



Presto! PageManager ***for Epson***

User's Guide



S/N:207420-03-01-W-E-082201-01

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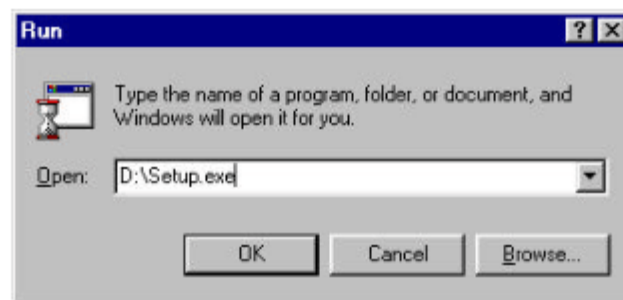
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Chapter 1

Introducing PageManager

Installing PageManager

1. Insert the floppy disk or CD-ROM of the PageManager software into your floppy disk drive or CD-ROM drive.



2. To install, choose **RUN** from [Start] menu.
3. Type (drive):\SETUP.EXE, choose **OK**.
4. Follow the setup prompts as they appear on your screen.

System Requirements

- 486DX 33Mhz or higher
- Hard drive with 62MB free disk space
- 8MB memory (16MB is recommended)
- Microsoft Windows 95/98/2000/Me/XP or NT 4.0

- Windows-compatible keyboard, display and mouse.

Recommended:

- 256 color SVGA or higher graphics card
- Windows-compatible fax-modem and printer
- MS Mail, cc:Mail or other electronic mail softwares
- TWAIN-compliant scanner.

Using This Manual

This manual includes the basic information you need to set up and use the PageManager Scanning OS. This manual assumes you have a basic understanding of scanners, as well as experience with Windows applications. The instructions in this manual include the basic steps you need to operate your scanner and the PageManager software.

If you need information about a procedure, you can obtain that information in the PageManager online help system.

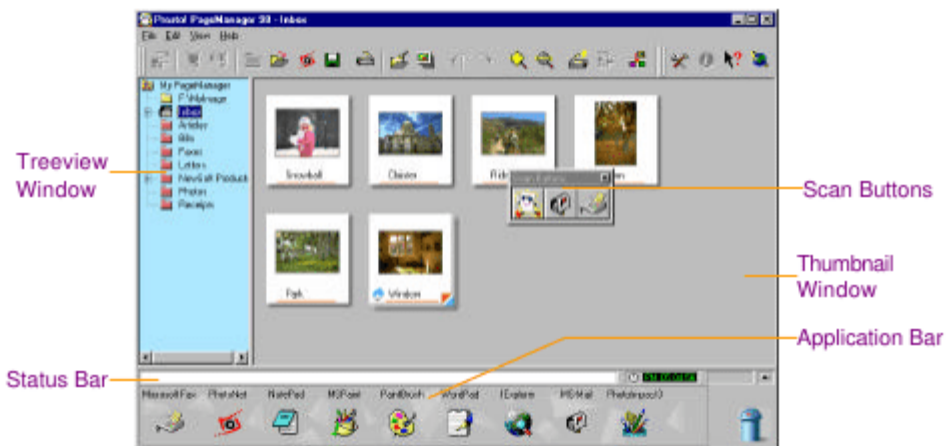
There are two ways to obtain online help about a feature:

- Choose **Contents** from the [Help] menu.
- Use the Context Help command  to point to an object in PageManager and show a brief description of that object.

Chapter 2

How to...

Overview

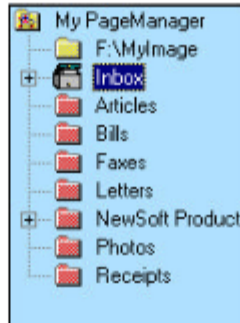


Treeview Window

Treeview displays a break-down of the folder organization under the "My PageManager" folder. The branches belonging to nested folders can be expanded or contracted as you would in *Windows Explorer*.

The folders above the Inbox are the folders on your hard drive that you mapped to PageManager, while the folders below the Inbox are folders within PageManager.

When you click a folder, the documents contained in the folder will be displayed as a stack of thumbnails on the Thumbnail window adjacent. Click on the stack to spread the thumbnails out in the Thumbnail view.



Note: *Folders can be created under other folders. In other words, the folders can be nested. This will be useful when creating sub-classifications of a title.*

Thumbnail Window

The Thumbnail window displays a set of miniature images of the files contained in a selected folder (document).

