

# Informatik Reformat

Version 10

## User Guide

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Latest versions of the user guide and the program can be downloaded from [www.informatik.com](http://www.informatik.com)

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# Introduction

Informatik Reformat Version 10 requires the Microsoft Framework version 2.0 or later.

Informatik Reformat allows you to reformat most common graphics formats, both popular formats and old legacy formats, but excluding PDF. The processing is done on single files, selected files, entire directories, even nested subfolders. For PDF options, see PDF Options section below.

The measurement standard is Inches or Centimeters. The default is set by the International Windows version, but it can be changed in Setup.

Options are:

Change one graphics format to another graphics format, for example reformatting an old legacy format to a newer format.

- Combine files into a multi-page TIFF file
- Split a multi-page file into serialized single-page files.
- Make metric changes to image files:
  - Resize the image, with or without change of the canvas size
  - Resize the canvas
  - Change resolutions
  - Shift the image in any direction
  - Crop a section of the image
  - Trim/Clear any of the four sides of the image
  - Rotate the image, including conditional rotation
  - Inversion
- Make graphics changes
  - Add text annotations along any of the image sides, or centered, or anywhere, at your chose of font options and color.
  - Add watermark, solid color or outline (hollow characters)
  - Add image, opaque or transparent

Informatik Reformat includes a separate non-integrated utility for converting Tiff files (and many other graphics formats) to PDF formats. The utility can convert

individual files, a selection of files, entire folder, even nested sub-folders. The utility can be accessed from the Informatik Reformat's File menu.

## **Performance**

For extremely fast performance of monochrome images, use black text and monochrome image inserts.

## How to Use

### ***Step 1: Select the files that you wish to reformat.***

If you wish to select only one or a few files from one directory, click on the 'Select Individual Files(s)' button. Select the files. To select several contiguous files, click on the first file, then click on the last file of the selection, all while holding down the SHIFT key. To select several non-contiguous files, click on the files while holding down the CTRL key.

To select all files in a folder, press the 'Select All Files in Folder' button. The number of files is indicated in the Taskbar at the bottom of the window. Please check and make sure that the Filter is set correctly, so that the right files are processed. If you type in your own filter, you must press the Refresh button so that the files are re-filtered.

If you also want all sub-folders to be included, check the 'Include Nested Subfolders' checkbox.

Now, to review the files to be processed, click on the Review List of Files link, or click on the number of files display in the taskbar. The Review List allows you to re-arrange the files, to add files, to remove files from the lineup, even to view files. It is recommended that you always review the files before they are processed.

### ***Step 2: Specify the Reformatting Options.***

This step is not needed if you simply want to convert from one graphics format to another graphics format.

There are two types of reformatting options:

- Metrics Options
- Graphics Options

Metrics Options include (each is covered in separate sections below):

- Resize the image, with or without change of the canvas size
- Resize the canvas
- Change resolutions
- Shift the image in any direction
- Crop a section of the image

- Trim/Clear any of the four sides of the image
- Rotate the image, including conditional rotation
- Inversion

Graphics Options include (each is covered in separate sections below)

- Add text annotations along any of the image sides, or centered, or anywhere, at your chose of font options and color.
- Add watermark, solid color or outline (hollow characters)
- Add image, opaque or transparent

To clear the window, press the Reset button.

Your settings can be saved and retrieved as templates via the File menu.

### ***Step 3: Save the Files.***

Before you save the files, consider and set the output formats. The following options are available:

#### **Graphics Format**

The most popular formats are listed:

- Auto (normally uses format of source files)
- TIFF (always use for multi-page files)
- PNG (single-page files only, good compression)
- GIF (single-page files only, good compression)
- BMP (single-page files only, no compression, creates large files)
- JPEG (single-page files only, good compression, always use for photo images)
- Other (many more formats are available)

For additional supported formats, click on 'Other'. Informatik Reformat can support over 50 formats but for some rare formats you will need additional filter files, available free from Technical Support. All filters are not included in the original download in order to keep the program download file reasonably small.

For TIFF files, you also need to specify the TIFF compression:

- Auto (normally uses compression of source file)
- CCITT4 TIFF Group 4 (monochrome only)
- CCITT3 TIFF Group 3 (monochrome only, now rarely used)
- LZW (color or monochrome, newest format)
- JPEG (this format has best compression, but only for photo images)
- Uncompressed (large files, generally do not use)

Also, for TIFF files you can specify special attributes (advanced use only):

- TIFF Fillorder/LSB
- TIFF Multistrip

## Color Depth

- Auto (normally uses the color depth of the source files)
- Black and White (monochrome, creates the smallest file footprint)
- 16 Colors (dithers the image to 16 base colors, not recommended)
- 256 Colors (dithers the image to 256 base colors)
- True Color (full colors, but creates large files)

Not all color depths are supported by all formats. For example, JPEG-compressed TIFFs save the 256-color images as grayscale, and there are other exceptions. Always review the output before you run conversions.

