

Arr@nger



user guide

Arranger User Guide

by Alto Imaging Technologies

Arranger User Guide

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Introducing Arranger

1 Introducing Arranger

Alto Imaging Technologies Image Arranger is a powerful image capture and make-ready solution designed to increase productivity, and streamline production printing. Image Arranger includes an advanced set of tools to help you tackle even the most complex document composition. With Image Arranger, you can capture hardcopy, integrate or merge electronic documents, and perform last minute editing and revision, all while achieving the highest possible print quality.

Image Arranger includes WYSIWYG page editing, drag-and-drop document assembly, custom layout and impositioning, variable text and image overlay, and support for today's most sophisticated digital black and white and color printers, making this one of the most complete workflow solutions available.

Image Arranger Features

- Streamline document assembly using a drag-and-drop, WYSIWYG, integrated workspace. Image Arranger is a complete application without requiring non-intuitive, slow-loading, 3rd party plugins.
- Advanced tools let you cut, crop, paste, resize, rotate, and perform a host of other editing tasks on selected pages, or an entire document.
- Shift, scale, and auto-shift give you precise control over image alignment and size.
- Easily split facing-pages, or printer spreads to create new layouts, or reuse content in some other manner.
- Create and insert tabs with multi-line text or images quickly with an easy-to-use tab maker.
- Add headers, footers, and page numbering, intelligently skipping tabs, and alternating placement for two-sided or tumble output.
- Select from several custom layouts including 2-up, 4-up, booklet, and multi-part forms. Print preview provides a document view reflecting layout to simplify proofing.
- Automate variable data and image overlay. Includes support for multiple variable regions, page control, and sequential numbering, making it easy to create forms and mail merge applications.
- In addition to standard Windows printing, Image Arranger supports native TIFF printing to output devices based on the Kodak/Heidelberg DigiMaster 9110/E125/E150 printers. Includes support for page-level media selection, and job-ticketing (templates) recall.

Installing and Configuring

2 Installing and Configuring

Installing Image Arranger is simple. Here is a summary of the steps it takes to get started:

1. [Install the Arranger software](#)^[8].
2. [Activate your license](#)^[9].
3. Configure [Open options](#)^[11] and [Save options](#)^[14].
4. [Select a image capture device](#)^[21] (server version only).
5. Start working with Arranger!

Before you begin, be sure you have:

- A computer that meets the [system requirements](#)^[7] for running Arranger.
- The Image Arranger installation software. If you have a CD, this installation software is located in the directory specified in the installation steps. If you obtained the software electronically, then locate the single installation file you downloaded.
- A [software activation key](#)^[10] from Alto Imaging Technologies. This license must be installed before your software will be functional.

2.1 System Requirements

What do you need to run Image Arranger? Use the information in the following tables to help you select a computer and operating system that meets your needs. Remember, Image Arranger's performance is hardware dependent. Working with large image files at high resolution requires a fast processor and adequate physical memory.

Arranger Client/Server Requirements	
Processor	<ul style="list-style-type: none">• Intel® Pentium™ III 550-megahertz (MHz) or higher processor• Dual Intel® Xeon™ Processors, 2.4GHz or higher (recommended)
Operating System	<ul style="list-style-type: none">• Windows® Server 2003, Standard Edition• Windows Server 2003, Enterprise Edition• Windows XP Professional (recommended)• Windows® 2000 Server• Windows 2000 Advanced Server• Windows 2000 Datacenter Server
Memory	<ul style="list-style-type: none">• 1 gigabyte (GB) of RAM or higher; 2 gigabyte (GB) of RAM recommended

Arranger Client/Server Requirements	
Processor	<ul style="list-style-type: none"> Intel® Pentium™ III 550-megahertz (MHz) or higher processor Dual Intel® Xeon™ Processors, 2.4GHz or higher (recommended)
Hard Disk	<ul style="list-style-type: none"> 6.5 to 10 MB of available hard-disk space
Drive	<ul style="list-style-type: none"> CD-ROM drive; CD-RW or DVD-RW recommended
Display	<ul style="list-style-type: none"> 1024x768 SVGA or higher-resolution monitor with AGP/PCI Graphics adapter and 128 MB RAM; 19-inch monitor with 4x AGP Graphics Adapter and 256 MB (DDR) SDRAM (recommended)
Networking	<ul style="list-style-type: none"> 100/1000 Mbps Ethernet adapter or higher
Other Software and Devices	<ul style="list-style-type: none"> Microsoft Internet Explorer version 5.5 SP1 or later required TWAIN compliant imaging device (server version only)
<p>Notes: Memory requirements are dependent on operating system selection and other factors and could be higher. Hard disk space requirements do not include space required for image or document storage.</p>	

2.2 Installing Arranger

1. Log on to your Microsoft Windows computer as Administrator, or as a user who is a member of the Administrator group.
2. If you are installing from CD, click the **Start** button, choose **Run** and type *D:\UltraWare\Data\Setup.exe* where D: is the drive letter for your CD-ROM drive, and then click **OK**.

 –or–

 If you are installing from a downloaded file, click the **Start** button, choose **Run**, and browse to the folder where you saved the program file. Select the program file, click **Open**, and then click **OK**.
3. When **Alto Imaging Technologies Arranger Installation Welcome** appears, click **Next** to begin installation.
4. After reviewing and accepting the end user license agreement (EULA), click **Next**.
5. Click **Next** to install Arranger in the default program folder.

–or–

To install in a directory other than the default, click **Browse** and select a folder. If the folder does not exist, it will be created for you.

6. Click **Yes** to save copies of any files replaced during the installation process or click **No** to overwrite files without saving, and then click **Next**.

If you select Yes, you are prompted to choose the folder where you want to save the files. To save to a folder other than the default, click **Browse** and select a folder. If the folder does not exist, it will be created for you.

7. Select the Arranger components you want to install, and then click **Next**.
8. After the required information has been gathered, click **Next** to begin copying setup files.



TIP: If you want to make changes, click **Back** until you find the information you want to change.

The installer begins copying files to your computer.

9. Click **Finish**.

The setup program prompts you to restart the system.




TIP: If you are installing other UltraWare applications, you can perform these installations prior to restarting the system. After all installations are complete, the system must be restarted.

10. Click **OK** to restart the system.

Next: [Activate your software](#) 

2.3 Product Activation

Before you can begin using an UltraWare application, you must activate your copy of the software. Your license is valid for a specific period. During this time, you can install updates as they become available. At the end of your license period, your UltraWare application will continue to function, but new updates cannot be applied.

Use the [UltraKey PC Identifier](#)  to create a unique hardware identifier file that contains general information about your system components. The information in this file is used to generate a unique software activation key.

Once you have successfully created the hardware identifier, [request a software activation key](#)  by submitting the file to Alto Imaging Technologies using a simple web based form.

[Install the software activation key](#)  by copying the file you receive from Alto Imaging Technologies in the UltraKey folder to complete the activation process.



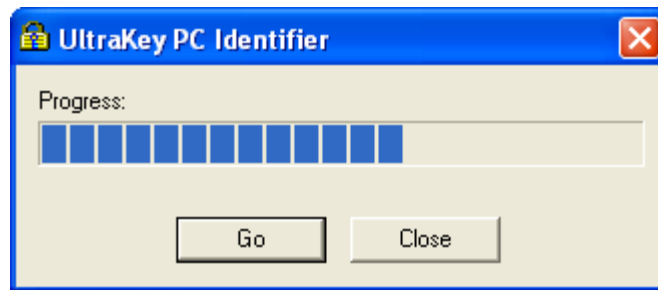
IMPORTANT: Applying an update dated after the expiration of your license will cause your UltraWare applications to stop working. Always verify the expiration date on your license prior to installing a newer version. To check the expiration date of your license, open the Help menu, and then click About. If you have more than one application, be sure and check the expiration date for each.

2.3.1 Create a Hardware Identifier

1. Click **Start**, choose **Run**, and then type:

C:\Program Files\Alto Imaging Common\UltraKey\UKPCID.exe

2. Click **OK** to launch the **UltraKey PC Identifier**.
3. Click **Go** to begin creating the hardware identifier.



4. Click **Save** to create the file using the default filename.

–or–

Choose a new folder, type a new **File Name**, and then click –or–.


5. Click **Close**.



TIP: Remember where you save the file so you can easily locate it when you are ready to request activation.

Next: [Request an activation key](#) 

2.3.2 Get a Software Activation Key

1. Use your web browser to access the **Software License Request** form at:
<http://www.altoimaging.com/altoweb/productregistration/keysubmit/keyform.html>
2. Type the requested information for each field.
3. Click **Browse** to locate and attach the [hardware identifier file](#)  you created in earlier steps.
4. Click **Submit** to send the request.

**Notes:**

- Your software activation key will be returned to the email address you enter on the request form
- It can take up to 24 hours to receive your software activation key

Next: [Install the activation key](#)^[11]

2.3.3 Install the Software Activation Key

- Copy the [activation key](#)^[10] you received to the UltraKey folder. The path to the folder is:

C:\Program Files\Alto Imaging Common\UltraKey

2.4 Configuring Arranger

Before you begin...

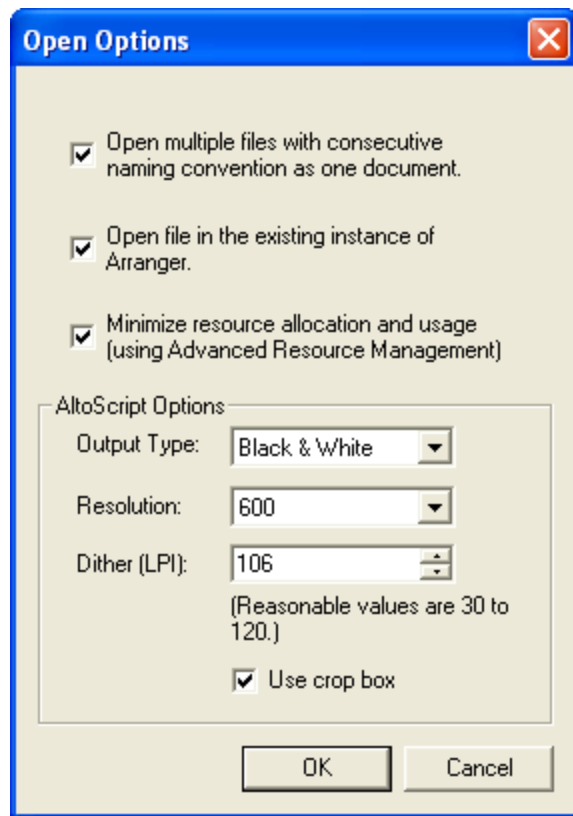
- [Install](#)^[8] the Image Arranger software.
- Get a [software license](#)^[9] key from Alto Imaging Technologies. This license must be installed before your software will be functional.
- Be sure you have physically connected, installed drivers for, and tested your image capture device.

Configuring Image Arranger takes just a few simple steps.

1. Select [Open Options](#)^[11] that control how Arranger opens image files, including specific settings for PostScript (PS) and Portable Document Format (PDF) files rendered using [AltoScript](#)^[13].
2. Select image format specific [Save Options](#)^[14].
3. [Select an imaging source](#)^[21] (server version only).

2.4.1 Open Options

Image Arranger has several options that affect how files are opened, including automatic merging of files that are consecutively named, whether or not to open multiple application instances, and how physical memory is managed.



Select or change options

1. On the **View** menu, point to **Options**, and then click **Open Options**.
2. Select the check box next to the options you want to activate in the following list:

Option	Description
Open multiple files with same naming convention as one document	<ul style="list-style-type: none"> • Select this option to open consecutively numbered image files as a single document when the first file in the series is selected.
Open the file in the existing instance of Image Arranger	<ul style="list-style-type: none"> • When you double-click a file associated with Image Arranger, the image will open in the current instance of Image Arranger. When this option is not selected, each time you double-click a file, a new copy of Image Arranger will open

Option	Description
Minimize resource allocation and usage (using Advanced Resource Management)	<ul style="list-style-type: none"> When Image Arranger opens a file, each image is uncompressed and read into physical memory. When working with large image files, Advanced Resource Management (ARM) caches all but the active image to disk, eliminating low memory conditions. Changing this setting requires Arranger be restarted.

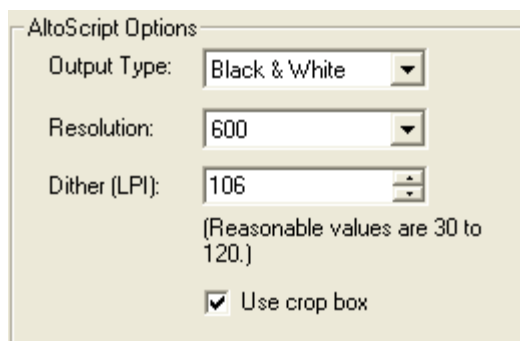


IMPORTANT: Without Advanced Resource Management (ARM), physical memory should be scaled to accommodate the largest image file that might be opened using Image Arranger. For example, a letter-size, 300-dpi, single-bit (black and white) image requires approximately 1.05 MB; a letter-size, 600-dpi, single-bit (black and white) image file requires approximately 4.20 MB; multiplying these figures by the number of images in a multi-image file gives you an approximation of the amount of memory required. Without using ARM, a combination of physical and virtual memory is used by the operating system to store each uncompressed image and may eliminate low memory conditions, however, performance will degrade as Arranger competes with the operation system for this memory space, and data is paged to and from the hard disk.

3. Select [AltoScript options](#)¹³ to control how Image Arranger imports and renders Adobe PostScript (PS) and Portable Document Format (PDF) files. See the next section for details.

AltoScript Options

AltoScript provides rendering services to UltraWare applications including Image Arranger and UltraPrint. These services enable each application to interpret and render both Adobe PostScript (PS) and Portable Document Format (PDF) files. Image Arranger uses AltoScript to import and render an image of the original document, that can then be saved in one of several image formats including TIFF, JPEG, GIF, BMP, and others.



Select or change options

1. On the **View** menu, point to **Options**, and then click **Open Options**.
2. Select settings for each of the following options:

Option	Description
Output Type	<ul style="list-style-type: none"> • Select Color to render a 24-bit true color image; select Black and White to render a single-bit dithered image.
Resolution	<ul style="list-style-type: none"> • Select the resolution used to render the image. Settings include 150, 200, 300, 400, and 600 dpi.
Dither (LPI)	<ul style="list-style-type: none"> • Sets the screen used to render halftones during the import, expressed as lines-per-inch (lpi). Allowable ranges vary based on the selected resolution.
Use crop box	<ul style="list-style-type: none"> • Defines page size based on the crop box dimensions embedded in a Portable Document Format (PDF) file. This is the default when a PDF file is displayed or printed using Adobe Acrobat. <p>NOTE: Image Arranger defines page size based on media box dimensions by default.</p>

2.4.2 Save Options

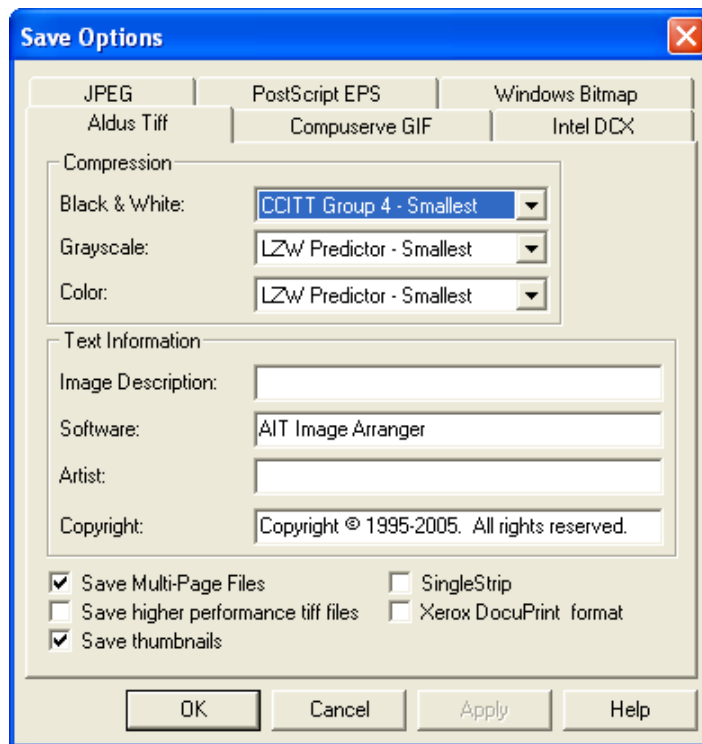
Arranger has many settings that affect how images are saved. Each file format has its own unique settings.

Select or change options

1. On the **View** menu, point to **Options**, and then click **Open Options**.
 2. Select the tab for the file format you want to change, and select the desired settings.
- Settings for each file format are described in the following sections.

Tagged Image File Format (TIFF)

Aldus TIFF (Tagged Image File Format). A graphics format originally created by Aldus and Microsoft for scanned images. TIFF is widely used for its very high quality and high resolution. This format is useful for transporting images across different platforms and applications. TIFF files may be compressed using a variety of compression algorithms to conserve storage space.



Compression. Select a compression method for each color depth:

- **Black & White.** Use this control to select from the following compression techniques for black and white images
 - **Uncompressed.** This option allows fast saves, but creates large image files. If an application is having a problem reading compressed TIFF files, try saving the file in uncompressed format.
 - **CCITT Group 3.** This option saves images that are compatible with CCITT Group 3 communication.
 - **CCITT Group 3 1D.** This option saves images that are compatible with CCITT Group 3 1D communication.
 - **CCITT Group 4.** This option saves images that are compatible with CCITT Group 4 communication. This option causes saves to take longer, but creates smaller image files.
 - **LZW (Lempel-Ziv-Welch).** This option compresses the image data using an LZW algorithm.
 - **Pack Bits.** A form of run-length encoding.
- **Grayscale.** Select from the following compression techniques for images containing grayscales (shades of gray):
 - **Uncompressed.** This option allows fast saves, but creates large image files. If an application is having a problem reading compressed TIFF files, try saving the file in uncompressed format.

- **LZW (Lempel-Ziv-Welch).** This option compresses the image data using an LZW algorithm.
- **LZW Predictor.** This option compresses the image data. This option causes saves to take longer, but creates smaller image files.
- **Color.** Select from the following compression techniques for color images:
 - **Uncompressed.** This option allows fast saves, but creates large image files. If an application is having a problem reading compressed TIFF files, try saving the file in uncompressed format.
 - **LZW (Lempel-Ziv-Welch).** This option compresses the image data using an LZW algorithm.
 - **LZW Predictor.** This option compresses the image data. This option causes saves to take longer, but creates smaller image files.
- **Text Information.** The entries made in these fields is embedded in the TIFF image file.
 - **Image Description.** This text box can be used to record a description of the image.
 - **Software.** The name of the application in which the image was created appears in this box. The default is AIT Image Arranger.
 - **Artist.** This text box can be used to record the name of the creator of the image.
 - **Copyright.** This text box can be used to record copyright information on the image.

Save Multi-Page Files. Select this check box to have Image Arranger save multiple-page documents as a single file.

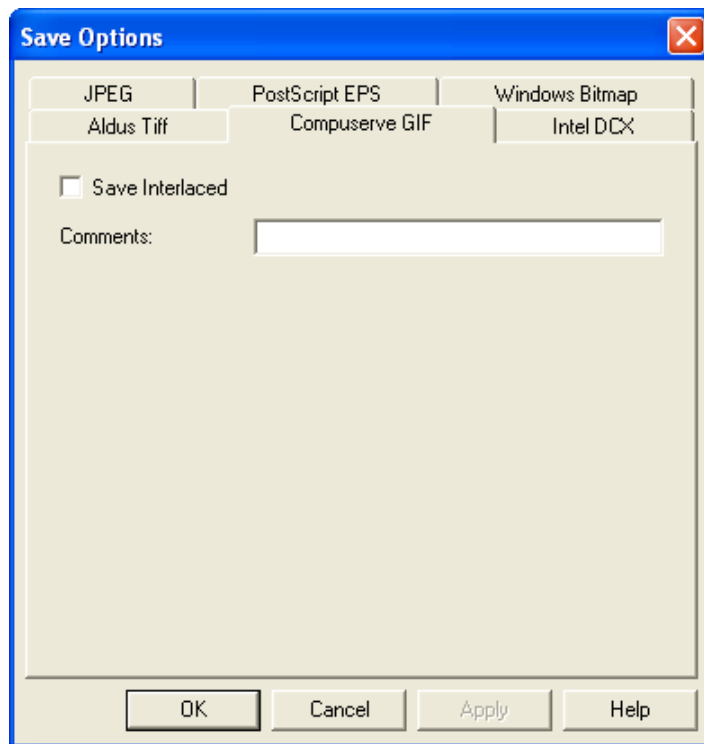
Save Higher-Performance TIFF Files. Select this check box to save TIFF files in a high-performance format (faster save and retrieve times).

Single Strip. This causes the entire page to be compressed as one large strip instead of several smaller strips. While it is not necessarily as efficient on reads and writes, it is a necessary format for most high speed TIFF image printers which often do not properly decompress multi-strip TIFFs.

Xerox DocuPrint Format. Select this check box to save files in an XDOD-compatible format.

Graphics Interchange Format (GIF)

Graphics Interchange Format (GIF) was originally developed by CompuServe and is widely used to display images in Hypertext Markup Language (HTML) documents. It is especially appropriate for logos, line drawings, and other images with solid colors and distinct borders between colors. Resolution is limited to 8-bits, or 256 colours. GIF89a is a more recent format that supports interlacing.

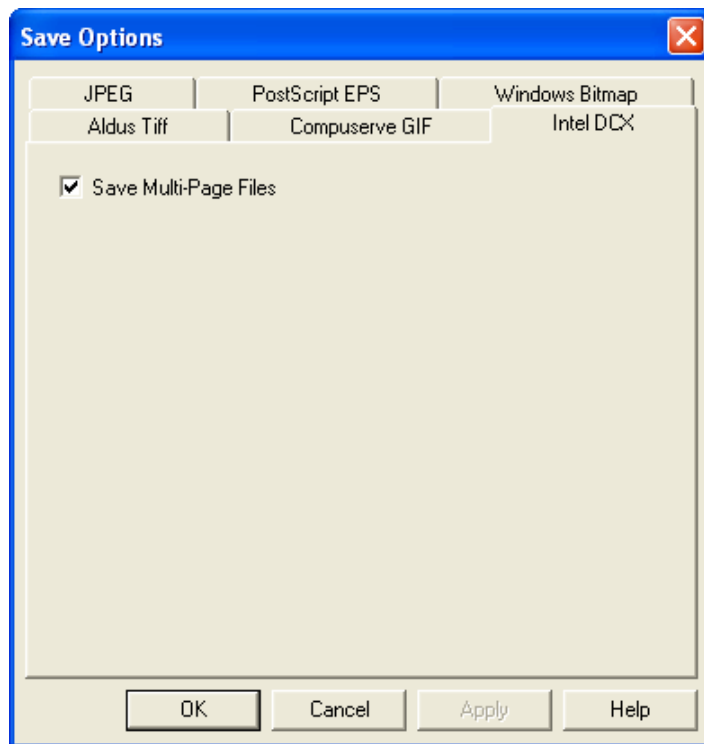


Save Interlaced. Select this check box to save images in an interlaced format, which means the image is saved in four phases instead of one. In each phase, a quarter of the lines of the image are saved to the GIF. This means that when the image is downloaded by a communications program that displays images as they are downloaded, the image is decoded in four phases, which allows users to get a good idea of what the image will look like (and abort the download if needed) before even half of the image is decoded. Saving in interlaced format does not cause longer file save or read times.

Comments. This text box can be used to record comments about the image (for example, a description).

