

DeskTopBinder V2

Introduction Guide

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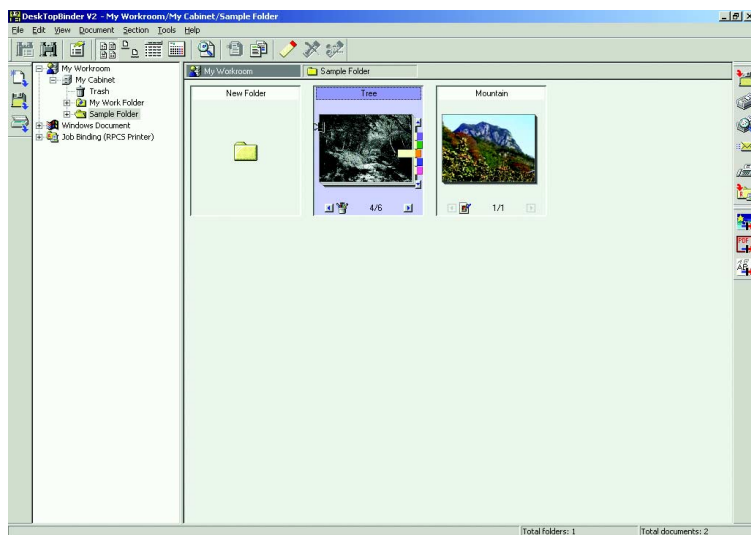
This guide provides information about the features and displays of DeskTopBinder V2. For detailed operation procedures, see DeskTopBinder V2 Help.

1 Let's Start Using DeskTopBinder V2

Before using DeskTopBinder V2, read this chapter to understand the basic operation of DeskTopBinder V2.

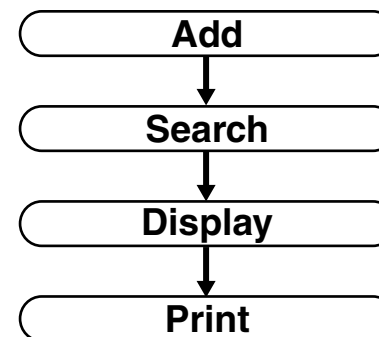
The explanations in this chapter are limited to the operations available inside My Cabinet, although DeskTopBinder V2 enables users to share documents in the server by connecting to ScanRouter DocumentServer.

Desk display (inside My cabinet)



1.1 Operational Flow

The following figure shows the flow of a basic operations performed with documents using DeskTopBinder V2:



Detailed procedures to add documents to DeskTopBinder V2, and search, display, and print these documents are described in the following sections.

1.2 Adding Documents

Although various methods are available to add documents to DeskTopBinder V2, adding documents by scanning originals using a TWAIN scanner and adding files using Windows Explorer are described as examples.

When an original is scanned using a TWAIN scanner, the image data of the scanned original can be added to DeskTopBinder V2 as a document.

When a file is added from Windows Explorer, the file can be added to DeskTopBinder V2 as a document. The file format remains unchanged from when the file was created with an application.

Reading Documents Using a TWAIN Scanner

- ❶ Install a TWAIN driver.
- ❷ In the tree pane, select the folder where you want to add the document.
- ❸ On the [File] menu, point to [Add Document], and then click [Scan].
Viewer starts and the dialog box for scanner settings appears.
- ❹ Make the necessary scanner settings, and then scan.
The confirmation message about completing the scan appears.
- ❺ Click [Complete].
- ❻ On the [File] menu of Viewer, click [Exit].
The [Enter Document Properties Summary] dialog box appears.
- ❼ Enter document properties, and then click [OK].
Viewer quits and the scanned original is added as a document.

<Note>

- To add scanned documents, Scan must be configured in Input from Extended Features.

Adding Files from Windows Explorer

- ❶ Drag a file from Windows Explorer and drop it in a folder in the tree pane of DeskTopBinder V2, or drop it in the document list pane.
A menu appears.
- ❷ On the menu, click [Copy Here] or [Move Here].
The document is added.

1.3 Searching for Documents

Documents can be searched through information set in document properties.

Two methods are available to search for documents: Broad Search and Specific Search.

Broad Search enables searching for documents by words or date, and Specific Search enables searching for documents using more specific conditions.

The procedure for Specific Search is described here as an example.

After a search is complete, documents are listed in the [Search Results List] window. Displaying and printing documents is also available from the window.

Searching for Documents with Specific Search

- ❶ In the tree pane, select the cabinet or folder you want to search through.
- ❷ On the [File] menu, click [Specific Search].
The [Specific Search] dialog box appears.
- ❸ Make the necessary search settings, and then click [Search].
The confirmation message about completing the search appears.
- ❹ Click [List Results].
The [Search Results List] window appears and the documents found are displayed in the list.
- ❺ On the [File] menu, click [Close].
The [Search Results List] window closes.

1.4 Displaying Documents

Three methods are available to display documents: using Easy Viewer, using Viewer, and using an application.

When a document is displayed using Easy Viewer, leafing through documents is possible. This allows searching for necessary documents by checking the contents of documents.

When a document is displayed using Viewer, changing the file order within the document is possible.

When a document is opened with the application used to create the document, editing the contents is possible.

Displaying Documents Using Easy Viewer

- ❶ In the document list pane, select the document you want to display.
- ❷ On the [View] menu, click [Easy Viewer].
Easy Viewer starts and the document is displayed.

Displaying Documents Using Viewer

- ❶ In the document list pane, select the document you want to display.
- ❷ On the [Document] menu, click [Open in Viewer].
Viewer starts and the document is displayed.

Displaying Contents of a Section Using an Application

- ❶ In the document list pane, select the document you want to display.
- ❷ On the [Document] menu, click [Open in Application].
The application starts and the document is displayed.

1.5 Printing Documents

There are two ways to print documents: Preview and Print and Print

The procedure for making detailed print settings with Preview and Print and printing after you have checked the print condition is described as an example.

Printing Documents with Preview and Print

- ❶ Install an RPCS printer driver.
- ❷ In the document list pane, select the document you want to print.
- ❸ On the [File] menu, click [Preview and Print].
The [Preview and Print] dialog box appears.
- ❹ Make the necessary print settings.

- ❺ Click [Print].
Printing starts.

<Note>

- To print documents with Preview and Print, Preview and Print must be configured in Output from Extended Features.

After you have mastered the basic operations of DeskTopBinder V2 with the help of the explanations described in this chapter, you can start to use the other operations and functions.

For more information about operating DeskTopBinder V2, see DeskTopBinder V2 Help. On the [File] menu, point to [Help], and then click [Contents].