## Page Ranges

By default, all pages will be effected. To effect only some pages, enter one or more page numbers or page ranges, for example: 1,5-6,10. Sub-ranges must be in ascending order. You can use a question mark for an unknown last page. Alternatively, you can check the EXCEPT checkbox and enter the pages or page ranges that you wish to exclude.

If some pages need to be changed by metrics of graphics options, you are prompted as to whether you want to save all pages or only the changed pages.

Note, this option cannot be used to re-arrange the page order. Pages are always processed in the page order of the source file. To re-arrange pages, you may want to use the Informatik TiffAppend or the Informatik Pagination programs (user-interactive programs).

## **File Extension Names**

If a specific graphics format is specified the default output file extension will generally be the standard extension for that format. If 'Auto' format is selected, the output file will generally inherit the extension of the source file. The option is effective only for the Convert function.

You have the option to specify a particular extension name. Check the 'Extension Prompt' checkbox and the system will display a prompt where you can specify:

- Default
- Use Extension from Source File
- Custom Extension You specify any extension. Type an extension with or without a dot; the system will take care of the syntax.

## **Other...**

whether you want to be warned if an output file already exists,  
whether the source file should be deleted after processing,  
whether you want all errors to be posted to an error log.

Before you save the files, click on the Review button. The first page of the first image will be displayed. Review the image and review file properties shown in the taskbar (bottom of the window).

You are now ready to save the output files. Select from one of the following options (buttons):

## **Convert**

Choose this option if each input must be saved as one output file, no combining or splitting.

If you are processing only one file, a Save As dialog is displayed. Select the output file name and click on the Save Button.

If you are processing several files, the 'Browse for Folder' dialog is displayed. Select the output folder. The output file names will be taken from the source file names.

## Convert/Combine

Choose this option if all selected files must be combined into one output file.

There are two methods:

- Single Output File: Save all the files into one new file. A prompt will ask you for the file name. If nested sub-folders are processed, a combined file is created for each subfolder.
- Batch - Multiple Output Files: Combine the files by batch into more than one file. The files will be grouped by matching leading characters of the source files. A prompt will ask you for the matching file name pattern. **An overwrite alert is given only for the first file.** If nested sub-folders are processed, each subfolder is handled separately.

## Convert/Split

Choose this option if the pages of the input file(s) must be split into individual serialized files.

If you are processing only one file, a dialog is displayed where you select the output file name. Specify the numeric suffix (starting number and optional separator). Make sure that you allocate sufficient zeros to cover the number of pages. Click on OK button.

If you are processing several files, a dialog is displayed where you select the output folder. The output file name s will be taken from the source file names. Specify the numeric suffix (starting number and optional separator). Make sure that you allocate sufficient zeros to cover the number of pages. Click on OK button.

After you have saved the files, you may want to review all or some of the converted files. From the File menu, choose "Open 'Last Saved' Folder" to open the Windows Explorer with the listing of the newly saved file(s).

# Options

## ***Image Size***

Width and height of the image can be changed, with or without changing the canvas (the overall size of the background). Choose the metrics of the resize specification: Inches/Centimeters, pixels, percentage, add/deduct. Enter either the width or height, or both. If you specify only one dimension, check or uncheck the 'Constrain Proportions'. You can change the size of the image inside a fixed canvas size, or you can change both the image and the canvas. Furthermore, the system can reflect the new resolution (pixels-per-Inch).

## ***Canvas Size***

The canvas is the overall size of the image background. The canvas size can be increased or decreased without changing the size of the internal image. If you increase the canvas, the white border (left and bottom) will increase, but the image will remain unchanged. If you reduce the size of the canvas, some of the image may be truncated. The new size of the canvas is specified in Inches or Centimeters. You can change either the width or the height, or both.

## ***Resolution***

The resolution is the number of pixels per Inch. There is a horizontal and a vertical resolution. Generally, both resolutions are the same, but not always. The Resolution option allows you to change either or both of the resolutions. If you increase the resolution, the image will be displayed smaller (more pixels will be compressed into one Inch when the image is displayed, and vice versa. If you check the 'Resample Image' checkbox, the pixels will be added or removed so that the new image will display at the original size.

## ***Shift Image***

The inside image (the image on the canvas) can be shifted in any direction. For example, you may want to shift the image up a bit in order to create white space at the bottom. The shift values are entered in Inches or Centimeters. Minus values move the image up or left; positive values shift the image right or down.

## ***Crop Image***

A rectangle of the image can be cropped. Specify the crop starting point (upper-left corner of the crop rectangle) and the width and height of the crop rectangle. The specifications are entered in Inches or Centimeters.

Optionally, the cropped rectangle can be placed back centered on a blank canvas that is of the original size.

