



IMiS<sup>(R)</sup>/Scan & IMiS<sup>(R)</sup>/View  
Manual

Version 9.5.1510

**IMAGING  
SYSTEMS**  
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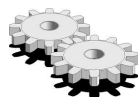
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# 1 ABOUT THE MANUAL

This user manual describes the functionalities of the IMiS<sup>®</sup>/View and IMiS<sup>®</sup>/Scan software products. Most of the functionalities are the same for both products, which is why the descriptions have been combined into a single user manual.

## 1.1 About IMiS<sup>®</sup>/Scan and IMiS<sup>®</sup>/View Products

IMiS<sup>®</sup>/View is a software product for viewing and electronically signing all of the important graphics file formats (TIFF, PDF, JPG, GIF, BMP etc.).

It enables the viewing of all image files which have been compressed using the standard CCITT G3/G4, LZW, JPEG, JPEG2000, JBIG and ZIP algorithms, and has been adapted for viewing multi-page documents.

IMiS<sup>®</sup>/Scan is a software product for scanning black-and-white, gray and color documents, and for viewing and electronically signing documents. It supports the standard scanning formats (multi-page TIFF and PDF) and the viewing of all the important graphics file formats (TIFF, PDF, JPG, GIF, BMP etc.). The online settings of the scanning profile (resolution, color depth, brightness, sharpness, patterning, two-page scanning) facilitate the efficient scanning of paper documents of various readabilities and quality levels.

## 1.2 Chapters Solely for IMiS<sup>®</sup>/Scan Users

In order for the user manual to be clearer, chapters are listed which contain merely the functionalities of IMiS<sup>®</sup>/Scan and are therefore **not intended** for IMiS<sup>®</sup>/View users.

The IMiS<sup>®</sup>/View application is the same as the IMiS<sup>®</sup>/Scan application but without scanner settings and the scanning option.

Chapters which are intended solely for IMiS<sup>®</sup>/Scan users are [Chapter 6.2 Product Settings](#), [Chapter 6.3.1 Scanning](#) and [Chapter 6.3.2.4. Setting Options – Scanning](#).

## 2 GENERAL ON SCANNING DOCUMENTS

### 2.1 Methods of Scanning Documents

Scanning is the converting of documents in paper form into a digital data file for the purpose of viewing and saving to storage media. Paper documents can be captured using specialized scanners, multifunction devices or digital cameras.

A scanner is still the most suitable for capturing larger quantities of paper documents.

A scanner can be connected locally or via a computer network.

Based on our experience in scanning, it is recommended that you connect the scanner locally.

### 2.2 Connecting a Scanner

In order to successfully convert paper documents into digital form, you need software in addition to hardware (scanner and computer).

In order for various scanners and the IMiS®/Scan software product to successfully scan paper documents, you must take into account the preset protocols or standards for connecting and transferring digital contents. The best known standards are ISIS, TWAIN and WIA.

**ISIS (Image and Scanner Interface Specification)** is an industrial scanner interface. It was developed by Pixel Translations in 1990. Today this standard is owned by the EMC Corporation, which sees to its development and use. Any scanner manufacturer may develop its own ISIS drivers, but must obtain a certificate of compatibility with the ISIS standard from EMC. In doing so, it must pay a license fee to EMC. In general, all production scanners use ISIS drivers.

**TWAIN (Tool Without An Important Name)** is a free scanning application programming interface. It was the first standard to enable the connecting of software to various scanners. The development of this standard is overseen by a consortium of large scanner manufacturers called TWAIN Working Group. A downside to this standard is that the user interface is integrated into the TWAIN driver, which makes it harder to implement the driver. Another problem is the long waiting periods for innovations.

Generally speaking, low-cost scanners use only the TWAIN driver.

**WIA (Windows Imaging Architecture)** is a driver and API, developed by Microsoft. It only works on the Windows operating system. The entire development of the driver is tied to Microsoft's objectives and does not really take into account the demands of scanner developers.

## 2.3 Scanning Resolution and Quality

Scanning works on the principle of detecting light reflected off paper or picture.

The entire surface of the sheet is divided into small pixels. Each pixel is determined by its position, brightness level and color (color scanning). Resolution is the number of pixels per unit of length. It is usually written down as number of dots per inch (**dpi**).

A document which is divided into more pixels has better resolution and consequently its conversion into digital form is of higher quality. The scanning resolution is conditioned by the scanner technology. Scanners support a resolution from 100 to 1600 dpi. For the needs of archiving a non-image document, a resolution of **300 dpi** is sufficient.

Scanning with a resolution of under 200 dpi may result in unreadable conversion of archived documents. Scanning with more than 300 dpi is sensible if the original text on paper is of poorer quality or when you wish to convert an image of a document into digital form with very high resolution.

## 2.4 File Compression and Size

When scanning, a dot on paper is being copied to a digital memory unit.

In the case of black-and-white copying this unit is 1 bit, while in the case of gray or color copying it can be a byte or bytes. The quantity of color or level of brightness which is captured with a scanner is called color depth. Greater color depth gives a broader range of various colors and consequently means greater memory usage. The first row in the table below gives an example of how color scanning can use up to 15 MB of memory.

| Color depth             | Black & white (1 bit) | Gray (8 bit) | Color (24 bit) |
|-------------------------|-----------------------|--------------|----------------|
| <b>none</b>             | 475 KB                | 5 MB         | 15 MB          |
| <b>CCITT G3</b>         | 85 KB                 | x            | x              |
| <b>CCITT G4 T6</b>      | 45 KB                 | x            | x              |
| <b>JBIG</b>             | 36 KB                 | x            | x              |
| <b>JBIG 2bit</b>        | x                     | 84 KB        | x              |
| <b>JBIG 3bit</b>        | x                     | 165 KB       | x              |
| <b>JBIG 4bit</b>        | x                     | 420 KB       | x              |
| <b>Packed bits</b>      | 109 KB                | 5 MB         | 15 MB          |
| <b>LZW</b>              | 75 KB                 | 3.2 MB       | x              |
| <b>ZIP</b>              | 56 KB                 | 3 MB         | 9 MB           |
| <b>Wang JPEG</b>        | x                     | 315 KB       | 363 KB         |
| <b>Sequential JPEG</b>  | x                     | 315 KB       | 360 KB         |
| <b>Progressive JPEG</b> | x                     | 310 KB       | 334 KB         |

Such quantities of obtained digital data may cause problems with the data transfer speed from the scanner to a computer or a lack of space on the storage medium.

For this reason, digital data is compressed. The above table shows which compression methods are suitable for each color depth. Generally speaking, compression methods are divided into "lossless" and "lossy".

#### Lossless Data Compression

The algorithms of methods in this group look for repeated strings in the digital document and shorten them without losing data. The quality of the scanned document prior to compression remains the same after the data is decompressed. The characteristic methods of this group are G4 T6, LZW and ZIP compressions.

#### Lossy Data Compression

A characteristic of the algorithm in this group is the removal of unimportant data from scanned documents and assigning similar pixels in the document to a common denominator (e.g.: it changes various shades of a blue sky into a single color for the entire range of blue shades).



Thus the original digital image is modified and the display quality is reduced.

The decompressed image no longer matches the original. A representative of this group is JPEG compression. Repeated compressing and decompressing of an image may significantly affect the quality of a scanned document.

Black-and-white scanning is sufficient for the majority of documents, which is why we do not recommend scanning in gray or color. The majority of scanners intended for document capture uses advanced methods and filters for graphic processing, which ensures the optimum quality of scanned documents.

We recommend that you use lossless compressions for scanning text documents, and compressions from the JPEG family for image documents. For image documents which must preserve their source file you can likewise use the lossless compression method.

## 2.5 Recording of Scanned Documents

The recording of scanned documents to a storage medium is executed in preset file formats.

There are different types of file formats; however, not all are suitable for a specific type of document.

In general, file formats are divided into single-page and multi-page. In addition to a digital record of the document, all formats store additional information about the document in their structure.

### Single-page formats

are capable of recording only one page to a file. They are used for saving images and are suitable for the further processing of scanned images. The best known formats in this group are BMP, PNG and JPEG.

#### BMP (**Bitmap** File Format)

This file format enables the saving of digital images of random height and width in various resolutions and color depths. This format was developed by Microsoft to be used in its applications and the Windows operating system. The fact is that this format is well documented and patent-free, which is why it is present in all image processing programs. A flaw of this format is that it does not support data compression and therefore the files take up a lot of space on the storage medium.

This format is not recommended for saving scanned documents.

### JPEG (**J**oint **P**hotographic **E**xpert **G**roup)

This format was created in 1992 as an ISO standard for describing the procedure of compressing an image into a byte stream. A characteristic of this format is that the compression of the digital image affects the image display quality. The greater the compression level, the smaller the file and, consequently, poorer image quality when decompressed. The JPEG format gave rise to other versions of file formats for image recording: JBIG, JPEG 2000, sequential JPEG and progressive JPEG.

This format is recommended for saving digitized photographs and images which contain many shades of color.

Scanned text documents which contain sharp contrasts between adjacent pixels are not suitable for being saved in this format.

Multi-page formats enable the recording of multiple pages into a single file. The best known representatives are the TIFF and PDF formats.

### TIFF (**T**agged **I**mage **F**ile **F**ormat)

This format began to be developed in 1986 for the purpose of standardizing the saving of scanned documents from various scanners. It aimed to provide high functionality of various scanners and simplicity in exchanging scanned documents among various applications. It was designed for use in "desktop publishing". The format's structure enables the recording of various metadata about the document, in addition to the compressed digital document. The structure of metadata can be preset and known to many applications or merely to those which enable the displaying of said information. The entire file is dissected into identifiers, with each identifier being either a digitally converted document or information about the document (compression method, document size, resolution, color depth etc.). This format is present in all applications that are used for capture. Since 2009 the format has been owned by Adobe System, which sees to its upgrades and modifications.

## PDF (**P**ortable **D**ocument **F**ormat)

This format began to be developed in 1993 by Adobe System. Its purpose was to create a file format that would be portable between all file systems and applications. It was to represent a universal format for saving all kinds of computer-generated content. It was to be used for saving text products, images in vector or raster graphics and other audio-video content. The PDF format enables the saving of a document in its entirety.

Since its beginnings, the format has seen many upgrades and modifications. One version of the PDF format has become an ISO standard for the long-term archiving of computer-generated content (PDF/A). The PDF/A format guarantees the same content and appearance in various operating systems and applications.

## 3 TECHNICAL DOCUMENTATION

### 3.1 Table of Valid Compressions for Different Types of Files

Not all file formats support all compression methods for all color depths.

IMiS®/Scan supports all the known image file formats, of which the most commonly used are TIFF, PDF, JPEG, GIF, PNG and BMP. However, it saves only in a multi-page image format, i.e. TIFF or PDF/A.

Table of valid compressions for saving files:

| Color depth      | Black & white (1 bit) | Gray (8 bit) | Color (24 bit) |
|------------------|-----------------------|--------------|----------------|
| None             | TIFF                  | TIFF         | TIFF           |
| CCITT G3         | TIFF, PDF/A           |              |                |
| CCITT G4 T6      | TIFF, PDF/A           |              |                |
| JBIG             | TIFF                  |              |                |
| Packed bits      | TIFF                  |              |                |
| LZW              | TIFF                  | TIFF         | TIFF           |
| ZIP              | TIFF, PDF/A           | TIFF, PDF/A  | TIFF, PDF/A    |
| Wang JPEG        |                       | TIFF         | TIFF           |
| Sequential JPEG  |                       | TIFF         | TIFF           |
| Progressive JPEG |                       |              | TIFF           |

For rendering documents we recommend black-and-white color depth using a CCITT Group 4 compression method. The file format can be TIFF or PDF/A, which both ensure long-term archiving. If you wish to capture colors in a document without losing the quality of the scanned image, choose the ZIP compression method and the PDF/A file format. Some of the older viewers of TIFF files do not support ZIP, JBIG and LZW compression methods; hence documents which have been compressed using these methods cannot be displayed.

## **3.2 Location for Saving Documents**

A scanned document must be saved to a storage medium for later use and viewing. IMiS®/Scan uses a file system for saving scanned documents.

The scanned document can be saved to a local disk, a network medium or external units (USB flash drive, external hard drive).

Prior to saving them, all scanned documents must be named manually and the correct save location must be chosen. A document saved in this manner can be viewed subsequently in other programs that display files recorded in one of the IMiS®/Scan file formats.

In this case the security level and access rights of individual users to these documents are set at the level of the Windows operating system rights.

IMiS®/Scan which is activated within another application provides the option of saving directly to the IMiS®/ARChive Server. The entire saving procedure is automated. The user does not have to worry about naming the scanned document and the save location. A document saved in this manner is not visible in the file system and can be accessed only by another application.

Moreover, the level of security and access rights to these documents can be set in another application, independently of the user rights of the Windows operating system.

The rights to individual operations in IMiS®/Scan can also be set (e.g.: editing of already saved scanned documents is disabled in IMiS®/Scan).

## **3.3 Annotations in a Document**

Scanned documents in digital form can be subsequently added various visual notes or bookmarks. The most common are text and image stamps.

Despite the fact that they are saved to the same file as the scanned document, subsequent annotations are not a part of the scanned document and can be removed.

Should you wish for the annotations to be a part of the scanned document, you can merge them with the scanned document. Merging annotations with a document modifies the document, which is no longer the original scanned document, but a new version of the document.

### **3.4 Electronic Signing of a Document**

In addition to viewing scanned documents, many applications also enable their modification. A slight change to the metadata of a scanned document gives us a new version of the document. Even if the change is not visible in the image of the scanned document, it can provide the user with different information about the very document (e.g. a change to the record of the author of the document may give wrong information about the original creator of the scanned document).

In order to avoid all changes to the scanned document, it must be electronically signed prior to saving. Before using an electronic signature you must obtain a digital certificate, with which you identify yourself in the digital world.

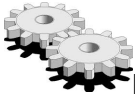
The digital certificate must be issued by a trusted public certification authority.

An electronic signature links the digital certificate data with the contents of the scanned document. This creates a uniform string of data, which is added to the scanned document file. The electronic signature proves the authenticity and identity of the scanned document.

IMiS®/Scan enables the saving of electronically signed documents only in the TIFF and PDF file formats; only the signature in the PDF format is standardly supported in other PDF viewers as well. The recording and verification of an electronic signature in a TIFF file is a procedure which is integrated into the IMiS® software product family.

When showing a signed document, the validity of the scanned document contents and digital certificate is verified. In the case of a digital certificate, the following is verified:

- expiration date of the certificate;
- whether the issuer has revoked the certificate;
- whether the contents of the certificate have remained unchanged.



Electronic signing of documents is based on asymmetric cryptography.

Each user signs a document with his or her private key. This private key is known only to the user and is saved in his or her digital certificate.

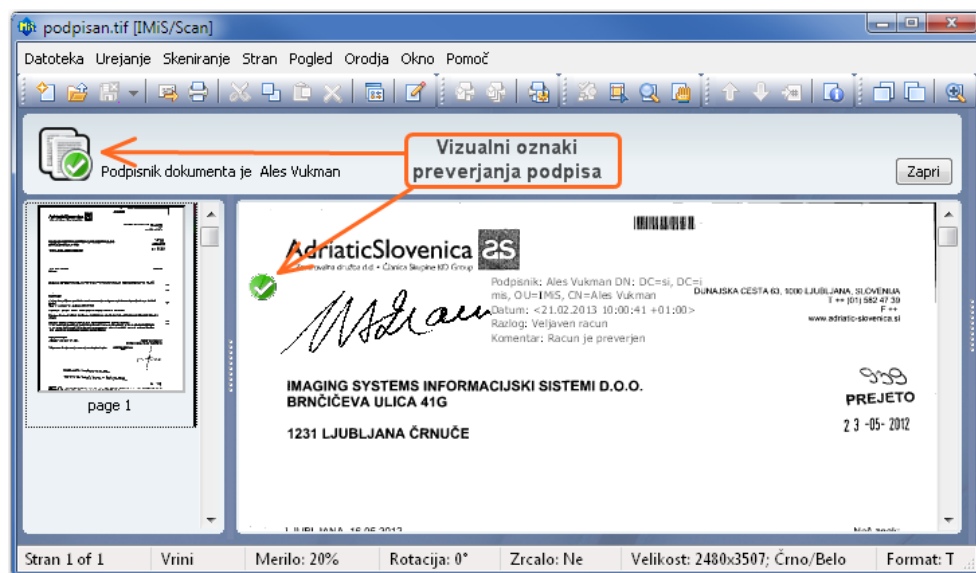
The digital certificate is issued, together with the private key, by a trusted public certification authority.

The certificate contains data which uniquely describes the person who owns the certificate. It also contains a public key which is used to verify the authenticity of the signed document.

When a user signs a document, data about the digital certificate is also saved to the document, but without the private key. Only the public key is saved.

The recipient of the signed document uses the signer's public key to verify the validity of the document. A valid signature proves that the signer is in fact the person who has signed the document. During the verification process the validity of the signer's digital certificate is also verified.

The result of the verification of an electronic signature is also displayed to the viewer of the signed scanned document visually.



## 4 SYSTEM REQUIREMENTS

### 4.1 Hardware

Most of the computers that can be bought on the market today meet the requirements of the IMiS®/Scan application.

#### 4.1.1 Minimum Requirements

- computer with an Intel Pentium 32-bit (x86) or 64-bit (x64) 800Mhz processor or other compatible processor with x86 architecture (must ensure the minimum requirements of the installed operating system);
- 256MB RAM (must ensure the minimum requirements of the installed operating system);
- disk capacity of at least 200MB for IMiS®/Scan installation (must ensure the minimum requirements of the installed operating system);
- network access using the TCP/IP protocol (IPv4 or IPv6);
- USB connection to the scanner. All ISIS-compatible scanners are supported.

#### 4.1.2 Recommended Requirements

- computer with a multi-core Intel processor (32-bit or 64-bit) with 2GHz (or more);
- 1GB high-frequency SDRAM (DDR3/DDR4) or more;
- 50GB disk capacity;
- network access using the TCP/IP protocol (IPv4 or IPv6);
- USB 3.0 connection to the scanner. All ISIS-compatible scanners are supported.

### 4.2 Software – Operating System

The IMiS®/Scan application works on a 32-bit or 64-bit Windows operating system.

List of supported versions of Windows operating systems:

- Windows XP – Service Pack 3;
- Windows Vista – Service Pack 2 (32-bit or 64-bit);
- Windows 7 (32-bit or 64-bit).

## 5 INSTALLATION

IMiS®/Scan installation can be performed with a setup wizard as administrative installation or "silent" installation. In any case, the displayed notifications and dialog boxes are in English.

### 5.1 Installation with the Wizard

Below is a description of the IMiS®/Scan installation procedure using the wizard.

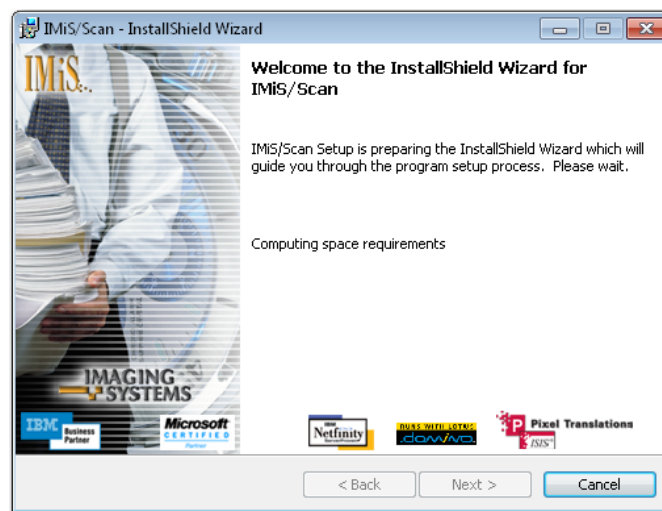
The installation can be performed by a user with administrator rights and in an environment that meets at least the minimum installation requirements. The minimum requirements can be upgraded in accordance with the predicted needs ([see Chapter 4.2 Software – Operating System](#)).

Installation commences when launching the installation package from the file system.

*Example of the name of an installation package:*

*IMiS.Scan.8.6.1211.Full*

The introductory dialog box appears:



At any point during the installation procedure you can abort the procedure by clicking on the "**Cancel**" button.

A dialog box appears in which you can either abort or continue the installation.

All the files and settings installed in the Windows registry until then are deleted.



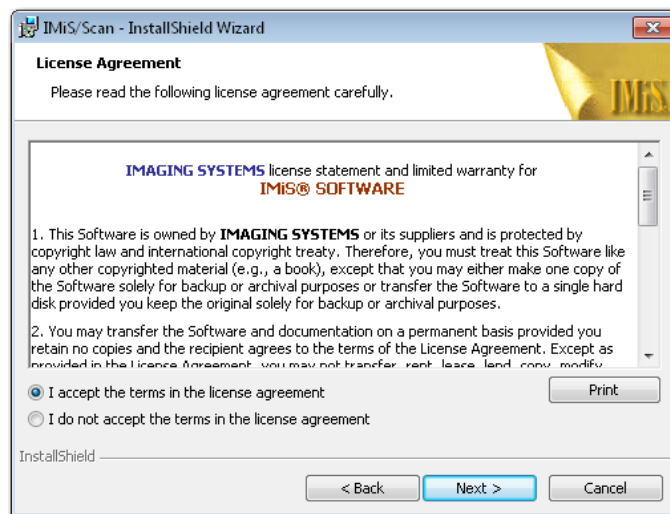
By clicking on the "**Back**" button, you return to the previous installation step.

By clicking on the "**Next**" button, you continue with the next step.

