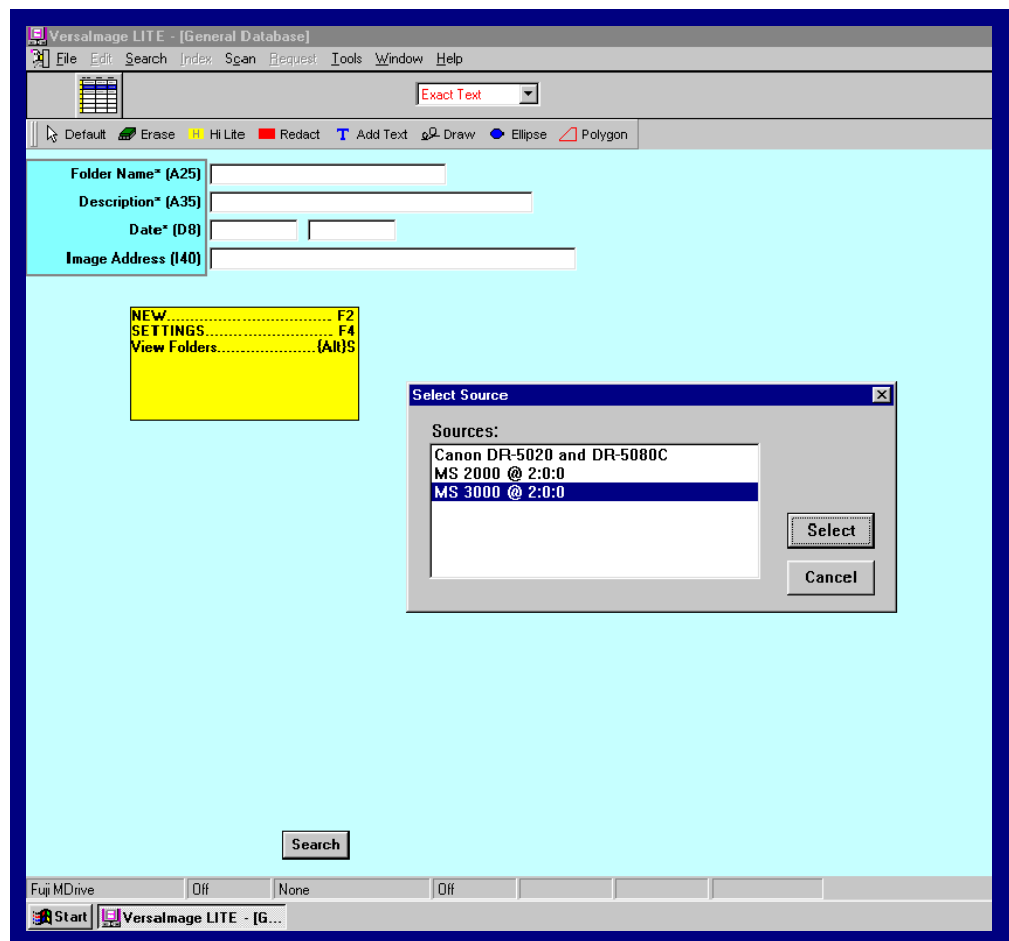


# VersaImage LITE Users' Guide

**Power up application:** Double Click on the VersaImage Icon. When the program loads, click "OK" on the VersaImage/CAR screen.

The VersaImage General Database screen appears. You are now ready to use the system.

**Select Scanner:** Under the "File" menu, click "Select Scanner". Load either **ISIS** or **TWAIN** drivers. (If you are using an MS-2000/3000/6000/7000 you must select the **TWAIN** driver)



**Microfilm Scanner:** With a microfilm scanner connected, load the microfilm or fiche into the reader and manually locate your desired film image on the reader screen. Push the **F2** key on your computer keyboard. The image on the film reader will be scanned, the digital image appears on the computer screen, and the database display switches to the

“Indexing Mode”. The current scan date will be entered automatically into the first index data field. You may push the F8 key now to skip further indexing or, if you wish, to perform additional indexing. With the Cursor positioned in field 2, data entry of folder data (25 characters) can be made. You may enter your folder name, user name or file name. Tab to the description field of push the F8 key to exit the indexing mode. The description field allows 35 additional alphanumeric characters.

**ESC Key:**

Use the ESC key to exit the F2 mode at any time. Push F8 and you may search for information in the Microsoft Access data fields. You are now in the Search Mode that allows the use of EXACT, STARTS WITH, or TEXT CONTAINS arguments.