Multi-page PCX Bitmap (DCX)

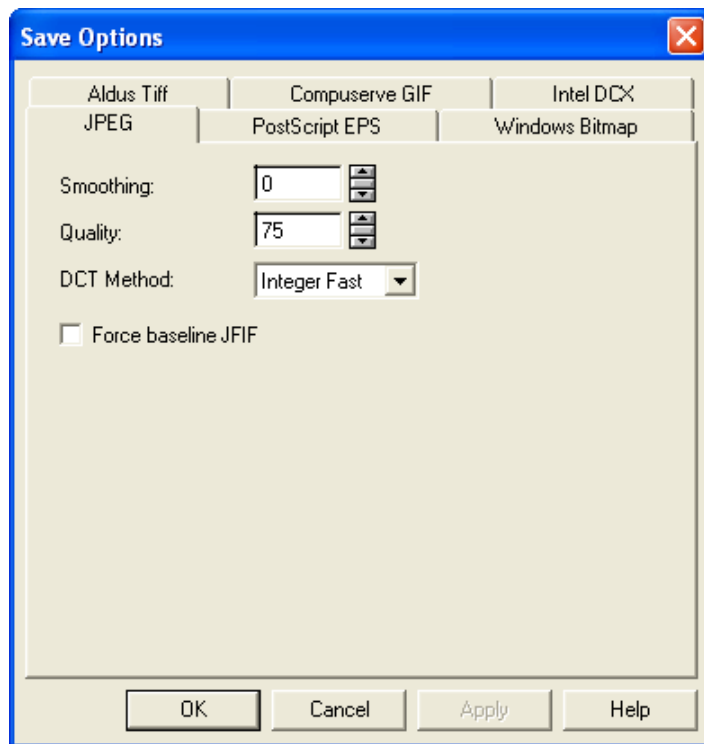
Multi-page PCX Bitmap (DCX) is a file format created by ZSoft. It is like PCX, but supports saving multiple-page images to a single file. DCX supports multiple-page graphics.



Save Multi-Page Files. Select this check box to save a multiple-page document as a single file.

Joint Photographic Experts Group (JPEG)

Joint Photographic Experts Group (JPEG) is a format that minimizes image file size by compressing data and by deleting image data that cannot be discerned by the human eye. JPEG is sometimes referred to as a "lossy" format, because after an image is saved in this format, it is not exactly the same as the original image, although the change is usually not very noticeable (depending on the **Quality** setting).



Smoothing. Specify the amount of smoothing you want performed on the image (from 1 to 100).

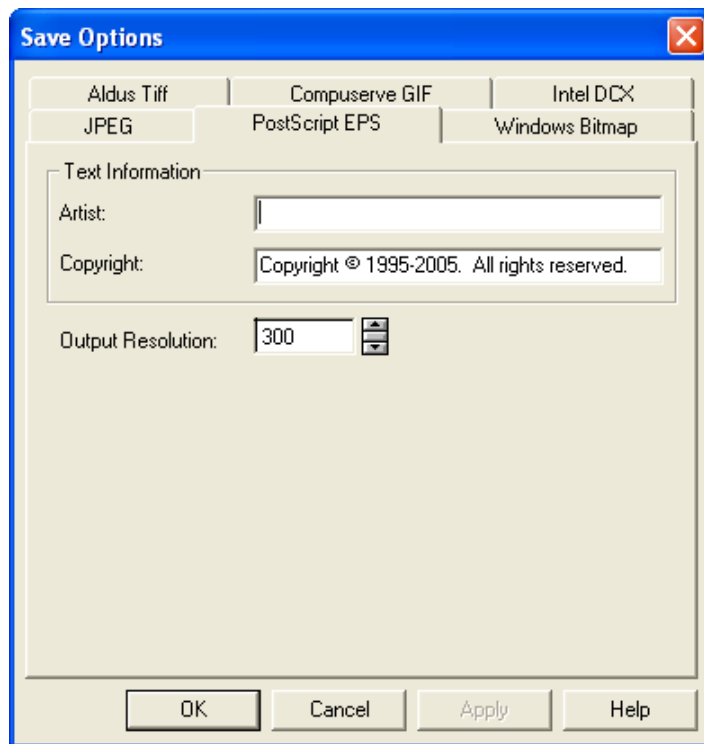
Quality. Specify the image quality you want (from 1 to 100). Higher numbers result in higher quality images, but larger file sizes.

DCT Method. Lets you specify the Discrete Cosine Transform method (Integer Slow/Fast or Floating Point) used to compress the image.

Force Baseline JFIF. Select this check box to force baseline JPEG File Interchange Format (JFIF). This guarantees maximum compatibility with applications that support the JPEG standard.

Encapsulated PostScript (EPS)

Encapsulated PostScript (EPS) is a format created by Adobe. EPS can contain both vector and bitmap graphics. In addition to the PostScript language representation of graphics, many EPS files contain a bitmap preview, and other page description information.



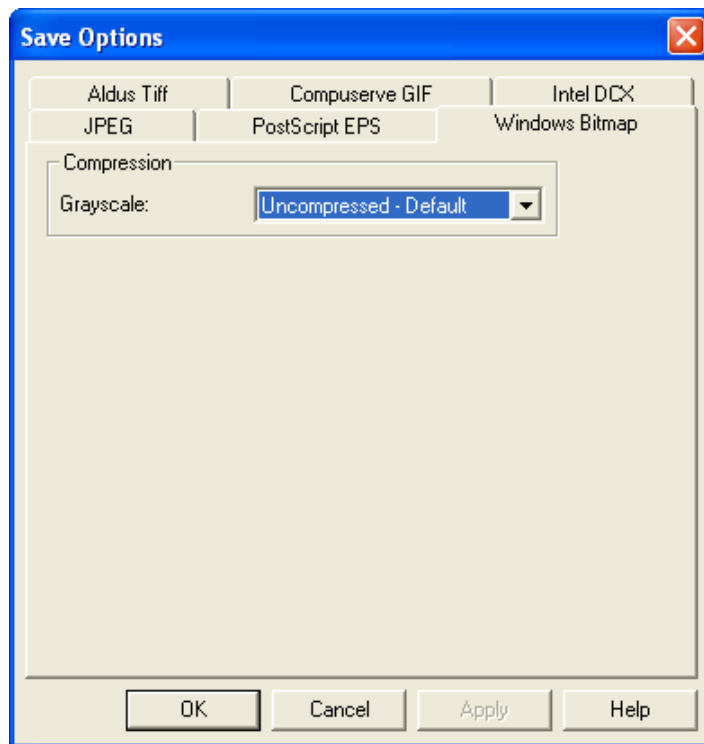
Artist. This text box can be used to record the name of the creator of the image.

Copyright. This text box can be used to record copyright information on the image.

Output Resolution. Select the resolution of the output device (the printer).

Windows Bitmap (BMP)

Windows Bitmap (BMP) is commonly used by Microsoft Windows as a simple graphics file format. Images are generally stored with a color depth of 2 (1-bit), 16 (4-bit), 256 (8-bit), 65,536 (16-bit), or 16.7 million (24-bit) colors. 8-bit images can also be grayscale instead of indexed color. Bitmap files are usually not compressed, so they are typically much larger than compressed image file formats for the same image.



Grayscale. Select from the following compression techniques for images containing grayscales (shades of gray):

Uncompressed - Default. This option allows fast saves, but creates large image files.

RLE8 - Smallest. Run Length Encoding (RLE) compression is intended for bitmaps using color tables with 8 bit resolution or 256 colors and creates smaller files

2.4.3 Scanning Source

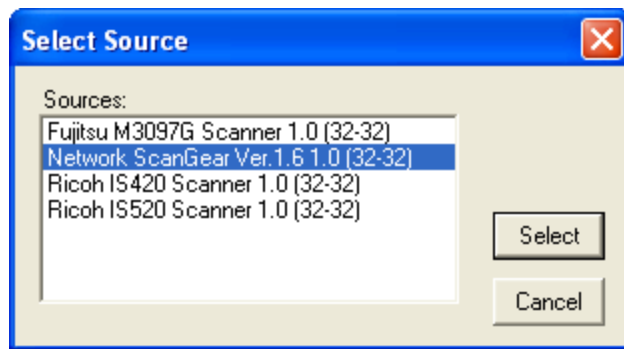
Image Arranger supports scanners and other imaging devices like microfilm readers and digital cameras. The device manufacturer must provide a TWAIN compliant driver to enable communication with the device.

Before you can begin scanning, Imager Arranger needs to know how to access your scan device, this is done by selecting the scanner driver from a list of "sources". In most cases, the source only needs to be selected once. If you change devices, drivers, or use multiple scan devices you must select a source each time you make a change.

Selecting a Scanning Source

1. On the **File** menu, click **Select Source**.
2. Select your device from the list of available **Sources**.

Image Arranger is now configured for image capture.



2.4.4 Other Options

Auto Deskew After Scan

[Deskews](#)^[64] each image immediately after completing a scan.

1. On the **View** menu, point to Other Options, and then click **Auto Deskew After Scan**.
2. Select **Auto Deskew After Scan**.
3. Type a measurement in the **Trim Leading Edge** box.

Annotation Font

Set the default font used for the [Text](#)^[53] tool.

1. On the **View** menu, point to Other Options, and then click **Annotation Font**.
2. Select a font, style, size, color, and other attributes.

Scale with Aspect Ratio

Maintains a selection's original proportion when [resizing images](#)^[51].

- On the **View** menu, point to **Other Options**, and then click **Scale with Aspect Ratio**.

Scan with Virtual Session

Reopens the scan driver and continues scanning into the current session. Use this to scan documents consisting of more pages than the scanner's automatic document feeder allows.

- On the **View** menu, point to **Other Options**, and then click **Scan with Virtual Session**.

Reduction Modes

Sets the quality with which images are rendered on the display. Set to halftone for the highest possible quality. Select other modes to increase the speed at which the display is redrawn when navigating a document, and Image Arranger's overall responsiveness. This setting has no impact on final output quality.

- On the **View** menu, point to **Other Options**, then point to **Reduction Mode**, and then click a display mode.

Spot Color Using Reduction Mode

Changing Measurement Units

Image Arranger supports measurements in both inches and centimeters.

- On the **View** menu, point to **Measurement Units**, then click either **Inches** or **Centimeters**

Working with Arranger


3 Working with Arranger

3.1 Open a File

Image Arranger can open most image files including Tagged Image File Format (TIFF), Graphics Exchange Format (GIF), Joint Photographic Experts Group (JPEG), Encapsulated PostScript (EPS), and Windows Bitmap (BMP).

Documents originally created using a page description language like Portable Document Format (PDF) or PostScript (PS), can be opened as if they were image files. Image Arranger's [AltoScript](#)¹³ rendering engine imports these formats and displays them in the page pane as device independent bitmap images. These images may be manipulated using any of Image Arranger's powerful tools, then saved in any supported file format.

Opening a file

1. Click **Open**  on the toolbar.
2. In the **Look in** list, click the drive, folder, or Internet location that contains the file you want to open.
3. In the folder list, locate and open the folder that contains the file.
4. Click the file, and then click **Open**.

Open a recently used file

- From the **File** menu, click the name of a file that was previously opened.

Image Arranger keeps a list of the last four files opened.

See Also: [AltoScript Options](#)¹³.


3.2 Save a File

To quickly save a file

- Click **Save**  on the toolbar.

To save a document in a different location or format, use the procedures below.



TIP: To save the copy in a different folder, click a different location in the Save in list or a different folder in the folder list. To save the copy in a new folder, click Create New Folder .

Saving a file using a new name

1. On the **File** menu, click **Save As**.
2. In the **File name** box, enter a new name for the file.

3. Click **Save**.

Save a file to another format

1. On the **File** menu, click **Save As**.
2. In the **File name** box, enter a new name for the file.
3. Click the **Save as type** list, and then select the file format that you want the file saved in.
4. Click **Save**.

See Also: [Save Options](#) 

3.3 Email a File

Use any MAPI compliant email program to send the current file to an email recipient. To use this, you must be using a 32-bit e-mail program compatible with the Messaging Application Programming Interface (MAPI).

Emailing a file

1. Open or create the file that you want to send as an attachment.
2. On the **File** menu, click to **Send Mail**.
3. Complete the steps for you email program to enter recipient information and send the message.

3.4 Viewing Documents

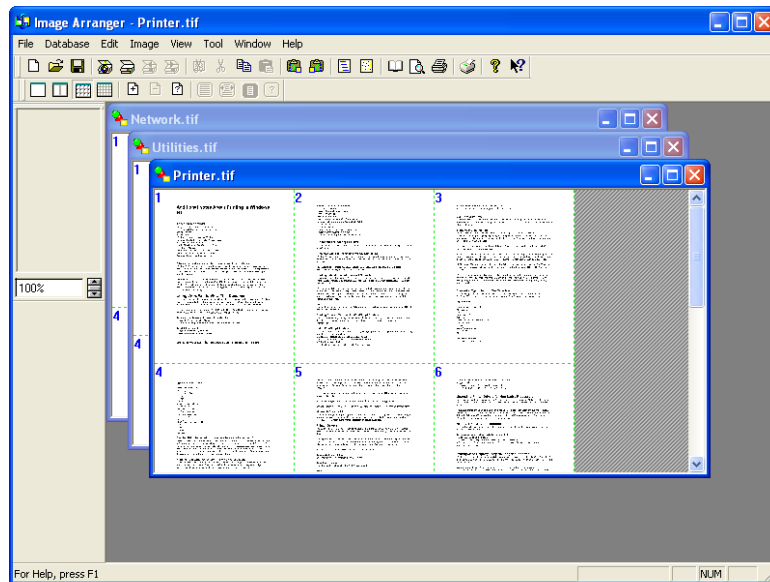
3.4.1 View an Open Document

Switching to an open document

- On the **Window** menu, click the name of the document you want to view.

– or –

On the **Window** menu, click **Cascade**, and select the title bar that displays the name of the document you want to view.



Cascading Windows

Select a title bar to activate a document.

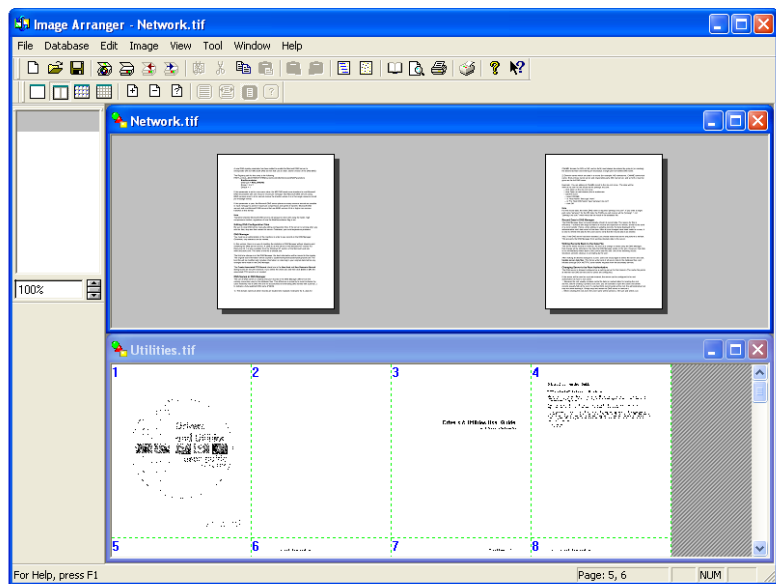
You can view several open documents, with each document window tiled in a horizontal or vertical arrangement.

Viewing Multiple Documents

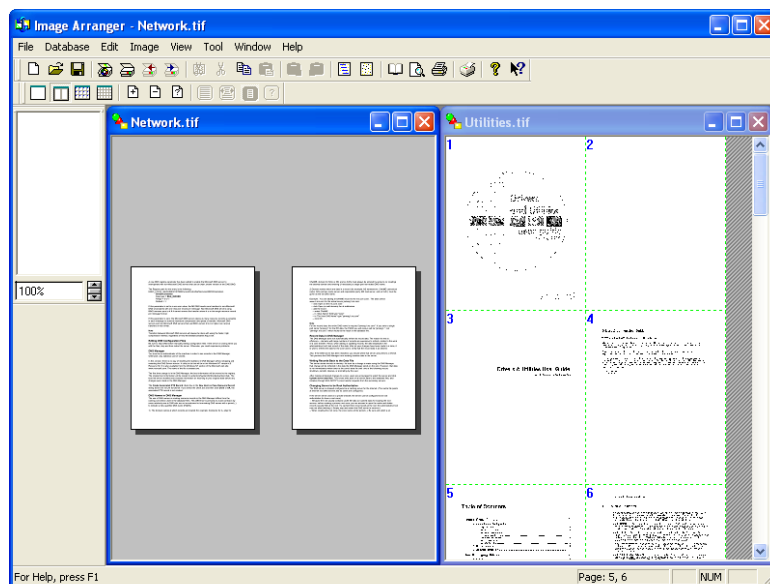
1. Open more than one document.
2. On the **Window** menu, click **Tile Horizontally** or **Tile Vertically**.

Tile Horizontally

Two open documents.
One displayed as facing
pages; one displayed as
thumbnails.



NOTE: When using drag-and-drop to copy or move pages, the source or originating document view must be set to Thumbnails or Icons.



Tile Vertically

3.4.2 View Single Page

Single Page view is a representation of a page in a document at an easily readable size. This view shows the currently selected, or active page and is the only view where editing an individual page is possible. Selecting a page in thumbnail view or icon view, makes that page active on return to Single Page view.

Dragging the mouse on the page with the Selection tool selects the image area within the boundaries drawn by the tool. Selections can be [cut](#), [copied](#), [deleted](#), [pasted](#) ⁴⁷, [moved](#) ⁵⁰, or [resized](#) ⁵¹.

Switching to Single Page view

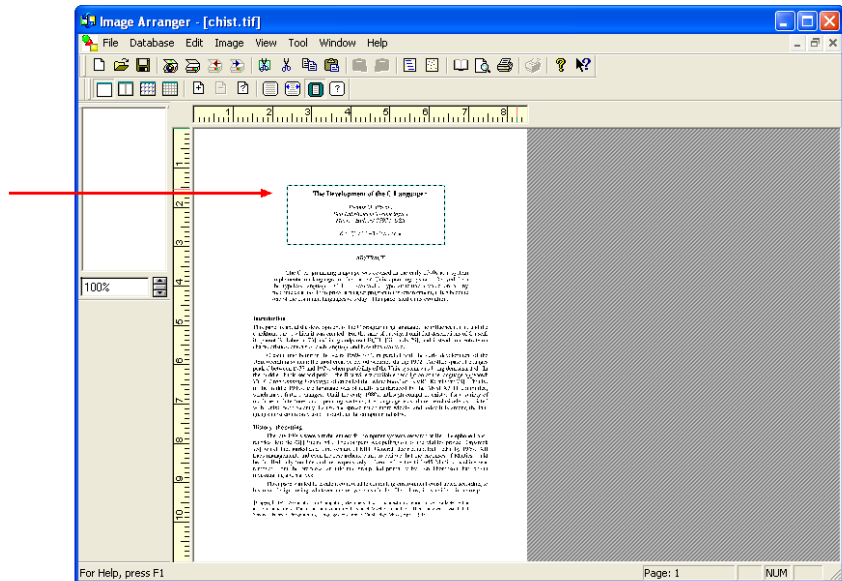
1. Click **Single Page View**  on the toolbar.

– or –

On the **View** menu, click **Single Page**.

Single Page View

A portion of the image selected using the Selection tool.



TIP: Press CTRL+1 to quickly switch to Single Page view. Press PAGE UP to move to the previous page, or press PAGE DOWN to move to the next page.

3.4.3 View Double Page

Double Page view displays two pages side-by-side at an easily readable size. This view lets you quickly navigate through a document. The active page appears on the left, and is displayed when returning to [single page view](#) ³⁰.

Switching to Double Page view

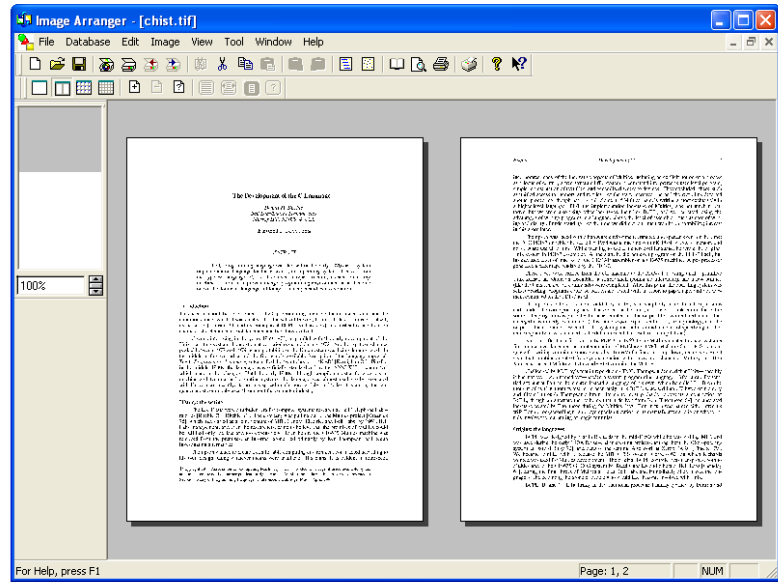
1. Select **Double Page View**  on the toolbar.

– or –

On the **View** menu, click **Double Page**.

Double Page View

Navigate through a document using the mouse or keyboard.



TIP: Press CTRL+2 to quickly switch to Double Page view. Using the mouse, click the left page or press PAGE UP to move to the previous page, click the right page or press PAGE DOWN to move to the next page.

3.4.4 View Thumbnails

Thumbnails view displays each page as a thumbnail image of the original page. This view lets you quickly navigate through a document, and select pages (adjacent or non-adjacent) for other operations. The active page appears in reverse, and is displayed or made "active" when returning to [single page view](#).

Switching to Thumbnails view

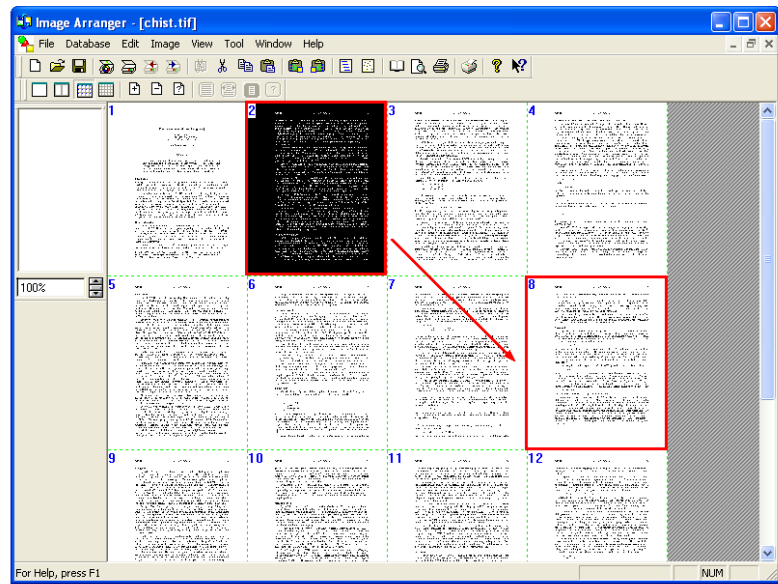
1. Select **Thumbnails View**  on the toolbar.

— or —

On the **View** menu, click **Thumbnails View**.

Thumbnails View

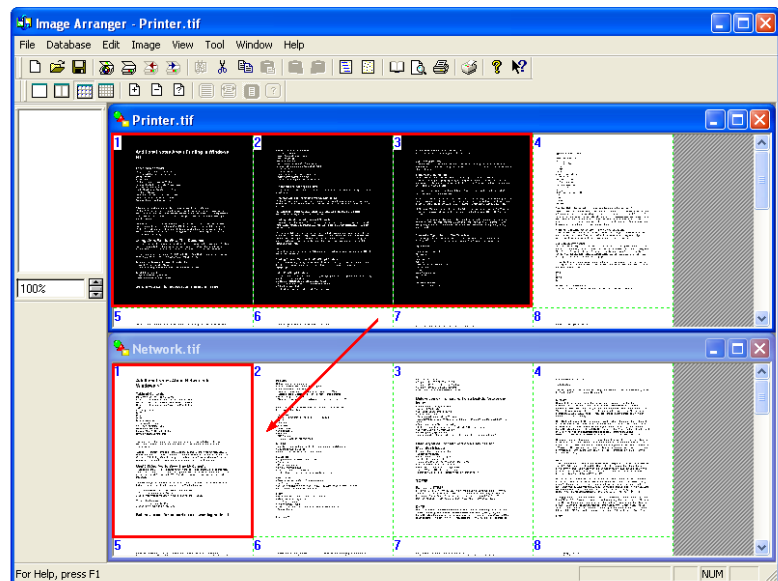
Drag-and-drop to rearrange pages. Hold the CTRL key while dragging to copy pages



TIP: Use CTRL+3 to quickly switch to Thumbnails view. While using the mouse to select pages, press the SHIFT key to select adjacent pages, or CTRL to select non-adjacent pages

When [viewing multiple documents](#)²⁹, drag-and-drop to *copy* pages from one document to another.

Drag-and-drop pages from one document into another. Hold the SHIFT key while dragging to move pages.



TIP: While using the mouse to drag-and-drop pages, press the SHIFT key to *move* pages from one document to another. Use the [Magnifier](#)³⁸ to help identify page content.

