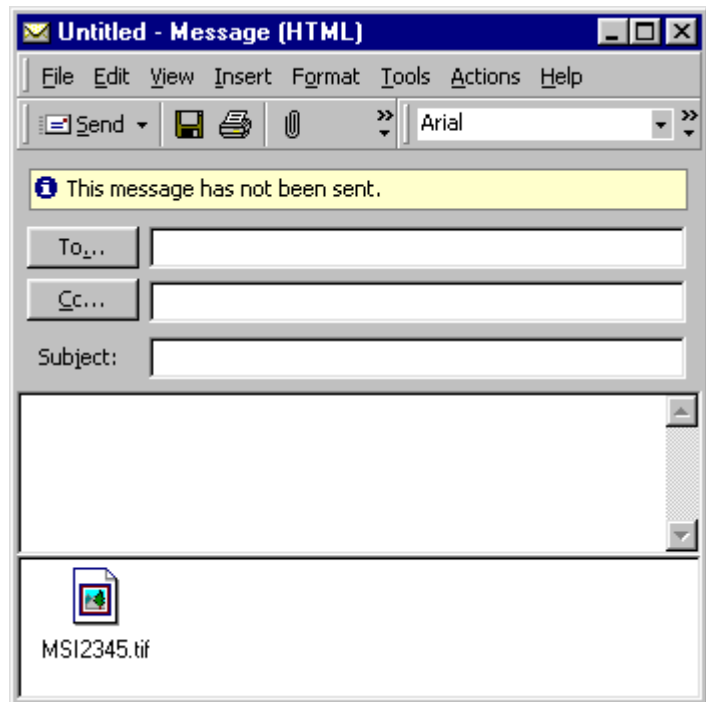


It is very easy to e-mail an image, or a group of images, from DIDS. Simply display the image (or the browse view) and either click on the Send button on the toolbar or depress the CTRL-2 key when the image window is active. DIDS will create an e-mail message with the image attached. Simply add the e-mail address, subject and any additional messages then click on the Send button.

The recipient must have a program for viewing the images. If the image is a TIFF file or an MPT it can be viewed using the Windows Imaging program that has shipped with Windows since Windows 95 B.

If Lotus Notes is being used as the mail program (see information above) the recipient can view the TIFF files in Notes if they have R4.6.2 or above.

As an alternative, the image can be saved as a JPEG file or a PNG file before e-mailing, these images are viewable in a browser.



Publishing an Image

The Digital Image Delivery System has the ability to Publish an image or group of images to an Internet or Intranet location. The image(s) are sent as JPEG images and may be viewed in a Web Browser. This option also creates an e-mail message containing the URL of the image. The e-mail message is created using a template.



To publish an image or group of images display the image (or browse view) and click on the Publish button on the toolbar or depress the U key when the image window is active. This will display the Publish on the Internet window (if you do not need to change any of the information on this window, check the "Do Not Show This Again" option, if it is necessary to turn this window back on, check the "Show FTP Information" option on the Configuration screen).

Send – Click this button to initiate the ftp transfer or file save.

Cancel – Click this to cancel the ftp transfer.

FTP Server Identification –

Enter the name of the ftp server.

Publish image to folder – enter the full path of the destination folder on the server.

Web address of image – Enter the URL of the destination folder. If the URL begins File:// DIDS will send the image to a local folder (in this case the "Publish image to folder" space must contain a fully qualified local or network path).

User Name – Enter the user login name for the ftp server.

Password – Enter the login password for the ftp server.

Save Password – If this is clicked the password will be saved in the INI file, please note that the saved password is not encrypted.

E-Mail Template – Contains the

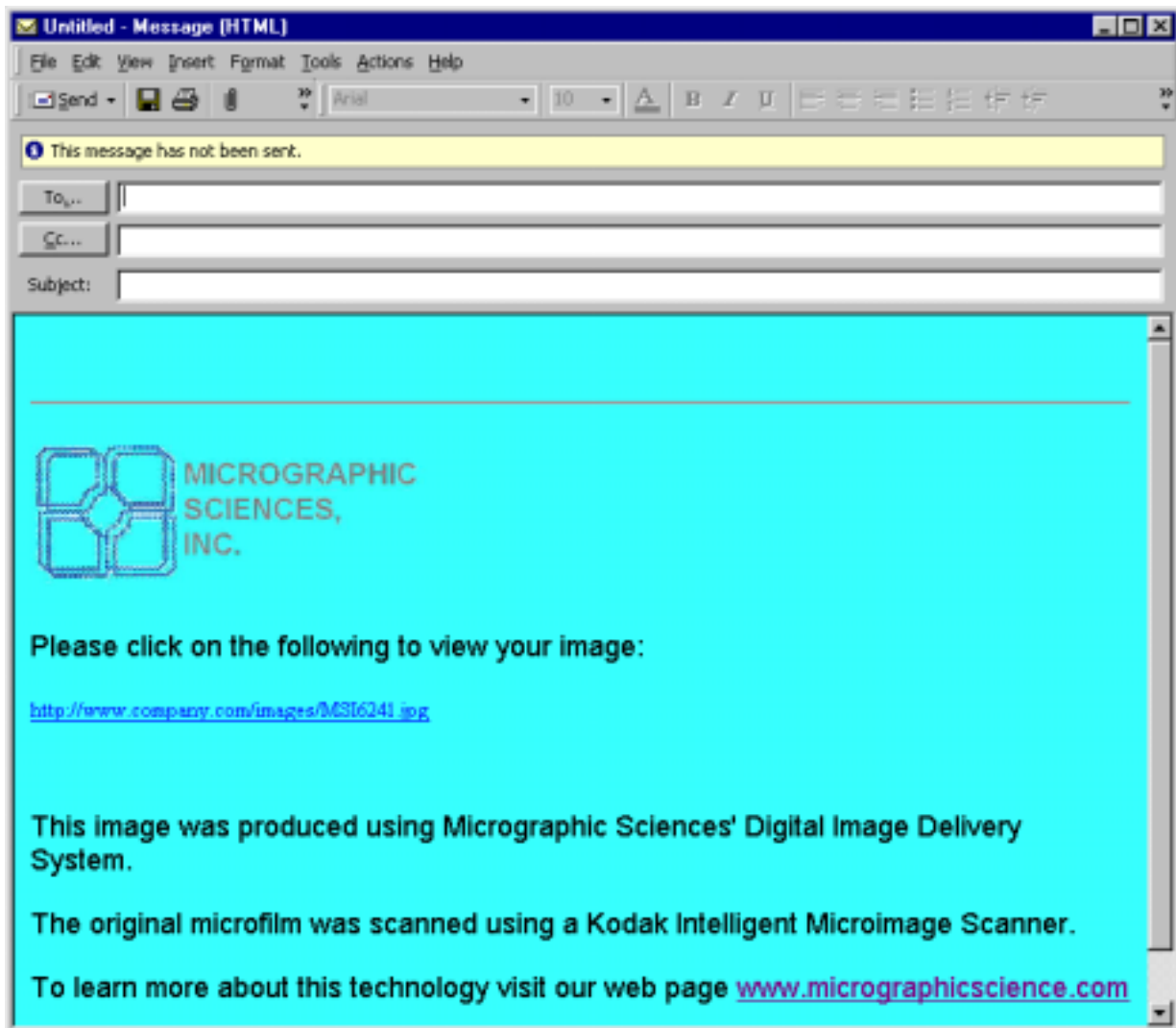
name of an HTML file containing the template for the E-Mail Message. The template can contain any valid HTML but must include a line that reads: <INSERT LINK>

