Desk Top Editor For Production

Operating Instructions

Preface

Desk Top Editor For Production can integrate and manage diverse data such as image data from scanners and existing image files created with applications. Also, Desk Top Editor For Production can edit documents stored in network devices without losing their image qualities.

This book explains how to set up and operate Desk Top Editor For Production. For information about using Desk Top Editor For Production, see Desk Top Editor For Production Help.

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The product names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition.
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition

TABLE OF CONTENTS

1. Overview

2. Desk Top Editor For Production Displays

3. Desk Features

4. Viewer Features

5. Appendix

Desk Top Editor For Production

Desk Top Editor For Production can integrate various kinds of data, such as files created in different applications, scanned image data, and existing image files, for total document management and printing.

Desk Top Editor For Production can manage My Workroom documents created on a computer. When functions are added in Extended Features, Document Link Desk Top Editor can be connected input and output network devices. Depending on the network devices, documents stored in Document Server can be copied to Editing Cabinet of Document Server Edit Tool in Desk Top Editor For Production, retaining image quality close to that of when stored, and edited.

Also, using Desk Top Editor For Production, documents in ScanRouter V2 Professional and ScanRouter Enterprise in-trays, and documents stored in ScanRouter DocumentServer cabinet can be viewed and controlled.

To use Document Server Edit Tool, ScanRouter DocumentServer, ScanRouter V2 Professional, and ScanRouter Enterprise, they must be configured using Extended Features.

Document Server Edit Tool Capabilities

Document Server Edit Tool can copy documents from network device Document Servers to Editing Cabinet, retaining image quality close to that of when stored, and edit them. After editing is complete, documents can be copied and returned to its original Document Server.

It is possible to print edited documents from Editing Cabinet; however, if you want to print high-quality image documents, it is recommended that edited documents are copied from Editing Cabinet to Document Server, and then printed.

Document Server Edit Tool can be configured from Extended Features.

Starting and Quitting Desk Top Editor For Production

Starting

A Click **[Start]**, and then point to **[Programs]**.

B Point to **[Desk Top Editor For Production]**, and then click **[Desk Top Editor For Production]**.

Desk Top Editor For Production starts.

Quitting

A On the **[File]** menu, click **[Exit]**.

Desk Top Editor For Production quits.

✎ Note

❒ If the **[Display list of expired documents on exit]** check box in the **[My Cabinet Properties]** dialog box is selected, documents are searched for and a list of expired documents appears when you quit Desk Top Editor For Production. You can delete unnecessary documents in the list of expired documents.

❒ If the **[Delete Job Binding documents 24 hours after they were created]** check box in the **[Job Binding (RPCS Printer) Properties]** dialog box is selected, when you quit Desk Top Editor For Production a confirmation message about deleting the documents appears.

Document Management

Cabinets and Folders

Added documents are stored in cabinets. In these cabinets, you can create folders and use them to sort documents.

This cabinet has a trash can. Files and documents are temporarily stored here when they are deleted.

When Desk Top Editor For Production is installed, one My Cabinet and one Editing Cabinet can be created. However, you cannot add more cabinets.

Documents and Sections

You can add multiple files made with various applications as a single document. When saving multiple files as a document, one file becomes one section, and one document consists of multiple sections.

Document Properties

Document properties, including information such as creator, document status, and expiration date, make document management easier.

Using Desk Top Editor For Production, you can configure document properties for each document and check them using Properties. Items that can be checked are: document name, size, location, date added/modified, creator, work status, and expiration date.

Adding Functions

New functions can be added using Desk Top Editor For Production Extended Features. Related devices or programs are displayed under the Desk Top Editor For Production tree. In addition to managing documents in My Workroom, the following document management programs become available:

- Document Server Edit Tool
- ScanRouter DocumentServer
- ScanRouter V2 delivery server

Add or delete network devices or programs as needed.

🔗 Note

❒ For more information about network devices and programs, see Desk Top Editor For Production Help "**[Extended Features]** in **[Overview]**".

1
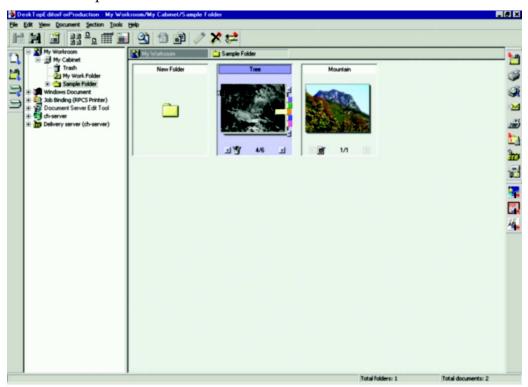
Structure of Desk Top Editor For Production

