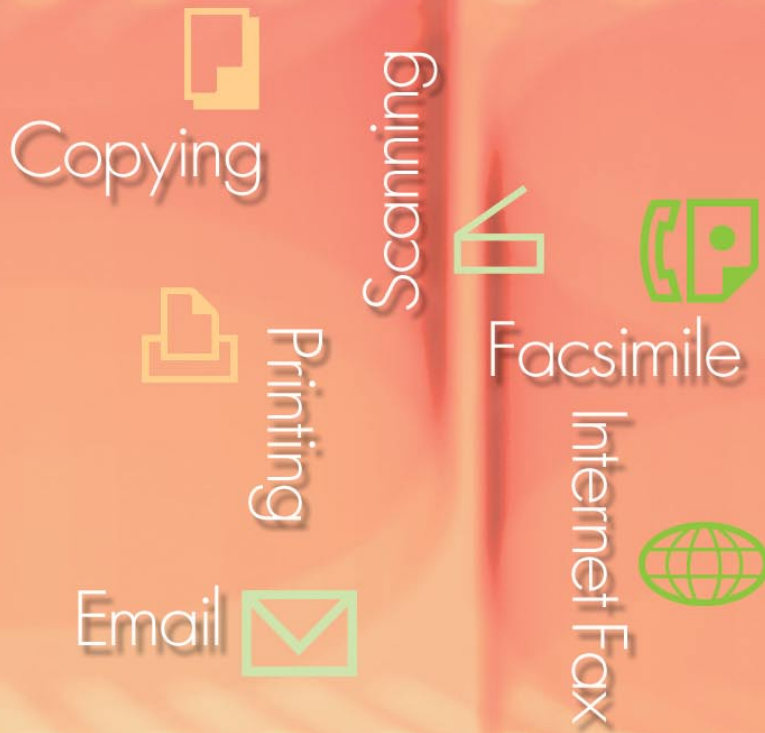


# Panasonic®

## Operating Instructions (For Document Manager and Document Viewer) Software

Model No. **DP-C262 / C322**  
**UB-2815C / 2315C**



**WORKIO™**

B□

English

General  
Description

System  
Requirements

Basic  
Operations

Document  
Management

Editing  
Documents

Menus  
Explanation

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# Table of Contents

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<b>General Description .....</b>	<b>4</b>
<b>System Requirements .....</b>	<b>6</b>
<b>Basic Operations .....</b>	<b>8</b>
■ Main Window .....	8
■ Importing Image Documents .....	10
■ Creating Document Images .....	13
■ Editing Document Images .....	15
■ Saving Image Documents .....	16
■ Editing Attached Files .....	17
■ Deleting Documents .....	20
■ Rearranging Documents .....	21
■ Launch To Another Application .....	22
■ Image Printing .....	25
<b>Document Management .....</b>	<b>26</b>
■ Grouping Documents .....	26
■ Ungrouping Documents .....	29
■ Alternatively Grouping Document Pages .....	31
■ Creating and Deleting Folders .....	37
■ Rearranging Pages .....	39
■ Viewing Document Information .....	40
<b>Editing Documents .....</b>	<b>42</b>
■ Opening a Document .....	42
■ Moving Pages .....	45
■ Deleting Pages .....	47
■ Page Adjustment .....	48
■ Creating Annotations .....	50
<b>Menus Explanation .....</b>	<b>57</b>
■ Document Manager .....	57
■ Document Viewer .....	59

## General Description

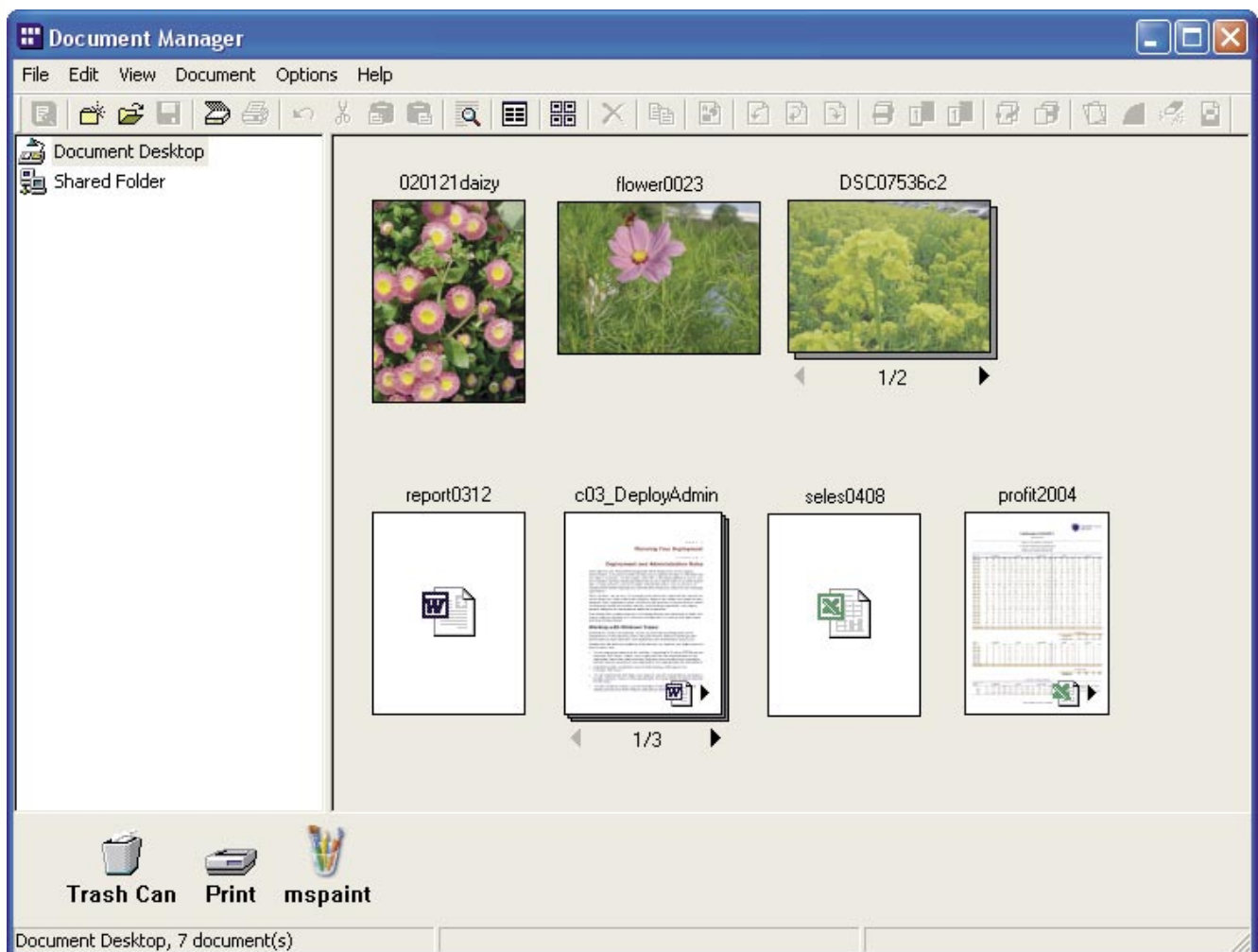
The Document Manager and Document Viewer are softwares used to manage various types of documents on a computer.

The Document Manager displays the files and folders on a computer together with a folder tree. Unlike Windows Explorer, documents are represented as thumbnail images, and details such as its contents, number of pages, or image can be seen at a glance.

You can use drag-and-drop operations such as moving, copying, and deleting the documents displayed in the Document Manager. By registering applications in the Document Manager, you can use any application to open a selected document.

Double-clicking an image file (BMP, TIFF, JPEG, or PNG, etc.) in the Document Manager opens the Document Viewer. You can use the Document Viewer to edit image files in the following ways.

- Use operations such as cut, copy, and paste to edit images.
- Use the **Annotation** function to superimpose graphics or text on an image for displaying or printing.
- Rotate the image or expand or reduce its size to match the print page size.
- Save the image in a different file format.



There are two data formats that can be used by computers: vector format and raster format. Most applications only allow you to manage one of these formats, but the Document Manager and Document Viewer is capable of managing and editing them both together. One of the biggest strengths of Document Manager and Document Viewer is its ability to manage document files created with applications such as Microsoft Word and Microsoft Excel received Fax documents, and scanned handwritten documents.

When the user inputs a document into the Panasonic-DMS, it can be managed and edited with the following two applications:

- **Document Manager**

An application for managing documents.

- **Document Viewer**

An application for viewing and editing documents.

## System Requirements

- Personal Computer : IBM PC/AT and compatibles (CPU Pentium II or greater is required, Pentium 4 or greater is recommended)
- Operating System : Windows 98\*<sup>1</sup>, Windows Me\*<sup>2</sup>, Windows NT 4.0\*<sup>3</sup> (With Service Pack 3 or later is required), Windows 2000\*<sup>4</sup>, Windows XP\*<sup>5</sup>, Windows Server 2003\*<sup>6</sup>
- System Memory : The minimum recommended Memory for each OS is as follows:
  - Windows 98, Windows Me : 128 MB or greater
  - Windows 2000, Windows XP,  
Windows NT 4.0,  
Windows Server 2003 : 256 MB or greater
- Free Disk Space : 200 MB or greater
- CD-ROM Drive : Used for installing the software and utilities from the CD-ROM.
- Interface : 10Base-T/100Base-TX Ethernet port

\*1 Microsoft® Windows® 98 operating system (hereafter Windows 98)

\*2 Microsoft® Windows® Millennium Edition operating system (hereafter Windows Me)

\*3 Microsoft® Windows NT® operating system Version 4.0 (hereafter Windows NT 4.0)

\*4 Microsoft® Windows® 2000 operating system (hereafter Windows 2000)

\*5 Microsoft® Windows® XP operating system (hereafter Windows XP)

\*6 Microsoft® Windows Server™ 2003 operating system (hereafter Windows Server 2003)

# Memo

# Main Window

In order to use Document Manager to manage or edit documents, the documents must be imported into Document Manager.

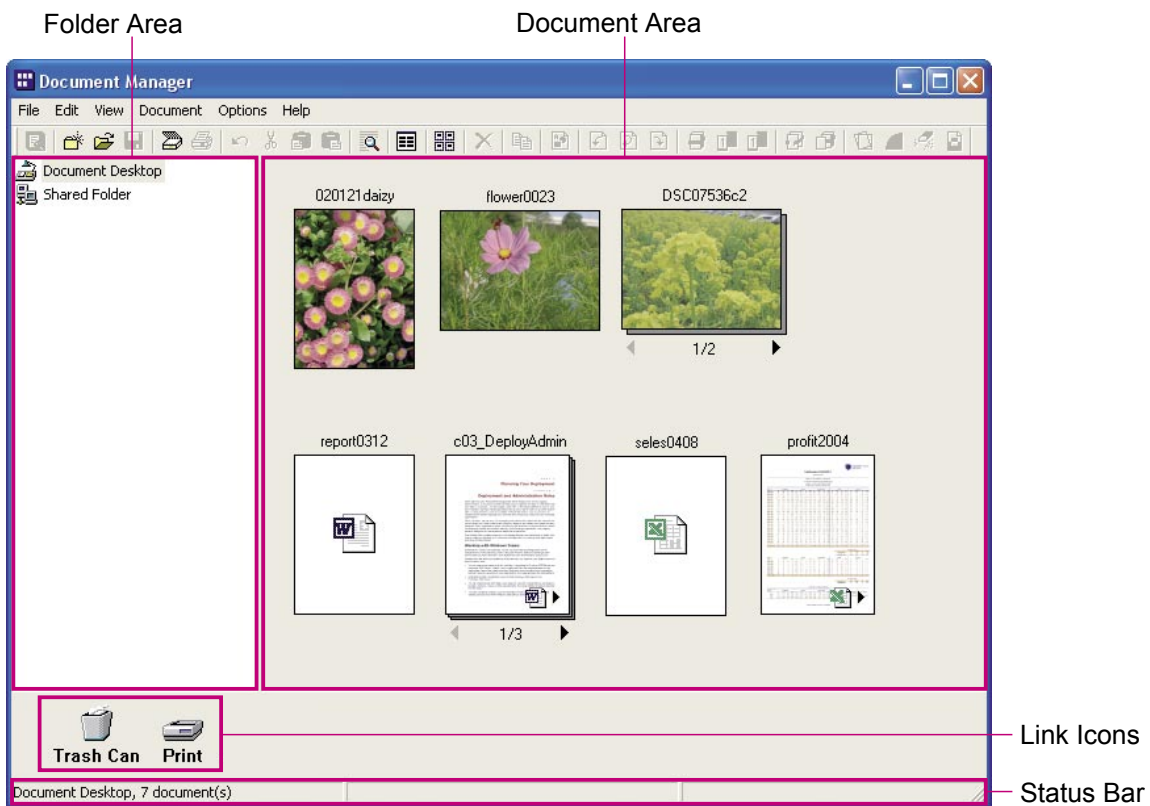
First, start up Document Manager.

- 1 Select **Start Menu** → **All Programs** (Expect for Windows XP: **Programs**) → **Panasonic** → **Panasonic Document Management System** → **Document Manager**.

**Note:**

*If the Document Manager icon is on your desktop, it can be started up by double-clicking on that icon.*

- 2 Document Manager will start. (The first time it starts up, there is no documents displayed in the document area.)



- **Folder Area**

Displays a tree view of the folders in which the documents are stored. Click on a folder to display its contents in the document area.

- **Link Icons**

These are links to the applications/functions often used in the Document Manager. Drag a document to one of these icons to start up the application. For example, drag a document to the **Print** icon to print it.

- **Status Bar**

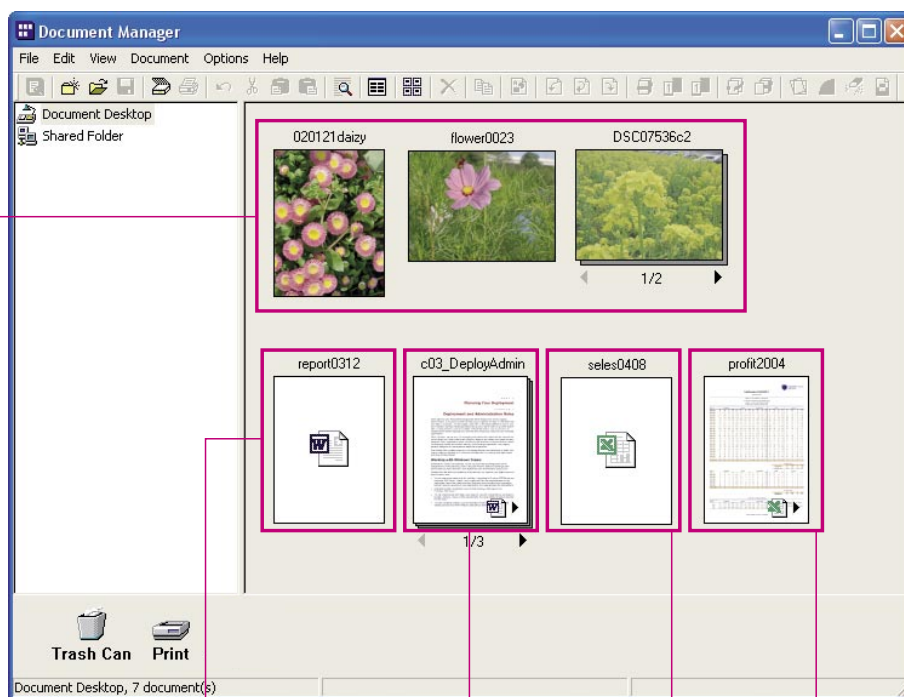
Displays information such as the number of files in the selected folder, and their size.

- **Document Area**

Displays the contents in the folder that is selected in the **Folder Area**. By default, documents are displayed by their names and icons. Double-click a document icon to edit.



There are three types of files that can be imported, and each has a different type of icon.



Raster Data  
(A document file captured with the device's scanner)

Vector Data  
(A document file created with Microsoft Word)

Raster Data with Attached File  
(A Microsoft Word document is attached)

Vector Data  
(A document file created with Microsoft Excel)

Raster Data with Attached File  
(A Microsoft Excel document is attached)

• **Raster Data Icon Display**

For photos taken with a digital camera or files captured with the device's scanner, the icon will consist of a thumbnail image of the photo or image. If you double-click the thumbnail icon, the Document Viewer will automatically launch, allowing you to view and edit the document.

• **Vector Data Icon Display**

For documents created with applications such as Microsoft Word®, Microsoft Excel®, or Microsoft PowerPoint® (vector data documents), the icon will display the icon of the application used to create the document. If you double-click the icon, the document will open in the application used to create it.

• **Raster Data with Attached File Icon Display**

Raster data files with attached files contain the image data file created by using the **File Conversion** command within the application's document file, plus a link to the original application document file. The icon consists of a thumbnail image of the document page, plus the application icon displayed in its lower right corner.

Double-clicking this icon automatically opens the Document Viewer, allowing the document to be edited. In addition, if you click the icon once to select it and choose **Attached File** from the **Document** menu, you can open the original vector data document used to create the image data. However, even if you edit and save this document, the changes will not be automatically reflected on the image file. For more information, see "Editing Attached Files" on page 17.

If the document is several pages long, a page bar will be displayed at the bottom of the icon. The thumbnail image displayed will be for the page displayed by the page bar.

Click the left arrow (◀) on the page bar to display the previous page. Click the right arrow (▶) to display the next page.

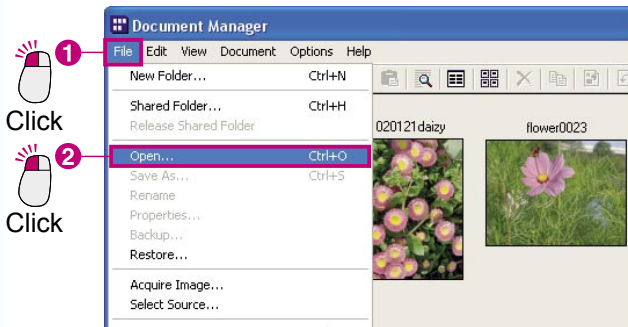
# Importing Image Documents

In order to use Document Manager to manage or edit documents, the documents must be imported into the Document Manager.

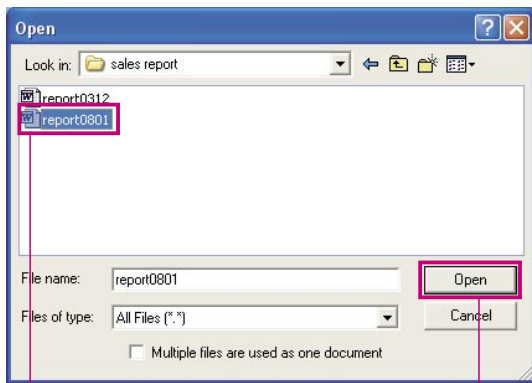
There are three main methods of importing documents. The first two methods consist of importing files on a computer or from the network. The third method consists of using the device's scanner function to import documents.

## ■ Import Documents Using the Menu

1 From the menu, select **File** → **Open**.



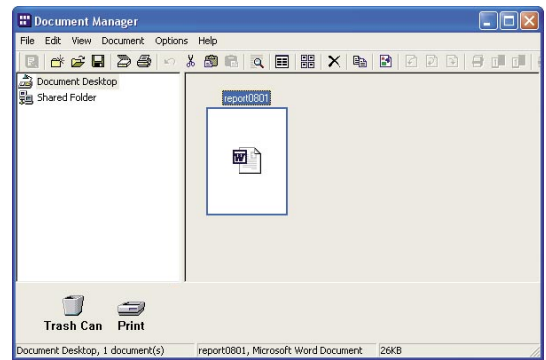
2 The **Open** dialog box will appear. Select a file and click the **Open** button.



1 Click the document file.

Click the **Open** button. 2

3 The icon for the imported document will appear in the document area.



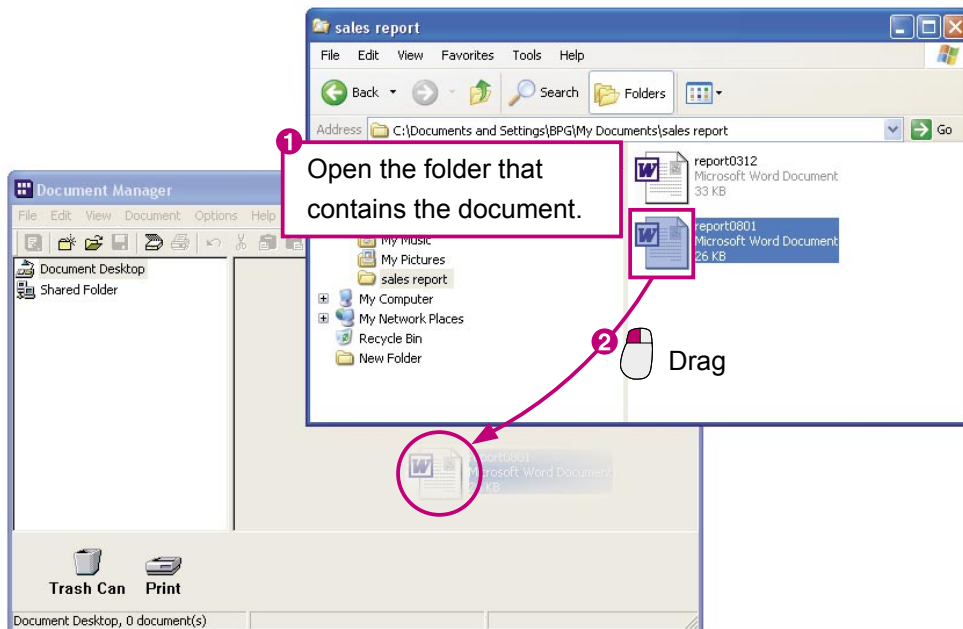
### Note:

*Both vector and raster format documents can be imported.*

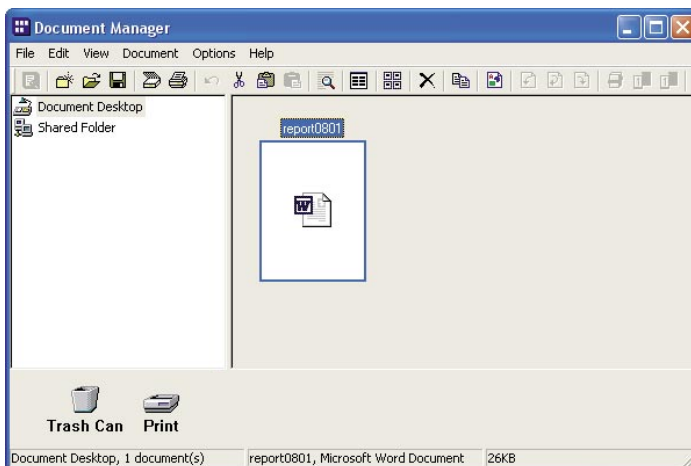
# Importing Image Documents

## ■ Importing with Drag and Drop

- 1 Open the folder that contains the document to be imported, and drag the document icon into the Document Manager's document area.



