SHARP

START

COLOR MFP
ONLINE GUIDE

AJ-5030

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The Sharp AJ5030 software consists of the SHARP AJ5030 Control Panel and the SHARP AJ5030 Desktop. The SHARP Control panel allows you to program auto dial numbers in the SHARP Color MFP (Multi Function Peripheral) unit for e-mail and fax, and change and align print cartridges in the Color MFP unit. The SHARP Desktop serves as a centralized base for managing and manipulating documents coming from or going to the Color MFP unit.

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Main Features

- **Printing**
  You can print both from the SHARP Desktop, and from other applications. You can also print from other applications into the SHARP Desktop to create a centralized file registry.

- **Scanning**
  The scanner component of the SHARP Desktop gives you features you would normally find in a dedicated scanner, and is TWAIN compatible.

- **Linking**
  The SHARP Desktop supports linking to other applications. You can, for example, link to your e-mail software to send a SHARP Desktop document as an e-mail attachment.

If you attempt to scan in or transmit via e-mail a document containing an excessively large amount of data such as a photograph at high resolution, an error may result that will cause the SHARP Desktop to freeze.

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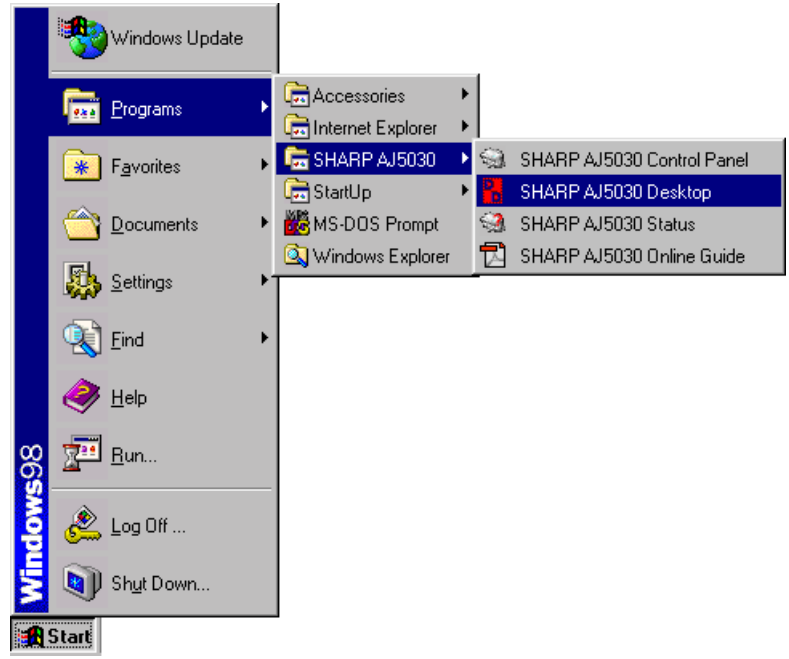
Launching the Software

To launch the SHARP Desktop or the Control Panel, access the Programs menu from the Start button on the taskbar of your Windows® desktop, as shown below. Then select Sharp AJ5030 from the Programs menu. A menu will appear showing Sharp AJ5030 Desktop and Sharp AJ5030 Control Panel. Click on the desired component to launch it.



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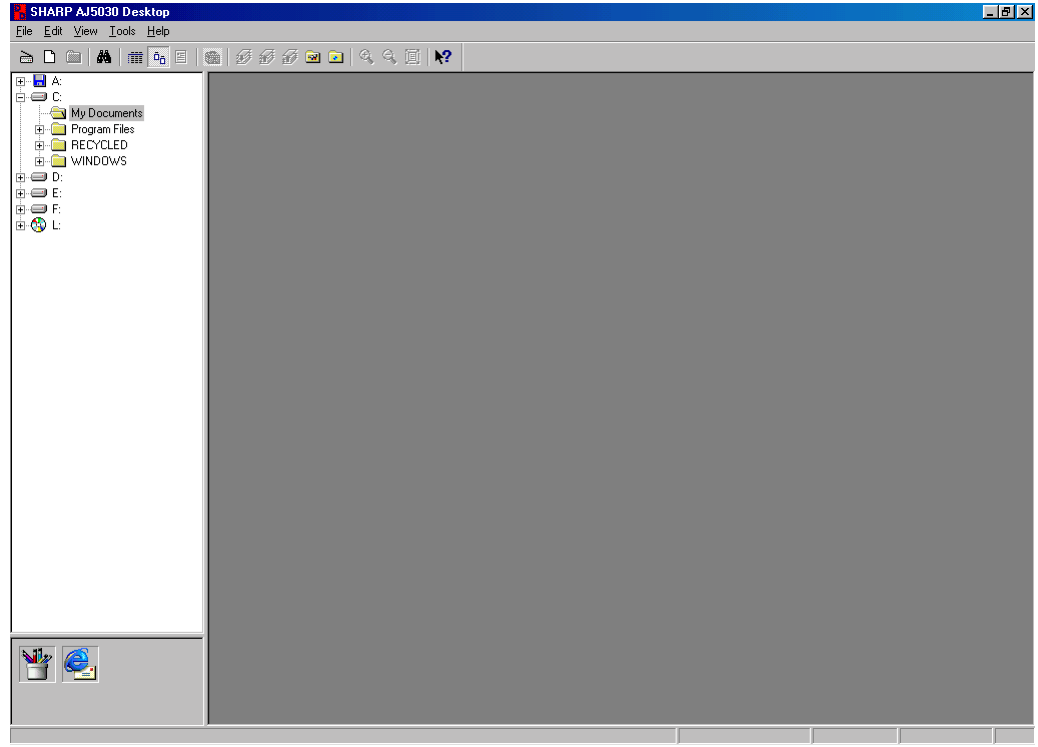

The SHARP Desktop is shown above. Documents are received into the SHARP Desktop via scanner, file import, and the Sharp AJ5030 Desk driver. Once documents are on the desktop they can be acted upon by a set of internal document tools. Specifically, the desktop allows you to:

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- Scan documents
- Store documents
- Import from and export documents to other file formats
- Print documents
- E-mail documents
- Interface with other Windows® applications and other services
- Enhance document images
- Annotate documents and highlight text within documents
- Summarize document information
- Search for and retrieve documents
- Stack documents

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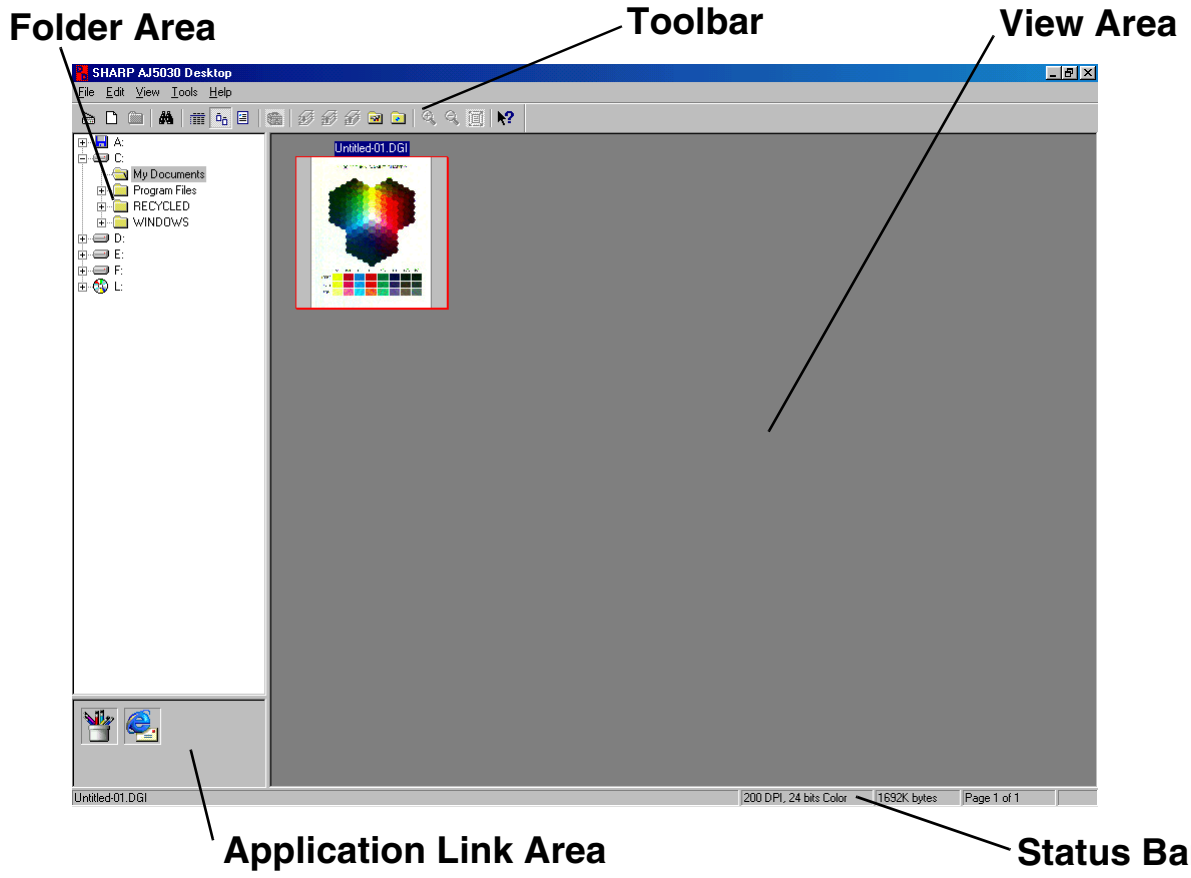
About the Desktop Window

The SHARP Desktop window consists of five basic parts: the Toolbar, the Folder Area, the Application Link Area, the View Area, and the Status Bar.



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- **Toolbar**

  The Toolbar runs across the top of the SHARP Desktop window, and contains both menu commands and buttons to open the scanner window, create a new document, change the view style of documents in the View Area, and perform other tasks. The Toolbar can be hidden or displayed by selecting Toolbar in the View menu.

Acquire Image:
Click on this button to invoke scanning.

New document:
Click on this button to create a new document.

New folder:
Click on this button to create a new folder.

Find:
Click on this button to find a document.

List View:
Clicking on this button will cause all documents in the SHARP Desktop to be displayed as a list.

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Thumbnail View:
Clicking on this button will cause all documents in the SHARP Desktop to be displayed side-by-side as “thumbnail” images.

Page View:
Select a document and then click on this button to view it as a full page.

Show Image Toolbox:
Clicking on this button when in Page View will either display or hide the Image Toolbox.

Stack:
Clicking on this button will cause any selected documents in the SHARP Desktop to be stacked on top of each other.

Unstack:
Click on this button to unstack any selected document stack in the SHARP Desktop.

Unstack top page:
Click on this button to unstack the top page only from any selected document stack in the SHARP Desktop.

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MFP Control Panel:
Click on this button to invoke the SHARP Control Panel.

Annotation Properties:
Click on this button to set and change properties for annotating documents.

Zoom In:
Click on this button in Page View to increase the magnification for viewing a document.

Zoom Out:
Click on this button in Page View to decrease the magnification for viewing a document.

Fit to Window:
Click on this button in Page View to fit the entire document within the window.

Help:
Click on this button and then click on any part of the SHARP Desktop that you want more information about. A pop-up explanation will appear.

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- **Folder Area**
  The Folder Area allows you to access and save documents in an Explorer-like interface.

- **Application Link Area**
  This area is in the lower left corner of the SHARP Desktop window and contains links to other applications, indicated by an icon. Just click on the icon to bring up the linked application. Some links are created automatically, but you can also create your own links.

- **View Area**
  The View Area is where documents in the SHARP Desktop are displayed. There are three ways to view documents to make it easier to handle and edit them: List View, Thumbnail View and Page View.

- **Status Bar**
  Running along the very bottom of the SHARP Desktop window is the Status Bar. Here various messages about activities in SHARP Desktop are displayed, such as the name of the folder currently opened, or the size and characteristics of a selected document. The Status Bar can be hidden or displayed by selecting Toolbars and then Status Bar in the View menu.

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About the Scanner

The scanner component of your Color MFP unit gives you features you would find in a dedicated scanner. It is fully TWAIN compatible, and can be used both with the SHARP Desktop and with other TWAIN-compatible applications.

If you have connected your computer to the Color MFP unit with a parallel cable, the TWAIN driver of the scanner will fully support ECP mode. However, if the parallel port of your computer is set to a mode slower than ECP mode, overall scanning speed will be reduced. To attain the fastest scanning speed, use a computer that supports ECP mode, and be sure to set the parallel port of your computer to ECP mode. The parallel port mode setting can be adjusted through the setup during Windows® startup.

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About TWAIN

The TWAIN standard defines a software protocol and application programming interface for communication between software applications and image acquisition devices. It provides a simple methodology for connecting TWAIN-compatible applications with TWAIN-aware devices. As a TWAIN-aware device, your Color MFP unit can be used with any TWAIN-compatible application.

Precautions when Preparing and Scanning Originals

Use original documents that are as clean and clear as possible.

Even with a high-performance scanner like the Color MFP unit, the quality of scanned images will never exceed the quality of the original. Use clearly focused pictures that have been correctly exposed and printed whenever possible.

Choose an image that matches your requirements as closely as possible.

Whenever a scanned document is modified, the overall picture quality will be reduced. The retouching process only makes some elements of the picture more acceptable, such as brightness or focus, but the real picture quality is not improved. For example, if you scan an image at too low a resolution, the information left out cannot be simulated later. Always set the scanning conditions carefully before scanning.

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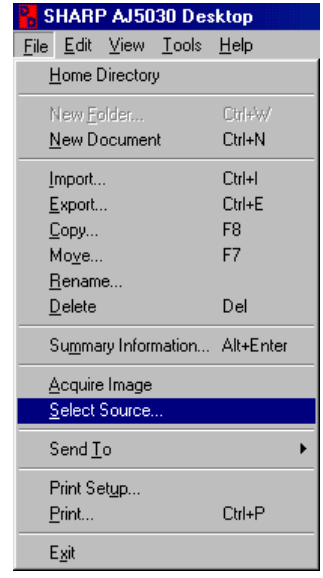
Selecting the Scan Source

If you already have a scanner connected to your computer, you must specify the scan source in the SHARP Desktop in order to switch between scanners. Follow the procedure below:

1 **Open the Select Source dialog box by selecting Select Source... from the File menu of the SHARP Desktop.**



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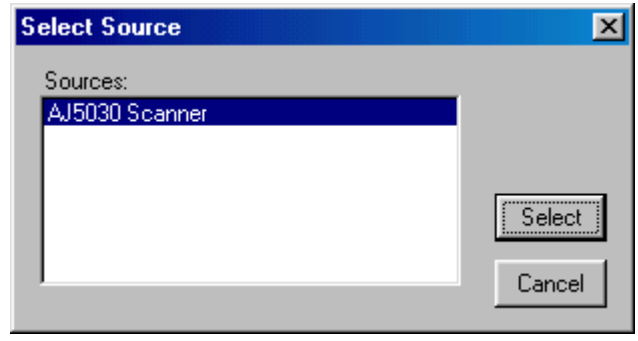
2 In the Sources: list box, select the scanner you wish to use—in this case, the AJ5030 Scanner—by clicking on it once, then on Select. If other TWAIN-compatible drivers are installed on your computer, they will show in the Sources: list box.



