Presto! PageManager

User's Guide

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Introducing PageManager

Presto! PageManager makes it easy to scan, share and organize photos and documents. It can automatically link to over one hundred popular programs. You can save all of your business cards, letters, photos, receipts, report cards, bank statements and more in unlimited nested folders for easy retrieval. Presto! Wrapper removes file sharing problems by creating a self-executable file that can be put on a floppy disc, attached to e-mailed, or downloaded from the Internet.

Installation

1. Insert the PageManager installation disc into your CD-ROM drive.

2. Choose **RUN** from the **Start** menu.

3. Type (drive):\SETUP.EXE and choose **OK**.

4. Follow the setup prompts as they appear on your screen.

System Requirements

- A PC with a Pentium II processor or better.

- Hard drive with 150 MB free disk space.

- 64 MB memory.

- Microsoft Windows 98/2000/Me/XP.

- Windows-compatible keyboard, display, and mouse.

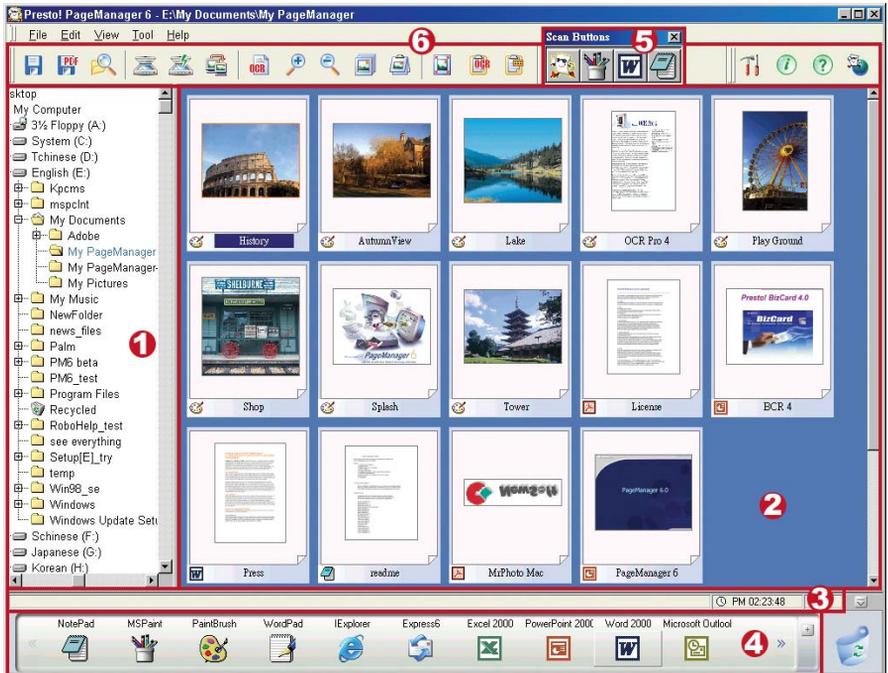**Recommended:**

- 256 color SVGA or higher graphics card.

- Windows-compatible fax-modem and printer.

- Outlook, Outlook Express, Netscape Mail, MS Mail, cc:Mail, or other electronic mail software.

- TWAIN or WIA compliant scanner.

PageManager Main Screen

Overview

1.　　Treeview Window

2.　　Thumbnail Window

3.　　Status Bar

4.　　Application Bar

5.　　Scan Buttons

6.　　Command Toolbar

Related Topics:

Annotation Toolbar

Image Editing Toolbar

Treeview Window

Treeview displays the folder organization for your computer. The branches belonging to nested folders can be expanded or contracted as you would in *Windows Explorer*. When you click a folder, documents in the folder will be displayed as thumbnails in the Thumbnail window.

After installing PageManager, a folder named **My PageManager** is created under My Documents in your system. Right-click the **My PageManager** folder to open a folder properties dialog box, allowing you to enter information such as **Author**, **Keyword**, **Creation Date**, and **Memo** to expedite searching later on. Document information at the bottom tells you about file types like static or multimedia.