Desk Top Editor For Production has two displays: Desk, and Viewer.
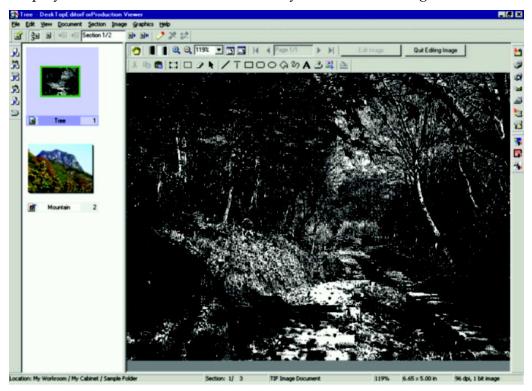
❖ **Desk display**
Displays a document list. This appears when performing Desk Top Editor For Production operations.
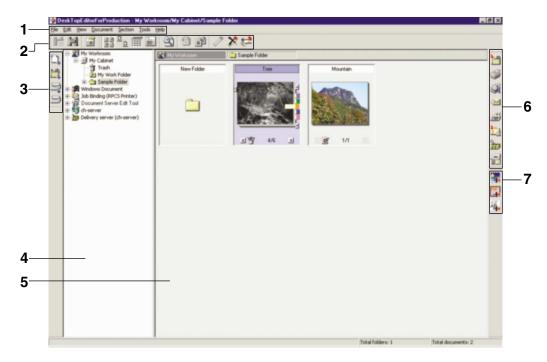
❖ **Viewer display**

Displays document content. This is mainly used when editing a document.

Desk Display Layout

1. Menu bar
Use this to perform operations on the display.

2. Standard toolbar
Use this to perform basic operations such as searching, displaying properties, and switching views.

3. Input toolbar
Use this to add existing files and scanned documents.

4. Tree pane
Displays My Cabinet of Desk Top Editor For Production and network devices added using Extended Features. Immediately after installation, only My Workroom and Document Server Edit Tool appear.

5. Document list pane
Displays folders and documents in a cabinet, or a folder selected from the tree.

6. Output toolbar
Use this for printing, sending by e-mail, and fax transmission.

7. Conversion toolbar
Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features appear.
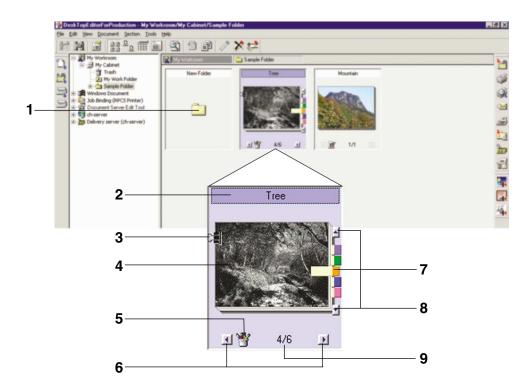
Document Views

The following views are available:

✎ Note

❒ Folder or document names can be edited by clicking on them.

❒ Type of views and display contents vary depending on the network devices.

Thumbnail view

1. **Folder icon**

2. **Folder or document name**

3. **Clip**

A clip appears if a document is composed of multiple sections.

4. **Section thumbnail**

Section thumbnails are displayed. If a thumbnail is not created, a blank appears.

5. **Section icon**

Displays an icon of the application the section was created with.

6. **[Previous Section] [Next Section] buttons**

These buttons appear when a document consists of multiple sections. Use these to move through the sections of a document.

7. **Note**

Click this to view marked sections. Double-click to open the **[Note Contents]** dialog box.
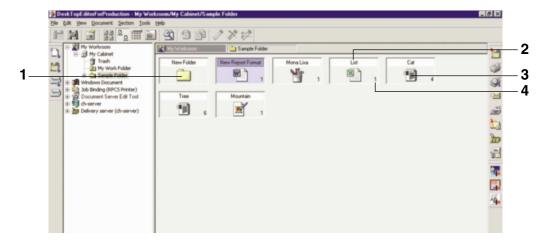
8. **Note Leaf**

When six or more notes are attached to one document, only five notes are displayed, and the **[Note Leaf]** buttons appear. Use these to move through marked sections.

9. **Current section number/total section number**

Displays the current section number and total number of sections.

Icons view

1. **Folder icon**

2. **Folder or document name**
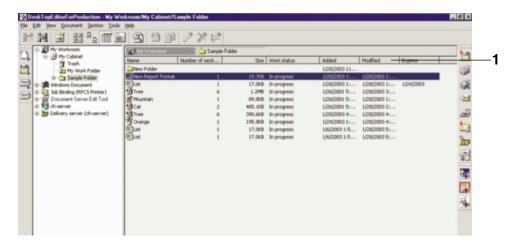
3. **Document icon**

The document icon is displayed. When a document consists of multiple sections, the icon is displayed with a clip attached.

4. **Total section number**

Displays the total number of sections in a document.

Details view
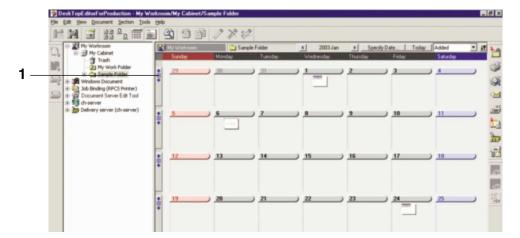
1. **Displayed items**
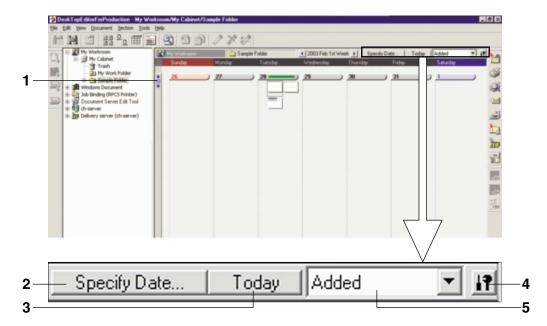
Click each item to sort documents.