Click on the book symbol on the Stack frame, , to lay the thumbnails out on the desktop. Click the folded corner, , to move up and down through the thumbnails while viewing a stack. If there is voice attached to an image, you will see a speaker icon adjacent to the file name in the Thumbnail Window. Or, if you are in Page View window viewing an image with voice attached, there will be a speaker icon in the ratio field on the status bar. You may just click on the  icon to play the voice attached to the selected image.

Notice that the document thumbnails are only available in internal folders. Disk folders contain page thumbnails only. An imported multiple page TIFF file will be defined as a document in PageManager folders, while in disk folders, a multiple page TIFF file will be treated as a file. If you want to see a multiple page TIFF file contained in disk folder, you may open it in Page View and view all the images contained in the multiple page TIFF file by clicking the protruding tabs at the top.

If you are in Thumbnail View, select the **Switch to Page View command** from the [View] menu or select the Thumbnail/Page view Toggle Switch icon  to switch to Page View.

Status Bar

The status bar is displayed at the bottom of the PageManager window.

Status Bar Window  Click and drag to scroll

Displays the current activity.

System Information  15:22:37

Click this area to display the amount of free memory, disk space, date, or time.

Magnification Ratio  1:2

The magnification of the image compared to the actual size. This part of the status bar is only active in Page View. You can click the Magnification Ratio to display a pop-up menu with items found in the [Page] menu.

If you are in Page View window viewing an image with voice attached, there will be a speaker icon in the ratio field on the status bar. You may just click on the  icon to play the voice attached to the selected image.

Scan Buttons

Scan Buttons is a selection of buttons designed to make life easy when it comes scanning and sending images to an application.

These buttons are contained in a bar that floats on the PageManager desktop.

All you do is click on one of the buttons, and an image will be scanned and fed straight to the application associated with that button.

Display Scan Buttons by selecting **Scan Buttons** from the [View] menu or pressing the [Ctrl] and [S] keys simultaneously or clicking the  button on the Command Toolbar.

If you register a folder on your hard drive to the Application Bar, the registered folder will be automatically added to the Scan Buttons Settings in the Scan To combo box. Add it to the Scan Buttons Palette, you may start to acquire images to this folder by clicking the folder's icon on the Scan Buttons Palette.

Application Bar

The Application Bar presents you with a palette consisting of icons representing applications and peripheral devices. Peripheral devices include printers, fax drivers, etc.

To use any application on the application bar:

- Click an application's or peripheral device's icon on the Application bar to launch the application. In this case, there is no need to select an image before hand.
- Or, select an image and click on the target application or device that will be used to process the image.
- Or, drag an image over the target application or device, release the mouse button, and the selected item will be opened by that application.

You may want to add some of the folders on your hard drive to PageManager. Through registration, the folders you select can be added onto the Application Bar.

Get Papers and Photographs into PageManager

From Your Hard Disk or CDs

1. Click  on the command tool bar.

Or, select **Import** from the [File] menu.

The Open dialog box will appear from which you should make your selections.

2. Select image files in the usual way.
3. Click the Preview box to see a thumbnail-sized preview of the selected image in the dialog box.
4. Click **Open** to place the image's thumbnail in the Thumbnail view.

The image will be placed in the **Inbox** folder in Treeview.

From Scanner

1. Select the **Select Source** option from the [File] menu.
2. Choose a Scanner interface from the Select Source dialog box. (This operation doesn't have to be repeated for every scan.)
3. Select **Acquire** from the [File] menu or click  on the command tool bar.

The scanner will be activated and scan an image into your Inbox.

From Windows Explorer

1. Use Windows Explorer to find the files you want to carry over to PageManager.
2. Drag the files from the Explorer window and drop them onto the PageManager desktop.
3. The files will be placed in the currently selected folder/document in PageManager.

Alternatively, select the **Import** command from the [File] menu or click the Import icon, , to bring the image file into PageManager.

Manage Images in Disk Folder

Connect Disk Folder

Lets you map folders on your hard drive to PageManager. The mapped folders will be placed under the "My PageManager" folder in the Treeview Window. You can move, copy and delete the sub-folders and images therein.

To disconnect the mapping, simply click the right mouse button on the folder and select the Disconnect Folder option.