- 2 The imported document will appear in the document area.



**Note:**

*Both vector and raster format documents can be imported.*

# Importing Image Documents

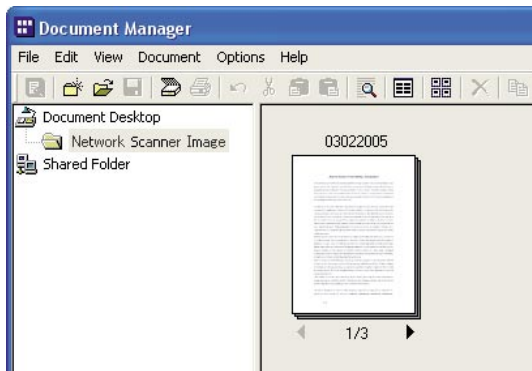
## ■ Scanning Documents

When using the scanner function to import data into your computer, the documents will be automatically imported into the Document Manager, and thumbnail icons for the documents will be displayed.

- 1 Send a document to the computer using the device's scanner function. When the computer receives the file, a message will be displayed.



- 2 When the  button is clicked, the icon for the imported document will appear in the document area.



### NOTE

- *What to do if a document image icon doesn't appear?*  
The document icon may not show up in the **Network Scanner Image** folder, even after pressing the  button. If it does not show up, press the **F5** button. This will refresh the Document Window.
- *What is the **Network Scanner Image** folder?*  
The imported document using the device's scanner are automatically saved in a special folder named **Network Scanner Image**. It is not necessary for the user to create this folder. The Document Manager will automatically create the folder when a scanner image is received for the first time.
- *Importing is only possible in raster format*  
Only raster format can be used for the document file data when scanning documents.
- *What to do if you are unable to receive documents*  
The IP address of the computer to which you are sending the documents must be specified in the device's scanner settings. Contact your system administrator for more information about this.
- *What do you do after importing?*  
The importing process is the same for both raster and vector format documents, but the processing that occurs after the import is slightly different. If the imported document is in raster format (such as a scanned image, Fax data) nothing more needs to be done to it before storing the document. If the document is in vector format (Not an image data such as a Microsoft Word file) then it is generally converted to a print image before storage. If you convert your documents created with Microsoft Word or Microsoft Excel to image data, managing them will be much easier. This procedure is explained in "Creating Document Images" on page 13.

## Creating Document Images

When you convert vector format document files (document files created with applications) into raster format image data, you can view them alongside other image data files, making managing the files easier.

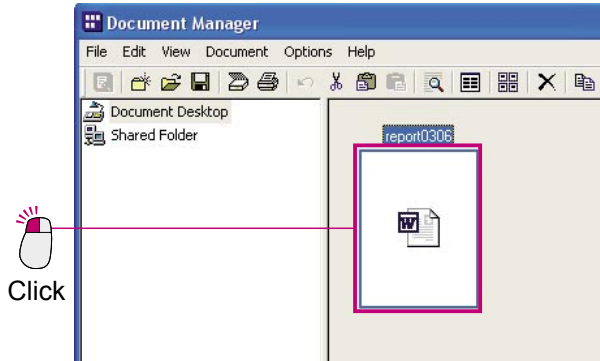
When you look at the document icon that you have created an image for (an icon with a thumbnail preview) you will see a small icon in its lower right-hand corner. This small icon indicates that the document has a file attached to it. This allows you to manage both the raster format file and the original vector format file at once. It is highly recommended to create documents images for all vector format files.

### NOTE

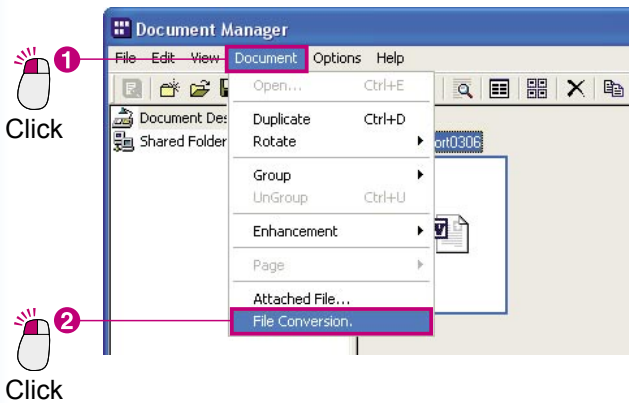
- *What happens to the original vector format documents?  
The original documents are saved in their original form. Creating a document image (a raster format document) from a vector format document does not delete the original document. Rest assured that it is saved as an attached file.*
- *What are the advantages of using attached files?  
Editing text in raster format documents is difficult. When you wish to make changes to a raster format document, use the file instead. When you open the attached file, it will open automatically in the application used to create it. Use the application to edit the text and then save it. Note, however, that it will be necessary to recreate the document image after making the changes.*

# Creating Document Images

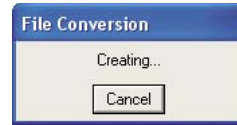
- 1 Select the document file for which you want to create an image.



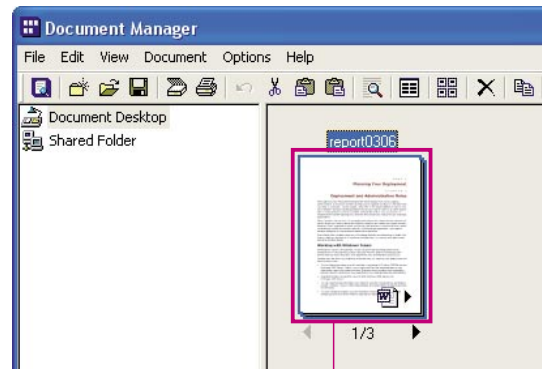
- 2 Select **Document** → **File Conversion** from the menu.



- 3 File conversion begins.



- 4 The icons in the document area will change to thumbnails.



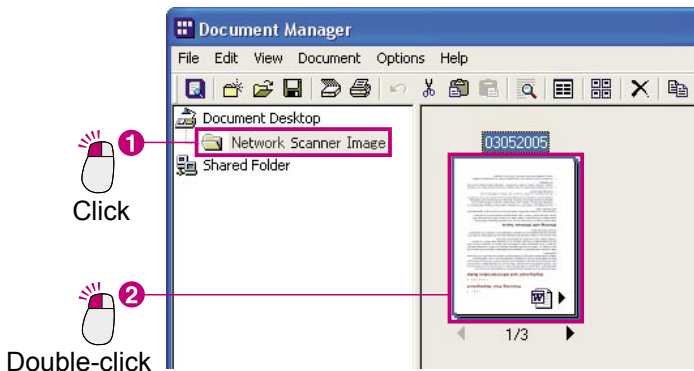
**NOTE**

- **Canceling File Conversion**  
To cancel a file conversion, click the **Cancel** button on the first file conversion screen displayed by the Document Manager. When creating images from Microsoft Office applications such as Microsoft Word or Microsoft Excel, it can be difficult to cancel the file conversion process. In this case, use the **Cancel** button on the printing screen that appears after Microsoft Word or Microsoft Excel has started up.
- **Thumbnail (Image Preview) Icon Size**  
Select **Environment Setup** from the **File** menu and then select **Thumbnail** to change the size of the displayed thumbnail icons.
- **File Conversion Method**  
Select **Environment Setup** from the **File** menu and then select **Application File** to choose the file conversion method.
- **Data that cannot be converted**  
Only files that can be printed in Windows can be converted to image data. Files that cannot be printed (for example, audio files with wav or mp3 extensions) are displayed as icons.

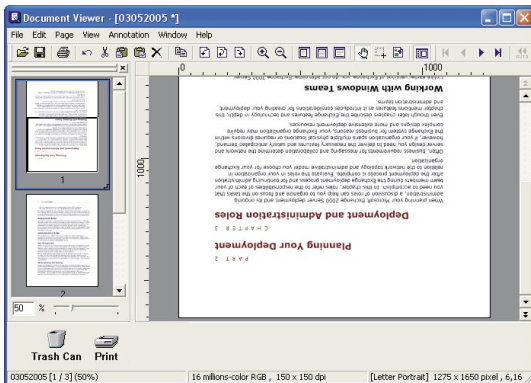
# Editing Document Images

The Document Viewer application is used for viewing and editing image documents. Select (click) the image document you wish to view/edit and select **Open** from the **Document** menu to open the document on the Document Manager. The following steps explain how to rotate an image document imported with the scanner function.

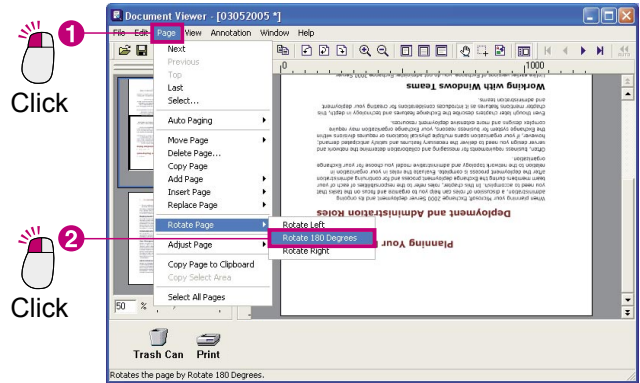
- 1 Click the **Network Scanner Image** folder and double-click the image document you wish to rotate.



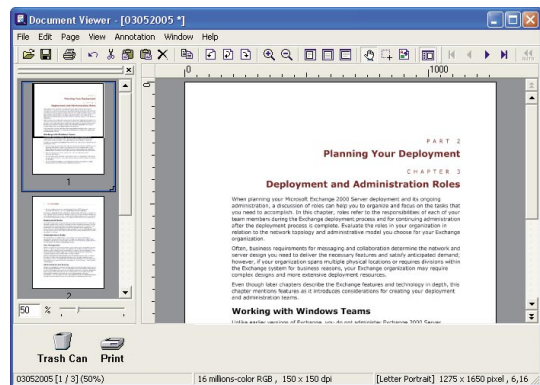
- 2 Document Viewer will start and the document opens.






- 3 Select **Page** → **Rotate Page** → **Rotate 180 Degrees** from the menu.

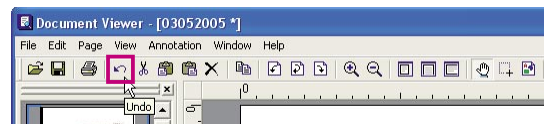
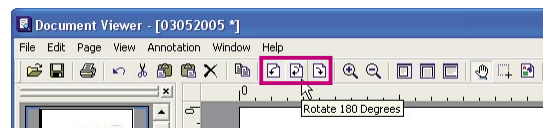


- 4 The image is rotated.



## NOTE

- Rotate easily with a toolbar. Simply click the , , or  button to rotate the image.
- How do you undo an action? Click the **Undo** button immediately after the action to undo it.

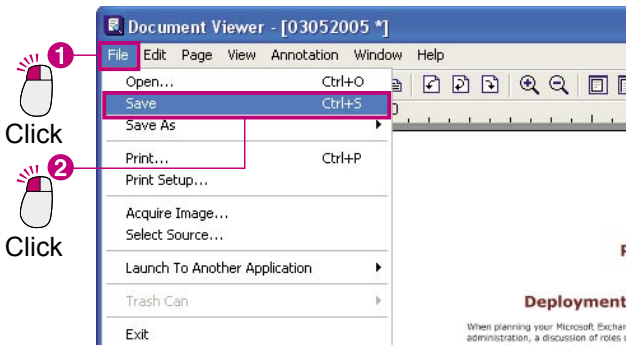


# Saving Image Documents


The changes you make while editing will not be reflected on the actual file unless you save them. There are two methods of saving: **Overwrite** and **Save As**. Choose overwrite if you want to reflect the changes you made on the original file. To overwrite, simply choose **Save** from the menu.

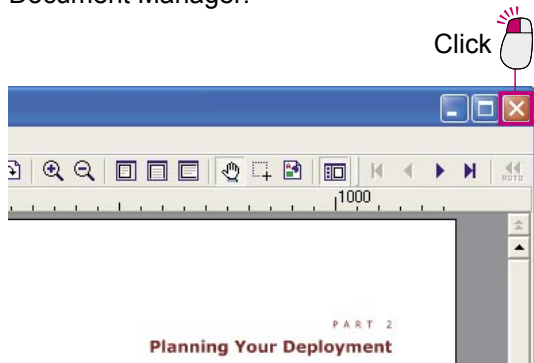
**Save As** is usually used when saving a file under another file name, but with Document Viewer it can also be used to save the displayed page to another file, or to save only a specified section of the file to another file.

- 1 Select **File** → **Save** from the menu.  
The file will be overwritten with the edited data.

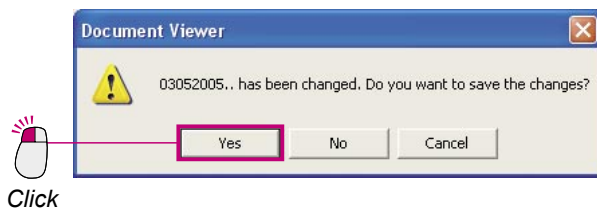


**Note:**  
This can also be accomplished by pressing **Ctrl** and **S** simultaneously.

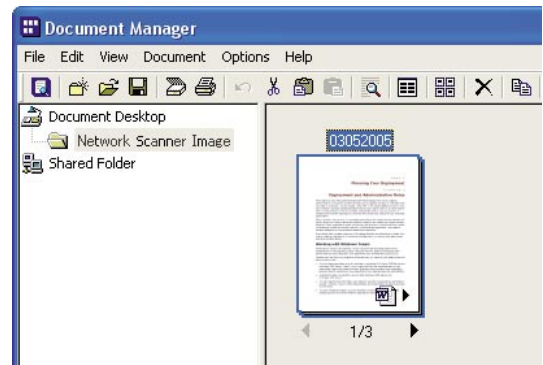
- 2 When you click the  button, the Document Viewer will close and you will be returned to the Document Manager.



**Note:**  
If you attempt to close the window without saving the changes you made to the document, the following message will appear. Click  to perform an overwrite and the window will close.



- 3 The image in the Document Manager window is rotated and changed from landscape to portrait orientation.

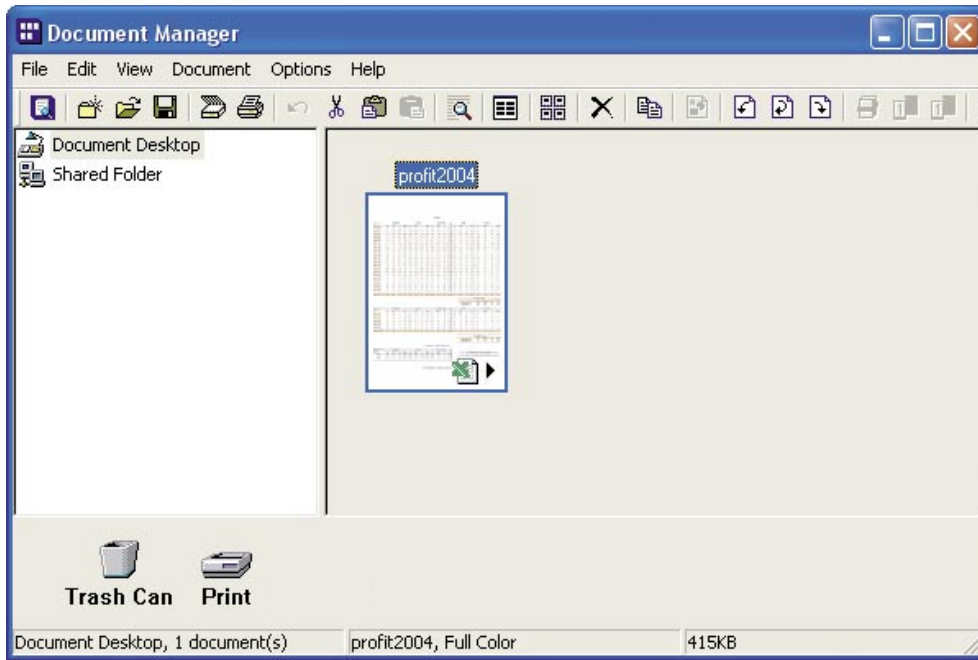




# Editing Attached Files

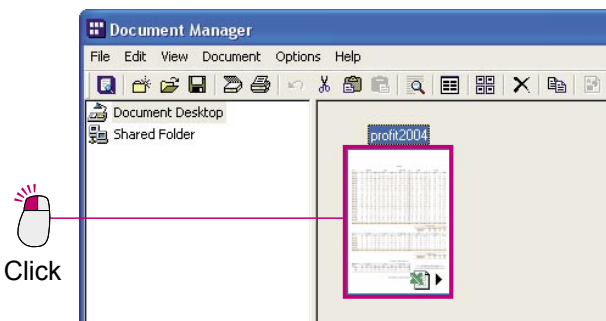
There are two types of image documents: files containing only images, and files with the original source file attached to them. A glance at the document icon will tell you if there is an attached file on the image document.

In the example below, you can see that there is a small Microsoft Excel icon in the bottom right corner of the document's image thumbnail.

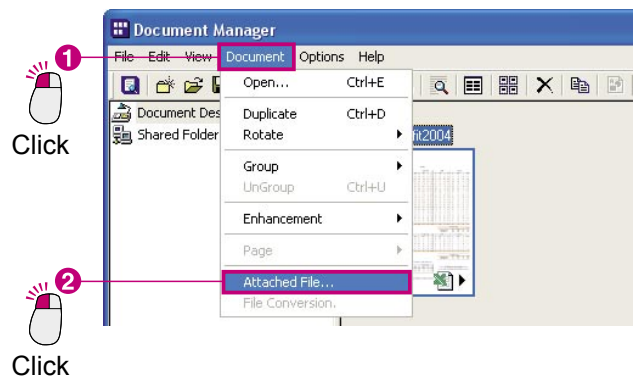


The following steps explain the overall process to open a document (attached file) that was created in Microsoft Excel, edit it, and reflect the changes in the image file.

**1** Click the attached file to select it.

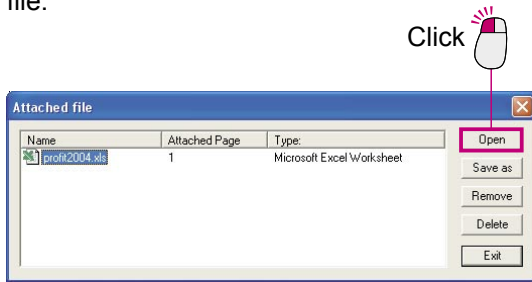


**2** Select **Document** → **Attached File** from the menu.

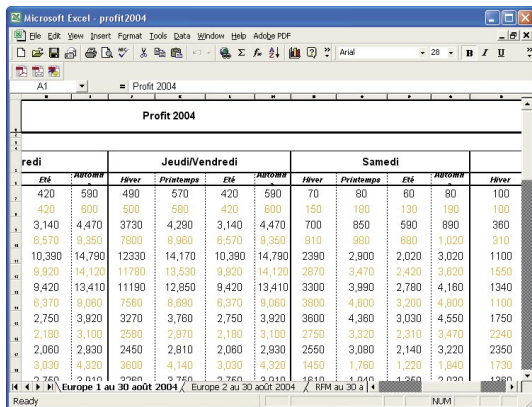


*Continued on the next page...*

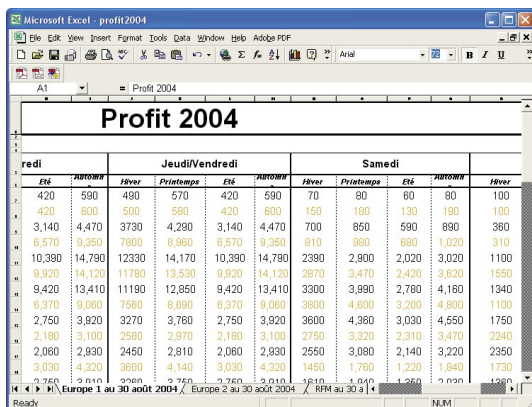
- 3 The **Attached file** window will appear.  
Click the  button to open the attached file.