Do Not Show This Again – If this is checked, this window will not display and DIDS will use the saved information.

Full Size / ½ Size / 1/3 size – DIDS will resize the image before sending it to the destination folder.

A screenshot of the "Publish on the Internet" dialog box. The title bar is blue with the text "Publish on the Internet" and a close button. The dialog has a light gray background. At the top right are "Send" and "Cancel" buttons. Below are several input fields: "FTP Server Identification" with "ftp.server.com", "Publish image to folder" with "/images/", "Web address of image" with "http://www.company.com/images/", "User Name" with "UserName", "Password" with "*****" and a checked "Save Password" checkbox, and "E-Mail Template" with "C:\Program Files\imstdids\request.tpl". At the bottom are radio buttons for "Quality" (Best (large image) is selected, Better (medium image), Good (small image)) and checkboxes for "Do Not Show This Again" (unchecked) and radio buttons for image size (Full Size is selected, 1/2 Size, 1/3 Size).

The following image shows a sample E-Mail message created with a template. The template used for this message is on the next page.



```
<html>

<head>
<meta http-equiv="Content-Language" content="en-us">
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<title>New Page 1</title>
</head>

<body bgcolor="#33FFFE">

<p></p>
<p><font face="Arial" size="4">Please click on the following to view your image:</font></p>
<INSERT LINK>
<p>&nbsp;</p>
<p><font face="Arial" size="4">This image was produced using Micrographic
Sciences' Digital Image Delivery System.</font></p>
<p><font face="Arial" size="4">The original microfilm was scanned using a Kodak
Imagelink Digital Workstation.</font></p>
<p><font face="Arial" size="4">To learn more about this technology visit our web
page <a
href="http://www.micrographicsciences.com">www.micrographicscience.com</a></font></p>
<p>&nbsp;</p>

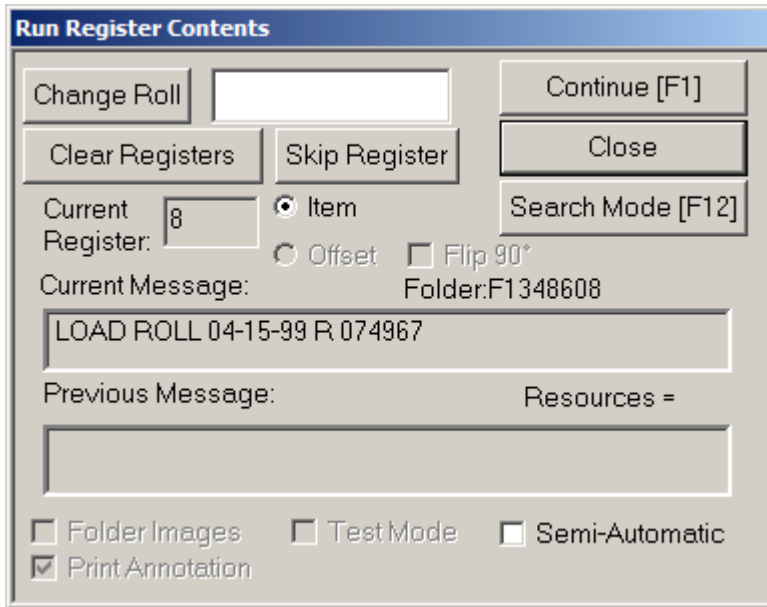
</body>

</html>
```

Using the CAR Emulator

The Digital Image Delivery System has the ability to interpret downloaded CAR commands and perform the indicated actions. DIDS does not support any direct CAR commands.

The CAR commands supported by DIDS are a subset of the commands supported by the IDW and are listed in Appendix C.



An optional component (DIDSCAR.EXE) is required to download the CAR commands. DIDSCAR.EXE must reside in the application folder and requires a free COM port and is usually run at startup.

Click on the **Run Register** button on the **IDW Scanning Control** to run a stored download.

This will display the Run Register Contents window. The Current Register box will contain the lowest numbered register present.

Click on the **Start [F1]** button to initiate the download execution (the

button's caption will change to **Continue [F1]**). The Current Register box will list each register as it is performed. The Current Message Space will display information for the operator, similar to the small LCD screen on the IDW. As the operator performs requested tasks, clicking on the **Continue** button will advance to the next register.

To begin at a different register or skip to a different register, type the roll number into the **Change Roll** box and click on **Change Roll**.

In response to the Search command DIDS will advance the film to the correct image location. The operator is responsible for scanning the correct image. Once the correct image is displayed the operator clicks on the Continue button to advance to the next register.

If annotations received in the download are to be printed on the image, the Print Annotation option must be checked. The annotations will be printed in the location and in the font selected in the Configuration screen (Options -> Configuration). DIDS will ignore any annotation placement commands received in the download.

If the images are to be foldered on an ANF Server (an optional product) or an IDW+ Node the Folder Images option must be checked and the node must be available on the network.

If the Test Mode option is checked, DIDS will display each command before execution.