Scanning to Disk Folder

There are two ways of sending images to the disk folders mapped in PageManager.

- Scan images into PageManager inbox and then drag them to a disk folder.
- Drag the  icon to the disk folder in the Treeview Window of PageManager, then the scanned image will be directly scanned to that folder.

Adjust Your Photos and Images

Achieving Photonegative Effect

Color Reversal is particularly useful for creating photonegative effects. The colors in the image are replaced by their color opposites.

1. Open the image on the PageManager desktop.
2. Select the **Invert** option from the [Touch-Up] menu. Or, click the Color palette icon, , on the Image Editing Toolbar. Then, click the Color Reversal icon, .

The image will be transposed to its opposite colors. It will look like a photographic negative.

Image Enhancement

Image Enhancement does exactly as the name suggests. It enhances your images by turning dismal photos into works of art.

To enhance an image:

1. Select an image you want to enhance and open it out in Page View.
2. Click the Color palette icon, , on the Image Editing Toolbar. Then, click the Auto Image Enhancement icon, .

The Auto Image Enhancement dialog box is divided into two sections.

On the upper part, the left thumbnail is the **Original** enhancement state and the right is the **Sample** enhancement state. The lower part contains eight examples of standard enhancements. Select one of the examples to display the effect in the Sample thumbnail.

3. Select the enhancement option you want from the lower part of the dialog box. The Sample thumbnail will then display the effect of the chosen enhancement option.
4. Use the  and  buttons to adjust the magnification.
5. Click **OK** to finalize the enhancement.

Adjusting Contrast and Brightness

This feature is ideal for mellowing a stark image.

1. Open the image on the PageManager desktop.
2. Select **Contrast/Brightness** from the [Touch-Up] menu. Or, click the Color palette icon, , on the Image Editing Toolbar. Then, click the Contrast-brightness icon, .

The Set Brightness and Contrast dialog box will be called.

3. Adjust the magnification in the **Sample** thumbnail by clicking the  and  buttons.
4. Move the frame in the **Original** thumbnail to see the magnified portion, enclosed by the frame, in the **Sample**.
5. Drag the Contrast or Brightness scroll bar in the appropriate direction to adjust the contrast or brightness respectively.
6. Select **OK** to set your selection.

Adjusting Color

The Color Adjustment tool changes the overall coloration of the image. So, you may add any color of tinting you want.

1. Open the image on the PageManager desktop.
2. Select the **Color Adjustment** option from the [Touch-Up] menu. Or, click the Color palette icon,  on the Image Editing Toolbar. Then, click the Color Adjustment icon, .

The Color Adjustment dialog box will appear.

3. Adjust the magnification in the **Sample** thumbnail by clicking the  and  buttons.
4. Move the frame in the **Original** thumbnail to see the magnified portion in the **Sample**.
5. Drag the crosshairs to the desired hue on the color wheel to tint the image.
6. Click **OK** to set your selection.

Convert Images to Text (OCR)

Converting an Image to Text

PageManger can recognize characters in color, gray, and black & white (lineart) images. After recognition, the relative positions of the recognized text and images will be the same as that in the original image file. PageManager has the ability to OCR images without them being opened.

1. In the PageManager window, select a thumbnail, document or open a set of image pages you want to convert.
2. Choose **Text View (OCR)** from the [View] menu. Or, select the  icon from the Command Tools to automatically initiate optical character recognition (OCR).

The OCR feature will convert any text held in the image to editable text. If you selected a document, all the images held within that document will be character recognized.

Once the text has been recognized, the OCR'd text will be regarded as part of the contents of your image file by the **Find** feature. Thus, your document will be easier to find in the future.

Outputting OCR'd Text in txt / rtf / html Format

Select the **Save As** command from the [File] menu or click the Save As icon, , to send the image file to a directory with txt / rtf / html format.

1. Select the **Save As** command from the [File] menu.
2. Give the file a new filename.
3. From the Save As **Type** pull-down menu, select a format for the text file.
4. Click **OK** to save the recognized text.

***Note:** If the page hasn't been OCR'd, it will be OCR'd first.*

Deleting OCR'd Text

After you have OCR'd an image, you can delete the recognized text by selecting the **Delete Text** command from the [Edit] menu. Then the image is now an unrecognized image. If you select the **Text View (OCR)** command to see its text part, PageManager will perform another OCR on this image so that you can edit its text.

