Operator's Guide:

VersaIMAGE 32
and the
Fuji M-Drive

Microfilm Scanner

GENERAL INFORMATION ABOUT THIS GUIDE:
This guide contains the three following main segments:

A.   PROPERTY SETUP SECTION

B.   QUICK DEMO GUIDE and a

C.   VersaIMAGE GENERAL SUBJECT GUIDE.

The QUICK DEMO GUIDE uses an internally stored database named DEMOBLUE. By following the exact steps outlined in DEMOBLUE you will be able to demonstrate most features of VersaIMAGE quickly without the need of an M-Drive connected to your computer.

The VersaIMAGE GENERAL SUBJECT GUIDE is organized by subject or feature capabilities. The logical subjects are grouped together and indexed appropriately. When required, to aid in understanding, the SUBJECT GUIDE also refers to the DEMOBLUE or the VersaIMAGE Manual microfilm and database.

COMPUTER REQUIREMENTS AND SETTINGS:
Pentium Class Processor preferred.
64MB of RAM 500MB+ of Fixed Disk Space.
Allow at least 20MB for TEMP FILE space.
Note: VersaIMAGE deletes these files automatically)
- VersaIMAGE is a 32 bit product for **WINDOWS-95, 98 or NT**

Network: Have Systems Administrator set record locks follows:
(Record length 100 - Minimum 2500, 100+ set to 5000)

FUNCTION KEY INDEX:
- **F-1 HELP**
- **F-2 MAKE FOLDER AND SCAN (SCAN 1st Image / INDEX + SCAN)**
- **F-3 SCAN AND INSERT IMAGE (INTO FLDR. + MULTI I. -TIFF)**
- **F-4 SHOW SCANNER SETTINGS**
- **F-5 SCAN SINGLE IMAGE (SEARCH + SCAN UPDATES to FLDR.)**
- **F-6   RE-SCAN SINGLE IMAGE FUNCTION**
- **F-7   SUB-INDEX -TO A PAGE BLIP WITHIN A FILE**
- **F-8 QUICK FILE - DURING INDEXING (saves keystrokes)**
- **F-9 REPEAT RECORD - FOR INDEXING APPLICATIONS**
- **F-10 DE-SKEW IMAGE**
- **F-11 ROTATE IMAGE**
- **F-12 APPEND IMAGE TO PREVIOUS IMAGE (Generates MULTI IMAGE TIFF)**
- **SHIFT / F-12   HIGHLITES IMAGES + SPLITS FOLDER IN TWO**

GENERAL INDEX:

Introduction:

The Fuji M-Drive can be used in two ways with VersaIMAGE 32.

1. To SCAN and DISTRIBUTE IMAGES via DISTRIBUTION FOLDERS:

One way is to use it as a film scanner with distribution windows for the temporary storage of scanned images before they are faxed, e-mailed or remotely printed.

- A few image editing tools are provided within the Microfilm View window to provide de-skew, rotate, text annotation, re-scan with exposure adjustment, special processing, etc.
- Direct image distribution is provided for via fax, e-mail and print buttons from the Microfilm View window.
- For multiple image distribution "Distribution folders" are provided that allow images to be copied into these folders.
- The "Add Page to Folder" button allows images to be copied multiple times into various folders.

The Scanner SETUP for this application requires several steps, which must be followed to allow successful operation of VersaIMAGE 32 with the M-Drive.

To setup these functions please see the following Sections:
SECTIONS: A   How to setup your M-Drive Properties.
                     A-1   The Microfilm View Window and associated Icons.
                     A-2   How to use and Setup the default Folders
                     A-3   The Distribution Folders.

2. To perform HYBRID DATABASE MICROFILM and DIGITAL IMAGE STORAGE AND RETRIEVAL FUNCTIONS with CD OUTPUT CAPABILITY.

More complete records management functionality is offered if VersaIMAGE is used with active database information, allowing CAR search and retrieval with scanning of Film and Paper into the same imaging system.

- Full Database search capability of text "starts with", "contains" and "exact" plus numeric range searches.
- ISIS paper scanner support that can be integrated with microfilm retrieval using the M-Drive.
- Very sophisticated and powerful film and digital image indexing capability. This means OCR and Barcode read capability coupled with "lookup append" a facility to match outside computer data with VersaIMAGE index fields.
- CD pre-mastering capability.

For further information on the operation of this system please consult the VersaCAR/IMAGE 4.5 manual and the enclosed VersaIMAGE General Subject Guide.

- # **Introduction to VersaIMAGE 32 for the Fuji M-Drive:**

**VersaIMAGE 32
Fuji M-Drive**

Scan Film to:
Fax, e-mail, remote and local print

Hybrid Microfilm Database Retrievals:

Data Import and Export with automatic Data matching to a key index field.

Scanning and Indexing of microfilm images with subsequent storing, indexing and retrieval of digital and/or microfilm images.

Automatic Roll scanning of single or multilevel blips with automatic digital folder creation "on the fly"

Creation of CD pre-mastering files and
Image Export.

Create or open a 1,2 or 3 level database to match film used.

Set PROPERTIES in SETUP to match film properties. Create DEFAULT Folders to match film.

Setup Distribution Folders as needed.

Use Microfilm Controller to drive film and Film View window to display image.

Use editing tools in Microfilm View window to fix image.

Create or open a 1,2 or 3 level database to match film used.

Set PROPERTIES in SETUP to match film properties. Create DEFAULT Folders to match film.

Optional Bar Code and OCR module.

Use film Indexing tools and Image QC to match data with images.

Lookup append data matching from data import.

Open Distribution Folder Use "Add to Folder" button in Microfilm View window to transfer image to folder. Use additional image editing tools to "finish" image.

Use Distribution Folder FAX, E-Mail and Print functions.

Image distribution by database folders or images. Fax, E-Mail, remote and local printing.

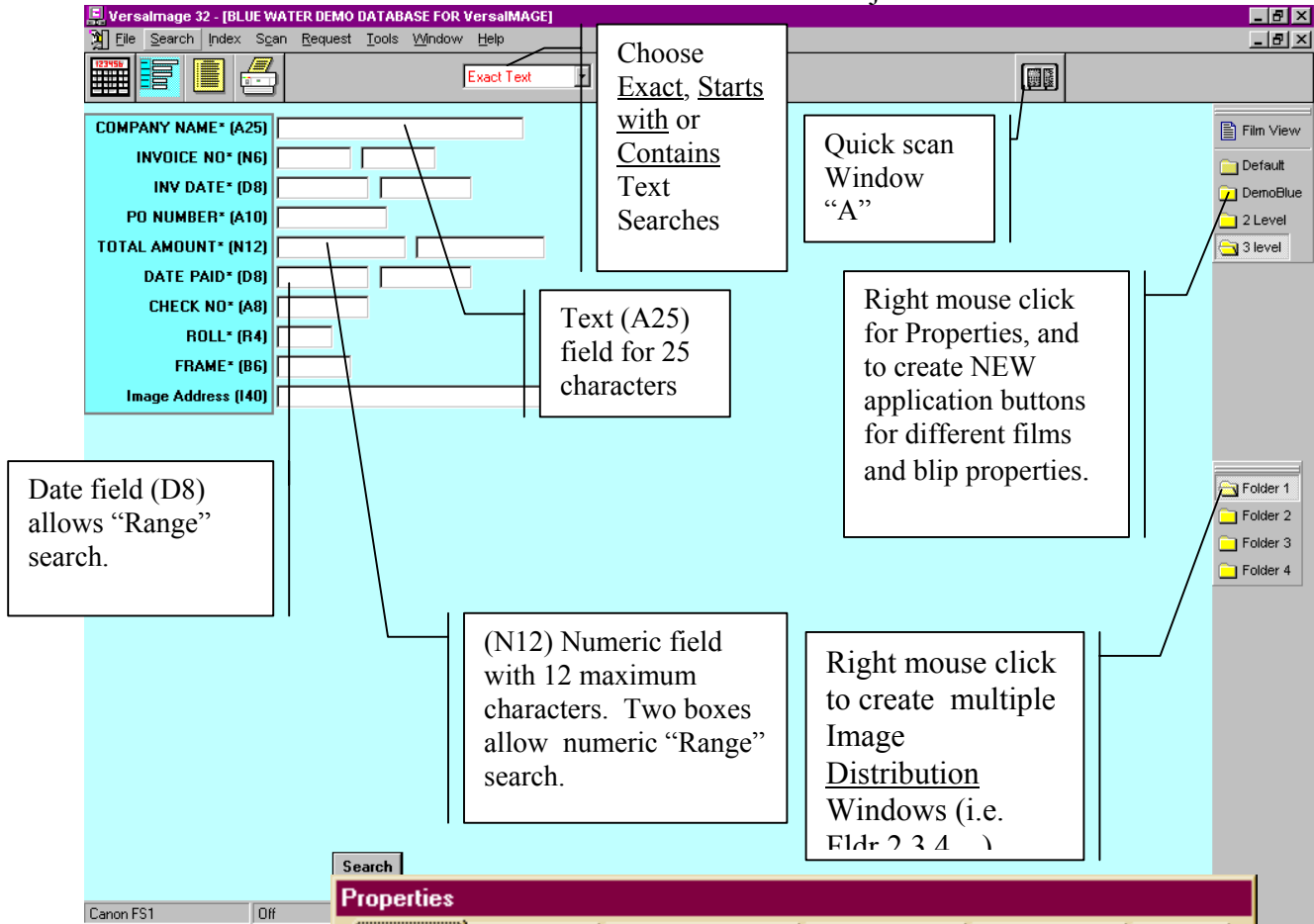# SECTION "A"

SECTION A: PROPERTY SETUP

To Start:

Click: Start/Programs/VersaIMAGE
       Ok on Introductory screen.

Click: File/Open database/Demoblue.car/ Open
       Notice that there are 7 data fields, 2 microfilm image location fields and one Image
       Address (Location)
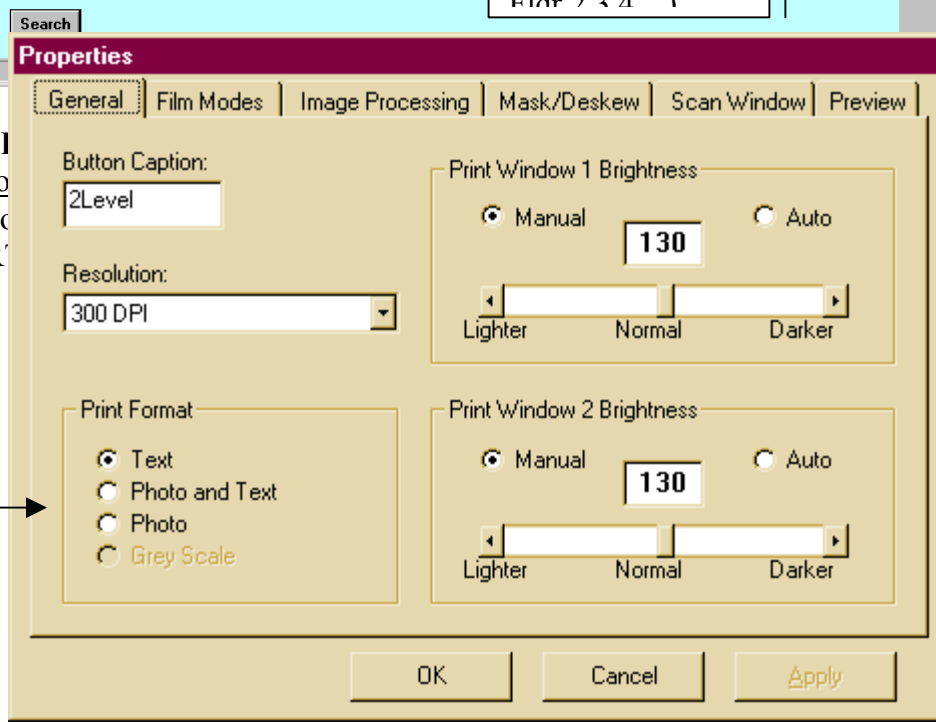   (Note: You must select a Database first, before you select the scanner type).

       Click: File/Select Scanner/Select M-Drive. OK at "Fuji M-Drive selected"

VersaImage 32 - [BLUE WATER DEMO DATABASE FOR VersaIMAGE]

File   Search   Index   Scan   Request   Tools   Window   Help

Exact Text

COMPANY NAME* (A25)
INVOICE NO* (N6)
INV DATE* (D8)
PO NUMBER* (A10)
TOTAL AMOUNT* (N12)
DATE PAID* (D8)
CHECK NO* (A8)
ROLL* (R4)
FRAME* (B6)
Image Address (I40)

Film View
Default
DemoBlue
2 Level
3 level

Folder 1
Folder 2
Folder 3
Folder 4

Choose Exact, Starts with or Contains Text Searches

Quick scan Window "A"

Right mouse click for Properties, and to create NEW application buttons for different films and blip properties.

Text (A25) field for 25 characters

Date field (D8) allows "Range" search.

(N12) Numeric field with 12 maximum characters. Two boxes allow numeric "Range" search.

Right mouse click to create multiple Image Distribution Windows (i.e. Eldr 2 3 4   )

Canon FS1   Off

Properties

General | Film Modes | Image Processing | Mask/Deskew | Scan Window | Preview

1. PROPERTY S

Load film search fo

Right mouse click o

click on "PROPER

Button Caption:
2Level

Resolution:
300 DPI

Print Format
- ◉ Text
- ○ Photo and Text
- ○ Photo
- ○ Grey Scale

Print Window 1 Brightness
◉ Manual   ○ Auto
130
Lighter   Normal   Darker

Print Window 2 Brightness
◉ Manual   ○ Auto
130
Lighter   Normal   Darker

Change button label here

Search

OK   Cancel   Apply

First TAB: "GENERAL:"

Button Caption: "Default"
Shows which button has been selected for property changes to be made. Each button can be copied with all property settings preserved (i.e. Loans). Then, a specific change can be made in the properties associated with this button. Then the button can be re-labeled. (i.e. Mortgages)
Resolution: Shows currently selected scanning resolution. Click on down arrow and other resolution number to change scanning resolution.

Select TEXT to scan text pages.
Select PHOTO and TEXT if the text is mixed with pictures or photos.
Select PHOTO if pictures or photos are to be scanned without text.
Select Grey Scale for continuous tone pictures and X-ray type film.

The Fuji M-Drive has two scan windows that can be set individually for size and brightness. Set the brightness levels to AUTO (automatic).

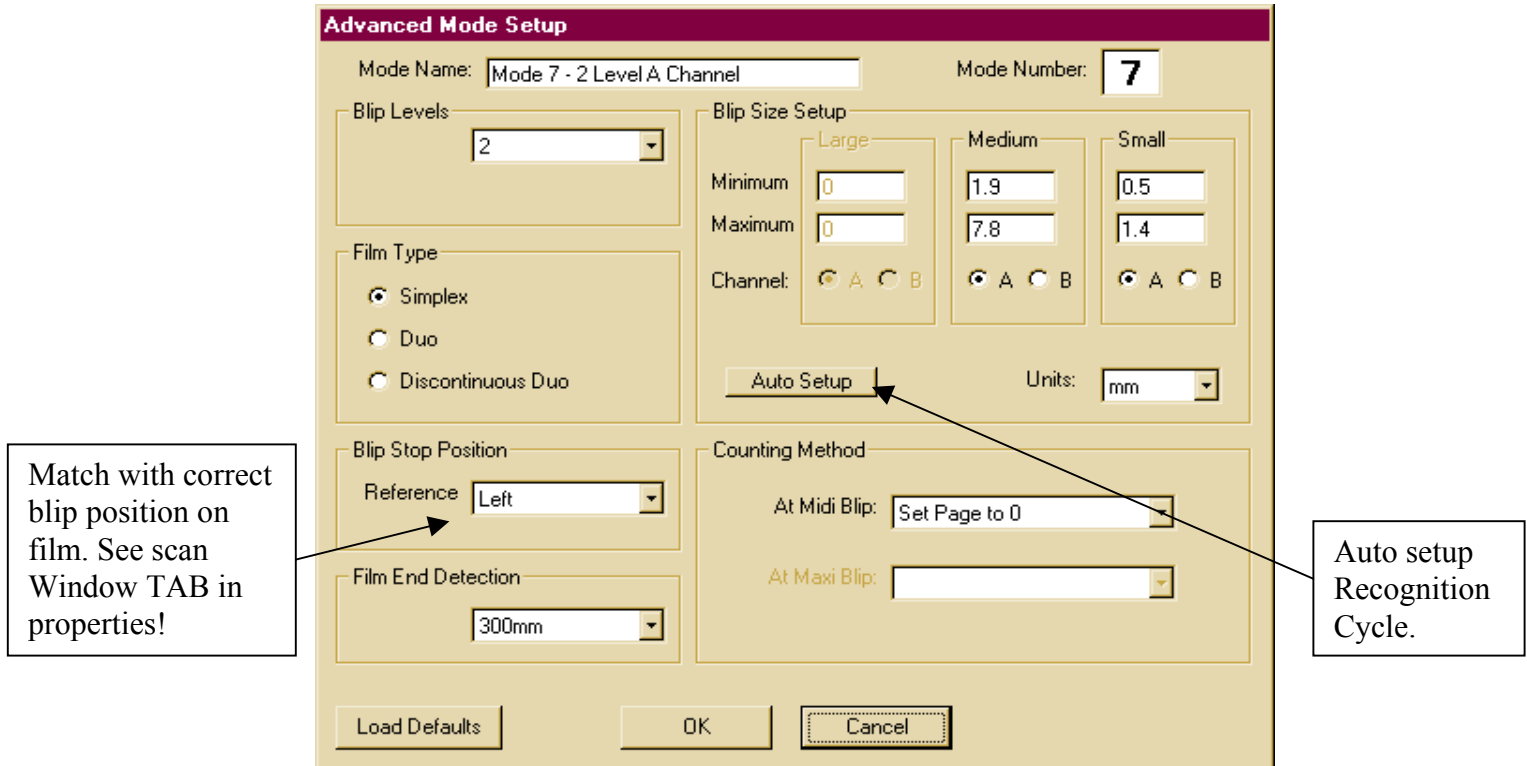**Second TAB: "Film Modes:"**
Click on Tab containing "Film Modes"
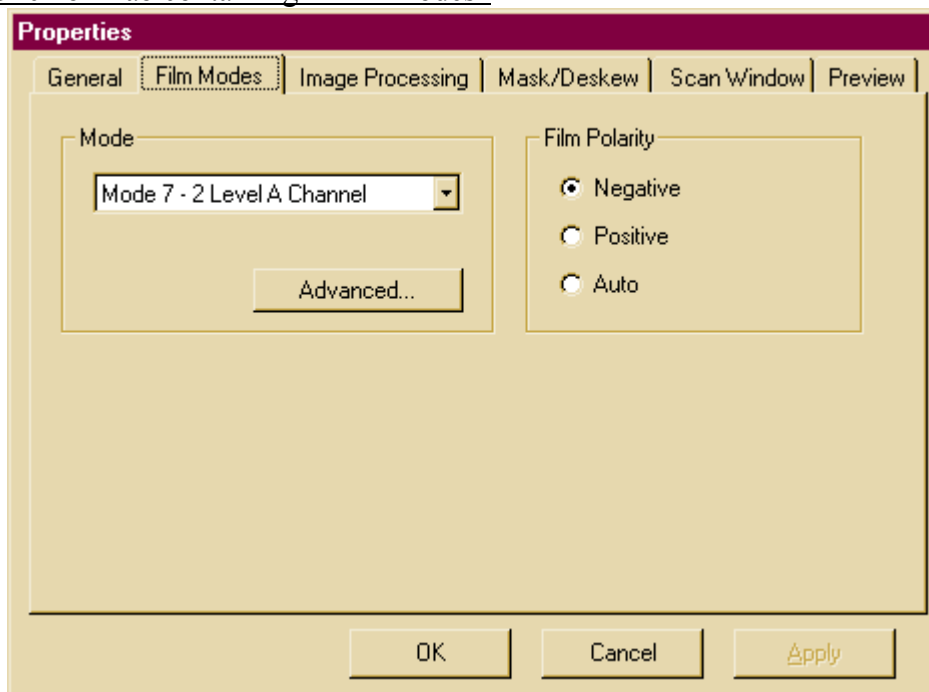
Select the film polarity. (i.e. Negative or AUTO for mixed media)
Select the Film Mode (if known) and proceed to "Image Processing" Tab.
Alternative: If film mode is not known:

Click on "Advanced..."

