

OpenText™ Intelligent Capture

Pixview Guide

This guide describes how to use the Pixview module.

ECPCORE220300-TSC-EN-01

OpenText™ Intelligent Capture

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ECPCORE220300-TSC-EN-01

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This documentation has been created for OpenText™ Intelligent Capture CE 22.3.

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Chapter 1

Introduction

Pixview is a scanning and image viewing module that runs independently of the Intelligent Capture system. This module can assist you in troubleshooting problems when scanning pages or when processing images.

Pixview enables you to examine image properties, including:

- File type
- Page size
- Width
- Height
- Resolution
- Compression ratio
- Who wrote the image file
- Other image tags.

Pixview supports more than 125 different scanners. It provides an integrated image acquisition environment that allows you to scan, view, annotate, print, and store images of several files types.

Because Pixview does not connect to the Intelligent Capture Server, the module serves as a debugging tool. It helps you discover if a problem is due to the system or a factor not related to the system, such as a hardware problem. This module has no setup mode.

Related Topics

[“Scanning Documents” on page 7](#)

[“Viewing Image Files” on page 9](#)

1.1 Pixview Features

Pixview module enables you to perform the following scanning functions:

- Add a new scanner
- Select an existing scanner
- Scan pages and batches
- Print scanned pages

Pixview enables you to perform the following functions on scanned images:

- View, save, and annotate images files
- View image file properties (including file type, page size, width, height, resolution, and compression ratio)
- Change image file display properties (including rotation, scaling, brightness, contrast, zoom, and color)
- View thumbnails of groups of images in a batch
- Copy all or part of an image to the Clipboard
- Create a slide show of your scanned images
- View stage files on the Intelligent Capture Server

Chapter 2

Production

After the module has been set up, tested, and placed in a production environment, operators and administrators will run the module in production.

For information related to common production tasks for unattended modules, see *OpenText Intelligent Capture - Module Reference (ECPCORE-CMD)*.



Note: The **Running Modules in Production Mode** section contains production topics that are common to many unattended modules and may not apply to this module.

2.1 Scanning Documents

Pixview uses *ISIS* libraries to support monochrome, gray scale, and color scanners. ISIS drivers enable scanning at the full rated speed of your scanner.

For most scanners, ScanAhead ensures that the image on the next page is always immediately available. Pixview allows full control of scanner parameters. You can adjust brightness, contrast, scan resolution, scan mode, dithering, color settings, and any other settings available in your scanner. Duplex (double-sided) scanning is supported on scanners that provide this feature.

2.1.1 Selecting a Scanner

To select a scanner:

1. Start `iademon.exe` or select **Start > Programs > OpenText Intelligent Capture > Utilities > PixView**. The **Pixview** window displays.
2. From the **File** menu, select **Select Scanner**. The **Scanner Selection** window displays.
3. In the **Scanner Selection** window, scroll through the list of scanners until you find your scanner. Select the scanner by clicking on the name to highlight it, then click **OK**.



Note: If you encounter a scanning problem, you can connect your scanner to Pixview to test if your scanning problem is a result of the ScanPlus module.

Related Topics

[“Viewing Image Files” on page 9](#)

2.1.2 Scanning Pages

Scanning pages is the primary function of Pixview.

To scan pages:

1. Run `iademon.exe` or select **Start > Programs > OpenText Intelligent Capture > Utilities > PixView**. The **PixView** window displays.
2. From the **File** menu, select **Scan Page**. The scanner begins scanning and the image of the first page displays in the **PixView** window.
 - **To rescan a page:** Select **Rescan Page** from the **File** menu. The scanner begins scanning and the image of the page displays in the **PixView** window.
 - **To correct the orientation of a page:** Select **Replace Page w/New Orientation** from the **File** menu. The scanner begins scanning and the image of the new page displays in the **PixView** window.



Note: If your scanner does not automatically detect pages in the document feeder, a window displays. In this window, specify if pages are on a flatbed scanner, or in a document feeder.

Pixview can scan and view a maximum of 20 pages at one time. If you encounter a scanning problem, you can connect your scanner to Pixview to test if your scanning problem is a result of the ScanPlus module.

Related Topics

[“Selecting a Scanner” on page 7](#)

[“Scanning Batches” on page 8](#)

2.1.3 Scanning Batches

Scanning pages, or groups of pages in a batch, is one of the primary functions of Pixview. Pixview facilitates automatic scanning of documents and can save the results to a file using a naming schema.