3.4.5 View Icons

Icons view displays each page as a simple numbered icon. This view lets you quickly navigate through a document, and select pages (adjacent or non-adjacent) for other operations. The active page appears in reverse, and is displayed or made "active" when returning to [Single Page](#)³⁰ view.

Switching to Icons view

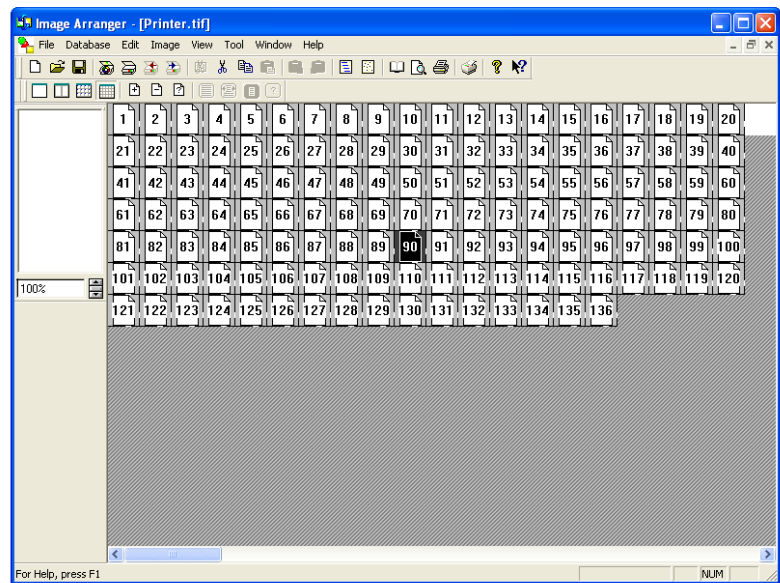
1. Select **Icons View**  on the toolbar.

– or –

On the **View** menu, click **Icons Page**.

Icons View

Drag-and-drop to rearrange pages. Hold the CTRL key while dragging to copy pages



TIP: Use CTRL+4 to quickly switch to Icons view. While using the mouse to select pages, press the SHIFT key to select adjacent pages, or CTRL to select non-adjacent pages

When [viewing multiple documents](#)²⁹, drag-and-drop to *copy* pages from one document to another. Press the SHIFT key while dragging to *move* pages from one document to another.



TIP: Use the [Magnifier](#)³⁸ to help identify page content.



3.4.6 Navigating a Document

In addition to using [Thumbnails](#)³² or [Icons](#)³⁴ view, there are several ways to navigate a document.

Navigating through a document page by page

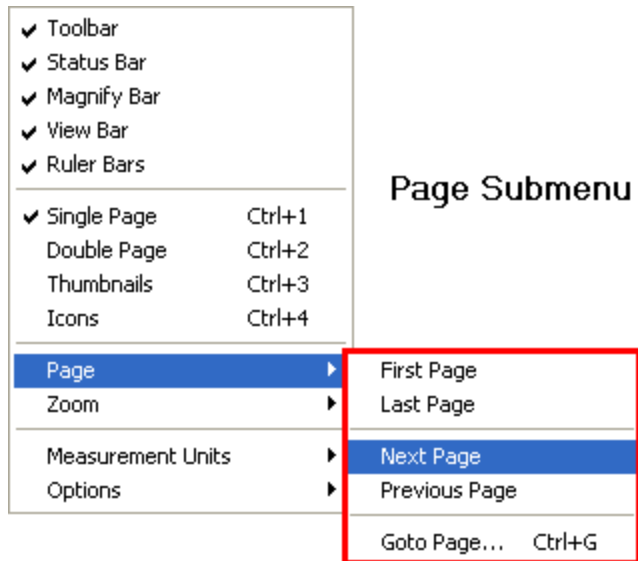
- Press **PAGE UP** or **PAGE DOWN**.

– or –

Click **Next Page**  or **Previous Page**  on the toolbar.

– or –

On the **View** menu, point to **Page**, and then click **Next Page** or **Previous Page**.



Moving to a specific page

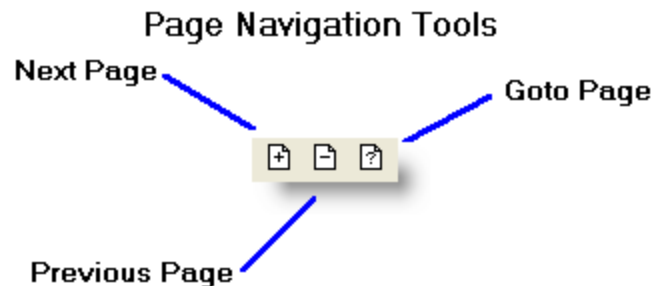
- Click **Goto Page**  on the toolbar.

– or –

On the **View** menu, point to **Page**, and then click **Goto Page** (CTRL+G).

Move to the first page or last page

- On the **View** menu, point to **Page**, and then click **First Page** or **Last Page**.



3.4.7 Change the Display Size

You can zoom to change the size of images displayed in the page pane. Choose from several preset modes or select a custom zoom percentage.

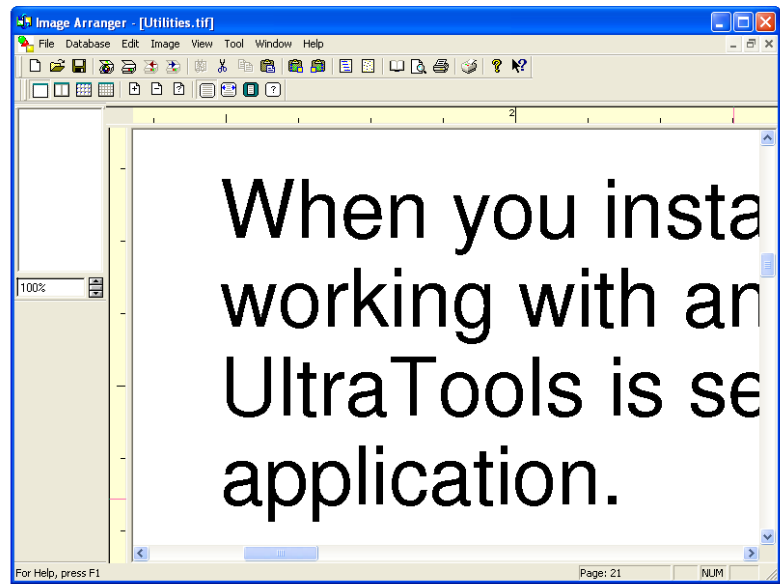
Display the page with no zoom

- Click **No Zoom**  on the toolbar.

– or –

On the **View** menu, point to **Zoom**, and then click **100% (No Zoom)**.

Page displayed with
No Zoom



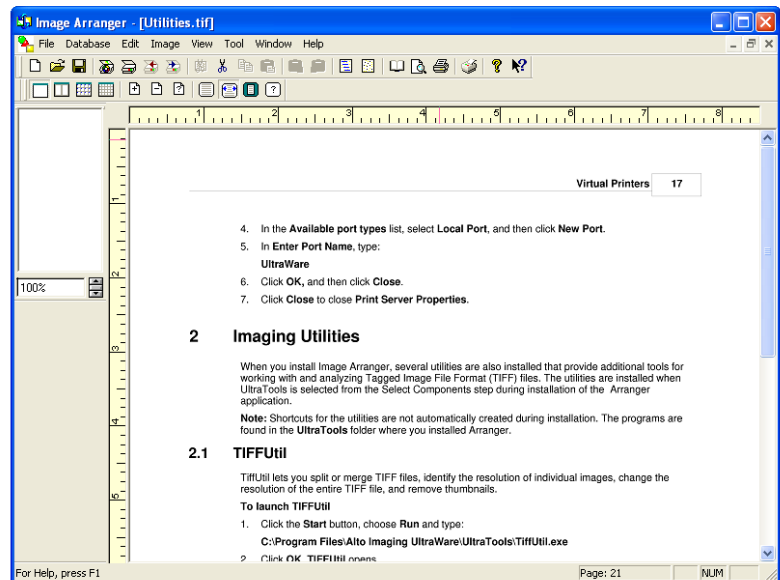
Display the page sized by page width

- Click **Zoom Page Width**  on the toolbar.

– or –

On the **View** menu, point to **Zoom**, and then click **Page Width**.

Page Width sized to fit
available display area.



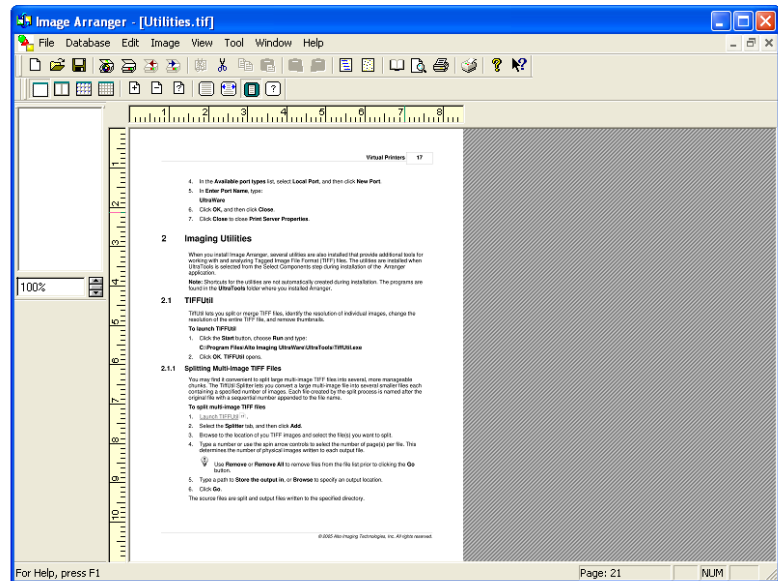
Display the whole page

- Click **Whole Page**  on the toolbar.

– or –

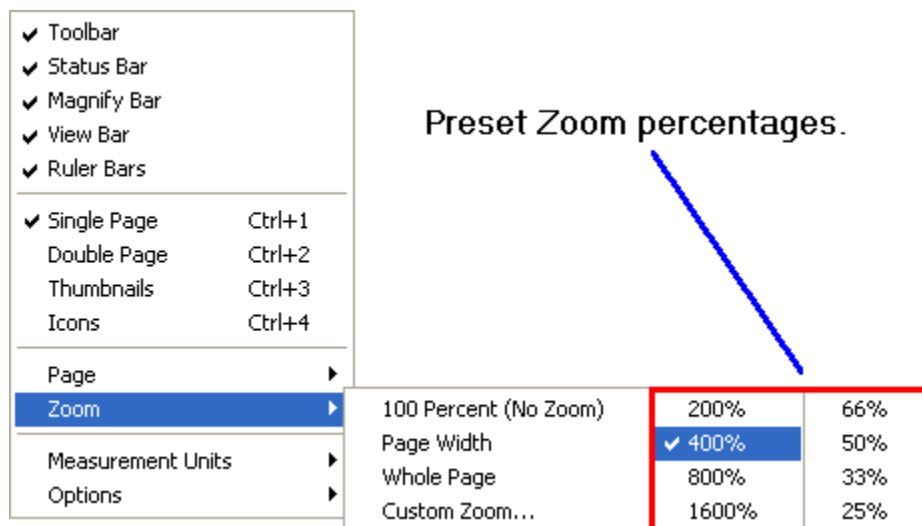
On the **View** menu, point to **Zoom**, and then click **Whole Page**.

Page sized to fit available display area.



Display using a preset percentage

- On the **View** menu, point to **Zoom**, and then select one of the preset percentages.

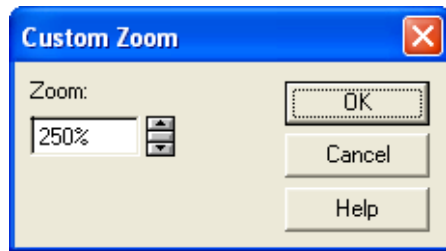


Display using a custom percentage

- Click **Custom Zoom**  on the toolbar.

– or –

On the **View** menu, point to **Zoom**, and then click **Custom Zoom**.



Enter a Zoom percentage between 12% and 3200%

3.4.8 The Magnifier

The magnifier displays an enlarged view of the image area directly under the mouse pointer. The magnifier can be docked or undocked, resized, and moved to anywhere on the page pane. The magnifier is useful for identifying page content while navigating large documents in thumbnail or icon view.

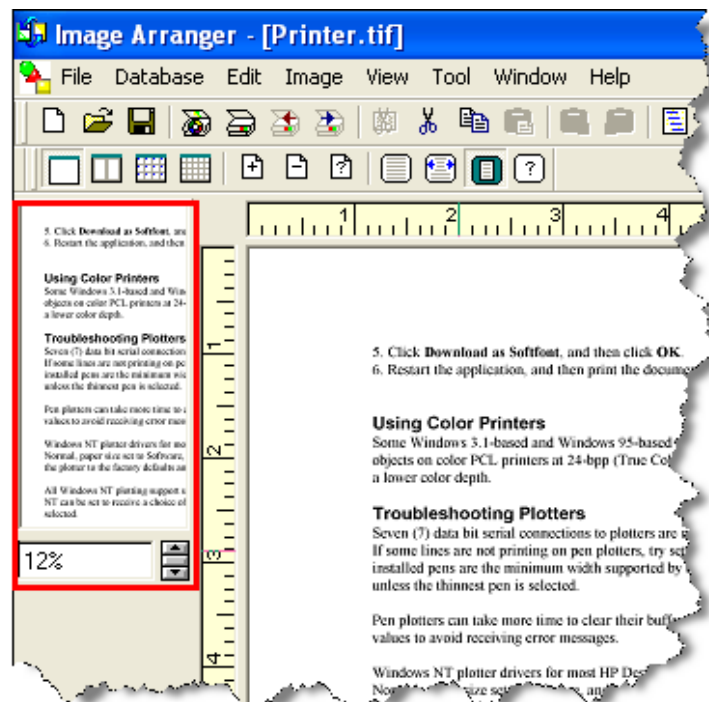


TIP: Resize the magnifier slightly larger and change the zoom ratio to 12% to optimize the preview of images displayed in thumbnail or icon views.

Display or hide the magnifier

- On the **View** menu, click **Magnify Bar**.

Magnifier



Dock the magnifier

- Double-click the magnifier title bar to return the magnifier to it's previous location.

– or –

Drag the magnifier to any edge of the page pane, to dock the magnifier at that location.

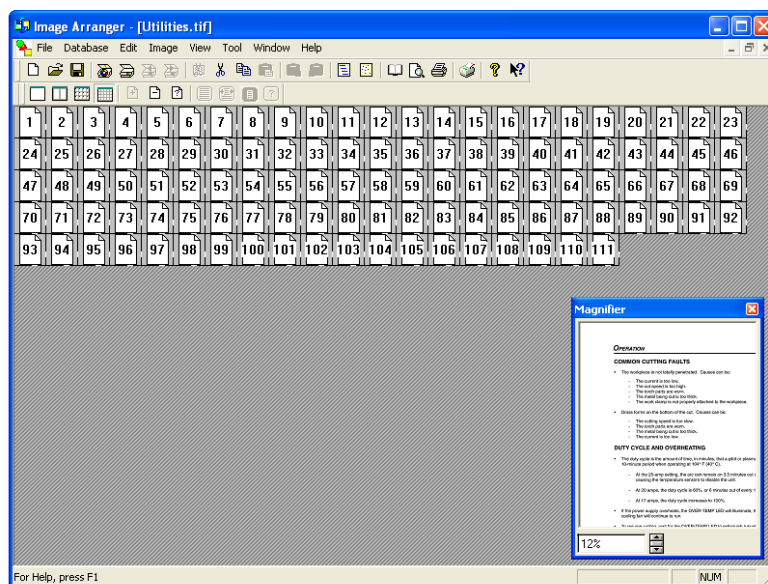
Undock the magnifier

- Double-click the magnifier border.

– or –

Point to the magnifier border and drag the magnifier to the page pane.

The magnifier becomes a floating window.



Magnifier undocked and resized

Resize the magnifier

1. Undock the magnifier.
2. Drag any magnifier edge to resize in any direction.
3. Return the magnifier to it's previous location if desired.

Change the magnifier zoom

- In the **Zoom** box below the magnifier, type a zoom ratio.

– or –

Use the up or down arrows in the spin box below the magnifier to select a zoom ratio.



The magnifier accepts zoom ratios between 12% and 3,200%.

3.5 Organizing Documents

3.5.1 Select Pages

Use [Thumbnail View](#)³² or [Icon View](#)³⁴ to select pages to view, copy, delete, move, or work with in some other way.

Selecting a page

- Click any thumbnail or icon.

Selecting a series of adjacent pages

1. Click the first thumbnail or icon in the series you want to select.
2. Press the SHIFT key and click the last thumbnail or icon in the series.

Selecting a series of non-adjacent pages

1. Click the first thumbnail or icon you want to select.
2. Hold down the CTRL key and click additional thumbnails or icons.

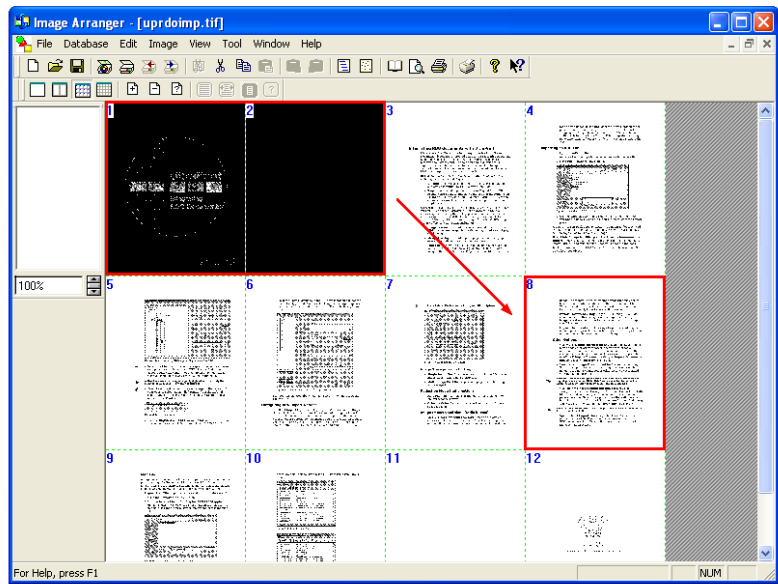
3.5.2 Move Pages

Change the order of pages in a multi-page document.




Moving pages by dragging

1. [Select the pages](#)⁴⁰ to move.
2. Click any selected thumbnail and drag the selection to the new location in the document.

Drag pages to rearrange the order of the document. Hold the CTRL key while dragging to copy pages.



Moving pages by cutting and pasting

1. [Select pages](#)  to move.
2. Click **Cut**  on the toolbar.
– or –
On the Edit menu, click **Cut**.
3. Select the thumbnail that precedes the location where you want to paste the pages that were cut.
4. Click **Paste**  on the toolbar.
– or –
On the **Edit** menu, click **Paste**.



NOTE: Pages are moved to the front of their new location.

3.5.3 Delete Pages

Deleting a page (Single Page or Double Page views)

- Press the **Delete** key.

– or –

On the **Edit** menu, click **Delete**.



IMPORTANT: In Double Page view, the page on the left will be deleted.

Deleting multiple pages (Thumbnails or Icons views)

1. Switch to [Thumbnails View](#)³² or [Icons View](#)³⁴.
2. [Select the pages](#)⁴⁰ to delete.
3. Press the **Delete** key.

– or –

On the **Edit** menu, click **Delete**.

3.5.4 Rotate Pages

Change the orientation of any page by rotating it 90 degrees, 180 degrees, or 270 degrees.

Rotating a page (Single Page or Double Page view)

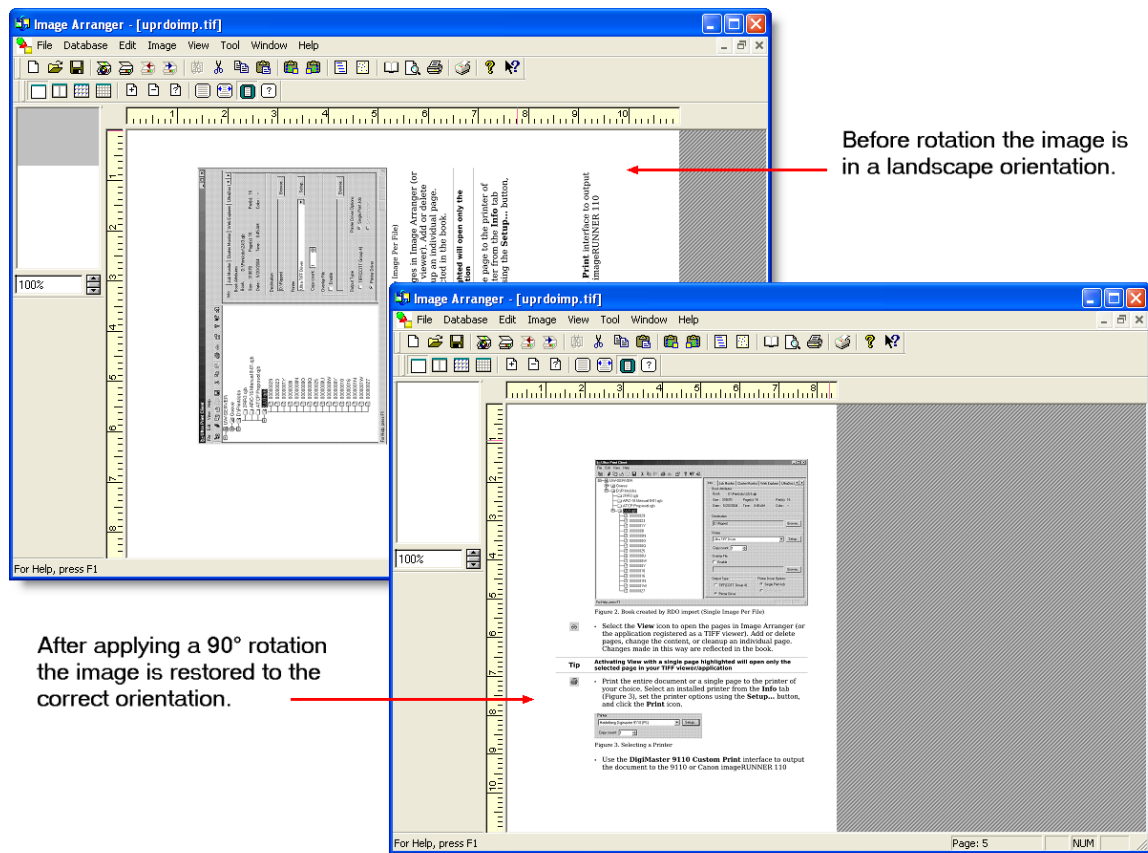
- On the **Image** menu, select a rotation.



IMPORTANT: In Double Page view, the page on the left will be rotated.

Rotating multiple pages

1. [Select the pages](#)⁴⁰ to rotate.
2. On the **Image** menu, select a rotation.



See Also: [Batch Rotate](#) ⁵⁹

3.5.5 Insert Pages Into a Document

Copy any number of pages and paste them to a new location in the same document, or to a new location in another document.

Inserting a page

1. [Select the page](#) ⁴⁰ you want to copy.

2. Click **Copy**  on the toolbar.

– or –

On the **Edit** menu, click **Copy**.

3. Switch to the document where you want to insert the copied page.




4. Select the page that precedes the location where you want to paste the copied page.

5. Click **Paste**  on the toolbar.

– or –

On the **Edit** menu, click **Paste**.

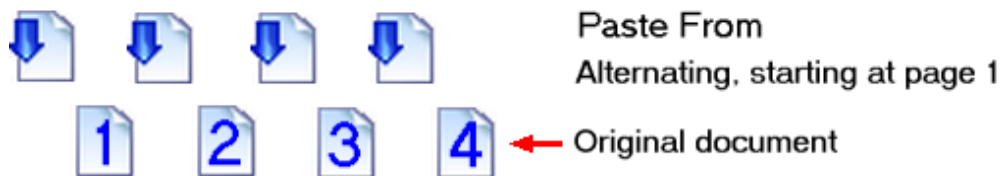
Inserting multiple pages

1. [Select the pages](#)  you want to copy.
2. Click **Copy**  on the toolbar.
– or –
On the **Edit** menu, click **Copy**.
3. Switch to the document where you want to insert the copied pages.
4. Select the page that precedes the location where you want to paste the copied pages.
5. Click **Paste**  on the toolbar.
– or –
On the **Edit** menu, click **Paste**.