Advanced Mode Setup

Mode Name: Mode 7 - 2 Level A Channel   Mode Number: **7**

Blip Levels: 2

Blip Size Setup

	Large	Medium	Small
Minimum	0	1.9	0.5
Maximum	0	7.8	1.4
Channel:	⚬ A ⚬ B	● A ⚬ B	● A ⚬ B

Film Type
- ● Simplex
- ⚬ Duo
- ⚬ Discontinuous Duo

Auto Setup   Units: mm

Blip Stop Position
Reference: Left

Counting Method
At Midi Blip: Set Page to 0
At Maxi Blip:

Film End Detection
300mm

Load Defaults   OK   Cancel

Match with correct blip position on film. See scan Window TAB in properties!

Auto setup Recognition Cycle.

and Auto Setup:
The film will run through the entire roll and rewind. A graph will be displayed showing blip length (sizes) and blip frequency on the analyzed microfilm roll.
Utilizing the data given select the blip sizes needed to search this film and enter into the appropriate "Blip Size Setup" windows. Click on the appropriate "A" or "B" Channel selection.

Select Film Type:
Simplex for single (front) images on a roll (i.e. 24X film)

Duo for film that is 32X, 40X or higher.
DUO is for film images that are reduced to less than 8mm so that the 16 mm film roll can be used on one side to the end of the roll, reloaded and used again for the second side. This process places images into the "A" channel in a sequence that continues at the end of the roll in the "B" channel toward the front of the microfilm roll. This is not a very popular filming method and will not be encountered often.

Discontinuous DUO:
This is a DUO filming method that features two sequences on a film roll that are not related. Banks generally use this method and credit card companies with Unisys check sorters or "TRACE" check processing machines.

Blip Stop Position: Allows setting the blip location in respect to the film image. Most microfilm is blipped on the leading (left) edge. Change to CENTER or RIGHT as required.

Film End Detection: Allows different film length settings where, if no blips are encountered the scanner will shut down and report a "Film End".

On 2 or 3 level film the Counting Method can be selected. For example the Page number can be reset to zero when a File blip is encountered.

LOAD DEFAULTS: Loads preset defaults that may be modified as needed. OK stores all selected settings and shows the Film Modes Tab again.

Third TAB: "Image processing"
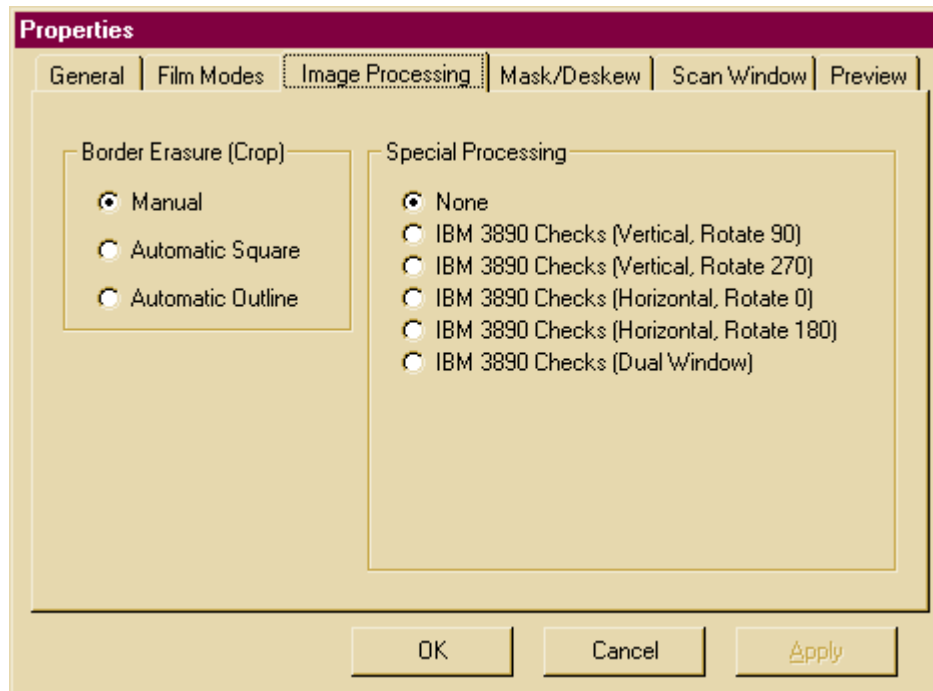
Allows "Border Erasure" or "Crop" functions.
Manual: Allows manual cropping of images with the built in "CROP" feature.
Automatic Square: Generally a default for cropping images around the four edges evenly.
Automatic Outline: Builds a fine line image outline box around the images.

Rotation:
Allows permanent image rotation in 90-degree increments as required to bring the film orientation correctly on the screen.
.
Special processing:
Select the type of special processing available in your software. (i.e. Automatic check splitting, front and back scanning with dual page print feature, etc.

Fourth TAB: "Mask/Deskew"
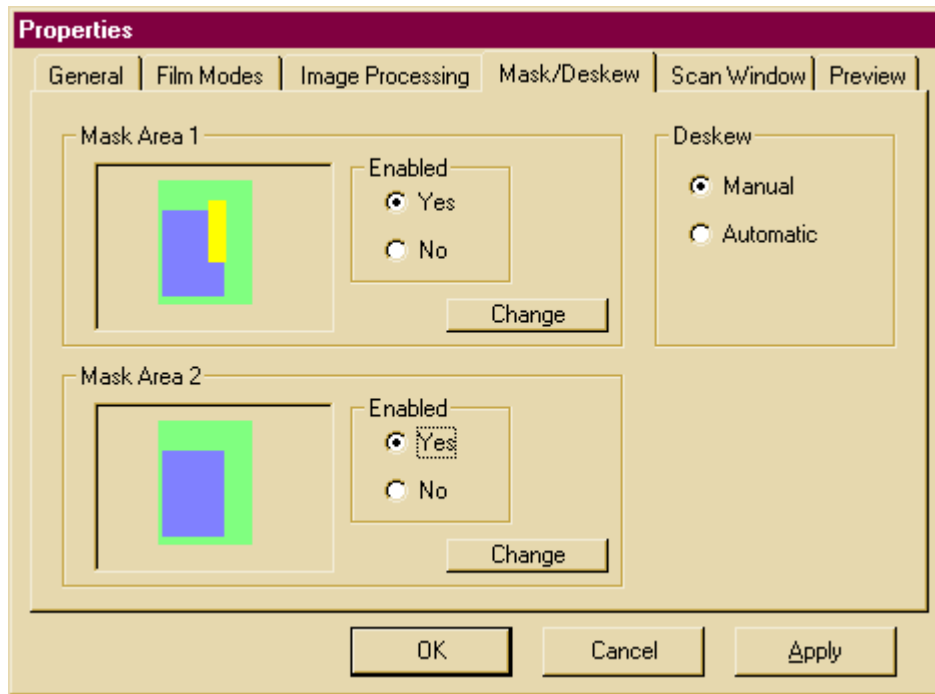
Two different masking zones can be enabled and selected via the "CHANGE" buttons. This feature is set up as follows:

Click Enabled "YES" then on "Change" for Mask area #1 and/or #2 The scanner will scan and display scan area #1 or #2 on the film. A purple overlay shape appears over the image.
(NOTE: The purple mask zones are always labeled 1 even though you are in change window 2!).

Left mouse click and hold (in the purple zone) and drag it to the desired location over the image. Move the mouse over the upper left or lower right corner of the purple zone. When the cursor changes to diagonal arrows left click and drag the image border to either enlarge or shrink the purple masking box.

When satisfied with correct size and placement click OK in upper left corner of the display. You may now view the masked area in yellow within the green scan window in the Mask/Deskew Mask Area Window(s).

Select Manual or Automatic De-skew as required. The automatic de-skew function allows all images to be de-skewed upon completion of each scan cycle.

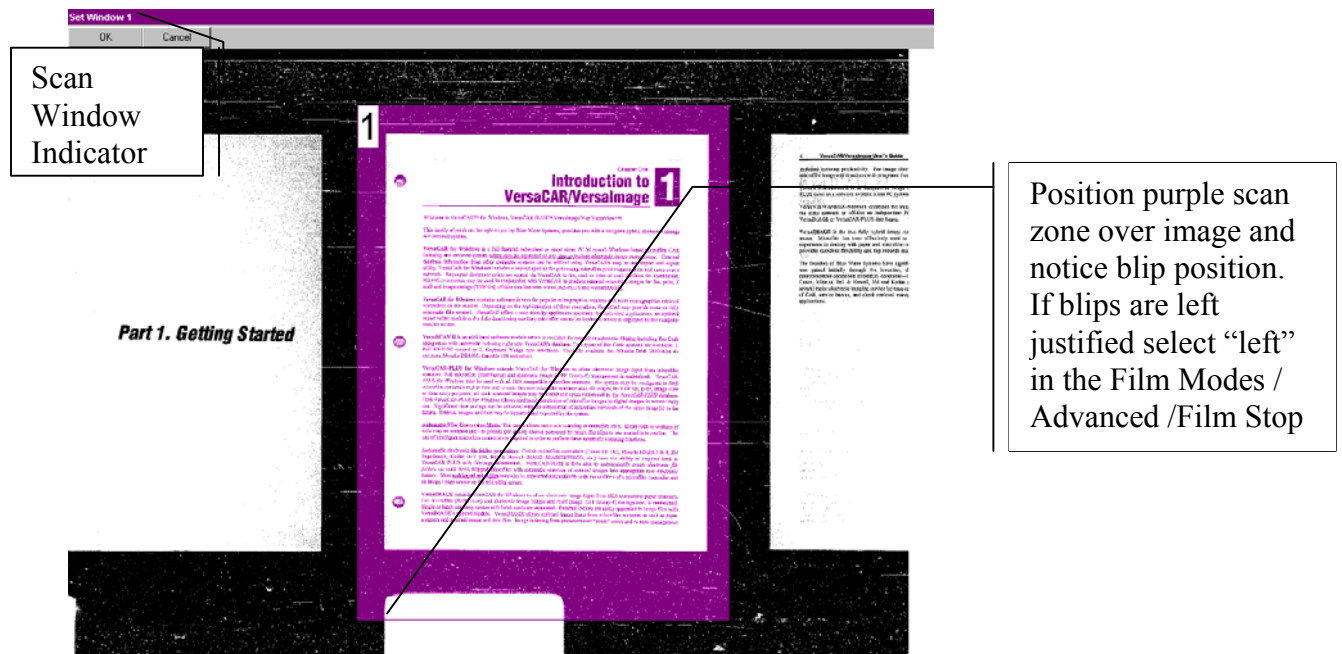A right mouse click in the mask zone displays the Zone Settings and properties associated with the Zone.

Fifth TAB: "Scan Window:
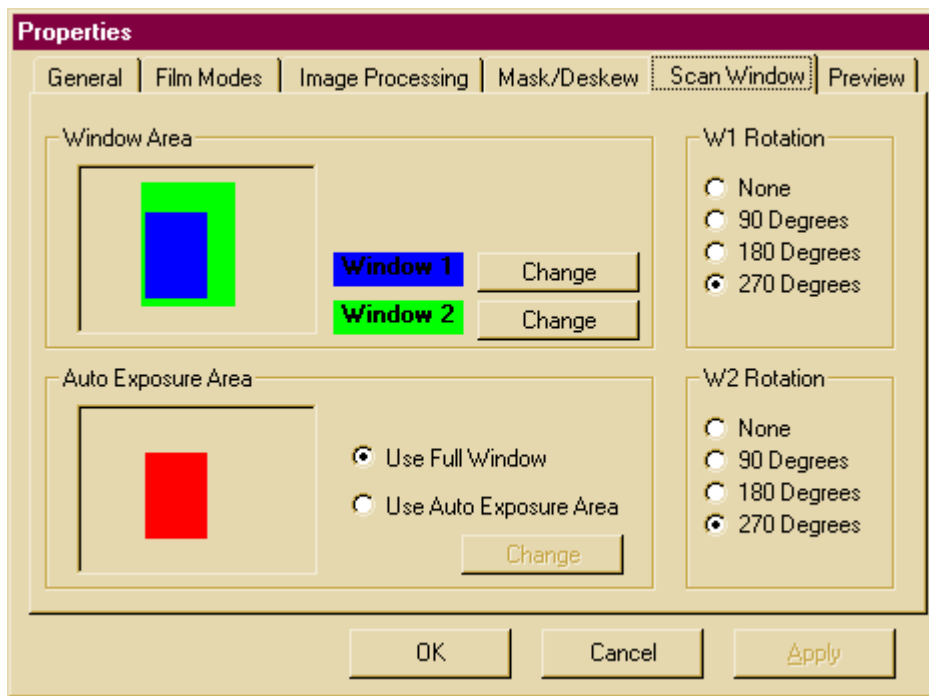
Allows changing of the size and location of the scan windows to position the film image correctly on the microfilm view screen.

Two different scan windows can be enabled and selected via the "CHANGE" buttons. This feature is set up as follows:

- Click on "Change" for Window #1 or #2. The scanner will scan and display scan area #1 or #2 on the film image background. A purple overlay appears over the film image.

Scan Window Indicator

Position purple scan zone over image and notice blip position. If blips are left justified select "left" in the Film Modes / Advanced /Film Stop

Left mouse Click and hold then drag the purple zone to the desired location over the background full scan image. Click Ok in the upper left corner of the display. Note that the scan window zones are labeled as #1 or #2 but that the purple zones are always labeled as 1.

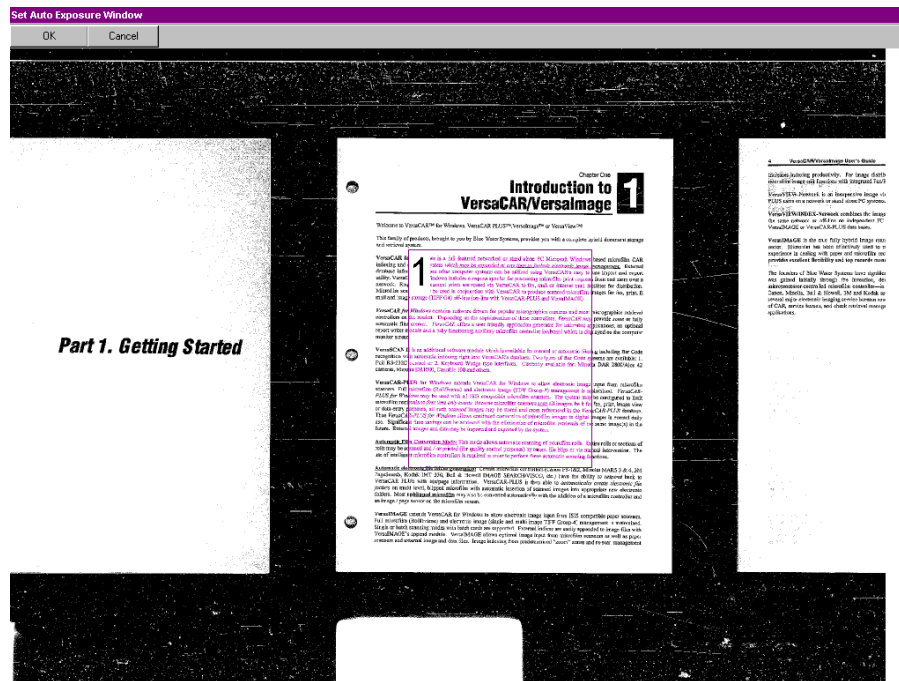Change the Size of the scan area:
Move the mouse over the upper left or lower right corner of the purple zone. When the cursor changes to " diagonal " arrows, left click and drag the image border to either enlarge or shrink the purple scan window box. When satisfied with correct size and placement click OK in upper left corner of the display. You may now view the masked area in yellow within the green scan window in the Mask/De-skew Mask Area Window(s).