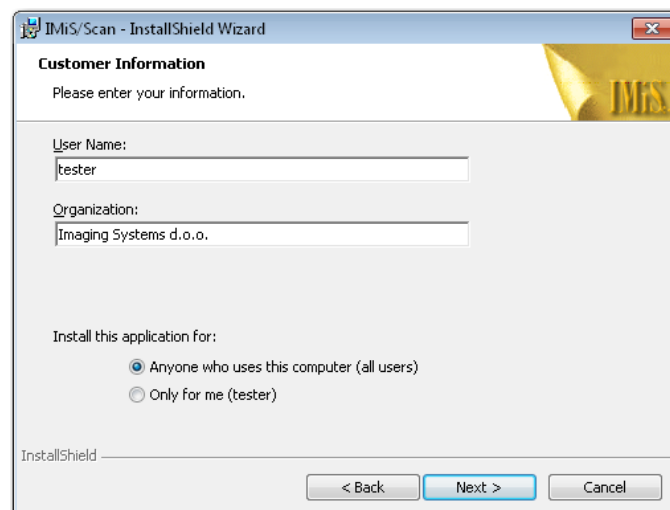
In the next step read the terms of the license agreement carefully. If you agree with them, select

**"I accept the terms in the license agreement"** and thus fully accept the license terms.

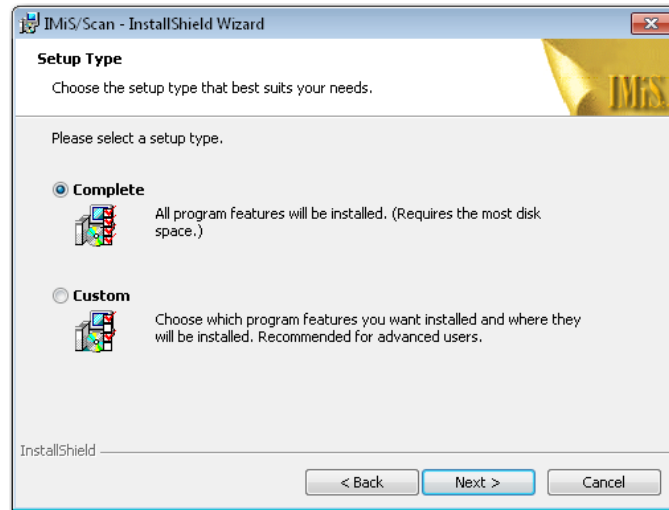
If you do not agree with the license terms, select **"I do not accept terms in the license agreement"** and by clicking on the "**Cancel**" button cancel the installation procedure.



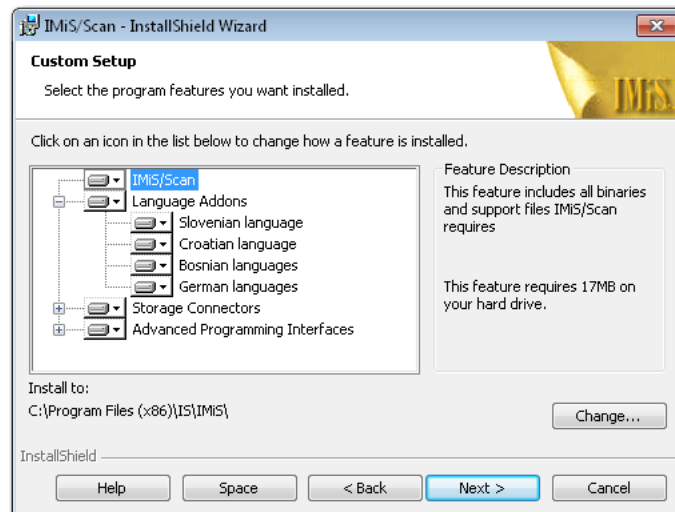
Continue by entering the username and organization. Select whether the application will be installed only for the current user ("**Only for me**") or for all users on this computer ("**Anyone who uses this computer**").



In the next step select between full installation ("**Complete**") or user-customized installation ("**Custom**"). Full installation will install all the files in the installation package to the file system.

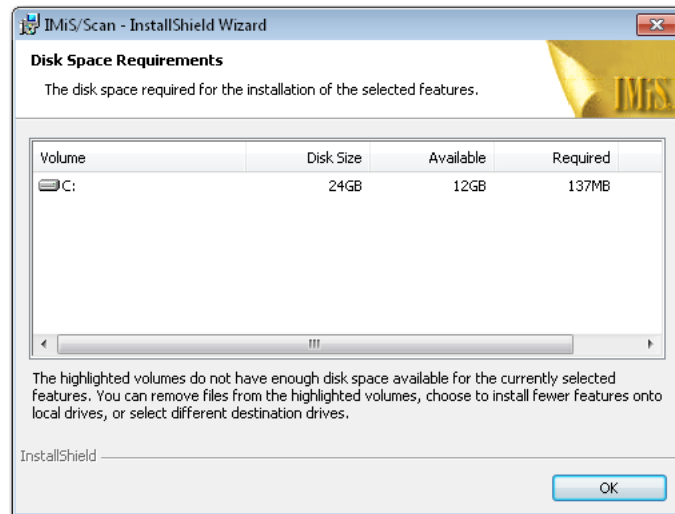


If you have selected the user-customized installation, a dialog box will appear in which you select the IMiS®/Scan modules to be installed.



By clicking on the "**Change**" button, you can customize the installation location for the IMiS®/Scan software product.

By clicking on the "**Space**" button, a dialog box appears containing a list of all disks, their sizes and free space on each disk. The disks that do not have enough free space for installation are marked.



Under the "**Language Add-ons**" tree branch is a list of all languages into which the user interface of the IMiS®/Scan application has been translated. Translations into Slovenian, Croatian, Bosnian and German are available.

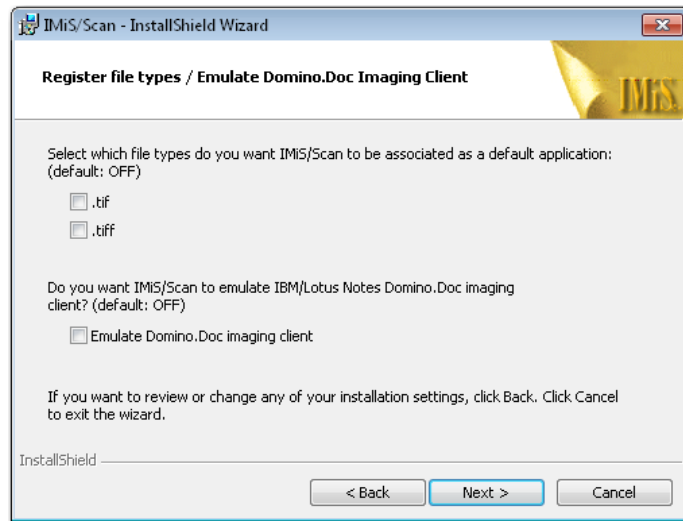
By removing these options you lose the option of using the translated versions of IMiS®/Scan.

Under the "**Storage Connectors**" tree branch are modules for connecting to archive servers. If you do not install these modules, you will not have the option of saving and accessing these servers from the IMiS®/Scan application.

Modules are not installed only if IMiS®/Scan is being used as an independent application for scanning and the scanned documents are saved to a file system.

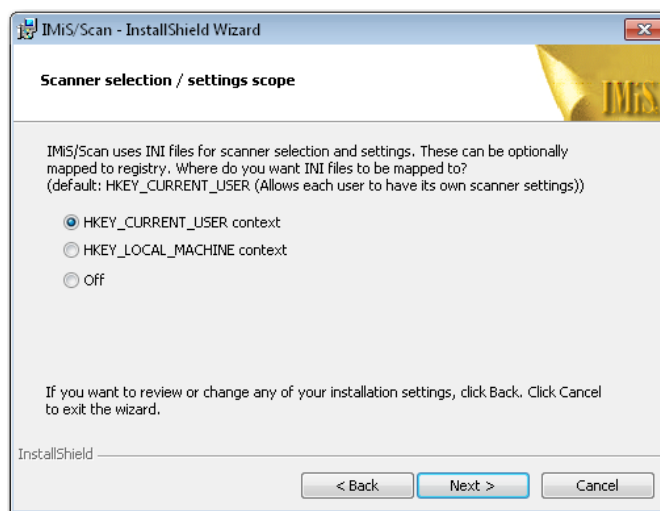
Under the "**Advanced Programming Interfaces**" tree branch is a list of options of connecting the IMiS®/Scan software product to other applications.

Installation is continued with the option of associating all TIFF files with the IMiS®/Scan application. This means that all files ending in ".tif" and ".tiff" are opened with the IMiS®/Scan software product.



If you have installed the IBM Lotus Domino.Doc archive server, first install an emulator of the IBM Lotus Domino client. When connecting IMiS®/Scan to another application, you can save the scanned documents to the Domino.Doc archive server.

In the next step select the location of the scanner's initialization files, in which the settings of the selected scanner are stored.



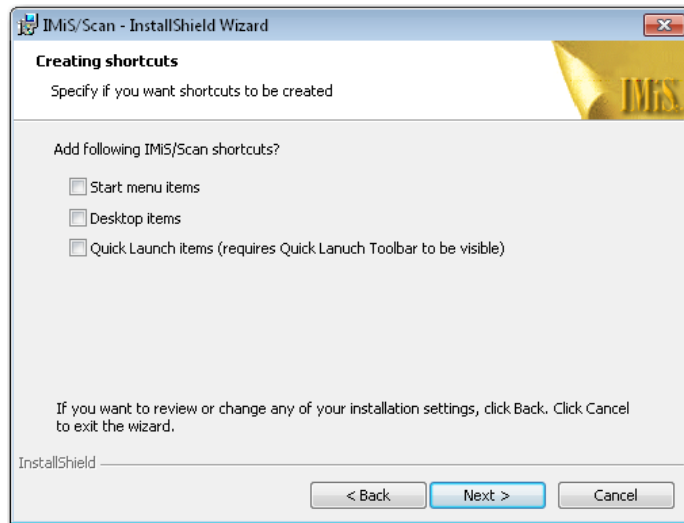
The initialization files can be saved to the Windows registry or to a file system.

You can choose between the following options:

- **"HKEY\_CURRENT\_USER"** enables every user to store his or her settings separately from other users. Changes to the scanner settings apply only to the current user.
- **"HKEY\_LOCAL\_MACHINE"** enables all users on this workstation to have the same scanner settings. Changes to the scanner settings apply to all users on this workstation. In order to change the scanning parameters, users must have additional rights.
- **"Off"** executes the installation of the initialization file to the file system. With this method the rights to individual initialization files can be set more thoroughly.

*Example: Only one user on the workstation has the right to change scanner settings.*

In the next step customize the displaying and adding of IMiS®/Scan shortcuts.

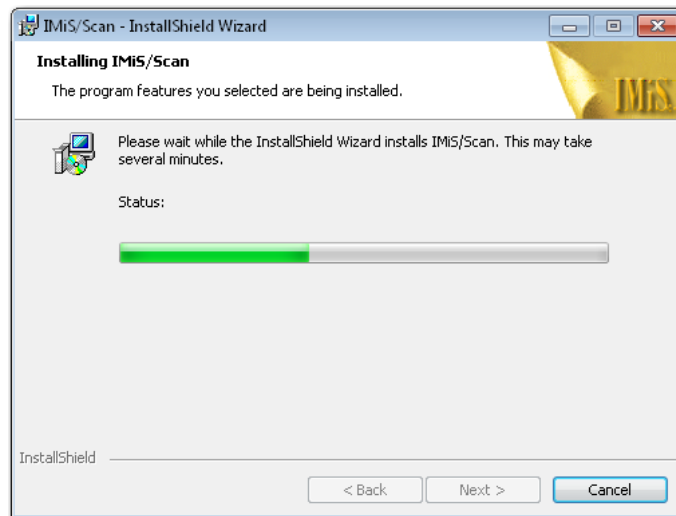


You can choose between the following options:

- **"Start menu items"** enables the display of the IMiS® icon in the "All Programs" menu;
- **"Desktop items"** installs the IMiS® icon on the desktop;
- **"Quick Launch"** displays the IMiS® icon in the quick launch taskbar.

The final step of the installation wizard is the confirmation of settings prior to installation by clicking on the **"Install"** button.

The installation procedure for the IMiS®/Scan software product commences; the progress bar shows information about the transfer of files to the appropriate locations.



Installation is complete when the last display box appears, which you close by clicking on the "Finish" button.



## 5.2 Administrative Installation

For specific installations you need to manually specify the location of certain files and prepare appropriate records in the Windows registry.

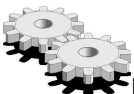


IMiS®/Scan uses the following default file folders for its installation:

- **"C:\Program files\IS\IMiS"** folder contains the executable file *imiscan.exe* with the corresponding language versions and the following utility libraries:
  - *imispdfa.dll*: module for working with the PDF file format;
  - *imislx.dll*: module for connecting to the IBM Notes client;
  - *IMiSW32ImagingClient.jar*: interface for JAVA applications;
  - *iarcli.dll*: module for connecting to IMiS®/ARChive Server;
  - *imisscan.<three-letter language code>*: library containing a translation in the language indicated by the three-letter code in the file extension.
- **"C:\Windows\System32"** folder contains the following utility libraries:
  - *imisapi.dll*: module for connecting IMiS®/Scan to another application via a C-API interface;
  - *imisjapi.dll*: module for connecting IMiS®/Scan to another application via a JAVA interface;
  - *imislnapi.dll*: module for connecting IMiS®/Scan to the IBM Notes application;
  - set of utility libraries for scanning and processing scanned documents (*pix\*.dll*).
- **"C:\Windows\PixTran"** folder contains a driver for the installed scanner, modules for working with various image formats, modules for various compression methods, and drivers for converting between different file formats.

## 5.3 Silent Installation

The IMiS®/Scan application can also be installed without user control. Installation is performed silently, without displaying the user interface. The installation is executed via the *msiexec.exe* utility program. This tool is a part of the Microsoft installation product and is used for performing various types of maintenance in applications that are installed in the Windows operating system.



For a full list of the supported functions of the *msiexec.exe* program, turn to the Microsoft article collection:

[http://msdn.microsoft.com/en-us/library/windows/desktop/aa367449\(v=vs.85\).aspx](http://msdn.microsoft.com/en-us/library/windows/desktop/aa367449(v=vs.85).aspx)

The utility program is executed from the command bar.

For a list of all parameters, turn to the Microsoft website:

[http://msdn.microsoft.com/en-us/library/windows/desktop/aa367988\(v=vs.85\).aspx](http://msdn.microsoft.com/en-us/library/windows/desktop/aa367988(v=vs.85).aspx).

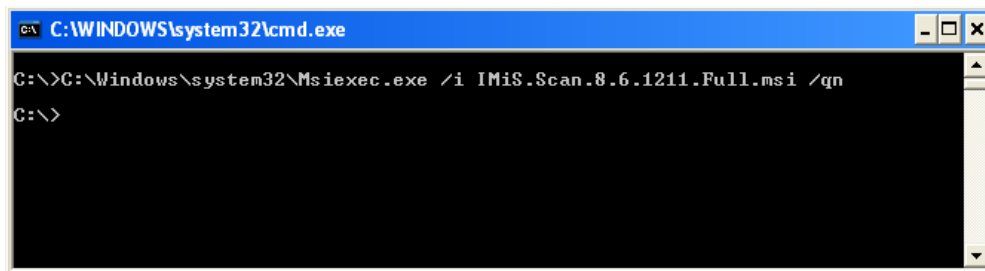
### 5.3.1 Installation Procedure

Installation can take from ten seconds to two minutes, depending on the computer speed.

*Example of a command bar for silent installation:*

```
C:\Windows\system32\Msiexec.exe /i IMiS.Scan.8.6.1211.Full.msi /qn
```

Below is a command bar for the silent installation of IMiS®/Scan:



The table below lists the various silent installation modes:

| Command bar parameters | Description  |
|------------------------|--|
| /q, /qn                | No user interface.   |
| /qn+                   | No user interface with a modal window at the end of installation.  |
| /qb                    | Basic user interface with a simple progress bar. The "/gb!" parameter is used to hide the "Cancel" button.     |
| /qr                    | Simplified user interface without a modal window at the end of installation.                                   |
| /qf                    | A full user interface with all the display boxes, a progress bar and error message at the end of installation. |

Before launching the installation of the IMiS®/Scan application, you can specify various parameters that are specific to this installation. Add them to the end of the command bar using the syntax:

```
c:\windows\system32\msiexec.exe /i IMiS.Scan.8.6.1211.Full.msi /qn PARAMETER=VALUE
```




The table below describes the supported command bar parameters:

| <b>PARAMETER</b>            | <b>Valid Values</b> | <b>Description</b>  |
|-----------------------------|---------------------|---|
| <b>INSTALLDIR</b>           | <folder name>       | This attribute contains the default destination folder for installation files.<br>(Default value = "%PROGRAMFILES%\IS\IMiS\")   |
| <b>USERNAME</b>             | <username>          | This attribute contains the username of the user performing the installation. (The default value is taken from system settings.)  |
| <b>COMPANYNAME</b>          | <company name>      | This parameter adds the company name to the installation.<br>(The default value is taken from system settings.)   |
| <b>REG_TIF</b>              | 1                   | This parameter is used to inform the installation process to register the IMiS®/Scan application as the default viewer of .TIF files. (Default value=<not selected>)  |
| <b>REG_TIFF</b>             | 1                   | This parameter is used to inform the installation process to register the IMiS®/Scan application as the default viewer of .TIFF files. (Default value=<not selected>)   |
| <b>SHORTCUT_START</b>       | 1                   | This parameter is used to inform the installation process to create a shortcut in the "Programs" menu.<br>(Default value=<not selected>)  |
| <b>SHORTCUT_QUICKLAUNCH</b> | 1                   | This parameter is used to inform the installation process to create a shortcut in the quick launch taskbar.<br>(Default value=<not selected>)   |
| <b>SHORTCUT_DESKTOP</b>     | 1                   | This parameter is used to inform the installation process to create a desktop shortcut.<br>(Default value=<not selected>)   |
| <b>INI_MAPPINGS</b>         | 1,2,3               | This parameter is used to inform the installation process to copy INI files to the Windows registry.<br>1 - HKEY_CURRENT_USER<br>2 - HKEY_CURRENT_MACHINE<br>3 - OFF (uses INI files on the file system)<br>(Default value=1) |

## 5.4 Product Upgrade

Prior to starting the upgrade, make sure that the IMiS®/Scan product is not currently active.


This can be done by checking if the IMiS® icon  is visible in the bottom right-hand corner of the taskbar. If the IMiS® icon is present, close all programs into which IMiS®/Scan has been integrated. This terminates the operation of IMiS®/Scan.

When a new IMiS®/Scan version is issued, individual users must perform an installation procedure for the new version. This procedure is carried out with the Installation Wizard and matches the procedure for product installation.

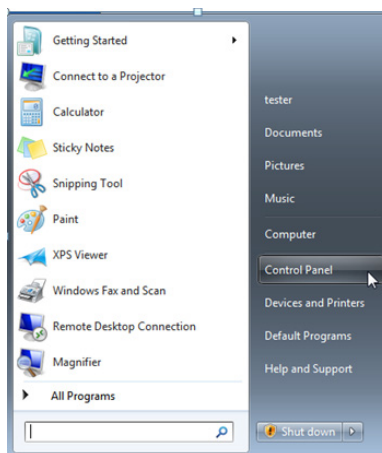
During the upgrade procedure, the previous version of the product is automatically uninstalled. All user settings and created documents are preserved. This is followed by the installation procedure for the new version.

## 5.5 Product Removal

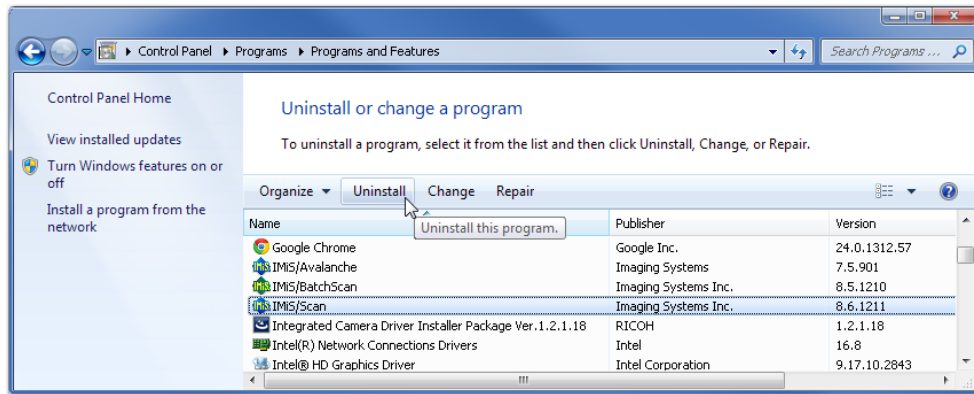
Prior to starting the removal, make sure that the IMiS®/Scan application is not currently active.

This can be done by checking if the IMiS® icon  is visible in the bottom right-hand corner of the taskbar. If the IMiS® icon is present, close all programs into which IMiS®/Scan has been integrated. This terminates the operation of IMiS®/Scan.

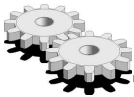
IMiS®/Scan product is removed from the computer using the "Add or Remove Programs" program. This program is invoked by clicking on the "**Start**" button, finding the "Control Panel" program and then clicking "**Uninstall program**".



By clicking on the **"Uninstall"** button, the "Uninstall Wizard" is launched. The removal procedure removes all files and settings created by the installation package. User settings and created documents are not deleted.



### 5.5.1 Manual Product Removal



"Manual" removal of all settings and files is also possible. Make sure that no other application for scanning or viewing images is installed on the computer which uses the same additional components as IMiS®/Scan.

The removal procedure goes as follows:

- make sure that IMiS®/Scan is not running;
- delete the `|Program Files|S|IMiS` folder and all the files and subfolders of this folder;
- in the `|Windows` folder delete the files: `imis.ini` and `setscan.ini`. depending on the settings during installation, these files may not exist;
- remove the following files from the `|Windows\System32` folder: `imisapi.dll`, `imislnapi`, `odma32.dll` and `imisjapi.dll`. Depending on the settings during installation, some of these files may not exist;
- in the `|Windows\Prefetch` folder remove all files starting with `imis`.

The procedures described below are intended for the removal of additional components. The same components may be used by another application, so be careful.

*Example: Capture Perfect 3.0.*

The procedure for removing components goes as follows:

- remove the \Program Files\Pixtran folder and all the files in this folder;
- remove the \Program Files\Common files\Pixtran folder and all the files in this folder;
- remove the \Windows\Pixtran folder and all the files in this folder;
- in the \Windows\System32 folder remove all files starting with pix.

Below are instructions for removing keys from the Windows registry. Open the "Registry" program, find the following keys and remove them:

- HKEY\_LOCAL\_MACHINE\SOFTWARE\IS;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Pixel Translations;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\IMiSClient.IMiSDocument;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\IMiScom.IMiSDocument;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\CLSID\{0E3DB9FB-1E76-4754-B585-0E50F4E7B4A9};
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\CLSID\{A7A7620F-010A-46D1-94D4-78CC3BB09AA5};
- HKEY\_CLASSES\_ROOT\CLSID\{20BD3A45-79BE-42C4-A4C8-369D7C41B830};
- HKEY\_CLASSES\_ROOT\CLSID\{20BD3A45-79BE-42C4-A4C8-369D7C41B831};
- HKEY\_CLASSES\_ROOT\IMiSClient.IMiSSession;
- HKEY\_CLASSES\_ROOT\IMiScom.IMiSSession;
- HKEY\_CURRENT\_USER\Software\IS;
- HKEY\_CURRENT\_USER\Software\Pixel Translations;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\.tif\OpenWithList\imisscan.exe;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\.tif\OpenWithList\imisscan.exe;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\.tif\OpenWithList\imisview.exe;
- HKEY\_LOCAL\_MACHINE\SOFTWARE\Classes\.tif\OpenWithList\imisview.exe.