Paste From

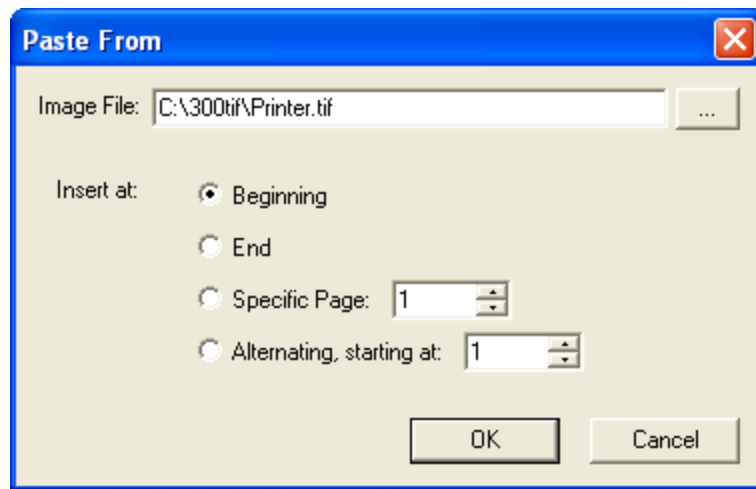
Use Paste From to quickly insert the entire contents of one file into another. Select from several different insertion points including:

- **Beginning**. The new content is inserted before the first page.
- **End**. The new content is inserted after the last page.
- **Specific Page**. The new content is inserted before the page number you select.
- **Alternating**. Each page from the selected file is inserted in an alternating point beginning before the page number you select.



Inserting pages using Paste From

1. On the **Edit** menu, click **Paste From**.
2. Browse to locate the file you want to insert.
3. Select the file, and click **Open**.
4. Choose where to insert the file, and then click **OK**.



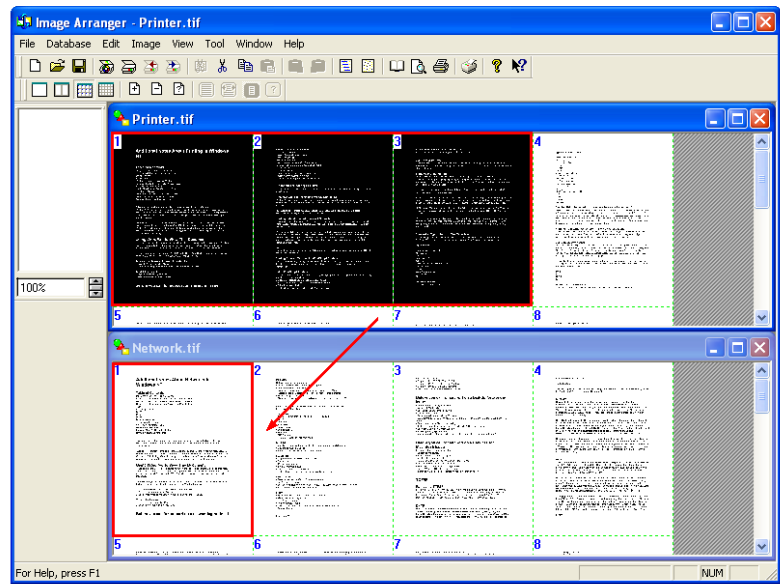
3.5.6 Copy or Move Pages Between Documents

While [viewing multiple documents](#) ²⁹, you can easily copy or move pages between documents.

Copying or moving pages between two open documents

1. From the **Window** menu, select **Tile Horizontally** or **Tile Vertically**.
2. [Select the pages](#) ⁴⁰ you want to move.
3. Do one of the following:
 - To copy pages to the other document, drag the selected pages to the new location in another document window.
 - To move selected pages to another document (and remove them from the original document), hold down the SHIFT key while dragging the selected pages to the new location.



Drag-and-drop pages from one document into another. Hold the SHIFT key while dragging to move pages.





3.5.7 Copy or Move Pages to a New Document

Copy or move pages from an existing document into a new document. Follow these steps to divide multi-page documents into smaller or more manageable pieces.

Moving a single page to a new document

1. Open the document containing the page you want to copy or move.
2. Click **New**  on the toolbar to create a new document.
3. On the **Window** menu, click **Tile Horizontally** or **Tile Vertically**.
4. Select the page  you want to copy or move.
5. Do one of the following:
 - To copy pages to the other document, drag the selected pages to the new location in another document window.
 - To move selected pages to another document (and remove them from the original document), hold down the SHIFT key while dragging the selected pages to the new location.

Moving multiple pages to a new document

1. Open the document containing the pages you want to move.
2. Select **New**  on the toolbar.
3. On the **Window** menu, click **Tile Horizontally** or **Tile Vertically**.
4. Select the pages  you want to move.




5. Hold down the SHIFT key while dragging the selected page to the new document.

3.5.8 Copy Pages or Selections to a File

Copy an image selection, single page, or selected pages to a separate file.

Copying pages or images to a new file


1. Do one of the following:

To	Do this...
Copy a single page to a new file	Navigate  to the page you want to copy
Copy multiple pages to a new file	Select the pages  you want to copy
Copy the selection to a new file	Select the area  from the page you want to copy

2. On the **Edit** menu, select **Copy To**.
3. Browse to locate the folder where you want to save the file
4. Type a new **File Name**, and select a file type from the **Save as file type** list.

3.6 Basic Editing

3.6.1 Cut, Copy, Delete, and Paste Selections

Cut, copy or delete selected areas of a page while in [single page](#)  view. Once a selection is pasted, it becomes part of the underlying page.

Using the selection tool



1. On the **Tools** menu, click **Selection**.



NOTE: Once you choose the Selection tool, it remains active until you select a different tool.


2. Drag the mouse diagonally across the area you want to select.

Cut, copy, or delete a selection

To	Do this...
Copy the selection to the clipboard	Click Copy  on the toolbar, or on the Edit menu, click Copy .
Cut the selection and save a copy to the clipboard	Click Cut  on the toolbar, or on the Edit menu, click Copy .

To	Do this...
Delete the selection	Press the Delete key, or on the Edit menu, click Delete .

Pasting a selection

1. Click **Paste**  on the toolbar
– or –
On the **Edit** menu, click **Paste**.
2. Drag the selection to any location on the current page.
3. Click anywhere outside the selection to complete the paste.



TIP: Drag the selection borders to resize the image before you complete the paste.

See Also: [Changing Colorspace](#) ⁶⁹, [Image Repeat](#) ⁶³, [Moving Images](#) ⁵⁰, [Scale with Aspect Ratio](#) ²², [Undo](#) ⁵⁴

3.6.2 Draw and Erase

Use the freehand Pen tool for touch up. Pen size can be set from 1 to 50 pixels.

Use the Text tool to add text anywhere on the page. Select from any available font, style, size, and alignment.

Using the pen tool

1. On the **Tool** menu, click **Pen**.



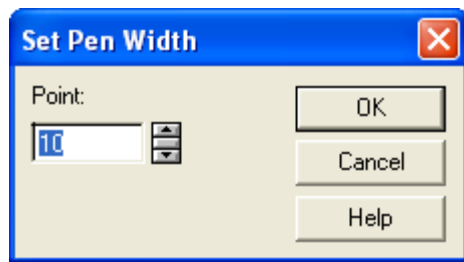
NOTE: Once you select the Pen tool, it remains active until you select a different tool.

2. Do one of the following:

To	Do this...
Draw pixels on the page	Left-click and drag.
Erase pixels on the page	Right-click and drag.

Adjusting pen width

1. On the **Tool** menu, click **Pen Width**.
2. In the **Point** box, type or select a new pen width.

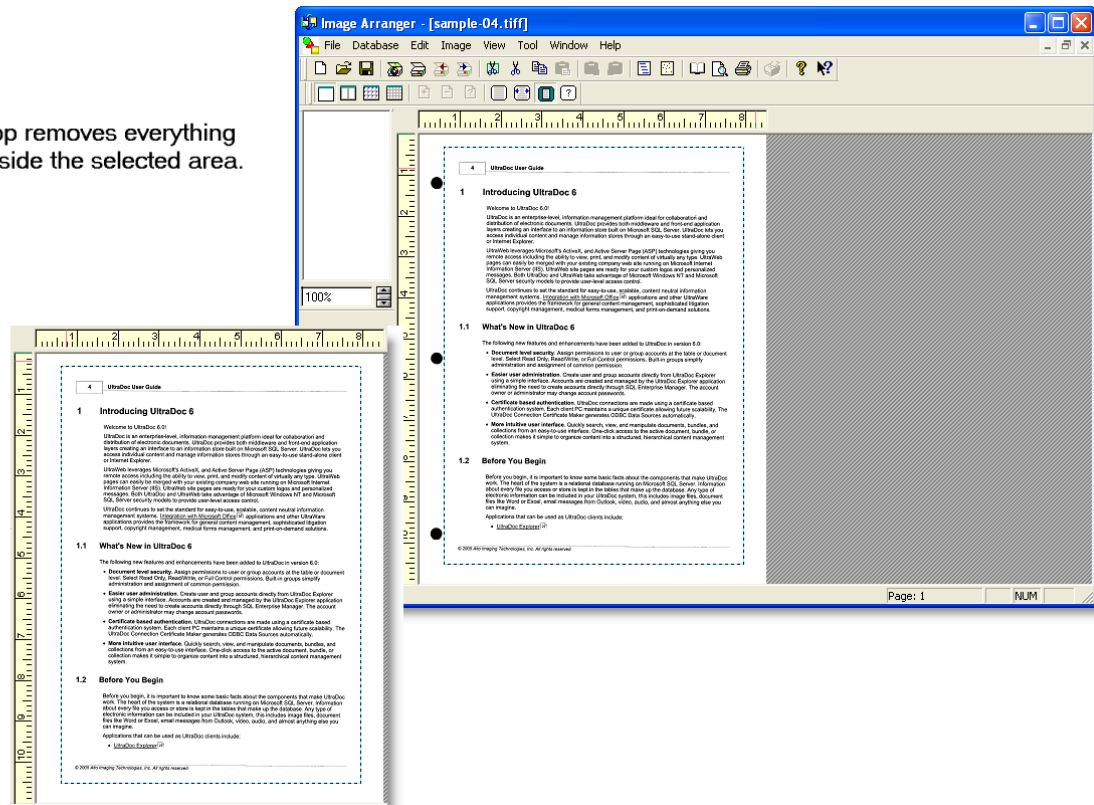


See Also: [Undo](#) ⁵⁴

3.6.3 Crop Images

Images can be cropped to retain only a portion of the original without resizing the underlying page. This is useful when working with images where artifacts from scanning are present, such as shadows caused by binding, page edges, or hole punch. By cropping the image, those artifacts can be eliminated and the overall quality of the document improved. Cropping can also be used to remove existing page numbers, headers, footers, or other image content that could make reuse or integration with a larger document difficult.

Crop removes everything outside the selected area.



Cropping an image

1. [Select the area](#) ⁴⁷ from the image you want to keep.


2. Click **Crop**  from the toolbar.

– or –

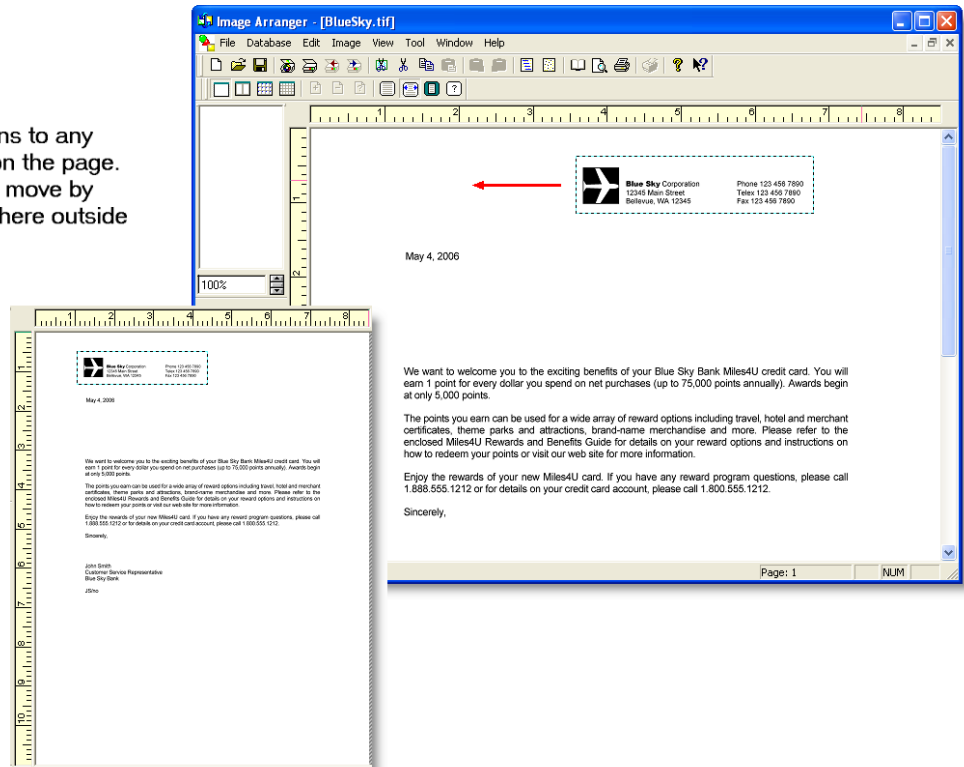
On the **Edit** menu, click **Crop**.

See Also: [Batch Crop](#) , [Undo](#) 

3.6.4 Move Images

Use your mouse to move an image selection to a new position on the current page. Image selections can be [pasted](#)  from the clipboard, or selected from the current page.

Drag selections to any visible point on the page. Complete the move by clicking anywhere outside the selection.



Moving a selection

1. [Select an area](#)  to move, or [paste a selection](#)  from the clipboard.

2. Drag the selection to a new location on the page.

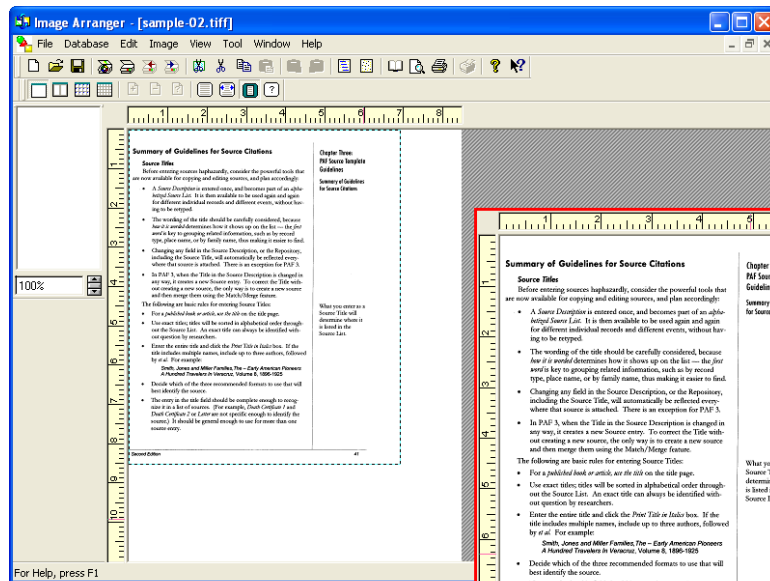
3. Click anywhere outside the selection to complete the move.

See Also: [Resizing Images](#) , [Undo](#) 

3.6.5 Extract Images

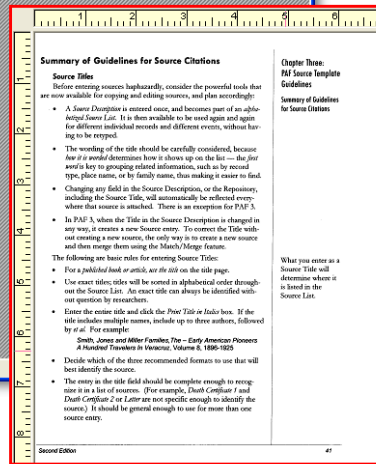
Images can be selected and extracted from any page. During the extraction, any image area outside the selection is discarded, and the underlying page is resized to the selection. Extract makes it easy to resize the physical page to restore the dimensions of images

scanned from non-standard page sizes, or to capture and reuse content like logos or watermarks.



Extract to resize the physical page to a selection

← After Extract



Extracting a selection

1. [Select an area](#) ⁴⁷ to extract.
2. On the **Edit** menu, click **Extract**.

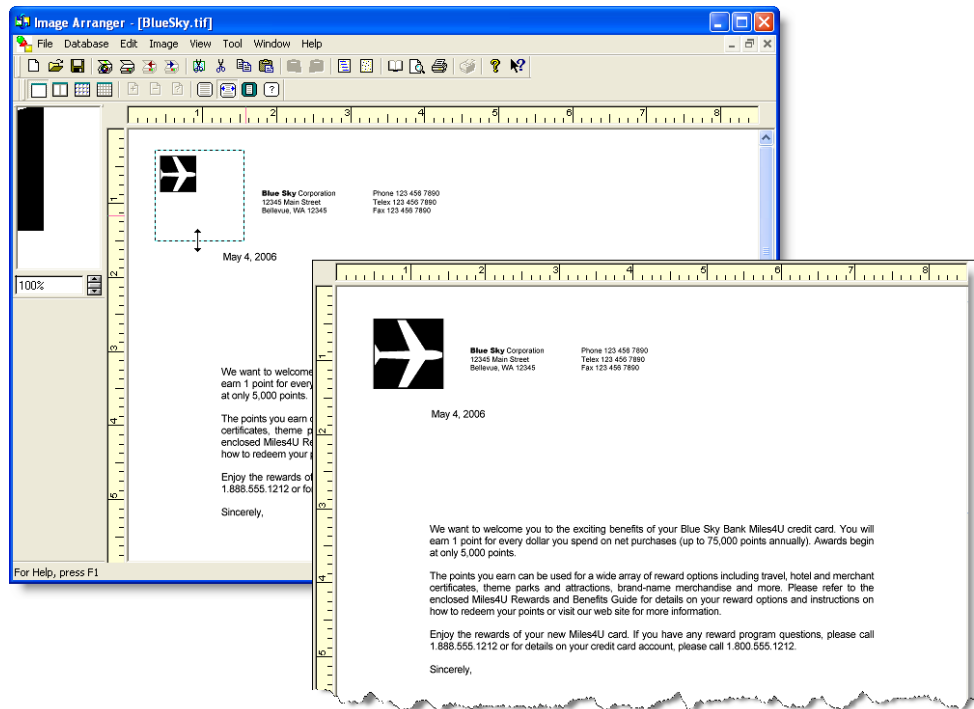
See Also: [Batch Extract](#) ⁵⁶

3.6.6 Resize Images

Image selections can be resized by dragging a selection border.

Resizing an image selection

1. [Select an area](#) ⁴⁷ to resize, or [paste a selection](#) ⁴⁸ from the clipboard.
2. Drag the selection borders or corners to resize the image.
3. Click anywhere outside the selection to complete the resize.



TIP: Selections are resized from the upper-left corner (0,0), therefore, it may be helpful to reposition the selection prior to resizing.

See Also: [Moving Images](#) ⁵⁰, [Undo](#) ⁵⁴

3.6.7 Rotate Selection or Page

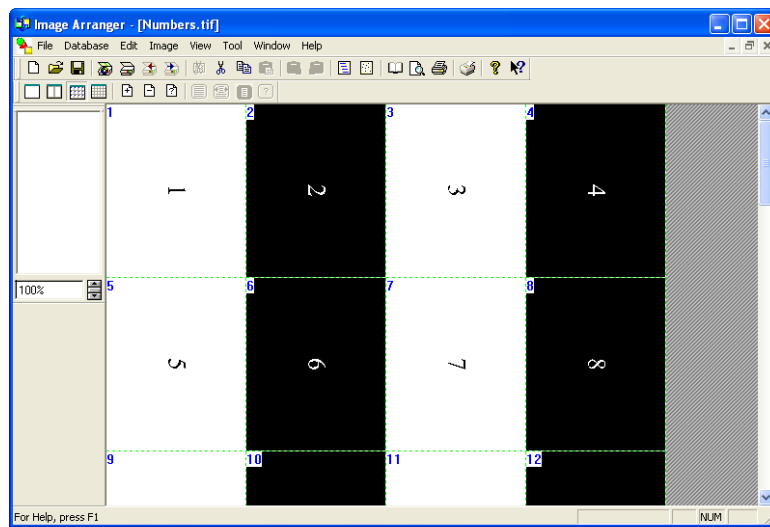
Rotate an image selection or selected pages 90°, 180°, or 270°.

Rotating a selection

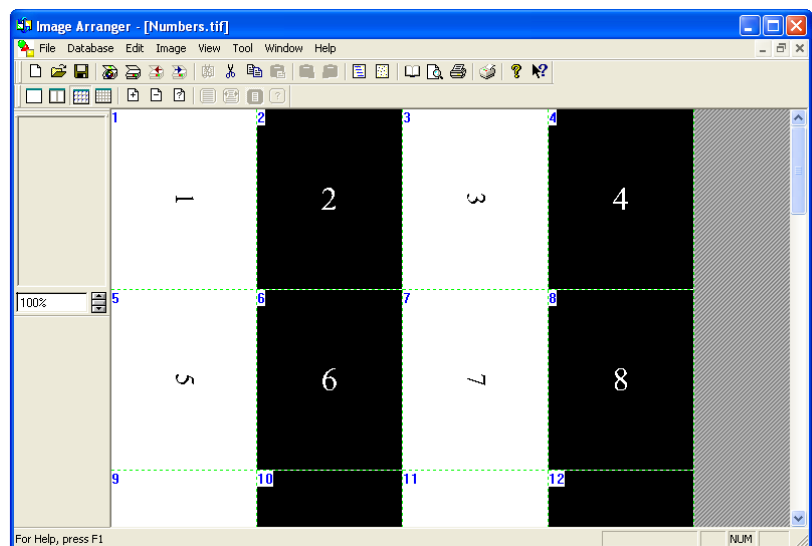
1. [Select an area](#) ⁴⁷ to rotate, or [paste a selection](#) ⁴⁸ from the clipboard.
2. On the **Image** menu, click **Rotate 90°**, **Rotate 180°**, or **Rotate 270°**.

Rotating pages

1. [Select pages](#) ⁴⁰ to rotate.
2. On the **Image** menu, select **Rotate 90°**, **Rotate 180°**, or **Rotate 270°**.



Even pages selected
for rotate operation



Even pages rotated
270° from original
orientation

See Also: [Batch Rotate](#) ⁵⁹

3.6.8 Add Text to a Page

Use the Text tool to add text anywhere on the page. Select from any available font, style, size, and alignment.

Using the text tool

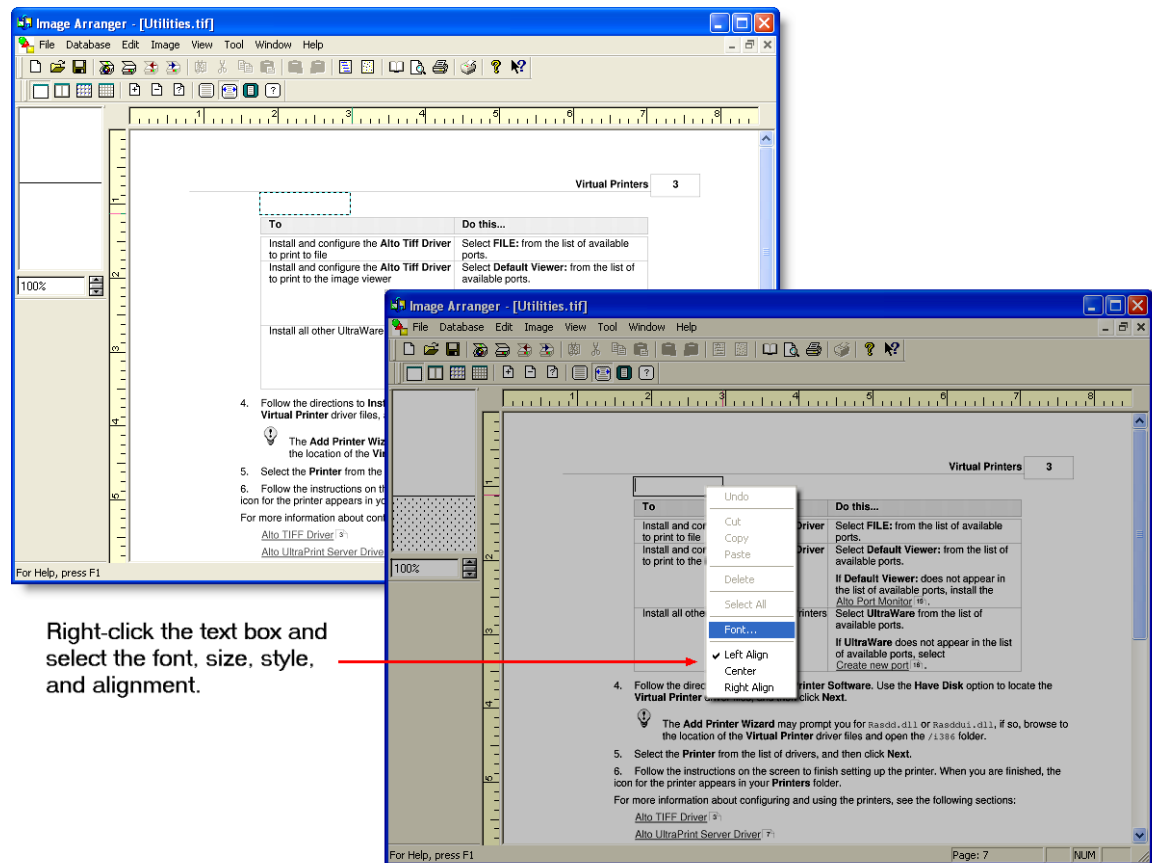
1. On the **Tools** menu, click **Text**.