Thumbnail Window

The thumbnail window displays a set of miniature images of the files nested in a selected folder. Select the **Switch to Page View** command from the **View** menu **OR** select the Page view Toggle Switch icon to switch to Page View.

A folded corner icon appears when several files are stacked. Click to move up and down through the thumbnails.

If an audio file is attached, you will see a speaker icon next to the file name in thumbnail window. When switch to Page View window, the speaker icon appears in the status bar. Click on the speaker icon to play the audio attached.

Status Bar

The status bar is displayed at the bottom of the PageManager window.

Status Bar Window

Displays current activity in text format.

System Information

Click this area to display system **Memory Capacity**, **Disk Space**, **Date**, and **Time**. The default is to display time. Click on the clock image ⏱ PM 01:49:33 to choose the information to display.

Play Audio File

When viewing a file with audio attached in Page View mode, a speaker icon 🔊 appears in the status bar. Click the speaker button to play the audio.

Application Bar

The Application Bar displays programs and peripheral devices compatible with PageManager. Peripheral devices include printers, and fax drivers. Please check the PageManager Readme file for currently supported file formats and application information.

How to Use the Applications Bars

Select a thumbnail image and drag it to a target program or device. You will see a "+" sign when you drag along. Drop the file to the designated application launches the program and opens the file.

How to Add More Applications

Click on the "+" sign in the right of the menu bar. This command activates **Register Application Wizard** dialogue box.

1. Click "Browse" to find the executable file (.exe file) **OR** you can click **Link File** to show the shortcut to the program.

2. Choose an icon best represents the program.

3. Click **Next** to continue.

4. From the drop down menu, select a file format for PageManager to use when transferring documents to this application. Select **Appear in Application Bar** to have the icon appear on the application bar.

Scan Buttons

Scan Buttons combine scanning and sending files into one step. With one click, PageManager opens/ and sends the file to designated application immediately after scanning. A mail service, an Internet application, and PageManager are three default buttons on the floating menu.

Enable/Disable Scan Buttons

1. Select **Scan Buttons** from the **View** menu. **OR**

2. Press CTRL + S **OR**

3. Click the ![button] button on the Command toolbar.

Add More Scan Buttons

Right-click any button on the Scan Buttons menu and select **Properties**.

1. See the **Scan Buttons Settings** dialogue box.

2. Fill out the name and select an application from the list.

3. Select **Suppress the TWAIN user interface** means to ignore the settings from the device driver and apply the default settings in PageManager such as Document Type, Scan Mode, Scan Size, and Resolution.

4. **Enable Document Feeder** allows you to send out multiple pages without manually feeding.

5. You may also change the **Brightness, Contrast, and Threshold** settings.

Click **OK** when you are satisfied with the changes.

Command Toolbar

Save As

Use this command to display the Save As dialog box so you can name your document before save.

PDF

Use this command to save the active document in PDF format.

Find

The Find command allows you to set parameters (Title, Author, Content, Keyword, Memo, Annotations, Creation Date, and Match Case) for a data search. To use the tool, click the **Find** button or select the **Find** command from the **Edit** menu.

Scan

Begins to scan images from a selected source.

Enable/Disable Scan Buttons

Click to show or hide the **Scan Buttons** menu.

Network

Allow you to transfer files within a network.

OCR (Optical Character Recognition)

Perform OCR to scan the currently selected thumbnail or opened image - if not done already.

Zoom In

Click this button to enlarge the image.

Zoom Out

Click this button to de-magnify the image.

Slide Show

The Slide Show option presents selected images consecutively as if you were viewing your own slide show. Press ESC to exit the slide show.

Stack/Unstack

Drag a file on top of another file, or select several files and click this

button. Click **Unstack** to spread out a stack.

Switch between Thumbnail View/Page View

The default viewing mode is the Thumbnail view. Click the **Page**

View button to view the selected image at full size. Click the

Thumbnail View button to switch back to the thumbnails.

Text View

Enables editing of text in files that have been processed with OCR.

