

MicroDAX

Version 5.0

User's Guide

© 2002 VersaIMAGE Software Corporation

© 2002 JFL Peripheral Solutions Inc.



VersaImage Software Corporation

5424 E. Grand River Avenue, Suite #106, Howell, Michigan, USA 48843
Tel: (517) 545-2700 www.versasoftware.com support@versasoftware.com



Version 5.1.6 update

TABLE OF CONTENTS

Introduction	3
Features	4
Getting Started	5
Hardware Requirements.....	5
Software Requirements.....	5
Supported Scanners.....	5
Concepts	6
Images	6
Batch Documents and The Staging Area	6
MARS and batch scanning in single and dual blip mode	7
Configuring MicroDAX 5.0	9
Starting a New Batch	9
The Input Tab.....	9
Scan Mode	10
Resolution (DPI).....	10
Image Type	10
Image Orientation	11
Paper Size.....	11
Accessing Additional Features of the Input Source.....	11
The Processing Tab.....	11
Split Input Image.....	11
Crop Edge	12
Flip	12
Rotate	13
Stack Images	13
The Output Tab.....	14
Destination Drop Down List.....	14
Scanning Images	17
Single Scans	17
Automated Batch Scans Using MARS	17
Rescanning an Image	17
Working with Images	19
Thumbnail Views.....	19
Selecting an Image.....	19

Annotating Images	19
Discarding Images	19
Viewing Images	20
Copying Images to the Windows Clipboard.....	20
Redact	20
Other Settings.....	22
Application Settings.....	22
MARS Settings	23
Appendix A: End User License Agreement.....	24
Appendix B: Supported Image Sizes by Scanner	25

Version 5.1.6 feature changes (Oct. 31, 2002):

1. Allows image insertion (high-light image/right mouse click /insert) in a batch with automatic re-numbering of images in correct sequence during SEND action.
2. Allows selection of first image number that a sequence of images in a batch should start with. (Settings/application settings/First Index).
3. Allows MARS controller to step 1 or 2 images on a + (PLUS) command for auto scanning of two images in single 11x17 landscape mode using the 50% split image command. (Settings/Mars Application Settings/Step size).
4. Added image crop feature. Allows click and drag across image. Eliminates image area outside the drawn rectangle. (similar to Redaction outside the selected area).
5. Made lower carriage on batch the standard auto batch scanning default. (selectable at settings/MARS Application settings/Carrier).
6. Increased the acceptance of 32 characters for an e-mail address to 50+
7. Allows image BLOCK feature, a selected area may be blocked from view (covered in black)
8. Allows image rotation in the full image view window, after scanning an image may be rotated 90/18/270 degrees by double clicking on it and choosing the appropriate rotation form the edit menu
9. Allows single level undo of redact/block/rotate/crop operations applied to an image – this single undo level is remembered
10. Keyboard guide for F-key activation: (available at www.versasoftware.com)
 - F-4 Display Twain driver setting window
 - F-5 SCAN
 - F-8 Reverse by one image
 - F-9 Advance by one image
 - F-10 Reverse by one file (2 level film)
 - F-11 Advance by one file (2 level film)
 - F-12 Rewind film

Introduction

Welcome to MicroDAX 5.0! MicroDAX 5.0 is a flexible, easy to use application that is designed to quickly get the images you want from the Minolta MS 2000, MS 3000, MS 6000, MS 7000 microfilm scanners and PS 3000 book scanners, process them, and then save, fax, email or print them.

MicroDAX 5.0 is designed to be as user friendly as possible. So while you might not need to refer to this user's guide before working with it, there are some basic concepts you should review before getting started. Specifically, you should read the section entitled "Getting Started" before you install the software, and the "Concepts" section before you start working with MicroDAX 5.0

Features

- Scanning from Minolta microfilm scanners: MS 2000, MS 3000, MS 6000, MS 7000, with optional MARS controller support, and the PS 3000 book scanner.*
- MARS support including 2 level blipping and automated batch scanning.
- Controls for the specific features of the various Minolta scanner models are brought out to the MicroDAX 5.0 User Interface via individualized "panels
- Support for software features: rotate, split, merge, flip, crop
- Grayscale check stacking
- Integrated preview.
- Job control – rescanning of images.
- Two formats of images can be generated – TIFF, or BMP.
- Output to Printers, to Fax, to Email, to folder.

** The PS 7000 book scanner will be available with the new TWAIN driver which is scheduled for release by Q4 2002)*

Getting Started

Review this section before installing the software.

Hardware Requirements

To use MicroDAX 5.0 your PC must be able to run the software and you must have some required prerequisite software installed. Here are the minimum requirements:

- An i386, i486, Pentium, Athlon or compatible PC
- Windows 95, 98, ME, NT, 2000 or XP.
- 128MB (256 MB preferred) RAM
- 200 megabytes available hard disk space.

More memory and more disk space will allow larger batches of images to be scanned.

Software Requirements

Before scanning you will need to have an installed TWAIN driver for each scanner you wish to connect to. TWAIN drivers for the Minolta scanners are included on the MicroDAX 5.0 CD-ROM. You should have Version 4.0.6.5 or higher of the TWAIN driver installed.

As part of the MicroDAX 5.0 installation a number of other software components are installed:

- Adobe Acrobat Reader
- Microsoft Internet Explorer 5.5

These are installed to support this User's Guide, and to support the online help. You don't need to install these separately but removing them once MicroDAX 5.0 is installed will affect the online help.

Supported Scanners

The following Minolta scanners are supported as of June 2002:

MODEL[†]	IMAGE SIZE	PIXEL TYPE	DPI*
MS 2000	8.5x11"	Monochrome	400
MS 3000	11x17"	Monochrome	400
MS 6000	8.5x11"	Grayscale	800
MS 7000	11x17"	Grayscale	800**
PS 3000	11x17"	Monochrome	400

* *DPI is Maximum DPI supported by that scanner.*

** *The MS 7000 only supports 800DPI up to a height of 3.67"*

[†] *PS 7000 support will be available in Q3 2002*

Concepts

Understanding how MicroDAX 5.0 works will help you make the best use of it. Thus, this is the most important section of the user's guide so even if you skip everything else, please read this!

The purpose of MicroDAX 5.0 is to enable you to retrieve images, manipulate them in the staging area (re-scan, repair or remove), and then send those images to their final destination(s) (re-sequence, folder, email, printer, or fax) via the output commands.

Images

MicroDAX 5.0 lets you scan Black and White (Monochrome) or Grayscale images. Monochrome images are often best for text as they take the least amount of memory and disk space to store. When scanning in monochrome however, the quality of detail in the graphical parts of the image are likely be lessened. Images can be stored as TIFF files or BMP files.

BMP files are uncompressed bitmaps, and as such will result in large file sizes. They are the standard Windows bitmap format, so almost every program will read them, but generally TIFF is a better choice. The TIFF format used is a loss-less compression that works well for monochrome images and will result in smaller file sizes than will BMP.

Batch Documents and The Staging Area

Every time you wish to work in MicroDAX 5.0 you must either open or create a new Batch Job file (job). A Batch Job is a file that contains all the image data as well as the settings (input, output and processing) associated with the whole job. Any time you select the New command on the File menu you will be creating a new Batch Job.

A unique feature of MicroDAX 5.0 is that each Batch will be contained in its own window within the MicroDAX 5.0 software. This means you can work with several batches at the same time.

