UNISYS

BTOS
OFIS® Imager
Operations Guide

Relative to Release Level 1.0

Priced Item

February 1989
Distribution Code SA
Printed in U S America
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About This Guide

This guide provides instructions for installing and operating BTOS OFIS® Imager, a software product that enables you to scan photographs, pictures, and other images from outside sources for the purposes of editing, printing, or incorporating them into OFIS Designer text.

BTOS OFIS Imager hereafter shall be referred to as OFIS Imager.

Who Should Use This Guide

This guide was written for both novice and experienced BTOS operators. You must be familiar with the BTOS operating system and somewhat knowledgeable about operating a graphics product with a mouse to learn OFIS Imager.

How This Guide Is Organized

This guide is organized into the following sections:

- Section 1 provides an overview of OFIS Imager and defines operating system software as well as hardware requirements for proper use of the product.
- Section 2 explains how to install OFIS Imager onto your workstation and how to operate the mouse.
- Section 3 discusses all procedures you must follow to use OFIS Imager, including step–by–step instructions for preview and final scanning, editing an image, and printing an image or incorporating an image into an OFIS Designer file.
- Section 4 is a command and function quick–reference tool which you can use when you become more familiar with OFIS Imager operations.

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Reference Material

This guide includes a glossary, an index, and two appendixes. Appendix A lists and explains Error Codes and Messages specific to OFIS Imager; these messages can also be found in the *BTOS II System Status Codes Reference Manual.* Appendix B provides useful information for configuring OFIS Imager using the User Configuration File, and for configuring Context Manager to effectively run with OFIS Imager.

Text Conventions

Except in tables, this guide presents the following terms in boldface (heavier type): Commands, function and other key labels, form and menu field names, and entries you type in fields.

Menu field names appear with initial capital letters; for example, **Create**.

Keyboard keys are labeled in all capital letters; for example, **GO** and **MARK**.

This guide uses the following expressions and terms:

- When two keys are used together for an operation, they are hyphenated. For example, **CODE–SHIFT** means that while you hold down **CODE**, you press **SHIFT**.
- Character refers to alphanumeric symbols, and to spaces (blanks) you enter by pressing the **Spacebar**.

Related Product Information

For information regarding BTOS OFIS Designer as it relates to OFIS Imager, refer to the *BTOS OFIS Designer Operations Guide, Volume 3: Advanced Operations* and the *BTOS OFIS Designer Installation, Configuration, and Administration Guide.*

For information about the printers used for OFIS Imager output, refer to the *BTOS Generic Print System (GPS) Installation and Administration Guide.*

For an explanation of other BTOS operations and BTOS executive commands, refer to the *BTOS II System Reference Manual* and the *BTOS II Standard Software Operations Guide.*

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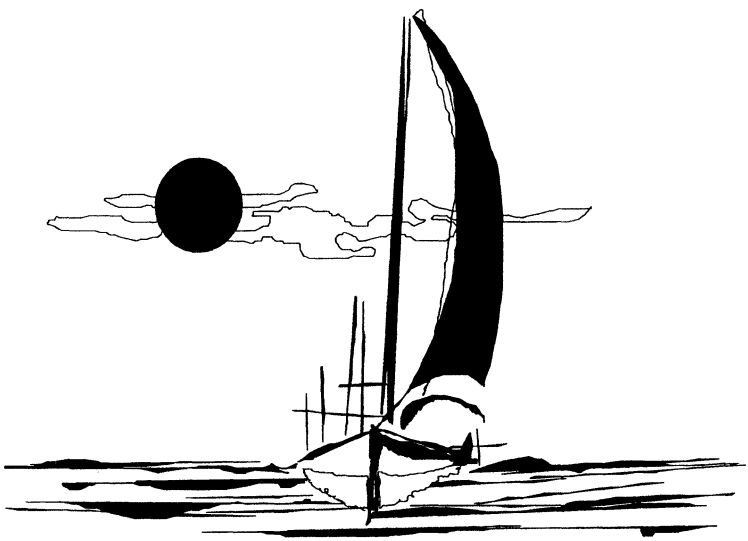
Overview

OFIS Imager is a software program you can use to transfer an image on paper into electronic form. You can scan anything that lies flat, from line art to photographs and drawings that contain shading. From there you can edit these images on your screen, and integrate them into documents.

With OFIS Imager, you can also store images you scan, such as an important logo or useful photograph, for use at a later date. You can attach scanned images to electronic mail messages and transfer them to any location on a network.

Figure 1–1 shows a document containing an image created using OFIS Imager. The image was created first by scanning a photograph from paper, then editing it using the resizing functions, and finally integrating it into an existing document using the transferring procedure.

Figure 1–1 **Image Scanned with OFIS Imager**



Hardware Requirements

To use OFIS Imager, you must have a B28, B38, or B39 graphics workstation with the following:

- color or monochrome monitor
- hard disk either at the workstation or at the master
- 5–1/4 inch floppy disk drive
- two–button or three–button mouse
- one of the following scanners, if you intend to scan images from a scanner rather than from files:

  the Microtek MS–300A serial interface scanner (for use with any workstation)

  the HP Scanjet parallel interface scanner (for use only with a workstation that has a bidirectional parallel interface port; for example, a B28EV, B38EV or B39 workstation)

  Note: OFIS Imager scanners require special cables. Contact your Unisys representative for more information and ordering procedures.

- GPS–supported printer, if you intend to print images alone or OFIS Designer documents that contain images

  For more information on printers, refer to the *BTOS Generic Print System (GPS) Installation and Administration Guide.*

- one of the following:

  B25GRA graphics module

  B28AG2

  contains B25AG2 Hardware module and B28–AST software

  B38AG2

  contains B25AG2 Hardware module and B38–AST software

  B39AG1

  contains B39AG1 Hardware card and B39–AST software

Memory Requirements

OFIS Imager requires the following memory to run properly:

- approximately 925 sectors of disk space
- at least 500 Kb of workstation system memory
- at least 3500 sectors of scratch disk space for the default bitmap of 300 dpi. (You need 11500 sectors of scratch disk space if you plan to create the largest size bitmap of 600 dpi.)

Software Requirements

You must have the following software to use OFIS Imager:

- OFIS Imager software
- BTOS II 1.0 or higher; BTOS II 2.0 or higher if using the HP Scanjet scanner
- Mouse System Service (not packaged with BTOS II 1.0)
- Generic Print System (GPS) 2.0 (if printing)
- OFIS Designer 2.0 or higher (if integrating images into documents)

You may choose to run BTOS Context Manager™II 1.0 or higher with OFIS Imager. Context Manager is an application utility which allows you to switch between contexts without having to finish out of sessions within these contexts. For information on configuring Context Manager refer to appendix B. For additional information refer to your Context Manager documentation.

Context Manager is a trademark of Convergent, Inc.

Installing OFIS Imager

OFIS Imager is packaged on a 5–1/4 inch diskette. You can install this software on your workstation or on an XE520 unit.

Installing OFIS Imager on a Workstation

To install OFIS Imager on a standalone, cluster, or master workstation, use the following procedure:

1. Insert the product diskette into floppy disk drive [f0].
2. From the Executive **Command** line, choose one of the following procedures:
   - To install OFIS Imager on the [Sys]<Sys> path of the workstation, enter **Software Installation**.
   - To install OFIS Imager to a specific directory, enter **Software Installation** and complete the following steps:
     1. Press **RETURN**.
     2. Enter the full path name as [volume]<directory> in the **[Files to]** field.
3. Press **GO**.
4. Follow the prompts that appear to complete the software installation.

Installing OFIS Imager on an XE520

To install OFIS Imager on an XE520 unit, use the following procedure:

1. Insert the product diskette into floppy disk drive [f0] of your standalone, cluster, or master workstation.
2. Enter **XESoftware Installation** on the Executive **Command** line.
3. Press **GO**.
4. Follow the prompts that appear to complete the software installation.

Installing Related Software

To install Generic Print System (GPS) 2.0, OFIS Designer 2.0 or higher, and Context Manager II 1.0 or higher, refer to each product's appropriate documentation for instructions.

If you choose to install Context Manager, refer to appendix B, which contains information useful for configuring Context Manager to run OFIS Imager.

Installing and Configuring the Mouse

To install Mouse hardware and software, refer to the *BTOS II Standard Software* documentation.

To configure the mouse, attach it to either the right or left port of your keyboard. You can use the Set Mouse Controls command to change the mouse cursor speed and type.

Operating the Mouse

You use the two-button mouse (shown in figure 2-1) or three-button mouse (shown in figure 2-2) to move the cursor and select commands in OFIS Imager. The mouse has two or three buttons with the following functions:

- **Mark** (left button)

  The **Mark** button allows you to select icons and choose images to scan.

- **Bound** (right button)

  The **Bound** button allows you to dismiss a scan box or resize a zoom box.

- **Quick Menu** (middle button) on your three-button mouse. If you have a two-button mouse, you press **CODE-M** to access the **Quick Menu.**

  The **Quick Menu** button or pressing **CODE-M** allows you to lock or unlock the edit box while you are working from the Edit menu.

Note: Unwanted boxes may appear on the OFIS Imager screen if you press the **MARK** and **BOUND** keys on the keyboard. You can remove unwanted boxes by clearing each one using the **Bound** button on the mouse or by toggling the Layout mode.

Figure 2–1 **Two–Button Mouse**

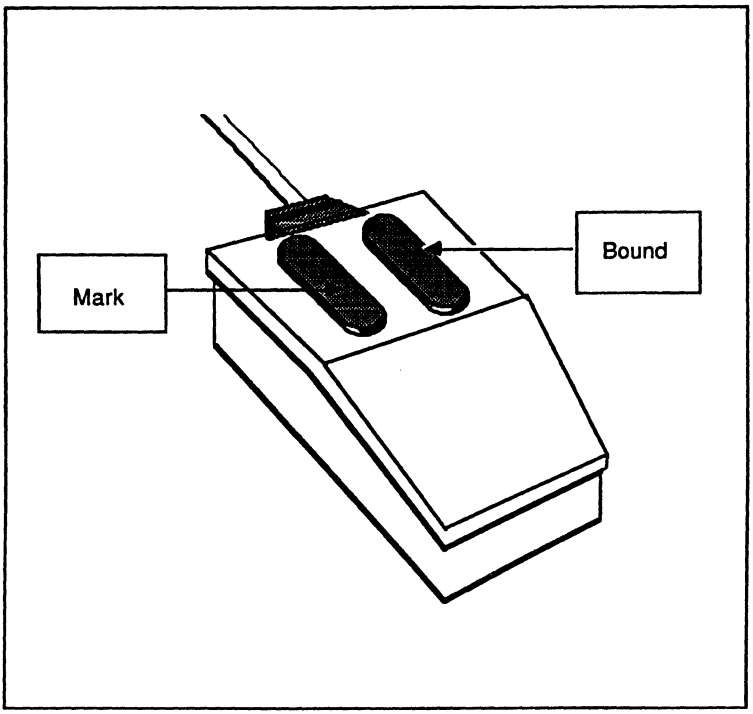
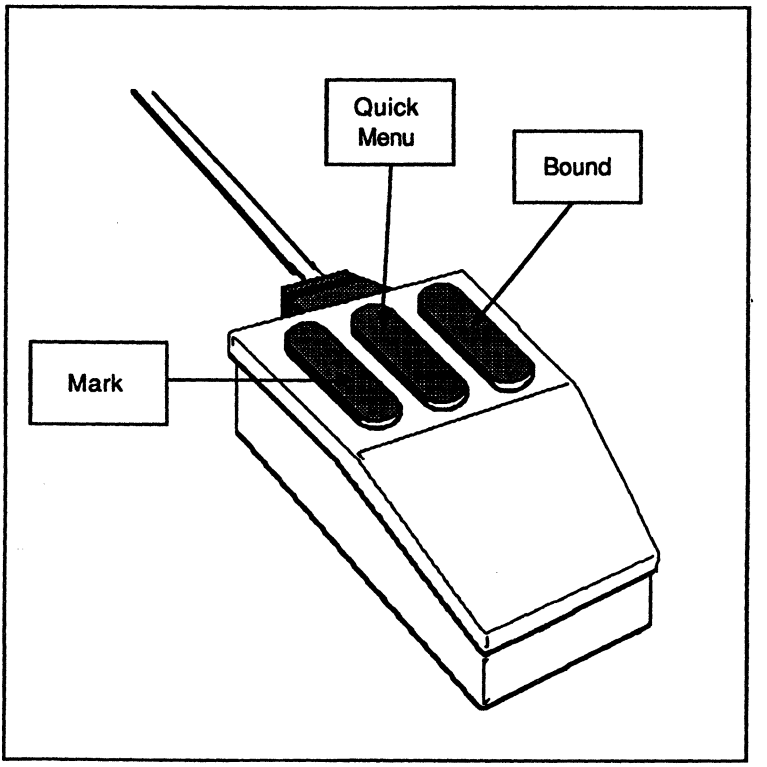


Figure 2–2 **Three–Button Mouse**



To practice moving the mouse (and, therefore, the mouse cursor), display the OFIS Imager screen, as shown in section 3. With the screen displayed, move the mouse on your desktop and watch the arrow, referred to as the mouse cursor, on the screen. Notice that movement of the mouse cursor on the screen corresponds directly to movement of the mouse. The mouse cursor moves in the same direction as the mouse and with the same speed. You can use the Set Mouse Controls command to change the mouse cursor speed and type.

There are three terms you should be familiar with as you work with the mouse buttons:

- **Click**

  Click means to press and release a mouse button.

- **Drag**

  When you **drag** the mouse, you press and hold a button while you move the mouse. By holding down the **Mark** button and moving the mouse, you can, for example, define or resize a scan box.

- **Select**

  To **Select** an icon or function key means to move the mouse cursor to the icon or function key and **click** the **Mark** button.

Using the Mouse to Define, Position, and Size the Scan Box

When using OFIS Imager, you work with several types of boxes. Most often you define, position, and size the Scan Box, which positions and sizes the images you scan.

To practice defining, positioning and sizing the scan box, use the following procedure:

1. With the OFIS Imager screen displayed (refer to section 3), press and hold the **Mark** button. Drag the mouse in a way which forms a box on the screen. (Note how scan boxes are simultaneously formed in both work areas.)
2. Release **Mark**. Note how the scan box is actually an arrangement of rectangular handles, with the outer handles connected by thin lines. These handles are used in moving and sizing the scan box.
3. To move (position) the scan box, move the mouse cursor to the middle handle inside the box, press and hold **Mark** and drag the mouse.
4. To resize the scan box, move the cursor to one of the outside handles, press and hold **Mark** and drag the mouse.
5. To remove the scan box, click **Bound**.

