

IBM Infoprint



Using IBM Infoprint Scan

Note!

Before using this information and the product it supports, be sure to read the general information in "Notices" on page v.

First Edition (October 1999)

This edition applies to IBM Infoprint Scan Version 3 Release 2 and applies to all subsequent releases of this product until otherwise indicated in new releases or technical newsletters.

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IBM Infoprint Scan

IBM Infoprint Scan is an application program you can use to scan hardcopy pages and assemble the pages into documents that can be viewed, enhanced, and submitted for printing. Working with scanned images can be a complex exercise. The quality of your output is determined on a job-by-job basis, first by the quality of your hardcopy input, and then by how you manipulate the scanned pages before printing. The following topics are provided to help you understand and carry out the procedures necessary to achieve the best results when you use Infoprint Scan:

- "Creating a new Infoprint Scan document" on page 3
- "Setting up the scanner" on page 13
- "Enhancing images in an Infoprint Scan document" on page 25
- "Printing Infoprint Scan documents" on page 39
- "Zoning pages in an Infoprint Scan document" on page 55
- "Aligning pages in an Infoprint Scan document" on page 63
- "Erasing areas from pages in an Infoprint Scan document" on page 67
- "Adding text and page numbers to pages in an Infoprint Scan document" on page 71
- "Resizing images in an Infoprint Scan document" on page 79
- "Using Infoprint Scan cut, copy, and move functions" on page 83
- "Modifying layers with Infoprint Scan" on page 95
- "Adding and replacing pages in an Infoprint Scan document" on page 99
- "Removing or deleting Infoprint Scan documents and pages" on page 109
- "Hints and tips for using Infoprint Scan" on page 113
- "Using the Infoprint Scan Copier interface" on page 123

Notes:

- Detailed information about using additional functions of Infoprint Scan can be found in the online help that is provided with the program.
- For you to carry out these procedures, it is assumed that:
 - You have general knowledge of computers.
 - IBM Infoprint Scan 2000 is installed.
 - *or*
 - IBM Infoprint Manager and IBM Infoprint Scan version 3.2 are installed and configured to communicate with the Infoprint server.
 - A scanner is attached to the workstation on which Infoprint Scan is installed.

Creating a new Infoprint Scan document

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

You can create a new Infoprint Scan document by using the program and an attached scanner to scan hardcopy original pages, by building a new document from existing TIFF (Tagged Image File Format) files, or a combination of both.

Information is provided in the following topics:

- "Scan a new Infoprint Scan document" on page 3
- "Build a new Infoprint Scan document with TIFF files" on page 5

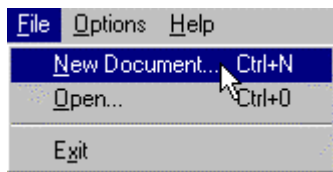
Scan a new Infoprint Scan document

Important!

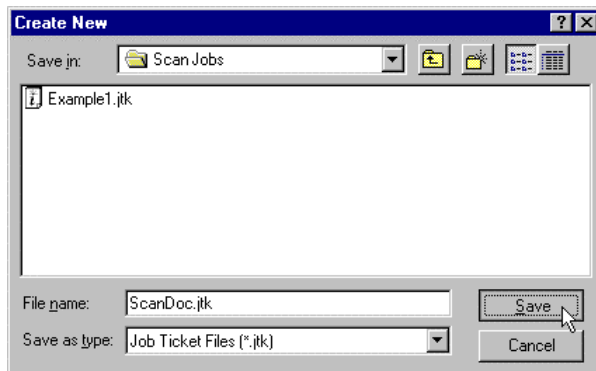
- **If you are using Infoprint Scan as a stand-alone application**, begin with step 1.
- **If Infoprint Manager is installed, and you have invoked Infoprint Scan from within the Infoprint Submit program**, place your original hardcopy document in the scanner's document feeder, skip steps 1 through 4, and begin with step 5.

To scan and create a new document:

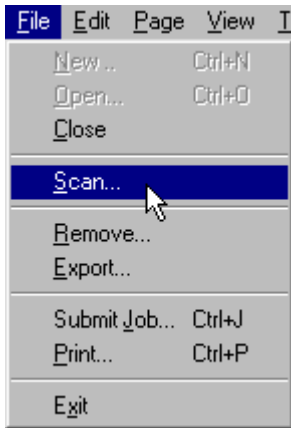
1. Open Infoprint Scan and place your original hardcopy document in the scanner's document feeder. For the Xerox DocuImage 620S scanner, position the pages face up, inserting the sheets with the short edges leading. For other scanners, refer to the manufacturer's instructions.
2. Click **File** in the menu bar and then click **New Document....**



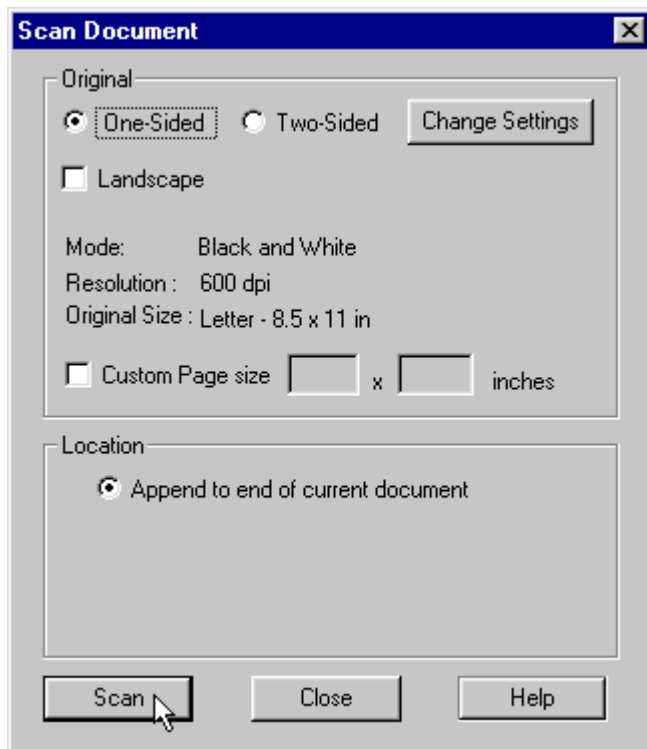
3. In the Create New dialog box:
 - a. Select the directory into which you want to save the scanned document.
 - b. Type a name for the Infoprint Scan document in the *File name* field. This name will also be used for the name of the job ticket when you submit the document for printing.
 - c. In the *Save as type* field, be sure **Job Ticket Files (*.jtk)** is selected.



4. Click the **Save** button.
5. Click **File** in the menu bar and then click **Scan....**

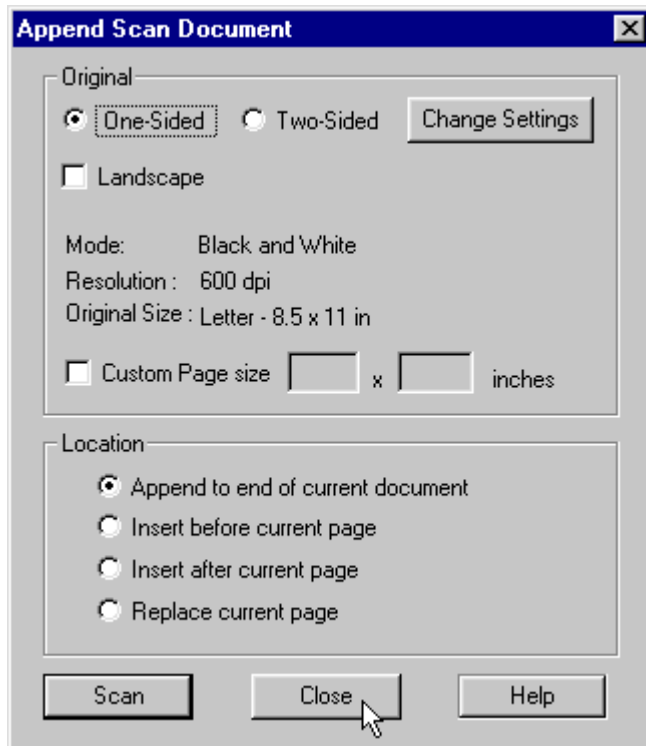


6. In the *Original* area of the Informat Scan document dialog box, select:
 - **One-sided** if the original hardcopy document is printed on just the front side of the paper.
 - **Two-sided** if the original hardcopy document is printed on both the front and back sides of the paper.
 (See "Scanning Two-Sided Originals" on page 113 for additional information about scanning two-sided documents.)



7. Check the **Landscape** check box only if you want to rotate the output image 90 degrees clockwise.
8. Click the **Change Settings** button to view or change the scanner settings. (Refer to "Setting up the scanner" on page 13 for detailed information about scanner settings.)

9. If your original hardcopy document has a page size that is not listed among the scanner settings options, check the **Custom Page size** check box and enter the dimensions in the fields provided.
10. Click the **Scan** button.
11. When scanning has completed, the Append Scan Document dialog box will open. If you want to scan more pages to add to specified locations in the new document, place your hardcopy originals on the scanner, and repeat these instructions, beginning with step 5.



12. Click the **Close** button in the Append Scan Document dialog box to return to the new, open document.
13. If you also want to add one or more existing TIFF files to the new document, go to step 4 on page 6 of the "Build a new Infoprint Scan document with TIFF files" topic for information.
14. When you are finished with this document:
 - Click **File** in the menu bar, and then click **Close** to close and save the document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan application.

Build a new Infoprint Scan document with TIFF files

You can also build a new Infoprint Scan document without using a scanner at all. Use the following procedure to use TIFF files that were previously scanned using Infoprint Scan or TIFF files that were created with programs other than Infoprint Scan. You can add existing TIFF files selectively, or you can add all of the files contained in a particular directory.

Note: If any of the files that you want to insert are read-only, keep in mind that you will not be able to use any Infoprint Scan functions that would result in a modification to the read-only files (such as, image enhancement, page alignment, adding text, or any other editing). If you need to use these functions on the files or on the Infoprint Scan document

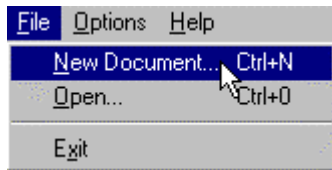
that will include the files, first change the files to read/write, or create and insert read/write copies of the original files.

Important!

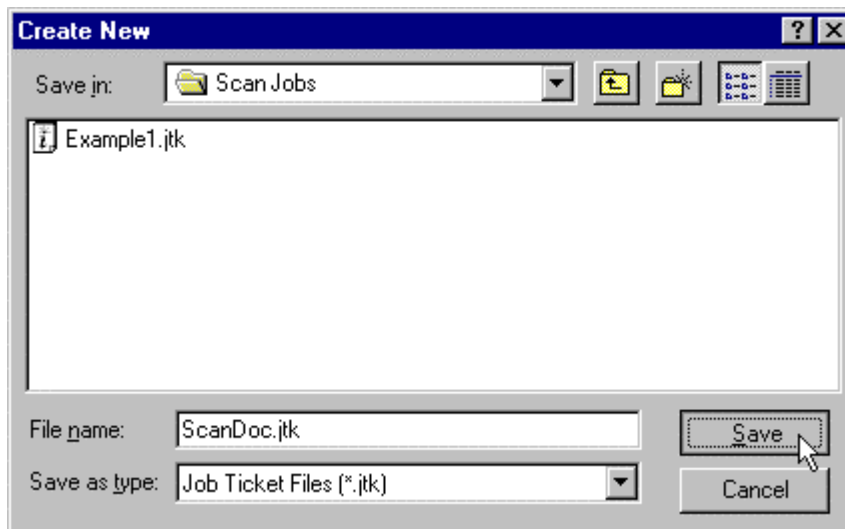
- **If you are using Infoprint Scan as a stand-alone application**, begin with step 1.
- **If Infoprint Manager is installed, and you have invoked Infoprint Scan from within the Infoprint Submit program**, skip steps 1 through 4, and begin with step 5.

To use TIFF files to build a new Infoprint Scan document:

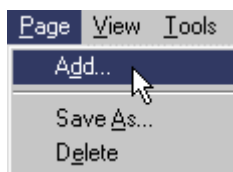
1. Open Infoprint Scan.
2. Click **File** in the menu bar and then click **New Document...**



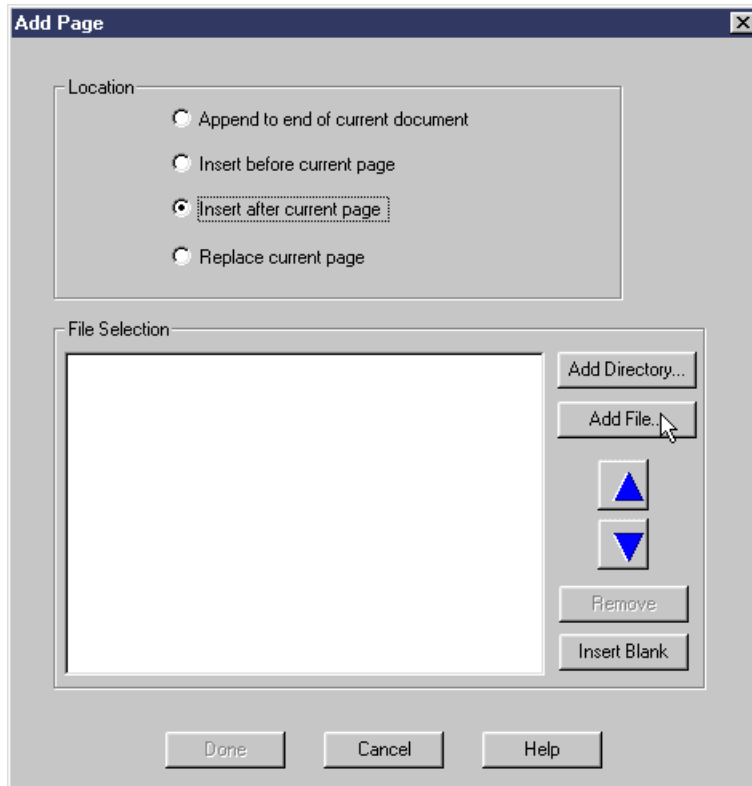
3. In the Create New dialog box:
 - a. Select the directory into which you want to save the scanned document.
 - b. Type a name for the Infoprint Scan document in the *File name* field. This name will also be used for the name of the job ticket when you submit the document for printing.
 - c. In the *Save as type* field, be sure **Job Ticket Files (*.jtk)** is selected.



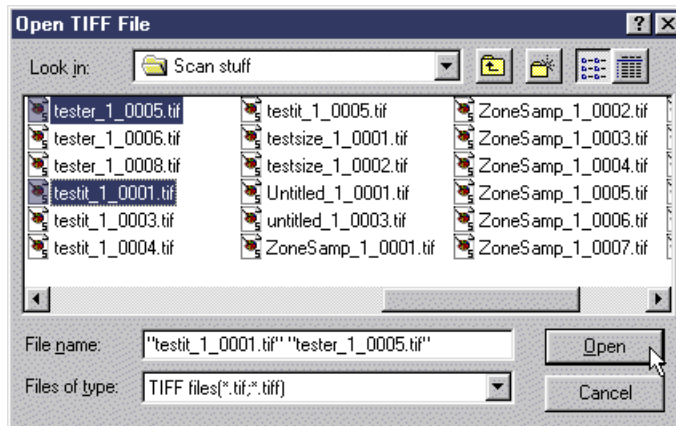
4. Click the **Save** button.
5. Click **Page** in the menu bar, and then click **Add...**



6. To add one or more files selectively:
 - a. Click the **Add File** button in the File Selection area of the Add Page dialog box.

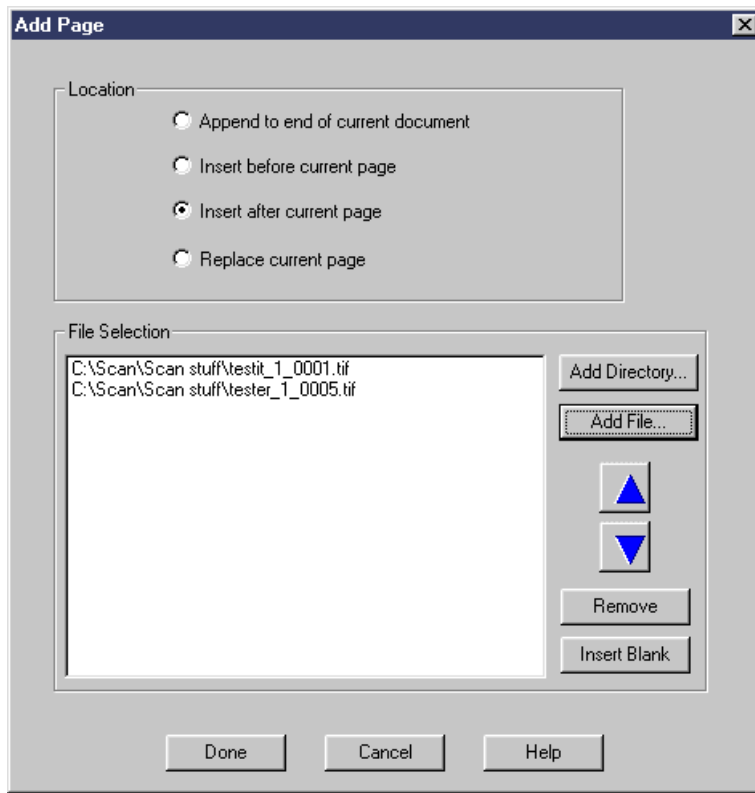


- b. In the Open TIFF Files dialog box, locate the appropriate directory and highlight the file(s) you want to insert.
(See "Selecting multiple files" on page 114 for information about selecting multiple files.)

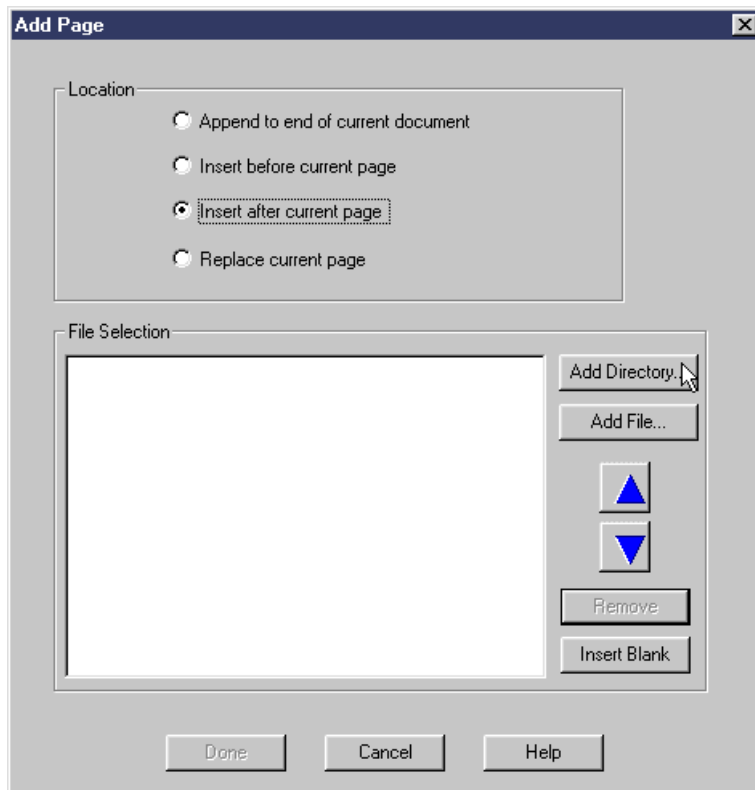


- c. Click the **Open** button.

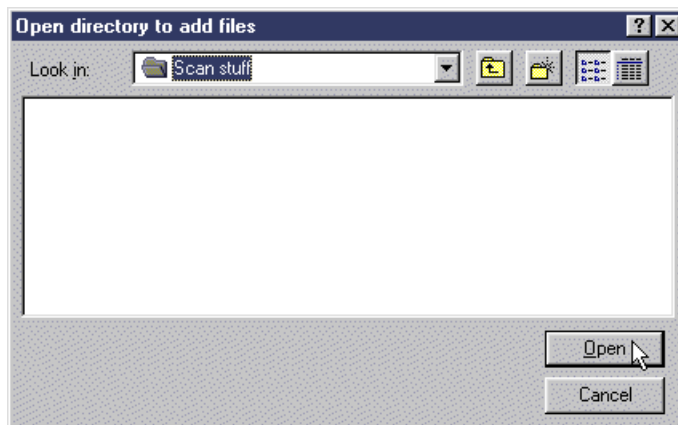
The highlighted file(s) will be added to the list box in the Add Page dialog box.
(See "Using the Add Page list box" on page 114 for information about using the list box.)



7. To add all of the files in a directory:
 - a. Click the **Add Directory** button in the *File Selection* area of the Add Page dialog box.

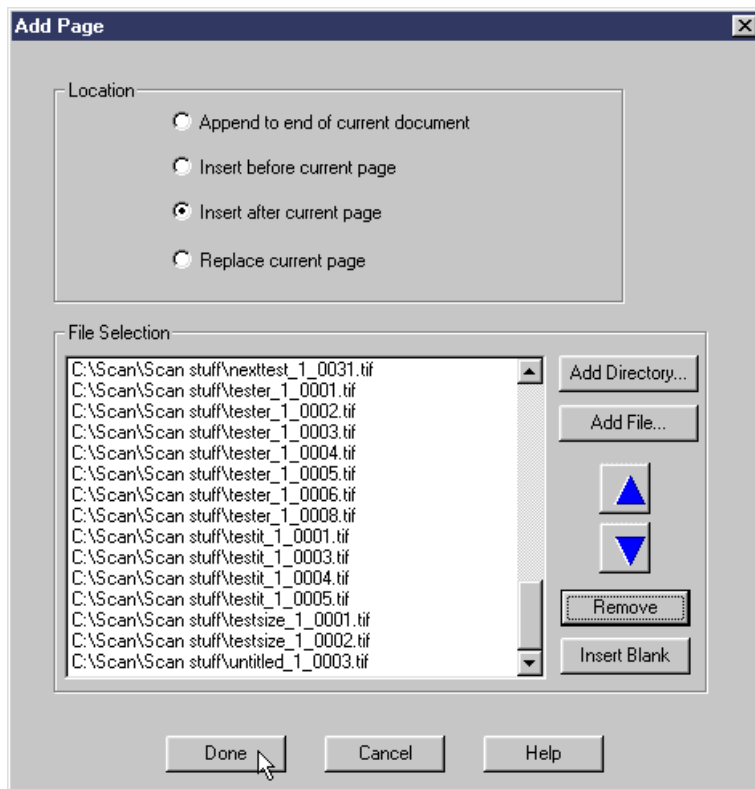


- b. In the Open directory to add files dialog box, select the directory that contains the files you want to insert.



- c. Click the **Open** button.
The files contained in the highlighted directory will be added to the list box in the Add Page dialog box. If necessary, you can reorder the files or selectively remove individual files from the list. (See "Using the Add Page list box" on page 114 for information about using the list box.)

8. In the Add Page dialog box, select one of the following:
- **Append to end of current document** - to add the TIFF file(s) at the end of the document that is currently displayed. The last added file will become the last page of the document. Multiple files will be processed in the order in which they appear in the list box, that is, from the top down.
 - **Insert before current page** - to add the TIFF file(s) in front of the page that is currently displayed. Multiple files in the list box will be processed in reverse order, so that the files are added one in front of the other, from the bottom of the list to the top of the list.
 - **Insert after current page** - to add the TIFF file(s) in back of the page that is currently displayed. Multiple files will be processed in the order in which they appear in the list box, that is, from the top down.
 - **Replace current page** - to insert the TIFF file(s) at the same location in the document as the page that is currently displayed, and delete the current page. For multiple files, the first file in the list will replace the current page and any subsequent files in the list will then be inserted after the current page.



Notes:

- The first time you add pages to a new document, it doesn't really matter which option is selected. Once the first page or pages have been added, you need to remember to select the appropriate location when you add additional pages.
- When you use the **Insert before current page**, **Insert after current page**, and **Replace current page** options, keep in mind that when you insert a page, the new page becomes the current page. If you add additional pages, depending on which option you select, the next page scanned will be inserted before, after, or will replace the last page scanned.

9. In the Add Page dialog box, click the **Done** button to add the listed files and return to the open document, where the newly added pages will be displayed.

You can now use image enhancement and other editing functions on the pages in the new document, with the exception of any read-only files you may have inserted. (See the Note on page 5 for additional information.)

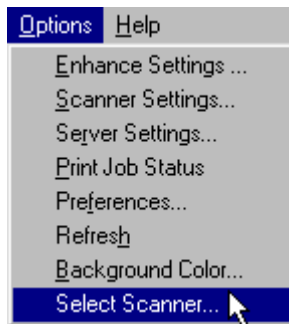
10. When you have finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Setting up the scanner

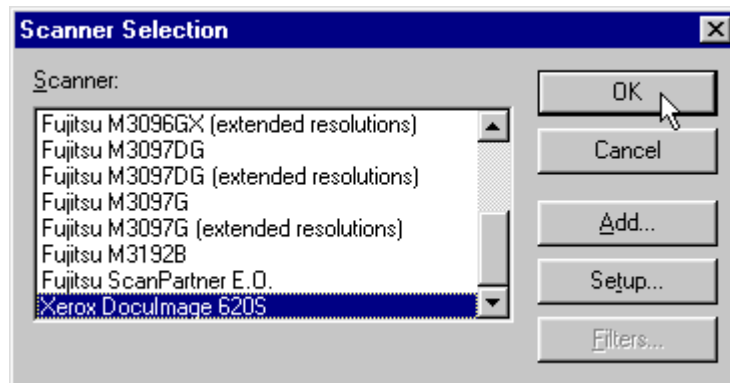
There are no certain scanner settings that will guarantee the best quality output from your hardcopy original documents. You determine the settings you need for the best quality output on a job-by-job basis by estimating the quality of your input, and then by how the output appears on observation. The information in this section will explain your options to help you determine what settings you should use.

Before you attempt to use your scanner with Infoprint Scan:

- Be sure you have installed the scanner driver software.
- The scanner must be powered on before your computer is powered on, or the SCSI controller will not detect the scanner. If the scanner was not active when you last started your computer, shutdown the computer, power on the scanner, and then restart the computer.
- Start Infoprint Scan, then:
 1. Click **Options** in the menu bar and then click **Select Scanner...**



2. In the Scanner Selections dialog box:
 - Highlight the name and type of scanner you are using.
 - Click the **OK** button.

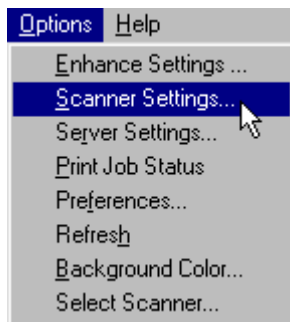


Viewing and modifying scanner settings

Every scanner is different and has its own settings that control how pages are to be scanned. Infoprint Scan supports the industry standard ISIS scanner drivers that are provided by the scanner manufacturers. These drivers provide default scanner settings based on standard types of hardcopy originals. You can use the default settings or you can modify the settings as necessary to get the best quality output.

To view or modify scanner settings:

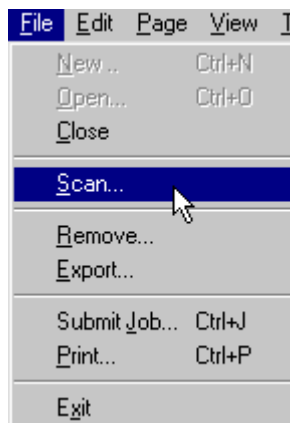
1. Access the Scanner Settings dialog box:
 - a. Open a new or an existing document.
 - b. Click **Options** in the menu bar and then click **Scanner Settings...**



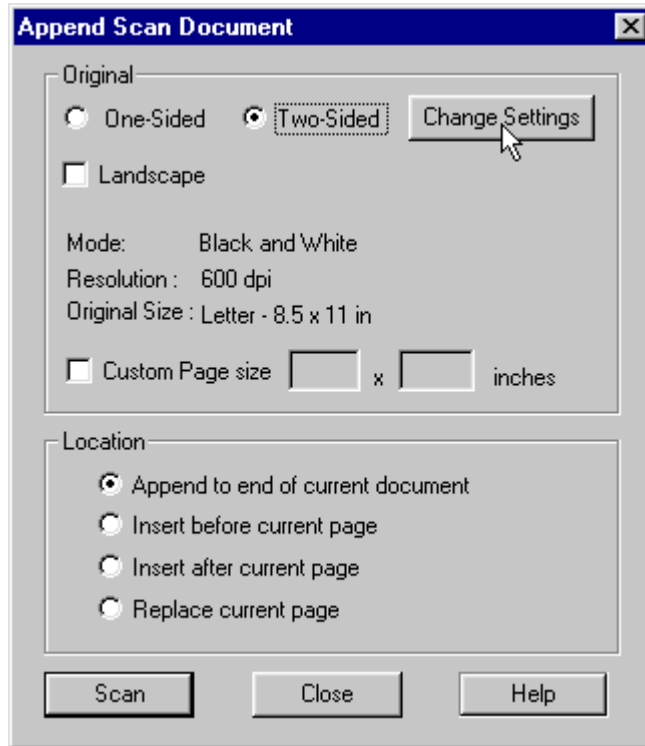
or

When you are in the process of scanning a new document or adding pages to an existing document:

- Click **File** in the menu bar, and then click **Scan...**



- Click the **Change Settings** button in the Scan Document or Append Scan Document dialog box.



2. In the Scanner Settings dialog box:
 - a. Modify the settings as appropriate, or use the default settings.
 - b. To view or modify additional, advanced settings, click the **More...** button.
 - c. Modify the advanced settings as appropriate (or use the default settings), then click the **OK** button.
 - d. When you are done, click the **OK** button in the Scanner Settings dialog box.

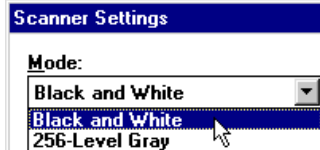
Understanding and using the available scanner settings

- Explanations of the settings that can be specified for the Xerox DocuImage 620S scanner are provided in:
 - "Xerox DocuImage 620S scanner settings" on page 16
 - "Xerox DocuImage 620S advanced scanner settings" on page 19
- Some examples are provided in "Example settings for scanning halftones" on page 22.
- Additional information about using the Xerox DocuImage 620S scanner, and working with scanned images can be found in the documentation provided with the scanner.
- For information about the settings that can be specified for any other scanner, refer to the documentation provided by the manufacturer of your scanner.

Xerox Doculmage 620S scanner settings

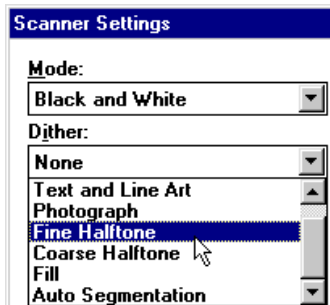
You can specify values for the following settings in the Scanner Settings dialog box for the Xerox Doculmage 620S scanner:

- **Mode** - use this to select the type of output you want after scanning. Choices include:



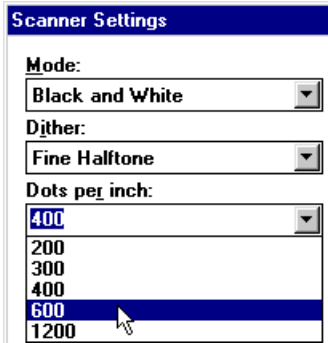
- **Black and White** - convert scanned images to black and white.
- **256-Level Gray** - keep scanned images as grayscale.

- **Dither** - (Available only when **Black and White** Mode is selected.) use this to select the image type that will determine how your input document is processed. Choices include:

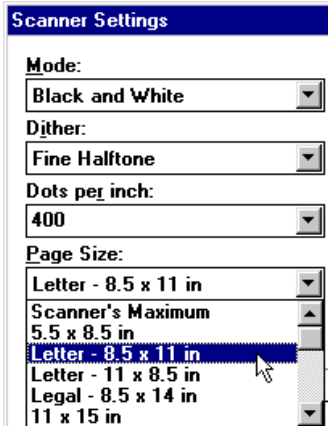


- **None** - use the default, no specified processing.
- **Text and Line Art** - use this when the hardcopy original document consists primarily of text and artwork composed of solid lines.
- **Photograph** - use this when the hardcopy original is a photographic, or continuous tone document consisting of different shades of gray and gradation of tones. A photographic document is translated into a halftone image when it is scanned. In most cases, a fine halftone with a resolution of 150 dpi (dots per inch) or greater can be treated as a photograph.
- **Fine Halftone** - use this when the hardcopy original is a reproduction of a photograph consisting of very small and clearly defined dots. A fine halftone image was originally a continuous tone, photographic image that was produced by applying a halftone screen with a frequency of 106 dpi or greater. A fine halftone with 150 dpi or greater can usually be treated as a photograph. When you select this image type, the scanner attempts to remove the original fine halftone and replace it with a coarse halftone in which dark areas are represented by large black dots, and light areas are represented by smaller black dots. A magazine photograph is an example of a fine halftone.
- **Coarse Halftone** - use this when the hardcopy original is a reproduction of a photograph that consists of larger and more clearly defined dots used to represent a range of tones. Coarse halftones generally have a screen frequency of 105 dpi or less. These documents generally have large areas of continuous tone with few details. A newspaper picture is an example of a coarse halftone.
- **Fill** - use this option to replace the entire image, or a specified (zoned) area of your image, with solid black or white or with a fill pattern. After you select this option, click the **More...** button, to access the Image Quality dialog box where you can further define the fill pattern and shading.
 - For more information about defining the fill, go to "Fill options" on page 21.

- For more information about zoning, refer to "Zoning pages in an Infoprint Scan document" on page 55.
- **Auto Segmentation** - use this when the hardcopy original is a combination of text and/or line art and continuous tone or halftones. The scanner will automatically identify and process areas of the image according to their composition.
- **Dots per inch** - use this to specify the resolution at which you want to scan the document. The higher the scan resolution you set, the finer the detail, but be aware that a high resolution image requires much more memory space and processing time than a low resolution image. You will generally get high quality results if the scanning resolution is set as close as possible to the resolution of your output device. A lower resolution will result in lower quality, and a higher resolution is a waste of memory.



- **Page size** - use this to specify the paper size of the hardcopy original.

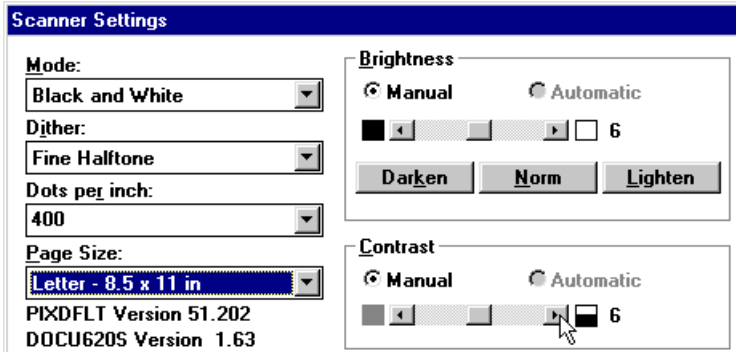


Note: If the size of your paper is not listed, and you need to define a custom paper size, you can do so in the Scan Document or Append Scan Document dialog box when you are scanning to create a new document or to append an existing document.

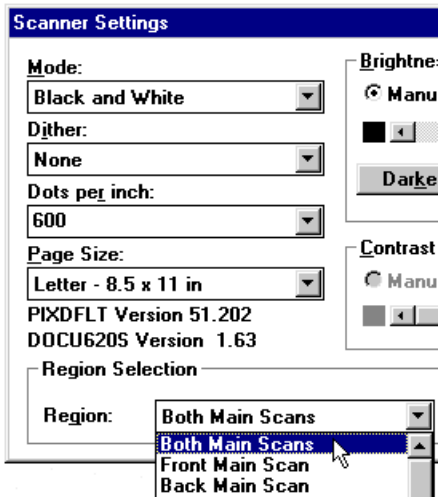
- Brightness** - use this to adjust the darkness control on the scanner. A high setting on the slide bar results in a lighter overall image, and a low setting results in a darker overall image. When you scan a dark image, the darker areas may appear as deep black, even though they contain gray shades. Increasing the setting will cause the shades of gray to appear. Conversely, if a light image appears too white, decrease the setting. Use the Darken, Norm, and Lighten buttons to adjust a light, normal, or dark image overall.



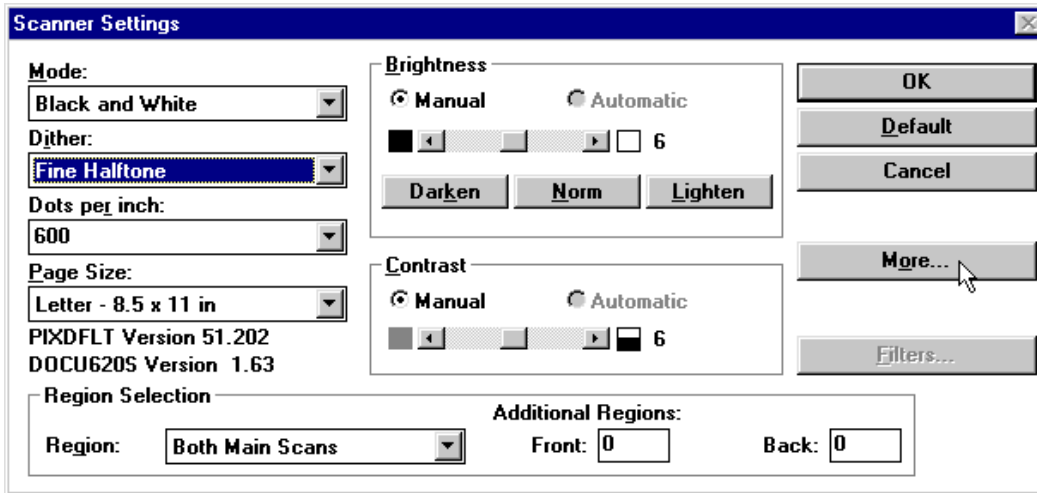
- Contrast** - use this to control the difference between the light areas and the dark areas of an image. A high setting on the slide bar emphasizes black and white, leaving few middle gray shades; a low setting emphasizes the middle gray shades, at the expense of black and white.