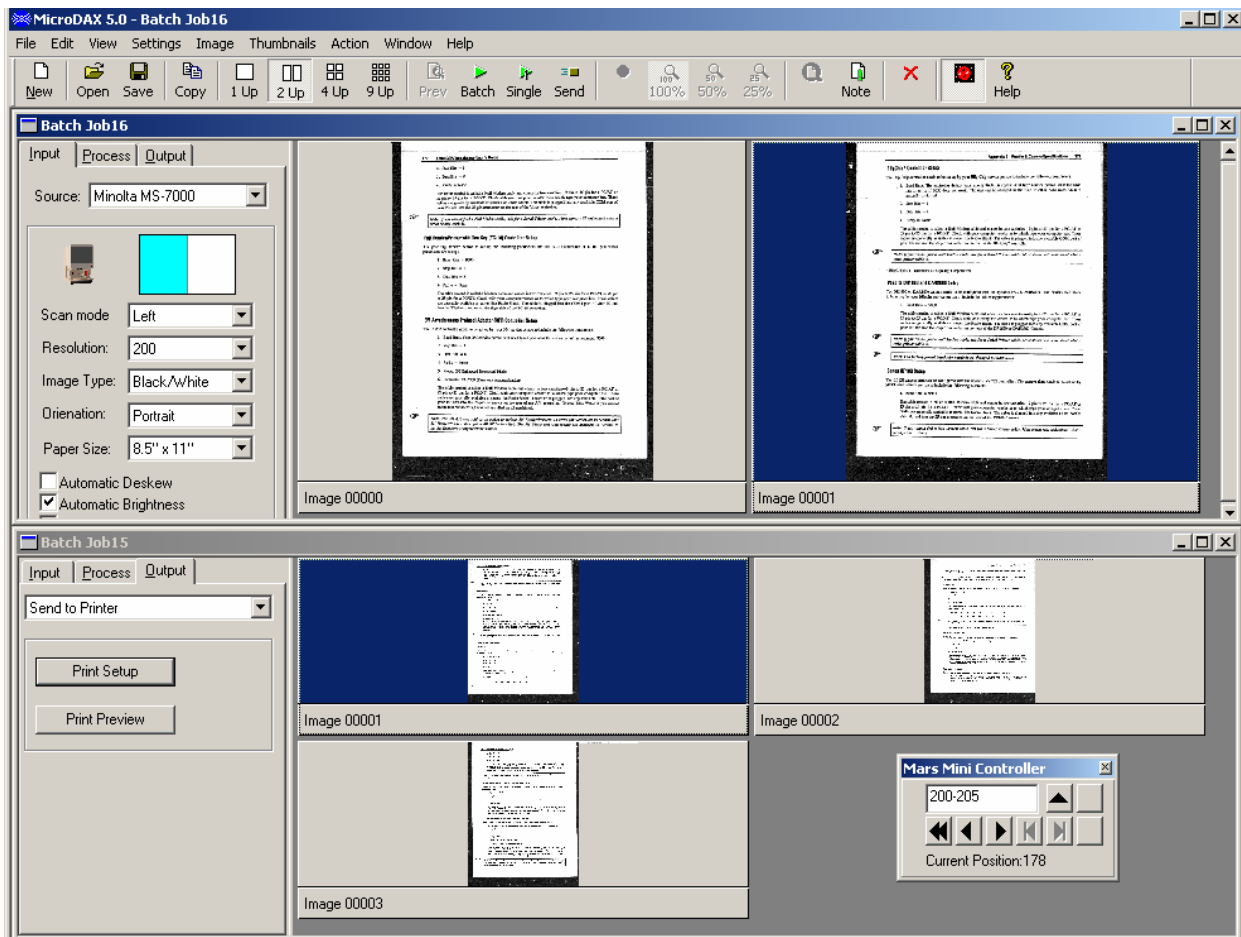
Whenever an image is scanned, it will be written into a temporary batch storage area located in a designated file folder and will be stored there until the output phase is completed. Images are stored as numbered files, with the number increasing for each subsequent scanned image. A subdirectory within the batch storage folder will be created for each active batch.

Each Batch Window in MicroDAX 5.0 displays thumbnail views of the stored images in the associated cache. While viewing batch thumbnails, the user can perform various tasks with them such as annotating and deleting them.

Each Batch Job also has its own set of scanner settings – you can even have two Batch Jobs open that have different scanners selected if you have more than one scanner attached to your computer.

When you're done working with the images in a batch and no longer need to work on that batch, you should "Delete & Close" the document (after distribution of the images via the "Send" icon). This will remove the images from the storage area. If you choose to "Save" the document, the

staging area will be retained and you can continue to work with the Batch (including scanning more images into it) later. The Close menu item will close the current batch, but leave the saved files on disk if you have previously saved the batch – **if you haven't saved the batch, then Close is the same as Delete & Close.**



In the screen shot above we can see that there are two separate batch jobs open (15 & 16). Each batch and its specific settings are shown in its own window (each with a minimize, maximize and close button). The top batch is currently active and has the preview mode set to display two thumbnails at once. Note that the right hand image is highlighted to show it is currently selected. The bottom batch is configured to show up to four thumbnails and has the first one selected. It also shows the current Output selection for its three images is to send to printer.

MARS and batch scanning in single and dual blip mode

MARS stands for Minolta Automated Retrieval System, and is the optional system that the Minolta film scanners (MS 2000, MS 3000, MS 6000 and MS 7000) use to automatically locate a particular image on a roll of blipped film. Blipped microfilm is a special type of film that has marks along the edge of the film that can be tracked and counted by the MARS unit in conjunction with certain Minolta carriers. If using a film scanner and your film is not blipped or you are not using a MARS-supported carrier then you cannot make use of MicroDAX 5.0's MARS functionality.



MicroDAX 5.0 has a MARS Controller window that gives it control over the actual MARS unit, including real-time updates of the current film position and buttons for advancing, rewinding, etc. If you aren't using automated search and retrieval than the MARS



Controller window will be deactivated. To close the Window, simply click the MARS button on the toolbar to toggle it off.

The controller window is comprised of three elements; the input box, the controls and the status line. The Status line is shown along the bottom edge of the window and displays the **current position** of the MARS unit as shown on the LCD of the MARS controller itself.

The controls can be found along the bottom and right side of the input box. The controls are as follows; the up arrow is the Go-To or Search button and causes the MARS unit to move the film to the first frame number shown in the input box. The double left arrows are for rewinding and ejecting the film, the single left arrow is for stepping back one frame, the single right arrow is for advancing a single frame. The left and right arrows with lines are for advancing and stepping back a single block (or chapter) on dual-level blipping. If your MARS controller is not set for dual-level blipped film then these two buttons will be deactivated as shown above. The yellow and gray book image button is the Batch Scan button and is used to initiate a scan of all the frames listed in the input box.

The final component of the MARS window is the input box. This is where you can enter the frame number of an image to search for and scan or enter a range of images to be scanned with the Batch Scan button.

Since MicroDAX 5.0 supports the searching and retrieval of both single-level and dual-level film, different methods exist for entering these numbers in the input window. If using single level film then you can indicate an image simply by entering its location on the roll. For example, entering the number “304” will allow you to search and/or scan the 304th image on the film.

With two level blipping, the film is divided up into chapters and then pages within a chapter. When MicroDAX 5.0 displays the film location of images it is necessary to use a period to differentiate between the chapters and pages. Therefore on two level blipped film, if you enter the image to be scanned as “4.23” MicroDAX 5.0 will search and/or scan the 23rd page in the 4th chapter.