Using OFIS Imager

This section tells you how to use OFIS Imager: Topics covered include:

- starting OFIS Imager
- the OFIS Imager screen
- customizing OFIS Imager
- choosing a printer
- using the Help function
- scanning an image into the preview and final work areas
- modifying the view of an image
- modifying an image
- filing and printing images
- finishing an OFIS Imager session
- incorporating an image into an OFIS Designer document

After you read this section, you will know enough about OFIS Imager to be able to practice scanning artwork and editing it for final output.

Starting OFIS Imager

You can start OFIS Imager from the Executive, Context Manager, or OFIS Designer. By starting OFIS Imager as a cooperating program from OFIS Designer, you can incorporate images in your OFIS Designer documents. The methods of starting OFIS Imager are described in the following paragraphs.

Starting OFIS Imager from the Executive

To start OFIS Imager from the Executive, use the following procedure:

1 Enter **OFIS Imager** at the Executive **Command** line.

2 Choose one of the following:

- Press **GO** to load OFIS Imager.
- Press **RETURN** to specify an image file which will appear in the OFIS Imager Final Work Area.

  Specify the image file name at the **[Image file]** parameter, and press **GO**.

Starting OFIS Imager from Context Manager

To start OFIS Imager from Context Manager, use the following procedure:

1 Select OFIS Imager from the Applications You Can Start box.

2 Press **GO**.

Starting OFIS Imager from OFIS Designer

To start OFIS Imager from OFIS Designer, use the following procedure:

1 Press **MARK** to select an anchor character.

2 Select the **Utility** (**F7**) function key.

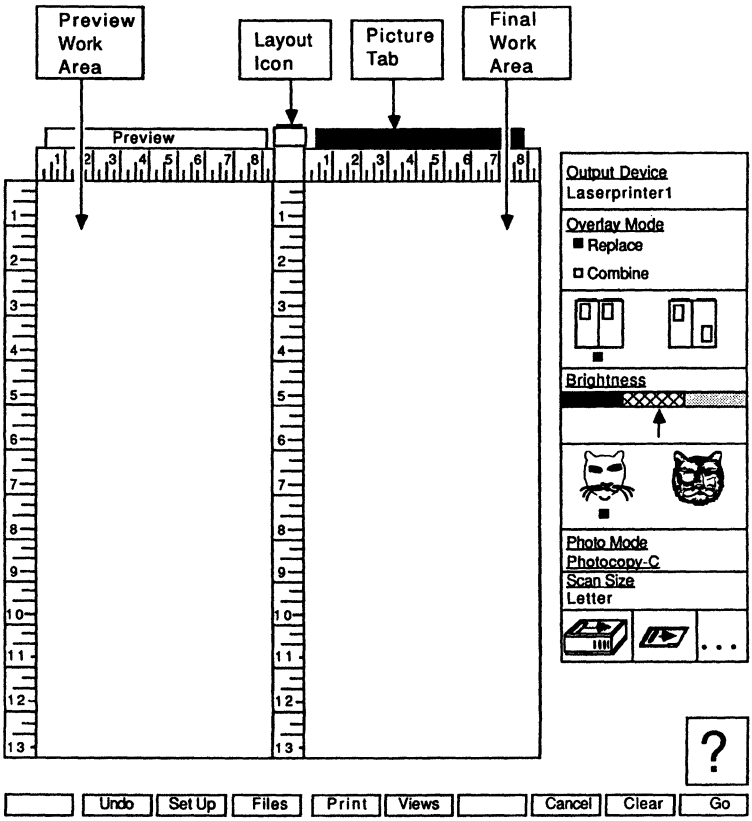
3 Press the number that corresponds to OFIS Imager.

An arrow appears briefly on the screen along with a message that displays the version of the OFIS Imager software. The OFIS Imager screen then appears.

The OFIS Imager Screen

The OFIS Imager screen, shown in figure 3–1, consists of two work areas and several menus. You scan images into either of the work areas; the menus display the tools and options you can choose to define and modify the images. The ruler areas displayed at the top and left side of each work area are useful for scaling the scan box and the images you ultimately define.

Figure 3–1 **The OFIS Imager Screen**



Two Work Areas

The OFIS Imager screen consists of two work areas, the Preview Work Area on the left portion of the screen and the Final Work Area in the middle of the screen. Often, the two work areas are used together when you scan an image into the Preview Work Area and then scan it into the Final Work Area for editing and eventual output. However, you can scan images directly into the Final Work Area (this procedure is discussed later).

You can consider the Preview Work Area as a place to temporarily view an image currently in the scanner, and the Final Work Area as the place for processing the image.

Picture Tabs

Picture tabs appear at the top of the OFIS Imager screen. One of these picture tabs is always highlighted to indicate the active work area (the area you are currently working within). OFIS Imager commands apply only to the image in the active work area, and the editing tools function only in the Final Work Area. The picture tab for the Preview Work Area displays the name of the image or file the area contains (if the image has a name).

Layout Icon

The Layout Icon appears between the picture tabs. You use this icon to change the screen from Dual Layout to Single Layout. When you start OFIS Imager, the screen defaults to Dual Layout, which means that both work areas are displayed. Using the Layout Icon, you can change the screen to Single Layout and display more of the active work area (refer to the information under Using Single Layout in this section).

OFIS Imager Menus

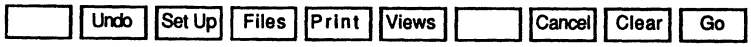
You use several menus in OFIS Imager to scan and edit images. Many of the tools used in the scanning and editing procedures display as icons in the Scan and Edit menus along the right side of the screen.

The Function Menu

The Function menu, displayed along the bottom of the screen, contains boxes that correspond to the function keys (**F1** through **F10**) on your keyboard (refer to figure 3–2). Some function keys directly execute commands, such as **F8** (Cancel) and **F10** (Go), while others display menus, such as **F3** (Set Up) and **F4** (Files). There are two ways to select a function key:

- You can use the mouse to move the cursor to the Function menu and click **Mark.**
- You can press the appropriate keyboard function key.

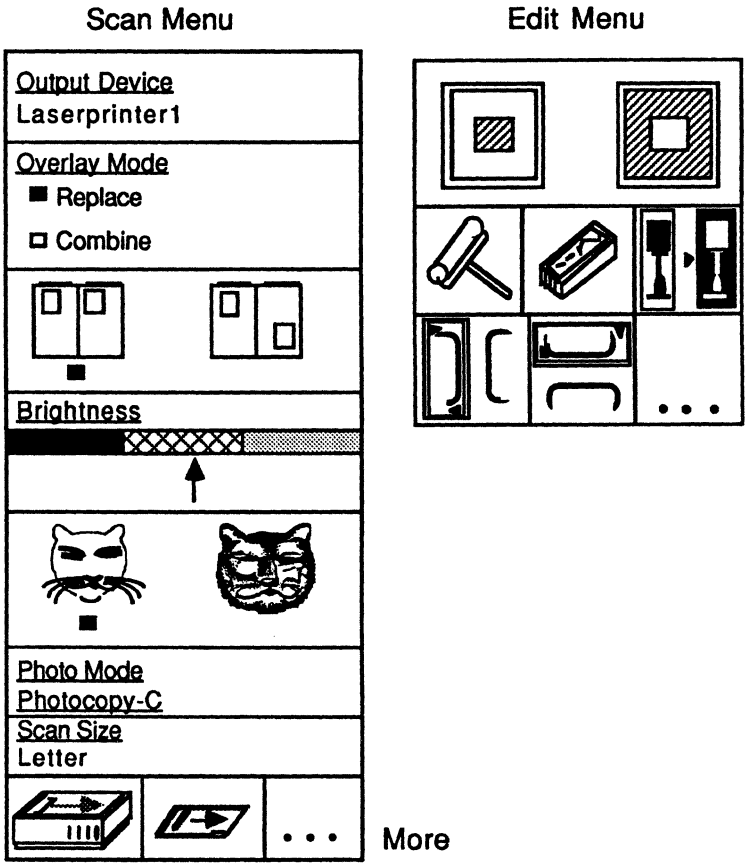
Figure 3–2 **The Function Menu**



The Scan and Edit Menus

The Scan menu and the Edit menus are located along the right side of the screen (refer to figure 3–3). When you start OFIS Imager, the Scan menu is displayed. You use the Scan menu to adjust the scanning environment and to scan images. Once you scan an image into the Final Work Area, you use the Edit menu to modify the image. You use the **More** icon ellipsis to switch back and forth between the two menus.

Figure 3–3 **The Scan and Edit Menus**



Selecting Tools and Functions

You choose tools from the Scan and Edit menus, and you select functions from the Function menu. You use the mouse to select tools and either the mouse or the function keys to select functions.

To select a tool or function using the mouse:

1 Move the cursor to the tool or function.
2 Click the **Mark** button.

When you choose a tool, its icon is highlighted. When you select a function, either the operation is executed, or a pop–up menu is displayed. Three of the selections on the Scan menu also display pop–up menus: Output Device, Scan Size, and Photo Mode. Four of the function keys display pop–up menus.

Pop–Up Menus

When selected, some tools and functions display pop–up menus. These menus contain options relevant to that particular tool or function. For example, the Files pop–up menu (**F4**) contains three filing–related options, while the Output Device pop–up menu lists the names of the available printers.

To make a choice from a pop–up menu, use the following procedure:

1 Select the menu or function title to display the pop–up menu.
2 Use the mouse to highlight an option and click **Mark**.

If the option is a command, the command is executed. Otherwise, the option is selected; for example, a printer from the Output Device menu.

To close a pop–up menu without making any selections, select **Cancel** (**F8**) on the Function menu, or click **Bound** on the mouse. Otherwise, the pop–up menu is removed from the screen when you select another option or select **Go**.

Canceling Commands

If you change your mind about a command or experience problems while executing a command, select or press **Cancel (F8)**. **Cancel** gets you out of most situations and puts you back where you started. For example, you can select **Cancel** to stop printing, to remove a pop–up menu, or to remove a text entry line, such as the one that appears when you choose **Get Image** from the Files pop–up menu.

Getting Help

The **Help** icon, located at the lower right corner of the screen, displays a brief description of each tool.

To use Help, use the following procedure:

1 Move the cursor to the **Help** icon (the icon labeled ?) and click **Mark**, or press the **HELP** key on the keyboard.

2 Move the cursor, which now looks like a question mark, to the tool or function you want described, and click **Mark**.

To exit Help, use the following procedure:

1 Move the cursor to the **Help** icon and click **Mark**, or select **Cancel (F8)**.

Note: For more information on any of the tools, functions, and features mentioned in this section, refer to the appropriate entry in section 4.

Mail Notification

If your system uses electronic mail, OFIS Imager notifies you when you have received mail by displaying a small envelope at the top left corner of the screen. If the mail is urgent, the **Envelope** icon displays in reverse video on a monochrome monitor and red on your color monitor.

Customizing OFIS Imager Using the Set Up Menu

By choosing the Set Up menu (**F3**), you can alter the behavior of OFIS Imager. The Set Up menu consists of the following options:

- **Mouse Hand**, which changes the function of the mouse buttons so that the mouse can be either a right–handed or left–handed device
- **Output Paper,** which defines your output paper size
- **Custom Height** and **Custom Width**, which specify the size of the paper you use for printing an image, if you chose **Custom Output Paper** from the **Output Paper** option
- **X Resolution** and **Y Resolution**, which change the settings for image resolution
- **Units**, which alters the ruler units in the ruler areas on the screen
- **TIFF File Formats**, which changes the format that OFIS Imager uses to save images

Choosing a Printer

Before you start a session with OFIS Imager, you should use the Output Device pop–up menu to choose an output device, the printer that you use to print the final image. The printer you select determines the resolution of the image you scan.

To choose a printer, use the following procedure:

1. From the Scan menu, select **Output Device**.
2. Move the cursor to the printer name and click **Mark**.

   The name of the printer is displayed below Output Device on the Scan menu, and all images print to this device during the rest of the OFIS Imager session.

If your system is part of a network, there may be a delay before OFIS Imager recognizes available output devices, and the message **No Graphics Device were found on the system (7700)** may result when you select Output Device. To avoid this, you can make an entry in your user configuration file that causes the system to choose a

default printer each time you start an OFIS Imager session. For more information, refer to appendix B.

Scanning an Image into the Preview Work Area

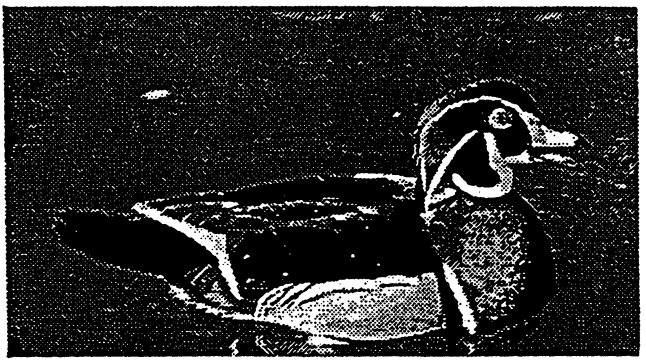
Although you have the option of scanning images in the scanner directly into the Final Work Area, you should consider first scanning such images into the Preview Work Area. Doing so takes little time, gives you an idea of what the original image looks like in the scanner, and enables you to choose all or part of the image for the final scan.

Images are grouped into two basic types: line art and photograph (refer to figure 3–4). Line art is a term for images that are primarily black and white (or green on a monochrome monitor) and that contain little or no shading. Photographs are images that contain continuous shading. Two OFIS Imager icons allow you to specify the type of image you intend to scan:

- the tiger on the left for line art
- the tiger on the right for photographs

When you select the **Photograph** icon, you can choose a more specific type of photo. For more information refer to subsection Photo Mode in section 4.

Figure 3–4 **Line Art and Photograph**



Previewing Line Art

To preview line art (scan line art into the Preview Work Area), use the following procedure:

1 Place the paper containing the image you want scanned into the scanner.

2 Move the cursor to the picture tab above the Preview Work Area and click **Mark**.

The Preview Work Area is now the active work area, and its picture tab is highlighted.

3 To adjust the brightness of the image, move the cursor to one of the **Brightness** options on the Scan menu and click **Mark**.

The **Brightness** options nearer the left end of the scale darken the image, whereas the options nearer the right end lighten the image.

4 From the Scan menu, select the **Line Art** icon (refer to figure 3–5).

5 Select the **Scan** icon (refer to figure 3–6).

Figure 3–5 **Line Art icon**

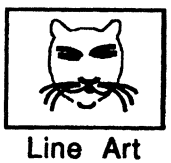
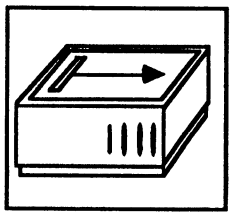


Figure 3–6 **Scan icon**



Scan

The scanner scans a low–resolution image of the line art and displays that version in the Preview Work Area of the screen. If the Preview Work Area does not display what you want (that is, if the image appears upside–down or crooked), simply repeat steps 1 through 5 above after adjusting the paper containing the image.