A list of records whose contents must be changed:

- in the `HKEY_LOCAL_MACHINE\SOFTWARE\Classes\.tif` key replace the default value with the one written under the `HKEY_LOCAL_MACHINE\SOFTWARE\Classes\.tif\UndoClasses` key;
- in the `HKEY_LOCAL_MACHINE\SOFTWARE\Classes\.tif` key replace the default value with the one written under the `HKEY_LOCAL_MACHINE\SOFTWARE\Classes\.tif\UndoClasses` key;
- under the `HKEY_LOCAL_MACHINE\SOFTWARE\Classes\.tif\OpenWithProgids` key, remove the `IMiS.Document` value;
- under the `HKEY_LOCAL_MACHINE\SOFTWARE\Classes\.tif\OpenWithProgids` key, remove the `IMiS.Document` value.


## 6 PRODUCT MANAGEMENT

IMiS®/Scan can be managed by a root user or a user with limited rights. Changes to certain settings are not saved for a user with limited rights, but remain the same as specified during the installation of IMiS®/Scan.

### 6.1 Launching the Product

The IMiS®/Scan software product can be launched independently or as part of an application, to which it is connected via an API or COM interface. All IMiS®/Scan functionalities become available only when connected to another application.

#### 6.1.1 IMiS®/Scan as an Independent Product

It is launched by clicking on the desktop icon or via the "Start" menu. Unless turned off in the settings, a splash screen appears briefly at start-up, containing information about the product version. The taskbar displays the IMiS® icon .



When launching IMiS®/Scan, the program checks whether another IMiS®/Scan instance is already running. If it is, the last instance launched is automatically aborted.

During the launching of the application, the following is executed:

- The default or last selected user profile, which is recorded in the *Active Profile* field in the Windows registry under the *HKEY\_CURRENT\_USER\Software\IS\IMiS\IMiSScan* key, is set. In the event that neither the default nor the last selected profile has been set, the installed default settings are used ([see Chapter 7.3.1.3 User Profile Settings](#)).
- The scanner driver is loaded. Its name is read from the *setscan.ini* settings file. The appropriate scanner driver is loaded from the *<Windows path>\PixTran* folder. Scanner settings are read from the Windows registry, namely from the *ScannerState* field in the *<path>\IMiS\IMiSScan\<profile name>* key. The driver is checked if working properly.
- The existence of a library for working with the PDF file format (*imispdfa.dll*) is checked.

During launch a user may encounter the errors described in [Chapter 8.1 Launch Problems](#).

## 6.1.2 Integration of IMiS®/Scan into another Application

The functionality of the IMiS®/Scan product can be integrated into any Windows or JAVA application.

*Note:* The application that integrates IMiS®/Scan via a JAVA interface must be run on a Windows OS.

Integration via a C-API solution is performed by invoking the supported functions in the *imisapi.dll* library. For this purpose the *imisapi.dll* library must be installed in the *C:\Windows\System32* or *C:\Windows\SysWOW64* system folder.

*Example of a code in a Lotus Notes script:*

| C-API  |
|--|
| <pre> ... <b>DeclareFunction</b>IMiSScanPagesLib"IMiSapi.dll" (<b>Byval</b>StoreTypeAs<b>Long</b>, <b>Byval</b>StoreInfoAs<b>String</b>, ObjIdAs<b>String</b>) As<b>Long</b> ... result&amp; = IMiSScanPages(<b>CIn</b>g(IMiSObjectSty&amp;),StoreInfo,IMiSObjectID\$) <b>If</b> result&amp; = 61523<b>Then</b>   'in case of an error in the primary protocol, try another </pre> |

```

If StoreInfo2 <> Then
    result& = IMiSScanPages(IMiSObjectSty&,StoreInfo,IMiSObjectID$)
EndIf
EndIf
...

```

Integration via a COM interface is performed by creating registered IMiS® COM objects and using their methods. Registration of IMiS® COM objects is performed during IMiS®/Scan installation.

*Example of a code in VB script:*

```

COM
...
Set IMiSApp = CreateObject("IMiSClient.Application")

'Connect to IMiS/Arc server
Set IMiSStorage = IMiSApp.OpenIMiSArcStorage("dev-iarc.imis.si", 16810, "Documents")

'Create new IMiS document
Set IMiSObj = IMiSStorage.CreateDocument

IMiSObj.Rights = -1

'Open IMiS window for modal scanning
Rez = IMiSObj.Scan(True)
...

```

Integration via a JAVA interface is performed by creating IMiS® JAVA objects that are implemented into the *IMiSW32ImagingClient.jar* Java library. A reference to this library must be included in the application into which IMiS®/Scan is being integrated.

```

JAVA
...
IMiSSession session = IMiSSession.getInstance();

//Connect to IMiS/Arc server
IMiSStorage arcStore = session.OpenIMiSARCStorage("192.168.92.2", 16810, "Documents");

'Create new IMiS document

```

```

IMiSDocument document = arcStore.getDocument();

document.setRights(IMiSDocument.RIGHTS_ALL);

'Open IMiS window for modal scanning
document.scan();

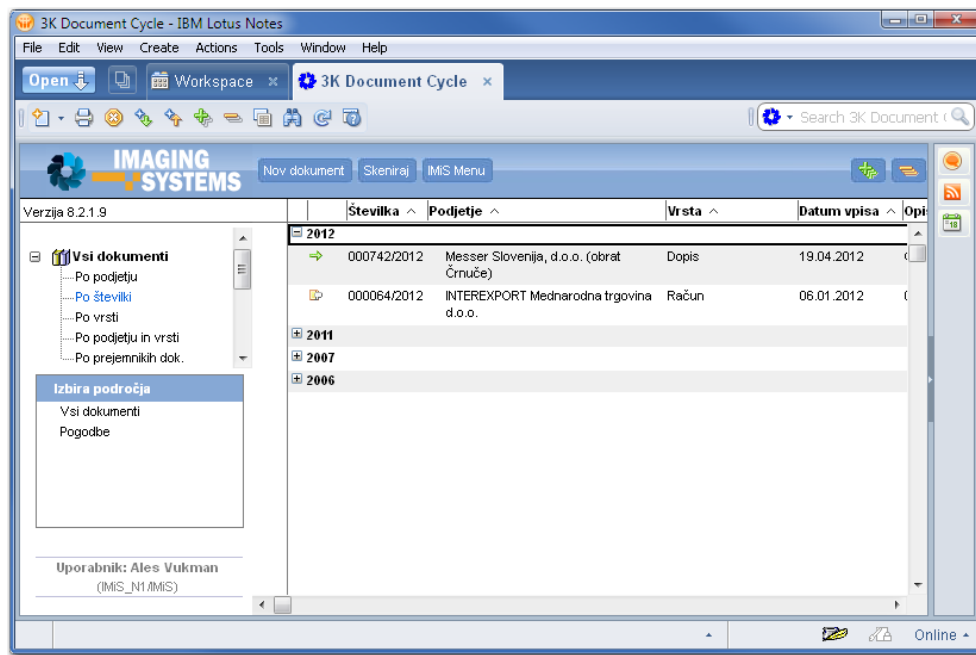
...

```


Below is an example of an integration of the IMiS®/Scan product into the IBM Notes application. The integration is performed partially using the C-API solution and a COM interface.

*Note:* For easier integration of IMiS®/Scan into IBM Notes the company Imaging Systems d.o.o. has created its own Notes interface. By installing the interface in your Lotus Notes application, you can access the functionalities of IMiS®/Scan.

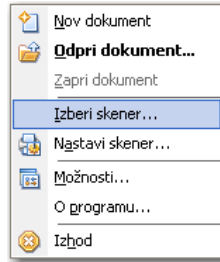
*Example:* Basic window in the Notes application, into which IMiS®/Scan has been integrated.



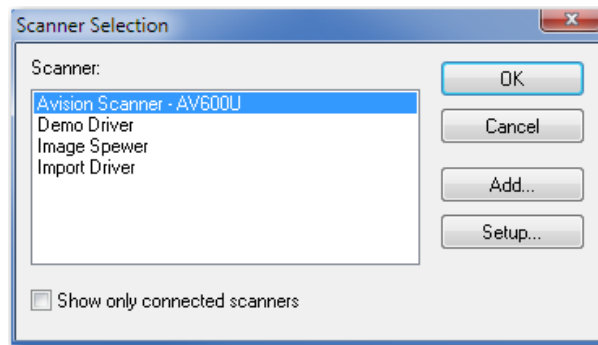
## 6.2 Scanner Selection

Prior to using a scanner you must install the suitable drivers. In the taskbar, right-click above the IMiS® icon (  ) and select "Scanner Selection..." from the menu.





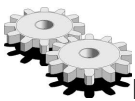
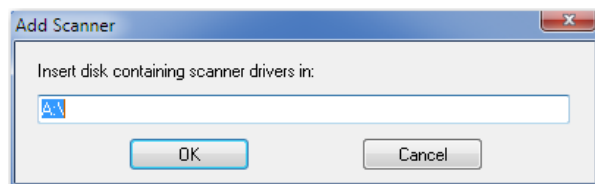
A dialog box for selecting a scanner appears ("**Scanner Selection**"). Selection of a scanner is tied to the scanner driver, which is why all the notifications and the user interface are in English.



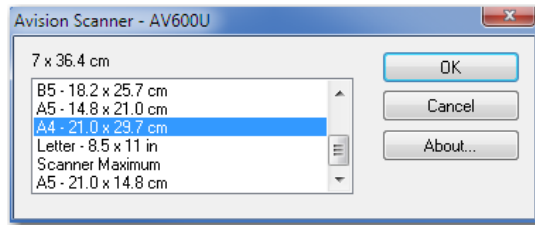
Select the desired scanner from the dialog box, which becomes the default scanner until you select another.

By clicking on the "**Cancel**" button, the settings are canceled and the box closes.

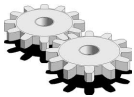
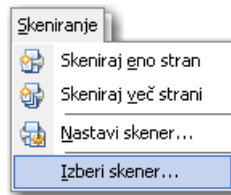
If the desired scanner is not on the list, clicking on the "**Add**" button will open a window in which you can search for the driver location in the file system.



By clicking on the "**Setup**" button, you open a window in which you can set the advanced scanner options. The appearance and content of the window are adjusted to an individual selected scanner, which is why the display may differ from the example provided.




"Scanner Selection..." is also accessible in the "Scan" menu in the IMiS®/Scan user window.

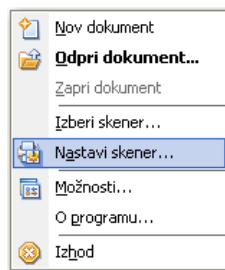


The scanner selection is recorded in the *setscan.ini* file, *Scanner* section and *Driver field*. You can only select one scanner, which remains active until you select another from the list or remove the current one from the settings.

## 6.3 Product Setup

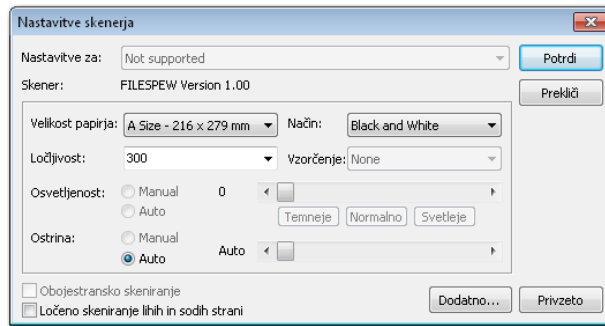
### 6.3.1 Setting the Scanner via a Dialog Box

After selecting the scanner, set it up. In the taskbar, right-click above the IMiS® icon () and select "Scanner Setup..." from the menu.



In the "Scanner Settings" dialog box you can select various options:

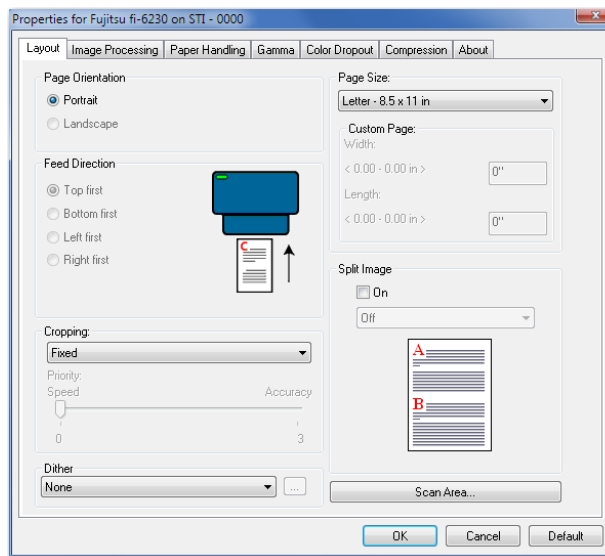
- paper size
- resolution
- brightness
- ...



By clicking on the "**Confirm**" button, all settings are saved and the dialog box closes.

By clicking on the "**Cancel**" button, the dialog box closes and all the currently changed settings are discarded.

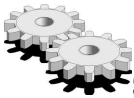
By clicking on the "**Advanced...**" button, a dialog box appears showing the scanner manufacturer settings. The appearance and content of the window are adjusted to an individual selected scanner and may differ from the ones shown here.



By clicking on the "**Default**" button, you restore the default scanner values.



Changing individual values in the *ScannerState* field is not recommended, as it is intended solely for storing all scanner settings. The special record format may be modified in newer versions. If you wish to change an individual scanner setting, you can do so by changing the settings in the application.



Scanner settings are stored in the Windows registry in the *ScannerState* field in the key of the currently selected profile.

*Location example:*

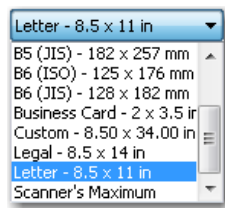
*HKEY\_CURRENT\_USER\Software\IS\IMiS\IMiSScan\<profile name>\ScannerState.*

### 6.3.1.1 Description of Individual Scanner Settings

The values of individual settings change depending on the selected scanner.

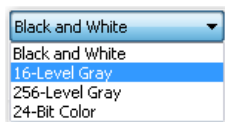
#### “Paper size”

Select the size and format of scanning. The most often scanned paper format is "**A4**" or "**Letter**". In the case of several different paper sizes in one document you can select "**Scanner's Maximum**". This creates a lot of empty space in the scanned document.



#### “Mode”

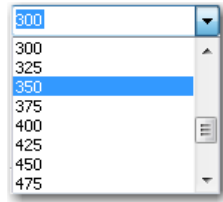
Documents can be scanned in "**Black and White**", "**256-Level Gray**" or "**24-Bit Color**" mode. The "**24-Bit Color**" mode option will not be shown if the scanner does not support color scanning. Select the desired mode from the drop-down menu.



*Note: Mode selection has a great impact on the size of the scanned document file.*

## “Resolution”

Select the desired scanning resolution from the drop-down menu. Only the resolutions supported by the selected scanner are shown.

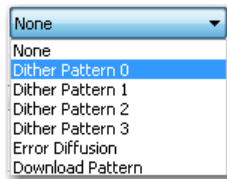


*Note: Selecting high resolution has a great impact on the size of the scanned document file.*

*See [Chapter 2.3 Scanning Resolution and Quality](#).*

## “Patterning”

By selecting patterning, you can replace the color or gray with a suitable pattern of pixels of a lower color depth. The values in the drop-down menu depend on an individual scanner.



*Example: gray can be patterned as a chessboard of small black and white squares.*

## “Brightness”

Brightness affects the sensitivity of the scanner to non-white dots on the sheet.

Greater brightness scans an image with fewer black or color dots. Reducing the brightness gives the scanned document a more "smudged" look. That is because the non-white dots are emphasized.

## “Sharpness”

By setting the sharpness of a scanned document, you increase/decrease the difference between a light and dark dot. For better scanning of documents with poorer quality the correct ratio between brightness and sharpness is especially important.

*Example: a darker document is scanned with smaller brightness, whereas brightness is increased for a lighter document.*

### “Two-sided scanning”

If the scanner enables two-sided scanning, you can select the option “**Two-sided scanning**”.

When scanning individual sheets of paper, it will scan both pages. IMiS®/Scan performs two-sided scanning of sheets only if you apply “**Scan multiple pages**” in the “**Scan**” menu.

When performing two-sided scanning, it is recommended that you use the “Remove empty pages” setting, which is not enabled by all scanners.

### “Separate scanning of odd and even pages”

IMiS®/Scan also enables two-sided scanning on one-sided scanners.

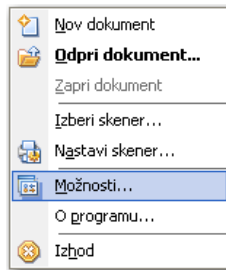
Select the option “**Separate scanning of odd and even pages**”. First scan the odd pages of the document, then turn the document around and scan the even pages.

IMiS®/Scan will automatically insert the pages into the correct spot in the document.

## 6.3.2 Setting Options

The IMiS®/Scan software product enables many customizations.

In the taskbar, right-click above the IMiS® icon () and select “**Options...**” from the menu.



A dialog box appears showing all the settings, arranged into categories.

By clicking on the “**Confirm**” button, you save the settings to their subkeys and fields in the Windows registry.

By clicking on the “**Cancel**” button, all the currently changed settings are discarded.

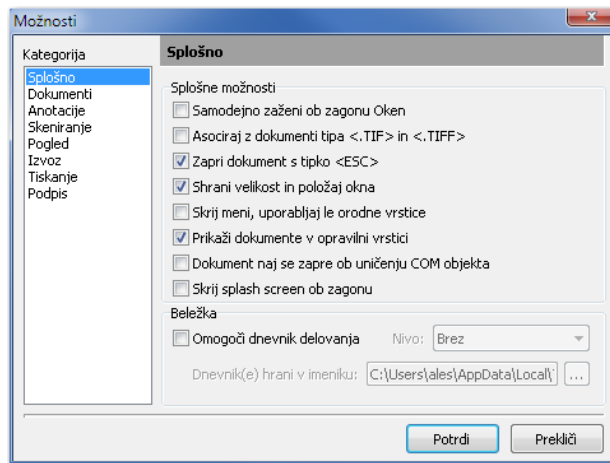
When reopening the settings, the user is shown by default the category which he or she opened when last checking the settings.



The setting “**Options...**” is also accessible via the “Tools” menu.

### 6.3.2.1 Setting Options – General

When opening the "Options" dialog box for the first time, the "**General**" category appears. This group contains the settings that influence the display and operation of the IMiS®/Scan application.



In the "General options" group the following settings options are available:

#### **"Run automatically at Windows startup"**

The IMiS®/Scan application is launched automatically at the next Windows operating system startup and is present until you close it manually.

#### **"Associate with documents of type <.TIF> and <.TIFF>"**

All files ending in TIF or TIFF will be opened by the IMiS®/Scan application.

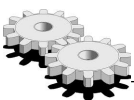
#### **"Close document with the <ESC> key"**

A document open in IMiS®/Scan can also be closed by pressing the <ESC> key.

If the document has been changed, a dialog box appears with the option of saving the changes.

#### **"Save the size and position of user window"**

When exiting the currently open user window, the size and position of the IMiS®/Scan window are saved. The next time you open the document, the user window will appear in the same spot and in the same size.



The size and position of the user window are saved in binary value to the Windows registry in the *Image Window* field, in the *<path>\IMiS* subkey.

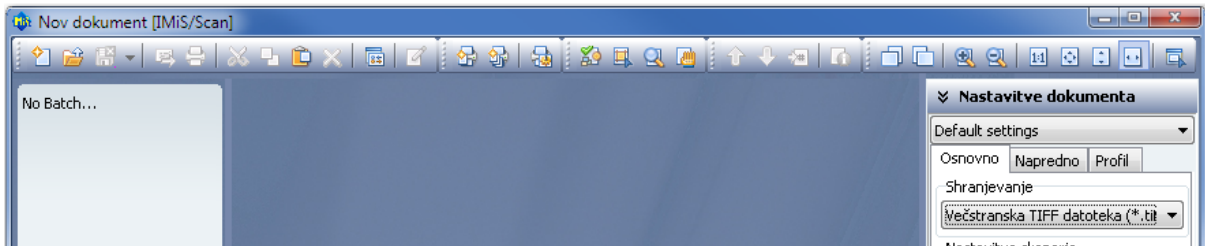
### “Hide menu, use only toolbars”

For the image of the document in the user window to be bigger, you can hide the menu.

Afterwards IMiS®/Scan is used solely with the commands in the taskbar.

The menu reappears when you disable this option. In the taskbar, right-click above the IMiS® icon

() and select "Options..." from the menu.



### “Show documents in the taskbar”

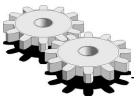
A button appears in the taskbar for each document open in IMiS®/Scan.

### “Close document when COM object is destroyed”

A document, which is shown in IMiS®/Scan and opened via Windows COM technology, is automatically closed when the COM object to which this document was connected is destroyed.

### “Hide splash screen at startup”

The displaying of the splash screen when launching the IMiS®/Scan application is disabled.

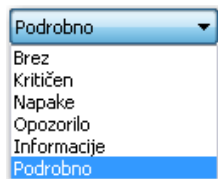


The settings are saved in binary form to the Windows registry in the *Preferences* field in the `<path>IMiS` subkey.

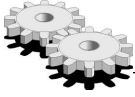
### “Enable operations log”

In the "Log" group you can specify the path of the text file in which you wish to log the operation of IMiS®/Scan. Select the operations level to log in the "Level" drop-down menu.

You can choose between the logging of critical errors only and the detailed logging of operation.







The name of the logging file is *imis.log*. The option "**Enable operations log**" is recorded in the Windows registry in the *LogEnable* binary field in the *<path>\IMiS\IMiSScan* subkey.

In this subkey the logging level is entered in the *LogLevel* text field. The directory in which the log is saved is recorded in the Windows registry in the *LogDir* text field in the *<path>\IMiS\IMiSScan* subkey.

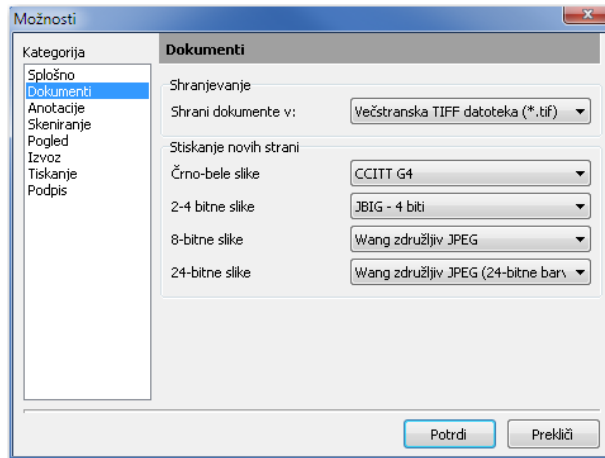
The *<path>\IMiS\IMiSScan* subkey also contains the *LogSize* numeric field, which records the size of an individual log file. The default file size is 1Mb. When this size is exceeded, all the log files are rotated. The rotation cycle is recorded in the same subkey in the *LogCount* numeric field. The default rotation value is 10.