Auto Exposure Window:
One may specify an area within an image for the automatic exposure to sample.
"Use full window": Uses an approximate 81/2 x 11 inch page size to sample from.
"Use Auto Exposure area": Allows selection of a specific area within a page for sampling purposes. Click on "Change" The scanner will scan and display scan an area #1 in the image background. A purple zone window appears over the film image. Left mouse Click and hold then drag the purple zone to the desired location over the scanned image. Click Ok in the upper left corner of the display.

Change the Size of the scan area:
Move the mouse over the upper left or lower right corner of the purple zone. When the cursor changes to diagonal arrows left click and drag the image border to either enlarge or shrink the purple exposure box. When satisfied with correct size and placement click OK in upper left corner of the display. You may now view the masked area in red within the scan window in the Auto Exposure Area
To APPLY all selected Settings to the system click the "APPLY" button or OK.

A–1: How to Use <u>and Setup</u> the Default Folders:

When the Fuji M-Drive is connected and a Database has been chosen the Default and Distribution Folders will be active and show on the screen.

<u>The DEFAULT Folder:</u>

Standard settings are incorporated into the Default folder. You may copy the DEFAULT folder at any time with the ADD button. All you then need to do is to change the button label and a few parameters and a new application has been set up.

In order to quickly copy an existing modified folder, open (click) it first then right click and click copy, right click again and click paste. Then relabel the button and change properties as required.

A-2:   The Distribution Folders:

Right click on the Distribution Folder to perform all functions required for the distribution of images and the setup of additional Distribution Folders.:

View the Folder: Shows contents of Folders.

Add Pages to Folder: This allows the user to add pages from the main image board to the folder. Click on an image to highlight it and click "Add page to Folder"

Print, FAX, E-Mail the Folder: Distribute the folder contents as indicated.

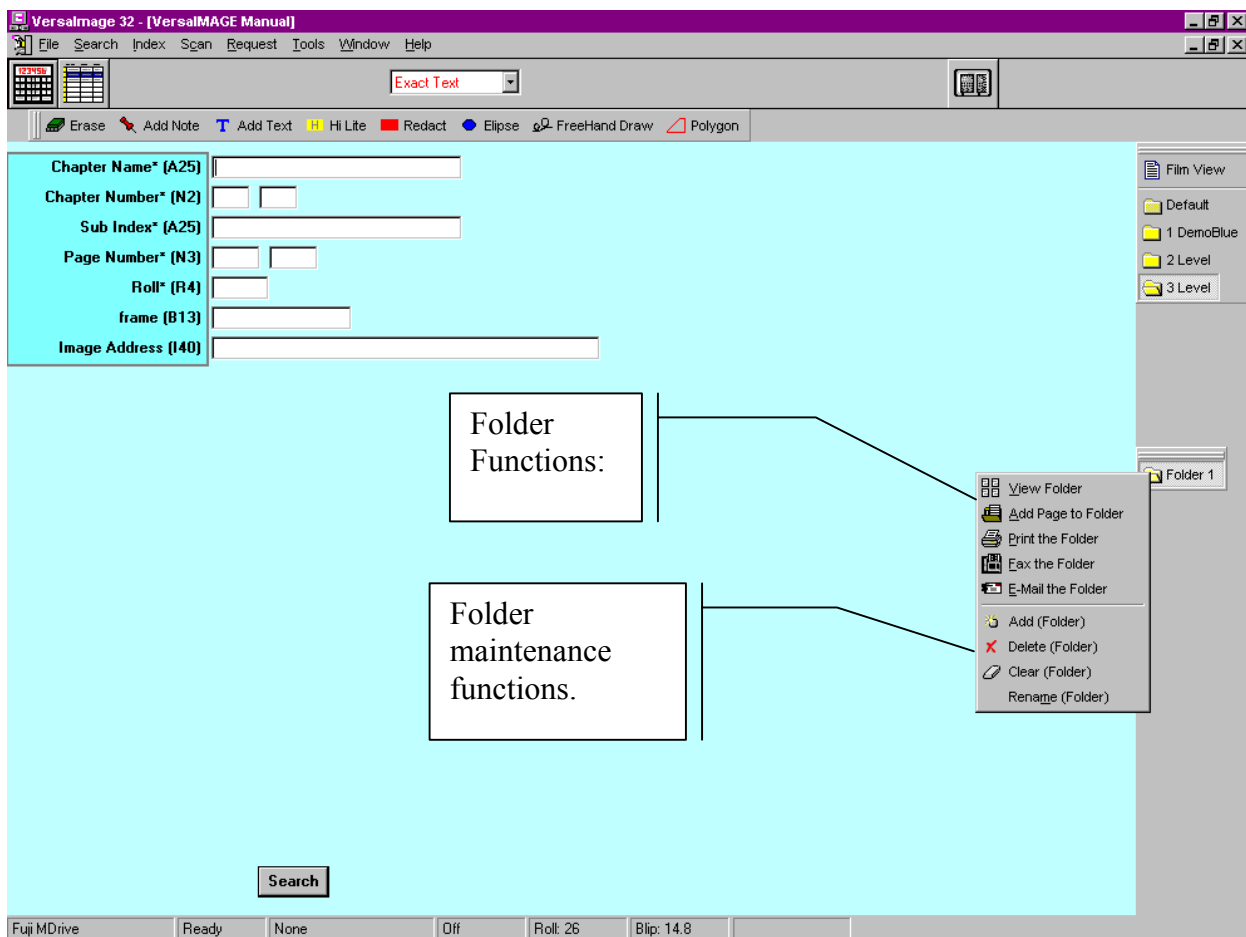**Folder Maintenance Functions:**
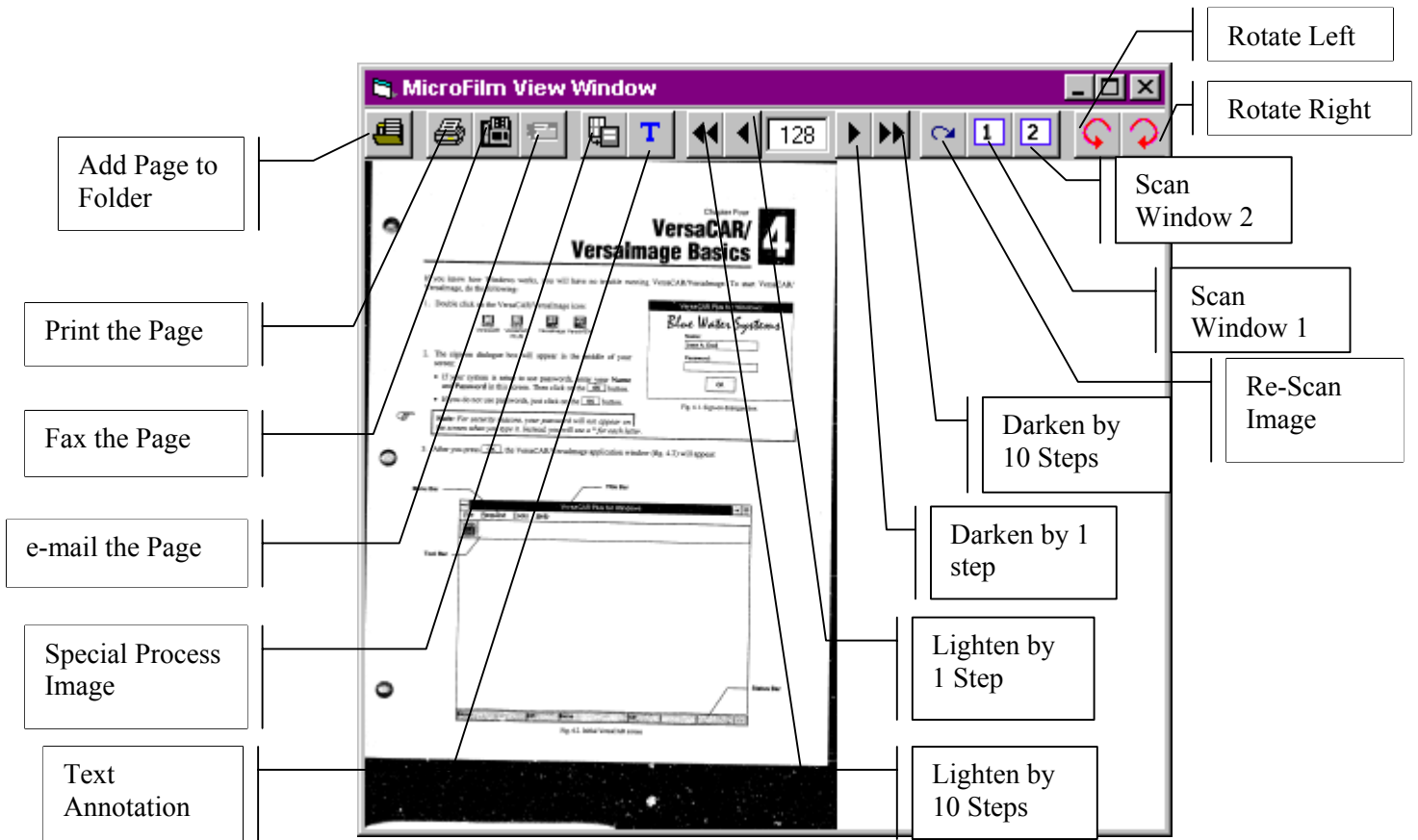**Add Folder:**   Adds New Distribution Folder
Delete Folder: Deletes a Folder
Clear Folder: Deletes contents of a folder.
Rename Folder: Renames the currently opened folder

A-3:   The Microfilm View Window and Associated Icons:

The diagram labels the following callouts:

Rotate Left

Rotate Right

Scan Window 2

Scan Window 1

Re-Scan Image

Darken by 10 Steps

Darken by 1 step

Lighten by 1 Step

Lighten by 10 Steps

Add Page to Folder

Print the Page

Fax the Page

e-mail the Page

Special Process Image

Text Annotation

MicroFilm View Window   `128`

The microfilm View window can be activated in a number of ways:
1. Click on the Film View Ion above the "Default" folder.
2. Make a film search, the Window will appear automatically. The standard default position for this Window to appear is in the lower left corner of your display. You may click on the title bar and move the window to any desired position on the screen. You may also maximize the window or size it any way you wish.

NOTE: Below the title bar are the following icons:
(From left to right):

Add page to folder: When an image has been scanned it will be displayed in the Microfilm View Window. You may click on a (distribution) folder (i.e. Folder 1) to "open" it and then click on the first ion in the Microfilm View Window, to copy the image into a folder. If multiple folders have been created the same image may be copied into multiple folders if desired. For Distribution Folder functionality right mouse click on the folder. This menu allows distribution of entire folders in similar fashion as outlined for individual pages below. Please see paragraph _____

Print the Page:
A click on this ion causes the image to print via your Windows print manager.

Fax the Page:
A click on this ion causes the image to fax if Windows compatible fax software has been loaded into the Windows print manager.

E-Mail the Page:
A click on this icon activates the Microsoft Explorer 4.0 with its e-mail function.

Special Process Image:
This button is tied to the Special Image processing functions as seen in the Image processing window in "Properties" (Right mouse click on Default folder, left mouse click on "Properties" and then click on Image Processing Tab). Currently there are three modes listed:

1. None - The feature is "off"
2. IBM 3890 Checks (Vertical, Rotate 90) Checks are shown vertically facing to the left.
3. IBM 3890 Checks (Vertical, Rotate 270) Checks are shown vertically facing to the right.

Select the setting desired and click "OK"
Locate the "finder" purple line. When the pointer changes from a single arrow to a four-arrow pointer, click on the left mouse button and move the purple line as required. With your mouse pointer slowly move over the purple line and drag it over the desired front and back check images. Let go of the mouse button and click on the "Special Process Image" icon. The check images will be split into front and back images and placed together onto one page. Repeat process if necessary by changing the image exposure setting, which is, located above the image. Note: If the mouse arrow does not change as it is moved over the purple line make sure that your image window is "active". Click anywhere on the image and try again.

The "Add TEXT to Image" icon.
Click on the RIGHT mouse button with the mouse pointer on this "T" icon. The Setup Text Annotation box appears. If "use fixed string" is active a fixed, previously entered string message is shown in the display. Click "OK" and the text is set to be "rubber stamped" onto each image as the "T" icon is activated. Move the text objets anywhere on the page by simple mouse "click and drag" action.

The "Exposure adjustment" arrows.
Use these buttons to change the exposure setting for a given image. The single arrows will lighten or darken the image by one step. The double arrow moves the exposure by 10 steps. Click on the circle arrow icon.

The "Re-Scan" Button:
 "Rescan Image" to the right of the exposure buttons and the image will "re-scan".

"Scan Window 1" and "Scan Window 2"

Select the appropriate scan window via the icons marked 1 or 2. The buttons indicate which side of the image is active (Front = 1, Back = 2) Clicking on either the 1 or 2 icon will cause a new scan of the appropriate image.

"Rotate Left" and "Rotate Right" Buttons:
Rotates image 90 degrees to the left or to the right.

# A-4: New Features of the Software Release 200:

The new software release has the following major improvements:

1. **BROWSE or fast scan feature allows 2 second paging through images.**

    To activate click on Browse (BRWS) button on the microfilm controller or press the **B** key on the computer keyboard followed by the + key on either keyboard.

    To STOP the action, click on **STOP** or press the **X** key on the computer keyboard.