Show/Hide Annotations

This command is a toggle switch, allowing you to show or hide
annotations in a file. If you want to print the image with annotations on it,
show the annotations on screen before you print.

Preferences

Click this button to change the Compression, Document, and OCR
settings.

Information

Displays the Information about a selected document or image. The
information includes title, author, keywords, creation date, and memo. It
allows you to edit information and use it as a search index.

Help

Use Help to find information about how to use PageManager.

PageManager on the Web

You can get PageManager product information from the Web.

Annotation Toolbar

Annotation Toolbar appears only when you open an image file in Page view.

Image Select

The Image Select tool defines the portion of the image to which you want to change. Only the portion enclosed within the dotted lines will be changed. Enter Page View, select the Image Select tool, and drag to form the dotted rectangle.

Selector

The selector is used to select annotation objects. Once selected, you can move, resize, delete, or change any annotated objects.

Move

This tool is useful for panning when you are in extreme close-up without the need to demagnify the image.

Choose the Move(Hand) tool and drag the image in the desired direction.

T Text

Adds text to the image.

Sticky Notes

Sticky notes are useful for adding comments to an image without defacing it.

You can edit, move, and resize sticky notes.

Stamps

Stamping simulates using a rubber stamp on an image. The impression can take many forms - dates, images, and text.

Highlighter

Choose Highlighter to make a particular area of the image stand out.

Freehand Line

Draw, underline, circle, scribble, and mark on the image with a colored pen.

⟶ Straight Line

Draw straight lines by clicking the start and the end points.

Image Editing Toolbar

The Image Editing toolbar appears only when you open an image file in Page view.

Image Select

The Image Select tool defines the portion of the image to which you want to change. Only the portion enclosed within the dotted lines will be changed. Enter Page view, select the Image Select tool, and drag to form the dotted rectangle.

Selector

The selector is used to select annotation objects. Choose the Selector tool, and then click on an annotation. From that point you can move, resize, delete, or change the annotated object.

Move

This tool is useful for panning when you are in extreme close-up without the need to demagnify the image.

Choose the Move (Hand) tool and drag the image in the desired direction.

Crop

Selects part of an image and discards the rest.

To crop an image:

1. Open the image.

2. Choose **Crop** from the **Edit** menu, or click the ⊐ button from the Image Editing toolbar.

3. Position the cursor at one corner of the area you want to keep, and then drag the cursor to the opposite. As you drag the cursor, you will see a rectangle form around the area you are selecting.

4. Move the scissors cursor inside the rectangle and click to confirm the selection.

PageManager crops the image, keeping only the area you selected.

Right 90°

Rotates the image clockwise by 90 degrees.

Left 90°

Rotates the image counter-clockwise by 90 degrees.

Color Reverse

Color Reversal is used to create photonegative effects. The colors in the image are replaced by their opposites.

Auto Image Enhancement

Enhances your images by fine-tuning the picture quality.

Contrast and Brightness Adjustment

This feature can mellow a stark image.

Color Adjustment

The Color Adjustment tool changes the tinting of the image.

Menus

File Menu

New Folder	Create a new folder.		
Go to Previous Folder	Switch to the previously viewed folder.		
Go to Next Folder	Switch to a folder that you have switched back from.		
Goto My PageManager	Switch to the default folder.		
Scan	Acquire image data.		
Select Source…	Select a device source.		
Scan Setting…	Change the scan settings.		
Save As…	Save a copy of the document in a separate file.		
Save As PDF...	Save a copy of the document in the PDF format.		
Send File To	Send files to applications installed in your system.		
Print Setup…	Change the printer settings.		
Print	Send the active document to the Printer.		
Fax Setup	Change the fax and fax options.		
Fax	Fax the active or selected documents.		
Print Fun	Print favorite photos and images.		
Applications Setting	Register New Application…	Add to the Application bar.	
	Application Properties…	Change application properties.	
	Refresh Application Bar	Update the information on the Applicati	
Scan Buttons Setting…	Change the Scan Buttons settings.		
Preferences…	Customize some PageManager features.		
Exit	Exit PageManager.		