Calendar view

❖ **Monthly view**

❖ **Weekly view**

1. **[Monthly][Weekly] buttons**

Click to switch between weekly and monthly calendar.

2. **[Specify Date] button**

Displays the month or week of a specified date.

3. **[Today] button**

Displays the current month or week.

4. **[Calendar Settings] button**

Select Monday or Sunday as the first day of the calendar week.

5. **[Added][Modified] date**

Select to display documents in order of date added or modified.

11

Displaying Document Content

Document content can be displayed by the following methods:

❖ **Using Easy Viewer**
Click **[Easy Viewer]** on the **[View]** menu, or click the **[Easy Viewer]** button on the toolbar, and then select a document in the document list pane.

❖ **Using Viewer**
Two methods are available:

- On the **[Document]** menu, click **[Open in Viewer]**.

- In Desk Top Editor For Production Preferences, make the settings for documents to be displayed using Viewer when they are double-clicked, and then double-click a document.

❖ **Using an application**
Three methods are available:

- In Desk Top Editor For Production Preferences, make the settings for documents to be displayed using an application when they are double-clicked, and then double-click a document.

- In the Thumbnails view, select a section, and then click **[Open in Application]** on the **[Document]** menu.

- In the Icon view, Details view, or Calendar view, select a document containing only one section, and then click **[Open in Application]** on the **[Document]** menu.

Displaying a Document Using Easy Viewer

You can easily display the contents of a document, section by section.

Click the ᐧ icon, the **[Easy Viewer]** button, and then select a document in the document list pane.
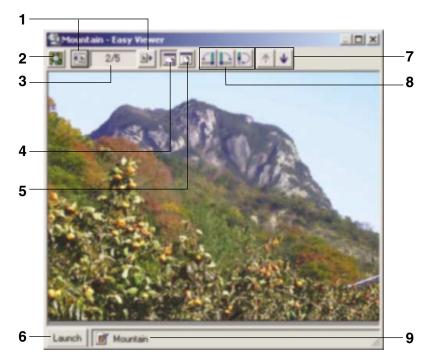
You can change the size of the **[Easy Viewer]** window.

✐ Note

❐ Only image sections can be displayed using Easy Viewer.

🔎 Reference

For more information about file formats that can be displayed using Easy Viewer, See p.36 "Image File That Can Be Displayed".

1. **[Previous Section][Next Section] buttons**

Click these buttons to move through the sections of a document.

2. **[Open Viewer] button**

Click this to start Viewer. Easy Viewer closes.

3. **Current section number/total section number**

Displays the current section number and the total number of sections.

4. **[Fit to Width] button**

Fits the current section to the width of the window.

5. **[Fit in Window] button**

Fits the current section to the overall size of the window.

6. **[Launch] button**

Launches an application. Easy Viewer closes.

7. **[Previous Document][Next Document] buttons**

Use these buttons to move from document to document.

8. **[90°Left][90°Right] [180°] buttons**

Click these to rotate sections of a displayed image. Rotated images cannot be saved.

9. **Section name**

13

Managing Documents

ℰ Reference

For details, see Help.

Adding Documents

To add a document, start from the **[File]** menu, or the Input toolbar.

The following methods are available:

- Create a new file using an application
  A new file created with an application is added as a document.

- Add a file as a document
  An existing file is added as a document. You can use a drag-and-drop operation.

- Add a document using a scanner
  A scanned image is added as a document.

- Add a document using easy scanning
  Configure scan-input settings in advance. The image scanned with an easy scanning-compliant scanner is added as a document.

✐ Note

❒ Scan or easy scanning settings must be configured using Extended Features.

Transferring Documents or Files

By monitoring delivery server in-trays on the network, specific Windows folders, and Fax Received Files of network devices using Auto Document Link, documents or files in monitored items can be transferred and added to Desk Top Editor For Production or ScanRouter DocumentServer as documents, or saved to Windows folders as files.

There are two methods of transfer: automatic, and manual.

ℰ Reference

For more information about Auto Document Link, see *Auto Document Link Guide*.

- Transfer Settings
  On the **[Tools]** menu, point to **[Auto Document Link]**, and then click **[Properties]**. In the **[Auto Document Link Properties]** dialog box, select the item you want to monitor, and then make the necessary settings.

- Automatic transfer
  Documents or files in monitored items are automatically transferred to the specified locations using the settings in the **[Auto Document Link Properties]** dialog box.
  To transfer documents or files automatically, Auto Document Link must be started.

- Manual transfer
On the **[Tools]** menu, point to **[Auto Document Link]**, and then click **[Check New Data]**. Documents or files in monitored items are transferred to specified locations using the settings in the **[Auto Document Link Properties]** dialog box.

✐ Note

❒ Auto Document Link can also be started from the **[Start]** menu of Windows.

❒ The Auto Document Link icon appears on the taskbar when you start Desk Top Editor For Production. Right-click the icon. You can also make settings and check new data from the menu.

Searching for Documents

To search for documents, start from the **[File]** menu, or General toolbar.

The following methods are available:

- Specific Search
Searches using detailed conditions. Keywords or Content Text Search data is used to find documents.

- Broad Search
Searches only using words or date.

Arranging Documents

The following methods are available:

- Display properties
Check document properties and document type.