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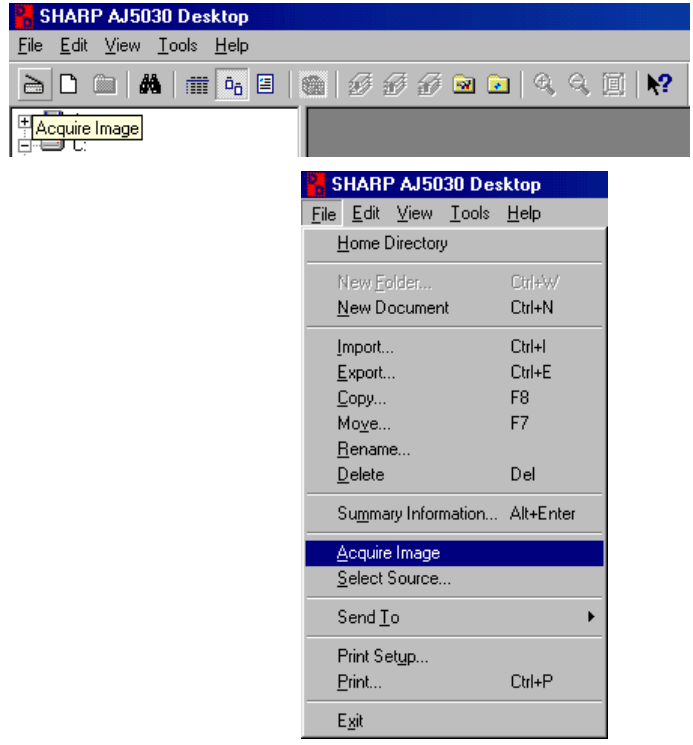
How to Scan in the SHARP Desktop

To perform a scanning operation:

1 **Open the Scan dialog box by either clicking on the Acquire Image button in the Toolbar or by selecting Acquire Image from the File menu of the SHARP Desktop.**



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2 Load the document you wish to scan in the auto document feeder or on the document glass:

Auto Document Feeder: Adjust the document guides to the width of the document. Insert the document face up into the feeder.

Document glass: Place the original face down on the glass with the top edge against the document guide. Make sure the center of the original is aligned with the center mark on the document guide.

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3 **Set scanning preferences in the Scan dialog box (see "Scanner Settings" in this chapter), and click the Scan button to begin.**

Note

When more than one original is placed in the auto document feeder for scanning, each original except the last will not feed completely through the unit until the next original begins to be scanned. Do not try to pull the originals out of the unit, but let them feed through on their own.

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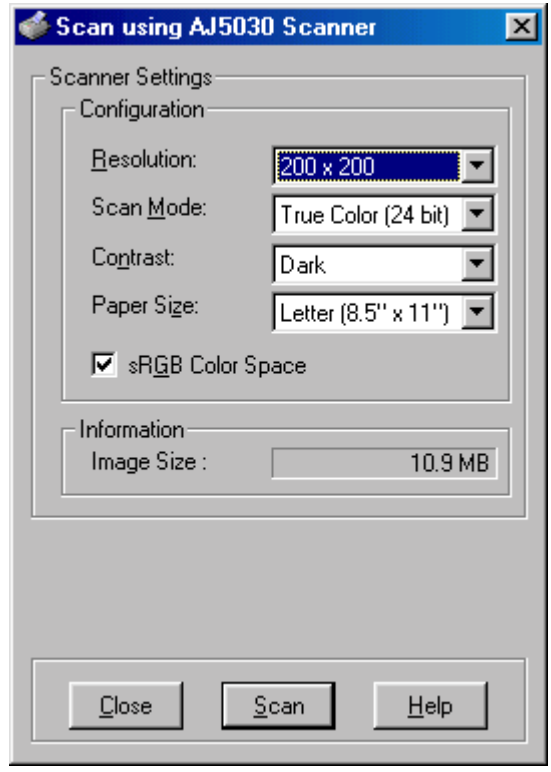
Scanner settings



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The settings and buttons in the Scan dialog box are explained below.

•Resolution

Select the desired resolution. The unit dpi, dots per inch, determines the quality of the scanned image. 1200 x 1200 is the highest resolution, for the finest quality, and 200 x 200 is the lowest.

•Scan Mode

Set the Scan Mode to match the kind of image you are scanning. There are four Scan Mode settings: Text/Line Art, Grayscale and True Color.

• Text/Line Art

Text/Line Art is best used for pages that are mostly text or tables. The page is scanned in monochrome, with each pixel becoming either black or white.

• Grayscale

Grayscale scans the image in shades of gray, giving a subtle gradation of tones. This mode gives the most shades, and therefore the highest black and white picture quality.

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- **True Color**
  Select True Color to scan a colored image.

- **Contrast**
  Set the Contrast to Light, Medium, or Dark. The contrast function allows you to adjust the difference between light and dark areas of the scanned document. When set to Dark, there will be more difference between light and dark. Use this setting for very faint originals where the contrast is poor. Setting the Contrast to Light will result in a scan featuring less difference between these areas, ideal for dark originals. Medium is the default setting and should be used for images with good contrast.

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- **Paper Size**
  In this drop-down list box, select the size of the original document(s) you intend to scan.

If the Paper Size setting is different from the actual size of the original document, the unit will scan the original as if it were the size set in Paper Size.

- **Scan**
  Click on this button to begin a scanning operation.

- **Close**
  Click on this button to abort a scanning operation and return to the SHARP Desktop.

- **Help**
  Click on this button to bring up the help file dedicated to this dialog box.

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Selecting the Right Resolution

The higher the resolution, the more detail a scanned image will have. However, you should always keep in mind the use to which the image will be put. An image that is scanned at maximum resolution when there is no real need to do so simply takes up valuable disk space. Your hard disk can quickly become filled with needlessly large high-resolution images, which take much longer to print.

In general, photographic images, particularly landscapes, can be scanned at lower resolution, because even the large pixels of a low-resolution scan are not very noticeable. Such images also tend to be very large when scanned at high resolution. On the other hand, text, logos, diagrams and line art originals should be scanned at the highest possible resolution. With these kinds of images, jagged edges are much more visible.

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Using the Scanner in Other Applications

You can use the Color MFP unit to scan in any application that is TWAIN compatible. TWAIN is a cross-platform interface that allows scanners to be controlled from within compatible applications. You can scan images directly into many of your favorite graphics and image manipulation software, such as Adobe® Photoshop®. For detailed information on how to use the TWAIN driver with these applications, refer to their user's manuals.

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Images that have been placed in the SHARP Desktop can be edited and manipulated in a variety of ways to enhance your work and to make document management tasks easier. You will also find tools for e-mailing, and exporting to and importing from different file formats.

Importing a Document to the SHARP Desktop

The SHARP Desktop gives you an excellent location to store documents, not only those created in the SHARP Desktop, but virtually any other application. To help you use this feature to maximum advantage, the SHARP Desktop offers you three ways to import documents:

- **Scan hard-copy documents**
  With the scanner function, you can scan hard-copy documents into the SHARP Desktop. (See Chapter 2 “Scanning” for details.)

- **Import documents from other applications**
  The Import command can be used to import documents in various formats (Windows® Bitmap (BMP), JPEG JFIF, PCX, DCX, and TIFF) created in other applications. (See “Importing and Exporting” in this chapter for details.)

- **Use the SHARP Desktop driver**
  By using the Print to Sharp AJ5030 Desktop driver, you can send documents into the SHARP Desktop from the application in which they were created. (See “Printing to the Desktop from Other Applications” in Chapter 4 for details.)

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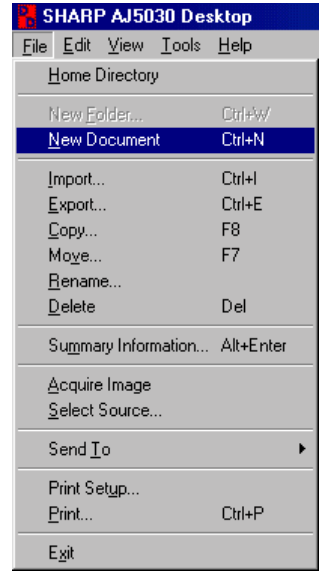
Creating Documents and Folders in the Desktop

Creating Documents

In addition to importing documents, you can also create new documents directly in the SHARP Desktop. To do this, simply click on the **New document** button in the Toolbar, or select **New Document** from the File menu.



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Creating Folders

New folders are created in a similar way as new documents. Click on the folder you wish to place the new folder inside of, and then either click on the New folder button in the Toolbar, or select **New Folder...** from the File menu. The New Folder dialog box will appear, where you can name the folder (up to 31 characters).

Once you have entered the name in the Folder Name field, click on OK. The folder will appear in the File Cabinet.

Deleting Documents and Folders

To delete a document or folder, select it by clicking on it once, and then select **Delete** from the File menu, or right-click the mouse and select **Delete** from the pop-up menu. In the dialog box that appears, click on Yes. You can also delete more than one document at once, by holding down the **Ctrl** key and then clicking on the desired documents. In the dialog box that appears, click on **Yes To All**.

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Changing Document Views

SHARP Desktop gives you three ways to view documents to make it easier to handle and edit them: List View, Thumbnail View and Page View. Below are examples of how SHARP Desktop looks in each document view mode.

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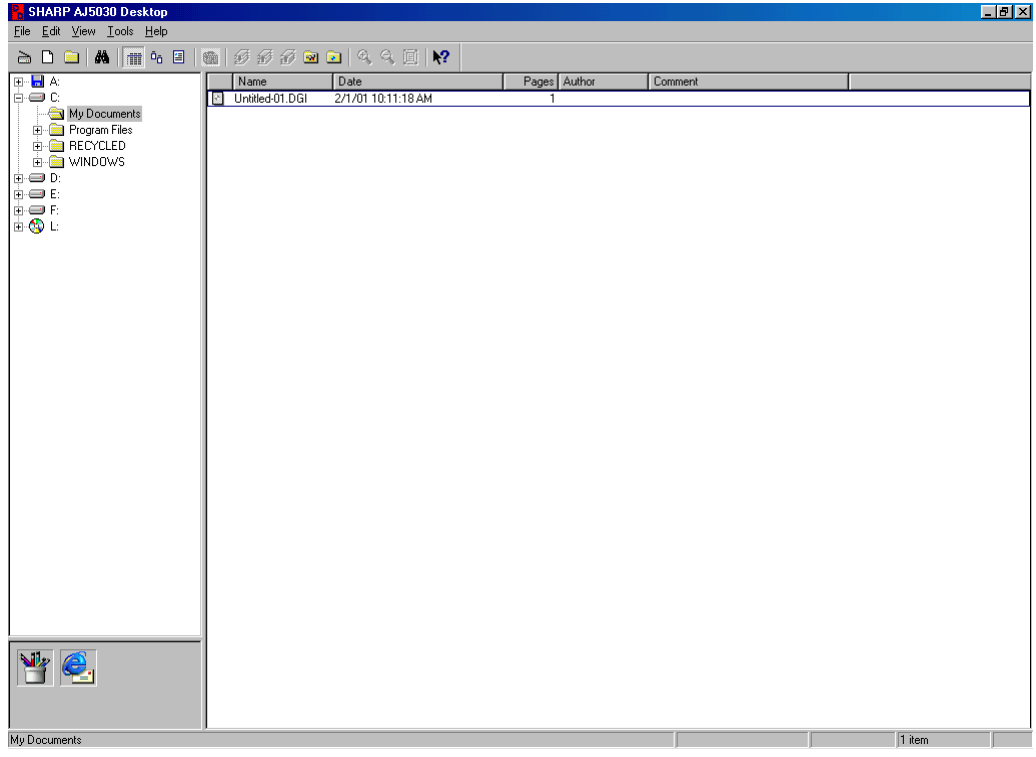
- **List View**

  List View displays the documents in the open folder in the form of a list, showing the document name, the date of creation, the number of pages, the author, and comments.



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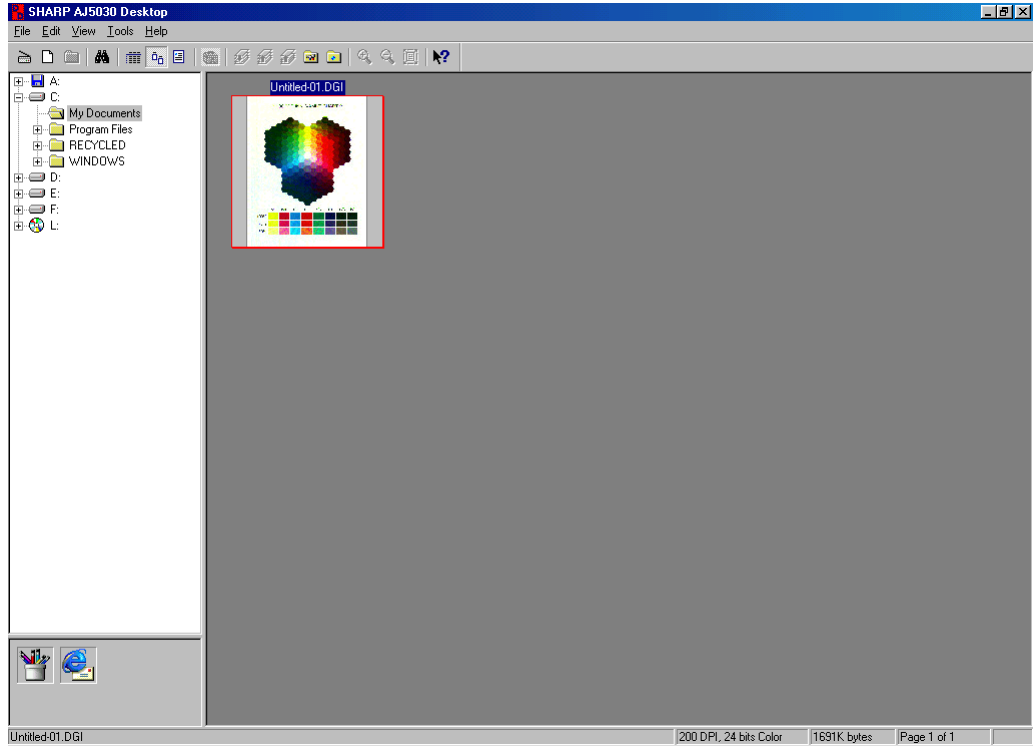
- **Thumbnail View**

  Thumbnail View displays the documents in the open folder as “thumbnails,” miniaturized versions of the actual documents.



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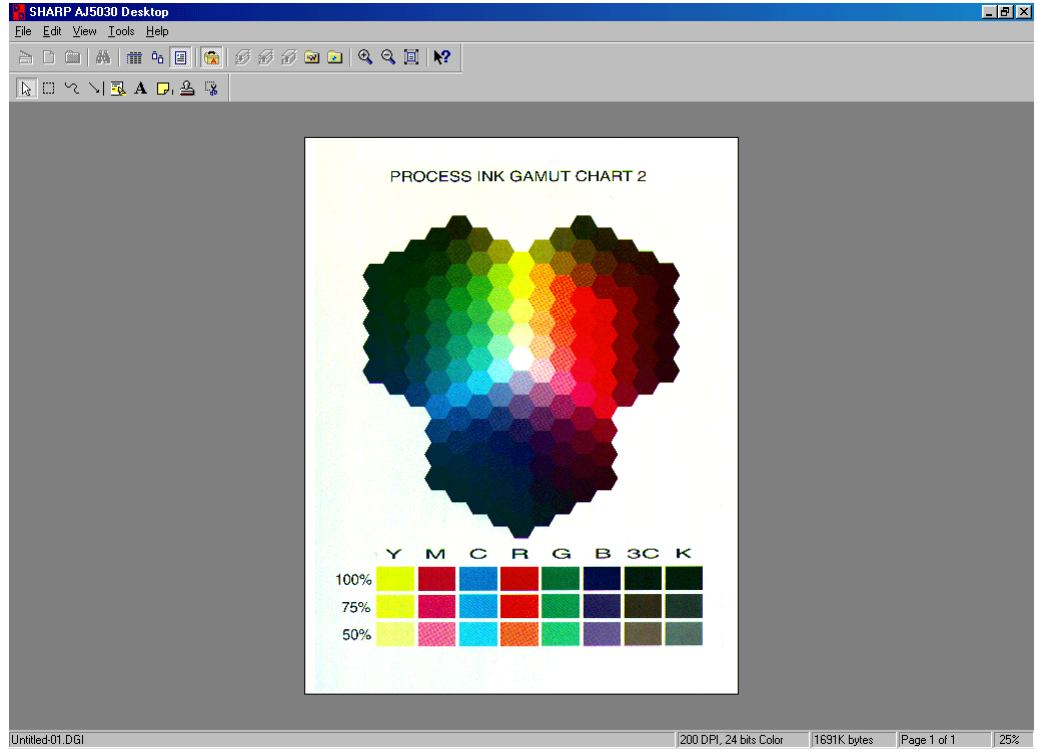
- **Page View**

  In Page View, the document that was selected in the open folder is shown in a larger size. Other documents in the folder are hidden from view.