Search Your Images / Documents

Finding An Item

To find documents or pages in PageManager:

1. Select the **Find** command from the [Edit] menu or click the search icon, , on the tool bar.
2. Make entries in one or many of the fields in the Find dialog box.

3. Click **Search Now!** to start searching PageManager for the files matching the search keys.

The results will be displayed in the **Search Results** field.

Adding Index Information to A Document / Page

The information dialog box includes **title**, **author**, **keywords**, **creation date**, and **memo**. It allows you to edit information as a search index.

To add index information to a document or page:

1. Select a document or page you want to add information.
2. Choose the **Information** command from the [View] menu, or choose the information icon, , on the command toolbar. Alternatively, you can click the right mouse button and then choose the **Information** option from the pop-up menu. Then the Document/Page Information dialog box will appear.
3. Enter the information of the document or page in the dialog box, and then click **OK** to apply.

Fuzzy Searching

The Fuzzy level allows you to alter the preciseness of a search, thus spreading your search to less well defined items.

1. Select the **Find** command from the [Edit] menu or click the find icon, , on the tool bar.
2. Type text in the **Locate Text** field and then check the **Content** box.
3. Click the **Fuzzy Level** tab of the Find dialog box.
4. Move the pointer on the scroll bar to a number between 0 and 100.
5. Click **Search Now!** to start searching your PageManager Desktop for the files matching the search keys.

6. The results will be displayed in the **Search Results** field.
7. Select a result from the **Search Result** box, then click the **Go To** button to display the image in Page View or Thumbnail View.

Send Images to Your Friends

Sending Images by E-Mail

Using PageManager with your E-mail:

1. Drag the item from the PageManager window to the E-Mail button on the application bar. PageManager will then start your e-mail application.
2. Create the e-mail message you want to send.

For instructions on creating e-mail, see the documentation for your e-mail software.

Sending Images by Fax

The Fax button opens a fax application from which you can send out a fax.

To send a Fax:

1. Drag the item from the PageManager window to the Fax button on the Application Bar. PageManager will then open your fax application.
2. Create the fax message you want to send.

For instructions on creating a fax message, see the documentation for your fax application.

Sending Images Using Presto! Wrapper

Presto! Wrapper is a type that allows you to package images with a built-in viewer. It's just like someone sending you a box of slides with the slide projector. The **Viewer** has simple viewing facilities to zoom-in and out, browse images, etc.

Just click a thumbnail at the side to display the full image.

To create a Presto! Wrapper:

1. Select the image (s) you want to send to a recipient.
2. Select **Save** from the [File] menu or click  on the command tool bar. The Save As dialog box will appear.
3. From the Save As **Type** combo box, select **Presto! Wrapper (*.EXE)**.
4. From the **Save In** combo box, choose a suitable destination directory.
5. Enter a name for the executable file in the **File Name** field.
6. Click the **Save** button. The image(s) will be saved as an executable file.
7. It is now just a simple matter of attaching the executable file to your e-mail or internet mail and sending it.

Adding Greeting Screen to Presto! Wrapper

If you save your images as **Presto! Wrapper** format, you may select an animation as the open greeting for the wrapped file. When recipients double click on the EXE file, the selected animation will be shown on the screen before the wrapped images being opened.

Save and Delete Images

Saving Pages to Disk

1. Choose **Save As** from the [File] menu. The Save As dialog box will appear.
2. Enter the filename and select the file format you want to use. Then locate the path for the storage of the file.
3. Click **OK** to export and save the file.

If you save your images as **Presto! Wrapper** format, you may select an animation as the open greeting for the wrapped file. When recipients double click on the EXE file, the selected animation will be shown on the screen before the wrapped images being opened.

***Note:** PageManager also supports Multiple Page TIFF format. You may choose it from the Save As Type combo box in the Save As dialog box.*

Deleting Documents / Pages

1. Select documents you want to delete.
2. Choose the Delete document/Page command from the Edit menu, or click the right mouse button on the document or page and then choose the Delete document/page option from the pop-up menu to delete the documents or pages you select.

Undoing Deletion

After deleting documents and pages from PageManager, you still can restore the last delete documents or pages. Simply choose the Undo command from the Edit menu to restore the documents and pages you delete back to PageManager.