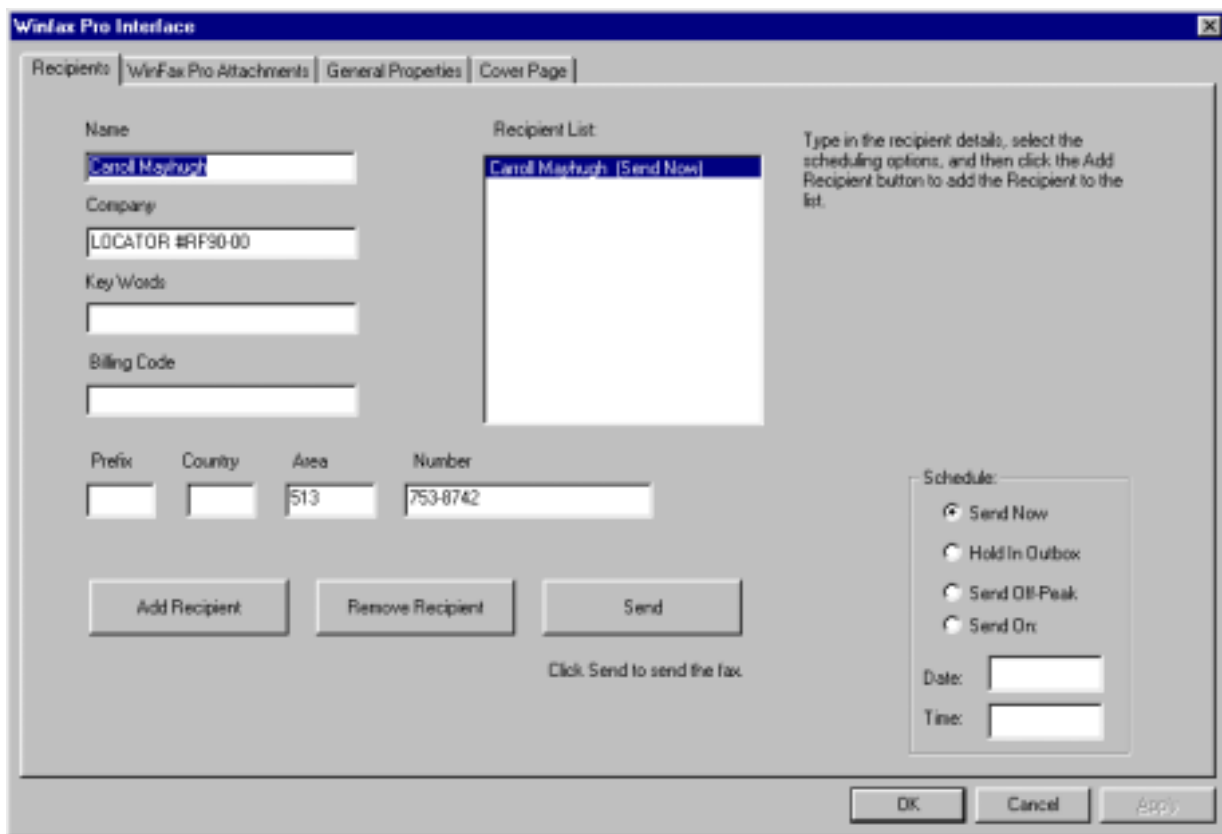
If a fax command is received in a download (and Winfax Pro is present), DIDS will prepare the fax and automatically send it. By default DIDS displays a Fax Wizard that allows the operator to verify fax information (or add other documents). This wizard will not be displayed if the file node.ini is present in the windows folder and contains the following lines:

[DIDSFAX]
AutoSend=1

If the fax wizard is displayed the operator may click on the Send button if everything is okay, or double click on the recipient and modify the options or add another recipient. To add an attachment, select the Winfax Pro Attachments button. To add or modify the default cover page select the Cover Page Tab.

The General Properties tab allows the subject line to be changed, the fax to be previewed, the fax resolution to be changed and fax deletion settings to be modified.

After all changes have been made, return to the Recipients tab and click on the Send button.



Using the Image Enhancement and Annotation Tools

The Image Enhancement and Annotation tools are provided to help you perfect your scanned images to the quality you customers desire. The Annotation toolbar is located at the top of the screen. The Image Enhancement Tools can be accessed from the Image menu option on the Main Toolbar or pressing the "M" key on the keyboard will display a pop-up menu of these tools.

Refer to the list of tools below on the instructions on their use. Refer the Image Annotation Toolbar section in chapter one for a description of the purpose of these tools:



Click the **Save** button (the disk icon) to save changes to the current image using the current name.



Click the **Print** button to print the image to the default printer.



Click the **Fax** button to fax the current image.



Click the **Send** button to automatically run the mail program, create a new message and inserts the image. DIDS uses the Windows default SMTP mail program.



Click the **Publish** button to publish the image to the Internet or an Intranet.



XXXXXXXX.mpt Click on the xxxxxxxx.mpt button to add the current image to the named MPT file.



Click on the **Select** button to cancel the current tool and return to select mode.



Click the **Line** button and move your mouse to the display window. Position the mouse over the image where you wish to start the line. Click and hold the left mouse button down. Drag the mouse to where you wish the line to end. When you are satisfied with the position of the line, release the mouse button.



Click the **Rectangle** button. Position the mouse over the image where you wish to start the rectangle. Click and hold the left mouse button down. Drag mouse in a diagonal line until the rectangle meets the desired size. When you are satisfied with position of the rectangle, release the mouse button.



Click the **Ellipse** button. Position the mouse over the image where you wish to start the ellipse. Click and hold the left mouse button down. Drag mouse in a diagonal line until the Ellipse meets the desired size. When you are satisfied with position of the ellipse, release the mouse button.



Click the **Polyline** button. Position the mouse over the image where you wish to start the polyline. Click and hold the left mouse button down. Drag the mouse to where you would like the first line to end and release the mouse button. Repeat clicking, holding and dragging until you are satisfied with the position of you line. When you are satisfied, double click the left mouse button to set you line in place.



Click the **Polygon** button. Position the mouse over the image where you wish to start the polygon. Click and hold the left mouse button down. Drag the mouse to where you would like the first line to end and release the mouse button. Repeat clicking, holding and dragging until your last line meets your first line. When you are satisfied with the position of you polygon box, double click the left mouse button to set it in place.



Click the **Arrow** button and move your mouse to the display window. Position the mouse over the image where you wish to start the line. Click and hold the left mouse button down. Drag the mouse to where you wish the line to end. When you are satisfied with the position of the line, release the mouse button.