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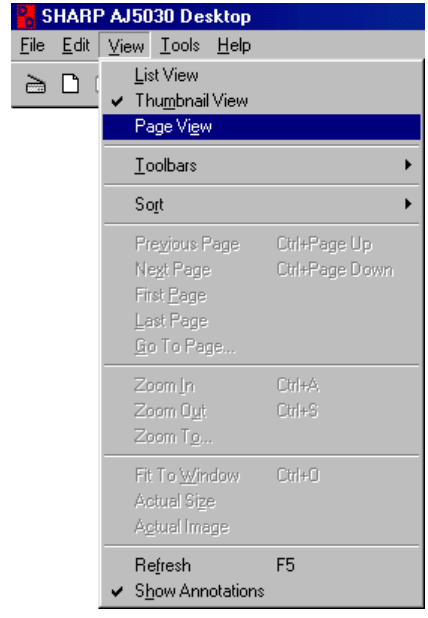
There are three buttons in the Toolbar for changing the document view. You can also change views through the View menu, as shown below.



While in List View and Thumbnail View, the best way to switch to Page View is simply to double-click on the appropriate document.

View Menu Commands

The View menu contains various commands that allow you to look at documents in the SHARP Desktop in different ways. To use any of the commands described below, go to the View menu and select the desired command.

- **Toolbars**
  Select Toolbar to hide and display the Standard toolbar, the Status Bar, or the Image Toolbox.

- **Sort**
  The Sort command enables you to sort your documents in a variety of ways, by name, date, number of pages, and author, as well as in ascending and descending order while you are in List View or Thumbnail View.

- **Previous Page**
  While in Page View or Thumbnail View, selecting this command will move you to the previous page of a stacked document.

- **Next Page**
  While in Page View or Thumbnail View, selecting this command will move you to the next page of a stacked document.

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- **First Page / Last Page / Go to Page**
  While in Page View or Thumbnail View, these commands respectively allow you to move to the first page, last page, or a page you specify of a stacked document.

- **Zoom In / Zoom Out / Zoom To**
  These commands allow you to change magnification for viewing a document in Page View.

- **Fit to Window**
  Fit to Window will adjust the view size of a document in Page View mode to the size of the SHARP Desktop window, so that you can see the entire document.

- **Actual Size**
  While in Page View mode, Actual Size shows a document in a size close to the size it will be printed in.

- **Actual Image**
  While in Page View mode, the Actual Image command reveals the most correct representation of the image on the screen, in its true size.

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- **Refresh**
  In List or Thumbnail views, rereads the contents of the current folder.

- **Show Annotations**
  Select Show Annotations to hide and display annotations you have made on your documents with the Annotation Tools. Annotations are present even if they are not visible.

Renaming Documents and Folders in the Desktop

Any document created in or imported to the SHARP Desktop, and any folder that you have created can be renamed using the **Rename...** command.

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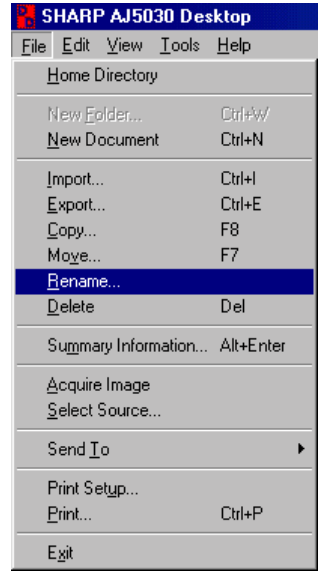
Renaming Documents

There are two ways to rename a document. In Thumbnail View mode, all you need do is click on the document you wish to rename to select it, and then click on the name area. Then just enter the new name. You can also use the **Rename...** command. Select the document in List View or Thumbnail View mode, and then choose **Rename...** from the File menu, or right-click on the document and select **Rename...** from the pop-up menu that appears.



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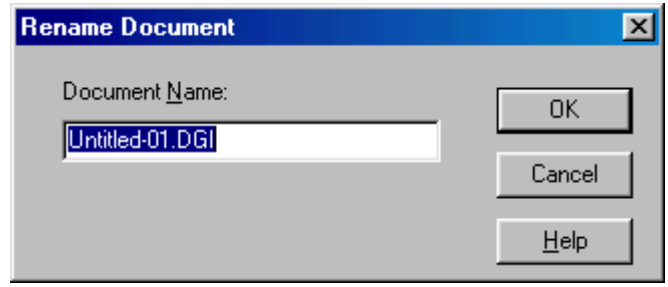
Enter the new name in the Document Name field of the Rename Document dialog box, and then click on OK to save the new name.



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Renaming Folders

Open the folder you want to rename by clicking on it in the Folder Area. Select **Rename...** from the File menu, or right-click on the folder and select **Rename...** from the pop-up menu that appears. Enter the new name in the Folder Name field in the Rename Folder dialog box. Click on **OK** to save the new name.

Note

- *Two documents within the same folder cannot have the same name, even if the use of upper and lower case letters is different.*
- *The following characters cannot be used when naming or renaming folders: \ / : ! * ? < > |*

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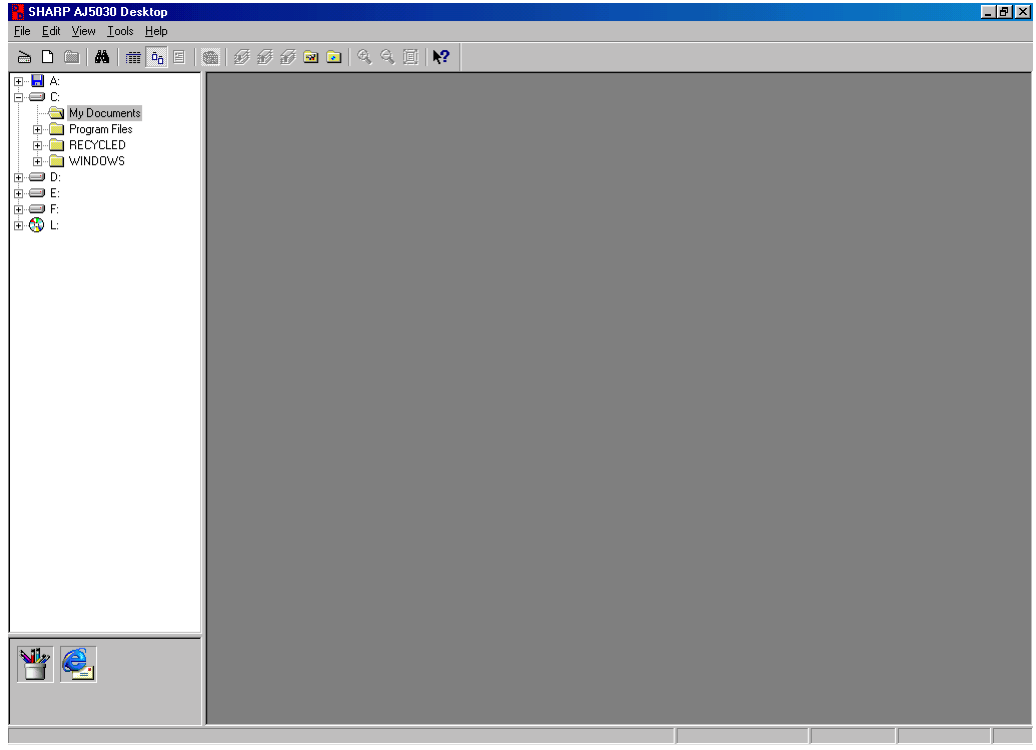
Storing Documents



The Folder Area in the SHARP Desktop offers you an orderly storage area for your documents. From the folders that appear, others can be linked together in a hierarchical fashion. (See “Creating Documents and Folders in the Desktop” in this chapter for details.)

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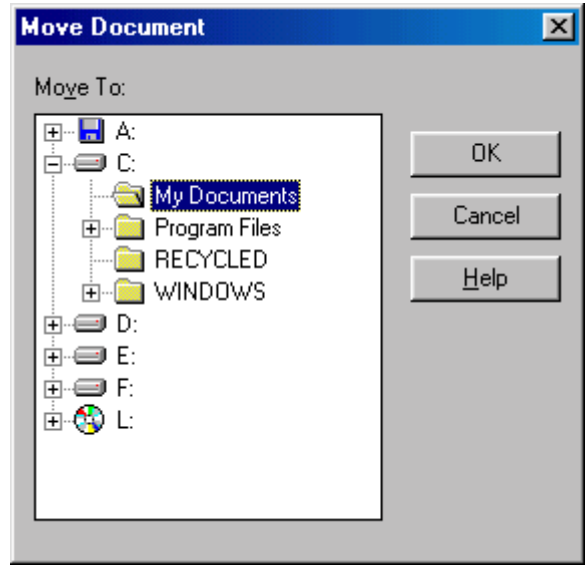
Moving and copying documents from one folder to another is also straightforward.
Select the document to be moved or copied by clicking on it once in Thumbnail View or List View. You can also select more than one document by holding down the **Ctrl** key and then clicking on the desired documents. Then select either the **Copy...** or **Move...** command under the File menu. You can also access these commands by right-clicking the mouse over the document and selecting either **Copy...** or **Move...** from the pop-up menu. A dialog box like the following will appear:



Select the destination folder by clicking on it. When you are done, click on **OK** to implement the move or copy command. The **Cancel** button cancels the operation, and pressing the **Help** button brings up the Online Help function.

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Image Enhancing Tools

A set of sophisticated image enhancing tools are included in the SHARP Desktop. Use them to edit documents in the Desktop.

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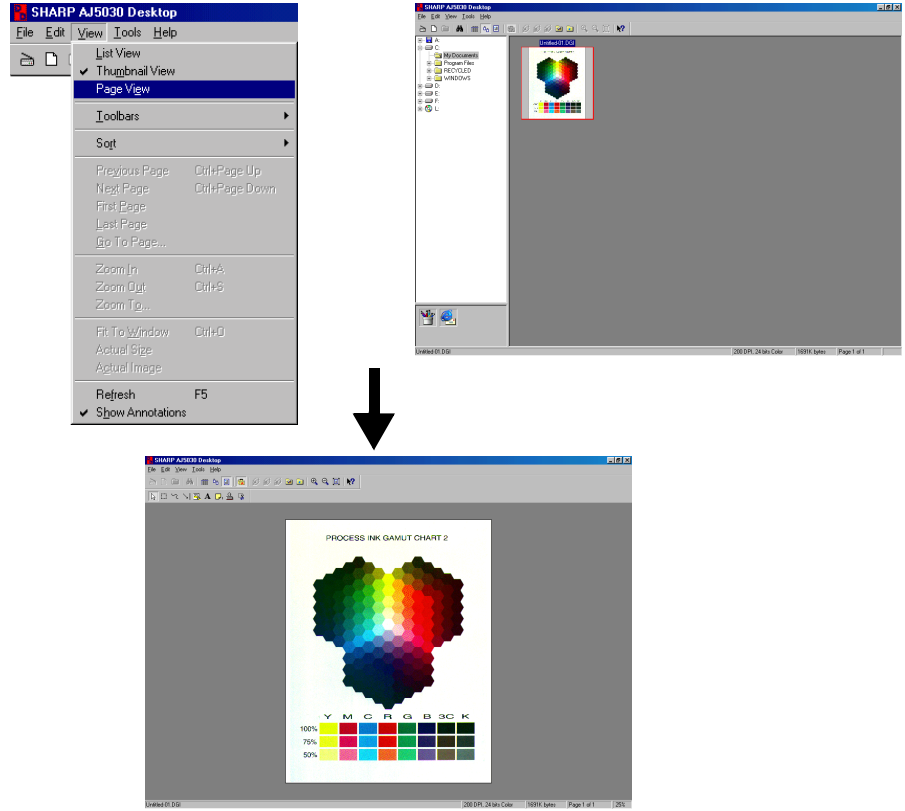
1 **Select a document from the SHARP Desktop by clicking on it and then select Page View in the View menu. You can also change to Page View by double-clicking on the document, or by clicking on the Page View button in the Toolbar.**



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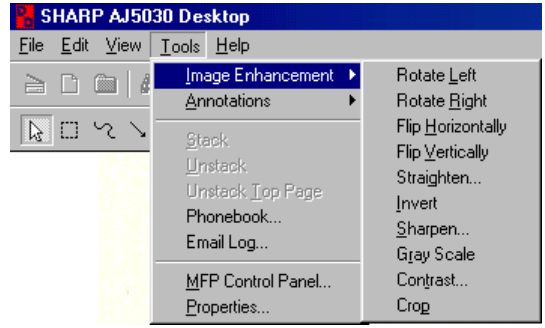
2 **In the Tools menu, select Image Enhancement. A menu with the tools will appear. You can use these tools to manipulate the document that is open.**



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Below is a description of each tool and some suggested uses:

- **Rotate Left/Rotate Right**
  These commands allow you to rotate an image 90 degrees left or right.

- **Flip Horizontally**
  This flips an image horizontally, as if it were on a sheet of transparent film and you flipped it over to view it from the other side.

- **Flip Vertically**
  The effect on the image is the same as the Flip Horizontally command, except that the image is flipped vertically.

- **Straighten**
  The straightening tool is especially useful on images that have become slightly skewed, or look a bit off after scanning.

- **Invert**
  This feature changes dark areas to light, and vice versa. In effect, it creates a “photographic negative” of the image.

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- **Sharpen...**
  This feature accentuates the differences between light and dark pixels to create greater contrast in the image. Move the slider as desired to sharpen or blur an image.

- **Gray Scale**
  Remove all colors and convert the document to black and white with shades of gray.

- **Contrast**
  Increase or decrease the contrast to brighten or darken an image.

- **Crop**
  This feature is used to crop (cut off) the edges of an image. After selecting this tool, drag the cursor to select the rectangular area of the image that you want to remain. When you release the mouse button, the parts outside of the rectangle are erased.

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Drawing and Other Editing Tools

While in Page View mode, the Image Toolbox will appear. The Image Toolbox contains editing and drawing tools with which you can modify documents. You can hide and display the Toolbox by clicking on the **Show Image Toolbox** button in the Toolbar, or by selecting **Toolbars** and then **Show Image Toolbox** from in the View menu.

Annotations do not directly affect the document they are used on, but are treated as objects which are placed on top of the original document. As such, they can be moved around freely by dragging them with the Pointer, and their settings can be changed even after they have been placed on the document.

Although annotations can only be made and edited while in Page View mode, they will also appear on documents in Thumbnail View as special symbols corresponding to the type of annotation. These symbols are the same as those in the Annotation Toolbox, allowing you to see at a glance which documents in a folder have what kind of annotations. You can also hide and display annotations by selecting **Show Annotations** from the View menu.

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- **Pointer**
  Use the Pointer to select annotations in a document that have been made with the Annotation Tools.

- **Selection**
  Select Image Area allows you to drag across an image and create a rectangular selection area. The area you select can then be edited with editing commands (Copy, Cut, and Delete) located in the Edit menu. Select Image Area can be used with images only, whereas the Pointer is only for annotations.

- **Freehand Draw tool**
  This tool is used to draw directly on a document, much in the style of a pencil tool in drawing programs.

- **Line and Arrow tool**
  With this tool, you can insert lines or arrow-headed lines into a document of various thicknesses and directions.

- **Highlight tool**
  Use this tool to highlight an area of text. Just as with an actual highlighter pen, the underlying text will remain visible.

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Changing Annotation Settings

You can customize various settings for the Annotation Tools used to modify documents in the SHARP Desktop. There are three different ways for you to access these settings. The settings for each individual Annotation Tool can be accessed by right-clicking the appropriate button in the Annotation Toolbox, and then clicking on **Properties...** in the pop-up menu that appears. These individual settings can also be accessed by selecting an annotation in a document while in Page View mode and then right-clicking on the annotation, or selecting **Annotations** and then **Annotation Properties** in the Tools menu. Selecting **Annotation Properties** without first selecting an annotation in a document will bring up a dialog box with a tab for each Annotation Tool.