### 6.3.2.2 Setting Options – Document

The "**Documents**" category from the "Options" dialog box is used when selecting the file format for new documents and when selecting the settings for printing newly-added pages.

New pages can be created by scanning a document or by selecting "Paste" via the clipboard.

The contents in the clipboard are saved in the format selected in the settings.



In the "Save" group you can select a format for saving documents:

- "**Multi-page TIFF file (\*.tif)**" for creating multi-page TIFF documents;
- "**Adobe PDF file (\*.pdf)**" for creating image documents in the PDF/A-1b standard.

In the "[Compress new pages](#)" group select the compression method for each type of color image. The compression modes available depend on the selected format for saving. By changing the format you also change the compression mode for new pages.



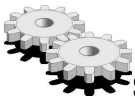
When scanning black-and-white documents with the IMiS®/Scan application, it is recommended that you select the saving of TIFF files with G4 compression. For the scanning of color documents it is recommended that you use a Wang-compatible JPEG format.



For simpler transfer of scanned documents between applications and operating systems it is recommended that you select the saving in PDF file format with the default compression method settings.

See also [Chapter 2.4 Compression and Size of Files](#).

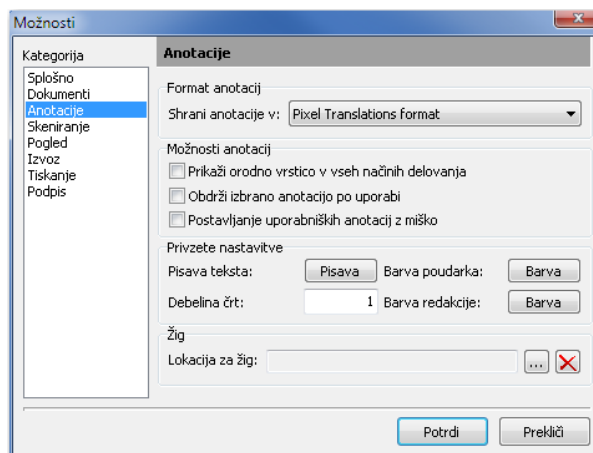
*Warning:* Changing the saving mode does not affect the currently open documents, but only those which will be created after the "Options" dialog box is closed.



Settings are recorded in binary form in the currently selected profile in the Windows registry in the *Preferences* field in the `<path>\IMiS\IMiSScan\<profile name>` subkey.

### 6.3.2.3 Setting Options – Annotations

The "**Annotations**" category from the "Options" dialog box contains certain settings for bookmarks in TIFF documents.



In the "[Annotations format](#)" group select one of the formats for saving annotations:

- **"Wang-compatible format"** is compatible with the "Imaging for Windows" viewer;
- **"Pixel Translations format"** is compatible with viewers that use image viewing tools by EMC (e.g. QuickScan).

The settings are saved in binary form in the Windows registry in the *Preferences* field in the *<path>\IMiS* subkey.

In the "[Annotations options](#)" group the following settings options are available:

### **"Show toolbar in all operation modes"**

The annotations group is shown in the user window in all operation modes, i.e. even when the annotations mode is not turned on.

### **"Preserve selected annotation after use"**

The currently selected annotation remains active even after being placed in the document and can be used by the user several times.



The annotation can also be preserved by clicking on the **"Preserve"** button, which is located in the "Annotations" group in the user window.

### **"Placing user annotations with the mouse"**

This setting enables easier placement of annotations in a document. When this setting is selected, the user annotation is placed on the mouse cursor and can thus be placed in the desired spot in the document. Otherwise the user annotation is placed in the spot of its creation.

All of the above-mentioned settings are saved in binary form in the Windows registry in the *Preferences* field in the *<path>\IMiS* subkey.

The "[Default Settings](#)" group is used for setting the default values of annotation tools.

### **"Text font"**

Set the default font for text annotations.

### **"Highlight color"**

Set the default color of the annotation tool for highlighting text.

### "Redaction color"

Set the default color of the annotation tool for redaction, which covers the selected part of the text.

### "Line thickness"

Set the thickness of the lines of annotation tools ("Arrow", "Line", "Rectangle", "Ellipse" and "Broken Line").



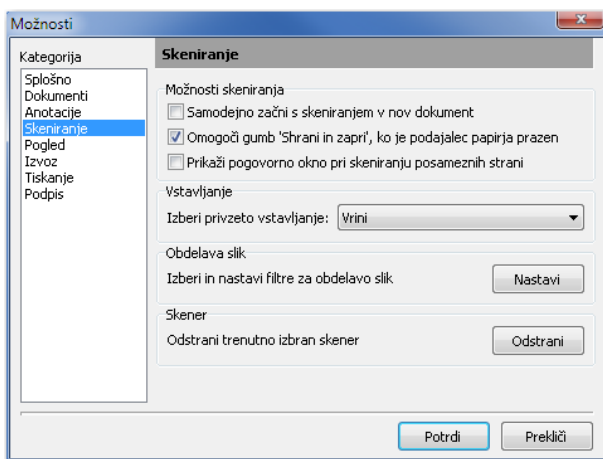
These values can also be changed in the user window in the "Annotations" group or when placing an annotation in a document.

The settings are saved in binary form in the Windows registry in the *DefaultAnnot* field in the *<path>\IMiS* subkey.

In the "Stamp" group you can specify the location of the default stamp. IMiS®/Scan only enables stamps saved in BMP format. The path to the image is saved in the Windows registry in the *StampPath* field in the *<path>\IMiS* subkey.

### 6.3.2.4 Setting Options – Scanning

The "Scan" category from the "Options" dialog box enables the setting of the operation of IMiS®/Scan during scanning.



In the "Scanning options" group the following options are available:

### "Automatically start scanning in a new document"

IMiS®/Scan automatically begins the scanning procedure when a new user window is created. Scanning does not commence if the scanner has not been selected or connected.

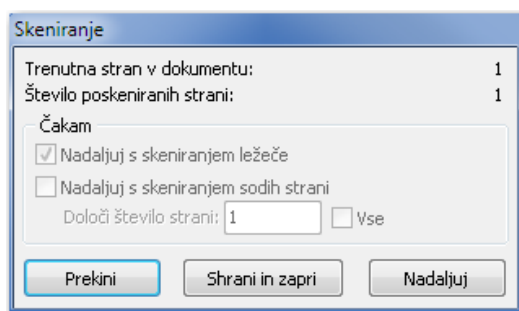
### "Enable "Save and close" button when the feeder is empty"

By clicking on the "**Save and close**" button in the dialog box, you enable a faster scanning procedure, since it facilitates the saving and closing of a scanned document.

This option is recommended for the mass capture of documents.

### "Show dialog box when scanning individual pages"

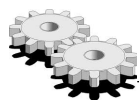
In the case of default settings the "Scan" dialog box appears only when scanning multiple pages. By selecting this option, you activate the box for the scanning of individual pages too.



In the "Insert" group you can set the default mode of inserting new pages into a document.

The two options are:

- "**Insert**" a new scanned page after the previous one;
- "**Overwrite current page with new one**". All of the scanned pages below the mouse cursor are overwritten.



The setting is saved in binary form in the Windows registry in the *Preferences* field in the `<path> \IMiS` subkey.

If a scanner is not connected to the workstation, you can remove the driver record from IMiS®/Scan in the "Scanner" group by clicking on the "Remove scanner" button.

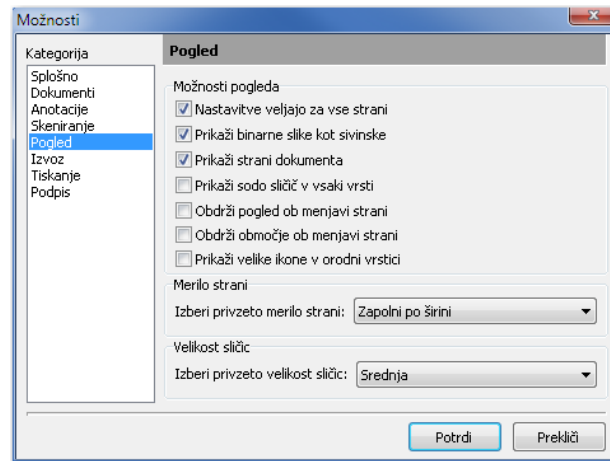
*Example: scanner repair. If you do not remove the driver record, the user receives frequent notifications that the scanner is not connected, which can be disrupting.*

*Remove the Driver field from the Setscan.ini file in the Scanner section.*

*The same procedure is performed in the mapped file in the Windows registry.*

### 6.3.2.5 Setting Options – View

In the "**View**" category set the default values for document display.



In the "**View options**" group you can set:

#### "Settings apply to all pages"

The actions (rotation, scale, and showing of grays) which are carried out on the current page are carried out on all other pages as well.



You can also turn on/off the setting for all pages in the user window menu, in the "View" menu by clicking "**Apply to all**". This applies only to the currently open window.

For a newly-opened user window the default setting once again applies.

#### "Show binary images as gray"

Scanned documents are easier to read when black-and-white content is converted into shades of gray.

#### "Show document pages"

In the user window this option is used for turning the showing of document thumbnails on/off.

By clicking on the selected thumbnail, you move to the viewing of the selected page.

### "Show even thumbnail in every row"

Always shows an even number of thumbnails in the left part of the central window.



Selecting this option is recommended when viewing two-sided scanned documents.

### "Preserve view when switching pages"

The view for the selected document pages is always the same (e.g. always shows the bottom part of the page).

### "Preserve area when switching pages"

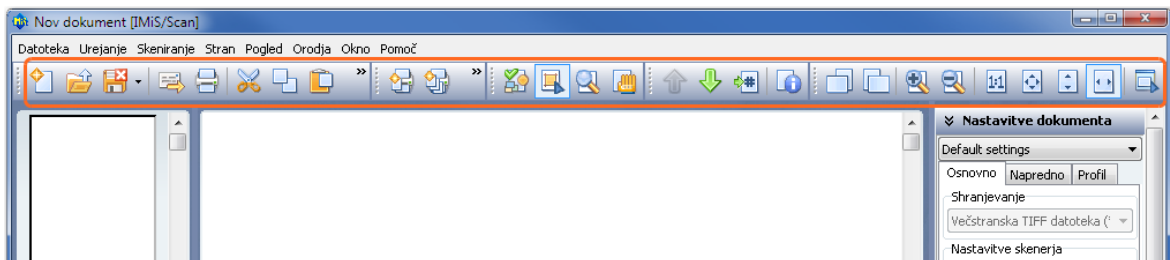
Preserves a specific area on the page even when switching pages.

*Example:* in the case of manual object recognition (OCR), when data is always located in the same section of the page. [See Chapter 7.16 Area Selection.](#)

### "Show large icons in the toolbar"

Larger icons are shown instead of the default icons.

*Example:* on screens with a resolution of over 1024x768 icons in the user window look smaller. Hence it is recommended that you select this option.



The selected settings take effect as soon as they are confirmed in the dialog box.

In the "Page scale" group you can select among different page display sizes in the user window:

- **"Actual size"**: one pixel in the scanned document is shown with one pixel on the screen;
- **"Show entire page"**: the entire page of the document is reduced/enlarged so that the entire page of the document is visible in the user window and the entire image viewing area is filled;
- **"Fit height"**: the entire page of the document is reduced/enlarged so that the entire height of the image viewing area in the user window is filled.

The most common choices are: "**Show entire page**" or "**Fill height**".

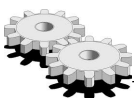
In the "**Thumbnail size**" group set the default size of document thumbnails.

The change in settings will take effect only in a newly-opened user window.

To change the thumbnail size in the currently opened user window you can select the "Tools" menu in the user window menu and then the desired size in the "Thumbnail size" submenu.



Right-click on the page thumbnails. A menu appears in which you can select the desired thumbnail size in the "Thumbnail size" submenu. [See Chapter 7.4.1 Thumbnails.](#)

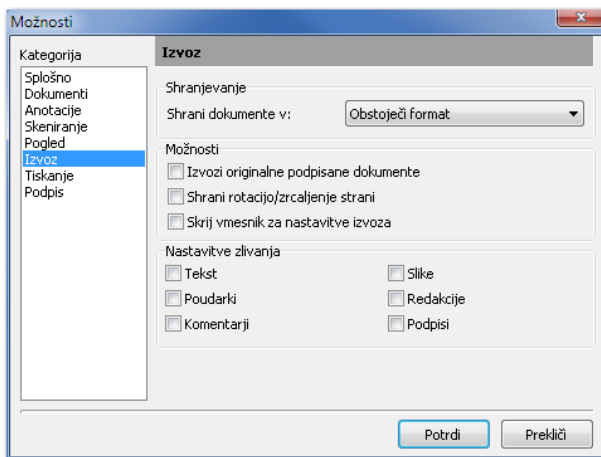


The settings in the "**View**" category are saved in binary form in the Windows registry in the *Preferences* field in the `<path>\IMiS` subkey.

### 6.3.2.6 Setting Options – Export

In the "**Export**" category set the default values for:

- sending a document by email;
- exporting a document to a file system;
- cases when IMiS®/Scan is activated via another application and the export document functionality is used.



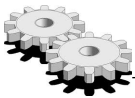


In the "Save" group, set the file format in which the copy of the document will be exported.

Available options are:

- **"Existing format"**. The document can be kept in its existing format.
- **"PDF format"**.
- **"TIFF format"**.

If the selected format differs from the existing one, conversion to the selected format is performed prior to exporting.

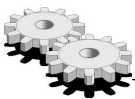


The value of the selected format of saving is saved in hexadecimal form in the Windows registry in the *ExportFormat* field in the *<path>\IMiS* subkey. The value for the existing format is -1, for the TIFF format the value is 3000 (hexadecimally), and for the PDF format 150000 (hexadecimally).

The following settings can be selected in the "Options" group:

### **"Export original signed documents"**

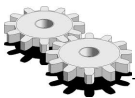
Set whether electronically signed documents are exported as copies or as a signed original. Based on the merge settings, the copy of the document will contain merged annotations or an electronic signature.



The setting is saved in binary form in the Windows registry in the *ExportOriginal* field in the *<path>\IMiS* subkey.

### **"Save page rotation/flip"**

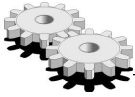
Rotated/flipped pages can be exported.



The setting is saved in binary form in the Windows registry in the *ExportRotation* field in the *<path>\IMiS* subkey.

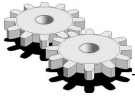
### **"Hide interface for export settings"**

Select whether a dialog box should appear before exporting a document. If you do not wish the dialog box to appear, the default settings are applied. If the hide function is not activated, you can still change the default settings prior to export.



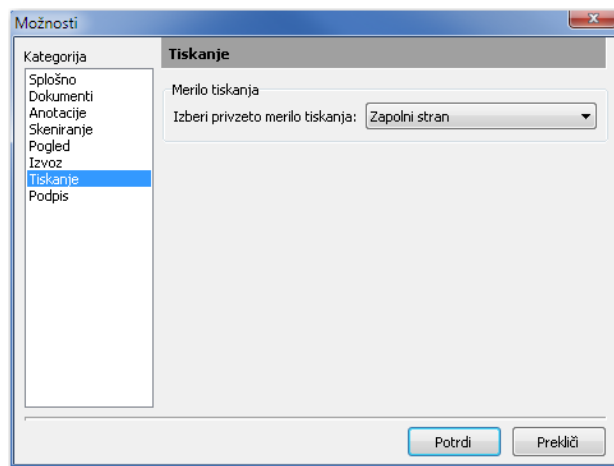
The setting is saved in binary form in the Windows registry in the *Preferences* field in the *<path> \IMiS* subkey.

In the "**Merge settings**" group select which annotations you wish to merge during export. Annotations which are not marked to be merged are removed from the document in the document copy.



The settings are saved in binary form in the Windows registry in the *Preferences* field in the *<path> \IMiS* subkey.

### 6.3.2.7 Setting Options – Printing

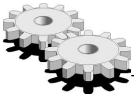


In the "**Print**" category set the default values for document printing.

In the "**Print scale**" group you can select one of the following options from the drop-down menu:

- "**Fill page**": adjusts the image so that it fills as much of the paper surface as possible. A default option, which is useful when the scanned document format differs from the format of the paper on which you will be printing the scanned document. This option makes sure that the scanned document fills the entire printed page.

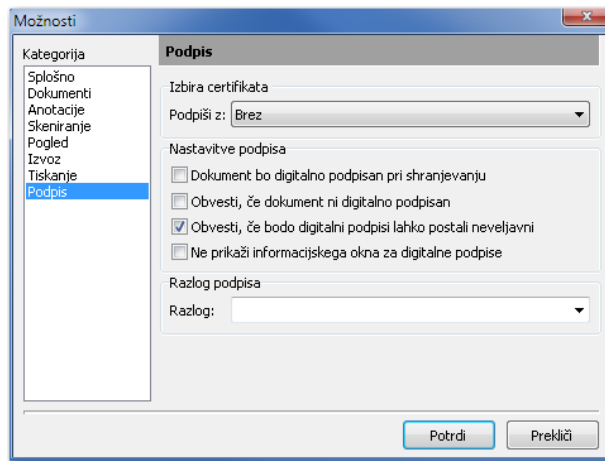
- **"Actual size"**: adjusts the image size so that one centimeter in the image equals one centimeter in the printout. The scanned document is printed in the same format as it was scanned. If this option is selected, the document is not enlarged or reduced during printing. In the event that the scanned document format is bigger than the paper the document will be printed on, only a part of the scanned document is printed.
- **"Actual pixels"**: the printer prints a pixel for every pixel in the image. This printing mode ensures that the document resolution is preserved on paper. During printing, individual pixels of the image are not interpolated. Documents scanned in a resolution smaller than the printer resolution (600 dpi) will be reduced on paper, otherwise they will be enlarged.  
This option is most useful for printing photographs, since the image quality is preserved.



The settings are saved in binary form in the Windows registry in the *Preferences* field in the `<path> \IMiS` subkey.

### 6.3.2.8 Setting Options – Signature

In the **"Signature"** category set the default values for electronic signing of documents.



In the **"Certificate selection"** group first select the digital certificate with which you will be signing documents. Select the appropriate digital certificate from the drop-down menu.

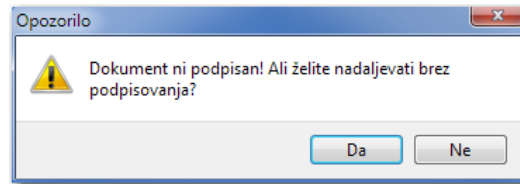
In the "Signature settings" group choose among the options:

### "Document will be digitally signed when saved"

Set the automatic signing of every document when saving it.

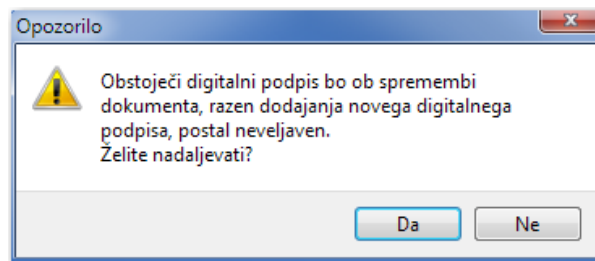
### "Notify if document is not digitally signed"

Set a reminder to warn you when saving a document which has not been electronically signed.



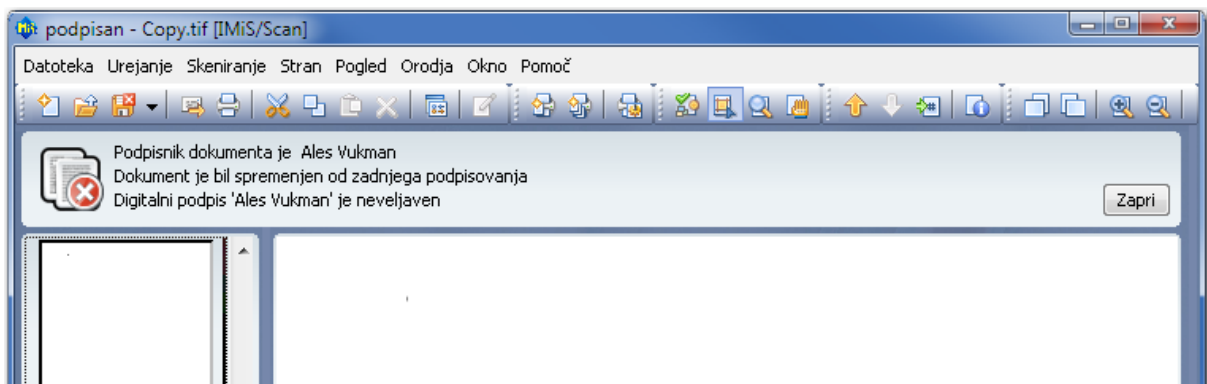
### "Notify if digital signatures may become invalid"

Should you wish to edit an existing electronically signed document and could invalidate the existing digital signatures by doing so, a notification appears.



### "Do not show information window for digital signatures"

Set that the pane containing the electronic signature status is not visible.



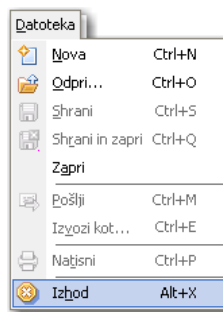
In the "Signature reasons" group prepare the most common reasons for signatures in advance. The signature reason is added to the electronic signature and is recorded into the document together with the digital certificate.

The entered reason can be removed by selecting the reason and pressing the "Ctrl+Delete" key combination.

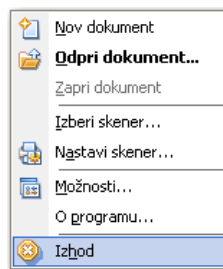
## 6.4 Product Shutdown

The IMiS®/Scan software product can be shut down in two ways:

- from the File menu by selecting the "**Exit**" option;



- in the taskbar, right-click above the IMiS® icon () and select "**Exit**" from the menu.



IMiS®/Scan can be closed from the "Tools" menu only if it was launched as an independent application. Otherwise the "**Exit**" option is not enabled and is controlled by the application to which IMiS®/Scan is connected.



Regardless of the way IMiS®/Scan was launched, it can be closed by right-clicking the IMiS® icon in the taskbar, which invokes the menu, and then pressing the "Alt+F4" keys.