2 Overview

2.1 DeskTopBinder V2

There are two types of DeskTopBinder V2: DeskTopBinder V2 Professional and DeskTopBinder V2 Lite. Both are described as DeskTopBinder V2 in this Introduction Guide.

DeskTopBinder V2 can integrate various kinds of data, such as files made with different applications, scanned image data, and existing image files for total document management. Each document can have specific document properties in addition to the file name. DeskTopBinder V2 can also display files other than image files using Easy Viewer or Viewer and extract text from image data using OCR. Furthermore, when DeskTopBinder V2 is used with network devices, functions for inputting and outputting documents are available. Depending on the network devices, saved documents in the Document Server can be captured by DeskTopBinder V2.

DeskTopBinder V2 Professional has all the functions of DeskTopBinder V2 Lite plus some additional functions.

The following functions are not possible with DeskTopBinder V2 Lite:

- Convert to PDF
- Convert to Text (with OCR)
- Send by E-mail
- Import HTML
- Export HTML
- Export Document Properties Summary in CSV format
- Entry Assistant
- Print Document Properties Summary by List
- Specific Search
- Content Text Search of DeskTopBinder V2 My Cabinet documents
- Create Content Text Search data

- Connection to ScanRouter DocumentServer

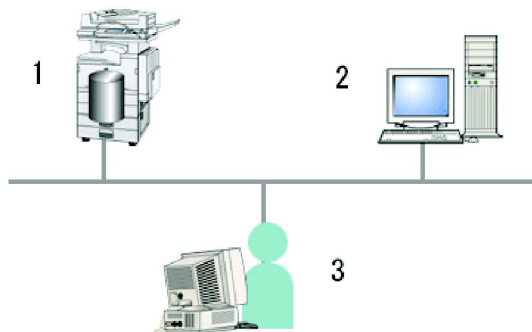
The following functions are also added to each version of DeskTopBinder V2:

- Version 3.XXX
 - Function Palette
 - Transfer documents and files automatically using Auto Document Link.
 - Save in Job Binding
 - PDF Direct Print
- Version 2.XXX
 - Preview and Print
 - Add documents automatically
 - Content Text Search of DeskTopBinder V2 My Cabinet documents

Incorporated with the ScanRouter V2 delivery server, DeskTopBinder V2 enables users to view documents in in-trays and deliver them. The ScanRouter V2 delivery server must be configured using Extended Features in advance. ScanRouter V2 has three types: ScanRouter V2 Professional, ScanRouter V2 Lite, and ScanRouter Enterprise.

Incorporated with ScanRouter DocumentServer, DeskTopBinder V2 enables users to access and control documents in the server from client computers. ScanRouter DocumentServer must be configured using Extended Features in advance.

Each document can have specific document properties in addition to the file name. These properties can be used to search for necessary documents.



1. Network devices

You can input or output documents using network devices. The Document Server is available depending on the network devices.

2. Server computer

ScanRouter V2 Lite, ScanRouter V2 Professional, or ScanRouter Enterprise is installed.

3. Client computer

DeskTopBinder V2 is installed.

2.2 Starting and Quitting DeskTopBinder V2

Starting

- ① Click [Start], and then point to [Programs].
- ② Point to [DeskTopBinder V2], and then click [DeskTopBinder V2].
DeskTopBinder V2 starts.

<Note>

- You can double-click an exported document link file (.RDL) in a client computer to start Viewer
- Extended Features Wizard appears when DeskTopBinder V2 is started. On the first page of Extended Features Wizard, if you select the [Do not show this screen when launching DeskTopBinder V2] check box, Extended Features Wizard will not be shown when you subsequently start DeskTopBinder V2.

Quitting

- ① On the [File] menu, click [Exit].
DeskTopBinder V2 exits.

<Note>

- If the [Display list of expired documents on exit] check box in the [My Cabinet Properties] dialog box is selected, the documents are searched for and the [Expired Document] list appears when you quit DeskTopBinder V2. In the [Expired Document] list, you can delete unnecessary documents.
- If the [Delete Job Binding documents 24 hours after they were created] check box in the [Job Binding (RPCS Printer) Properties] dialog box is selected, a confirmation message appears when you quit DeskTopBinder V2.

2.3 Adding Functions

New functions can be added by selecting [Extended Features] on the [Tools] menu or using Extended Features Wizard.

With Extended Features Wizard, select [Easy settings] or [All function settings] as the method for adding functions.

[Easy settings] enables the addition of functions with a simple operation by following the instructions on the display. However, the functions which can be added are limited to the printer, scanner, Delivery Server, document management server, and delivery server functions.

[All function settings] enables the addition and setting of all functions.

The operation for [All function settings] is the same as that performed from [Extended Features] on the [Tools] menu. The related devices or programs are displayed under the DeskTopBinder V2 tree and can be used in cooperation with DeskTopBinder V2.

Using these functions, the following are possible:

- Control Windows Document with DeskTopBinder V2
- Control documents in ScanRouter DocumentServer

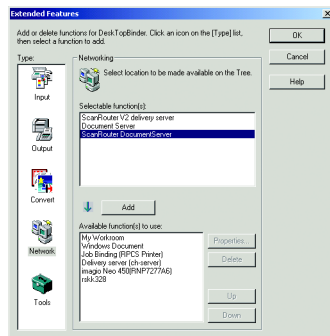
- Create shared cabinets to make DeskTopBinder V2 documents available for multiple users
- In cooperation with ScanRouter V2, control documents in the in-trays
- Control documents in the Document Server
- Control documents in Job Binding (RPCS Printer)

<Note>

- For more information about network devices, see DeskTopBinder V2 Help. ([Extended Features] in [Overview])
- The Document Server function can be selected only when network devices support that function.
- To use Job Binding, an RPCS printer driver must be installed.
- Functions which can be added vary depending on the system environment.

Setting Features from Extended Features

- ① On the [Tools] menu, click [Extended Features].
The [Extended Features] dialog box appears.
- ② Click the Network icon, and then select [Document Server] in the [Selectable function(s)] list.



- ③ Click [Add].
The [Document Server Properties] dialog box appears.
- ④ Make the properties settings, and then click [OK].
[Document Server] is displayed in the [Available function(s) to use] list.
- ⑤ Click [OK].

2.4 Function Palette

Function Palette is available on computers with DeskTopBinder V2 installed. Input, output, and convert functions of DeskTopBinder V2 are displayed as buttons on Function Palette if these are configured in advance using DeskTop Binder V2 Extended Features. By clicking a button on Function Palette, operations such as scanning and adding a document can be performed. Some of these operations such as Print, Preview and Print, and Convert to Image can also be performed by dropping a Windows file on a button using the drag-and-drop operation.