Click the **Free Hand** button. Position the mouse over the image where you wish to start the line. Click and hold the left mouse button down. Drag mouse in a until the line meets the desired pattern or form. When you are satisfied with position of the line, release the mouse button.



Click the **Hilite** button. Position the mouse over the image where you wish to start the hilite box. Click and hold the left mouse button down. Drag mouse in a diagonal line until the rectangle meets the desired size. When you are satisfied with position of the rectangle, release the mouse button.



Click the **Redact** button. Position the mouse over the image where you wish to start the redact box. Click and hold the left mouse button down. Drag mouse in a diagonal line until the rectangle meets the desired size. When you are satisfied with position of the rectangle, release the mouse button.



Click the **Text** or **Note** button. Next, click and hold the left mouse button down. Drag mouse in a diagonal line until the rectangle meets the desired size. When you are satisfied with position of the rectangle, release the mouse button and this will insert your text message. This will display the Enter Text window. Type in the text you wish to insert and then click the OK button.

The only difference between a Note and a Text message is the Note message has a non-transparent background and the Text message has a transparent background.



Click the **Logo** button. Position the mouse over the image where you wish to place the logo image. Click and hold the left mouse button down. Drag mouse in a diagonal line until the rectangle meets the desired size. When you are satisfied with position of the rectangle, release the mouse button and this will insert the **DIDS** logo. To change this logo to your own, see the section in chapter one on the **Main Menu**. The **Configuration** option is located in the **File** topic.



Stamp

Click on the **Stamp** button to draw a pre-defined "Rubber Stamp" on the image. There is no keyboard equivalent.

***Note:** After drawing any of the objects listed above, you can right click on the object to provide a menu for modification.*

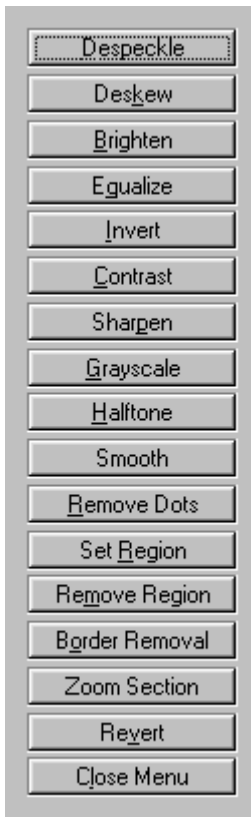


Click the **Magnify** button, this will display your mouse cursor as a magnify glass. Move your mouse over the image you wish to zoom in on and click, holding the left mouse button down. To zoom to another area of the display window, continue holding the mouse button down and drag the mouse. You will notice the zoomed portion of the image displayed in the lower right-hand corner of the screen. Releasing the mouse button will deactivate the magnify option. To reactivate magnify option, click the Magnify button again or press the Ctrl + G key.

Image Enhancement Tools

The Image enhancement tools provide you a way to fine-tune or perfect the quality of your images. For a complete description of functions of these tools, please see the Main Menu section of chapter one, sub topic "Image". You can activate the Image Enhancement Menu by pressing the "M" key on the keyboard.

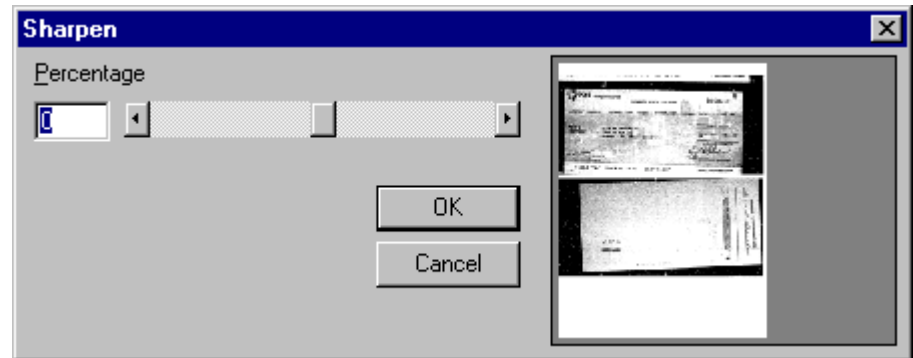
The tools listed below operate similarly, although they have different effects on your image.



- Brighten – Ctrl+B Key
- Contrast – Ctrl+C Key
- Despeckle – Ctrl+D Key
- Sharpen – Ctrl+S Key

To use these tools use the following steps:

1. Press the desired tools shortcut key or press the "M" key to display the Image Enhancement Menu and click on the desired tool button.



2. Move the scroll bar left or right to add the desired positive or negative results. The change will display on the thumbnail.
3. Click the OK button to apply the change. Click the Cancel button to

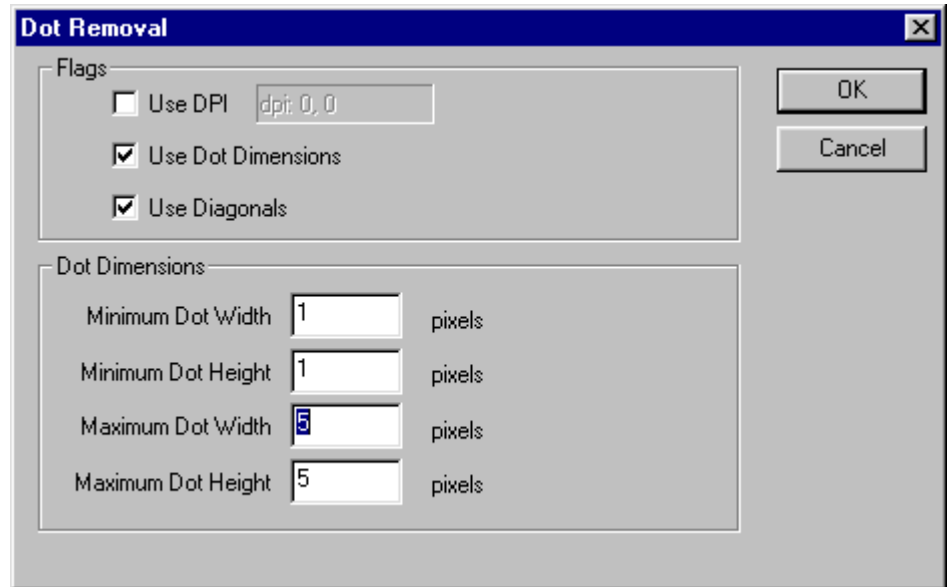
abort the change.