NOTE: Once you select the Text tool, it remains active until you select a different tool.

2. Type the desired text.

3. Click anywhere outside the selection to complete the text.



See Also: [Annotation Font](#) ²²

3.6.9 Undo

Undo is available for most Basic Editing operations, but cannot be used to reverse changes made using Batch Editing tools. Undo is virtually unlimited when [Advanced Resource Management \(ARM\)](#) ¹¹ is active, otherwise Image Arranger remembers the last 10 changes. All Undo data is lost if the page view changes, or you advance to a new page.

Undo a change

- On the **Edit** menu, click **Undo** (CTRL+Z).

3.7 Advanced Editing

3.7.1 Crop Selected Pages

Batch Crop allows you to define and retain an image selection on selected pages. This is useful for improving overall image quality by eliminating artifacts or noise that may be introduced when scanning original hardcopy documents, and for removing existing page

numbering or other content that that could make reuse or integration with a larger document difficult.



TIP: Use Batch Crop when the content you want to discard lies outside the main image area. For example, Batch crop can be used to eliminate both headers and footers in a single step.

The process involves making a selection on a representative page, previewing a mask on each page (if desired) to confirm what will be discarded, and finally selecting which pages to Crop. Areas outside the selection are discarded, and the underlying page retains its original dimensions.

Cropping selected pages

1. [Select the area](#)⁴⁷ the area you want to keep, using a representative page as your guide.
2. On the **Edit** menu, point to **Batch Crop**, and then click **Preview Mask**.
The area to be discarded is masked in blue, and is displayed in all page views.
3. If desired, scroll through the document and note any pages that should be excluded.
4. On the **Edit** menu, point to **Batch Crop**, and then click **Crop**.
5. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages, excluding those identified in Step 3.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

6. Click **OK**.

See Also: [Batch Cut](#)⁵⁵, [Cropping Images](#)⁴⁹

3.7.2 Cut a Selection From Selected Pages

Batch Cut lets you define and discard an image selection on selected pages. Like [Batch Crop](#)⁵⁴, Batch Cut is useful for eliminating defects across an entire document, or removing other undesired content that would ordinarily make it difficult to reuse content.

The process involves making a selection on a representative page, previewing a mask on each page (if desired) to confirm what will be discarded, and finally selecting which pages to apply the Cut. Areas inside the selection are discarded, and the underlying page retains its original dimensions.

Cutting a selection from selected pages

1. [Select the area](#)⁴⁷ you want to cut, using a representative page as your guide.
2. On the **Edit** menu, point to **Batch Cut**, and then click **Preview Mask**.

The area to be discarded is masked in green, and is displayed in all page views.

3. If desired, scroll through the document and note any pages that should be excluded.
4. On the **Edit** menu, point to **Batch Cut**, and then click **Cut**.
5. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages, excluding those identified in Step 3.




TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

6. Click **OK**.

See Also: [Batch Crop](#) 

3.7.3 Extract a Selection From Selected Pages


Batch Extract allows you to define and retain an image selection on selected pages, discarding anything outside the selection borders. Unlike [Batch Crop](#) , the underlying page is resized to fit the selection. Use Batch Extract to restore the dimensions of images scanned from non-standard page sizes, extract individual images from multi-image scans, or capture and reuse other content.

During the extraction process, the new images can be automatically resized to a standard or custom page size and orientation.

Extracting a selection from selected pages

1. On the **Edit** menu, click **Batch Extract**.
2. Under **Extract From**, type margins in the **Top**, **Bottom**, **Left**, and **Right** boxes. Everything outside these margins will be discarded.



TIP: Use the [Selection tool](#)  to define a selection prior to starting the Batch Extract. The selection coordinates are automatically entered as margins settings for the extraction.

3. If desired, click **Scale To** and choose a pre-defined or **Custom Page** size and **Orientation**.
4. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

5. Click **OK**.

See Also: [Batch Crop](#) , [Batch Split](#) , [Extracting Images](#) 

3.7.4 Scale Selected Pages

Batch Scale lets you resize the image area on selected pages without altering the underlying page size. Use Batch Scale to "reduce" or "enlarge" an image.

Select the amount to scale as an offset from one or more of the four margins (top, bottom, left, right).

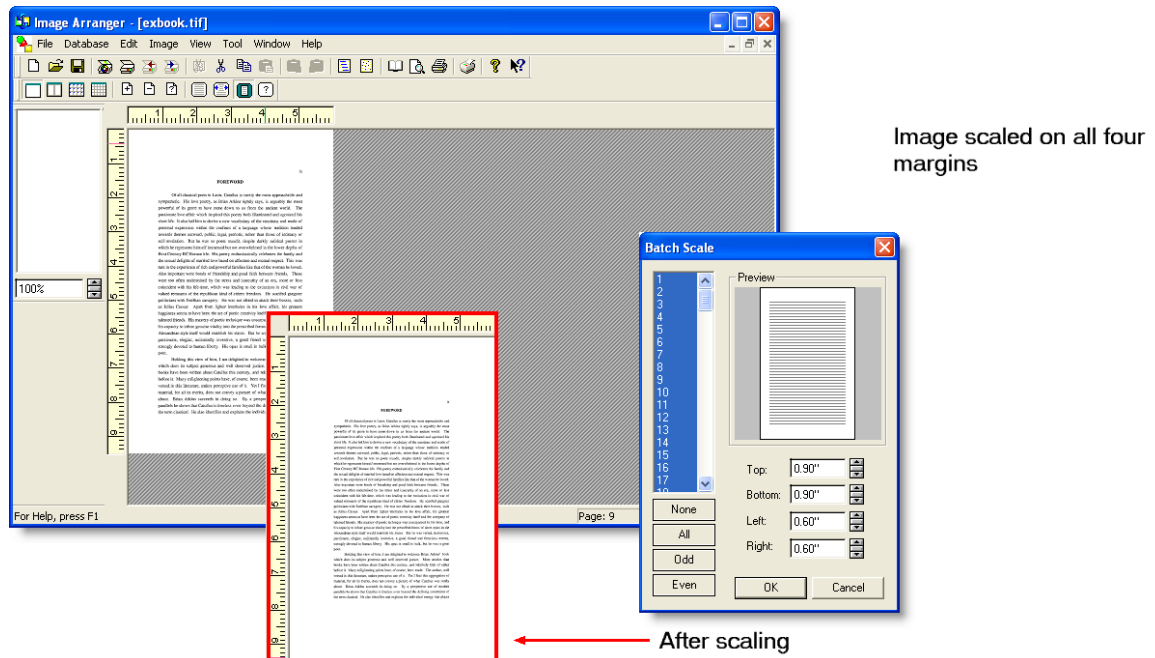
Scaling the image on selected pages

1. On the **Edit** menu, select **Batch Scale**.
2. Type margins in the **Top**, **Bottom**, **Left**, and **Right** boxes.



TIP: Set negative margin values to scale the image to a larger size. Image area that scales beyond the edges of the underlying page is discarded.

The image will be scaled to fit within area defined by the margins.



NOTE: Batch Scale does not retain the original aspect ratio.

3. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

4. Click **OK**.

See Also: [Batch Logical Scale](#) ⁶⁰

3.7.5 Shift Selected Pages

Batch Shift allows you to move the entire image area in a single direction on selected pages. Shifting is especially useful when preparing a document for output that may be bound, punched, or presented in such a way that image content might otherwise be obscured.



IMPORTANT: When content is close to an edge, Batch Shift may move content completely off the underlying page. In this case, [Batch Scale](#) ⁵⁷ may be a better solution.

Shift the image area on selected pages

1. On the **Edit** menu, click **Batch Shift**.
2. Type the amount to shift in the **Horizontal** and/or **Vertical** boxes.

Positive values shift the image to the right and/or down; negative values shift the image to the left and/or up.



TIP: For two-sided (duplex) output shift odd pages to the right (horizontal/positive), then repeat the process shifting even pages to the left (horizontal/negative)

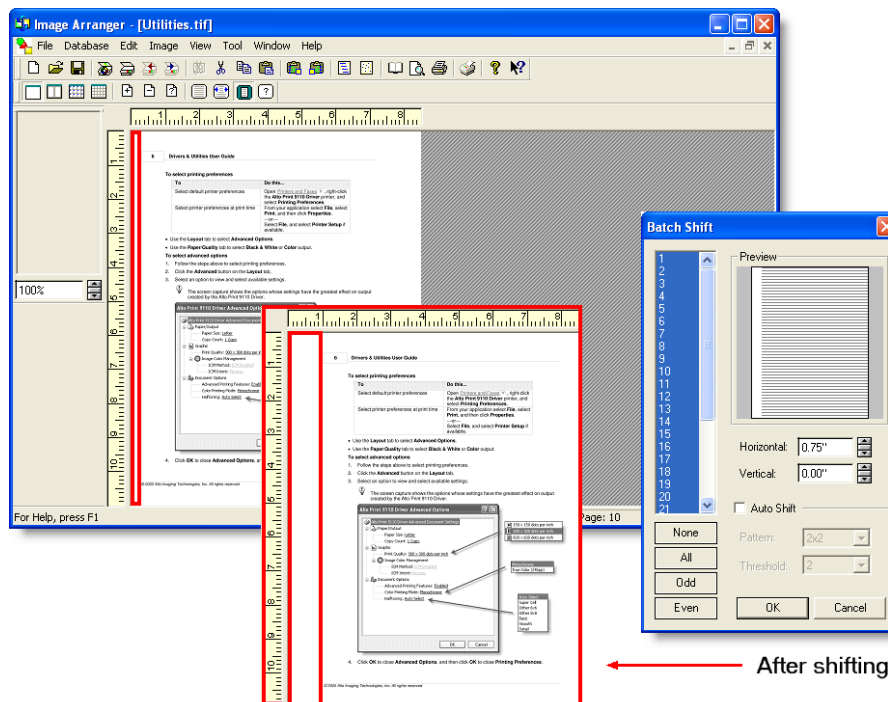


Image shifted right

After shifting

3. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.




4. Click **OK**.

See Also: [Aligning Images \(Auto Shift\)](#) 

3.7.6 Rotate Selected Pages

Batch Rotate lets you rotate selected pages 90°, 180°, or 270°.



TIP: While viewing [Thumbnails](#)  or [Icons](#) , select a page or range of pages, and then select Rotate 90°, Rotate 180°, or Rotate 270° from the Image menu to quickly [rotate pages](#) .

Rotating selected pages

1. On the **Image** menu, click **Batch Rotate**.
2. Click **Rotate 90°**, **Rotate 180°**, or **Rotate 270°**.
3. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

4. Click **OK**.

Automatic Rotation

Auto Rotate is a special mode that rotates pages based on orientation. Documents including pages with mixed orientation can be quickly changed to a consistent portrait or landscape orientation.

Auto-rotating page orientation

1. On the **Image** menu, click **Batch Rotate**.
2. Do one of the following

To	Do this...
Rotate all pages to portrait	Click Auto Portrait 90° (top edge of landscape pages at left) — or — Click Auto Portrait 270° (top edge of landscape pages at right)

To	Do this...
Rotate all pages to landscape	Click Auto Landscape 90° (top edge of portrait pages at left) – or – Click Auto Landscape 270° (top edge of portrait pages at right)

- Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

- Click **OK**.

3.7.7 Resize Selected Pages

Batch Logical Scale allows you to resize and/or change the orientation of selected pages. Resizing can be done with or without scaling the image area. When you choose not to scale, you can select where that image area is placed on the page.

Resizing selected pages and content

- On the **Edit** menu, click **Batch Logical Scale**.
- Select a **Paper Size** and/or **Orientation**.



TIP: Type Paper Size Width and Height measurements to define a Custom size.

- Click the **Scale Image to Fit** check box.
- Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

- Click **OK**.

Resize selected pages without scaling content

- On the **Edit** menu, click **Batch Logical Scale**.
- Select a **Paper Size** and/or **Orientation**.



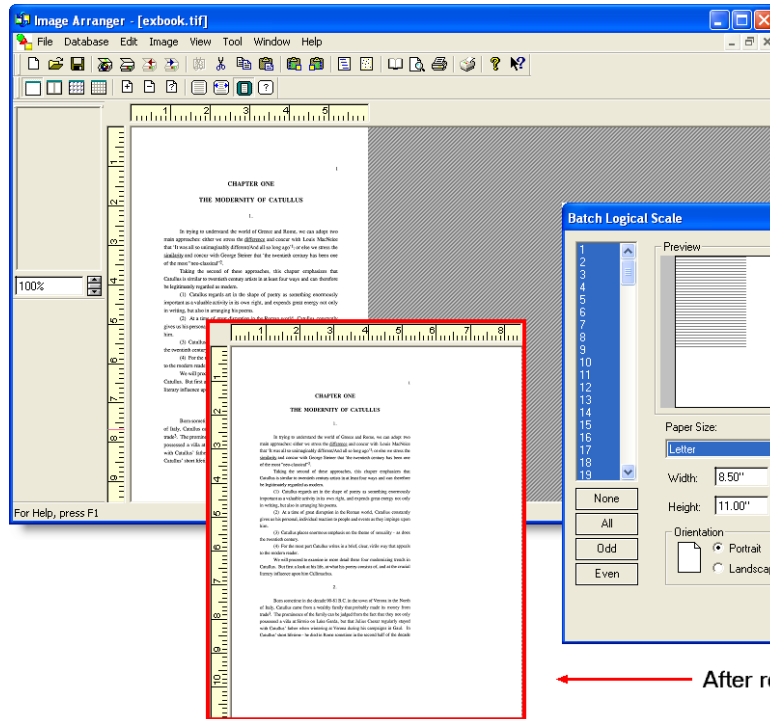
TIP: Type Paper Size Width and Height measurements to define a Custom size.

- Click to clear the **Scale Image to Fit** check box.
- Select a position from the **Vertical** and **Horizontal Alignment** lists.

– or –

Select **Custom** from the **Vertical** and/or **Horizontal Alignment** list, and then type a **Top** and/or **Left** value to precisely position the image.

- If desired, select **Alternating Horizontal** and/or **Vertical Alignment**.



Page resized with no image scaling. Image shifted to upper left.

← After resizing

- Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

- Click **OK**.

3.7.8 Separate Facing Pages or Booklet Layouts

Batch Split separates images scanned as facing-pages from a bound document, or from documents originally created as a 2-up or booklet layout. Pages can be split on the horizontal or vertical axis.

Separating pages

- On the **Edit** menu, click **Batch Split**.


2. Type the amount of page to discard from **Top**, **Bottom**, **Left**, or **Right** edge of the original page.



NOTE: The original page size is modified prior to the split.

3. Using the following table as a guide, make selections from the **Rotation**, **Layout**, and **Page Order** lists.

Original Layout	Rotation	Layout	Page Order
	No Rotation	Vertical	Normal
	No Rotation	Horizontal	Normal
	180° Rotation on All Pages	Horizontal	Normal
	180° Rotation on Even Pages	Horizontal	Booklet Page
	180° Rotation on Odd Pages	Horizontal	Booklet Page
	No Rotation	Vertical	Booklet Spread
	No Rotation	Horizontal	Booklet Spread

Original Layout	Rotation	Layout	Page Order
	180° Rotation on All Pages	Horizontal	Booklet Spread

4. Select **Scale To**, and choose a **Standard Size** and **Orientation**, to automatically resize the page after the split.



TIP: In the Standard Size list, select Custom, and then type page Width and Height to define a custom page size.

5. Click **OK**.

See Also: [Reverse Page Order](#)⁸⁷

3.7.9 Image Repeat

Snap To allows you to duplicate an image selection multiple times on a page. The number of times the selection is repeated, and the placement of the selection are determined by the intersection of horizontal and vertical markers set on the Ruler bars. Placement coordinates can be mirrored on the horizontal plane using Snap To - Reverse to repeat images for two-sided (duplex) output. Snap To is useful for creating business cards, tickets, and other layouts that are cut after output.



Repeating images

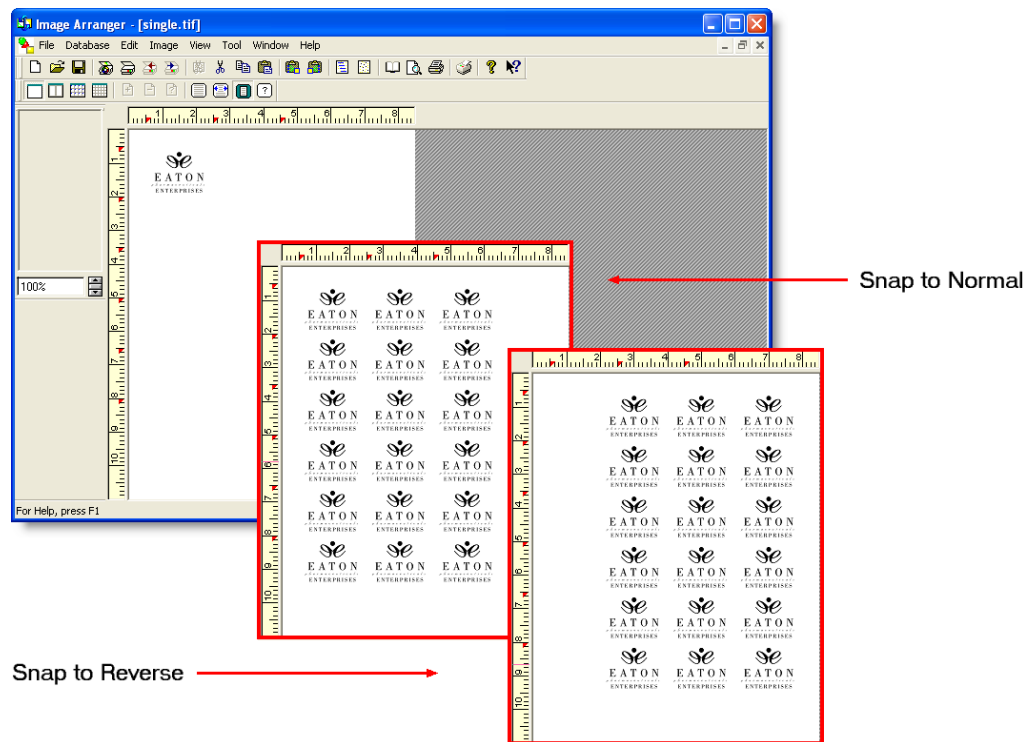
1. [Copy a selection](#)⁴⁷ to the clipboard.
2. Click the Ruler bar to create horizontal and vertical coordinate markers.



TIP: The markers can be dragged along the ruler bar to a different location or removed by dragging off the ruler bar.

3. Do one of the following:

To	Do this...
Snap To Normal	Click Snap To Normal  on the tool bar, or on the Edit menu, point to Snap To , and then click Normal .
Snap To Reverse (mirror horizontal)	Click Snap To Reverse  on the tool bar, or on the Edit menu, point to Snap To , and then click Normal .



4. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

5. Click **OK**.

3.7.10 Mirror Image

Flip Horizontal turns selected pages on the horizontal plane creating a mirror image.

Mirroring an image

- On the **Image** menu, click **Flip Horizontal**.

Flip Vertical turns selected pages on the vertical plane creating an inverted, mirror image.

- On the **Image** menu, click **Flip Vertical**.

3.8 Image Enhancement

3.8.1 Straighten Page and Remove Stray Dots

Use Deskew and Despeckle to enhance overall image quality by straightening and removing stray dots respectively.

Straighten an image (Deskew)

1. Click **Deskew**  on the toolbar.
– or –
On the **Image** menu, click **Deskew**.
2. Select the pages you want to straighten.
3. Click **OK**.

Remove stray dots (Despeckle)

1. Click **Despeckle**  on the toolbar.
– or –
On the **Image** menu, click **Despeckle**.
2. Select the pages you want to despeckle.
3. Click **OK**.

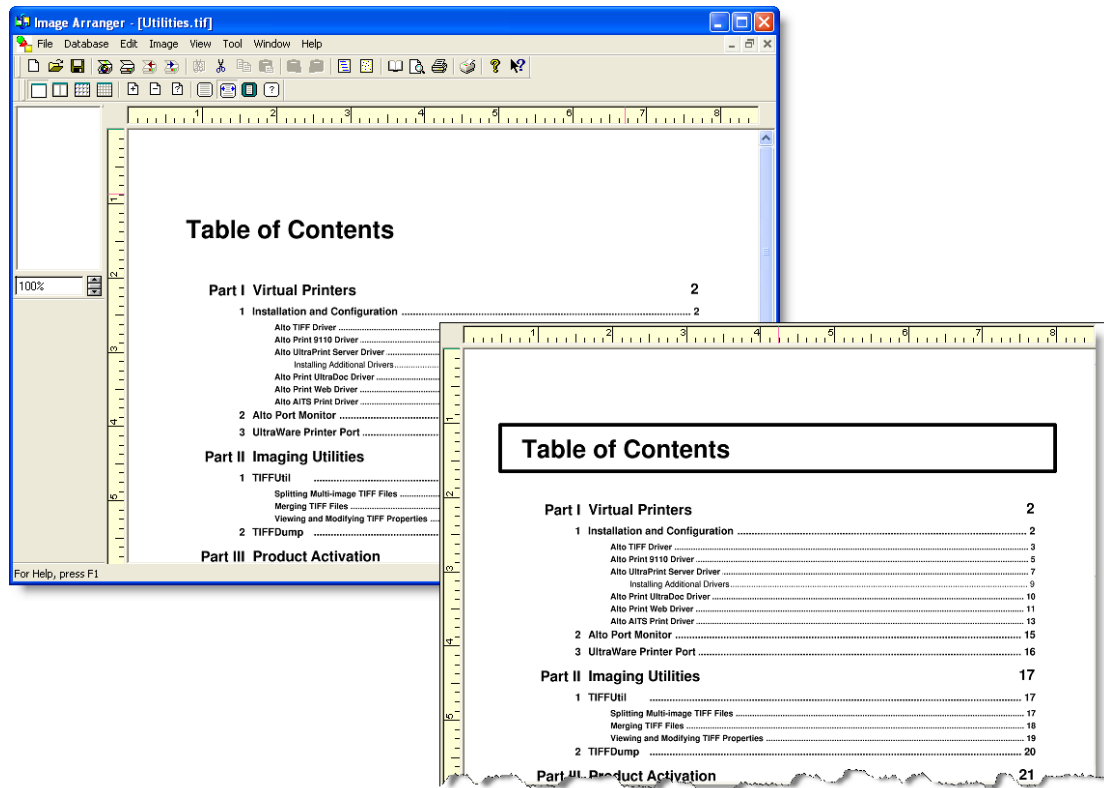


Grayscale and Color documents cannot be despeckled.

See Also: [Changing Colorspace](#) 

3.8.2 Draw Border

Draw a border around a selected area.



Drawing a border

1. On the **Tools** menu, click **Region**.



NOTE: Once you choose the Region tool, it remains active until you select a different tool.

2. Drag the mouse diagonally across the area you want to border.
3. On the **Edit** menu, click **Border**.



NOTE: [Adjust Pen Width](#) ⁴⁸ to set the thickness of the border.

3.8.3 Highlight Color

Highlight (transparent) color can be added to selected text or images. This is only available for use on full-color images.

Add highlight color

1. On the **Tools** menu, click **Selection**.



NOTE: Once you choose the Selection tool, it remains active until you select a different tool.

2. Drag the mouse diagonally across the area you want to highlight.
3. On the **Edit** menu, click **Highlight**.
4. Select a highlight color from the **Color Palette**.

See Also: [Changing Colorspace](#)⁶⁹

3.8.4 Spot Color

Spot color can be added to selected text or images. This is only available for use on full-color images.