Starting Function Palette

- ① Click [Start], and then point to [Programs].
- ② Point to [DeskTopBinder V2], and then click [Function Palette].
Function Palette starts, and the icon appears on the taskbar. The palette appears on desktop.

<Note>

- If Function Palette is selected to be added to the startup menu when installing DeskTopBinder V2, Function Palette automatically starts when you log on to Windows.

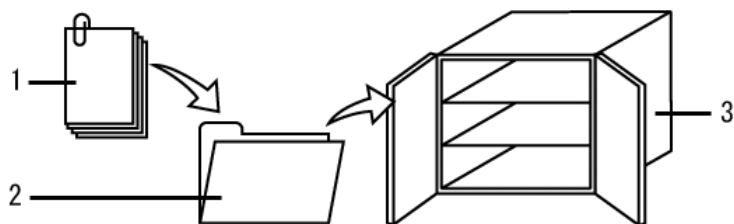
Quitting Function Palette

- ① Right-click the icon on the taskbar, and then click [Exit] on the menu.
Function Palette exits.

3 Document Management

3.1 Cabinets and Folders

Added documents are stored in a cabinet. In this cabinet, you can create folders and use them to sort documents. This cabinet has a trash can where deleted files and documents are placed.



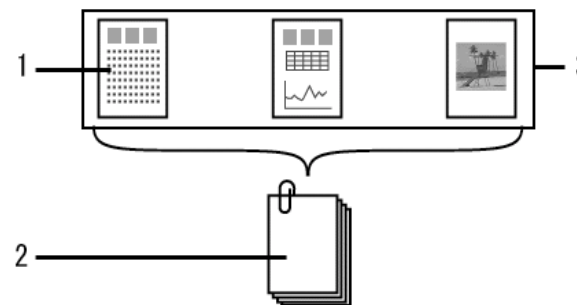
- 1. Document
- 2. Folder
- 3. Cabinet

<Note>

- When DeskTopBinder V2 is installed, no more than one My Cabinet can be created. However, shared cabinets can be created as needed.

3.2 Documents and Sections

You can add multiple files made with various applications as one document. When saving multiple files as a document, one file becomes one section, and one document is composed of multiple sections.



- 1. Section
- 2. Document
- 3. Data made with applications and scanned image data

3.3 Document Properties and Document Type

Document properties, including information such as the creator, document status, and expiration date, make document management easier.

The document type determines the displayed items for document properties. One document type is assigned to each document. Using ScanRouter DocumentServer, document types can be created as needed. Also, each cabinet can be configured to hold documents with certain document types. By separating documents according to document type, document management becomes easier.

In addition to the basic document type, ScanRouter V2 specific document types are available with ScanRouter V2. Documents added from input devices by way of ScanRouter V2 Lite/Professional and ScanRouter Enterprise can be configured as a ScanRouter V2 specific document.

Document Properties in DeskTopBinder V2

Using DeskTopBinder V2, you can configure document properties for each document and check them using Properties. The items that can be checked are document name, size, location, date added/modified, creator, work status, and expiration date.

Document Properties and Document Type in ScanRouter DocumentServer

You can configure document properties for each document and check them using Properties.

Using ScanRouter DocumentServer, you can also configure document type. The document properties displayed may differ depending on the document type. By configuring document type, efficient management of various kinds of documents becomes possible. Each document can only be configured as one document type. Document types must be created by the administrator in advance.

Document Properties and Document Type of In-Tray Documents

The document properties displayed may differ depending on the document type.

Each document delivered in the in-tray of ScanRouter V2 Lite/ Professional and ScanRouter Enterprise has a specific document type depending on the capture method.

3.4 Document Shortcuts

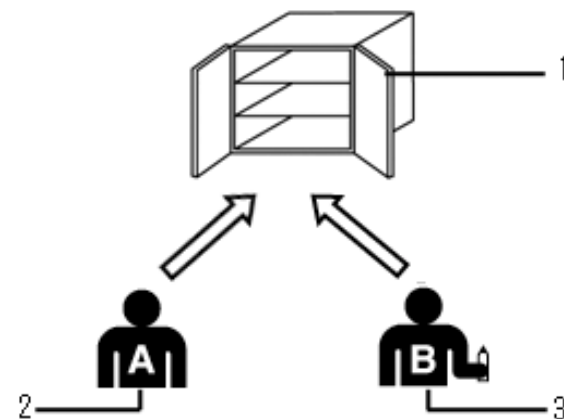
Shortcuts of ScanRouter DocumentServer Documents

Using ScanRouter DocumentServer, you can create shortcuts to display frequently used documents easily. For example, you can create a shortcut for a document with a long path and paste it in a folder with a short path, or you can copy a shortcut

of a document with a long path and paste it in a DeskTopBinder V2 folder. By double-clicking the shortcut you can immediately display the document. This allows easy access for frequently used documents.

3.5 Security in ScanRouter DocumentServer

You can configure passwords for each ScanRouter DocumentServer cabinet to control user access. There are two kinds of passwords: read-only and full access. Configuring passwords for each cabinet can restrict viewers and prevent manipulation of documents.



- 1. Cabinet
- 2. Read-only
- 3. Full access

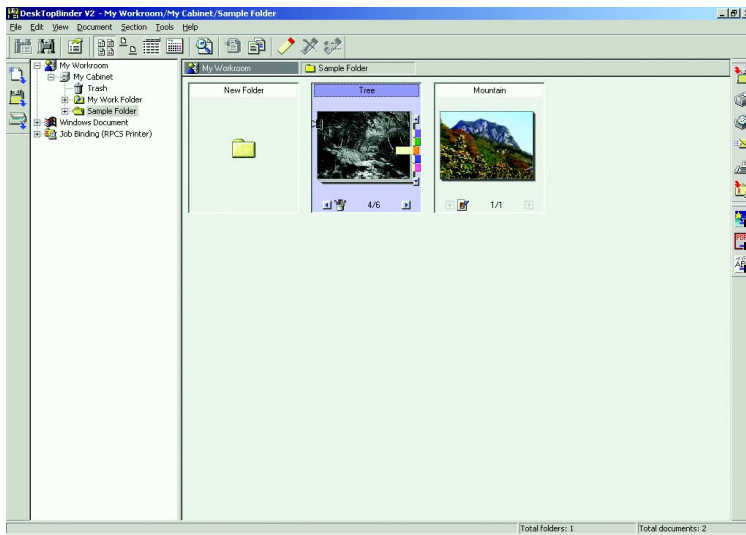
4 DeskTopBinder V2 Displays

4.1 Structure of DeskTopBinder V2

DeskTopBinder V2 has two displays: Desk and Viewer.