Print Photos

Printing Documents / Pages

1. Drag the item to the Printer button on the application bar, or select the item and click the Printer button.
2. Select the appropriate options and click **OK**. PageManager will send the file to your printer.

Adding Printers to Application Bar

1. Select the Print Setup command from the File menu, or click the right mouse button on any application button in the Application Bar, and then select Properties option. The Application Properties dialog box will then appear. At the bottom of the application list box, you will see the printers list installed in your system.
2. Choose a printer you want to use, and check the Appear in Application Bar box.
3. Click **OK** to apply the setting.

Print Photos

You can print your pictures in many sizes, placing one or several on a page. If you create a collage with pictures, you may want to print in several versions:

- A full size copy
- A smaller version for taking to the office or keeping in your wallet
- A page containing thumbnails of all your favorite photos

Before printing photos, click the **Options** button at the bottom left corner of the [PrintFun] dialog box and select the print options.

Print Catalogs

It's easy to make a vivid catalog by using the **PrintFun** feature in PageManager. Let's say you've created a collage with pictures taken at a family reunion. You can now send family members a contact sheet containing thumbnails of all your favorite reunion pictures. Then they can have a full view of all the pictures.

You can design your catalog by choosing different paper sizes and rearranging the columns and rows. You can also print out titles and dates for each photo, to help you remember people and occasions.

To print catalogs:

1. Select the photos you wish to print.
2. Choose the **Print Catalog** command from the **PrintFun** submenu from the [File] menu to invoke the [PrintFun] dialog box.
3. Make the appropriate settings and then click the **Print** button.

Note: *To set the paper style for your catalog, simply click the **Paper Style** button at the middle right edge of the [PrintFun] dialog box.*

Application Bar

Sending Images/Documents to An Application

- To use any application on the application bar:

Select the image(s) and click on the target application. Or drag the image(s) over the target application, release the mouse button, and the selected item will be opened by that application. The transfer format will be the one you specified in application Properties dialog box.

- To use any application in your computer:

1. Open the application, which will be the destination for the image file.
2. Select the desired image file from Treeview or Thumbnail view.
3. Drag the file and drop it onto the opened application.

Register New Application

PageManager builds up a powerful database of readily accessible applications and devices that can be shown on the Application bar or Scan Buttons.

The **Register New Application** command calls the Register Application Wizards, which present a step by step guide to registering the application's details on PageManager's database. By clicking the **Appear in Application Bar** check box, the application's icon can be displayed on the Application bar.

Registering a new application

The Application Wizards will appear after you select the **Register New Application** command from the [File] menu. Just follow the descriptions below:

1. Choose **Register New Application** from the **Applications Setting** submenu in the [File] menu or click the Register New Application icon,  on the command tool bar.
2. Click the '**Browse**' button to locate the application that you wish to register.

3. Click **Next** to enter the next dialog box - Select Transfer File Format.
4. Select a file format from the drop-down list. This will tell PageManager what format to use in order to transfer the file to the chosen application.
5. Click the **Modify Original** and **Appear in Application Bar** check boxes as appropriate.
6. Enter the appropriate details in subsequent dialog boxes until you reach the end.

Scan Buttons

Sending Images/Documents on Scan Buttons

The action of the Scan Buttons Palette channels data directly from the scanner to the destination application without PageManager intervening.

1. Simply click the destination button on the palette. PageManager will send data directly from the scanner to the destination application you select.
2. To change any of the palette buttons, select the **Scan Buttons Setting** from the [File] menu. Or simply click the right mouse button on the application button you want to change. Choose the **Properties** command from the pop-up menu. In the Application Properties dialog, make appropriate selections and then click **OK** to apply your settings.

Use Filing Folders

Sending Images/Documents to A Folder

Communication between PageManager and your system is now easier. PageManager lets you add a system folder to the Application Bar and the Scan Buttons.

That means if you want to transfer images or documents from PageManager to a folder that has been registered and appears on the Application Bar, you can simply drag them onto the folder icon on the Application Bar. The selected images or documents will then be transferred therein.

To send images/documents to a folder:

1. Select one or some images on PageManager's desktop.
2. Click on the target folder icon on the Application Bar.

Or, simply drag the images onto the target folder icon.

If the destination of a Scan Button is a registered folder, clicking this Scan Button will scan the images to the specified folder.

While the image is being sent, PageManager will convert the image to a format that was determined when you registered the folder. You can change the format via the Application Properties dialog box.

