Informatik Viewer

by Informatik Inc

Version 10

User Guide

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For updated manual please go to
www.informatik.com
www.informatik.us

Contents

Read First

Informatik is a graphics viewer for multi-page Tiff and other image formats. The program features an extensive selection of reformatting and markup functions. Informatik Viewer also includes a basic Optical Character Recognition (OCR) function. Informatik Viewer supports Microsoft's XPS files. XPS files allow you, via the Microsoft XPS Document Writer (printer), to convert any printable documents to Tiff files.

Informatik Viewer requires the Microsoft Framework 4.0 or later. Frameworks are freely available from the Microsoft website.

A 'read-only' version of Informatik Viewer is also available. The version has all options of the full version, but the Reformat and Markup functions are disabled. See section below for more information.

Informatik Viewer supports the standard screen resolutions, but may not fully support custom resolutions.

Check frequently for software upgrades. Click on Help menu button for the link.

When you make changes to a file, always make sure that you have valid backup, and always check the output. Please read the full text of the License and Warranties section in this document, and do not use the program unless you agree with the terms. Report any error conditions to Informatik technical support. Comments and suggestions are always appreciated.

Demo Version, Licensing

For educational, personal, non-business use, Informatik Viewer is free, as a fully functional trial version. For business use, a license must be purchased after 30 days, or the trial must be un-installed. For large corporate licenses, the one-time fee can be below one dollar per user. For more licensing information, visit www.informatik.com or www.informatik.us, or contact Informatik Inc for a quote.

If you purchase a license you will receive an unlock code. The unlock code is entered in the Help / Registration menu. Once entered and the program re-started, the program will run in licensed mode without nag messages.

Associate file extensions

If you wish to associate the `.tif` file extensions to Informatik Viewer, RIGHT-click on any Tiff file, then choose 'Open with' from the dropdown menu. Select the InformatikViewer executable from the `C:\Program Files (x86)\Informatik Inc` folder (or the folder that you specified at installation. Check the checkbox 'Always use the selected….'. The exact procedure depends on the Windows version.

Supported formats

Opening files: Single and multi-page Tiff (most common compressions), BMP, GIF, PNG, JPEG.

Saving files: Single or multi-page Tiff, BMP, GIF, PNG, JPEG. By default, monochrome Tiffs are saved in the CCITT4 format; color Tiffs are saved in LZW format. When saving a multipage file to Tiff format, you can opt to save all, save a single page or page ranges. The ranges can be in ascending or descending order. This option allows you to re-arrange pages of a multi-page Tiff file, and to remove pages. Saving to JPEG format, prompts you to enter a quality factor; the default is 80. The default can be changed in Setup.

For reason of caution, the only Save menu option is 'Save As'. If you edit an image, it is recommended that you save it under a different name so that it does not accidentally overwrite the original file, in case you want to reverse the edit. Edited output should always be checked for correctness.

Although Informatik Viewer does not have direct PDF conversion functions, to and from, simple conversion methods are available within Windows and Informatik Viewer. Please review sections below.

Viewing the image files

The image display can be set to

- Fit-to-size
- Fit-to-width
- Full display

Click on the icon in the left sidebar and Iterate through the display modes. The default mode can be specified in Setup. You also have an option to view large images with either the **scrollbar** or with **panning**. The panning option is accessible by icons in the upper-right corner of the screen, or in Setup. Informatik Viewer also has a useful **magnifier** option. With the CTRL key pressed select the area that you wish to see magnified.

For multi-page files, you may want to activate the **thumbnails**. Click on the icon in the upper-left corner, or select it in Setup.

Informatik Viewer includes a **scrollbar lock**. The lock is useful if you view a series of pages and want the scroll bar to remain in a set position. The option is accessed in the upper-right corner of the screen, or in Setup.

For zoom and rotation, click the icon in the left sidebar. Many short-cut keys are available. For a list of shortcuts, click the option in the Help menu.

Image Information

Select 'Image Information' from the 'Other' menu for technical data on the current image: Width, height, horizontal and vertical resolution, graphics format and compression, color depth, number of pages. The information refers to the original image, before any image reformatting or markups.

OCR –Optical Character Recognition

Informatik Viewer includes the basic OCR option. The initial installation includes the language files for English. Separate language files are available (free) for French, German, Italian, Spanish, Portuguese and Dutch. Please download zip files from download pages in www.Informatik.com or www.informatik.us.

Once you have downloaded the language file, unzip it and place the individual files in the OCR sub-folder that you see when you click on a language selection.

The OCR option works as follows: Press the OCR menu button and select the language. Your language is defaulted.   On the displayed image, outline the area that you wish to read. After a few seconds the text will be saved in a temporary text (.txt) file and is displayed in the default text viewer. Copy-paste the text and apply as needed.