To scan a group of pages automatically in a batch and save the results to a file:

1. Start `iademon.exe` or select **Start > Programs > OpenText Intelligent Capture > Utilities > PixView**. The **PixView** window displays.
2. From the **File** menu, select **Scan Batch to File**. The **Scanned Document Name** window displays. To rotate all pages in the batch during the scanning process, select the degree and direction of rotation required in the **Save Orientation:** list box.
3. Select the options and click **OK**. The **PixView (scanner control)** window displays.

4. Select the options and click **Start Scanning**. The scanner begins scanning. It continues scanning at its full rated speed until all pages in the feeder have been scanned or you click the **Stop Scanning** button.



Note: When used as a module, Pixview can scan and view a maximum of 20 pages at one time. If you encounter a scanning problem, you can connect your scanner to Pixview to test if your scanning problem is a result of the ScanPlus module.

Related Topics

[“Selecting a Scanner” on page 7](#)

[“Scanning Pages” on page 8](#)

2.2 Viewing Image Files

Pixview is a high-performance image viewer. It has many features for displaying and manipulating images. Features include:

- Fast scaling (zoom in and zoom out)
- Fast rotation (in 90 increments)
- Background preload (for immediate display of images on demand)
- Annotations, scale-to-gray conversion (to improve readability of images displayed at less than full scale)
- A pan window (for instantaneous positioning of the image in the view window).

In addition, Pixview can display color images either in color or gray scale, and adjust color balance while viewing. You can use Pixview to view:

- Exported *TIFF* files without using the Intelligent Capture system: Pixview can display TIFF image files after they have been exported to a local directory without connecting to the Intelligent Capture system.
- Stage files on the Intelligent Capture Server: If you encounter image-processing problems, Pixview can display stage files on the Intelligent Capture Server. A stage file is an image or text file produced by a module during task processing and stored by the Intelligent Capture Server in the batch folder.
- Images other than TIFF images: Intelligent Capture modules generally display TIFF images. However, Pixview can also display the following image file types:
 - *PCX* file (Paintbrush)
 - *DCX* file (*FAX*)
 - *BMP* file (Windows bitmap)
 - *JBG* file (*JBIG*)
 - *JPG* file (*JPEG*)

- *PDA* file (Calera)
- *PDF* file (Adobe®)
- *CAL* file (*CALS*)
- *MDA* file (*MO:DCA*)

2.2.1 Viewing Existing Images

Since a document can consist of many pages, and often each page image is a separate file, Pixview lets you specify multiple files when opening a document.

To view a document or stage file on the Intelligent Capture Server:

1. Run `iademon.exe`. The **PixView (production)** window displays.
2. From the **File** menu, select **Open Document**. The **Open Document** window displays.
3. Select the drive and directory which contains the files you want to open.
4. To open a file on the Intelligent Capture Server, select **All Files (*.*)** from **List Files of Type**.
5. Locate your Intelligent Capture Server, batch folder, and the file you want to view.
6. Click **OK** to open the document. The first file in the document displays in the **Pixview** window.
7. Examine the image as needed.



Note: When using the pan window, select the **Zoom Out** icon to see the area being panned. The area being panned displays in inverted colors.

Pixview can view image only *PDF* files. If you open a PDF with text file, Pixview displays the following message: Image file is bad, error in format.

2.2.2 Viewing Stage Files on the Intelligent Capture Server

For image-processing problems, Pixview can display stage files on the Intelligent Capture Server. A stage file is an image or text file produced by a module during task processing and stored by the Intelligent Capture Server in the batch folder.

To view a stage file on the Intelligent Capture Server:

1. Run `iademon.exe`. The **PixView (production)** window displays.
2. From the **File** menu, select **Open Document**. The **Open Document** window displays.
3. Select the drive and directory that contains the files you want to open.

4. Select **All Files (*.*)** from **List Files of Type**. Locate your Intelligent Capture Server, batch folder, and the stage file you want to view.
5. After selecting the files you want to open, click **OK** to open the document. The first file in the document displays in the **Pixview** window.
6. Examine the image as needed.

Related Topics

[“Viewing Image Files” on page 9](#)

[“Selecting Viewing Options” on page 12](#)

2.2.3 Annotating Images

The Pixview module enables you to annotate images using text, highlighting, boxes, lines, arrows, popup text, and other annotation features. Annotations are added to an image using the [“Annotations Toolbar” on page 27](#).

To annotate an image:

1. Open the image or document to annotate in Pixview.
2. If necessary, display the **Annotations** toolbar by selecting **Options > Application Settings** and enabling the **Display Annotations Toolbar** check box.
3. Apply the annotations, using the tools on the **Annotations** toolbar or the **Annotations** menu.
4. Save the newly annotated page or document by selecting **Save Page As** from the **File** menu or **Save Document As** from the **File** menu.