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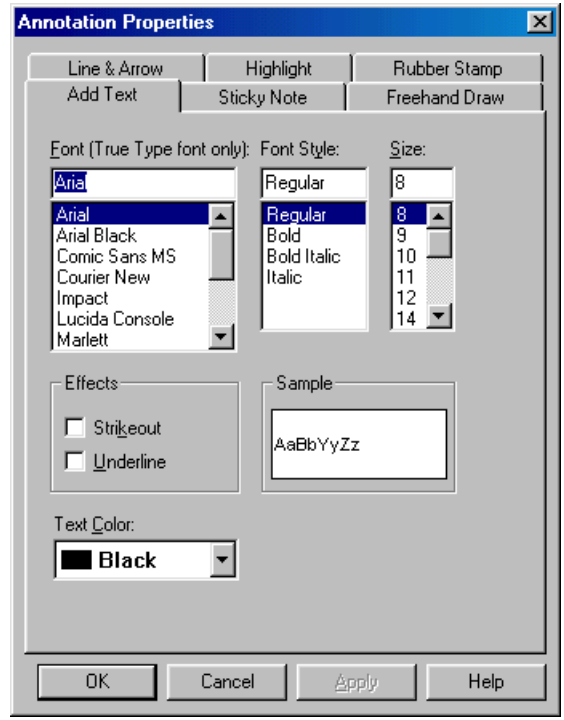
Add Text

Add Text is used to insert text into a document.



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- **Font (True Type font only)**
  Select the font by scrolling down the font menu. Note that you must use a True Type font.

- **Font Style**
  Select the font style.

- **Size**
  Select the point size by scrolling down the point size menu.

- **Effects**
  Two text effects can be selected: Strikeout and Underline. To use either, check the appropriate check box.

- **Sample**
  The Sample box displays a sample of text using the font, font style, point size, color, and effects that you have selected.

- **Text Color**
  Choose the color of your text characters in this area.

- **OK**
  Click on OK to save your changes and exit the dialog box.

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- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.

- **Apply**
  Click on Apply to save your changes without exiting the dialog box.

- **Help**
  Click on Help to bring up the Help window dedicated to this dialog box.

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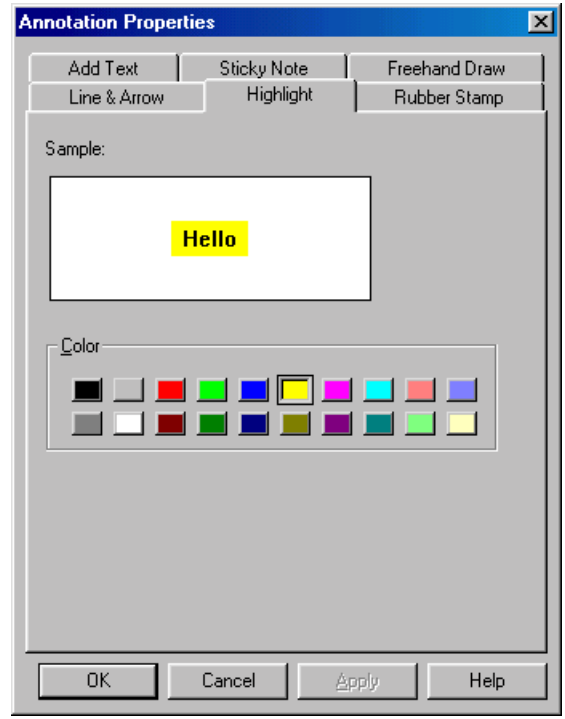
Highlight

With this tool you can highlight an area of text just as with an actual highlighter pen.



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- **Sample**
  The Sample box displays a sample of highlighted text using the color you have selected.
- **Color**
  Click on the color you would like your highlighting to be.
- **OK**
  Click on OK to save your changes and exit the dialog box.
- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.
- **Apply**
  Click on Apply to save your changes without exiting the dialog box.
- **Help**
  Click on Help to bring up the Help window dedicated to this dialog box.

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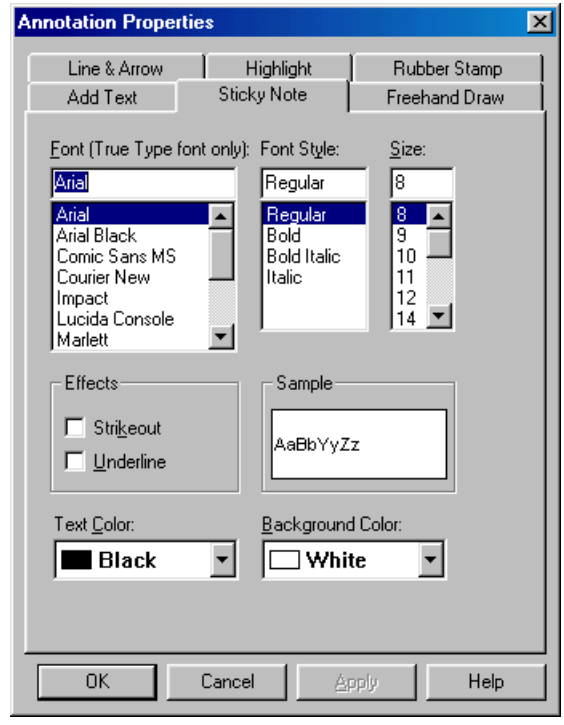
Sticky Note

This tool allows you to paste a memo sheet over a document.



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- **Font (True Type font only)**
  Select the font by scrolling down the font menu. Note that you must use a True Type font.

- **Font Style**
  Select the font style. You can choose from Regular, Bold, or Italic if they are available.

- **Size**
  Select the point size by scrolling down the point size menu.

- **Effects**
  Two text effects can be selected: Strikeout and Underline. To use either, check the appropriate check box.

- **Sample**
  The Sample box displays a sample of text using the font, font style, point size, effects, and color of text and background that you have selected.

- **Text Color**
  Choose the color of your text characters in this area.

- **Background Color**
  Choose the color of the sticky note background in this area.

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- **OK**
  Click on OK to save your changes and exit the dialog box.
- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.
- **Apply**
  Click on Apply to save your changes without exiting the dialog box.
- **Help**
  Click on Help to bring up the Help window dedicated to this dialog box.

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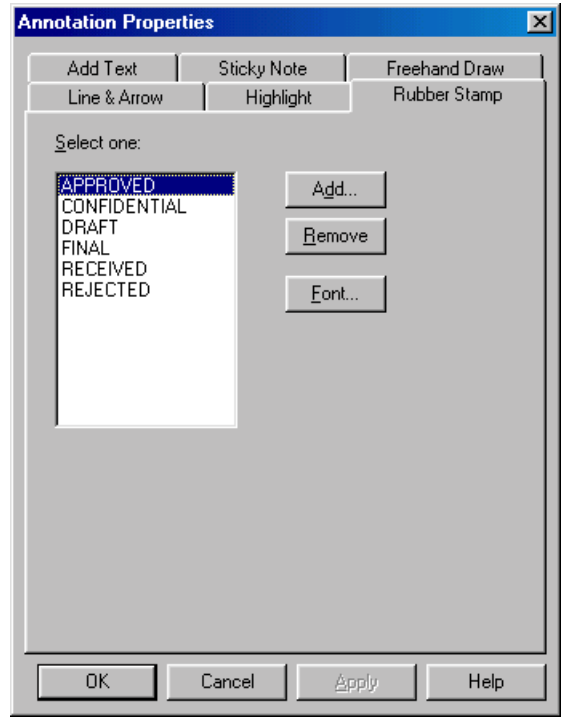
Rubber Stamp

This places text resembling a rubber stamp marking on a document.



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- **Select one**
  Select the message you would like to use as a stamp on your documents.

- **Add...**
  Click this button to open the Add Rubber Stamp dialog box and add a message to be used with the Rubber Stamp Tool. You can create up to 30 new messages. (See “Add Rubber Stamp Dialog Box” on the next page.)

- **Remove**
  Click on this button to remove the rubber stamp message selected in the area to the left. Select a message by clicking on it once.

- **Font...**
  Click on this button to open the Rubber Stamp Font dialog box. (See “Rubber Stamp Font Dialog Box” in this chapter.)

- **OK**
  Click on OK to save your changes and exit the dialog box.

- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.

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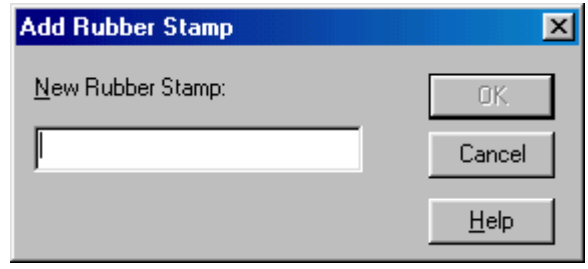
- **Apply**
  Click on Apply to save your changes without exiting the dialog box.

- **Help**
  Click on Help to bring up the Help window dedicated to this dialog box.

Add Rubber Stamp Dialog Box

In this dialog box, you can create a new stamp for use with the Rubber Stamp tool.



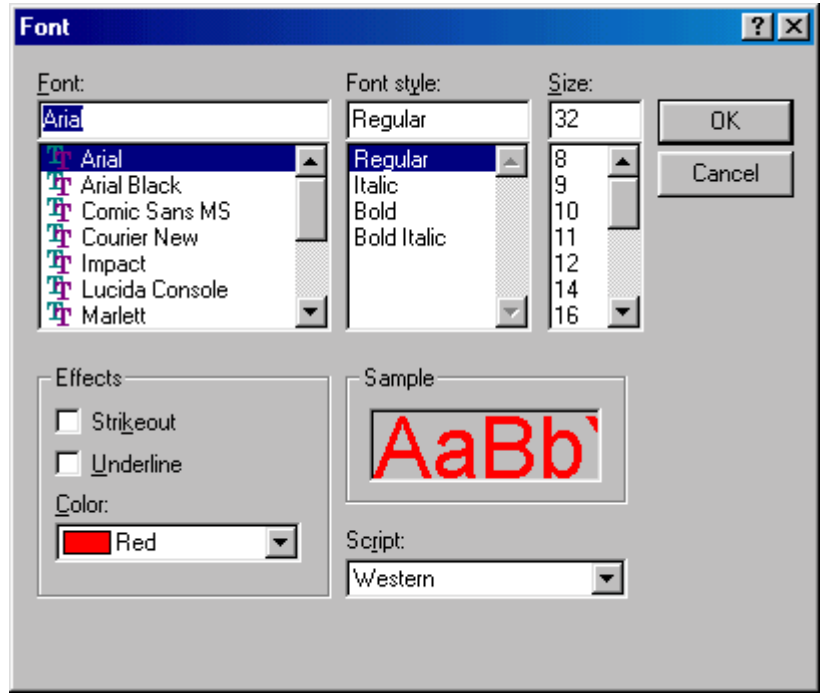
- **New Rubber Stamp**
  Type in the message you would like to use as a Rubber Stamp (to a maximum of 32 characters).

- **OK**
  Click on OK to save your changes and exit the dialog box.

- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.

Rubber Stamp Font Dialog Box

Customize the font settings for the Rubber Stamp tool in this area.



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- **Font**
  Select the font by scrolling down the font menu.

- **Font Style**
  Select the font style. You can choose from Regular, Italic, Bold Italic, or Bold.

- **Size**
  Select the point size by scrolling down the point size menu.

- **Sample**
  The Sample box displays a sample of text using the font, font style, point size, and effects that you have selected.

- **Effects**
  Two text effects can be selected: Strikeout and Underline. To use either, check the appropriate check box.

- **Color**
  Choose the color of your text characters in this area.

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- **Script**
  Choose the script you would like to use in this area. Unless your computer is configured in a special way, Western will be your only choice in this area.

- **OK**
  Click on OK to save your changes and exit the dialog box.

- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.

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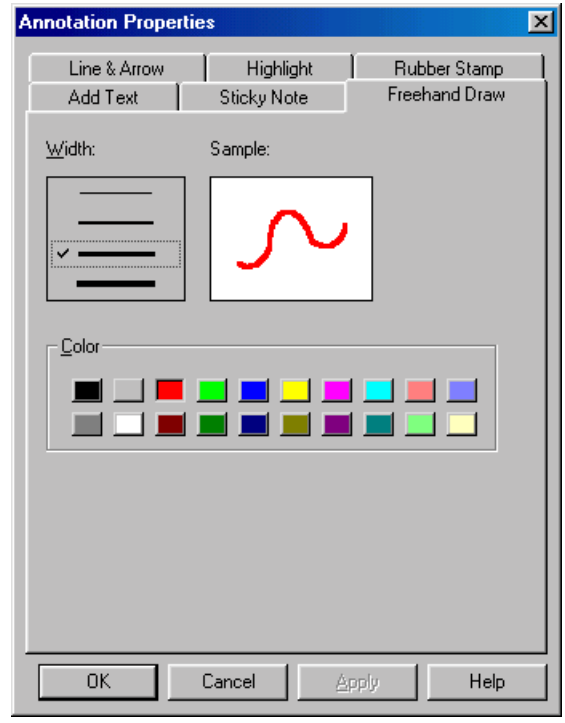
Freehand Draw

This tool is used to draw directly on a document, much in the style of a pencil tool in drawing programs.



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- **Width**
  Click on the line representing the line width you would like to use.
- **Sample**
  The Sample box displays a sample line using the settings you have made.
- **Color**
  Click on the color you would like your lines to be.
- **OK**
  Click on OK to save your changes and exit the dialog box.
- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.
- **Apply**
  Click on Apply to save your changes without exiting the dialog box.
- **Help**
  Click on Help to bring up the Help window dedicated to this dialog box.

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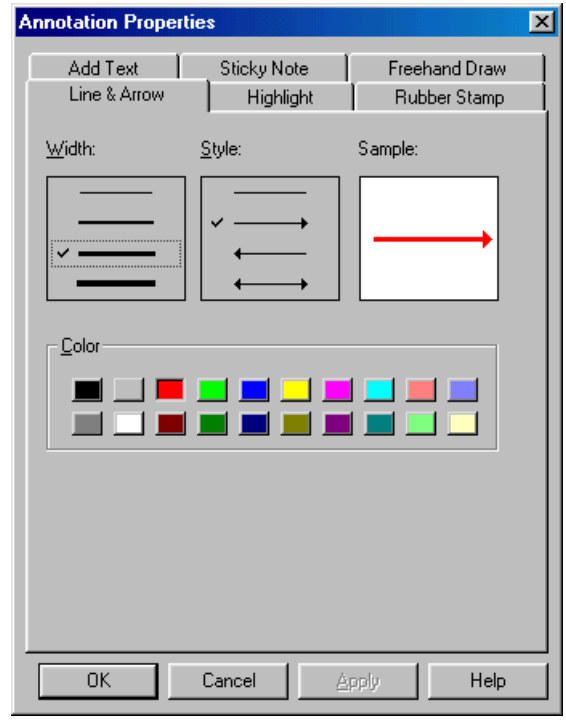
Line and Arrow

With this tool, you can insert lines or arrow-headed lines into a document.



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- **Width**
  Click on the line representing the line width you would like to use.
- **Style**
  Click on the line style you would like to use.
- **Sample**
  The Sample box displays a sample line using the settings you have made.
- **Color**
  Click on the color you would like your lines to be.
- **OK**
  Click on OK to save your changes and exit the dialog box.
- **Cancel**
  Click on Cancel to exit the dialog box without making any changes.
- **Apply**
  Click on Apply to save your changes without exiting the dialog box.
- **Help**
  Click on Help to bring up the Help window dedicated to this dialog box.