- Region Selection** - when scanning duplex, use this to specify the side(s) of the sheet of paper to which you want to apply the settings. Only the following options apply when using the Xerox DocuImage 620S scanner driver with Infoprint Scan:
 - **Both Main Scans** - apply settings when scanning both the front and back of the sheet.
 - **Front Main Scan** - apply settings when scanning just the front of the sheet.
 - **Back Main Scan** - apply settings when scanning just the back of the sheet.



Note: After you have selected your options in the Scanner Settings dialog box, click the **More...** button to view and modify additional, advanced settings.

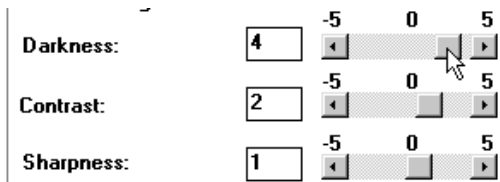


For information about the additional settings, go to "Xerox DocuImage 620S advanced scanner settings" on page 19.

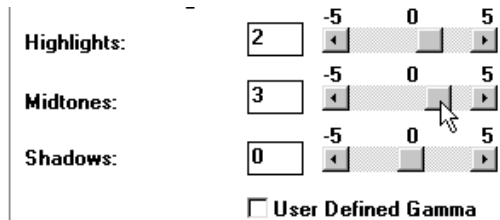
Xerox DocuImage 620S advanced scanner settings

After you have selected your options for the settings in the Scanner Settings dialog box, you can click the **More...** button to view or modify additional, advanced scanner setting options in the Image Quality dialog box. The following are all of the possible advanced scanner setting options that are provided for the Xerox DocuImage 620S scanner. Only the options that are associated with the Mode and Dither options that you selected in the Scanner Settings dialog box will be displayed and available for modification in the Image Quality dialog box at any given time.

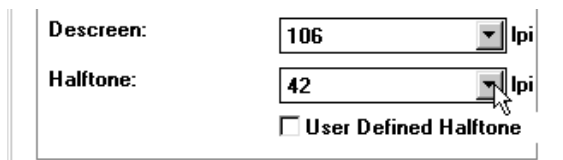
- **Output Resolution** - use this to specify the resolution of the printer where you will output the document that you are presently scanning.
- **Darkness** - use this to control the amount of black that is present in an image. A higher setting results in a darker image overall, while a lower setting results in a lighter image.
- **Contrast** - use this to control the difference between the light areas and the dark areas of an image, to increase or decrease the level of the difference among the highlights, midtones, and shadows in a photograph or fine halftone image. When you increase the contrast, the light dots in the image become lighter and the dark dots become darker.
- **Sharpness** - use this to control the degree to which an image appears crisp or contains well-defined edges. A lower level of sharpness will soften or blur the lines of an image. A higher level of sharpness will clarify or increase the lines of an image.



- **Highlights** - highlights are the white and very light gray areas in an image. Use the slide bar to increase or decrease the whitest or lightest areas of the image.
- **Midtones** - midtones are the light and medium grays in an image. Use the slide bar to increase or decrease the appearance of the image midtones.
- **Shadows** - shadows are the darkest or blackest areas of an image. Use the slide bar to increase or decrease the appearance of image shadows.



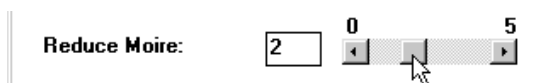
- **Descreen** - use this control to specify the frequency at which the original halftone screen is removed. When you select this value, choose the highest number that matches the lpi of the hardcopy original image, and does not result in a moiré pattern. If the output image contains a moiré pattern, select a lower frequency. Use **Descreen** in conjunction with the **Halftone** control.
- **Halftone** - use this control to specify the value of the screen you want apply to a **Fine Halftone** image that has been descreened. (If you selected **Photograph** as the document type, a halftone screen is applied to the photograph without descreening first.)
- **User Defined Halftone** - check this box to use a halftone screen that is not listed in the drop-down box, then click the **Halftone...** button to specify the file that contains the screen.



- **User Defined Gamma** - check this box to use an alternate curve to determine how the scanner interprets grayscale data, then click the **Gamma...** button to specify the file that contains the curve.

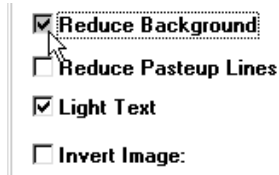


- **Reduce Moire** - check this box to lessen the appearance of moiré patterns.

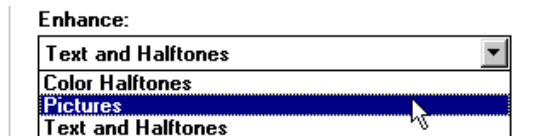


- **Reduce Background** - check this box to remove or lighten an overall background shade or color. The scanner will distinguish the difference between the image and the color of the paper on which it is printed. If the document contains text and/or art that is printed on a dark-colored paper, the scanned image may be so dark that it is difficult to distinguish the text and art from the background when you view or print the scanned image. When you use this option, the background is lightened so the image becomes clearer.
- **Reduce Pasteup Lines** - check this box to remove imperfections from areas in an image where manual pasting was done on the hardcopy original and has left lines around the added image area.

- **Light Text** - check this box to reproduce light images more clearly. This control will compensate for text or other marks (such as lines or words written in pencil) that appear faded when viewed in the scanned image.
- **Invert Image** - check this box to reverse an entire image, or specified (zoned) area of an image, so that all blacks are white and all whites are black.

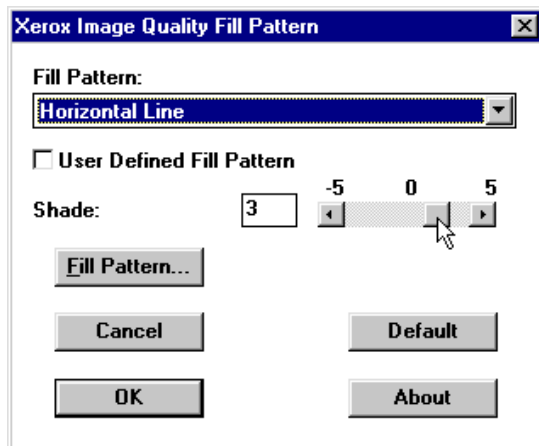


- **Enhance** - use when you select **Auto Segmentation** for the Dither option in the Scanner Settings dialog box. Choose one of the following, based on the composition of your hardcopy original:
 - **Color Halftones**
 - **Pictures** (photos)
 - **Text and Halftones**



Fill options

The following options are available in the Image Quality dialog box only when you select **Fill** for the Dither option in the Scanner Settings dialog box:



- **Fill Pattern** (drop-down box) - use this to select which one of the following patterns you want to fill the entire image or a zoned area of an image:
 - **White**
 - **Black**
 - **45 Degree Diagonal Line**
 - **135 Degree Diagonal Line**
 - **Horizontal Line**
 - **Vertical Line**
 - **Spiral 106 LPI**
 - **Spiral 85 LPI**

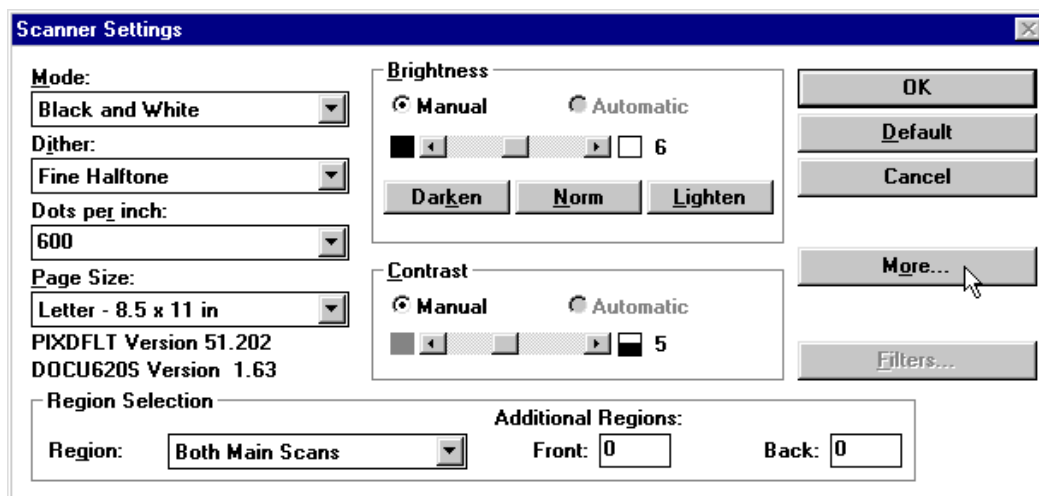
- **Shade** - use this to increase or decrease the amount of shading you want applied to the selected pattern. Move the slide bar to the right to darken the pattern, and to the left to lighten the pattern.
- **Fill Pattern...** (button) - use this to select a file that contains a fill pattern that is not listed above.

Example settings for scanning halftones

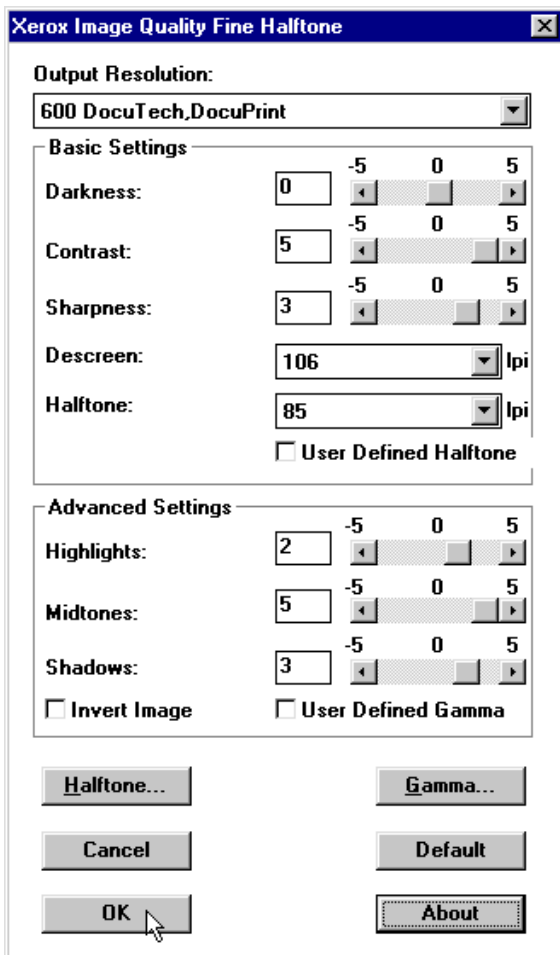
As stated earlier, there are no certain scanner settings that will guarantee that you will get the best quality output from your scanned originals. The only way to truly determine what settings you should use for any given job is to evaluate the input, try various scanner settings, and reevaluate the output until you find the best combination of settings. Admittedly, this can be a time-consuming process, particularly when you are scanning fine halftone originals, which are more complex to work with than straight text or black and white line art. The most serious scan program users will collect samples of various types of hardcopy original documents (those with light images, dark images, and with combinations of text, line art, and images, such as faces and landscapes, that contain varying degrees of darks, lights, and shadows), and use a process of trial and error to see what combinations of settings produce the best results.

We've provided the following settings for the Xerox DocuImage 620S scanner to help get you started. Settings are listed for scanning hardcopy, fine halftone images that appear overall to be light, dark, or somewhere in-between. These may not be just right for each job that you scan and print, but you may find these to be a good place to begin. It's likely that you will have to make some modifications on a job-by-job basis.

Based on our example, here's how you would specify the **Brightness** and **Contrast** settings for a hardcopy original Fine Halftone image that is neither very dark nor very light:



Click the **More...** button to specify the advanced settings for **Contrast, Sharpness, Highlights, Midtones,** and **Shadows** for the same medium original Fine Halftone image:



Information about how to access the Scanner Settings dialog box is described in "Viewing and modifying scanner settings" on page 14.

The options you can set in the Scanner Settings and Image Quality dialog boxes are described in:

- "Xerox DocuImage 620S scanner settings" on page 16
- "Xerox DocuImage 620S advanced scanner settings" on page 19

Enhancing images in an Infoprint Scan document

You can improve the appearance of a scanned document using Infoprint Scan's image enhancement functions. Infoprint Scan provides a number of options that you can set for image enhancement. There are no particular settings for these options that will guarantee the best quality output. You determine the settings you need for the best quality output on a job-by-job basis by estimating the quality of your input, and by how the output appears on observation.

You can specify the settings and have Infoprint Scan enhance images:

- Immediately after the document is initially scanned.
- On a document or specified pages of a document that has already been scanned.
- When you add or replace pages in, or append pages to a scanned document.

The information in this section will explain your options to help you determine what enhancement settings you should use. Information is provided in the following topics:

- "Enhancing images in an Infoprint Scan document" on page 25
- "Enhance images in a previously scanned document" on page 29
- "Selecting enhancement options" on page 31
- "Enhancement options and settings" on page 34

Remember!

Image enhancement permanently changes the images. After enhancing, you cannot return the document to its original scanned condition.

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

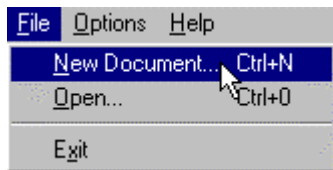
Enhance images when scanning a new document

Important!

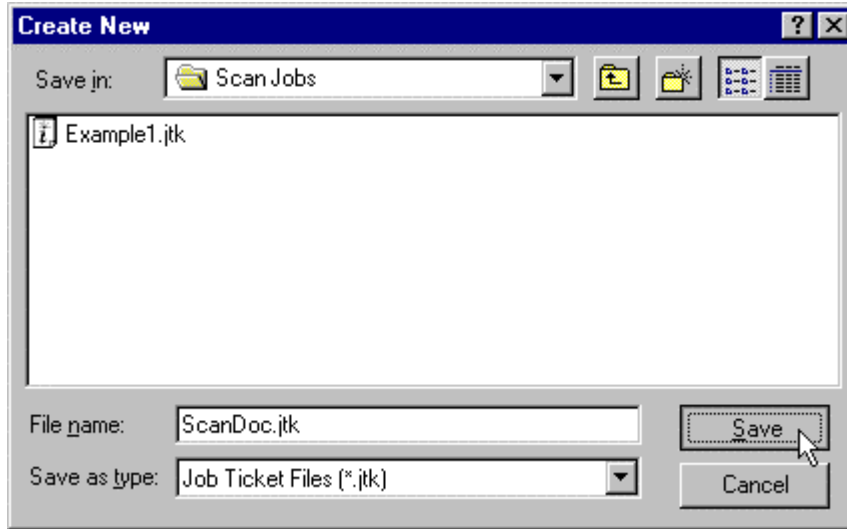
- ***If you have invoked Infoprint Scan from within the Infoprint Submit program***, place your original hardcopy document in the scanner, skip steps 1 through 4, and begin with step 5.
- ***If you are using Infoprint Scan as a stand-alone application***, begin with step 1.

To scan and create a new document:

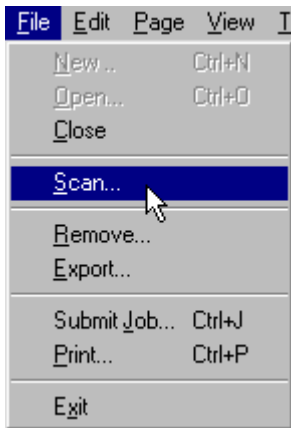
1. Open Infoprint Scan and place your original hardcopy document in the scanner's document feeder. For the Xerox DocuImage 620S scanner, position the pages face up, inserting the sheets with the short edges leading. For other scanners, refer to the manufacturer's instructions.
2. Click **File** in the menu bar and then click **New Document...**



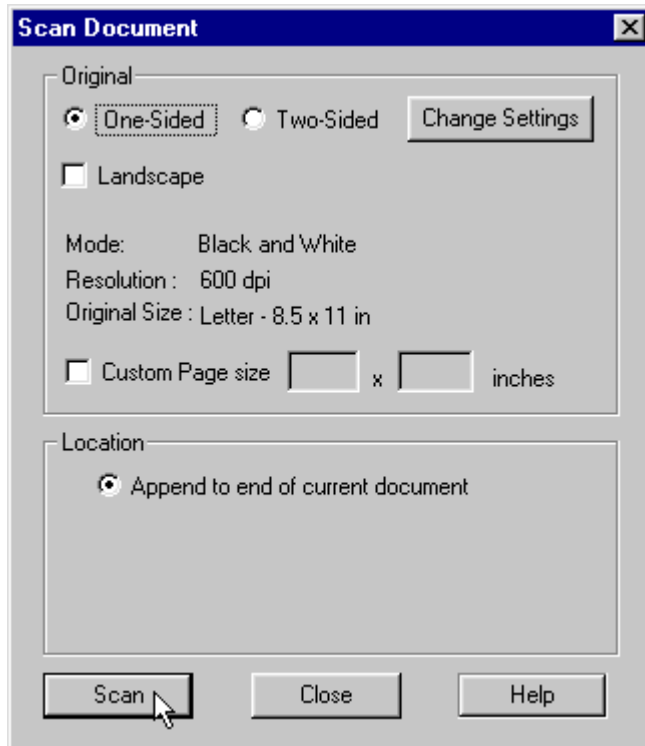
3. In the Create New dialog box:
 - a. Select the directory into which you want to save the scanned document.
 - b. Type a name for the Infoprint Scan document in the *File name* field. This name will also be used for the name of the job ticket when you submit the document for printing.
 - c. In the *Save as type* field, be sure **Job Ticket Files (*.jtk)** is selected.



4. Click the **Save** button.
5. Click **File** in the menu bar and then click **Scan...**

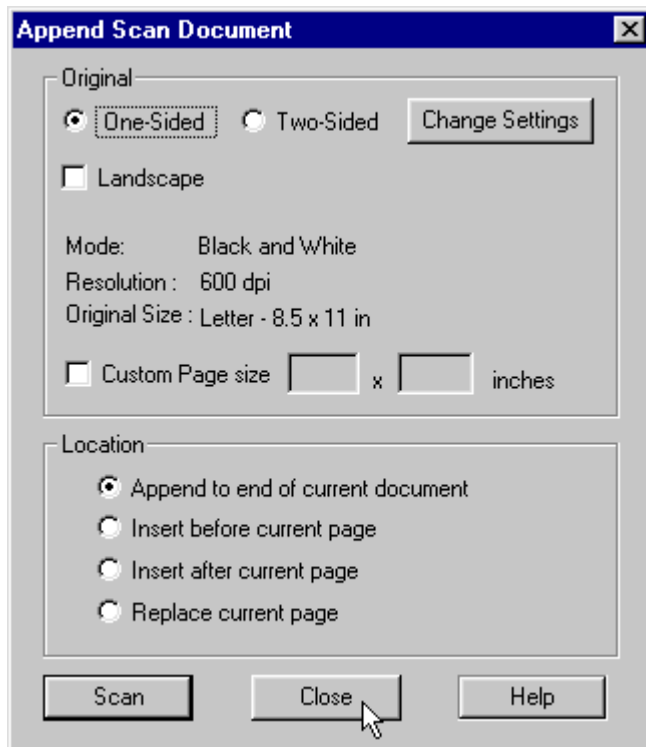


6. In the *Original* area of the Scan Document dialog box, select:
 - **One-sided** if the original hardcopy document is printed on just the front side of the paper.
 - **Two-sided** if the original hardcopy document is printed on both the front and back sides of the paper. See "Scanning Two-Sided Originals" on page 113 for additional information about scanning two-sided originals.

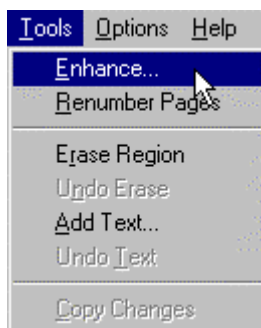


7. Check the **Landscape** check box only if you want to rotate the output image 90 degrees clockwise.
8. Click the **Change Settings** button to view or change the scanner settings. (Refer to "Setting up the scanner" on page 13 for detailed information about scanner settings.)
9. If your original hardcopy document has a page size that is not listed among the scanner settings options, check the **Custom Page size** check box and enter the dimensions in the fields provided.
10. Click the **Scan** button.

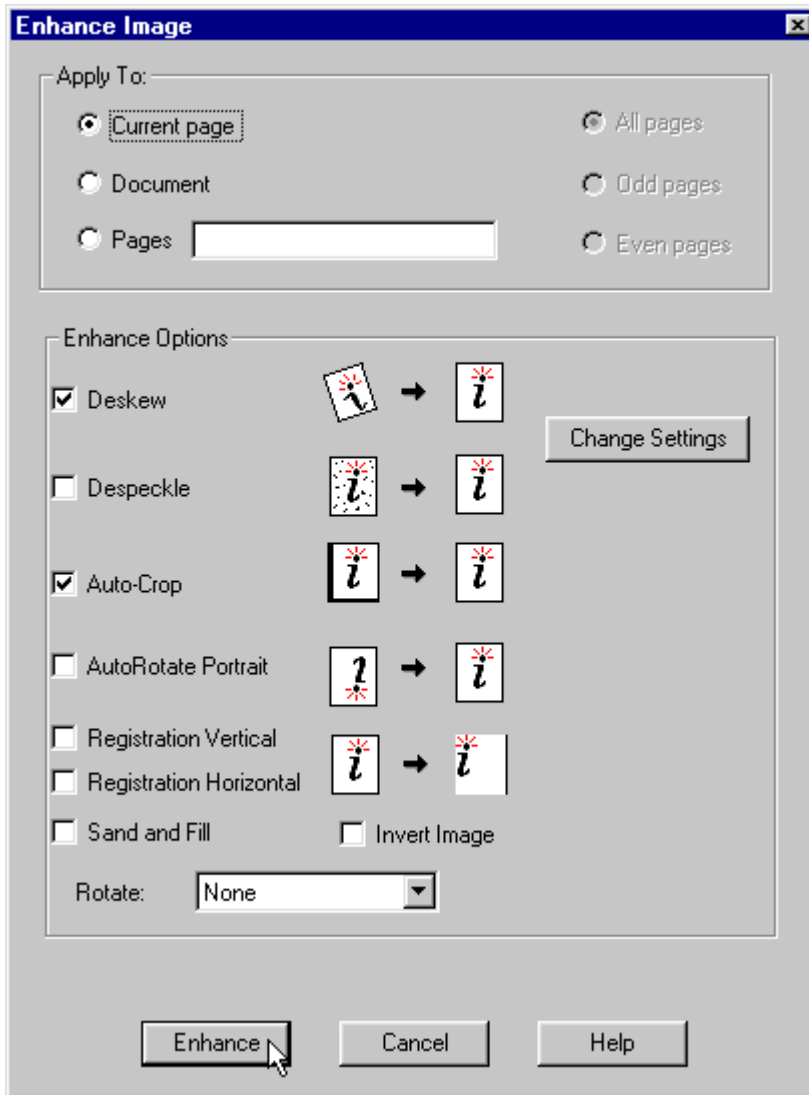
11. When scanning has completed, the Append Scan Document dialog box will open. If you want to scan more pages to add to specified locations in the new document, place your hardcopy originals on the scanner, and repeat these instructions, beginning with step 5.



12. Click the **C**lose button in the Append Scan Document dialog box to return to the new, open document.
13. If you will be enhancing the image on just one page, make that page current by using the buttons on the tool bar or the available options in the View menu. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
14. Click **T**ools in the menu bar and then click **E**nhance....



15. See "Selecting enhancement options" on page 31 for information about the options in the Enhance Image dialog box.

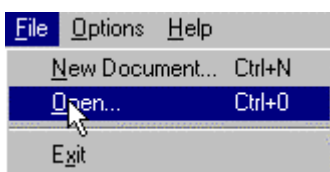


16. After the image enhancement has completed, click **File** in the menu bar and then click **Close** to close and save the document, or **Exit** to close and save the document and exit the Infoprint Scan application.

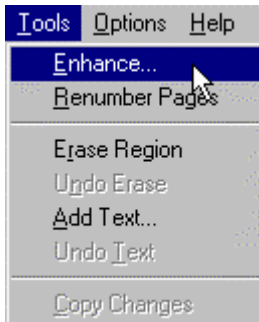
Enhance images in a previously scanned document

To enhance the images in a document that has been previously scanned:

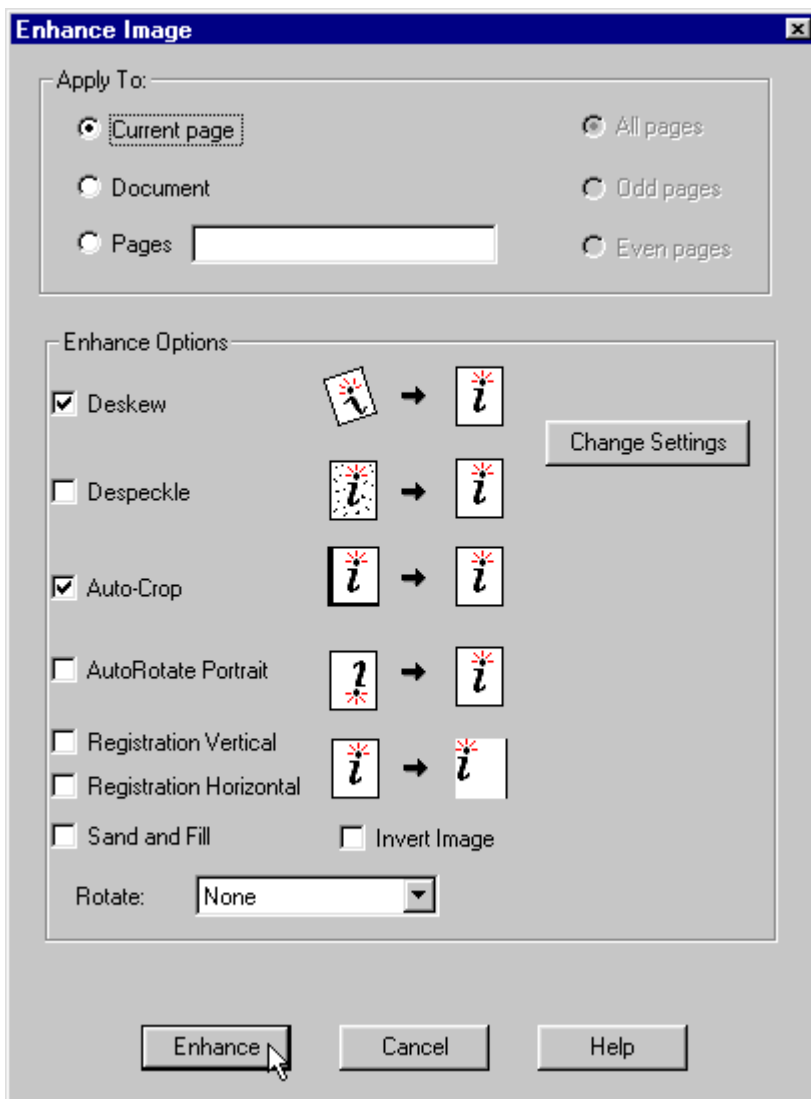
1. Invoke Infoprint Scan and click **File** in the menu bar and then click **Open...** to open the Infoprint Scan document that you want to enhance.



- If you will be enhancing the image on just one page, make that page current by using the buttons on the tool bar or the available options in the View menu. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
- Click **TOOLS** in the menu bar and then click **Enhance....**



- See "Selecting enhancement options" on page 31 for information about the options in the Enhance Image dialog box.



5. After the image enhancement has completed, click **File** in the menu bar and then click **Close** to close and save the document, or **Exit** to close and save the document and exit the Infoprint Scan application.

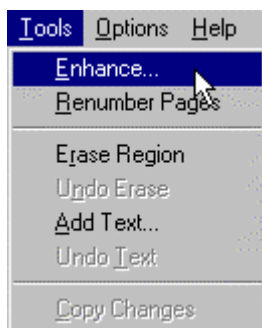
Selecting enhancement options

You can select the enhancement options that you want Scan to perform when a new or previously created Infoprint Scan document is open, as described in:

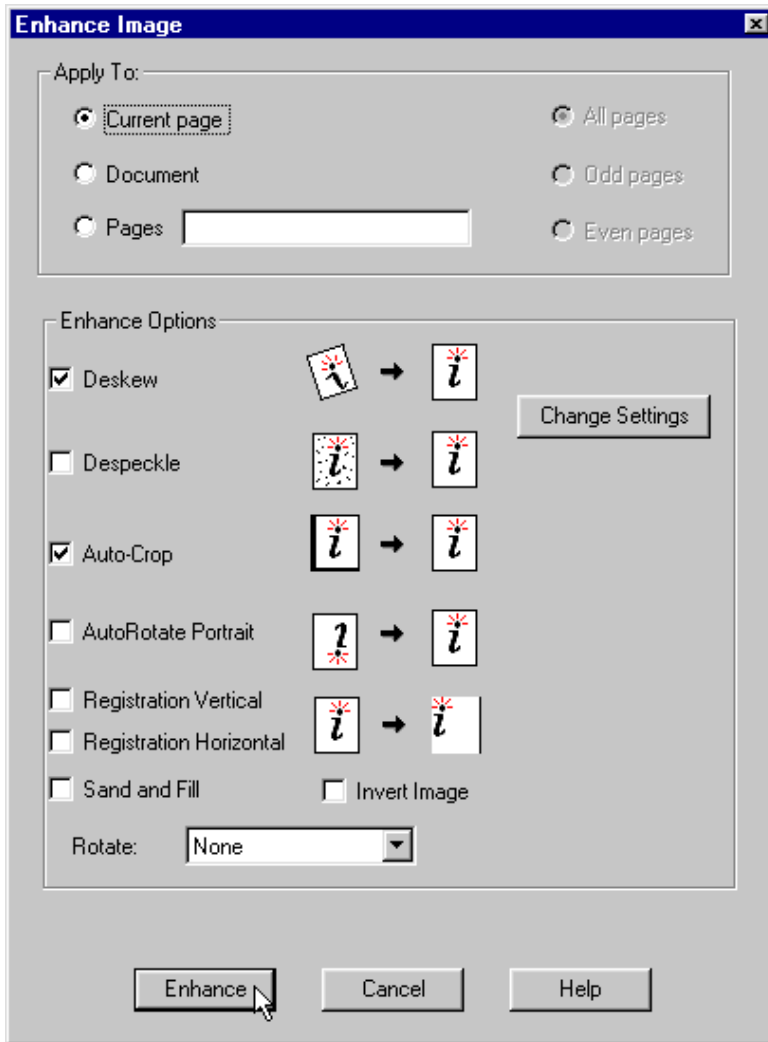
- "Enhance images when scanning a new document" on page 25
- "Enhance images in a previously scanned document" on page 29

With an Infoprint Scan document open, do the following:

1. Click **Tools** in the menu bar and then click **Enhance...**



2. Select one of the following in the *Apply to* area of the Enhance Image dialog box:
 - **Current page** - to apply the enhancements only to the page that is currently displayed.
 - **Document** - to apply the enhancements to the document as specified with:
 - **All Pages** - to apply the enhancements to all pages in the document.
 - **Even Pages** - to apply the enhancements to all even-numbered pages.
 - **Odd Pages** - to apply the enhancements to all odd-numbered pages.
 - **Pages _____** - to apply the enhancements to a specific page or pages, or to a range of pages.
 - For an individual page, type the page number of the page you want to print in the field provided.
 - For specific pages, type the numbers of all of the pages you want to print, each separated by a comma (such as, **3,9,11,24**).
 - For a range of pages, type the number of the first and last pages you want included, separated by a dash (such as, **15-20**).
 - You can also specify individual pages along with a range of pages (such as, **3,9,11,24,15-20**).
 - *Do not* include spaces after the commas.



3. In the *Enhance Options* area, you can select the following options:

Note: Any or all of the enhancement options can be selected at one time.

(See "Enhancement options and settings" on page 34 for additional information about each of the options.)

- **Deskew** - adjusts and corrects the angle at which a document is skewed, so the page and lines are aligned properly.
(See "Fixed Image Size" on page 38 for important information related to using **Deskew**.)
- **Despeckle** - removes isolated, unwanted specks that may occur during scanning.
- **Auto-Crop** - eliminates an edge or border around a page that does not match the rest of the page.
- **AutoRotate Portrait** - when this is selected, if Scan finds a page of text that is upside down, it will automatically rotate the page, so that the text is right side up.
- **Registration Vertical** - positions text and data vertically on the page to provide consistent side margins.
- **Registration Horizontal** - positions text and data horizontally on the page to provide consistent top margins.

See "Registration tips" on page 37 for additional information about using the Registration options.

- **Sand and Fill** - smoothes the edges of characters by filling in small pits and removing small bumps. Applying this option will improve the appearance of characters and reduce the compressed image file size.
- **Invert Image** - reverses the image so that all blacks are white and all whites are black. On a "positive" image, the effect is similar to that of a photographic negative, shown in Figure 1. (Conversely, a negative image is made positive.)

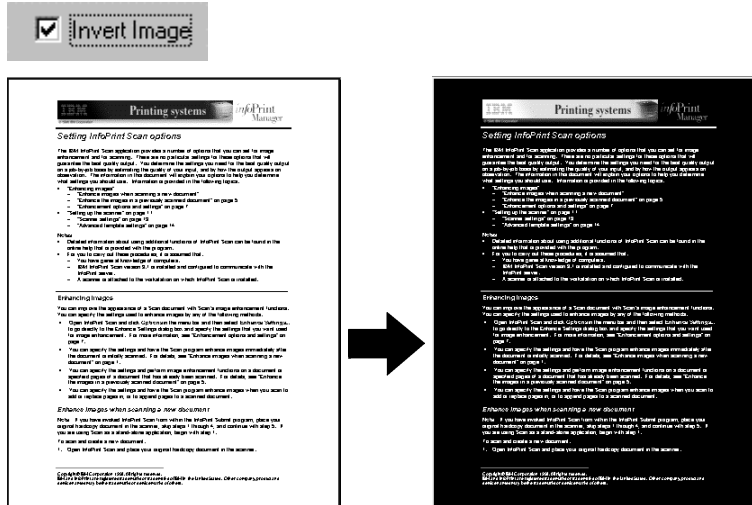
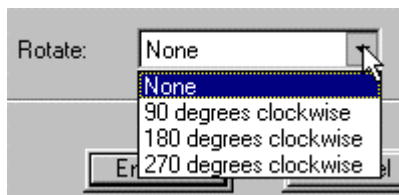


Figure 1. The entire page image is inverted.

Note: This function works only on the image of the entire page - if you want to reverse the image in just a specified area of the page, use the **Invert Layer** option in the Edit menu. For additional information, refer to page 97 of the "Modifying layers with Infoprint Scan" topic.

- **Rotate** - rotates pages by a specified number of degrees from their current orientation. Options include:

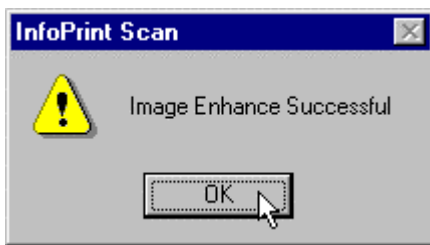


- **None** - do not rotate the page
- **90 Degrees Clockwise** - rotate the page 90 degrees clockwise (1/4 turn) from the current orientation. For example, this would cause a portrait (vertical) page to display or print in a landscape (horizontal) format.
- **180 Degrees Clockwise** - rotate the page 180 degrees clockwise (1/2 turn) from the current orientation. For example, a portrait (vertical) page would display or print with the head and foot areas of the page in reversed positions.
- **270 Degrees Clockwise** - rotate the page 270 degrees clockwise (3/4 turn) from the current orientation. For example, a landscape (horizontal) page would display or print with the head and foot areas of the page in reversed positions.

(See "Fixed Image Size" on page 38 for important information related to using **Rotate**.)

4. Click the **Change Settings** button to modify the enhancement settings. See "Enhancement options and settings" on page 34 for information.

5. Click the **Enhance** button to enhance the image(s) based on the default or your modified settings.
6. Click the **OK** button in the message window when the image enhancement is completed.



Enhancement options and settings

The following information is provided to describe the image enhancement options and to help you determine what values to set for these options.

FYI: In case you're not familiar with the term, a **pixel** is another word for pel, or picture element. This is defined as the smallest scanable, printable, or displayable unit on a physical medium or display surface. The pixel, or pels per inch (ppi), is often used as a measurement of presentation granularity.

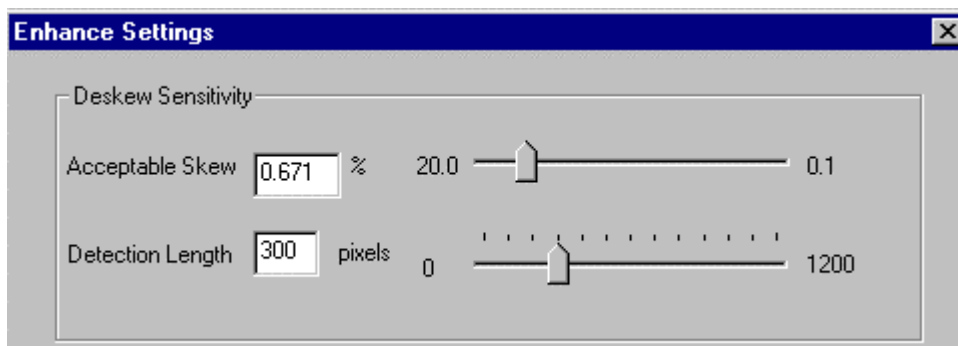


Deskew

Deskew adjusts and corrects the angle at which a document is skewed, so the page and lines will be aligned properly. Skew is the position of paper going through the scanner's paper path at a slight angle, causing the scanned lines to not be aligned properly.