- Create thumbnails
When section thumbnails are created, you can find and view documents in the Thumbnails view.

- Combine/separate documents
Combines multiple documents or separates Desk Top Editor For Production documents that include multiple sections. When a Desk Top Editor For Production is separated, one section becomes one document, creating multiple documents.

- Add/delete a note and change note contents
Adds or deletes notes on a section to make document arrangement easier. You can change the color of a note, and enter a comment.

- Create Content Text Search data
Creates Content Text Search data.

Printing/Outputting/Converting Documents

To print, output, or convert documents, start from the **[File]** menu, or Output/Conversion toolbar.

The following methods are available to print or output documents:

❖ **Printing/Outputting documents**

- Print
- Preview and Print
- Print using Easy Print
- Export as files
- Send by E-mail
- Fax transmission (Send by Fax)
- Deliver from ScanRouter V2 delivery server
- Save in Job Binding

❖ **Converting documents**

- Convert to image of the specified file format
- Convert to PDF
- Convert to Text (with OCR)

🖉 **Note**
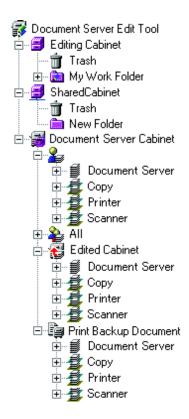
❒ Send by E-mail, Easy Print, Send by Fax, Deliver, Save in Job Binding, Convert to Image, Convert to PDF, and Convert to Text (with OCR) must be configured using Extended Features.

Using Document Server Edit Tool

Structure of Document Server Edit Tool

There are three types of cabinet in Document Server Edit Tool: Editing Cabinet, Shared Cabinet, and Document Server Cabinet.

- Editing Cabinet
  Documents in Editing Cabinets (in a client computer) can be edited. A copy of a Document Server Cabinet document is moved to Editing Cabinet and edited using Viewer. After editing is complete, the document can be copied and returned to Document Server Cabinet.
  Copied documents are sorted as edited documents.

- Shared Cabinet
  Documents in Shared Cabinets (on the network) can be viewed by multiple users. You can move a copy of a Document Server Cabinet document to a Shared Cabinet; however, you cannot edit copied documents in Shared Cabinets.
  Multiple Shared Cabinet can be added from Document Server Edit Tool Properties.

- Document Server Cabinet
  Documents in Document Server Cabinets (which is in Document Server of a device installed with options necessary for Document Server Edit Tool) can be viewed and printed. You cannot edit documents in Document Server Cabinets.
  Multiple Document Server Cabinets can be added using Document Server Edit Tool Properties.

Adding Document Server Cabinets

Follow the procedure below to add a Document Server Cabinet.

A In the tree pane, select Document Server Edit Tool, and then click [Properties] on the [File] menu.

The **[Document Server Edit Tool Properties]** dialog box appears.

B Click [Add].

The **[Select Cabinet]** dialog box appears.

C Click [Document Server Cabinet], and then click [OK] .

The **[Document Server Cabinet Properties]** dialog box appears.

D Make the necessary properties settings, and then click [OK].

The cabinet is added.

Editing Documents Stored in Document Server Cabinet

Follow the procedure below to edit Document Server Cabinet documents in Editing Cabinet.

A In Document Server Cabinet, select a document you want to edit, and then click [Copy] on the [Edit] menu.

The **[Copy Document]** dialog box appears.

B Select the copy location, and then click [OK].

Note

❒ If the storage method for the document is **[Copy]** or **[Printer]**, the **[Copy File Format]** dialog box appears. You can make settings for the copying method.

C In Editing Cabinet, select the copied document, and then click [Open in Viewer] on the [Document] menu.

Viewer starts and the document appears.

D Edit the document. After editing is complete, repeat steps 1-2 to copy, and then return the edited document to Document Server Cabinet.

Editing Cabinet Limitations

Editing Cabinet documents have the following limitations:

- When a document is copied from Editing Cabinet to a Document Server Cabinet, some document information, such as note and work status, will be lost.

- Only documents copied from the same device can be combined. However, scanned documents cannot be combined with documents stored using methods other than scanning.

Documents Displayed in Document Server Cabinet

In addition to stored documents, the following documents are displayed in Document Server Cabinet:

- Edited documents
  Only documents edited in Editing Cabinet and copied to Document Server Cabinet are displayed.

- Print Backup
  Only documents specified with **[Print Backup Document]** in network devices are displayed.

Maintenance

Arranging Folders

You can create, delete, move, and change folder names.

Adding Functions

To add functions, click **[Extended Features]** on the **[Tools]** menu.

The following functions can be configured:

- Input functions
  Scan, easy scanning
- Output functions
  Print, Easy Print, Send by E-mail, Send by Fax, Deliver, Preview and Print, Save in Job Binding
- Convert functions
  Convert to Image, Convert to PDF, Convert to Text (with OCR)
- Network functions
  Windows Document, Document Server Edit Tool, ScanRouter V2 delivery server, ScanRouter DocumentServer, Document Server, Job Binding (RPCS Printer)
- Tools functions
  Import HTML, Export HTML, Export Document Properties Summary in CSV format, Entry Assistant, Print Document Properties Summary by List

Backing Up Desk Top Editor For Production Cabinet

For backups, start from the **[File]** menu.