Adding spot color

1. On the **Tools** menu, click **Selection**.



NOTE: Once you choose the Selection tool, it remains active until you select a different tool.

2. Drag the mouse diagonally across the area you want to add spot color to.
3. On the **Edit** menu, click **Spot Color**.
4. Select a spot color from the **Color Palette**.

See Also: [Changing Colorspace](#)⁶⁹

3.8.5 Halftone Quality

Use Halftone Settings to adjust attributes and enhance the appearance of the current document or selected image area. Controls for contrast, brightness, colorfulness, tint, and illumination are available.



IMPORTANT: Images are converted to 24-bit RGB color prior to the halftone attributes being applied, this can result in an exponential change to image size, potentially exceeding memory capacity and impeding performance. Selecting a limited number of pages or limiting the change to an image selection on the current page is recommended.

Adjusting halftone quality



TIP: Use the Selection tool to select a specific area of the image prior to invoking the Halftone Settings to limit the operation to an image selection.

1. On the **Image** menu, click **Halftone Settings**.
2. Adjust halftone settings as desired.

3. Select the **Show Changes** check box to preview the changes for the current page
4. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

5. Select **OK**.

HALFTONE SETTINGS

- **Filter** specifies how the image should be rendered.
 - **None**. No filter is applied.
 - **Negative**. A negative of the original image is displayed.
 - **Logarithmic**. Applies a logarithmic function increasing color contrast when luminance is low.
- **Illuminant Index** specifies the type of light source used to view the image.
 - **Device Default**. Standard used by output device.
 - **Tungsten Lamp**. Simulates viewing under a tungsten lamp.
 - **Noon Sunlight**. Simulates viewing under bright sunlight.
 - **NTSC Daylight**. Simulates viewing based on the NTSC standard for television transmission.
 - **Normal print**. Simulates viewing under normal print conditions.
 - **Bond Paper** print. Simulate viewing on plain bond paper.
 - **Standard Daylight**. Simulates viewing under normal daylight conditions.
 - **Northern Daylight**. Simulates viewing under muted daylight conditions.
 - **Cool Light Lamp**. Simulates viewing under standard incandescent lighting.
- **Gamma** shifts tones around proportionally to their existing brightness levels, and is used to correct the tonal range of the image. Values are in the range of 2,500 to 65,000. A value of 10,000 means no gamma-correction is applied in the selected primary range.
 - **Red** specifies the gamma-correction value for the red primary of the source colors.
 - **Green** specifies the gamma-correction value for the green primary of the source colors.
 - **Blue** specifies the gamma-correction value for the blue primary of the source colors.

- **Reference** provides a benchmark as for determining whether an image element (pixel or dot) is black or white.
 - **Black.** Any color darker than the reference is treated as black. Values are in the range of 0 to 4,000.
 - **White.** Any color lighter than the reference is treated as white. Values are in the range of 0 to 10,000.
- **Other settings**
 - **Contrast.** Specifies the amount of contrast to apply. Values are in the range of -100 to 100. A value of 0 means no contrast is applied.
 - **Brightness.** Specifies the amount of brightness to apply. Values are in the range of -100 to 100. A value of 0 means no brightness is applied.
 - **Colorfulness.** Increases or decreases color intensity. Values are in the range of -100 to 100. A value of 0 means no adjustment is applied.
 - **Red/Green Tint.** Specifies the amount of red or green tint to be applied to the source image. Positive values increase the red tint; negative values increase the green tint. A value of 0 means no adjustment is applied.

3.8.6 Convert Color Space

Convert To changes the color space of the selected pages. This is useful for preparing content for optimum presentation, or output to a specific medium or device.

Conversion is necessary when [pasting a selection](#)⁴⁷ cut or copied from a page with a different color space. For example, a selection copied from a 24-bit, full-color image is converted to single-bit, black & white, when pasted to a single-bit, black & white page. In most cases, this results in undesirable image quality. Convert the target page to Grayscale, or 24-bit RGB Color prior to pasting the selection to maintain the quality of the original selection.



IMPORTANT: Converting many pages can result in an exponential change to image size, potentially exceeding memory capacity and impeding performance. Selecting a limited number of pages or limiting the change to the current page is recommended.

Converting color space

1. On the **Image** menu, point to **Convert To**, and then do one of the following:

To	Do this...
Change to black and white (single-bit)	Select Black & White
Change to grayscale (8-bit/256-level gray)	Select Grayscale
Change to RGB color (24-bit)	Select 24-Bit RGB Color

To	Do this...
Change to CMYK color (32-bit)	Select 32-Bit CMYK Color



TIP: While viewing [Thumbnails](#)^[32] or [Icons](#)^[34], select a page or range of pages, and then select Convert To from the Image menu to change the color space for multiple pages.

3.8.7 Align Images

Auto Shift moves the image area so that the upper left corner of the image is aligned to intersecting points on the ruler bar. This is useful for precisely aligning the image area on selected pages.

A dot pattern and threshold are used to determine where the upper left corner of the image area is located. Pattern sets the dot detection sensitivity based on a “grid” pattern so that a setting of 2x2 looks for the first 4 square pixel area with non-white attributes. Threshold defines the number of non-white pixels that must exist in the pattern.

Aligning images

1. Click the Ruler bar to create horizontal and vertical coordinate markers.

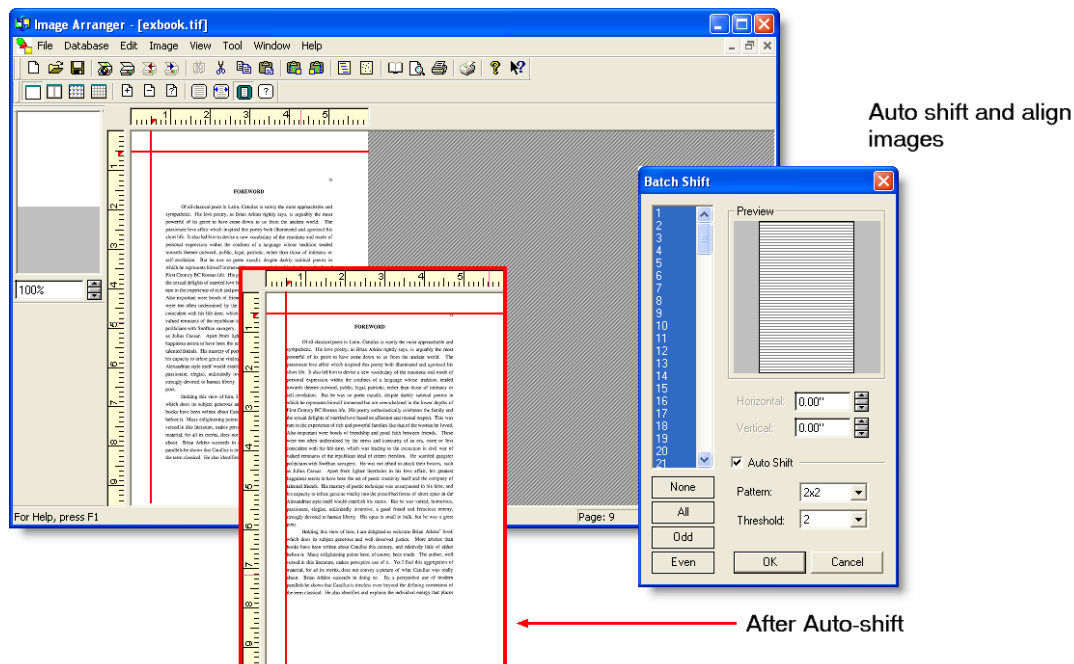


TIP: The markers can be dragged along the ruler bar to a different location or removed by dragging off the ruler bar.

2. On the **Edit** menu, click **Batch Shift**.
3. Select the **Auto Shift** check box.
4. In the **Pattern** list, select a pattern to define the size of the test grid.
5. In the **Threshold** list, select the number of pixels that must occur in the pattern grid.



TIP: Set Pattern to 2x2 and Threshold to 2 for most text documents.



6. Click **ALL**, **EVEN**, **ODD**, **NONE**, or select specific pages.



TIP: Select multiple pages by pressing the CTRL key while clicking pages displayed in the page selector box. Select a range of pages by selecting the first page, and while pressing the SHIFT key, selecting the last page in the range.

7. Click **OK**.

3.9 Scanning Documents

3.9.1 About Scanning

Image Arranger can scan or capture images from virtually any device that can be accessed using a TWAIN compliant driver. This includes scanners, microfilm equipment, and digital cameras.

When you scan a new document, Image Arranger activates the device's TWAIN driver. Each device driver exposes controls that allow you to change device settings and activate available features. Settings and features may differ widely between manufacturers and models. Common settings often include resolution (dpi) and scan type or mode (color, grayscale, black & white). Following are suggestions for optimizing scanning based on the desired outcome or purpose for scanning a particular set of documents.

- **Black and white (single-bit) at 300 dots per inch.** This combination is desirable for optimum OCR results when scanning black text on white paper, or when scanning line art. Scanning is fast, and the resulting image files are small.
- **Grayscale (8-bit) at 300 dots per inch.** This provides maximum text resolution for OCR when scanning difficult originals containing colored backgrounds or colored text.

- **Grayscale (8-bit) at 200 dots per inch.** This is useful when scanning pages containing continuous-tone, black and white images (such as photographs) and text, or colored text. This creates somewhat larger image files.
- **Color at 200 dots per inch.** This combination is for scanning full-color documents. Scanning is slower, small text may not be legible enough for OCR, and the resulting image files are large.



NOTE: Scanning is only available with the server version of Image Arranger.




3.9.2 Scan Pages

1. Place the original document on the flatbed glass. If your scanner is equipped with an automatic document feeder (ADF), place the documents in the auto-feed tray and adjust the feed guides on either side of the tray to match the original size.



TIP: Check the scanner documentation to determine whether pages should be placed in the tray face up or face down.

2. Do one of the following:

To	Do this...
Scan pages into a new document	Click Acquire  on the toolbar, or on the File menu, click Acquire .
Scan pages <i>before</i> the current page in the open document	Select Scan Before  on the toolbar. —or— On the Edit menu, point to Scan Page(s) , and then click Before Page N
Scan pages <i>after</i> the current page in the open document	Select Scan After  on the toolbar. —or— On the Edit menu, point to Scan Page(s) , and then click After Page N

3. Activate the scanner.



NOTE: The scan options that appear depend on the driver used by your scanner. A description of some standard options appears below.

SCAN OPTIONS

The following scan controls may not be offered or may be offered in a different way than described.

- **Vertical.** Select the vertical scanning resolution represented in dpi.

- **Horizontal.** Select the horizontal scanning resolution represented in dpi.
- **Match Resolution.** Check this box to match the resolution currently selected in the Print Setup dialog box.
- **Data Type.** Select the appropriate data type from this list.
- **Black and White** (single-bit). For images with no gray shading.
- **Grayscale** (8-bit). For images containing shades of gray.
- **Color** (24-bit). For color images.
- **Dither.** Dithering is a technique that allows a black/white output device (such as a monochrome laser printer) to simulate shades of gray. Select the dithering technique you want the printer to use. A range of dithering options is provided, from Threshold (which results in no gray shading at all) to Scroll Pattern Matrix (which offers the most shades of gray).
- **Invert.** Select this option to have the image colors inverted; black areas turned white and white areas turned black.
- **ADF.** Select this option to enable the scanner's automatic document feeder.
- **Duplex.** Select this option to have both sides of the document scanned.
- **Emphasis.** Select the appropriate emphasis (black/white contrast) from this list. As emphasis is increased, dark areas appear darker and light areas appear lighter. Some scanners will provide this function through separate contrast and brightness controls.
- **Mirror.** Select this option to scan a mirror (opposite) image of a document.
- **Outline.** Select this option to scan an outline image of a document.
- **Smoothing.** Select this option to reduce graininess in an image.
- **Separation.** Select this option for images that contain both line art (solid lines) and grayscale (halftones) in order to dither the halftone areas and keep the line art solid.
- **Preview.** Choose this button to scan a low-resolution preview image of the document currently loaded in the scanner and displays the result on screen.
- **Paper Size.** Select the size of the paper the original image will be scanned from. You can also use the cropping frame to do this.
 - **Left.** Specify the left margin of the original.
 - **Top.** Specify the top margin of the original.
 - **Right.** Specify the right margin of the original.
 - **Bottom.** Specify the bottom margin of the original.
- **Image Area.** Displays the area to be scanned.
- **Cropping Frame.** This frame is in the cropping area of the Acquire dialog box. It marks the area of the scanner bed to be scanned. Drag the mouse cursor on any

edge of the frame to resize it, or drag the mouse cursor inside the frame to move it.

3.9.3 Scan a Batch of Documents

Batch Acquire lets you scan a batch of documents using a separator page to mark the beginning of each individual document. The entire batch is scanned as a single session, with each document in the batch saved as an individual file. Each file is saved using a name selected before scanning begins, suffixed with an auto-incrementing, sequential number.

In addition to batch scanning to file, documents can be added directly to an UltraDoc database.

To scan a batch of documents to file

1. Insert a separator sheet before the first page of each individual document in the batch, *excluding* the first document, and place the documents in the auto-feed tray.

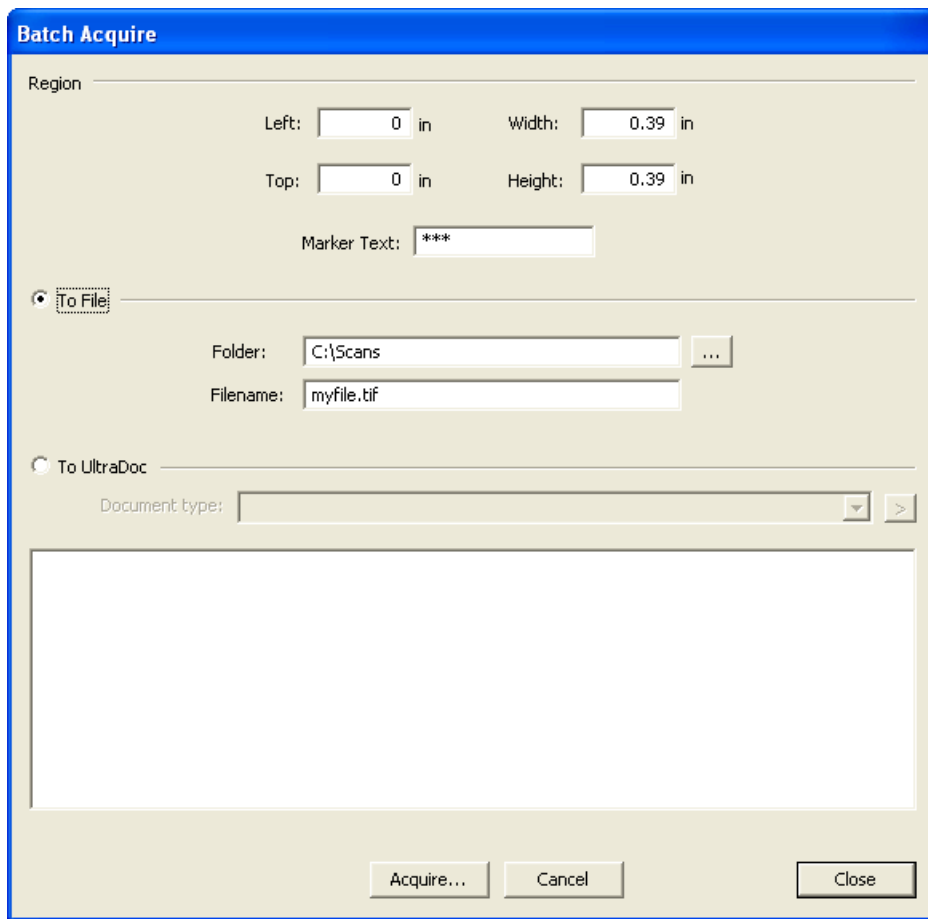


TIP: The default separator sheet is C:\Program Files\Alto Imaging Arranger\Samples\DefaultSeparator.tif. Use Image Arranger to print several copies.


2. Click **Batch Acquire**  on the toolbar.

– or –

On the **File** menu click **Batch Acquire**.



3. Select **To File**.

4. Click **Browse for Folder**  to choose a folder to save the images.

5. Type a **Filename**, including a file extension.



NOTE: A four digit numeric suffix is appended to each to the filename for each document in the batch. Typing a filename like "myfile.tif" will save files myfile0001.tif, myfile0002.tif, myfile0003.tif ...

6. Click **Acquire**.

To scan a batch of documents to UltraDoc

1. Insert a separator sheet before the first page of each individual document in the batch, *excluding* the first document, and place the documents in the auto-feed tray.



TIP: The default separator sheet is C:\Program Files\Alto Imaging Arranger\Samples\DefaultSeparator.tif. Use Image Arranger to print several copies.

2. Click **Batch Acquire**  on the toolbar.

– or –

On the **File** menu click **Batch Acquire**.

4. Select **To UltraDoc**, and logon to an UltraDoc database.
5. Select a **Document Type** and enter information in available fields to provide a description.



NOTE: UltraDoc does not require unique document titles, and Auto Increment is not enabled by default. If you want a numeric suffix appended to the title of each document, click **Auto Inc.** See the **UltraDoc User Guide** for more information.

6. Click **Acquire**.



Create a Custom Separator Page

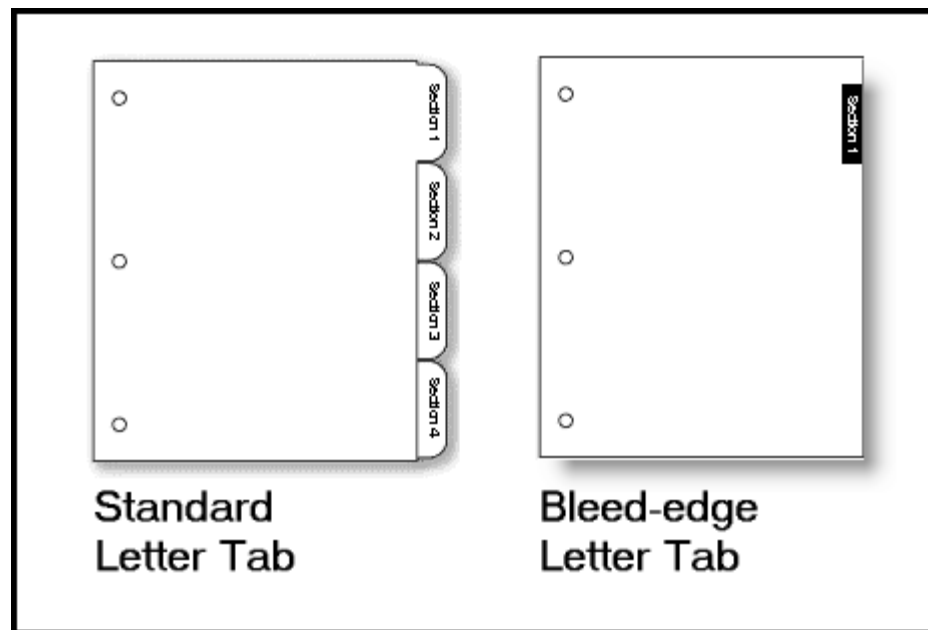
During batch scanning, Image Arranger "reads" a region on each page as defined in the Batch Acquire settings. The region is defined by a Top and Left coordinate (0,0 by default), combined with a Width and Height (0.39" x 0.39" by default). If the data in the region matches the Marker Text, the page is considered a separator page, and is discarded. The current file is closed, and a new file is created for following pages. This process is repeated until the batch is completely captured.

A default separator page is provided for use with batch scanning, and is the only sheet tested for use with Image Arranger. You can create a custom separator page if desired.

3.10 Document Building

3.10.1 Create Tabs

Make Tabs allows you to create a tab. Tab content can include multi-line text or images, and can be created using a blank page, or an existing page in the current document. Specialized tabs including bleed-edge, top, left, or bottom tabs can be created for output to devices that support such media. Tabs are marked  with  when viewing the document in thumbnails view.



TIP: Use [Insert Page](#)⁸⁷ from the Edit menu to insert a blank page for use as a tab.

Creating standard text tabs

1. On the **Image** menu, point to **Tab**, and then click **Make Tab**.
2. Select the number of tab banks from the **Tab Set** list.
3. Select the tab position number from the **Tab Number** list.
4. Set the following **Attributes**:

Attribute	Setting
Rotation	90
Attachment	Right
Scaling	Scale to fit Letter tab

5. Type the **Text** to be printed, and select the desired **Font** and **Background Color**.



NOTE: Image Arranger will warn you if you exceed the amount of text or number of lines that can be printed. Line numbers appear to the left of the Text box to indicate the number of lines selected for the current tab.

6. Click **OK**.

Advance to the next tab position in the document and repeat the process for each tab.

Creating bleed-edge tabs

1. On the **Image** menu, point to **Tab**, and then click **Make Tab**.
2. Select the number of tab banks from the **Tab Set** list.
3. Select the tab position number from the **Tab Number** list.
4. Set the following **Attributes**:

Attribute	Setting
Rotation	90
Attachment	Right
Scaling	Bleed-edge fit to Letter tab

5. Type the **Text** to be printed.
6. Select the desired **Font**, and set **Color** to White.
7. Click **Background Color**, and select **Black**.
8. Click **OK**.

Advance to the next tab position in the document and repeat the process for each tab.

Tabs Create Using Other Applications

Tab created using other applications can be inserted into an Image Arranger document. Some tabs may need to be shifted and resized depending on the intended output device.

Shifting and resizing tabs

- On the **Image** menu, point to **Tab**, and click **Shift Right**.

All content is shifted to the left, and the underlying physical page width is resized, both by 0.5".

TAB SETTINGS

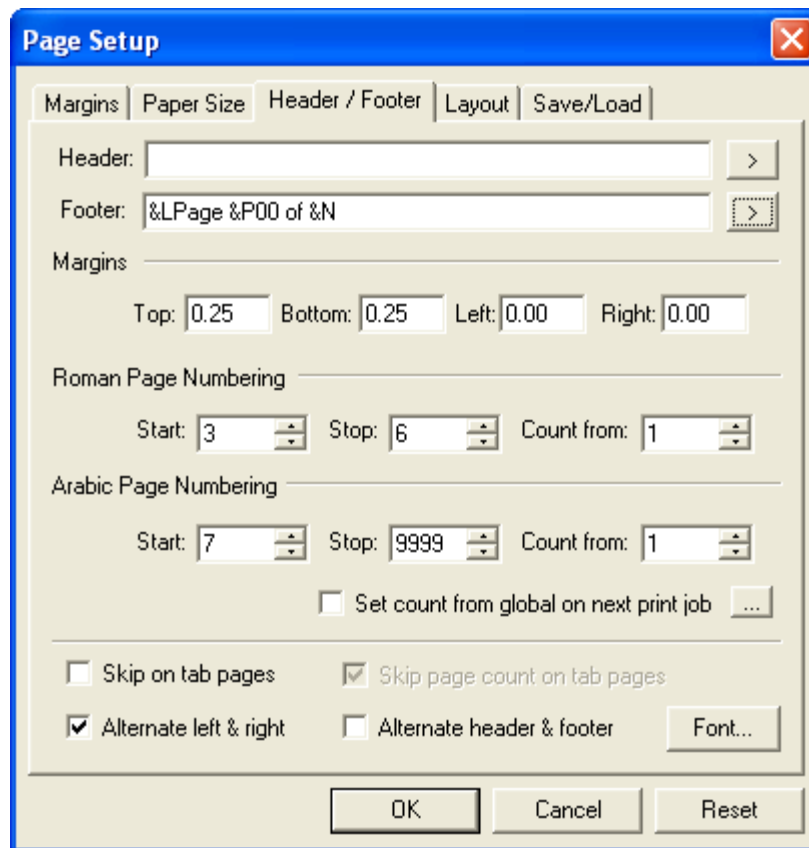
- **Tab Set.** Select the number of tab banks or cuts (from 1 to 26).
- **Margin.** Offsets the tab text from top and bottom to allow for curve-cut corners. Set Margin to 0.0500 for standard tabs with curve-cut corners.
- **Tab Number.** Select the tab position relative to the Tab Set selection. For example, if Tab Set is 5, then tabs 1, 6, 11... are positioned as Tab Number 1; tabs 2, 7, 12... are positioned as Tab Number 2; tabs 3, 8, 13... are positioned as Tab Number 3, etc.
- **Rotation.** Sets the orientation of the tab content. For standard right side tabs use 90 degrees.
- **Size Extension.** Expands the tab width to allow for oversize tabs.