## ***Whiteout Rims***

The White Rims option allows you to blank out a slice if any of the four sides. For example, you may have inserted an annotation at the bottom of the image. The Whiteout Rims allows you to blank out a bottom strip. The specifications are entered in Inches or Centimeters.

## ***Rotation***

The image can be rotated at any right angle (90,270,180 degrees). Also available are options that rotate the image conditionally, for example, only rotate if the image is landscape, or vice versa.

## ***Inversion***

The inversion option renders the image negative, ie. White becomes black and black becomes white.

## ***Flip/Mirroring***

The Flip option flips the image horizontally. You may want to combine this option with a rotation to obtain a vertical flip.

## ***Byte Parity***

If Byte Parity is checked, the pixel count of the output file (horizontal and vertical) will be of a value that is divisible by 8.

## ***Annotations***

Text annotations can be made anywhere on the page. The dropdown list shows the fixed locations of the annotations. There are 13 fixed positions; 3 on each side of the image, horizontal at the top and bottom, vertical on the left and right sides. Each of the sides allows alignments for left, centered and right. Furthermore there is an option for centering and custom locations.

If you specify a custom placement, specify the left and top of the desired annotation location. Check the 'From Right Border' or 'From Bottom Border' check boxes if the placement specification is in reference to the right or bottom border (for example 1.5 inches from the right border).

Click on the Font button to select the size, font name and attributes (bold, underline, etc). The default font size is 8. Click on the Color button to select a color. The default color is black. Color annotations to black and white source files create very large files 24-bit files, so select color only if needed. You can specify 8-bit (256 color) file output to reduce the output file somewhat.

The annotations will be abutted tightly to the side of the image. If you need to add some lateral space, use the Lateral Padding option.

The text of the annotation can be entered or you can retrieve the text from a text file. It is suggested that you place often-used annotation text files in the c:\Program Files\Informatik Inc\Informatik Reformat\Annotations folder.

The text allows an extensive array of placeholders:

- [+001] Auto-incrementing starting number (001 is just an example) \*
- [F] File name (base name only)
- [FF] File name (base name and extension name)
- [FFF] File name (including full path)
- [D] Current date (short format as per Windows setting)
- [P] Page number of source document
- [PP] Number of pages of source document

[F], [FF] and [FFF] will print the file names in capital letters. To print lower-case characters use [f], [ff] and [fff] instead.

\* If you want the numbering to reset to base for each file, add an asterisk, for example [+0001\*]

#### Example:

Some Text [FF] Page [P] of [PP] XYZ[+0001]

would print as (for example):

Some Text SOMEFILE.TIF Page 1 of 12 XYZ0001

When batch processing, make sure that all files have a consistent resolution.

For fastest conversion, use black text.

## **Watermarks**

Watermarks can be placed centered, upper section or lower section. There are two styles of watermarks: Solid letters, or Outline letters (hollow letters). If the watermark is too small, check the 'Large Size' checkbox.

## ***Insert Image***

Image files can be inserted. Click on the Browse button and select the image file. It is suggested that you place often-used image insert files in the c:\Program Files\Informatik Inc\Informatik Reformat\Images folder. Specify the placement of the image in Inches or Centimeters. Check the 'From Right Border' or 'From Bottom Border' check boxes if the placement specification is in reference to the right or bottom border (for example 1.5 inches from the right border).

By default, the image will be inserted opaque. If the image should be inserted semi transparent, specify the Transparency in the drop-down list. Also specify the size of the insert image if not at the original 100%. Inserted color images will create large 24-bit output files. To reduce the output size somewhat, you may want to specify 8-bit (256 color).

For black and white inserts you can specify that the white background be rendered transparent.

For fastest conversion, use monochrome images.

## ***Order of processing***

The options are executed in the following order.

- Inversion
- Flip/Mirroring
- Rotation
- Cleanup Rims
- Crop
- Resize
- Canvas
- Shift
- Resolution
- Insert Image
- Text Annotation
- Watermarks

## **PDF Options**

Informatik Reformat includes a separate (non-integrated) utility for converting Tiff files (and many other graphics formats) to PDF formats. The utility can convert

individual files, a selection of files, entire folder, even nested sub-folders. The utility can be accessed from the Options menu.

The utility includes a separate Help file.

## **TIFF Information**

Informatik Reformat includes a separate (non-integrated) utility for extract image properties from graphics files (batch procession of files in folders, subfolders). The properties include width, height, color depth, format/compression, resolutions. The details are compiled in a tab-delimited text file. The utility can be accessed from the Options menu.

## **Append TIFF Files, Pagination**

Informatik Reformat includes a separate (non-integrated) utility for appending Tiff files and rearranging or deleting pages of Tiff files. The utility can be accessed from the Options menu.

The utility includes a separate Help file.

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## **Technical Support**

For technical support contact information, please go to [www.informatik.com](http://www.informatik.com)

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