The tools listed below are single click tools. When you select any of the following tools the image is automatically adjusted for you. You can activate these options by pressing the associated shortcut key or Press the "M" key to display the Image Enhancement menu and click on the desired tool button.

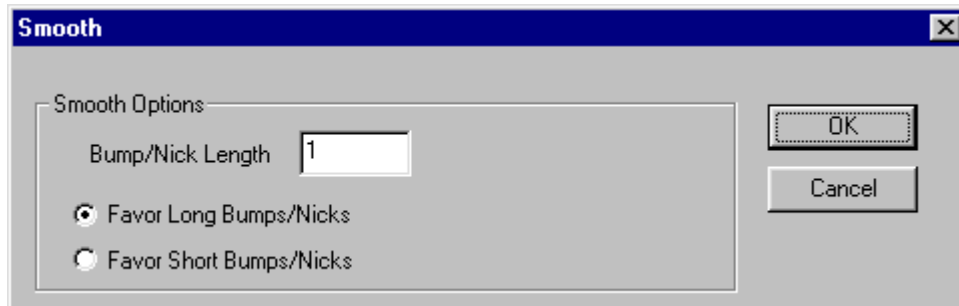
- Deskew – Ctrl+K Key
- Equalize – Ctrl+Q Key
- Invert – Ctrl+I Key
- Grayscale – Ctrl+G Key
- Halftone – Ctrl+H Key
- Revert – Ctrl+V Key

The next two tools act on Bitonal images only.

Remove Dots from Bitonal Images – finds and removes dots, specks, and blobs of various sizes in 1-bit (Bitonal) image. This function works only on 1-bit black and white images. If a region is selected, only the selected region will be changed by this function. If no region is selected, the whole image will be processed. This is similar to the Despeckle option except the user may specify the exact size of dots to be removed.



Smooth Bitonal Images – smooths the text in scanned text documents. This function works only on 1-bit black and white (Bitonal) images. If a region is selected, only the selected region will be changed by this function. If no region is selected, the whole image will be processed.



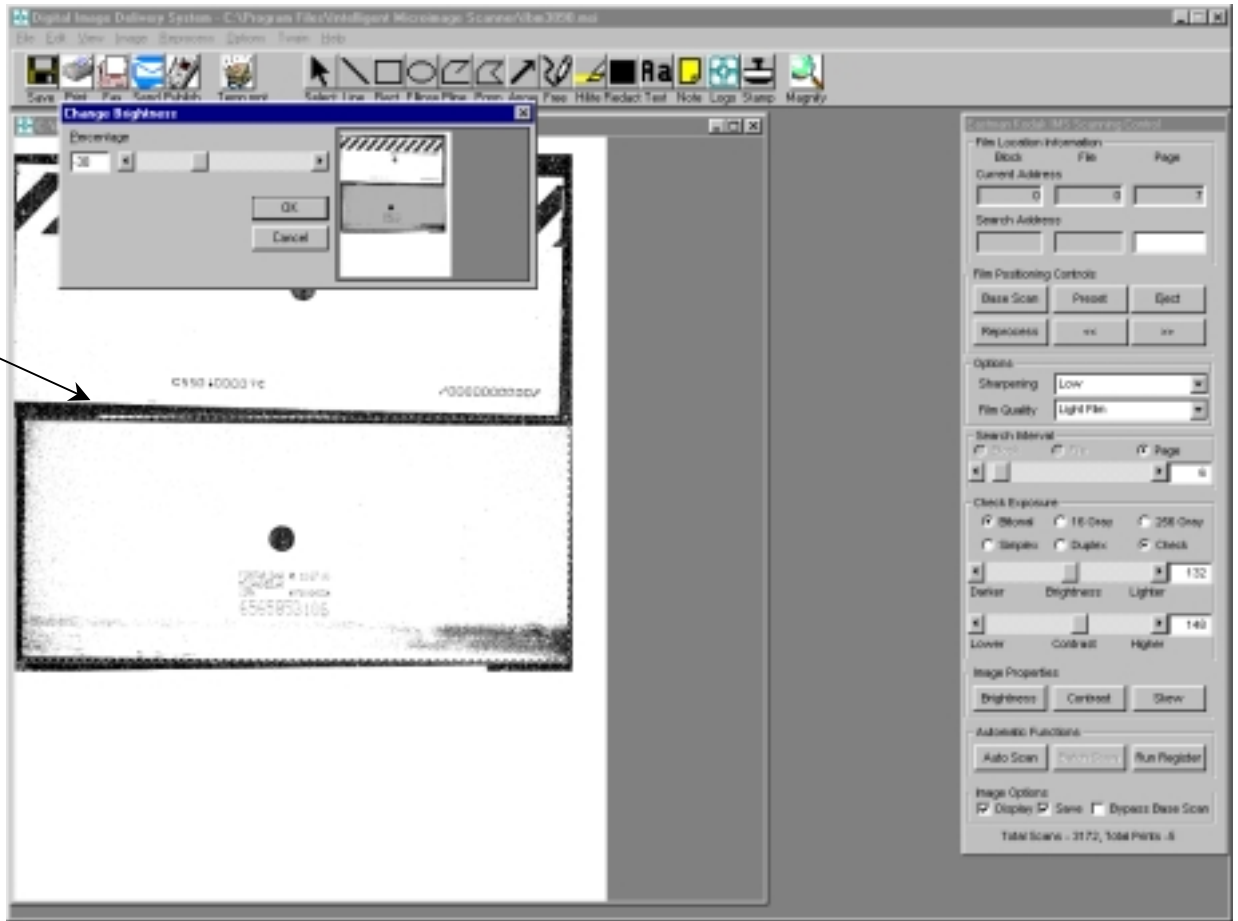
The remaining Image Enhancement Tools help in perfecting a specific area of the image. The **Set Region** tool works in conjunction with the tools listed above, e.g., If you have a check image with a background picture you may wish to brighten just this area of the image. To perform this task you would use the **Set Region** tool to define the area you wish to adjust, followed by the **Brighten** tool to enhance the image.