Note: To print the annotations on the page or document, select **Print Annotations** from the [“Annotations Menu” on page 23](#). When this option is selected, a check symbol appears next to **Print Annotations** in the **Annotations** menu.

Related Topic

[“Viewing Existing Images” on page 10](#)

2.2.4 Viewing Image File Properties

To examine image properties using Pixview:

1. Run Pixview and open the image file you want to examine.
2. From the **Help** menu, select **About Image**. The **About Image** window displays, listing the **file type**, **page size**, **width**, **height**, **resolution**, and **compression ratio** for the selected image.
3. To view image tags, select **More**. The **Image Tags** window displays and shows several image tags listed by their decimal value, providing additional information. For example, the 305 tag displays who wrote the image file.

Related Topics

[“Selecting Viewing Options” on page 12](#)

2.2.5 Selecting Viewing Options

To change the image view, use the buttons on the **PixView toolbar**, or the relevant **keyboard shortcuts**.

To change the image view:

1. Load an image in Pixview, either by importing it through a scanner or opening an existing image file. To open an existing file, select **Open Document** from the **File** menu.
2. With an image displayed in the **PixView (production)** window, manipulate the view as needed using the toolbar buttons or appropriate keyboard shortcuts.
 - If the toolbar is not displayed, select the **Options** menu, and then select **Application Settings** to display the **Application Settings** window.
 - Enable the **Display Toolbar** check box to display the **PixView toolbar**.

Related Topics

[“Scanning Pages” on page 8](#)

[“Viewing Image Files” on page 9](#)

Chapter 3

Reference

The topics within this section contain reference information useful while using the application in setup or production.

3.1 Windows

The topics within this section provide descriptions of windows accessible from the application. The topics list the user interface element name and include a brief description of actions available from the window.

3.1.1 About Image

The following options are available on the **About Image** window.

Table 3-1: About Image Window

Element	Description
Image Properties	Displays information about the image, such as: <ul style="list-style-type: none">• file type• number of pages• page size• width• height• resolution• compression ratio• Other image properties.
OK	Closes the About Image window.
More	Opens the Image Tags window, displaying additional image information and tags.

Related Topics

[“Viewing Image Files” on page 9](#)

[“Viewing Image File Properties” on page 12](#)

3.1.2 Add Scanner

The following options are available on the **Add Scanner** window.

Table 3-2: Add Scanner Window

Element	Description
Insert Disk containing scanner drivers in:	Enters the location of the new scanner drivers.
OK	Accepts the installation location and closes the Add Scanner window.
Cancel	Cancel the action and closes the Add Scanner window.

Related Topics

[“Selecting a Scanner” on page 7](#)

[“Scanning Pages” on page 8](#)

[“Scanning Batches” on page 8](#)

3.1.3 Application Settings

The following options are available on the **Application Settings** window.

Table 3-3: Application Settings Window

Element	Description
Pan Window	Defines display settings for the Pan Window , including: <ul style="list-style-type: none"> • Display Window: Display the Pan window by default whenever an image is viewed. • Use Scale to Gray: Display the image in the Pan window in grayscale.

Element	Description
Display Features	Defines display settings for the Pixview module, including: <ul style="list-style-type: none"> • Display Toolbar: Display the Pixview standard toolbar. • Display Annotation Toolbar: Display the Annotation toolbar. • Display Toolbar Text: Display toolbar icons with text labels. Clear to display smaller toolbar icons without text labels. • Display While Scan: Display toolbar icons while scanning. • Disable Accelerator: disable the graphics accelerator.
Scan Features	<ul style="list-style-type: none"> • Auto Resume Scan: Continues scanning automatically.
Zoom Factor	Set the amount to zoom as a percentage of original image size.
Scroll Bars	Defines how scroll bars are displayed: <ul style="list-style-type: none"> • Auto: Display or hide scroll bars as needed. • On: Display scroll bars. • Off: Hide scroll bars.
Color Features	Enable the Max 256 Colors check box to limit the number of colors displayed by the Pixview module.
OK	Accepts changes and closes the Application Settings window.
Cancel	Closes the Applications Settings window without committing any changes.

Related Topic

“Selecting Viewing Options” on page 12

3.1.4 Copy to Clipboard

The following options are available on the **Copy to Clipboard** window.