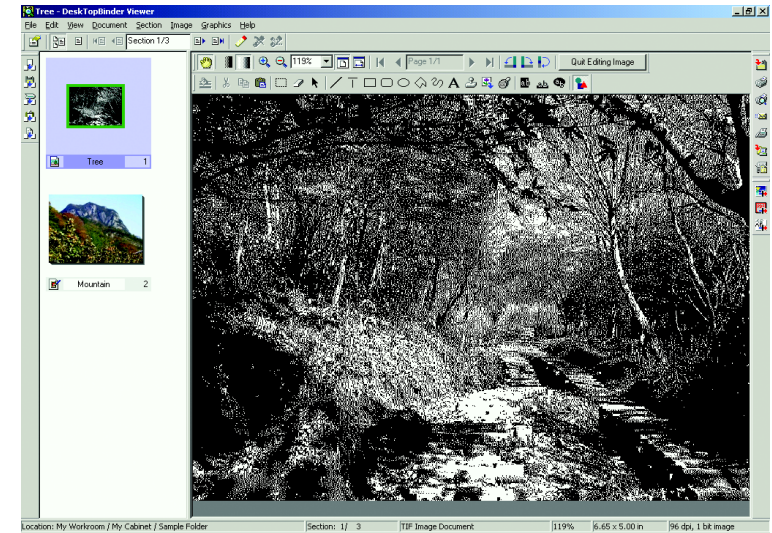
■ Desk display

Displays a document list. This display is used when performing DeskTopBinder V2 operations.



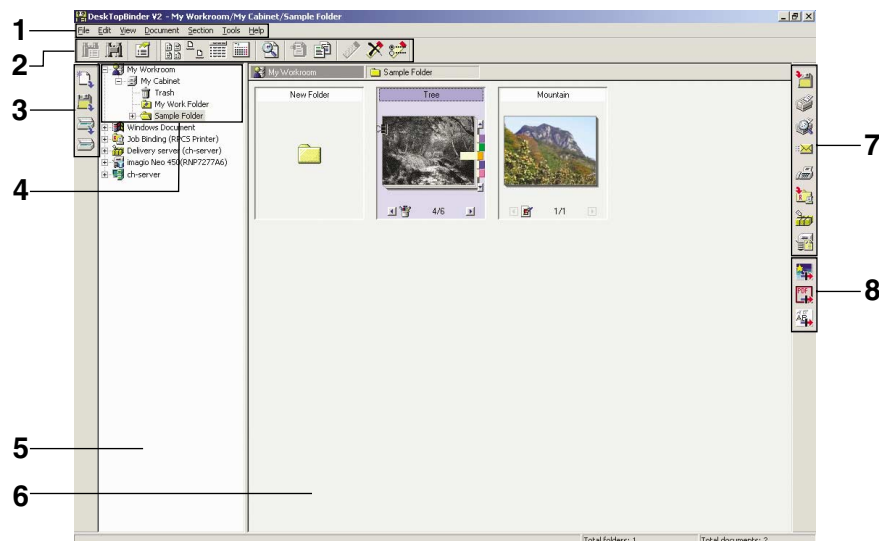
■ Viewer display

Displays the contents of a document. This display is mainly used when editing a document.



5 Desk Features

5.1 Guide to the Desk Display



1:Menu bar

Use this to perform operations on the display.

2:Standard toolbar

Use this to perform standard function operations such as searching, displaying properties, and switching views.

3:Input toolbar

Use this to add existing files and scanned documents.

4:My workroom

Displays My Cabinet and shared cabinets.

5:Tree pane

Displays My Cabinet of DeskTopBinder V2 and network devices added using the Extended Features function. Just after installation, only My Workroom is displayed.

6:Document list pane

Displays folders and documents in a cabinet or a folder selected from the tree.

7:Output toolbar

Use this for printing, sending by E-mail and fax transmission. Functions configured using Extended Features are displayed.

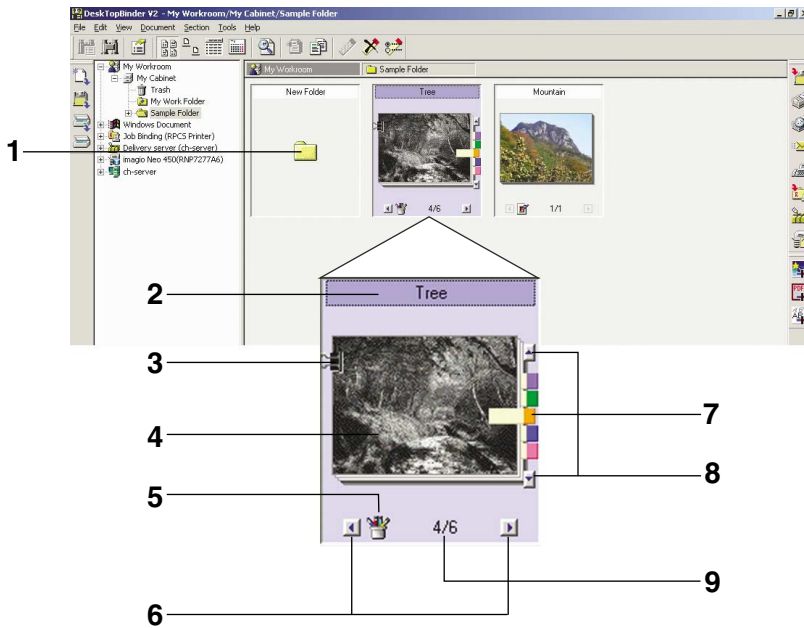
8:Conversion toolbar

Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features are displayed.

Document Views

The following views are available:

■ Thumbnail view



1:Folder icon

2:Folder or document name

3:Clip

When a document is composed of multiple sections, a clip is displayed.

4:Section thumbnail

The section thumbnail is displayed. Thumbnails may not be created for some sections.

5:Section icon

Displays an icon of the application which the section was created with.

6:[Previous Section][Next Section] buttons

These buttons appear when a document is composed of multiple sections. Use them to move through the sections of a document.

7:Note

Click this to view the marked section. Double-click to display the [Note Contents] dialog box.

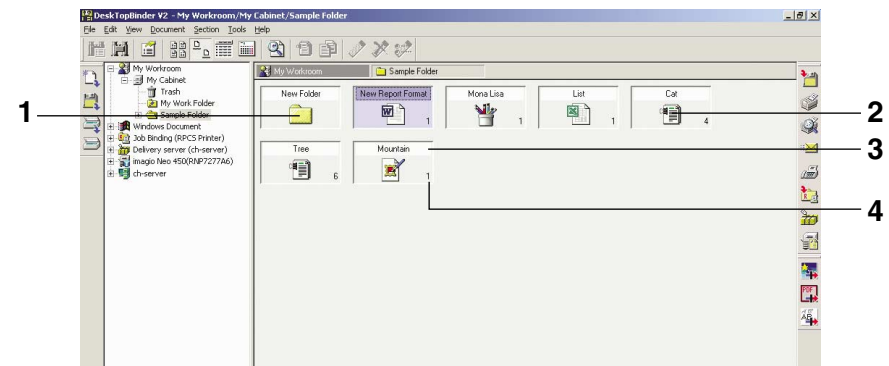
8:Note Leaf

When six or more notes are attached to one document, only five notes are displayed, and the [Note Leaf] buttons appear. Use these buttons to move through the marked sections of a document.