## 7 DOCUMENT MANAGEMENT

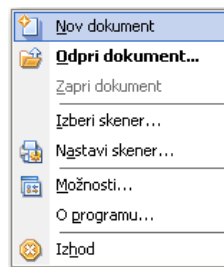
### 7.1 New Document

With IMiS®/Scan you can create a new document in several ways, depending on how IMiS®/Scan has been activated.

#### "Creating a new document from the Tools menu"

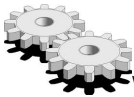
By clicking the "New document" option, which is located in the "Tools" menu.

[See Chapter 6.1 Product Launch](#)



In this case the user has the right to execute any action in IMiS®/Scan.

The document is saved to the file system.



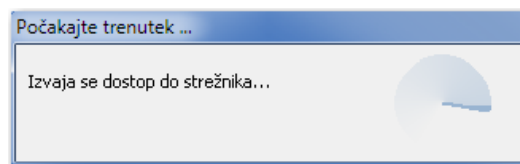
When a temporary file cannot be created, the error message appears:

"Error <DOCIO\_UNKNOWN> when opening document"

#### "Creating a new document when IMiS®/Scan is part of another application"

The first step in creating a new document depends on the application into which IMiS®/Scan is integrated. It is usually the "Scan" button.

After using the create action, the user is shown this notification window:




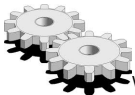
The rights to execute various actions in IMiS®/Scan can be restricted and controlled via the application into which IMiS®/Scan is integrated. The document is saved to the IMiS®/ARChive Server.



You can also open a new document from the currently open user window by clicking the **"New"** option in the "File" menu.



If the IMiS®/Scan user window is already open, you can click the **"New"** icon  in the toolbar to open a new document.



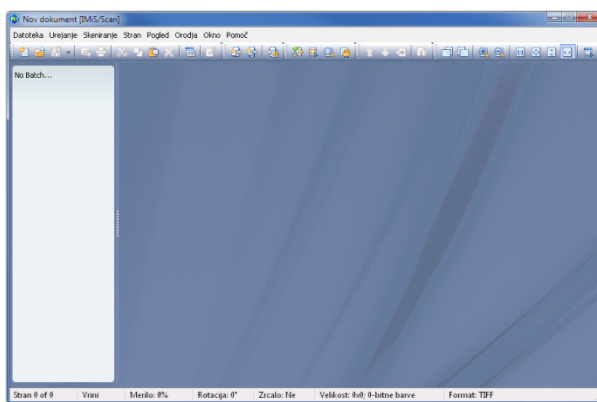
When creating a new document on IMiS®/ARChive Server, these two notifications may appear:

- DOCIO\_ENGSTAR: the *iarcio.dll* library in the *<Windows path>\System32* folder does not exist or an error has occurred when loading the library.
- DOCIO\_NOCONNECT: connection to the archive server is not possible or an error has occurred when establishing a server session. A more detailed description of the cause of the error can be found in the *iarcio.txt* file.

In the case of an error or incorrect transfer of the save location parameters, the following error message appears: "Incorrect document location information". The user window closes and IMiS®/Scan returns the DOCIO\_ENGSTART error.

The user reopens the IMiS®/Scan window and repeats the scanning. If the scanning is again unsuccessful, it is recommended that you send a request to [support@imis.eu](mailto:support@imis.eu), describing the error.

## 7.2 Description of a User Window for Creating a New Document



In the case of default settings the user window of a new document is divided into:

- Title bar containing the name of the scanned document. Until the document has been saved, it is entitled "New document". On the right side of the title bar are three standard buttons for window management (exit the program, hide the window and maximize/minimize the window).
- A toolbar in which you can activate the desired command with one click on the appropriate button. The icons on the buttons symbolize the meaning of an individual button. If you hold the mouse cursor above an individual icon for a few seconds, a tooltip appears, describing the tool. The toolbar can be hidden, which gives you more room for viewing documents.

[See Chapter 7.8.3 Toolbar.](#)

A menu with all the options. Some of the menu options have their own keyboard shortcut with the combination of "Ctrl key and the underlined letter in the menu name".

[See Chapter 6.3.2.1 Setting Options – General.](#)

*Example: to create a new document press "Ctrl+n". The menu can be hidden in the dialog box in the "General" category.*

- The left part of the central window is intended for viewing all document pages. Using the thumbnails of pages you can quickly browse through the document, select pages, arrange the order etc. This part of the window can also be hidden.
- [See also Chapter 7.4.1 Thumbnails.](#)
- The central part of the window is intended for displaying the currently selected document page.
  - The right part of the central window is hidden by default. This pane contains various IMiS®/Scan settings and actions, divided into categories, and shows the more important information about the current page. The right pane is shown by clicking the left split bar, with which you can also widen or narrow the right pane.
  - The status bar in the bottom of the screen shows additional information: current page, writing mode, writing format, scale.

[See Chapter 7.8 Description of the User Window of an Existing Document.](#)



## 7.3 Adding Pages

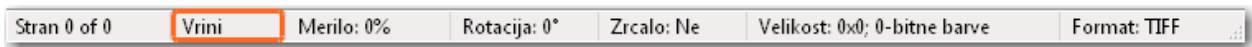
New document pages are created by:

- scanning them;
- pasting them to the current document from the clipboard.

Pages are inserted in two ways:

- **"Insert"** inserts new pages before or after the current page, depending on the position of the mouse cursor. [See also Chapter 7.4.1 Thumbnails.](#)
- **"Overwrite"** overwrites old pages with new ones from the currently selected page onwards.

The current insertion mode is visible in the status bar.



The page insertion mode can be changed in the "Page" menu by selecting the "Insert..." submenu or by pressing the "Insert" key. The thus changed settings only apply to the current user window. If you wish to change the default setting for the insertion mode, you can do so in the dialog box under the "Scan" category. [See Chapter 6.3.2.4 Setting Options – Scanning.](#)

Before adding new pages into a blank document, select the file format for saving the document. This setting is selected in the right pane in the "Document Settings" category by clicking on the "Basic" tab in the "Save" group. If the right pane is not visible, open it by clicking on the right split bar. You can choose between the PDF or TIFF format.

[See Chapter 2.4 File Compression and Size.](#)

You cannot change the file format of already scanned documents. The installed default setting is the TIFF format.

### 7.3.1 Scanning

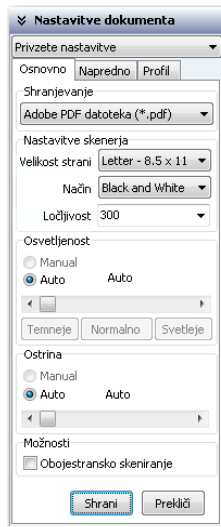
Scanning is performed with a connected scanner. Before using IMiS/Scan for the first time, you must select the scanner in the "Scan/Select Scanner" menu. The same procedure is performed when replacing the scanner. [See Chapter 6.2 Scanner Selection.](#)

Scanner settings are checked and changed in the dialog box.

[See Chapter 6.3.1 Scanner Setup via Dialog Box.](#)


### 7.3.1.1 Basic Scanner Setup

If the right pane is not visible in the user window, you can open it by clicking on the split bar in the right window margin. By clicking on the "Document Settings" group, the scanner settings appear.



The showing of desired settings is enabled with the "**Set Scanner...**" option in the "Scan" menu.



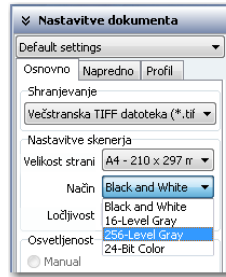
The showing of the desired settings is enabled by clicking on the "**Set Scanner**" toolbar icon. 



For documents which do not contain images we recommend scanning in black-and-white mode with a resolution of 300 dpi. [See Chapter 2.3 Scanning Resolution and Quality.](#)



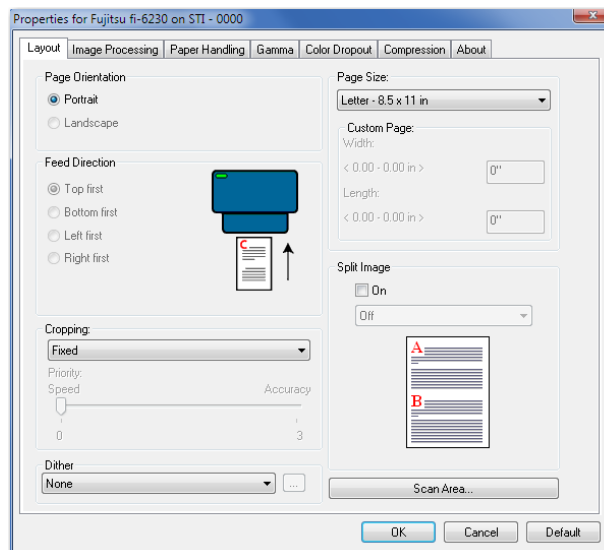
If the scanned document is poorly readable, we recommend that you repeat the scan with changed brightness and sharpness settings. If even these settings do not result in a satisfactory quality of scanned documents, scan the document in gray mode.



### 7.3.1.2 Advanced Scanner Setup

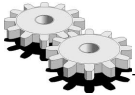
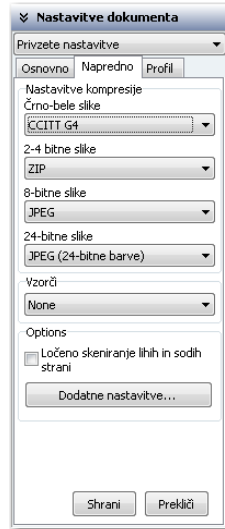
In addition to the basic scanner settings, the tab "Advanced" contains other scanner settings: separate scanning of odd and even pages, patterns and the "Additional Settings" button.

By clicking the "**Additional Settings**" button, a new dialog box appears containing advanced scanner settings. Not all scanners support this functionality. The values that are available in the settings depend on the type of scanner.



If you wish to keep the changed settings for your next scan, click on the "**Save**" button.

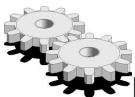
By clicking on the "**Cancel**" button, all changes are discarded. The settings remain at their previous values. [See Chapter 6.3.1.1 Description of Individual Scanner Settings.](#)



The settings are saved in the Windows registry in the *ScannerState* value in the `<path>\IMiS\IMiSScan\<profile name>` subkey.

### "Setting Compression Methods"

In the "Advanced" tab in the "Compression Settings" group you have the option of selecting the compression mode for scanned documents when saving them. Compression significantly reduces the quantity of data to be saved. Different methods are available for each color depth, depending on the file format. [See Chapter 6.3.2.2 Setting Options – Documents.](#)

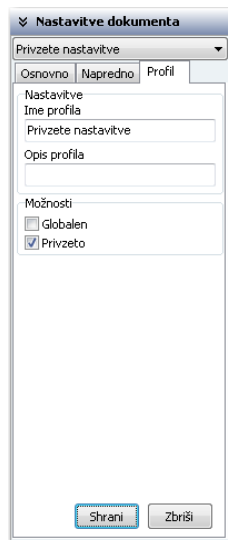


By clicking on the "**Save**" button, the settings are saved in the Windows registry in the *Preferences* field in the `<path>\IMiS\IMiSScan\<profile name>` subkey.

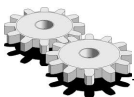
### 7.3.1.3 Setting the User Profile

For different types of documents, such as black-and-white, color, various paper sizes and the like, you need optimum scanner settings.

Every time you change the document type you have to change at least three different settings, on average. In order to avoid the constant changing of values, you can arrange the settings into groups and save them to the profile. Profile settings are located in the right pane under the "Document Settings" category in the "Profile" tab.



When installed, IMiS®/Scan contains only one profile with the default values. The default profile can be changed or a new one can be added. By entering a new name in the "Profile name" field, you create a new profile.



The profile is saved in the Windows registry as the `<path>\IMiS\IMiSScan\<profile name>` key.

A longer profile description is entered in the "Profile Description" field, which is saved in the Windows registry in the `ProfileDescription` field in the `<path>\IMiS\IMiSScan\<profile name>` subkey.

In the "Options" group you can choose between two statuses:

- **"Global"**. By confirming this option, you enable the profile to be visible to all users on this computer. The entire profile is recorded in the Windows registry in the `HKEY_LOCAL_MACHINE\Software\IS\IMiS\IMiSScan\<profile name>` key.  
You must have the rights for writing in this key.
- **"Default"**. By selecting this setting, you mark the current profile as default. Only one profile can be the default one. When saving it, the value is recorded in binary form in the Windows registry in the `DefaultProfile` field in the `<path>\IMiS\IMiSScan\<profile name>` subkey.  
Prior to this, the previous default profile is stripped of its "Default" status. The "Default" status takes effect when launching the IMiS®/Scan application.

By clicking on the **"Save"** button, all settings are saved in the Windows registry in the above-mentioned fields and keys.

If you wish to remove an entire profile from IMiS®/Scan, click on the **"Delete"** button.

If you have only one profile in IMiS®/Scan, the **"Delete"** button will be disabled, since one profile must be set at all times.

### 7.3.1.3.1 Selecting a User Profile

The profile you have prepared can be selected from the drop-down menu under the "Document Settings" category in the right pane. When changing the profile, all settings in this category change to the values of the saved profile. The name of the newly-selected profile is saved in the Windows registry in the *Active Profile* field in the *HKEY\_CURRENT\_USER\Software\IS\IMiS\IMiSScan* key.

The name of the last-selected profile is applied when launching the IMiS®/Scan application.

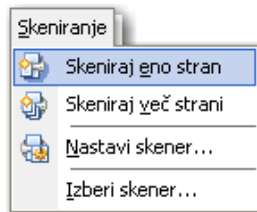
[See Chapter 6.1 Product Launch.](#)


### 7.3.1.4 Scanning Procedure

Depending on the scanning mode, only one page can be captured in a document or all the pages which are placed on the scanner feeder simultaneously.

#### 7.3.1.4.1 Scanning One Page

By clicking the option **"Scan one page"** in the "Scan" menu, you begin the process of capturing one page.



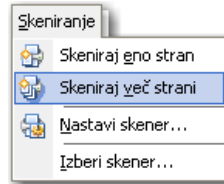
The scanning of one page is started by clicking on the **"Scan one page"** icon  in the toolbar. A sheet of paper can be inserted into the automatic feeder or placed onto the scanner flatbed. If the paper is placed onto the automatic feeder, the scanner will pull it in using its sensor and capture only one page of the paper, even if the two-sided scanning setting is turned on.

[See also Chapter 6.3.1 Scanner Setup via Dialog Box.](#)

In the event that several sheets of paper are placed onto the feeder, only one page is scanned and the scanner automatically prepares a new sheet of paper for scanning. The procedure of scanning one page can be repeated or scanning can be finished.

#### 7.3.1.4.2 Scanning Multiple Pages

By clicking on the "**Scan multiple pages**" option in the "Scan" menu, you begin the process of capturing multiple pages.



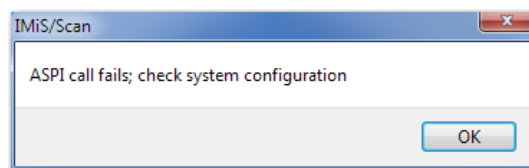
The scanning of multiple pages is started by clicking on the "**Scan multiple pages**" icon



in the toolbar. The scanner starts feeding paper only when paper is loaded into the automatic feeder. For each scanned sheet of paper, an image is created in the document.

When selecting two-sided scanning, two images are created in the document for each scanned sheet of paper. [See also Chapter 6.3.1 Scanner Setup via Dialog Box.](#)

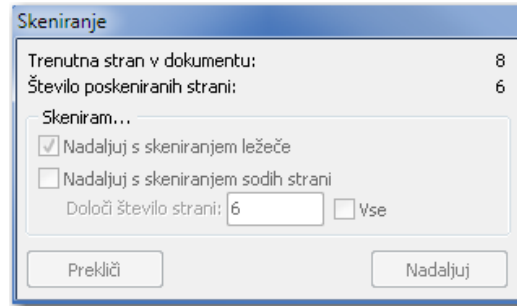
The presence of the scanner is automatically checked prior to initiating the scanning procedure. If communication with the scanner is not possible or the scanner driver is not loaded, an error message appears.



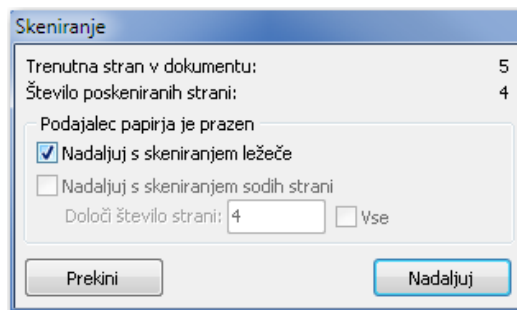
When this error appears, it is recommended that you reselect the scanner and check the scanner status when it is turned on, turned off, connected to the computer and the like.

When scanning, the "Scan" status window appears. When scanning one page, this window appears only if this option is turned on in the settings.

[See Chapter 6.3.2.4 Setting Options – Scanning.](#)



The "Scan" status window shows the current status of paper feeding.

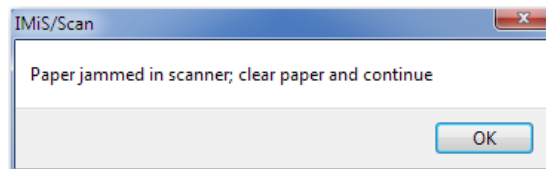


After finishing the scanning of all sheets in the feeder, scanning stops with a notification in the status window: "Feeder is empty". You can resume scanning by inserting new documents for scanning in the feeder or by placing a new document for scanning onto the flatbed.

Before doing so, you must select the "**Continue with landscape scanning**" option. The scanning procedure is continued by clicking on the "**Continue**" button. Scanning can be canceled by clicking on the "Cancel" button.

During scanning the scanner may pull the paper from the feeder incorrectly. In this case the paper in the scanner gets "crumpled" and scanning is stopped with the notification:

"Paper jammed in scanner".



The paper must be physically removed from the scanner and the scanning procedure restarted.

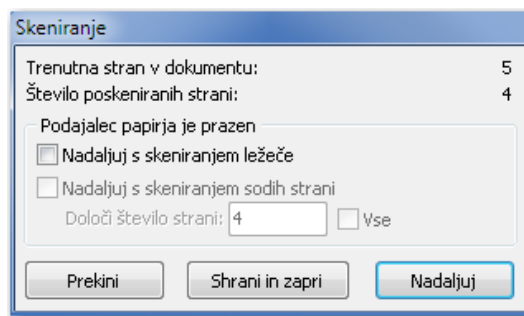


Sometimes it is also necessary to restart the scanner and IMiS®/Scan. Make sure that the paper does not have any folded edges and is placed straight between the guides. For "crumpled" paper we recommend scanning on the flatbed.

If you have selected the "Enable Save and Close button" option in the "Scan" settings, then after scanning all the sheets from the feeder the "**Save and Close**" button appears. By clicking it, you can quickly and easily save and close the scanned document.

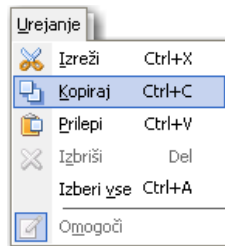
[See Chapter 6.3.2.4 Setting Options – Scanning.](#)


[See Chapter 7.17 Saving and Closing a Document.](#)



### 7.3.2 Copying to the Clipboard

Individual pages in the document can be copied to the clipboard by clicking the "**Copy**" option, located in the "Edit" menu.




You can also copy pages to the clipboard by clicking on the "**Copy**" icon  in the toolbar. An alternative option is via the "Tools" menu in the right thumbnail pane, where you select "Copy", or with the "Ctrl+C" or "Ctrl+Insert" key combination.

If only a single page is copied to the clipboard, this page can be pasted to any other application which enables the editing of image files (e.g. MS Paint, PhotoShop etc.).

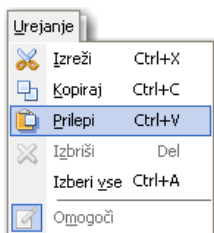
If you wish to remove the selected pages from the document after copying them, select **"Cut"**, which is located in the "Edit" menu.




The cutting of pages to the clipboard can be performed by clicking the **"Cut"** icon  in the toolbar. An alternative option is via the "Tools" menu in the right thumbnail pane, where you select "Cut", or with the "Ctrl+X" or "Shift+Delete" key combination.

### 7.3.3 Pasting from the Clipboard

Contents can be added to a document via the clipboard from other applications as well or within the IMiS®/Scan application from one document into another. The **"Paste"** option is located in the "Edit" menu.



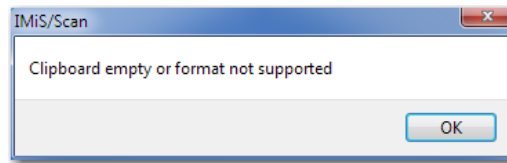
The adding of images from the clipboard is performed by clicking the **"Paste"** icon  in the toolbar. An alternative option is via the "Tools" menu in the right thumbnail pane, where you select "Paste", or with the "Ctrl+V" or "Shift+Insert" key combination.

#### 7.3.3.1 Adding Contents from Other Windows Applications

If a Windows application enables the copying of images to the clipboard, these images can be added to a document open in the IMiS®/Scan application. You can add only one image or page at a time. Before you can add content with the "Paste" option, you need to copy it to the clipboard using the "Copy" option. [See Chapter 3.1 Table of Valid Compressions for Different Types of Files.](#)

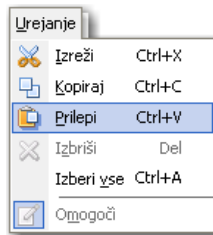
*Warning: Transferring images via the clipboard affects the quality of the newly-created image in IMiS®/Scan. For 24-bit image color depths we recommend the ZIP compression mode setting. This compression mode does not affect the image quality.*

If the clipboard does not contain an image or contains other content, an error message appears when transferring it to IMiS®/Scan.



## 7.4 Scrolling through a Document

A document may have several pages. The thumbnail pane is used for scrolling through the pages. By clicking on the selected thumbnail, an image of that page appears in the central part. You can switch pages by clicking on the "Next" and "Previous" options in the "Page" menu.



"Page Down" or "Page Up" keys.



You jump to a specific page by clicking on the "**Select page**" option. A dialog box appears in which you enter the desired page number.

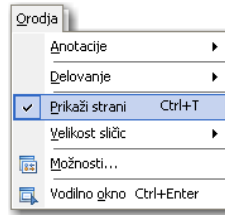


"Ctrl+G" key combination.

You can continuously scroll through a document by holding the up or down arrow keys.

### 7.4.1 Thumbnails

Thumbnails in the right pane can be hidden with a setting in the "Tools" menu by selecting the "**Show pages**" option.