You can perform periodic backups and extract backup data.

✐ Note

❒ Only My Cabinet and Document Server Edit Tool Editing Cabinet can be backed up.

❖ Manual backup

Select the folder you want to back up. On the **[File]** menu, click **[Back up]**. In the **[Back Up]** dialog box, select the objects you want to back up. In the **[Save As]** dialog box, specify the name for the backup file and the location where you want to save the file.

❖ Automatic backup

Click the **[File]** menu, click **[Properties]**. In the **[My Cabinet Properties]** dialog box, click the **[Backup]** tab, and then make the necessary settings.

❖ **Restoring backup data**

Use Windows Explorer to uncompress the file.
In the **[Extract To]** dialog box, click **[Browse Desk Top Editor For Production]**. Specify the location for the file, and then uncompress it .

✐ Note

❐ Documents in Document Server Cabinet cannot be backed up.

✐ Note
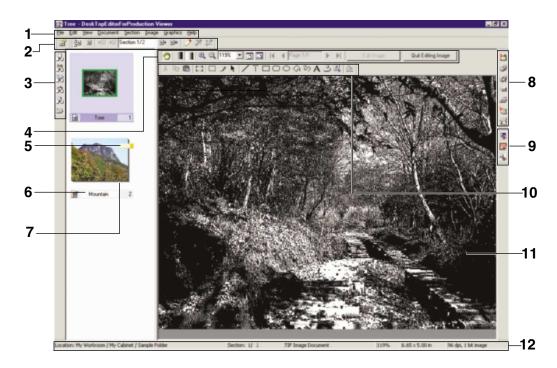
❐ For more information about backups, see Help "**[Backup]** in **[Operations for Desk Top Editor For Production]**".

21

3

Viewer Display Layout

The menu and toolbars appear differently, depending on whether an image or non-image section is displayed.

1. Menu bar
Use this to perform operations on the display.

2. Standard toolbar
Use this to perform basic operations such as switching sections and adding notes.

3. Input toolbar
Use this to add existing files and scanned documents.

4. Image Viewing toolbar
Use this to zoom in or out an image.

5. Note
Use this to attach or delete a note, or to change the note contents.

6. Section name
Use this to change the section name.

7. Section list pane
The section thumbnail list in a document appears

8. Output toolbar
Use this for printing, sending by e-mail, and fax transmission.

9. Conversion toolbar
Use this to convert documents or sections into images, PDF files, and text. Functions configured using Extended Features appear.

10. Drawing toolbar

Use this to specify an area for image processing, draw figures (lines, polygons, and circles), and insert text onto an image. This is available only in Edit Image mode.

11. Section pane

The contents of the currently selected section are displayed. Only image sections can be displayed.
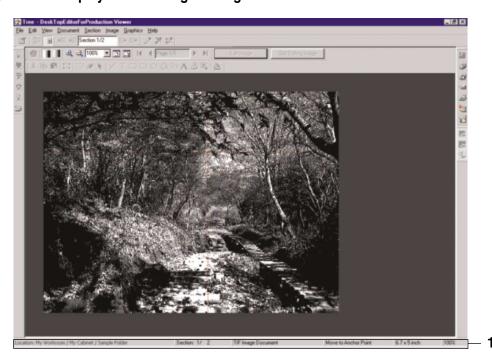
12. Status bar

Displays the document location, section number of the currently displayed section, and total number of sections. When displaying an image section, zoom ratio and section size appear.

📝 Note

❒ The Image Viewing toolbar appears only when an image section is displayed. The Drawing toolbar can be used in Edit Image mode.

❖ Viewer display when editing an image

1. Status bar

While an image is being edited, editing contents and section number of the currently edited section are displayed.

24

Editing Image Sections

⌕Reference

For more information, see Help.

Before You Start Editing

Before you start editing an image, you must enter Edit Image mode. To enter Edit Image mode, switch from the **[Section]** menu or the Image Viewing toolbar.

⚙Important

❒ We recommend backing up documents before you start editing them. Documents immediately reflect the changes made using the following functions of this software, and cannot be undone.

Editing Multiple Sections at Once

The following image processing functions can be performed for image sections of a document. Image processing can be performed not only for an image section displayed in the Section pane, but also for all sections in a document at once. Section range can also be specified to apply the image processing.

✎Note

❒ Multiple grayscale image sections and color image sections cannot be edited at once.

To Process a Specified Image Section

The following editing functions can be performed for a specified area. Methods for specifying the image processing area for multiple sections and specifying a range for a single section are different. When a range is specified, an image processing area cannot be specified.

❖ **Delete Area**

Deletes inside a specified area of an image section.

❖ **Fill Area**

Fills inside or outside a specified area of an image section with white or black.

❖ **Move Area**

Moves a specified area of image section to a different position within the same section.

❖ **Copy Area**
Copies a specified area of an image section and pastes it to a different position within the same section, or a different section. The copied area can be pasted on the same section multiple times.

❖ **Move to Anchor Point**
Moves a specified area of an image section to the base anchor (a specific point on the image). The specified area can be moved and positioned correctly using the base anchor.

❖ **Invert Black and White**
Inverts inside a specified area of an image section.

❖ **Mirror**
Mirror reverses inside a specified area of an image section.

❖ **Rotate Image**
Rotates a specified area of an image section clockwise or counter-clockwise by 90 or 180 degrees.