    To change the exposure setting for the gray scale change it in the Microfilm View Window (up and down arrows) and press **SEARCH** on the microfilm controller to rescan the image at the new gray scale exposure setting. Zoom in on the image with left mouse click and drag on the image. **DOUBLE** Right mouse click to return to normal (Un-zoomed display).
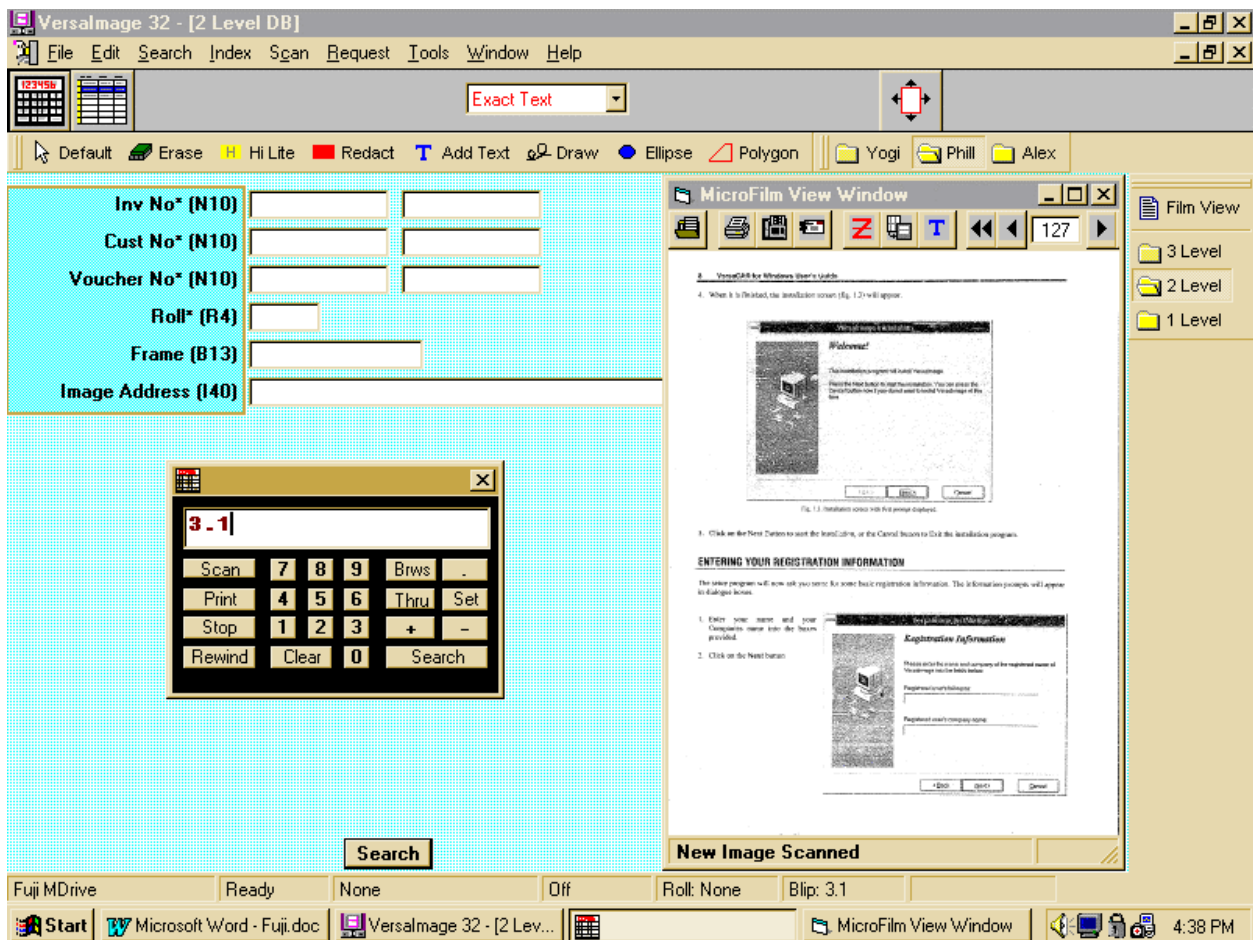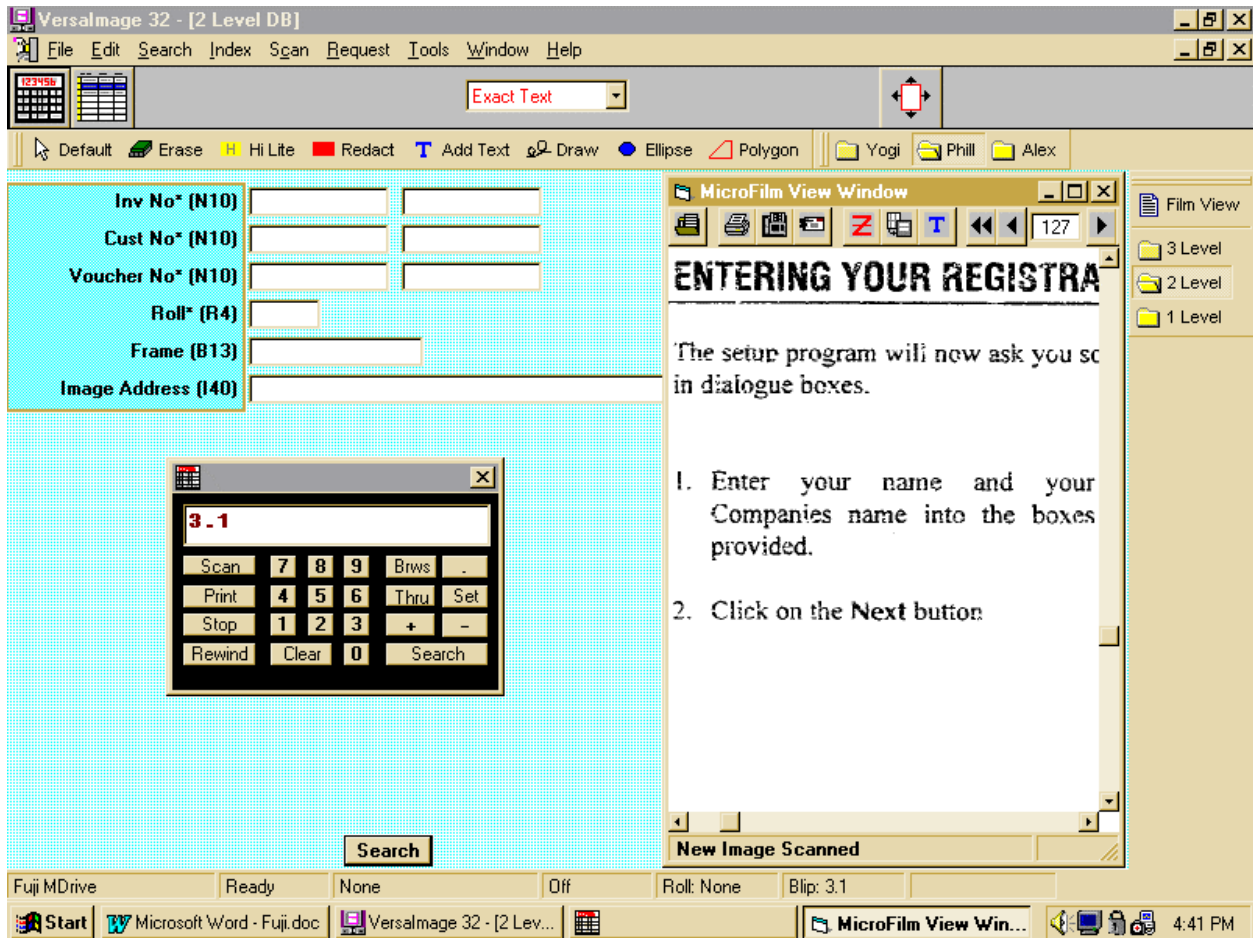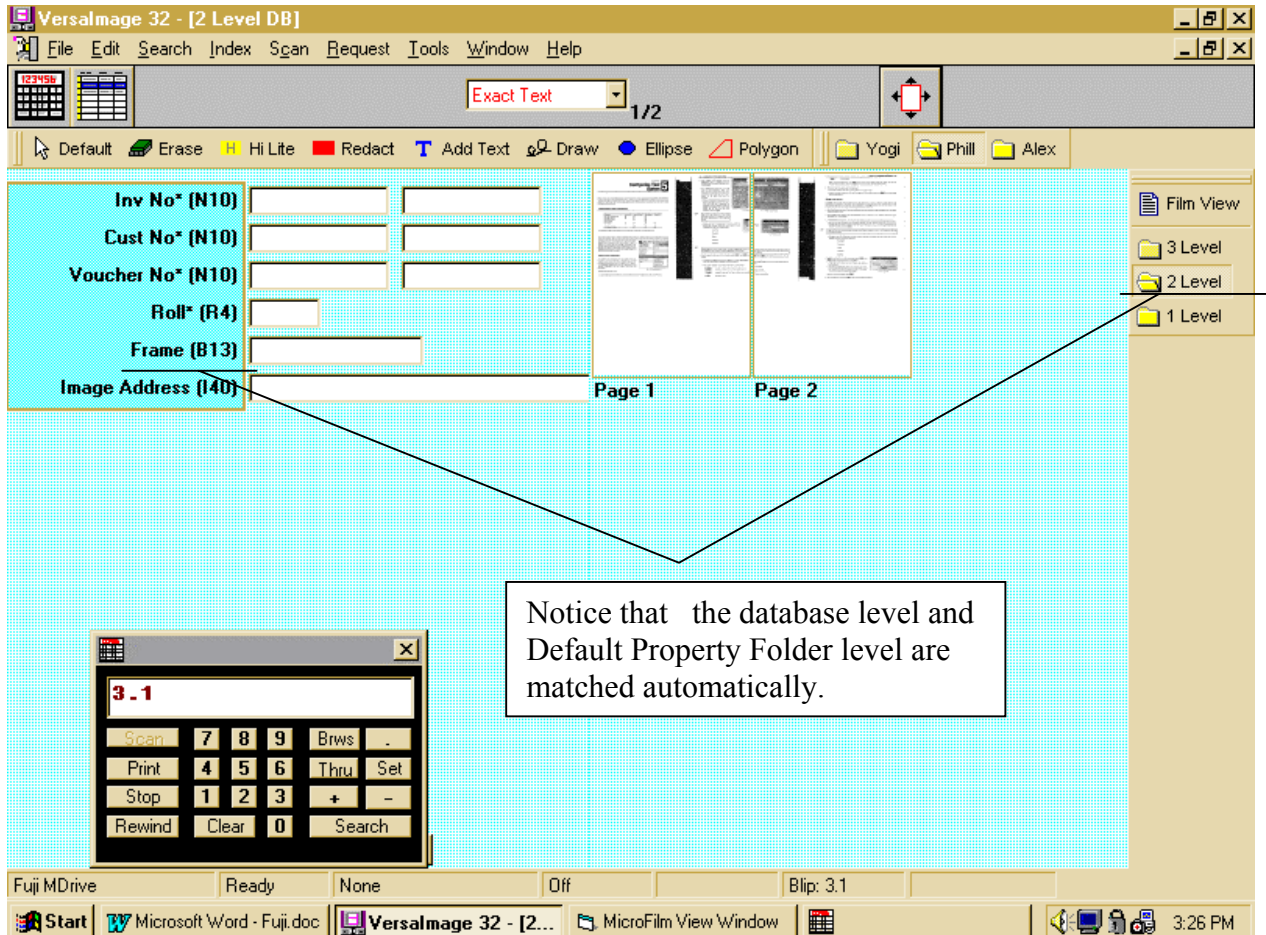
Note: The "fast scan" is done at 100 dpi gray scale producing a "readable" image with a single scan cycle that saves time. (Best quality text images are done with a pre-scan followed by a re-scan cycle). However an actual selection of an image for storage, print, fax or E-mail results in a rescan at the desired gray scale image at the correct (i.e. 300dpi) resolution in text (bi-tonal) mode to yield best image quality. Any time a full high quality scan is required click on the icon that contains a **1** in a rectangle in the Microfilm View Window. 1 = Scan Window 1 (A Channel), 2= Scan Window 2 (i.e. B channel)

2. **MANUAL (odometer) film advance to move and scan film frames without regard to blips.** (To scan a long fold out document (i.e. EEG's, fold out nurse's notes) in overlapping image segments.)

 To activate depress the **CONTROL** key and click on the + key on the microfilm controller or the + key on the keyboard.


Notice that the database level and Default Property Folder level are matched automatically.

3. **Matching of Database film level setup with Default Property folder is now automatic** after initial setup.

 A new database must be defined as to the client's blip level used. I.e. a two level database must be matched with a 2 level property folder using film mode 6 or 7. The new feature "remembers" the last property folder used with any established database. This means, that if for example, an "A/P 2 Level" Property Folder has been set up it will automatically be selected if the operator selects the Accounts Payable database. There still will be a message given if for any reason the database blip level does not match the property film mode.

4. **Manual de-skew capability if the Fuji home position changes.**

 If the full scan view is selected; a horizontal and vertical RED LINE is visible on the scan window. Moving the vertical Red Line moves the image position in reference to the blip stop position. The horizontal line de-skews the image or film edge. To use, click and drag the left horizontal RED line button to the left side of the upper film edge. Click on the right RED line button and drag it to right side of the upper film edge. Then click on SET SKEW in the pop up window and the M-Drive is properly aligned.

Set Window 1

OK   Cancel
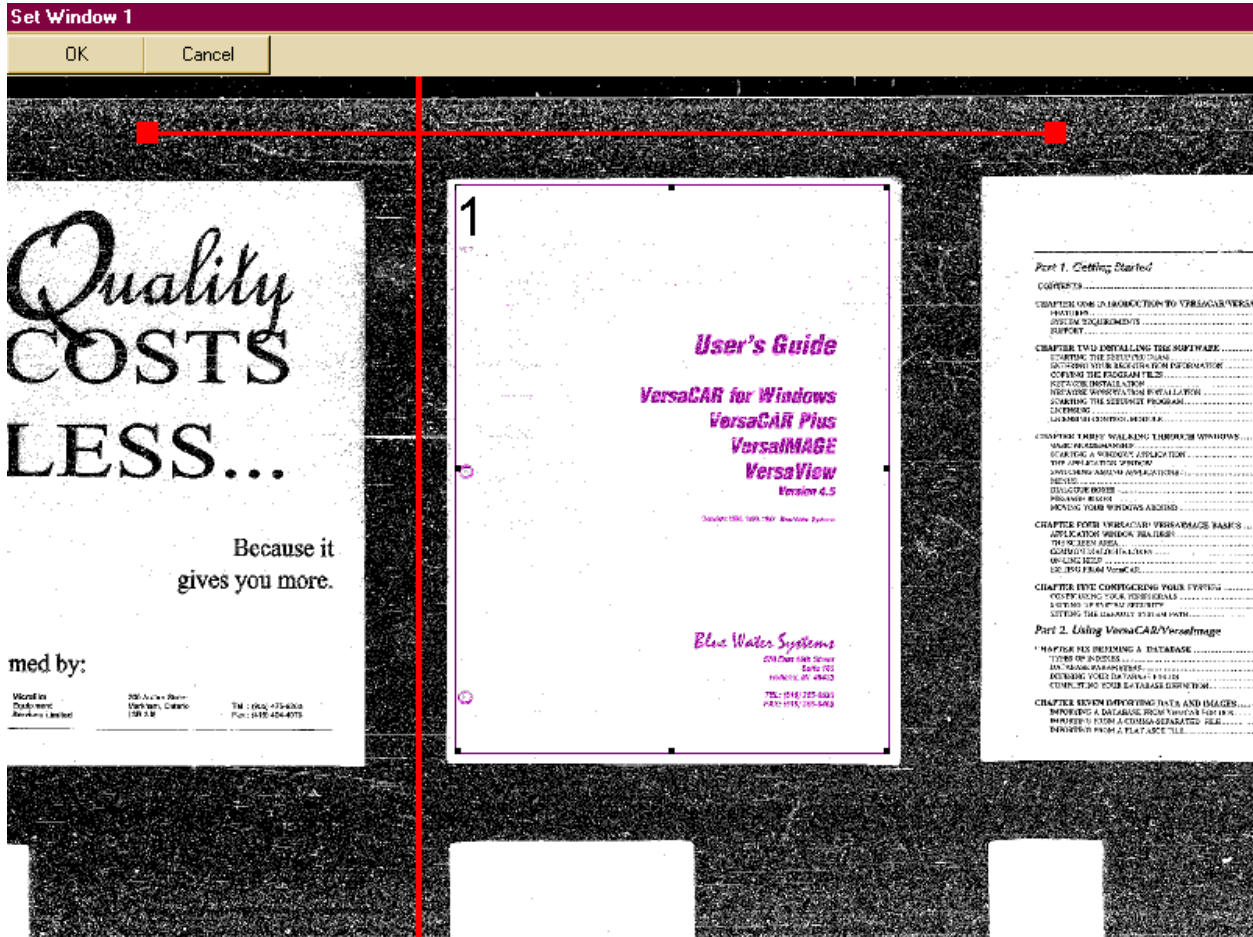
5. Automatic <u>File Blip image ONLY</u> scanning to allow automatic (i.e. bar code) indexing for microfilm CAR applications.

Click on ROLL SCAN in the SCAN menu and select scan parameters until the Roll scan window appears. Next to the Interval QC print window select "file Blips only" and start scanning. The system will scan the File blip images only. When a roll or selected roll segment is complete exit and click on "Index Images" in the INDEX menu. Select the roll to be indexed and OK. The index screen will come on with database fields to the left and image to the right. This screen allows manual indexing from the images or bar code or OCR reading of selected image segments or Zones. To set a Zone, click on the Zone icon and position the mouse correctly to create/drag a box over a given zone. Right click on the drawn zone and a window appears that allows selection of bar code types etc. When ready to process all scanned File blips click OK to "Process?"

If data had been imported into VersaIMAGE previously (via TOOLS / IMPORT / ASCII or CSV), that contained additional field data, the <u>key field</u> may be used to match with the Bar code and "Look-up Append" automatically populating the open data fields in the database. This method produces CAR data fully automatically for the film roll.

Naturally if all images in a file must be scanned the standard VersaIMAGE Roll Scan feature can be used (de-select "File Blips only" function). All File blips will create

electronic folders that all respective page blips will be contained within. INDEX / "Index Images" allows automatic (bar code/OCR) indexing with look-up append. Image QC may be eliminated by selecting interval QC prints i.e. every 10th image. CD pre-mastering (TOOLS/CD creation) allows easy preparation of files for CD-R systems of all makes. If CD's are registered again in VersaIMAGE (TOOLS/Register CD) after creation, the data used to create the CD will be automatically purged from the systems hard drive.

NOTE: VersaIMAGE names the scanned TIFF images with their ROLL FRAME numbers allowing easy backup microfilm CAR retrieval to rescan (F6 key) poor images. Both the image file-naming feature and the Image QC interval print feature are offered to eliminate costly page-by-page inspection of scanned images. Archival film with VersaIMAGE becomes the CAR back-up system for scanned files.

6. **Image scanning and/or File scanning directly into Distribution Folders.**
A selection has been added to the PRINT button selection on the microfilm controller. If PRINT is pressed after a search is made using the controller a pop up window shows the following:
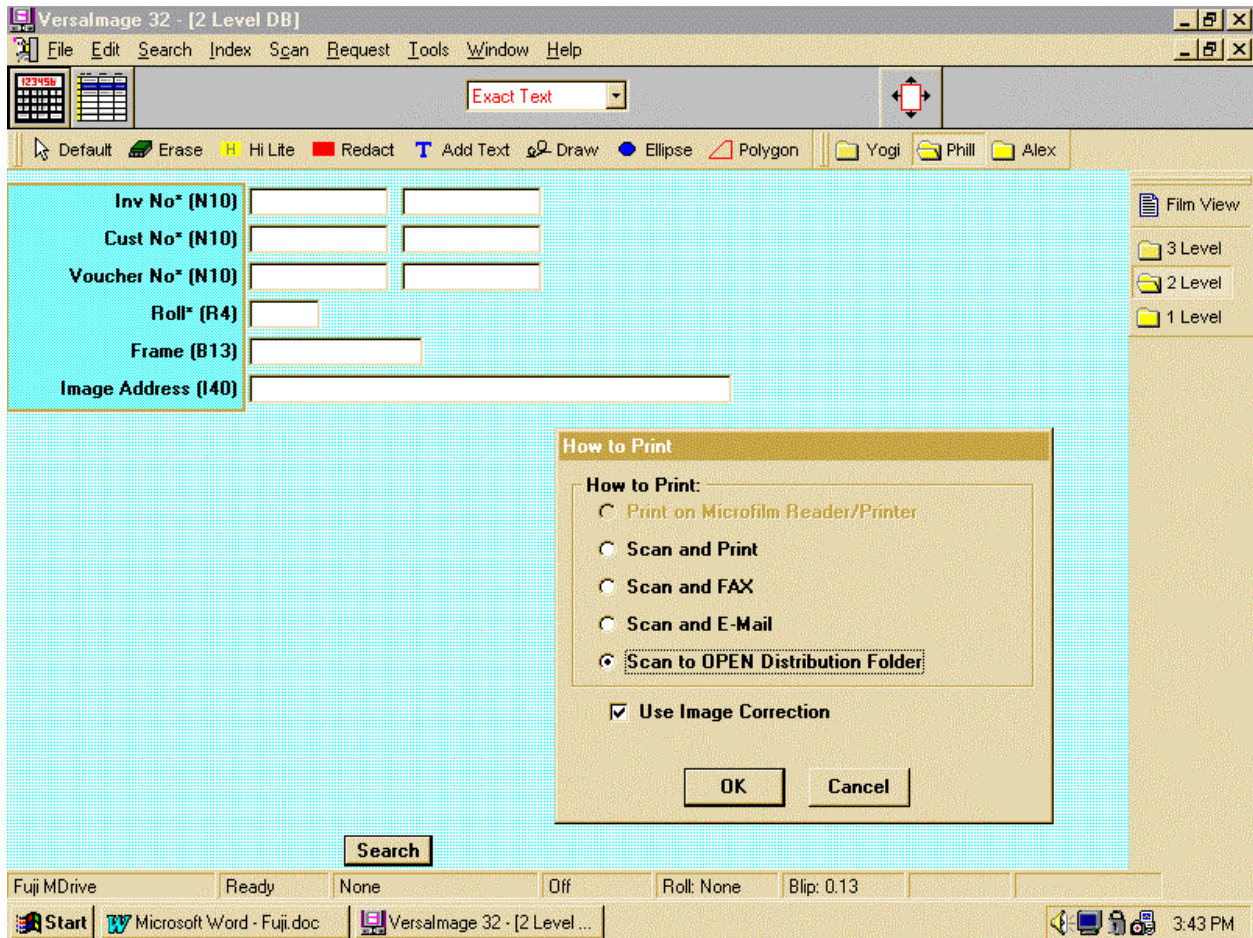Select choice of:
Scan and Print
Scan and Fax
Scan and E-mail
Scan to OPEN Distribution Folder (New Feature)

Using computer keyboard keys for all functions significantly speeds up actual production times as follows:

EXAMPLE: **Use of the <u>Keyboard on Computer:</u>**

"**6**" "**.**" "**0**" "**Enter**" drives the film to File 6 page 0

"**B**" "**+**" starts fast forward browsing of film.