- 4 Microsoft Excel launches and the original document opens.  
You will now be able to edit the original document.

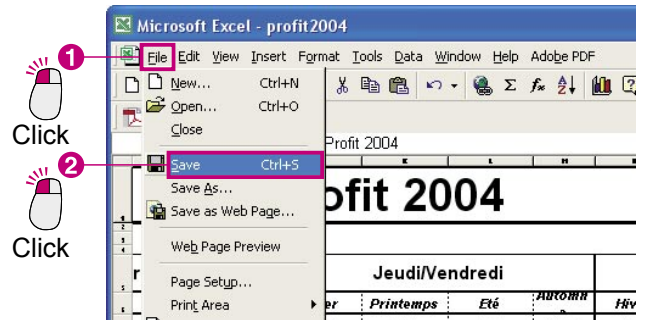


- 5 Make the text title on the first line larger.

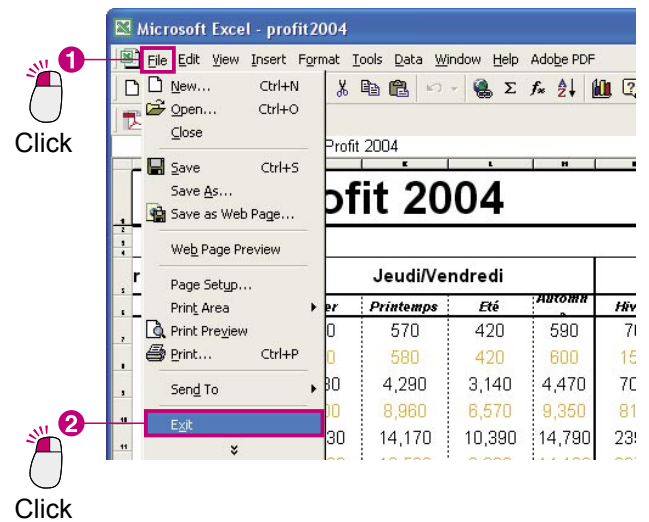


**Note:**  
*In this example we are changing the font size of a document created in Microsoft Excel, but this is only for explanatory purposes. Depending on the situation, there may be many different things you will wish to change. While we will not go into the details of using Microsoft Excel, one important point to remember is how to save your changes when you are finished.*

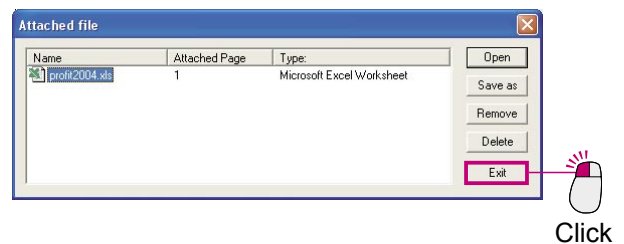
- 6 Save the changes you made to the original document. Select **File** → **Save** from the menu.



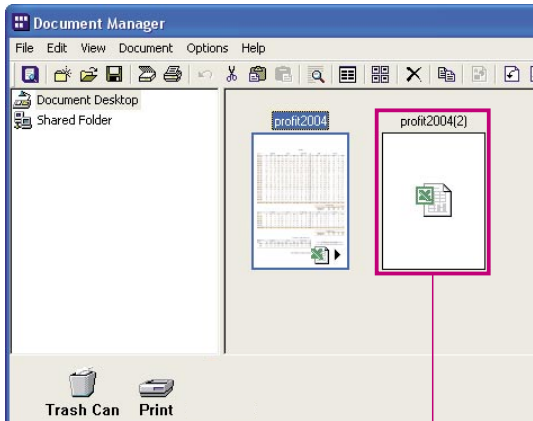
- 7 Close the document. Select **File** → **Exit** from the menu.



- 8 You will be returned to the **Attached file** window. Click the  button.



9 A new file will be created in Document Manager.

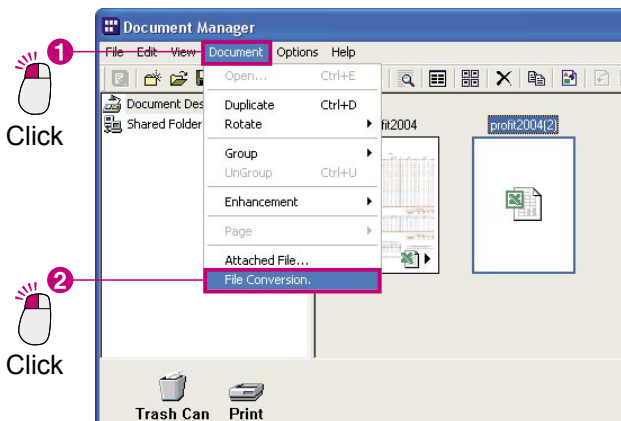


A new file is created.

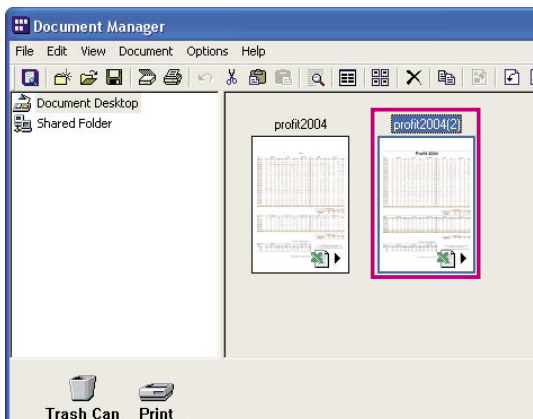
**Note:**

When you change an attached file, a new file will be automatically created. "(2)" will be added to the original file name, so you can easily tell that it is a new file.

10 Select the newly created file and select **Document** → **File Conversion** from the menu.



11 A newly created document preview is displayed in the Document Manager.

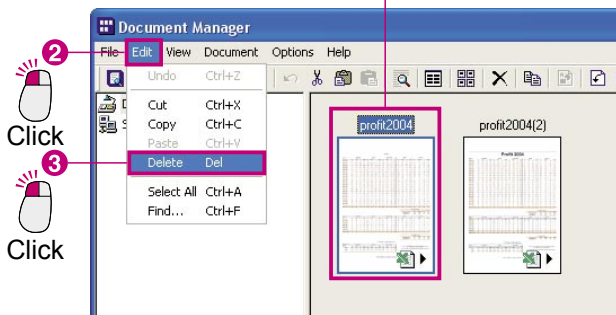


# Deleting Documents

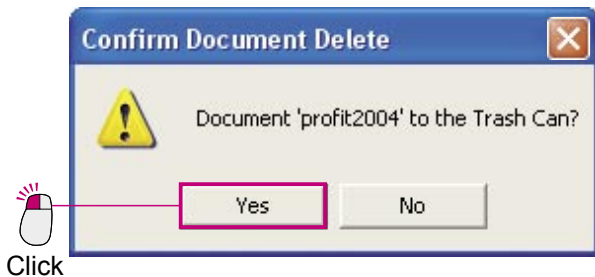
To delete a document from the document area, simply move the document into the Trash Can. To delete the actual data, it will be necessary to empty the Trash Can. In another word, even if you move a file to the Trash Can, as long as you don't empty it, it will be possible to recover the data. Note that the Trash Can referred to here is the Document Manager or Document Viewer Trash Can. It is not the Recycle Bin on the Windows desktop. Emptying the Document Manager or Document Viewer Trash Can will not empty the Windows Recycle Bin.

- 1 Select the file that you want to delete and select **Edit** → **Delete** from the menu.

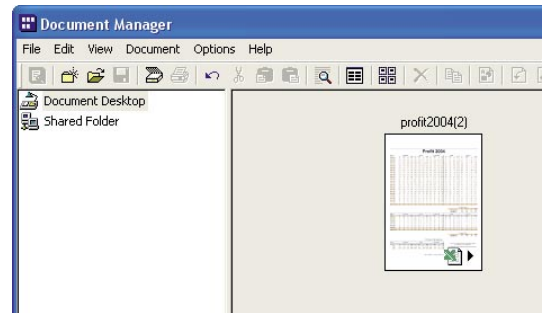
1 Select the file that you want to delete.



- 2 The document deletion confirmation dialog box will appear. Click .



- 3 The selected file will be removed from the document area.



## NOTE

- Files can also be moved to the Trash Can by dragging their icons to the Trash Can link icon.
- To empty the Trash Can, select **File** → **Trash Can** → **Empty Trash Can** from the menu.

# Rearranging Documents

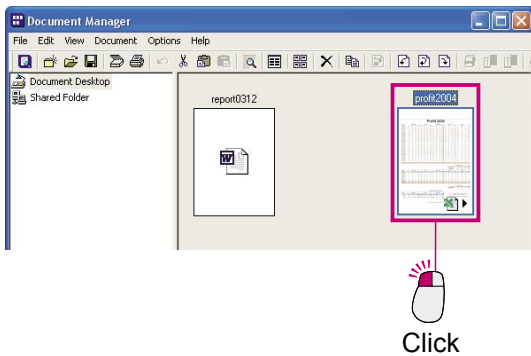
It is possible to freely rearrange the document icons in the document area. To move an icon, simply drag it to the desired position. Because Document Manager allows you to move the documents freely, you can easily organize your files.

**Note:**

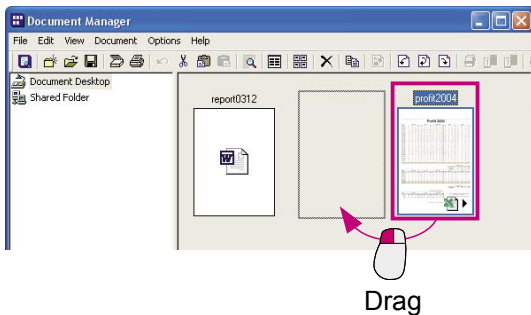
*When moving an icon, don't allow it to overlap another icon!*

*There is one important thing to keep in mind when moving icons: don't overlap other icons. If you release the mouse button while one icon is overlapping another, the two documents will be grouped together as one document.*

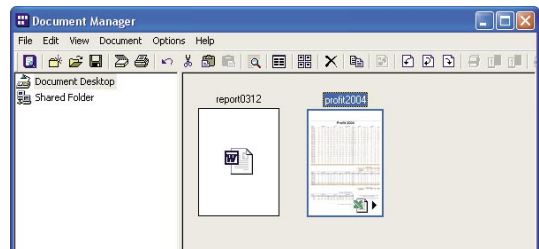
**1** Click the file you want to move to select it.



**2** Drag the icon to the desired location.



**3** The icon's location has changed.



**NOTE**

- **To arrange the icons in name order**  
To arrange the icons in the order of their file names, select **Arrange Document** from the **View** menu and select **By Name**. In addition to name order, it is also possible to arrange files by file type, size, and date saved.
- **To equally space the icons**  
To arrange the documents in equal intervals, select **Arrange Document** from the **View** menu and select **Line Up Documents**. Also, if **Auto Arrange** is selected, the icons will be automatically arranged each time you open the folder.

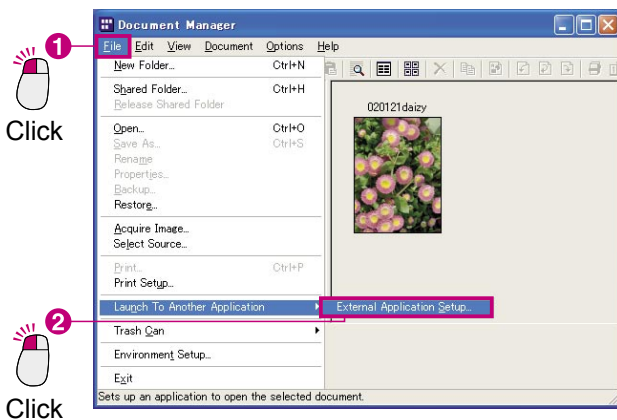
# Launch To Another Application

You can place icons that link to commonly used applications or functions at the bottom of the window. You can use these applications and functions to manage documents by dragging documents to the corresponding link icons.

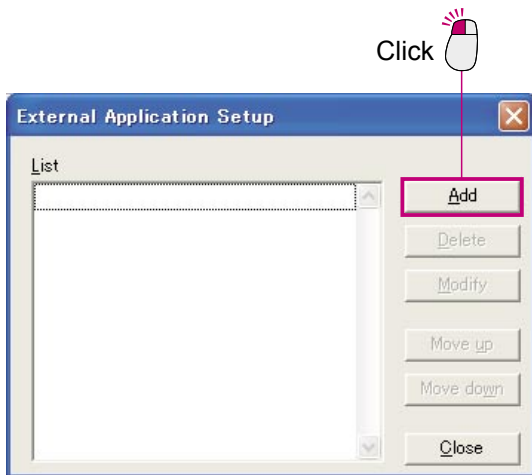
## ■ Adding a link icon

To add a link icon to the Document Manager.

- 1 Select **File** → **Launch To Another Application** → **External Application Setup** from the menu.

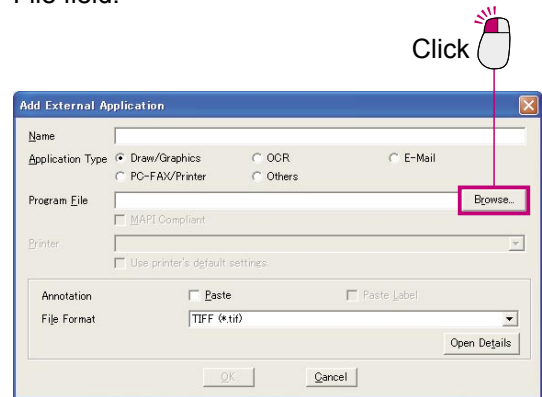


- 2 The External Application Setup dialog box opens. Click the **Add** button.



- 3 The Add External Application dialog box opens.

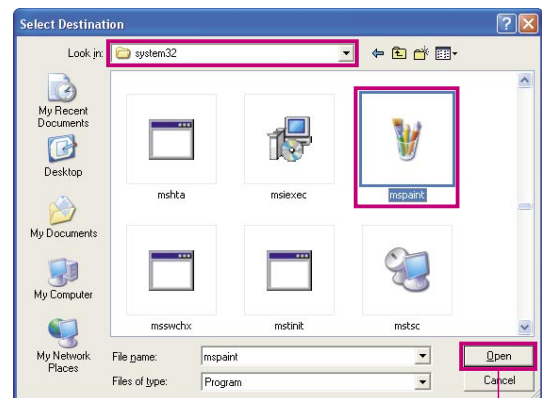
Click the **Browse** button next to the Program File field.



- 4 A dialog box opens for you to select a file.

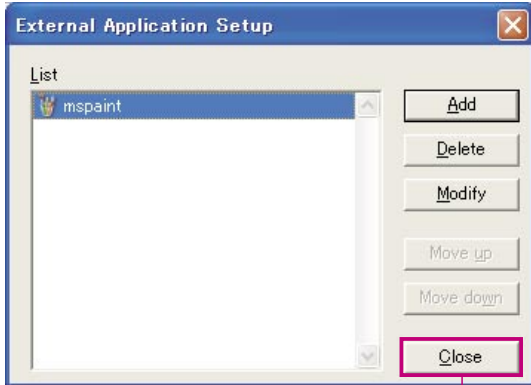
Select the application to add as a link icon. In this example, we will add a link icon for Microsoft® Paint. In the file selection dialog box, select the WINDOWS folder then the system32 folder, and then select mspaint.exe in the system32 folder. (i.e. Windows XP)

Click the **Open** button.



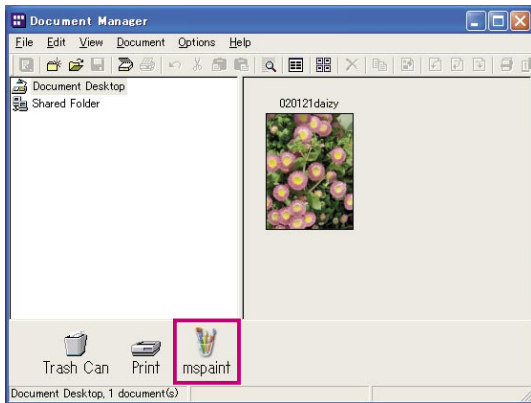
- 5 Check that Microsoft® Paint has been selected and then click the **OK** button.

- 6 Microsoft® Paint is added to the External Application Setup dialog box. Clicking the **Close** button adds Microsoft® Paint as a link icon.



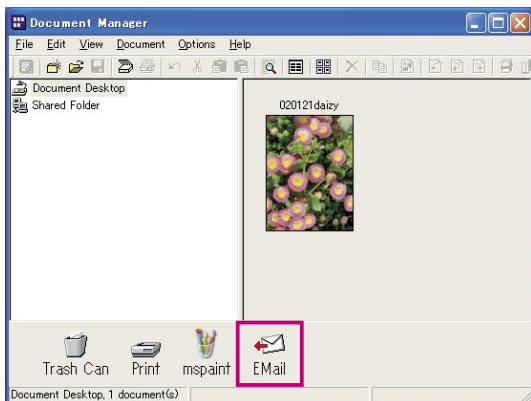
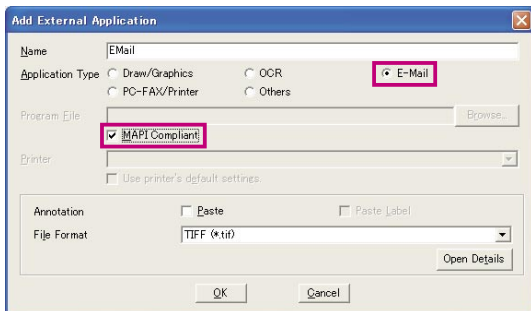
Click 

- 7 The Microsoft® Paint is added as a link icon.



**Note:**

You can also use the same procedure to add an Email link icon by setting the Application Type in the Add External Application dialog box to "E-Mail" and selecting the MAPI Compliant check box in the Program File.

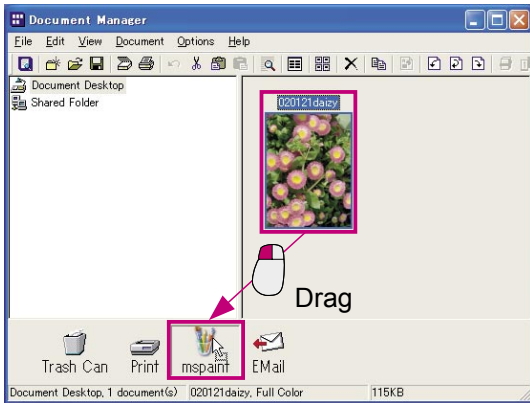


# Launch To Another Application

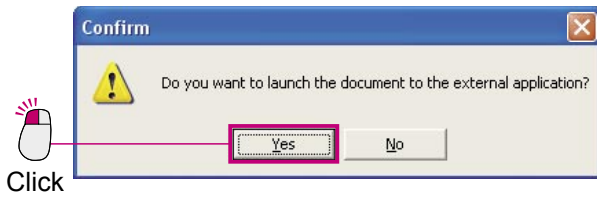
## ■ Using a link icon to open a document

Use the link icon to open a document.

- 1 Drag the document you want to open to the link icon.



- 2 A confirmation message appears.

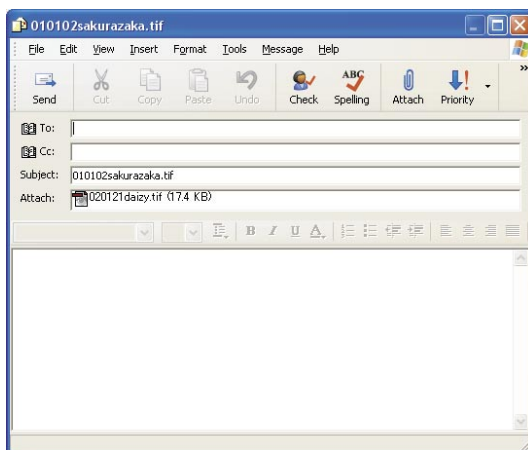


- 3 Click the  button to open the document in the link icon application.



### NOTE

This example opens an image document in Microsoft® Paint but you could use the same method to open a message send window by dragging a document to an Email link icon.



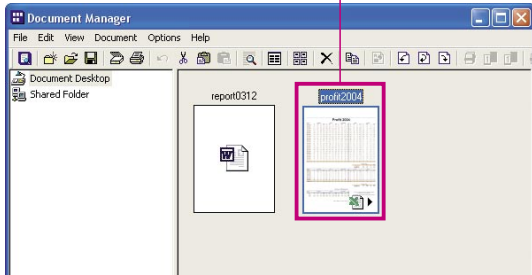


# Image Printing

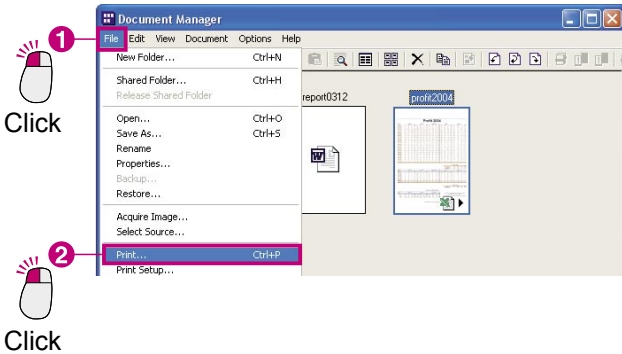
The image documents can be printed directly from the Document Manager or Document Viewer. The following steps explain the procedure for printing from the Document Manager, but the procedure for printing from the Document Viewer is almost identical.