Registering Folders

Communication between PageManager and your system is now easier. PageManager lets you add a folder from your computer to the Application Bar and the Scan Buttons.

To register a folder:

1. Select the **Register Folder** command from the submenu of the **Applications Setting** command from [File] menu. The Register Folder dialog box will appear on the screen.
2. Click the **Browse** button to select a folder from your computer.
3. From the **File format** drop-down list, choose a suitable file format for the transferred image.
4. Check whether to display the folder in the Application Bar.

Organize and Manage Document in Folder

Copying and Moving Documents to a Folder

To copy documents to a folder:

1. Select the documents you want to copy in Treeview or in the Thumbnail Window.
2. Hold down the [CTRL] key on your keyboard and then drag the documents you select.
3. Drop the documents onto the desired folder. The documents will be copied to the folder you select.

To move documents to a folder:

1. Select the documents you want to move in Treeview or in the thumbnail window.
2. Drag the documents you select.
3. Drop the documents to a desired folder. Then the documents will move to the folder you select.

Naming Folders and Documents

To name a folder or document:

1. Choose a folder or a document in Treeview or in the Thumbnail Window.
2. Click on the name field. The name field will become a text box.
3. Enter a name for the folder or document. Then press ENTER on your keyboard.

New Folder

Use the New Folder command to create a new folder for document storage.

To Create a New Folder:

1. Go to the root of the file hierarchy, or a branch containing an existing folder.

Select the **New Folder** command from the [File] menu.

Or, from the Command Tools, click the New Folder icon, .

2. A new branch will be created with the temporary filename 'New Folder', under the selected folder or 'My PageManager'.
3. In Treeview, type a name for the new folder in the name field, and press ENTER.

Chapter 3

Toolbar

Command toolbar



Switch to Thumbnail View/Page View

Switches to a view of thumbnails or full image.



Image View

When the text mode is active, the Image button lets you toggle to the image mode.



Text View (OCR)

Text View shows the text of image or performs OCR on the currently selected thumbnail or opened image - if not already OCR'd.



New Folder

Use the New Folder command to create a new folder for document storage.



Import

Use this command to open an existing file and place it in the Inbox. You can open multiple files at once.



Get Photos from PhotoNet

Use this command to share photos on the Internet. By accessing the PhotoNet web site, you can share photos with your friends on the Internet.



Save As

Use this command to export and save the active document to a specified directory. When you export a document, PageManager will display the Save As dialog box so you can name your document.



Acquire

Begins scanning the image from the selected source. The acquired (scanned) image will be placed in the Inbox.



Find

The Find command lets you set parameters (Title, Author, Content, Keyword, Memo, Annotations, Creation Date, Match Case) for a data search. The Find dialog box will open by clicking the find icon or selecting the Find command from the [Edit] menu.



Slide Show

The Slide Show option presents selected images consecutively as if you were viewing your own personal slide show.



Left 90°

Turns the image counter-clockwise by 90 degrees.



Right 90°

Rotates the image clockwise by 90 degrees.



Zoom In

Click this button to enlarge the image.



Zoom Out

Click this button to de-magnify the image.



Enable/Disable Scan Buttons

Click the enable Scan Buttons icon  on command toolbar to display the Scan Buttons. When the Scan Buttons shows on the screen, the icon changes to . Click it to close the Scan Buttons.



Show/Hide Annotation

This command is a toggle switch, which allows you to show or hide annotations on an image. If you want to print the image with the annotations on it, show the annotations before you print.



Register New Application

The Register New Application command calls the Register Application Wizards, which present a step by step guide to registering the application's details on PageManager's database. By clicking the Appear in Application Bar check box, the application's icon can be displayed on the Application bar.



Preferences

Customizes the Compression and OCR settings.



Information

Displays the Information regarding a selected document or image. The information includes title, author, keywords, creation date, and memo. It allows you to edit that information and use it as a search index.



Get Help

Use the Context Help tool to point to an object in the PageManager to show a brief description of that object.



PageManager On the Web

You can get product information from the Web.

Annotation tools



Image Select

The Image Select tool defines the portion of the image to which you want to change. Only the portion enclosed within the dotted marquee will be changed. Simply enter Page View, select the Image Select tool and drag to form the dotted marquee.



Selector

The selector is used to select annotation objects. Choose the Selector tool, then click on an annotation to select. From that point you can move, resize, delete or change the annotated objects.