Please use the following instruction in using the **Set Region** tool:

1. Press the Ctrl+R Key or Press the "M" Key and click the Set Region button from the Image Enhancement Menu.
2. Position the mouse over the image where you wish to start the region box. Click and hold the left mouse button down. Drag mouse in a diagonal line until the rectangle meets the desired size. When you are satisfied with position of the rectangle, release the mouse button.
3. Enhance the selected area of the image by pressing the desired enhancement tools shortcut key or press the "M" key to display the Image Enhancement Menu and click on the desired tool button.

- When you are finished enhancing the image area, remove the region by pressing the Ctrl+M key or by selecting the Remove Region tool option from the Image enhancement Menu.

The dotted line around the image indicates a region is set.



The final Image Enhancement Tool you need to know how to use is the **Border removal** tool. Please use the following instruction in using the **Border Removal** tool:

- Press the Ctrl+O Key or Press the "M" key and click the Set Region button from the Image Enhancement Menu.
- Position the mouse over the image where you wish to start the region box. Click and hold the left mouse button down. Drag mouse in a diagonal line until the rectangle meets the desired size. When you are satisfied with position of the rectangle, release the mouse button.
- Repeat step 2, covering each individual area of the image that you wish to keep with a region box.
- When you have finished setting the region box(s), click the right mouse button. This will remove all areas of the image that where not inside a region box.

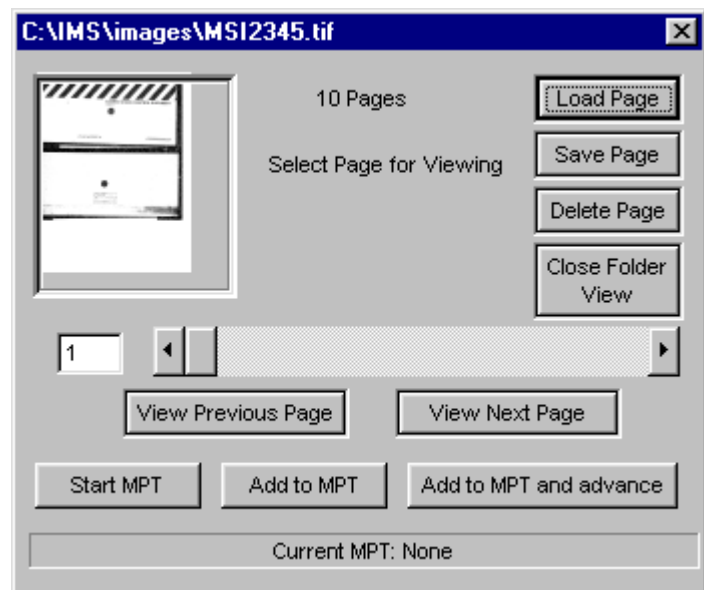
Working with Folder View

DIDS creates and reads single page and multi-page TIFF files. Multipage TIFF files contain more than one image. In DIDS these files have a .mpt extension. DIDS provides several tools for creating MPT files. The most versatile is the Folder View.

To open a Folder in Folder View, choose File -> Open Folder option from the main menu. Select the folder. DIDS will load the images, display the first page and display the Folder View Control window. This control allows display, manipulation and editing of individual images in the folder and creation of and manipulation of an mpt file. To open an existing MPT file in Folder View, select File -> Open File and select an existing MPT file.

As the scroll bar is moved or the page number is changed a thumbnail view of the page is displayed.

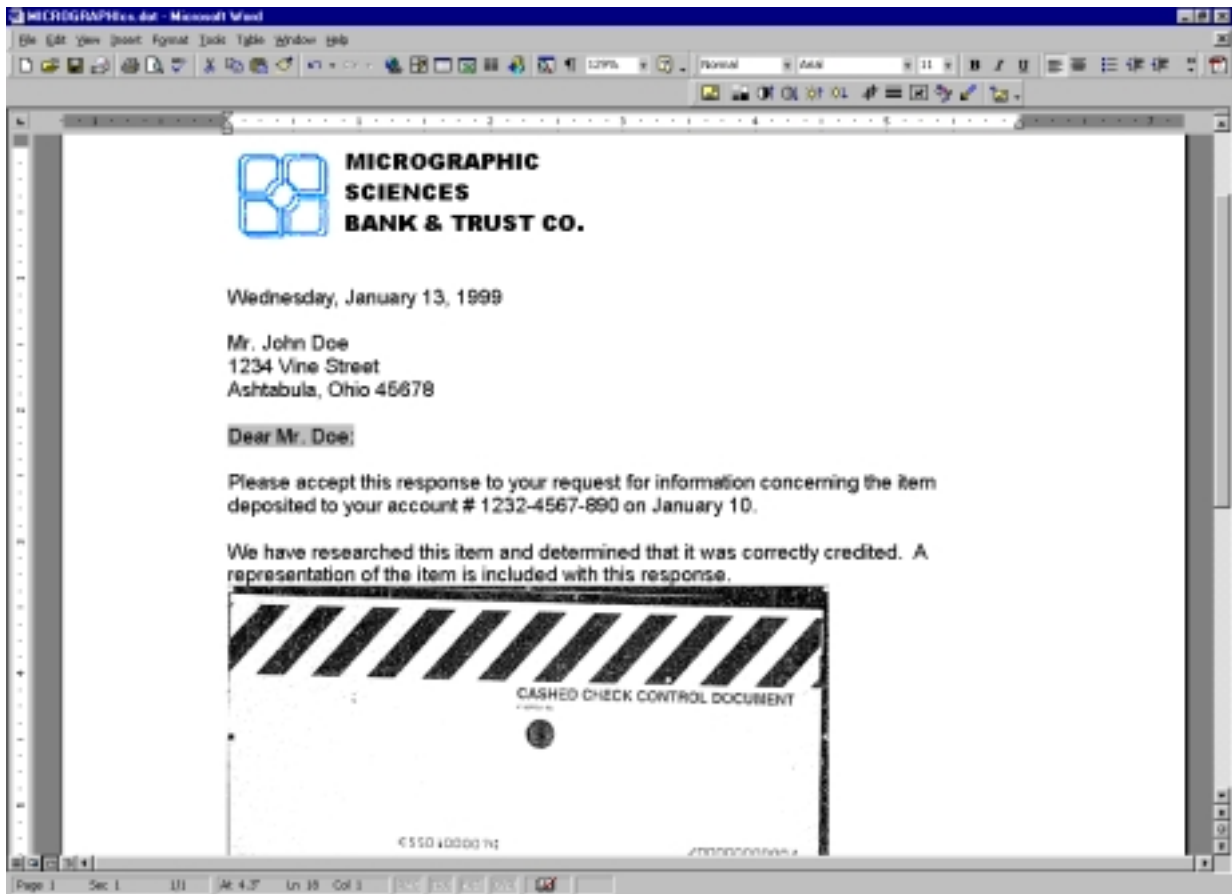
- **Load Page** – Clicking on Load Page displays the selected image on the main window. The image may be annotated or edited using the image and annotation tools.
- **Save Page** - Clicking on Save Page saves the changes.
- **Delete Page** – Clicking on Delete Page deletes the page from the Folder View.
- **Close Folder View** – Clicking on Close Folder View closes the Folder View window and saves all changes to the mpt file. The mpt file is still the active mpt file and additional images may be added using the Add to MPT button.
- **View Previous Page** – Clicking on View Previous Page decrements the page number and displays the previous page.
- **View Next Page** - Clicking on View Next Page increments the page number and displays the next page.
- **Start MPT** – Clicking on Start MPT saves the current image as a new mpt file.
- **Add to MPT** – Clicking on Add to MPT adds the current image to the mpt file.
- **Add to MPT and advance** – Clicking on Add to MPT and advance adds the current image to the MPT and displays the next image.