1 Click the file you wish to print.

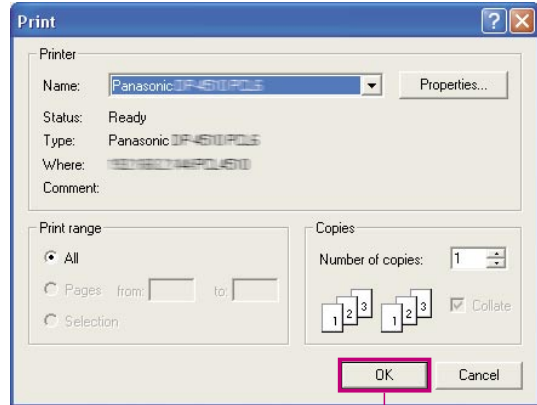
1 Select the file you wish to print.



2 Select **File** → **Print** from the menu.



3 The print dialog box will appear. Click the **OK** button to start printing.



## NOTE

To select monochrome or color printing, or to select other options such as changing the paper size, click the **Properties** button in the print dialog box.

## Grouping Documents

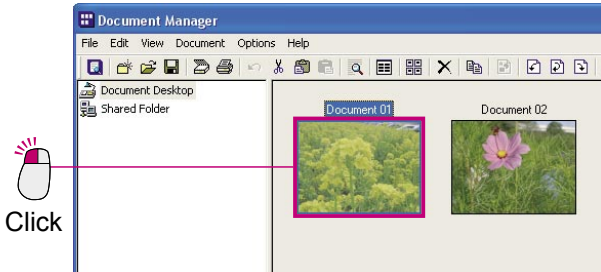
One of the most effective ways of organizing documents is to group together documents that are related to one another. You may think that grouping requires you to name a group and save it. You can group two documents by simply dragging one file on top of another in the document area. For example, if you drag the icon for "Document 1" (1 page) over the icon for "Document 2" (2 pages), they will be grouped together as a single document, and only "Document 1" will remain. In other words, "Document 1" serves as the group name for the new group. The 2 pages from "Document 2" will be added to the end of "Document 1" and "Document 2" will be deleted. "Document 1" will become 3 pages long.

Grouping is done in incremental order. You just have to take note of the order that you select the documents. The document that you selected first will absorb the document you select next.

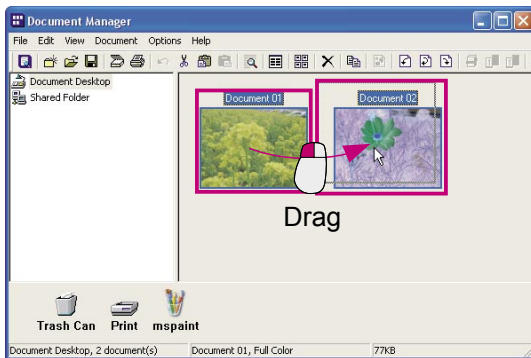
# Grouping Documents

## ■ Grouping by Dragging Documents

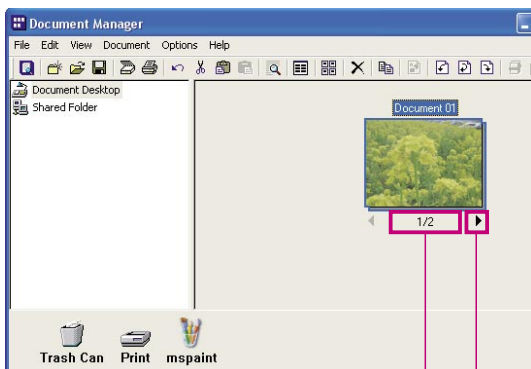
1 Click "Document 1" to select it.



2 Drag "Document 1" on top of "Document 2" and release the mouse button.



3 "Document 1" and "Document 2" will be grouped together, they now become "Document 1".



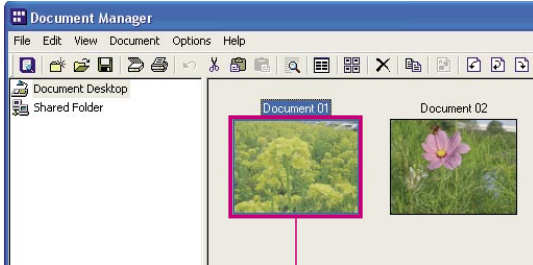
1 1st page of "Document 1" is displayed.

2 Click

# Grouping Documents

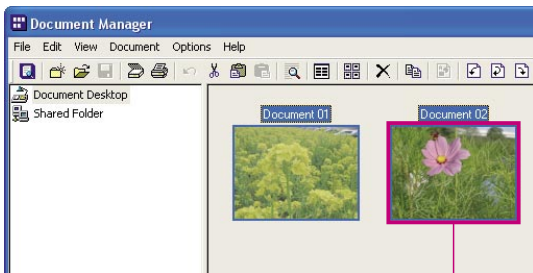
## ■ Grouping with the Menu


1 Click "Document 1" to select it.



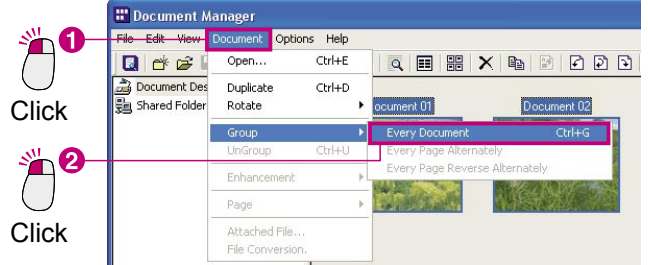
Click 

2 While holding down the **Ctrl** key, click on "Document 2" to select it.



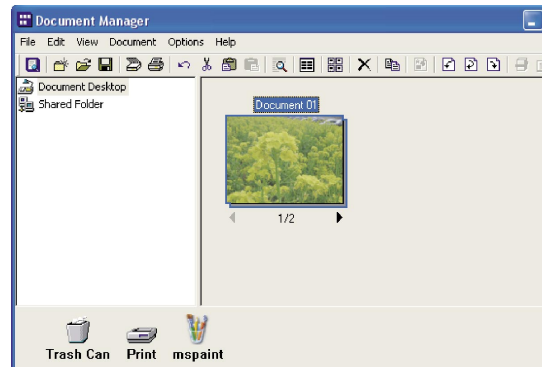
Click while holding down the **Ctrl** key. 

3 From the menu, select **Document** → **Group** → **Every Document**.  
"Document 2" will be absorbed into "Document 1".



Click 

Click 



### NOTE

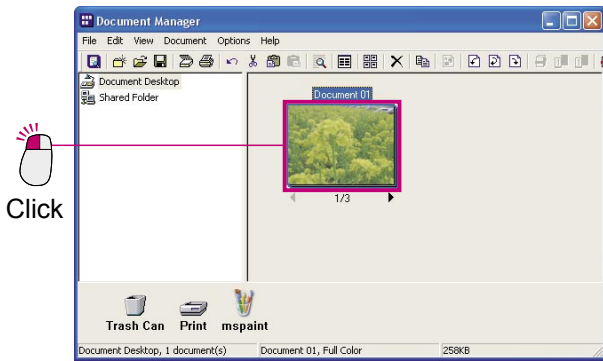
- *Selection order is important. Please remember, the files will be piled in the order of your selection. The first document you selected becomes the "master" file, the grouped document has the name of the master file. It is also important to be careful when dragging files. The file you are dragging is the "master" and the file it is dragged onto is the "slave." Only the file name of the dragged file will remain -- the file name of the file that it was dragged onto will be deleted.*

# Ungrouping Documents

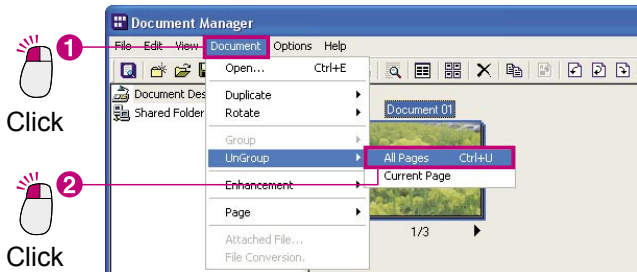
Grouped documents are documents consisting of multiple pages. There are two ways of ungrouping these documents. The first one is to ungroup all the pages in the document, creating new document files for each of the pages. Another one is to ungroup only the page displayed by the document's icon, creating a new document file consisting of only that page.

## ■ Ungroup All Document pages

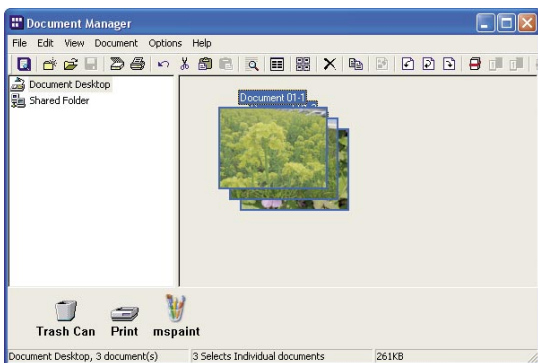
- 1 Select the document you wish to ungroup by clicking it.



- 2 From the menu, select **Document** → **UnGroup** → **All Pages**.



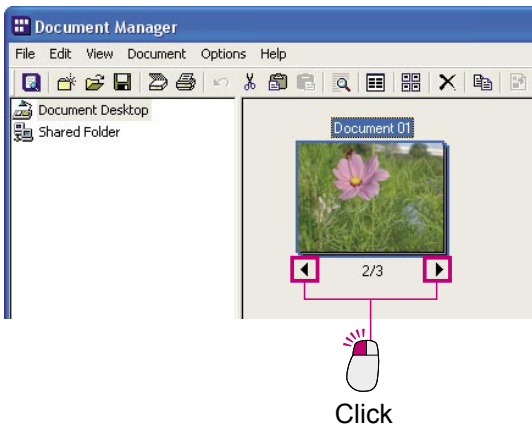
- 3 All of the pages are separated into individual documents, meaning that as many new documents will be created as there were pages in the original document.



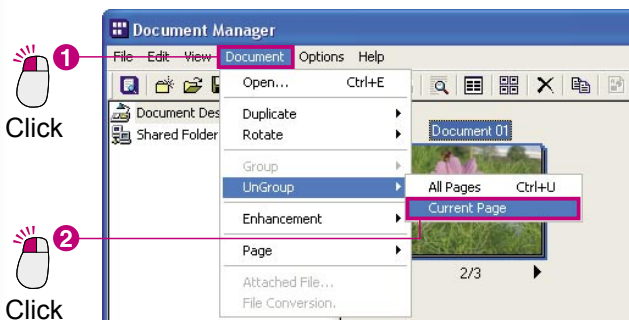
# Ungrouping Documents

## ■ Ungroup Only Displayed Page

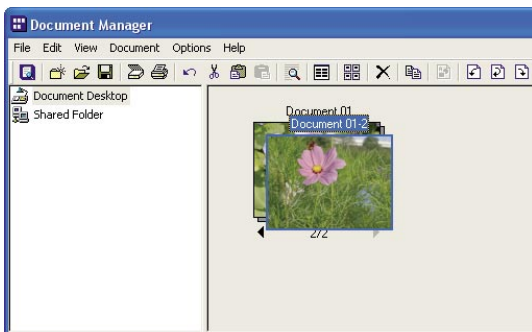
- 1 Click the page arrows at the bottom of the document to display the page that you want to ungroup from the document.



- 2 From the menu, select **Document** → **UnGroup** → **Current Page**.

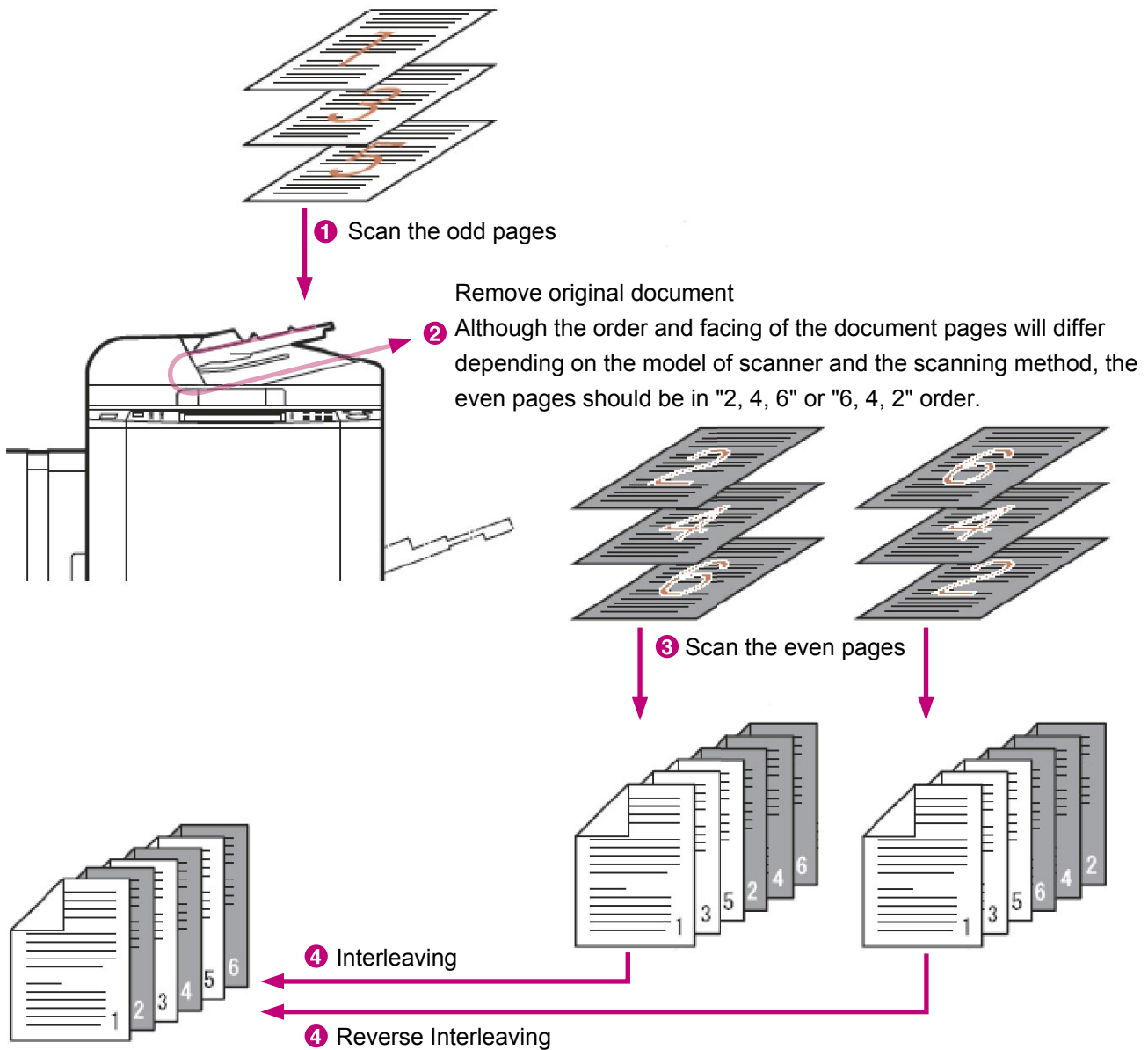


- 3 The displayed page will become a new document consisting of only that one page.



## Alternatively Grouping Document Pages

Turning each page over when scanning a double-sided document with a scanner that can only scan one side of a page takes a great deal of time and effort, and is not efficient. Scanning only single side takes, so it is more efficient to create two documents, one with all of the odd pages and one with the even pages, and then combine the two documents into one, alternating the odd and even pages.



Continued on the next page...

There are two methods for alternatively inserting odd and even pages: interleaving and reverse interleaving. Interleaving involves alternatively grouping the pages from two documents (starting with the first page of each document) to create a new document in the proper order. For example, if scanning a 6-page double-sided document, you first scan one side of all of the pages and then the other side. The odd-numbered pages (1, 3, 5) are scanned and saved to a file, and then the even numbered pages (2, 4, 6) are scanned and saved. Both files were scanned in page order. By performing interleaving on these two documents, a single document with all pages in the correct order can be created.

With reverse interleaving, the pages from one document are taken from the beginning of the document and the pages from the other are taken from the end. This type of interleaving is quite common. For example, if scanning a double-sided 6-page document, you first put the document into a sheet feeder, scanning the front pages (pages 1, 3, 5) to a file. Next, you take the entire document and turn it around, scanning the back of the pages (pages 6, 4, 2) and saving them to a file. This means that the back of the files will end up being scanned in reverse order. But by reverse interleaving these two files, a single file in the correct order can be created.

**NOTE**

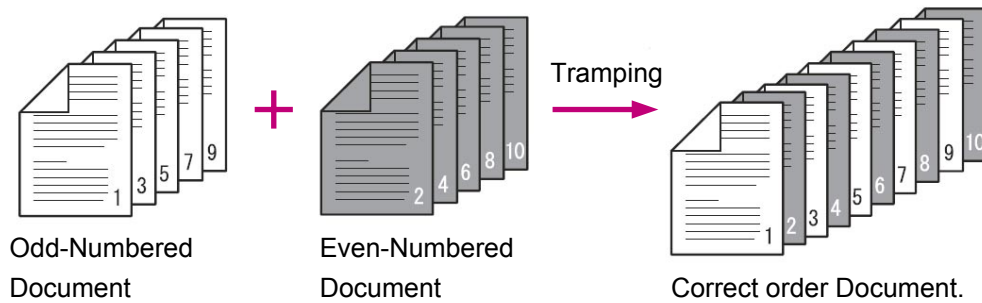
*DP-C262/C322 can make the automatic 2-sided scanning by configuring the setting. Devices with 2-sided scanning capability do not need to use the functions of Alternatively Grouping Document Pages (Interleaving, Reverse Interleaving).*



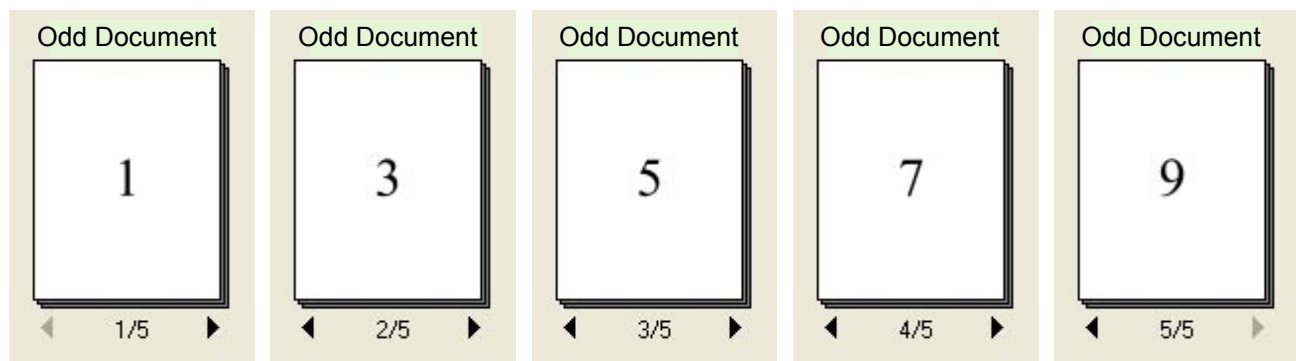
# Alternatively Grouping Document Pages

## ■ Interleaving

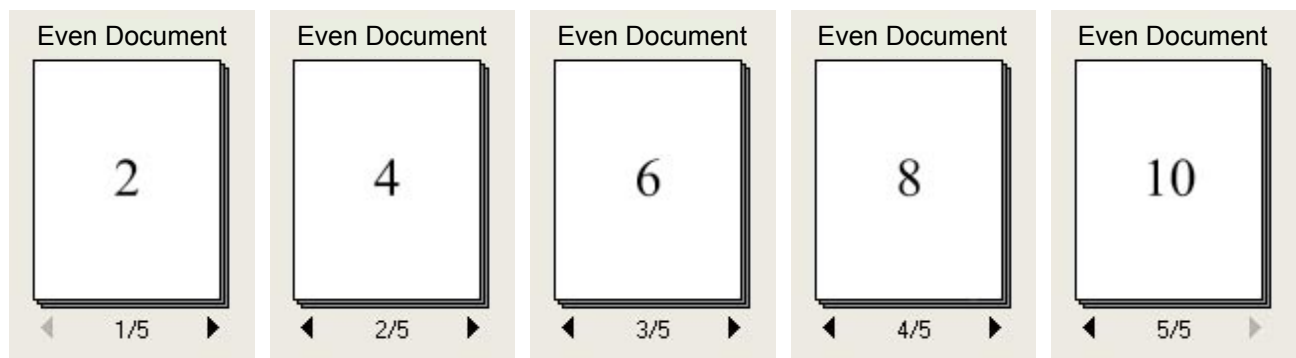
Interleaving creates a group from the selected files, alternating their pages. This allows you to take a document consisting of odd-numbered pages and combine it with a document consisting of even-numbered pages, to create a single document with the pages in the correct sequence. For example, if you have a document with pages 1, 3, 5, 7, and 9 and another document with pages 2, 4, 6, 8 and 10, you can use interleaving to group them into a single document, with pages 1 to 10 in the correct order.