9:Current section number/total section number

Displays the current section number and the total number of sections.

■ Icons view



1:Folder icon

2:Document icon

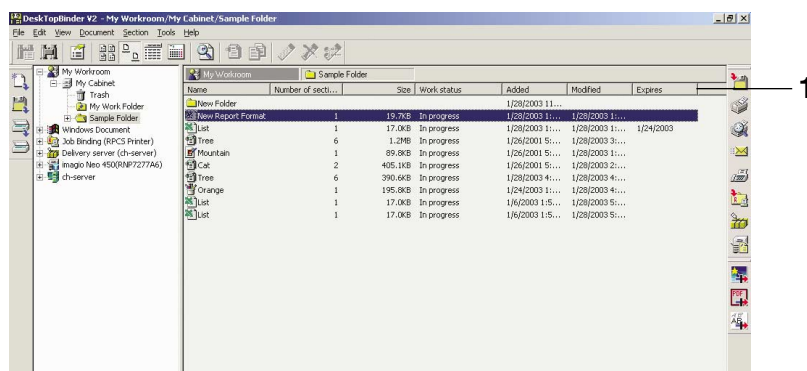
The document icon is displayed. When a document is composed of multiple sections, the icon is displayed with a clip attached.

3:Folder or document name

4:Total section number

Displays the total number of sections in the document.

■ Details view

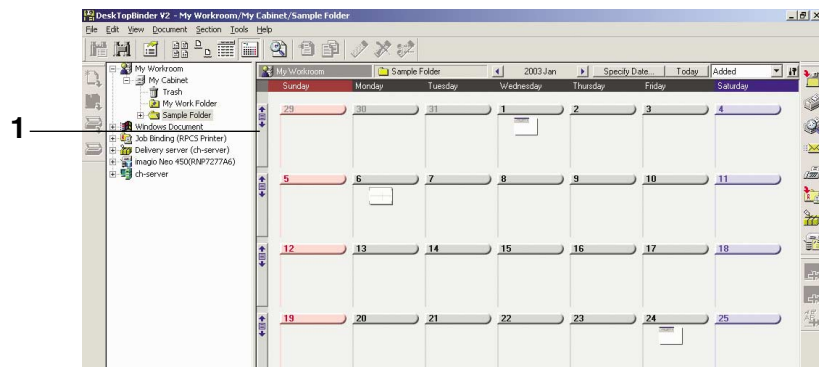


1:Displayed items

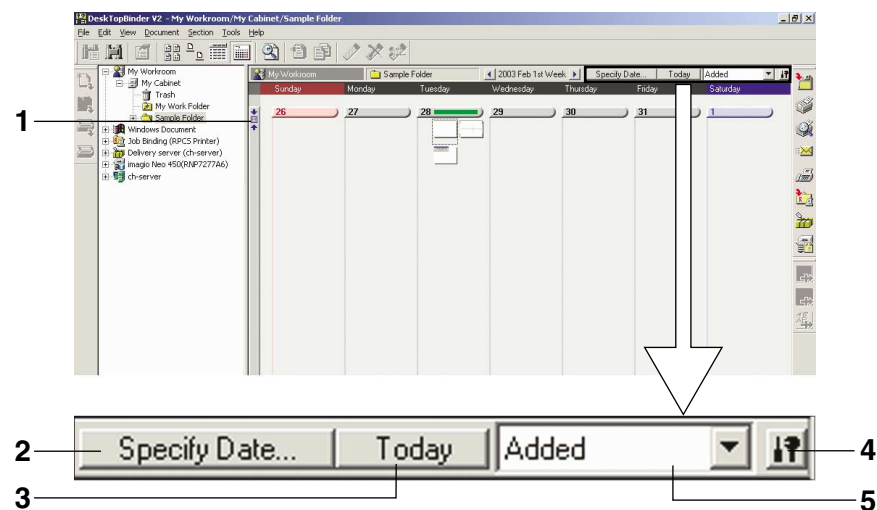
Click each item to sort documents. In addition, the documents stored in ScanRouter DocumentServer or the in-tray can be displayed by document type.

■ Calendar view

•Monthly view



•Weekly view



1:[Monthly][Weekly] buttons

Click this to switch between the weekly and monthly calendar.

2:[Specify Date] button

Displays the month or week including the specified date.

3:[Today] button

Displays the current month or week.

4:[Calendar Settings] button


Select Monday or Sunday as the first day of the week on the calendar.

5:[Added][Modified] date

Select to display by the added date or modified date of the document.

<Note>

- You can directly change a folder or document name in My Cabinet or shared cabinets.

- To show the unread status of a document, the unread mark  is displayed in the Thumbnails view and is shown in red in the Details view.

- The view type and view contents may differ depending on the network devices.


5.2 Displaying Contents of a Document

The following methods are available to display the contents of a document:

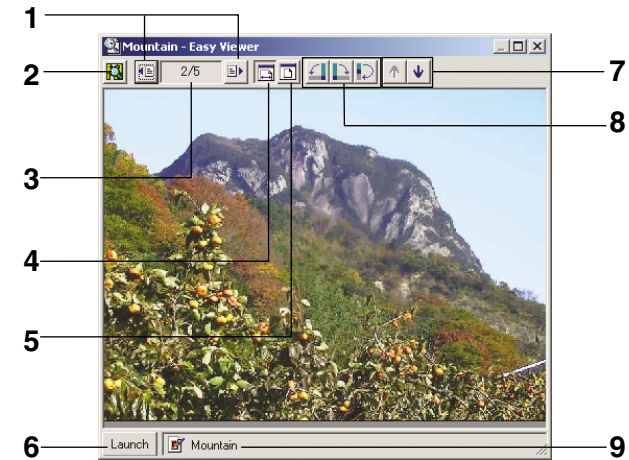
- **Using Easy Viewer**
Click [Easy Viewer] on the [View] menu or click the [Easy Viewer] button on the toolbar, and then select a document in the document list pane.
- **Using Viewer**
On the [Document] menu, click [Open in Viewer].
- **Using an application**
Three methods are available:
 - Double-click a document composed of one section created with an application.
 - In the Thumbnails view, select a section, and then click [Open in Application] on the [Document] menu.
 - In the Icon view, Details view, or Calendar view, select a document containing only one section, and then click [Open in Application] on the [Document] menu.