For Entire Image Area

The following editing functions can be performed for the entire area of an image section.

❖ **Change Size**
Changes the image section size. Two methods are available: selecting a paper size, and specifying the desired size.

❖ **Erase Center**
Erases the center of the section by filling it with white. This function can be used for erasing the shadow scanned when scanning originals such as thick books.

❖ **Erase Border**
Erases the surrounding area of the section by filling it with white. This function can be used for erasing the shadow scanned when scanning originals such as thick books.

❖ **Overlay Template**
Combines an image section and a template. This function can be used to insert a company logo.

❖ **Skew Correction**
Adjusts the skew of an image section. Skew can be corrected automatically or manually.

❖ **Reduce Noise**
Reduces noise in an image section to make it clearer. This function can be used if dust or stains were scanned with the original.

❖ **Enhance Image**
Enhances the section to make the image clearer. This function can be used if a less-gradated original was scanned.

❖ **Insert Page Number**
Inserts page numbers onto an image section. The page number format and range can be specified.

❖ **Insert Text**
Inserts text into an image section. The insert position and character strings can be changed.

Available Processing Methods

The following three methods are available to edit image sections:

❖ **Process sections while confirming each display**
Image sections in the specified range appear in Section pane when specifying whether to show the processing or not by checking it section by section. On the menu that appears when you right-click the Section pane, you can select a processing method, such as going to the next section showing the processing to the current section, or suspending processing.

❖ **Process the selected sections at one time**
Image sections in the specified range are processed together.

❖ **Batch process while confirming section overlay**
Image sections in the specified range are processed with OR image combining while specifying whether to perform batch processing or not by checking the processing result. On the menu that appears when you right-click the Section pane, you can select a processing method, such as execution of batch processing, or canceling processing.
This method can be used only for Delete Area, Erase Center, and Erase Border functions of multiple sections.

Editing Section by Section

Image editing such as drawing figures and image processing can be performed section by section.

The following functions are available:

❖ **Text**
Enters a character string as text.

❖ **Stamp**
Pastes a ready-to-use stamp onto an image

❖ **Insert Illustration**
Pastes a ready-to-use illustration onto an image.

❖ **Straight Lines**
Draws a straight line onto an image. You can also draw a diagonal line

❖ **Horizontal/Vertical Lines**
Draws a horizontal, vertical, or 45 degree diagonal line onto an image section.

❖ **Squares/Rectangles**
Draws a square or rectangle onto an image section.

❖ **Rounded Rectangles**
Draws a round-cornered rectangle onto an image section.

❖ **Ovals**
Draws an oval onto an image section.

❖ **Polygons**
Draws a polygon onto an image section.

❖ **Freehand**
Draws a freehand figure or line onto an image section.

❖ **Insert Text**
Inserts text onto an image section. The insertion point and character string can be specified.

❖ **Show-Through Correction**
Eliminates the show-through image (scanned in with a color scanner) and makes the image clearer.

❖ **Erase Selected Area**
Erases inside or outside the range specified onto an image section.

❖ **Move**
Moves the range specified onto an image section.

❖ **Cut**
Cuts the range specified onto an image section.

❖ **Copy**
Copies the range specified onto an image section.

❖ **Paste**
Pastes the copied or cut range onto an image section.

❖ **Clear**
Deletes inside the range specified onto an image section.

❖ **Erase**
Erases unwanted parts, as if you are using an eraser.

4

Managing Sections

🔎 Reference

For more information, see Help.

Changing the Section Order

To change the section order, use the **[Section]** menu, or move a section thumbnail in the thumbnail pane using a drag-and-drop operation.

Inserting/Replacing a Section

To insert or replace a section, start from the **[File]** menu or the Input toolbar.

The following types of data can be inserted or replaced:

- New images (blank image files)
- Data imported from a file
- Scanned image data
- Clipboard images
- Data captured from added documents
- Image data scanned using easy scanning

📝 Note

❒ To use scan or easy scanning to insert or replace a section, you must first configure them using Extended Features.

Printing/Outputting/Converting a Section

To print, output, or convert a section, start from the **[File]** menu, Output toolbar, or Conversion toolbar.

The following methods are available to print, output, or convert sections:

❖ **Printing/Outputting sections**

- Print
- Preview and Print
- Print using Easy Print
- Export as files
- Send by E-mail
- Fax transmission (Send by Fax)
- Save in Job Binding

❖ **Converting sections**

- Convert to image of the specified file format
- Convert to PDF
- Convert to Text (with OCR)

Note

❒ Send by E-mail, Easy Print, Send by Fax, Save in Job Binding, Convert to Image, Convert to PDF, and Convert to Text (with OCR) must be configured using Extended Features.

Rotating a Section

A section can be rotated clockwise or counter-clockwise by 90 or 180 degrees. When a range is specified, multiple sections can be rotated at once.

To rotate a section, start from the **[Section]** menu.