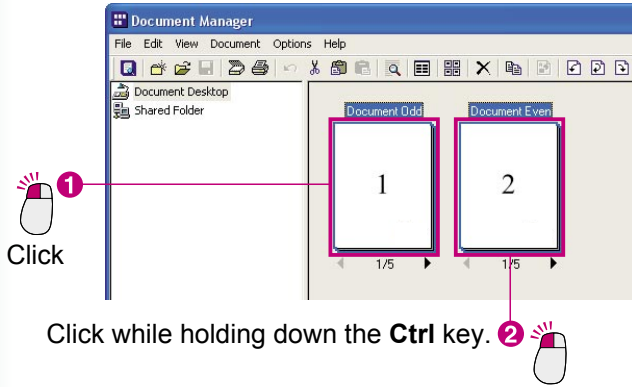
"Odd-Numbered Document" pages



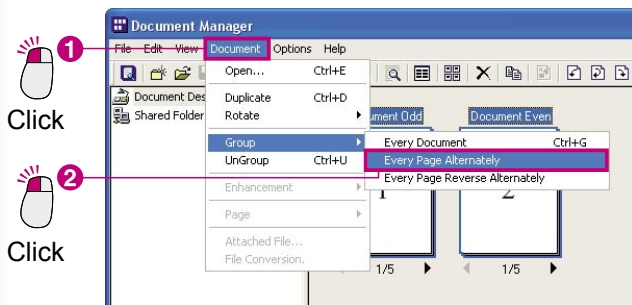
"Even-Numbered Document" pages



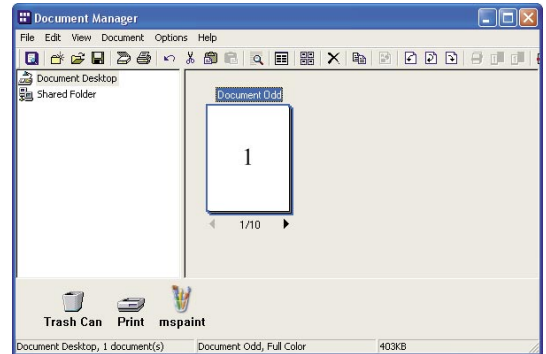
- 1 Click on the odd-numbered document to select it and then select the even-numbered document while holding down the **Ctrl** key. Both the odd and even-numbered documents will now be selected.



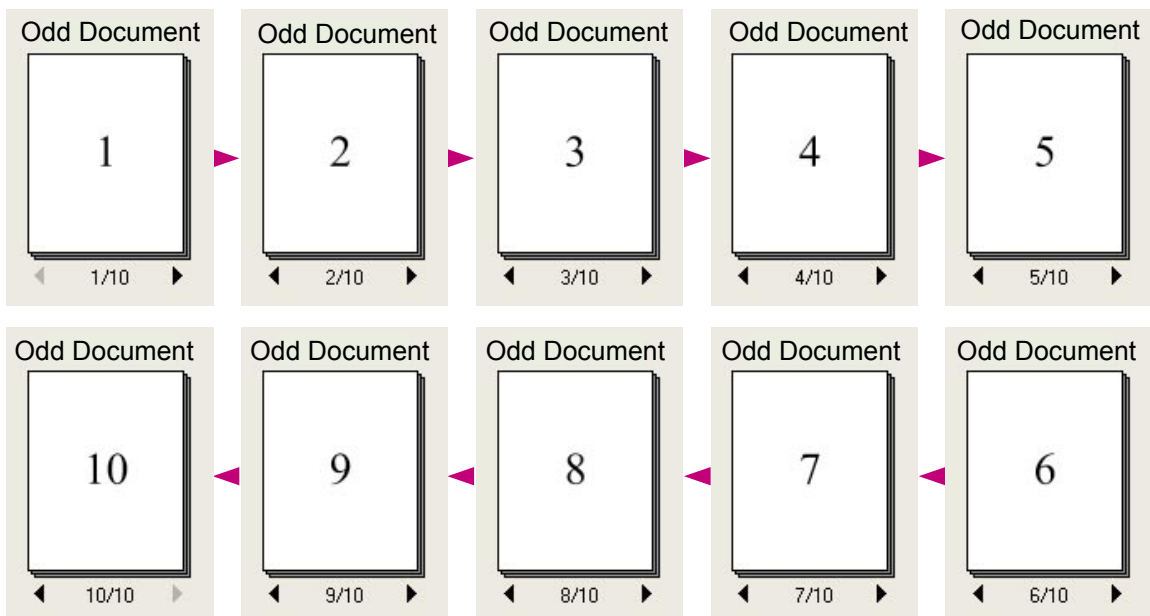
- 2 From the menu, select **Document** → **Group** → **Every Page Alternately**.



- 3 Interleaving will begin. The "Even-Numbered Document" will be absorbed by the "Odd-Numbered Document."



- 4 If you look through the document's pages, you will see that the pages are arranged in order from 1 to 10.

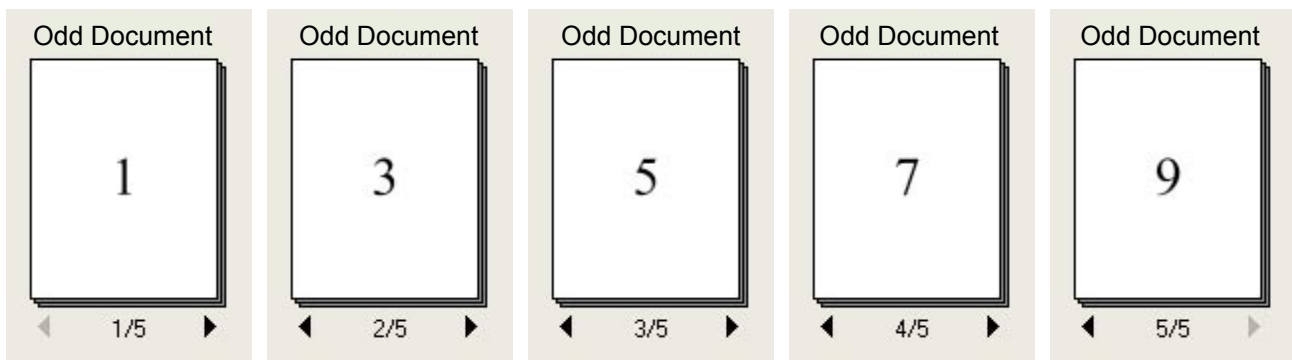


# Alternatively Grouping Document Pages

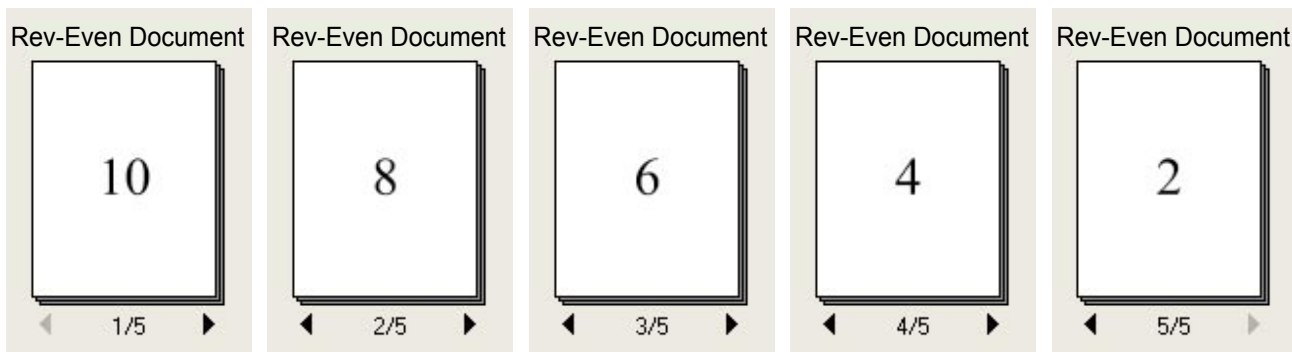
## ■ Reverse Interleaving

Reverse interleaving creates a group by alternatively inserting pages from two documents, one starting from the first page and one starting from the last page. This is used when scanning a double-sided document with a scanner that can only scan one side of the page at a time, to combine the odd and even pages into a single document. For example, if you have one document with pages 1, 3, 5, 7, and 9, and another document with pages 10, 8, 6, 4, and 2, reverse interleaving will create a single document with pages 1 to 10 arranged in the correct order.

"Odd-Numbered Document" pages

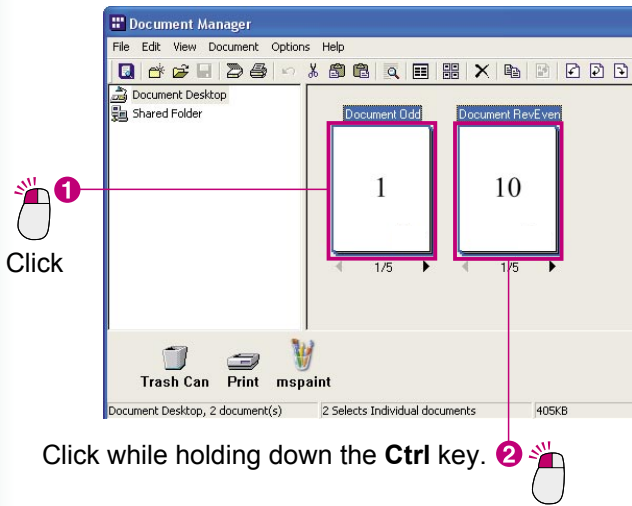


"Reversed Even-Numbered Document" pages

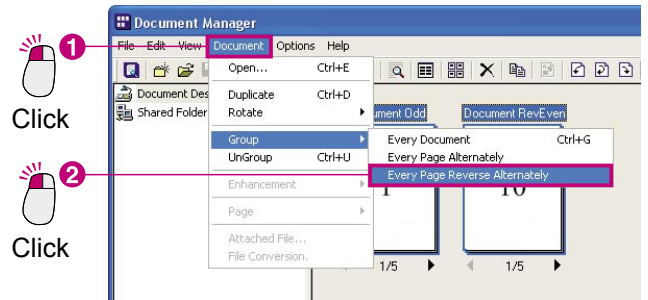


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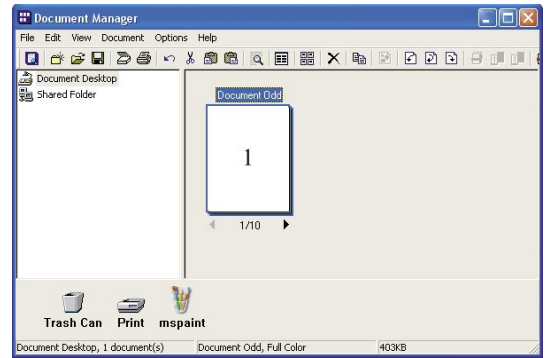
- 1 Click on the odd-numbered document to select it and then select the reversed even-numbered document while holding down the **Ctrl** key. Both the odd and reversed even-numbered documents will now be selected.



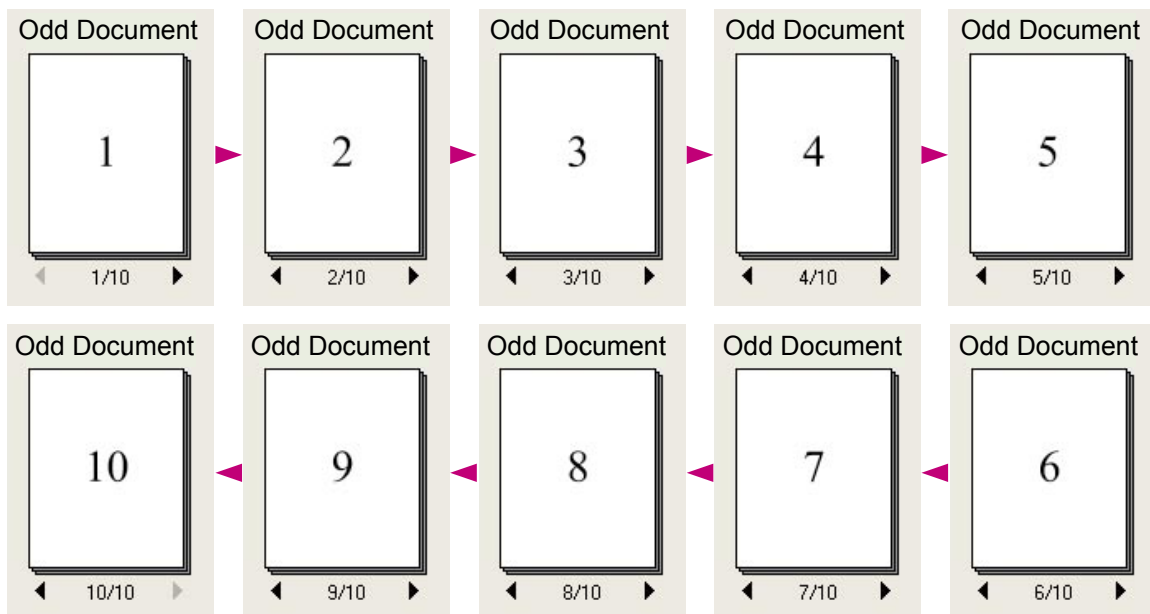
- 2 From the menu, select **Document** → **Group** → **Every Page Reverse Alternately**.



- 3 Reverse interleaving will begin. The "Reverse Even-Numbered Document" will be absorbed by the "Odd-Numbered Document."



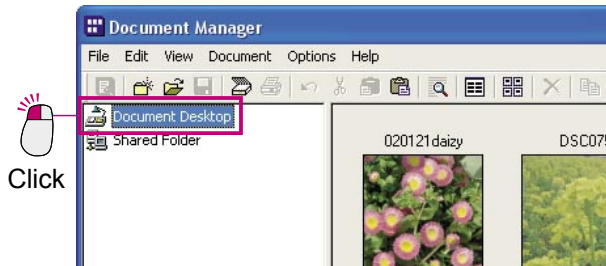
- 4 If you look through the document's pages, you will see that the pages are arranged in order from 1 to 10.



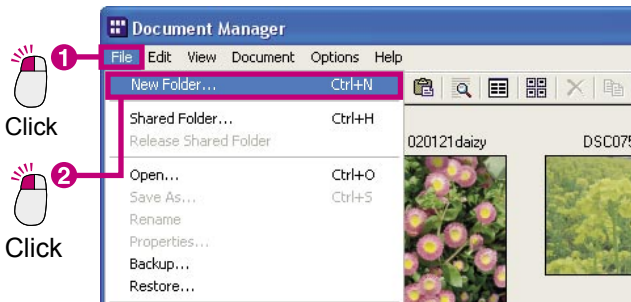
# Creating and Deleting Folders

Creating folders and placing related documents in them is a good method of keeping documents organized.

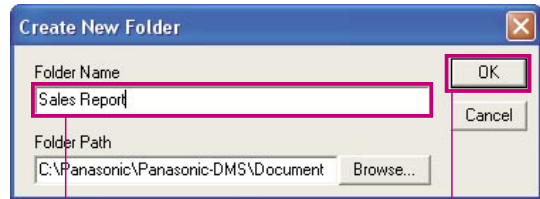
- 1 Click the folder in which you want to create the new folder.  
The display of the selected folder will be highlighted.



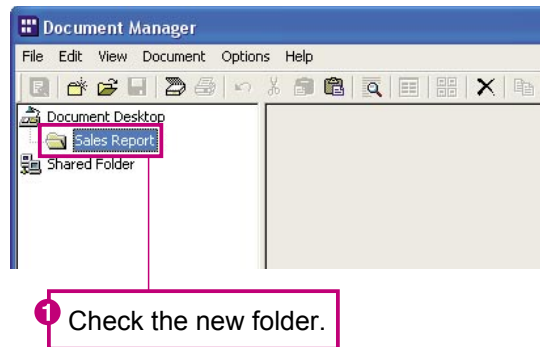
- 2 From the menu, select **File** → **New Folder**.



- 3 The **Create New Folder** dialog box will appear.  
Enter a name for the folder and click the **OK** button.

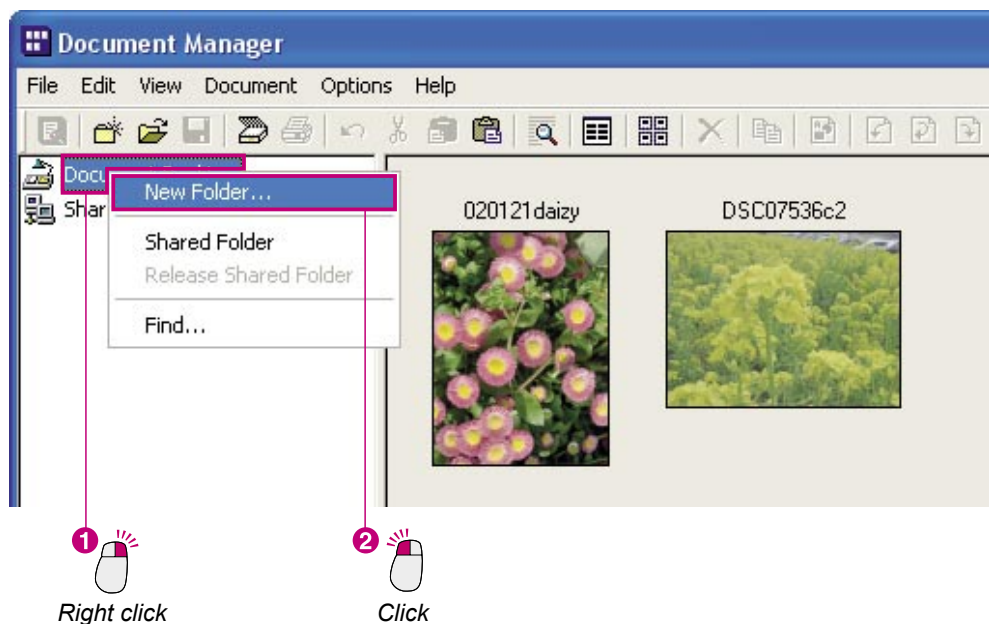


- 4 The new folder is created.

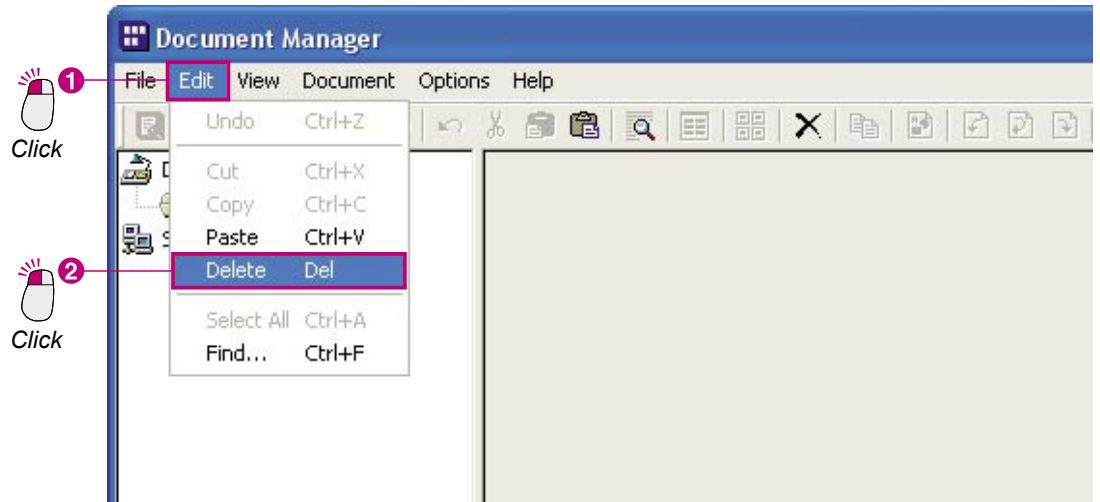


## NOTE

- Create a new folder easily by right clicking  
You can also create a new folder by right clicking on the folder in which you would like to create.  
Create **New Folder** in the shortcut menu.



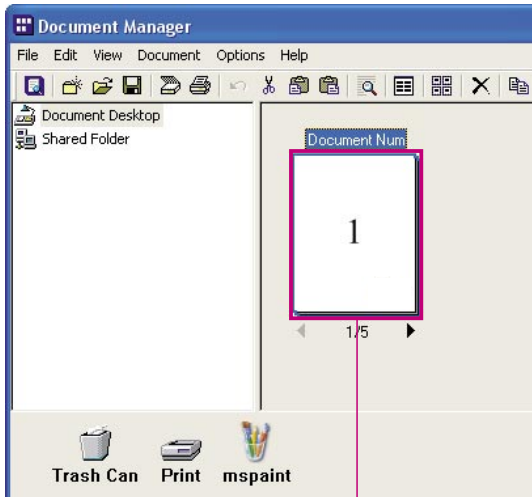
- **Delete unnecessary folders**  
To delete a folder, click it and select **Edit** → **Delete** from the menu. The **Confirm Folder Delete** message box will appear.  
Use caution when deleting folders. Document files are first placed in the **Trash Can** when they are deleted, but folders are deleted without being placed in the **Trash Can**. However, any document files that were in the deleted folder will be placed in the **Trash Can**.



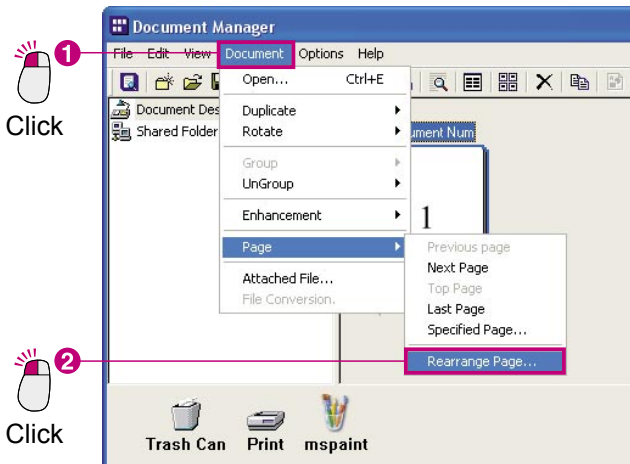
# Rearranging Pages

Changes the order of a multi-page image document. This can be particularly useful when you need to reverse the pages of a document that is in reverse page order.