Table 3-4: Copy to Clipboard Window

Element	Description
Yes	Copies the selected area.
No	Copies the entire page.
Cancel	Exits the Copy to Clipboard window without copying any information to the Clipboard.

Related Topic

“Viewing Image Files” on page 9

3.1.5 Page Settings

The following options are available on the **Page Settings** window.

Table 3-5: Page Settings Window

Element	Description
Rotation	<p>Determines the rotation factor for the image:</p> <ul style="list-style-type: none"> • Portrait: 0 degrees: The image is displayed in portrait orientation with no rotation factor. • Landscape: 90 degrees: The image is displayed in landscape orientation with a rotation factor of 90. • 180 degrees: The image is displayed with a rotation factor of 180. • 270 degrees: The image is displayed with a rotation factor of 270.

Element	Description
Scaling	<p>Determines the initial display size of the image:</p> <ul style="list-style-type: none"> • Fit to Window: scale the image to fit within the PixView window. • Fit to Width: Enlarges or reduces the page until it fits the width of the PixView window. • 1 to1: Displays one pixel on the screen for every pixel in the image. • 25%: Displays the image at a zoom factor of 25%. • 50%: Displays the image at a zoom factor of 50%. • 75%: Displays the image at a zoom factor of 75%. • 100%: Displays one pixel on the screen for every pixel in the image. • 200%: Displays the image at a zoom factor of 200%.
Scale to Gray	Converts the image to grayscale.
Brightness	Increases or decreases the brightness of the image.
Contrast	Increases or decreases the amount of contrast in the image.
All Pages	When enabled, applies changes to all pages in the current document. Disable this option to apply changes only to the currently displayed page.
Instant Update	When enabled, immediately displays the changes made in the Page Settings window. Disable this option to display changes to the image only after the Page Settings window is closed.
Factory Defaults	Restore the page settings to the default settings with which Pixview was shipped.

Element	Description
Color >>	<p>Expands the Page Settings window to display custom color settings.</p> <ul style="list-style-type: none"> • Red: Adjust the Brightness and Contrast of the Red color channel. • Green: Adjust the Brightness and Contrast of the Green color channel. • Blue: Adjust the Brightness and Contrast of the Blue color channel. • Move as a group: Constrain the Brightness and Contrast settings. This way, moving the slider for one color channel makes an equivalent change in the other channels. Also, Brightness or Contrast values can remain equal across color channels. • Overscan Color: Opens the Color window for selection of standard palette colors or the creation of custom color values. • Options: Enable Dithering or View as Gray options.
Save as Defaults	Save the Page Settings defined in the window as the Pixview default page settings.
Close	Close the Page Settings window and return to the Pixview window.

Related Topic

[“Viewing Image Files” on page 9](#)

3.1.6 PixView (Production)

The following options are available on the **PixView** (production) window.

Table 3-6: PixView (Production) Window

Element	Description
File	The “File Menu” on page 19 menu presents options for opening, saving, scanning, and printing documents.
Edit	The “Edit Menu” on page 22 menu enables you to copy documents to the Clipboard.
Page	The “Page Menu” on page 22 menu enables you to maneuver through the displayed pages.

Element	Description
Options	The “Options Menu” on page 23 menu enables you to specify scanner, page, and application settings.
Annotations	The “Annotations Menu” on page 23 menu enables you to add annotations to your documents.
Demo	The “Demo Menu” on page 25 menu enables you to create a slide show of your documents.
Window	The “Window Menu” on page 25 menu presents window display options.
Help	Provides access to the help system where you can find information to guide you while working in the module.
Toolbar	The “PixView (Production) toolbar” on page 26 toolbar displays available image viewing and manipulation options.
Image pane	Blank when no image is loaded. After loading an image in Pixview, this area displays the image selected for viewing.

Related Topic


“Viewing Image Files” on page 9

3.1.6.1 File Menu

The PixView (production) window File menu contains the following options:

Table 3-7: PixView (Production) Window, File Menu

Element	Description
Open Document	Opens a new document in the PixView window.
Close Document	Closes the current document.
Save Page As	Saves the page currently displayed in the PixView window and allows the user to specify a new file name and save location.
Save Document As	Saves the current document and allows the user to specify a new file name and save location.
Replace Page w /New Orientation	Displays the “Scanned Document Name” on page 30 window.