Deskew settings

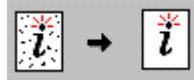
In the Enhance Settings dialog box, move the slide bars in the *Deskew Sensitivity* area left to increase the values or right to decrease the values.



- **Acceptable Skew** - sets the maximum amount of skew that is accepted. Any image with less skew than the set value will not be corrected. Lowering the value will cause more images to be corrected, and raising the value will cause fewer images to be corrected. Setting to a lower value will result in higher scanning speed, since more images are left as is. For example, the original default setting is **0.671%**. This results in an image with no more than 150 horizontal pixels for each vertical pixel of skew. A lower setting of 0.5% results in an image with no more than 200 horizontal pixels for each vertical pixel of skew, and a higher setting of 1% results in an image with no more than 100 horizontal pixels for each vertical pixel of skew.

- **Detection length** - indicates the shortest line, in pixels, to be used to detect skew. This value should be at least 25% larger than Acceptable Skew. The original default is **300** (1 inch at 300 dpi).

See "Fixed Image Size" on page 38 for important information related to using **Deskew**.

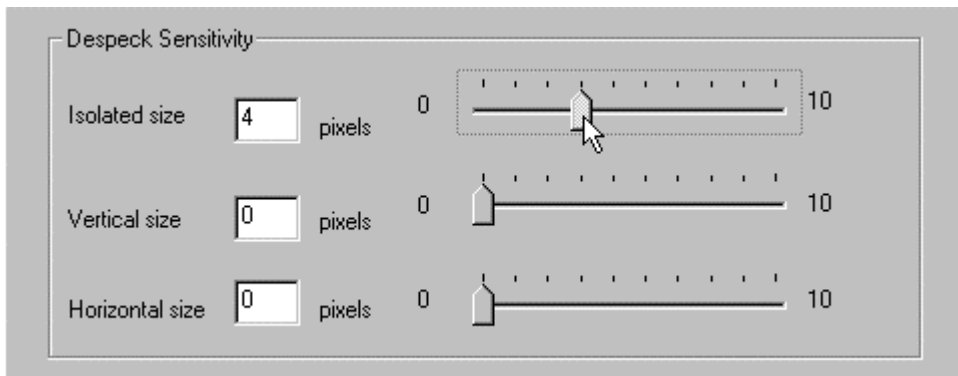


Despeckle

Despeckle removes isolated, unwanted specks that may occur during scanning.

Despeckle settings

In the Enhance Settings dialog box, move the slide bars in the *Despeck Sensitivity* area right to increase the values or left to decrease the values.



- **Isolated size** - determines the size of isolated specks that are removed. Larger values can cause periods and the dots on letters such as j to be removed. The original default is **4**.
- **Vertical size** - examines each vertical line 1 pixel wide and deletes all groups of pixels with a length less than the value specified. Larger values will remove larger specks. If the value is too high small segments of characters will be removed. The original default is **0**.
- **Horizontal size** - examines each horizontal line 1 pixel wide and deletes all pixels with a length less than the value specified. Larger values will remove larger specks. If the value is too high small segments of characters will be removed. The original default is **0**.



Cropping

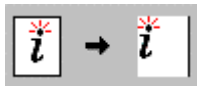
Cropping eliminates an edge or border around a page that does not match the rest of the page. For example, if you have specified that your Infoprint Scan document will print on an 8.5 inch x 11 inch page, but the original hardcopy document is smaller than 8.5 x 11 inches, without cropping, you would get black borders on the scanned pages, the width of the difference in size between the original pages and the scanned pages. With **Auto-Crop** turned on (selected) Scan will automatically eliminate the unwanted borders.

Auto-Crop settings

In the Enhance Settings dialog box, click the arrow in the *Cropping* area and highlight an Auto-Crop option.



- **Auto-Crop** - specifies the color of unwanted borders or edges that are to be eliminated from pages. Choices are:
 - **Crop Black** - Scan will eliminate black borders or edges from around pages. This is the original default.
 - **Crop White** - Scan will eliminate white borders or edges from around pages.

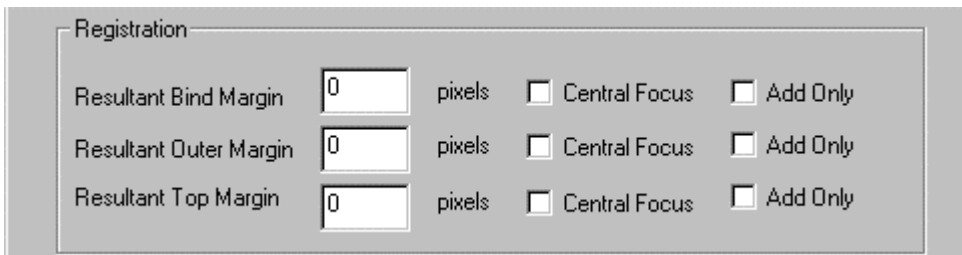


Registration

Registration is used for page alignment. With this tool, you can position text horizontally and vertically on the page to provide consistent side and top margins.

Registration settings

In the Enhance Settings dialog box, in the *Registration* area, type the values you want for the left and top margins, and select or deselect the **Central Focus** and **Add Only** check boxes.



- **Resultant Bind Margin** - determines how many pixels will remain as the bind margin (for a two-page spread - or facing pages - the left margin on an odd-numbered page, or the right margin on an even-numbered page) after processing. Scan locates the bind edge of the text or data and positions the bind edge of the image the specified number of pixels from the bind edge of the text or data. Setting this value to 0 places the text or data flush with the bind edge of the image. A negative value crops the specified number of pixels from the bind edge of the text or data.
- **Resultant Outer Margin** - determines how many pixels will remain as the outer margin (for a two-page spread - or facing pages - the right margin on an odd-numbered page, or the left margin on an even-numbered page) after processing. Scan locates the outer edge of the text or data and positions the outer edge of the image the specified number of pixels from the outer edge of the text or data. Setting this value to 0 places the text or data flush with the outer edge of the image. A negative value crops the specified number of pixels from the outer edge of the text or data.
- **Resultant Top Margin** - determines how many pixels will remain as a top margin after processing. Scan locates the topmost edge of the text or data and positions it a fixed distance from the top edge of the image. Setting this value to 0 places the text or data flush with the top edge of the image. A negative value crops the specified number of pixels from the top edge of the text or data.

- **Central Focus** - causes Scan to register using only the middle portion of the image border. This is useful for ignoring edge noise, letterheads, and logos. You can activate this for the resultant bind margin, the resultant outer margin, the resultant top margin, any or all of these margins at one time, or none of the margins.
- **Add Only** - causes Scan to expand the current margin (if it is smaller than the specified value) to the size specified for the Resultant Bind, Outer, or Top Margin. You can activate this for the resultant bind margin, the resultant outer margin, the resultant top margin, any or all of these margins at one time, or none of the margins.

Determining pixel values

To determine the value in pixels to enter for the resultant bind, outer, and top margins, multiply the dimension you want for the margin by the scanned resolution of the image.

Example:

As an example, let's say you want to center the body of text on a 6-inch wide x 9-inch long page, so that both the bind and the outer margins are the same. Assume that you have scanned the image at 600 dpi.

1. Measure the line length of the text, using the longest line on the page. For this example, assume that the line length is **4.5 inches**.
2. Subtract the line length from the width of the page.
6.0 inches – 4.5 inches = 1.5 inches
This leaves a total of **1.5 inches** for the margins.
3. Since there are two margins, divide the remainder by 2.
1.5 inches ÷ 2 = .75 inch
For this example, the resultant margins are each **.75 inch**.
4. To convert this to pixels, multiply the width of each margin by the scanned resolution (**600 dpi** for this example).
.75 inch x 600 dpi = 450 pixels
5. For this example, you would enter **450** for the value in both the *Resultant Bind Margin* and *Resultant Outer Margin* fields.

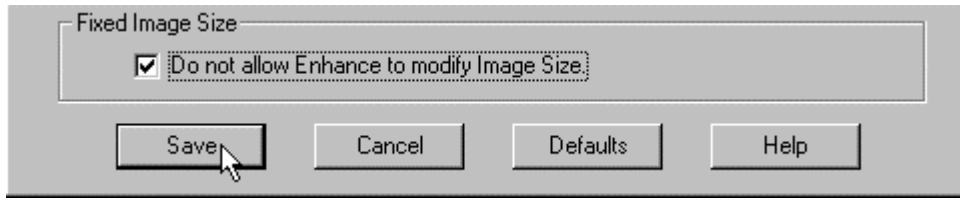
Note: Remember to adjust the values if you want a wider bind margin than outer margin, to allow additional room for 3-hole punching, saddle stitching, or other types of binding. For example, if you want the bind margin to be **1 inch**, and the outer margin to be **.5 inch**, for an image scanned at 600 dpi the resultant bind margin will be **600 pixels (1 inch x 600 dpi)**, and the resultant outer margin will be **300 pixels (.5 inch x 600 dpi)**.

Registration tips

- When you use **Registration**, you should also activate **Deskew** unless you know that the original is perfectly straight.
- You can activate and set the parameters for horizontal (bind and outer edges of an image) and vertical (top edge) registration separately.
- For most operations where you require consistent bind and outer margins, you should activate horizontal registration. In many cases, you can leave vertical registration deactivated. For applications where precise text location is important, you should activate both horizontal and vertical registration.
- When you have finished specifying all of the settings, click the **Save** button in the Enhance Settings dialog box.
- To return all of the settings to their original defaults, click the **Default** button in the Enhance Settings dialog box.

Fixed Image Size

If the *Do not allow Enhance to modify image size* check box is **not** selected, Enhance will proportionally resize the image, when necessary, to fit on the page. When the box **is** selected (checked), Enhance **will not** resize the image.



- Be sure to **check** this box when **Deskew** is selected.
- Be sure that this box is **not** checked when you have selected to **Rotate** the image and want the entire image to fit on the rotated page (such as when an image with a portrait, or vertical orientation is rotated 90 or 270 degrees to a landscape, or horizontal orientation).

Printing Infoprint Scan documents

Notes:

- Printing options are not available when Infoprint Scan is invoked from within the Infoprint Submit program. For information about submitting print jobs from within the Infoprint Submit program, refer to the online help that is provided with that program. The following information is applicable only when you use Infoprint Scan as a stand-alone application, or when you use Infoprint Scan 2000.
- The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

You have some options for how to print scanned documents from Infoprint Scan. Depending on how your system is set up, you can:

- **Print Infoprint Scan documents on a locally attached printer**
Information begins on page 39.

Or, when Infoprint Manager is installed, you can:

- **Submit a print job to the Infoprint server** for printing.
Go to page 40 for information.

Alternately, you can:

- **Export an Infoprint Scan document as a PDF file** that can be viewed online or printed.
Go to page 52 for information.

Note: The Export function is *always* available when there is an open document in Infoprint Scan, including when Scan is invoked from within the Infoprint Submit program.

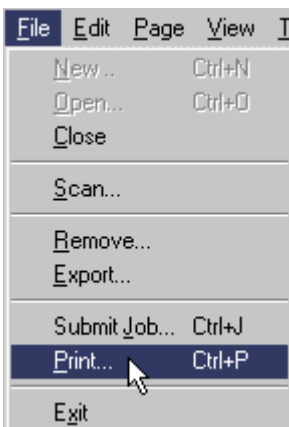
Go "PDF files" on page 54 for some information about PDF files and PCL drivers that can help you decide when to use local printing, and when to use the Export function.

Print Infoprint Scan documents on a locally attached printer

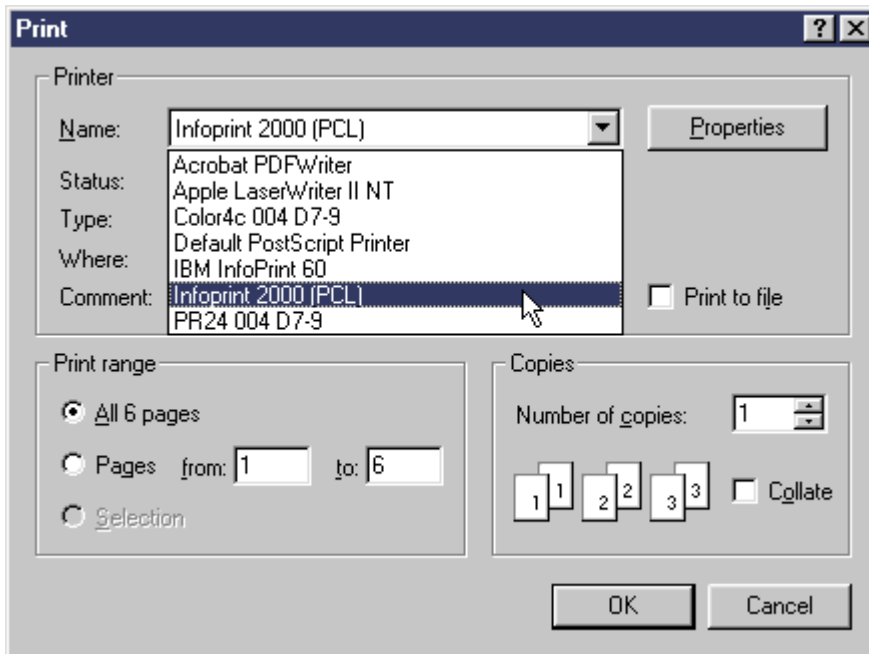
You can use your Windows printer drivers to select the Infoprint 2000, or, if applicable, another printer that is attached directly to your workstation or to a LAN.

To print on a locally attached printer:

1. With a scanned document open and displayed in the Infoprint Scan main window, click **File** in the menu bar, and then click **Print...**



2. In the Windows Print dialog box, select the printer in the *Name* field, and set other options and properties, as applicable.



3. Click **OK** to print the scanned document.

Submit a print job to the Infoprint server

You can submit a print job to the Infoprint server, where it will be scheduled for printing. This also allows you to define and modify print and RIP options and to check print status.

Note: To submit a print job to the Infoprint server, you must have Infoprint Manager installed. If you are using Infoprint Scan 2000 *without* Infoprint Manager, go to "Print Infoprint Scan documents on a locally attached printer" on page 39 or "Export an Infoprint Scan document as a PDF file" on page 52 for instructions.

When you submit a job to the Infoprint server for printing, you open the Scan Print dialog box where you can set print options, RIP options, retention times, and specify how the document should look when it is printed. Refer to the following topics for information about submitting a Scan print job:

- "Submitting a job" on page 41
- "Setting options for the Infoprint Scan document print job" on page 42

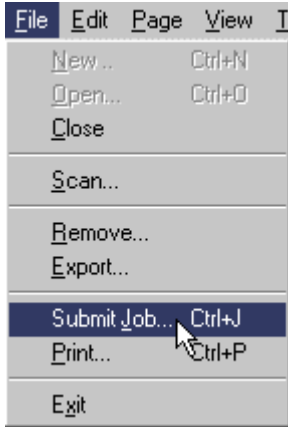
You can also set your preferences (default values) for printing, page layout, and schedules, update your printing options, and check on the status of your submitted print jobs. For more information, refer to:

- "Setting preferences" on page 46
- "Refreshing printing options" on page 50
- "Checking print job status" on page 50

Submitting a job

To submit a job to the Infoprint server:

1. With a scanned document open and displayed in the Infoprint Scan main window, click **File** in the menu bar and then click **Submit Job....**



2. Set options for the job in the Scan Print dialog box. This dialog box contains three tabbed pages where you can set print options, RIP options, retention times, and specify how the document should look when it is printed.

"Setting options for the Infoprint Scan document print job on page 42 describes the attributes that can be set for Print, Schedule, and Layout.

3. When you have finished setting the options for Print, Schedule, and Layout, click **OK** to submit the document for printing.

Setting options for the Infoprint Scan document print job

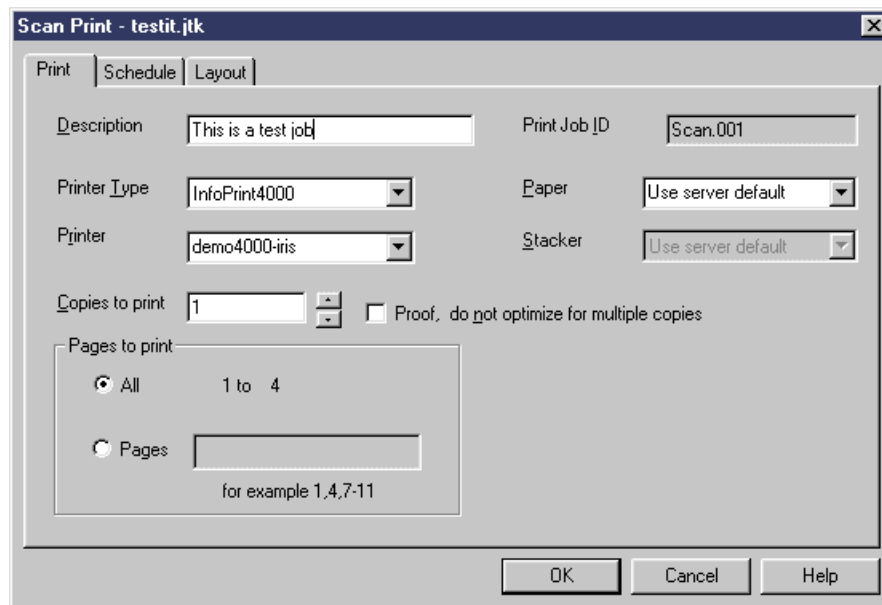
When you submit a job to the Infoprint server for printing, you open the Scan Print dialog box, which contains three tabbed pages:

- From the **Print** page, you can change and select print options.
- From the **Schedule** page, you can specify RIP options, retention times, and print priority.
- From the **Layout** page, you can specify how the document should look when it is printed.

The available options will change, depending upon which tab is selected.

Setting Print options

Click the **Print** tab in the Scan Print dialog box to set these options:

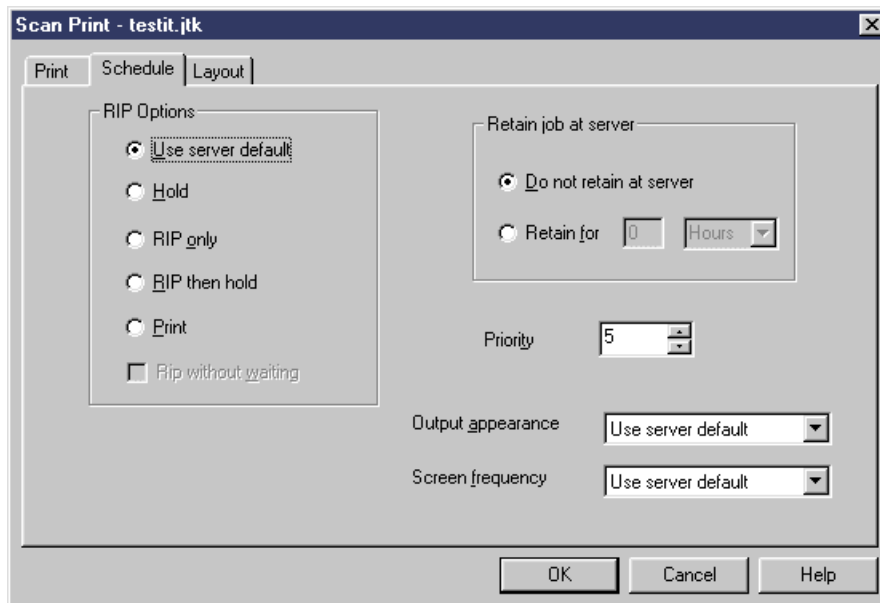


- **Description** - Type a description for the job ticket. The text can consist of of alphabetic or numeric characters. This field is optional.
- **Printer type** - Select the type of printer you want to use for printing the Infoprint Scan document.
(Use **Preferences** from the Options menu to set the default value for this option.)
- **Printer** - Select the name of the printer you want to use for printing. The printer names listed are logical printers as defined to the server. The printers listed are all of the types specified for Printer type.
- **Copies to Print** - Specify the number of copies to print. Type a number or click the up and down arrows to specify the number you want.
- **Proof, do not optimize for multiple copies** - use this to save time when printing multiple proof copies on the Infoprint 4000. When checked, optimizes for a single copy on the Infoprint 4000; the pages are not saved at the printer and will be loaded for each copy printed. When not checked, the pages are saved at the printer and are not loaded for each copy printed.
*Available only when the **Infoprint 4000** is specified as the Printer Type.*

- **Pages to Print** - Specify which pages in the document you want to print. Select from the following:
 - **All** - Prints all of the pages in the document.
 - **Pages** - You can specify a page, specific pages, or range of pages to print. Type the page(s) and/or page range in the field provided.
- **Print Job ID** - Specifies the job ID of the print job. The Job ID is composed of the string **Scan**, followed by a suffix that indicates the number of times the job was submitted. The suffix is incremented by one each time you submit a job with this job ID. This is a read-only field.
- **Paper** - Select the paper to use when printing the document. The list of available paper types is based on the printer you selected in the Printer type field.
- **Stacker** - Select the output stacker for printed output on your Infoprint 60. (Use **Preferences** from the Options menu to set the default value for this option.) *Available only when the **Infoprint 60** is specified as the Printer Type.*

Setting Schedule options

Click the **Schedule** tab in the Scan Print dialog box to set these options:



- **RIP Options** - Specifies processing instructions to the server before printing. Select from the following:
 - **Use server default** - uses the Infoprint server's default setting.
 - **Hold** - holds the job at the server until you release it for printing.
 - **Rip Only** - RIPs the data without printing or holding the job. Error messages are sent from the server to the Message window only if you specify a Retain value; otherwise, no messages are returned from the server.
 - **Rip then hold** - RIPs the data and holds the job at the server until you release it for printing.
 - **Print** -RIPs the data (if needed) and prints the job. (Use Preferences from the Options menu to set the default value for this option.)

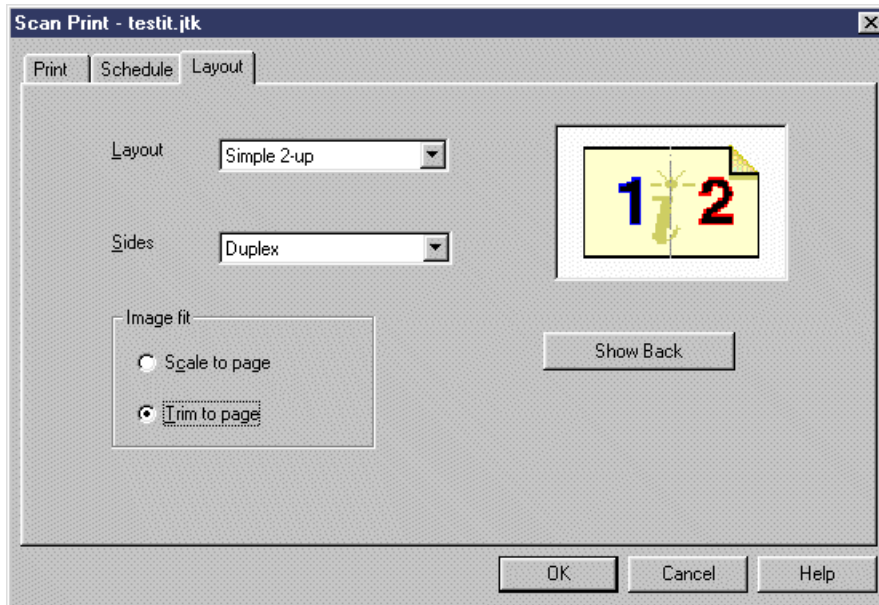
- **Retain job at server** - Specifies whether to retain the document on the server after printing. Select from the following:
 - **Do not retain at server** - specifies that the print job not be retained at the server. Job status messages are not returned to the Job Message window when you select this option. Click another option to deselect this option.
 - **Retain for __ Hours or Days** - when you select the Retain for option, the time and units fields are made available. Use the time and units fields to set the retention period for the job at the server. Type a number in the field provided and select Hours or Days. The default value is 1 day. Click another option to deselect this **option**.
(Use **Preferences** from the Options menu to set the default value for this option.)

Note: Storing documents on the server takes up space on the hard drive and should be done conservatively and only temporarily.
- **Priority** - Determines the order of importance for printing the document. Type or select a number to specify the priority of the job. Valid values are numbers from **1** to **10** (**10** is the highest priority).
(Use **Preferences** from the Options menu to set the default value for this option.)
Note: Documents having the same priority will print on a first come, first served basis.
- **Output appearance** - Specifies the output appearance (or style) for the document, and is used to determine the dark and light levels when halftoning TIFF grayscale data. Select from the following:
 - **Use server default** - uses the Infoprint server's default setting.
 - **Standard**
 - **Highlight midtones** - shows more levels of gray (more contrast in the middle tones, less for the most dark and most light).
 - **Dark** - makes halftones print darker overall.
(Use **Preferences** from the Options menu to set the default value for this option.)
- **Screen frequency** - Specifies the screen frequency value, or resolution of the halftone screen that is used for halftoning TIFF grayscale data. Select from the following:
 - **Use server default** - uses the Infoprint server's default setting
 - **71**
 - **85**
 - **106**
 - **141**

(Use **Preferences** from the Options menu to set the default value for this option.)

Setting Layout options

Click the **Layout** tab in the Scan Print dialog box to set these options:



- **Layout** - Specifies the output format (or page layout) you want to use for printing the document.
(Use **Preferences** from the Options menu to set the default value for this option.)
- **Sides** - Specifies the sides of the paper on which a document is to be printed. This field is not available when **booklet 2-up** is selected for Layout and when a form definition is used. Select from the following:
 - **Use server default** - uses the Infoprint server's default setting.
 - **Simplex** - prints on one side of the paper.
 - **Duplex** - prints on both sides of the paper.
 - **Tumble** - prints on both sides of the paper so that the top of one side of the sheet is at the same end as the bottom of the other side. Sometimes referred to as "head-to-foot" printing.

Tip: Keep in mind that if the hardcopy document was originally printed and also scanned with a tumbled arrangement of pages, and you want to keep the tumbled arrangement for printing now, you should *not* specify Tumble for the Sides value. Tumble causes every other page of the document to be rotated 180 degrees. If the document is already tumbled, the Tumble option will "untumble" it when it is printed. Verify the sides arrangement of your document by scrolling through the pages in the display area of the main Infoprint Scan window.

 - If every other page is rotated 180 degrees, and you want this document to be printed head-to-foot, do *not* specify Tumble - instead, specify **Duplex** to print the scanned document exactly as it is displayed.
 - Conversely, if every other page is already rotated 180 degrees, and you want to "untumble" the document so that it now prints with a head-to-head arrangement, specify **Tumble** for the Sides value.

(Use **Preferences** from the Options menu to set the default value for this option.)
- **Image fit** - Specifies whether to scale the image or trim the image to fit the image to the finished page size. Select from the following: Scale to page Proportionally resizes the image to fit on the finished page. Trim to page Trims, or crops the outside edges of the image to fit on the finished page. (Use Preferences from the Options menu to set the default value for this option.)

- A graphic representation of the printed page layout is displayed on the right side of the Layout page using the selected layout and sides values. Click **Show back** to display the back side of the paper. This button is active when duplex or tumble is selected for the Sides value.

Setting preferences

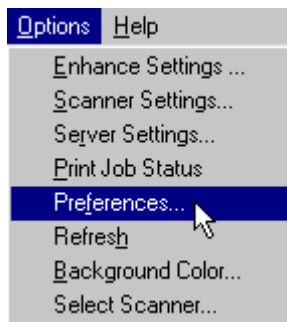
You can specify your preferences for what will be used as the default values for the Printing, Layout, and Schedule options that are available the Scan Print dialog box.

Notes:

- Changing your preferences in Infoprint Scan will also change the preferences in Infoprint Submit running on the same workstation. Conversely, if preferences are changed in Infoprint Submit, the preferences will also be changed in Infoprint Scan.
- Keep in mind that when you create a print job for an Infoprint Scan document, certain print option values, based on preferences as they are set at the time the job is created, are saved in the job ticket. If you resubmit the job at a later time, and preferences have since been changed, the job will ignore the new preferences and use the values that are saved in the job ticket. The values for the following options are saved in the job ticket: Printer Type, Output appearance, Screen frequency, Layout, Sides, and Page Content. The RIP Options, and values for Stacker, Priority, and Complexity are saved for the printer that is specified in Printer Type.

To set your preferences (default values) for printing, page layout, and schedules:

1. With a scanned document open and displayed in the Infoprint Scan main window, click **Options** in the menu bar, and then click **Preferences...**



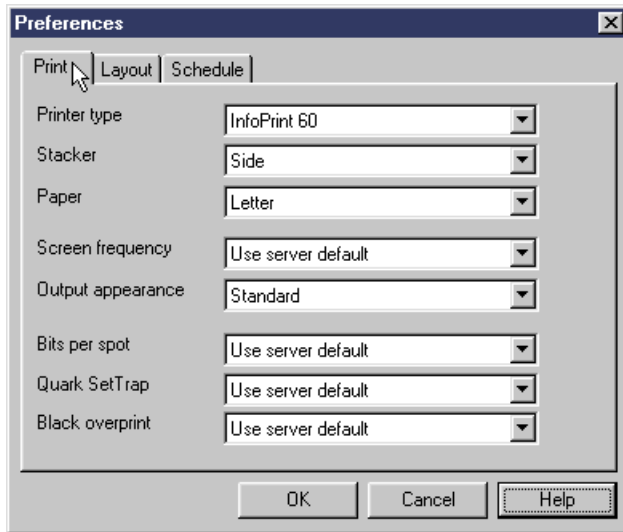
2. Set your preferences for default values in the Preferences dialog box. This dialog box contains three tabbed pages. Go to each of the following for an explanation of the attributes that can be set for:
 - From the **Print** page, you can select the default values for Print options.
 - From the **Layout** page, you can select the default values for Layout options.
 - From the **Schedule** page, you can specify the default values for Schedule options.

The available options will change, depending upon which tab is selected.

3. When you have finished setting your preferences, click the **OK** button.

Setting Print Preferences

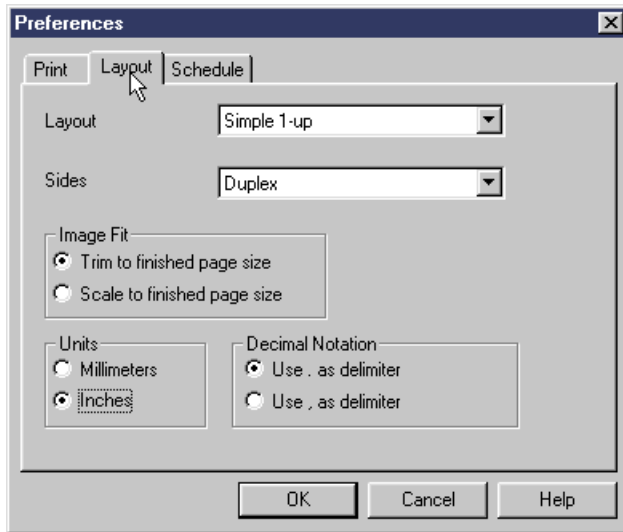
Click the **Print** tab in the Preferences dialog box to set these defaults:



- **Printer type** - Select your preference for the type of printer used by default to print your documents.
- **Stacker** - Select your preference for which output stacker on the printer is used by default for printed output.
- **Paper** - Select your preference for the default for the size of paper to use when printing.
- **Screen frequency** - Select your preference for the screen frequency used to print your documents. This specifies the screen name to use for the screen frequency value, or resolution of the halftone screen that is used for halftoning PostScript or TIFF grayscale data.
- **Output appearance** - Select your preference for the output appearance (or style) of your printed documents. This is used to determine the dark and light levels when halftoning PostScript or TIFF grayscale data. Selecting **Highlight midtones** results in more contrast in the middle tones, less for the most dark and most light. Selecting **Dark** makes halftones print darker overall.
- **Bits per spot** - Select your preference for the number of bits used to describe the gray value for each pixel. A value of **2** allows four levels of gray, from 0 to maximum density; a value of **4** allows sixteen levels.
- **Quark SetTrap** - Select **Yes** if you prefer to enable trapping for Quark Xpress jobs or **No** if you prefer to disable trapping.
- **Black Overprint** - Select **Yes** if you prefer to print black over colors, or **No** if you prefer to omit colors from areas where black will be printed.

Setting Layout Preferences

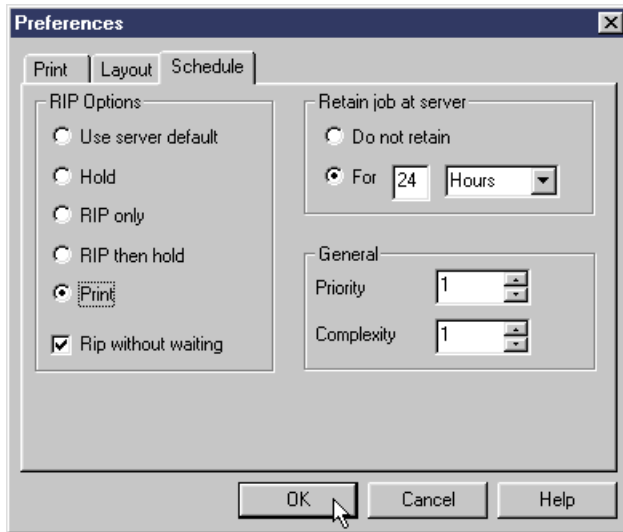
Click the **Layout** tab in the Preferences dialog box to set these defaults:



- **Layout** - Select your preference for the default output format (or page layout) used to print your Infoprint Scan documents.
- **Sides** - Select your preference the default for how documents will be printed on the paper:
 - **Use server default** - use the Infoprint server's default setting.
 - **Simplex** - print on one side of the paper.
 - **Duplex** - print on both sides of the paper.
 - **Tumble** - prints on both sides of the paper so that the top of one side of the sheet is at the same end as the bottom of the other side. Sometimes referred to as "head-to-foot" printing.
- **Image Fit** group box - Select your preference for whether to trim or to scale the image to fit the finished page. Select from the following:
 - **Trim to finished page size** - trims, or crops the outside edges of the image to fit on the finished page.
 - **Scale to finished page size** - proportionally resizes the image to fit on the finished page.
- **Units** - Select your preference between millimeters and inches for the default Units value.
- **Decimal Notation** - Select your preference for the character used as a decimal delimiter.

Setting Schedule Preferences

Click the **Schedule** tab in the Preferences dialog box to set these defaults:



- **RIP Options** - Select your preference for the default RIP option from the following:
 - **Use server default** - uses the Infoprint server's default setting.
 - **Hold** - holds the job at the server until you release it for printing.
 - **Rip Only** - RIPs the data without printing or holding the job. Error messages are sent from the server to the Message window only if you specify a Retain value; otherwise, no messages are returned from the server.
 - **Rip then hold** - RIPs the data and holds the job at the server until you release it for printing.
 - **Print** -RIPs the data (if needed) and prints the job.
- **RIP without waiting** - select (check) this box to RIP the data whether all resources that the job requires, such as fonts and media, are ready on the printer or not. Deselect this box to hold the job without RIPping if any required resources are not ready.
- **Retain job at server** - select your preference for retention of the job on the server after printing. Select from the following:
 - **Do not retain** - specifies that the print job not be retained at the server. Job status messages are not returned to the Job Message window when you select this option.
 - **For __ Hours or Days** - type a number in this field (when For is selected). This value combined with the units (select Hours or Days) specifies the amount of time to retain the job at the server.

Note: Storing documents on the server takes up space on the hard drive and should be done conservatively and only temporarily.
- **General** - Select your preferences for default values for the following:
 - **Priority** - Determines the order of importance for printing the document. Type or select a number to specify the priority of the job. Valid values are numbers from 1 to 10 (10 is the highest priority).
 - **Complexity** - Type or select a number to specify the complexity of a job. Valid values are numbers between 1 and 10 (10 is the most complex).. The makeup of a job determines its complexity. For example, a large document that contains many halftone images is more complex than a short, text-only document.

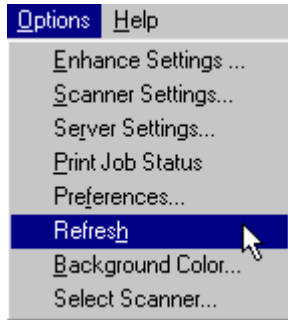
When you have finished setting the default values to be used for Print, Layout, and Schedule, click the **OK** button to save your settings.

Refreshing printing options

Use Refresh to update your options for printing, scheduling, and page layout, to be sure that the most current settings are used for default values.

To refresh your printing, scheduling, and page layout options:

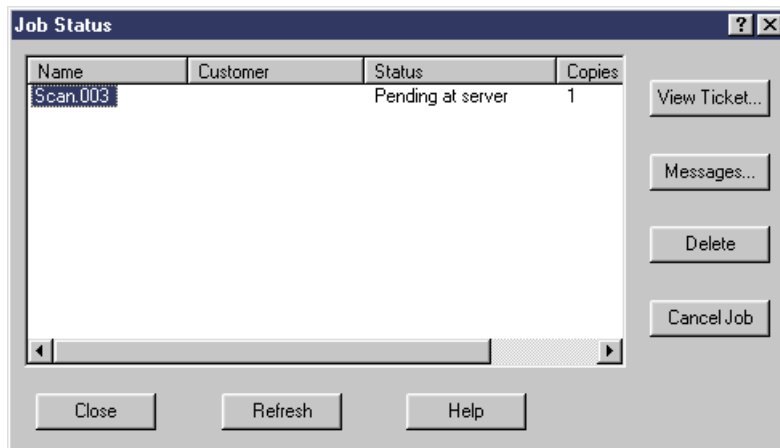
- Click **Options** in the menu bar, then click **Refresh**.