When you specify images in the input window, you must use the notation that applies to the MARS controller mode – without a period for single level blipping and with a period for two level film. “42” is the 42nd image on the film in single mode, “3.5” is the 5th page in the 3rd chapter in two level.

See the section on Automated Batch scanning for more information on using the MARS functionality to scan a range or ranges of images.

New (Version 5.1.6 and higher): You can scan two single documents with one scan and split them electronically back into two images. This speeds up the scanning process.

Note: *If you are interested in automating your scanning but do not have blipped film, please contact VersaIMAGE Software Corporation (www.versasoftware.com) for some possible solutions.*

Configuring MicroDAX 5.0

Configuring MicroDAX 5.0 is relatively simple and involves only a few key steps. This section of the guide will walk you through the typical steps you will take and will also go into detail on the various features and functions available during those steps.

Starting a New Batch

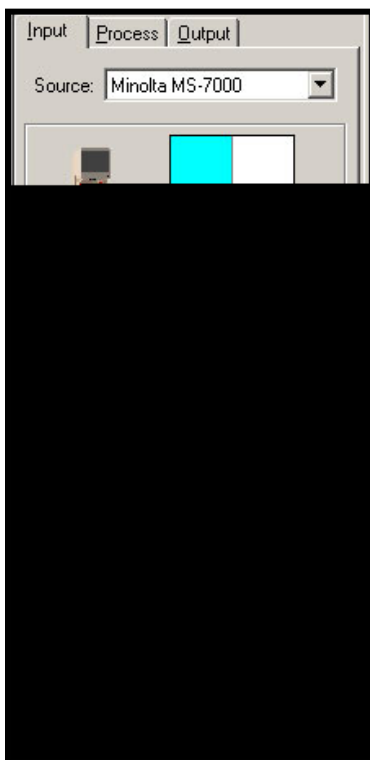
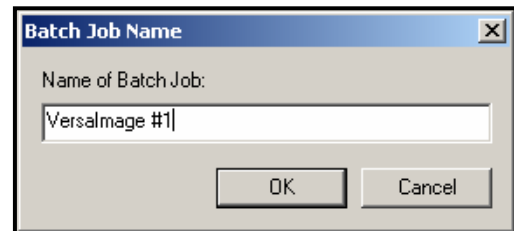
To begin scanning with MicroDAX 5.0, the first step is to create a new batch or open an existing one. To create a new batch simply click the New button on the Tool bar or select the New command under the File Menu heading.



You will immediately see a Batch Window open with the batch work area on the left hand side of the screen. You will note that the batch is a completely separate window contained within the MicroDAX 5.0 software. As such, it can be minimized, maximized, resized or closed and has its own set of window control buttons. The Batch Window is divided into two distinct areas: the batch setting area and the thumbnail viewing area. Remember that each batch has a separate window and each window stores the settings associated with it.



This would now be a good time to rename your batch. To change the batch name go to the File Menu selection and choose the Rename function. An input dialog box will appear and you can type in the name of the batch – spaces are allowed.



Once a new batch is opened, it's time to begin bringing images into MicroDAX 5.0. To configure the input, processing and output of these images we will work entirely in the batch settings area beginning with the Input tab.

The Input Tab

The Input Tab of the Batch window controls where the image data will be originating from as well as the settings that control how that image will be created and comprised.

At the very top of the Input tab is the source selection drop down box. This box tells MicroDAX 5.0 the location or device where the images for **this** specific batch will originate. Currently the selections in the box will be comprised of the supported Minolta scanners installed on your PC.

The remainder of the Input Tab displays all the key features of the selected source and allows you to configure the source (the MS 7000 in this example) as desired. Since the Input tab can change

depending on the scanner, the actual selection may vary depending on which scanner is connected. For this guide we'll simply look at some of the more common features likely to be encountered. For more information on the various settings and functions available with Minolta's scanners we recommend reading the TWAIN User's Guide or the scanner's user's manual.

Scan Mode

Scan Mode is typically only used when scanning with the MS 7000 or PS 3000 (or PS 7000 in the future). This setting lets you indicate whether you will be using the maximum scanning area or isolating the left and right scan areas. The possible settings available are:

Single: When Single is selected the scanner will deliver one single image of the selected scan size from the center of the entire scan area.

Dual: When Dual is selected the scanner will deliver two separate images, one each from the leftmost portion of the scan area and the rightmost portion of the scan area. The maximum scan size that can be selected in this mode is 8.5" x 11". This setting always results in two separate images being delivered even when you perform a scan single command.

Left: When Left is selected the scanner will deliver an image from the leftmost side of the scan area only. This setting is identical to the single setting except that the image comes from the left-hand side versus the center.

Right: When Right is selected the scanner will deliver an image from the rightmost side of the scan area only. This setting is identical to the single setting except that the image comes from the right-hand side versus the center.

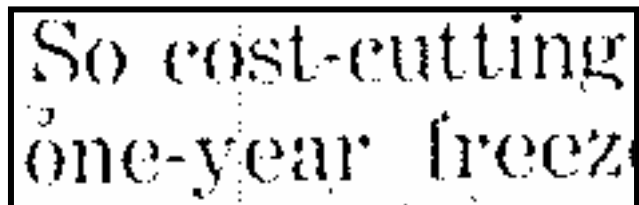
Resolution (DPI)

This drop down box allows you to select the resolution of the scanned image. The resolution is measured in Dots Per Inch or DPI. Higher DPI settings will result in better quality scans as well as longer scanning times. In addition higher resolutions will result in larger file sizes. The range of settings will vary depending on the scanner selected.

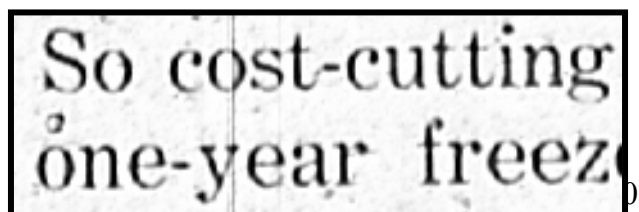
Image Type

This drop down box lets you define the bit depth of the image. You have the following two choices:

Black/White – This setting will cause all scanned images to have a depth of 1-bit. As a result all pixels will be either black or white. Although the scanner will still capture a grayscale image, it will perform a threshold algorithm prior to sending the data to MicroDAX 5.0.



Grayscale – This setting will cause all scanned images to be delivered to MicroDAX 5.0 to have a bit depth of 8. This will result in 256 shades of gray. Please note that images



scanned in grayscale will be a much more accurate representation of the original but will result in file sizes up to 8 times larger.

Image Orientation

This function will cause the selection of either portrait or landscape scanning, depending on which way the document has been scanned or microfilmed. The image orientation may be activated on the enlarged image “preview” mode by right clicking on the image and activating the rotate command.

Paper Size

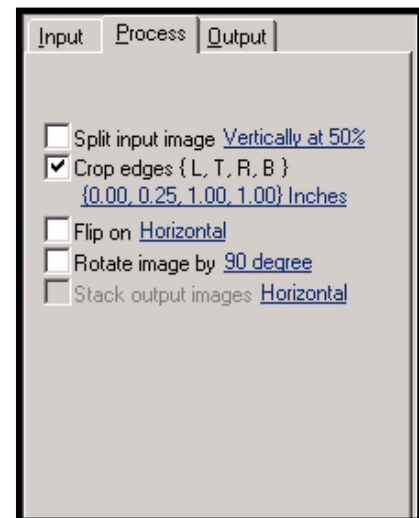
This function causes you to select the actual Scan Area captured by the scanner. The driver supports a wide range of standard U.S. and European sizes.