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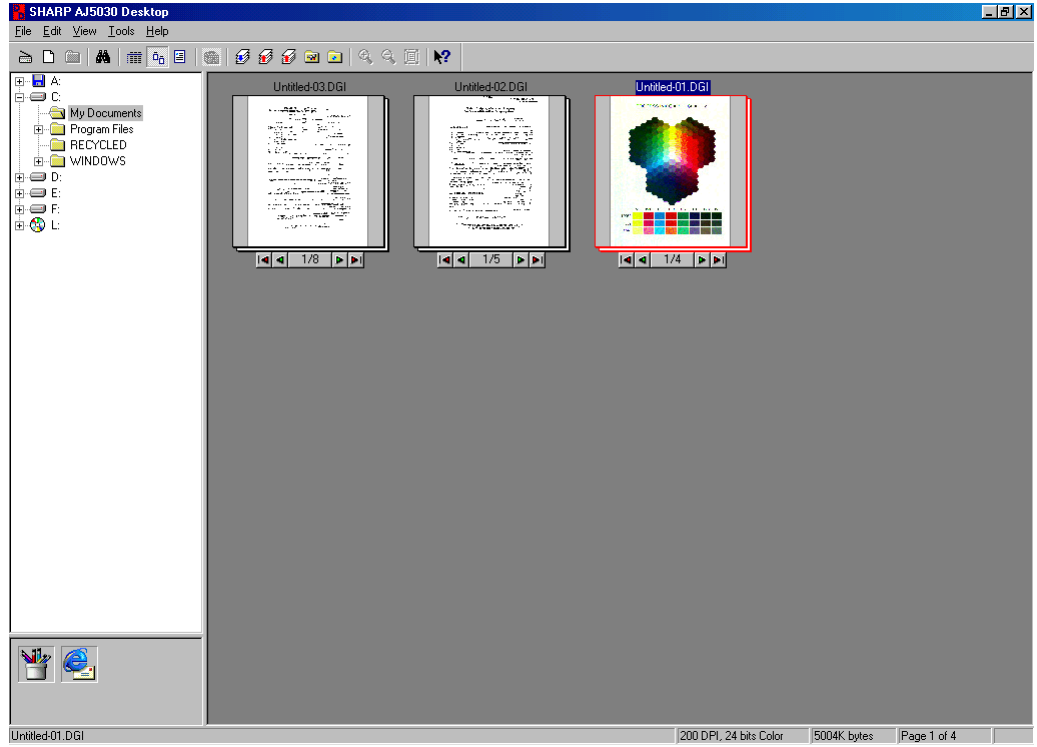
Document Stacking and Unstacking



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A stack is a multi-page document you create by combining two or more documents or other stacks while in Thumbnail View or List View. In Thumbnail View, stacks look just like a stack of papers. Stacking is a convenient way to keep related documents together, and to save space in the Sharp Desktop. To create a stack, select the documents you want to stack with the pointer while holding down the **Ctrl** key on your keyboard, and then press the **Stack** button in the Toolbar, or choose **Stack** from the Tools menu. Documents that you inadvertently select can be unselected by clicking on them once (while still holding down the **Ctrl** key) before creating the document stack.

To unstack all documents in a stack, simply select the document stack by clicking on it once, and then press the **Unstack** button in the Toolbar, or select **Unstack** from the Tools menu. You can also unstack only the top page of the stack, by pressing the **Unstack top page** button or by selecting **Unstack Top Page** from the Tools menu.

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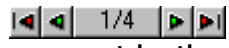
Moving between pages in a document stack varies according to the View mode you are in. While in Thumbnail View mode, a spin box which contains four buttons () is displayed underneath every document stack. The segment in the middle ( ) shows the page currently on top of the stack, and the total number of pages in the stack. Press the button to skip to the first page of the stack, the button to move back a page, the button to move forward a page, and to skip to the last page in the stack. While in Page View mode, use the **Previous Page** and **Next Page** commands in the View menu to move between pages. Moving between pages cannot be done in List View mode.

Only one document name can be saved for a document stack. If you know that you are going to stack a group of documents, do not name the individual documents.

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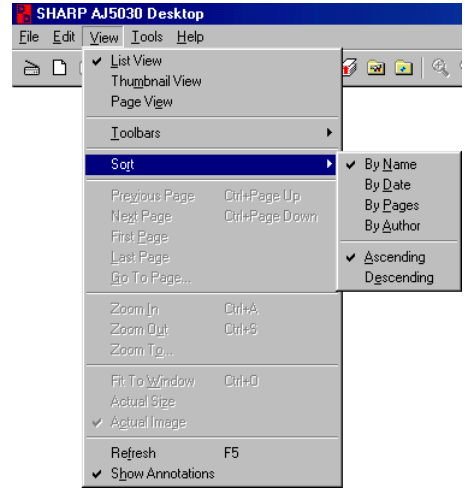
Sorting Documents

In List View, the SHARP Desktop enables you to sort your documents in a variety of ways, by name, date, number of pages, and author, as well as in ascending and descending order. To use this feature, follow the procedure below.

1 **From the View menu, select Sort, and then the order by which you want to sort. If you click on Ascending, your documents will be listed in numerical and alphabetical order. Descending sorts documents in reverse order.**



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2 **As soon as you select Ascending or Descending, your documents will be sorted according to the setting made the last time you used the Sort function (the default setting is By Name). To change the basis of the sort, go back to the View menu and under Sort, select from By Name, By Date, By Pages, or By Author. The SHARP Desktop will then automatically sort your documents.**

Note

For more information on the Author selection, refer to "Document Summary Tool" on the next page.

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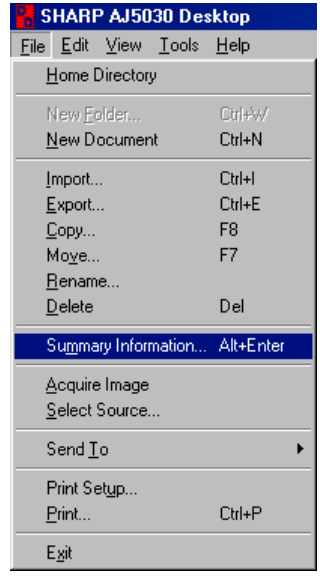
Document Summary Tool

The Document Summary tool serves a dual purpose: it provides you with a way to record summarized information about documents and document stacks, and it enables the use of the SHARP Desktop's Find function. To use this tool, select the document you would like to make a document summary for with a single mouse click in List View or Thumbnail View and then select **Summary Information...** in the File menu. You can also right-click the mouse over the appropriate document and select **Summary Information...** from the pop-up menu.



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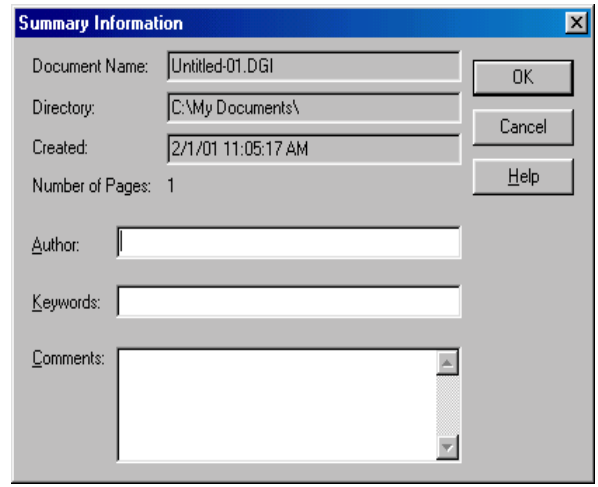
After selecting **Summary Information...**, the following dialog box will appear:



The Document Name, Directory, Created, and Number of Pages portions are automatically entered. Enter the author of the document, as well as any keywords or comments you would like to remember the document by. By pressing the **OK** button, the summary information is saved. After saving, it can be brought up again at any time by selecting **Summary Information...** in the File menu. The **Cancel** button cancels the operation, and pressing the **Help** button brings up the Online help function.

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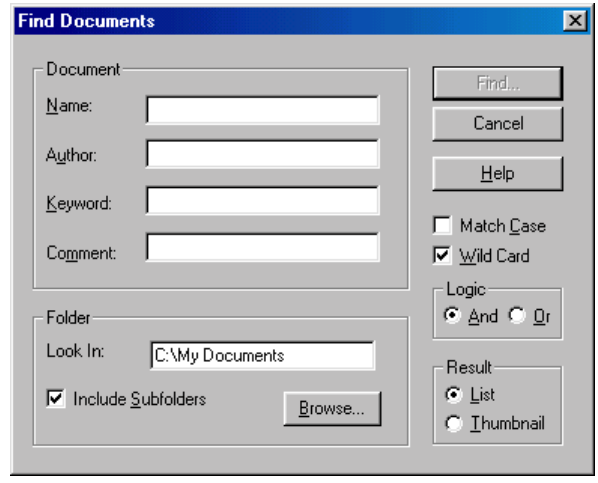
Note

Only one summary can be saved for a document stack. If you know that you are going to stack a group of documents, only make the document summary after stacking. Summary information for individual documents in the stack will not be saved.

Finding Documents

To make it easier for you to locate documents that are stored in the Folder Area, a Find tool is included in the SHARP Desktop. The Find tool works by looking at the information contained in the document summaries, and the Find Documents dialog box is similar in appearance to the Document Summary dialog box, with fields for the document name, the author, the keyword and comments. Note that the more detailed the information you enter, the more accurate your search will be.

To initiate a search, select **Find...** from the Edit menu, or click on the **Find** button in the Toolbar. The following dialog box will appear:



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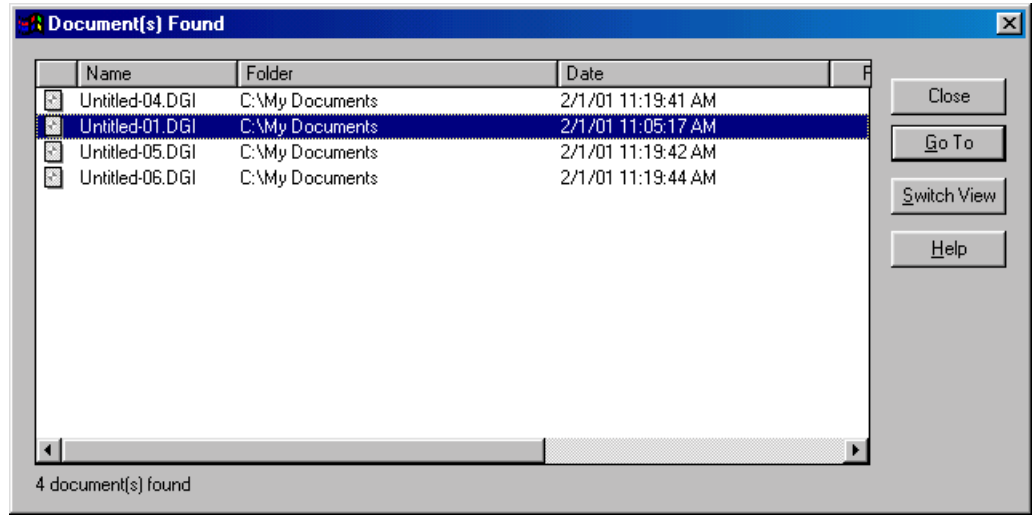
- **Result**
  Select List to have the results of your search displayed in List View mode, and Thumbnail to have them displayed in Thumbnail View.

Find Results

The results of your search are displayed in the Document(s) Found window.



Note

If no items are found that match your search parameters, a message box will appear to this effect.

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- **Close**
  Click on Close to close the Document(s) Found window and return to the Find a Document dialog box.

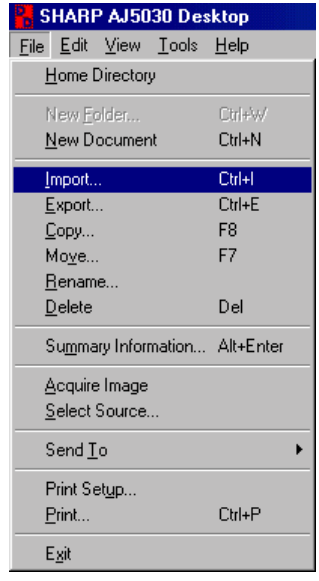
- **Go To**
  To jump to a document you have found, select it by clicking on it once, and then click on Go To. You can also do this simply by double-clicking on the document.

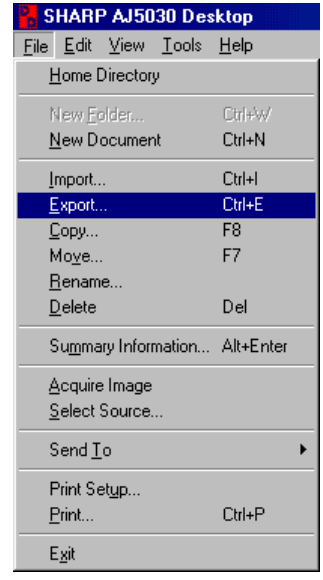
- **Switch View**
  Click on Switch View to switch between List View and Thumbnail View.

- **Help**
  Click on Help to bring up the Help file dedicated to this window.

Importing and Exporting

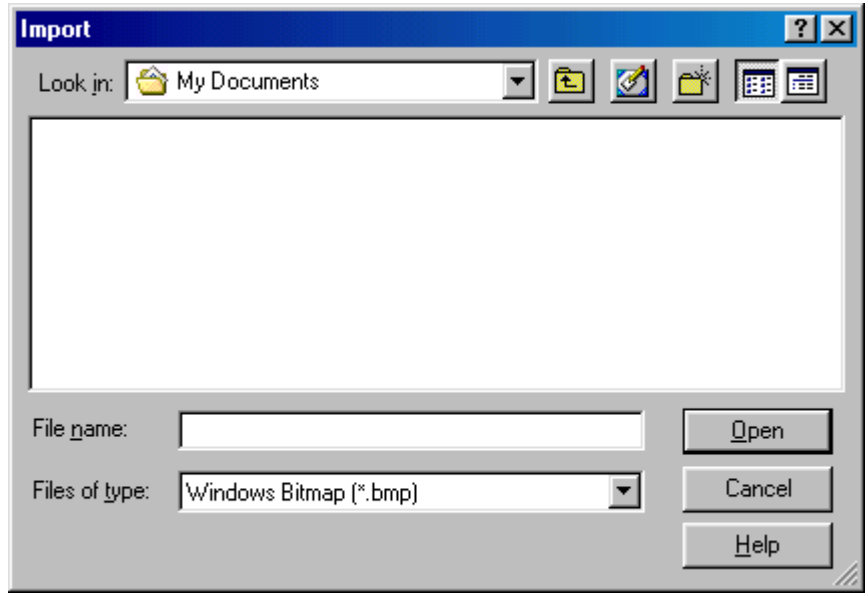
You can export documents created in the SHARP Desktop to other applications, as well as import files into the SHARP Desktop. The **Import...** and **Export...** commands are located in the File menu of the SHARP Desktop.





Importing

Select **Import...** from the File menu. The **Import** dialog box will appear.



Select the file you would like to import. Enter the name in the **File name** text box, or navigate through your directories and select the desired file by clicking on it once (it will appear in the File name area). Then click on **OK**. The file will appear as a document in the SHARP Desktop.

The file formats supported for importing to the SHARP Desktop are Windows® Bitmap (BMP), JPEG JFIF, PCX, DCX, and TIFF.

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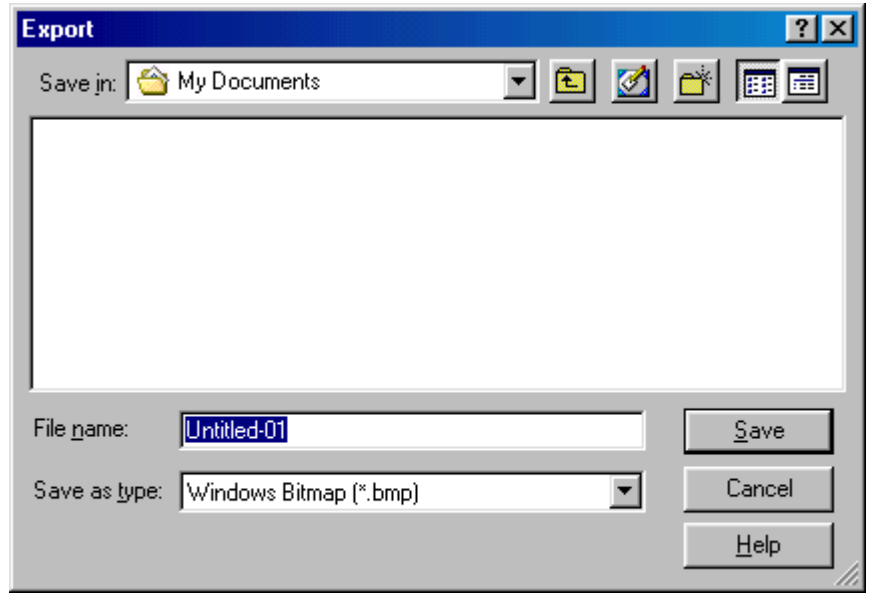
Exporting

Select the document you wish to export by clicking on it once in List View or Thumbnail View, and then select **Export...** from the File menu. You can also right-click the mouse over the document you wish to export, and select **Export...** from the pop-up menu. The Export dialog box will appear.