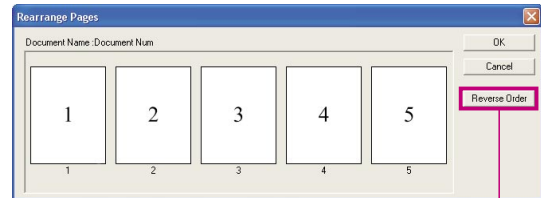
- 1 Click the document for which you want to change the page order.



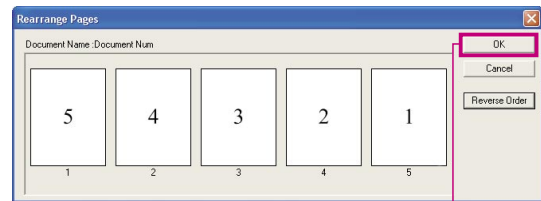
- 2 From the menu, select **Document** → **Page** → **Rearrange Pages**.



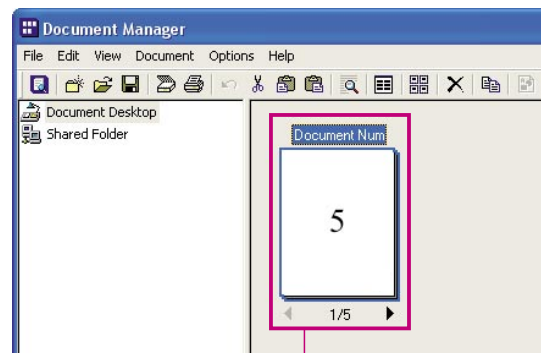
- 3 The **Rearrange Pages** Dialog box will appear. Click the **Reverse Order** button.



- 4 The order of the document's pages will be reversed. Click the **OK** button to return to the Document Manager.



- 5 The page arrangement is changed.



- 1 The order of the document's pages are reversed.

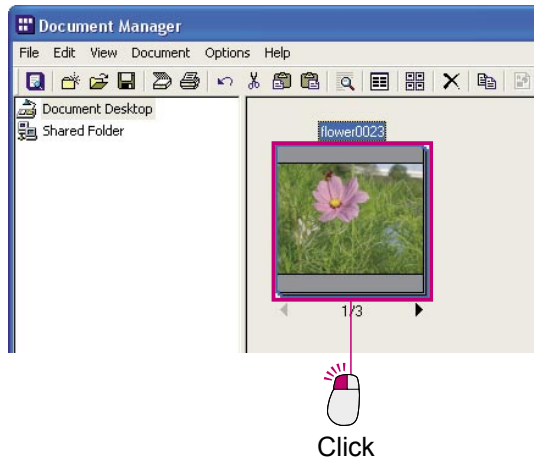
## NOTE

If you click and drag a page in the **Rearrange Pages** Dialog box, you can manually move it in the desired order.

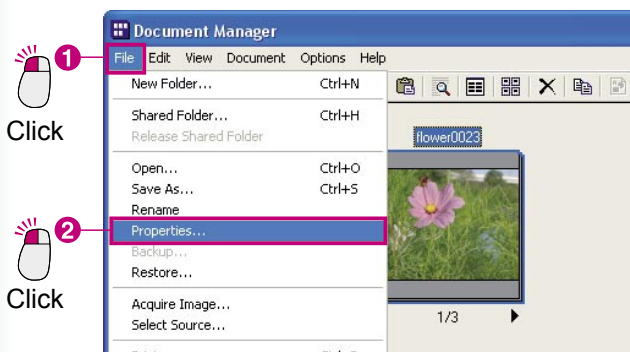
# Viewing Document Information

To view detailed information about a document file, open the file's properties.

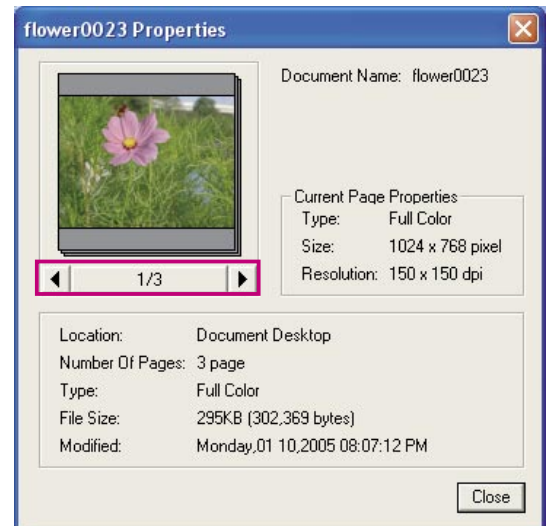
- 1 Click the file for which you want to see information.



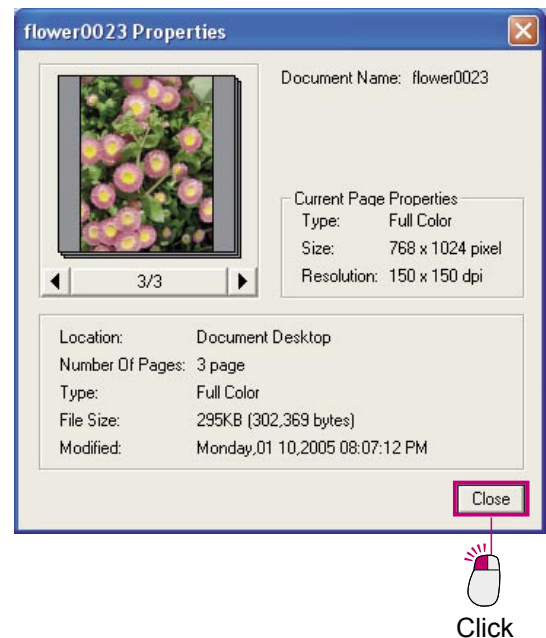
- 2 From the menu, select **File** → **Properties**.



- 3 The properties of the first page will be displayed. If the document is grouped, it is possible to view the properties of each page in the group. Click the ◀ ▶ symbols to view the properties of other pages.



- 4 Click the **Close** button to exit properties.





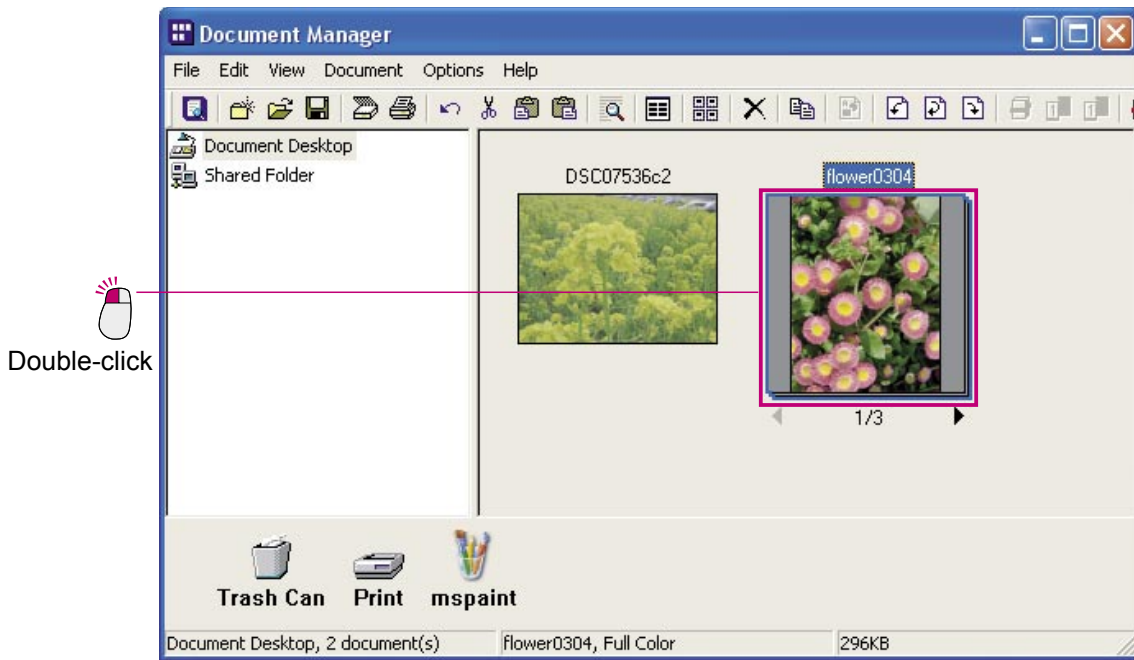
# Memo

# Opening a Document

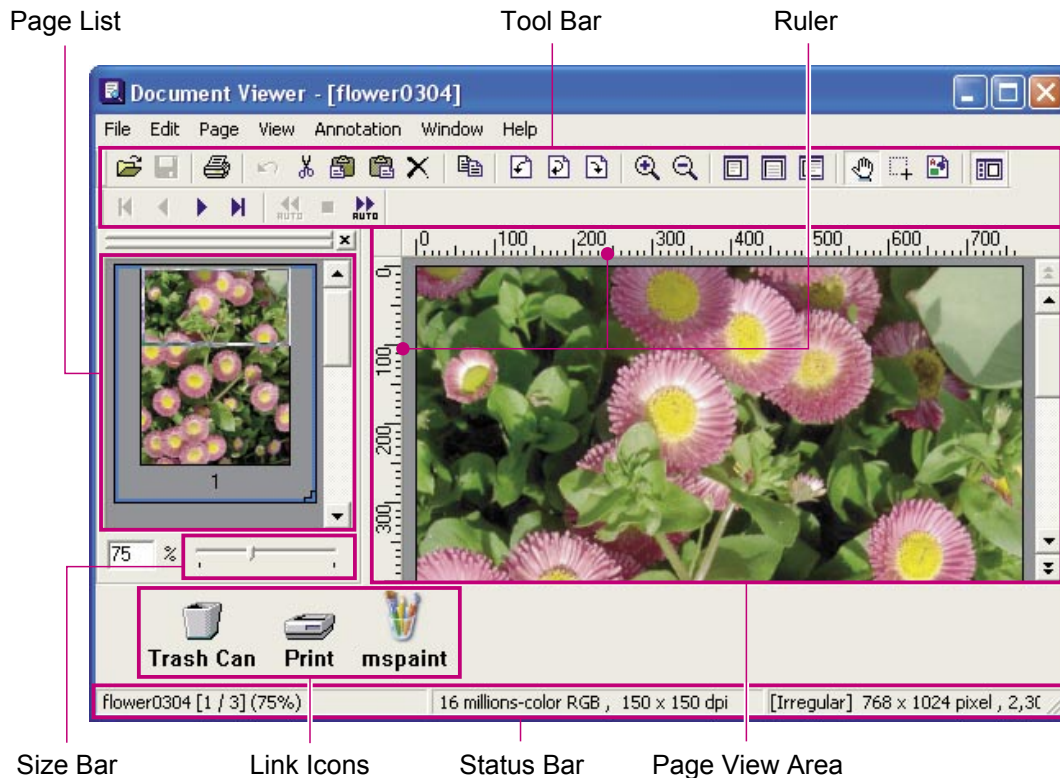
The Document Viewer automatically launches when opening an image document managed by the Document Manager. Simply double-click an image document displayed in the Document Manager's document area. If using the menu, select **Document** → **Open**.

The Document Viewer will start and the selected image document will be displayed in its main window. To start Document Viewer from the Start menu, click **Start** → **All Programs** (Expect for Windows XP: **Programs**) → **Panasonic** → **Panasonic Document Management System**, and then select **Document Viewer**.

- 1 Double-click an image document displayed in the Document Manager document area.



## 2 Document Viewer will Launches.



### • Tool Bar

The tool bar contains buttons for the application functions. Each function can be used by clicking its tool bar button, they allow a direct access to each functions without selecting from the menu.

### • Page List

Displays thumbnail previews for all of the pages of a document. Click a thumbnail to display the content of that page in the Page View Area on the right. In addition to select pages to display, you can also use this window to drag pages to new positions.

### • Page View Area

Displays the image selected in the page view window. Also displays information added with the Annotation function.

### • Size Bar

Slide the adjustment button to adjust the scaling of the image displayed in the Page View Area. By combining use of the menu and tool bar buttons, the image scaling can be freely adjusted.

### • Ruler

Displays the actual size of the image displayed in the Page View Area.

### • Link Icons

They are the links to the applications/functions often used in the Document Viewer. Drag a document to one of these icons to start up the application. For example, drag a document to the Print icon to print it.

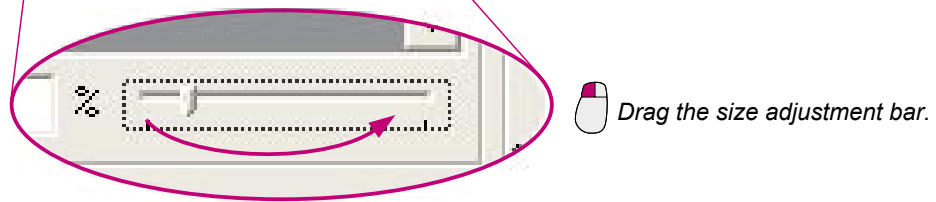
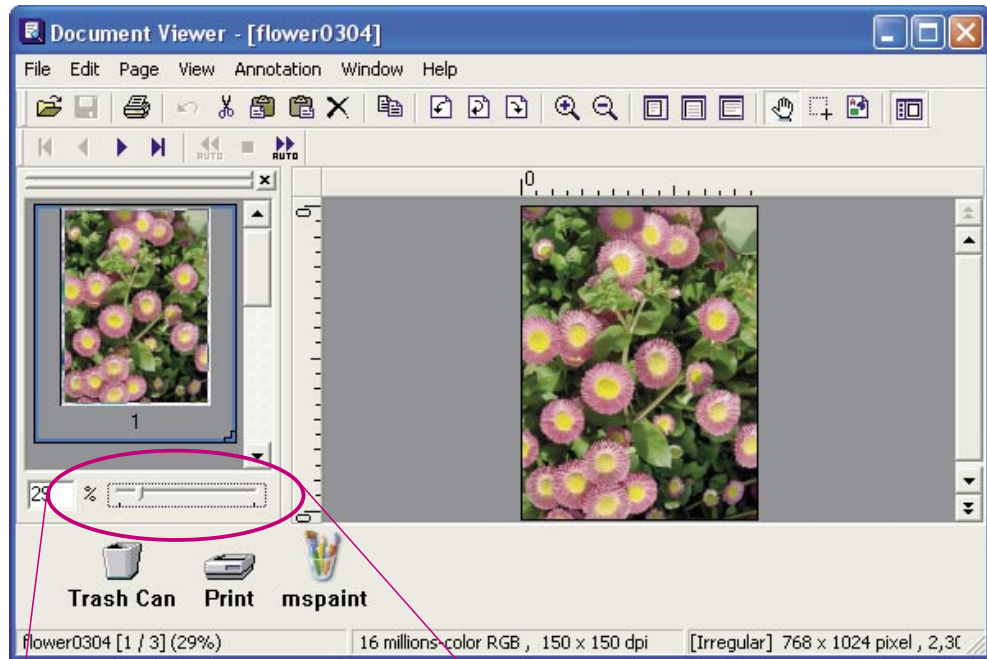
### • Status Bar

Displays information such as image file name, image type, and size.

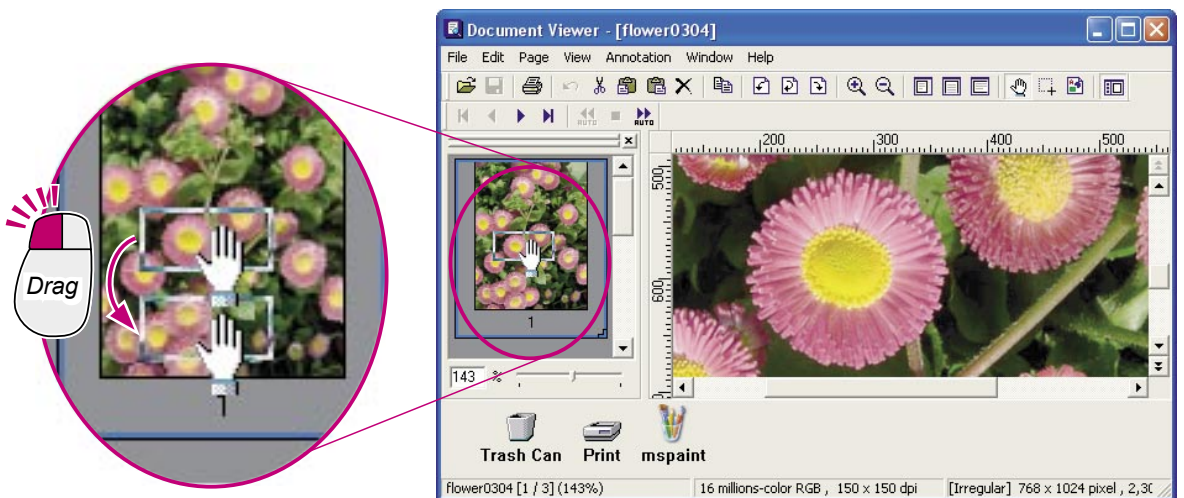
*Continued on the next page...*

**NOTE**

To efficiently edit the image displayed in the Page View Area, it's important to first adjust its scaling so that it can be easily viewed. The scaling can be freely adjusted by dragging the size bar adjustment button. It is also possible to specify a particular scale percentage by entering a value directly in the scale box.



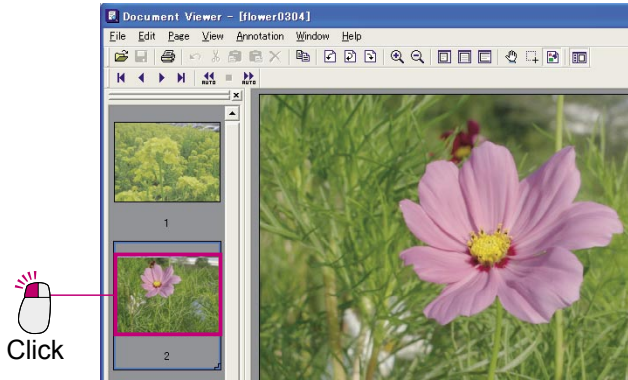
By dragging the display area box in the page list, the part of the image displayed in the Page View Area can be changed.



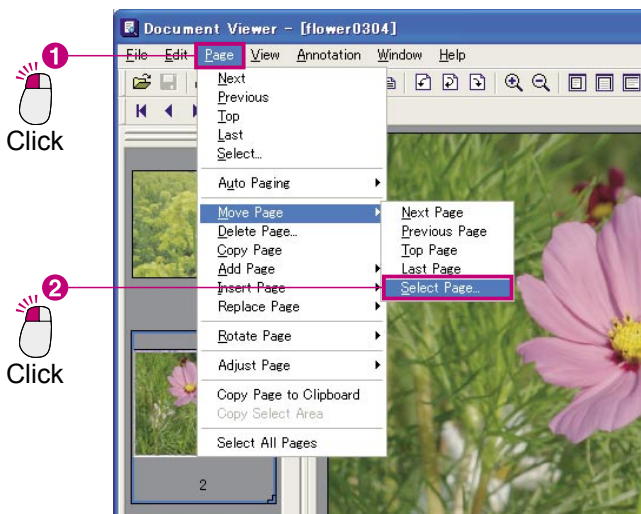
# Moving Pages

Changes the order of pages. Check the contents of the pages in the Page View Area when moving the order of pages.

1 Click the page you want to move to select it.

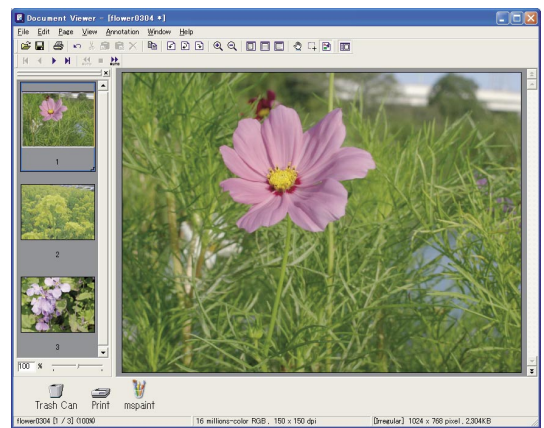
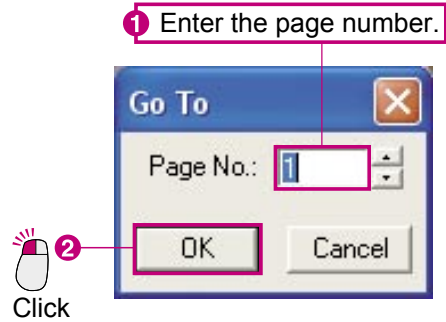


2 From the menu, select Page → Move Page → Select Page.



3 The Go To dialog box will open.

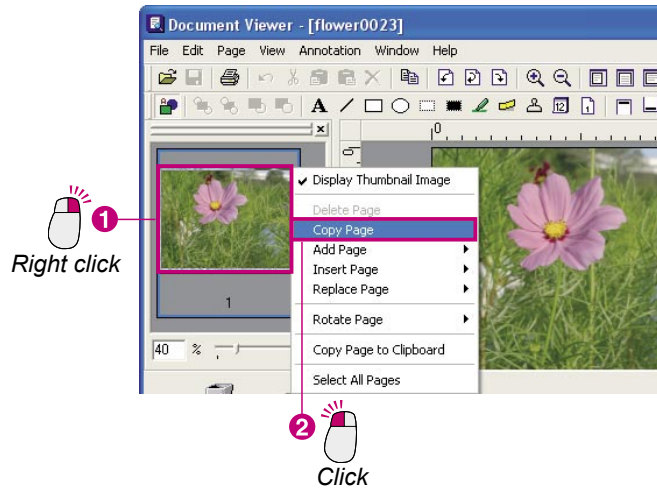
Enter the page number for the page you wish to move and click the  button to move it.