"**X**" stops film on desired image (use "**+**" or "**-**" if you missed the image)

With mouse click or select distribution folder you wish to deposit images into.

"**P**" activates the microfilm controller's PRINT button.

"**Enter**" stores image into selected distribution folder. (If distribution folder was selected).

<u>Alternative:</u> "**.**" "**P**" Scans entire file (File blip and all page blips within the file) for selected function. (Print file, Fax File, e-mail file, scan file into Distribution folder).

Enlarging an image in MicroFilm Window.

You can enlarge or resize an image in microfilm window. For this, search desired image with the controller.

Click here to maximize the microfilm window, it will also give you a maximized full screen view of your image.
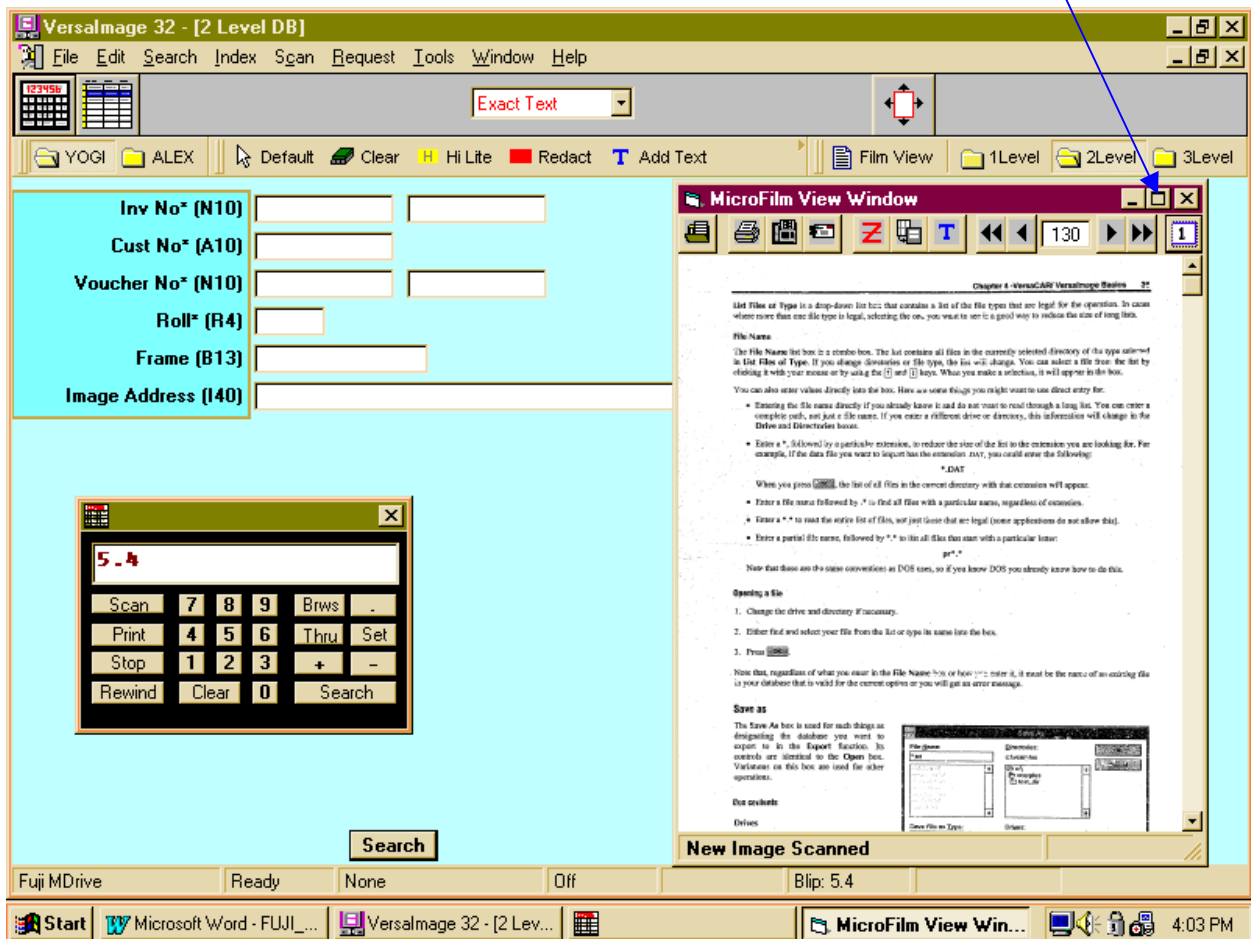
You can also resize the microfilm view window by expanding the side borders with your cursor's arrowheads. The size of image will follow to the size of microfilm view window.

Next image shows you full image, that you can get by clicking maximize button on microfilm view window.

Drive and **Directories** boxes.

- Enter a *, followed by a particular extension, to reduce the size of the list to the extension you are looking for. For example, if the data file you want to import has the extension .DAT, you could enter the following:

*.DAT

When you press OK, the list of all files in the current directory with that extension will appear.

- Enter a file name followed by .* to find all files with a particular name, regardless of extension.

- Enter a *.* to read the entire list of files, not just those that are legal (some applications do not allow this).

- Enter a partial file name, followed by *.* to list all files that start with a particular letter:

pr*.*

Note that these are the same conventions as DOS uses, so if you know DOS you already know how to do this.

Opening a file

1. Change the drive and directory if necessary.

2. Either find and select your file from the list or type its name into the box.

3. Press OK.

Note that, regardless of what you enter in the **File Name** box or how you enter it, it must be the name of an *existing* file in your database that is valid for the current option or you will get an error message.

Save as

The Save As box is used for such things as designating the database you want to
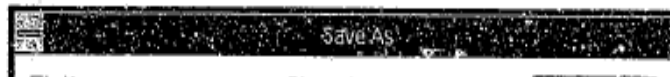
New Image Scanned

NEW FEATURE FOR Y2K.

VersaIMAGE has a feature to handle dates in relation to 1900 and Y2K.
DATE fields that contain two digits can be imported in two ways:

1. Dates can conform to the 1930 hinge date matrix, that is any date from 00 to 29 will be considered year 2000 (year 2000 – 2029) and all dates 30 through 99 are considered 1900 (1930 – 1999)
2. All dates pertain to 1900 (such as birth dates): Use the 19 pre-fix feature explained below.

How to use this feature: Take a close look at following Images and Information.

1.   If you are importing a Flat ASCII or a Comma separated file into your database…
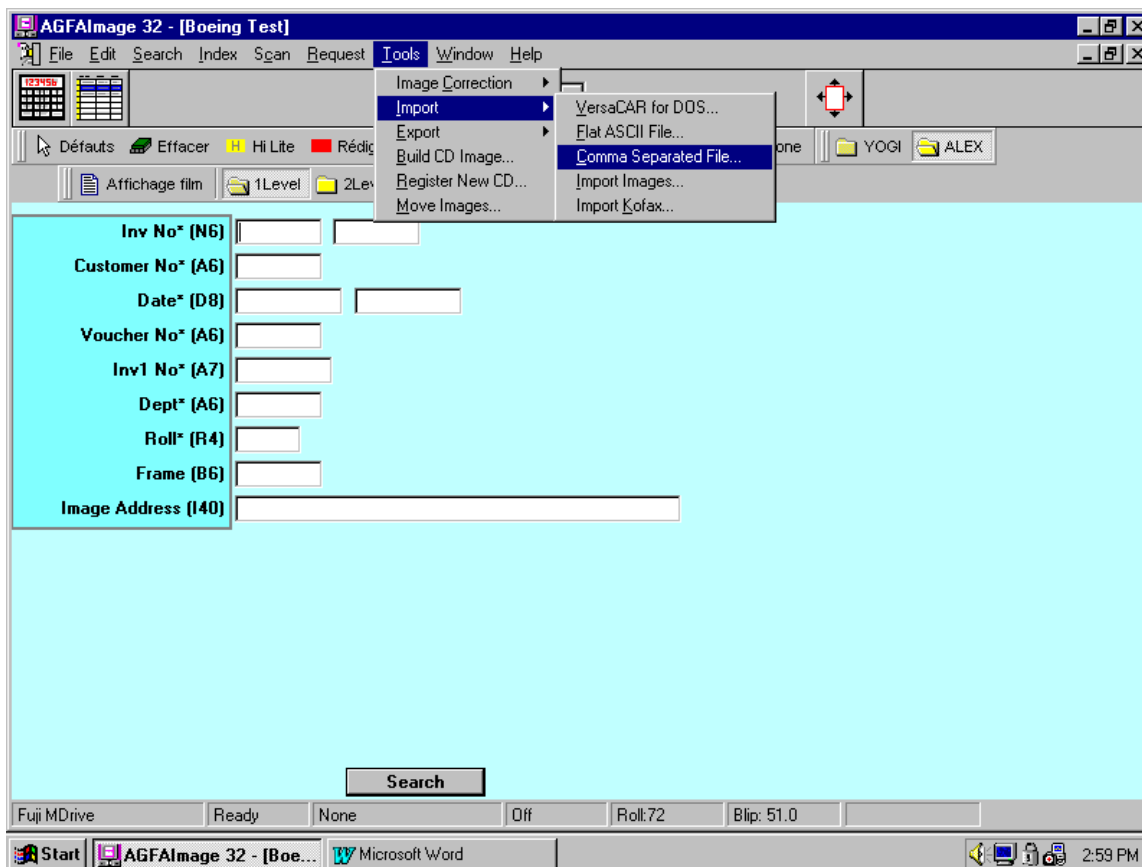
Fig.1

    This file could be a previously exported file from your database or it could be a file just created with all the information required to be imported into a new database.

NOTE: If you are exporting a file to re-import it later on, select the right date format before exporting. Type in the date format you want into the export selection box. You will then import date field in the format you exported them. This way you can change date formats quickly. (Just export the date with the format you want the date to be later and just re-import it).

2. When you get Open File Dialogue box, select the file you want to import.

Fig.2

3. On the next screen (shown in Fig.3) click on the fields you want to Import.   The program will ask you about the conversion of DATE, when you click on the Date field.

Fig.3

4. If you select the option "Use Hinge date 30", every year before 30, will become a year of 21st century or 2000. Check the results produced by selecting this option in Fig.4

AGFAImage 32 - [Boeing Test]

File Edit Search Index Scan Request Tools Window Help

Exact Text

Défauts   Effacer   H Hi Lite   Rédiger   T Ajouter texte   retirer   ● Ellipse   Polygone   YOGI   ALEX

Affichage film   1Level   2Level   3Level
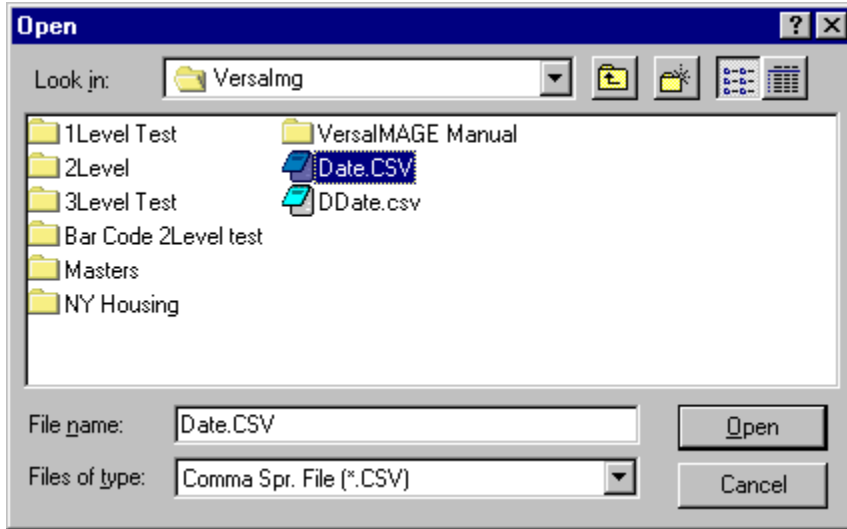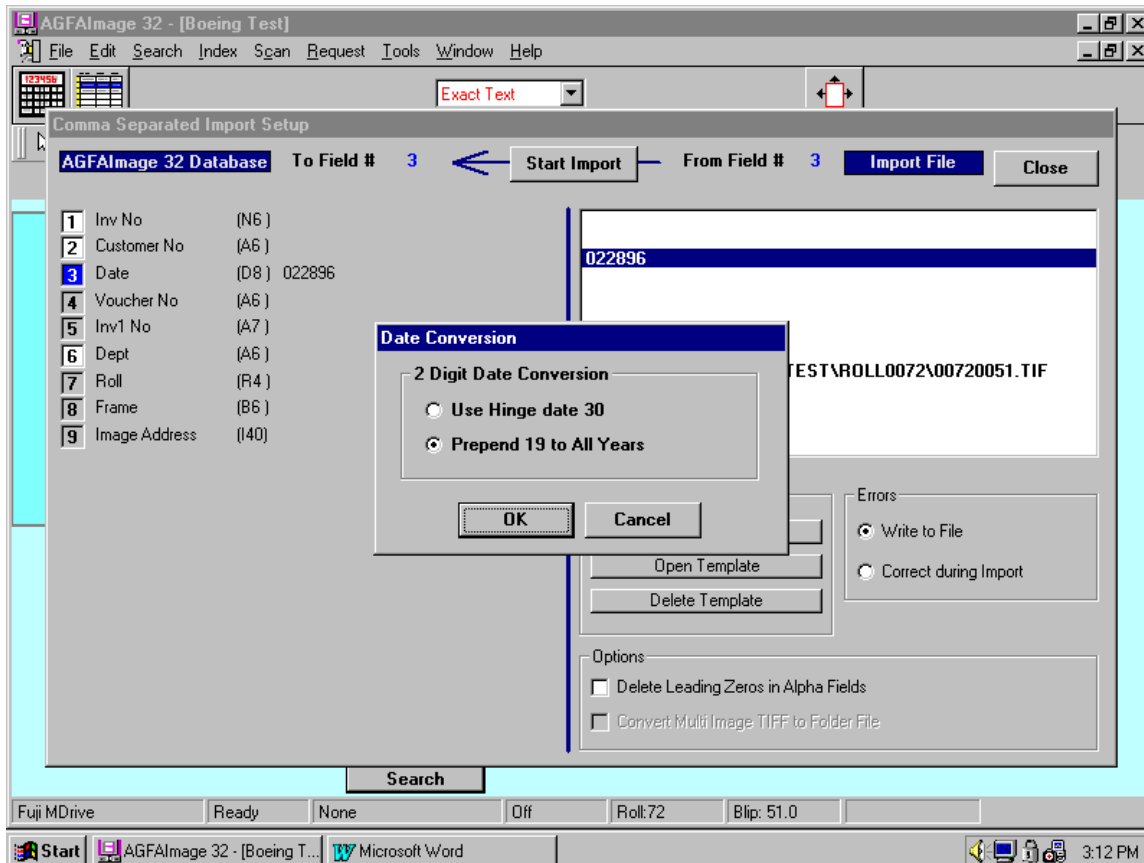
Hit	Inv No	Customer No	Date	Voucher No	Inv1 No	Dept	Roll	Frame	Image Address
1			2/28/1996				72	51	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
2			5/31/1999				72	52	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
3			3/3/1933				72	53	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
4			4/4/2023				72	54	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
5			8/21/1969				72	55	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
6			5/1/1977				72	56	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
7			10/30/1969				72	57	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
8			5/11/1996				72	58	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
9			1/6/2029				72	59	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
10			1/1/1931				72	60	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
11			12/31/2029				72	61	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
12			12/31/1930				72	62	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
13			7/7/1977				72	63	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
14			9/9/2019				72	64	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
15			8/8/2018				72	65	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
16			4/4/2014				72	66	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
17			5/5/1955				72	67	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
18			6/6/1966				72	68	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
19			9/9/1999				72	69	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
20			8/8/1988				72	70	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072
21			3/3/1933				72	71	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072

Hit 1 of 24   Clear   Change

Fuji MDrive   Ready   None   Off   Roll:72   Blip: 51.0

Start   AGFAImage 32 - [Boe...   Microsoft Word   3:20 PM

Fig.4

5. If you select option "Prepend 19 To All Years" from the screen shown in Fig.3, you will get the result as shown in Fig.5. Here number 19 will prefix each and every year.