Select the destination for the SHARP Desktop document you would like to export. Enter the name in the **File name** text box and navigate to the desired directory. Then click on **Save** to execute the export command.

® Bitmap (BMP), JPEG JFIF, PCX, DCX, and TIFF.

Note

Although annotations on black and white documents that have been created with the New Document command or that have been scanned will appear in color in SHARP Desktop, when these documents are exported, they will appear in black and white. (Color annotations will continue to appear in color if the exported document is a color document.)

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Document File Format

Documents that are imported or exported can be saved in a number of formats: Windows® Bitmap, JPEG JFIF, PCX, DCX and TIFF. If importing or exporting an image produces unsatisfactory results, try saving the exported image in another file format.

- **Windows Bitmap**
  This is the native format for Microsoft Windows and is supported by most Windows applications. Multiple pages cannot be exported from this format.

- **JPEG JFIF**
  JPEG (Joint Photographic Experts Group) is best used when scanning continuous tone images, and is a lossy-compression type format. Multiple pages cannot be exported from this format.

- **PCX, DCX**
  PCX is a file format used in many applications, such as PC Paint brush. DCX is a similar format, from which multiple pages can be exported.

- **TIFF**

  TIFF stands for Tagged Image File Format. This format is also supported by many Windows applications, and is best suited for high contrast images. The TIFF format used in the SHARP Desktop is a non-compression type, and is one from which multiple pages can be exported.

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Linking to Other Applications

The SHARP Desktop can be linked to various other software applications, including e-mail software, giving you a shortcut method for sending SHARP Desktop documents to these programs. When a link has been established, simply select a document in the SHARP Desktop and then click on the application icon that appears in the Application Link Area. The application will automatically start with the document opened.

To link to another application, follow the procedure below.

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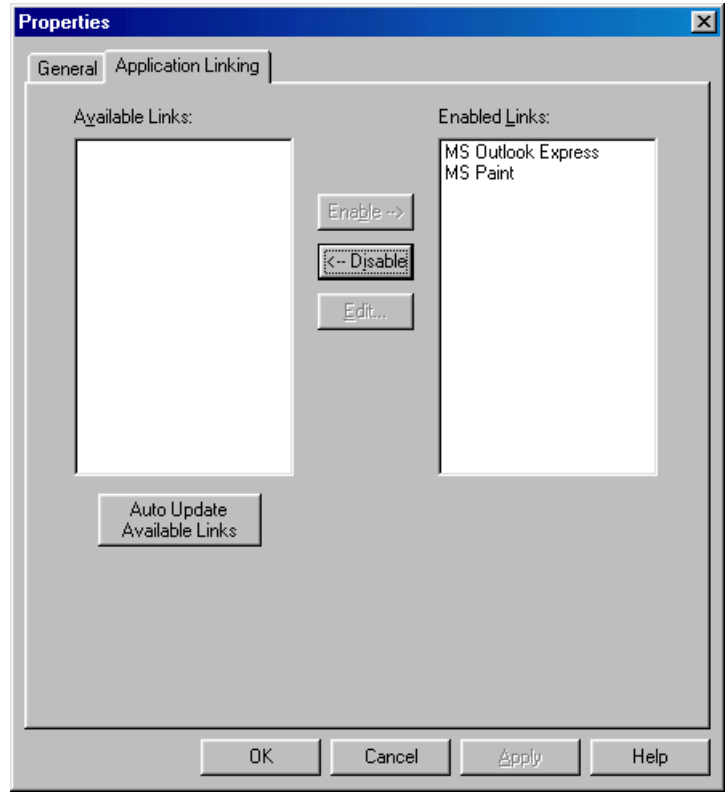
1 From the Tools menu, select Properties..., or right-click the mouse in the Application Link Area and click on Properties.... Select the Application Linking tab.



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2 **The Available Links list shows the applications that you can link to. Click an application to select it and then click the Enable button. Click the OK button to return to the SHARP Desktop. The application's icon will appear in the Application Link Area.**

Disabling a link

To disable an application link, select the Application Linking tab in the Properties dialog box and then select the application you want to disable from the Enabled Links list. Click the Disable button.

Editing a link

To edit an application link, right-click on the application icon in the Application Link area and select Properties. The Application Linking Wizard appears with the application pre-selected. Proceed through the wizard to make the changes you desire.

You can also edit an application link from the Application Linking tab. Select the application from the Enabled Links list and then click the Edit... button.

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Auto Update of Available Links

To have the SHARP Desktop search for applications for which links are available, click the Auto Update Available Links button. All applications with available links will appear in the Available Links list.

Important Note:

When you send a document from the SHARP Desktop to a linked application, a temporary file is saved in the Temp directory located on your hard disk (by default c:\Windows\Temp). With the exception of MAPI-compliant applications, however, this temporary file is permanent and is not automatically erased. To avoid wasting hard disk space, you should throw away the temporary file every time you send a document to a linked application. When the linked application opens, the document will be assigned a randomly generated 8-character name. This name will appear in the name field at the top of the document window. On a piece of paper, write down the document name, then rename the document if desired. Quit all running applications, go to the Temp directory, and drag the temporary file to the Recycle Bin.

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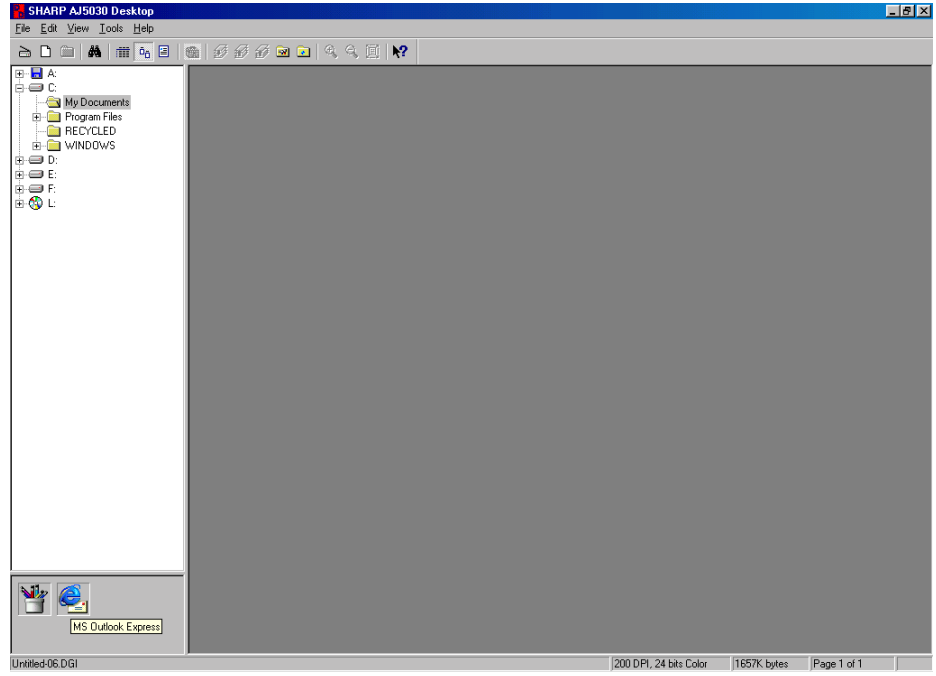
E-Mailing Documents

If a MAPI (Messaging Application Program Interface) compliant Electronic Messaging Client such as Microsoft Outlook Express or Microsoft Exchange is active on your computer system, the program's icon will automatically appear in the Application Link Area. You can also link to other e-mail applications using the linking procedure described in this chapter.



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A document can then be sent as an e-mail attachment by clicking on it and then clicking on the icon of the appropriate Electronic Messaging Client in the Application Link Area. A dialog box or window from the program for the transmission of the document will appear.

Documents sent as e-mail attachments are converted by default to JPEG files. When you send a document stack, each document in the stack is sent as a separate attachment. If you want documents to be converted to a different format, right click the icon of the e-mail application in the Application Link Area and select Properties from the pop-up menu. This starts the Application Linking Wizard. Change the document format in the appropriate window of the wizard. Note that some formats, such as Bitmap, may result in excessively large files for high-resolution documents. Sending and receiving such a file will require a long time and may exceed a size limit imposed by the e-mail application or server. In this case, we recommend that you use JPEG.

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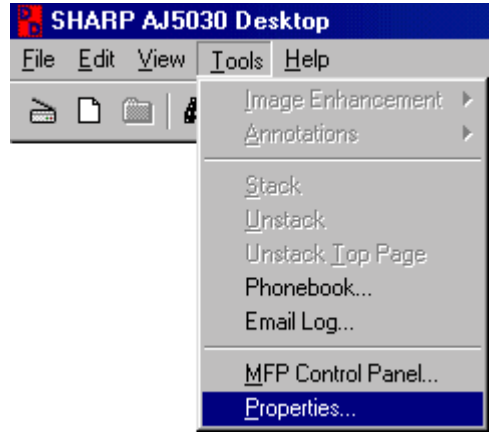
Changing Desktop Properties

The Properties dialog box is opened from the Tools menu and provides various settings for customizing the SHARP Desktop environment.



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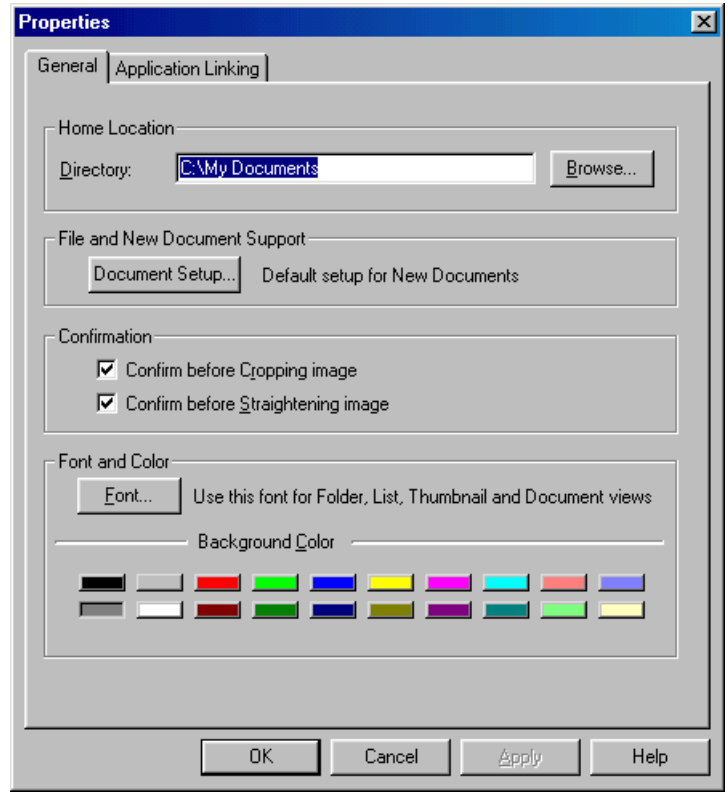
General

The General tab allows you to set the font style for folders and document lists, and the background color of the View Area while in Thumbnail View.



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- **Home Location**
  Select the location that contains the documents displayed on the Desktop.

- **Confirmation**
  Select whether you want a confirmation dialog box to appear before cropping or straightening is executed.

- **File and New Document Support**
  Click on this button to change the default settings for new documents (documents that you create with the New command in the File menu).

- **Font...**
  Click on this button to open the Font dialog box, where you can make font settings for your folders and document lists.

- **Background color**
  Select the background color of the Desktop View Area.

- **OK**
  Click on this button to save your settings and exit the dialog box.

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- **Cancel**
  Click on this button to exit this dialog box without making any changes to the settings.

- **Apply**
  Click on this button to save your settings without exiting the dialog box.

- **Help**
  Click on this button to bring up the Help file dedicated to this dialog box.

Application Linking

This tab allows you to link to faxing, e-mail and other programs. See “Linking to Other Applications” in this chapter for details.

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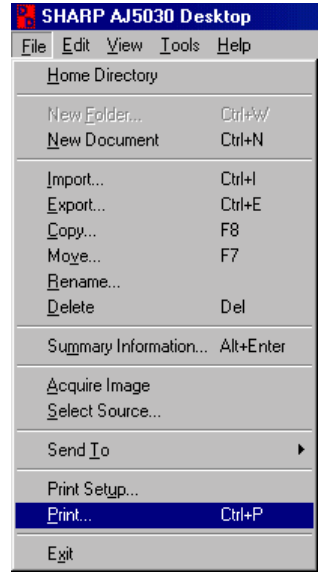
Printing from the SHARP Desktop

Printing documents from the SHARP Desktop can be accomplished in two ways. The first is to click on the document you wish to print to select it, and then select **Print...** from the File menu of the SHARP Desktop. (Note that this is the only way to print while in Page View). The second way is to right-click on a document in List View or Thumbnail View and then select **Print...** from the pop-up menu. Both methods are shown below.



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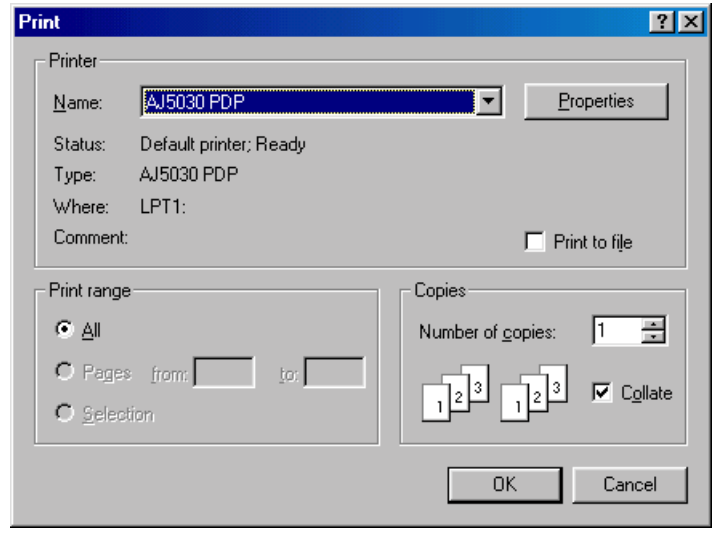
A dialog box will appear that lists the print options. Use this dialog box to set the print range (the pages of the document you want to print) and the number of copies. When needed you can also select the Print to file checkbox to print the document to a file rather than directly to the printer.



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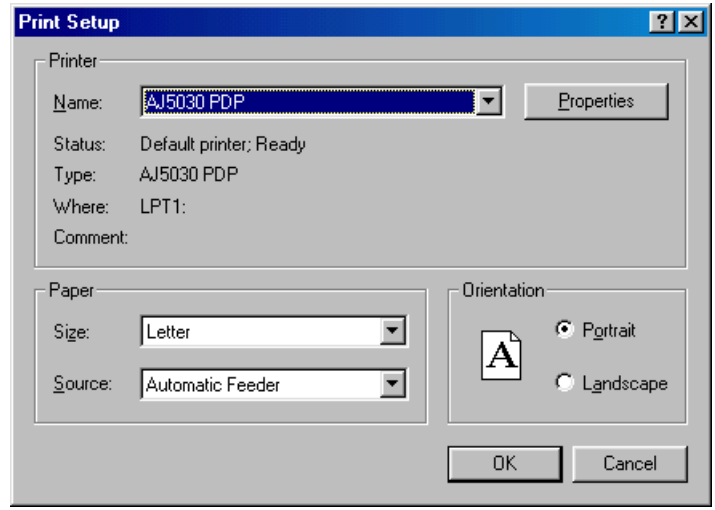
To adjust the printer settings, click the Properties button.



