

Informatik Image Markup

Version 7.50

User Guide

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Please visit www.informatik.com for the latest version of the software.

Table of Contents

General	3
Open an Image File	3
Lines	4
Arrows.....	4
Freehand Drawing	4
Highlighting	4
Path (Irregular Shapes).....	4
Redaction (White-out, Black-out)	5
Rectangles (Boxes).....	5
Ellipses	6
Bullets	6
Insert Text (General).....	6
Insert Curved or Rotated Text.....	7
Insert Watermark	8
Insert Image (Files or Clipboard).....	8
Insert Rubberstamps.....	9
Insert Text Balloon	9
Copy to Clipboard	9
Crop Image	10
Rotation	10
Transparency	10
Layers	11
Delete an Object	11
Commit Change	11
Save the Changes	11
Print	12
Licensing Information.....	12
Technical Support.....	12
License, Warranty, Disclaimer	13
Copyright and Trademarks.....	15

General

The program requires Microsoft .NET Framework version 2.0 or later.

The program supports TIFF, BMP, PNG, GIF and JPEG graphics formats.

For marking up **PDF files**, please use the Informatik PDF Markup program.

Please visit the publisher's website often and find out if upgrades and newer versions are available. www.informatik.com

Always back up your files before they may be overwritten.

Open an Image File

Files can be opened from either the File menu or the toolbar. If the file is a multi-page file (TIFF), navigate thru the pages with the navigation buttons in the toolbar: First Page, Previous Page, Next Page, Last Page, Prompt for Page.

Informatik Image Markup has the following edit functions:

- Lines
- Arrows
- Freehand drawing
- Highlighting
- Irregular shapes (Path)
- Redaction (white or black)
- Rectangles (Boxes)
- Ellipses
- Bullets
- Insert Text (general)
- Insert Text (curved, rotated)
- Insert Watermarks
- Insert Graphics
- Insert Rubber Stamps
- Insert Text Balloon
- Insert Curved or Rotated Text
- Crop

When you select a drawing option, most stay in effect until you select another option. To cancel the option, click on the Pointer icon or press the ESC key.

Lines

Click on the Line button. Review and change the line thickness and drawing color. With your left mouse button pressed draw the line. If needed, move the object and set transparency.

Arrows

Click on the Arrow button. Review and change the line thickness and drawing color. With your left mouse button pressed draw the outline of the arrow. If needed, move the object and set transparency.

A terminal arrow can also be added in the Path (Irregular Shapes) option.

Freehand Drawing

Click on Freehand. Review and change the line thickness and drawing color. With your left mouse button pressed draw your pattern. The initial line will be a black draft. When you release the mouse button, the colored drawing will be displayed. If needed, move the object and set transparency.

Highlighting

Click on the Highlight button. Review and change the current Highlight color setting. With your left mouse button pressed outline the rectangle of the area that you wish to highlight. Release the mouse button. If needed, move the object.

The Highlight option 'highlights' text on white background. The default color is yellow but the color can be changed in the Highlight Color pallet.

Path (Irregular Shapes)

This option represents a series of lines that represent a path (open or closed). Click on the Path button. Review and change the line thickness, drawing color and fill color. The area can be filled with color or a hatch pattern.

With your left mouse button click on the end points of each section of the path that you wish to create (i.e. click on each corner of the shape that you want to create). When all lines are drawn, choose one of the options in the popup menu:

- Finish Path
- Finish Path with Arrow
- Finish Path - Color Fill
- Finish Path - Color Fill (Select Color)
- Finish Path - Hatch Fill
- Finish Path - Hatch Fill (Select Color)

To cancel the drawing, click on the Cancel icon button (next to the Path button). If the lines should be exactly horizontal or vertical, then draw the lines while holding down the SHIFT key.

A closed path can be color-filled or filled with a hatch pattern.

If you choose **Color Fill**, the path will be closed and filled with the currently selected Fill Color, but you can choose any other color.

If you choose **Hatch Fill**, the Hatch Pattern window opens where you can select from one of five hatch patterns: cross, horizontal, vertical upward diagonal and downward diagonal. The hatch color is the selected Fill Color, but you can choose any other color. If you wish to hatch-fill an existing shape, mark the inside area with the Path option; you will want to un-check the Draw Border in the Hatch Selection window.

You can add an **arrow** to the last section line. When you complete the path, choose the 'Finish Path with Arrow' option in the dropdown menu.

If needed, move the object and set transparency.

Redaction (White-out, Black-out)

Click on the Redaction button. Select White or Black setting.. With your left mouse button pressed outline the redaction area. Release the mouse button. If needed, move the object.