Once you have scanned a line art image into the Preview Work Area, you need to scan it into the Final Work Area for editing and eventual output or filing. If you are working only with line art, skip to the information in this section under Scanning an Image into the Final Work Area.

Previewing Photographs

The term photograph refers to any image that contains continuous shading. OFIS Imager has several options you can use to simulate the shading in photographs or colors in drawings. These options are contained in the Photo Mode menu.

Choices in the Photo Mode menu include **Photocopy** and **Laser**; the number and types of choices depend on the scanner you are using. In general, **Photocopy** simulates shading in such a way that it reproduces well on a photocopy machine. (You can use any of the other settings in the menu and still photocopy the result, but **Photocopy** usually gives the best result.) On the other hand, if you want to print an image on a laser printer, the **Laser** setting usually gives the best result.

For more detailed information on the fine–tuning options under Photo Mode, refer to the subsection on Photo Mode in section 4.

To preview photographs (scan photographs into the Preview Work Area), use the following procedure:

1. Place the paper containing the image you want scanned into the scanner.
2. Move the cursor to the picture tab above the Preview Work Area and click **Mark**.
3. Adjust the brightness of the image by moving the cursor to one of the **Brightness** options on the Scan menu and clicking **Mark**. To darken the image, select an option nearer the left side; to lighten the image, select an option closer to the right end of the scale.
4. From the Scan menu, select the **Photograph** icon (refer to figure 3–7). OFIS Imager simulates shading in the photograph.
5. Move the cursor to **Photo Mode** and click **Mark**.

   The **Photo Mode** pop–up menu is displayed. As explained earlier, the settings in this menu are designed to provide the best shading for the type of input you've chosen and the type of output you desire. For example, if you plan to eventually print the image on a laser printer, choose a **Laser** option.
6. Move the cursor to your choice and click **Mark**.

   The box to the left of the choice is highlighted, the menu disappears, and your choice is displayed below **Photo Mode** on the Scan menu.
7. Select the **Scan** icon (refer to figure 3–6).

The scanner scans a low–resolution image of the photograph and displays that version in the Preview Work Area of the screen. If the Preview Work Area does not contain the image you expected (for example, if the image is upside–down or crooked), repeat steps 1 through 7 above.

Figure 3–7 **Photograph Icon**

Photograph

Scanning an Image into the Final Work Area

You can select all or part of the image in the Preview Work Area for the final scan. When you select only part of the image, you use the Scan Box and the ruler to specify the area you want to scan. You can also use the Scan Box to adjust the size of the image before you scan into the Final Work Area.

Overlay Modes

OFIS Imager provides two Overlay modes, **Replace** and **Combine**, for scanning images into the Final Work Area. An image scanned in **Replace** mode (the default setting), overwrites any image(s) already in the Final Work Area, whereas an image scanned in **Combine** mode merges with any image(s) in the Final Work Area. You use **Combine** to build composite images.

Size Modes

OFIS Imager has two Scan Size modes, **Maintain Size** and **Change Size**. **Maintain Size** is the default setting; it means that when you change the size of the Scan Box in one work area, you change the size of the Scan Box in the other work area in the same way. In effect, using **Maintain Size** causes the preview image and the final image to be the same size. If you switch to **Change Size**, you can scan a final image that is smaller or larger than the preview image.

Performing the Final Scan

To perform the final scan, use the following procedure:

1 From the Output Device pop–up menu, choose a printer.

2 With the Scan Size mode set at the default (**Maintain Size**), draw a Scan Box around the area of the image in the Preview Work Area that you want to scan into the Final Work Area. Note that a similar box is formed in the Final Work Area.

Remember that the Scan Box is an arrangement of rectangular handles that you can use to move and change the shape of the box. Refer to subsection Using the Mouse in section 2 for tips on how to draw a Scan Box.

3 When you finish drawing and reshaping the Scan Box, move the cursor to the picture tab above the Final Work Area and click **Mark**.

Note: If you do not perform this step, OFIS Imager replaces the image in the Preview Work Area with the image in the scanner.

4 If you want to change the size of the image as it is scanned from the Preview Work Area to the Final Work Area, use the following procedure:

1 Select **Change Size**.

2 Draw the Scan Box in the Final Work Area to represent the size you want the final image to be.

The minimum and maximum sizes of an image are limited to the sizes allowed by your scanner. You can not draw the Scan Box any smaller or larger than permitted by the scanner. For more information, refer to subsection Scan in section 4 of this document or refer to your scanner documentation.

5 From the Scan menu, choose an Overlay mode by selecting the box next to **Replace** or **Combine.** (To overwrite the contents in the Final Work Area with a new image, select **Replace**. To merge the image(s) in the Final Work Area with another image, select **Combine**.)

6 Select the **Scan** icon.

While scanning is in progress, the message **Scanning...** displays below the scan areas.

Note: OFIS Imager may scale the image at this time and display the message **Scaling...** Scaling occurs when your Final Work Area resolution differs from the resolution of your image. Scaling may result in distortion of your image.

Since the final scan captures an image that is of higher resolution (that is, finer detail) than the one in the Preview Work Area, the final scan takes longer than the preview scan.

Scanning Directly into the Final Work Area

OFIS Imager is preset at the start of each session to scan from the scanner (or from a file) directly to the Final Work Area. In this way, you utilize the default settings and bypass the Preview Work Area.

To scan an image directly into the Final Work Area, use the following procedure at the start of your session:

1 Place the page into the scanner.

2 Select the **Scan** icon.

An image of the page in the scanner appears in the Final Work Area.

Once an image is scanned into the Final Work Area, you can edit it with tools from the Edit menu. The following material describes each of these tools and how to use them.

Changing the View of an Image

There are two ways to alter the view of an image on the screen to facilitate editing. You can use Single Layout to display more space to work with; using this option causes the active work area to take over the entire OFIS Imager screen. You can use the **Zoom In** tool to zoom in on all or part of an image so that its details become larger and clearer.

Using Single and Dual Layout

At the start of an OFIS Imager session, the screen defaults to Dual Layout; that is, it displays the two work areas side by side. You can change this setting to Single Layout using the **Layout** icon displayed between the two picture tabs at the top of the screen.

To change the layout of the screen from Dual Layout to Single Layout, use the following procedure:

1 Select the **Layout** icon.

The active work area increases to fill the screen. If you look closely, you can see that the ruler displays show finer detail. Although only one of the work areas is now displayed, both picture tabs still appear so that you can switch back and forth between the two work areas.

2 To view the other work area, select its picture tab.

3 To return to **Dual Layout**, select the **Layout** icon again.

Using Zoom In

To magnify an image so that you can view it or a part of it in greater detail, you use the **Zoom In** tool. You can use **Zoom In** in either work area, but this tool is more useful in the Final Work Area where it is applied to the high-resolution image. If you use **Zoom In** in the Preview Work Area, the zoomed image does not appear as clearly as you might expect.

To magnify a portion of an image using Zoom In, use the following procedure:

1 From the Function menu, select **Views**.

2 From the Views pop-up menu, select **Zoom In**.

The **Zoom In** cursor displays on the screen. You use it to set the size and position of the Zoom Box, which instructs OFIS Imager on how much of the image you want to magnify. The default size of the Zoom Box gives a 1:1 enlargement of the image. Using this default setting is the fastest way to magnify an image. The default Zoom Box also shows how the image will print.

3 To move the Zoom Box, move the mouse.

4 To resize the Zoom Box:
   - Press the **Bound** button and drag the mouse.
   - Release **Bound**.

   When you change the size of the Zoom Box, OFIS Imager scales the image up or down, slowing the magnification process. Note that a smaller Zoom Box magnifies an image (or part of an image) more than a larger Zoom Box.

5 When the Zoom Box properly surrounds the portion of the image you want to magnify, click **Mark**.

   To edit the resulting magnified image, refer to Editing Images later in this section. To print the zoomed image, refer to Printing Images later in this section.

6 To see another part of the image and magnify it, return to step 1.

7 To stop working in the **Zoom In** mode, select **Full Page** from the Views pop-up menu.

Note: Dual Layout and Single Layout have separate **Zoom In** modes. Zooming in on an image in one work area does not automatically cause you to zoom in on the same image in the other work area. You need to magnify within each work area separately.

Editing Images

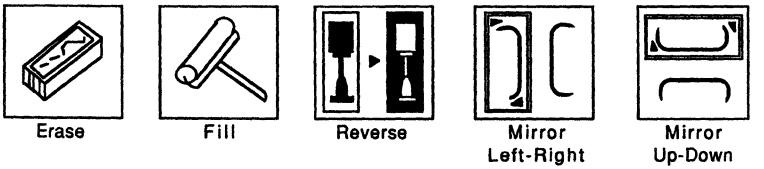
Editing images introduces the concept of a third box: the Edit Box. (So far you have also learned about the Scan Box and the Zoom Box.) As you might expect, you use the Edit Box to define a part of an image you want to edit. The Edit Box appears only when the Edit menu is displayed from the Final Work Area.

OFIS Imager's Edit menu presents five editing tools you can use to alter your images in the Final Work Area. The editing tools are:

- **Fill**
- **Erase**
- **Reverse**
- **Mirror Left-Right**
- **Mirror Up-Down**

These edit tools are shown in figure 3-8.

Figure 3–8 **OFIS Imager Edit Tools**



These tools can be used alone or in conjunction with each other; in other words, you can apply one or more at a time in the same editing procedure.

OFIS Imager also provides an editing mode, which allows you to edit material outside the Edit Box (the Exterior) or inside the Edit Box (the Interior). Editing tools work only in the Final Work Area.

The **Undo** command (**F2**), when issued immediately after **Fill**, **Erase**, **Reverse**, or **Mirror**, reverses the edit command and restores the image to its condition before you used the edit tool.

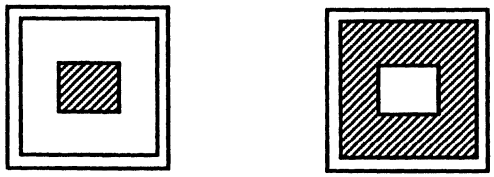
Interior and Exterior Modes

Before the edit tools are further explained, you should becomes more familiar with the two edit modes, **Interior** and **Exterior**. When you start a session in OFIS Imager, the results of using an edit tool apply only to material inside the Edit Box you draw; in other words, OFIS Imager defaults to **Interior** mode the first time you bring up the Edit menu for an editing session. For all edit tools except the two mirroring tools, you can change the edit mode to **Exterior** so that your edit applies to the area outside the edit box instead of the area inside the box.

To choose Interior or Exterior mode:

1 If you have not already done so, click **More** from the Scan menu to display the Edit menu.
2 Select either the **Interior** or the **Exterior** icon (shown in figure 3–9).

Figure 3–9 **Interior and Exterior Icons**



Filling and Erasing

The filling and erasing tools allow you to convert the defined edit area to all–black (**Fill**) or all–white (**Erase**). If your session is in **Interior** edit mode, **Fill** and **Erase** convert the image dots inside the Edit Box, including the area under the Edit Box, to black or white, respectively. If the editing session is in **Exterior** mode, **Fill** and **Erase** convert all dots outside the Edit Box, including the area under the Edit Box, to black or white, respectively.

Note: Using the **Fill** and **Erase** edit tools convert the image dots to all–black and all–green, respectively, on a monochrome monitor.

The **Fill** and **Erase** edit tools are not only useful for modifying images, they also serve as cleanup tools. You can use these tools to convert a portion of an image to all–black or all–white before laying part of another image over it. You can also use these tools to remove unwanted portions of the images.

To use Fill and Erase, use the following procedure:

1. Make certain the Final Work Area is active (refer to Picture Tabs earlier in this section for more information).
2. If necessary, select **More** to display the Edit menu.
3. Choose either the **Interior** or the **Exterior** edit mode.
4. Choose a tool:
   - To choose **Fill**, select the **Paint Roller** icon.
   - To choose **Erase**, select the **Chalk Eraser** icon.

5 Position the Edit Box to define the area you want to edit with your tool.

- To move the Edit Box, move the mouse.
- To resize the Edit Box, press **Bound** and drag the mouse.

6 Click **Mark**.

The area defined by the Edit Box and the edit mode is converted to all-black or all-white, depending on the tool you chose.

7 Repeat steps 3 to 6 to **Fill** and **Erase** other parts of the image.

Reversing

Once you scan an image into the Final Work Area, you can reverse it, meaning that its black dots are converted to white (green on a monochrome monitor) and vice versa. (An analogy to this is when you look at the negative of an actual photograph, and its dark areas appear white and vice versa.)

To reverse an image, use the following procedure:

1 Make certain that the Final Work Area is active (refer to Picture Tabs earlier in this section for more information).

2 If necessary, select **More** from the Scan menu to display the Edit menu.

3 Choose either the **Interior** or the **Exterior** edit modes.

4 Select the **Reverse** edit tool.

5 Position the Edit Box to define the area you want to reverse.

- To move the Edit Box, move the mouse.
- To resize the Edit Box, press **Bound** and drag the mouse.

6 Click **Mark**.

The image is reversed.

7 Repeat the steps above to reverse more of the original image.

You can return the image to its original state, provided you have not resized or repositioned it. To do this, simply select **Reverse** again. Alternatively, you can select **Undo** from the Function menu, provided you have not used another command in the meantime.

Mirroring

The **Mirror Left–Right** and **Mirror Up–Down** edit tools can only apply to the image inside your Edit Box.

To mirror an image, use the following procedure:

1 Make certain the Final Work Area is active (refer to Picture Tabs earlier in this section for more information).

2 If necessary, select **More** from the Scan menu to display the Edit menu.

3 Select the **Interior** edit mode (mirroring is unavailable in the **Exterior** mode).

4 Select either the **Mirror Left–Right** or the **Mirror Up–Down** edit tool.

5 Position the Edit Box to define the area you want to mirror.

- To move the Edit Box, move the mouse.
- To resize the Edit Box, press **Bound** and drag the mouse.

6 Click **Mark**.

The portion of the image you are editing is mirrored.

7 Repeat the steps above to mirror another part of the image.

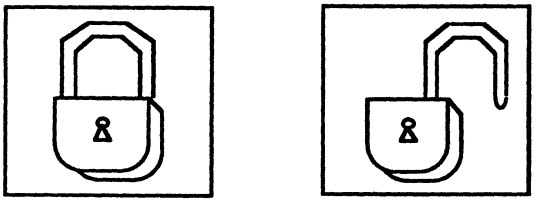
Note: If you attempt to mirror the image outside of the Edit Box (**Exterior** mode), an error message **Cannot do this outside the defined box...** displays.

Locking and Unlocking the Edit Box

When you perform multiple edits on the same part of an image, you may find it helpful to lock the Edit Box into place. Locking the Edit Box allows you to use an editing tool on a select portion of an image (that part of the image that has been locked by the Edit Box). Unlocking the Edit Box deselects the portion of the image and the editing tools can be used on the entire page. You use the Quick Menu to lock and unlock the Edit Box.