Edit Menu

Undo	Undo the last operation on an image file.	
Redo	Redo the last operation that was undone.	
Cut	Cut the selected object to the Clipboard.	
Copy	Copy the selected object to the Clipboard.	
Paste	Paste object from the Clipboard.	
Delete	Delete the active or selected object.	
Rotate	**Left 90°**	Rotate image 90° counter-clockwise.
	Right 90°	Rotate image 90° clockwise.
	180°	Rotate image one half turn.
	Arbitrary	Rotate image to specified degrees.
Flip	**Horizontal**	Flip the file horizontally.
	Vertical	Flip the file vertically.
Find…	Find the first matching document in a search.	
Find Next	Find the next matching document from the previous search.	

View Menu

Page View	Switch to a full image view.
Thumbnail View	Switch to thumbnail view.
View Original	Display the image of the current page.
View Text	Display the recognized text on the current page.
Refresh	Update the current page with the most recent information.
Information...	Show current document information.
Toolbars...	Show, hide, or customize toolbars.
Application Bar	Show or hide the Application Bar.
Treeview	Show or hide the Treeview window.
Scan Buttons	Show or hide the Scan Buttons.

Tools Menu

Slide Show	Play selected images in a slide show.
Set As Screen Saver	Set the selected image as a screen saver.
Set As Wallpaper	Set the selected image as Wallpaper.
Network Group	Communicate with your group members and share documents.
Backup Database	Save your Database.
Restore Database	Open the Backup Database.

Help Menu

Contents	Display a list of Help topics.
How to use Help	Display an explanation of how to use the Help system.
PageManager on the Web	Get product update information from the Web.
About PageManager...	Display program information, version number, and copyright.

How to...

View Files in PageManager

You can modify images directly in the PageManager environment. Word processing files can either be viewed in PageManager or with applications installed in your system.

To Open a File

1. Double-click on a thumbnail you want to view. If this is an image file, PageManager opens it in Page view and enables the Annotation and Image Editing toolbar.

2. If the file is a not an image one, PageManager will ask you to view the file

    -   In PageManager: note that you can view the contents only. File is displayed in Page view. Click the Thumbnail View button in the Command toolbar to switch back to the main page.

    -   In the associated application: PageManager opens the file with the associated program. Nothing happens if there is no associated program to open the file.

Get Images in PageManager

PageManager 6 supports following image formats: BMP, PCX, PSD, TIFF, TIFF (multi-page), JPEG, PICT, and TGA

Import Images

1. Click **Select Source** from the **File** menu.

2. Choose a device driver from the Select Source dialog box. PageManager is compatible with various office mechanisms, including MFP, Scanner, Printer and Fax.

3. Select **Scan** from the **File** menu **OR** click ![scan icon] on the Command toolbar.

PageManager now supports 48-bit color images.

Photonegative Effects

Color Reversal is particularly powerful for creating photonegative effects. Colors in the image are replaced by their opposites.

1. Double-click an image file in PageManager.

2. Select the **Invert** option from the **Annotation** menu **OR** click the color palette button ![palette button] in the Image Editing toolbar.

3. Choose the Color Reversal button ![color reversal button] for photonegative effects.

Image Enhancement

Enhances your images by fine-tuning your photos.

1. Select an image and open it in Page view.

2. Click the color palette button ![palette button] on the Image Editing toolbar and click the Auto Image Enhancement button ![wand button].

    The Auto Image Enhancement dialog box is divided into two parts:

    a. There are two thumbnails in the upper level. The left one is the **Original** image and the one on the right is a **Sample** enhancement.

    b. The lower part contains eight examples of standard enhancements. Select one to display the effect in the **Sample** window.

    c. Use the ![plus button] and ![minus button] buttons to zoom in and zoom out.

3. Click **OK** to select an enhancement appeals to you.

Adjust Contrast and Brightness

This feature is ideal for mellowing images.

1. Select the image.

2. Choose **Contrast/Brightness** from the **Annotation** menu **OR** click the color palette button ![color palette button] on the Image Editing toolbar.