Screen capture

To capture the screen, select the Screenshot option from the 'Copy' menu. Optionally, set the time delay so that you can prepare the screen for capture, for example, you may want to include an open dropdown list. Note, the screen behind the Informatik Viewer window is captured. The capture is stored in the Windows Clipboard, open it from the Copy menu. If you want to capture a single screen window, see instructions in the Screenshot menu – 'Other methods'.

Setup

Please explore the Setup window. Setup allows you to specify many default settings. The Setup window can also be used to change some settings for the current session. The Setup window always reflect the current state of the settings. Only by clicking the 'Save as default settings' are the selections saved as defaults and applied when you open the program.

Linked applications

In Setup you can specify up to five (5) applications that can be launched by the Informatik Viewer program by passing the file name as an argument. The 'Linked Applications' option (in the File menu) is enabled only if you have set up at least one linked application. Informatik Viewer passes the current file name as an argument to the linked application. Not all applications support standard commands.

Pages

You may want to re-arrange pages of a multi-page Tiff file, or remove some pages. This can easily be done with the Save function. Open the multi-page file that you wish to re-arrange and select the Save option from the File menu. Specify the new page lineup with page numbers and ranges of pages, for example: 1-3, 5-7, 10, 13, 20-14. The link in the Save dialog window shows more examples.

Multi-page

Split a file, combine pages

The 'Other' menu includes two functions:

- Split a multi-page Tiff file into separate page files.

- Combine single-page files into a multipage Tiff file. Note, all the files to be combined must first be placed in a separate folder. All files must be single-page files.

Convert Any-to-Any

Convert any file to Tiff (XPS printer driver)

You can convert any printable document to a graphics file. Use this simple 'printer driver' method.

1. Open the file in the file's native application, for example Microsoft Word. Open PDF files in any PDF viewer.

2. Select the Print option and choose 'Microsoft XPS Document Writer' as the printer. Click Print button.

3. In the 'File name' field, type the output file name. The file name MUST have the .xps extension (not .oxps). Click 'Save' button.

4. Wait while the system completes the conversion. If nothing happen, you may need to release a flickering icon in the bottom task bar.

5. When the 'print' process is completed, open the .xps file in the Informatik Viewer (not in other image viewers). In the dropdown list next to the Filename text box, select 'XPS as Tiff' (monochrome of color). Click 'Open' button.

6. The file now opens as a Tiff. The conversion is complete. Optionally, re-open the XPS file and save the file in another image format.

Note: For PDF output, select the 'Microsoft Print to PDF' instead of 'Microsoft XPS Document Writer'.

Convert PDF files

Informatik Viewer does not directly support PDF files. However there are easy work-around functions to convert graphics files to PDF and vice versa (not available on very old Windows operating systems).

Convert graphics files to PDF:

1. Open the graphics file.

2. In the Print menu, select the 'Microsoft Print to PDF'. Press OK.

3. Specify the output PDF file name.

4. Click on Save button.

Convert PDF to graphics:

Use the procedure outlined above in the Convert Any-to-Any section. Start with opening the PDF file in any PDF viewer.

Reformatting and Markup

Informatik Viewer offers an extensive choice of reformat and markup options. The functions are split into two types:

- Reformat
- Markup.

Reformatting options change the image format or the appearance of an image. Examples: resolutions, rotation, deskew, rotation, border cleanup, transparency, color, etc. Each time you make a change, a backup file is created, and you can later restore the image.

Markups options add dynamically created graphics objects to the image, for example: drawing, redactions, highlighting, etc. Each markup is a movable graphics object. The markups can be dragged, edited, cancelled. You can create many markups on a page. The markups must be confirmed (realized and rendered) before you move to another page or file, or before you make reformat changes . Once so confirmed, you can no longer edit the individual markups. However, rendering the markups creates a backup and you can restore the page. Also, you can re-create last batch of markups on a fresh page. Before closing a file, you must save the changes, or they are discarded.

Reformat options

- **Rotation**
  Right-angle rotation, specific angle rotation. flip

- **Resolution (PPI)**
  Change resolution with or without resampling. Resampling changes the resolution but retains the dimensions of the image, adding or removing pixels.

- **Resize**
  Change the dimensions of the image, retainig the width-height ratio

- **Deskew**
  Automatic skew detection or manual deskewing by drawing a skew line

- **Despeckle**
  Despeckling removes some stray pixels.

- **Border cleanup**
  Outline a rectangle; the area outside the rectangle is whited out. This option is useful if you wish to remove black borders created by the scanner.

- **Crop**

- **Invert**
  Inversion of colors. Black becomes white, etc.

- **Convert to monochrome**
  Convert a color image to single-bit in order to reduce the file size. Colors are dithered. Light colors may become invisible, while dark colors may be rendered black.