To display the Quick menu from the Edit menu, you simply click the middle mouse button or press **CODE–M**. The **Lock** and **Unlock** icons appear (refer to figure 3–10).

Figure 3–10 **Lock and Unlock Icons**



To familiarize yourself with the Lock and Unlock options, use the following procedure:

1. Make certain the Final Work Area is active.
2. If necessary, select **More** from the Scan menu to display the Edit menu.
3. Choose the **Interior** edit mode.
4. Use the Edit Box to define the area you want to edit.
5. Click the middle mouse button (or press **CODE–M**) and select the **Lock** icon.
6. Select an edit tool, such as **Mirror Left–Right**.
7. Select a second editing tool, such as **Reverse**.
8. Click the middle mouse button (or press **CODE–M**) and select the **Unlock** icon.

You can now position the Edit Box over another part of the image and perform additional edit operations.

Filing Images

Filing images allows you to save the contents of an image you edit from session to session, and it also allows you to store and retrieve images you may use several times. You can even retrieve images created by others because such images can be stored on a master workstation, transferred on a floppy disk, or mailed electronically.

Images can be stored in a wide range of volumes and directories. OFIS Imager provides a **Set Path** command that you can use to access all of these directories. The same command allows you to specify to which path you want to store an image.

Saving Images

After you capture an image into the Final Work Area and are satisfied with the result, it is a good idea to save the image before you do anything else with it. Saving creates a permanent record of the image on the disk.

To save an image, use the following procedure:

1 From the Function menu, select **F4** (**Files**).

The Files pop-up menu appears on the screen.

2 Select **Save Image**.

A text entry field appears with an accompanying prompt.

3 Type the name you want to assign to the image. Use the **BACKSPACE** and **DELETE** keys on the keyboard to correct typing mistakes.

You can save a copy of the image in a different volume or directory from the one you are currently pathed to by typing the volume and directory names. For more information on pathing in general, refer to Changing the Path later in this section.

- To erase the contents of the text entry line, press **CODE–Delete**.
- To move the cursor to an end of the line, press **CODE–Right Arrow** or **CODE–Left Arrow**.

4 Press **RETURN** or select **Go**.

If you typed a filename that already exists, the message **Select Go to overwrite the existing file, else Cancel** displays.

If you press **GO** or select **Go**, the new image overwrites that contained in the file.

Saving images is important when you are developing a composite image and want to save each version or building block as you progress.

After an image has been saved, its name displays in the picture tab of the work area it occupies. This title informs you of the exact image you are working on.

Retrieving Saved Images

The Files pop–up menu contains a **Get Image** command that you use to retrieve saved images.

To retrieve an image you saved, use the following procedure:

1 Choose the desired work area by selecting the appropriate picture tab.

2 From the Function menu, select **F4 (Files)**.

3 From the Files pop–up menu, select **Get Image**.

The **Get Image** text entry field appears along the bottom of the screen.

4 Type the name of the image you want to retrieve in the field. Include the volume and directory names if they differ from the default path displayed in the top right area of the screen.

5 Press **RETURN** or select **Go**.

The image is displayed in the work area you chose in step 1. If the image is not displayed, and you are certain it exists, try specifying a different directory or volume. For details on related pathing procedures, refer to Changing the Path in this section.

Changing the Path

In OFIS Imager, a path is the specific volume and directory (disk location) of an image. Each disk, whether a hard disk or floppy disk, is known as a volume. Each volume is divided into directories, which are themselves collections of files. The default path is the volume and directory where you originally installed OFIS Imager and where you do most of your work. If you want to work in another volume or directory, you use the **Set Path** command to specify a different path.

Note: This path will remain when you exit from the OFIS Imager session.

To change the path where image files may be stored, use the following procedure:

1. From the Function menu, select **F4** (**Files**).
2. From the Files pop–up menu, select **Set Path**.

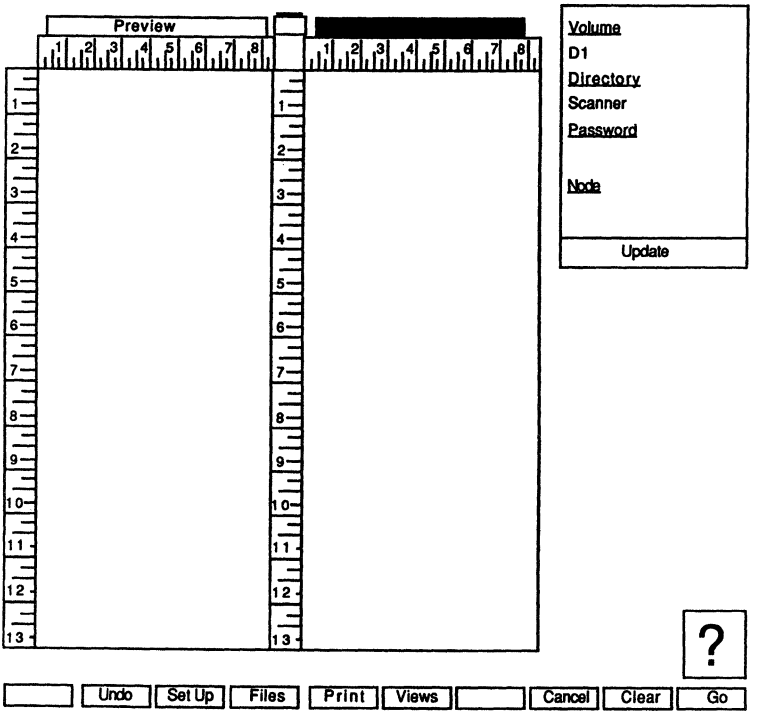
   The Set Path menu displays along the right side of the screen (refer to figure 3–11).
3. Change the volume and directory names using the following steps:
   1. Move the cursor to the name you want to change and click **Mark**.
   2. To delete the current volume or directory names, use the **BACKSPACE** key on the keyboard. You can also press **CODE–DELETE** to delete the entire volume or directory names.
   3. Type the new volume name, and press **RETURN** or select **Go**.
   4. Type the new directory name, and press **RETURN** or select **Go**.

   The new volume or directory name displays in italics.
4. Select **Update** at the bottom of the Set Path menu.

   The italics are removed to indicate that the new path has been set.

It is helpful to keep track of where you create and store your images. If you change your preset volume or directory name, write down the full names of any images you then store.

Figure 3–11 **The Set Path Menu**



Printing Images

The printer you select at the start of an OFIS Imager session determines the resolution at which OFIS Imager scans and prints images. Scaling occurs if the resolution of the printer differs from the resolution of the output device.

When printed, images are positioned on the page exactly as indicated by the rulers in the work area. Note that images can only be printed from the Final Work Area. You should allow approximately 1/2 inch of blank space along each edge of the page, since some printers cannot print to the very edges of a page, and printed images will be cut off at these boundaries.

To print an image, use the following procedure:

1 From the Function menu, select **F5** (**Print**).

The Print menu displays (refer to figure 3–12).

2 To print more than one copy, change the default number 1 using the **Up Arrow** icon next to Number of Copies until the number you want appears. (You can decrease this number by selecting the **Down Arrow** icon.) You can also enter the value using the keyboard.

3 To alter the view of the screen that is printed, select the appropriate box under Print View. The boxes are:

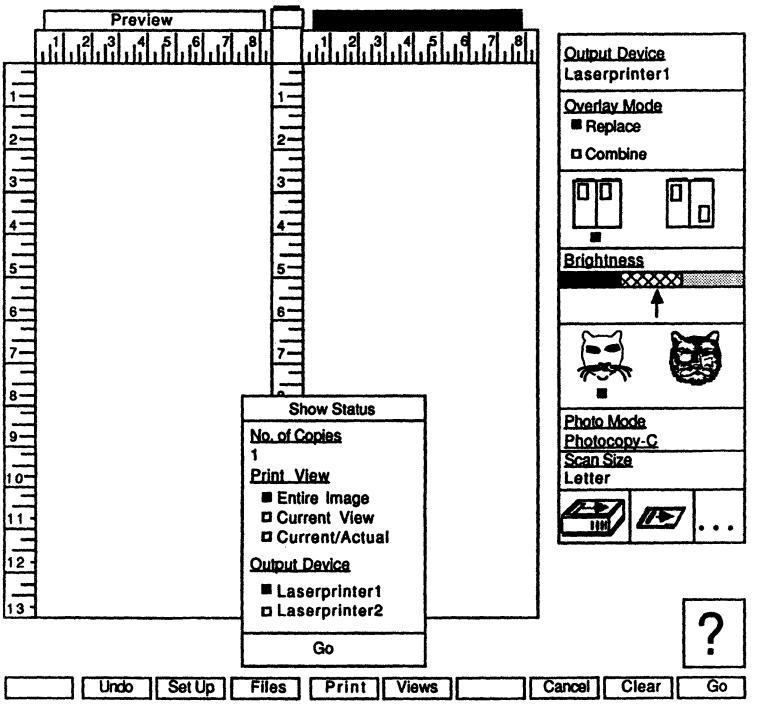
- **Entire Image** prints the entire image currently in the Final Work Area, even if a zoomed view is on display.
- **Current View** prints the zoomed view displayed in the Final Work Area and fills the entire printed page. In other words, this function prints exactly what is on display.
- **Current/Actual** prints the current view in its actual size and position. In other words, a zoomed image will not print in the zoomed size, as it will in **Current View**.

4 Select **Go.**

The message **Printing...** displays along the bottom of the screen as the image is printed.

To stop printing, you select **Cancel**.

Figure 3–12 **The Print Menu**



Finishing an OFIS Imager Session

You use the **FINISH** key on your keyboard to end an OFIS Imager session. The steps for ending your session differ depending on where you started. The following procedures explain how to finish an OFIS Imager session if you started from OFIS Designer and want to transfer an image there, or if you started from the Executive or Context Manager.

Returning to OFIS Designer

To return to OFIS Designer from an OFIS Imager session, use the following procedure:

1 From the keyboard, press **FINISH**.

2 Use the handles that surround the image in the Final Work Area to specify which portion of the image you want to transfer to OFIS Designer.

- To move the box, select and drag the center handle.
- To resize the box, select and drag various handles surrounding the image.

The message **Press Go to transfer the object, Finish to transfer nothing** displays at the bottom of the screen.

3 At this point, you have three alternatives:

- To transfer the image to OFIS Designer, press **GO**.

  The message **Transferring Object...** displays.
- To transfer nothing back to OFIS Designer, press **FINISH**.
- To continue in OFIS Imager, press **CANCEL**.

  If you choose this option, you can save your image and continue working in OFIS Imager.

4 To properly place an image in your OFIS Designer document, refer to the appropriate sections regarding treatment of the OFIS Imager cooperating program in the *BTOS OFIS Designer Operations Guide, Volume 3: Advanced Operations*.

Returning to the Executive or Context Manager

To return to the Executive or Context Manager from an OFIS Imager session, use the following procedure:

1 From the keyboard, press **FINISH**.

The message **Press Go to confirm Finish** displays.

2 Press **GO**.

If you altered the image currently displayed in either of the two work areas since the last time you used the **Save Image** command, OFIS Imager informs you that any work completed since will be lost and prompts you to confirm or cancel the **Finish** command. If no work has been done since your last save, the session finishes without any further warning, and you return to either the Executive or Context Manager.

Note: When you start an OFIS Imager session, OFIS Imager creates a temporary file in the <$*> directory which it uses to display your image. These temporary files are automatically deleted if you finish the session using the previously described methods. However, if your session unsuccessfully finishes you must delete these temporary files before starting your next OFIS Imager session. For more information refer to the subsection Finish in section 4.

Command and Function Reference

This section provides an alphabetical listing of the commands and functions found on the various menus in OFIS Imager. Each command and function is described and the procedure for its use is briefly explained.

For another explanation of each command and function, refer to section 3. The index located in the back of this guide is helpful for determining where to find the information you need in this section.

Bound

Bound is a command you access by pressing the right button on the mouse. (If the mouse has been set up for left-handed use, however, you access **Bound** by pressing the button on the left.) The command serves three purposes:

- dismissing the Scan Box from either of the work areas
- dismissing any pop-up menu
- resizing the Zoom Box and the Edit Box

Brightness

You use the **Brightness** function to lighten or darken an image as it is scanned. You may need to set the brightness level before you scan an image. The **Brightness** scale does not determine shading; instead, OFIS Imager varies the shading according to the option you choose in **Photo Mode**.

The number of options on the **Brightness** scale depends on the type of scanner connected to your workstation.

To change the **Brightness** scale, move the cursor to a setting and click **Mark**.

In general, choose a darker setting (toward the left end of the scale) when the image you want to scan is light. Choose a lighter setting (toward the right end of the scale) when the image is dark.

If you want to change the brightness level of an image you have already scanned, select the desired brightness level and rescan the image.

Cancel

Cancel performs several functions. You can use it to:

- cancel the printing of an image
- dismiss a pop–up menu or function menu
- clear an error message
- cancel scanning

You cannot use the **Cancel** function to interrupt edit operations such as mirroring or erasing; instead you use the **Undo** command to undo the effects of these operations. Further, you must use the **Cancel** key (**F8**) on the keyboard to cancel scanning and printing operations.

There are two ways to access the **Cancel** command:

- From the Function menu, select **Cancel** (**F8**).
- Press the **CANCEL** key on the keyboard.

Change Size

Change Size allows you to size each Scan Box in the two work areas independently of the other. When you draw Scan Boxes for the first time, they are the same size in both work areas. You use **Change Size** to size the boxes independently. Also, you use **Change Size** to size an image differently in each work area.

For example, you may want to choose **Change Size** to create a composite image in the Final Work Area. You use this tool to specify how, where, and what size the components of that final image should appear. Since you cannot change the size of images once they have been scanned in, it is important to size them beforehand. **Change Size** allows you to accomplish this.

Note: You can not enlarge an image scanned with a Microtek MS–300A scanner with the **Change Size** tool. OFIS Imager indicates this by providing only five scan handles when you switch to the **Change Size** option. To increase the size of the image beyond the hardware limit, save the image in a file and scan it in to your work area with the desired size.

To choose **Change Size** from the Scan menu, select the **Change Size** icon.

A highlighted box is displayed beneath the icon.

In this mode, the **Bound** button on the mouse dismisses both Scan Boxes, in single or dual layout.

Clear Work Area

The **Clear Work Area** (**F9**) function removes an image from the entire active work area. You use this command when the image you scan is unsatisfactory or if you want to start over. **Clear Work Area** removes the image from the work area only; it does not affect the version of an image that you save on the disk.

To clear a work area, use the following procedure:

1 From the Function menu, select **Clear** (**F9**).

2 From the resulting pop–up menu, select **Yes**. (To cancel the command, select **No**.)

Combine

Combine, is one of the two Overlay modes, (**Replace** is the other). **Combine** allows you to merge images. When you scan an image into the Final Work Area, **Combine** mode causes the image in the scanner to merge with any image(s) in that work area.