Element	Description
Select Scanner	Displays the “Scanner Selection” on page 31 window.
Scan Page	<p>The scanner scans a single page only. The page displays in the PixView window.</p> <p> Note: Some scanners do not report when pages are loaded in their automatic document feeders. If your scanner falls into this category, a window displays after choosing Scan Page. Specify whether a page is on the flatbed or in the feeder.</p>
Scan Batch to File	<p>The scanner scans a batch of pages and then exports the batch to a local directory.</p> <p>Selecting this option displays the “Scanned Document Name” on page 30 window where document naming and location information must be supplied.</p> <p>Click OK to begin scanning. The scanner continues scanning at its full rated speed until all pages in the feeder have been scanned.</p>
Scan Rotated Batch to File	Displays the “Scanned Document Name” on page 30 window.
Rescan Page	The scanner rescans the page currently displayed in the PixView window.
Cancel Scan	Cancel the scanning operation and return to the PixView window.
Print Setup	Displays the Windows Print Setup window.

Element	Description
Print Page(s)	<p>Choose from the following options:</p> <ul style="list-style-type: none"> • Print (Fit Page): Displays the Windows Print window. When the Print button is clicked, all pages in the document are sent to the selected printer. Images are automatically sized to fit the default printer paper size. • Print (Actual Pixels): Displays the Windows Print window. When the Print button is clicked, all pages in the document are sent to the selected printer. Images are printed at actual pixel size, relative to the maximum resolution of the selected printer. For example, a 200 <i>DPI</i> image printed on a 1200 DPI printer produces an image that is approximately one sixth the size of the page. • Print (Actual Size): Displays the Windows Print window. When the Print button is clicked, all pages in the document are sent to the selected printer. Images are printed at a size comparable to the size of the original scanned document. • Print Thumbnails: Displays the Thumbnail Setup window. Select from the following thumbnail options: <ul style="list-style-type: none"> • Thumb Size: Select the thumbnail print layout from the list box. • Print Filename: Include the file name of each page below the thumbnail image. • Print Border: Enable to print a border around each thumbnail image. • OK: Accepts the selections and closes the Thumbnail Setup window. • Cancel: Closes the Thumbnail Setup window without committing any changes.
Exit	Close the PixView module.


Related Topic

[“Viewing Image Files” on page 9](#)

3.1.6.2 Edit Menu

The **PixView** (production) window **Edit** menu contains the following options:

Table 3-8: PixView (Production) Window, Edit Menu

Element	Description
Copy	<p>Opens the <i>“Copy to Clipboard”</i> on page 16 window where you can copy a selected area or entire page to the Clipboard.</p> <p> Note: Use the mouse pointer to select an area of the document to copy to the Clipboard.</p>

Related Topic

“Viewing Image Files” on page 9

3.1.6.3 Page Menu

The **PixView** (production) window **Page** menu contains the following options:

Table 3-9: PixView (Production) Window, Page Menu

Element	Description
Next Page	Advance to the next page in the document.
Previous Page	Return to the previous page in the document.
Show Thumbnails	Show thumbnails for each image in the document.
Goto Page	Move to a specific page in the document.

Related Topic

“Viewing Image Files” on page 9

3.1.6.4 Options Menu

The **PixView** (production) window **Options** menu contains the following options:

Table 3-10: PixView (Production) Window, Options Menu


Element	Description
Scanner Settings.	Displays the “Scanner Settings” on page 32 window for setting up the scanner.
Page Settings	Displays the “Page Settings” on page 16 window for establishing page-level settings.
Application Settings	Displays the “Application Settings” on page 14 window.

3.1.6.5 Annotations Menu

The **PixView** (production) window **Annotations** menu contains the following options:

Table 3-11: PixView (Production) Window, Annotations Menu

Element	Description
Print Annotations	Enable to print annotations with pages and documents.
Text	Select attributes for text annotations. <ul style="list-style-type: none"> • Color: Displays the Color window. Select standard or custom colors for annotation. • Font: Displays the Font window. Select font, style, color, size, effects, and color. • Opaque: Enable this check box to display text annotations on a black background. Clear the box to display the text annotation on a transparent background.
Popup Text	Select attributes for popup annotations: <ul style="list-style-type: none"> • Color: Displays the Color window. Select standard or custom colors for popup text. • Font: Displays the Font window. Select font, style, color, size, effects, and color.
Highlight	Select attributes for highlight annotations. <ul style="list-style-type: none"> • Color: Displays the Color window. Select standard or custom colors for highlighting.
Redact	Select attributes for redact annotations. <ul style="list-style-type: none"> • Color: Displays the Color window. Select standard or custom colors for redact.