3. Click the Contrast-Brightness button ![contrast-brightness button] to launch the **Set Brightness and Contrast** dialog box.

4. Use the ![plus button] and ![minus button] buttons to zoom in and zoom out.

5. Use the hand tool to move the frame in the **Original** thumbnail for a close view. The corresponding enlarged image is displayed in the **Sample** window.

6. Drag the slider to adjust the contrast and brightness respectively.

7. Select **OK** to save the changes.

Adjust Color

The Color Adjustment tool changes the overall tint of an image.

1. Select the image.

2. Select the **Color Adjustment** option from the **Annotation** menu **OR** click the color palette button ![color palette button] in the Image Editing toolbar.

3. Click the color adjustment button ![color adjustment button] to open the **Color Adjustment** dialog box.

4. Use the ![plus button] and ![minus button] buttons to zoom in and zoom out.

5. Use the hand tool to move the frame in the **Original** thumbnail for a close view. The corresponding enlarged image is displayed in the **Sample** window.

6. Drag the crosshairs to the desired hue on the color wheel to tint the image.

7.   Click **OK** to save the changes.

Convert Images to Text (OCR)

Convert an Image to Text

One of the powerful features in PageManager is OCR (Optical Character Recognition). OCR recognizes both image and text in a file and then converts text to editable form. Files can be saved in HTML, RTF, or TXT, formats.

The relative position of the recognized text and image remain the same. Moreover, PageManager recognizes characters in all color modes.

To perform OCR on a document:

1.   Select a thumbnail, document, or multiple pages in the PageManager window.

2.   Choose **Text View (OCR)** from the **View** menu **OR** select the button from the Command toolbar to initiate OCR.

The text is now regarded as part of the contents of the image file. You can use **Find** to search the newly created texts.

Save OCR Files in txt/rtf/html Format

Save the recognized files in the RTF or HTML format to keep images in their original positions.

1.   Click **Save As** from the **File** menu, or click the **Save As** button . The **Save As** dialog box will open.

2.   Type a name for the file.

3.   From the **Save As Type** list, select a format (TXT, RTF, or HTML) for the file.

4.   Click **OK**.

Save OCR Files in PDF Format

You can save the recognized file as a PDF file. You can edit the PDF file with Adobe Acrobat. Images in the file remain in the same relative positions.

1. Click **Save As PDF…** from the **File** menu, or click the **Save As PDF** button 📄.

2. The **Save As PDF…** dialog box will open.

3. Type a name for the file.

4. Select a directory.

5. Click **OK**.

Note: *You need to perform OCR on the file before starting the **Save As** command.*

Delete OCRed Text

After you have performed OCR on an image, you can discard the text with **Delete Text** from the **Edit** menu.

1. Go to Page view. Delete Text is disabled in thumbnail view.

2. Delete Text turns the file into an unrecognized image, the pre-OCR stage.

3. If you choose the **Text View (OCR)** command to view the text again, PageManager will perform OCR again on this image so that you can edit the text.

Search Images and Documents

Find a File

To find documents or pages in PageManager:

1. Select the **Find** command from the **Edit** menu **OR** click the search button 🔍 on the tool bar.

2. Enter information in the **Title**, **Author**, and **Locate Text** sections.

3. Select the box or boxes where the relevant text may be located – **Content**, **Keywords**, **Memo** or **Annotation**.

4. Click **Search Now**.

5. The results will be displayed in the **Search Results** field.

Add Index Information to Documents

Add **Title**, **Author**, **Keywords**, **Creation Date**, and **Memo** to any file. Adding index information facilitates searching. To add index information to document:

1. Select a file.

2. Choose **Information** from the **View** menu **OR** choose the information button *(i)* from the command toolbar. **OR**

3. Right-click a file and choose **Information**.

4. Type information in the applicable fields and click **OK** to save.

Fuzzy Search

A fuzzy level allows you to change the preciseness of a search. This feature comes in handy when you need a broad search.