After you have adjusted print settings, begin printing by clicking on the **OK** button in the Print dialog box.

Printing to the Desktop from Other Applications

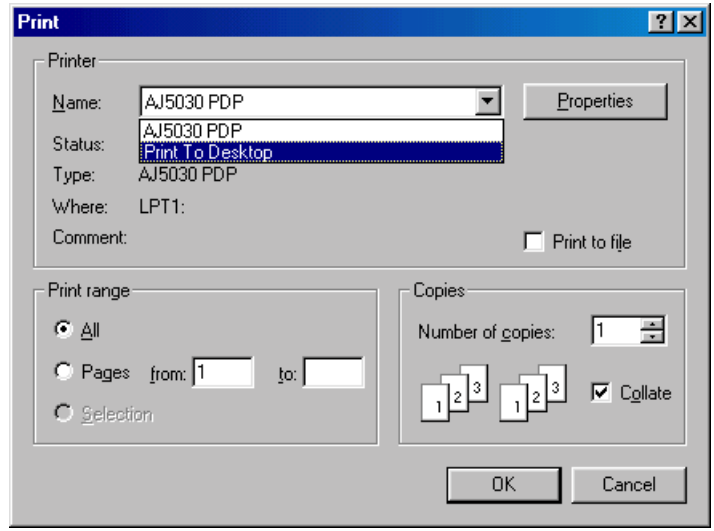
Many popular software applications can be used to create SHARP Desktop documents by the following procedure. This is a convenient way to keep various related documents in one location.

Note

When importing documents from graphics applications to the SHARP Desktop, it is better to use the Import command than the Print to Desktop driver. See "Importing a Document to the Desktop," and "Importing and Exporting" in Chapter 3.

1 **Open the Print dialog box of your application. (This is usually done through the File menu.)**

2 In the Printer Name field, select “Print to Desktop” driver.



(Example: Print dialog box of Windows® WordPad)

3 Click the OK button to begin printing.

The document will appear in the folder of the SHARP Desktop that is currently open (active). Make sure you have opened the desired folder before starting the print job.

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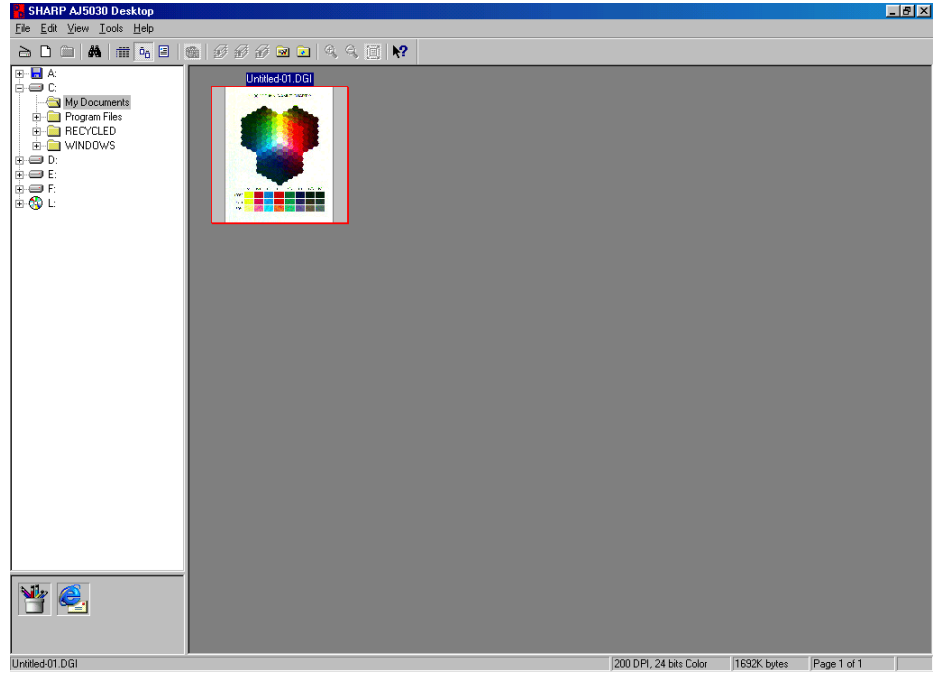
When the procedure is complete, the SHARP Desktop will launch if it is not already open, and the document you have “printed” there will be available for manipulation with the Desktop tools. It will appear in the folder which was most recently opened.



This feature is very useful for converting files originating from different applications into one common format, to be acted upon by a common set of commands, and to be stored and filed together.

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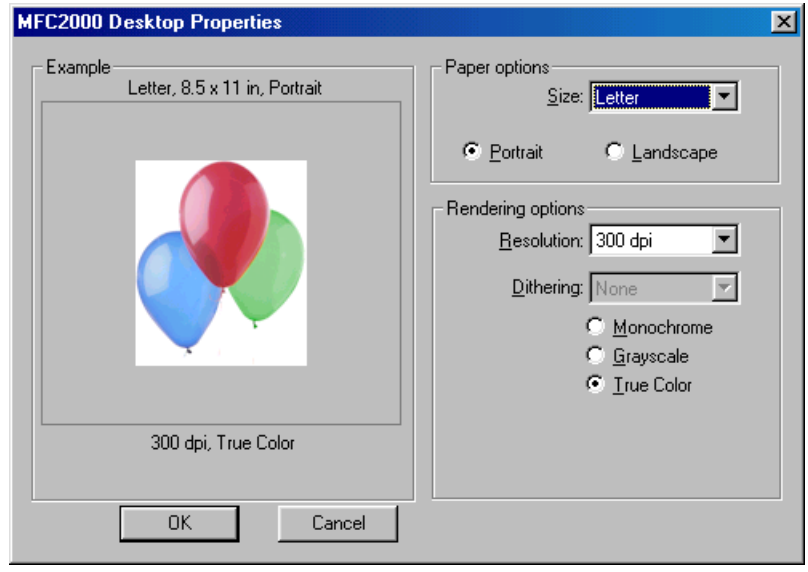
Desktop driver properties

The printer properties for the Print To Desktop driver can be accessed by clicking on the **Properties** button in the Print dialog box after Print To Desktop has been selected as the printer. (See "Printing to the Desktop from Other Applications" in this chapter.) The following dialog box will appear.



- **Paper Size**
  Select the size of paper you intend to use for the print job.

- **Portrait/Landscape**
  Set the orientation for your documents to either Portrait or Landscape.

- **Resolution**
  Select the desired resolution from the drop-down list.

- **Dithering**
  This setting is only enabled when Monochrome is selected. The picture in the Example area shows the effect of the currently selected Dithering setting.

- **Monochrome/Grayscale/True Color**
  Select Monchrome for a simple black and white document, Grayscale for a black and white document with shades of gray, or True Color for a color document.

- **OK**
  Click on this button to save your settings and exit the dialog box.

- **Cancel**
  Click on this button to exit the dialog box without changing any settings.

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The SHARP AJ5030 Control Panel lets you use your computer to perform the following operations on the Color MFP unit:

- **Program auto dial numbers in the Color MFP unit**
  The Control Panel lets you program auto dial numbers (Rapid Key and Speed Dial numbers) in the Color MFP unit for fax and e-mail. Once a Rapid Key or Speed Dial number is programmed, you can send a document to a fax or e-mail destination with out having to dial the full fax number or enter the full e-mail address.
  (Note: For information on using Rapid Key and Speed Dial numbers, see Chapter 3 of the Operation Manual.)

- **Set up the E-MAIL key on the Color MFP unit**
  Use the Control Panel to set up the E-MAIL key on the Color MFP unit. The E-MAIL key lets you scan a document from the Color MFP unit directly into your selected e-mail program.

- **Install and maintain ink cartridges**
  The Control Panel gives you an easy means of installing, changing, and maintaining ink cartridges in your Color MFP unit.

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Opening the Control Panel

The Control Panel can be opened from the SHARP Desktop or the Windows Start button.

From the SHARP Desktop

- Click on the **MFP Control Panel** button in the Toolbar at the top of the SHARP Desktop window.

  or

- From the Tools menu, select **MFP Control Panel...** .

From the Windows Start button

- From the **Start button** on the taskbar, select **Programs**, and then point to **SHARP AJ5030** and select **SHARP AJ5030 Control Panel**.

To open the Control Panel, the Color MFP unit must be plugged into a power outlet and connected to your computer.

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Setup for Auto Dial E-mail

Important!
To use a Rapid Key or Speed Dial number for e-mail, your computer must be able to connect to the Internet, either through a dial-up account with an Internet Service Provider or through a LAN or other network.
If you have a dial up account, your computer must have its own connection to the telephone line. The computer cannot connect to the telephone line through the Color MFP.

Entering your SMTP server
Before you can program an e-mail address or fax number in a Rapid Key or Speed Dial number, you must enter the name of your SMTP (outgoing) mail server. Open the Control Panel and select the Miscellaneous tab.

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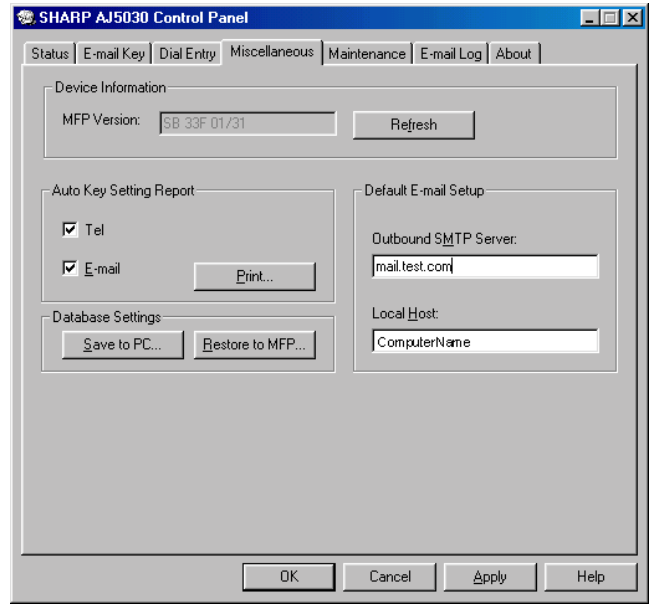

In the **Default E-mail Setup** field, enter your outgoing mail server name under **Outbound SMTP Server**. (Your Internet service provider provided you with this information when you signed up for service. If you no longer have the information, contact your provider.) If your provider also requires a local host, enter the local host name under Local Host.

When finished, click the **OK** button or the **Apply** button to save your settings. If you click the **OK** button, the Control Panel will close. If you click the **Apply** button, the Control Panel will remain open.

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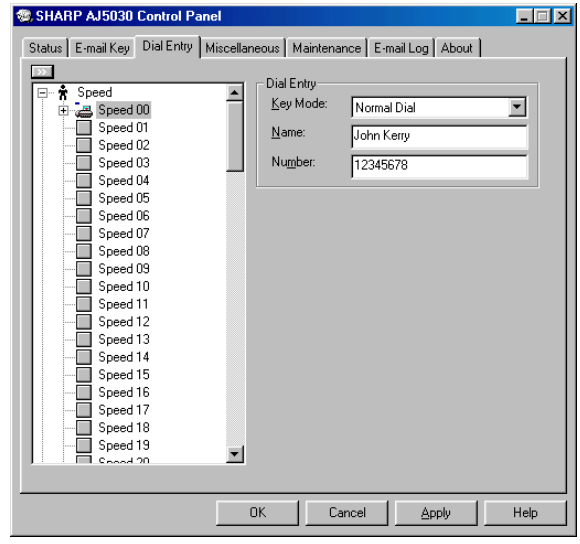
Programming Rapid Key and Speed Dial Numbers

To program a Rapid Key or Speed Dial number for e-mail or fax, select the Dial Entry tab in the Control Panel.



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1 **In the field on the left that shows Speed Dial numbers and Rapid Keys, click on the Rapid Key (one-touch dial key) or Speed Dial number (two-digit abbreviated dialing number) that you wish to program.** (To expand a list, click on the "+".) (For more information on Rapid Key and Speed Dial numbers, see Chapter 3 of the Operation Manual.)

2 **In the Key Mode field, select Normal Dial for a fax number, E-mail for an E-mail destination, or Chain Dial for an area or access code.**
(Note: Programming an area code or access code as a Chain Dial number allows you to automatically dial that area/access code by pressing a Rapid Key or entering a Speed Dial number. You can then dial the rest of the fax or voice number by any of the dialing methods explained in Chapter 3 of the Operation Manual.)

3 **Enter the name of the destination in the Name field.**

4 **If you selected Normal Dial or Chain Dial for the Key Mode, enter the fax number or area/access code in the Number box. When finished, go to Step 6.**

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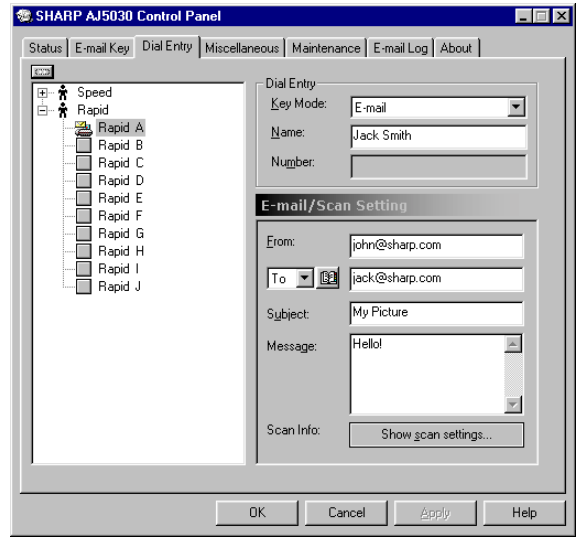
5 If you selected E-mail for the Key Mode, fill in the settings in the E-mail/Scan Setting field:

- Enter your e-mail address in the **From** line.
- Select TO from the drop-down list. Type in the E-mail address of the recipient in the text box. To enter multiple addresses, type a comma after each address. If desired, enter E-mail addresses for CC and BCC as well.
- You can also enter E-mail addresses from an address book by clicking the Address Book icon.



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Note

You must enter your E-mail address in FROM and at least one receiving E-mail address in TO. All other settings in the E-mail Settings field are optional.

- If desired, enter a subject in the subject line and a message in the Message field.
- To adjust the scan settings, click the **Show scan settings** button.

---

6 **When you have finished programming the Rapid Key or Speed Dial number, click the OK button or the Apply button to save your settings and send them to the Color MFP unit. (Clicking the OK button will close the Control Panel. Clicking the Apply button will leave the Control Panel open.)**

Important!

If the Color MFP unit is busy with another operation, an error message may appear when you click the OK or Apply button. Make sure the unit is not busy and the display shows the date and time before clicking the OK or Apply button.

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Note

*You can make changes in the settings for a Rapid Key or Speed Dial number at a later time by opening the Dial Entry tab and selecting the Rapid Key or Speed Dial number from the list of your Rapid Key/Speed Dial numbers. Make the changes in the appropriate fields, and then click the **OK** button or the **Apply** button.*

Note

*To print out a list of your fax/tel and/or E-mail numbers, select the Miscellaneous tab and then check the **Fax/Tel** box or **E-mail** box (or both boxes) in the **Auto Key Setting Report** field. Click the **Print** button to begin printing.*

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Using a Rapid Key or Speed Dial Number for E-mail

When you use a Rapid Key or Speed Dial Number to send a document to an e-mail address, the document is scanned into your computer. Your computer then connects to your outgoing e-mail server and sends the document as an e-mail file attachment.

Follow the steps below to use a Rapid Key or Speed Dial number to send a document to an e-mail address.