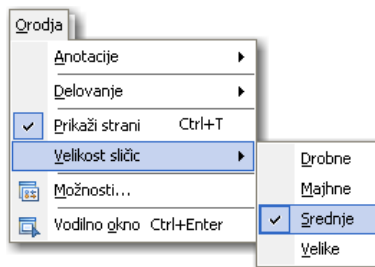
Thumbnails are hidden by right-clicking on the thumbnail pane; when the "Tools" menu appears, select the "**Show pages**" option.



"Ctrl+T" key combination.

*Note: the same method is used to display them again.*

The size of the thumbnails is selected in the "**Thumbnail size**" drop-down menu in the "Tools" menu.

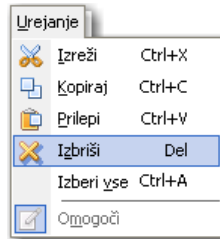


By right-clicking on the thumbnail pane, the "Tools" menu appears. Click on the "**Thumbnail size**" drop-down menu and select the desired thumbnail size.

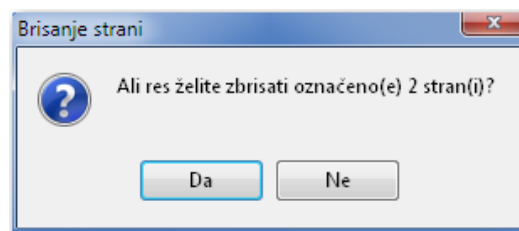
This size setting applies only to the current user window; you can set the thumbnail size for all new user windows in the settings. [See Chapter 6.3.2.5 Setting Options – Viewing.](#)

## 7.5 Deleting Pages

The document has to be in edit mode. Mark the page(s) in the thumbnail pane that you wish to remove from the document and select "**Delete**" in the "Edit" menu.



The following dialog box appears:



By clicking on the "**Yes**" button, the selected page(s) will be removed from the document.

If the document has only one page, the page cannot be deleted.

*Warning: If the document has only one page, the page cannot be deleted.*



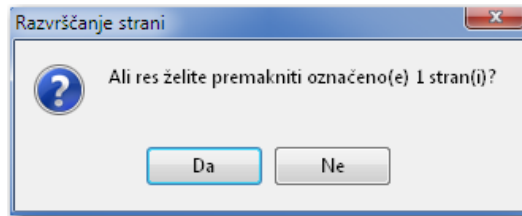
Pages can be deleted by clicking on the "**Delete**" icon  in the toolbar or with the "Del" key.

## 7.6 Moving Pages

You can arrange the pages within a document in a random order. Select the page(s) you wish to move and drag & drop them to the desired location. In order to do so, the document has to be in edit mode.

While moving the document pages, the mouse cursor on the page changes to .

The following dialog box appears:



By clicking on the **"Yes"** button, the selected page(s) will be moved to the newly-selected location.

If the page cannot be moved, the mouse cursor on the page changes to  when trying to move it.




When moving pages, pay attention to the cursor position on the page. If the cursor flickers before a page when dropping a page, this means that you will insert the page before this one; if not, the page will be inserted after it.

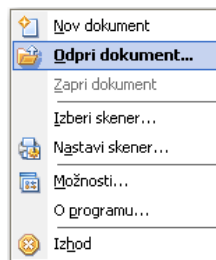
## 7.7 Opening a Document

The IMiS®/Scan application can be used for viewing all of the most commonly used image file formats such as TIFF, PDF, BMP, JPEG, GIF etc.

[See Chapter 2.5 Recording Scanned Documents.](#)

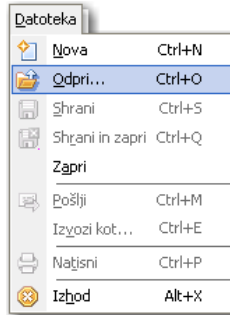
By right-clicking on the IMiS® icon  in the taskbar, you can open an existing document.

The "Tools" menu appears, from which you select **"Open document..."**



Double-click on the IMiS icon .

In an open IMiS®/Scan user window you can open a document in the "File" menu by clicking on the "Open..." option.



A dialog box appears, showing all the image files located in the currently selected folder. Find and select the desired file and confirm the selection by clicking on the "Open" button.



In the toolbar click on the "Open existing document" icon .



In Windows Explorer double-click on the desired file. If a file extension is associated with the IMiS®/Scan application, the file will automatically open in the IMiS®/Scan application.

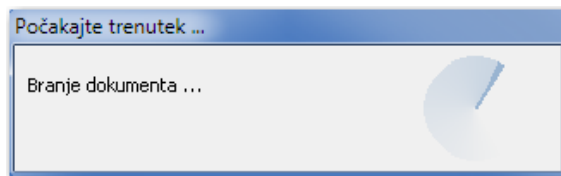


Drag the desired file from Windows Explorer to the open IMiS®/Scan user window. The file opens in a newly-opened IMiS®/Scan window.

A document can also be opened via an application programming interface from third-party applications; in this case the documents are saved on IMiS®/ARChive Server.

### 7.7.1 Procedure of Opening an Existing Document

The procedure is started by opening a new user window in which the selected document appears. While opening the document, the user window displays a notification window stating that the document is being prepared for reading.

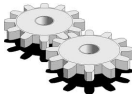


While this notification is being displayed, the following procedures are executed:

- the original document is copied to a temporary file;
- if the document contains an electronic signature, its validity is verified;
- if the document contains redactions and the user does not have editing rights for the document, all of the redactions are merged with the document;
- based on the user rights for this document, certain commands and actions in IMiS®/Scan are disabled.

The scanned document is shown in reading mode and cannot be changed nor pages added.

The title bar of the user window and the "Tools" menu show the name of the document.



In the event that the document cannot be found on IMiS®/ARChive Server, the following notification appears: "Error <DOCIO\_FILENOTFOUND> when opening document.".


If the document is not located in the file system, the following notification appears:

"Error <DOCIO\_INVALIDPARAM>when opening document.".

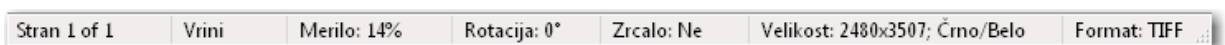
## 7.8 Description of the User Window of an Existing Document

The user window of an open document enables only those actions and commands that do not modify the document contents. You can switch to edit mode by clicking on the "**Enable**" option in the "Edit" menu. By doing so, you can add new pages, remove existing pages, change the page order or add annotations to documents.



The edit mode can also be accessed by clicking on the "**Enable editing**" icon  in the toolbar.

### 7.8.1 Status Bar



The status bar of a user window contains information about the current page, page insertion method, scale, rotation, flip, page size in pixels, color depth and file format of a new or open document. [See Chapter 7.8.2 Document Details.](#)

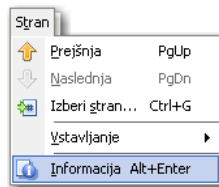


## 7.8.2 Document Details

In addition to an image of the page, each page in a document also contains metadata about the scanned document.

In order to display this data, click on the "**Document Details**" category in the right pane.

It can also be displayed by clicking on the "**Information...**" option in the "Page" menu.



By clicking on the "**Page Information**" icon  or the "Alt+Enter" key combination, document details are displayed.

| ▼ Podatki o dokumentu |                                |
|-----------------------|--------------------------------|
| Naziv strani          | Ni na voljo                    |
| Širina strani         | 2480                           |
| Dolžina strani        | 3507                           |
| H. ločljivost         | 300 točk na palec              |
| V. ločljivost         | 300 točk na palec              |
| Št. vzorcev na točko  | 1                              |
| Št. bitov na vzorec   | 1                              |
| Orientacija           | Pokončno                       |
| Način stiskanja       | CCITT Group 4 (T.6)            |
| Stisnjena velikost    | 60,484 bytes                   |
| Programska oprema     | IMIS/Scan 8.6.1211 (build 395) |
| Čas nastanka          | 21. februar 2013 16:22:44      |
| Avtor                 | tester                         |
| Ime računalnika       | ALESTEST7                      |
| Čas spremembe         | Ni na voljo                    |
| Podpisan              | False                          |

The following page details are displayed:

- width and length in pixels;
- horizontal and vertical resolution in dots per inch (dpi);
- number of patterns per pixel and number of bits per pattern, which determine the image color depth;
- image orientation: portrait, landscape, rotate or flip;
- the compression mode shows the name of the used compression mode,  
[See Chapter 2.3 Scanning Resolution and Quality](#);
- compressed image size when using the previous compression method;

- software: name of the application which created the page or document;
- date created: date and hour when the page or document was created;
- author of the page or document;
- the name of the computer on which the page or document was created.  
This detail is available only for TIFF file formats;
- date modified: shows the date and hour of the last modification to the document;
- signed: shows whether the document has been signed or not,  
[See Chapter 7.21 Electronic Signing of a Document;](#)
- the attributes which do not exist are labeled "Not available".


In the case of the PDF file format these details refer to the entire document, since the PDF format does not enable the saving of metadata for individual pages.

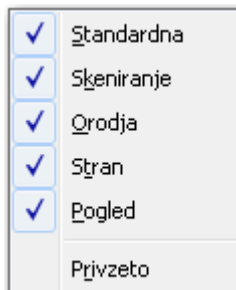
### 7.8.3 Toolbar

Commands are executed in IMiS®/Scan via the menu, the toolbar, "Tools" menu, right pane or keyboard. The toolbar is intended for the use of the most frequently used commands of the IMiS®/Scan application.

The commands are combined into five toolbar groups: standard, scan, tools, page, view.



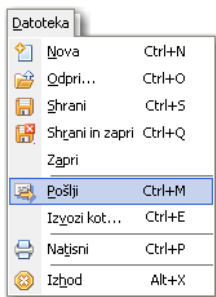
Each group can be moved or hidden randomly. It can be moved by dragging its handle  to the desired location. By right-clicking above the toolbar or menu, the "Tools" menu appears, in which you select the bar you wish to hide or show.



By clicking on the **"Default"** option, all the bars are shown and placed in the default location.

## 7.9 Sending a Document by Email

A currently open document is sent by email by clicking on the **"Send"** option in the "File" menu.

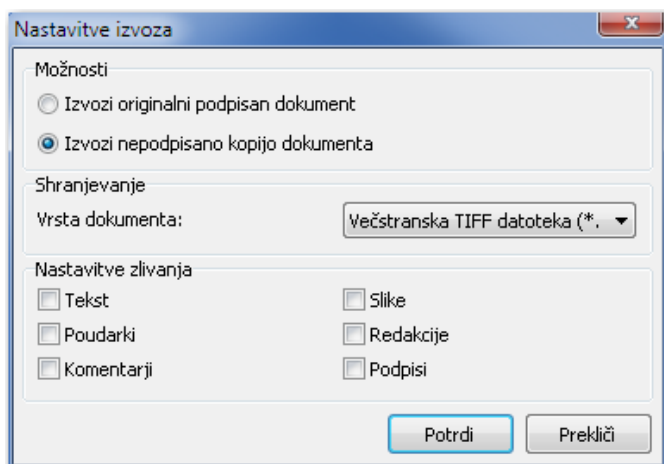


The sending action can also be executed by clicking on the **"Send document by email"** icon



or by using the "Ctrl+M" key combination.

By clicking on the **"Send"** option, a dialog box appears, in which you can set the options before exporting the document.



If you have selected "Hide interface for export settings" in the settings, this dialog box will not appear. The default export settings will apply. [See Chapter 6.3.2.6 Setting Options – Export.](#)

The options shown in the dialog box depend on the document contents. If the document does not contain an electronic signature, the "Options" group is not available.

The same goes for the "Merge settings" group, which does not appear if the document does not contain annotations. The "Settings" group appears only if one of the pages has been rotated/flipped.

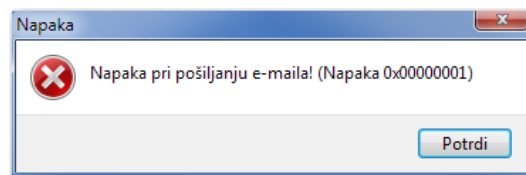
The document can be sent by email in another image format.

Before sending it, select the desired format to which the current document will be converted after confirmation in the "Save" group under "**Document type**".

When selecting the sending of a document copy, you can select which types of annotations will be merged with the document. The unselected annotation types will not be transferred to the copy.

After confirming the settings, the default email client creates a new email to which this document is attached. The email must be completed by adding the email address of the recipient.

If the user has not set a default email client in the Windows operating system, the following error appears:

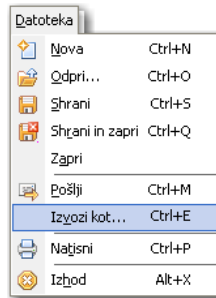


This error also appears when the email client does not support Microsoft's MAPI interface for connecting the email client to other applications.

*Warning: Color annotations on a black-and-white page, which are set to be "merged" when sent, are changed to a shade of gray.*

## 7.10 Exporting a Document to a File System

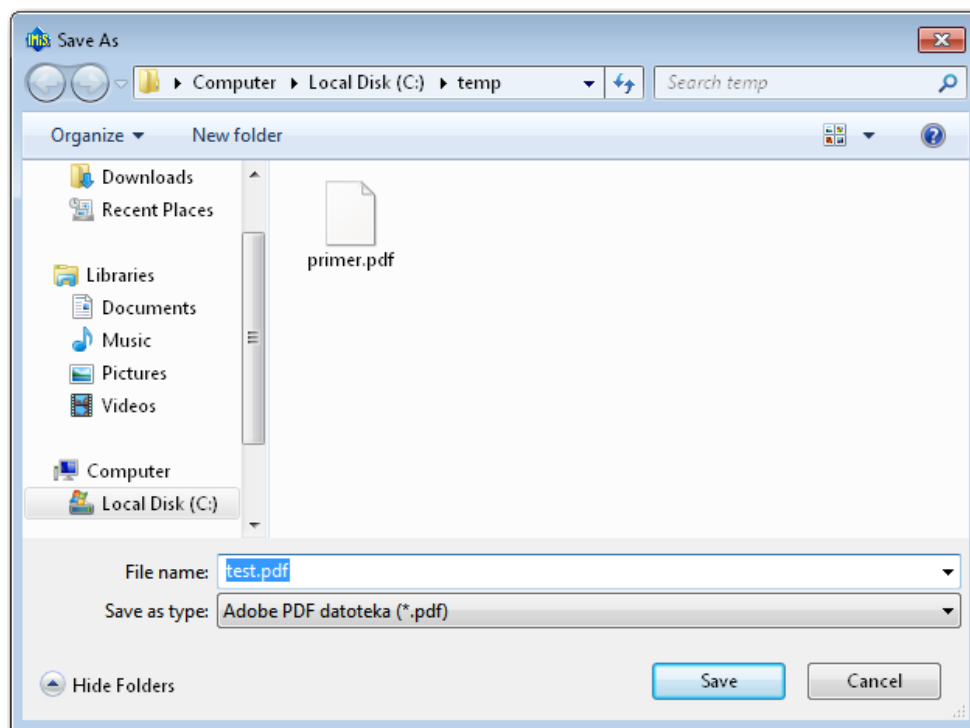
A currently open document can be sent by email by clicking on the "**Export as...**" option in the "File" menu.



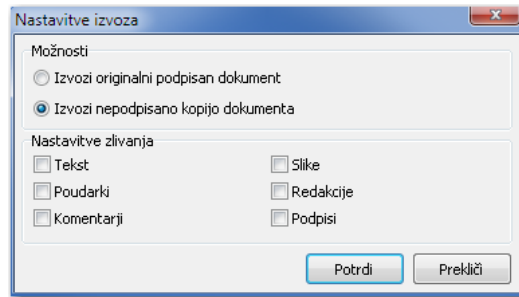
By using the "Ctrl+E" key combination.

By clicking on the "**Export as...**" option, a dialog box for saving files appears. Enter the name of the new document and select the file format. You can choose between the PDF and TIFF formats.

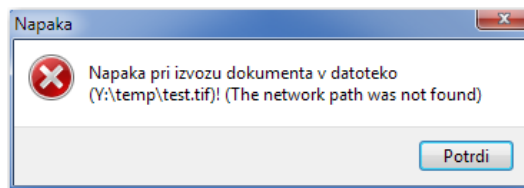
[See Chapter 2.4 File Compression and Size.](#)



By clicking on the **"Save"** button, a dialog box appears with the option of selecting additional export settings. [See Chapter 7.9 Sending a Document by Email.](#)



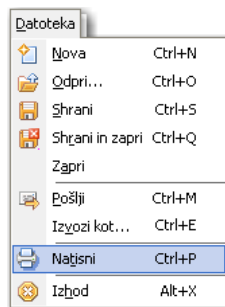
After confirming the settings, a new file with the previously-entered name is created in the selected file location. If an export file cannot be created in the desired location, the following notification appears:



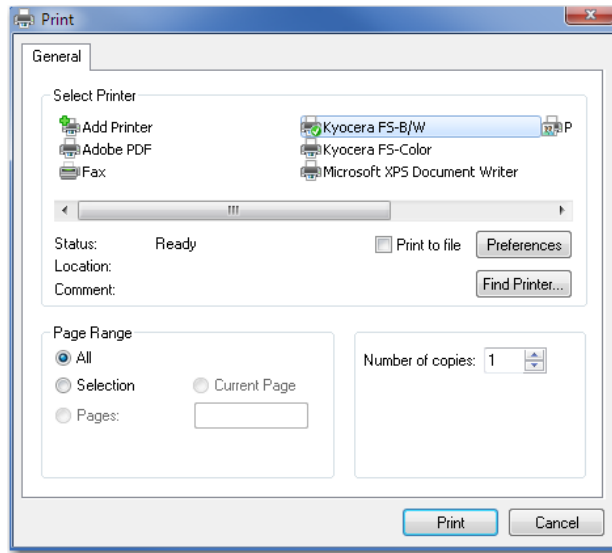
*Warning: Color annotations on a black-and-white page, which are set to be "merged" when saved, are changed to a shade of gray.*

## 7.11 Printing a Document

A document is printed by clicking on the **"Print"** option in the "File" menu.




A dialog box for printing appears, in which you select the printer and the pages to be printed.

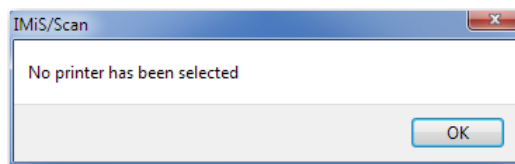


In the box, set the parameters of the currently selected printer. By clicking on the **"Print"** button, you send the document or selected pages to print.



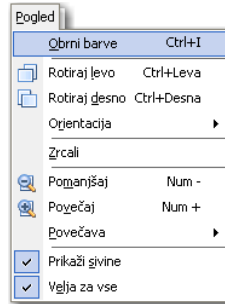
By clicking on the **"Print"** icon  in the toolbar, the default printer starts the printing procedure, without showing the dialog box for printing.

If no printing drivers are installed in the Windows operating system, the following error appears:



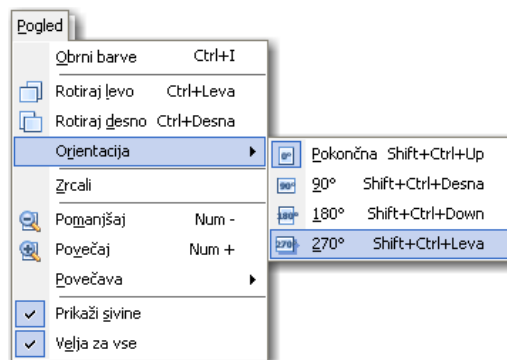
## 7.12 Inverting Colors

This functionality enables changing the document image into a negative. In the case of scanned documents with poorer quality this can improve the readability of the contents. The inverting of colors is turned on with the **"Invert colors"** command in the "View" menu.



## 7.13 Rotating and Flipping Pages

Every page in the document can be rotated to the left or right by 90°. You can also select the rotation of a document by 90°, 180° or 270° to the right. Rotating to the left or right is performed by clicking on the "**Rotate left**" or "**Rotate right**" options in the "Orientation" menu and the "View" menu.



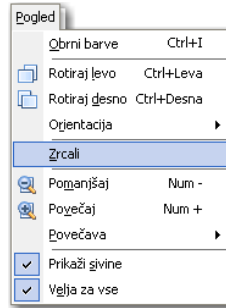
In the toolbar select the "**Rotate left**"  or "**Rotate right**"  icon.



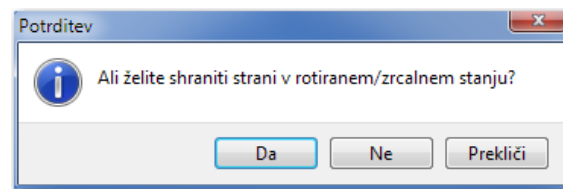
With the "**Ctrl+left arrow key**" or "**Ctrl+right arrow key**" key combination.

An image is flipped by clicking on the "**Flip**" option in the "View" menu.





If you wish to permanently save this new page orientation, save the document, which must be in edit mode. When saving it, a dialog box appears.



By clicking on the "**Yes**" button, all of the rotated pages are saved in the rotated position.

By clicking on the "**No**" button, all of the page rotations are undone and the pages are saved with their original orientation.

By clicking on the "**Cancel**" button, the saving procedure is canceled.

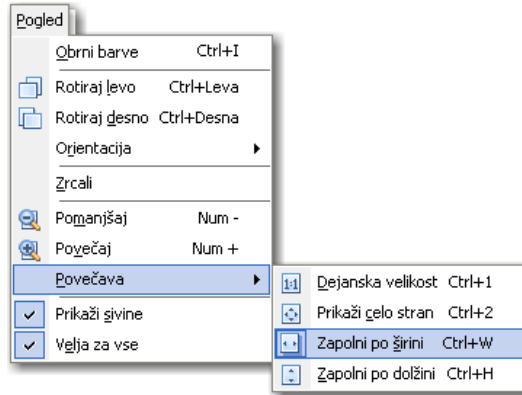
*Note: Saving a document with changed page orientation means that the contents of the scanned document are modified and therefore the document no longer matches the original one.*



## 7.14 Page Zooming

Pages which are too big or too small can be zoomed in/zoomed out to the desired zoom level.

Pages are zoomed by zoom percentages or in accordance with the size of the user window.

The zoom percentage is changed by clicking on the "**Zoom out**" or "**Zoom in**" option in the "View" menu.



In the toolbar select the "Zoom out"  or "Zoom in" icon .




With the "+" or "-" keys on the numeric keypad.



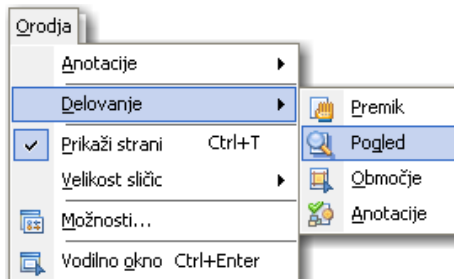
With the "Ctrl key and by simultaneously moving the scroll wheel".