Rectangles (Boxes)

Click on the Rectangle button. Review and change the current Drawing color setting. If the rectangle needs to be color-filled, check the Fill checkbox and review/select the Fill color. You have an option to render the shape square or with rounded corners. With your left mouse button pressed outline the rectangle. Release the mouse button. If needed, move the object and set transparency.

Ellipses

Click on the Ellipse button. Review and change the current Drawing color setting. If the ellipse needs to be color-filled, check the Fill checkbox and review/select the Fill color. With your left mouse button pressed outline the ellipse. Release the mouse button. If needed, move the object and set transparency.

Bullets

Click on the Bullet button. Review and change the current Drawing color setting. If the bullet needs to be color-filled, check the Fill checkbox (the bullet will then be filled with the drawing color). Click on the spot where you like to insert the bullet. If needed, move the object.

Insert Text (General)

Click on the Text button. The Insert Text window opens. Type the text and set the many properties, such as font size, color, style, background color, etc. and click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, rotate the object.

For special ASCII characters (characters that are not on the keyboard), click on Special Characters button, select and insert the character.

The current date can be inserted from the Edit menu.

Insert Curved or Rotated Text

Click on the Curved Text button. The Curved Text window opens. Type the text and set the font, font size and text color. Select an option from the dropdown list:

Complex Curve: Two-sided, s-shaped curve (Bezier curve)

Symmetric Curve: Symmetrical curve.

Rotatable straight Line

The background of the image will appear faintly thru the window so that you can line up the text. The transparency is quite faint. You can increase the transparency by checking the 'Increase Transparency' checkbox.

Complex Curve

Select 'Complex Curve' from the dropdown list. The green icon represents the starting point of the text string; the red icon represents the end point. Move the green and/or red icons to set the general orientation of the text curve. The two square handles define the tangent of the curve, at both ends of the text, either above or below the text line. Move any of the handles and icons until you get the correct shape.

To center the text along the curve, click on the 'Leading Space' button, until the text is correctly centered.

Symmetric Curve

Select 'Symmetric Curve' from the dropdown list. The green icon represents the starting point of the text string; the red icon represents the end point. Move the green and/or red icons to set the general orientation of the text curve. The square handle defines the tangent of the curve; it can be placed above or below the text line. Move the handles and icons until you get the correct shape.

To center the text along the curve, click on the 'Leading Space' button, until the text is correctly centered.

Rotated Text

For Rotated Text, select 'Rotated Text' from the dropdown list. Move the green or red icon until you get the correct angle. The green icon represents the starting point of the text string; the red icon represents the end point.

When done, click on the OK button. If necessary, move the object to the correct location.

Insert Watermark

Click on the Watermark button. The Insert Watermark window opens. Select or type the text of the watermark and select the properties. Select the orientation of the watermark (diagonal, horizontal, vertical). There are two fixed letters sizes. Choose the “Large” option for the larger option. The watermark is rendered at a defaulted 60 percent transparency. The watermark can be a transparent gray or it can be in the form of outline letters (hollow letters). The angle if the watermark text can be horizontal, vertical or diagonal.

Click on the OK button, then drag the watermark object to the desired location.

The initial drop-down list of default watermark words is not extensive and you will want to add your own text items to the list. This can be done in the Setup (via the File menu). In Setup, simply enter the watermark text strings, separated by a semi-column. While in Setup, you can also change the transparency factor which is initially set at 60.

Insert Image (Files or Clipboard)

Click on the Image button. The Insert Graphics window opens. Specify the image file name or click the Clipboard checkbox and select the properties. Click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, rotate the object and set transparency.

The following image formats can be imported: BMP, PNG, GIF, TIFF, JPEG.

When you clip and copy a section of the image to the clipboard, the clipboard image will have a PPI of 96x96 (this is a Windows feature). So, if you paste the image back, you may need to re-size it as it may appear too large. Resizing of pasted images should be done in the Insert Image window.

If the color depth of the inserted image is larger than the color depth of the page image (for example a True Color (24-bit) image inserted onto a monochrome page), the file size of the saved page can increase dramatically. To keep the file size at a reasonable level, True Color inserts can be rendered as 256 Color (8-bit images). Your eyes are unlikely to see the difference in quality. To reduce the True Color insert images to 256-Color images check the ‘Optimized to 8-Bit Color’ checkbox.

Set the ‘Make White Transparent’ if you like to insert a monochrome image and make the background transparent, for example when inserting a signature image.