Continued on the next page...

## NOTE

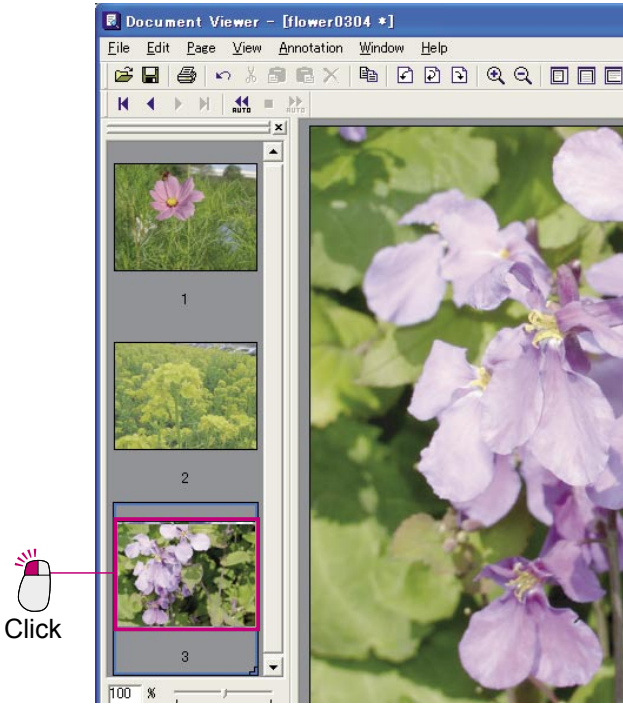
- **Copy a page**  
Select the page you want to copy and then select **Page** → **Copy Page** from the menu to make the copy.
- **Move or copy by dragging**  
If you drag a thumbnail icon within the page list, you can move the page. Also, if you hold the **Ctrl** button while dragging, you can make a copy of the page.
- **Direct control with right clicking!**  
Click on a thumbnail icon to select it, right click it, and then select **Copy Page** from the popup menu to copy the page.



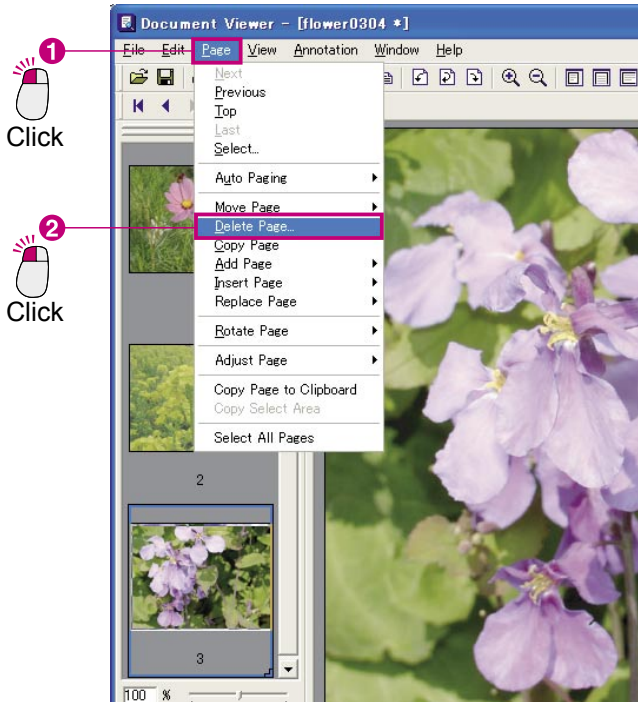
# Deleting Pages

Delete unnecessary pages.

1 Click on the page - you wish to delete to select it.

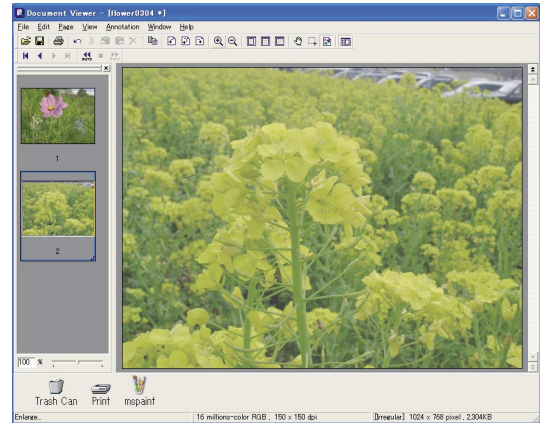


2 From the menu, select Page → Delete Page.



3 The Document Viewer dialog box will appear.

Click  to delete the page.

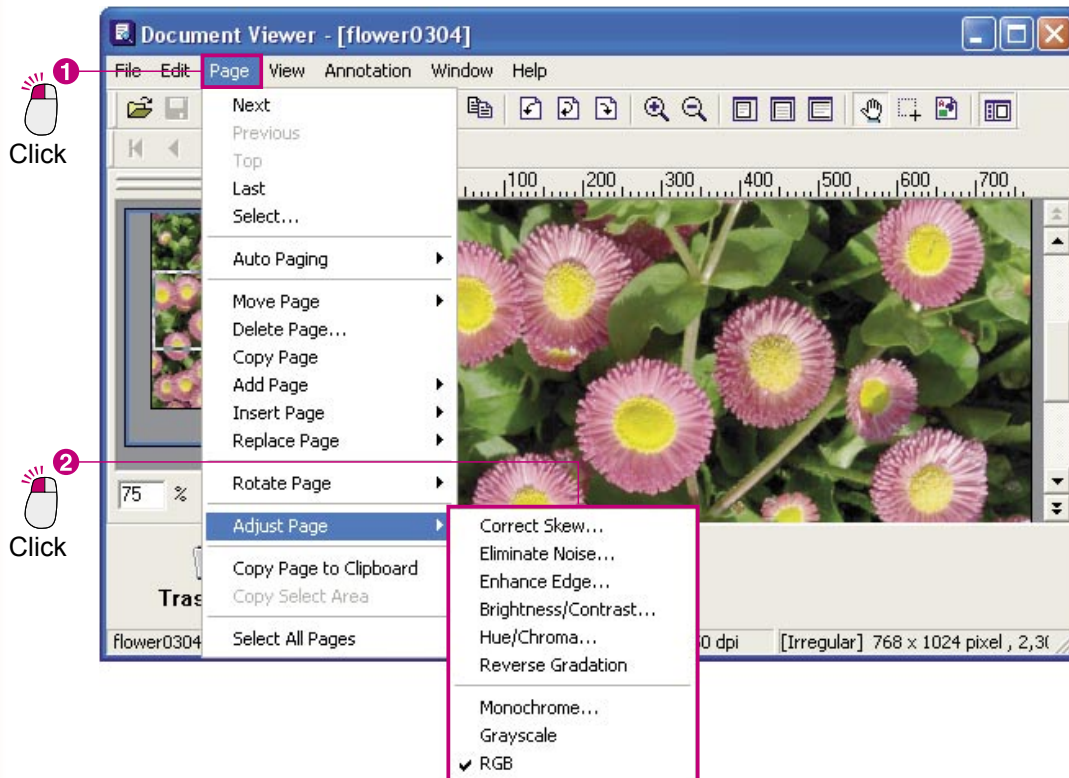


# Page Adjustment

It is possible to adjust the images for each page, allowing you to straighten crooked images or enhance the blurry ones by making them sharper. From the **Page** menu, select **Adjust Page** to access the adjustment features. When adjusting pages, it is handy if you display the editing tool buttons by selecting **Image Tool Bar** from the **Window** menu.

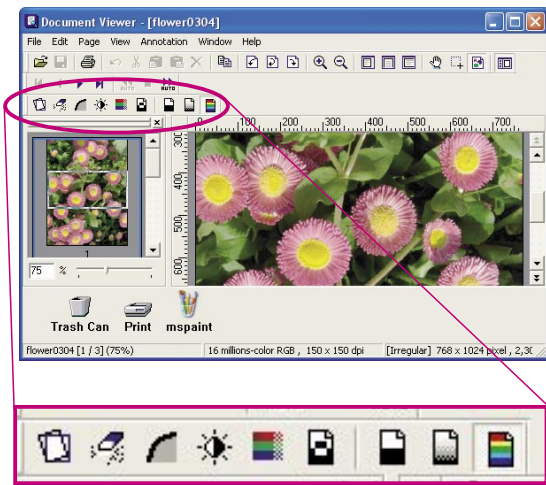
- Correct Skew** : Adjusts a skewed image.
- Eliminate Noise** : Removes noise from the image to make it clearer.
- Enhance Edge** : Enhances the image's edges to make it sharper.
- Brightness/Contrast** : Adjusts the brightness and contrast of the image.
- Hue/Chroma** : Adjusts the hue and chroma of the image.
- Reverse Gradation** : Reverse the black and white in the image.
- Monochrome** : Converts to monochrome.
- Grayscale** : Converts to grayscale.
- RGB Color** : Converts to RGB color.

- When using the menu  
From the menu, select **Page** → **Adjust Page** and then the desired adjustment type.



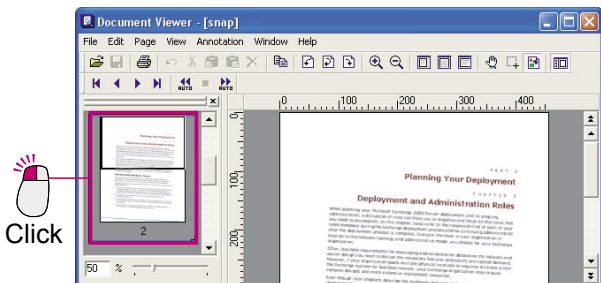


- When using the toolbar  
To display the toolbar, select **Image Tool Bar** from the **Window** menu.

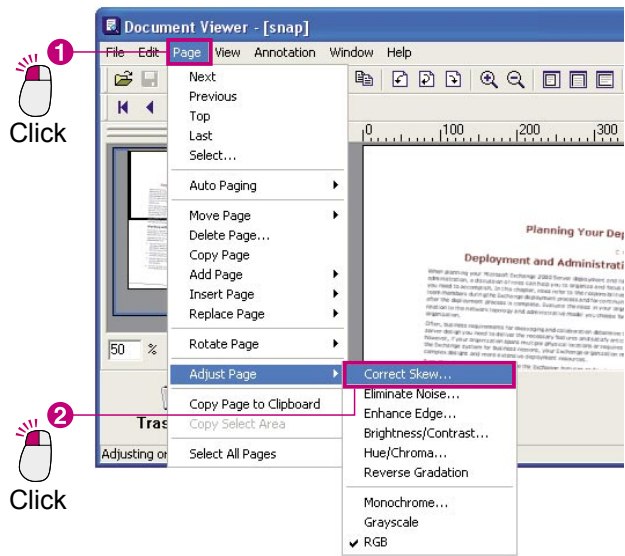


Many of the page adjustment functions are very similar in their use. We will show you a detailed explanation of **Correct Skew** here as an example.

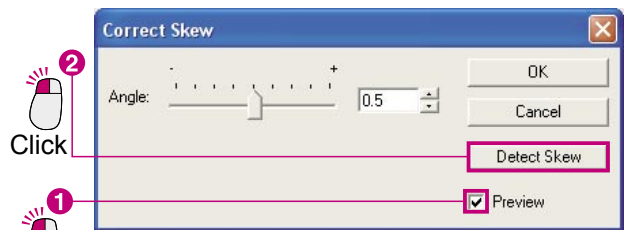
- 1 Click the page you wish to adjust to select it. (The image is tilted slightly to the right)



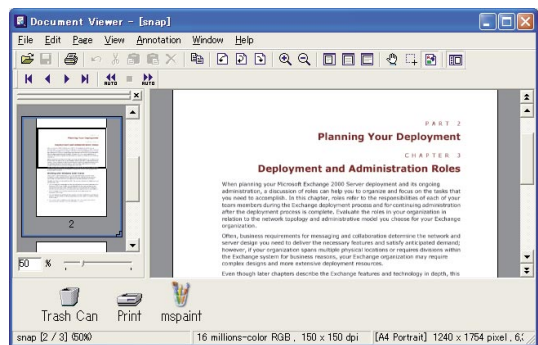
- 2 From the menu, select **Page** → **Adjust Page** → **Correct Skew**.



- 3 The **Correct Skew** dialog box will appear. Place a check mark in the **Preview** check box and click the **Detect Skew** button.



- 4 The skewed image will be automatically corrected. Click the **OK** button on the **Correct Skew** dialog box to finish.



**NOTE**

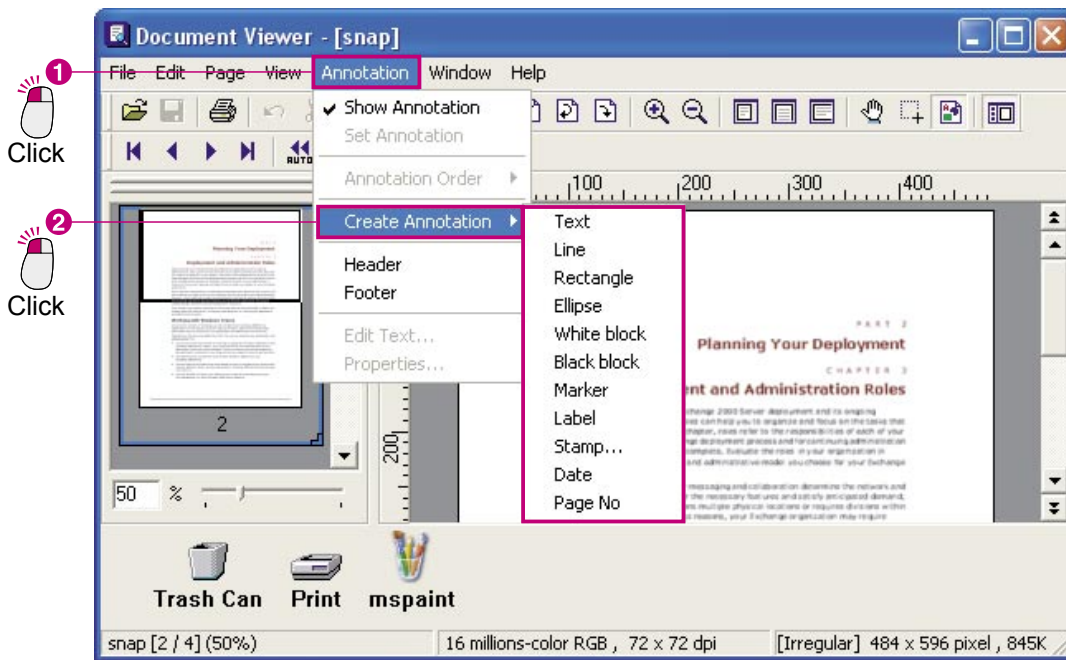
- **Previewing is a must!**  
*It is recommended that you check the **Preview** check box in this dialog box. The results will be reflected in the displayed image as you adjust the page skew, making it possible to immediately see the results of your adjustments.*
- **Manual adjustment is also possible**  
*Here, we are using the **Detect Skew** function, but it is also possible to use the **Angle** slide bar to manually adjust the skew.*
- **If you make a mistake, you can undo it**  
*As long as it is immediately after making the adjustment, you can undo an adjustment by selecting **Edit** → **Undo** from the menu.*

# Creating Annotations

Attaches an annotation to an image and saves it. The important thing to remember about annotations is that they are handled separately from the original document. Adding an annotation is like placing a sheet of glass over a document and making the corrections on that sheet of glass. Both the original image and the corrections will be saved.

There are 11 functions that can be selected from **Create Annotation** under the **Annotation** menu: **Text**, **Line**, **Rectangle**, **Ellipse**, **White Block**, **Black Block**, **Marker**, **Label**, **Stamp**, **Date**, and **Page No.**

- When using the **Annotation** menu  
Select **Annotation** → **Create Annotation** and then the annotation type.



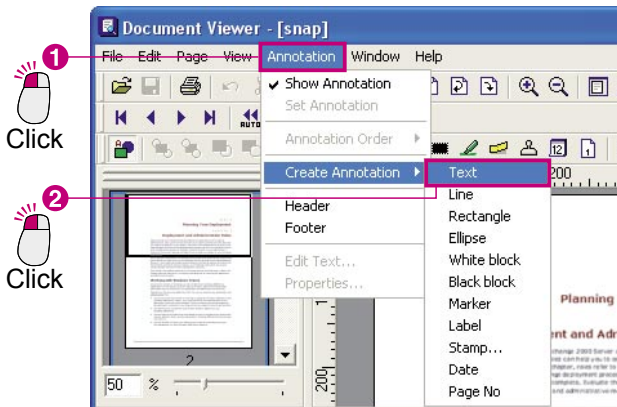
- When using the toolbar  
You can also add an annotation using the toolbar buttons.



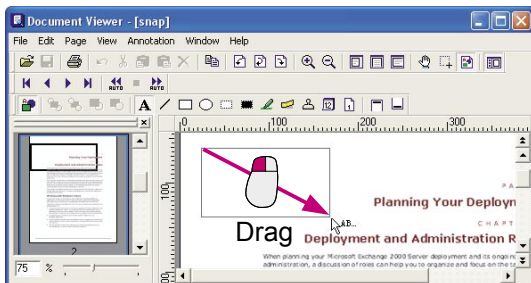
## ■ Enter Text

Open the page for which you want to add an annotation, and make a menu selection as shown below to enter text.

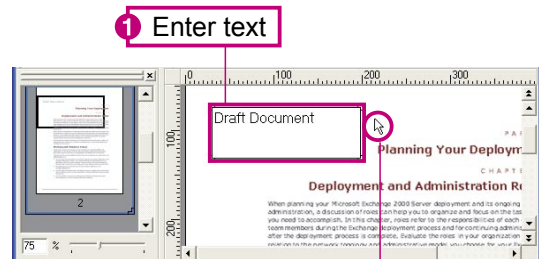
- 1 From the menu, select **Annotation** → **Create Annotation** → **Text**.



- 2 Drag the mouse cursor to define the text insertion area. The text insertion area will be displayed in white.

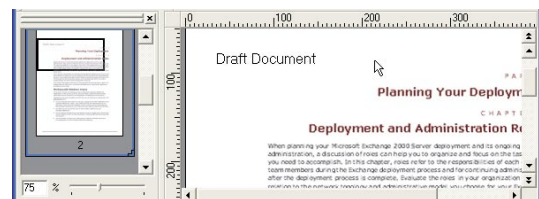


- 3 Enter text.



Click outside the text insertion area.

- 4 When you click outside the text insertion area, the text you entered will be reflected on the image.



### NOTE

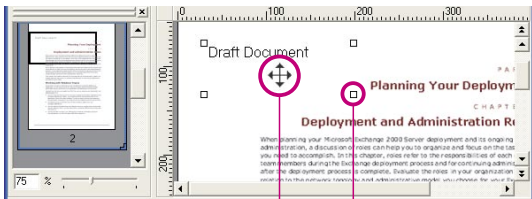
- *Adjusting the text insertion area*  
You can move the text insertion area by dragging the square that represents it. You can move around all the other annotations in the same way as well.
- *Use care when setting annotations!*  
When you select **Set Annotation** from the **Annotation** menu, the annotation data will be written to the image data. However, once you save them, you cannot go back to the original image, so use care when setting your annotations.

# Creating Annotations

## Change Text Properties

You can change the appearance of the text by changing the text properties. They include the font, style, size, color and the position. No matter what kind of adjustment you will be making, you begin by clicking near the text to select the text insertion area, and then using the menu.

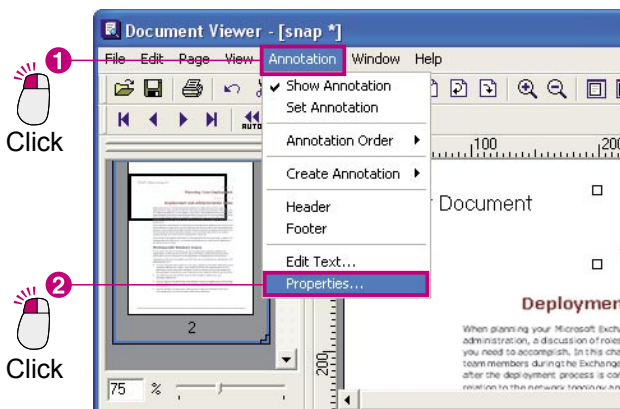
- 1 Click on the text and check the position of the square that represents the text input area.