Checking print job status

You can check the status of a job that has been submitted to the Infoprint server for printing. After you have submitted a job:

1. Click **Options** in the menu bar, then click **Print Job Status**.
2. In the Job Status dialog box, you can view the job ticket, view the job messages returned from the server, delete a job from the status list, or cancel the print job. You can also refresh the status list. For more details, go to Job Status.



- View information about the print job in the display area. Go to "Display Area" on page 51 for information.
 - Perform actions using the command buttons. Go to "Command Buttons" on page 51 for information.
3. Click the **Close** button to close the Job Status dialog box.

Note: Job status is available while this Infoprint Scan session is open, for jobs submitted during this session. If you close and reopen the Scan session, the job status dialog box is cleared.

Display Area

- **Job status dialog box** - Displays the name of the job ticket that was submitted, the customer name, the status, and the copies to print value. Job states reported here include:
 - Canceled
 - Completed (reported for any jobs that are no longer at server)
 - Held at server
 - Imposing at server
 - Interrupted at server
 - Paused at server
 - Pending at server
 - Preprocessing at server
 - Printing at server
 - Processing at server
 - Ripping at server
 - Saved at server (retained at server)
 - Sending
 - Terminating
 - Timed-out at server

Tip: You can change the width of a column by dragging the edge of the column heading to the right or left. To make the column wide enough to display all current entries, double-click on the right edge of the column heading.

Command Buttons

- **View Ticket...** - click to open the Job Ticket window to view the formatted job ticket for the selected job.
- **Messages...** - click to open the Job Messages window to view job status messages returned from the server for the selected job.
- **Delete** - click to delete the selected job from the job status list.
- **Cancel Job** - click to cancel the selected job.

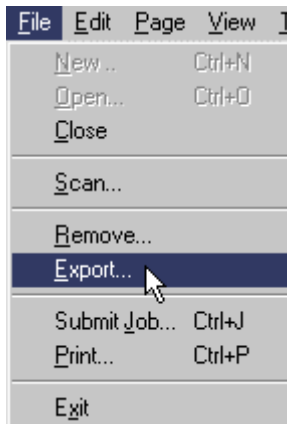
Note: Only active jobs can be canceled; jobs whose status are **Completed** cannot be canceled.
- **Refresh** - click to query the status again and refresh the list to display current status of jobs and status of any newly submitted jobs.

Export an Infoprint Scan document as a PDF file

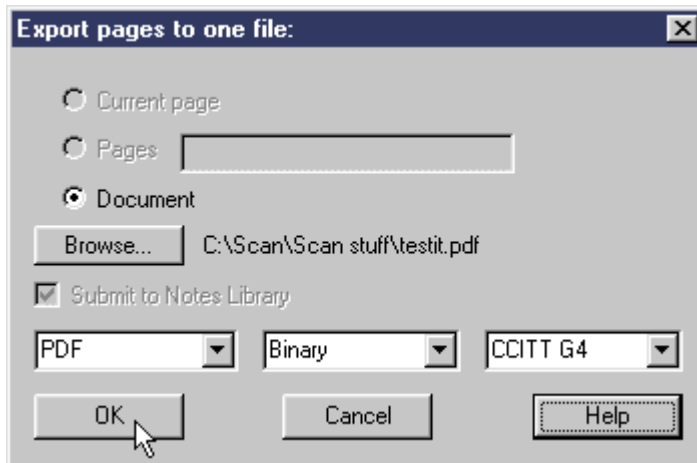
You can use Infoprint Scan's Export function to save an entire Infoprint Scan document, including the job ticket and all associated TIFF files, as a single PDF file that can be viewed online or printed.)

To export an Infoprint Scan document as a PDF file:

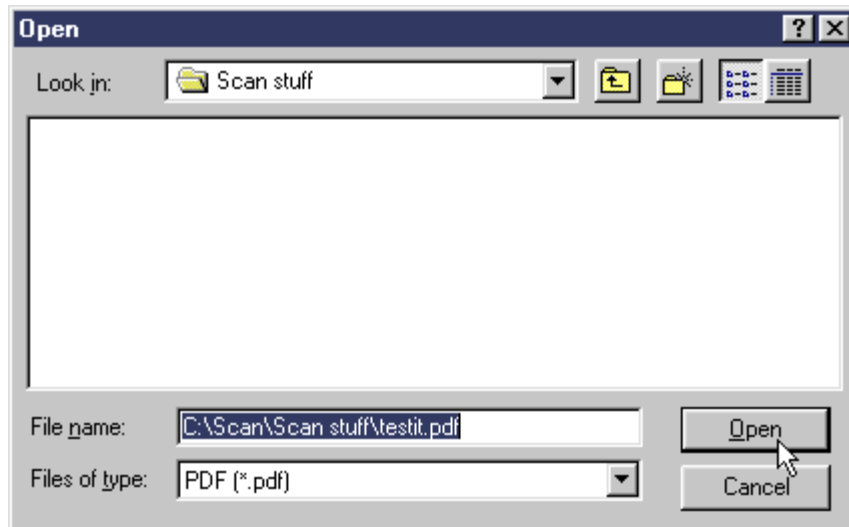
1. With a scanned document open and displayed in the Infoprint Scan main window, click **File** in the menu bar and then click **Export....**



2. In the Export pages to one file dialog box:



- The **Document** radio button is selected, and the Current Page and Pages radio buttons are grayed out.
- The name and where the file will be saved is displayed to the right of the Browse... button. To change this name and/or location, click **Browse....**
 - a. In the Open dialog box, specify a new name and/or location for the file.
 - b. In the List Files of Type field, select **PDF(*.pdf)**.
 - c. Click **Open** to return to the Export Pages to One File dialog box.



3. In the Export pages to one file dialog box, in the field in the lower left, select the **PDF** file format.
4. The field in the lower center displays the color format. The only valid choice is **Binary**.
5. The field in the lower right displays the compression type. Select **CCITT G4**.
6. Click **OK** to save the file.
7. Now you can:
 - Store the PDF file
 - Send the PDF file to someone else
 - Launch Adobe Acrobat Reader to view and print the PDF file
 - Launch the IBM Infoprint 2000 Print File Downloader to print the PDF file on an Infoprint 2000

PDF files

PDF (Portable Document Format) is the file format used by Adobe Acrobat. PDF files contain a very compact representation of text and graphics that enables documents with complete text and graphics to be viewed and printed on DOS, Macintosh, Windows, and UNIX (AIX, SGI, SUN, Solaris, and Linux) systems.

Benefits of exporting a Scan document as a PDF file

- A PDF file comes in handy if you need to send a final copy of a scanned document to another location. For example, if a scanned document is not exported as a PDF file, the job ticket for a 100-page scanned document will include 100 individual TIFF files that you have to keep track of and send. An exported PDF is a single file which contains the job ticket and all associated TIFF files.
- The PDF file can be viewed online and printed using the Adobe Acrobat Reader, or you can use the functions of the Infoprint 2000 Print File Downloader to print the PDF file on an Infoprint 2000.
- The following information may be of assistance when you are deciding whether to use local printing or to export a scanned document as a PDF file:
 - Some local print drivers impose restrictions that can be avoided if you print a PDF file. For example, the Infoprint 2000 PCL driver has a 1/4-inch restriction on printing to the edge of a sheet of paper. If this is a problem for a particular job, export and print the job ticket as a PDF file.
 - A PDF file is more efficient with space and performance than PCL when you print large Scan jobs (over 100 pages). PCL does not use image compression. Since PDF images are compressed, they use less space on your system, and transfer time is shorter.
 - For less demanding jobs, local PCL printing uses a simpler workflow. Though the workflow includes additional steps for export, you'll do better with PDF files for larger, more complex jobs.

Zoning pages in an Infoprint Scan document

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

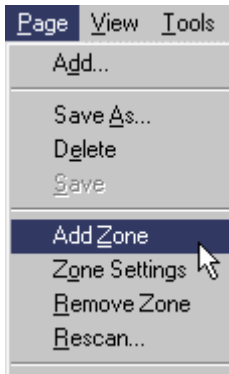
You can use the manual zoning functions to rescan a selected part of a page at different scanner settings than the rest of the page. For example, on a page that contains a combination of text and a halftone, you can specify a zone for the halftone and increase the contrast or sharpness of the halftone image within the zone.

When a zoned area is rescanned, the result is a rectangular area called a layer. After you have created such layers, you can find additional information about working with the layers in "Modifying layers with Infoprint Scan" on page 95.

Note: The zoning functions will only be available in the Page menu or in the tool bar when your workstation is attached to a scanner that supports manual zoning.

To use the zoning functions:

- You can use either the options in the Page menu:



or

- You can use the zoning tools from the tool bar:



Zoning Tool - use to define a zone that you want to scan differently than the rest of the page.



Undo Zone - cancels the last zone you defined.



Rescan Page - scans the page again using different settings for different zones.



Zone Settings - use to view and/or modify the scanner settings for currently defined zones.

The following procedures are described:

- "Zoning a page" on page 56
- "Selecting scanner settings for zoned areas" on page 59
- "Viewing or modifying settings for a defined zone" on page 60

Zoning a page


To zone a page of an Infoprint Scan document you must have the document open to the page that you want to zone.

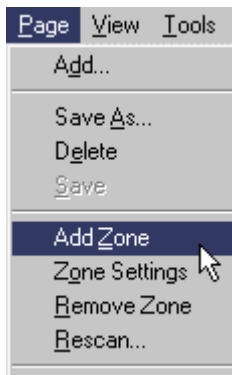
Note: A page must first be scanned *without* zoning before you can zone the page.

Once a page has been scanned, you can:

- Zone and rescan a page while a new document is still open immediately after scanning.
- Open a previously scanned document to zone and rescan a page.
- Open a previously scanned document and append a new page that you will then zone and rescan.

To zone a page:

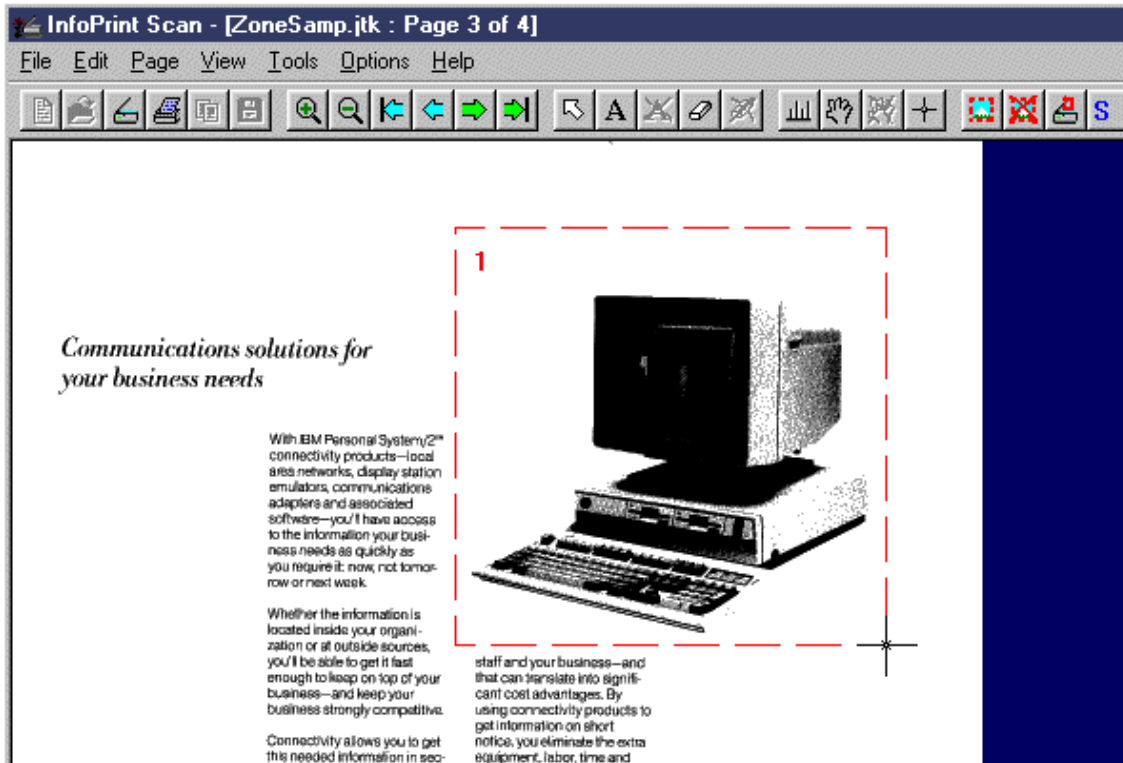
1. Use the buttons on the tool bar or the available options in the View menu make the page that you want to zone the currently displayed page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
2. Place the hardcopy page on the scanner, exactly as it was placed when it was originally scanned.
3. To define a zone:
 - Click the **Zoning Tool** button  on the tool bar,
or
 - Click **Page** in the menu bar, and then click **Add Zone**.



A cross hair cursor will be displayed.



4. Position the cursor and hold down the left mouse button as you move the cursor to define a rectangular zone. When the rectangle encloses the zone, release the left mouse button.

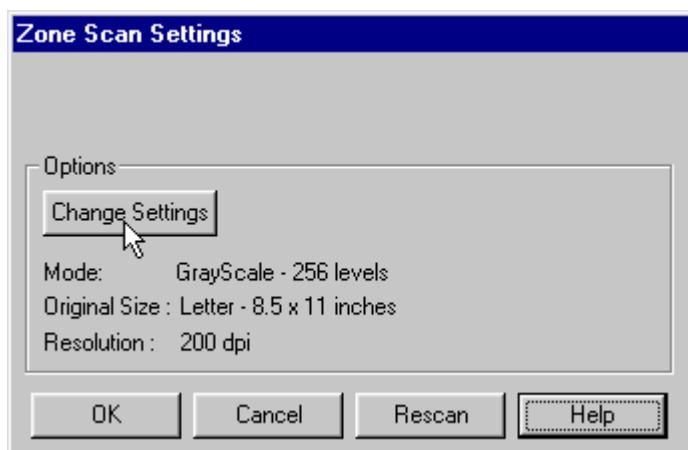


The Zone Scan Settings dialog box will open.

Note: Once you release the left mouse button, you will not be able to adjust the size of the rectangle. To change the size of a zone, you need to delete the zone:

- Click the **Undo Zone** button in the tool bar
or
Click **Page** in the menu bar, and then click **Remove Zone**
- Begin again.


5. In the Zone Scan Settings dialog box, click the **Change Settings** button to specify the scanner settings for this zone.
The Mode, Resolution and Original Size fields cannot be edited in the Zone Scan Settings dialog box. These fields reflect the options you select for scanner settings.



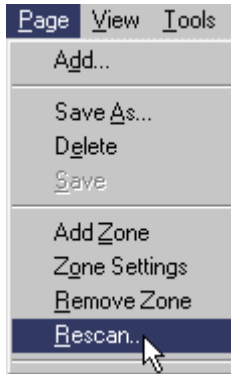
For more information, see "Selecting scanner settings for zoned areas" on page 59.

6. When you have finished defining the settings for the current zone, click **Rescan** in the Zone Scan Settings dialog box.
7. When the zone has been rescanned, if you want to define one or more additional zones, click **OK**. Use the zoning tool again to define another zone and repeat steps 1 through 6 for each additional zone.
8. When you have finished defining and rescanning all zones, click **OK** to return to the open document and save your zone settings for the current session only. (Click **Cancel** to return to the open document without saving your settings.)
9. When you have finished with the document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the open document and exit the Infoprint Scan program.

Note: When you rescan a zone, be sure to use:

- the **Rescan** button in the Zone Scan Settings dialog box
or
- the **Rescan page** button  on the toolbar.
or

- the **Rescan...** option in the Page menu.



Do not use the Scan option in the File menu to rescan a zoned page, because the zone(s) will not be recognized and you will rescan the page using the same settings across the entire page.

Selecting scanner settings for zoned areas

Every scanner is different and has its own settings that control how pages will be scanned. Infoprint Scan supports the industry standard ISIS scanner drivers that are provided by the scanner manufacturers. These drivers provide default scanner settings based on standard types of hardcopy originals. You can use the default settings or you can modify the settings as necessary to get the best quality output.

To view or modify scanner settings:

1. Click the **Change Settings** button in the Zone Scan Settings dialog box.
2. In the Scanner Settings dialog box:
 - a. Modify the settings as appropriate, or use the default settings.
 - b. To view or modify additional, advanced settings, click the **More...** button.
 - c. Modify the advanced settings as appropriate, or use the default settings, then click the **OK** button.
 - d. When you are done, click the **OK** button in the Scanner Settings dialog box.


If you need assistance understanding and using the available scanner settings:

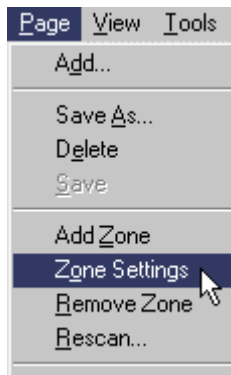
- For an explanation of the settings that can be specified for the Xerox DocuImage 620S scanner, refer to the following topics in the "Setting up the scanner" section of this document:
 - "Xerox DocuImage 620S scanner settings" on page 16
 - "Xerox DocuImage 620S advanced scanner settings" on page 19
- For information about the settings that can be specified for any other scanner, refer to the documentation provided by the manufacturer of your scanner.

Viewing or modifying settings for a defined zone

After you close a document containing a page or pages that you have zoned, *the zone settings are saved for the current Infoprint Scan session only*. You can close and then reopen a document to further modify the zone settings for a page or pages, as long as you have not exited Infoprint Scan since defining the zones. The original settings for zones are restored at the start of every Infoprint Scan session.

To view or modify the settings for previously defined zones:

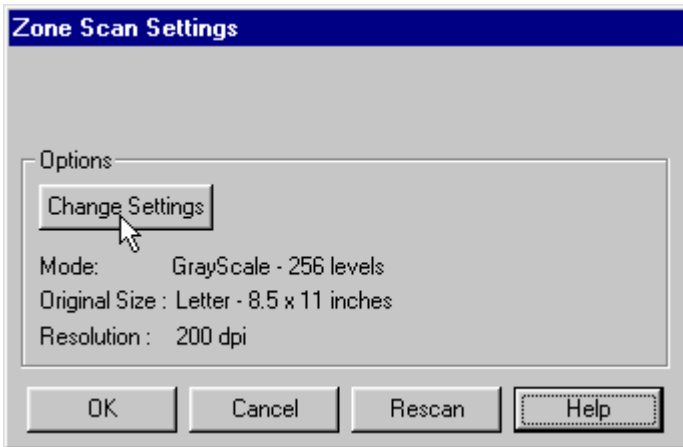
1. Open the Scan document that contains the defined zone(s).
2. Use the buttons on the tool bar or the available options in the View menu make the page that contains the zone(s) you want to view or modify the currently displayed page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
3. Place the corresponding hardcopy page on the scanner, exactly as it was placed when it was originally scanned.
4. To open the Zone Scan Settings dialog box, click on to select the defined zone and then:
 - Click the **Zone Settings** button  on the tool bar.
 - or
 - Click **Page** in the menu bar, and then click **Zone Settings**.




Notes:

- When a zone is selected, it displays with a broken outline.
 - Double-clicking on the defined zone will also open the Zone Scan Settings dialog box for that zone.
5. In the Zone Scan Settings dialog box, click the **Change Settings** button to view or modify the scanner settings for the selected zone.
The *Mode*, *Resolution* and *Original Size* fields cannot be edited in the Zone Scan Settings dialog box. These fields reflect the options you select for scanner settings.

For information about setting the scanner, see "Selecting scanner settings for zoned areas" on page 59.



6. When you have finished viewing or modifying the settings for the selected zone, to rescan the zone with the new settings, click **Rescan** in the Zone Scan Settings dialog box.
7. When the zone has been rescanned, if you want to view or modify the settings for one or more additional zones, click **OK** and repeat steps 2 through 6 for each additional zone.
8. When you have finished viewing, modifying, and rescanning the defined zones:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the open document and exit the Infoprint Scan program.

- Note:** When you rescan a zone, be sure to use:
- the **Rescan** button in the Zone Scan Settings dialog box
or
 - the **Rescan page** button  on the toolbar.
Or
 - the **Rescan...** option in the Page menu.



Do not use the Scan option in the File menu to rescan a zoned page, because the zone(s) will not be recognized and you will rescan the page using the same settings across the entire page.

Aligning pages in an Infoprint Scan document

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

When you scan a document, each page may not come out perfectly centered and aligned with the pages that precede and follow it. This can be particularly obvious when you scan and then print a duplex document. You can use the Page Alignment function to align pages on a common reference point, such as a page number.

The following page alignment tools are provided in the tool bar:



Inches/Centimeters - toggles the rulers along the top and left side of the current page among three states: inches, centimeters, and not displayed. The rulers are useful for setting the position of the reference point on which pages will be aligned.



Move page - moves the page in relation to the cross hairs.



Undo alignment - undoes all of the alignment actions performed on the current page only. If you have made changes to more than one page, you must undo changes made to each page individually.



Set reference - provides a cursor used to display or move cross hairs.

Tip: To deselect the **Set Reference** or **Move Page** tool, click the **Pointer** tool .

The following tools that may be used with page alignment are also provided in the tool bar:



Copy changes - copies the alignment reference point for the current page, as well as other page editing changes, to another page or pages.
(See "Copy changes vs Copy button" on page 113 for related information.)




Save changes - saves the page alignment and any other editing (such as, add text, erase, cut, copy, paste) done to all pages in the document.

Aligning pages


To align the pages in an Infoprint Scan document, Infoprint Scan must be started and the document needing alignment must be open.

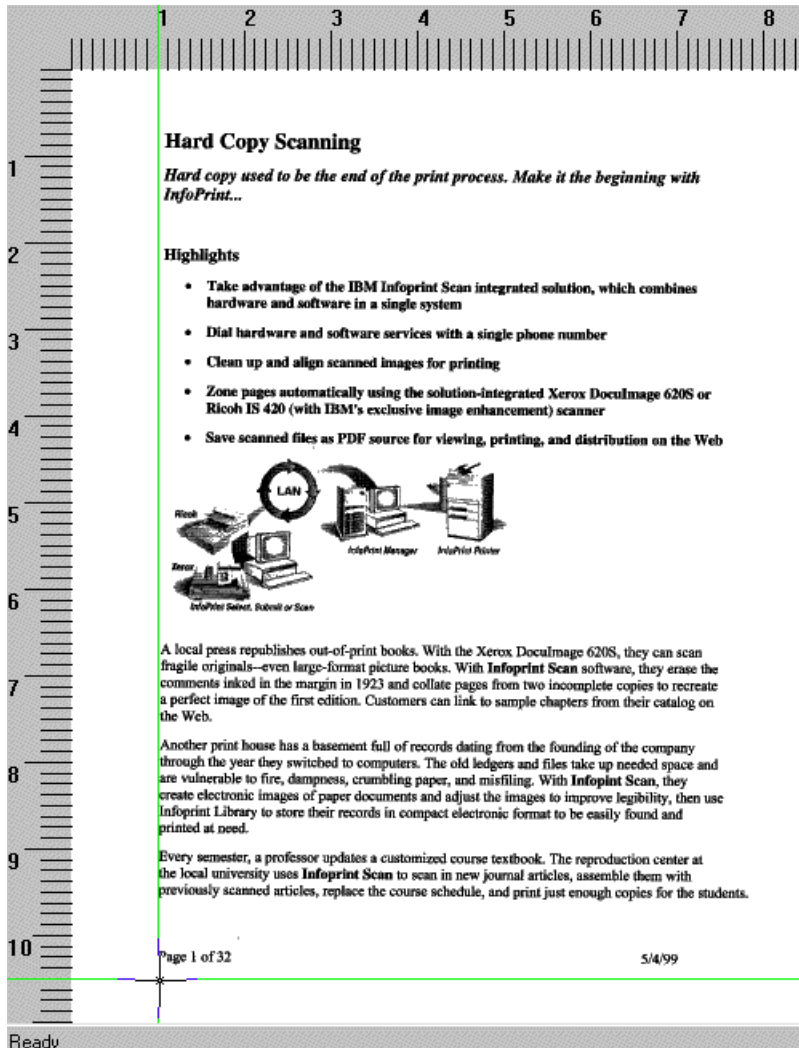
1. Use the buttons on the tool bar or the available options in the View menu to make a particular page the current page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)

Note: For best results, maximize the display window when using Page Alignment. If necessary, use the **Zoom** button on the tool bar to zoom in so you will have a closer view of the area you are working on. (See "Zooming" on page 115 for information.)

2. Click the **Inches/Centimeters** button  until the rulers display in the unit you prefer: inches or centimeters.

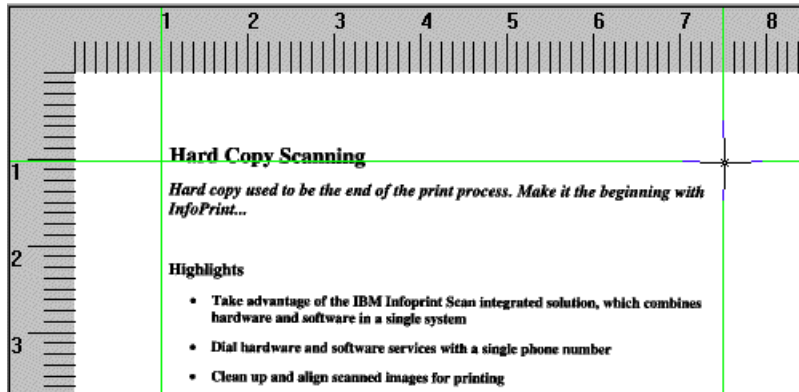
3. To set the alignment for the currently displayed page:

- a. Click the **Set Reference** button .
A cross hair cursor will be displayed.
- b. Hold down the left mouse button to move the cursor to position the cross hairs where you want them on the page. The placement of the cross hairs will determine the position of the reference point on which to align the page.

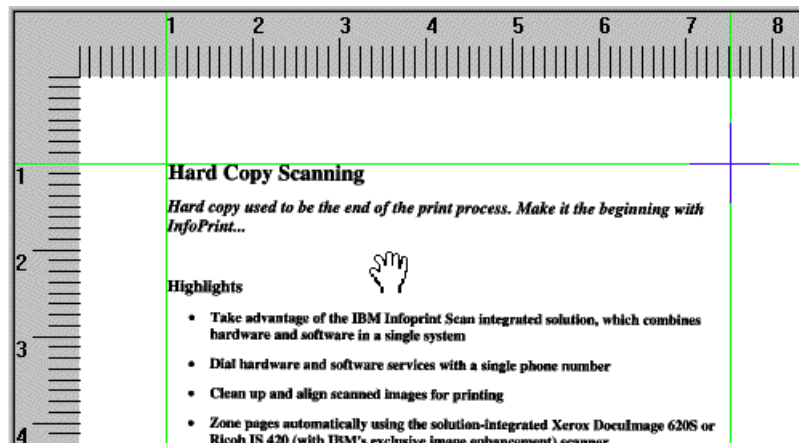


- c. When the cross hairs are positioned, release the left mouse button.


- d. Click and hold down the left mouse button again to move the cursor and position a second set of cross in the opposite corner of the page.




- e. Click the **Move page** button and hold down the left mouse button to move the page in relation to the cross hairs.
 or
 You can also move the page in relation to the cross hairs by using the arrow keys on your keyboard, allowing more precise positioning.

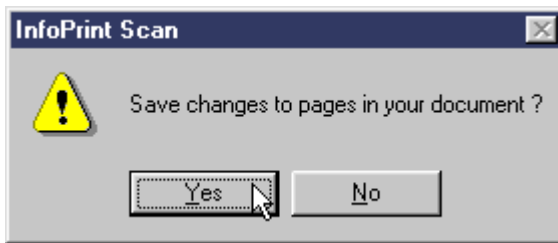


If you're using the **Move Page** tool, when the page is in the correct position for alignment, release the left mouse button.

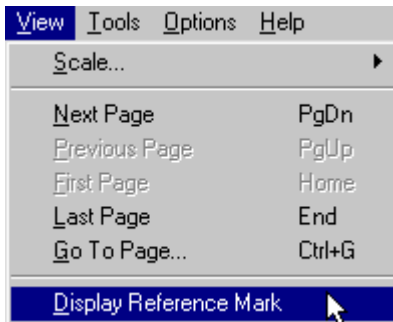
4. To set the alignment for additional pages, use either of the following methods:
- To set the alignment for other pages individually, repeat step 4 for each page needing alignment.
 - To copy and use exactly the same changes made on the current page to another page or pages, click the **Copy changes** button .
 (Do not confuse the Copy changes button with the Copy button, as they are very similar. See "Copy changes vs Copy button" on page 113 for additional information.)

5. Click the **Save changes** button  in the tool bar to save your alignment settings.

6. Click **Yes** in the message box when prompted.



7. When you are finished using the Page Alignment function, click **View** in the menu bar and then click **Display Reference Mark** to turn off the cross hairs.



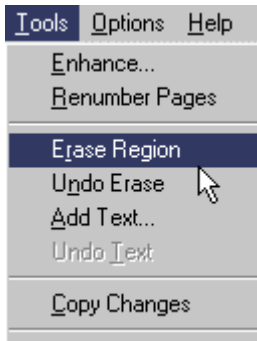
8. When you have finished with the open document:
 - a. Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - b. Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Erasing areas from pages in an Infoprint Scan document

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

To erase areas of a page, you can use either of the following:

- The options in the Tools menu:



or

- The erase tools from the tool bar:



Erase region - provides a cursor you can use to define an area or region that you want to delete from the page.



Undo Edit - undoes a selected erasure or the last erasure performed on the current page only. If you have made erasures on more than one page, you must undo the erasures made on each page individually. Erasures cannot be undone after you have saved your changes. (This tool also undoes a selected cut or the last cut done on a page.)

Tip: To deselect the **Erase region** tool, click the **Pointer** tool .

The following tools that may be used with erasing are also provided in the tool bar:



Copy changes - copies the erasing done to areas on the current page, as well as other page editing changes, to another page or pages. (See "Copy changes vs Copy button" on page 113 for related information.)



Save changes - saves the erasures and any other editing (such as, add text, page alignment, cut, copy, paste) done to all pages in the document.

Erasing


To erase areas from pages in an Infoprint Scan document, Infoprint Scan must be started and the document needing erasures must be open.

1. Use the buttons on the tool bar or the available options in the View menu to make a particular page the current page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)

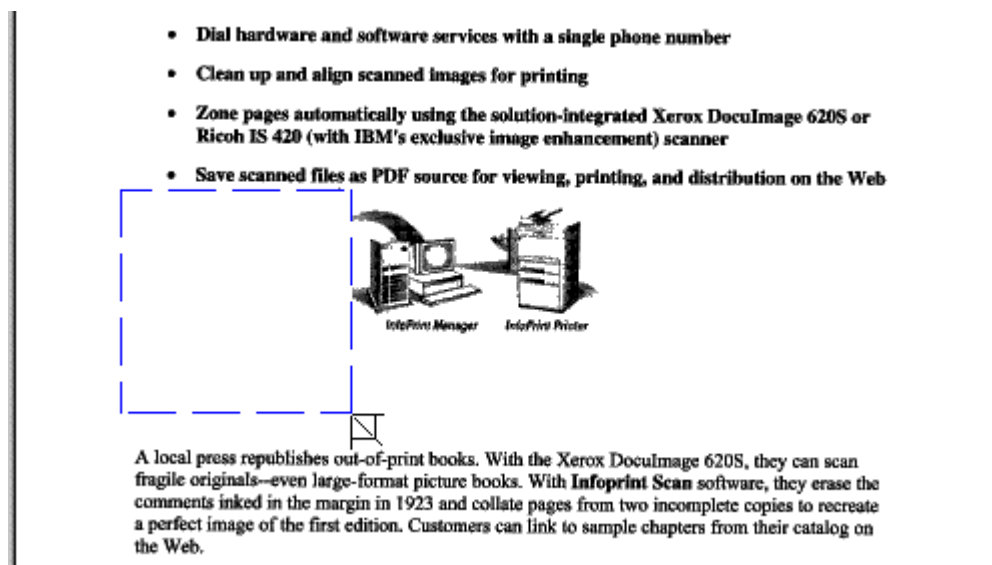
Note: For best results, maximize the display window. If necessary, use the **Zoom** button on the tool bar to zoom in so you will have a closer view of the area you are working on. (See "Zooming" on page 115 for information.) Always zoom *before* you define the rectangular area with the cursor.

2. To delete an area of the currently displayed page:

- Click the **Erase region** button  in the tool bar.
or
- Click **Tools** in the menu bar and then click **Erase Region**.

A cursor  will be displayed.

3. Position the cursor and hold down the left mouse button as you move the cursor to define a rectangular area containing the part of the image you want to erase.

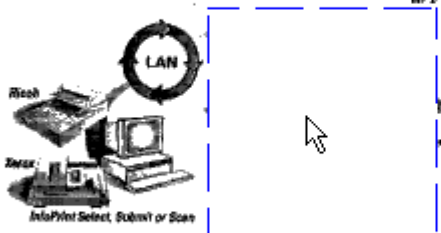


4. When the unwanted data is no longer visible, release the left mouse button.
5. Repeat steps 3 and 4 for each area on the page that needs to be erased.

Tip: To deselect the eraser, click the **Pointer** button in the toolbar.


6. After you have defined a rectangular area to erase, and before you save your changes, you can change the position of the erasing rectangle. Position the pointer over the rectangle and hold down the left mouse button as you move the rectangle to its new location.

- Dial hardware and software services with a single phone number
- Clean up and align scanned images for printing
- Zone pages automatically using the solution-integrated Xerox DocuImage 620S or Ricoh IS 420 (with IBM's exclusive image enhancement) scanner
- Save scanned files as PDF source for viewing, printing, and distribution on the Web





InfoPrint Select, Submit or Scan

A local press republishes out-of-print books. With the Xerox DocuImage 620S, they can scan fragile originals—even large-format picture books. With **Infoprint Scan** software, they erase the comments inked in the margin in 1923 and collate pages from two incomplete copies to recreate a perfect image of the first edition. Customers can link to sample chapters from their catalog on the Web.


7. When the rectangle is in its new position, release the left mouse button.
8. To erase areas on additional pages, use either of the following methods:
 - a. To erase areas on other pages individually, repeat steps 1 through 4 for each page that needs erasures.
or
 - b. To copy and use exactly the same erasure done on the current page to another page or pages, click the **Copy changes**  button.

(Do not confuse the **Copy changes** button with the **Copy** button, as they are very similar. See "Copy changes vs Copy button" on page 113 for additional information.)

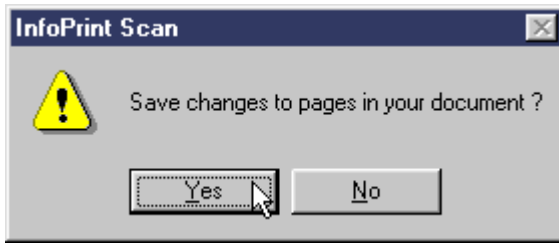
Note: You can use the **Undo Edit** button  to undo erasures before you save your changes:

- Click the **Undo Edit** button to undo the last erasure done on the current page (you can do this multiple times).
or
- Click the **Pointer** tool  and select a specific erased area, then click the **Undo Edit** button. (When an area is selected, it has a broken outline.)

After you have saved changes, none of your erasures can be undone.

9. Click the **Save changes** button  to save your changes.

10. Click **Yes** in the message box when prompted.



11. When you have finished with the open document:

- Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
- Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Adding text and page numbers to pages in an Infoprint Scan document

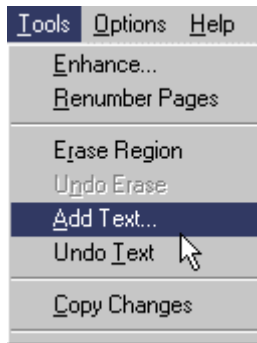
The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

You can add, edit, format, move, and copy text to pages in an Infoprint Scan document. You can also add single or consecutive page numbers.

Note: You cannot add text to a page that has been scanned as grayscale. If you want to place text and one or more grayscale images together on the same page, see "Placing text and grayscale images on the same page" on page 119.

To add text and page numbers to a page, you can use either of the following:

- The options in the Tools menu:



or

- The text tools from the tool bar:



Add Text - provides a cursor used to define the area for adding text.



Undo Text - removes a selected text area or the last text area added to the current page. If you have added text to more than one page, you must undo the text added to each page individually. Added text cannot be undone after you have saved your changes.

The following tools that may be used when you are adding text are also provided in the tool bar:



Copy changes - copies the text added to the current page, as well as other page editing changes, to another page or pages. (See "Copy changes vs Copy button" on page 113 for related information.)




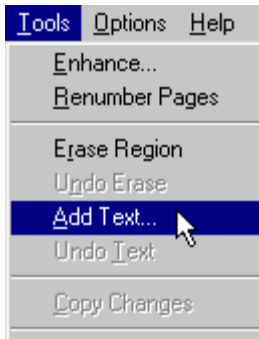
Save changes - saves the added text and any other editing (such as, page alignment, erase, cut, copy, paste) done to all pages in the document.