Accessing Additional Features of the Input Source

If you have indicated a hardware scanner as the input source you may wish to access certain features of the scanner not listed on the Input tab. To do so, simply press the F4 button to bring up the related TWAIN driver User Interface for your selected scanner.

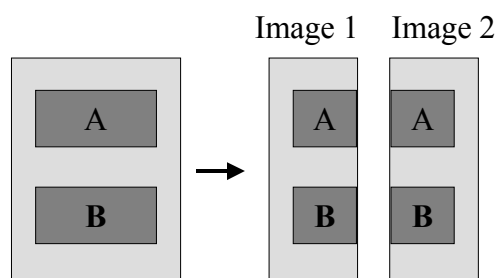
The Processing Tab

Now that we’ve identified where the images will be coming from and how they will be configured, it’s time to select what will be done to those images by MicroDAX 5.0. That’s where the processing Tab comes in. The Processing Tab is where you tell MicroDAX 5.0 what to do with images **after** they are brought into the software. Typically these processes will all take place automatically. MicroDAX 5.0 currently offers only a few basic processes, but future versions will incorporate upgraded processes and you can even develop custom process for your own MicroDAX 5.0 software. Contact VersaIMAGE Software Corp. for details on how to add functionality to your MicroDAX 5.0 via the Process plug-in architecture.



Split Input Image

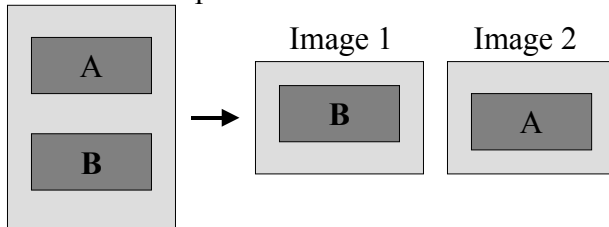
This setting will cause each image delivered to this batch to be automatically split into two separate image files. You can configure whether that split happens along the horizontal or vertical axis and whereabouts on the image the split is. For example a Vertical split at 50% would result in this:



Note: Version 5.1.6 and above allows setting of incremental film step sizes for automatic scanning of single and two level films using the Minolta MARS controllers. This feature may be

used to scan 8½ x 11 documents spaced relatively evenly at the 11 x 17 inch document / Landscape setting in the Single mode. Thus two 8½ x 11 documents (microfilm images) may be scanned at one time on the MS-7000 scanner with the Mars controller advancing two document blips at a time (set for Step 2). **Subsequent 50% vertical images split using the Process tab results in two images for each single scan.** This procedure speeds up the batch scanning process resulting in as many as 12 images per minute.

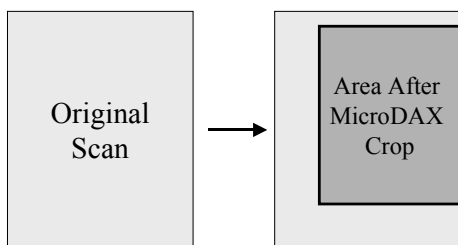
A Horizontal split at 50% would result in this:



When setting percentage you can select from 0% to 100% with 0% starting at the left edge or bottom of the page.

Crop Edge and Crop Full Image

You can have the MicroDAX 5.0 software automatically crop your images by a fixed amount from any side. This crop takes place after the scan, so this cropping will be done in addition to any cropping set to take place at the scanner. You can configure how far from the applicable edge (Left, Top, Right, Bottom) to crop images by clicking on the blue link in this setting. For example if we take an 8.5" x 11" and apply the following crop settings: 1.50, 0.50, 0.00, 1.50, - we end up with a 7" x 9" image.



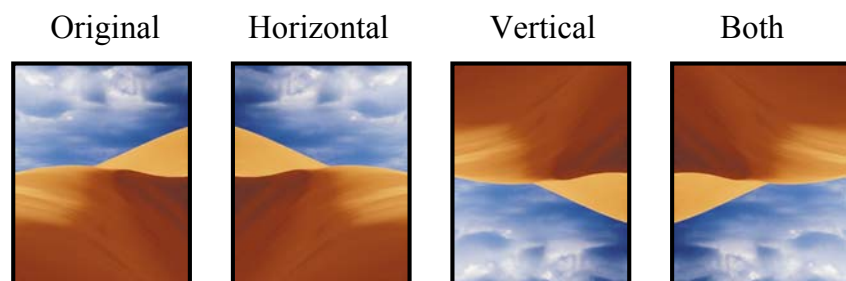
Crop image: You may crop the full image by drawing a box around the image in the preview mode. Double click on the image select the crop area (Click and drag) and click EDIT / CROP.

Undo: Click undo for reversal of most recent Crop, Redact, Block command.

Flip

You can choose to have MicroDAX 5.0 apply a flip to any scanned image. You can configure the image flip to be either along the horizontal axis, the vertical axis or both simultaneously. To change the flip settings simply select the underlined blue text and choose the setting from the pop-up window.

See drawing below:

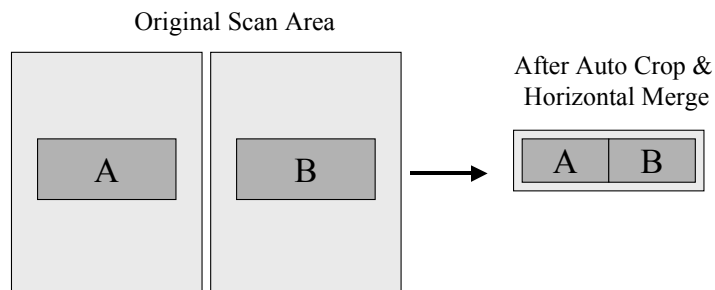
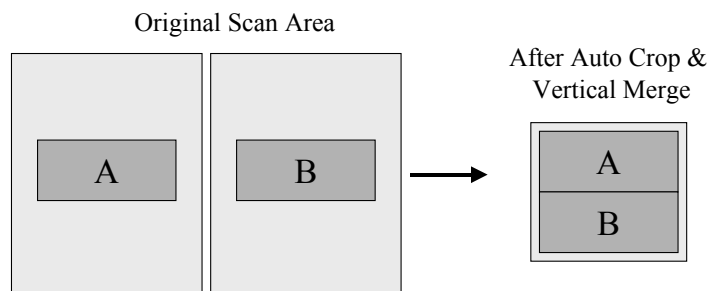


Rotate

You can rotate any scanned image by either 90, 180 or 270 degrees. This rotation is applied after any scanning settings. You can change the rotation settings by clicking the underlined blue text and selecting the desired rotation in the pop-up box. **Note:** Image rotation is available in the image preview mode. (Double Click on Image. Click on Edit and Rotate 90/180/270).

Stack Images

MicroDAX 5.0 offers the unique ability of being able to merge two separate 8.5" x 11" or smaller (i.e. check) images into a single image. In order to enable the Stack Image setting, you must first be using a scanner that supports dual or duplex scanning, such as the MS 7000 or PS 3000/PS 7000. You must also have the Input Tab configured to be scanning in the duplex or dual mode setting. Please note that if you have stacking enabled in the scanner (when using the MS 7000) then you will not be able to have MicroDAX 5.0 apply another stack process.



The Output Tab

The output tab is where you configure MicroDAX 5.0 in order to tell it where images are to be sent. Once the Send button has been selected, MicroDAX 5.0 will route any scanned images in the active batch to the location selected (i.e. printer, fax, e-mail, file folder).