Displaying a Document Using Easy Viewer

You can easily display the contents of a document section by section.

Click , the [Preview] button, and then select a document in the document list pane.

The size of the [Easy Viewer] window is changeable.



- 1:[Previous Section] [Next Section] buttons
Click these buttons to move through the sections of a document.
- 2:[Open Viewer] button
Click this to start Viewer. Easy Viewer is closed.
- 3:Current section number/total section number
Displays the current section number and the total number of sections.
- 4:[Fit to Width] button
Fits the current section to the width of the window.
- 5:[Fit in Window] button
Fits the current section to the overall size of the window.
- 6:[Launch] button
Launches an application. Easy Viewer is closed.
- 7:[Previous Document][Next Document] buttons
Use these buttons to move from document to document.
- 8:[90°Left] [90°Right] [180°] buttons
Click these buttons to rotate a displayed section image.
The rotated image cannot be saved.
- 9:Section name

5.3 Managing Documents

<Reference>

- For details, see Help.

Adding Documents

To add a document, start from the [File] menu or Input toolbar. The following methods are available:

- Create a new file using an application
A new file created with an application is added as a document.
- Add a file as a document
An existing file is added as a document. You can use the drag-and-drop operation.
- Add a document using a scanner
A scanned image is added as a document.
- Add a document using easy scanning
Configure the scan-input conditions in advance. The image scanned with an easy scanning compliant scanner is added as a document.

<Note>

- Scan or easy scanning settings must be configured using Extended Features.

Transferring Documents or Files

By monitoring in-trays in the delivery server on the network, specific Windows folders, and Fax Received Files of network devices using Auto Document Link, documents or files in the monitored items can be transferred and added to DeskTopBinder V2 or ScanRouter DocumentServer as documents, or saved to Windows folders as files.

There are two methods for transfer: transferring automatically and transferring manually.

<Reference>

- For details about Auto Document Link, see *Auto Document Link Guide*.

- Settings for transfer
On the [Tools] menu, point to [Auto Document Link], and then click [Properties].
In the [Auto Document Link Properties] dialog box, select the item to be monitored, and then make the necessary settings.
- Automatic transfer
Documents or files in the monitored items are transferred automatically to the specified locations with the settings in the [Auto Document Link Properties] dialog box.
To transfer documents or files automatically, Auto Document Link must be started.
- Manual transfer
On the [Tools] menu, point to [Auto Document Link], and then click [Check New Data].
Documents or files in the monitored items are transferred to the specified locations with the settings in the [Auto Document Link Properties] dialog box.

<Note>

- Auto Document Link can also be started from the [Start] menu of Windows.
- The icon of Auto Document Link appears on the taskbar when you start DeskTopBinder V2. Right-click the icon. You can also make settings and check new data from the menu.

Searching for Documents

To search for documents, start from the [File] menu or General toolbar.

The following methods are available:

- Specific Search
Searches using keywords or Content Text Search data
- Broad Search
Searches only using words or date

Arranging Documents

The following methods are available:

- Display properties*1, *2, *3
You can check the document properties and document type.
- Create thumbnails*1, *2, *3
When section thumbnails are created, you can find and view documents in the Thumbnails view.
- Combine/separate documents*1, *2
Use to combine multiple documents or to separate multiple DeskTopBinder V2 documents into one-section documents.
- Add/delete a note and change note contents*1, *2, *3
Adding or deleting a note on a section makes document arrangement easier.
You can change the color of a note and enter a comment.
- Create Web Viewer Display data*3
Use to create Web Viewer Display data.
- Create Content Text Search data*2, *3
Use to create Content Text Search data.

*1 - Functions available with DeskTopBinder V2 Lite

*2 - Functions available with DeskTopBinder V2 Professional

*3 - Functions available with ScanRouter DocumentServer

<Note>

•Some functions may not be available depending on the network devices. For more information, see DeskTopBinder V2 Help.

Printing/Outputting/Converting Documents

To print, output, or convert documents, start from the [File] menu, or Output or Conversion toolbar.

The following methods are available to print or output documents:

- Export as files
- Print using Easy Print*
- Send by E-mail
- Fax transmission (Send by Fax)
- Deliver from ScanRouter V2 delivery server
- Save in Job Binding
- PDF Direct Print
- Print
- Preview and Print*

* - An RPCS printer driver is required.

<Note>

- Send by E-mail, Easy Print, Send by Fax, Save in Job Binding, and PDF Direct Print must be configured using Extended Features.
- To use Send by Fax, a fax driver is required. For information about supported fax drivers, see the DeskTopBinder V2 Readme file.
- To use Send by E-mail, a supported mailer must be set as the default mail application in Windows.

To convert documents, the following methods are available:

- Convert to Image
- Convert to PDF
- Convert to Text (with OCR)

<Note>

•Convert to Image, Convert to PDF, and Convert to Text (with OCR) must be configured using Extended Features.

Adding/Deleting Cabinets

You can add ScanRouter DocumentServer cabinets to be used with DeskTopBinder V2 as needed. You can also delete unnecessary cabinets.

5.4 Maintenance

Arranging Folders

You can create, delete, move, and change the name of folders.

Creating ScanRouter DocumentServer Document Shortcuts

You can create shortcuts and place them as needed.

Adding Functions

To add functions click [Extended Features] on the [Tools] menu.

The following functions can be configured:

<Note>

- Using Extended Features Wizard is another way to add functions. Extended Features Wizard starts automatically when DeskTopBinder V2 is started. It can also be started from the right-click menu of the Function Palette icon on the taskbar or by selecting [Program] > [DeskTopBinder V2] on the [Start] menu.

■ Input functions

Scan, easy scanning

■ Output functions

Easy Print, Send by E-mail, Send by Fax, Deliver, Print, Preview and Print, Save in Job Binding, PDF Direct Print

■ Convert functions

Convert to Image, Convert to PDF, Convert to Text (with OCR)

■ Network functions

Windows Document, ScanRouter DocumentServer, ScanRouter V2 delivery server, Document Server, Job Binding (RPCS Printer)

■ Tools functions

Export Document Properties Summary in CSV format, Export HTML, Import HTML

<Note>

- For more information about adding functions, see DeskTopBinder V2 Help. ([Extended Features] in [Overview])

Backing Up DeskTopBinder V2 Cabinets and Folders

For backups, start from the [File] menu. Periodic backup and extracting backup data are possible.

■ Manual backup

Select the folder you want to back up. On the [File] menu, click [Back Up].

In the [Back Up] window, select the objects you want to back up.

In the [Save As] window, specify the name for the backup file and the location where you want to save the file.