Transferring an image to another application

Pressing the **W** key facilitates transferring a section of the image to a word processing document. To best use this option it is necessary to set up templates in your word processor that include macros to insert and position your image.

1. Press **W**, DIDS will prompt "Select area to be transferred to Word Processor Document". Click OK.
2. Select the area to be transferred by using your mouse. Position the mouse cursor over the upper left-hand corner of the desired area. Click the left mouse button, holding it down, and drag the mouse cursor to the lower right-hand corner of the area. You will notice an opaque white box covering the area you have just selected.
3. DIDS will display a dialog box requesting the shortcut or template to open.
4. Select the shortcut or template.
5. DIDS will open the application referenced by the shortcut or template. If there is a startup macro that pastes the image the application will execute it.



6. Sample shortcut - *"C:\Program Files\Microsoft Office\Office\WINWORD.EXE" mNormal.NewMacros.Macro1* This will run Microsoft Word and execute the macro NewMacreo.Macro1 in the Normal.dot template.
7. Sample macro –

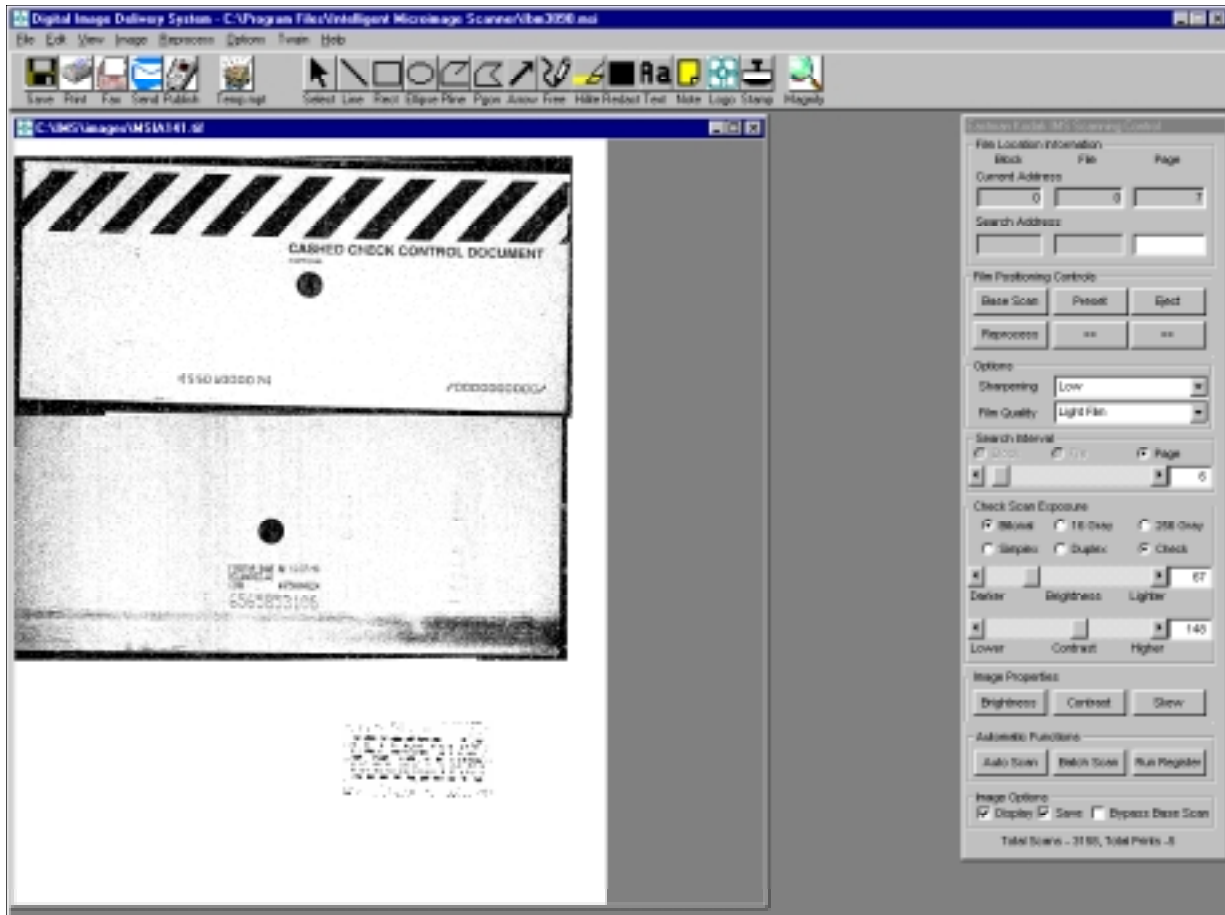
```
Sub Macro1()  
' Macro1 Macro  
Documents.Add Template:= _  
"C:\Program Files\Microsoft Office\Templates\MICROGRAPHICS.dot", _  
NewTemplate:=False  
Selection.MoveDown Unit:=wdLine, Count:=17  
Selection.TypeParagraph  
Selection.Paste  
Selection.Paste  
ActiveDocument.Shapes("Picture 2").Select  
Selection.ShapeRange.ScaleWidth 0.62, msoFalse, msoScaleFromTopLeft  
Selection.ShapeRange.ScaleHeight 0.62, msoFalse, msoScaleFromTopLeft  
ActiveWindow.ActivePane.LargeScroll Down:=-2  
Selection.ShapeRange.IncrementLeft 32.4  
Selection.ShapeRange.IncrementTop -1.25  
End Sub
```

This macro will open the template Micrographics.dot, insert and position the image.
You may now use the Word Processor's menu to print, save, e-mail, etc..