Move

This tool is useful for panning when you are in extreme close-up without the need to demagnify the image.

1. Choose the Move tool (Hand).
2. Click and hold the Hand cursor on the image with the left mouse key.
3. Drag to shift the entire image in the desired direction.



Text

Adds text to the image.



Pasting Sticky Notes

Sticky notes are useful for adding comments to an image without defacing the actual image.

Choose the Sticky Note tool to add a note to the surface of the image. You can edit, move, and resize sticky notes.



Stamps

Stamping simulates the action of using a rubber stamp to place an impression on an image. The impression can take many forms - dates, images and text. This would be a useful tool to show that an official form has passed a certain stage.



Highlighter

Choose the Highlighter tool to highlight a particular area of the image.



Freehand Line

Lets you freely draw, underline, circle, scribble, and mark on the image with a colored pen.



Straight Line

Choose the straight line tool to draw straight lines.

Image Editing tools



Image Select

The Image Select tool defines the portion of the image to which you want to change. Only the portion enclosed within the dotted marquee will be changed. Simply enter Page View, select the Image Select tool and drag to form the dotted marquee.



Selector

The selector is used to select annotation objects. Choose the Selector tool, then click on an annotation to select. From that point you can move, resize, delete or change the annotated objects.



Move

This tool is useful for panning when you are in extreme close-up without the need to demagnify the image.

1. Choose the Move tool (Hand).

2. Click and hold the Hand cursor on the image with the left mouse key.
3. Drag to shift the entire image in the desired direction.



Crop

Selects part of an image and discards the rest.

To crop an image:

1. Open the image.
2. Choose **Crop** from the [Edit] menu, or click the  icon from the Image Editing Toolbar.
3. Position the cursor at one corner of the area you want to keep, then hold down the mouse button, drag the cursor to the opposite corner and release the mouse button. As you drag the cursor, you will see a rectangular marquee form around the area you are selecting.
4. Move the scissors mouse cursor inside the rectangular marquee and click to confirm the selection.

PageManager crops the image, keeping only the area you selected.



Achieving Photonegative Effect

Color Reversal is particularly useful for creating photonegative effects. The colors in the image are replaced by their color opposites.

1. Open the image on the PageManager desktop.
2. Select the Invert option from the [Touch-Up] menu. Or, click the Color palette icon, , on the Image Editing Toolbar. Then, click the Color Reversal icon, .

The image will be transposed to its opposite colors. It will look like a photographic negative.



Image Enhancement

Image Enhancement does exactly as the name suggests. It enhances your images by turning dismal photos into works of art.

To enhance an image:

1. Select an image you want to enhance and open it out in Page View.
2. Click the Color palette icon, , on the Image Editing Toolbar. Then, click the Auto Image Enhancement icon, .

The Auto Image Enhancement dialog box is divided into two sections

On the upper part, the left thumbnail is the Original enhancement state and the right is the Sample enhancement state. The lower part contains eight examples of standard enhancements. Select one of the examples to display the effect in the Sample thumbnail.

3. Select the enhancement option you want from the lower part of the dialog box. The Sample thumbnail will then display the effect of the chosen enhancement option.
4. Use the  and  buttons to adjust the magnification..
5. Click **OK** to finalize the enhancement.



Adjusting Contrast and Brightness

This feature is ideal for mellowing a stark image.

1. Open the image on the PageManager desktop.
2. Select **Contrast/Brightness** from the [Touch-Up] menu. Or, click the Color palette icon, , on the Image Editing Toolbar. Then, click the Contrast-brightness icon, .
3. The Set Brightness and Contrast dialog box will be called.
4. Adjust the magnification in the Sample thumbnail by clicking the  and  buttons.

5. Move the frame in the Original thumbnail to see the magnified portion, enclosed by the frame, in the Sample.
6. Drag the Contrast or Brightness scroll bar in the appropriate direction to adjust the contrast or brightness respectively.
7. Select **OK** to set your selection.



Adjusting Color

The Color Adjustment tool changes the overall coloration of the image. So, you may add any color of tinting you want.

1. Open the image on the PageManager desktop.
2. Select the **Color Adjustment** option from the [Touch-Up] menu. Or, click the Color palette icon, , on the Image Editing Toolbar. Then, click the Color Adjustment icon, .