Note that storing images in a folder means copying them out of the batch storage location and into another permanent folder – you can continue to work with the images once you've sent them to a Folder, but remember that now there are two copies of each of the images (one in the batch storage folder and one in the output folder).

Destination Drop Down List

The Output Tab contains a drop down list of the available destinations for the scanned images. Available destinations will be Save to Folder, Send to Printer, Send as Email Attachment, and Send to Fax Recipient.

Save to Folder

The Save to Folder destination lets you choose a folder in which to save the images, the location of that folder and finally the format the images are to be stored in.

The location of the stored image is set by using the Output Path drop down selection box. Either type in the desired path of the location where you would like your images stored or use the ... button to browse your available drives and folders. Once a location has been determined, you must select from the Output File Format drop down box the format in which you would like those images stored.

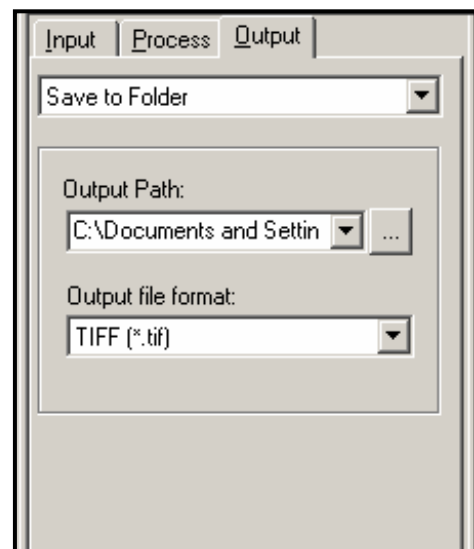
If you select BMP the files will be stored in an uncompressed bitmap format that is widely supported by Windows application and each image will be saved with a sequentially numbered file name that consists of the batch name followed by a number (starting with 0).

If you select TIFF, the images will be stored using the G4 loss-less, compression method. The files will be much smaller than BMP files and are also widely supported in nearly all imaging software packages. Like BMP, these files will be named using the batch name and a sequential number.

If you select Multi-page TIFF, all the images will be saved using the same G4 compression but instead of a single file for each image, the entire batch will be stored as one file using the batch name.

Please note that in order to view these images a software package that supports viewing multi-page TIFF files must be used. A good example of such an application is the Imaging for Windows package that comes with nearly all versions of Windows.

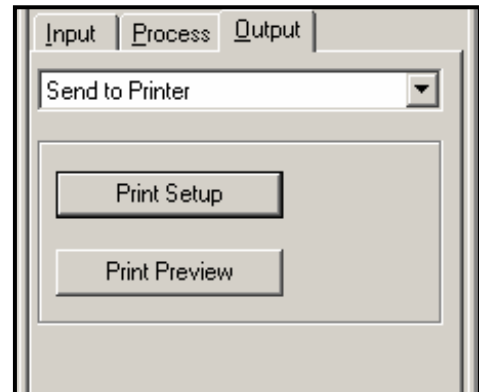
IMPORTANT: In order to initiate sending the images in the batch to a folder location you must first click the **Send button** in the toolbar.



Send to Printer

If you wish to send each image in the batch to a printer then this selection should be used.

When this destination is chosen, the Output Tab will show the Print Setup and Print Preview button. Clicking the Print Setup will launch the Windows Print Setup window. From this window you will be able to select which installed printer to send images to as well as being able to configuring that printer. The Print Preview option on the File menu can be used to preview the print job before you send your batch to the printer. It shows you the page size you're printing with image positioning as they will appear when printed.



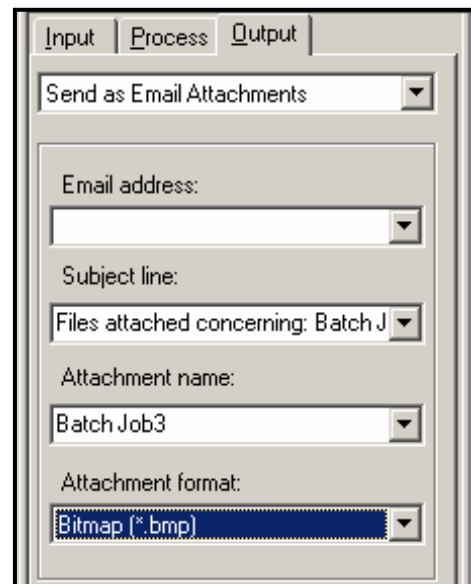
IMPORTANT: In order to initiate sending the images in the batch to a printer you must first click the **Send button** in the toolbar.



Note: For those users with Adobe Acrobat installed on their PC, you can select the Acrobat Distiller as our printer of choice. This will allow you to send images to a storage folder as non-searchable PDF documents.

Send as Email Attachments

This destination will send each image to the Email recipient of your choice, as an Email attachment. MicroDAX 5.0 uses the MAPI standard to send Email, so your system must have a MAPI-compatible Email package installed. When sending E-Mail you must type in the recipient's e-mail address or select one from the list of previously used addresses. You should also type in a subject here or choose a previously used one. The attachment name drop down list box lets you select or type in the name of the attached files. If no name is typed, MicroDAX 5.0 will default to the current Batch name. Finally, you must select the file format and compression to be used for the images in the batch. Please see the Save to Folder section above for details on the various file formats available. Please note that as Email packages vary, so might the method of using this MicroDAX 5.0 feature. Note: MicroDAX Version 5.1.6 allows 50+ characters for Email address input.

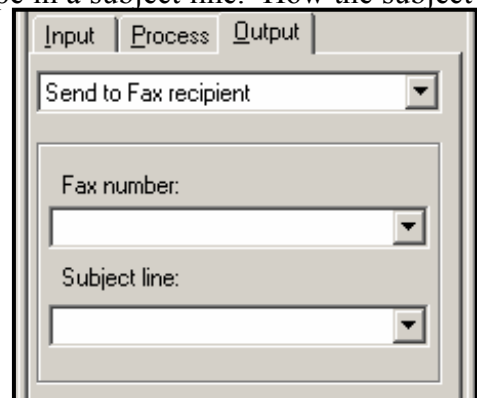


IMPORTANT: In order to initiate the sending of images via Email, you must first click the **Send button** in the Toolbar.

Send to Fax Recipient

Select this destination if you wish to send all the images in the batch to a recipient via your fax/modem. In order to do so you must enter a number in the Fax number drop down box or select a previously used one. You also have the ability to type in a subject line. How the subject line information is used will be dependent on your FAX software but will usually be used for either a cover sheet or printed along the edge of the fax.

Please note that the FAX transmission is done through MAPI, so you must have a MAPI FAX transport installed on your system for this to work. See your FAX software manual for information on how MAPI will tie into various other software applications.



The screenshot shows a dialog box with three tabs: 'Input', 'Process', and 'Output'. The 'Input' tab is selected. Inside the dialog, there is a dropdown menu with 'Send to Fax recipient' selected. Below this, there are two more dropdown menus: 'Fax number:' and 'Subject line:'. Both of these dropdown menus are currently empty.



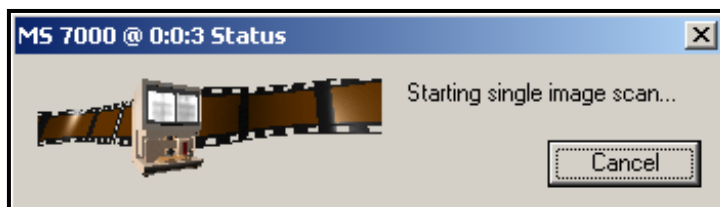
IMPORTANT: In order to initiate the sending of images via FAX, you must first click the **Send button** in the Toolbar.