■ Automatic backup

Click the My Cabinet icon. The [My Cabinet Properties] dialog box appears. Click the [Backup] tab, and then make the necessary settings.

■ Extract backup data

Use Windows Explorer and uncompress the file.

In the [Extract To] dialog box, click [Browse DeskTopBinder Tree]. Specify the location for the file and uncompress.

<Note>

- For more information about backups, see DeskTopBinder V2 Help. ([Backup] in [Operations for DeskTopBinder V2])

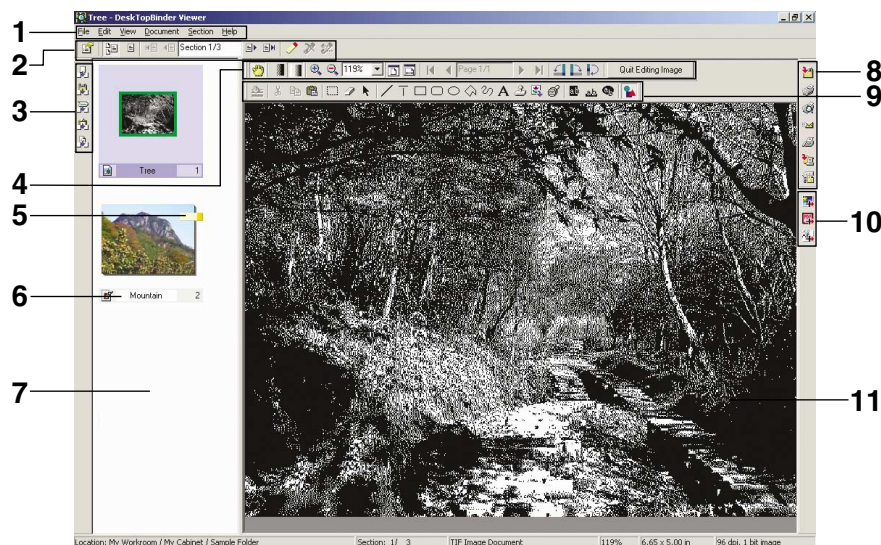
6 Viewer Features

6.1 Viewing the Viewer Display

When a DeskTopBinder V2 Document Is Displayed

The menu and toolbars look different depending on whether an image section or non-image section is displayed.

To edit an image, click [Edit Image] on the [Section] menu or Image Viewing toolbar.



1:Menu bar

Use this to perform operations on the display.

2:Standard toolbar

Use this to perform standard function operations such as switching sections and adding notes.

3:Input toolbar

Use this to add new images, existing files, and scanned documents.

4:Image Viewing toolbar

Use this to zoom in, zoom out, or rotate an image.

5:Note

Use this to attach or delete a note, or to change the note contents.

6:Section name

Use this to change the section name.

7:Section list pane

The section thumbnail list in a document is displayed.

8:Output toolbar

Use this for printing, sending by E-mail and fax transmission. Functions configured using Extended Features are displayed.

9:Drawing toolbar

Use this to draw lines, polygons, and circles and perform masking on an image.

10:Conversion toolbar

Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features are displayed.

11:Section pane

The contents of the currently selected section are displayed. Only image sections can be displayed.

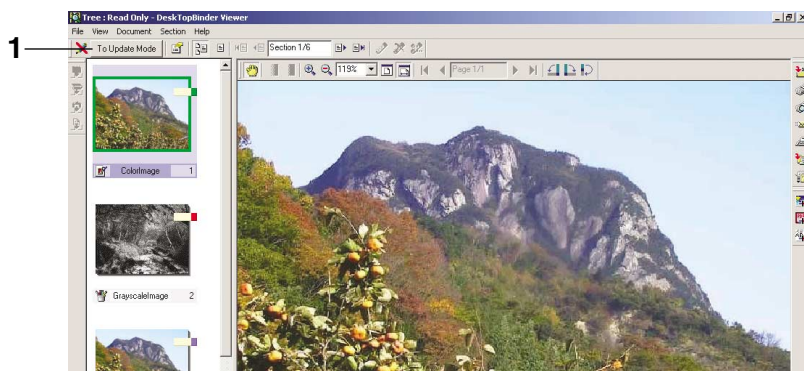
<Note>

- The Image Viewing toolbar appears only when an image section is displayed.

When a ScanRouter DocumentServer Document Is Displayed

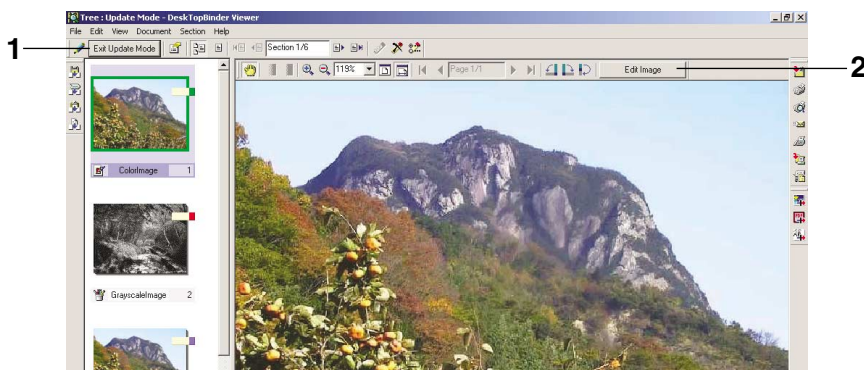
The menu and toolbars look different depending on whether an image section or non-image section is displayed. To update a document, click [To Update Mode]. To edit an image of an image section, switch to the Edit Image mode. You can switch the mode from the [Section] menu or by using the Image Viewing toolbar.

■ Viewer display



1:[To Update Mode] button

■ Edit Image Mode Viewer display



1:[Exit Update Mode] button

2:[Edit Image/Quit Editing Image] button

6.2 Managing Sections

<Reference>

- For more information, see Help.

Changing the Section Order

To change the section order, use the [Section] menu, or move a section thumbnail in the thumbnail pane using a drag-and-drop operation.

Inserting/Replacing a Section

To insert or replace a section, start from the [File] menu. The following types of data can be inserted or replaced:

- New images (blank image file)
- Data imported from a file
- Image data scanned with a scanner
- Clipboard images
- Data captured from added documents
- Image data scanned using easy scanning

<Note>

- To insert or replace a section in a ScanRouter DocumentServer document, you must first switch to the Update Mode.
- New images can only be inserted. Replacing an existing section with a new image is not possible.
- To use a Scan or easy scanning to insert or replace a section, you must first configure them using Extended Features.

Printing/Outputting/Converting a Section

To print, output, or convert a section, start from the [File] menu, the Output toolbar, or the Conversion toolbar.