**F5 Add Images:**

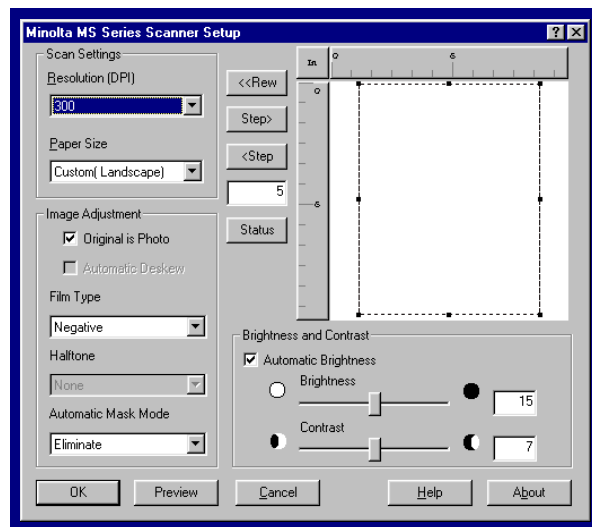
Move the film either manually or with the film reader’s microfilm controller (i.e. the “+”, “-” or “Search” buttons) to the next microfilm image you wish to scan. The digitized image will appear in the full-page view.

**Paper Scanner:**

With a paper scanner connected, load a single page or multiple pages into the document feeder tray. Push F2 to scan the first image. Index the image as required and push F8 when complete. Now push F5 and all remaining documents in the feeder tray are scanned automatically.

**F4 and F6 Keys:**

Re-scan the image in full-page view by first using F4 to re-adjust the exposure settings and then F6 to re-scan. Right click on the image to reduce its size to folder view. Continue with F5 to scan additional film images. **NOTE: You cannot re-scan an image in the F2 mode. Exit the index mode with F8 first, adjust your exposure with F4 and then re-scan the image using F8.**



***Insert an Image:*** If you wish to insert an image in front of an already scanned document use the right mouse button to click on the image in the folder view. Move the film to the image you want to Insert, and push the **F3** button. The image will be placed before the selected or highlighted image.

***Full Image Display:*** Double left click on the image or click the “**Fit Sides**” icon in the upper right corner of the screen. Right mouse click on the scanned image to reduce the image to folder view again.

***Search Functions:*** To search for a folder, select your search criteria in the pull-down menu window at the top of the screen. Select the red **EXACT**, **STARTS WITH**, or **CONTAINS** text box. Search the Folder Name and Description fields by entering full or partial data into the data fields. Click on the Search button on the bottom of the screen. Searches in the Date field may include a date Range. Enter the start date in the first (left) box and the end date in the second (right) box next to the Date field.

***NOTE: When many images are located in a folder and you wish to selectively highlight them in thumbnail view, start working from the last image in the folder forward to the first image.***

***Sort Index fields:*** Click on “**Sort Sequence**” under **File/Preferences**. Three fields may be sorted in **Ascending** or **Descending** sequence. You must Exit the application and re-enter to see the changes.

***Image Correction:*** Turn Image Correction on under **Scan/Use Image Correction**. If the ScanFix option is installed you may select between two image correction options in **File/Preferences/Image Correction Setup**. The Image Correction parameters may be set under **Tools/Image Correction**. Select the Correction options for a single page, or all pages in a folder.

***NOTE: DO NOT select “ALL” as one of the Image Correction Features. The system will not respond. It is recommended to use only: Deskew, Clean Borders, Clean Noise, and Crop if required.***

***Image Editing:*** Standard image editing options are: **Default** (returns cursor function to normal), **Erase**, **Hi-light**, **Redact**, **Add Text**, **Draw**, **Ellipse**, **Polygon**. These functions are implemented by clicking on the specific icon and then one must click and actuate the function within a given image. (i.e. left click and drag for redaction or hi-light, left click and type for add text etc...)

***Image Editing II*** There are 5 specific icons that appear above an image when the image is in full-page view. They are: **NOTE** (an extended annotation function that allows text size and font selection), **MASK**

(similar to the redaction icon function), **DE-SKEW** (straightens the image, should be used before annotation is used), **ROTATE** (each click rotates the image 90°), and **FIT SIDES** (increases/decrease the image size from full page view to maximum and back. Use of the **NOTE** icon actually places text on the page in the upper left hand corner of the image. You may then drag and drop the text anywhere on the page.

***Print:***

The print button prints all images in a folder if the images are in the thumbnail or folder display mode. An option is offered to the user upon the start of the print cycle to print in thumbnail view (9 images per page) or in the single image per print mode. If an image is selected to be in full view, the **PRINT** button will only print that image.

***Print Hit List:***

The “**Print Hit List**” button prints all indexed folders that were retrieved by a search argument. For example, if you enter the starting date and the ending date for a date range, all “**Hits**” for that range are displayed in a tabular format. Double click on any hit or folder record and the system will display the contents of the folder.

***Export to Floppy:***

With images in a selected folder click on the icon that resembles a floppy disk. Enter the desired name for the file or folder to be exported. Next, select the drive path/location you wish to export the file to and click the save button. VersaImage LITE converts the internal folder file to Multi Image Tiff format during this export function.

***E-Mail:***

***This is an optional feature. Please call (201) 797-5588 to order this feature.***

***ScanFIX Correction:***

***This is an optional feature and allows for improved grey border cropping of microfilm images. The feature also allows image DESKEW, DESPECKLE, AUTO CROP with expand and rotate. Please contact VersaImage Software Corp. for details.***