

How to use the VersaIMAGE Distribution Folders:

Without a database:

If you search film manually or via externally supplied index information by keying frame numbers directly into the Visco on screen microfilm controller, all newly scanned images show up first in the microfilm view window. The following steps should be taken:

1. Open a Distribution Folder you wish to use. Click on it once. The Folder opens and all images on the desktop are removed if they belong to other folders. Any database information, if present, is removed also. Click on the folder a second time and all folder images are shown on the desktop display.
2. Enter the desired frame number into the controller either via mouse clicks or use the numeric computer keyboard. (The decimal point is the "File" key). "Search" on the Visco controller or "Enter" on the keypad, causes film movement to the correct frame with a subsequent scan of the image. The image shows up in the microfilm view window.
1. Add annotation, text or de-skew to the scanned image and click on the "add to folder" button. This button can be displayed by one right mouse click on the distribution folder. The Image now moves to the desktop. You may now use more exotic annotation tools now if you wish. Highlight, mask, add objects etc. if desired. Zoom image to fit sides, use zoom zones etc.

With a database:

2. First open a distribution folder where you wish to put the images into.
3. Make a database search for an amount, a range of numbers (i.e. chapters 5 through 15 or some textual information such as a chapter dealing with scanning (text contains search).
4. If images are found in the database by the system they will be displayed on the desktop. Highlight one or more images via control / left mouse click (on the image). Transfer images from the desktop to the folder by clicking on the "add to folder" button. This button can be displayed by one right mouse click on the distribution folder.

Add scanned images to database folders:

1. Scan images into the microfilm view window. Push the F5 key on the keyboard and the images are transferred from the microfilm view window to the desktop database. The image address of each image is now visible to the user in the Image Address field.

Delete images from a folder:

1. Double click on a distribution folder to bring the images up on the desktop. Left mouse click on an image or highlight multiple images in the distribution folder via CONTROL / left mouse button click. Once correct image or images are "tagged" press the "delete" button on the computer keyboard.