Insert Rubberstamps

Click on the Stamp button. The Insert Stamp window opens. Select or type the text of the stamp and select the properties. The stamp is rendered in dark blue. Click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location.

The initial drop-down list of stamp words is not extensive and you will want to add your own text items to the list. This can be done in the Setup (via the File menu). In Setup, simply enter the stamp text strings, separated by a semi-column.

The following placeholders are supported:

- [D] Inserts the current date in short form, for example 10/15/09.
- [DD] Inserts the current date in international format, for example 05 Mar 2009
- [NL] Inserts a New Line, used if you need more than one text line.

By default, the stamps are in dark blue color. If you insert a dark blue stamp onto a monochrome image, the file is saved as an 8-bit image; this increases the file size. For monochrome images you may want to specify black stamps so that the page is saved as monochrome (small file size); check the Black Color checkbox.

Insert Text Balloon

Click on the Balloon button. The Insert Balloon window opens. Type the text and choose the direction of the balloon pointer. Set the many properties, such as font size, color, style, background color, etc. and click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location.

Copy to Clipboard

A selected section of the image can be copied to the Windows Clipboard. With your mouse, select a rectangle section and click on the Copy button. The rectangle area is copied to the Clipboard. To retrieve the clipped section from the Clipboard, click on the Image button (check the Paste from Clipboard checkbox).

Crop Image

A selected section of the image can be cropped. With your mouse, select a rectangle section and click on the Copy button. The cropped image replaces the image currently displayed. To undo the cropping action, use the Restore option in the file menu.

If you like to crop an area but wish to preserve the original size (on white background) use the following four-step procedure:

- a) With the Copy function (not Crop function), copy the selected image area to the Windows Clipboard.
- b) White out the entire area of the image with the white Redaction option.
- c) Click on the Commit Change button.
- d) With the Image option, insert the Clipboard object.

Rotation

The Rotation option allows you to rotate some inserted objects to any angle (inserted images text objects only). Select the object and click on the Rotate button and select from 90 or 180 degrees clockwise or counter-clockwise, or choose the 'Rotate at Angle of Drawn Line' option. With this option, simply draw a line that represents the angle that you wish to apply. The selected rotation is applied to the original orientation (not incremental).

Transparency

After you have drawn the objects you can change their transparency. The transparency function is available only for drawn lines and shapes. Watermarks are already rendered at 60 percent transparency and you can change the transparency factor in Setup. Select the object and click on the Transparency button. Available transparency values are 0 to 90, where 0 is totally opaque and 90 is almost totally transparent. The selected transparency is applied to the opaque state (not incremental).

Note: The current version of the PDF display window may renders certain transparent objects as opaque.

Layers

When you select an object it will bring it to the foreground. To send it to the background (behind other objects), click on the 'Send to Back' button.

Objects placed behind an opaque item will become invisible. To bring the hidden object to the foreground, do the following:

- Click on the window background so that no object has the focus.
- While no object has the focus (no object is activated), click on the spot where you believe the hidden item might be located. If you hit the correct spot, the hidden object will be brought to the foreground and will get the focus.
- If the hidden object does not appear, repeat the process but first again click on the window background so that no object has the focus.
- Or, simply move the covering object and unveil the objects behind it.

Delete an Object

Objects can be deleted in one of the following ways:

- a) Select the object and click on the Delete button.
- b) Select the object, right-click and choose the Delete option.
- c) Select the object and press the Delete button on the keyboard.

Commit Change

When you click on the Commit Change button, the edit changes you made thus far are saved to a temporary file (not to the final file). This option is useful only if you have a lot of changes and you wish to commit the changes before continuing. You can restore to the original image with the Restore option in the File menu.

For multipage files, the changes are committed automatically when you move to another page; there is no need to press the Commit Change button in this case.

Save the Changes

When the editing is completed, you must save the file. The save option is available from the File menu or the toolbar. Always save the edited file to a new name so that you have an opportunity to restore to the original file

For cautionary reasons, to avoid overwriting good files, the edited files must be saved to a filename other than the source file name.

An option to save only the current page of a multipage PDF files is available in the File menu.

If you need to restore a page use the Restore Current Page option in the File menu.

The licensed version allows you to save the file in **PDF format**.

Color images generally create files of a large byte size. You can reduce the file size by converting color images to monochrome. The **monochrome** conversion option can be found in the Edit menu.

Print

The current page with the editing changes can be printed. This option may be useful, for example, if you like to print a document with redactions, without actually changing and saving the document. The Print option can be found in the file menu.

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