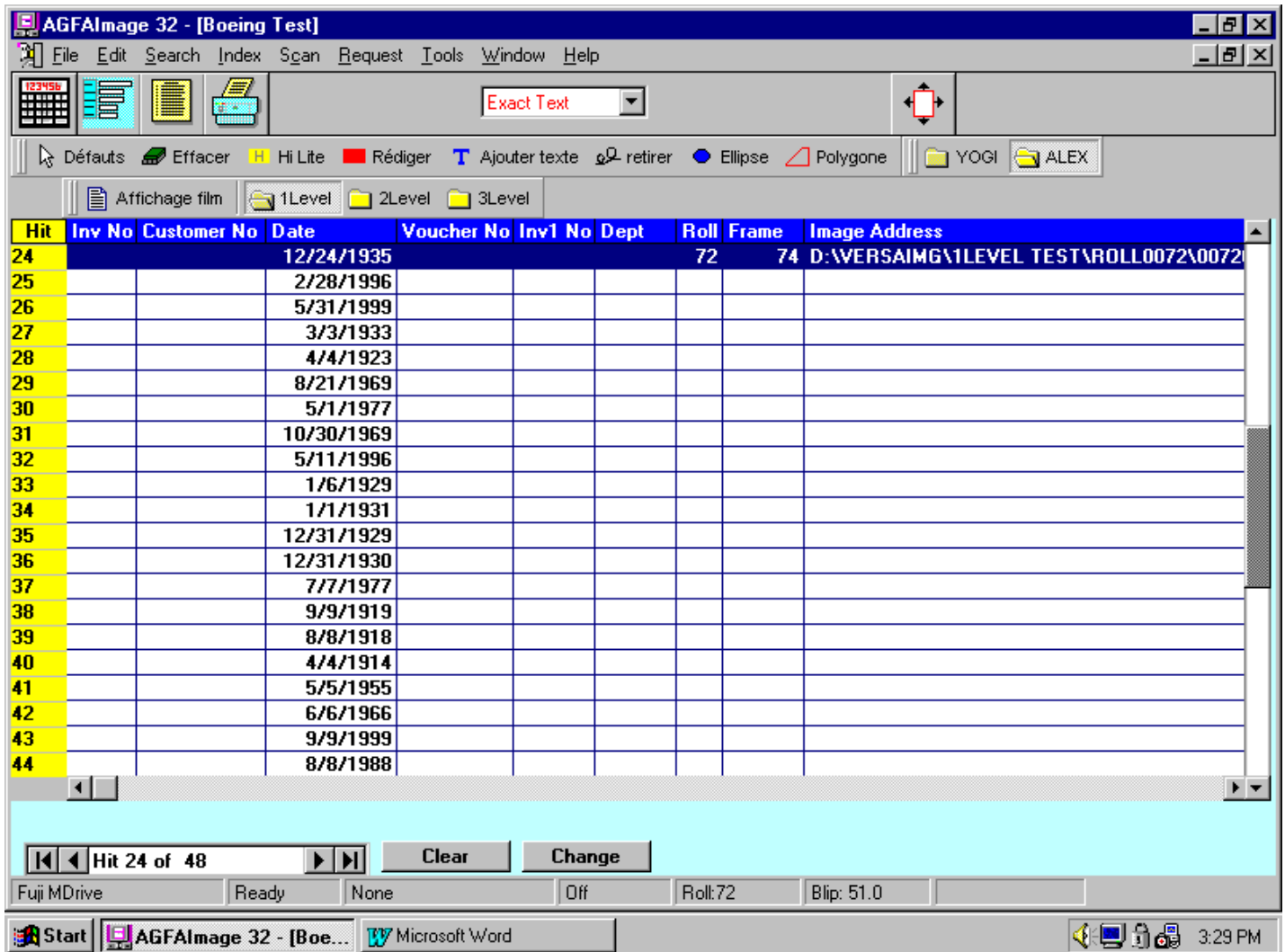| Hit	Inv No	Customer No	Date	Voucher No	Inv1 No	Dept	Roll	Frame	Image Address
24			12/24/1935				72	74	D:\VERSAIMG\1LEVEL TEST\ROLL0072\0072(
25			2/28/1996						
26			5/31/1999						
27			3/3/1933						
28			4/4/1923						
29			8/21/1969						
30			5/1/1977						
31			10/30/1969						
32			5/11/1996						
33			1/6/1929						
34			1/1/1931						
35			12/31/1929						
36			12/31/1930						
37			7/7/1977						
38			9/9/1919						
39			8/8/1918						
40			4/4/1914						
41			5/5/1955						
42			6/6/1966						
43			9/9/1999						
44			8/8/1988						

Fig.5

6. If you have selected the "Write to file" option for errors during import or export, you will get the message shown below for those errors that occurred during the import or export of your records. The program edits dates for valid dates including LEAP years.
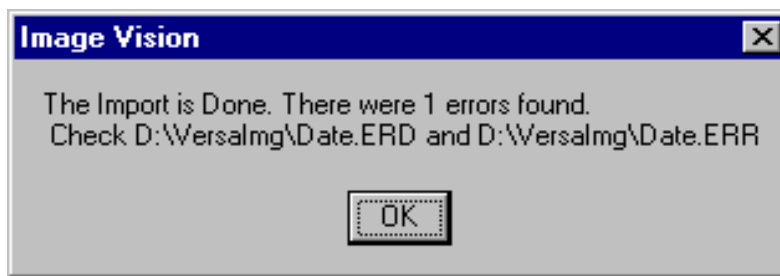

Fig.6

If you check the files mentioned in the above message box, you will see all records with errors including invalid dates.

A-5:   Frequently asked Questions and explanation of Error Codes:

Q: Can we monitor the automatic film scanning in zoom or maximized mode?
A: Yes you can zoom in on an area in the page or enlarge the scan page to full width while auto scanning.

Q: Can the Default and Distribution folder buttons be moved?
A: Yes, click and drag them anywhere on the monitor screen.

Q: We do not use a Database. How do we use the system to just search film manually with an external index, scan film images and put them into distribution folders for faxing, local printing, remote printing and e-mail?

- Open VersaIMAGE and any Database (you will not actually use it) that matches the microfilm.

(For example the 1DemoBlue database is single level so you must have single level film to run in that database. For 2 level films you must have built (create database) a 2 level database. Same for 3 level films you must have a 3 level database available. It is a good idea to create such databases and default folders initially to have them handy when needed. For example the Demoblue database and the DEFAULT button create a "match" for single level film).

- Use the Property SETUP commands and windows to set your film up for retrieval.

- Next you will have to create and set up your distribution folders for your needs. (I.e. Fax, e-mail, night fax, special handling, etc.).

- You will now use only the Microfilm View window, the microfilm controller and the Distribution folders.

Q: While clicking on a Default button an ERROR Message appears "Incorrect window setting, reset all windows". Multiple clicks on OK produce more such errors.

A: Count the times that this error re-appears after you click OK. There are as many errors in the parameter setup as there are error window appearances. Usually the errors can be found in the "scan window" section that the windows are not set at all or incorrectly.

Q: How do we attach paper scanners to VersaIMAGE so that we can scan the new documents yet still retrieve, manage and store (older) film images with the M-Drive?

A: Use the ISIS and soon to be released production TWAIN interfaces to bring images from paper together with images from film into the same database,

SECTION "B"

SECTION B:

1. 0. 0   DEMO: VersaIMAGE™ SEARCH DEMO GUIDE:

Use built in Demonstration file "DEMOBLUE" as example file. Make
sure Fuji M-Drive is connected and properly configured. See Setup Properties in SECTION A.

(Note: Is scanner configured for the correct Film Mode in the Demoblue Property Folder?)

- Double Click on VersaIMAGE ICON. Select FILE and OPEN DATABASE.
Choose DEMOBLUE file and DOUBLE CLICK on it or on OK.
CLICK on SEARCH button on the bottom of the display screen.
CLICK YES to the pop up window dialog box.
Five HITS are found.

Double click on the first HIT and a single image is displayed.

Check if Printer is connected. Go to FILE then PRINTER SETUP. Click on Landscape. CLICK on PRINT HIT LIST to PRINT all sorted "hits" onto paper.
(Use printer ICON on main Tool bar!)

Print Page or Image Folder if in Thumbnails

Mask button. To remove mask drag it off the document.

Click left mouse button to enlarge. Click and drag to zoom. Click to close. Right mouse click to close to thumbnail.

Use these distribution folders to move images from the Film View Window directly to Fax or E-Mail folders. (If images are not linked to a database).

1. 0. 1   SEARCH FOR MICROFILM IMAGES USING "DEMOBLUE":
Move mouse pointer to Table Display ICON (Next to VISCO ICON).

- CLICK and see all hits displayed again in Tabular (Table) fashion.
Move mouse pointer to bottom right scroll arrow.
CLICK and hold on RIGHT ARROW. (The display now moves to the left).
Choose (CLICK on) the SECOND HIT without an IMAGE ADDRESS.

- Double CLICK and see single display with ROLL/FRAME, NO IMAGE!
VISCO keyboard comes into full view automatically with desired page number in the display
(or click on the MICROFILM CONTROLLER "VISCO" ICON in the upper left corner).

Reduce VISCO keyboard size if desired (Click and drag on lower right or upper left corner).

Insert a SINGLE LEVEL Film ROLL into film reader.
- CLICK on SEARCH in VISCO.   Film drives to film image number in display and scans
    it automatically.
Note: To CLOSE VISCO display (Click on "X" in upper right corner of Visco).

1. 0. 2   TO SEARCH PREVIOUSLY SCANNED IMAGES USING "DEMOBLUE":

- CLICK again on the TABLE DISPLAY ICON.
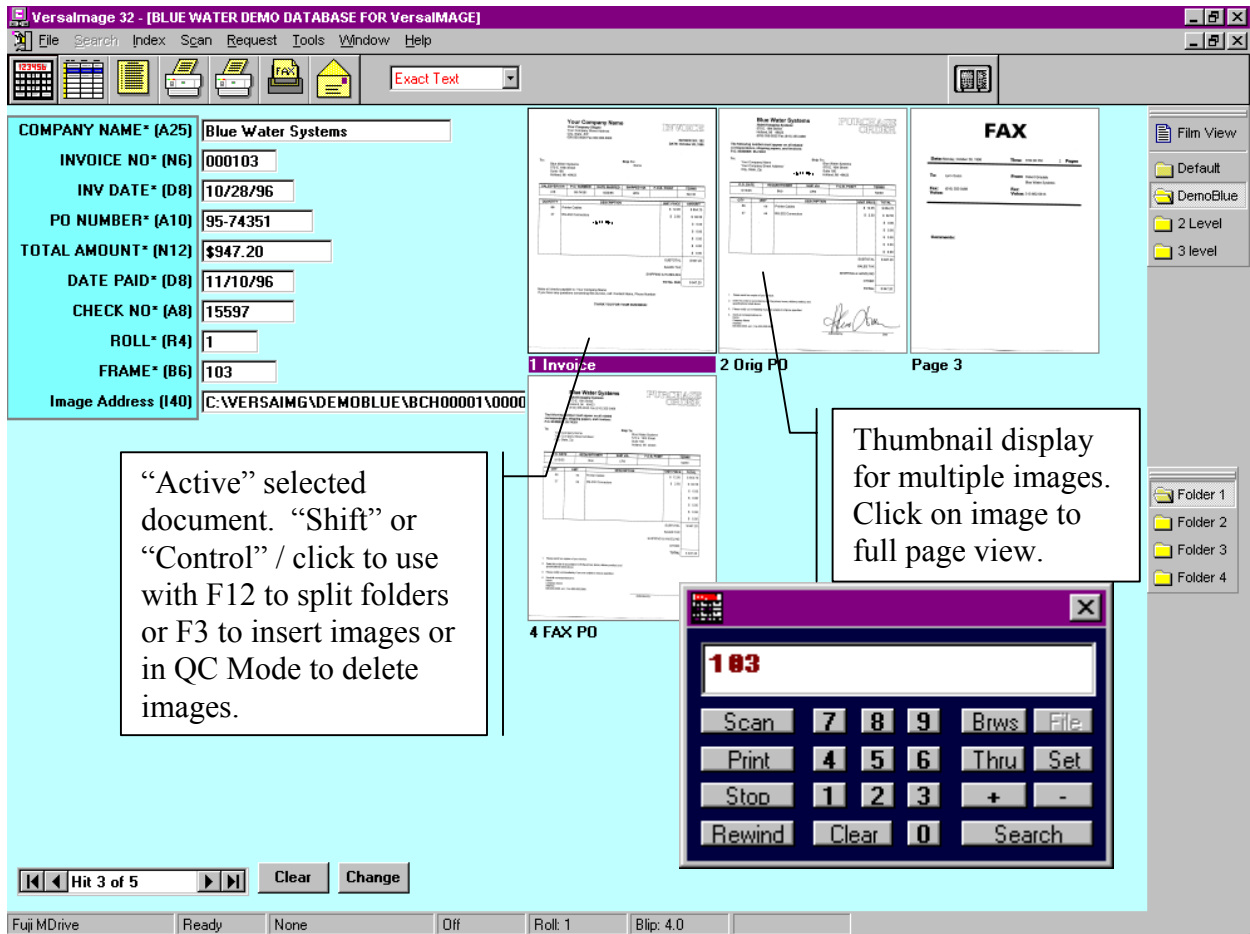- CLICK once (highlight) the 3rd HIT line.
(Hit numbers are located in the yellow field at the left of the screen).
Note that this field has an image address besides ROLL and FRAME.
- DOUBLE CLICK and the Display switches to single display again.

Four Images are now visible in THUMBNAIL display.
See 1.1.0 for image manipulation capabilities.

Versalmage 32 - [BLUE WATER DEMO DATABASE FOR VersalMAGE]

File Search Index Scan Request Tools Window Help

Exact Text

COMPANY NAME* (A25) Blue Water Systems
INVOICE NO* (N6) 000103
INV DATE* (D8) 10/28/96
PO NUMBER* (A10) 95-74351
TOTAL AMOUNT* (N12) $947.20
DATE PAID* (D8) 11/10/96
CHECK NO* (A8) 15597
ROLL* (R4) 1
FRAME* (B6) 103
Image Address (I40) C:\VERSAIMG\DEMOBLUE\BCH00001\0000

1 Invoice   2 Orig PO   Page 3

4 FAX PO

Film View
Default
DemoBlue
2 Level
3 level

"Active" selected document. "Shift" or "Control" / click to use with F12 to split folders or F3 to insert images or in QC Mode to delete images.

Thumbnail display for multiple images. Click on image to full page view.

Folder 1
Folder 2
Folder 3
Folder 4

1 03
Scan 7 8 9 Brws File
Print 4 5 6 Thru Set
Stop 1 2 3 + -
Rewind Clear 0 Search

Hit 3 of 5   Clear   Change

Fuji MDrive   Ready   None   Off   Roll: 1   Blip: 4.0

1. 0. 3 HOW TO PERFORM DATA SEARCHES with "DEMOBLUE":

- Click on the CLEAR button at bottom of page.
- Click on i.e. STARTS WITH in "Text Search Methods" box on top of display.

Type **BLU** into the first field.

- CLICK on SEARCH on bottom of display or push ENTER on keyboard.

The Search found **BLU**E WATER SYSTEMS with four images up.

Now try an alternate SEARCH:

- CLICK on CONTAINS in "Text Search Methods" box.

Type **AT** into the first field.

- CLICK on SEARCH on bottom of display or push ENTER on the keyboard.

The Search found BLUE W**AT**ER SYSTEMS again with four images up.

Note: Only TEXT SEARCH FIELDS are addressed in TEXT SEARCH BOX. For Numeric Range Searches see Section 5. 0. 0 or enter the beginning and ending numbers into the two boxes next to a numeric or Date field.

1. 1. 0   DEMO: USE IMAGE VIEW, ZOOM AND ROTATE FEATURES:
Move mouse pointer into one of the thumbnail images displayed (from Step 1. 0. 3 above).

- CLICK LEFT mouse button. Image enlarges from Thumbnail to single image display. Click again on the image. Image enlarges again to the full with of the monitor screen. Click again. Image shrinks back down by one level.
- Click again on the image. Image zooms again.
- Click RIGHT MOUSE button. Image shrinks down all the way to THUMBNAIL size. (Fast shrink method).

1. 1. 1   IMAGE ROTATION:
- Click on image again with left mouse button in order to bring image into single image display. Now click on ROTATE. Click ROTATE, 3 more times to rotate image back to original display.

1. 1. 2 CUSTOM AREA ZOOM:
Move mouse to an area within an image to be enlarged. Click, hold and drag left mouse button over the enlargement area. Let go of mouse button. Zoom is visible.
- Click left mouse button again and image zooms to full screen width.
- Click left mouse button to shrink again.
Use the Scroll Bars at the bottom and right side of the image to "pan" the image!
- CLICK the right mouse button for full-page view (Un-zoom).
Right mouse button shrinks image back to thumbnail display.

1. 1. 3 IMAGE DE-SKEW:
If in thumbnail display click on an image you wish to de-skew to bring it into full view.
Image will enlarge and DE-SKEW button is now visible. (Top Right side of the screen!)
- Click on DE-SKEW watch image straighten out!
Note: DE-SKEW is saved automatically in INDEX and IMAGE QC MODES.
DE-SKEW is saved in the SEARCH Mode only for EACH SINGLE SEARCH EVENT to allow correct printing, faxing etc. of single or folder images

1. 1. 4 CHANGE DATA IN DATABASE INDEX FIELDS IN SEARCH MODE:
- Click on CHANGE button located on the bottom of the SINGLE RECORD display screen.
(Top data field is highlighted).
Push Tab key on keyboard to get to field you wish to change (i.e. 3rd field down).
Type in change required and CLICK OK button on the bottom of the screen.
Note: SECURITY LEVELS control this function. If you do not want a user to have access to this function please ENABLE passwords.

1. 2. 0   DEMO: PRINT & FAX IMAGES AND FOLDERS:
1. 2. 1   PRINT or FAX FOLDER IMAGES IN THUMBNAIL DISPLAY:
Multiple images are displayed in thumbnail format with a maximum of 9 pages up on the
monitor screen. If you print or fax images in thumbnail format they will be in a maximum of 9
images per page format.   This way, the images are still eye readable on paper. Thus, one may
quickly fax an entire folder to the user. The user selects a particular image, circles it and faxes it
back for retransmission in full size format.
(Click on FILE then SETUP PRINTER and Click on Portrait mode)
With images displayed CLICK on the right hand PRINT ICON in the upper left-hand corner of
the main toolbar. The button will either PRINT the IMAGE or PRINT the FOLDER (for
thumbnail images) or FAX IMAGE or FAX FOLDER (for thumbnails) depending on the single
or thumbnail image display chosen..
CLICK YES to question "Print as Thumbnails" or "Fax as Thumbnails".
Your own WINDOWS printer or fax software will now print or fax the images.