The following methods are available to print or output sections:

- Export as files
- Send by E-mail
- Print using Easy Print
- Fax transmission (Send by Fax)
- Save in Job Binding
- PDF Direct Print
- Preview and Print
- Print

<Note>

- To use Send by E-mail, Easy Print, Send by Fax, Save in Job Binding, and PDF Direct Print, you must first configure them using Extended Features.

The following methods are available to convert sections:

- Convert to Image
- Convert to PDF
- Convert to Text (with OCR)

<Note>

- To use Convert to Image, Convert to PDF, and Convert to Text (with OCR), you must first configure them using Extended Features.

Editing an Image Section

To edit an image, click [Edit Image] on the [Section] menu or Image Viewing toolbar.

To draw a figure, start from the [Graphics] menu or Drawing toolbar.

The following are available for editing an image:

- Insert Text
- Stamp
- Insert Illustration
- Date Stamp
- Straight Lines
- Horizontal/Vertical Lines
- Squares/Rectangles
- Rounded Rectangles
- Ovals
- Polygons
- Freehand
- Masking

<Note>

- To use Masking, you must first make settings for Masking using Viewer Preferences.

7 Using Function Palette

7.1 Structure of Function Palette

There are two types of Function Palette: Function Palette and task icon.

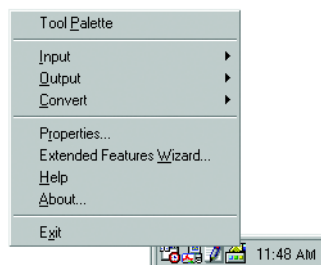
■ Function Palette

Buttons for input, output, and convert functions specified in Properties are displayed on the desktop.



■ Task icon

From the menu that appears when you right-click the task icon, Function Palette properties settings and other operations are available.



7.2 Function Palette Features

When you click a button on Function Palette or drop a file on a button using the drag-and-drop operation, the following operations are available:

- **Input:**
Scan, easy scanning
- **Output:**
Print, Preview and Print, Send by E-mail, Send by Fax,
Save in Job Binding, PDF Direct Print, Easy Print.
- **Convert:**
Convert to Image, Convert to PDF, Convert to Text (with
OCR)

<Note>

- To use the functions described above using Function Palette, you must first configure them using Extended Features Wizard or from DeskTopBinder V2 Extended Features.
- Settings for the display style of the buttons on Function Palette can be made using Properties. On the task icon menu, click [Properties].
- When you make changes to Extended Features settings, restart Function Palette, or display Properties, and then click [OK].

7.3 Task Icon Features

From the menu that appears when you right-click the Function Palette icon, the following operations are available:

- Switch between display and non-display of Function Palette
- Perform input functions
- Perform output functions
- Perform convert functions
- Make Function Palette properties settings
- Start Extended Features Wizard
- Display version
- Display Help
- Quit Function Palette

Setting Function Palette Using Properties

Function Palette settings can be made using Properties. In the [Properties] dialog box, the following operations are available:

- [Display] tab
Makes settings regarding the display style of Function Palette and the buttons.
- [Operation] tab
Makes settings regarding operation of Function Palette when printing and outputting.
- [Contents] tab
Makes settings regarding the buttons displayed on Function Palette.

Follow the procedure below to make properties settings.

- ❶ On the menu that appears when you right-click the task icon, click [Properties].
The [Properties] dialog box appears.
- ❷ Make the necessary Function Palette settings on each tab.
- ❸ Click [OK].

7.4 Adding Documents Using Scanner

Using Function Palette, scanning originals with a scanner and saving the data in the specified location is possible.

Follow the procedure below to scan originals.

- ❶ Click the Function Palette [Scan] button, or on the task icon menu, point to [Input], and then select a function.
A dialog box for scanner settings appears.
- ❷ Make the necessary scanner settings, and then scan.
The confirmation message about completing the scan appears.
- ❸ Click [Complete].
The [Save As /Add As] dialog box appears.
- ❹ Specify a saving location, and then click [OK].
Scanned data is saved to the specified location.

<Note>

- The name of a document created by scanning automatically becomes "New Scan", followed by the date and time and a serial number.
- If you want to make a series of scans, place the next original in step ❸, and then click [Scan].

7.5 Printing/Outputting Files

Printing and outputting Windows files is possible using Function Palette.

Follow the procedure described as an example of printing a file.

Printing from the Menu or the Button

- ❶ Click the Function Palette [Print] button, or on the task icon menu, point to [Output], and then select a function.
A dialog box for selecting a file appears.
- ❷ Select the file you want to print, and then click [OK].
The [Output File List] dialog box appears.
- ❸ Make file order settings for printing, and then click [OK].
A dialog box for printing appears.
- ❹ Make the necessary print settings.
- ❺ Click [OK].
Printing starts.

Dragging Files to the Button

- ❶ Drag a file you want to print, and drop it on the Function Palette [Print] button.
The [Output File List] dialog box appears.
- ❷ Make file order settings for printing, and then click [OK].
A dialog box for printing appears.
- ❸ Make the necessary print settings.
- ❹ Click [OK].
Printing starts.

<Note>

- The [Output File List] dialog box appears only when the [Display dialog to change the file order] check box is selected in Properties.
- Printing and outputting of DeskTopBinder V2 documents is possible using the drag-and-drop operation. This operation is available only for documents that can be exported.

7.6 Converting Files

Converting files to image, PDF, and text format is possible using Function Palette. Follow one of the procedures below to convert a file to an image file.

Converting from the Menu or the Button

- 1 Click the Function Palette [Convert] button, or on the task icon menu, point to [Convert], and then select [Convert to Image].
A dialog box for selecting a file appears.
- 2 Select the file you want to convert, and then click [OK].
The [Convert File List] dialog box appears.
- 3 Make file order settings for conversion, and then click [OK].
The [Convert to Image] dialog box appears.
- 4 Make the necessary convert settings, and then click [OK].
The [Save As /Add As] dialog box appears.
- 5 Specify a saving method, and then click [OK].
The file is converted to an image file.

Dragging Files to the Button

- 1 Drag a file you want to convert, and drop it on the Function Palette [Convert] button.
The [Convert File List] dialog box appears.
- 2 Make file order settings for conversion, and then click [OK].
The [Convert to Image] dialog box appears.
- 3 Make the necessary convert settings, and then click [OK].
The [Save As /Add As] dialog box appears.

- 4 Specify a saving method, and then click [OK].
The file is converted to an image file.

<Note>

- The [Convert File List] dialog box appears when it is configured to be displayed in Properties.
- Converting of DeskTopBinder V2 documents is possible using the drag-and-drop operation. This operation is available only for documents that can be exported.