Adding text

To add text to a page:

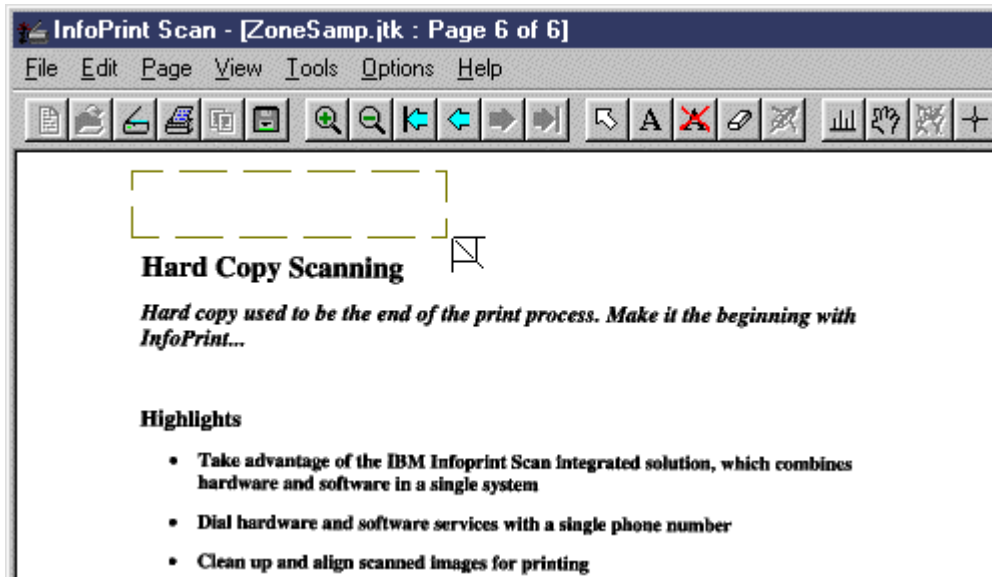
1. Use the buttons on the tool bar or the available options in the View menu to make a particular page the current page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)

2. Click the **Add Text** button 
or
Click **Tools** in the menu bar and then click **Add Text....**



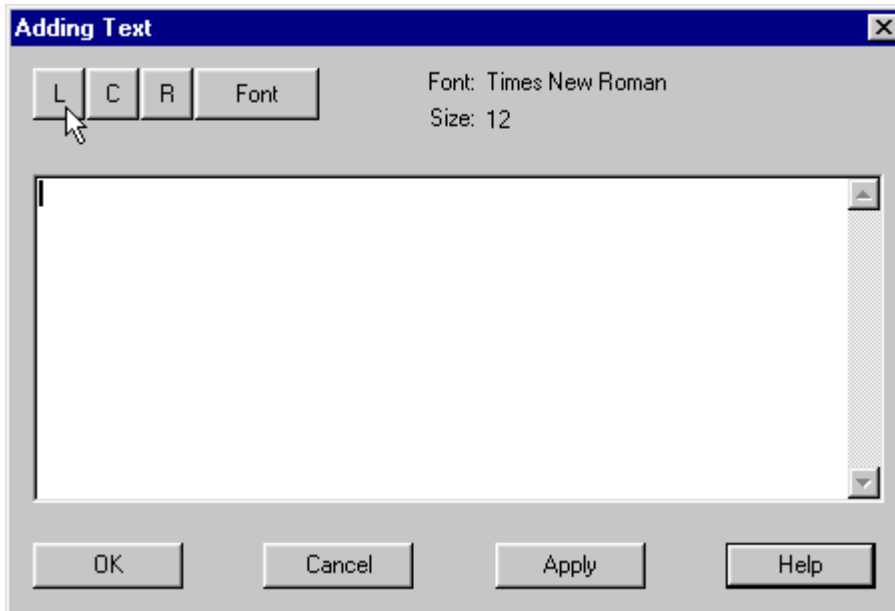
A cursor  will be displayed.

3. Position the cursor and hold down the left mouse button as you move the cursor to define a rectangular area where you want to enter text. When the box is the right size and shape, release the left mouse button.

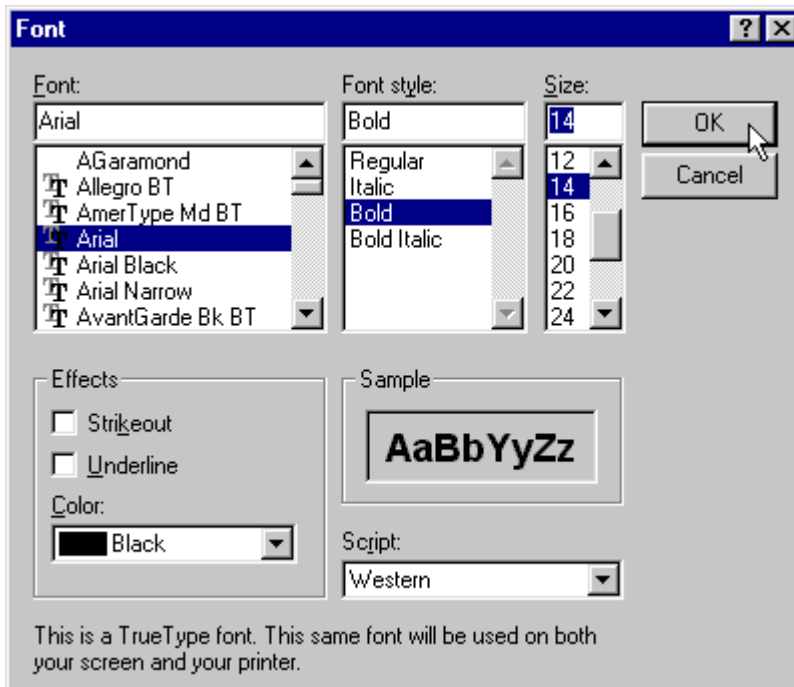


Note: Once you have released the left mouse button, you cannot resize the text box. If you size the box incorrectly, you will have to delete the box and begin again. (See "Removing text" on page 75 for information about deleting text boxes.)

4. In the Adding Text dialog box, select the text alignment: **L** (left), **C** (center), or **R** (right).

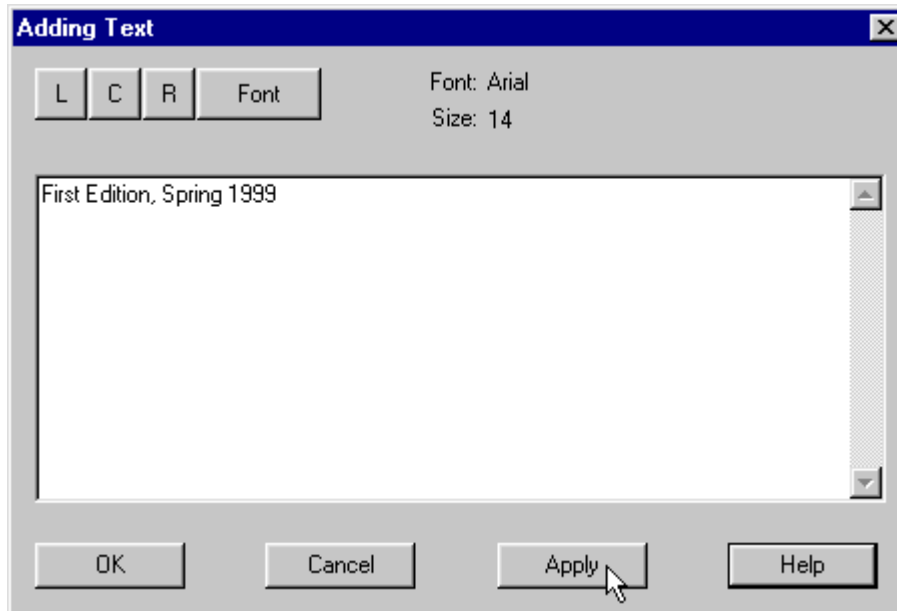


5. Click the **Font** button to select the font settings for the text you want to add.



6. When you have selected the settings, click the **OK** button to return to the Adding Text dialog box.

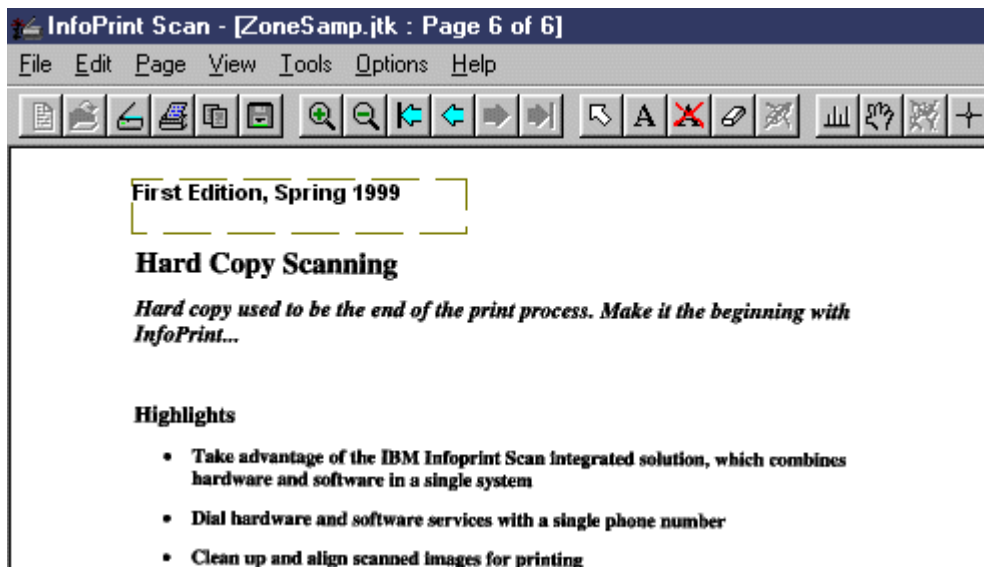
7. Enter the text in the space provided.



Tip: To find out how to add page numbers here, go to "Adding page numbers" on page 76.

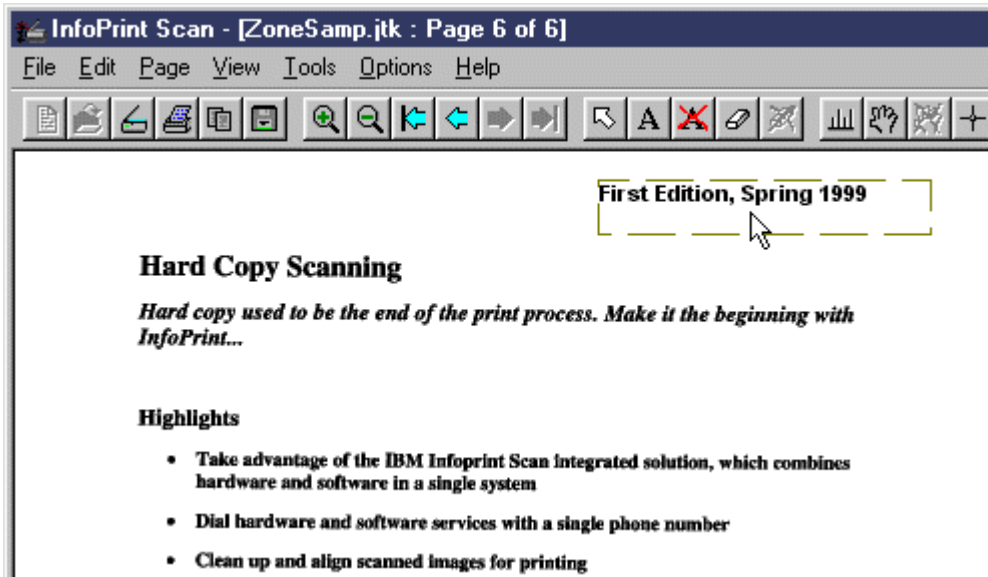
8. Click the **Apply** button.


The text appears at the top of the text box that you defined earlier.



9. When you have finished entering the text, click the **OK** button.



10. After you have added a text box, and before you save your changes, you can change the position of the text box. Position the pointer over the text box and hold down the left mouse button as you move the box to its new location.



11. When the text box is in its new position, release the left mouse button.
12. To add text to additional pages, use either of the following methods:
 - a. To add text to other pages individually, repeat steps 1 through 9 for each page where you want to add text.
or
 - b. To copy and use exactly the same text added to the current page to another page or pages, click the **Copy changes** button .
(Do not confuse the **Copy changes** button with the **Copy** button, as they are very similar. See "Copy changes vs Copy button" on page 113 for additional information.)

Removing text


You can remove added text before you save your changes:

- Click the **Undo Text** button  to remove the last text that you added (you can do this multiple times).
or
- Click the **Pointer** button  and select a specific text box, then click the **Undo Text** button. (When a text box is selected, it has a broken outline.)

Editing text

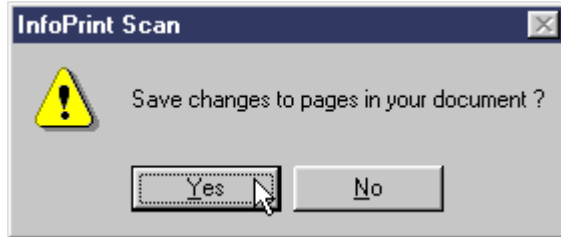
You can also edit the text in a text box before you save your changes:

- a. Position the pointer over the text box you want to edit.
- b. Double-click the left mouse button.
- c. Repeat any of steps 4 through 9 that are necessary. Each time you click the Apply button, your changes appear in the defined text box.
- d. When you have finished editing the text, click the **OK** button to return to the open document.

13. When you have finished adding and editing the text, click the **Save changes** button  in the tool bar to save the text.

Note: After you have saved changes, the added text cannot be edited or undone.

14. Click **Yes** in the message box when prompted.



15. When you have finished with the open document:
- Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Adding page numbers

To add a page number to a page in an Infoprint Scan document, follow the general instructions for "Adding text" on page 72, except:

- After you've defined a text box in the size and position where you want to place the page number, enter the following string in the Adding Text dialog box to add a number that corresponds to the number of the current page:
%%N0

Don't forget to specify the font settings you want to use for the page number.

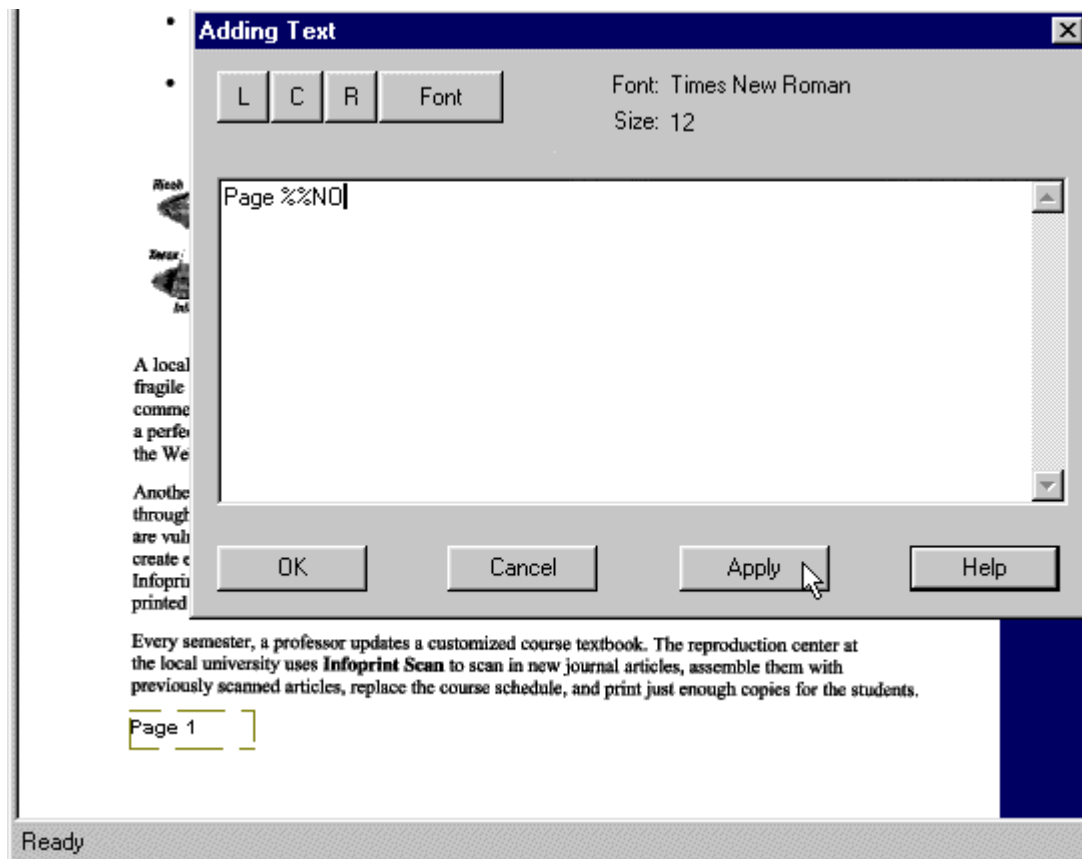
The **0** (zero) specifies that you want to use the actual number of the current page.


Example

If you are on the first page of the document, and want to add the string **Page 1** at a defined location on the page:

1. Type the following in the Adding Text dialog box:
Page %%N0

2. Click the **Apply** button to see "Page 1" appear in the defined text box.



- The number at the end of the string specifies that you want to start numbering with the number of the current page plus or minus the number you enter.
 - For example, if your document has some front matter and/or blank pages at the beginning, and you want the 5th page to start numbering as **Page 1**, make the 5th page the current page and type the following in the Adding Text dialog box:
Page %%N-4
 - For another example, if you're on the first page of a document, but want the numbering on that page to start at **4**, type the following in the Adding Text dialog box:
%%N3 or %%N+3
- To add consecutive numbers to additional pages, click the **Copy changes** button  to open the Copy Page Changes dialog box. Here you can specify to copy the text box with your page numbering notation to the entire document, to odd or even pages, or to a list or range of pages in the document.

Important: If you have added page numbering (or any other changes) you will be prompted to save the changes to the document before you can continue with additional scanning. Therefore, be sure that you have scanned all pages and verified the order of pages in a document before you add, copy, and save page numbering. Once page numbering has been saved, the numbering will not be updated if you insert additional pages.

Resizing images in an Infoprint Scan document

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

You can resize the image on a page, selected pages, or all of the pages in an Infoprint Scan document. Resizing the image on a page will permanently change the image. After resizing, you will not be able to return the image to its original size.

To resize images and pages in an Infoprint Scan document, Infoprint Scan must be started and the document needing resizing must be open.

To resize images and pages:

1. Use the buttons on the tool bar or the available options in the View menu to make a particular page the current page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
2. Click **Edit** in the menu bar and then click **Resize Image...**



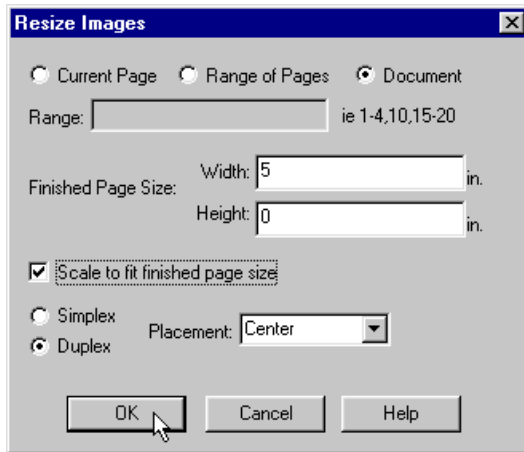
3. In the Resize Images dialog box:
 - a. Select the appropriate radio button to specify that you want to resize just the currently displayed image (page), a range of pages, or every page of the document. When you select **Range of Pages**, the *Range* field will become available, where you can enter which pages you want to resize. Here you can type:
 - the number of each page, separated by a comma (for example: **2,10,26,40**)
or
 - the beginning and end of a range of pages, separated by a hyphen (for example: **13-15**)
or
 - a combination of both (for example: **1-4,10,15,18-23**).**Note:** *Do not include spaces after the commas.*
 - b. You now have two choices:
 - You can scale the page and image proportionally, preserving the aspect ratio of both. (See Figure 2 on page 81.)
or
 - You can resize the page to specified dimensions without changing the size of the image on the page. (See Figure 3 on page 82.)

To resize the page and image, preserving the aspect ratio:

- Be sure to select (check) the *Scale to fit finished page size* check box. ***This is very important!***
- When you know the finished size that you want for the width of the page, you can let Infoprint Scan figure the correct size for the height.

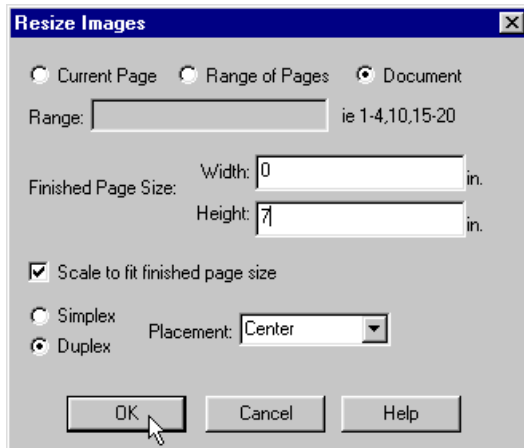
For example, for a finished page *width* of **five inches**:

- Type **5** in the *Width* field.
- Type **0** in the *Height* field.



For a finished page *height* of **seven inches**:

- Type **0** in the *Width* field.
- Type **7** in the *Height* field.



Note: If you specify values for both width and height, and the values are not proportional to the original size, *and you also* check the *Scale to fit finished page size* check box, Infoprint Scan will use the value that you specified for the height, ignore what you entered for the width, and will figure the value for the width in proportion to your specified height.

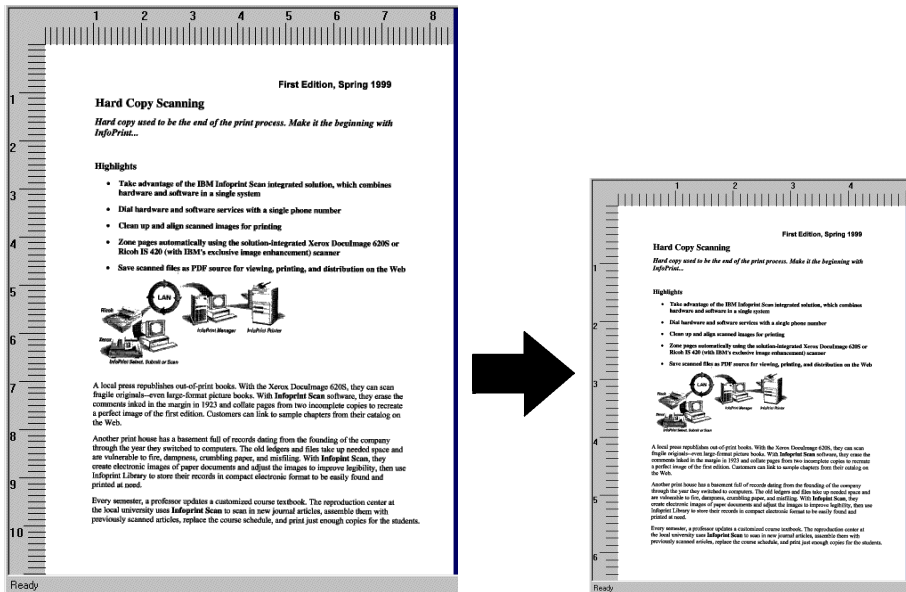
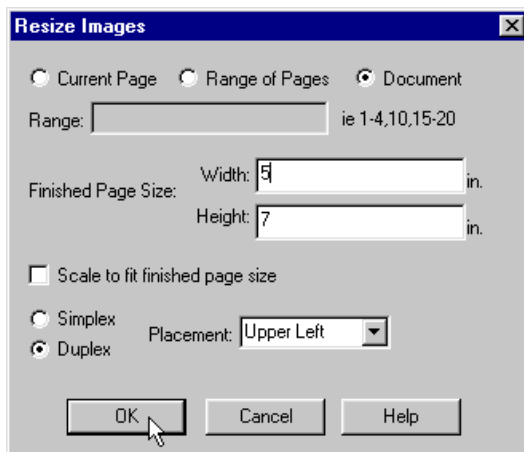


Figure 2. Scaling the page and image proportionally, preserving the aspect ratio of both.

To resize the page to exact, specified dimensions, without changing the image size:

- Type the new dimensions you want for both the width and height.
- **Do not** select the *Scale to fit finished page size* check box.

Note: Keep in mind that when the *Scale to fit finished page size* check box is **not** checked, only the page will be resized, not the image. Depending on the size and shape of the original image and of the resized finished page, parts of the image may be cut off, as shown in the example in Figure 3 on page 82.



- Use the Placement field to position the image on the resized page. Choices are **Center**, **Upper Left**, and **Upper Right**.
 - If you select **Upper Left** along with **Duplex**, the image will be positioned starting in the upper left on odd pages, and the upper right on even pages.
 - If you select **Upper Right** along with **Duplex**, the image will be positioned starting in the upper right on odd pages, and the upper left on even pages.

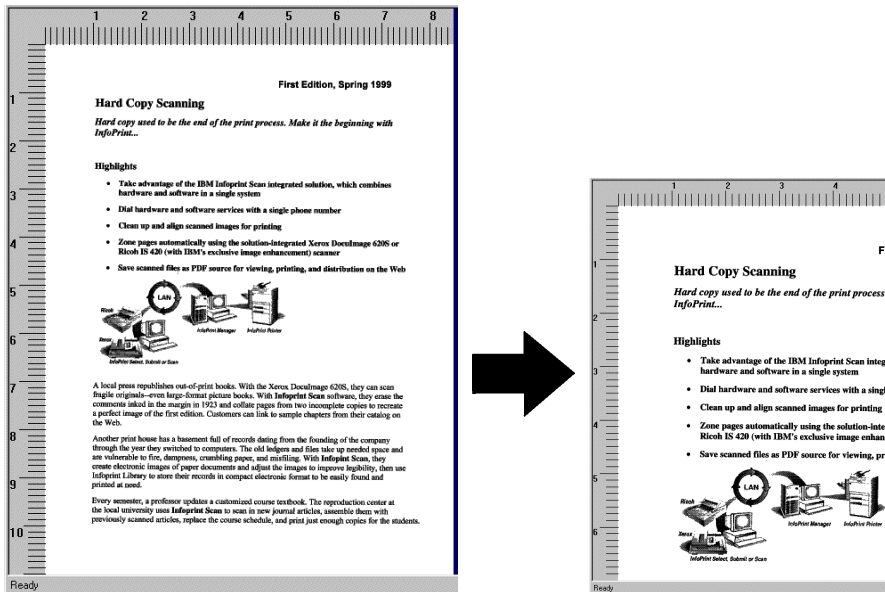


Figure 3. Resize the page to specified dimensions without changing the size of the image on the page.

- c. Select either the **Simplex** or the **Duplex** radio button, depending on whether you want your output to be printed on just one side of a sheet of paper, or if you want the output adjusted for printing on both sides of the paper.
4. Click the **OK** button to resize.

Remember!

Resizing will permanently change the image. You cannot undo the resizing of an image.

5. When you have finished resizing, and are finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

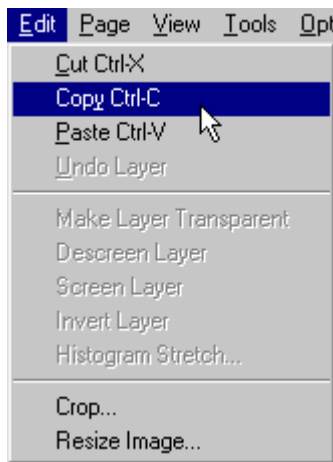
Using Infoprint Scan cut, copy, and move functions

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

These procedures describe how you can cut, copy, and move areas of a page in an Infoprint Scan document. When a cut or copied area is pasted onto a page, the result is a rectangular area called a layer. After you have learned how to create these layers, you can find additional information about working with the layers in "Modifying layers with Infoprint Scan" on page 95.

To cut, copy, and move areas of a page, you can use either of the following:

- The options in the Edit menu:



or

- The tools in the tool bar:



Cut - deletes a specified area from the current page, and places it on the clipboard.



Copy - copies a specified area from the current page to the clipboard.
(See "Copy changes vs Copy button" on page 113 for related information.)



Paste - places the contents of the clipboard at a specified location in the current Infoprint Scan document.

Note: The clipboard is a buffer where a cut or copied page area is stored. You can paste the contents of the Infoprint Scan clipboard onto a page in an Infoprint Scan document. *Infoprint Scan uses an internal clipboard, not the Windows clipboard. You cannot paste the contents of Infoprint Scan's internal clipboard into other applications, nor can you paste the contents of the Windows clipboard into an Infoprint Scan document.*



Undo Edit - undoes a selected cut or the last cut performed on the current page only. If you have deleted areas on more than one page, you must undo the deletions made on each page individually. Cuts cannot be undone after you have saved your changes. (This tool also undoes a selected erasure or the last erasure done on a page.)

The following tools that may be used when you cut, copy, and move are also provided in the tool bar:




Copy changes - copies the editing done to areas on the current page to another page or pages. (See "Copy changes vs Copy button" on page 113 for related information.)



Save changes - saves the editing and other changes (such as, add text, zoning, or page alignment) done to all pages in the document.

Tips:

- To deselect the **Cut** tool or the **Copy** tool, click the **Pointer** tool .
- Use the buttons on the tool bar or the available options in the View menu to make a particular page the current page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
- For best results, you may want to maximize the display window. If necessary, use the **Zoom** button on the tool bar to zoom in so you will have a closer view of the area you are working on. (See "Zooming" on page 115 for information.) Always zoom *before* you define the rectangular area with the cursor.


To cut, copy, and move areas on pages in an Infoprint Scan document, Infoprint Scan must be started and the document needing these editing operations must be open.

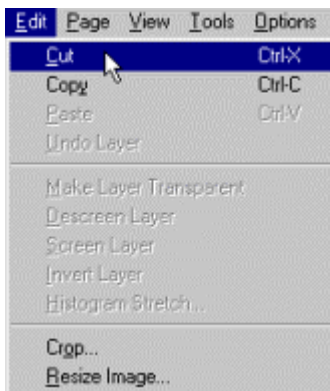
Then, to find out how to:


- delete an area from a page, see "Cut" on page 84
- duplicate an area, see "Copy" on page 87
- move an area to a new position on the same page or on a different page, see "Move" on page 90

Cut

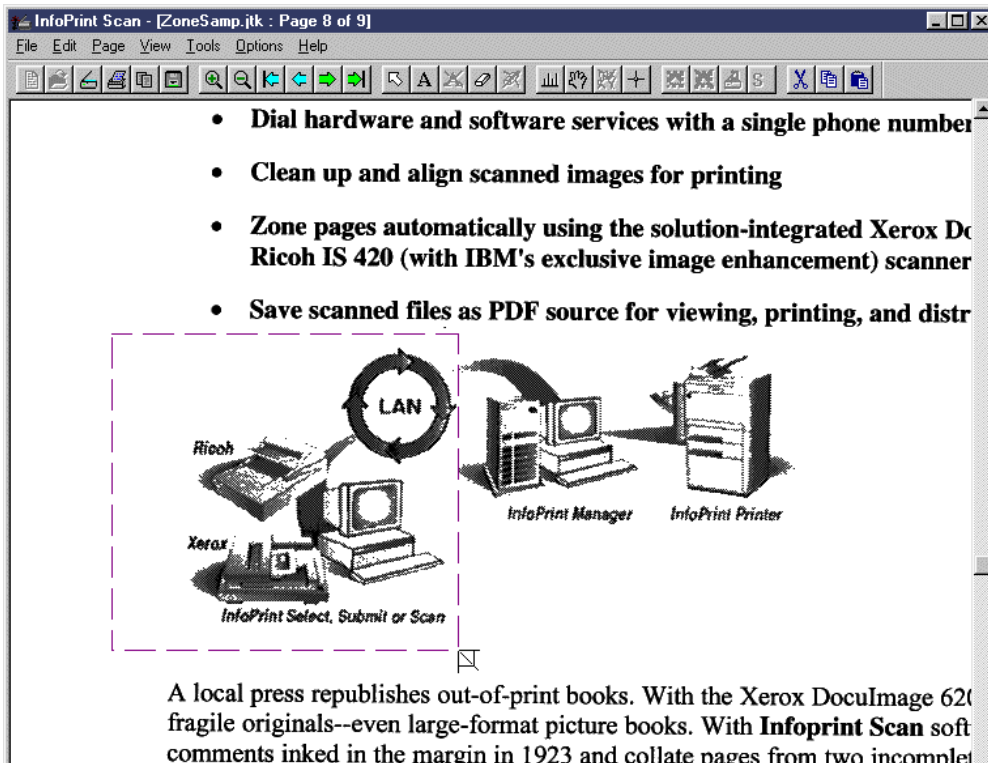
To cut or delete an area of the currently displayed page:

1. Click the **Cut** button  in the tool bar.
or
Click **Edit** in the menu bar and then click **Cut**.

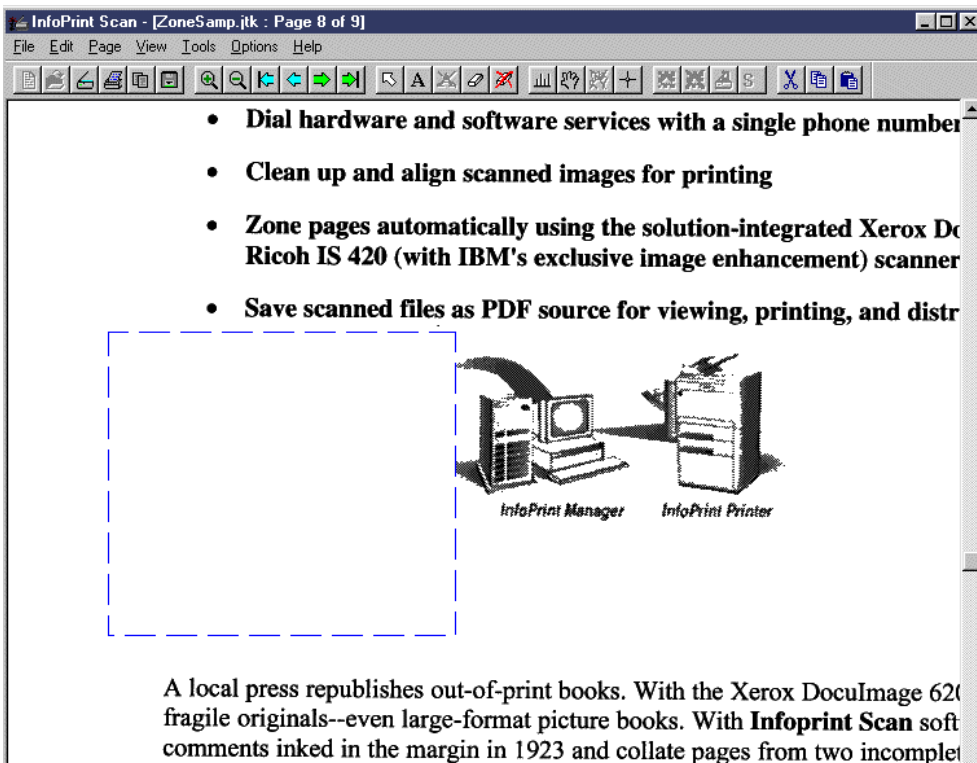



A cursor  will be displayed.

- Position the cursor and hold down the left mouse button as you move the cursor to define a rectangular area containing the part of the image you want to delete.




- When the area is defined, release the left mouse button.




4. To delete additional areas, use either of the following methods:
 - a. To delete individual areas on the same page or on other pages, repeat steps 1 through 3 for each area you want to delete.
or
 - b. To duplicate the same deleted area or areas from the current page on another page or pages, click the **Copy changes**  button.
(Do not confuse the **Copy changes** button with the **Copy** button, as they are very similar. See "Copy changes vs Copy button" on page 113 for additional information.)

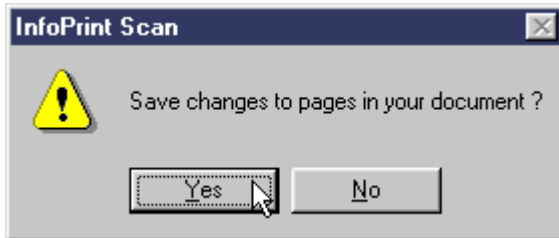
Note: You can use the **Undo Edit** button  to undo deletions before you save your changes:

- Click the **Undo Edit** button to undo the last deletion done on the current page (you can do this multiple times).
or
- Click the **Pointer** tool  and select a specific deleted area, then click the **Undo Edit** button. (When an area is selected, it has a broken outline.)

Remember!

After you have saved changes, none of your cuts can be undone.


5. When you are finished deleting areas from pages in the document, click the **Save changes** button  to save the deletions and any other changes.
6. Click **Yes** in the message box when prompted.