Element	Description
<p>Line</p>	<p>Select attributes for line annotations:</p> <ul style="list-style-type: none"> • Color: Displays the Color window. • Width: Select the appropriate width: 1, 2, 3, 5 or 10. • Transparent: Select to make lines transparent.
<p>Arrow</p>	<p>Select attributes for arrow annotations:</p> <ul style="list-style-type: none"> • Color: Displays the Color window. Select standard or custom colors for arrows. • Width: Select the width: 1, 2, 3, 5 or 10. • Arrows: Select the arrow style: <ul style="list-style-type: none"> – No Arrows – Arrow at Head – Arrow at Tail – Arrows at Both Ends • ArrowHeads: Select the arrowhead style: <ul style="list-style-type: none"> – Hollow Arrows – Solid Arrows • Transparent: Select to make arrows transparent.
<p>Box</p>	<p>Select attributes for box annotations.</p> <ul style="list-style-type: none"> • Color: Displays the Color window. Select standard or custom colors for box annotations. • Width: Select the appropriate width: 1, 2, 3, 5 or 10. • Transparent: Select to make boxes transparent.
<p>Stamp</p>	<p>Select a bitmap image to use as an annotation. To select the bitmap image:</p> <ul style="list-style-type: none"> • Select File to display the Open window. • Browse to the bitmap image file you want to use as an annotation stamp and click Open. <p> Note: The size of the bitmap is limited to 30K.</p>

 **Note:** To display the “Annotations Toolbar” on page 27, open the “Application Settings” on page 14 window. In the **Display Features** area, enable the **Display Annotation Toolbar** check box.

Related Topics

[“Viewing Image Files” on page 9](#)

[“Annotating Images” on page 11](#)

3.1.6.6 Demo Menu

The **PixView** (production) window **Demo** menu contains the following options:

Table 3-12: PixView (Production) Window, Demo menu

Element	Description
Load Images	Loads Demonstration images into the PixView window.
Loop Images	Loops through demonstration images automatically, displaying each one in the PixView window.
Stop Demo	Stops the demo.
Show Timing	Provides information on the Image Flip Time when running the demo. Image Flip Time is the amount of time the system takes to move from one image to the next.


Related Topic

[“Viewing Image Files” on page 9](#)

3.1.6.7 Window Menu

The **Window** menu on the **PixView** (production) window contains the following options:

Table 3-13: PixView (Production) Window, Window Menu

Element	Description
Pan Window	<p>Select a portion of an image to display in the PixView window. Use your mouse to move the selected area around the Pan Window and change the area of the page displayed in the PixView window.</p> <p> Note: When using the pan window, select Zoom Out to see the area being panned. The area being panned displays in inverted colors.</p>









Related Topic



“Viewing Image Files” on page 9

3.1.6.8 PixView (Production) toolbar

The following buttons display on the **PixView** (production) window toolbar:

Table 3-14: PixView (Production) Window Toolbar

Button	Button name	Description
	Scan Setup	Opens the “Scanner Settings” on page 32 window.
	Fit Width	Enlarges or reduces the page until it fits the width of the “PixView (Production)” on page 18 window.
	Fit Window	Enlarges or reduces the page until it fits the width or height of the PixView window, whichever is smaller. This button enables you to see the entire page image.
	View 100%	Adjusts the display size of the current image to 100%. Displays one pixel on the screen for every pixel in the image.
	Zoom In	Increases the magnification level of the current image by the default zoom factor of 10%.
	Zoom Out	Decreases the magnification level of the current image by the default zoom factor of 10%.
	Rotate	Rotates the current image 90 clockwise.
	Previous page	Displays the previous page of a set of pages. Inactive when the first page is currently being displayed.

Button	Button name	Description
	Next page	Displays the next page of a set of pages. Inactive when the last page is currently being displayed.
	Loop Demo	Automatically cycles through the images in the Pixview demo.

Related Topics








[“Viewing Image Files” on page 9](#)




[“Selecting Viewing Options” on page 12](#)


3.1.6.9 Annotations Toolbar

The following buttons appear on the **PixView** window **Annotations** toolbar:

Table 3-15: PixView (Production) Window Toolbar

Button	Button name	Description
	Select	Selects a portion of the displayed image for annotation with another tool, such as the Popup Text tool.
	Text	Inserts a text annotation.
	Popup Text	Displays the Popup window. Enter a caption for the annotation and the popup text you want to display.
	Highlight	Highlights selected image elements with transparent yellow.
	Redact	Covers selected image elements with opaque black, hiding content beneath the Redact area.
	Line	Creates a freehand line on the image.
	Arrow	Creates an arrow on the image.