Scanning Images

Now that you've configured MicroDAX 5.0 for the desired Input settings, Output settings and the processes in between, it's time to actually start scanning. The default scanning method for MicroDAX 5.0 is single scanning. If you have a MARS controller unit installed, you may take advantage of batch scanning. If no MARS unit is installed, the Batch scanning button will be disabled.

Single Scans

To initiate a single scan simply click the Scan button on the toolbar or press the F5 button. You will notice a scan progress window opens while the scan is taking place. You can cancel the scan at this time by clicking the Cancel button in this window.



Once the scan is completed it will be displayed in Thumbnail form in the Batch Staging/Preview area. You can continue to bring additional images into the preview area by clicking the Single Scan button or pressing F5.

Automated Batch Scans Using MARS

If you are using the optional Minolta MARS controller with your blipped film then you can have MicroDAX 5.0 automatically scan a number of images.

To scan more than one image using the MARS controller, you have to enter a range of images to be scanned in the input box of the MARS controller Window. For single level film simple enter the starting and ending frames with a minus sign in between. For example to scan images 5 through 10 use the notation "5-10". If you wish to scan multiple ranges, simply separate each range with a comma. For example, to scan image 5 through 10, 15 and the range 22 through 30 use the following notation, "5-10,15,22-30".



If using dual level film, use the same methodology but remember to use the period to separate chapters and pages. For example to scan the third through fifth image in the third chapter enter the following, "3.3-3.5". If you wish to scan all of chapters 3, 4 and 5 then simply enter "3.-5.". By not entering a number after the period, you indicate that the entire chapter is to be selected.

Once the range has been entered in the MARS control window **click the yellow Book icon or Batch scan button on the MARS window to initiate the scan process.**

Rescanning an Image

On occasion you may wish to discard an image and have that image rescanned. To do so, find the image you wish to re-scan, right click on it, and choose Rescan from the menu. The image currently displayed on the scanner will be scanned and will replace the selected image. If a MARS controller is used the film will move automatically to the correct Blip film address before the image is rescanned. To allow rescanning of images without MARS controller film

movement simply turn the RED MARS controller icon off by clicking on it in the tool bar.
Remember to reactivate the controller after the rescan!

Insertion of Images

Highlight a given image on the desktop. Right mouse click on the image and select INSERT. The scanner will activate and place the new image before the highlighted image.

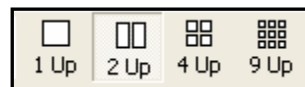
Version 5.1.6 and above: Note that the Tiff/BMP image number will be out of sequence on the desktop. The images will be resorted into the appropriate image number sequence after the SEND command has been given. **Note:** The sequence starting number may be specified in the Application settings window (i.e. 00000 or 00001).

Working with Images

As images are brought into the staging/preview window, you have various options for viewing and modifying displayed images.

Thumbnail Views

The Preview Window can display 1, 2, 4, or 9 images. Of course the larger the number of thumbnails displayed, the smaller each will be.



In order to change the number of images displayed in the Preview

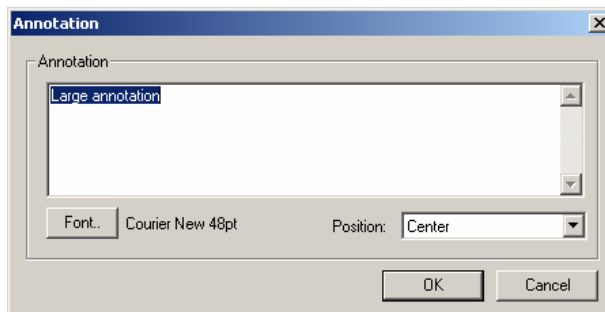
Window, simply click the appropriate button on the Tool bar. If there are more images in your batch than can be viewed on screen you can scroll through the batch using the scroll bar to the right of the preview window. Please note the image number under each window is only used for identifying images in the batch and are not necessarily the numbers assigned to images sent to output. Note that the Tiff/BMP image number will often be out of sequence on the desktop. The images will be resorted into the appropriate image number sequence after the SEND command has been given. **Note:** The sequence starting number may be specified in the Application settings window (i.e. 00000 or 00001).

Selecting an Image

Often you will need to select an image prior to working with it. In order to select a given image, simply **left click** the image **once**. If done correctly, the background of the selected image will become highlighted. The default highlight color is blue but will vary depending on your Windows viewing configuration.

Annotating Images

Right clicking on a thumbnail will give you access to a menu of options that apply to that particular image. One such option is Annotate. Annotate allows you to overlay some textual data on top of the image. The Annotate pop-up window allows you to select a range of different annotations for the image and define where those annotations will be located.



Please note that annotations will show up in the thumbnail view but will likely only be legible in a full-size preview window (see below). **Note: Annotations are saved with the images in the appropriate file folder!**

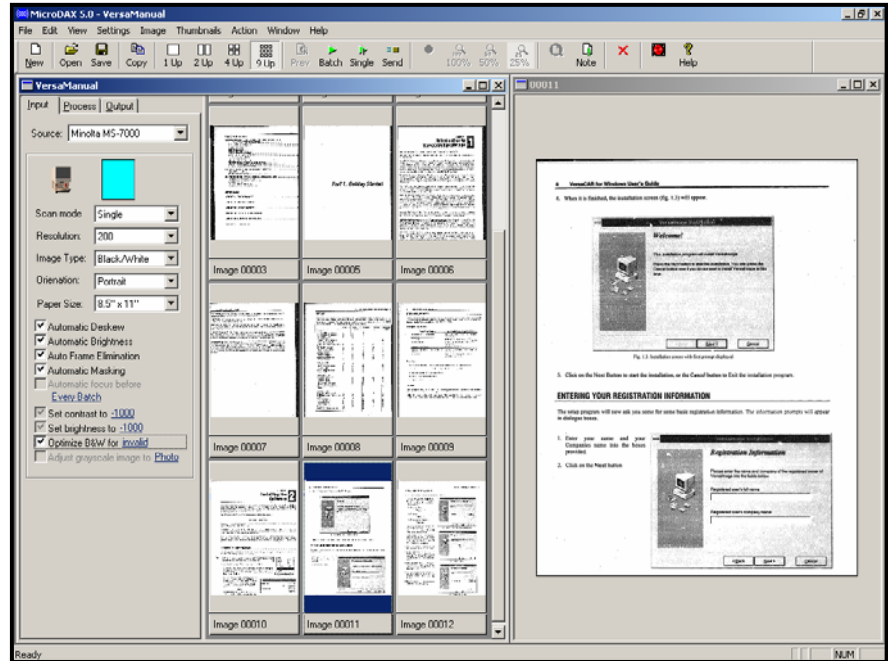
Discarding Images

To utilize the discard function, simply **left-click** the image **once** and then select the Discard command from the right click pop-up menu. Once an image is discarded it is erased from the batch storage area and is not retrievable.

Viewing Images

After the images have been scanned, double left-clicking on any thumbnail will open an Image Preview Window.

The Image Preview window will appear when you double-click on any thumbnail in the Batch Window. The Image Preview Window will load the entire selected image and allow you to examine portions of the image or the entire image using the preview window's scroll bars and the zoom controls on the toolbar. When you open a preview window you are creating a new window separate from the batch Window. As such it can be minimized, maximized or closed when you have completed viewing it.