Zoom selection is performed in accordance with the size of the user window by clicking on the "Zoom" option in the "View" menu. [See Chapter 6.3.2.4 Setting Options – Viewing.](#)



By clicking on the toolbar icons: "Actual size" , "Show entire page" , "Fit width"  or "Fit height" .


The zooming of a specific area of the image is achieved by clicking on the "View" option in the "Operation" submenu in the "Tools" menu.

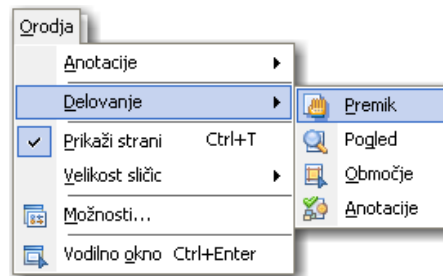


The mouse cursor changes to a magnifying glass  and you mark the area you wish to zoom by dragging it. The zoomed area can be changed back with the above-mentioned options, e.g. the "+" or "-" keys.

## 7.15 Viewing a Page

More detailed viewing of the contents of a scanned document is easier if the page view has been enlarged; the arrow keys are used for scrolling through the page. You can also change the

operation mode to "View", which changes the mouse cursor to a hand . By holding the left mouse button and moving the mouse, you scroll through the page. You can find the "View" operation mode by clicking on the "**Scroll**" option in the "Operation" submenu in the "Tools" menu.



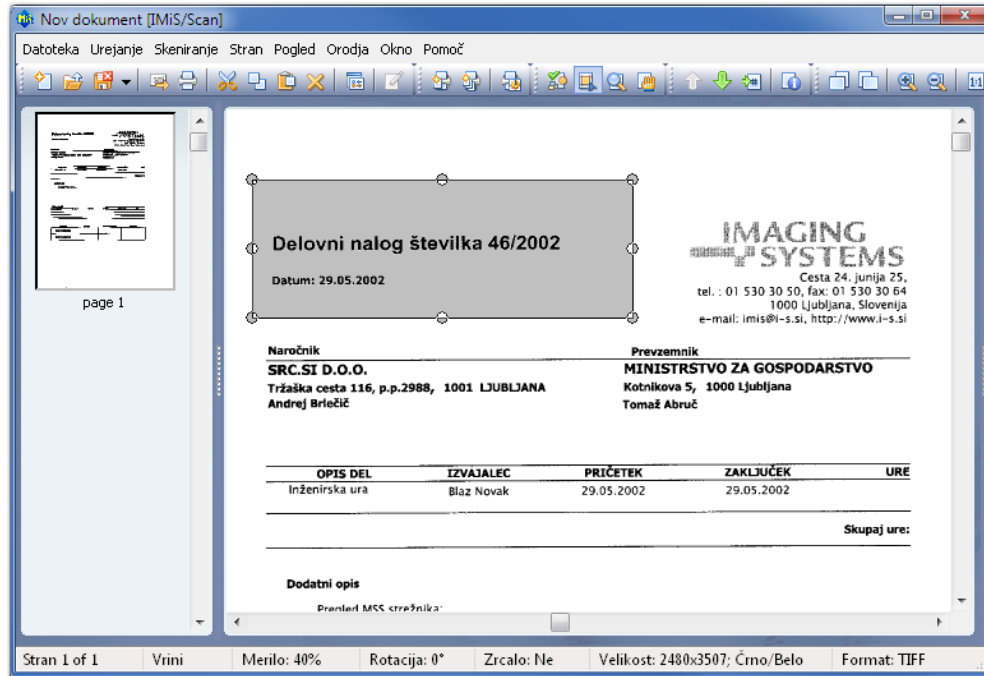
The "Scroll" option can also be activated from the toolbar by selecting the "**Scroll page**" icon. 

## 7.16 Area Selection

Area selection is used when you wish to mark a section of a page or contents in a document. In the "Tools" menu, select the "Operation" submenu and the "Area" option within it, then place the cursor on the section of the document you wish to mark. Mark the desired area by left-clicking and dragging.




In the toolbar select the "**Area selection**" icon. 



By clicking and holding the left mouse button in the selected area, you can move this area across the page.

After the area has been placed in the desired location, you can use the "Copy" or "Crop" function.

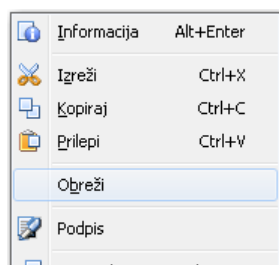
You copy a part of an image by clicking on the "Copy to clipboard" icon .

The contents in the clipboard can be inserted into the currently open document or into a new document as a new page. They are inserted by clicking on the "Paste" icon  in the toolbar.

### "Cropping a Part of an Image"

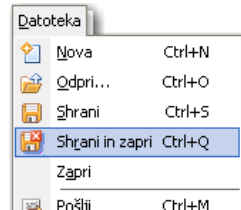
Use the cropping of a part of an image when you wish to keep only the contents marked with this area and not the entire page. Cropping is performed by clicking on the "Crop" option in the "Tools" menu.


By doing so, the current page is deleted and replaced with the contents of the selected area.



## 7.17 Saving and Closing a Document

After finishing the scan or modification of an existing document, this document can be saved by clicking on the **"Save and close"** option in the "File" menu.



By clicking on the **"Save and close"** icon  in the toolbar or with the "Ctrl+Q" key combination.

After saving is complete, the IMiS®/Scan user window closes.

If you wish to save a document without closing it, select **"Save"**.

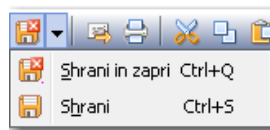


By clicking on the **"Save and close"** arrow  in the toolbar, the **"Save"** icon appears.

Click on it.



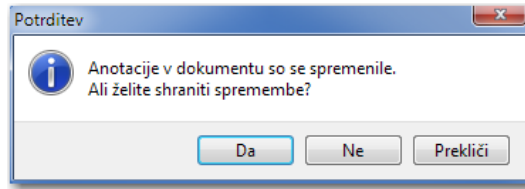
With the "Ctrl+S" key combination.



If the document has not yet been named, a window for saving files opens, in which you specify the name of the document and the folder to which it will be saved. After clicking on the **"Save"** button, the document is saved.

*Note: During the saving stage, the contents of an electronically signed document are electronically signed with a previously selected digital certificate. Subsequent modifications invalidate the electronic signature.*

If you modify or add annotations to an existing document, the following dialog box appears when saving it:




By clicking on the **"Yes"** button, all of the modified annotations are saved in the document.

By clicking on the **"No"** button, all modifications to the annotations are discarded.

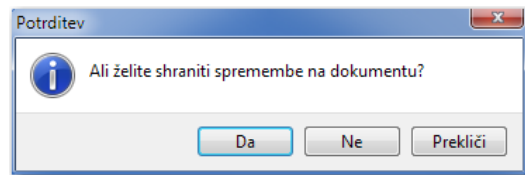
By clicking on the **"Cancel"** button, you abort saving and return to the IMiS®/Scan user window.

### 7.17.1 Closing a Document

The IMiS®/Scan user window can be closed by clicking on the cross  in the window's title bar or with the "Esc" key. Closing with the "Esc" key must be turned on in the application settings.

[See Chapter 6.3.2.1 Setting Options – General.](#)

If the document has been modified and not yet saved prior to closing, the following dialog box appears:



By clicking on the **"Yes"** button, the document is saved and the user window closes.

By clicking on the **"No"** button, all changes to the document are discarded and the user window closes.

By clicking on the **"Cancel"** button, you return to the user window without saving the changes.

## 7.18 Annotations

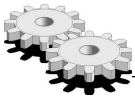
IMiS®/Scan offers various types of annotations for highlighting or hiding important parts of the content of scanned documents. Annotations can be added, modified or deleted, for which you must have the appropriate rights. [See Chapter 7.18.4 Setting Annotation Rights.](#)

The document must be in edit mode. Changes to annotations are preserved only by saving the document.

*Warning: Saving annotations is possible only for the TIFF format.*


### 7.18.1 Annotation Tools

Annotations are edited via the "Annotations" category in the right pane. By clicking on an individual annotation icon, the settings for the selected annotation appear in the bottom part of the "Annotations" category. The last selected annotation tool is saved as default when closing the user window and is hence automatically selected when you wish to add an annotation to another document. The document has to be in edit mode.





The value of the last selected annotation tool is saved in the Windows registry in the *LastAnnotationSelected* field in the *HKEY\_CURRENT\_USER\Software\IS\IMiS\IMiSScan* subkey.


The table describes all of the available annotation tools.


 **Tool preservation mode.** Every time you use an annotation tool it becomes the default active selection tool. By selecting this icon, you enable the annotation tool preservation mode, which means that after you select an annotation tool that tool remains active for reuse, namely until you select another tool. In the "Annotations" category in the "Options" menu in the "Tools" menu, set the default status of the tool preservation mode.

[See Chapter 6.3.2 Setting Options.](#)


 **Selection tool.** An individual annotation is selected by left-clicking. If you wish to simultaneously select several annotations in a document, left-click and drag to mark the area in which the desired annotations are located.


 **Text annotation.** Place a text annotation in a scanned document. A flickering mouse cursor appears in a box into which you write a random text. After entering the text, click outside of the annotation text box. The text and text format can be edited by changing the properties in the right pane.


 **Highlighting tool.** This annotation is used for highlighting contents in the scanned document. Drag a rectangle across the area you wish to highlight. The highlight color is set in the right pane.


 **Redaction tool.** It is used to hide specific parts of a document. The redaction is dragged across the area you wish to hide and its color is changed if need be (in properties). The redacted contents are visible only to users with the right to see through the redaction.

*See 7.18.4 Setting Annotation Rights.*


 **Comments.** Click on the location in which you wish to add a comment. Write the comment and specify the caption which will be shown beneath the comment icon. By double-clicking on the comment icon, you open and edit the comment. In the right pane you can edit additional settings, such as: text, icon image, comment colors etc.


 **Arrow tool.** Select this tool when you wish to draw arrows in the image. Define the properties for the head and tail of the arrow, an additional caption etc.


 **Line.** This annotation is used for drawing lines freehand. In the right pane set the line thickness and color.

 **Annotation in the shape of an ellipse.** It is used for drawing ellipses. In the right pane you can set the background color of the ellipse.


 **Rectangular annotation.** Draw a rectangle in the image. As with the ellipse, fill the rectangle with the desired background color.

 **Line breaking tool.** This annotation is used for drawing broken lines. Drawing is concluded by double-clicking on the left mouse button in the desired location. In the right pane set the color and/or thickness of the line and/or background.

 **Image annotation.** This annotation is used when wishing to insert an image annotation into a document. If the file path to the image is not specified in the right pane, a dialog box for opening files appears, in which you select the path to the image file. IMiS®/Scan enables only the insertion of the BMP file format.

 **Stamp annotation.** This annotation is used for preselected images, which are specified in the "Annotations" category in the "Options" menu in the "Tools" menu.

*See chapter 6.3.2.3 Setting Options - Annotations.*

 **User annotations.** Annotations appear which the user has previously saved and which can be selected for reuse.

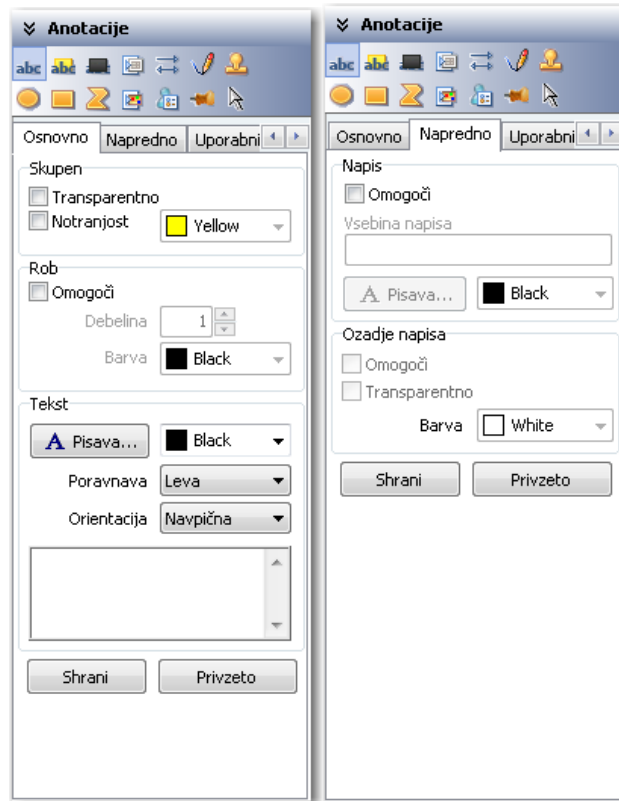
## 7.18.2 Editing Annotations

In order to edit the annotation settings, the document must be in edit mode and the "Annotations" category must be opened in the right pane. When using IMiS®/Scan through another application, you need appropriate rights for editing annotations.



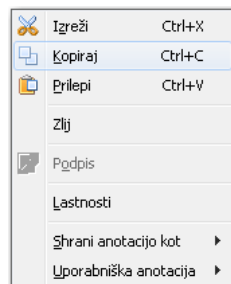
[See Chapter 7.18.4 Setting Annotation Rights.](#)

Select an existing annotation in the document or an icon in the annotations bar. The settings for this annotation appear in the right pane.



### 7.18.3 Copying and Merging Annotations

In IMiS®/Scan annotations can be copied, cut or added to other pages of the document or into other documents. Select an annotation by right-clicking.

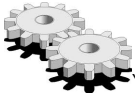


Select the desired action from the "Tools" menu.

You can merge an individual annotation in the document with the document. By doing so, the annotation becomes a part of the scanned document.

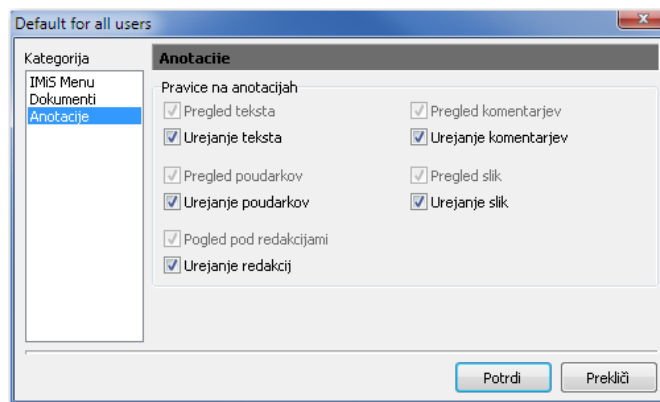
*Note: By merging annotations, you modify the document contents.*

#### 7.18.4 Setting Annotation Rights



You can set the rights of a user for each type of annotation.

The rights can be set only through another application. When invoking the window for setting rights in another application, the following options appear:



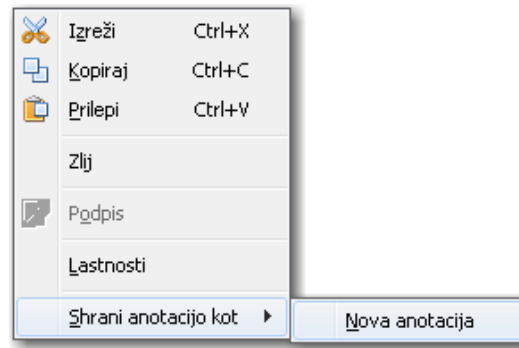
You can specify for each type of annotation whether a user has the right to see it in a document and whether the user has the right to add new annotations to a document.

*Warning: During redaction you set the rights of a user for viewing the redacted contents.*

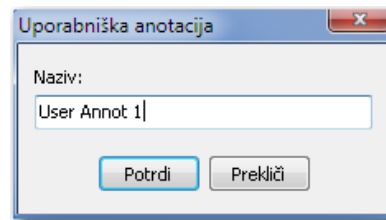
*If the user does not have that right, the redaction stays in the document and the user cannot remove it.*

#### 7.18.5 User Annotations


All annotations in a document can be saved for reuse. They are available to the person who saved the annotation. By right-clicking on the desired annotation, the "Tools" menu appears.



Select "**Save annotation as**" from the menu and then select "New annotation". A dialog box appears in which you enter the user annotation name.



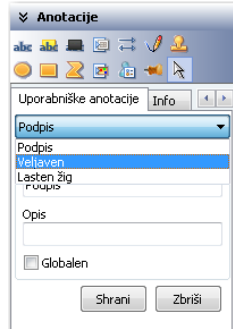
Confirm the entry by clicking on the "**OK**" button.

The annotation can be invoked to the document by selecting the annotation name. User annotations are selected by clicking on the "User annotations" icon  in the annotations bar. A list of saved annotations appears.

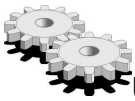
The selected annotation is placed in the document in the same location as it was inserted when being saved. It can be manually dragged to another location in the document with the mouse.

If you have selected the default option "**Placing user annotations with the mouse**" in the settings, the user annotation is not immediately placed in the document. The location of the annotation is selected by moving the mouse and clicking on the selected location in the document.

A user annotation can be selected from the drop-down menu in the "User annotations" tab under the "Annotations" category.



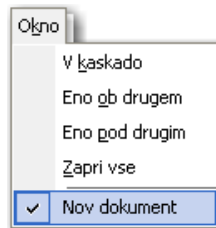
To delete a saved user annotation, select the annotation and click on the "**Delete**" button. The user annotation is removed from the list.



User annotations are saved in the Windows registry in the `HKEY_CURRENT_USER\Software\IS\UserAnnot` subkey. The value of each user annotation is recorded in the field containing the name of the user annotation.

## 7.19 Arranging User Windows

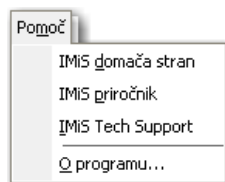
The easiest way to arrange several simultaneously open windows is by using the "Window" menu.



Open documents can be arranged in one of the following ways:

- one after another in a cascade;
- distributed horizontally, side-by-side;
- distributed vertically, one beneath the other.

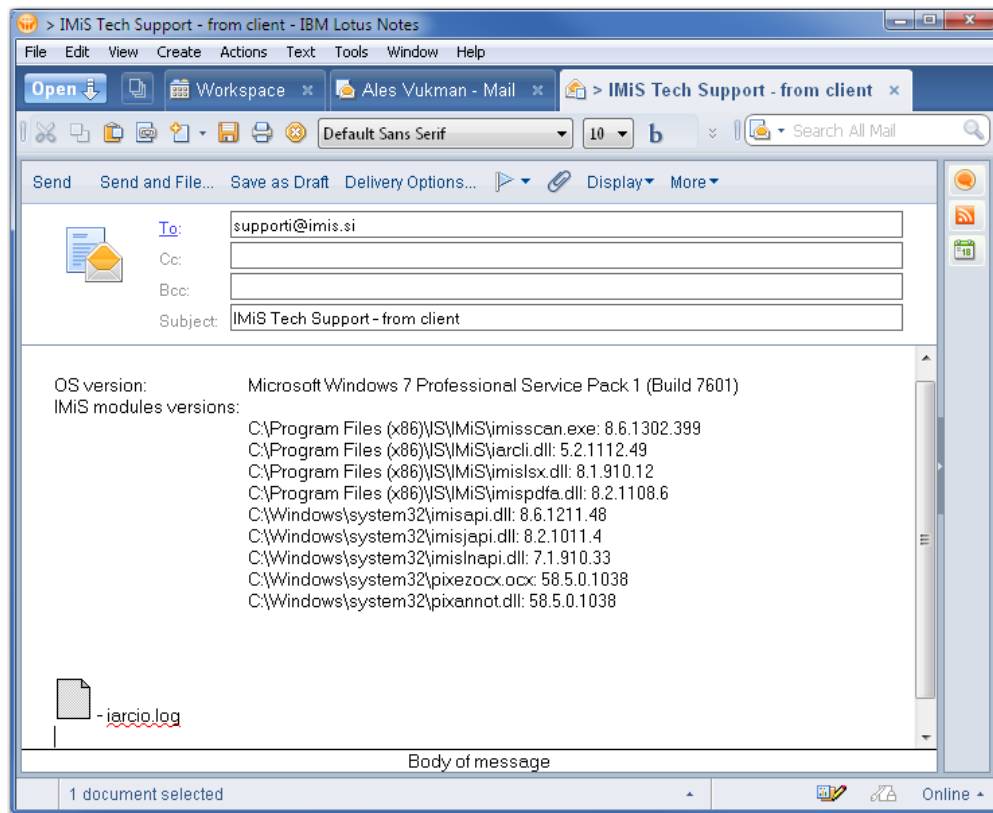
## 7.20 "Help" Menu



By clicking on the "**IMiS homepage**" option, the default Internet browser opens the website of Imaging Systems Inc. (<http://www.imis.eu>)

By clicking on the "**IMiS Manual**" option, the default Internet browser opens the first page of the user manual.

By clicking on the "**IMiS Tech Support**" option, the default email client creates a new message for the addressee [support@imis.si](mailto:support@imis.si). The message contents contain information about the installed version of the IMiS®/Scan application and utility libraries. Attached to the message is the operations log for the IMiS®/Scan application in connection with IMiS®/ARChive Server. This information helps technical support eliminate problems.



By clicking on the "**About program**" option, the splash screen of the IMiS®/Scan application appears, which contains details about the application version.



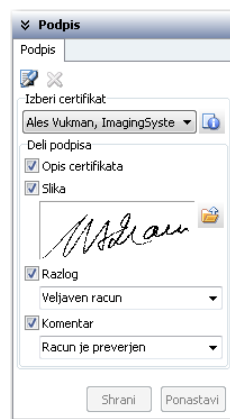
## 7.21 Electronic Signing of a Document

### 7.21.1 Setting and Adding a Signature

Documents scanned with the IMiS®/Scan application can be electronically signed.

An electronic signature can be a mere electronic record in the document, which is not visible to the user, or can be graphically depicted and visible to the user when viewing the document in a viewer.


Signature settings are edited in the "**Signature**" category in the right pane of the user window.



Settings for electronic signing are possible only if:

- the document is in edit mode;
- a certificate is installed on the computer;
- the document you wish to sign is not empty.


Before signing it electronically, select a digital certificate. The default digital certificate setting is selected in "Settings".

Detailed information about the currently selected digital certificate can be viewed by clicking on the "**Certificate information**" button  in the "Select certificate" group. A window opens containing a notification and digital certificate details.

In the "Signature parts" group, select which information about the electronic signature will be shown in the scanned document. The options are as follows:

- text description of the digital certificate;
- image of a handwritten signature or any other visual mark;
- signature reason, which can be saved to be reused in the next signing session;
- visible comments to the document.