The Color Adjustment dialog box will appear.

3. Adjust the magnification in the Sample thumbnail by clicking the  and  buttons.
4. Move the frame in the Original thumbnail to see the magnified portion in the Sample.
5. Drag the crosshairs to the desired hue on the color wheel to tint the image.
6. Click **OK** to set your selection.

Chapter 4

Menu

File

New Folder		Create a new folder.
Connect Disk Folder		Lets you map folders on your hard drive to PageManager.
Import		Open an existing file and add it into Inbox.
Get Photos from PhotoNet...		Get photos from PhotoNet.
Save As...		Save a copy of the document in a separate file.
Acquire...		Acquire image data.
Select Source...		Select TWAIN data source.
Scan Setting...		Change the scan setting.
Paper Sensing		This option is only enabled if your scanner supports the Paper Sensing feature. The Paper Sensing feature automatically indicates that there are sheets of paper on the scanner's feeder.
Print...		Send the active document to the Printer.
PrintFun	Print Photos	Sends selected photos to your printer.
	Print Catalogs	Prints the selected photos as a catalog.
Print Setup...		Change the printer settings.
Fax...		Fax the active or selected document(s).
Fax Setup...		Change the fax and fax options.

Applications Setting	Register New Application...	Register a new application.
	Register Folder...	Register a folder from your computer.
	Application Properties...	Change application properties.
	Refresh Application Bar	Refresh application bar.
Scan Buttons Setting...	Change the Scan Buttons setting.	
Preferences...	Customize some PageManager features.	
Exit	Exit PageManager.	

Edit

Undo	Undo the last operation (if it can be undone).
Cut	Cut the selected object to the Clipboard.
Copy	Copy the selected object to the Clipboard.
Paste	Paste object from the Clipboard.
Delete	Delete the active or selected object.
Rotate	Rotate image clockwise 90, 180, or 270 degrees or rotate image to a specific angle.
Flip	Flip the image from left to right or flip the image upside down.
Find...	Find the first matched document/page.
Find Next	Find the next matched document/page.

View

Switch to Thumbnail View / Page View	Switch to a view of thumbnails or of full image.
Image View	Display the image of current page.
Text View (OCR)	Display the recognized text of current page.

Information...	Show current document information.
Toolbars...	Customize Toolbar.
Application Bar	Show or hide application bar.
Treeview	Show or hide Treeview.
Scan Buttons	Show or hide Scan Buttons.
Slide Show	Play a slide show on selected images.
Set As Screen Saver	Set the selected images as screen saver.
Set As Wallpaper	Set the selected images as Wallpaper.

Page

Fit Page To Window	Fit image in window.	
Fit Width To Window	Fit image to window width.	
Actual Size	Display image at full scales.	
Reduced View	x1/2 Scale View	Reduce to 1/2 scale view.
	x1/3 Scale View	Reduce to 1/3 scale view.
	x1/4 Scale View	Reduce to 1/4 scale view.
	x1/5 Scale View	Reduce to 1/5 scale view.
	x1/6 Scale View	Reduce to 1/6 scale view.
	x1/7 Scale View	Reduce to 1/7 scale view.
	x1/8 Scale View	Reduce to 1/8 scale view.
Enlarged View	x 2 Scale View	Enlarge to 2 times scale view.
	x 3 Scale View	Enlarge to 3 times scale view.
	x 4 Scale View	Enlarge to 4 times scale view.
	x 5 Scale View	Enlarge to 5 times scale view.
	x 6 Scale View	Enlarge to 6 times scale view.
	x 7 Scale View	Enlarge to 7 times scale view.
	x 8 Scale View	Enlarge to 8 times scale view.

Annotation

Line...	To set the line property.
Font...	To set the font property.
Color...	To set the color property.
Stamps...	To set the stamp property.
Show/Hide Annotation	Show or hide annotation.

Touch-Up

Crop	Drag to define cropping frame.
Achieving Photonegative Effects	Reverse the colors of an image.
Image Enhancement	Enhance an image quality automatically.
Adjusting Contrast and Brightness	Adjust the contrast and brightness of an image.
Adjusting Color	Adjust the color balance of an image.

Help

Contents	Display a list of Help topics.
How to use Help	Display an explanation of how to use the Help system.
PageManager on the Web	Get product update information from the Web.
About PageManager...	Display program information, version number and copyright.