

TIFF FixIT™

By Informatik Inc

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User Guide

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Introduction

TIFF FixIT is a program designed specifically for editing and manipulating pages of multi-page TIFF files. The program allows you to re-arrange pages, insert pages from other files (including PDF and other non-TIFF files), and excluding pages. Furthermore you can edit the pages with text annotations, redactions, watermarks, clean up the borders, Deskew, and more.

The program is for TIFF files only. If you need a similar program for PDF files, you may want to consider the 'Informatik PDF Complete' program. If you need more comprehensive markup options, try our other markup programs. See Other Software section below.

The program requires Microsoft .NET Framework 2.0 or later, freely available from the Microsoft website (download center).

Always make sure that all affected files are safely backed up.

Demo Version

You may use the free Demo version up to 30 days. The demo version adds a 'Demo' page at the end of each output file. After 30 days you must either purchase a license or un-install the software.

How-To-Use TIFF FixIT

1. Open a single-page or multipage TIFF file from the File menu or by clicking on the icon in the toolbar. Only TIFF formats are supported (you may insert non-TIFF files as pages after the TIFF file is open). The first page of the opened image is displayed in the main window. The pages are displayed as thumbnails.
2. Navigate through the pages: Click on the First/Next/Prior/Last/Any pages icon in the toolbar, or use the thumbnails scrollbar. For other navigation shortcuts, please see Page Navigation section below.
3. Choose an edit button. The options are listed in the next section. The options are also available from the Edit menu. All options have short-cut keys (shown in the Edit menu). You can also move and exclude pages by right-clicking on the thumbnails. To find a blank page that you wish to exclude, right-click on a thumbnail and choose the 'Move to next Blank Page' option. To undo the edits and restore the original page, choose the 'Restore Page' option.

Generally just the current page is formatted or edited. Some of the functions (annotations, watermarks, deskewing and border cleanup) allow you to process a range of pages or all the pages in the file. To process all the pages or a range, use the Multipage options in the Edit menu, or click on the option button while holding down the CTRL key.

4. When all editing is done, you must save the file. Choose the Save option from the File menu or click on the Save icon in the toolbar. You can save the entire file or a range of pages. Files must be saved as TIFF files. See also the 'Saving the File' section below.

A separate basic TIFF-to-PDF option is available in the File menu.

Edit Options

The following Edit options are available:

Insert Page

Individual files (pages) can be inserted at the location of the currently open page. The following formats of insert files are supported: TIFF, PDF, GIF, PNG, JPEG, BMP.

One page is inserted at one time. If you need to combine two multi-page files (with many pages), you should use the separate Append TIFF utility; see Other Software section below.

To append files, please use the '**Append Files**' option in the File menu. The Append utility is stand-alone, so please append the files before you edit them in Tiff FixIT.

Move Page

The lineup of pages can be changed. Select the page that you wish to move (open that page), then click on the 'Move Page' button, or choose the option from the menu (or short-cut). The system will prompt you to specify the new page location. Alternatively, right-click on the thumbnail that you wish to move, choose the 'Move Page' option from the pop-up menu and specify the new page location.

Exclude Page

You can exclude a page. Select the page that you wish to exclude (open that page), then click on the 'Exclude Page' button, or choose the option from the menu (or short-cut). The system will ask you to confirm the action.. Alternatively, right-click on the thumbnail that you wish to exclude, choose the option and confirm the action.

If you prefer to bypass the confirmation prompt, press the CTRL key while choosing the 'Exclude Page' option.

You may want to delete all the blank pages. Rather than navigate thru each page to locate blank pages, right-click on the first (or any) thumbnail and choose the 'Find and go to Next Blank Page' option, then exclude that page.

To re-insert the excluded page, use the 'Insert Page' option, selecting the page from the original file name.

Rotate Page

The pages can be rotated clockwise, counter-clockwise and upside.

Redaction

Section of the page images can be redacted black or white. Select the Redaction option. The cursor changes to a 'cross'. With your left mouse button pressed, outline the area that you wish to redact. Release the mouse button and select the 'Accept' option from the pop-up menu.

If you need to redact several areas, select the 'Continue, More Redactions' option instead of the 'Accept' option. Only when done with all redactions, select the 'Accept' option. The pop-up menus also have options to undo the pending redactions, one at a time or all.

If for some reason you lose the thread, simply re-select the 'Redaction' option and continue.

Clean Borders

There are two methods of cleaning up the borders (punch hole, staples marks, borders and speckles from scanning, etc.).

To remove black borders from scanning, the 'White-flood black borders' option may be best. This option looks for black areas along the border and floods them with white color.

The other option is more versatile. Chose the 'White-out selected border area' option. The cursor changes to a cross. Make sure that the image is viewed 'Size-to-Fit'. Outline the area that you wish to keep UNCHANGED (that is the middle area inside the borders). Release the mouse button and click on the Accept option.

The 'White-flood black borders' option can also be run for all pages or selected pages. Look for the Multipage option in the Edit menu, or press the option button while holding down the CTRL key.

The Clean Borders option is not available for 8-bit (256 Color) images.

Annotation

Text annotations can be inserted at the bottom or top of the page image (left, center or right). The option is basic, one fixed font, three sizes.

Click on the 'Annotation' option. The annotation text window opens. Type in or change the annotation text. If the text is more than one line, use the Enter key (no text wrapping). Choose the placement and size from the dropdown lists. The text can be rendered transparent (recommended) or opaque. If there is no space for the text at the

bottom or top of the image, you can choose the 'Shrink Image' option. This option reduces the image vertically by the amount of a single text line. Press the OK button.