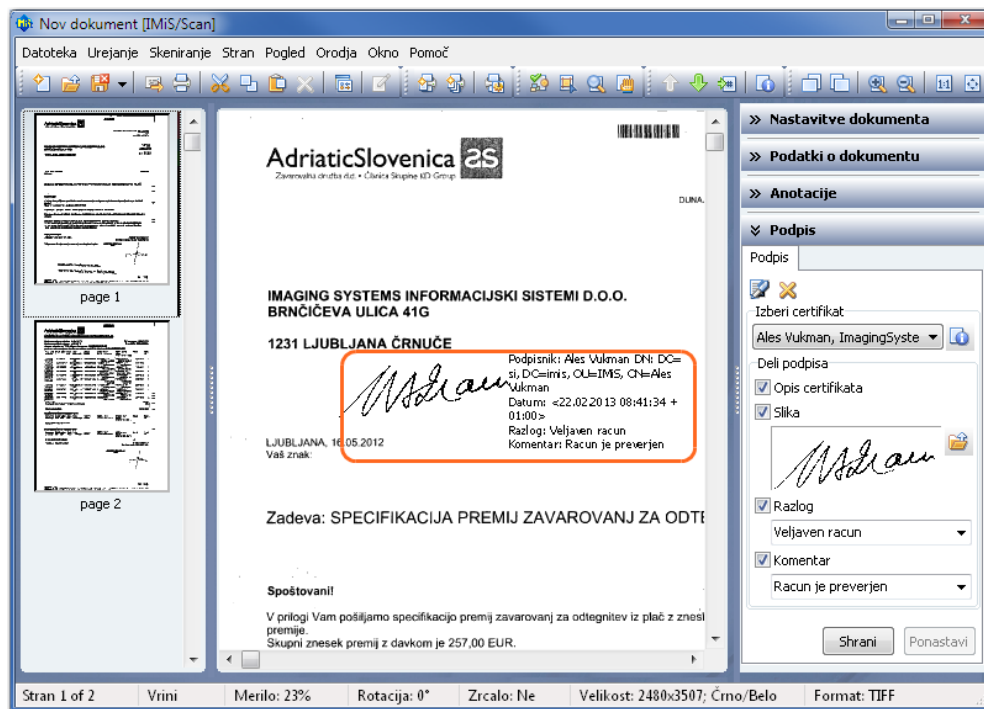
A document can also be electronically signed without any visible marks on the document.

Electronic signing is performed by clicking on the "**Sign**" icon .

Place the selected parts of the visible signature to the desired location in the document using the mouse.

By doing so, the document is not yet electronically signed. The document is signed when it is saved, because then the entire contents of the document are uniformly coded, together with the digital certificate, and recorded into the document.

This procedure is also temporarily executed when printing or sending by email.



You can add electronic signatures of other users to a document which has already been signed by a user. A document can be signed by several users in a row or in parallel.




By clicking on the **"Save"** button, all the electronic signature settings are saved for later, faster use. Likewise preserved are the size and current position of the visible part of the signature.

By clicking on the **"Reset"** button, the changed settings are set to their previous values.

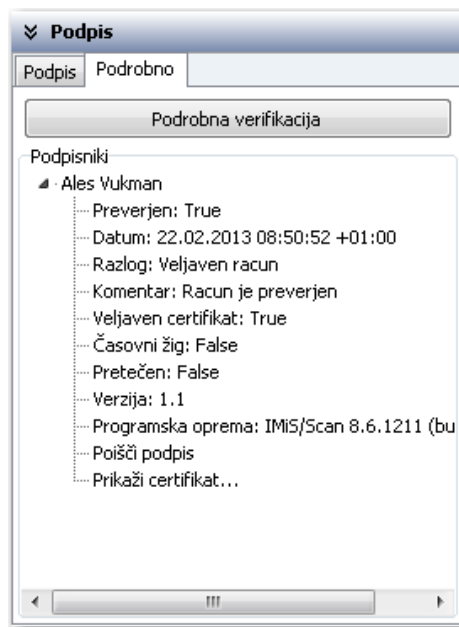
### 7.21.2 Showing of Electronically Signed Documents

Before showing an electronically signed document in the user interface, the validity of the signatures is verified. The verification result is shown visually in the user window, next to each signature in the document.



| Visual Mark   | Description of the Mark's Meaning   |
|---|---|
|  | The document contents have not been modified after being signed and the signer's digital certificate is valid.          |
|  | The document contents have not been modified after being signed, however, the signer's digital certificate has expired. |
|  | The document contents have been modified after being signed or the signer's digital certificate is invalid.             |

For more detailed information about the electronic signature click on the "Details« tab in the right pane in the "Signature" category. Signatures which are not visually presented in the document are also listed here.

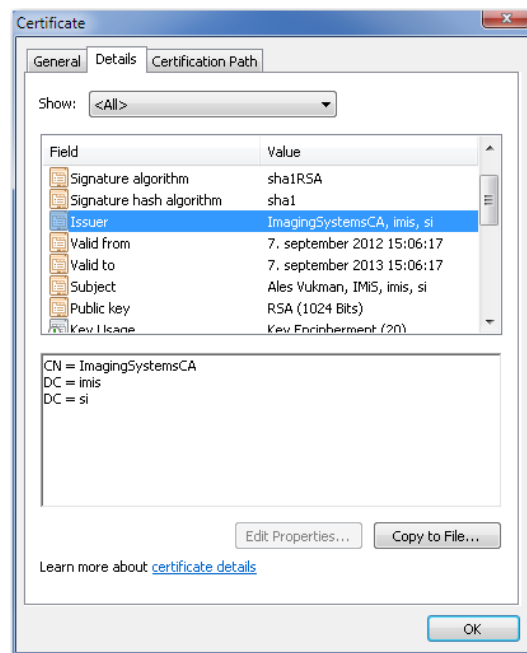


By clicking on the "**Detailed verification**" button, you activate the procedure of the detailed verification of the validity of the signer's digital certificate.

The "Signers" group contains a tree view of all the metadata for an individual electronic signature. Shown is the validity of the signature, the date the signature was created, the entry of the reason for the signature, the signature comment, the validity of the signer's certificate, the presence of a timestamp, the expiration date of the certificate, the signature version, and the application with which it was created.

By clicking on the "**Find signature**" parameter in the tree view, a page appears in the central part of the user window, which contains the signature.

By double-clicking on the certificate image or by clicking on the "Show certificate..." parameter in the tree view, a dialog box appears, containing all the details of the signer's certificate.

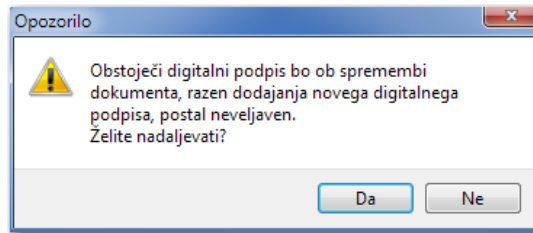


### 7.21.3 Editing an Electronically Signed Document

In the IMiS®/Scan application you can edit or electronically sign a document with your own signature. In both cases the document must be set to edit mode.

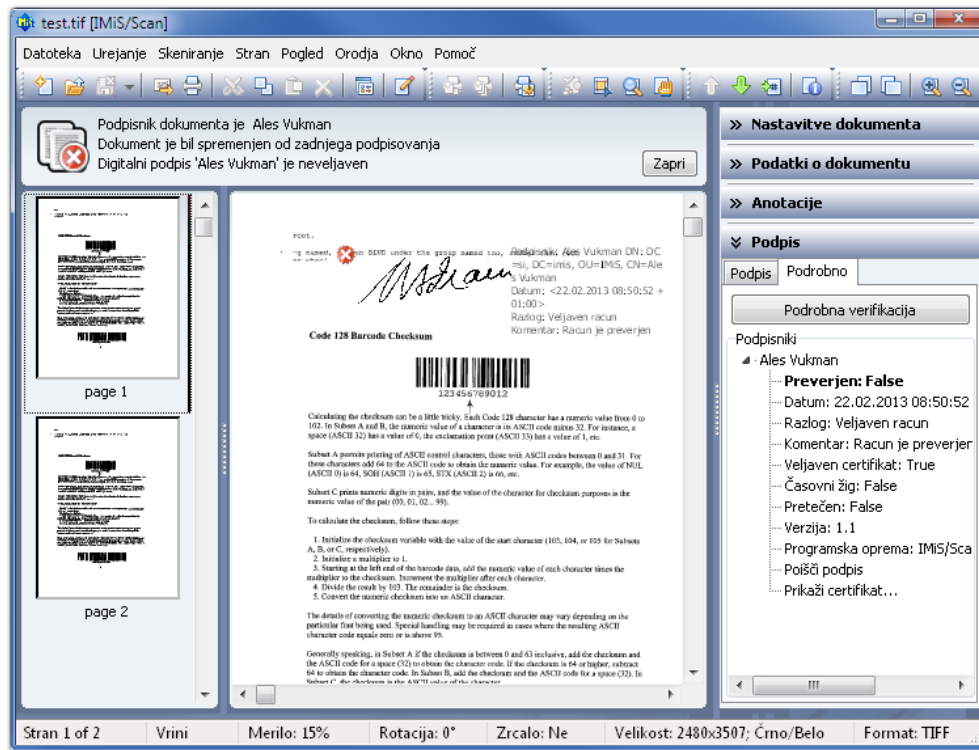
This is performed by clicking on the "**Enable editing**" icon  in the toolbar.

The following dialog box appears:



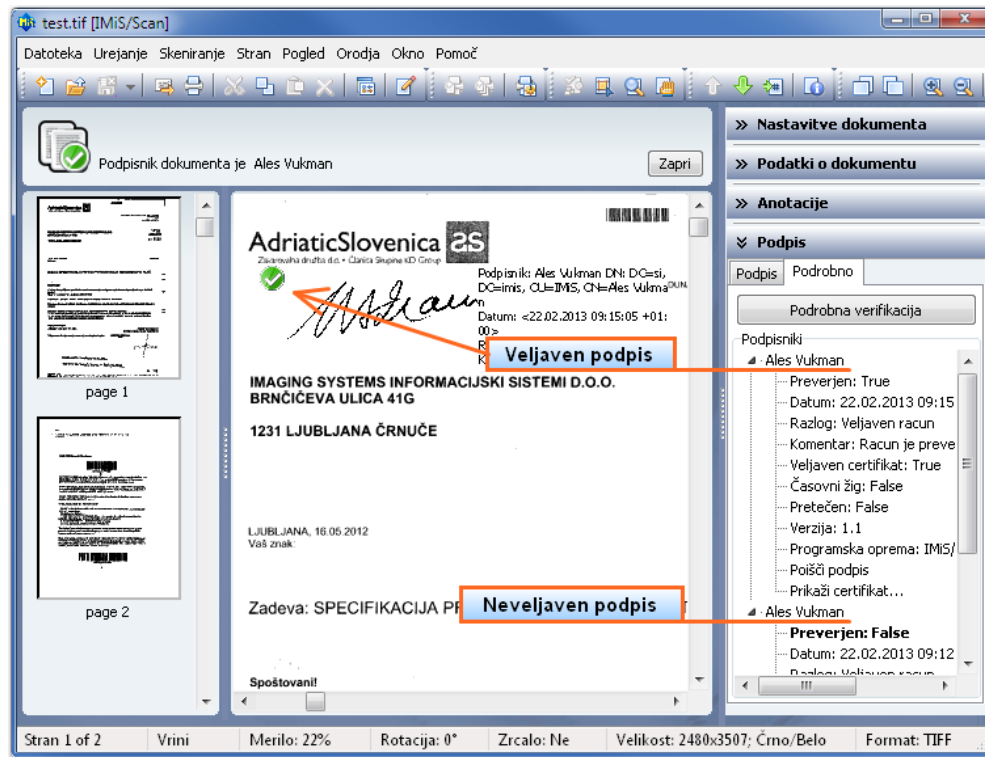
Confirm the selection by clicking on the "Yes" button.

By modifying the contents of an already signed document, you invalidate all existing electronic signatures in the document.



A document modified this way can be signed again with your own certificate, removing all of the visible parts of the invalid signatures in the document from the document.

Their presence in the document is visible only in the "Signatures" category in the "Details" tab in the "Signers" list.

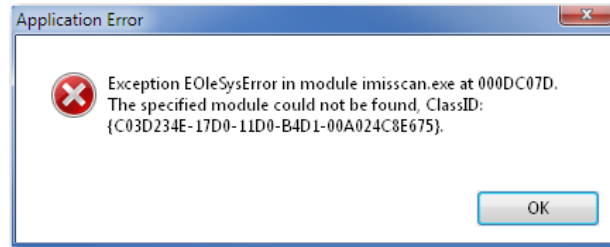


It may occur that while you are viewing a document in reading mode another user modifies the document and, consequently, the validity of the signatures. If the document contents have been modified while you were viewing the document, it is reread from the file system. The validity of electronic signatures is likewise verified anew.

## 8 TROUBLESHOOTING

### 8.1 Launch Problems

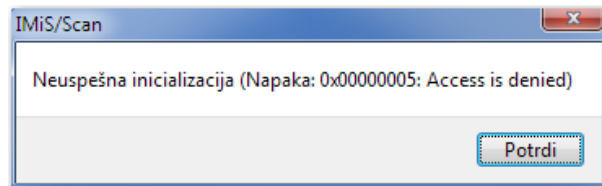
#### 8.1.1 Missing Libraries



Cause: The IMiS®/Scan application has failed to load all libraries to ensure proper operation. Most likely, one of them was installed incorrectly or the module versions are incompatible.

Eliminating the error: Remove the installed IMiS®/Scan product. Reinstall the IMiS®/Scan product. In the event that the error reappears, turn to technical support via email: [support@imis.eu](mailto:support@imis.eu).

#### 8.1.2 Error Initializing Common Tables



Cause: The English text in the error description may differ and depends on the cause of the error. The most likely cause of the error is insufficient user rights for invoking the Windows CreateFileMapping function or incorrect product installation.

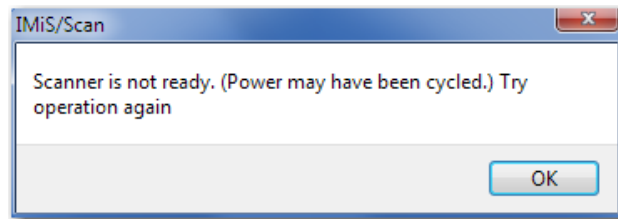
Eliminating the error: Turn to technical support via email: [support@imis.eu](mailto:support@imis.eu).

Based on the English description of the error, technical support will send a suggestion for eliminating this error.

## 8.2 Scanning Problems

### 8.2.1 Cannot Communicate with Scanner

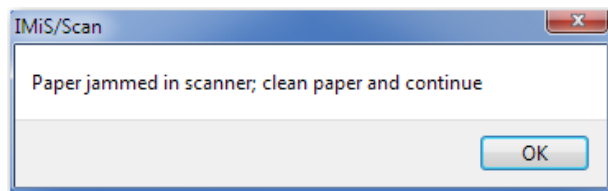
Communication with the scanner is not possible or the scanner driver has not been installed.



*Cause:* The scanner driver has not been installed in the IMiS®/Scan application or cannot establish initial communication with the scanner.

*Eliminating the error:* Check the power and data cable from the scanner to the computer. Turn the scanner off and then back on. Shutdown and restart the IMiS®/Scan application. Check the scanner settings to see if the correct driver for the connected scanner is installed.

### 8.2.2 Paper Jammed in Scanner

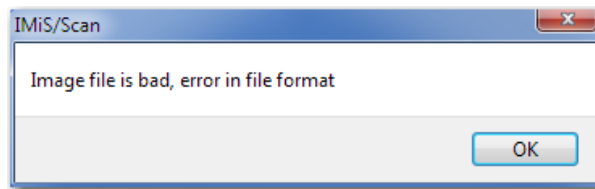


*Cause:* The feeder in the scanner has pulled the paper in incorrectly.

*Eliminating the error:* Turn the scanner off, physically remove the paper from the mechanism, and turn the scanner on. Restart the scan. For some scanner types the IMiS®/Scan application must be restarted.

## 8.3 Problems Opening Documents

### 8.3.1 Incorrect Document Format



*Cause:* The document is not written in a file format recognized by the IMiS®/Scan application.

*Eliminating the problem:*

- Do not open files with the IMiS®/Scan application in a format which the IMiS®/Scan application is not familiar with;
- if a file has a TIF or PDF extension, but has not been written in the TIFF or PDF file format, you must assign the proper extension to the file and open it in a viewer which supports that format.

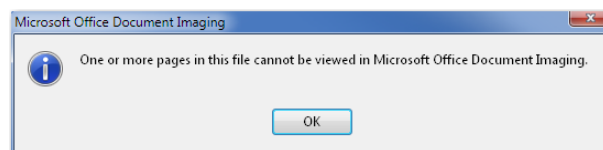
*Cause:* The document's file record is incorrect or damaged.

*Eliminating the problem:*

- request an undamaged copy of the document from the author of the damaged document;
- send the damaged document to [support@imis.eu](mailto:support@imis.eu), where technical support will try to restore the record.

### 8.3.2 Document Cannot Be Opened in another Viewer

A document which has been created with IMiS®/Scan cannot be opened in another viewer.

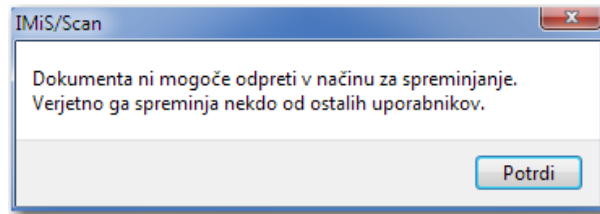


*Cause:* When saving the document, a patented compression method was used which is not supported by all programs for viewing.

*Eliminating the problem:* Open the document in IMiS®/Scan and convert it to a PDF file format. Before saving the document in the IMiS®/Scan application, select another compression method.

*See Chapter 6.3.2.2 Setting Options – Documents.*

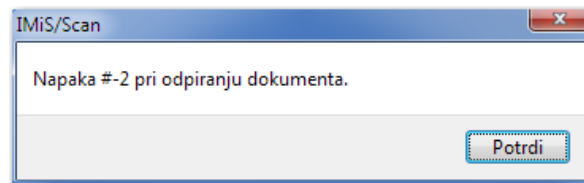
### 8.3.3 Document Cannot Be Opened in Modification Mode



*Cause:* The document you wish to edit is already open in modification mode.

*Eliminating the problem:* If you have already opened the document in modification mode, close it; otherwise wait for the other user to finish editing it.

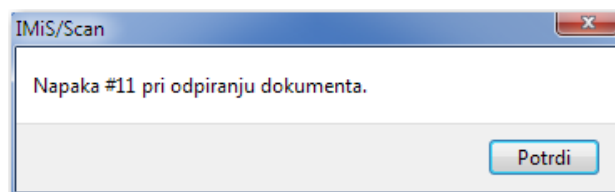
### 8.3.4 Error #2 when Opening a Document



*Cause:* This error occurs when reading a document due to an incorrectly provided document name or path to the document in the file system.

*Eliminating the problem:* When opening the document, enter the correct name or path to the document.

### 8.3.5 Error #11 when Opening a Document



*Cause:* Invalid document identifier (object ID), saved on the IMiS®/ARChive Server.

*Eliminating the problem:* Provide the correct document identifier (object ID).



*Cause:* The document does not exist on the IMiS®/ARChive Server.

*Eliminating the problem:* Check whether the document is indeed saved on the IMiS®/ARChive Server.

*Cause:* The document is open in another application (Word, Excel) and cannot be transferred to the IMiS®/ARChive Server.

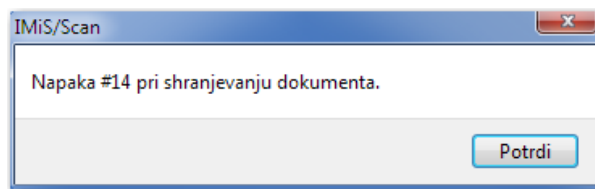
*Eliminating the problem:* Close the document and try to import it again (File import).

*Cause:* A temporary file cannot be created in the temporary folder.

*Eliminating the problem:* Check whether the user has the rights for writing in the temporary folder.

## 8.4 Problems Saving Documents

### 8.4.1 Error #14 when Saving a Document



*Cause:* Wrong name of the folder in which you wish to save the document.

*Eliminating the problem:* Enter the correct folder name in the dialog box for saving files.

*Cause:* A document saved on the IMiS®/ARChive Server cannot be copied to a temporary file.

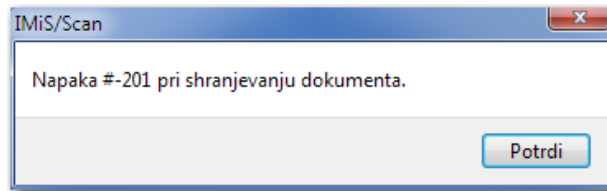
*Eliminating the problem:* The administrator checks the user rights for the temporary folder in which the temporary file is located.

*Cause:* The document cannot be saved on the IMiS®/ARChive Server.

*Eliminating the problem:* Check the operation of the IMiS®/ARChive Server.

Turn to technical support via email: [support@imis.eu](mailto:support@imis.eu).

### 8.4.2 Error #201 when Saving a Document

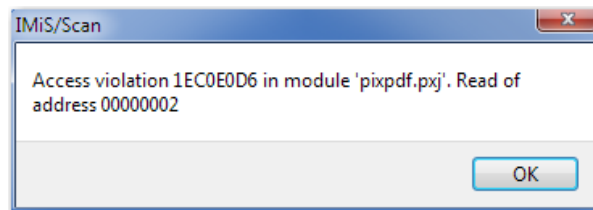


*Cause:* The provided IMiS®/ARCHive Server profile does not exist.

*Eliminating the problem:* Check the entered profile name.

Turn to technical support via email: [support@imis.eu](mailto:support@imis.eu)

### 8.4.3 Cannot Save in the PDF File Format

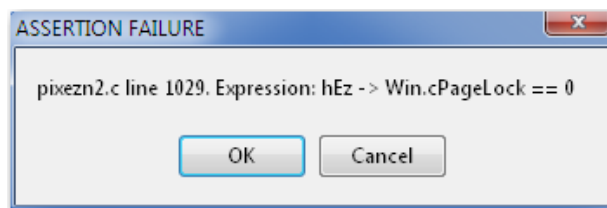


*Cause:* Unexpected error when saving and closing a new document written in the PDF file format.

*Eliminating the problem:* Shutdown and restart the IMiS®/Scan application.

Turn to technical support via email: [support@imis.eu](mailto:support@imis.eu)

### 8.4.4 Cannot Save in the TIFF File Format



*Cause:* Unexpected error when writing the document in the TIFF format.

*Eliminating the problem:* Shutdown and restart the IMiS®/Scan application.

Turn to technical support via email: [support@imis.eu](mailto:support@imis.eu)