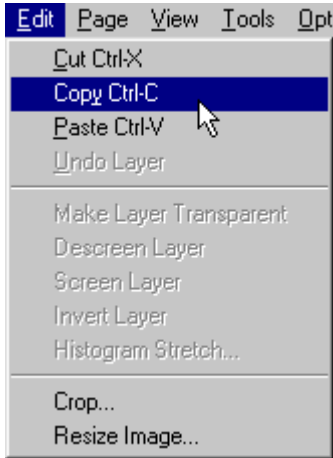



7. When you have finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Copy

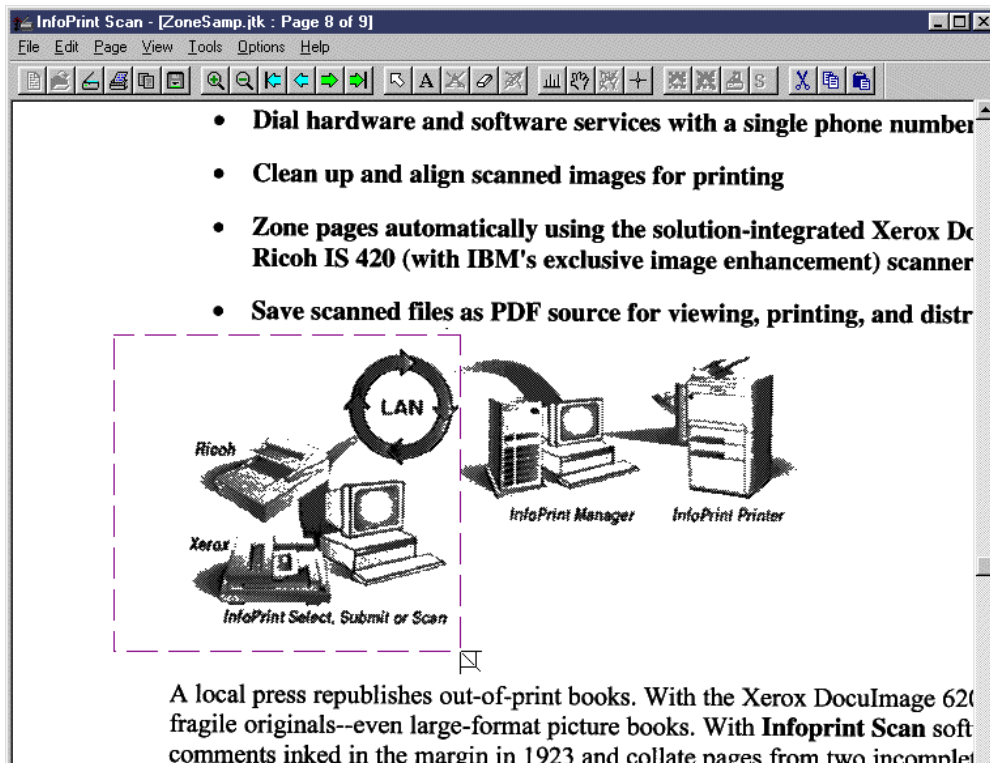
To copy or duplicate an area of the currently displayed page:

1. Click the **Copy** button  in the tool bar.
or
Click **Edit** in the menu bar, and then click **Copy**.




A cursor  will be displayed.

2. Position the cursor and hold down the left mouse button as you move the cursor to define a rectangular area containing the part of the image you want to copy. When the area is defined, release the left mouse button.



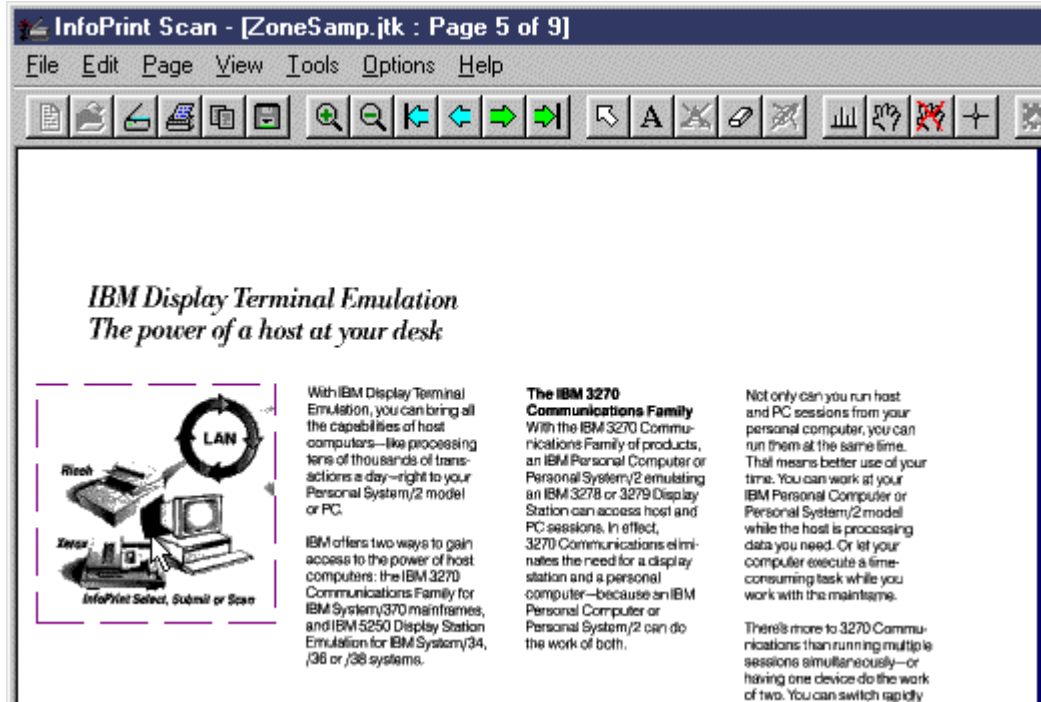
3. If you are copying the area to a different page, use the buttons on the tool bar or the available options in the View menu to make the page to which you want to copy the area the current page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
4. To paste the copied area onto the current page:


- Click the **Paste** button  in the tool bar.
or
- Click **Edit** in the menu bar, and then click **Paste**.



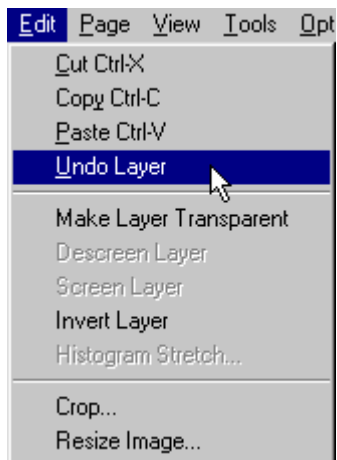
The copied area is pasted in the same position on the new page as it was on the original page. (If you have copied the area onto the same page, the copied area is duplicated on top of the original area.) Before you save your changes, you can still move the area to a different location on the new page or on the original page. To do so:

- a. Click the **Pointer** tool and place the pointer over the duplicate area.
- b. Hold down the left mouse button, and drag the area to the new location.
- c. When the area is in the correct position, release the left mouse button.




5. To duplicate the same copied area on additional pages, click the **Copy changes** button . (Do not confuse the **Copy changes** button with the **Copy** button, as they are very similar. See "Copy changes vs Copy button" on page 113 for additional information.)
6. To undo copied areas before you save your changes:

- Click **Edit** in the menu bar and then click **Undo Layer** to undo the last copy pasted onto the current page.




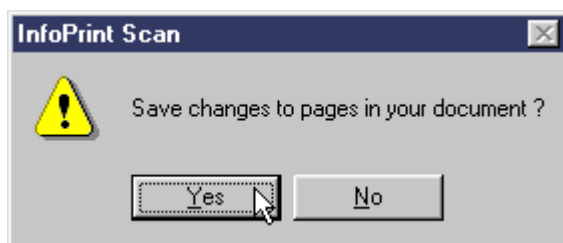
or

- Click the **Pointer** tool  and select a specific copied area, click **Edit** in the menu bar, and then click **Undo Layer**. (When an area is selected, it has a broken outline.)

Remember!

After you have saved changes, you cannot undo any of your copies.

7. When you are finished copying areas in the document, click the **Save changes** button  to save the copies and any other changes.
8. Click **Yes** in the message box when prompted.

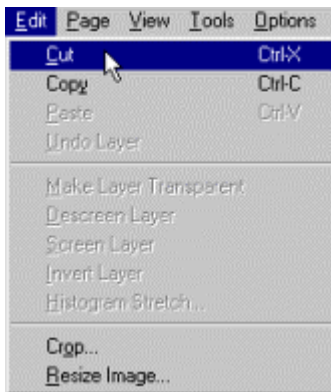



9. When you have finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
 - or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Move

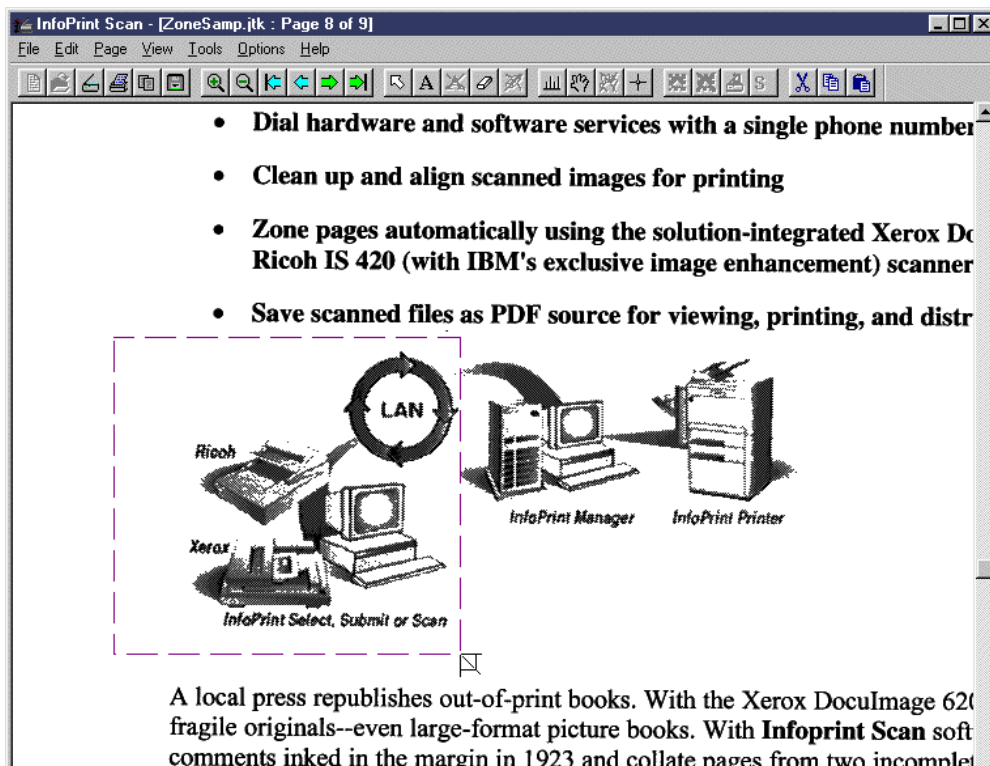
To move an area of the currently displayed page to a new position on the same page or on a different page:

1. Click the **Cut** button  in the tool bar.
or
Click **Edit** in the menu bar and then click **Cut**..

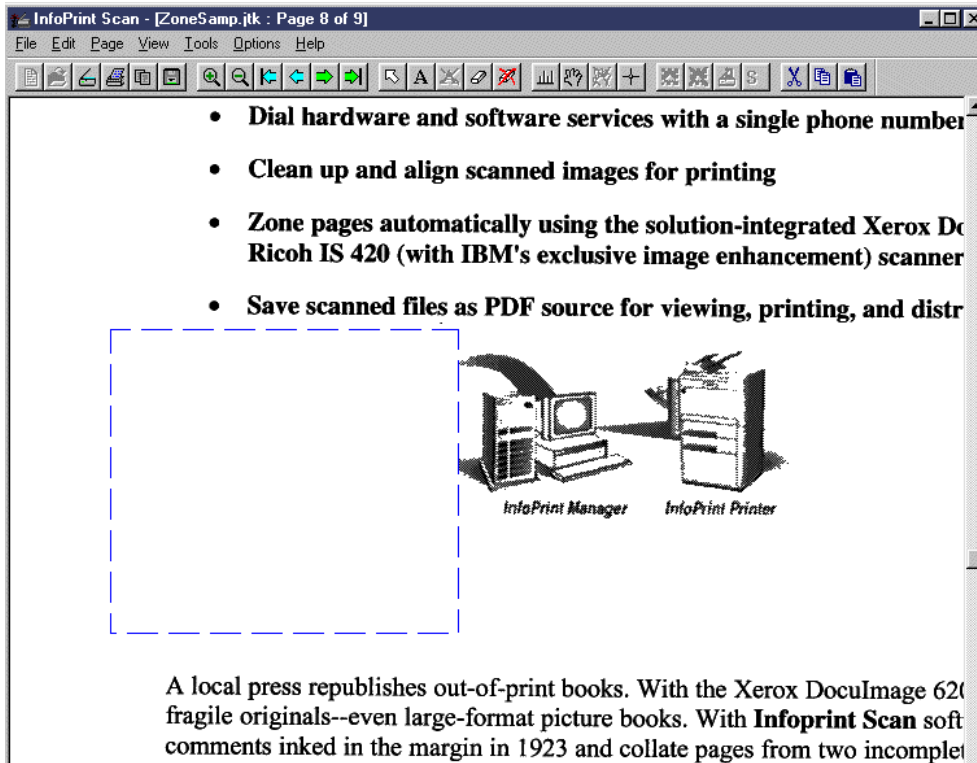


A cursor  will be displayed.


2. Position the cursor and hold down the left mouse button as you move the cursor to define a rectangular area containing the part of the image you want to move.

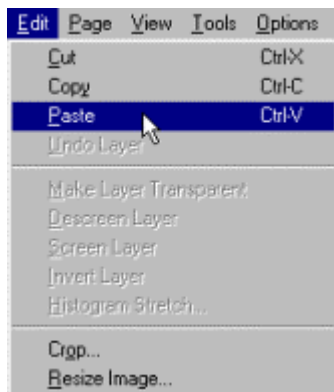


- When the area is defined, release the left mouse button.




- If you are moving the area to a different page, use the buttons on the tool bar or the available options in the View menu to make the page to which you want to move the area the current page. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
- To place the area on the current page:

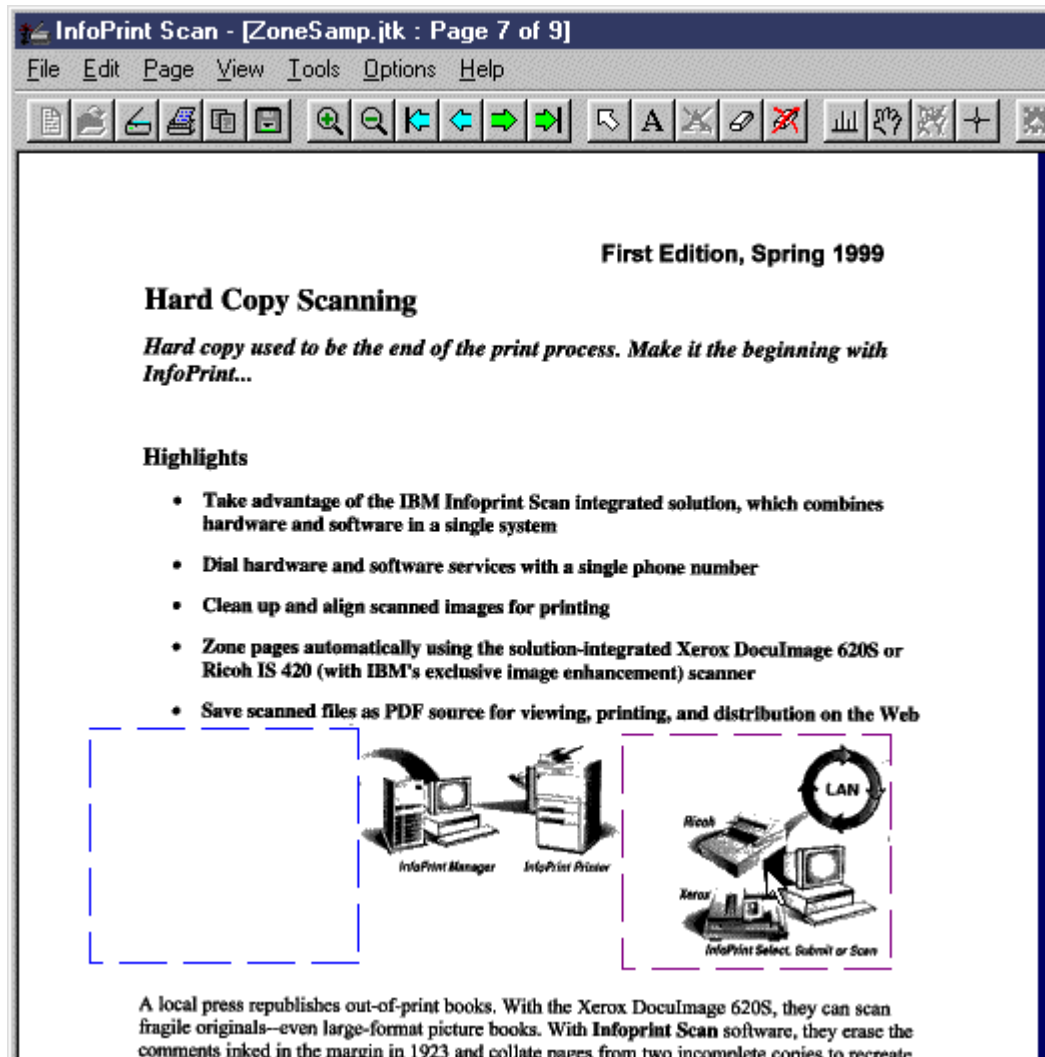
- Click the **Paste** button  in the tool bar.
- or
- Click **Edit** in the menu bar and then click **Paste**.





The area is pasted in the same position as it was on the original page. (If you are pasting on the same page, the area is in its same position on top of the original area.)

6. To reposition the area on the original page or on the page to which it was moved:

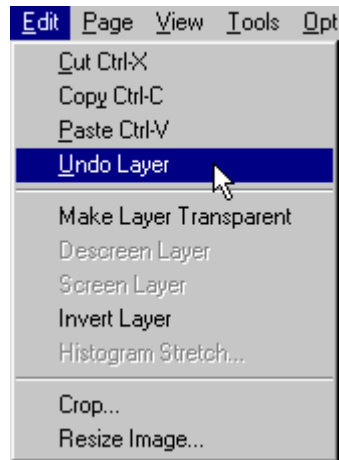
- a. Click the **Pointer** tool  and position the pointer over the area.
- b. Hold down the left mouse button and drag the area to its new position.
- c. When the area is in the correct position, release the left mouse button.




Notes:

- To undo *cuts* before you save your changes.
 - Click the **Undo Edit** button  to undo the last cut made on the current page (you can do this multiple times).
 - Or
 - Click the **Pointer** button  and select a specific cut area, then click the **Undo Edit** button. (When an area is selected, it has a broken outline.)

- To undo *pastes* before you save your changes:
 - Click **Edit** in the menu bar and then click **Undo Layer** to undo the last paste made on the current page.




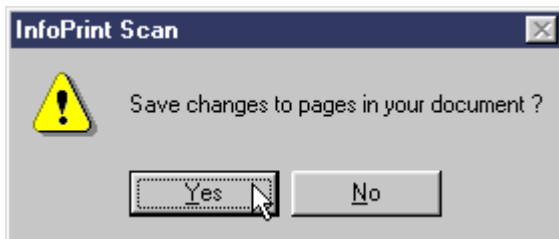
or

- Click the **Pointer** tool  and select a specific pasted area, click **Edit** in the menu bar and then click **Undo Layer**. (When an area is selected, it has a broken outline.)

Remember!

After you have saved changes, you cannot undo any of your moves.

7. When you are finished moving areas in the document, click the **Save changes** button  to save your moves and any other changes.
8. Click **Yes** in the message box when prompted.



9. When you have finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
 - or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Modifying layers with Infoprint Scan

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

A layer is a rectangular area of a page that is created when a cut or copied area is pasted onto the page from the Infoprint Scan clipboard or when a zoned area is rescanned.


FYI: The Infoprint Scan clipboard is a buffer where a cut or copied page area is stored. You can paste the contents of the Infoprint Scan clipboard onto a page in an Infoprint Scan document. *Infoprint Scan uses an internal clipboard, not the Windows clipboard. You cannot paste the contents of Infoprint Scan's internal clipboard into other applications, nor can you paste the contents of the Windows clipboard into an Infoprint Scan document.*

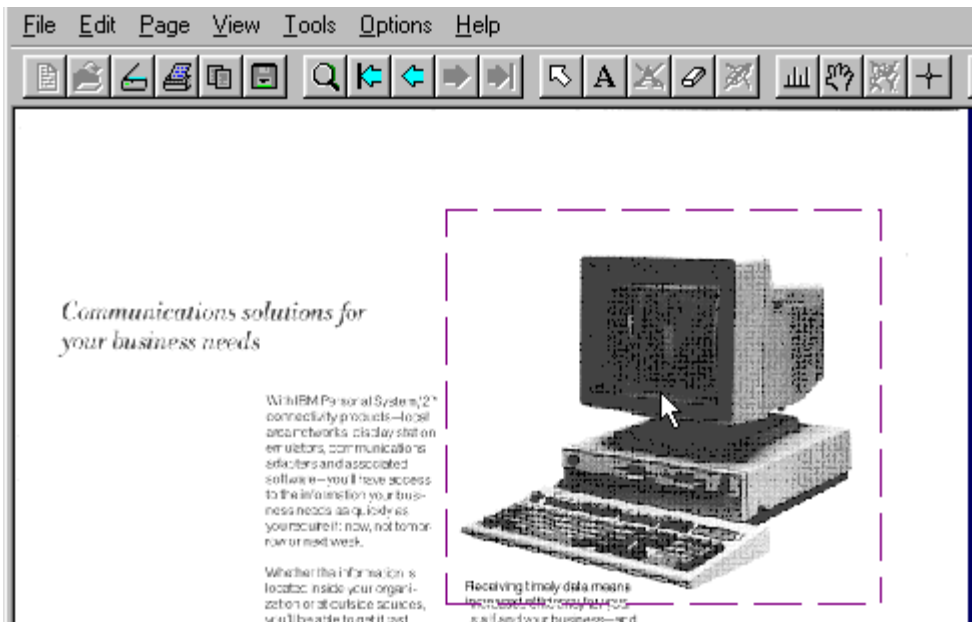
For additional information about creating layers by cutting, copying, pasting, and zoning areas of a page, refer to:

- "Using Infoprint Scan cut, copy, and move functions" on page 83
- "Zoning pages in an Infoprint Scan document" on page 55

To modify a layer:

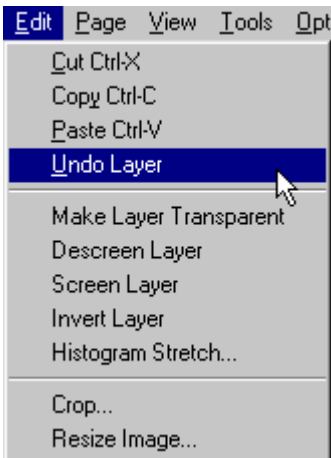
1. Select the layer you want to modify.

To select a layer, click the **Pointer** tool  in the tool bar, then position the pointer over the layer and click the left mouse button. When a layer is selected, it displays with a broken outline.

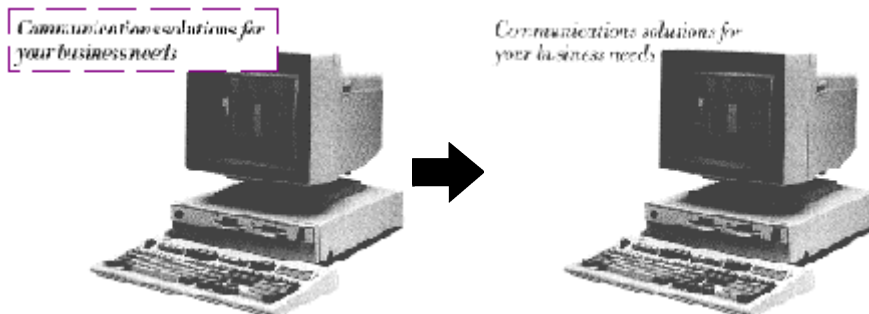


Note: When a layer is selected, you can reposition it on the page, if necessary. To do so, place the pointer over the layer, hold down the left mouse button, and drag the area to the new position.

2. Click **Edit** in the menu bar, and then click one of the following:



- **Undo Layer** - Select this option to undo a selected paste or rescanned zone or the last of these actions performed on the current page only. If you have pasted or rescanned zoned areas on more than one page, you must undo these actions on each page individually.
- **Make Layer Transparent** - Select this option to eliminate the solid white background from the image in a layer so that only the black part of the image is displayed and printed. If the transparent layer is placed on top of another image or portion of an image on the page, that image will show through from behind the layer.



- **Descreen Layer** - Select this option to remove the halftone screen from a layer that contains an image that was scanned as grayscale. This function is only available if you have installed the Infoprint Scan Advanced features.
- **Screen Layer** - Select this option to apply a halftone screen to a layer that contains a continuous tone image or a grayscale image that has been descreened. This function is only available if you have installed the Infoprint Scan Advanced features.

- **Invert Layer** - Select this option to reverse the black and white or grayscale image contained in a layer so that all blacks are white and all whites are black. On a "positive" image, the effect is similar to that of a photographic negative, as shown in Figure 4. Conversely, a negative image is made positive.

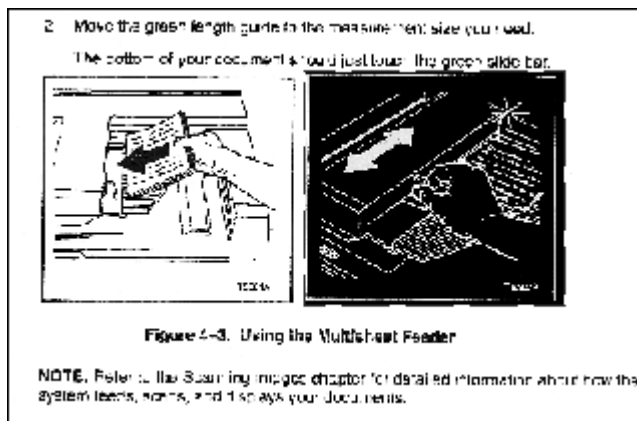
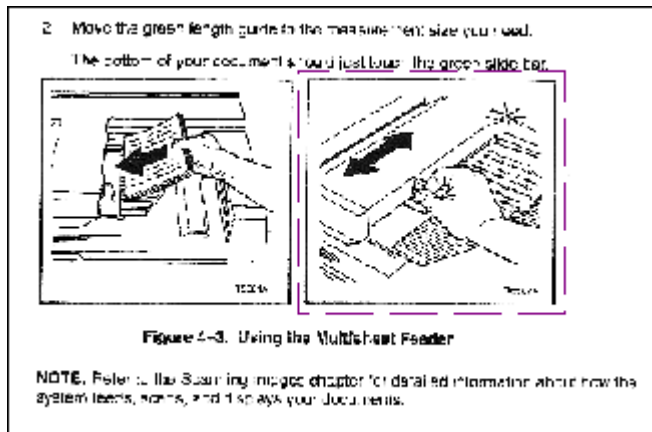


Figure 4. The image in a defined area of the page is inverted.

Note: This function works only on the image in a layer - if you want to reverse the image of the entire page, use the **Invert Image** option on the Enhance Images dialog box. For additional information, refer to page 33 of the "Enhancing images in an Infoprint Scan document" topic.

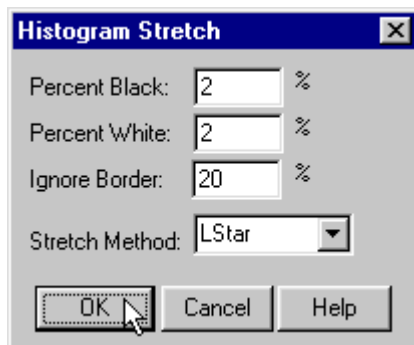
- **Histogram Stretch** - This option adjusts the contrast on a selected layer to improve the appearance of a grayscale image. This function is only available if you have installed the Infoprint Scan Advanced features.

FYI: A histogram looks at the range of tonal values in a grayscale image. The histogram calculates the tonal values from dark to light, and figures the distribution of the relative number of pixels at each level. These tonal values can be modified to change the level and distribution of dark and light areas of an image, adjusting and improving the relationship between the highlights, shadows, and midtones. If the histogram does not cover the entire range from black to white, the image will not include both very dark or black and very light or white areas. You can use the Histogram Stretch function to

expand (stretch) the distribution of tonal values in an image so that they cover the entire range from black to white.


In the Histogram Stretch dialog box:

- a. Use the defaults, or modify these settings as required:
 - In the **Percent Black** field, type the percentage of the image that you estimate should be black.
 - In the **Percent White** field, type the percentage of the image that you estimate should be white.
 - If the image has a solid border around it, estimate the percentage of the image taken up by the border, and type that value in the **Ignore Border** field. The white or black pixels that make up the border will not be used when the percent of white or black is calculated.
 - In the **Stretch Method** field, select the method by which you want images to be modified. Unless you are familiar with the various methods available, use **LStar**, the default method, as it is appropriate for most images.



- b. Click the **OK** button.

Tip: Unless you are very familiar with estimating and adjusting the percentages of black and white in an image, you should begin by using the defaults, and then make and compare additional adjustments in small increments until you achieve the desired results.

3. When you are finished working with layers, click the **Save changes** button  in the tool bar to save your modifications and any other changes you have made to the Scan document.

Note: *Before you save your changes, be very sure that you have finished working with all layers and any other defined areas.* After you save changes to your Scan document, you will no longer be able to select or modify a layer, nor will you be able to perform any other actions on a changed area, such as rescanning a zone, repositioning a pasted area, or editing added text.

4. Click **Yes** in the message box when prompted.

Adding and replacing pages in an Infoprint Scan document

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

There are several ways that you can add new pages and replace existing pages in an Infoprint Scan document:

- You can scan a new page or pages into the document.
For information, go to "Scanning to add or replace pages" on page 99.
- You can add one or more single-page TIFF (Tagged Image File Format) files to the document.
For information, go to "Inserting TIFF files" on page 101.
- You can add blank pages to the document.
For information, go to "Inserting blank pages" on page 106.

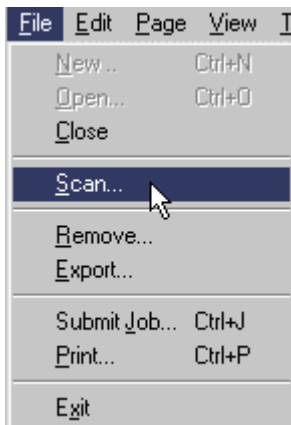
Scanning to add or replace pages

To scan a new page or pages into an existing Infoprint Scan document:

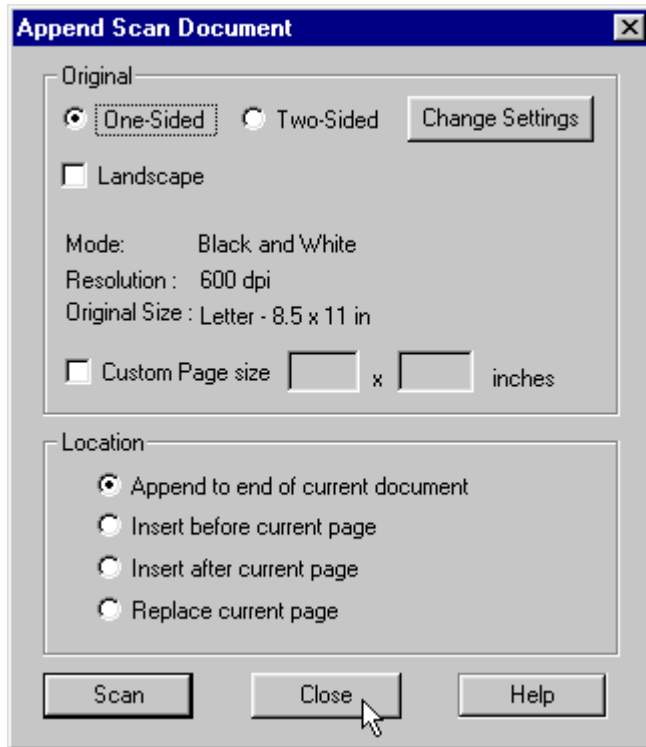
1. Open the Infoprint Scan document to which you want to add a page or pages.
2. Place the hardcopy page or pages in the scanner's document feeder. For the Xerox DocuImage 620S scanner, position the pages face up, inserting the sheets with the short edges leading. For other scanners, refer to the manufacturer's instructions.
3. Go to the location in the document where you want to insert the page or pages.
See "Navigating through an Infoprint Scan document" on page 115 for assistance.

This is not necessary if you are going to append the page or pages to the end of the document.

4. Click **File** in the menu bar and then click **Scan....**



5. In the *Original* area of the Append Scan document dialog box, select:
 - **One-sided** - if the hardcopy is printed on just the front side of the paper.
 - **Two-sided** - if the hardcopy is printed on both the front and back sides of the paper. See "Scanning Two-Sided Originals" on page 113 for additional information about scanning two-sided originals.



6. Check the **Landscape** check box only if you want to rotate the output image 90 degrees clockwise.
7. Click the **Change Settings** button to view or change the scanner settings. The Mode, Resolution and Original Size fields cannot be edited in the Zone Scan Settings dialog box. These fields reflect the options you select for scanner settings. (Refer to "Setting up the scanner" on page 13 for detailed information about scanner settings.)
8. If your original hardcopy document has a page size that is not listed among the scanner settings options, check the **Custom Page size** check box and enter the dimensions in the fields provided.
9. In the *Location* area, select one of the following:
 - **Append to end of current document** - to add the scanned page(s) at the end of the document that is currently displayed. The last added page will become the last page of the document.
 - **Insert before current page** - to add the scanned page(s) in front of the page that is currently displayed.
 - **Insert after current page** - to add the scanned page(s) in back of the page that is currently displayed.
 - **Replace current page** - to insert the scanned page(s) at the same location in the document as the page that is currently displayed, and delete the current page. For

multiple pages, the first scanned page will replace the current page and any subsequent pages will then be added behind it.

Note: When you use the **Insert before current page**, **Insert after current page**, and **Replace current page** options, keep in mind that when you insert a page, the new page becomes the current page. If you add additional pages, depending on which option you select, the next page scanned will be inserted before, after, or will replace the last page scanned.

10. Click the **Scan** button.
11. When scanning has completed, if you want to scan another page or pages to add to specified locations in the document, place your hardcopy page(s) on the scanner, and repeat these instructions, beginning with step 3.
12. When you have finished scanning all of the pages you want to add at this time, click the **Close** button to return to the open document.
13. When you have finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

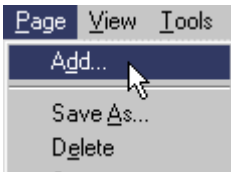
Inserting TIFF files

Use this procedure when you want to insert previously scanned files or TIFF files created with programs other than Infoprint Scan. You can add existing TIFF files selectively, or you can add all of the files contained in a particular directory.

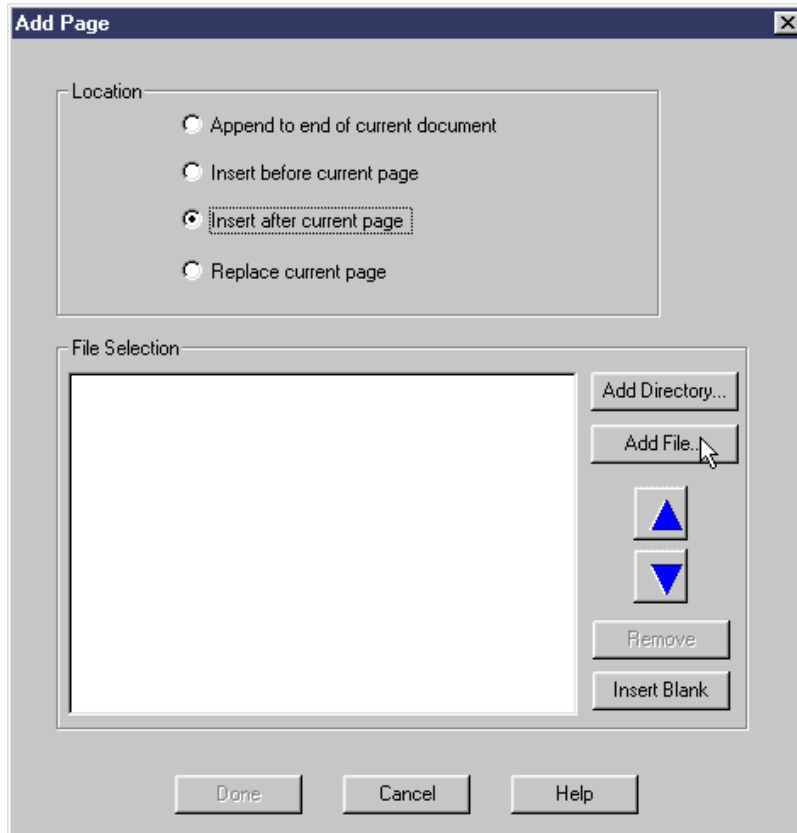
Note: If any of the files that you want to insert are read-only, keep in mind that you will not be able to use any Infoprint Scan functions that would result in a modification to the read-only files (such as, image enhancement, page alignment, adding text, or any other editing). If you need to use these functions on the files or on the Infoprint Scan document that will include the files, first change the files to read/write, or create and insert read/write copies of the original files.