When you start an OFIS Imager session, the Overlay mode automatically defaults to **Replace**, the opposite mode of **Combine**.

To change to **Combine** mode, select the box next to **Combine**.

Dual Layout

Dual Layout is a function which allows you to view both the Preview Work Area and the Final Work Area at the same time, side–by–side. At the beginning of each OFIS Imager session, the screen is in **Dual Layout**. Each work area is the same size and has its own ruler display. You can enlarge either of the two work areas to occupy the entire work area portion of the screen; this function is called **Single Layout**.

The **Layout** icon, located at the top of the screen between the picture tabs, displays the choice of layout that you currently do not have. That is, the **Layout** icon consists of one box when the screen is in **Dual Layout**, and two boxes when the screen is in **Single Layout**.

When the screen is in **Dual Layout**, only one of the work areas displayed is active; its picture tab is highlighted.

To change **Layout** mode, select the **Layout** icon at the top of the screen.

Erase

The **Erase** command converts all the dots (bits) inside and outside the Edit Box to the background color of the screen.

If the screen is in **Interior** edit mode, all dots inside the Edit Box convert to the background color, including the Edit Box and those under the Edit Box, upon executing the **Erase** command. If the screen is in **Exterior** edit mode, all dots outside the Edit Box, including those under the Edit Box, convert to the backgound color upon executing the command.

Erase is the opposite of **Fill**, described later.

To use Erase:

1 Scan an image into the Final Work Area.

  If necessary, select **More** to display the edit tools and the Edit Box.

2 Select **Interior** or **Exterior** edit mode.

3 Select the **Erase** icon.

4 Position and size the Edit Box to define the area of the image you want to erase.

5 Click **Mark**.

To undo the results of the **Erase** command, select **Undo (F2)**.

Exterior

Exterior instructs OFIS Imager to apply the effects of the **Erase, Fill,** and **Reverse** edit commands to material outside of the Edit Box. **Exterior** is the opposite of **Interior**, which applies edit tools to material inside the Edit Box.

To choose Exterior edit mode:

1 From the Edit menu, select **Exterior**.

2 Select one of the edit tools that functions in **Exterior** mode: **Erase**, **Fill**, or **Reverse**.

3 Click **Mark**.

The area outside the Edit Box shows the results of the edit tool you applied.

Files

Files (**F4**), found in the Function menu, displays a pop–up menu that contains three options you use to perform the following file operations:

- **Set Path**
- **Get Image**
- **Save Image**

To access the Files menu:

1. From the Function menu, select **Files** (**F4**).
2. From the Files pop–up menu, select a command listed above.

Depending on the option you choose, one of several prompts is displayed. The prompts guide you through the steps needed to complete the command.

Fill

The **Fill** edit command converts all the dots (bits) inside and outside the Edit Box to the foreground color of the screen.

If the screen is in **Interior** edit mode, all dots inside the Edit Box, including those under the Edit Box, convert to the foreground color when you apply the **Fill** tool. If the screen is in **Exterior** edit mode, all the dots outside the Edit Box, including those under the Edit Box, convert to the foreground color when you use this tool.

Fill is the opposite of **Erase**, described earlier.

To use Fill:

1. Scan an image into the Final Work Area.

   If necessary, select **More** to display the edit tools and the Edit Box.
2. Select either **Interior** or **Exterior** edit mode.
3. Select the **Fill** icon.
4. Position and size the Edit Box to define the area of the image you want to Fill.
5. Click **Mark**.

To undo the result of the **Fill** command, select **Undo** (**F2**).

Final Work Area

The Final Work Area is the right work area when the screen is in Dual Layout. This area contains the final image you are composing, and is the only work area where images can be modified or printed.

To activate the **Final Work Area**, select the right picture tab.

When the Final Work Area is active, the right picture tab is highlighted, and you perform operations in that area.

Finish

You use the **FINISH** key, located on your keyboard, to finish an OFIS Imager session. The steps for ending an OFIS Imager session differ depending on where you started the session.

To finish your OFIS Imager session, if you started from OFIS Designer:

1 Press **FINISH**.

2 Use the handles that surround the image in the Final Work Area to specify precisely which portion of the image you want to transfer to OFIS Designer.

The message **Press Go to transfer object, Finish to transfer nothing** displays.

3 At this point, you have three alternatives:

- To transfer the image back to OFIS Designer, press **GO.**

  The message **Transferring Object...** displays.
- To transfer nothing back to OFIS Designer, press **FINISH**.
- To cancel the command and continue in OFIS Imager, press **CANCEL**.

4 To properly place the image in your OFIS Designer document, refer to the *BTOS OFIS Designer Operations Guide, Volume 3: Advanced Operations.*

To finish your OFIS Imager session, if you did not start from OFIS Designer:

1 Press **FINISH**.

The message **Select Go to confirm Finish, else Cancel** displays.

2 Press **GO**.

If you altered the image currently displayed in either of the two work areas since your last save, OFIS Imager informs you that such work will be lost. Otherwise, the session automatically finishes and you return to either the Executive or Context Manager.

If your OFIS Imager session unsuccessfully finishes you must be aware that OFIS Imager creates temporary files in the <$*> directory of your workstation which it uses to display your image. These temporary files are automatically deleted if you finish the session using the previously described methods. If your session unsuccessfully finishes, you must delete these temporary files before starting your next OFIS Imager session.

To manually delete OFIS Imager temporary files:

1 At the Executive command line, enter **Delete.**

2 Press **RETURN.**

The Delete command form displays.

3 Specify the OFIS Imager temporary files, <**$***>***Vm*** in the **[File list]** parameter.

4 If you want to confirm each file that will be deleted, enter **y** in the **[Confirm each?]** parameter. The default is **No**.

5 Press **GO.**

Your OFIS Imager temporary files are deleted.

Full Page

Full Page displays the entire image in the work area. When the screen is in Single Layout, the image fills the active work area. When the screen is in Dual Layout, **Full Page** displays the image on the left side of the screen. You can use **Full Page** after **Zoom In** the entire page.

To display the entire page:

1 From the Function menu, select **Views** (**F6**).

2 From the Views pop–up menu, select **Full Page**.

Full View

In **Dual Layout**, **Full View** and **Full Page** are the same. In **Single Layout**, **Full View** displays the top half of the page.

To display the top part of the page (in Single Layout):

1 From the Function menu, select **Views** (**F6**).
2 From the Views pop–up menu, select **Full View**.

Get Image

You use **Get Image** to retrieve an image you saved. **Get Image** displays the image in the active work area.

You can select portions of a saved image by reading the image file into the Preview Work Area, then selecting portions of that image and using the **Scan File** icon to scan them into the Final Work Area.

To retrieve an image:

1 From the Function menu, select **Files (F4)**.

2 Select **Get Image**.

The Path menu appears where the Scan or Edit menu normally is, and a text entry line displays at the bottom of your screen.

3 Type the name of the image you want to retrieve in the text entry line.

4 Select **Go**.

The image appears in the active work area.

The Scan or Edit menu redisplays.

You can retrieve an image from a location other than the default path by including the volume and directory names as part of the filename. The image is retrieved from the specified path without altering the default path. You use the following parameters for entering a complete filename:

{node}[volume]<directory>imagename

Go

Go executes an operation. Selecting **Go** (**F10**) from the Function menu on the OFIS Imager screen is the same as pressing the **GO** key on your keyboard. The **Go** command appears in certain pop–up menus as well.

You select **Go** or press **GO**, as appropriate, to execute an operation.

Help

The **Help** function briefly describes the purpose of an icon or function.

To use Help:

1 Select **Help** on the OFIS Imager screen, or press the **HELP** key on the keyboard.

The cursor now displays as a question mark.

2 Move the question mark cursor to an icon or function indicator and click **Mark**.

A one–line description of the icon or function appears at the bottom of the work areas.

3 To stop using **Help**, select **Help** again or press **CANCEL**.

Note: **Help** is not available for pop–up menus.

Interior

Interior instructs OFIS Imager to apply the effects of an editing tool to material inside the Edit Box. **Interior** is the opposite of **Exterior**, which applies the effects of an editing tool to material outside the Edit Box.

To choose Interior edit mode:

1 From the Edit menu, select **Interior**.
2 Choose any edit tool.
3 Click **Mark**.

The area inside the Edit Box shows the results of the edit command you chose.

Layout Icon

The **Layout** icon, which appears at the top of the work areas between the picture tabs, indicates the layout of the screen (**Dual Layout** or **Single Layout**). **Dual Layout** means that the two work areas display on the screen simultaneously, side–by–side: the Preview Work Area on the left and the Final Work Area on the right. **Single Layout** means that one of the two work areas is enlarged to fill the screen (but both picture tabs still appear so that you can access the invisible work area).

The **Layout** icon's appearance changes depending on the layout itself. In **Single Layout**, the icon appears as a double box to indicate that selecting it results in **Dual Layout**. In **Dual Layout**, the icon appears as a single box to indicate that selecting it results in **Single Layout**.

To alternate between **Single Layout** and **Dual Layout,** select the **Layout** icon.

Line Art

Line Art, one of the two icons you use to inform OFIS Imager of the type of image in the scanner, indicates that only lines are picked up from the picture. Since **Line Art** mode does not pick up any kind of shading in an image, you use it for line drawings that are primarily black or white (no colors). (You should use the **Photograph** mode for images you want to scan that contain shading.)

Each OFIS Imager session defaults to **Line Art** mode until you change it. You may choose between the **Line Art** mode and **Photograph** mode before you scan an image.

To choose Line Art:

1 If necessary, select **More** on the Edit menu to return to the Scan menu.

2 Move the mouse to the **Line Art** icon and click **Mark**.

Note: When combining line art and photographs in the Final Work Area, some scaled views may result in a dithered appearance; this includes various levels of zoom as well as the full page view. If you display at Max Zoom the bits of the image appear as they will when printed, and in the case of line art, the appearance becomes sharper.

Lock

Lock, as opposed to **Unlock**, is one of the two options on the Quick menu, available only when the Edit menu is displayed. **Lock** is valuable when you are performing more than one edit to a defined area; this command locks the Edit Box in place so that each tool in the series you choose applies itself precisely to the same area.

To lock the Edit Box:

1 Position and size the Edit Box to define the portion of the image you want to edit.

2 Click the middle mouse button, or press **CODE–M.**

The Quick Menu appears; it contains two icons: **Lock** and **Unlock**.

Note: This maintains the position of the Edit Box until you click **Unlock** or **Bound** or you press **CANCEL.**

3 Move the cursor to **Lock** and click **Mark**.

4 Select the desired edit tool(s).

5 To Unlock the Edit Box, click the middle mouse button, or press **CODE–M**, and select **Unlock**.

Note: You automatically unlock the Edit Box when you switch from the Edit menu to the Scan menu by selecting the **More** icon.

Mail Notification

When you receive electronic mail while in OFIS Imager, the **Mail** icon, a small envelope, appears in the upper left corner of the screen. When the mail is urgent, the icon displays in reverse video on a monchrome monitor and red on a color monitor.

Maintain Size

Maintain Size allows you to size the Scan Boxes in both work areas identically. Each OFIS Imager session defaults to **Maintain Size** mode until you change it.

To choose **Maintain Size**, select the **Maintain Size** icon from the Scan menu.

A highlighted box is displayed beneath the icon.

In this mode, the **Bound** button on the mouse dismisses both Scan Boxes.

Once drawn, you can change the relative positions of the Scan Boxes in the two work areas. To move one box independently of the other, you drag its middle handle.

Note: Once you resize one or both of the Scan Boxes, **Maintain Size** can not be used to maintain the relative sizes of the Scan Boxes. You must redraw the Scan Boxes after switching back to **Maintain Size** to size the Scan Boxes together.

Mark

The **Mark** button corresponds to the left button on the mouse (or the right button if the mouse is set up for left–handed use). You use this button to:

- select functions, commands, and edit icons from the various menus
- draw the Scan Box
- resize and reposition the Scan Box
- specify what part of an image you want to scan or edit

You use the Set Up menu to specify right–handed or left–handed use of the mouse. You can also specify a default for left–handed or right–handed use of the mouse; for details, refer to appendix B.

Mirror Left–Right

The **Mirror Left–Right** edit tool mirrors the contents of the Edit Box from left to right. Both mirroring commands (the other being **Mirror Up–Down**) work only in **Interior** edit mode.

To mirror an image from left to right:

1 If necessary, select **More** from the Scan menu to display the Edit menu.

2 Choose **Interior** edit mode.

3 Select the **Mirror Left–Right** edit tool.

4 Position the Edit Box to define the area of the image you want mirrored.

5 Click **Mark**.

The message **Mirroring...**displays at the bottom of the screen.

The **Mirror Left–Right** edit tool is one of several OFIS Imager commands that you can undo. To undo the result of the command, you select **Undo** (**F2**).

Mirror Up–Down

The **Mirror Up–Down** edit tool mirrors the contents of the Edit Box from top to bottom. Both mirroring commands (the other being **Mirror Left–Right**) work only in **Interior** edit mode.

To mirror an image from top to bottom:

1 If necessary, select **More** from the Scan menu to display the Edit menu.

2 Choose **Interior** edit mode.

3 Select the **Mirror Up–Down** edit tool.

4 Position the Edit Box to define the area of the image you want mirrored.

5 Click **Mark**.

The message **Mirroring...**displays at the bottom of the screen.

The **Mirror Up–Down** edit tool is one of several OFIS Imager commands that you can undo. To undo the result of the command, you select **Undo** (**F2**).

More

More, located on both the Scan menu and the Edit menu, allows you to switch back and forth between the two menus. Selecting **More** from either menu allows you to see the alternative set of commands and icons.

Note: If you draw a Scan Box and then use **More** to switch to the Edit menu, the Scan Box is preserved and remains unchanged so that you can switch back to the Scan menu to resume a scanning task. However, if you draw an Edit Box and then use **More** to switch to the Scan menu, the Edit Box is destroyed (even if locked). You need to resize the Edit Box everytime you switch to the Edit menu from the Scan menu.

Mouse Hand

Mouse Hand, an option on the Set Up menu, allows you to set up the mouse for either right–handed or left–handed use. At the beginning of each OFIS Imager session, the **Mark** function defaults to the left button and **Bound** defaults to the right button (the middle button is always the **Quick Menu** function on your three–button mouse). These defaults are intended for right–handed use of the mouse. You can reverse the position of **Mark** to the right button and **Bound** to the left button by selecting **Left Handed** from the Set Up menu. You can also specify a mouse hand default by editing an entry in the user configuration file; for more details on this procedure, refer to appendix B.

To change Mouse Hand:

1 From the Function menu, select **Set Up** (**F3**).

2 From the Set Up pop–up menu, select **Left Handed** or **Right Handed**, according to your preference.

3 Select **Go**.

Output Device

Before you scan an image, you select an output device or printer, because the printer you select determines the final resolution of the image you scan. However, you can set your own resolution. For information on setting resolutions, refer to RESOLUTION later in this section.