4

4

5. Appendix

Operating Environment

System Requirements

Before installing Desk Top Editor For Production, make sure your computer meets the following system requirements:

- Computer
  PC/AT compatible computer

- Operating System
  Microsoft Windows 98
  Microsoft Windows 98 Second Edition
  Microsoft Windows Millennium Edition
  Microsoft WindowsNT Workstation 4.0 Service Pack 6a or later
  Microsoft WindowsNT Server 4.0 Service Pack 6a or later
  Microsoft Windows 2000 Professional Service Pack 2 or later
  Microsoft Windows 2000 Server Service Pack 2 or later
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition

- CPU
  Pentium III 600 MHz or faster

- RAM
  256 MB or more

- Hard Drive Space Available
  50 MB or more

- Display
  800 x 600 pixels 256 Colors or more (1024 x 768 pixels or more recommended),
  800 x 600 pixels 64,000 Colors or more recommended

- Connecting System
  ScanRouter V2 Professional V1.0.4.0 or later
  ScanRouter Enterprise V1.0.0.0 or later
  ScanRouter DocumentServer V1.0.0.0 or later

- Scanner
  See the Readme file.

- Printer
  See the Readme file.

✐ **Note**

❐ Do not install or use the following software on a computer where Desk Top Editor For Production will be installed:

- DeskTopBinder V2
- ScanRouter DocumentServer
- ScanRouter V2 Professional
- ScanRouter Enterprise

❐ If you want the computer, which will be installed with Desk Top Editor For Production, to be connected to the computer with Print Job Manager Professional installed, you must install PrintIntegrater Port.

❐ To convert a file to PDF, Adobe Acrobat PDF Writer must be installed.

❐ To use Document Server Edit Tool, options necessary for Document Server Edit Tool must be installed on the devices that support Document Server. For information about those devices, contact your local dealer or sales representative.

❐ We recommend you increase memory and hard disk capacity if you use grayscale or black and white images with Desk Top Editor For Production.

❐ When you use Desk Top Editor For Production on a dialup network computer, the computer may connect to the dial-up network while using Desk Top Editor For Production.

🔎 **Reference**

File Types that Desk Top Editor For Production can Manage

Desk Top Editor For Production can manage the following file types:

Files Created Using Document Editing Applications

Desk Top Editor For Production can manage files with the extensions below.

When these files are used with Desk Top Editor For Production, the related applications must be installed.

❖ **.txt**
   Notepad must be installed.

❖ **.doc (a file created by using Microsoft® Word 97, Microsoft ®Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)**
   Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002 must be installed.

❖ **.rtf (a file created by using Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002)**
   Microsoft® Word 97, Microsoft® Word 98, Microsoft® Word 2000, or Microsoft® Word version 2002 must be installed.

❖ **.ppt (a file created by using Microsoft® PowerPoint® 97, Microsoft® PowerPoint® 2000, or Microsoft® PowerPoint® version 2002)**
   Microsoft® PowerPoint® 97, Microsoft® PowerPoint® 2000, or Microsoft® PowerPoint® version 2002 must be installed.

❖ **.xls (a file created by using Microsoft® Excel 97, Microsoft® Excel 2000, or Microsoft® Excel version 2002)**
   Microsoft® Excel 97, Microsoft® Excel 2000, or Microsoft® Excel version 2002 must be installed.

❖ **.pdf (a file created by using Acrobat 3.0/4.0/5.0)**
   Adobe® Acrobat 4.0 or later must be installed.

📝 Note

❒ According to the configuration of Windows and the application's settings, the thumbnail created might be different. For example, the thumbnail's background color will change according to the color scheme on the **[Appearance]** tab in the **[Display Properties]** dialog box.

❒ For files whose format is not supported by Desk Top Editor For Production, Desk Top Editor For Production operations may not work properly.

Image File That Can Be Displayed

Scanned documents and the following image files are displayed with Viewer.

They are displayed as thumbnails in the document list pane and section list pane.

Only the file types listed below are treated as image files.

📎 Note

❒ Multi-page TIFF files cannot be edited using Viewer.

❖ **BMP (Uncompressed)**
Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

❖ **TIFF compliant to multi-pages (Uncompressed)**
Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

❖ **TIFF compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR, Huffman (MH))**
Black & White (1 bit)

❖ **TIFF compliant to multi-pages (JPEG (JFIF) -YCbCr)**
Grayscale (8 bits), Full Colors (24 bits)

❖ **TIFF Class F compliant to multi-pages (ITU-T G3 FaxMH, ITU-T G3 FaxMR, ITU-T G4 FaxMMR)**
Black & White (1 bit)

❖ **JPEG (Normal, Progressive)**
Grayscale (8 bits), Full Colors (24 bits)

❖ **PNG**
Black & White (1 bit), 256 colors (8 bits), Grayscale (8 bits), Full Colors (24 bits)

❖ **JPEG2000**
Grayscale (8 bits)

📎 Note

❒ Only JPEG2000 files copied from a Document Server network device can be treated as image files. Also, operations for files copied to locations other than Document Server Cabinet may not be performed properly.

Installing Desk Top Editor For Production

Installing

Desk Top Editor For Production is registered as a Windows application program. Before starting installation, make sure no other applications are running.

✐ Note

❒ If the operating system is Windows NT 4.0, Windows 2000, or Windows XP, log on as an administrator.

❒ Desk Top Editor For Production cannot be installed on a computer where DeskTopBinder V2 or RP Edit Service is already installed. Before installing Desk Top Editor For Production, uninstall these applications.

A **Insert the installation CD into the CD-ROM drive.**

B **Execute Setup.exe on the installation CD.**

Installation starts.