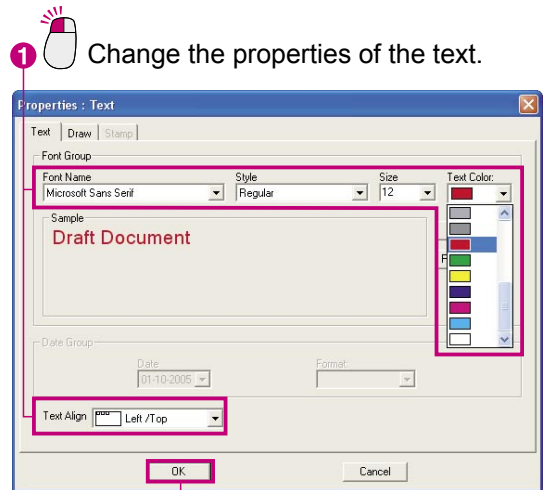
Click on the text. 1

2 Check the position of the square.

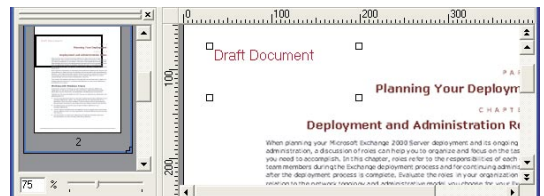
- 2 From the menu, select **Annotation** → **Properties**.



- 3 Change the properties of the annotation. Here, we will change the font color.



- 4 The changes you made is reflected on the page.



### NOTE

Properties can apply to shapes and stamps as well as text. You will have a variety of annotations by changing the properties values.

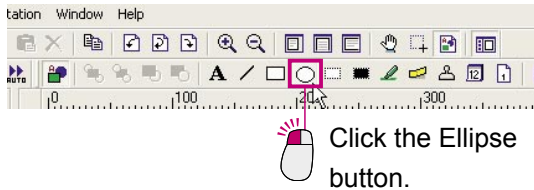
# Creating Annotations

## ■ Drawing Shapes

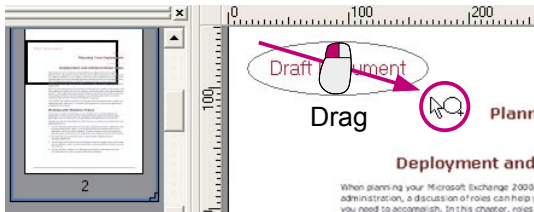
Here, we will try drawing an ellipse around the text. You can draw the shape by simply dragging the mouse cursor. This method of drawing can be used for rectangles, white blocks, black blocks, markers, and other shapes as well.

This section will use the toolbar buttons to draw.

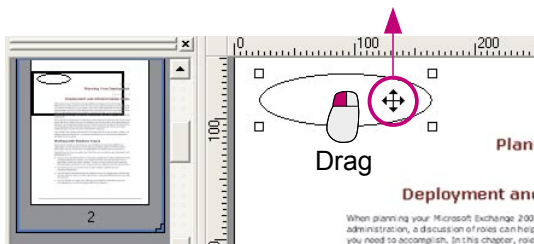
- 1 Click the  button on the toolbar.



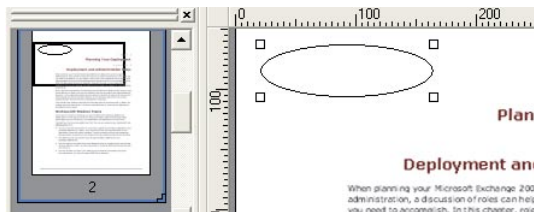
- 2 Drag the cursor diagonally down and to the right, starting from where the upper left of the ellipse will be.




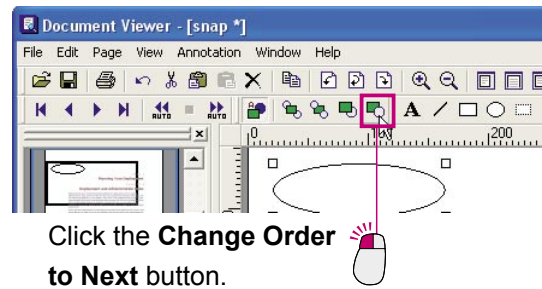
- 3 The ellipse may be dragged to adjust its position.



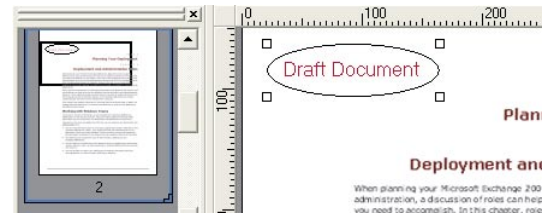
- 4 The ellipse has been placed in front of the text.



- 5 Click the  button to move the ellipse behind the text.




- 6 The ellipse is now in back of the text.

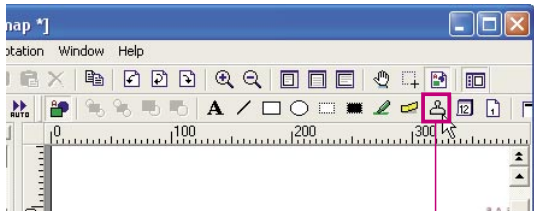


# Creating Annotations


## ■ Applying Stamps

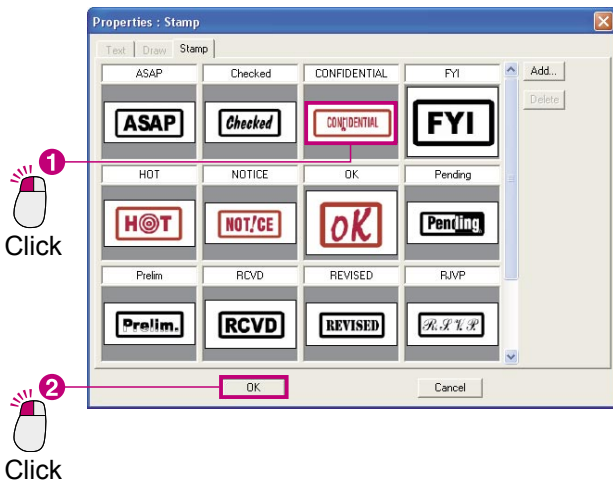
When you want to add messages like "Checked" or "OK", it is quick and easy to use a predefined stamp. It is also possible to use files containing stamp images (such as personal seals) that you have created by yourself.

- 1 Click the  button in the toolbar.

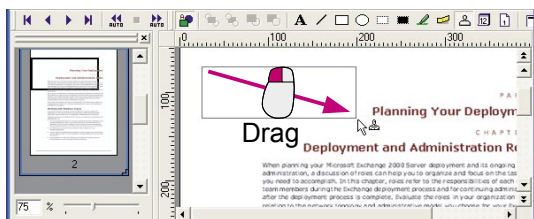


Click the **Stamp** button.

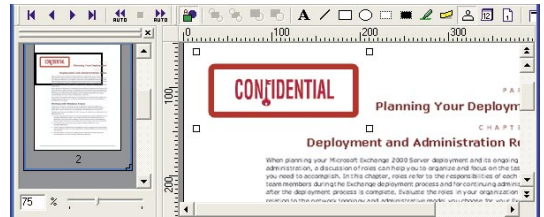
- 2 The stamp properties will open.  
Select the stamp you wish to use and click the  button.



- 3 Drag to select the area where the stamp will appear.




- 4 The stamp will be displayed.

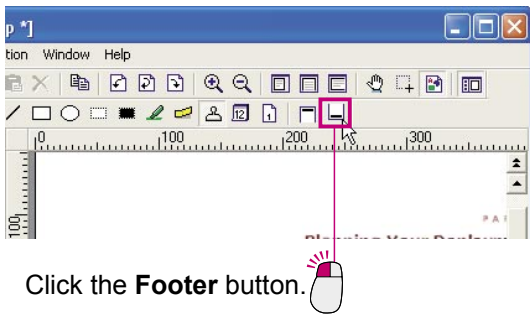


# Creating Annotations

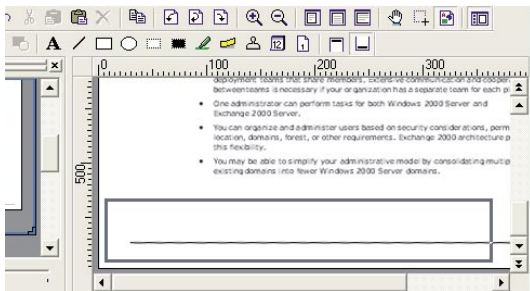
## ■ Adding the date


The following steps explain how to add the date to every page of a document. It can be set as a common footer (or header).

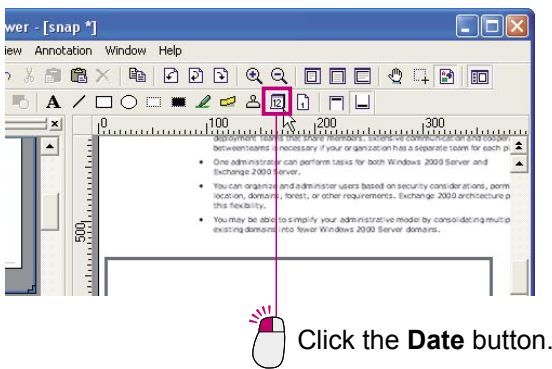
- 1 Click the  button in the toolbar.



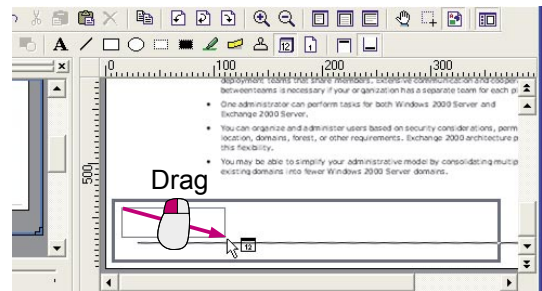
- 2 The footer frame will be displayed at the bottom of the page.  
Drag the frame to freely adjust its size.




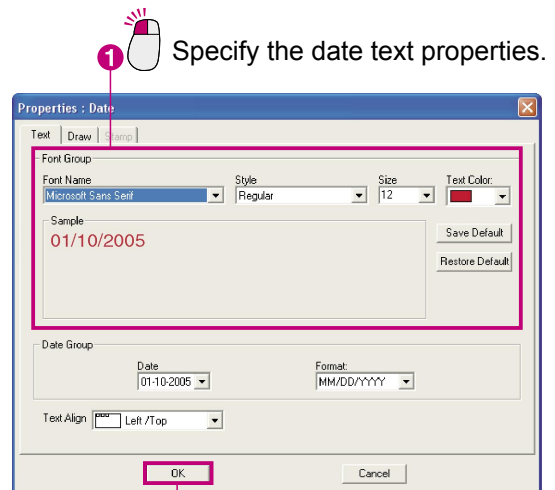
- 3 Click the  button in the toolbar.



- 4 Drag to define the date insertion area.

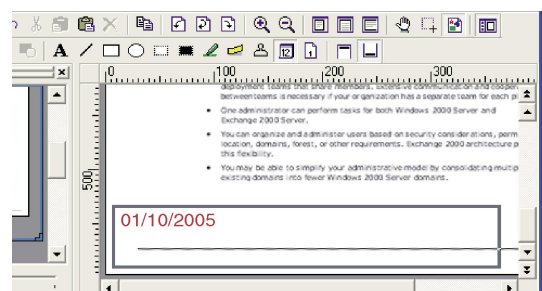


- 5 Double-click the insertion area to open the properties.  
Specify the properties and click .




- 2 Click

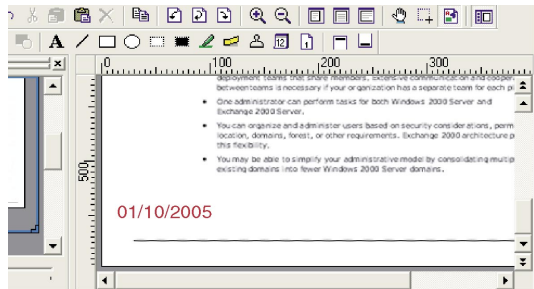
- 6 The date has been inserted.




Continued on the next page...

7 Click the  button in the toolbar.

The footer frame will disappear and the date will appear on all of the pages in the document.



**NOTE**

*The same steps can be used to add page numbers!  
The same steps are used to insert both the date and page numbers. Click the  button and drag to define the entry area.*



# Document Manager

Menu Commands	Description
<b>File menu</b> New Folder... Shared Folder... Release Shared Folder Open... Save as... Rename Properties... Backup... Restore... Acquire Image...  Select Source... Print... Print Setup... Launch To Another Application (Application name) External Application Setup... Trash Can Open Trash Can... Empty Trash Can Environment Setup... Exit	Creates a new folder. Creates a new shared folder. Releases the shared folder. Opens the specified file. Saves a document into a file. Changes names of documents and folders. View the attributes of the document. Backs up the documents stored in a folder. The backed up folder is restored. Imports an image from a TWAIN-compatible device such as a scanner.  Selects a TWAIN-compatible device to be used. Prints a document. Setup for printing.  Runs respective applications specified as destinations. Appends a destination, modify settings, delete a destination.  Opens Trash Can to display page-images that have been discarded. Deletes all the images in Trash Can. Configures system environment. Closes the application.
<b>Edit menu</b> Undo Cut Copy Paste Delete Select All Find...	Undo the last editing operation. Cuts out the document you select and copy it onto the clipboard. Copies the document you select onto the clipboard. Pastes the document in the clipboard onto the current folder. Deletes the document or folder you select. Selects all the document. Searches for the document.
<b>View menu</b> Tool Bar Status Bar List Format/Thumbnail Format Show Annotation Arrange Folders By Name By Date	Switches between displaying and hiding Tool Bar. Switches between displaying and hiding Status Bar. Switches between displaying by list and displaying with thumbnails. Switches between displaying and hiding Annotation.  Sorts folders by name. Sorts folders by date.

Continued on the next page...

Menu Commands	Description
Arrange Document By Name By Type By Size By Date Auto Arrange Line Up Documents Refresh	Sorts document by name. Sorts document by type. Sorts document by size. Sorts document by date. Aligns documents automatically. Lines up thumbnails evenly. Updates to the newest state.
<b>Document menu</b> Open... Duplicate All Pages Current Page Rotate Rotate Left Rotate 180 Degrees Rotate Right Group Every Document Every Page Alternately Every Page Reverse Alternately UnGroup Enhancement Correct Skew Enhance Edge Eliminate Noise Reverse Gradation Page Previous Page Next Page Top Page Last Page Specified Page... Rearrange Page... Attached File... File Conversion	Opens an image to display and edit per page. Copies the All Pages of the document. Copies the Current Page of the document. Rotates the page 90 degrees counterclockwise. Rotates the page 180 degrees. Rotates the page 90 degrees clockwise. Makes a group of two or more pages of images you select. Every document puts a document selected on top of one another. Puts it on top of one another every each page alternately. Puts a page of a document selected on top of one another with inverse order in turn. Cancels grouped pages of images you select. Corrects Skew of the document. Enhances edges of the document. Eliminates noise from the document. Reverses gradation of the document. Moves the current page to the previous page. Moves the current page to to the next page. Moves the current page to be the top page. Moves the current page to be the last page. Moves the current page to the page you specified. Re-arranges pages. Opens the dialog box to launch the application associated on the selected document. Creates image of selected icon document.
<b>Options menu</b> Setup...	Setup for option.

# Document Viewer

Menu Commands	Description
<b>File menu</b> Open... Save  Save as... All Pages Select Page... Specified Area Print... Print Setup... Acquire Image...  Select Source Launch to another application (Application name) External Application Setup... Trash Can Open Trash Can... Empty Trash Can Exit	Opens the specified image file. Saves the document into a file. For filename and a file to be saved in, the last specified one will be used.  Saves all pages in a new file. Saves the selected page(s) in a new file. Saves the specified image are in a new file. Prints a document. Setup for printing. Imports an image from a TWAIN-compatible device such as a scanner. Selects a TWAIN-compatible device to be used. Runs respective applications specified as destinations. Appends a destination, modify settings, delete a destination. Opens Trash Can to display page images that have been discarded. Deletes all the document in Trash Can. Closes the application.
<b>Edit menu</b> Undo Cut  Copy Paste  Clear Select All	Cancels last operation and undo it. Cuts out a selected page, area or annotation and copies it onto the clipboard. Copies a selected page, area or annotation onto the clipboard. Pastes the page, image or annotation from the clipboard onto the current page. Clears a selected page, area, or annotation. Selects all pages or annotations.
<b>Page menu</b> Next Previous Top Last Select... Auto Pager Paging Move Forward Move Backward Stop Set up...	Displays next page. Displays previous page. Displays top page. Displays last page. Displays specified page.  Automatically steps through pages forwards. Automatically steps through pages backwards. Stops automatic page advance. Sets automatic page advance.

Continued on the next page...

Menu Commands	Description
<p>Move Page</p> <ul style="list-style-type: none"> <li>Next Page</li> <li>Previous Page</li> <li>Top Page</li> <li>Last Page</li> <li>Select Page...</li> </ul> <p>Delete Page...</p> <p>Copy Page</p> <p>Add Page</p> <ul style="list-style-type: none"> <li>Add page from file...</li> <li>Add page from TWAIN...</li> </ul> <p>Insert Page</p> <ul style="list-style-type: none"> <li>Insert page from file...</li> <li>Insert page from TWAIN...</li> </ul> <p>Replace Page</p> <ul style="list-style-type: none"> <li>Replace page from file...</li> <li>Replace page from TWAIN...</li> </ul> <p>Rotate Page</p> <ul style="list-style-type: none"> <li>Rotate Left</li> <li>Rotate 180 Degrees</li> <li>Rotate Right</li> </ul> <p>Adjust Page</p> <ul style="list-style-type: none"> <li>Correct Skew...</li> <li>Eliminate Noise...</li> <li>Enhance Edge...</li> <li>Brightness/Contrast...</li> <li>Hue/Chroma...</li> <li>Reverse Gradation</li> <li>Monochrome...</li> <li>Grayscale</li> <li>RGB</li> </ul> <p>Copy Page To Clipboard</p> <p>Copy Select Area</p> <p>Select All Pages</p>	<p>Moves the current page to the next page.</p> <p>Moves the current page to the previous page.</p> <p>Moves the current page to be the top page.</p> <p>Moves the current page to be the last page.</p> <p>Moves the current page to the page you specified.</p> <p>Deletes the page(s).</p> <p>Copies the selected page(s).</p> <p>Specifies an image file to add.</p> <p>Adds the image from a TWAIN-compatible device.</p> <p>Specifies an image file to insert.</p> <p>Inserts the image from a TWAIN-compatible device.</p> <p>Specifies an image file to replace.</p> <p>Replaces the image from a TWAIN-compatible device.</p> <p>Rotates the page 90 degrees counterclockwise.</p> <p>Rotates the page 180 degrees.</p> <p>Rotates the page 90 degrees clockwise.</p> <p>Adjusting orientation.</p> <p>Eliminates the noise.</p> <p>Enhances the edge.</p> <p>Adjusts brightness or contrast.</p> <p>Adjusts hue or chroma.</p> <p>Reverses gradation of the document.</p> <p>Converts to Monochrome.</p> <p>Converting to Grayscale.</p> <p>Converting to RGB full color.</p> <p>Copies page to clipboard.</p> <p>Copies select area to clipboard.</p> <p>Selects all pages.</p>
<p><b>View menu</b></p> <ul style="list-style-type: none"> <li>Drag Mode</li> <li>Clip Mode</li> <li>Edit Mode</li> <li>Zoom In</li> <li>Zoom Out</li> <li>Fits to Page Width</li> <li>Fits to Page Height</li> </ul>	<p>Changes to Drag Mode.</p> <p>Changes to Clip Mode.</p> <p>Changes to Edit Mode.</p> <p>Zooms in an image by the scale of one.</p> <p>Zooms out an image by the scale of one.</p> <p>Makes display scale based on page width.</p> <p>Makes display scale based on page height.</p>

Menu Commands	Description
Full Page 25% 50% 75% 100% 150% 200% Detailed Settings...	Makes display scale so that whole page is on the view. Makes display scale 25%. Makes display scale 50%. Makes display scale 75%. Makes display scale 100%. Makes display scale 150%. Makes display scale 200%. Sets detailed setting such as thumbnail or page image setting.
<b>Annotation menu</b> Show Annotation Set Annotation Annotation Order Change Order to Top Change Order to Last Change Order to Previous Change Order to Next Create Annotation Text Line Rectangle Ellipse White Block Black Block Marker Label Stamp... Date Page No Header Footer Edit Text... Properties...	Specifies whether to display an annotation on the page. Sets annotation to be fixed on the document.  Changes order to Top. Changes order to Last. Changes order to Previous. Changes order to Next.  Creates a text annotation and paste it to a page. Creates a line annotation and paste it to a page. Creates a rectangular annotation and paste it to a page. Creates an ellipse annotation and paste it to a page. Creates a white rectangular (solidly white-painted rectangle) annotation and paste it to a page. Creates a black rectangular(solidly black-painted rectangle) annotation and paste it to a page. Creates a marker annotation and paste it to a page. Creates a label annotation and paste it to a page. Creates a stamp annotation and paste it to a page. Creates a date annotation and paste it to a page. Creates a page number annotation and paste it to a page. Edits a header common to each page. Edits a footer common to each page. Sets a format of a text in a selected annotation. Displays properties for annotation.
<b>Window menu</b> Main Tool Bar Page Tool Bar Annotation Tool Bar Image Tool Bar Status Tool Bar Page List Ruler Plugin	Switches between displaying and hiding Main Tool Bar. Switches between displaying and hiding Page Tool Bar. Switches between displaying and hiding Annotation Tool Bar. Switches between displaying and hiding Image Tool Bar. Switches between displaying and hiding Status Tool Bar. Switches between displaying and hiding Page List. Switches between displaying and hiding Ruler. Switches between displaying and hiding Plugin.

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