To select a printer:

1 From the Scan menu, select **Output Device**.

The Output Device pop–up menu displays.

2 Move the cursor next to the desired printer name and click **Mark**.

The name of the GPS–installed printers appears under **Output Device** in the Scan menu, and the pop–up menu disappears.

If you do not select a printer, and one is not specified in the User Configuration File (refer to appendix B), the first printer name in the list becomes the default printer. This printer then determines the resolution at which images are scanned.

You can output to a different printer than the one specified under **Output Device** by using the Print pop–up menu, accessed from the **Print** function key (**F5**). If the printer resolution differs from the resolution of the image, the image will be scaled. Scaling may cause distortion of your image.

If you select a different printer, after you scan the image you want printed, and if that second printer is configured for a different resolution than the first, OFIS Imager prompts you to clear the image or to reselect your printer. The software does this because the first printer prompted the scanner to scan the image at a certain resolution, and the second printer is configured for a different resolution. OFIS Imager assumes that you want to clear the work area and scan the image a second time, under the resolution of the second printer. Therefore, you should decide exactly which printer you want as your output device before you scan an image.

Output Paper

Output Paper, an option in the Set Up menu, informs OFIS Imager of the size of the page in the printer. This setting defaults to **Letter** unless an entry is made in the user configuration file to overwrite this value. (Refer to appendix B for more information.) This command does not, however, specify the size of the page in the scanner; **Scan Size** does this.

To change Output Paper:

1 From the Scan menu, select **Set Up (F3)**.

The Set Up menu is displayed. It contains the following four options for paper size:

Letter	for pages 8.5 inches by 11.0 inches
Legal	for pages 8.5 inches by 14.0 inches
A4	for pages 8.3 inches by 11.7 inches
Custom	for pages whose sizes differ from the other three

2 To choose a paper size, select the box next to the size you want.

3 To specify a custom paper size:

- Select one of the arrows next to **Custom Width** until the width of the page in the printer is displayed.
- Select one of the arrows next to **Custom Height** until the height of the page in the printer is displayed.

Alternatively, select **Custom Width** (or **Custom Height**) and type the width (or height) of the page in the printer.

4 Select **Go** at the bottom of the menu.

Note: If the paper size default setting is set in the user configuration file to **A4,** the ruler markings are drawn in centimeters.

Overlay

Overlay refers to the two modes, **Combine** and **Replace**, that you can work with when scanning images. **Combine** Overlay mode instructs OFIS Imager to merge the image in the scanner with that in the Final Work Area. In this way, you can use **Combine** to create composite images. **Replace** Overlay mode instructs OFIS Imager to overwrite the image in the Final Work Area with that in the scanner. OFIS Imager always defaults to **Replace** mode at the beginning of each session.

To change the setting for **Overlay** mode select the box next to either **Combine** or **Replace** on the Scan menu, depending on your choice of modes.

The box is highlighted to indicate the active Overlay mode.

Photo Mode

The options under **Photo Mode** apply only when you select the **Photograph** icon. The **Photo Mode** options simulate different types of shading, depending on the image you scan. To see the difference between the various **Photo Mode** settings, you should scan several versions of the same image, adjusting the **Photo Mode** setting each time: then compare the results. You will discover your own preferences based on the scanner you use and the types of images you scan.

The options that appear on the Photo Mode pop–up menu depend on the scanner connected to your workstation. Table 4–1 lists the **Photo Mode** settings for the Microtek MS–300A and the HP Scanjet scanner. The names **Photocopy**, **Laser**, and **Display** are recommendations based on how you may want to use the image you scan; for example, you should use one of the **Photocopy** settings if you plan to photocopy the printed image, and **Laser** if you want to get the best possible image from the laser printer. The **Photocopy** setting works best if you plan to print the image on a dot matrix printer. You are not, however, limited in your choices; you can, for example, print an image scanned in under **Display–G**.

The letters following the setting names describe the patterns of dots present in the shading: C means Coarse, V means Vertical, H means Horizontal, G means Gray, and F means Fine. The column on the right refers to the size of the shading dots in the pattern. The smaller the number, the smaller the dot; therefore, the setting **Laser–F** uses smaller dots than **Laser–C**.

Table 4–1 **Photo Mode Settings**

Microtek MS–300A		HP Scanjet	
Photocopy–C	8	Photocopy–C	8
Photocopy–V	8	Laser–C	4
Photocopy–H	8	Laser–V	4
Photocopy–G	8	Display–G	4
Photocopy–F	6		
Laser–C	5		
Laser–V	5		
Laser–H	4		
Laser–G	4		
Laser–F	4		
Display–F	4		
Display–G	4		

To choose a Photo Mode:

1 From the Scan menu, select **Photo Mode**.

2 From the Photo Mode pop–up menu, select your choice.

Your choice appears beneath **Photo Mode** in the Scan menu, and the pop–up menu disappears.

Photograph

You choose the **Photograph** icon, as opposed to the **Line Art** icon, to scan images that contain continuous tones. Such images include photographs, drawings, and other graphics that contain shading. After selecting **Photograph**, you can refine the halftones that OFIS Imager uses to simulate various degrees of shading by choosing one of the options displayed when you select **Photo Mode**.

Note: When combining line art and photographs in the Final Work Area, some scaled views may result in a dithered appearance; this includes various levels of zoom as well as the full page view. If you display at Max Zoom the bits of the image appear as they will when printed, and in the case of line art, the appearance becomes sharper.

Picture Tab

Each of the two work areas has its own **Picture Tab**, which serves two purposes. A **Picture Tab** displays the name of the image file contained in the work area beneath it. Also, you can activate a work area by selecting its picture tab; the active work area is then denoted by its highlighted picture tab. In general, commands and functions apply only to the active work area.

Preview Work Area

Of the two work areas, the **Preview Work Area** is the left work area. It is used for viewing images from the scanner or images previously filed. This left area displays a low–resolution version of the scanned image; it is useful for specifying how much of the image you want to scan into the **Final Work Area**. You cannot edit an image in the **Preview Work Area**.

When the **Preview Work Area** is active, the bar above it is highlighted, and all operations you perform affect the image in that area.

Print

You use the **Print** (**F5**) function to print images to a printer. All GPS–supported graphics printers will support OFIS Imager. For information on output devices that support OFIS Imager, refer to your output device documentation.

The output device you select at the start of an OFIS Imager session determines the resolution at which OFIS Imager scans images. Laser printers usually support higher resolution than dot matrix printers. You specify the size of the paper in the printer using the Set Up menu's entry for paper size.

When printed, images are positioned on the page exactly as indicated by the rulers in the work area. You should allow approximately 1/2 inch of blank space along each edge of the page, since some printers cannot print to the very edges of a page, and printed images will be cut off at these boundaries.

Note that images can only be printed from the Final Work Area.

To print an image:

1 From the Function menu, select **Set Up** (**F3**).

2 Specify the size of the paper in the printer (refer to information on **Paper Size**).

3 Select **Go**.

4 Select **Print** (**F5**).

The Print pop–up menu appears, containing preset values such that, if you press **GO**, one copy of the entire image prints on the default printer. You can change these settings as outlined in this subsection.

5 Select **Go**.

The message **Printing...** displays along the bottom of the screen as the image prints.

6 To cancel printing in progress, press the **CANCEL** key on the keyboard.

To change the settings in the Print menu:

1 Select the **Up Arrow** or **Down Arrow** next to **Number of Copies** and increase or decrease the number of copies you want to print. Or, you can select **Number of Copies** and type a number to change this setting.

2 Under **Print View**, select the box next to the view you want to print (the default is **Entire Image**).

- **Entire Image** prints the entire image appearing in the Final Work Area, in portrait mode.
- **Current View** prints the zoomed view appearing in the Final Work Area; it fills the entire page.
- **Current/Actual** prints the current view in its actual size and position in the Final Work Area. For example, it does not print a zoomed image in the zoomed size.

Quick Menu

The **Quick Menu** displays whenever you click the middle mouse button or press **CODE–M** while in edit mode. The **Quick Menu** consists of the **Lock** icon and the **Unlock** icon, which lock and unlock the Edit Box so that you can accurately perform multiple edits on the same part of an image.

To use the Quick Menu:

1 From the Edit menu, choose **Interior** or **Exterior** edit mode.

2 Size and position the Edit Box to define the area you want to edit.

3 Click the middle mouse button or press **CODE–M**.

4 Move the cursor to the **Lock** icon and click **Mark**.

5 Select edit tools you want to apply to the area.

6 When you finish with the edit tools, click the middle mouse button or press **CODE–M** again and choose **Unlock.**

7 To dismiss the **Quick Menu** without choosing an icon, click **Bound**.

Replace

Replace is one of the two **Overlay** modes (**Combine** is the other). **Replace** mode means that the image in the scanner replaces all or part of the image in the Final Work Area once it is scanned in. (Actually, the image in the scanner replaces only the material contained in the scan box within the Final Work Area. For this reason, not all material in the Final Work Area will necessarily be affected.)

When you start an OFIS Imager session, the **Overlay** mode automatically defaults to **Replace.**

To change **Overlay** mode, select the box next to **Replace** on the Scan menu.

Resolution

Resolution refers to the detail at which an image is scanned or displayed. The higher the resolution, the more detailed the final image. Resolution is measured in **dpi** (**dots-per-inch**). The printer you select before scanning an image or displaying a file determines the resolution of that image. For example, if you choose a printer that has a resolution of 240 dpi by 180 dpi, the image scans into the Final Work Area with the same values.

You can define your own custom resolution. The Set Up menu, accessed from the Function menu, contains two fields that you can use for this purpose, **X Resolution** and **Y Resolution**. Refer to SET UP MENU in this section for details.

When the resolution of an image displayed in the Final Work Area differs from that specified either by the chosen output device or the values in the Set Up menu, OFIS Imager warns you that the resolution of the filed image will change. In this case, you should start over: clear the Final Work Area, then scan the file into that work area again. Using this process, OFIS Imager scales the filed image to match that of the chosen output device.

Reverse

Reverse is one of the edit tools you use to modify an image in the Final Work Area. When you apply this tool, black dots are converted to white dots and white dots are converted to black dots. If you use the **Reverse** tool in **Interior** edit mode, the dots inside the Edit Box will reverse, including those under the Edit Box. If you use the tool in **Exterior** mode, the dots outside the Edit Box will reverse, excluding those under the Edit Box.

Note: If you use the **Reverse** edit tool on a monochrome monitor, black dots are converted to green dots and green dots are converted to black dots.

To use the Reverse tool:

1 If necessary, select **More** from the Scan menu to display the Edit menu.

2 Choose **Interior** or **Exterior** edit modes.

3 Select the **Reverse** icon.

4 Position the Edit Box to define the area of the image you want to reverse.

5 Click **Mark**.

The message **Reversing...** displays at the bottom of the screen.

Reverse is one of several OFIS Imager commands that you can undo. If you do not like the result of the **Reverse** command, you select **Undo** (**F2**).

Note: Follow reversing procedure steps 1 through 5 to use the **Reverse** tool without locking the Edit Box. If you lock the Edit Box, perform step 4 before step 3.

Ruler Areas

In each of the two work areas, there is a ruler display along the top and the left side. You use these ruler displays to measure and position the cursor, the Scan Box, the Zoom Box, and the Edit Box. To aid alignment, each ruler contains a marker that moves with the cursor to indicate the position of the cursor relative to the ruler. At the start of each OFIS Imager session, the area defined by the rulers is divided into inches; each inch is then divided into quarter–inches.

Note: If the default output paper size is set to **A4** in the user configuration file, the area defined by the rulers is divided into centimeters; each centimeter is then divided into quarter–centimeters.

Using the **Units** entry in the Set Up menu, you can change the rulers' system of measurement into centimeters (the two options under **Units** are **Inches** and **Centimeters**).

Save Image

Save Image saves an image from the Final Work Area to a file in the chosen path. As with most application software, it is a good practice to frequently save your work. The **Save Image** command places a permanent version of the image in a disk file.

To save an image:

1 From the Function menu, select **Files** (**F4**).

2 From the Files pop–up menu, select **Save Image**.

3 Type a name into the text entry field that appears.

The image is saved in the current volume and directory, called a path. You can save an image in another volume or directory by typing in the appropriate volume and directory names immediately preceding the file name. Refer to **Set Path** for more information about pathing.

4 Select **Go** or press **GO**, or press **RETURN**.

OFIS Imager writes a permanent version of the image to disk, unless an image has already been saved with the same name. If the latter is true, the prompt **Select Go to overwrite existing image, else Cancel** displays.

5 Select **Go** or **Cancel** as necessary.

Note: When choosing a file name, although a file name can contain as many as 60 characters, it is advisable to keep the names short. Shorter names make it easier for you to copy, move, and recall images.

When you save a file in OFIS Imager, a file suffix is added. All OFIS Imager files end with the following letters:

.tif

With this suffix you can use the Executive to list the names of OFIS Imager files.

If images are contained in your **.tif** files, then you can scan these images into your OFIS Imager work area without a scanner. Simply follow **Scan File** procedure and specify the OFIS Imager file which contains the image you want to scan in.

Note: Images are saved with the resolution at which they were scanned.

Scan

The **Scan** function activates the scanner so that a version of the image in the scanner displays in one of the two work areas. When the Preview Work Area is active during an initial scan, a lower resolution version of the image is displayed in that work area. You then use the Scan Box to determine how much of the image you want scanned over to the Final Work Area for final processing. If, on the other hand, the Final Work Area is active, a high–resolution scan of the image goes into that area; the image is scaled for display on the screen and appears as it does when printed. The image in the Final Work Area comes from the scanner or from the portion of the image defined by the Scan Box in the Preview Work Area.

You can not edit or print an image unless it is in the Final Work Area.

To activate the scanner using the **Scan** icon, refer to information under Scanning an Image into the Preview Work Area and Scanning an Image into the Final Work Area in section 3.

You can interrupt scanning in progress by pressing the **CANCEL** key on the keyboard; doing so, however, may result in a partial image scanned.

For information on configuring your scanner, refer to appendix B.

Scan File

Scan File opens an image file in the active Work Area (this procedure is equivalent to using Get Image in the Files menu). **Scan File** works in a similar way as **Scan**, except that **Scan File** does not look to the scanner for an image. **Scan File** recalls an image previously saved on hard or floppy disk.

To read an image file into the Preview Work Area with the Scan File icon, use the following procedure:

1 Select the picture tab above the Preview Work Area.

2 From the Scan menu, select the **Scan File** icon.

3 Type the name of the image file in the field provided, including the volume and directory names if the image is in a path different from the current one.

4 Select **Go** or press **GO**, or press **RETURN**.

The message **Getting image...** displays.

The image is displayed in the Preview Work Area.