To insert one or more TIFF files into an Infoprint Scan document:

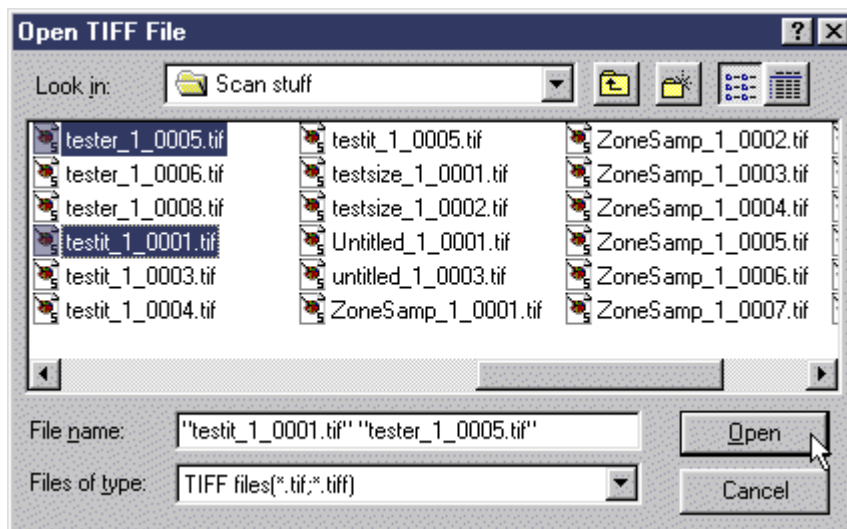
1. Open the Infoprint Scan document into which the TIFF file(s) will be inserted.
2. Go to the location in the document where you want to insert the file(s).
See "Navigating through an Infoprint Scan document" on page 115 for assistance.
3. Click **Page** in the menu bar, and then click **Add...**



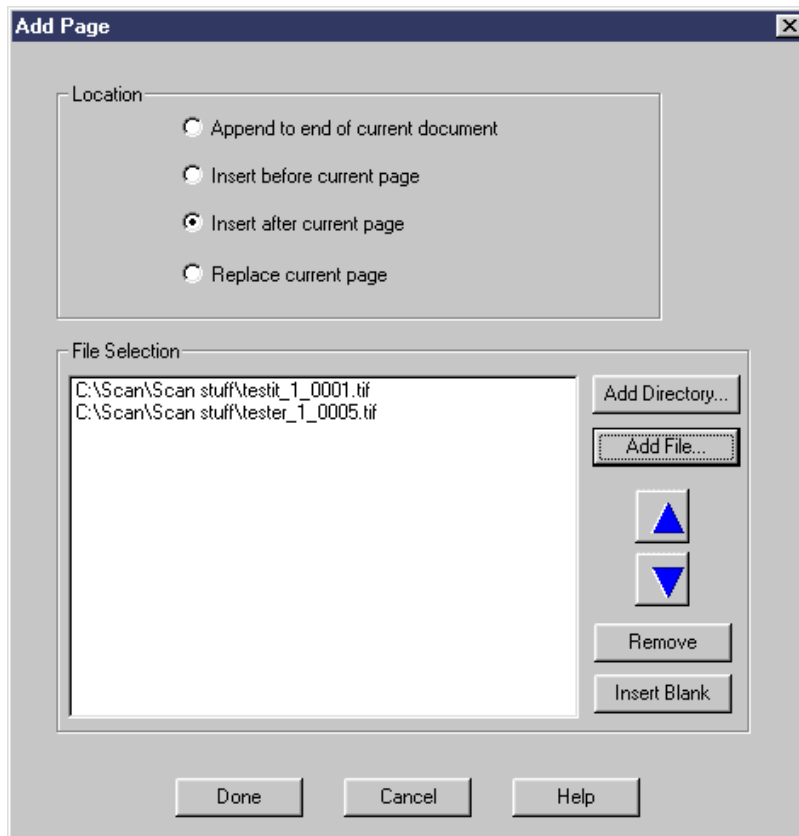
4. To add one or more files selectively:
 - a. Click the **Add File** button in the File Selection area of the Add Page dialog box.



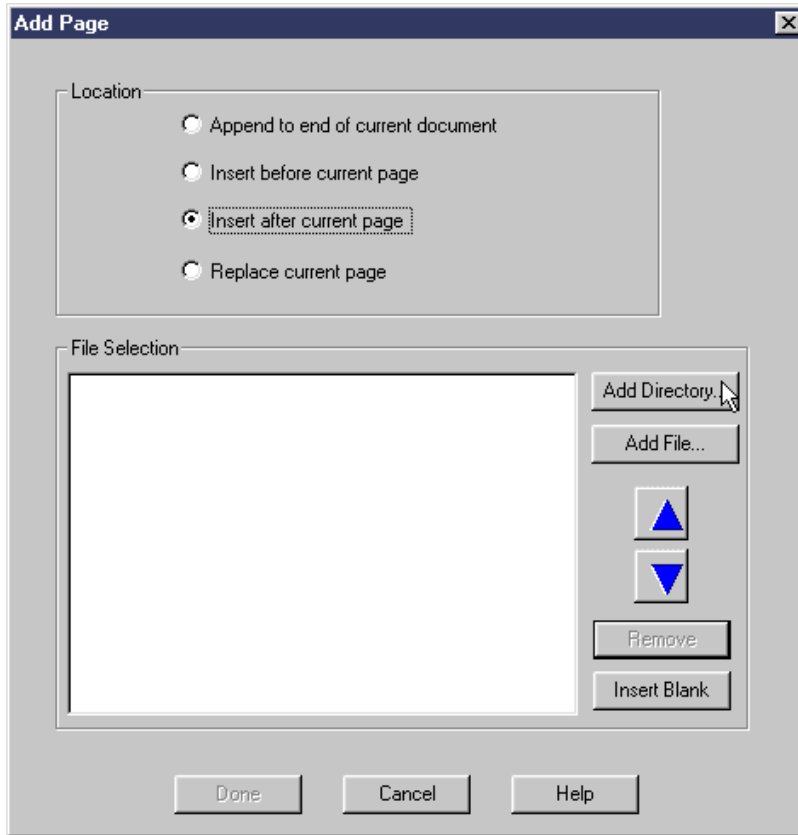
- b. In the Open TIFF Files dialog box, locate the appropriate directory and highlight the file(s) you want to insert.
See "Selecting multiple files" on page 114 for information about selecting multiple files.
 - c. Click the **Open** button.



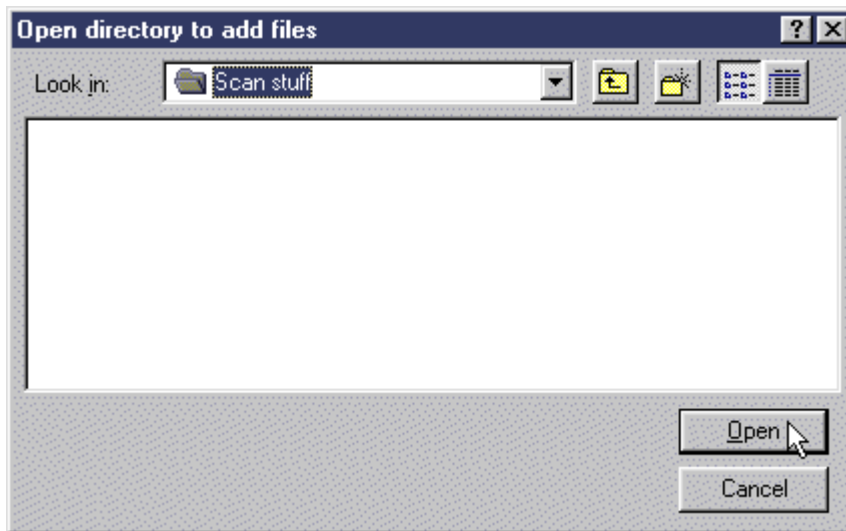
The highlighted file(s) will be added to the list box in the Add Page dialog box.
See "Using the Add Page list box" on page 114 for information about using the list box.



5. To add all of the files in a directory:
 - a. Click the **Add Directory** button in the *File Selection* area of the Add Page dialog box.



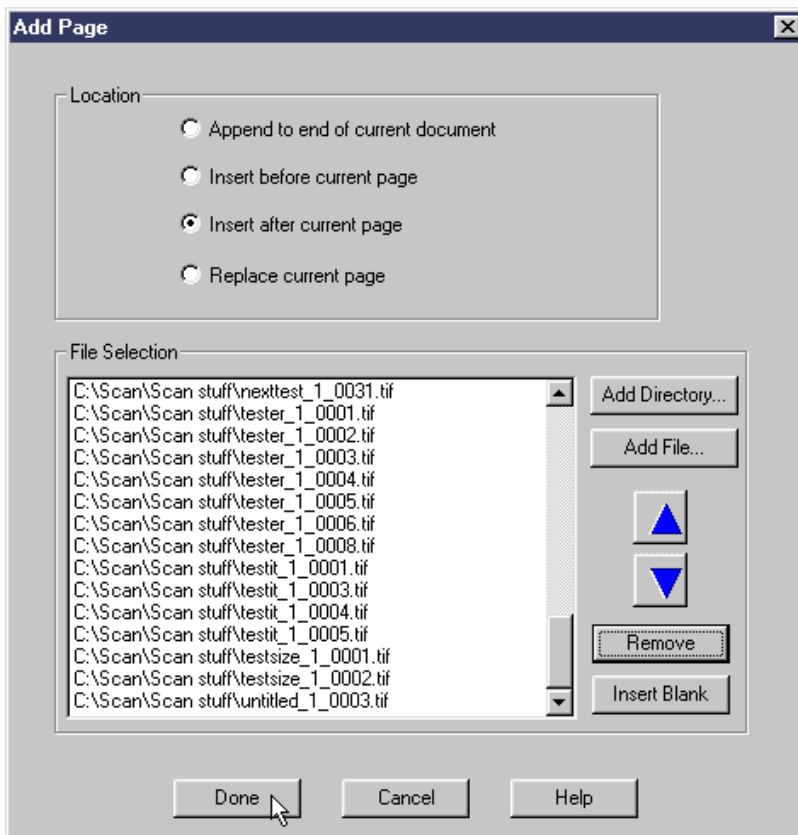
- b. In the Open Directory to Add Files From dialog box, select the directory that contains the files you want to insert.
 - c. Click the **Open** button.



The files contained in the highlighted directory will be added to the list box in the Add Page dialog box. If necessary, you can reorder the files or selectively remove individual files from the list.

See "Using the Add Page list box" on page 114 for information about using the list box.

6. In the Add Page dialog box, select one of the following:
- **Append to end of current document** - to add the TIFF file(s) at the end of the document that is currently displayed. The last added file will become the last page of the document. Multiple files will be processed in the order in which they appear in the list box, that is, from the top down.
 - **Insert before current page** - to add the TIFF file(s) in front of the page that is currently displayed. Multiple files in the list box will be processed in reverse order, so that the files are added one in front of the other, from the bottom of the list to the top of the list.
 - **Insert after current page** - to add the TIFF file(s) in back of the page that is currently displayed. Multiple files will be processed in the order in which they appear in the list box, that is, from the top down.
 - **Replace current page** - to insert the TIFF file(s) at the same location in the document as the page that is currently displayed, and delete the current page. For multiple files, the first file in the list will replace the current page and any subsequent files in the list will then be inserted after the current page.



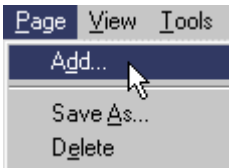
Note: When you use the **Insert before current page**, **Insert after current page**, and **Replace current page** options, keep in mind that when you insert a page, the new page becomes the current page. If you add additional pages, depending on which option you select, the next page scanned will be inserted before, after, or will replace the last page scanned.

7. When you have finished with the open document:
- Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

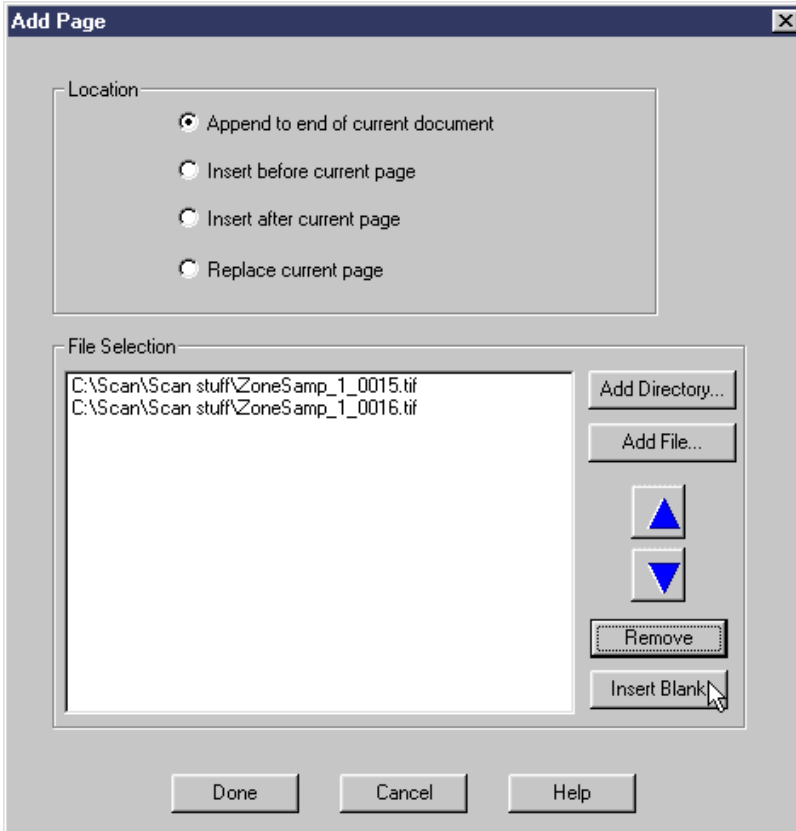
Inserting blank pages

To insert a blank page or pages into an Infoprint Scan document:

1. Open the Infoprint Scan document into which the blank page(s) will be inserted.
2. Go to the location in the document where you want to insert the blank page(s). See "Navigating through an Infoprint Scan document" on page 115 for assistance.
3. Click **Page** in the menu bar, and then click **Add...**



4. Click the **Insert Blank** button in the *File Selection* area of the Add Page dialog box. The name of a new file containing a blank page will be added to the list box in the Add Page dialog box.



To add multiple blank pages, click the **Insert Blank** button again for each blank page you want to add.

See "Using the Add Page list box" on page 114 for information about using the list box.

5. In the Add Page dialog box, select one of the following:
 - **Append to end of current document** - to add the blank page(s) at the end of the document that is currently displayed. The last added page will become the last page of the document.

- **Insert before current page** - to add the blank page(s) in front of the page that is currently displayed.
- **Insert after current page** - to add the blank page(s) in back of the page that is currently displayed.
- **Replace current page** - to insert the blank page(s) at the same location in the document as the page that is currently displayed, and delete the current page.

Note: When you use the **Insert before current page**, **Insert after current page**, and **Replace current page** options, keep in mind that when you insert a blank page, the new blank page becomes the current page. If you add additional pages, depending on which option you select, the next page added will be inserted before, after, or will replace the last page added.

6. In the Add Page dialog box, click the **Done** button to add the blank pages and return to the open document.
7. When you have finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Removing or deleting Infoprint Scan documents and pages

The following procedures are applicable only when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

The following procedures explain how you can:

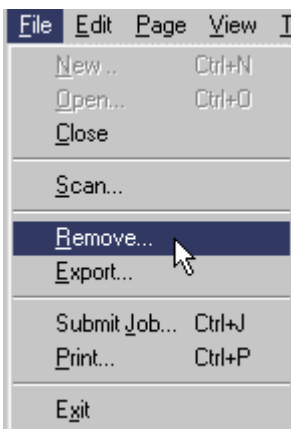
- "Remove or delete Infoprint Scan documents" (see page 109)
- "Remove or delete pages from Infoprint Scan documents" (see page 110)

Remove or delete Infoprint Scan documents

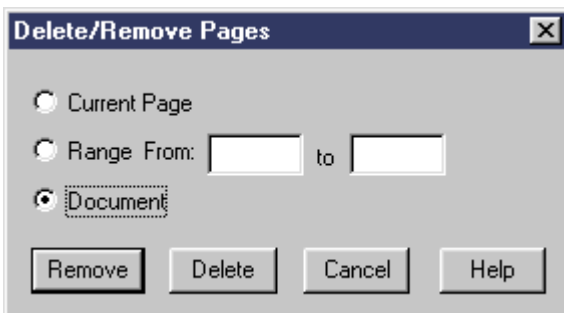
Note: This function is not available when Infoprint Scan is invoked from within the Infoprint Submit program.

To remove or delete an entire Infoprint Scan document:

1. Open the Infoprint Scan document that you want to delete.
2. Click **File** in the menu bar, and then click **Remove....**



3. In the Delete/Remove Pages dialog box, select the **Document** radio button.



4. You can then select to **Remove** or to **Delete** the document. The difference between the two is as follows:
 - If you select **Remove**, the job ticket for the document will be deleted, but the document and its associated TIFF files will be retained on your disk.
 - If you select **Delete**, the job ticket for the document, the document, and all associated TIFF files will be totally deleted from your system.To proceed, click:
 - a. The **Remove** button to remove the job ticket, but retain the document files.
or
 - b. The **Delete** button to totally delete the document files.
5. Click **File** in the menu bar, and then click **Exit** to close the Infoprint Scan program.

Remove or delete pages from Infoprint Scan documents

You can remove specified pages from an Infoprint Scan document using the Remove option in either the **File** menu or the **Page** menu.

- When you use the Delete option in the *Page* menu, you can remove a single page from the document without deleting the associated TIFF file.
To find out how to remove a single page in this manner, go to "Remove the current page" on page 110.
- When you use the Remove option in the *File* menu, you can remove a single page, or specify a range of pages to be removed from the document. You can also specify whether to keep the associated TIFF file(s), or to delete the TIFF file(s) from your system.
To find out how to remove a page or range of pages in this manner, go to "Remove or delete selected pages" on page 111.

Remove the current page

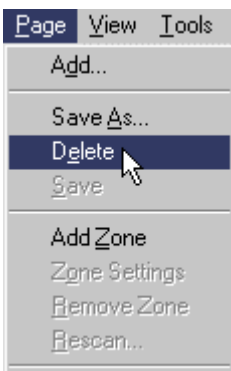
You can use the Delete option in the Page menu to remove the currently displayed page of a Scan document.

Note: The page will be removed from the document, but the associated TIFF file will **not** be deleted from your system.

To remove a page from a document:

1. Open the Infoprint Scan document that contains the page or pages that you want to delete.
2. Go to the page in the document that you want to delete.
See "Navigating through an Infoprint Scan document" on page 115 for assistance.

3. Click **Page** in the menu bar, and then click **Delete**.



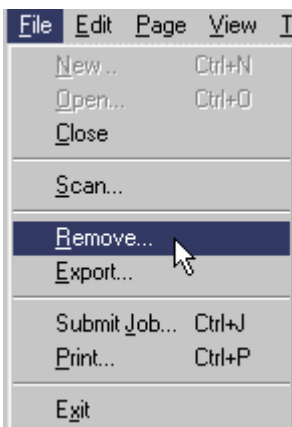
4. When you are finished:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **Exit** to close and save the document and exit the Infoprint Scan program.

Remove or delete selected pages

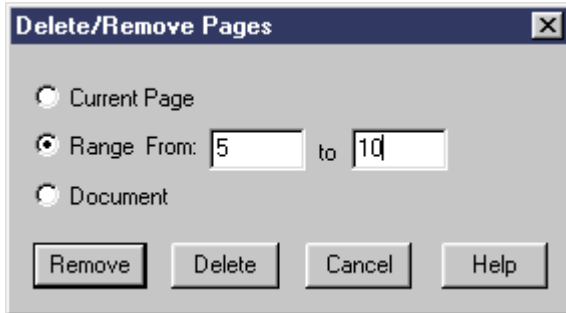
You can use the Remove option in the File menu to remove a single page or to specify a range of pages to be removed from the document. You can also specify whether to keep the associated TIFF file(s), or to delete the TIFF file(s) from your system.

To remove or delete selected pages:

1. Open the Infoprint Scan document that contains the page or pages that you want to remove or delete.
2. Click **File** in the menu bar, and then click **Remove...**



3. In the Delete/Remove Pages dialog box, select:
 - **Current Page** - to remove or delete the page that is currently displayed.
or
 - **Range From ___ to ___** - to remove or delete a range of pages.
Type the number of the first and last pages of the page range in the fields provided.



4. You can then select to **Remove** or to **Delete** the page or pages.
 - If you select **Remove**, the page(s) will be removed from the document, but the associated TIFF file(s) will be retained on your disk.
 - If you select **Delete**, the page(s) will be removed from the document, and the associated TIFF file(s) will be deleted from your system.To proceed, click:
 - The **Remove** button to remove the page or pages, but retain the TIFF file(s).
or
 - The **Delete** button to remove the page or pages from the document, and delete the TIFF file(s).
5. When you are finished:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Hints and tips for using Infoprint Scan

The following are a few things that are good to know and will assist you when you are using the Infoprint Scan standard interface. If it is available with your version of Infoprint Scan and you want to use the alternate copier interface, refer to "Using the Infoprint Scan Copier interface" on page 123 for information.

Copy changes vs Copy button

Do not confuse the **Copy changes** button with the **Copy** button, as they are very similar:

- The **Copy changes** button is located on the left side of the tool bar, within the first group of tools.



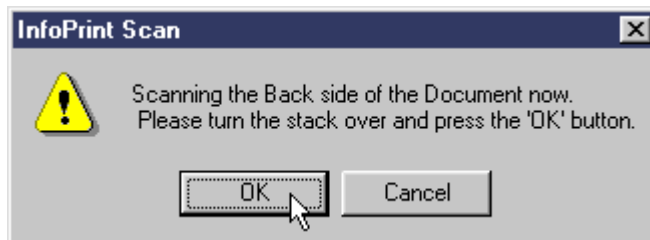
- The **Copy** button is located on the right side of the tool bar, within the last group of tools.



Scanning Two-Sided Originals

- If you are using a **simplex** scanner, and you select **Two-sided** in the *Original* area, after the front side has completed scanning, you will be prompted to turn over the original hardcopy on the scanner so the back side can be scanned. When you are prompted:

1. Click the **OK** button in the prompt window.



2. Turn over the original hardcopy in the scanner's document feeder.
 3. Click the **Scan** button again to begin scanning the back side.
- If you are using a **duplex** scanner, and you select **Two-sided** in the *Original* area:
 - If your original hardcopy has a standard, predefined paper size (such as, **Letter** or **A4**), the pages will be turned as they are scanned.
 - If you have defined a custom paper size, after the front side has completed scanning, you will be prompted to turn over the original hardcopy on the scanner so the back side can be scanned. When you are prompted:
 1. Click the **OK** button in the prompt window.
 2. Turn over the original hardcopy in the scanner's document feeder.
 3. Click the **Scan** button again to begin scanning the back side.

Selecting multiple files

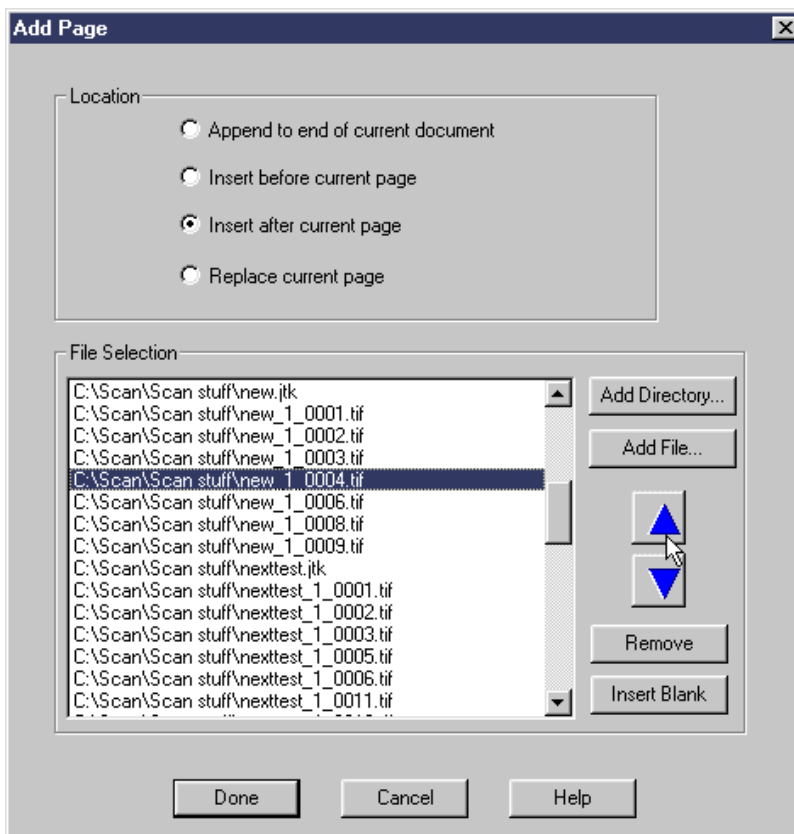
When you use Infoprint Scan on a Windows system, as with all Windows applications, Infoprint Scan does not necessarily process files in the order in which you select them in the Open dialog box.

- If you use the mouse or click-shift-click to select multiple files, the last file is processed first and the first file is processed last. All other files are processed in the order of selection. For example, if you select FILE1, FILE2, FILE3, and FILE4 in that order, the processing order is FILE4, FILE2, FILE3, FILE1.
- If you use the **Ctrl** key on the keyboard to select multiple files, files are processed in reverse selection order. For example, if you select FILE1, FILE2, FILE3, and FILE4 in that order, the processing order is FILE4, FILE3, FILE2, FILE1.
- After selection, you can reorder files in the selection list until they appear in the order in which you want them to process, as described in "Using the Add Page list box" on page 114.

Using the Add Page list box

You can add pages to an Infoprint Scan document as instructed in "Adding and replacing pages in an Infoprint Scan document" on page 99. The following are a couple of tips that may assist you once you have selected and added the pages to the Add Page list box:

- To remove a file from the list, highlight the file and click the **Remove** button.
- To reorder the files in the list, highlight a file and click the up arrow or the down arrow.



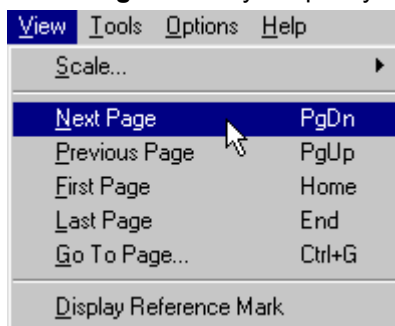
Navigating through an Infoprint Scan document

You can navigate, or page through an Infoprint Scan document using either the options in the View menu or the buttons in the tool bar.

Navigate through a document using View menu options





Click **View** in the menu bar, then select from the following options:

- **Next Page** - displays the page following the current page of the document.
- **Previous Page** - displays the page before the current page of the document.
- **First Page** - displays the first page of the document.
- **Last Page** - displays the last page of the document.
- **Go to Page...** - lets you specify a particular page to display.



Navigate through a document using the buttons in the tool bar



The following navigation tools are provided in the tool bar:

-  **First page** - goes to the first page of the document.
-  **Previous page** - goes to the page immediately preceding the current page.
-  **Next page** - goes to the page immediately following the current page.
-  **Last page** - goes to the last page of the document.

Zooming on pages in an Infoprint Scan document

You can increase or decrease the magnification of the displayed page in an Infoprint Scan document using the Zoom button in the tool bar:

Note: Always zoom *before* you define the rectangular area that you will be working on..

1. Click the **Zoom in View** button  to display the zoom tool .
2. Position the zoom tool where you want to zoom on the page.
3. To zoom:
 - Click the **left** mouse button to **zoom in** on the page. The magnification of the page is increased by one level each time you click the left mouse button.
 - Click the **right** mouse button to **zoom out** on the page. The magnification of the page is decreased by one level each time you click the right mouse button.

4. To deselect the **Zoom** tool, click the **Pointer** tool .

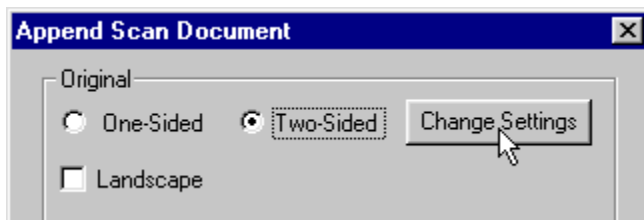
Optimizing halftone scanning for printing as grayscale

When you scan pages that contain a combination of text and halftone image data you will need to zone and rescan the portions of the pages that contain the halftone images as grayscale. You'll achieve the best output results by combining some of the procedures for scanning, zoning, and working with layers that were described in previous sections.

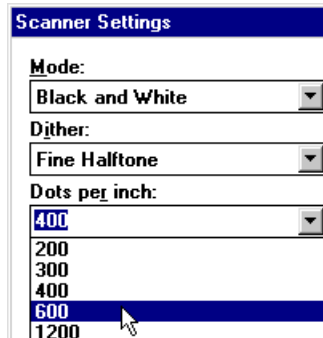
Note: The scanner settings described in this procedure are those used by Xerox DocuImage 620S scanner driver.

To improve the output appearance of scanned halftones:

1. Scan the entire page first as a Black and White image.
 - a. If this is a new document, follow the basic procedures in "Scan a new Infoprint Scan document" on page 3.
or
If you're adding a page to an existing document, follow the basic procedures in "Scanning to add or replace pages" on page 99.
 - b. During the scanning process, you'll access the Scanner Settings dialog box by clicking **Change Settings** in the Scan Document or Append Scan Document dialog box.

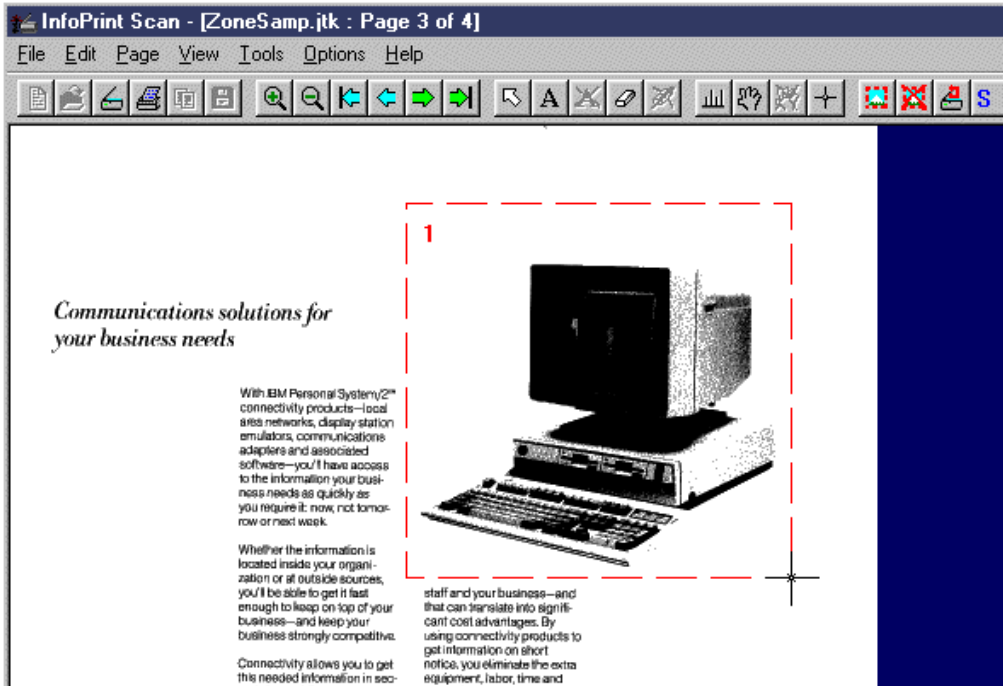


- c. In the Scanner Settings dialog box:
 - Be sure to select **Black and White** in the *Mode* field.
 - Be sure to select **600** in the *Dots per inch* field.

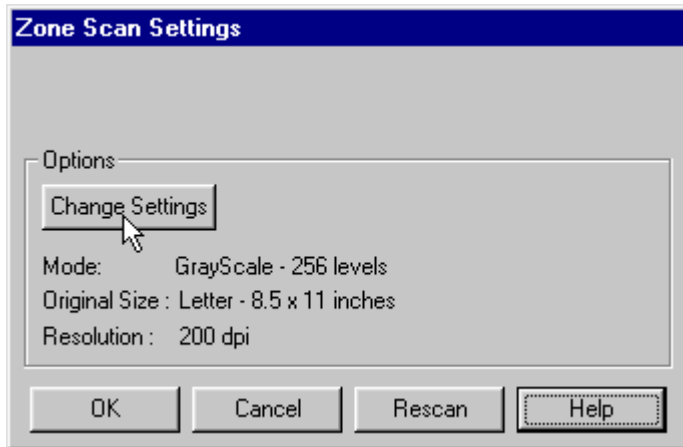


- Set other scanning options as applicable, as described in "Understanding and using the available scanner settings" on page 15.
 - Click **OK** when you are finished selecting scanning options.
 - d. When you have finished setting all scanning options, click **Scan** in the Scan Document or Append Scan Document dialog box to scan the document or page.
 2. If required, set and execute enhancement options for the document or page as described in "Enhancing images in an Infoprint Scan document" on page 25. All image enhancement should be done to the black and white scanned images, before you rescan the page as grayscale.

3. If it is not currently displayed, use the buttons on the tool bar or the available options in the View menu to display the page that contains the area you want to scan as grayscale. (See "Navigating through an Infoprint Scan document" on page 115 for information.)
4. Define the area of the page that contains the image you want to scan as grayscale, as described in "Zoning pages in an Infoprint Scan document" on page 55.




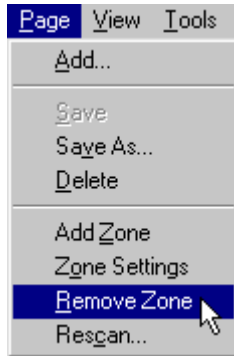
- a. During the zoning process, you'll access the Scanner Settings dialog box by clicking **Change Settings** in the zone Scan Settings dialog box.



- b. In the Scanner Settings dialog box:
 - Be sure to select **256-Level Gray** in the *Mode* field.
 - Be sure to select **400** in the *Dots per inch* field.
 - Click **OK**.
- c. In the Zone Scan Settings dialog box, click **Rescan** to scan just the defined area with the new settings.

5. After the page has finished rescanning:

- Click the **Undo Zone** button  in the tool bar.
or
- Click **Page** in the menu bar, and then click **Remove Zone**.



6. Click on to select the defined area.



7. Click **Edit** in the menu bar, and then click **Descreen Layer** to remove the existing halftone screen from the image.

Repeat these procedures for all halftone image areas on the current or other pages of the document.

8. When you have finished rescanning and descreening all halftone image areas, output the document in one of the ways described in "Printing Infoprint Scan documents" on page 39.

Note: You do not need to apply a new screen now in order to print the image. If you are printing on the Infoprint 2000, the appropriate screen will be added at the printer. If you have Infoprint Manager installed and you send the job to the Infoprint server to be queued for printing, the appropriate screen will be added at the server.

9. When you are done:

- Click **File** in the menu bar, and then click **Close** to close and save the open document.
or
- Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Placing text and grayscale images on the same page

You cannot add text to a page in an Infoprint Scan document that has been scanned as grayscale. The following procedure describes what you can do if you need to include both text and a grayscale image or images on the same page.

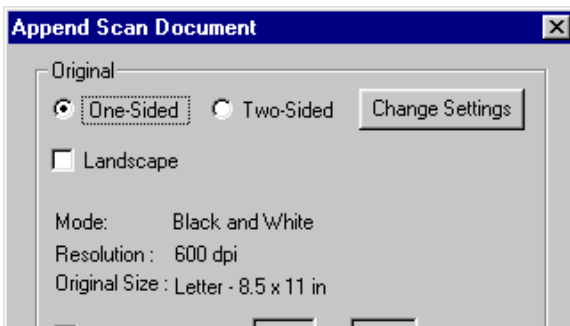
Note: Adding text to a grayscale page is not a supported function in Infoprint Scan. This procedure is provided as a convenience to users who want to try to achieve the effect of adding text to a grayscale page. The procedure is not supported, and we do not guarantee that the results will be exactly what you expect.

To place text and grayscale images on the same page:

1. Open a scanned document to the page containing the image scanned as grayscale to which you want to add text.

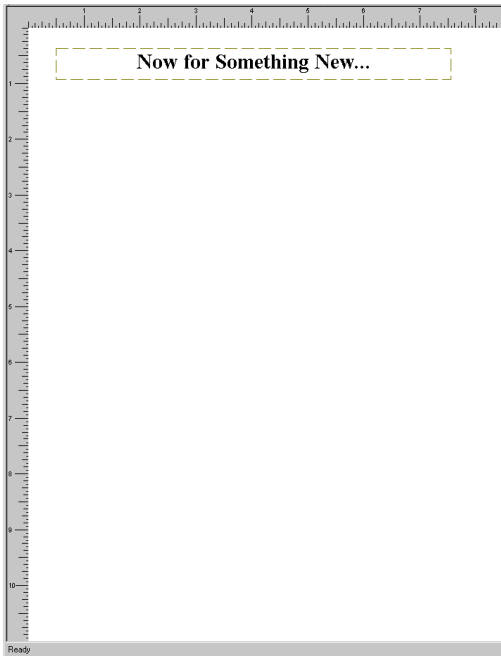


2. Place a sheet of blank paper in the scanner's document feeder and scan in the sheet in black and white mode, at the appropriate resolution. See "Scanning to add or replace pages" on page 99 for information about adding a page to an existing Infoprint Scan document.

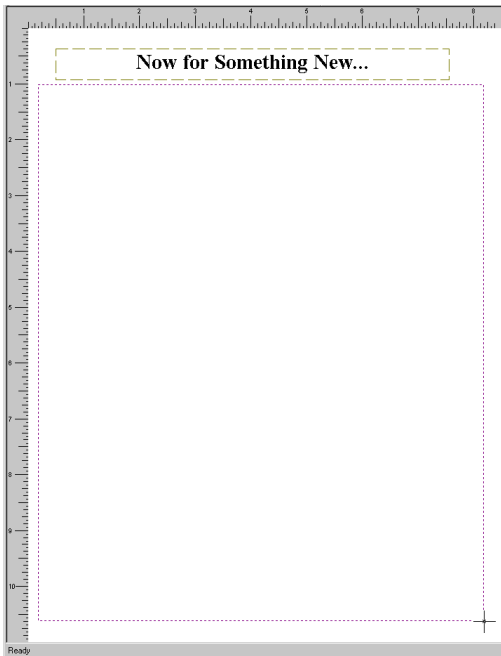


3. After the blank page has been scanned, make the newly scanned page the current page using the buttons on the tool bar or the available options in the View menu. See "Navigating through an Infoprint Scan document" on page 115 for information.