1. Select the **Find** command from the **Edit** menu **OR** click the find icon on the tool bar.

2. Enter text in the **Locate Text** field and then select **Content**.

3. Click the **Fuzzy Level** tab in the **Find** dialog box.

4. Move the pointer on the scroll bar to a number between 0 and 100.

5. Click **Search Now**.

6. The results will be displayed in the **Search Results** field.

7. Select a file name from the **Search Result** box, and then click **Go To** to view the file in PageManager.

Send Images

Send Images by E-Mail

Using PageManager with your Fax or E-mail:

1.   Drag a thumbnail from PageManager to the E-mail button in the Application Bar. PageManager will start your e-mail program.

2.   Compose the e-mail message you want to send.

For instructions on creating an E-mail message, refer to your e-mail program documentation.

Send Images by Fax

1.   Drag the item from PageManager to the Fax button on the Application Bar. PageManager will then open your fax program.

2.   Create the fax message you want to send.

For instructions on creating a fax message, refer to your fax program documentation.

Send Images Using Presto! Wrapper

Presto! Wrapper allows you to package images with a built-in viewer. The Viewer has simple viewing function like zoom-in, zoom-out, and browse. Only images can be included in Presto! Wrapper. Click a thumbnail at the side bar to display the full image.

To create a Presto! Wrapper:

1.   Select the images to send.

2.   Click **Save As** from the **File** menu, or click on the Command toolbar. The Save As dialog box appears.

3.   From the **Save As Type** combo box, select **Presto! Wrapper (*.EXE)**.

4.   From the **Save In** box, choose a destination directory.

5.   Enter a name for the executable file in the **File Name** field.

6. Click **Save**.

7. You can attach the executable file to your e-mail or Internet mail.

Sharing Files with Network Group

Click Network Group from the **Tools** menu. The Network Group dialog box appears. Check **Start Network when PageManager Starts** to enable the network group function.

1. Activate Network Group allows other members in the network to send files to you. Files received will be stored in the **My PageManager** folder.

2. Terminate Network Group prevents other members of the network to send files to you. Your machine is invisible from the network as well.

Save and Delete Images

Save Pages to Disk

1. Choose **Save As** from the **File** menu to see the **Save As** dialog box.

2. Enter the file name and select the file format you want to use. Then locate the path for storing the file.

3. Click **OK** to export and save the file.

Delete Documents

1. Select the documents to delete.

2. Choose **Delete Document** from the **Edit** menu **OR** right-click the document and click **Delete** from the menu.

Recover Deleted Files

Deleted files are located in the Recycle Bin. To recover a file:

1. Find the document in your system's recycle bin.

2. Drag the file to your "My PageManager" folder **OR**

3.   Find the file in the recycle bin, right-click and select **Restore**.

> *Note:*   *Windows clears files in the recycle bin regularly. You **can not** recover files once they cleared. Also, note that the system may change the file name once it is moved to the recycle bin.*

Print

Print Documents

1.   Drag the item to the Printer button on the Application Bar **OR** select the item and click the Printer button located on the Application Bar.

2.   Select appropriate options for your printer settings and click **OK** to continue. PageManager will send the file to your printer.

Add Printers to the Application Bar

1.   Select **Print Setup** from the **File** menu **OR** right-click any button on the Application Bar for the **Application Properties** dialog box. At the end of the application list, you will see the printers installed in your system.

2.   Choose a printer, and check the **Appear in Application Bar** box.

3.   Click **OK** to apply the settings.

Print Fun

Print Fun allows you to print photographs, stickers, and catalogs.

Select images in Thumbnail view window and select **Print Fun** from the **File** menu. You can choose to:

Print Photos: prints the selected photos. You can change the number of prints with the scroll bar.

Print Catalog: creates a catalog-like design. Here are some of the features.

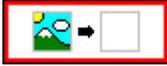**Apply Range**

   To add the selected photo to one cell.

To add the selected photo to a row of cells.

To add the selected photo to all cells from the one clicked to the end of the page.

Clear

Choose **Clear** and click a cell to delete the contents of that cell.

Add more
With this command, you can add images.

Delete
To remove an image, select it and click **Delete**.