Another key feature of the Preview Window is the ability to select a section of the image for copying to the clipboard (see below). To rubber band or select a section make sure you are in the preview window and then simply left click the upper left corner of the desired area and while holding down the mouse drag across and down to the lower right corner.

Copying Images to the Windows Clipboard

Aside from saving an image to file, there is another way to share an image (or section of an image) from MicroDAX 5.0 with another application on your PC. To copy an image (or a rubber banded section of an image) to your Windows clipboard, simply click the copy button on the toolbar while the image is in an active Preview Window. You can also click the copy button while a thumbnail is selected in the Batch Window. This will cause the selected image to be copied.

Redacting (Erasing) Part of an Image

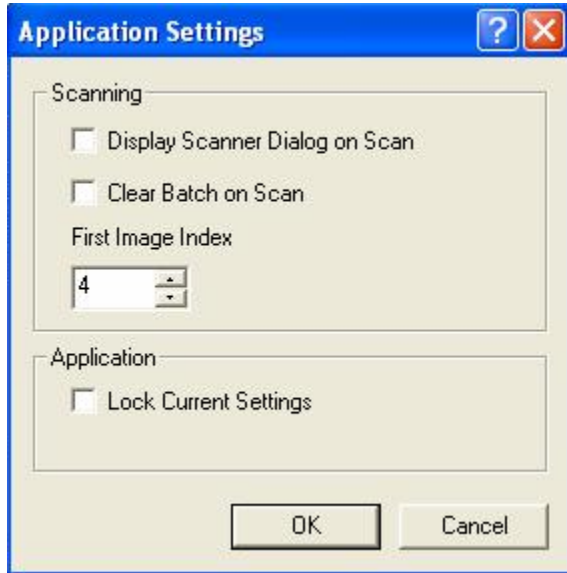
The Redact option will erase a section of the image. This is very useful in situations where a portion of the image is not to be passed on to the image's final destination (for example if the scanned image contains confidential information as well as public information). To redact, use the same mechanism that you would use to select a portion of the image to copy to the clipboard and select the Redact option on the Edit menu or press the Del key on the keyboard. The selected portion of the image will be instantly erased.

Blocking (BLOCK) Part of an Image:

The BLOCK feature works similar to Redaction feature above however the selected image area will appear **BLACK**.

Other Settings

The MicroDAX 5.0 menu bar has a settings selection. Under this selection are settings you can choose to help configure MicroDAX 5.0 to meet your usage needs. This section lists the available settings and how they are used.



Application Settings

The Application Settings dialog lets you specify some settings that apply to the entire application (unlike most settings in MicroDAX 5.0 which apply only to the current batch).

Display Scanner Dialog on Scan

This setting allows you to have MicroDAX 5.0 open the TWAIN driver every time you scan. Typically you would want to keep the driver window close to help speed up the scanning process, but if you find that you often need to make detailed changes to the scanner before every scan it might be helpful to have the scanner dialog open each time. Checking this box makes that

Twain dialog open each time. Checking this box makes that happen.

Clear Batch on Scan

This option causes the current batch to be cleared (all the images removed) whenever you start a new scan. This is a handy option for when you're frequently doing the same operation – scanning some images, sending them, and then starting over, since you won't have to close the batch and start a new one, you can just Scan again and the images will be scanned into a clean batch.

SET Image Sequence numbering starting point (5.1.6)

Image sequences are five digit numbers with leading zero's displayed. (I.e.00001Tif). The starting sequence may be operator defined in the pull down box located in the Application Settings window.

Lock Current Settings

This option locks the current scanner settings so they cannot be changed. This is useful when you have established the settings you wish to use and don't want them to be accidentally modified or changed by unsophisticated users.

MARS Settings

The MARS Settings dialog is where you setup MicroDAX 5.0 to work with the optional MARS controller. If you are not using a Microfilm scanner and MARS controller then these setting should be ignored.

Serial Configuration

Use this section to tell MicroDAX 5.0 how your MARS controller is configured and where it's connected to the computer. Automatic Detection will generally be the best choice as this will detect the MARS controller on whatever port it's plugged in. Only use Manual configuration if you have a reason to not allow MicroDAX 5.0 to configure this automatically.

Blip Configuration

The Blip Configuration is important to MicroDAX 5.0. The Blip Configuration settings in MicroDAX 5.0 must match the configuration of your MARS controller and the film you will be using.

First Index / Blip Step Size Selection (Version 5.1.6 +)

Allows setting of incremental blip step sizes for automatic scanning of single and two level films using the Minolta MARS controllers. This feature may be used to scan 8 1/2 x 11 documents (spaced relatively evenly on film) at the 11 x 17 inch document / Landscape setting in the Single mode. Thus two 8 1/2 x 11 documents (microfilm images) may be scanned with a single scan on the MS-3000 or MS-7000 scanner with the MARS controller advancing two document blips at a time (if set for **Step 2**). Subsequent 50% vertical images split using the Process tab results in two images for each single scan. This procedure speeds up the batch scanning process resulting in as many as 12 images per minute. **Note:** The images will be re-sequenced in the SEND module.

Lower carriage on Batch

The *Lower carriage on batch* checkbox tells MicroDAX 5.0 whether or not to reset the scan tray to viewing mode between each scan. It is only used for the microform scanners.

If this box is NOT checked, the film image will be projected onto the view screen of the microform scanner between each scan. This can be beneficial to monitor that the film is moving correctly between each scan in a batch scan or if using a view-screen sensor device such as those provided by Blip-Chip Inc. If this box is checked (current default with Version 5.1.6 and above), then when doing a batch scan the scan mirror carriage will remain in the scan position and the image will not be viewed on the scanner's film view screen in between scans. The benefit to keeping the carriage in the scan position is that scan speed times during batch scanning will be faster.

Appendix A: End User License Agreement

IMPORTANT: READ THIS AGREEMENT CAREFULLY BEFORE INSTALLING THE MICRODAX 5.0 SOFTWARE!

Registration of the program, opening the CD container by breaking the seal or making productive use of the program means that you accept the terms of this license agreement. If you do not agree to the terms of this license agreement, you may return this program with proof of purchase to the authorized dealer where you purchased it. All returned programs must be in sealed envelopes or sealed CD container. The MicroDAX 5.0 PC Software is a proprietary and copyrighted product of VersaIMAGE Software Corporation and JFL Peripheral Solutions Inc. It is licensed (NOT SOLD) only on the terms of this end user license agreement. Please read this agreement carefully. Upon opening the package, fill in the registration card, sign and date it in the place provided, and immediately return it to VersaIMAGE Software Corporation. You have acquired the rights to use the MICRODAX 5.0 PC Software in executable form from VersaIMAGE Software Corporation even though distributed by a dealer. You assume responsibility for the selection of the program to achieve your intended results and for the installation, use, and results obtained from the licensed materials.

1. **LICENSE** VersaIMAGE Software Corp. grants you the non exclusive right to use the enclosed program either for a single user on a stand alone computer system or for multiple users on a single network server, subject to the number of concurrent users authorized and licensed by VersaIMAGE Software Corp. for this installation. VersaIMAGE Software Corp. retains ownership of the program and documentation and all rights not given to you in this license.