- **Attachment.** Specifies at which edge the tab is placed (Right, Left, Top, Bottom).
- **Scaling.** Sizes the physical page width (if necessary) so that auto size detection can occur reliably during printing. See [Page Setup](#)^[87] for more information.
 - **Do Not Scale.** Shifts tab content and resizes underlying page width by 0.5" (right margin). Marks the page with **t** in thumbnail view.
 - **Scale to fit Letter.** Shifts tab content and resizes underlying page to standard Letter. Marks the page with **t** in thumbnail view.
 - **Scale to fit A4.** Shifts tab content and resizes underlying page to standard A4. Marks the page with **t** in thumbnail view.
 - **Scale to fit Legal.** Shifts tab content and resizes underlying page to standard Legal. Marks the page with **t** in thumbnail view.
 - **Bleed-edge.** No shift or resizing is applied.
 - **Bleed-edge to fit Letter.** Resizes underlying page to standard Letter.
 - **Bleed-edge to fit A4.** Resizes underlying page to standard A4.
 - **Bleed-edge to fit Legal.** Resizes underlying page to standard Legal.
- **Image File.** Type the path to an image file, or browse to locate the desired file. The image is scaled to fit the tab space.
- **Text.** Type tab text. Tabs can contain multiple lines. A warning will appear if the contents will not fit the tab as specified.
- **Font.** Selects font, style, and size.
- **Bkg Color.** Selects background color.



3.10.2 Headers and Footers

Headers and Footers, including numbering, can be applied on-the-fly at time of output. This means the application of data like page numbering, does not inhibit the use of a document in some other context where such data may not be appropriate. Using this method, addition of content or late-stage revision that changes the number of pages in a document, requires no change to numbering. Should a specific situation require it, Image Arranger can permanently render headers and footers on each page.

In addition to static text and automatic numbering, date and time can be automatically inserted. Text can be inserted at any or all three alignment points (left, center, right), and is placed on the page according to margin values. Header and footer position can alternate on odd and even pages.



Adding headers and footers

1. From [Page Setup](#)⁸⁷, click the **Headers/Footers** tab.
2. Click  next to the **Header** or **Footer** box, and select **Left**, **Center**, or **Right** alignment.
3. Type static text and use  to insert field variables in the **Header** or **Footer** fields immediately after the alignment variable.
4. Type **Top**, **Bottom**, **Left**, and **Right Margin** values.
5. Click **Font** to select a font, size, color, or style.
6. Click **OK**.



TIP: Use print preview to see how your headers and footers will appear.

HEADER/FOOTER SETTINGS

Font. Select font family, style and other attributes. Selections are applied to both header and footer.

Margins. Specify header or footer placement as an offset to the Top, Bottom, Left, and

Right page edge.

Roman Page Numbering. Select a **Start** and **Stop** page to select a range of pages. Roman numerals are applied sequentially to all pages in the range. In the **Count from** box, type or select a beginning number for the sequence. Setting a Start and Stop page at 9999 turns Roman Page Numbering off.

Arabic Page Numbering. Select a **Start** and **Stop** page to select a range of pages. Arabic numbers are applied sequentially to all pages in the range. In the **Count from** box, type or select a beginning number for the sequence. Setting a Start and Stop page at 9999 turns Arabic Page Numbering off.

Set count from global on next print job. Automatically increments the **Count from** field (Arabic page numbering only) by the number of pages previously printed.

Skip on tab pages. Pages marked as tabs are not numbered. See [Creating Tabs](#)⁷⁶ for more information.

Skip page count on tab pages. Excludes pages marked as a tab from the page count used to number pages.

Alternate left and right header/footer. Swaps the position of content contained in a header or footer to the left or right based on whether the page is odd or even. Use this to force headers or footers (especially page numbers) to the outside margin when the document is intended for two-sided (short-edge) output. This has no effect on center aligned headers or footers.

Alternate header & footer. Inverts the position of the header and footer based on whether the page is odd or even. Use this to swap the header and footer when the document is intended to be tumbled (two-sided, long-edge).

Header/Footer Variables

Variable	Type	Description
&P00	Field	Page Number*
&N	Field	Total Page Number
&D	Field	Current Date
&T	Field	Current Time
&&	Field	Literal '&'
&L	Format	Left Align
&C	Format	Center
&R	Format	Right Align

*Page Numbering includes a 2-digit suffix indicating the Page Number Padding, or width. Variable-width numbering is "&P00".



TIP: Format and Field variable can be entered using the keyboard.

Page Numbering

Numbering can be applied as a header or footer field variable, or by using [sequential numbering overlays](#)⁹⁶. Generally, numbering using a header or footer is best for page number application, simple sequential numbering, or Bates stamping. sequential numbering overlays are better choice for more sophisticated applications like serialized form or N-up ticket layouts, multi-part document page numbering, or more complex Bates stamping. The table below compares the capabilities of both methods.



TIP: Use a combination of both numbering methods to meet the requirements of complex numbering applications.




Description	Header/Footer	Sequential Numbering Overlays
Variable-width numbering	Yes	Yes
Fixed-width numbering	Yes	Yes
Adjustable increment	No	Yes
Roman numerals	Yes	No
Arabic numbers	Yes	Yes
Automatically skip tabs	Yes	No*
Alternate odd/even pages	Yes	No*
Global counter	Yes	No*
Multiple regions	2	Unlimited
Number of copies printed based on number range	No	Yes

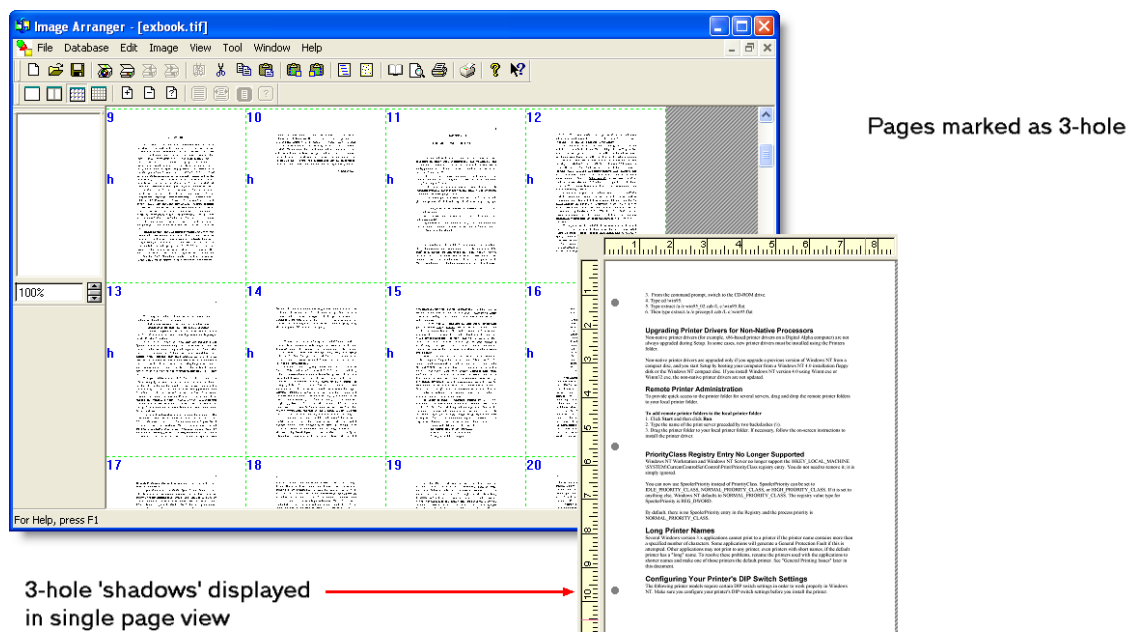
*These capabilities can be simulated using multiple regions .

Format String Examples

Format String	Output
Page &P00	Page 1
Page &P03	Page 001
Page &P00 of &N	Page 1 of ##
Page &P03 of &N	Page 001 of ##
CASE "ABC, Inc" - PAGE #ABC-&P05	CASE "ABC, Inc." - PAGE #ABC-00001

3.10.3 Mark Pages

Mark Pages to quickly identify pages intended for output on specific media types like tab stock, color paper, or 3-hole punched paper. In [Thumbnails view](#)³², page marks display  for Color,  for Marked Tab, and  for 3-Hole (3-hole shadows are displayed when previewing a document). Marked pages can be selected as a group from the Custom Print Advanced Printing Interface to quickly set page-level substitutions.



Marking pages

- From the **Image** menu, point to **Mark Pages**, and then do one of the following:

To	Do this...
Mark as Tab	Select Mark as Tab
Mark as Color	Select Mark as Color
Mark as 3-Hole	Select Mark as 3-Hole

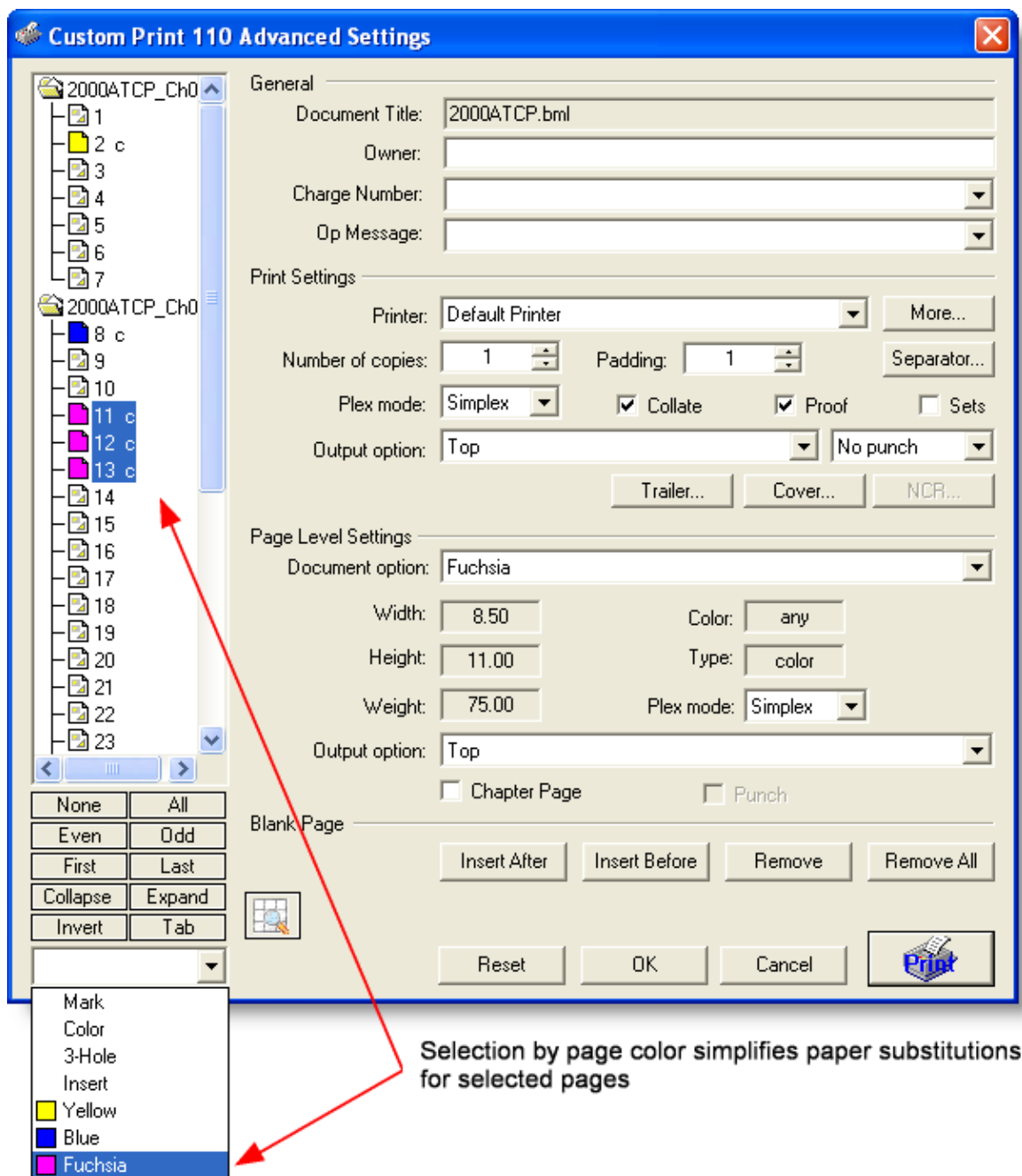
Removing marks

- From the **Image** menu, point to **Mark Pages**, and then do one of the following:

To	Do this...
Remove Mark as Tab	Select Remove Tab Mark
Remove Mark as Color	Select Remove Color Mark
Remove Mark as 3-Hole	Select Remove 3-Hole Mark

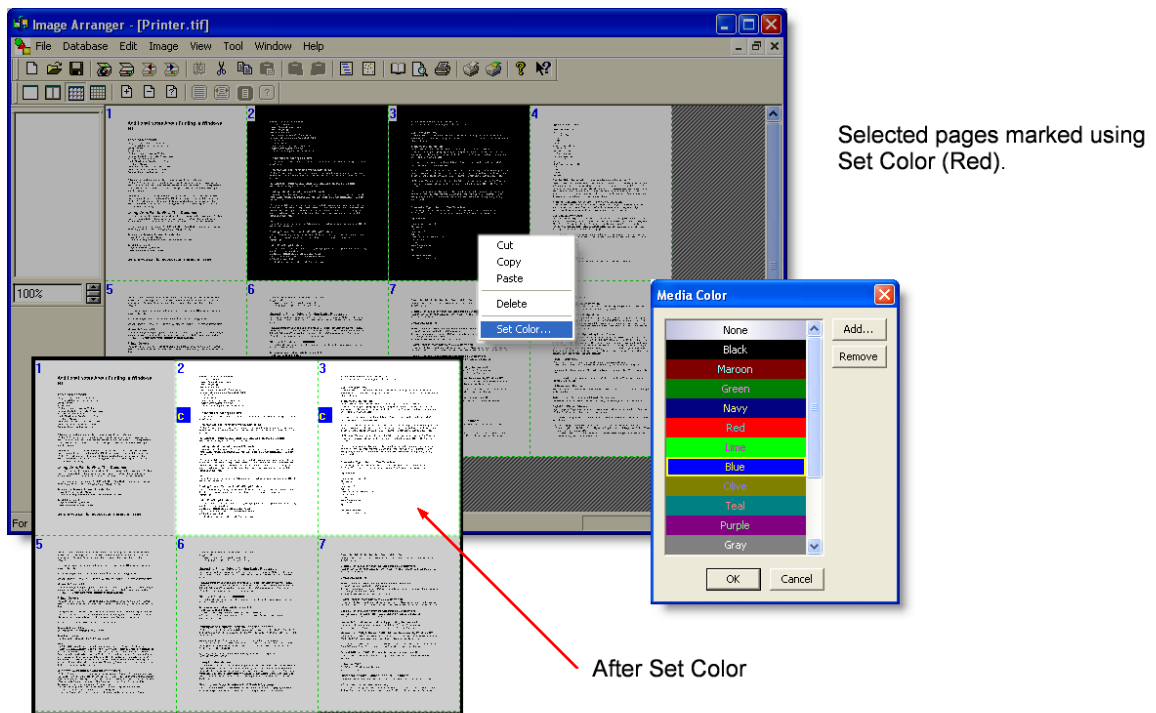
Mark Color Pages

In addition to standard page marks, you can set the color for a page, letting you easily identify pages intended for output on a specific color media type. You can mark pages using a standard 16-color palette, or a custom color you define. Pages marked as color can be selected as a group from the Custom Print Advanced Printing Interface to quickly set page-level substitutions.



Setting page color

1. Right click selected pages, and then click **Set color**.
2. Click to select a color, and then click **OK**.



Removing a color mark

1. Select pages marked as color.
 2. On the **Image** menu click **Mark Page**, and then click **Remove Color Mark**.
- or —
- Select **None** from the **Set color** list.

Adding a custom color

1. Right click selected pages, and then click **Set color**.
 2. Click **Add** to open the **Color** palette.
 3. Select a color from the **Basic Color** palette, or click **Define Custom Color**.
 4. Type the name for the new color, and then click **OK**.
- The new color appears in the **Set Color** palette.

Removing a color from the palette

1. Right click selected pages, and then click **Set color**.
2. Click to select the color you want to remove, and then click **OK**.

3.10.4 Reverse Page Order

Reverses the page order of the entire document.

Reversing page order

- On the **Image** menu, click **Reverse Order**.

3.10.5 Insert and Remove Blank Pages

Insert Page lets you insert a blank page before or after the current page. This is useful for creating blank pages for two-sided printing, or creating tabs.

Inserting blank pages

- On the **Edit** menu, point to **Insert Page**, and then do one of the following:

To	Do this...
Insert page <i>before</i> the current page	Select Before Page N
Insert page <i>after</i> the current page	Select After Page N



NOTE: The new page inherits the size and properties of the current page. The new page then becomes the current page.

Remove Blank Pages allows you to remove all blank pages from the current document. This is useful for preparing a document for output to a device that does not require blank page padding for two-sided output.

Removing blank pages

- On the **Edit** menu, click **Remove Blank Pages**.

3.11 Page Setup, Preview, and Printing

3.11.1 Page Setup

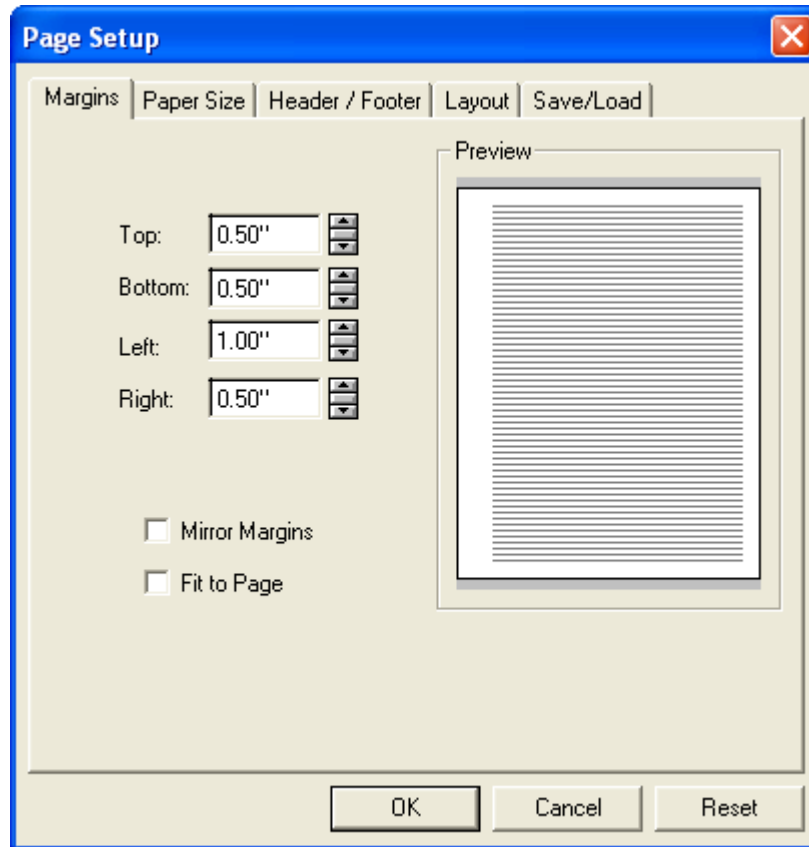
Page Setup allows you define attributes that are applied to your document when output. These attributes include page size and orientation, scaling, headers, footers, numbering, layout, and other options. Page setup attributes are automatically saved each time you [save a file](#)²⁷, and restored when the document is reopened.

Page Margins

Each page is printed inside an area defined by page margins. Margins define the amount of space between the edge of the page and the page's content. You can enter measurements for each of the four margins and specify whether content outside those boundaries is truncated, or scaled to fit within.



IMPORTANT: If the currently selected printer defines a non-printable area, those measurements are used as a minimum margin when printing regardless of measurements you define.



Setting page margins

1. On the **File** menu, click **Page Setup**, and then select the **Margins** tab.
2. Type the desired margins.
3. Select **Fit to Page** if the page content should be scaled to fit within the margins.



NOTE: If Fit to Page is turned off, only that portion of the image within the margins will print.

The **Preview** window displays the region of the page defined by the currently selected margins and page size.

Mirror Margins for Facing Pages

Mirror Margins sets margins for the left page, that are a mirror image of those on the right. That is, the inside margins are the same width, and the outside margins are the same width. This is useful for printing two-sided documents that will be bound and need larger

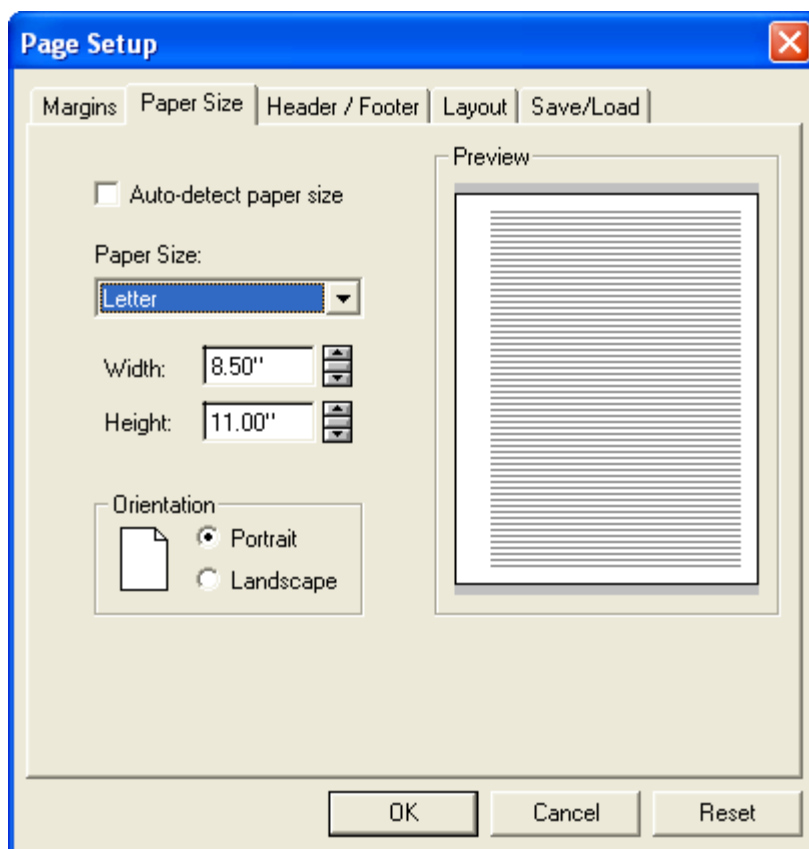
margins in the gutter (center of the page spread) than on the outer edges.

Mirroring page margins

1. On the **File** menu, click **Page Setup**, and then select the **Margins** tab.
2. Select **Mirror Margins**.

Page Size and Orientation

Select orientation and page size for printing from a list of standard sizes, or define a custom page size. Manually selecting page orientation and size overrides the actual properties of the pages being printed.



Selecting page size and orientation

1. On the **File** menu, click **Page Setup**, and select the **Paper Size** tab.
2. Click a **Paper Size** and **Orientation**.



TIP: In the Paper Size list, select Custom, and then type page Width and Height to define a custom page size.

Automatically Detect Paper Size

With automatic page size detection, both actual page size and orientation are sent to the output device during printing. This allows printing mixed page sizes, orientation and automatic recognition of special pages such as tabs when printing to devices that support such printer control codes.

Selecting automatic orientation and page size

1. On the **File** menu, click **Page Setup**, and select the **Paper Size** tab.
2. Select **Auto-detect paper size**.



When Auto-detect paper size is selected, the Paper Size and Orientation settings are not available.

Scale A Document to Fit On Different Page Sizes

Image Arranger lets you scale a document for printing to a paper size other than the original document's page size. For example, you can specify that a B4-size document prints on A4-size paper. This is especially useful when printing to certain [page layouts](#) ⁹⁰ where the page may need to be scaled prior to printing.



