

# Informatik Reformat

Version 15.11

## User Guide

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

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## Introduction

Informatik Reformat Version 15 requires the Microsoft Framework version 4.0 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. Informatik Reformat is ideal for batch processing. If you need interactive image markup and editing, check out the Imagistik Image Viewer. For PDF options, see the free Tiff-to-PDF addon, see section below.

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

The markup and edit 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.
- 15 markup and edit image files
- Re-arrange pages, exclude pages

*Always ensure that all affected files are safely backed up.*

## Trial version

The free trial version may be used for 30 days. The trial version displays nag screens. At random, about one in ten, a small 'Demo message' is added at the top of the converted image. You should use the trial version only for testing.

When you purchase a license you receive an unlock key. The unlock key, entered in the Help -> Register menu, converts the demo version to a licensed version; the Demo nag message is then no longer displayed.

## Edit and markup options

Informatik Reformat has extensive image edit and markup options. In many situations you may only want to change the graphics format, re-arrange pages, split or combine files and not need to edit or markup the images. If so, just select the files, set the formatting options, page ranges, etc. and press the Convert, Split or Combine button.

If you need to edit or markup the images, use any or all of these options: (listed in the order of execution):

- Color flooding (remove black border strips)
- Despeckle monochrome images
- Remove blank pages
- Invert
- Deskew
- Rotation
- Change resolutions
- Border clean-up
- Crop
- Shift
- Resize image
- Resize canvas
- Image, redaction, white-out, highlights
- Text annotation
- Watermarks

Several edit and markup options can be run at the same time. The options are executed in the order they are listed in the Informatik Reformat window.

Click on one or more of the options listed vertically in the center of the window. A window opens where you can set the specifications. When done, click on the Set button, or to cancel, click on the Clear button. The option is now marked with a checkmark. Move your mouse over the checkbox and the system will display a short description of the markup specifications. To cancel an option, simply click on the option and press the Clear button.

Short description of the edit and markup options:

### Color flooding

The color flooding option white-washes the contiguous black area extending from each corner. The black areas are caused by some scanners; the color flooding option removes the black strips on all sides of the image. Access option via the Pre-process function.

## **Despeckle**

The despeckle option removes 'noise' from images (limited to monochrome images of 100-400 resolutions). Clusters of up to three pixels in width and height of images with 100x100 resolutions, and increasing for higher resolutions, are removed. Access option via the Pre-process function.

## **Remove blank pages**

The options removes virtually blank pages. You can set a threshold between 50 and 400, with a default of 100. Access option via the Pre-process function.

## **Invert**

The invert option creates a negative of the image. Access option via the Pre-process function.

## **Deskew**

The deskew option straightens slightly deskewed images. An option to clear the borders pre-deskew is available. Access option via the Pre-process function.

## **Rotation**

The rotation option rotates the image at right angles. There are options for 'conditional rotation', for example, rotate only if the width is larger than the height.

## **Resolution**

The resolution option changes the horizontal and/or vertical resolution of the image. The Re-sampling (default) adds or removes pixels so that the image displays at the original dimensions. Resolution changes must be 'with re-sampling' if you also select text annotations, image inserts or watermarks. The option for byte parity rounds the horizontal and vertical pixel count to the nearest eight (8).

## **Border cleanup**

The border cleanup white-washes the selected the border areas. This option is useful for cleaning up impurities on images, for example punch-hole marks.

## **Crop**

The crop option extracts a rectangular section of the image, with an option to preserve the canvas.

## Shift

The shift option moves the image in any direction and creates white space on the vacated side.

## Resize image

The resize image increases or decreases the image dimensions. The resolution can be adjusted automatically so that the image displays at the original size. If the image size is reduced, the canvas can be preserved. If only the width or the height is specified, the proportions can be constrained. The measurements can be given in absolute or relative values.

## Resize canvas

The resize canvas enlarges the background without affecting the size of the internal image. The internal image can be centered or be moved to one of the corners. The measurements can be given in absolute or relative values.

## Image, redaction, white-out, highlights

The image insert option adds an image to the page. The image can be set to semi-transparent, and the white background can be made transparent. There are many options. For best performance, use monochrome images on monochrome files.