1. 2. 2   PRINT or FAX ALL IMAGES IN A FOLDER:
With images in thumbnail display CLICK on PRINT or FAX icon in the toolbar.
CLICK **NO** to question, "(PRINT or) Fax as Thumbnails".
Your own PRINTER or FAX software will now print or fax all images full size.

1. 2. 3   PRINT or FAX INDIVIDUAL IMAGES
Image must be in single image display on the right side of the screen.
(If in thumbnail display CLICK with mouse on selected image to print or fax)
De-skew if needed, CLICK on PRINT or FAX icon.
Your own PRINTER or FAX software will now print or fax the images.

1. 3. 0   DEMO: SCAN ROLL MICROFILM AUTOMATICALLY:
(Check ROLL SCANNER SELECT Sections 1. 4. 1 and 1. 4. 2 and 1. 5. 1)

- **SINGLE LEVEL FILM AUTO-SCAN DEMO:**

SET UP APPLICATION and Fuji M-Drive FOR SINGLE LEVEL FILM. LOAD SINGLE
LEVEL FILM ROLL. OPEN a NEW SINGLE LEVEL Database.
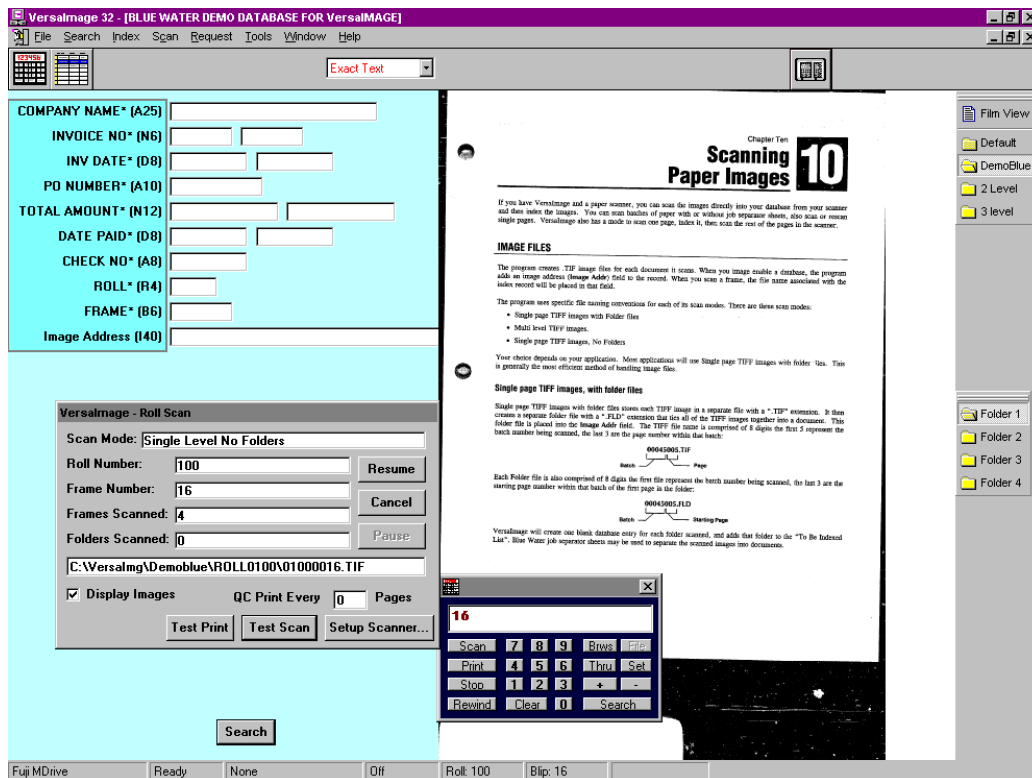- CLICK on SCAN and then on SCAN ROLL.

Enter Roll number to be scanned.
ENTER starting and ending Frame numbers as required into pop-up windows.
Check SCANNER DPI and other settings in Scanner PROPERTY BOX.
- If satisfied CLICK OK.
    Note: You may now move the VISCO and scanner dialog boxes around on the

screen to suit your application screen layout.
- CLICK on TEST SCAN and verify scan Quality.
- CLICK on SCANNER SETUP again if needed to change scanner settings.

IMPORTANT: *ON CANON MS-100 VIDEO INTERFACE the brightness and contrast levels*
must be adjusted manually on the scanners keypad.
Optional: (If a printer is connected to the PC) Click in VersaIMAGE Roll Scan Dialog box at
QC PRINT EVERY _____PAGE BOX and ENTER interval your own print number. (i.e. 10 -
for one print every 10 scans)

- CLICK on START to start ROLL SCAN operation.

To PAUSE auto-scanning operation watch for the PAUSE button to activate after each scan
cycle and CLICK on it   CLICK on CANCEL to end ROLL SCAN operation.

TWO LEVEL FILM AUTO-SCAN DEMO:
(Check ROLL SCANNER SELECT Sections 1. 4. 1 and 1. 4. 2 and 1. 5. 1)
SET UP APPLICATION and FUJI M-Drive FOR TWO LEVEL FILM. LOAD TWO LEVEL
FILM ROLL. Be sure to OPEN a new TWO LEVEL Database.

- CLICK on SCAN then on SCAN ROLL (top of screen).

Enter Roll number to be scanned.
ENTER starting and ending FILE and PAGE numbers as required into pop-up windows. Check
SCANNER DPI and other settings in Scanner Dialog BOX.

- If satisfied CLICK OK.

Note: You may now move the VISCO and scanner dialog boxes around on the screen to suit
your application screen layout. CLICK on TEST SCAN and verify scan Quality. CLICK on
SCANNER SETUP again if needed to change scanner settings.
Optional: (If a printer is connected to the PC) Click in VersaIMAGE Roll Scan Dialog box at
QC PRINT EVERY _____PAGE BOX and ENTER interval your own print number. (i.e. 10 -
for one print every 10 scans)

- CLICK on START to start ROLL SCAN operation.

To PAUSE auto-scanning operation watch for the PAUSE button to activate after each scan cycle and CLICK on it   CLICK on CANCEL to end ROLL SCAN operation.
This APPLICATION is set up for two or three level indexing. The automatic roll scanning mode will automatically separate file blips into electronic file folders.

- Trouble? Check the Blip Field in the Database. If the gray number next to the blip name shows B-6 the application is single level. B-13 is for TWO LEVEL and B-21 for THREE LEVEL APPLICATIONS.

SECTION "C"

1. 4. 0   SET-UP SCANNING AND IMAGING OPTIONS:

1. 4. 1   SELECT PAPER OR MICROFILM SCANNER:
Click on FILE then SELECT SCANNER.
Select scanner of choice (Scroll or type in a letter to quickly get to the alphabetic section you want) and CLICK OK. This loads the appropriate Driver for PAPER or MICROFILM scanners. (Note: If Canon Driver reports "Scanner not responding, CLICK on OK again, this message is generally erroneous)

1. 4. 2   SETTING IMAGING AND CROPPING OPTIONS:
Click on FILE, PREFERENCES and IMAGING OPTIONS.
Select SINGLE TIFF, FOLDER TIFF or MULTI-IMAGE TIFF file format.
Select Cropping mode of choice. (Select: EXPAND IMAGE after CROPPING for MICROFILM APPLICATIONS (see CROPPING in Section 6. 0. 0 & 7. 0 . 0)

1. 4. 3   SETTING AUTO BACKGROUND PROCESSING
From File /Preferences select BACKGROUND PROCESSING. Choose (click) on the items you wish to perform in the background. For black copyboard background and rotary microfilm try the auto-crop and expand feature!

1. 5. 0   SET-UP FOR FILM READERS AND CAMERAS:
1. 5. 1   SETTING ROLL MICROFILM SCANNING DEFAULT:
Click on FILE, PREFERENCES and DEFAULTS.
Click on desired ROLL FILM scanning default level. Click OK
Note: The ROLL FILM scanning default is affected by the indexing level chosen when a DATABASE is (or was) created. Check your database BLIP level setup by observing the number next to the Blip index field in your currently open database. (B6=Single, B13=2 Level, B21=3 Level) A multi level blip database must be available for automatic file separation during film scanning.

Click on FILE then PREFERENCES then READERS AND CAMERAS or on the Reader NAME FIELD in the STATUS BAR at the bottom left side of the screen. Click on DOWN ARROW in READER section (left side of display).
Select (CLICK on) Reader(/Printer) MODEL you wish to run.
Check Baud rate, Stop Bit, Parity, COM port etc. and match with your Reader!
Set 0, 1 or 2 for the FILE blip page number (1 is standard default, i.e. File 1.1).
Click on TEST and then on 100 SEARCH for single level or 10F set for 2 level.
The Status box on the bottom of the screen should now read READY.
(If the status reads "busy" or "no communications" see page 38 of the Manual).
If Reader moved to correct Page. CLICK DONE then repeat with Camera section if desired
Note: SET both Readers and Cameras to NONE if none are connected! CLICK OK.

1. 6. 0   SETUP PRINT DISTRIBUTION with PRINT QUEUE:
Click on FILE, PREFERENCES, VersaIMAGE WORK STATION.
Select Workstation configuration required i.e.
"REQUEST FULFILLING WORKSTATION".
Click on QUEUE and enter Queue name (and path if required).
Click OK. Requesters to store requests must now use this queue name!

1. 7. 0   SETTING UP HIT LIST SORT SEQUENCE:
Note: A database must be OPEN for this feature to work. (CLICK on FILE, OPEN DATABASE, select database and CLICK OK).

Click on FILE, PREFERENCES and SORT SEQUENCE.
Click on down arrow in first search field setup. Select and click on desired field.
Select ASCENDING or DESCENDING sort sequence.
Repeat for other two fields if needed. Click OK.

2. 0. 0   HOW TO CREATE (SET UP) A NEW CLIENT APPLICATION:

CLICK on FILE and NEW DATABASE.
ENTER desired (maximum eight digit) DATABASE NAME click OK,
or press ENTER on keyboard
Type in desired (longer) Database Title.
SELECT (CLICK) desired INDEXING LEVEL.
Important: Allows single or multi level film indexing. See INDEXING features!
CLICK on ADD FIELD and ENTER first FIELD NAME.

Create Master Table

Title: New Database for 2 level Film

Number	Name	Type	Fast	Length	Format	Verif	Fill
1	Name	AlphaNumeri	Yes	25		(None)	
2	Acct No	Numeric	Yes	12		(None)	
3	Date	Date	Yes	8		(None)	
4	PO Number	AlphaNumeri	Yes	10		(None)	
5	Document Type	AlphaNumeri	Yes	4		(None)	
6	Roll	Roll	Yes	4		(None)	
7	Frame	Blip	No	13		(None)	

Add Field
Modify Prev Field
OK to Create
Cancel
Roll Inventory...
Ref. Table...

Indexing
○ 1 Level
◉ 2 Level
○ 3 Level
○ Reference

CLICK on FIELD TYPE down ARROW.
SELECT (CLICK) on desired FIELD TYPE (i.e. Numeric).
PRESS TAB or Click on LENGTH and ENTER FIELD LENGTH.
(Maximum 15 characters for NUMERIC FIELDS, 80 for ALPHANUMERIC!).
PRESS TAB to FIELD FORMAT. This FIELD is only active on <u>NUMERIC FIELD TYPES.</u>
TAB to VERIFICATION. SKIP or select (CLICK) on DOUBLE KEY ENTRY if REQUIRED
or MODULUS 10 Check Digit Verification.

Ignore FAST SEARCH it should be ON. Turn Off - for fields, which are not searched, in
LARGE databases to save time! CLICK on ZERO FILL if you wish spaces to be replaced with
ZERO's in numeric Fields.
CLICK OK.
(Note: Did you make an error? You may Click on MODIFY PREVIOUS FIELD to make
changes now!)

REPEAT STEPS ABOVE FOR FURTHER FIELDS (Up to 19 Fields possible, one is used for
the image address in VersaIMAGE).

When new Database set-up is complete CLICK OK TO CREATE.

NOTE: Roll and Frame Fields must be present in order for any microfilm operation to be active (including Controller Icon, Roll Scan, Roll Indexing, Film QC, etc.).

3. 0. 0   HOW TO SCAN PAPER AND FILM IMAGES:
(Select SCANNER Section 1. 4. 1 then Imaging Options 1. 4. 2)
3. 1. 0   SCAN SINGLE IMAGES (F-5, + F-3 FUNCTIONS):
Use this feature to add images to an open folder or a multi image TIFF file, depending on how the IMAGING OPTION (Section 1. 4. 2 has been set)

You may scan from film or paper into an existing file folder, one image at a time.

Open a Database and SEARCH for a record.

CLICK on **SCAN SINGLE** or push **F-5 Key**. A SCAN starts. (RE-SCAN **F-6**)

Note: (If there is no "HIT" - use the **F-2 Key** **see 3.2.0 below!**)

3. 1. 1 SCAN AND INSERT AN IMAGE BETWEEN IMAGES:
If you want to insert an image at a precise location click on the image you want the new page to follow. Click the **F-3 Key** the new scan will insert.

3. 2. 0   MAKE FOLDER AND SCAN MULTIPLE IMAGES:
This option can be utilized to quickly scan either Microfiche, Jackets or Paper documents into a File folder (i.e. Legal, Personnel or Medical files...).

SCAN from PAPER: Place a stack of Documents into the feeder.

SCAN from FILM: Position fiche carrier to first image.

CLICK on SCAN/INDEX and SCAN or the **F-2 Key.**

The first image is scanned and VersaIMAGE automatically switches to the INDEXING MODE. Key the index information (Folder name) into the index field. (Use ZOOM ZONES to better see key entry data in subsequent folder records! See IMAGE INDEXING SECTION).

File the first image by either:

1. Pressing the F8 key or   2. Pressing the ENTER key TWICE or

3. CLICK on OK.

To add more images to this newly created file folder:

SCAN from PAPER: Press the F5 key for each subsequent page.

SCAN from FILM: Move film manually to next image and press F5 key.

3. 3. 0   SCAN A (PAPER) BATCH:
NOTE: Scan Targets Must be scanned centered in the Scanner to work!

CREATION OF SCAN BATCH TARGETS FOR FILE SEPARATION:

Note: Blue Water Batch Targets can be printed from VersaIMAGE!

On the VersaIMAGE installation Disk # 3 is a BWS_SEP.DOC File. Load Disk and then copy File into Microsoft Word. Print out on laser printer.

These Batch Targets, if used to separate files, will allow automatic File separation during the INDEXING / SPLIT IMAGE FOLDERS step. The Images of these SEPARATOR TARGETS will be deleted automatically.

NOTE: If BOTH sides of a document must be scanned at once (**DUPLEX MODE**) the FILE SEPARATOR TARGETS MUST be printed on both sides! Run them through the laser printer again to print the back side!

Open Database of choice.

Insert documents into feeder and CLICK on SCAN BATCH.

Continue on current batch with START or CLICK on NEW BATCH.

ENTER new Batch number and CLICK on OK or press ENTER.

Select the IMAGE DISPLAY OPTION and SCAN BOTH SIDES if desired.
CLICK on SETUP scanner. (Note: VersaIMAGE retains scanner settings from last set-up or scanning job!)
SET Papersize, Brightness, Contrast, DPI, etc. and CLICK START.
Scanner starts scanning.
Job Separation Sheets should have been inserted between logical (Folder) breaks.

When paper runs out or a paper jam happens clear the jam load documents and
CLICK on the RESUME button in the VersaIMAGE Batch Scan BOX
CLICK CANCEL to stop feeder.

4. 0. 0   HOW TO IMPORT ASCII OR COMMA SEPARATED FORMATTED FILES FOR "LOOK-UP APPEND" MODE:
(Consult Chapter 7 and 16 of the USERS GUIDE!)

Open a database.
From TOOLS MENU CLICK on IMPORT and FLAT ASCII FILE or COMMA SEPARATED FILE. Select (CLICK on) File with .txt (TEXT) extension for ASCII or a .csv extension for COMMA Separated Files. CLICK OK.
Notice the " to be imported Data record" in the top right section of the display.

The entire ASCII record may now be viewed by moving the slide bar from left to right. The total record length (character count) for the (to be) imported record is displayed below the import window.

SELECT (CLICK on) FIELD number BOX on the left side to designate which field you wish the data to move into. With the mouse CLICK and HI-LIGHT a Data FIELD (i.e. Date field) in the data record (right side) and CLICK on COPY TO FIELD. Repeat with all fields that you wish to import.
Note: If you expect to import more data in the same format in the future:
CLICK on SAVE TEMPLATE.

CLICK on START IMPORT button on top center of screen to start import of ASCII or COMMA SEPARATED Data. This Data may be used with the INDEXING / LOOK-UP APPEND Mode!

NOTE: EXTERNALLY CREATED SINGLE level and TWO LEVEL blip databases may be imported into a single VersaIMAGE TWO LEVEL database. (Depends also on the single level blip size! Consult Blue Water Systems).

4. 1. 0   IMPORT SINGLE PAGE TIFF IMAGES:

Open the correct VersaCAR Database, which will require the import of images.
CLICK on TOOLS then IMPORT then IMPORT IMAGES.
Disable "Automatically Build Folders" feature (if it is checked "on").
Select disk drive and directory for import.

The number of files are shown in the TIFF IMAGE COUNT BOX.   CLICK on START IMPORT. Answer (CLICK on) OK to Prompt statement: "Images must be moved to an Application Path for indexing".
Enter an 8 DIGIT BATCH number for the file to be imported (i.e. BCH00001)
CLICK OK and OK to prompt window and IMPORT begins.

4. 0. 2   IMPORT TIFF IMAGES AND SPLIT INTO FOLDERS:
Open the correct VersaCAR Database, which will require the import of images.
CLICK on TOOLS then IMPORT, then IMPORT IMAGES.

Click on AUTOMATICALLY BUILD FOLDERS and read instructions in the yellow box display. Select the Field split you wish to use (i.e. 2 for File and 6 for Page, or 3 for File and 5 for Page, default setting is 4 and 4 as shown). The total number will always add to 8 digits for the (DOS) File name.