To read an image file from the Preview Work Area to the Final Work Area with the Scan File icon, use the following procedure:

1 Draw a Scan Box over the part of the image in the Preview Work Area that you want to scan into the Final Work Area.

2 Select the picture tab above the Final Work Area.

3 Position the Scan Box in the location where you want the image to appear.

If necessary, resize the Scan Box in the Final Work Area by selecting **Change Size** and modifying the box.

4 Select the **Scan File** icon.

The message **Getting image...** displays.

The image is displayed in the Final Work Area.

To read an image file directly into the Final Work Area with the Scan File icon, use the following procedure:

1 Select the picture tab above the Final Work Area.

2 From the Scan menu, select the **Scan File** icon.

3 Type the name of the image file in the field provided; include the volume and directory names if the image is in a path different from the current one.

4 Draw a Scan Box in the location where you want the image to appear.

If necessary, you can resize the Scan Box by selecting **Change Size** and modifying the box.

5 Select **Go** or press **GO**, or press **RETURN**.

The message **Getting Image...** displays.

The image displays in the Final Work Area.

You can interrupt the **Scan File** operation by pressing the **CANCEL** key on the keyboard.

Note: If your Final Work Area resolution is different from the resolution of the image, it will result in scaling of the image. While scaling is in process, the message **Scaling...** displays below the scan areas. Scaling may result in distortion of your image.

Scan Size

You use **Scan Size**, contained in the Scan menu, to inform OFIS Imager of the size of the page in the scanner. You should use **Scan Size** before you scan the page. This function defaults to letter size (or to the paper size specified in the Output Paper entry in the user configuration file) if you do not set it each time you perform a scan. **Scan Size** does not specify the size of the paper in the printer; **Paper Size** in the Set Up menu performs that function.

To change the Scan Size setting:

1 If necessary, select **More** from the Edit menu to display the Scan menu.

2 Select **Scan Size**.

3 From the Scan Size pop–up menu, choose a scan size by selecting the box next to the appropriate size:

Letter	for pages 8.5 inches by 11.0 inches
Legal	for pages 8.5 inches by 14.0 inches
A4	for pages 8.3 inches by 11.6 inches
Custom	for pages whose size differs from the above three

4 If you choose the **Custom** setting:

- Select one of the arrows next to **Custom Width** until the width of the page in the scanner appears.
- Select one of the arrows next to **Custom Height** until the height of the page in the scanner appears.

  Alternatively, select **Custom Width** (or **Custom Height**) and type the width (or height) of the page in the scanner.

5 To update the Scan Size pop–up menu with this new information, select **Go** at the bottom of the menu.

Set Up Menu

The Set Up menu (**F3**) presents several options that you can use to alter aspects of OFIS Imager. You can use this menu to:

- change the function of the buttons on the mouse (**Mouse Hand**)
- specify the size of the paper on which you want to print an image (**Paper Size**)
- change the settings for resolution (**X Resolution** and **Y Resolution**)
- alter the units of measurement on the rulers in the work areas (**Units**)
- change the format that OFIS Imager uses to save images (**TIFF File Format**)

For details on procedures, refer to related discussions in section 3 and information in this section under **Mouse Hand**, **Paper Size**, **Resolution**, **Units**, and **TIFF File Formats.**

If you do not change any of the options in this menu, the following defaults occur:

- **Mark** is the left button on the mouse
- the image is set up to print on paper 8.5 inches by 11.0 inches (letter size), unless an entry in the user configuration file is made to alter it
- the rulers' units of measurement reflect inches
- the printer you choose determines the resolution of the image
- the images you save are compressed with the Pack Bits file format to occupy a minimum of disk space

You can also change the defaults for all of the values in the Set Up menu by adding or editing appropriate entries in the user configuration file.

Single Layout

When your OFIS Imager screen is in **Single Layout** one of the two work areas, either the Preview Work Area or the Final Work Area, is enlarged to fill the screen. This feature is useful when you want to see more of an image.
OFIS Imager defaults to **Dual Layout**, the opposite of **Single Layout**, when both work areas display, unless you specify otherwise.

You use the **Layout** icon, located at the top of the screen between the two picture tabs, to switch between **Single** and **Dual Layout**.

To switch to Single Layout:

1 While in **Dual Layout**, select the **Layout** icon.
The active work area now occupies the entire screen.
2 To display the other (non–active) work area, select its picture tab.
3 To return to **Dual Layout**, select the **Layout** icon again.

TIFF File Formats

TIFF File Formats are options in the Set Up menu. All images created by OFIS Imager are stored in **Tagged Image File Format (TIFF)**, a standard file format for raster images. OFIS Imager offers three TIFF File Formats:

- **Pack Bits**
- **CCITT3**
- **Uncompressed**

Pack Bits and **CCITT3** are compressed file formats. **Pack Bits** is the default setting, since it saves disk space by producing the smallest file (on average) of the three file formats. **CCITT3** is a standard file format used primarily for FAX transfers. Other software packages besides OFIS Imager may support **CCITT3** only. **CCITT3** compresses line art files only, not dithered images. The last option, **Uncompressed**, interchanges images created by OFIS Imager with other software packages that do not operate with compression.

If you need to change the **TIFF File Format**, you should do so before you save an image. Since the command is in the Set Up menu, you specify the **TIFF File Format** when you set up OFIS Imager.

To change the file format:

1. From the Function menu, select **Set Up (F3)**.
2. Move the cursor to the desired **TIFF File Format** and click **Mark**.
3. Select **Go**.

The file is not actually saved until you issue the **Save Image (F4)** command from the Files menu.

Undo

The **Undo** (**F2**) command reverses the results of the last **Fill**, **Erase**, **Reverse**, or **Mirror** edit command that you issued, provided you use **Undo** immediately (before you press any other key or select any other icon). **Undo** also reverses the last Scan Box size you determined.

Units

Each work area has a ruler along the top and left side. At the start of each OFIS Imager session, the rulers' units of measurement is inches; you can use **Units**, accessed from the Set Up menu, to change the units to centimeters.

The default rulers' units is inches. You can set the default to centimeters by specifying **A4** as the **Output Paper** size in the user configuration file. Refer to appendix B for more information on user configuration file specifications.

The placement of the markers for the units of measurement on the rulers changes when you magnify a work area with the **Zoom In** feature.

To change the units of measurement in the ruler areas:

1 From the Function menu, select **Set Up (F3)**.
The Set Up menu is displayed.

2 Under **Units**, select **Centimeters**.

3 Select **Go** at the bottom of the menu.

Unlock

Unlock, one of the two options on the Quick menu (**Lock** is the other), frees the Edit Box after it has been locked into position during multiple edits.

To unlock the Edit Box:

1 Select the middle mouse button, or press **CODE–M**, to display the Quick menu.

2 Select the **Unlock** icon.

Alternately you can unlock the Edit Box by selecting the **More** icon and switching to the Scan menu.

Views

OFIS Imager provides three different ways to look at an image in the active work area. These different views are in the Views menu.

To change the view of an image in the active work area:

1 From the Function menu, select **Views (F6)**.

2 Select a view from the following three possibilities:

- **Full Page**, which displays the entire image in the active work area.
- **Full View**, which displays the top part of the page in the active work area.

  In **Dual Layout**, **Full View** and **Full Page** display the same view.
- **Zoom In**, which allows you to magnify a portion of the acive work area or image.

Zoom In

Zoom In allows you to magnify a portion of the active work area or image. When you magnify part of an image, its details become larger and clearer, making it easier to edit.

To use Zoom In:

1 From the Function menu, select **Views** (**F6**).

2 From the Views menu, select **Zoom In**.

The **Zoom In** cursor is displayed with its associated Zoom Box.

3 To resize the Zoom Box, press **Bound** and drag the mouse.

Notice how the size and shape of the Zoom Box change. Use the markers in the ruler displays to determine the precise size of the Zoom Box you desire.

4 To move the Zoom Box, move the mouse without pressing any buttons.

5 When you have determined the area you want to magnify, click **Mark**.

The area is magnified. If the image is in the Final Work Area, you can now apply any of the editing tools to the magnified portion of the image including **Fill**, **Erase**, **Mirror**, and **Reverse**.

You can print the magnified portion of the image. Refer to the description of **Print** for details.

6 To stop working in **Zoom In** mode and return the entire image to the screen, select **Views** (**F6**) again, and from there select **Full Page**.

The image is displayed in its actual size. If you used any of the edit tools while in **Zoom In** mode, the portion of the image you modified reflects any changes.

Note: If you select **Zoom In** again, after returning the entire image to the screen, the outline of the previous Zoom area is shown enclosed in a dotted box.

Appendix A

Error Codes and Messages

This section lists error codes and messages, called status codes, for OFIS Imager. The error codes are listed in numerical sequence. The corresponding error messages are listed and followed by a brief explanation. Refer to your *BTOS II System Status Codes Reference Manual* for information on status codes not listed below.

13401

Bad data was sent to the scanner.

Command error. The last command sent to the scanner was not recognized.

13402

The scanner did not respond.

The scanner failed to respond within a preset time to the last command. Check to see that the scanner is properly connected.

13403

Error received from the scanner.

The scanner returns this error when no other error fits.

13404

Bad data was sent to the scanner.

Format error. The last command sent to the scanner was not in the correct format.

13405

Bad parameter given to scanner.

The last command sent to the scanner contained illegal parameters.

13406

Scan box is outside of the scan page.

Some or all of the scanning window is outside the scannable page.

13407

Scanner cannot scale this amount.

The scale factor is out of range.

13408

Scan page size is not within scanner capability.

The size of the page you want to scan exceeds the scanner capabilities.

13409

Reserved.

13410

File is not a TIFF file.

The picture file does not follow the TIFF format.

13411–13412

Reserved.

13413

No image to save.

There is no image in the Final Work Area to save.

13414

No preview file to get image from.

There is no image in the Preview Work Area.

13415–13419

Reserved.

13420

Operation can't be done with this scanner.

This feature is not supported by the scanner defined in the user file.

13421

Unrecognized scanner type.

The scanner listed in the user file is not recognized by OFIS Imager.

13422

No scanner is hooked up.

There is no scanner listed in the user file.

13423

Reserved

13424

Bad scanner configuration filename in user file.

A bad scanner configuration file was given in the user file.

13425

BLP Server is not installed.

The BLP Server needs to be installed to communicate to the scanner with the operating system installed on the system.

13426–13452

Reserved.

13453

Can't CCITT3 compress this image.

Unable to do CCITT3 compaction on this file because it would generate a larger file than if saved uncompressed. TIFF format should be changed in the Set Up menu to Pack Bits or Uncompressed.

13454–13490

Reserved.

13490

This is not allowed in the Preview area.

This operation is not allowed in the Preview Work Area. The operation is only allowed in the Final Work Area.

13491–13492

Reserved.

13493

Cannot do this outside of the defined box.

An attempt was made to perform an illegal operation in Exterior mode. For example, you can not mirror an image surrounding a defined box.

13494

Resolution differs: (xx, yy), preview first.

You cannot scan this image directly to the Final Work Area because the output resolution and the image resolution are different. First scan the image to the Preview Work Area then to the Final Work Area or make the output resolution the same as the image resolution.

13495

This isn't allowed outside of the Final work area.

This operation must be performed in the Final Work Area, it cannot be performed in the Preview Work Area.

13496

This only applies to Photograph mode.

Select Photo mode before trying to change this option.

13497–13502

Reserved.

13503

Message is not in [sys]<sys>ScanMsg.bin.

Invalid message.

Appendix B

User Configuration Files

The User Configuration File identifies you as a user to the system and defines the application environment, the default volume and directory, and the messages displayed when you sign on to the system. OFIS Imager recognizes up to six entries in it's User Configuration file; these entries customize the environment of OFIS Imager. Such entries are described below:

- **Left–handed mouse functionality**

  Mouse configuration defaults to right–handed use, but you can specify left–handed use by adding the following line in the User Configuration File:

  :LeftHanded:y

- **Mouse/cursor speed**

  The speed of the cursor in relationship to how quickly you move the mouse defaults to a value of 4. You can change this setting in the User Configuration File by adding the following entry (or changing the number that follows the entry) shown below:

  :MouseSpeed:(1 through 10)

  The higher the number you enter, the faster the cursor moves in relationship to the mouse.

- **Scanner information**

  When a scanner is connected to a workstation, two entries must be made in the User Configuration File. These entries (listed below) inform OFIS Imager from where to scan files.

  :ScannerName:<scanner name>

  (The valid scanner names are **HP9190** and **MS300A**.)

  :ScannerConfigFile:<configfile name>

  (The **ScannerConfigFile name** should be the one for the scanner specified in the **Scanner Name** entry.)

Following are sample User Configuration Files for the Microtek MS–300A scanner and the HP Scanjet scanner:

:ScannerName: MS–300A
:ScannerConfigfile:
[Comm]A&[Sys]<Sys>SerialScanConfig.sys

Note: **[Comm]A** in the Microtek **ScannerConfigFile** refers to the Comm port to which the scanner is connected. This entry will vary with different Comm ports.

:ScannerName: HP9190
:ScannerConfigfile:
[LPT]&[Sys]<sys>ParallelScanConfig.sys

- **Default output information**

  You can specify a default printer as well as a default output paper size using the User Configuration File. The appropriate entries for these specifications are:

  :IDDefaultPrinter:<printer name>

  :IDDefaultOutputPaper:<paper size name>

  If the latter entry is specified, then the paper name specified becomes the output paper size and also the scan size. If the entry is not specified, the overriding default is **Letter**. Other valid names are **Legal** and **A4**.

Note: There is a scan size limitation if you are using the HP Scanjet scanner; it is the setting **A4** (8.3 inches by 11.7 inches) on the Scan Size pop–up menu. If you are using the Microtek scanner, you can scan up to the **Legal** setting (8.5 inches by 14 inches).

The Microtek scanner has a limitation in that you cannot enlarge an image scanned with the Microtek MS–300A scanner with the **Change Size** tool. The Microtek scanner indicates this by providing only five scan handles when you switch to the **Change Size** option. To increase the size of the image beyond the hardware limit, save the image in a file and scan it in to your work area with the desired size. OFIS Imager scales an image to enlarge it. Scaling may result in some distortion of the image.

Configuring OFIS Imager with OFIS Designer

When you install OFIS Imager on your workstation, certain entries are created in either the Context Manager Configuration File or a Chaining Configuration File.

Table B–1 contains information you need when configuring OFIS Imager with OFIS Designer. For more information on coordinating OFIS Imager with OFIS Designer refer to the *BTOS OFIS Designer Installation, Configuration and Administration Guide* . For steps on how to properly place a completed image in a document, refer to the *BTOS OFIS Designer Operations Guide, Volume 3: Advanced Operations.*

Table B–1 **Information for Configuring OFIS Imager**

Type of Information	Requirement
Command name	OFIS Imager
Run file name	[Sys]<sys>OFISImager.run
:OFDObjectEdited:	270

Configuring Context Manager with OFIS Imager

BTOS Context Manager II is BTOS software that lets you run several applications simultaneously so that you can switch back and forth between them. When configuring Context Manager, you provide information about the applications you want to run.