For redaction, white-out and highlighting features click on the blue link and follow the instructions. You key in the color code (B=black, W=white, R=Red, Y=yellow, etc. ) and select the size and location of the color insert. For highlighting, set the Opacity to about 50%.

You can also use the Image option for inserting watermarks.

If you select a opacity level, the page will be saved in True Color (24-bit colors).

## Text annotation

The text annotation option inserts text. The text can be placed in one of the preset locations, horizontal or vertical, or the placement can be user-specified. Text annotation includes a versatile Placeholder feature for including page and file name text, dates, incrementing numbers. There are many font and color options. For best performance, use black text on monochrome files.

If you select colored text, the page will be saved at a minimum of 8-bits color depth. If you select an opacity level, the page will be saved in True Color (24-bit colors).

You can also use the text annotation option to insert watermarks; select a large font and set a low opacity.

## Watermarks

The transparent watermark text, solid or outlines, can be placed in the upper, middle or lower section of the image.

The watermark quality of monochrome images will be raw; for increased quality, please check the 'Higher quality' checkbox or choose a higher color depth.

For enhanced watermarks, use the 'Image insert' or the 'Text annotation' option and set the opacity to 20-50%.

## Order of execution

Several edit and markup options can be run at the same time. The options are executed in a logical order, in the order they are listed in the Informatik Reformat window.

After the edit options are selected, press one of the Save buttons at the bottom of the window.

## Graphics formats, compressions, color depth

The graphics, compression and color depth options are:

- Graphics format (Tiff, PNG, GIF, JPEG, BMP, Other)
- Tiff compression (CCITT4, CCITT3, LZW, JPEG, Packbits, Uncompressed)
- Color depth (Monochrome, 16-color, 256-color, True Color)
- JPEG quality (100 – 20)

If not specified, generally, the output will be saved in the format, compression and color depth of the source document, unless the selection is not supported. There are, however, many exceptions.

If you insert color text to a monochrome image, the image will be saved at a minimum of 8-bit (256 colors) color depth, regardless of the setting.

If your text annotation or image insert is rendered transparent, the image will be saved in True Color (24-bit), regardless of the setting.

Tiff format:

For multi-page files, always use the Tiff format. Only the Tiff format supports multi-page files.

If the image is saved in Tiff format, color images are saved in the LZW compression, unless you specify Packbits, Uncompressed or JPEG.

CCITT3 and CCITT4 (Group 3 and Group 4) support monochrome only.

For color Tiffs, we recommend LZW compression. For photographs, you may want to use the JPEG-compressed Tiff format that compresses the image to an amazingly small file size, but JPEG-compressed Tiffs are not supported by all graphics viewers and the conversion loses some quality. JPEG format is always saved in 24-bit color.

Unless specified otherwise, the Tiff files are saved Singlestrip, Fillorder 1.

JPEG quality: A 70 – 80 percent JPEG quality reduces the file size significantly but is virtually undetectable to the eye.

If you convert a JPEG file to Tiff, by default, it will be saved in LZW compression. To save the JPEG in JPEG-compressed Tiff compression you must so specify.

For additional supported formats, click on 'Other' in 'Graphics format' drop-down list. 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.



## Step-by-step

### 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 '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, or filtered files, press the 'Folder' button. Please check and make sure that the Filter is set correctly, so that the right files are processed.

If you also want all sub-folders to be included, check the 'Include nested subfolders' checkbox and re-select the folder.

If you need to process files from different folders (for example to merge files), select the files from the first folder, click on the 'List of files' button, add files from other folder(s).

You may want to review the listed files. Click on the 'List of files' button. The review list allows you to re-arrange the files, add files, remove files from the lineup, and view files. The number of files and folders will also be indicated in a prompt before you confirm the process.

If you select a single file, the file will automatically be displayed. If you select multiple files, you can view the individual files by clicking on the 'List of files' button. In the list of files window, select the file that you wish to view and press the 'View file' button. To navigate through the files or the pages of a multi-page file, use the arrow buttons. You can enlarge the display by simply dragging the lower-right corner of the window to a larger size. The displayed file is the image before any edit or markup changes.

Press on the 'File info' button to see the properties of the displayed file.