The number of files are shown in the TIFF IMAGE COUNT BOX.
CLICK on START IMPORT and OK on Prompt Window for IMPORT to begin.

Answer (CLICK on) OK to Prompt statement: "Images must be moved to an Application Path for indexing".

Enter an 8 DIGIT BATCH number for the file to be imported (i.e. BCH00001) CLICK OK and IMPORT begins.

5. 0. 0 HOW TO USE VersaIMAGE^{TM} SEARCH FEATURES:

(See Demonstration of "DEMOBLUE" as example file).

Double Click on the VersaIMAGE ICON to load VersaIMAGE.
CLICK on FILE then on OPEN DATABASE.
Choose a database file and DOUBLE CLICK on it or on OK.

5. 1. 0 HOW TO PERFORM SEARCHES:

A. TEXT SEARCHES: (Fields: Alphanumeric, Roll, Blip, Image Address)

- **5. 1. 1** EXACT SEARCH is the normal DEFAULT SEARCH parameter.

Enter exact number, name or data into the appropriate field and CLICK on the SEARCH button
or press ENTER on the keyboard.
On the lower left of the display see the number of "hits" found in the database,

- **5. 1. 2** Click on STARTS WITH in the "Text Search Methods" box (top of display).

Move mouse pointer to appropriate field, CLICK and type one, two, three or more characters
into the field.
Enter more information into other fields if desired (not required!).
CLICK on SEARCH or push ENTER on the keyboard,

- **5. 1. 3** CLICK on CONTAINS in "Text Search Methods" box.

Move mouse pointer to the desired field, CLICK and type one, two, three or more characters (in
a string) into the field.
CLICK on SEARCH or push ENTER on the keyboard.

B. NUMERIC RANGE SEARCHES: (Fields: Numeric, Date)

- **5. 1. 4** **EXACT** Searches are made if only the first field is used. If the second field is used
  (to the right of the first field) **RANGE** searches are conducted. (I. e. Enter 0 and 1000 in
  Amount field respectively. Searches for all invoices up to $1000)

5. 2. 0 If more than one hit has been found:
Move mouse pointer to Table Display ICON (Next to VISCO ICON).
CLICK and see all hits displayed in Tabular (Table) fashion.
Move mouse pointer to desired "hit" and DOUBLE CLICK on it.

CLICK on the RIGHT ARROW at the right bottom corner of the screen display. (The display
now moves to the left).
Check if hits have ROLL, FRAME and/or IMAGE ADDRESSES.
Double CLICK on a hit with an image address, IMAGE should be displayed.

5. 3. 0 If Roll/Frame address is available with no image:
Click on TABULAR DISPLAY and double CLICK on a hit without an image address. The
VISCO film controller appears on the screen.
Select Microfilm Scanner (See SETUP SCANNER section).
Move mouse pointer to upper left or lower right corner of VISCO until diagonal arrows are
visible. Drag Visco corner to increase or decrease its size as needed.

6. 0. 0   HOW TO USE VersaIMAGE INDEXING FUNCTIONS:

6. 1. 0   ARRANGING INDEXING FIELD SEQUENCE FOR KEY ENTRY:
Click on FILE, PREFERENCES and INDEXING SEQUENCE.
Follow instructions. DRAG and DROP fields to desired locations. Click OK
NOTE: ONLY THE TOP (FIRST) FIELD CAN BE USED TO MATCH LOOK-UP APPEND or BAR CODES or OCR AGAINST A DATABASE!

6. 2. 0   INDEX FROM IMAGE:
Note: Scanned images must be available for indexing purposes.
SELECT (CLICK) on INDEX then on INDEX IMAGES and on correct BATCH NUMBER
CLICK on OK.

- **6. 2. 1**   Answer YES to LOOK-UP APPEND MODE if you are matching   images to data which has previously been IMPORTED into the Database.
     Now KEY data from the IMAGE into the first indexing Field on the   screen (Note: Use INDEX SORT SEQUENCE feature to move matching index field to the first data position). Note: After the first index field is keyed VersaIMAGE will automatically match this field with the imported data and fill in the other data fields from that data.

- **6. 2. 2**   Answer NO to LOOK-UP APPEND MODE if you have no imported data. Key Data manually into the indexing fields. For faster input use:

- **6. 2 3   ZOOM ZONES FEATURE:** (Also if Image Data is hard to read)
     Click and drag with left mouse button over the image area (i.e. Address   Field) which must be keyed for indexing purposes.
     Let go of Mouse button. A ZOOM area has been created.
     Now key DATA from image into the appropriate DATA INDEX   FIELD. Repeat for each field.
     VersaIMAGE remembers each ZOOM ZONE selected for each field!
     On subsequent images VersaIMAGE will automatically ZOOM the   areas required for each DATA ENTRY FIELD during indexing.

6. 3. 0   CROPPING AND CROP OPTIONS:

CLICK on FILE then PREFERENCES then IMAGING OPTIONS.
Select the Crop option that is most suitable to your application (i.e. Standard)
CLICK OK. The option default has been set. You may turn the CROP option off for the SEARCH mode to reduce confusion. Also the auto CROP function may be used see 1.4.3
CLICK on the required image you wish to crop if it is in thumbnail display.
Image must be in SINGLE image-up display (on the right of the display screen).
CLICK RIGHT MOUSE BUTTON near upper left corner of image and DRAG over image so rectangular outline box covers image area required after cropping.
Let go of right mouse button Image will be cropped. Image will center and expand into the full frame automatically, if proper options (1. 4. 2) are selected.
NOTE: THE **UNDO** BUTTON comes onto the screen to allow reversal **NOW!**

6. 4. 0   INDEX AT READER:
Indexing from Reader automatically adds the Roll/Frame information to each INDEXING RECORD. You may also use the unique LOOK-UP APPEND MODE (see INDEX from

Be sure to do SET-UP FUNCTIONS for Microfilm Readers first! The microfilm controller, the film and the application must be matched for 1 or 2 or 3 Level!

CLICK on INDEX then INDEX at READER. ENTER ROLL NUMBER of Film Roll you wish to index. CLICK OK. Enter starting frame. CLICK OK.

CLICK NO on LOOKUP/APPEND question unless you have imported data and wish for it to match to the key field and automatically fill into your additional indexing fields. Notice the READER selected, READY STATUS with ROLL and BLIP number at the bottom of the screen in the STATUS BAR.

Key data from microfilm image. Note that there are no ROLL/FRAME fields!

When OK TO FILE window appears push ENTER or CLICK OK.

Watch film reader move to the next blip automatically!

The roll and blip address is automatically added to the record and the blip field advances to the next <u>logical</u> blip. If the database APPLICATION has been set up for 2 level blips the film will advance from FILE blip to FILE blip automatically. (See 1. 5. 1)

6. 4. 0 SUB-INDEX A FILE TO PAGE BLIPS (WITHIN A FILE):

Press **F-7** at the page blip that you want to attach an index record to. Key index.

F-8 Key : (Auto Copy and file record)

Arrange INDEX FIELDS (See Section 6. 1. 0) so that the most frequently changed INDEX fields are on top. During Key entry use the F8 key when you wish to copy all fields below (where your cursor is now), FILE the record and move the film to the next PAGE or FILE blip.

F-9 Key: If the next image needs the identical index information press F-9

6. 5. 0   ANNOTATION OF IMAGE INFORMATION TO IMAGES:

A. Images that are visible in THUMBNAIL DISPLAY may be annotated below the image: DOUBLE CLICK on the page number field below an image in thumbnail display. Type index information into the index window. ***NOTE: MULTI IMAGE TIFF IMAGES CANNOT BE ANNOTATED!)***

B. For Image annotation within the image click on image, then on NOTE ICON above the image: **Type a message and click ADD. Watch for black rectangular area in upper left corner of image . Click, drag and drop.**

6. 6. 0   SPLIT "BATCH SCANNED" IMAGES INTO IMAGE FOLDERS:

   Optional if you wish to verify batch before split:
   Click on INDEX then INDEX QC and CLICK on correct Batch number.
   Verify that one file (data index) record is present.
   Double Click on BATCH record and watch images in thumbnail display.   Watch for FILE SEPARATOR targets within thumbnail images.

IMPORTANT: RESCAN FILE SEPARATOR targets now if they are CROOKED or not centered! (Click on image in thumbnail and then F-6 RE- SCAN) CLICK on INDEX in FILE MENU and then on EXIT QC.

CLICK on SPLIT IMAGE FOLDERS. Click on correct batch number to be split.

Click OK (Window appears and shows file break down into folder files).

(To check if the batch has been properly split click on INDEX QC again, you should see multiple records now. Double CLICK on each record to see how many images are in each file).

6. 6. 1 SPLIT ONE FOLDER INTO 2 or MORE FOLDERS:
Press SHIFT key and click on image(s). Image border(s) will turn RED. Press **F-12** key and all
"red" images will move to a new folder. Use Index from image to create new folder index.

6. 7. 0 INDEX AT CAMERA:
For more detailed information consult the Users Guide.
You may perform 1 through 3 level indexing at the camera. The Multi level indexing fields must
be arranged (see instructions above) to show the FILE fields as the first fields on the indexing
screen. Depending on which fields (BLOCK, BATCH or ITEMS) receive new data in the data
entry process, the appropriate camera file blip <u>will</u> or <u>will not</u> be activated.

(i.e. in 2 level film indexing schemes data entered into the first indexing field changes the FILE
name and starts a new FILE with a FILE blip. PAGE index blips are generated by entering data
into PAGE blip index fields with new documents at the camera followed by ENTER.   If <u>no</u> new
data is key entered into any index field, but a new document is placed onto the camera bed
followed by the ENTER key, <u>no</u> separate index record is created for this page. It is filmed as an
attachment page only with a page blip and no index record).

6. 8. 0 INDEX FROM PAPER:
CLICK on INDEX then INDEX from PAPER. Select YES or NO for LOOK-UP APPEND
MODE (See INDEX IMAGES for description) and proceed with data entry. Press ENTER or
CLICK OK after each record has been entered.

6. 9. 0 HOW TO CREATE FOLDERS FOR <u>SOME</u> SINGLE IMAGES:
This feature allows to override the SINGLE PAGE TIFF FILE - NO FOLDERS option in the
FILE / PREFERENCES / IMAGING OPTIONS MODE.
For attachment of an image to the previous image (i.e. multi page invoices) in an otherwise NO
- Folder application.

CLICK on INDEX then on INDEX IMAGES.
SELECT (CLICK on) desired BATCH number. CLICK on OK.
Answer NO to LOOK-UP APPEND question unless you have Data to append (See INDEX from
IMAGES previous page and Data Import section page 10)
With the image (which is to be added to the previous image) visible on the display screen
PRESS the **F12** key.
Image will be added to the previous image in a FILE FOLDER.

7. 0. 0 HOW TO USE IMAGE QC AND MODIFY IMAGE FILES:
Click on INDEX then **IMAGE QC**.

7. 1. 0 TO RESCAN AN IMAGE IN THE IMAGE QC MODE:
Find and CLICK on image to be rescanned (CLICK on it to remove it from Thumbnail display. (i.e. RESCAN FILE SEPARATOR SHEETS if crooked or scan them to create new batches). CLICK on the RESCAN button or press the **F-6** key. To insert an image click on the image before and press the **F-3 Key**!

7. 2. 0 ADDING A DATA RECORD:
Select desired Batch and click OK. Tabular display opens. Click on index record that needs to be BEFORE the newly added record. CLICK ADD button.

7. 3. 0 MODIFY DATA IN RECORD:
DOUBLE CLICK on record to be modified in SINGLE RECORD (not tabular) display mode. TAB to correct field. CLICK on field and correct data. Click on the CHANGE button in Search mode for the same effect

7. 4. 0 GLOBAL INDEX DATA CHANGE:
CLICK on <u>FIELD NAME HEADER AREA</u> in TABULAR HEADER DISPLAY.
The entire Column will be highlighted. CLICK on CHG ALL icon.
ENTER OLD DATA to be CHANGED GLOBALLY.
ENTER *NEW* DATA to be CHANGED GLOBALLY.
CLICK on VERIFY if you want to OK every occurrence. (Note: MATCH CASE is the DEFAULT) . CLICK on REPLACE ALL to make the Global Change at once. Multiple Columns may be highlighted by CLICK, DRAG & RELEASE.

7. 5. 0 QC OF MICROFILM CAR INDEX WITH BLIP ADJUSTMENTS:
Click on INDEX , QC FILM INDICES. ENTER roll number to be QC'd. Tabular display shows all hits for roll. Add, Change or Delete records.
 FRAME ADJUST the entire microfilm roll automatically by moving the blip sequence forward or backward as needed to make up for missing or added blips.

7. 5. 1 ADD MICROFILM SUB-INDEX TO FILE BLIP INDEXES:
When in a File blip has been "missed" by the camera or operator on microfilm a new file may be created for a page blip within a file by pressing the F-7 key. This attaches the new file's record to the correct page blip within a file creating a new File index.

7. 6. 0 IN IMAGE QC - DELETE IMAGES IN A FOLDER
Click on desired image in a folder to bring it into full page view. Press the DELETE key on the keyboard. The image will be removed after final confirmation by operator.

7. 7. 0 DELETE TIFF IMAGE IN A FOLDER OR MULTI IMAGE TIFF   FILE:
CLICK on INDEX then INDEX QC and SELECT BATCH.
DOUBLE CLICK on DATA record if images are not in thumbnail display.
CLICK on image you wish to delete to enlarge it to the single image display.

Push the DELETE KEY <u>on the keypad.</u> NOTE: Only the <u>TIFF image</u> will be deleted The <u>Data record</u> will not be deleted.

7. 7. 1 DELETE MULTIPLE TIFF IMAGES BUT NOT DATA RECORDS:
In tabular display and in IMAGE QC click and drag in the image address field only. Highlight all images to be deleted and click DELETE. Confirm with "yes"

7. 7. 2 DELETE DATA RECORD <u>WITH</u> TIFF IMAGE AND FOLDER:
CLICK on INDEX then INDEX QC and SELECT BATCH
DOUBLE CLICK on DATA record if images are not in thumbnail display.
CLICK on image you wish to delete to enlarge it to fill the single image display.
Push the DELETE KEY <u>in the TOOLBAR</u> on the top of the screen.
On "You are about to delete a selected record" prompt CLICK OK.
On "DELETE TIFF FILE" prompt window.
CLICK YES if only one TIFF file was the Folder:
CLICK YES on "DELETE FOLDER" prompt.

8. 0. 0 HOW TO CREATE CD's:

Click on TOOLS then BUILD CD IMAGE.
Select (Click) and OK or Double Click on drive and directory you wish to set as the path to the CD-Recorder. CLICK on OK.
Select (CLICK) on one or multiple (hold SHIFT or left mouse button and DOWN ARROW keys) batch files on the left side of the display and click on ADD.

You will notice that these files have now been copied to the right side of the screen. A running total at the bottom of the screen displays file size and number of files which are ready to be sent to the CD-Recorder.

CLICK on FILE and REMOVE to remove files. Total file size cannot exceed CD storage capacity (Usually 640MB).
CLICK on CD VOLUME ID LABEL and enter CD Volume ID.
CLICK OK.

8. 1. 0   HOW TO REGISTER A NEW CD FOR USE IN VersaIMAGE OR VersaVIEW SOFTWARE MODULES:

Insert CD into CD Drive.
CLICK on TOOLS and REGISTER NEW CD.
CLICK on DOWN ARROW and select (CLICK) on CD Drive letter.
VOLUME ID is read automatically and updated in the VersaIMAGE CD Volume index.
CLICK OK.

9. 0. 0   HOW TO SET SECURITY, DEFAULTS AND MAINTENANCE FUNCTIONS:

9. 1. 0   HOW TO INSTALL AND MODIFY SECURITY TO VersaIMAGE:
Click on FILE then MAINTENANCE then MODIFY SECURITY.
CLICK on ENABLE PASSWORDS.
CLICK on DOWN ARROW in user list to see current user passwords or
CLICK on ADD USER and follow instructions.
ENTER USER NAME, PASSWORDS AND SECURITY LEVEL FOR EACH USER. BE
SURE TO KEEP A SECURE RECORD OF YOUR PASSWORDS!
CLICK OK to set security and then on EXIT to exit MODIFY SECURITY.

9. 2. 0   HOW TO SELECT AND SET DEFAULTS:
CLICK on FILE then PREFERENCES and DEFAULT.

9. 2. 1   How to SET a DEFAULT DATABASE:
CLICK on SET DEFAULT in the Database Box.
SELECT (CLICK) on your choice of Database to load with VersaIMAGE Start-up.
CLICK on USE DEFAULT box then on OK.

9. 2. 2   How to SET a DEFAULT PATH to the correct DIRECTORY:
CLICK on SET DEFAULT in the DEFAULT PATH Dialog Box.
SELECT (CLICK) on correct DIRECTORY (i.e. VERSAIMG,   VCARPLUS, or
VCARWIN).
CLICK OK and YES to QUESTION "This will change the Default   Path..."

9. 3. 0   HOW TO COMPACT A DATABASE:
Click on FILE then MAINTENANCE then COMPACT DATABASE.
Enter Compact Code which is "today's" current date in YYMMDD form and/or call USA (616)
355-0535 for Telephone Support.
Select (CLICK) on a Database or Double Click.
Answer OK to Dialog box statement "VersaCAR is ready to compact ..."

9. 4. 0   HOW TO REPAIR A CORRUPTED DATABASE:
Click on FILE then Maintenance then REPAIR DATABASE.
Enter Repair Code in current date YYMMDD format and/or call USA (616) 355-0535 for
Telephone Support   Select (Double CLICK) on a database. VersaIMAGE will display
"REPAIR COMPLETE" when finished.

9. 5. 0   HOW TO SET THE VISCO SCREEN DISPLAY SIZE:
Click on the VISCO . Move the mouse pointer to any VISCO corner until diagonal arrows
appear. Click and drag diagonally to either shrink or enlarge the VISCO display. Note: The
display has only two settings either small or large.