- **Colorize**
  For example, change a photograph to antique sepia color

- **Color flooding**
  Flood a contiguous area with a selected color

- **Brighten, darken, contrast, blank**

- **Transparency**
  Renders an image partially transparent. When using this option, the file must be saved in Tiff, PNG or BMP format. Transparency is not supported in JPEG or GIF format. A selected color (usually white) can be set to be 100% transparent.

- **Color sampling**
  With the mouse, select a pixel, and the color will be reflected in the Color dialog. The color dialog can show the technical data of the color, such as RGB data.

Markups options

You can add as many markup objects to a page. To move or edit a markup, click on it. A red rectangle appears around the markup indicating that it is active and ready for dragging and editing. An Edit window opens next to the markup, showing the various edit options. The markups are temporary until confirmed. Once confirmed, they can no longer be edited, but you can restore the page to an earlier state via Undo options. For multi-page files, you are prompted to confirm the markups when you move to another page.

- **Text annotations**
  Options for font and color. Text can be rotated at any angle. Click at spot of text, or draw line at an angle.

- **Redaction, whiteout (erase)**
  There are two methods of redactions and white-out: Rectangle and Line method. If you need to redact a skewed line or a curved line, use the Line method. A drawn redaction line can be skewed and bent.

- **Yellow marker, highlighting**
   The standard method is by drawing a rectangle. This method brings out the best quality, especially if the page's backcolor is white. If you need to highlight skewed or curved line, use the 'Line method' of the Redaction, after checking the Transparency and optionally changing the color. When editing, you can tilt and widen the line, or curb the line.

  If your original image is monochrome and you wish to keep the output in monochrome (so as to minimize the file size), use the Highlight function as follows: a) Use the standard 'Rectangle' method, but use pure black as the color, or b) use the 'Line' method of Redaction, black color, with the Transparency checked. (not available on some old operating systems, test it first).

- **Shapes and patterns**
  Lines (with optional arrow anchors)
  Rectangles
  Ellipses
  Arrows
  Freehand drawing
  Irregular shapes, paths
  Text balloons
  Numbered bullets

  Options: Color, line width, dash lines, fill, hatch patterns, opacity, rotation, transparency.
  Closed drawings can be filled with color and hatch patterns (opaque or transparent).
  Corner points of irregular shapes can be moved with the drag handle.

- **Image inserts**
  Images from files or clipboard
  Options: Rotate, resize, opacity, transparency, make white fully transparent
  Image inserts an be resized with the drag handle, or by clicking plus/minus buttons.

- **Replicate sectione**
  Copy a section of the image and move it. The vacated space can be whited out with the Redaction option.

- **Watermarks**
  Two options: solid letters or outline letters.

- **Stamps**

- **Code 39 barcodes**

- **Curved and round text**
  Resize, rotage, color, tighten, widen

- **Irregular shapes**
  Edges of irregular drawings can be dragged. Click on edge and find hotspot. Hotspots are small; you may need to click more than once.

Color
When selecting a color, the Color dialog is displayed. Select a standard color or click on 'Define Custom Colors'. If you use the Color Pick option, the sampled color is retained in the Color dialog.

Line width
You can set the line width for individual drawings. The default width can be set in Setup. Once a line is drawin you can still change it via the edit option.

Resize
Some markup objects can be resized by dragging a size handle (lower right corner of the object). Other objects, for example rectangles, are resized by clicking on plus/minus buttons.

Rotation
Some markup objects can be rotated at an exact angle, others rotate only at right angle. Activate the markup, and in the Edit window, click on the Rotation button. Select the angle with the 'clock dial', or click on one of the right-angle buttons, or increase/decrease the angle in steps by clicking on the plus or minus buttons. Use CTRL for left/right and top/bottom alternatives. Line objects can be rotated by moving the handlehandle at either end of the line.

Fill options
Clicking on the 'Fill options' iterates through various looks and hatch patterns, depending on the type of object. For pattern fills, the frames can be removed: minus-click on 'Line width' button till frame disappears. Irregular shapes can be filled only if the gap is closed.

Dash styles
The option iterates through several styles.

Add arrow heads

The option iterates through three looks: arrow at end of line, arrow at beginning of line, arrow on both ends.

To top
The option moves the markup object to the top, above any other markups. This option is useful if a markup is covered behind another markup and needs to be edited.

Read-only version

 A 'read-only' version of Informatik Viewer is also available. The version has all options of the full version except that Reformat and Markup are disabled. Ask for a '55' license code, or for demo version, use this code (entered in the Help menu):   XXXX1XXXX1XXXX1XXXX55XXX

Technical Support

The technical support contact information is shown in www.informatik.com and www.informatik.us web pages.

Before you contact Support, please review any FAQ links in the Help menu.

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