### Step 2: Specify the output graphics format

The graphics format options are in the lower section on the left side of the Informatik Reformat window. Please read the separate 'Graphics formats, compressions and color depth' section.

### Step 3: Specify the reformatting options

If you want to make graphics or edit changes to the files, click on one or more of the options listed vertically in the center of the window. When you click on an option, a

window opens where you can set the specifications. When done, click on the Set button, or to cancel, click on the Clear button. The option in the vertical list is now marked with a checkmark. Move your mouse over the checkbox and the system will display a short description of the markup specifications. To cancel an option, simply click on the option and press the Clear button.

To view the image, click on the 'View file' button. Note that the displayed file is always the image before any edit or markup changes. To view the effect of the conversion, go to the next step.

#### **Step 4: Preview the conversion**

Before you run the batch conversion, you should preview the conversion of the first page of the first file. Click on the Preview button. The converted image is displayed. Press on the 'File info' button to see the properties of the converted file.

#### **Step 5: Convert and save**

Having reviewed all settings and previewed the sample conversion, press on Convert+Save, Split+Save or Combine+Save button.

You should review the converted file for completeness and accuracy. Select 'Open last processed file' (CTRL+L). The processed file will be opened in the default image viewer. When splitting or merging files, the system may not display the correct file; you need to select the file manually.

## **Templates**

The entries for markup and edits can be saved as templates. Make all the entries to the options that you wish to be included in the template. Select 'Save template' from the Template menu button. Enter the template name. It is best to keep all template in the same folder. To open a saved template, choose 'Open template' from the same menu. The templates include only the markup and edit specifications; they do not include graphics format settings.

## **Convert, Split, Combine**

### **Convert+Save button**

Informatik Reformat will convert the files and save them one-on-one. If the batch consists of a single file, a prompt will ask for the output file name. If there is

more than one file in the batch, the system will ask for the output folder; the base file name will be borrowed from the source file. If the batch has multiple files, the system will display the number of files and folders that are included in the batch. Press 'Yes' button to continue, or press 'No' button to cancel.

### Split+Save button

Informatik Reformat will convert the files and split multi-page files to one file per page. If the batch consists of a single file, a prompt will ask for the output file base name. If there is more than one file in the batch, the system will ask for the output folder; the base file name will be borrowed from the source file. Accept or change the serialization string (separator character and starting number with zero fills). Press OK button. If the batch has multiple files, the system will display the number of files and folders that are included in the batch. Press 'Yes' button to continue, or press 'No' button to cancel.

### Combine+Save button

Informatik Reformat will convert the files and save them as a combined file. You are prompted to choose from two options:

- Single output file
- Multiple output files

The Single output option combines all the files in the batch to a single multi-page file. You are prompted to enter the output file name. The Multiple output option combines the files according to a common file name prefix. You are prompted to specify the output folder and the file specification. The window has a Help link with instructions. Press OK button.

If the batch has multiple files, the system will display the number of files and folders that are included in the batch. Press 'Yes' button to continue, or press 'No' button to cancel.

If you need to combine files in a sequence that is different from the files' directory lineup, use the following procedure:

1. Select all the files
2. Click on the 'File list' button
3. Use the arrow buttons to move the files to desired location
4. Press OK button.

## Page Ranges, Pagination

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. The range can be in ascending or descending order. You can also use the 'E' to indicate the 'last page'.

There are two field for page ranges:

- Pages to be included in the output
- Pages to be subjected to the edits and markups

For 'all pages', leave the respective field blank. The Informatik Reformat window has Help and Samples links for more instructions.

You can use the 'Page range' field to re-arrange pages of a multi-page file, or to exclude pages. Simply specify the new ranges in the first 'Page ranges' field and press the Convert button. For example to exclude page 5 from a file, specify the 'Page ranges' as '1-4,6-E'. To reverse the order of the pages specify 'E-1'.

## Reset

The settings for formats, edits and markups can be reset to the default. To change the settings in the left frame (graphics formats, etc.) click on the Reset button. To change all the settings, including the edit and markup items, right-click on the Reset button.

## 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.

## Technical Support

For the current Technical Support contact information please go to the [www.informatik.com](http://www.informatik.com) webpage. Please look up the FAQ link in the Help menu before contacting Technical Support.

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