Table B–2 contains information you need when configuring Context Manager to run with OFIS Imager. For an explanation of how to use this information, refer to your *BTOS Context Manager Installation and Configuration Guide.*

Table B–2 **Context Manager Configuration Requirements**

Type of Information	Requirement
Run file name	OFISImager.run
Run file version	6
Runs in Protected Mode	yes
Minimum memory required	500 Kb
Able to be swapped	yes
Needs Executive screen	no
Loads own font	yes
Loads own keyboard translation table	no
Directly manipulates the video	no
:OFDObjectEdited:	270

Glossary

Active. Active describes work areas and tools. An active work area is the one in which you are working; an active tool is the icon you are currently using to modify images.

Active Work Area. The active work area is the work area in which you are currently working.

Active Tool. The active tool is the icon you are currently using to modify images.

Application. An application is a software program that accepts information as input, handles that input, and provides processed data as output.

Arrow Keys. Arrow keys move the cursor in the direction of the arrow when the key is pressed. In OFIS Imager, this alternative to using a mouse requires you to hold the SHIFT key and press an Arrow key.

Brightness. Brightness is a term for the relative presence or absence of shading.

BTOS. BTOS is a Unisys workstation operating system.

CCITT3. CCITT3 is a type of Tagged Image File Format (TIFF). It is a compressed file format used primarily for FAX transfers.

Character. A character is any alphanumeric or punctuation symbol entered from a workstation's keyboard.

Clear. To clear an image means to remove it from the work area display.

Click. To click is the act of selecting an icon or function; the action requires you to press and release the Mark button on the mouse.

Cluster Configuration. A cluster configuration is a local resource-sharing group of workstations consisting of a master and one or more cluster workstations. The operating system can run in each cluster workstation and in the master workstation.

Cluster Workstation. A cluster workstation is connected to a master workstation within a cluster configuration.

Command. A command is an instruction to the system to perform a specific action.

Compressed file. A compressed file is one that has been stored in such a way as to save disk space.

Configuration. A configuration defines how a system or application works. It is a combination of hardware and/or software elements and their physical and logical relationships.

Context Manager. Context Manager is a BTOS software program that allows several applications and/or utilities to run simultaneously.

Cursor. The cursor is the symbol in the display which moves when arrow keys are pressed or the mouse is moved across a surface.

Default. A default is an attribute to which OFIS Imager is already set. You can specify some defaults.

Directory. A directory is where a group of files are kept; it is an area on your workstation's designated disk drive.

Disk. A disk is a magnetic medium that stores electromagnetic signals. Your image files are stored on a disk, either a hard disk in your workstation or a flexible diskette, which you insert into the workstation.

Disk Drive. A disk drive is the device that reads either hard or flexible disks.

Diskette. A diskette is a reusable, flexible, magnetic storage device that records information.

Dithered Images. Dithered images consist of black and white dots which are created by dithering technique.

Dithering. Dithering is an image processing technique that allows you to produce images which appear to have continuous shades of gray on devices that support black and white (or green on a monochrome monitor).

Dot. A dot, in OFIS Imager, is the smallest unit of measurement. A dot can be black, white or green.

dpi. The letters dpi stand for dots-per-inch, which is used to measure the resolution of an image when it is displayed or printed.

Drag. Dragging the mouse means moving or sliding it across a surface while pressing and holding down the Mark button.

Dual Layout. The Dual Layout allows you to see both work areas.

Edit Box. The Edit Box is used to define the part of an image you want to modify.

Editing Modes. The OFIS Imager Editing Modes allow you to edit material inside (Interior Mode) or outside (Exterior Mode) the Edit Box.

Editing Tools. The editing tools are used to alter images. The five OFIS Imager editing tools are called Fill, Erase, Reverse, Mirror Left-Right, and Mirror Up-Down.

Edit Menu. The Edit menu is located on the right side of the OFIS Imager screen. You use it to modify images in the Final Work Area.

Erase. To erase an image or edit area means to convert it to all white (or all green on a monochrome monitor).

Error Message. An error message displays when the system cannot complete an operation.

Executive. The Executive is the BTOS program that controls access to other applications and information on a workstation.

Exterior Mode. The Exterior Mode is an OFIS Imager Editing Mode which allows you to edit outside the Edit Box.

File. A file exists in a directory on a disk. When you file an image, OFIS Imager saves the edited contents for future retrieval.

Fill. To fill an image or edit area means to convert it to all black.

Final Work Area. The Final Work Area is the right work area when the OFIS Imager screen is in Dual Layout. This area contains the final image for output. The Final Work Area is the only work area where images can be modified or printed.

Finish. To finish means to end an OFIS Imager session and either transfer your image to OFIS Designer or save it and exit the program.

Floppy Disk. Floppy disk is a term that is synonymous with diskette.

Function Keys. The function keys are located at the top of the keyboard (labelled F1 through F10) and correspond to the Function menu in the OFIS Imager display.

Function Menu. The Function menu is located at the bottom of the OFIS Imager display; it shows the screen functions, pop–up menus, and a Help menu corresponding to the function keys on the keyboard.

Generic Print System (GPS). The Generic Print System (GPS) is installed as a system service for OFIS Imager printing. GPS is a set of interrelated programs and library routines, which together provide device independence for printing and procedures for tracking and controlling hard–copy output in a BTOS network.

GPS. GPS is an abbreviation for Generic Print System.

Handles. Rectangular handles appear on the scan box. They are used to move, size, and shape the box.

Icon. An icon is a symbol representing an OFIS Imager tool or function; for example, a chalk eraser is the Erase icon.

Image. There are two basic types of OFIS Imager images: line art, with little or no shading, and photographs, which have continuous shading.

Interior Mode. The Interior Mode is an OFIS Imager Editing Mode which allows you to edit material inside the Edit Box.

Landscape. A landscape picture is horizontally oriented on a page when printed.

Laser. During scanning, the Laser option simulates shading in such a way that the image prints out best on a laser printer.

Laser Printer. A laser printer is a machine that forms images with a beam of light on a light–sensitive field and then transfers the images to paper one page at a time.

Layout. The layout can be either Single, where one work area fills the display, or Dual, where both work areas are visible in the display.

Layout Icon. The Layout Icon is the symbol, in the OFIS Imager display, that you select to see either one or both work areas.

Line Art. Line art refers to images that are primarily black and white or green with little or no shading.

Lock. To lock all or part of an image means to keep it as it is while editing other parts or images.

Master Workstation. The master workstation provides a file system, queue management facility, and other services for all cluster workstations that are connected to it. In addition, it supports its own interactive programs and application systems.

Menu. A menu is a portion of the screen that contains icons or function labels. You select OFIS Imager functions from the menu options. OFIS Imager uses several menus, such as the Scan menu, Edit menu, and the Function menu.

Mirror. To mirror all or part of an image means to duplicate it from top to bottom or left to right.

Monochrome Monitor. A monochrome monitor is a special display device that displays a single color character set on a contrasting black background.

Mouse. The mouse is a mechanical pointing device attached to the keyboard which allows you to move the cursor, select menus and functions, and use tools.

OFIS Designer. OFIS Designer is a comprehensive document design application that enables you to merge text with OFIS Imager images.

OFIS Imager. OFIS Imager is a software application that enables you to scan photographs, pictures, and other images in order to edit, print, or incorporate them into OFIS Designer.

Operating System. An operating system is the software program that provides the computer's basic operating instructions.

Output Device. An OFIS Imager output device refers to the printer you use to print an image.

Overlay. Overlay refers to the method used to scan an image into the Final Work Area. The method you choose determines whether the scanned image will replace or combine with existing images.

Pack Bits. Pack Bits is the default TIFF. It is a compressed file format that saves disk space by producing the smallest file (on average) of the three TIFF file formats.

Path. A path is the specific node, volume, and directory (disk location) of your image files.

Photocopy. In OFIS Imager, the Photocopy option simulates shading in such a way that it reproduces well on a photocopy machine.

Photograph. Photographs, in OFIS Imager, refer to images that contain continuous shading.

Photo Mode. Photo mode refers to the various OFIS Imager options you can use to simulate the shading in photographs or colors in drawings, such as Photocopy and Laser.

Picture Tab. The picture tab is the area, in the OFIS Imager display screen, that indicates the active work area and the name of the image or file contained in the work area.

Pop–Up Menu. Pop-up menus are lists of additional options displayed after you select certain tools or functions.

Portrait. A portrait picture is vertically oriented on a page when printed.

Preview. To preview an image means to scan it into the Preview Work Area.

Preview Work Area. The Preview Work Area is located on the left half of the workstation screen where you can temporarily view an image currently in the scanner.

Raster Images. Raster images are the photographs and line art scanned, modified, and stored by OFIS Imager.

Resolution. Resolution refers to the amount of detail used to display or scan an image. The higher the resolution, the more detailed the final image.

Retrieve. To retrieve an image means to redisplay it for viewing or modification after it has been stored on a disk.

Reverse. To reverse an image means to convert its black dots to white or green and vice versa.

Ruler Display. The ruler display is a grid contained along the top and left side of the OFIS Imager work areas. You can use it to measure and position the cursor, Scan Box, Zoom Box, and Edit Box.

Save. To save an image means to create a permanent record of it on the disk.

Scaling. Scaling is the process by which the size of the image is changed to best fit the desired output resolution.

Scan. To scan an image means to transfer it into a computer in electronic form.

Scan Box. The scan box is an arrangement of rectangular handles used to position and size the images scanned.

Scan Menu. The Scan menu is located on the right side of the OFIS Imager screen. You use it to adjust the scanning environment and scan images.

Scanner. A scanner is a piece of hardware used to scan an image in order to transfer it into a computer in electronic form.

Select. To select means to move the mouse cursor to an icon or function key and click the Mark button. You do this in order to choose a tool, work area, image, or file name to activate it for use.

Session. Session refers to the time spent working in an application, from start to finish.

Shading. Shading is a term for the quantity of black mixed with a pure color.

Single Layout. The Single Layout displays on of the work areas at a time.

Standalone. A standalone workstation is one that uses its own hard disk for storage and system services.

Status Code. A status code is an error message with an associated number.

Tagged Image File Format. The Tagged Image File Format (TIFF) is a standard file format for raster images. Images created in OFIS Imager are stored in this format.

.tif. When you save image files, the suffix .tif is automatically added by OFIS Imager to your image files.

Toggle. Toggle describes the action of switching back and forth between two stable states.

Tool Palette. The Tool Palette displays the tools used to create and modify drawings, text, and charts. A different tool palette is displayed for each of these three tasks.

TIFF. TIFF is an abbreviation for Tagged Image File Format.

Uncompressed. Uncompressed is a type of TIFF. It interchanges images created by OFIS Imager with other software packages that do not operate with compression.

Unit. A unit in OFIS Imager refers to a segment of the ruler area at the top of the screen.

Unlock. To unlock all or part of an image means to enable it to be edited after having been locked.

User Configuration File. The user configuration file identifies you as a user to the system and defines the application environment, the default volume and directory, and the messages displayed when you sign on to the system.

View. The view is that portion of a picture you can see, which may differ depending on whether you display the Full Page, the top part only in Full View, or Zoom In for detail.

Volume. A volume is a disk (hard disk or floppy disk) which contains directories where files are stored.

Work Area. The work area is that portion of the display screen where you view and edit images. The two OFIS Imager work areas are the Preview Work Area and the Final Work Area.

Workstation. The workstation is the display screen, central processing unit, and keyboard with or without local storage. This term describes any Unisys BTOS workstation such as B28, B38, and B39.

Zoom Box. The Zoom Box is used to select all or part of an image for magnification. You can change the size and position of the Zoom Box; the smaller the Zoom Box, the more magnified the image.

Zoom In. The Zoom In option allows you to magnify all or part of an image to view it in greater detail.

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Errata Sheet for document:

BTOS OFIS Imager
Operations Guide
Relative to release level 1.0
Form 5029895
February 1989

Note: This document had an errata sheet, form 5029895-E01, in April 1989. This errata sheet update, form 5029895-E02, is dated January 1990.

Please add the following information to your copy of the manual described above.

********** **page 1-2** **********

Under the **Hardware Requirements** heading, under the fifth bullet, add a reference so that the paragraph reads:

The Microtek® MS-300A or Microtek MS-II...

After the Microtek paragraph, add the following sentence:

Refer to table 1-1 for MS-II cable assignments.

Under the fifth bullet, add a reference that reads:

The HP™ ScanJet or HP ScanJet Plus HP9195...

After the ScanJet paragraph, add the following sentence:

Refer to table 1-2 for HP9195 cable pin specifications.

Under the fifth bullet, remove the Note and replace it with the following:

Caution: OFIS Imager scanners require special cables; standard cables may not provide adequate grounding resulting in dirty scanned images or perhaps a workstation crash when the scan begins.

Under the seventh bullet, add the following description of graphics hardware:

B25VGA

includes the B25VG2 and B25VG4 graphic slices (if using a B28 or B38 workstation)

includes the B25VG1 or B25VG3 graphic cards (if using a B39 or B28EXP workstation)

********** **page 1–3** **********

Under the **Software Requirements** heading, under the second bullet, add a reference so that is reads:

... if using HP ScanJet or HP ScanJet Plus HP9195 scanner

At the end of the page, add the following tables:

The Microtek MS–II cable (part number SN–25015) is available from Inmac®. At the MS–II scanner end, the serial cable male connector is a standard RS–232–C 25–pin D.

Table 1–1 Microtek MS–II serial cable pin assignments

Scanner	Workstation
2	3
3	2
4/5 jumper	4/5 jumper
7	7

********** page 1–3 **********

The HP ScanJet Plus HP9195 cable (part number SN–23578) is available from Inmac. At the HP9195 scanner end, the parallel cable male connector is a standard Centronix.

Table 1–2 HP ScanJet Plus HP9195 cable pin specifications

Signal Pin	Work–station Pin	Scanner Pin	Signal Pin	Work–station Pin	Scanner Pin
D0	1	2	STROBE	14	1
D1	2	3	GND	15	19/28/29 jumper
D2	3	4	LPACK	16	10
D3	4	5	BUSY	17	11
D4	5	6	N/C	18	–
D5	6	7	READ	19	–
D6	7	8	DIRECTION	20	14/15 jumper
D7	8	9	LPNOPAPER	21	12
GND	9	–	LPSELECT	22	13
GND	10	21/22 jumper	PULLUP	23	–
GND	11	23/24/25 jumper	N/C	24	–
GND	12	26/27 jumper	GND	25	17
N/C	13	–			

At the bottom of the page, add the following sentence:

> **Inmac** is a registered trademark of Inmac in Santa Clara, California.

********** page B–2 **********

For the sample User Configuration Files, **no changes** are required. These entries can remain the same even though two new scanners were listed on page 1–2.