4. Add text to the blank page. See “Adding text” on page 72 for information.



5. Create a zone at the size of and in the position where you want to place the grayscale image. See “Zoning pages in an Infoprint Scan document” on page 55 for information.



6. Place the blank sheet of paper in the scanner's document feeder again and rescan the zone as grayscale. This will create a grayscale layer on the page.

7. Move the previously scanned grayscale image into position in the grayscale layer on the new page. See "Using Infoprint Scan cut, copy, and move functions" on page 83 for information.



8. Delete the original page that contained the grayscale image that you relocated to the black and white page in the preceding step. See "Remove or delete pages from Infoprint Scan documents" on page 110 for information.
9. When you have finished with the open document:
 - Click **File** in the menu bar, and then click **Close** to close and save the open document. *or*
 - Click **File** in the menu bar, and then click **Exit** to close and save the document and exit the Infoprint Scan program.

Using the Infoprint Scan Copier interface

Infoprint Scan provides an alternative interface that you can use for scanning and printing hardcopy documents. This is a simplified version of the Infoprint Scan standard program that includes a copier-like interface that is designed for use with a touch screen monitor. If you do not have a touch screen monitor, you can still use a mouse to select options and perform scanning and printing operations.

The copier interface provides a subset of the functions that are available in the Infoprint Scan standard interface. You can set options for paper size, sides for scanning and printing, and specify the image type of the hardcopy original document. Enhancement options include image shift, edge erase, page numbering, and booklet making. For finishing, you can select which output stacker to use on the selected printer, specify stapling options, and turn edge trimming on or off for booklets. For small documents (those that comprise 50 or fewer sheets of paper), you can scan and print with one push of a button. You can use either the copier interface or the standard interface; both are provided with Infoprint Scan. If you require more advanced capabilities for setting up your scanner and printer and for image enhancement than are available in the copier interface, then you should use the standard interface.

Note: If the workstation where Infoprint Scan is installed has a touch screen monitor, general user operations in the copier interface may be done using touch only, though, if you prefer, you do have the option of using a mouse. The administrative tasks of switching to the standard interface, specifying scanner settings, and exiting the copier interface, can **only** be done using a mouse and keyboard.

The following topics provide information about the Infoprint Scan copier interface:

- "Starting the Infoprint Scan copier interface" on page 125- describes how to open the copier interface.
- "Scanning and printing" on page 127 - describes how to use the functions of the copier interface to scan and print a document.
- "Specifying copier settings" on page 136 - describes how to specify default settings for the copier interface.
- "Recovering from a paper jam" on page 141 - describes what to do to resume scanning after a paper jam.

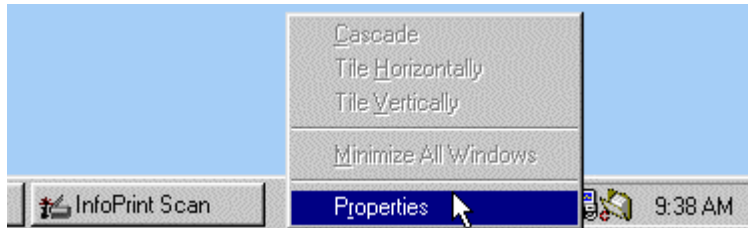
Important: Be sure to read the following tips - they include helpful information for using the Infoprint Scan copier interface.

Tips:

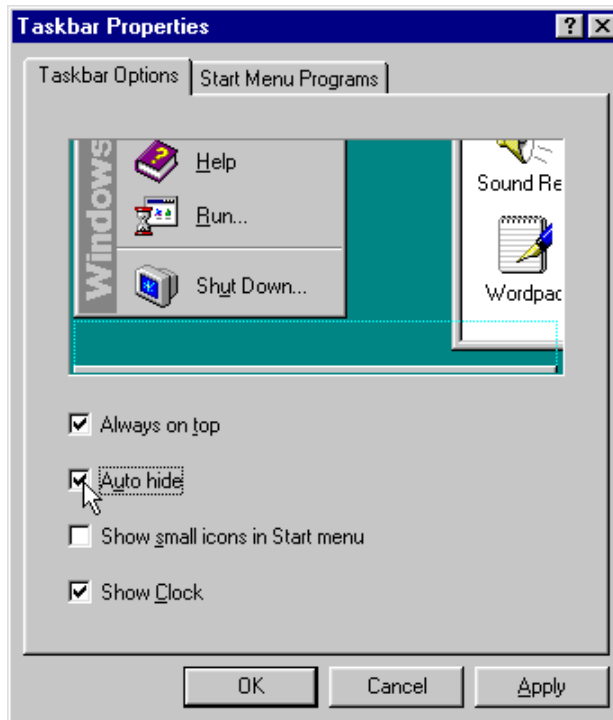
- The Infoprint Scan copier interface uses the entire display area of your screen. If the Windows taskbar is visible at the bottom or side of the display area, it can interfere with the display of the copier interface. Before you start the Infoprint Scan copier interface, you need to hide the taskbar:
 1. Position the mouse cursor in a blank area of the taskbar and click the right mouse button.



2. Click **Properties** with the left mouse button.



3. In the Taskbar Properties dialog box, check the **Auto hide** checkbox.



4. Click the **OK** button.

- Help for using the Infoprint Scan copier interface is displayed at all times in the lower right area of the interface.
- When you are using the Infoprint Scan copier interface, and are loading paper into the Xerox DocuImage 620S scanner's multi-sheet document feeder, position the pages face up. For 8.5" x 11" paper, insert the sheet with the long (bind) edge leading.



For all other paper sizes, insert the sheet with the short edge leading.

Note: Keep in mind that when you use the Xerox DocuImage 620S scanner with the Infoprint Scan standard interface, you should always insert the sheets face up with the short edge leading for all paper sizes. For other scanners, refer to the manufacturer's instructions.

- For security purposes, the scanned pages are *not* saved on your system after the scanning and printing process is completed for a document.
- When the Infoprint Scan copier interface is active, click the right mouse button and then click **Advanced** with the left mouse button to switch to the standard interface.



- To close the Infoprint Scan program from the copier interface:
 - Click the right mouse button and then click **Exit** with the left mouse button.



or

- Press the **Alt+F4** keys on the keyboard.

Starting the Infoprint Scan copier interface

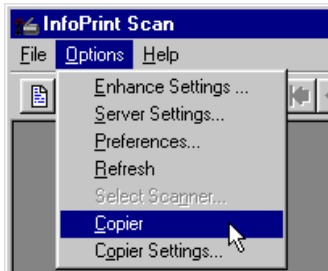
You can start the copier interface from an open Infoprint Scan standard interface session, or you can specify to start the copier interface first when Infoprint Scan is started.

Starting the copier interface from the standard interface

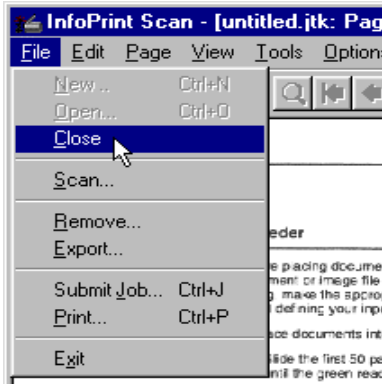
Note: The first time you use the copier interface, you **must** start it from the standard interface.

To start the copier interface from the standard interface:

1. Start Infoprint Scan.
2. In the standard interface main window, click **Options** in the menu bar, and then click **Copier**.



Note: You cannot access the copier interface if there is an open document displayed in the standard interface. If a document is open, be sure to close the document before continuing. To close an open document in the Infoprint Scan standard interface, click **File** in the menu bar, and then click **Close**.

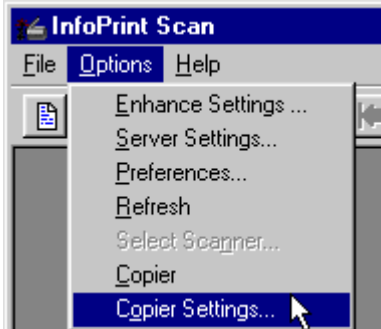


Starting the copier interface first when Infoprint Scan is started

You may want Infoprint Scan to start the copier interface first if it is the primary Infoprint Scan interface that you will be using.

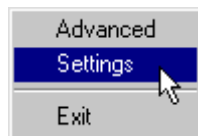
To open the copier interface first when Infoprint Scan is started:

1. Start the Infoprint Scan standard interface, then click **Options** in the menu bar, and then click **Copier Settings...**

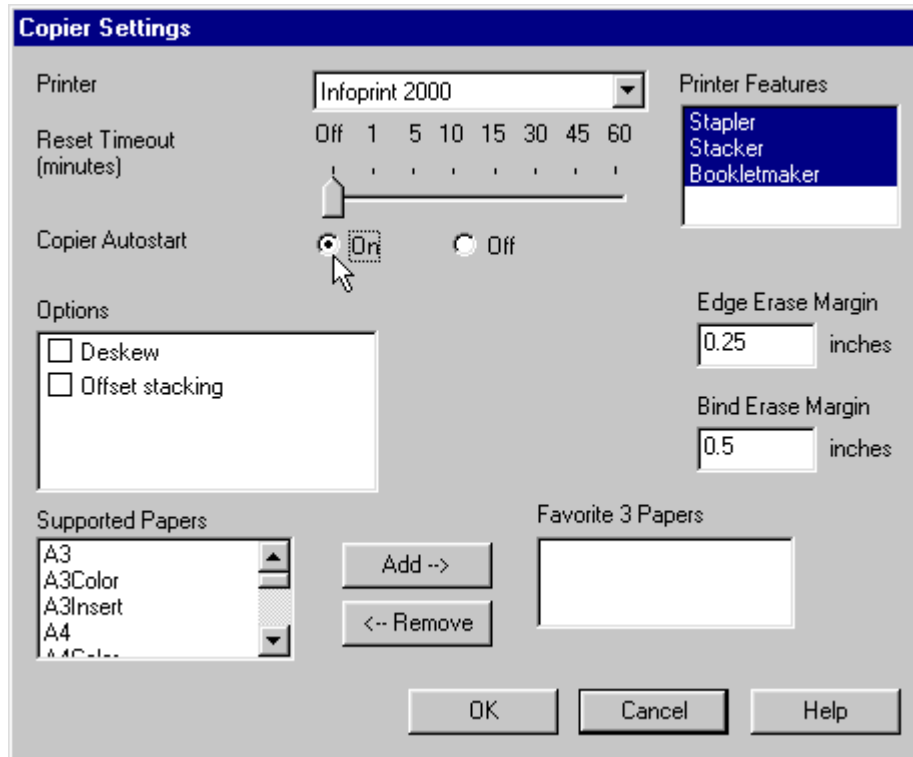


or

From the Infoprint Scan copier interface, click the right mouse button and then click **Settings** with the left mouse button.



2. In the Copier Settings dialog box, select the **On** radio button for *Copier Autostart*. (To start Infoprint Scan with the standard interface, select the **Off** radio button.)



3. Click the **OK** button to save this setting and close the dialog box.

Note: This and any other modified settings will take effect the next time you start Infoprint Scan, restart the copier interface, or click the **Reset** button on the copier interface.



For information about setting other options for the Infoprint Scan copier interface, refer to "Specifying copier settings" on page 136.

Scanning and printing

When you are ready to scan a hardcopy document using the Infoprint Scan copier interface, the first thing you need to do is determine whether you have a large job or a small job. You make this determination based on how many sheets of paper will fit in the document feeder of your scanner. The document feeder of the Xerox DocuImage 620S scanner will hold approximately 50 sheets of paper at one time. So, when you are using the Xerox DocuImage 620S scanner:

- A small job is a hardcopy original document that consists of up to 50 sheets of paper. The entire original document can be placed in the document feeder and can be scanned and printed in one step. Refer to "Scanning and printing a small job" on page 128 for information.
- A large job is a hardcopy original document that consists of 50 or more sheets of paper. The document must first be scanned in separate stacks of up to 50 sheets, until all of the pages have been scanned, and then the entire document can be printed at one time. Refer to "Scanning and printing a large job" on page 129 for information.

Scanning and printing a small job

Note: When you follow the instructions for a small job, your document will be scanned and printed in one step. If you want to view the scanned document online, run a proof print, and make any additional modifications to the scanned document before final printing, you can follow the instructions in "Scanning and printing a large job" on page 129, even if your document comprises fewer than 50 sheets of paper.

To scan and print a small job:

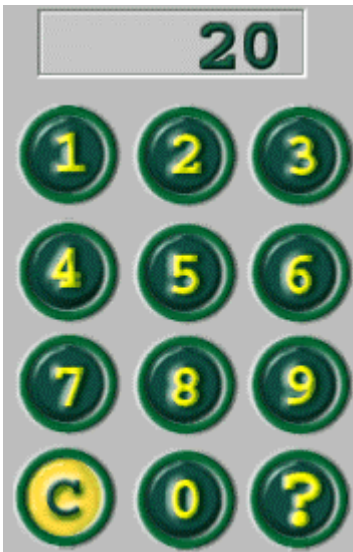
1. Place the hardcopy original document in the scanner's multi-sheet document feeder. Position the pages face up. For 8.5" x 11" paper, insert the sheet with the long (bind) edge leading. For all other paper sizes, insert the sheet with the short edge leading.



2. Press to highlight the **SMALL** job on the toggle switch.



3. Use the numeric keypad to specify the number of copies you want to print.



Tip: Press the **Clear (C)** key to reset the number of copies to 1.

4. Press each of the tabs in the notebook section of the interface to set options for **Setup**, **Finish**, and **Enhance**.



Go to "Specifying Setup, Finish, and Enhance options" on page 131 for information about each of the options you can set.




5. Press  to scan and print the document.

Note: If a paper jam occurs while you are scanning the document, go to "Recovering from a paper jam" on page 141 for instructions.


6. When the document has finished printing:



- a. Select  if you want to view, modify, proof, and reprint the current job, then continue with step 3 of "Scanning and printing a large job" on page 129.

or



- b. Press  to clear the viewport and return all settings to their original values.

Scanning and printing a large job


To scan and print a large job:

1. Place the first 50 sheets of paper in the scanner's multi-sheet document feeder. Position the pages face up. For 8.5" x 11" paper, insert the sheet with the long (bind) edge leading. For all other paper sizes, insert the sheet with the short edge leading.



2. Press to highlight the **Large** job on the toggle switch.



3. Press  to scan the first 50 sheets.
4. Place the next 50 sheets in the scanner's multi-sheet document feeder.
5. Repeat steps 3 and 4, as necessary, until all of the pages of the hardcopy original document are scanned.

Note: If a paper jam occurs while you are scanning the document, go to "Recovering from a paper jam" on page 141 for instructions.


6. Press each of the tabs in the notebook section of the interface to set options for **Setup**, **Finish**, and **Enhance**.



Go to "Specifying Setup, Finish, and Enhance options" on page 131 for information about each of the options you can set.

7. The last page scanned will be displayed in the viewport.
 - Use the buttons below the viewport to page through and check the scanned document, and, if required, to add or delete pages. These buttons are described in "Using the viewport buttons" on page 142.
 - If necessary, repeat step 6 to make further modifications.




8. Press  to print a single proof copy of all scanned pages. If necessary, repeat step 6 to make further modifications.
9. Use the numeric keypad to specify the final number of copies you want to print.




Tip: Press the **Clear (C)** key to reset the number of copies to 1.




10. Press  to print the final copies of the document.
11. When the document has finished printing:



- a. Select  again to view, modify, proof, and reprint the current job.

or



- b. Press  to clear the viewport and return all settings to their original values.

Specifying Setup, Finish, and Enhance options

Press each of the tabs in the notebook area of the Infoprint Scan copier interface to set options for **Setup**, **Finish**, and **Enhance**.



Use **Setup** to specify information about the document that you are going to scan and print.

1. **Paper size** - press the size that matches the input and output size of the document.



If the corresponding size is not displayed, press **More...**, then highlight the appropriate paper size and press **OK**.



The selected paper size will now be displayed on the interface.



2. **Sides** - press to cycle through your options and select how the input document is printed, and how the scanned output will be printed:



Select if the original hardcopy is printed simplex (1-sided), and the scanned output will be printed simplex.



Select if the original hardcopy is printed simplex, and the scanned output will be printed duplex (2-sided).



Select if the original hardcopy is printed duplex, and the scanned output will be printed simplex.



Select if the original hardcopy is printed duplex, and the scanned output will be printed duplex.

3. **Image type** - Press to specify the composition of your original hardcopy document. This will optimize the scanning process for the input data.



Select if your input document is composed primarily of a combination of text and graphics.



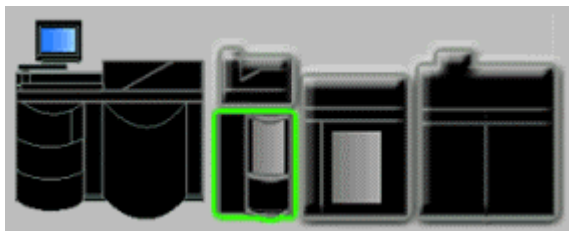
Select if your input document is composed primarily of text only.



Use **Finish** to specify what finishing options you want to apply to the scanned document when it is printed.

1. **Stacker** - Use this to specify the location on the printer where you want to send the printed output. A graphic of your printer and its available output bins is displayed. Only those output bins specified for your printer in step 5 of "Specifying copier settings" on page 137 are available.

Press on the area of the graphic that corresponds to the output bin you want to use. The selected output location will be highlighted with a green outline.



2. **Staples** - This is only available when you select a printer output bin that supports stapling. Press to select a stapling option. For example, the following options are available for the Infoprint 2000 stapler:



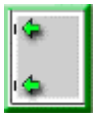
Select if you **do not** want the printed output to be stapled.



Select to put one staple in the upper left (bind) margin.



Select to put one staple in the lower left (bind) margin.
(This is most often used when the document has a horizontal, or landscape orientation.)



Select to put two staples, one in the upper left and one in the lower left margin.

3. **Edge trim** - This is only available when you select the Infoprint 2000's booklet maker for the output location. Press to specify whether you want to trim the edges of printed booklets. If you select to turn edge trimming on, the edges will be trimmed by the amount previously set on the booklet maker itself.



Select to turn edge trimming **Off**.



Select to turn edge trimming **On**.



Use **Enhance** to specify options to improve the appearance of your scanned document. you want to apply to the scanned document when it is printed.

1. **Image shift** - Use this to shift the page image a specified increment to the right to allow for a wider margin for binding or hole punching. For duplex printing, this function will adjust back pages to shift to the left the same amount as the front pages. Press to select the amount to shift the page image:



Select if you **do not** want to shift the page image.



Select to shift the page image 1/5 inch.



Select to shift the page image 2/5 inch.



Select to shift the page image 3/5 inch.



Select to shift the page image 4/5 inch.



Select to shift the page image 1 inch.

2. **Edge erase** - This will eliminate an unwanted black border, marks, specks, or other data from around the page margins. An example of such unwanted data is the "shadows" that may be left when you scan three-hole punched pages. The width of the area that will be erased around the edges is specified in step 7 of "Specifying copier settings" on page 138. Press to select the edge erase option you want to use:



Select if you **do not** want to activate the edge erase function.



Select to erase the data evenly around all four edges.



Select to erase the data around all edges, adjusting for a wider margin on the bind edge. The back page is adjusted for duplex printing.

3. **Page numbering** - This will add page numbers to a specified position at the bottom of each page of the scanned document. Press to select the position of the page numbers:



Select if you **do not** want page numbers added to the scanned pages.



Select to add a page number at the bottom, left side of each page. The position of the page number is adjusted on the back pages for duplex printing.



Select to add a page number at the bottom, center of each page.



Select to add a page number at the bottom, right side of each page. The position of the page number is adjusted on the back pages for duplex printing.

4. **Booklet layout** - Use this to print your scanned pages 2-up. With this function, two pages print side-by-side on each side of a physical sheet of paper, ordered appropriately so that the output can be folded and stapled down the middle. The Infoprint Scan 2000 program will determine the output paper size by doubling the dimensions of the input paper size that you selected in the **Setup** options. Press to select whether you want booklet layout function turned **Off** or **On**:



Select to turn **Off** the booklet layout function.



Select to turn **On** the booklet layout function.

Note: The booklet layout function is not automatically tied to an output location on your selected printer. To have the finished booklet saddle-stitched (stapled on the fold of the booklet), you must be sure to select the corresponding output location and stapling options in the **Finish** tab.

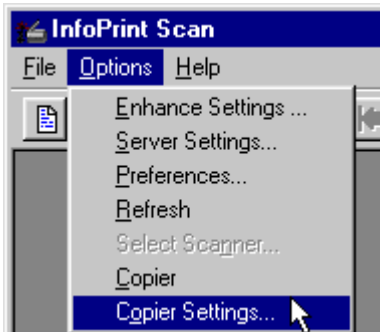
Specifying copier settings

Use the copier settings to specify the values that will be used as default settings for the Infoprint Scan copier interface.

Note: Although general user operations in the copier interface may be done by touch if the workstation where Infoprint Scan is installed has a touch screen monitor, to specify scanner settings you must always use a mouse and keyboard.

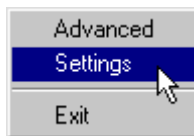
To specify default settings for the Infoprint Scan copier interface:

1. Open the Copier Settings dialog box by doing one of the following:
 - a. From the Infoprint Scan standard interface, click **Options** in the menu bar, and then click **Copier Settings...**

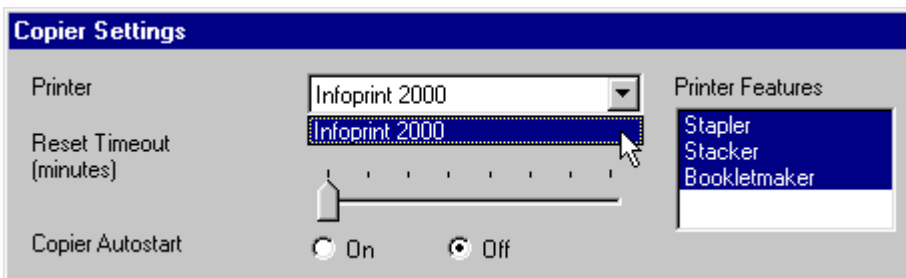


or

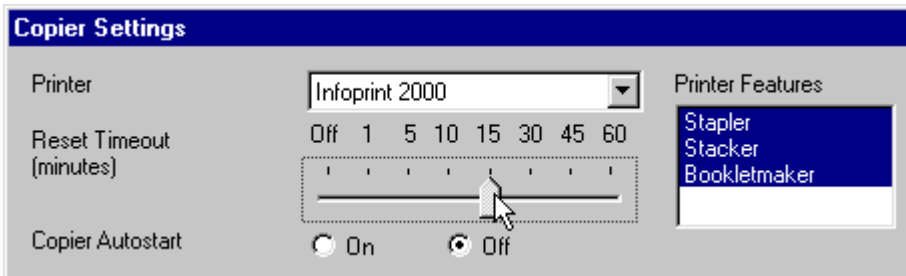
- b. From the Infoprint Scan copier interface, click the right mouse button and then click **Settings** with the left mouse button.



2. In the Copier Settings dialog box, click the arrow in the *Printer* field to highlight the printer type that you will use to output your scanned copies.

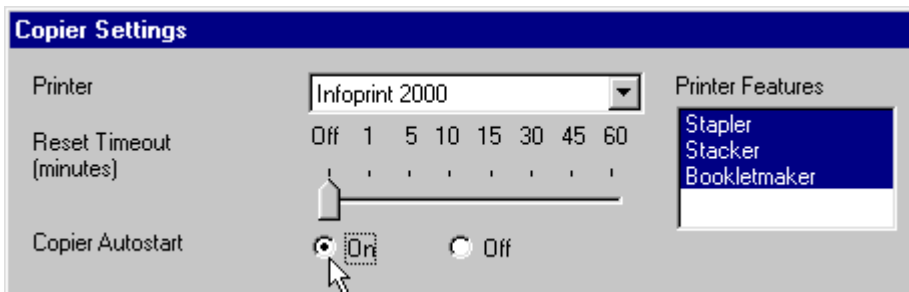


3. Move the *Reset Timeout* slide bar to specify the number of minutes you want the copier interface to wait idle before modified settings are automatically reset to their default values. The default value is **Off**.

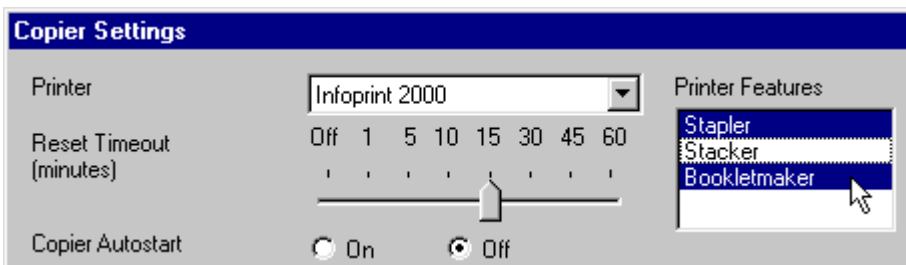


If you do not want modified settings to reset automatically, set the slide bar to **Off** to disable this function.

4. For *Copier Autostart*, select one of the radio buttons:
 - **On** - to specify that the copier interface will be started automatically when the Infoprint Scan program is started.
 - **Off** - to specify that the Infoprint Scan standard interface will be started first when the Infoprint Scan program is started. To start the copier interface from the standard interface, click Options in the menu bar, and then click Copier.



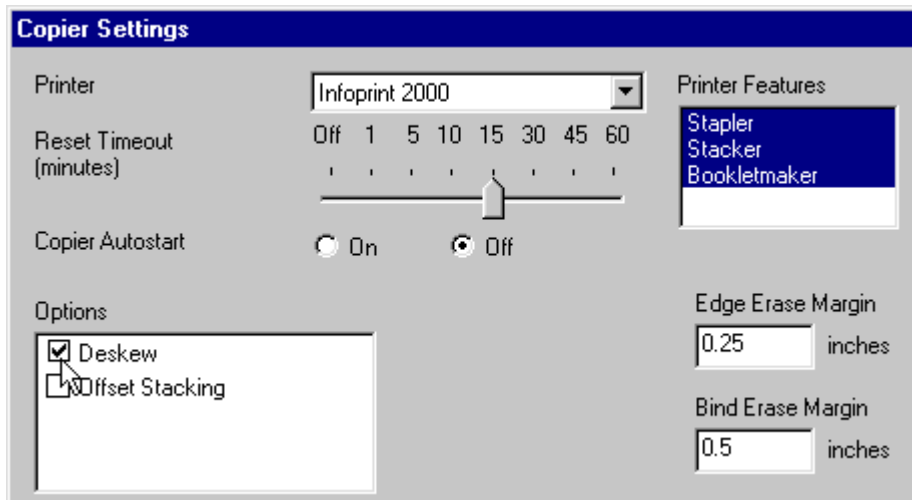
5. In the *Printer Features* list box, highlight the finishing options that are installed on your printer. The selected options will determine the choices that are available when you select the the Finish tab on the copier interface. You may highlight one or more, or none of the options. The default is **no finishing options**.



6. In the *Options* list box, check one or more, or none of the options:
 - **Deskew** - when this is activated (checkbox checked) the program will automatically deskew all scanned pages. By default, Deskew is **not** activated.

FYI: Skew occurs when paper goes through the scanner's paper path at a slight angle, causing the scanned lines to be improperly aligned. Deskew adjusts and corrects the angle at which a document is skewed, so the page and lines will be aligned properly.

- **Offset Stack** - when this is activated, copies of printed jobs will be stacked offset from each other. Offset stacking is only supported if this feature is also supported for the output location specified on the printer on the **Finish** page of the copier interface. By default, Offset Stack is **not** activated.

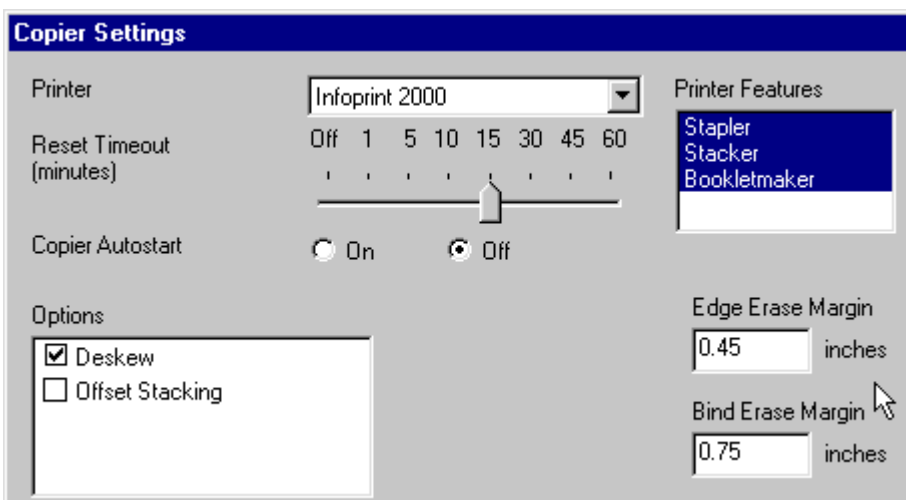


7. In the *Edge Erase Margin* field, type the width of the margin where the black border, black marks, or black specks around all edges of pages will be eliminated when this function is activated on the **Enhance** page of the copier interface. The range is **.01** to **10** inches, with a default setting of **.25** inch.

(See "Changing the unit of measure" on page 140 to find out how to specify millimeters instead of inches for the unit of measure.)

8. In the *Bind Erase Margin* field, type the width of the margin where the black border, black marks, or black specks on the bind edge of pages will be eliminated when this function is activated on the **Enhance** page of the copier interface. The range is **.01** to **10** inches, with a default setting of **.5** inch.

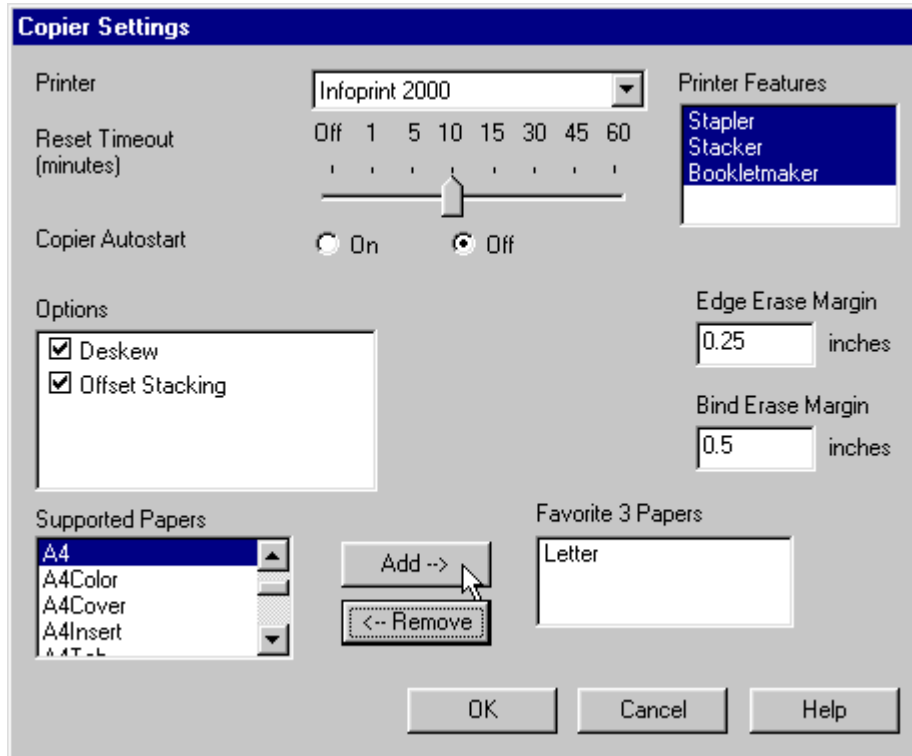
(See "Changing the unit of measure" on page 140 to find out how to specify millimeters instead of inches for the unit of measure.)



9. The *Supported Papers* list box lists all of the paper sizes/types supported by the workstation's printer driver. Based on their frequency of use, select three of these papers to include in the

Favorite 3 Papers list box. The papers listed in the Favorite 3 Papers list box will be displayed for selection on the **Setup** page of the copier interface. To select your favorite papers:

- a. Highlight one of the papers in the Supported Papers list box.
- b. Click the **Add** button.
- c. Repeat steps a and b until three papers are listed in the Supported Papers list box. (To remove a paper from the Supported Papers list box, highlight the paper and click the **Remove** button.)



10. Click the **OK** button to save your settings and close the dialog box.

Note: The new settings will take effect the next time you start Infoprint Scan, restart the copier interface, or click the **Reset** button on the copier interface.



Tip: Before you save your modified settings, you can click the **Cancel** button to cancel your changes and close the dialog box.

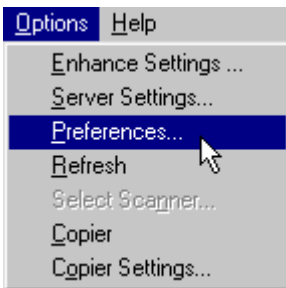
Changing the unit of measure

You can change the unit of measure (from inches to millimeters or from millimeters to inches) for the edge erase and bind erase margins that you set in the Copier Settings dialog box. You can only do this from the Infoprint Scan standard interface.

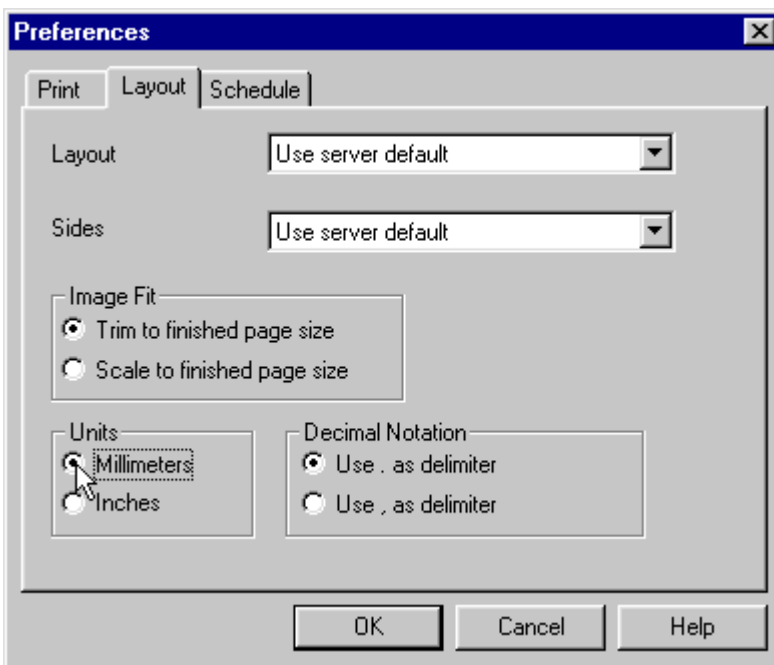
1. Start the Infoprint Scan standard interface.
(If you are currently using the copier interface, click the right mouse button, and then click **Advanced** with the left mouse button.)



2. In the Infoprint Scan standard main window, click **Options** in the menu bar, and then click **Preferences....**

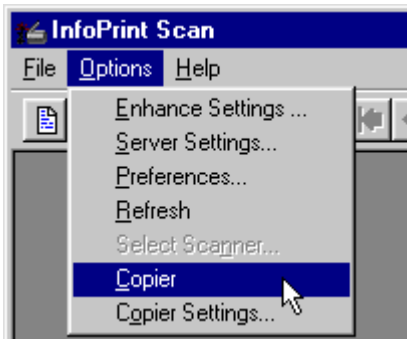


3. In the Preferences dialog box, click the **Layout** tab.
4. In the *Units* area, select either the **Millimeters** or the **Inches** radio button.



5. Click the **OK** button.

6. To return to the InfoPrint Scan copier interface, click **Options** in the menu bar, and then click **Copier**.



Recovering from a paper jam

If a paper jam occurs while you are scanning a document, you should not have to rescan the entire job. In most cases, the recovery procedure is as follows, depending on whether you are scanning a small job (up to 50 total sheets of paper) or a large job (more than 50 sheets of paper).

- If a paper jam occurs while you're scanning a job as described in "Scanning and printing a small job" on page 128:
 1. Be sure that the last page successfully scanned is currently displayed in the viewport. (Go to "Using the viewport buttons" on page 142 for information about paging through the scanned, displayed document.)
 2. Restack all remaining unscanned sheets in their original order in the document feeder.



3. Press  to resume scanning.

- If a paper jam occurs while you're scanning a job as described in "Scanning and printing a large job" on page 129:
 1. Be sure that the last page successfully scanned is currently displayed in the viewport. (Go to "Using the viewport buttons" on page 142 for information about paging through the scanned, displayed document.)
 2. Restack all remaining unscanned sheets in the current stack of 50 sheets in their original order in the document feeder.



3. Press  to resume scanning.

Using the viewport buttons

- Use the navigation buttons below the viewport to page through and check the scanned document.



Press to display the first page of the document.



Press to display the previous page (1 page before the currently displayed page).



Press to specify which page you want to display.



Press to display the next page.



Press to display the last page of the document.

- Use these buttons to add or delete displayed pages:



Press to insert a blank page after the currently displayed page.



Press to delete the currently displayed page.

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