The Annotation option can also be run for all pages or selected pages. Look for the Multipage option in the Edit menu, or press the option button while holding down the CTRL key.

If you run the multipage option (range of pages or all pages), the Placeholder feature may be of interest. The following placeholders can be used for the annotation text:

[p] is the placeholder for the currently processed page number.

[pp] is the placeholder for the number of pages in the file.

[+0001] is the placeholder for an auto-incrementing number. The placeholder syntax determines the starting number and the number of zero-fills.

Watermark

Watermarks can be inserted in the page image (upper, middle, lower section). The option is basic, one fixed font, outline style, automatic sizing. For color images, you can also specify semi-transparent solid letters.

Click on the 'Watermark' option. The watermark window opens. Type in or change the short watermark text. Choose the placement and press the OK button.

The Watermark option can also be run for all pages or selected pages. Look for the Multipage option in the Edit menu, or press the option button while holding down the CTRL key.

Deskew

If the image is tilted you can use the Deskew option (available for most graphics compressions and color depth). Choose the Automatic or manual Deskew. If you choose the Manual deskew, the cursor changes to a cross. With your left mouse button pressed, draw a line of the skew angle. Release the mouse button and choose 'Accept' from the popup menu.

The Manual Deskew rotates from the center; some small corner areas are cut.

The Automatic Deskew option can also be run for all pages or selected pages. Look for the Multipage option in the Edit menu, or press the option button while holding down the CTRL key.

Invert Page

The Invert option inverts the image: White to black and vice versa. Use this option only for monochrome images.

Formatting

Sometimes you need to change the graphics specifications: **Resolution**, **Color Depth** (bits per pixel) and **TIFF compression**. Unless you specify new formatting, the formats of the source file (page) will be used.

If the vertical and horizontal resolutions of the source file are unequal, you can change them individually; if they are both the same you can only change them in unison.

Choose the Formatting option. The formatting window opens where you can specify the new settings. Press the OK button to confirm.

Restore Page

The Restore option re-opens the original page and deletes any edit changes you made. If you have excluded a page you need use the 'Insert Page' option.

Page Navigation

If a multipage TIFF file is open you can navigate through the pages with various methods:

- Click on the First, Previous, Next, Last, or Any icons in the toolbar. The 'Any' icon will prompt you to enter the page number.
- Use the thumbnails scrollbar and click on the thumbnail.
- Right-click on the main image window and select the page navigation option from the popup menu.
- Choose the navigation options from the Pages menu. The menu items show the shortcuts you can use.
- Finally, you can use the Page Up, Page Down, Home and End buttons on your keyboard.

Page Information

For each page opened, the following properties are shown in the 'Page Information' panel:

- Page: Current page (new line up), number of pages (net of excluded pages), original page number
- Size: Width and Height in pixels
- Res: Horizontal and vertical resolution (pixels per Inch)
- Colors: Color depth, for example 1-bit monochrome, 256 8-bit color, 32-bit RGB
- Tiff: Tiff compression format

Restore

The Restore option re-opens the original page and deletes any edit changes you made. If you have excluded a page you need use the 'Insert Page' option.

Saving the File

After you have made the edit changes, you must save the file. You can save the entire file or a range of pages. The Save option is in the File menu and toolbar.

If you save to an existing file you are prompted to overwrite or append.

Files can be saved only to the TIFF format. Make sure that the destination file and folder are writable (not set to read-only), and the output file is not in use by another application.

When file has been successfully saved an information window is displayed. If the information text includes a **** line, it indicates that one or more pages have been saved in a TIFF format other than the format specified.

If for some reason the file cannot be saved under the requested name, for example if the file is protected or in use by another application, the system may try to save it under that name with a '_2' suffix, or you may get a message that the file can be retrieved from the System's TEMP folder.

Print

A print option is available in the File menu. You can print the current page, all pages or a range of pages. The system prints the pages as edited; there is no need to save the file before printing.

TIFF-to-PDF Conversion

While edited and reformatted files can only be saved in the TIFF format, a simple basic option is available to convert TIFF files to PDF files. The option can be found in the File menu. You can also save the PDF in encrypted format with user passwords. Simply open a TIFF file, then proceed to convert it to PDF. The PDF file is saved under the same name as the original TIFF file, but with a .pdf extension.

Other Software

Many other related software products are available from Informatik Inc (www.informatik.com):

Informatik Reformat is useful for batch conversions of graphics files, selections of files, files of entire folders, even nested subfolders of most formats (including many legacy formats, but not PDF files). The program has features such as text annotations, resizing, reformatting, and much more.

PDF Complete allows you to markup multi-page PDF files, both interactively and in batch mode. It also includes options to combine PDF files, convert TIFF and other graphics files to PDF, and vice versa.

Append TIFF and **Append PDF** programs are for combining files and re-arranging pages of the files. The two programs have no edit options.

If you need more markup options, like drawings, shapes, inserted text and images, highlighting, text bubbles, try the **Informatik Markup** and **Informatik PDF Markup** programs. However these programs are suitable only for files that have a reasonably low number of pages.

Informatik xPrint is a printer driver program that allows you to convert any printable document to TIFF or PDF. It works like a printer, but instead of printing to paper it creates a TIFF or PDF file, single-page or multi-page.

Informatik OCR is a versatile Optical Character Recognition program for all common graphics files, including PDF.

Many other programs are offered, like **scanning**, **deskewing**, **document archiving**, **graphics markup**.

Technical Support

For the current Technical Support contact information please go to the www.informatik.com webpage.

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