C **Click [Next] in the dialog box that appears.**

D **Check the license agreement, and then click [Yes].**

E **Enter the user information, and then click [Next].**

Enter the user name, company name, and serial number.

F **Check the entered information, and then click [Yes].**

G **Specify the installation location, and then click [OK].**

H **Specify the location of the documents that Desk Top Editor For Production will manage, and then click [Next].**

You can change the location of documents managed by Desk Top Editor For Production, but it is generally better leave them as they are and use the RD-Cab folder, the stored location folder.

In the RDCab folder, the PL folder is created. The RDCab folder must be created in the built-in hard drive of client computers where Desk Top Editor For Production is installed.

I **Check the setup details of the installation location, and then click [Next].**

J **Click [Yes] to use Auto Document Link as a terminate-and-stay-resident tool, or click [No] to start it from the application.**

K **Click [Finish].**

Uninstalling

Even if you uninstall Desk Top Editor For Production, the document location folder (usually the PL folder within the RDCab folder) will not be deleted. The document section files will remain in the document location folder.

A **Start Windows.**

B **Click [Start], point to [Settings], and then Click [Control Panel].**

C **Double-click [Add/Remove Programs].**

D **Click [Desk Top Editor For Production].**

E **Click [Add/Remove] or [Change/Remove].**

F **Click [Remove] in the dialog box that appears, and then click [Next].**

A confirmation dialog box appears.

G **Click [OK].**

Dial-up Related Devices

When a Dial-up Router Is Connected to the Network Environment Where Desk Top Editor For Production Is Used

Make sure the network delivery server, or other network devices using Desk Top Editor For Production and Auto Document Link, is configured properly.

If the network environment is changed, reconfigure the network delivery server and other network devices with Desk Top Editor For Production and Auto Document Link.

⚙️Important

❒ If the delivery server or other network devices are connected via a dialup router, communication charges may accrue when you connect to the network lines.

When Using a Dial-up Network Computer

When you use Desk Top Editor For Production or Auto Document Link on a dial-up network computer, depending on configuration, the computer will connect to the dial-up network when scanning using a TWAIN scanner, or connecting to a delivery server or Document Server.

⚙️Important

❒ If a computer is configured to automatically connect to the Internet, it will connect without a confirmation dialog box appearing, and communication charges may accrue.

Troubleshooting

❖ **A document cannot be converted to an image.**
Make sure that RICOH File Writer is installed. If it is, see the Readme file located in the RFWriter folder on the CD-ROM, and install it from **[Add Printer]**.

❖ **Some applications do not appear in the list displayed in [Standard] in the [Create File from Application] dialog box.**
Click **[Add]**, and then add the new file created with the application in the **[User Template]** list.

❖ **I want to convert and output files.**
Select the document you want to convert and output. On the **[File]** menu, click **[Convert]**. Before converting and outputting, Convert must be configured from Extended Features.

❖ **Document thumbnails cannot be displayed in the Thumbnails view.**
Select the document whose thumbnail was not appeared. On the **[Document]** menu, click **[Create Thumbnail]**.

❖ **I want to reduce the time needed for adding documents.**
If thumbnails are to be created when adding documents, more time is required. To reduce the time needed, clear the **[Automatically create thumbnail when saving document]** check box in the **[My Cabinet Properties]** dialog box.

❖ **I want to change the Easy Scan settings.**
Change the settings in the **[Easy Scanning Properties]** dialog box from Extended Features.

❖ **I want to change the Easy Print settings.**
Change the settings in the **[Easy Print Properties]** dialog box from Extended Features.

❖ **I want to use a different scanner.**
On the **[Tools]** menu, click **[Scanner Settings]**, and then select a different scanner in the **[Select a scanner]** box.

❖ **I want to use a different ScanRouter V2 Professional and ScanRouter Enterprise delivery server.**
First delete the existing ScanRouter V2 delivery server from Extended Features. Add the ScanRouter V2 delivery server again, and then connect it to another delivery server.

❖ **Part of an image is not printed.**
In the **[Print]** dialog box, select the **[Fit image to page]** check box. If you do not want to change the image size, select a paper tray and load paper that is one size larger than the image.

❖ **I want to cancel notification of expired documents when quitting Desk Top Editor For Production**

Expired Desk Top Editor For Production documents are listed when quitting Desk Top Editor For Production. Unnecessary documents can be deleted. To cancel this function, clear the **[Display list of expired documents on exit]** check box on the **[General]** tab in the **[My Cabinet Properties]** dialog box.

❖ **Document conversion to text cannot be made well.**

Characters in bold and italic, inverted image colors, cross lines, and shaded characters cannot be converted to text.

❖ **I want to access ScanRouter DocumentServer**

ScanRouter DocumentServer can be accessed by configuring from Extended Features.

❖ **The print result is not satisfactory when printing documents other than images using Viewer or Easy Viewer.**

Print from **[Print]** on the **[File]** menu on the Desk display, or open sections using its corresponding application, and then print.

❖ **The display speed is slow when viewing a document other than an image using Viewer or Easy Viewer.**

Right-click the document. The menu appears. Point to **[View]**, and then click **[Draft]**. The display speed may become improve.

5

INDEX

Some illustrations or explanations in this guide may differ from your product due to improvements or changes in the product.

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⚙️Important

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Desk Top Editor For Production **Operating Instructions**