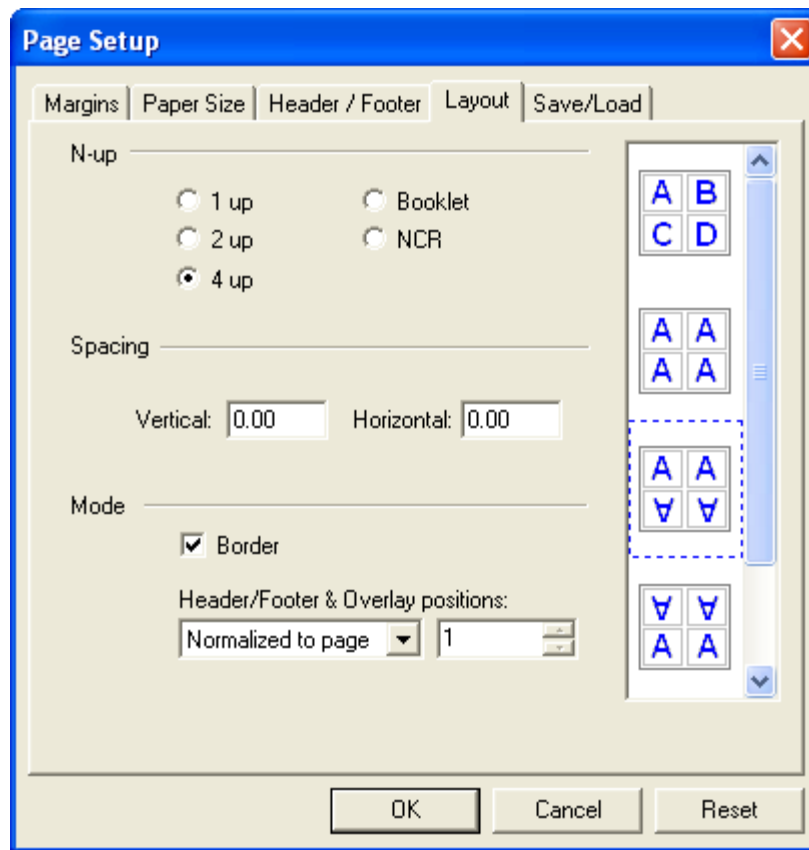
When you scale a document for printing, the changes only occur when you print.

Selecting scale to fit

1. On the **File** menu, click **Page Setup**, and then select the **Paper Size** tab.
2. Click a **Paper Size** and **Orientation**.
3. Select the **Margins** tab.
4. Select the **Fit to Page** check box.

Page Layout and Impositioning

Page Layout lets you select the layout for the entire document. Specialize layouts are available including 4-page and 8-page signature booklets, n-up configurations, and multi-part form replication.



Selecting a page layout

1. On the **File** menu, click **Page Setup**, and then select the **Layout** tab.
2. Do one of the following:

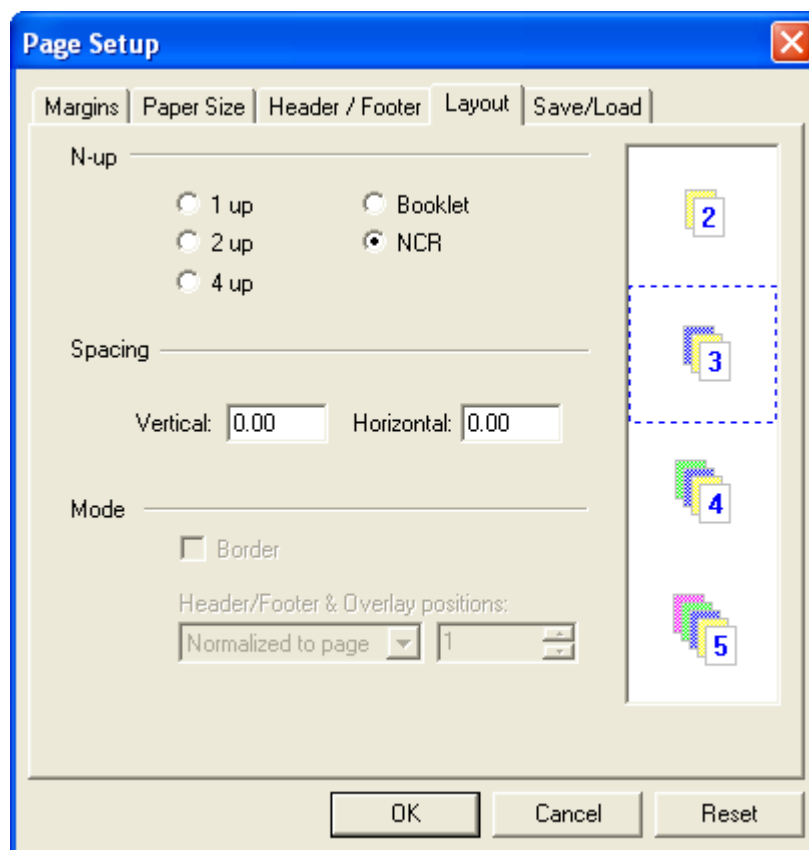
To	Do this...
Print 1 image per page (default)	• Select 1 up
Print 2 images per page	<ol style="list-style-type: none"> 1. Click 2 up 2. Choose a layout pattern
Print 4 images per page	<ol style="list-style-type: none"> 1. Click 4 up 2. Choose a layout pattern
Print Signature Booklets	<ol style="list-style-type: none"> 1. Click Booklet 2. Choose a layout pattern

3. Type the amount of **Vertical** and **Horizontal Spacing** (gutters) to be added between images.
4. Select **Border** to draw a thin line between each image.
5. Do one of the following:

To	Do this...
Output Headers/Footers & Overlays without scaling	<ul style="list-style-type: none"> Select No Scaling.
Scale Headers/Footers & Overlays at output	<ol style="list-style-type: none"> Select Normalize to page. Select a page number to use as a scaling reference.

Multi-Part Form Layout (NCR)

Layout allows you to print multi-part forms, automatically generating the correct number of pages per form while, replicating page numbering or variable text annotation overlays.



Selecting multi-part form layout

1. On the **File** menu, click **Page Setup**, and then select the **Layout** tab.
2. Select **NCR**, and choose the number of pages per form.

See Also: [Numbering](#)⁷⁹, Variable Text Annotation

Using Page Setup Templates

Page setup attributes are automatically stored each time you [save a document](#)²⁷, and restored when the document is reopened. There may be times when you want to apply a page setup from one document to another. Page setup selections can be saved as a template making it easy to reuse size, layout, numbering, and other attributes in combination with any document.



IMPORTANT: When you load a page setup template, the original page setup selections are overwritten as the default page setup when you save the document. If you want to keep the original template, [save the document using a new name](#)²⁷, or close the document without saving, to discard the changes.

Saving a page setup template

1. On the **File** menu, click **Page Setup**, and then select the **Save/Load** tab.
2. Click **Save Page Setup**.

Loading a page setup template


1. On the **File** menu, click **Page Setup**, and then select the **Save/Load** tab.
2. Click **Load Page Setup**.
3. Browse to locate the page setup template (*.pml) file you want to load.
4. Click **OK**.

3.11.2 Previewing and Printing

Preview a Document

Print preview shows what your document will look like when it is printed. Selections in [page setup](#)⁸⁷ including margins, scaling, headers/footers, layout, as well as [variable text and image overlays](#)⁹⁶ are displayed in the preview. When variable text and image overlays are selected, print preview displays pages for all variable data including variable text annotation.

Previewing a document

1. Click **Print Preview**  on the toolbar.
2. Use **Next** to view the next page, or **Previous** to view the previous page.
3. **Zoom In** or **Zoom Out** to adjust preview magnification.

To exit print preview and return to the previous view of the document, click **Close**.

To [print a document](#)⁹⁴, click **Print**.

Select a Printer

1. On the **File** menu, click **Print Setup**.
2. Under **Printer**, select a printer in the **Name** list.
3. Click **Properties** to select printer options.

Print a Document


To quickly print a file

- Click **Print**  on the toolbar.

Print a range of pages

1. On the **File** menu, click **Print**.
2. Under **Page range**, click **Pages**, and then enter the page range you want to print.

Print selected pages

1. [Select pages](#)  you want to print.
2. On the **File** menu, click **Print**.
3. Under **Print range**, click **Selection**.

Print more than one copy at a time

1. On the **File** menu, click **Print**.
2. In the **Number of copies** box, enter the number of copies you want to print.




TIP: To print a complete copy of the document before the first page of the next copy is printed, select the Collate check box. If you prefer to print all copies of the first page and then print all copies of subsequent pages, clear the check box.

3.12 Advanced Operation

3.12.1 Recognizing Text Using OCR

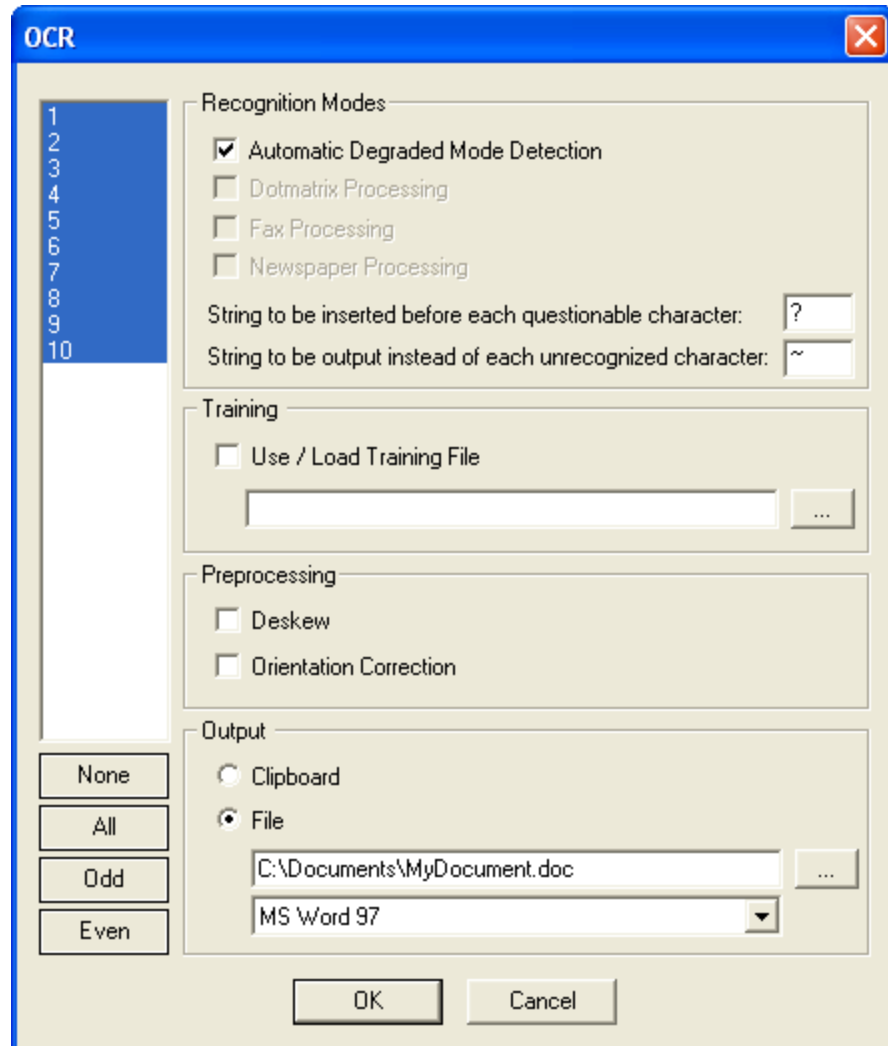
Optical character recognition (OCR) translates images of text, such as scanned documents, into actual text characters. OCR makes it possible to edit and reuse the text that normally appears as a pattern of dots. OCR works using pattern recognition to identify individual text characters on a page, including punctuation marks, spaces, and ends of lines.

The accuracy of text recognition depends on several factors, including the type of document scanned and the scanner settings used. See [About Scanning](#)  for more information.



TIP: If you are scanning all text on a page, select the **Deskew** and **Orientation Correction** check boxes in the OCR options to optimize recognition.

Image Arranger allows you to recognize all text on a page, or text that appears in a region.



Recognize Text On a Page

1. On the **Image** menu, click **OCR**.
2. Select the pages in the document that you want to perform optical character recognition (OCR) on.
3. Select recognition options.

Option	Description
Recognition Modes	<ul style="list-style-type: none"> • Select Automatic Degraded Mode Detection (default) to determine the best recognition mode. • Select Dotmatrix Processing to optimize recognition of pages originally printed by a dot matrix printer. • Select Fax Processing to optimize recognition of pages scanned from originals received by a fax machine. • Select Newspaper Processing to optimize recognition of pages scanned from news print. • Type a String to be inserted before each questionable character (default '?'). • Type a String to be output before each unrecognizable character (default '~').
Training	<ul style="list-style-type: none"> • Select Load Training File and browse to locate the training file.
Preprocessing	<ul style="list-style-type: none"> • Select Deskew to automatically straighten the page prior to recognition. • Select Orientation Correction to automatically orient landscape text prior to recognition.
Output	<ul style="list-style-type: none"> • Select Clipboard to copy recognized text to the clipboard • Select File to copy recognized text to a file. Type a file name and location, and select a file format from the list.

Recognize Text in a Region

1. On the **Tools** menu, click **Region**.
2. Drag the mouse diagonally across the area you want to recognize.
3. On the **Image** menu, click **OCR Region to Clipboard**.
4. The recognized text is displayed and copied to the clipboard

3.12.2 Merge Variable Data or Images Into a Document

Overlays lets you merge variable data when you want to print a large number of documents that are mostly identical but include some unique information. For example, you can use an overlay to create a product announcement that you are sending to your customers. The text of the letter is the same, but the name and address are different for each customer. The customer names and addresses are stored in a data source that contains the unique information that you want to include. The data file source can be a text file, image file, or query results from an UltraDoc database.

Overlay data is merged to a region you create using the Region tool. Any number of overlay regions can be defined in a single document each with their own unique data source, position on the page, and page range.

When using variable data from a text file, a font substitution can be made for one field or line. This is useful for applying a bar code mailing font to address specific information contained in single field.

Overlays can also be used to apply variable numbering, or "annotation", using a format pattern you define. The format pattern specifies the beginning and end of the sequence, the width of the numbering field (padded with zeros), and the amount to increment with each successive iteration. Annotation can be used to generate unique form numbers, or sequences of any type.

Preparing Data Sources for Overlay

You can use any text file that has data fields separated (or delimited) by a character like a comma, grouped in to data records separated by a second character. Image Arranger supports end of line, tab, semi-colon, colon, comma, and vertical bar as delimiters. The character selected to delimit data fields must be different than the character selected to delimit data records.

Many 3rd party applications including Microsoft Excel, and most database applications can export data to a delimited format like Comma Separated Values (CSV) shown in the example below.

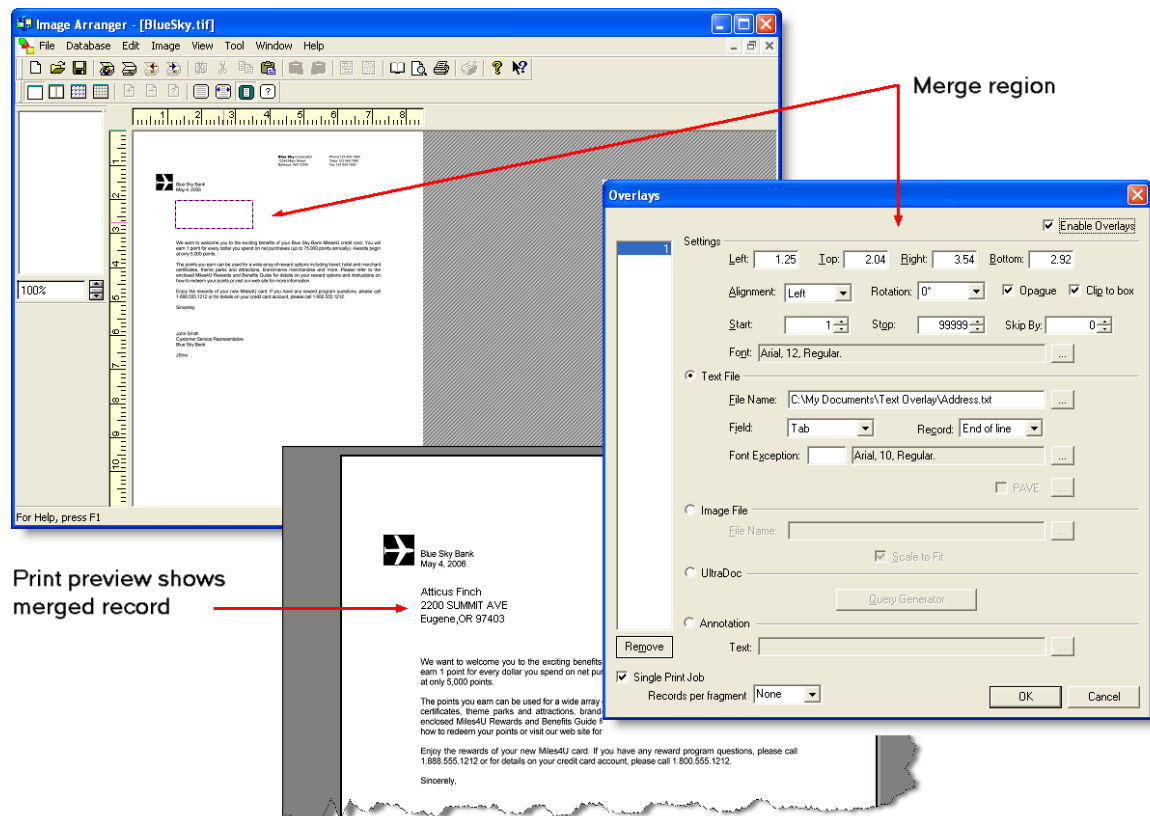
```
ATTICUS FINCH, 2200 SUMMIT AVE, EUGENE OR 97403
RED FOREMAN, 1700 MILLRACE DR, EUGENE OR 97403
KELLY BUNDY, 1905 AGATE ST, EUGENE OR 97403
JOHN GALT, 1943 AGATE ST, EUGENE OR 97403
DIRK PITT, 1943 1/2 AGATE ST, EUGENE OR 97403
JACK RYAN, 1961 AGATE ST, EUGENE OR 97403
GEORGE CASTANZA, 1800 COLUMBIA ST, EUGENE OR
BUFFY SUMMERS, 1804 COLUMBIA ST, EUGENE OR
JOHN DORIAN, 1830 COLUMBIA ST, EUGENE OR
JACK SPARROW, 1832 COLUMBIA ST, EUGENE OR
```

Creating an Overlay Region

1. On the **Tools** menu, click **Region**.
2. Drag the mouse diagonally across the area where you want the overlay to appear.
3. Right click the region to open the **Overlay** setup.



TIP: In the File menu, point to Overlays, and then click Overlays to open the Overlay setup when there is no active region.



4. Do one of the following:

To	Do this...
Overlay variable data from a Text File	<ol style="list-style-type: none"> 1. Select Text File. 2. Type a File Name, or browse to locate the file containing variable data 3. Select a delimiter from the Field list to specify the character used to separate fields. 4. Select a delimiter from the Record list to specify the character used to separate records 5. Type a Font Exception number to substitute the font for that field (line). Click Font to select the substitute.
Overlay in Image File	<ol style="list-style-type: none"> 1. Select Image File. 2. Type a File Name, or browse to locate the image file 3. Select Scale to Fit to size the image to the region where the image will be overlayed.

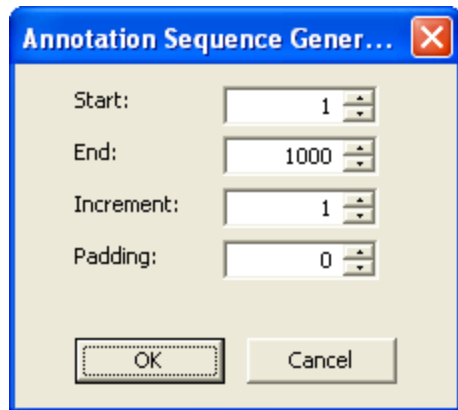
To	Do this...
Overlay variable data from UltraDoc	<ol style="list-style-type: none"> 1. Select UltraDoc. 2. Click Query Generator to query an UltraDoc database. See the UltraDoc User Guide for more details.
Overlay a variable Annotation (numbering)	See Generate a numbering sequence below.

Overlay Settings

Option	Description
Settings	<ul style="list-style-type: none"> • Type Left, Top, Right, or Bottom margins to adjust or redefine the region where the data will be overlaid. • Select Left, Center, or Right in the Alignment list to specify how the overlay data should be aligned in the region. • Select 90°, 180°, or 270° in the Rotation list to rotate the overlay data. • Select Opaque create the overlay using an opaque background. • Select Clip to box to discard data that does not fit within the region. • In the Start box, type or select the page where the overlay should begin. • In the Stop box, type or select the page where the overlay should end. • In the Skip By box, type or select number of pages to skip between application of the overlay within the Start and Stop range. • Select Font family, style, color and other attributes.

Sequential Numbering

1. Select **Annotation**.
2. Click **Automatic Sequence Generator**  next to the **Text** box.



3. In the **Start** and Stop boxes, type beginning and ending sequence numbers.
4. In the **Increment** box, type the amount to increment each number in the sequence.
5. In the **Padding** box, type the width of the sequence field.



NOTE: When necessary, the sequence is padded with zeros to match the width.

6. Click **OK**.

Using Overlay Templates

Overlays are automatically stored each time you [save a document](#)^[27], and restored when the document is reopened. There may be times when you want to apply an overlay from another document. Overlays can be saved as a template making it easy to reuse them with any document.



IMPORTANT: When you import an overlay template, the original overlay selections are overwritten. If you want to keep the original overlay, [save the document using a new name](#)^[27].

Saving a page setup template

1. On the **File** menu, point to **Overlays**, and then select **Export**.
2. Click **Save**.

Loading a page setup template

1. On the **File** menu, point to **Overlays**, and then select **Import**.
2. Click **Load Page Setup**.
3. Browse to locate the overlay template (*.mto) file you want to load.
4. Click **OK**.

Printing Overlays With Large Data Sets

When printing a document using overlays with a data source containing many records, some printers cannot receive the entire job and may overflow their spooler causing an error. Overlays can be printed as a single job, multiple jobs (one print job for each record), or as multiple "fragments" each containing a limited number of records. Printing overlays consisting of many records as multiple print jobs or fragments, causes Image Arranger to merge and send only the amount of data the printer receive at one time, before the remainder of the job is submitted.

Limiting the amount of data sent to the printer

1. On the **File** menu, point to **Overlays**, and then click **Overlays**.
2. Do one of the following:

To	Do this...
Send as a single print job	<ol style="list-style-type: none">1. Select the Single Print Job check box.2. Select None in the Records per fragment list
Send as print job fragments	<ol style="list-style-type: none">1. Select the Single Print Job check box.2. Select the number of records to include in each print job in the Records per fragment list.
Send as multiple print jobs	<ul style="list-style-type: none">• Click to clear the Single Print Job check box.

Disabling Overlays

1. On the **File** menu, point to **Overlays**, and then click **Overlays**.
2. Click to clear the check box next to **Enable Overlays**

3.13 Keyboard Shortcuts

Open File	CTRL+O
Save File	CTRL+S
Acquire	CTRL+SHIFT+A
Batch Acquire	CTRL+SHIFT+B
Print	CTRL+P
Overlays	CTRL+L
Custom Print	F9
Undo	CTRL+Z
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Delete	DELETE
Extract	CTRL+E
Snap To (Normal)	ALT+V
Snap To (Reverse)	ALT+R
Single Page View	CTRL+1
Double Page View	CTRL+2
Thumbnails View	CTRL+3
Icons View	CTRL+4
Next Page	PAGE DOWN
Previous Page	PAGE UP
Goto Page	CTRL+G

Getting Help

4 Getting Help

There are many sources of support available to ensure your experience with UltraDoc is an enjoyable one. Here are several ways to obtain the help you need.

Microsoft Windows Documentation

Refer to the documentation provided by the computer manufacturer or with the operating system.

Scanner Documentation

Your scanner documentation provides complete information about the hardware.

Alto Imaging Technologies Resellers

Your local reseller (the one that helped you choose your UltraWare system) may be best equipped to help you. Your vendor has specially trained service technicians available to answer questions, and the equipment to analyze your problems.

Online

Web site: <http://www.altoimaging.com/>

E-mail: prefect@altoimaging.com

Knowledge Base: <http://www.altoimaging.com/kb>

Support Request: <http://www.altoimaging.com/AltoWeb/ProductSupport/Support/Support.html>

Customer Service

Monday through Friday, 8:00 am to 5:00 pm, Central Standard Time

You can reach us by telephone at (251) 343-9339 (US)

If you do call for assistance, have the following information ready so our Customer Support Representatives can help you more quickly.

- Your phone number, fax number, email and shipping addresses
- A description of the problem
- The version of the Alto Imaging application you're using (from the Help menu choose the About command)
- The printer, scanner, and computer models
- The type and version of operating system you're using
- The amount of memory installed on your PC and printer
- Your printer type and any firmware version information you have

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