2. **COPYING** You may not copy any part of the program except to make backup copies. No part of the program documentation may be copied for any reason. Customer will safeguard software and its related materials so that no unauthorized use is made of them and no disclosure of any part of their contents is made to anyone other than computer employees, agents, or consultants whose duties reasonably require such disclosure. Customer shall make all such persons fully aware of the responsibility to fulfill the obligations of customers under this agreement!

3. **RESTRICTION ON USE** The original and any copies of the program and its documentation can be used only in connection with a single computer or single network server. You may transfer this computer program from one computer system to another but must delete the program off the original system to prohibit use of this program on more than one computer system at any time. You may not modify, adapt, translate, reverse engineer, decompile, disassemble or create derivative works based on the program or documentation. You may not sublicense, assign or transfer this program or the right to use it, and any attempt to do so will void this agreement.

4. **WARRANTY** VersaIMAGE Software Corp. warrants that upon delivery there are no material defects. VersaIMAGE Software Corp. also warrants that the program will be properly copied onto the CD or diskettes and that the CD or diskettes on which the program is recorded will be free from defects in materials and workmanship under normal use and service for 90 days from the date the program is delivered to you. If you have properly registered the program, VersaIMAGE Software Corp. will replace defective diskettes or documentation provided you return the item and a copy of the paid receipt for it to VersaIMAGE Software Corp. Your only remedy in the event of a defect in the program, documentation, diskettes, or for breach of any warranty is repair or replacement of the item as provided above.

5. **DISCLAIMER** VersaIMAGE Software Corp. disclaims all other warranties of any kind regarding the program, documentation, or diskettes, including the warranties of merchantability and fitness for a particular purpose. Any statements made by a dealer are not warranties and you cannot rely on them in deciding to license a program.

6. **LIMITATION OF LIABILITY** Neither VersaIMAGE Software Corp. nor anyone else who has been involved in the creation, production, or delivery of this program shall be liable for any indirect, incidental, special, or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of the program or documentation or arising out of any breach of warranty. VersaIMAGE Software Corp.'s liability to you for actual damages for any cause whatsoever will be limited to the price you paid for the program that caused the damages. Some states have laws that require warranty and liability rights different from those stated herein. In those states the required warranty and liability terms apply.

7. **TERMINATION** The license is effective on opening and shall continue until terminated. You may terminate it at any time by returning all program materials to VersaIMAGE Software Corp.. VersaIMAGE Software Corp. has the right to terminate this agreement if you fail to comply with any term or condition of this agreement. Upon termination you shall return the MicroDAX 5.0 Software to VersaIMAGE Software Corp. with a letter signed by you stating that the MicroDAX 5.0 Software and the documentation and all copies have been returned and the copy of the MicroDAX 5.0 Software on the hard fixed disk has been removed.

8. **COMPLETE AGREEMENT** By making productive use of this program, opening the CD container with seal or the diskette envelope, you have acknowledged that you have read this license agreement and agree to its terms, and that is the complete and exclusive agreement between you and VersaIMAGE Software Corp. regarding the program. This agreement will be governed by the laws of the State of Michigan except in those jurisdictions where the application of Michigan law is contrary to public policy. In such instances the law of the jurisdiction where the end-user is located applies. You further agree that it is the complete and exclusive statement of the agreement between us, which supersedes any proposal or prior agreement, oral or written, and any other communications between us relating to this subject matter of this agreement. If any provision of this agreement shall be held to be invalid, illegal, or unenforceable, the remaining provisions shall not be affected. Failure to return this agreement does not affect any of the rights or obligations of this license.

Appendix B: Supported Image Sizes by Scanner

MODEL	DPI	PAPER SIZES AVAILABLE
MS 2000	200, 300, 400	8.5" x 11" 7.25" x 10.5" 5.5" x 8.5" 210mm x 297mm 182mm x 257mm 148mm x 210mm 125mm x 176mm 105mm x 148mm 162mm x 229mm 114mm x 162mm 8.5" x 11" (L) 7.25" x 10.5" (L) 5.5" x 8.5" (L) 210mm x 297mm (L) 182mm x 257mm (L) 148mm x 210mm (L) 125mm x 176mm (L) 105mm x 148mm (L) 162mm x 229mm (L) 114mm x 162mm (L)
MS 3000	200, 300, 400	8.5" x 11" 7.25" x 10.5" 5.5" x 8.5" 8.5" X 14" (Landscape Only) 11" x 17" (Landscape Only) 210x297, 210x297L, 182x257, 182x257L, 148x210, 148x210L, 125x176, 125x176L, 105x148, 105x148L, 162x229, 162x229L, 114x162, 114x162L Dual Mode: 8.5x11, 7.25x10.5, 5.5x8.5, 5.5x8.5L, 210x297, 182x257, 148x210, 148x210L, 125x176, 125x176L, 105x148, 105x148L, 162x229, 114x162, 114x162L
MS 6000	200, 300, 400, 600 and 800	8.5x11, 8.5x11L, 7.25x10.5, 7.25x10.5L, 5.5x8.5, 5.5x8.5L, 210x297, 210x297L, 182x257, 182x257L, 148x210, 148x210L, 125x176, 125x176L, 105x148, 105x148L, 162x229, 162x229L, 114x162, 114x162L
MS 7000	200, 300, 400, 600 and 800*	8.5x11, 8.5x11L, 7.25x10.5, 7.25x10.5L, 8.5x14, 8.5x14L, 11x17L, 5.5x8.5, 5.5x8.5L, 210x297, 210x297L, 182x257, 182x257L, 148x210, 148x210L, 125x176, 125x176L, 105x148, 105x148L, 162x229, 162x229L, 114x162, 114x162L, 257x364L, 297x420L, 229x324L Dual Mode & Stack Modes(L/R Letter, R/L Letter, L/R Actual and R/L Actual): 8.5x11, 7.25x10.5, 5.5x8.5, 5.5x8.5L, 210x297, 182x257, 148x210, 148x210L, 125x176, 125x176L, 105x148, 105x148L, 162x229, 114x162, 114x162L
PS 3000	200,300,400	8.5x11,8.5x11L,5.5x8.5,5.5x8.5L,11x17L,8.5x14L,210x2 97,210x297L,182x257,182x257L,148x210,148x210L,125 x176,125x176L,105x148, 105x148L,297x420L,250x353L, Dual:

		8.5x11,5.5x8.5,5.5x8.5L,210x297,182x157,148x210,148x210L, 125x176,125x176L,105x148,105x148L
PS 7000*	200, 300, 400, 600(only if width is less than 297 mm)	Spread - A2L, B3L, A3L, A3P, B4L, B4P A4L, A4P, B5L, B5P, A5L, A5P, 17x23.38L, 14x22L, 14x17L, 14x17P, 11x17L, 11x17P, 11x14L, 11x14P, 8.5x14L, 8.5x14P, 8.5x11L, 8.5x11P, 5.5x8.5L, 5.5x8.5P Dual - A3P, B4P, A4L, A4P, B5L, B5P, A5L, A5P, B6P, A6P, 11x17P, 11x14P, 8.5x14P, 8.5x11L, 8.5x11P, 5.5x8.5L, 5.5x8.5P * Available mid year 2002 with new Twain driver release!

- The MS 7000 will also support 800 DPI scanning but in order to select 800 DPI the defined scan area must have a height of no greater than 8 ½". Thus a letter landscape, legal landscape or check-sized scan area will accept an 800 DPI setting while a letter portrait or ledger-sized scan area will not be accepted and automatically be switched to a lower DPI setting..
- *The PS 7000 is not supported by the current (September 2002) released version of the software.