Button	Button name	Description
	Box	Creates a black line box on the image.
	Stamp	Displays the Windows Open window where you can select a bitmap image to use in annotation. Imprints the image with the content of the bitmap file.  Note: The size of a bitmap used for annotation is limited to 30K.

 **Note:** To display the **Annotations toolbar**, open the **“Application Settings”** on page 14 window. In the **Display Features** area, enable the **Display Annotation Toolbar** check box.

Related Topics

[“Viewing Image Files” on page 9](#)

[“Annotating Images” on page 11](#)

3.1.7 PixView (Scanner Control)

The following options are available on the **PixView** (scanner control) window.

Table 3-16: PixView (Scanner Control) Window

Element	Description
Prepare Scanner	Displays the name of the selected scanner.
Next Page	Select the option next to the appropriate page layout: <ul style="list-style-type: none"> • Front of sheet 1 • Back of sheet 0. This option is dimmed when no scanner is defined, or if multiple pages are not available.

Element	Description
Page Count	Select the option next to the appropriate page count: <ul style="list-style-type: none"> • All sheets in stack: Continues scanning until all pages in the stack have been scanned. • Number of pages: After selecting this option, specify the number of pages to scan by typing the number in the corresponding field.
Scanning Options	Select the scanning options from the list boxes: <ul style="list-style-type: none"> • Paper Source: Select the document source from the choices available in the list box. These choices are dependent on the capabilities of the connected scanner. • Batch Detection: Select the type of detection from the choices available in the list box. <p>Batch Number: Displays the current batch number.</p>
ScanAhead	Enable to provide scanning before processing.
Start Scanning	Click to initiate scanning.
Stop Scanning	Click to stop scanning.
Options	This option is dimmed when no scanner is connected.

3.1.8 Popup

The **Popup** window is used to create popup annotations from the “[Annotations Toolbar](#)” on page 27 or “[Annotations Menu](#)” on page 23. The following options are available on the **Popup** window:

Table 3-17: Popup Window

Element	Description
Edit	This menu provides simple text editing commands for popup annotations: <ul style="list-style-type: none"> • Cut: Cuts text from the popup text box. • Copy: Copies text from the popup text box. • Paste: Pastes text into the popup text box. • Font: Displays the Windows Font window enabling you to change the font, style, size, or color of the popup text.
Caption	The caption is displayed on the image, along with the popup annotation symbol.
Text box	Text for the popup annotation is entered in this box.

3.1.9 Scanned Document Name

The following options are available in the **Scanned Document Name** window.

Table 3-18: Scanned Document Name Window

Element	Description
File Name	Select the scanned document from the list of available files.
Directories	Select the directory where the scanned document is located.
Drives	Select the drive where the scanned document is located.
Warn on file overwrite	Enable to prompt the user to confirm before any files are overwritten.
List Files of Type	From the list box, select the file type to be displayed in the File Name list.
Color Format	From the list box, select the color format for the scanned document.
Compression	From the list box, select the compression format.
Multi-page file	Enable if the scanned document contains multiple pages.
Starting page	Enter the page number.
Starting batch	Enter the batch number.

Element	Description
Save Orientation	From the list box, select the direction or the degree of rotation: <ul style="list-style-type: none"> • Portrait (0) • Landscape (90) • 180 degrees • 270 degrees
Use Naming Schema	Enable to use naming schemas.
Edit Schema	Displays the File Naming Schema window for defining a naming schema.
OK	Accepts the selected settings and closes the Scanned Document Name window.
Cancel	Closes the Scanned Document Name window without saving any changes.
Network	Displays the Windows Map Network Drive window for mapping to scanned documents stored on a network share.

3.1.10 Scanner Selection

The following options are available on the **Scanner Selection** window.

Table 3-19: Scanner Selection Window

Element	Description
Scanner	This field displays all the scanners available on the system.
OK	Closes the Scanner Selection window and commits any changes.
Cancel	Closes the Scanner Selection window and without committing any changes.
Add	Opens the Add Scanner window, allowing you to load additional scanner drivers.

Element	Description
Setup	<p>This button provides access to scanner installation and configuration options. If the scanner you select in the Scanner field has no configuration or installation options, an error message displays:</p> <p>This scanner has no user settable installation or configuration options. If you need to change the scanner's settings, please see your scanner's manual for configuration options.</p>

Related Topics

[“Selecting a Scanner” on page 7](#)

[“Scanning Pages” on page 8](#)

[“Scanning Batches” on page 8](#)

3.1.11 Scanner Settings

The following options are available on the **Scanner Settings** window.