Zoom in on a Section of the Image

Pressing the Z key allows the selection of a section of the image and reinsertion of the enlarged section. This provides a quick and easy method of emphasis.

1. Follow the previous instructions to obtain the image.
2. Press the letter Z. The cursor will momentarily change to a crosshairs and the message "Select area to be zoomed" displays. Click on OK to clear the message.
3. Select the area to be enlarged by using your mouse. Position the mouse cursor over the upper left-hand corner of the desired area. Click the left mouse button, holding it down, and drag the mouse cursor to the lower right-hand corner of the area. You will notice an opaque white box covering the area you have just selected.
4. When the mouse button is released the selected section will be copied, enlarged and reinserted in its original position.
5. To move the enlarged portion, select it with the mouse and drag it (holding down the left mouse button and moving the mouse) to the location.



Appendix - A

Miscellaneous keyboard options

Ctrl-A	Selects the Arrow tool.
Ctrl-B	Brightens the image.
Ctrl-C	Adjusts the contrast of the image.
Ctrl-D	Despeckles the image.
Ctrl-E	Equalizes the image.
Ctrl-F	Selects the Free Hand tool.
Ctrl-G	Selects Magnify mode.
Ctrl-H	Selects the Hilite tool.
Ctrl-I	Inverts the image.
Ctrl-K	Deskews the image.
Ctrl-L	Selects the Line tool.
Ctrl-M	Cancel the region selection.
Ctrl-N	Selects the Note tool.
Ctrl-O	Selects the Logo tool.
Ctrl-P	Selects the Polyline tool.
Ctrl-R	Allows selection of a region.
Ctrl-S	Sharpens the image.
Ctrl-T	Selects the Rectangle tool.
Ctrl-Y	Selects the Polygon tool.
Ctrl-X	Selects the Text tool.
Ctrl-0	Selects the Ellipse tool.
Ctrl-1	Selects the Redact tool.
Ctrl-2	E-Mails the image.
Ctrl-3	Prints the image.

F1	Inserts Message 1
F2	Inserts Message 2
F3	Inserts Message 3
F4	Inserts Message 4
F5	Inserts Message 5
F6	Displays the last Section selection.
F7	Displays the last front and back image selections.
F8	Displays the % of toner coverage
F9	Removes the black border using Software removal.
B	Reprocesses the Base Scan.
C	Reprocesses the front and rear images.
E	Sets Text & 256 Gray Mode.
F	Reprocesses the front image.
M	Displays the image menu.
P	Prints the image.
Q	Sets 256 Gray Mode.
R	Reprocesses the rear image.
S	Reprocesses the Section scan.
T	Sets Bitonal Mode.
X	Faxes the image.

Home – Loads the microfilm.

End – rewinds and unloads the microfilm.

Page Up – advances the film 1 screen and displays the image

Page Down – moves the film 1 screen in reverse and displays the image

Appendix B

INI Settings

Many of the settings for DIDS are stored in the IDWDIDS.INI file in the windows directory. Most settings are set and maintained by DIDS, however there are a few that may be manually changed to affect the behavior of DIDS. To change these settings open IDWDIDS.INI in notepad or another text editor.

```
[MSIDIDS]
ProductName=Digital Image Delivery System
BatchScan=TRUE
ImageSize=Center
RubberStamp=8
imagepath=C:\IDW\images
folder=
mail=
node=
datetimestamp=FALSE
message1stamp=FALSE
tiff_files=1
FlipBack=TRUE
ShowFTP=TRUE
UseNames=FALSE
TotalScans=3172
logo=msisym.bmp
SkipBlankImages=FALSE
MinPctCoverage=
text1=Courtesy of your financial institution
text2=Confidential
text3=Do Not Copy
text4=Best Possible Copy
text5=Confidential
ProfilePrompt=1
TestMode=0
MessageFontSize=75
Fax=WinFax
FontSize=75
```

[EASTMAN KODAK_WINDOW_2]

TestMode=FALSE	Setting to TRUE causes DIDS to display all error messages
ToolRect=TRUE	Setting to FALSE disables Rectangle button
ToolEllipse=TRUE	Setting to FALSE disables Ellipse button
ToolPolygon=TRUE	Setting to FALSE disables Polygon button
ToolPointer=TRUE	Setting to FALSE disables Magnify button
ToolFreehand=TRUE	Setting to FALSE disables Free Hand button
ToolArrow=TRUE	Setting to FALSE disables Arrow button
ToolHilite=TRUE	Setting to FALSE disables Highlight button
ToolRedact=TRUE	Setting to FALSE disables Redact button
ToolText=TRUE	Setting to FALSE disables Text button
ToolNote=TRUE	Setting to FALSE disables Note button

ToolLogo=TRUE

Setting to FALSE disables Logo button

[IDW_SETUP]

Version=01.00.03

NewSetup=FALSE

Interval=6

MaxInterval=50

ToolTop=42

ToolLeft=3

ToolBottom=98

ToolRight=1151

AnnotateTop=18

AnnotateLeft=842

AnnotateBottom=299

AnnotateRight=901

ScanWindowTop=102

ScanWindowLeft=897

ScanWindowBottom=802

ScanWindowRight=1148

ThumbnailQuality=1

ResizableChecks=0

ChildTop=60

ChildLeft=0

ChildBottom=806

ChildRight=712

WindowsNT=0

[IDW_SEARCH]

AnnotationFont=COURIER

AnnotationFontSize=75

XPosition=3

YPosition=8

DocumentName=NONE

[PUBLISH]

FTPServer=ftp.server.com

UserName=UserName

PassWord=PassWord

Folder=/images/

WebAddress=http://www.company.com/images/

Template=IDWsamp.tpl

ImageSize=1

ImageQuality=2