---

1 **A subject, message, and scan settings are stored in the Rapid Key or Speed Dial number. If you need to enter a subject and message for the e-mail (or change a previously entered subject and message), or if you wish to adjust any of the scan settings, including the image type of the document to be sent as a file attachment, open the Control Panel, select the Dial Entry tab, and then select the Rapid Key or Speed Dial number from the list of your Rapid Key/Speed Dial numbers. Make the changes in the appropriate fields (click the "Show scan settings" button to make changes the Scan Settings window), and then click the OK button or the Apply button.**

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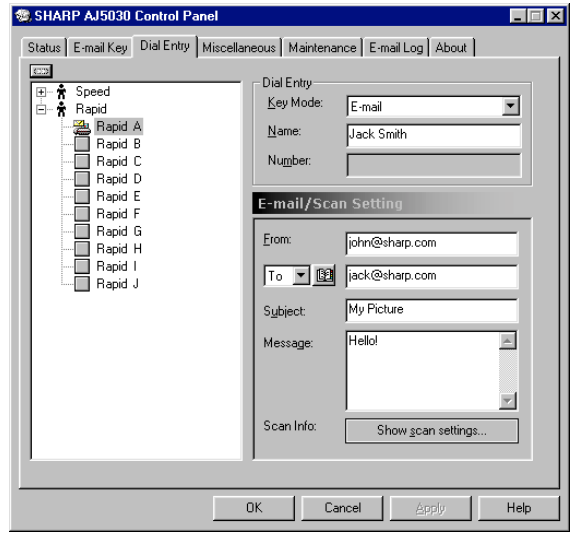

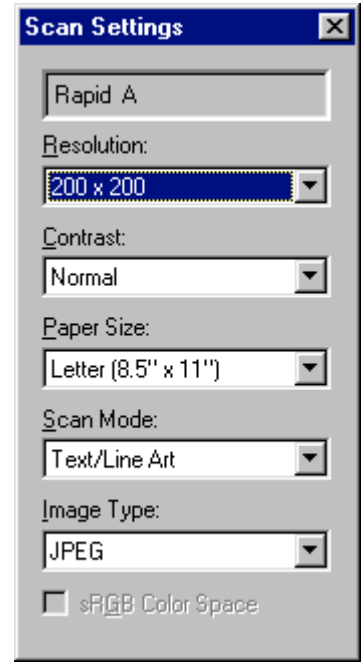

Note

If you are sending a multi-page document and select BMP or JPEG for the image type, a separate file attachment will be created for each page. If you select TIFF, PCX, or DCX, a single multi-page file attachment will be created.

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2 Load the document you wish to scan in the auto document feeder or on the document glass:

Auto Document Feeder: Adjust the document guides to the width of the document. Insert the document face up into the feeder.

Document glass: Place the original face down on the glass with the top edge against the document guide. Make sure the center of the original is aligned with the center mark on the document guide.

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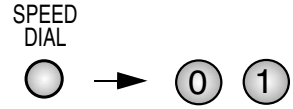
3 **Rapid Key Dialing:**
If the e-mail address is programmed in a Rapid Key, press the Rapid Key on the Color MFP. If the document is loaded in the auto document feeder, transmission begins. If the document is loaded on the document glass, go to Step 4.

(Example)

Speed Dialing:
If the e-mail address is programmed in a Speed Dial number, press the SPEED DIAL key and then enter the number. If the document is loaded in the auto document feeder, press the START key to begin transmission. If the document is loaded on the document glass, go to Step 4.



(Example)

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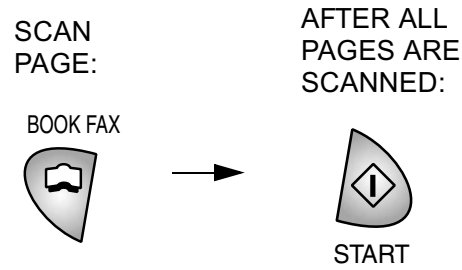
4 **If the document is loaded on the document glass, press the BOOK FAX key. After the document is scanned, press the START key if you have no further pages to send. If you have more pages to scan, place the next page on the document glass and then press the BOOK FAX key again. Repeat until the last page is scanned, and then press the START key to begin transmission.**



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Note

If the image file of the scanned document is too large, excessive time may be required to transmit the e-mail and it may be refused by the recipient's e-mail server. In particular, a high resolution setting and True Color scan mode produce large files. BMP and TIFF image types also tend to produce large files. If you encounter difficulty, try scanning the document with a lower resolution setting, a different scan mode, and/or a different image type setting.

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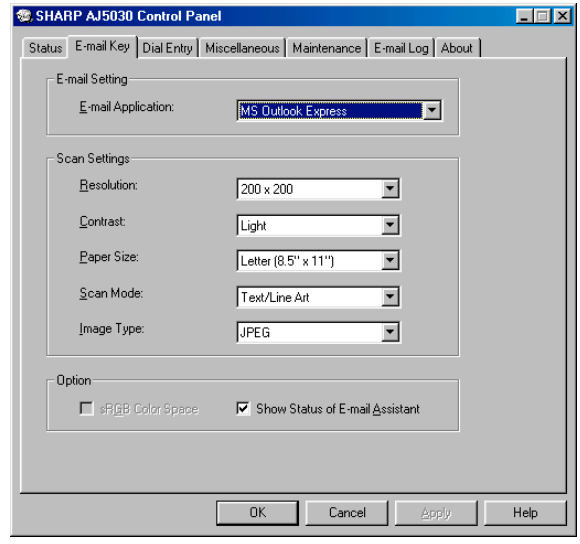
Setting Up the E-mail Key

You can also send a document as an e-mail attachment by loading the document in the Color MFP unit and then pressing the **E-MAIL** key on the unit's operation panel. The document will be scanned and your specified e-mail program will automatically start on your computer. The document will appear as an attachment in a new e-mail message, and you can then select the recipient and add a subject and a message.

To use the E-MAIL key, you must first select the e-mail program you want to use in the E-Mail Key tab of the Control Panel.



The e-mail programs that you have available on your computer appear in the drop-down list in the **E-mail Setting** field. Click the arrow to open the list and then select the desired program.

Change any of the **Scan Settings** as needed for the document you are going to scan.

When finished, you can save the settings by clicking either the **OK** button or the **Apply** button. If you click the **OK** button, the Control Panel will close. If you click the **Apply** button, the Control Panel will remain open.

Note

If the image file of the scanned document is too large, your e-mail program may not open, excessive time may be required to transmit the e-mail, and/or the e-mail may be refused by the recipient's e-mail server. In particular, a high resolution setting and True Color scan mode produce large files. BMP and TIFF image types also tend to produce large files. If you encounter difficulty, try scanning the document with a lower resolution setting, a different scan mode, and/or a different image type setting.

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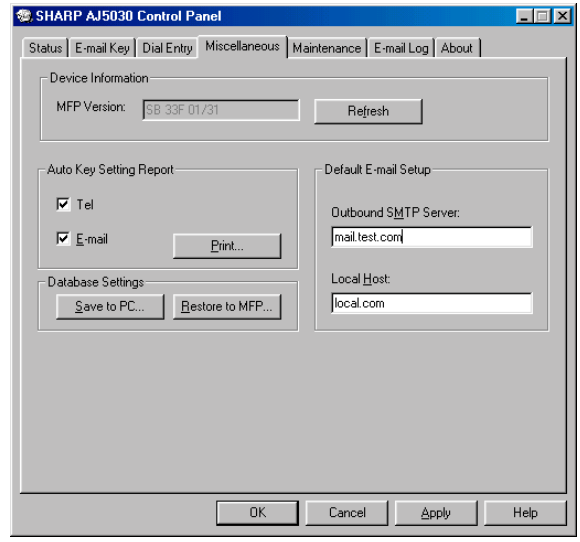
Making a Backup of the Control Panel Settings

You can store your Control Panel settings on your hard disk for backup purposes. To save the settings, select the Miscellaneous tab and click the **Save to PC** button in the **Database Settings** field. Enter a name for the file in the Save As dialog box that appears and click the **Save** button.



To restore the settings saved in a file, click the **Restore to MFP** button and select the file in the Open dialog box that appears. When you click the **Open** button in the Open dialog box, the settings will be sent to the Color MFP unit.

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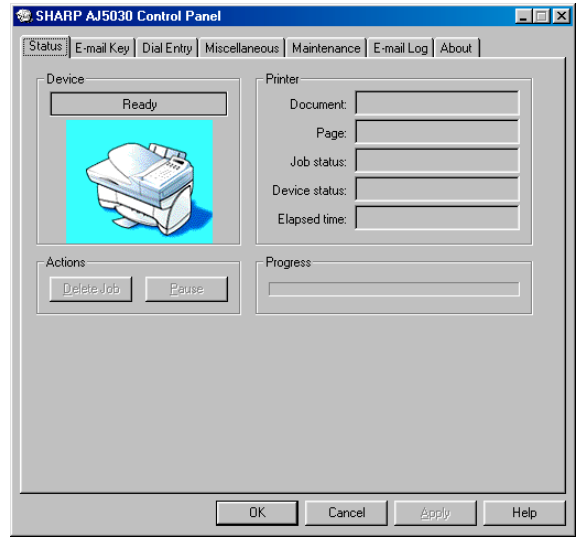
Monitoring Print Jobs in the Status Tab

You can monitor print jobs sent to the Color MFP unit in the Status tab of the Control Panel.



To pause printing, click the **Pause** button. To cancel a print job, click the **Delete Job** button.

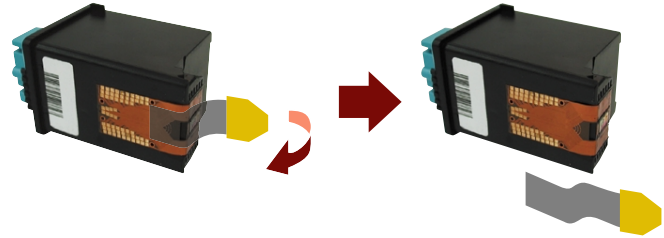
Changing and Maintaining Print Cartridges

1 **Open the printer cover.**

Note

If you are changing or replacing a cartridge, remove the old cartridge. If you are going to use the old cartridge again, place it in an air-tight container.

2 **If you are installing a new cartridge, remove only the sticker and the transparent tape from the bottom of the new cartridge.**



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WARNING!
DO NOT touch the gold contact area of the cartridge.

---

3 **Insert the cartridge into the print cartridge carrier as shown.**

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4 Push back firmly on the cartridge until it snaps securely into place.

5 Close the print compartment cover.

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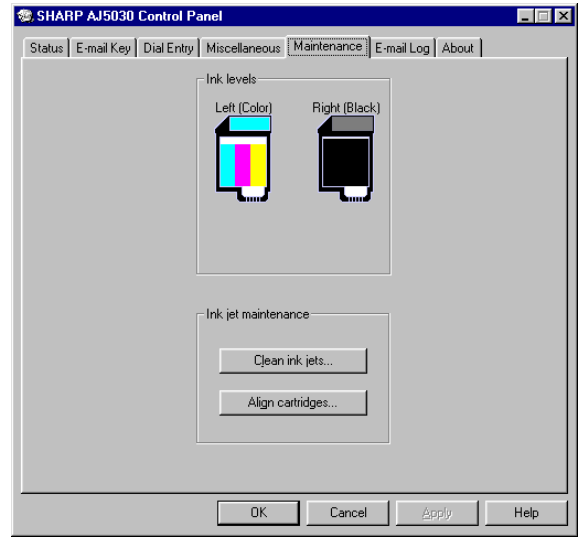
6 **Open the Control Program and select the Maintenance tab. Click the “Align cartridges” button if you installed a new cartridge, the Color MFP unit prints an alignment test page with four patterns on it. The Alignment dialog box appears.**



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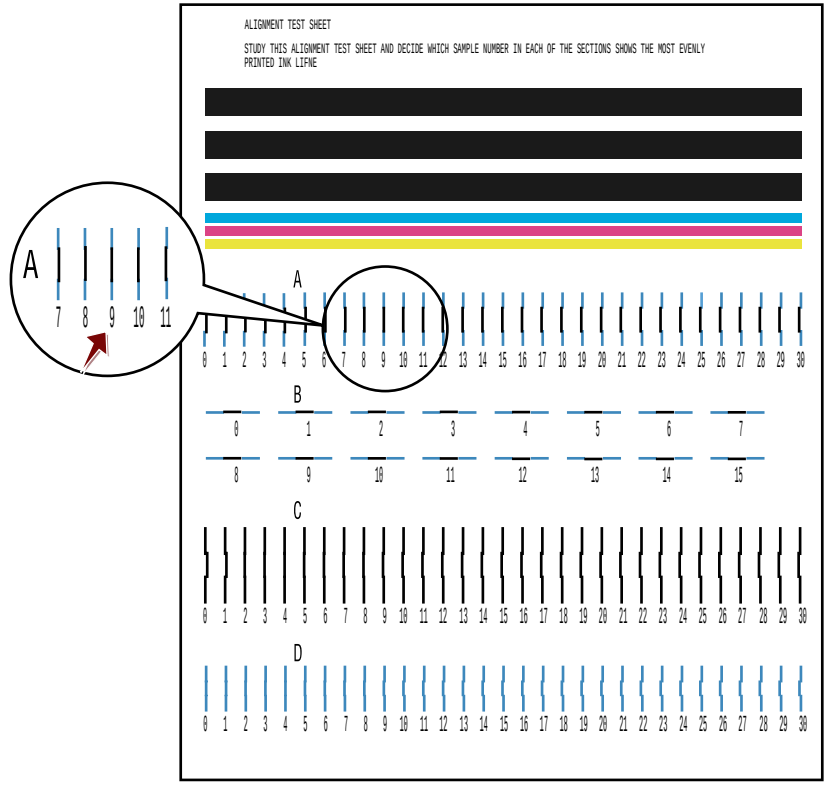
7 **In pattern A on the alignment page, locate the line that comes closest to forming a completely straight line.**
(In the following example, line 9 comes closest to forming a straight line.)



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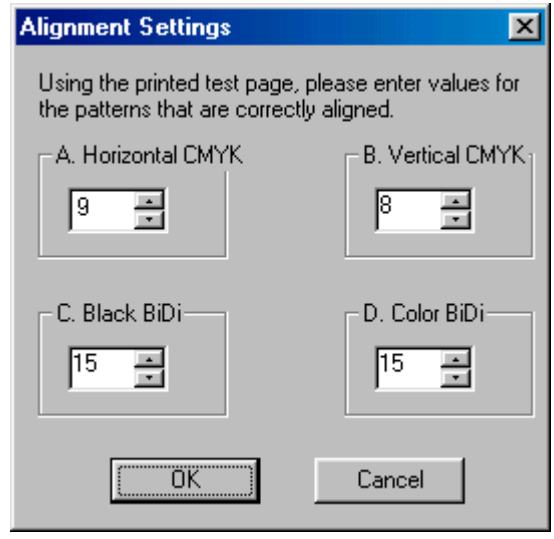
8 Enter the number of the straigtest line in Pattern A, and then enter the numbers of the straightest lines in Patterns B, C, and D.



9 When you have finished, click OK.

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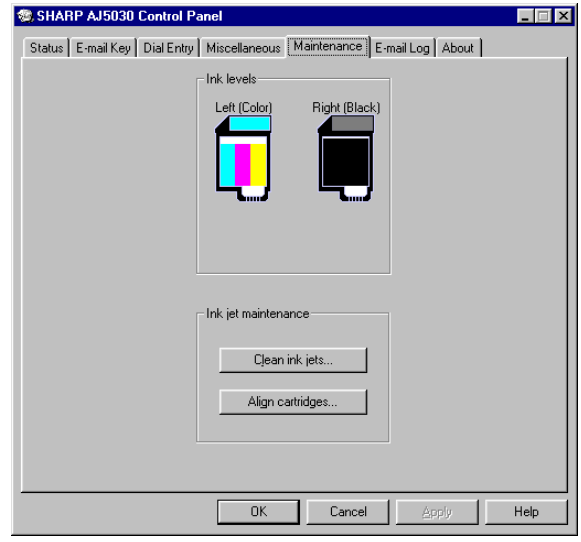
Improving print quality

If print quality is not satisfactory, first try aligning the print cartridges by clicking the **Align cartridges** button. The Color MFP unit will print an alignment test sheet and the Alignment dialog box will appear. Go to Step 7 on the preceding page and continue from there.

If print quality is still not satisfactory after aligning the print cartridges, try cleaning the cartridge nozzles by clicking the **Clean ink jets** button. The Color MFP unit will print out a nozzle test pattern. For more information on the test pattern and what to do if print quality is still unsatisfactory after printing the test pattern, see the Operation Manual.



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