Table 3-20: Scanner Settings Window

Element	Description
Mode	Displays the scanning modes available for the selected scanner.
Dither	Displays the Dithering options available for the selected scanner.
Dots per inch	Displays the <i>DPI</i> choices available for the selected scanner.
Page Size	Displays the page size options available for the selected scanner.
Brightness	Allows the user to adjust the brightness of images as they are scanned.
Contrast	Allows the user to adjust the contrast of images as they are scanned.
OK	Accepts the settings and closes the Scanner Settings window.
Default	Restores the scanner default settings.
Cancel	Cancels any changes and closes the Scanner Settings window.

Element	Description
Area	Opens the <i>“Set Scanning Area”</i> on page 33 window, allowing the user to specify the area of the document to be scanned.

Related Topics

“Selecting a Scanner” on page 7

“Scanning Pages” on page 8

“Scanning Batches” on page 8

3.1.12 Set Scanning Area

The following options are available on the **Set Scanning Area** window.

Table 3-21: Set Scanning Area Window

Element	Description
Units	Displays available units of measurement in inches, centimeters, or pixels.
X Position	Specifies the X Position of the scanning area.
Y Position	Specifies the Y Position of the scanning area.
Width	Specifies the width of the area to scan.
Length	Specifies the length of the area to scan.
Uncompressed Size	Displays the uncompressed size of the image.
OK	Accepts the settings and closes the Set Scanning Area window.
Cancel	Closes the Set Scanning Area window without committing any changes.

Related Topic

“Scanning Pages” on page 8

3.1.13 Thumbnail Setup

The following options are available on the **Thumbnail Setup** window.

Table 3-22: Thumbnail Setup Window

Element	Description
Thumb Size	Selects the thumbnail print layout from the list box. Options are: <ul style="list-style-type: none"> • 4 images (2x2) • 9 images (3x3) • 16 images (4x4) • 25 images (5x5) • 36 images (6x6) • 64 images (8x8) • 100 images (10x10)
Print Filename	Includes the file name of each page below the thumbnail image.
Print Border	Prints a border around each thumbnail image.
OK	Accepts the selections and closes the Thumbnail Setup window.
Cancel	Closes the Thumbnail Setup window without committing any changes.

Related Topic

“Selecting Viewing Options” on page 12

3.2 Keyboard Shortcuts

The following keyboard shortcuts can be used to run the Pixview module.

Table 3-23: Pixview Keyboard Shortcuts

Shortcut	Action
F3	Enlarges or reduces the page until it fits the width or height of the PixView window, whichever is smaller. This button enables you to see the entire page image.
F2	Enlarges or reduces the page until it fits the width of the PixView window.

Shortcut	Action
F4	Displays one pixel on the screen for every pixel in the image.
+	Zooms in by the default zoom factor of 10%.
-	Zooms out by the default zoom factor of 10%.
CTRL+1, CTRL+2, CTRL+3, CTRL+4	Rotates the image 90° clockwise. The keyboard shortcuts represent 0°, 90°, 180°, and 270° rotation, respectively.
CTRL+P	Displays the previous page of a set of pages. Inactive when the first page is currently being displayed.
CTRL+N	Displays the next page of a set of pages. Inactive when the last page is currently being displayed.
CTRL+T	Displays thumbnails for all images in the document.
CTRL+G	Displays the Goto Page window allowing the user to specify a specific page to display.
CTRL+I	Displays the About Image window.
CTRL+C	Displays the Copy to Clipboard window.
CTRL+Z	Open the Pan window.
ALT+H+I	Displays the About Image window.
ALT+M	From within the About Image window, use this shortcut to display the Image Tags window with additional information. For example, the 305 tag displays who wrote the image file.

Related Topics

[“Viewing Image Files” on page 9](#)

[“Viewing Image File Properties” on page 12](#)

Glossary

BMP

Bitmap file extension

CAL

U.S. Department of Defense Computer Aided Acquisition and Logistics Support format

CALS

U.S. Department of Defense Computer Aided Acquisition and Logistics Support format

DCX

Multipage *PCX* file extension

DPI

Dots Per Inch

FAX

Fax file extension

ISIS

Image and Scanner Interface Specification

JBG

JBIG file extension

JBIG

Joint Bi-level Image Experts Group

JPEG

Joint Photographic Experts Group

MDA

MO:DCA file extension

MO:DCA

Mixed Object:Document Content Architecture

PCX

PC Paintbrush bitmap format file extension

PDA

Calera Processed Document Architecture file extension

PDF

Portable Document Format

TIFF

Tagged Image File Format