

DigiPath quick reference guide



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QUICK REFERENCE GUIDE

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INTRODUCTION **ABOUT THIS GUIDE**



You have just opened one of the most helpful books you will ever find about the Xerox DigiPath 4.0 Production Software System.

What makes it so useful?

This guide provides answers to problems that can slow you down. It's designed to help you maximize your productivity.

How?

The *DigiPath Quick Reference Guide* provides detailed graphics and text to answer your questions, and shows you how to perform simple scanning, image editing, makeready, printing, and file storage and management tasks.

And there is much more:

You'll also find plenty of tips, shortcuts and tricks that will make your job easier.

QUESTIONS AND ANSWERS



Follow These Steps
for getting help with your
DigiPath 4.0 questions or problems:



1

Access the context-sensitive Help system in the DigiPath application you're using. The Help topics will walk you through the solutions to most of your DigiPath questions.



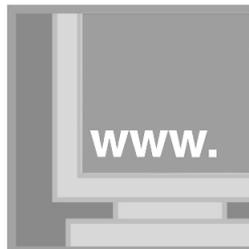
2

If you can't find the answer, try other resources, like the DigiPath 4.0 Participant's Workbook for operator information or the *DigiPath 3.0 System Administrator Guide* for configuration or administration problems. **Note:** Most of the information provided in the *DigiPath 3.0 System Administrator Guide* is applicable for the 4.0 software. For details on administration differences between DigiPath 3.0 and 4.0, refer to the *Customer Software Release Document (CSRD), Version 4.0*.



3

Have a more specific problem? Call X-PRESS FAX at 1-800-979-9709 in the USA and request document number 12300 to receive a complete index of documented DigiPath solutions, along with complete instructions for using the X-PRESS FAX system.



4

A DigiPath Frequently Asked Questions (FAQ) web site is available at www.xerox.com. Search using the word "digipath", then find the appropriate DigiPath link. Select [Support] under that link. Under the FAQ heading, select the desired topic link to display the FAQ page for that topic.



5

If your machine is down or you can't solve a problem, call 1-800-821-2797 in North America for the Xerox Welcome Center. Have your DigiPath serial number available. If the operator can't talk you through a fix, he or she will place a service call for you or escalate your problem to a second level analyst.

DIGIPATH COMPONENTS



Hardware Components

The photo below shows a DigiPath system with an optional Magneto Optical Drive (MOD) and a RAID Mass Storage Device. Your DigiPath system may include other components.

DigiPath System



DIGIPATH COMPONENTS



Software Components

There are four DigiPath configurations available. They are listed below with their respective software applications.

<i>DigiPath 4.0 Software Applications</i>				
Software Application	DSM with DL client	DSM with DL client/server	DL server	DigiPath Xpress
Document Scan & Makeready	Required	Required	Not available	Not available
Scanner Support	Required	Required	Not available	Required
Scan and Print	Required	Required	Not available	Required
Quick Print	Required	Required	Administrative use only	Required
Printer Administration	Required	Required	Administrative use only	Required
DigiPath File Manager	Required	Required	Administrative use only	Required
DigiPath Rescue	Not available	Required	Administrative use only	Not available
Job Manager	Required	Required	Administrative use only	Required
Document Library	* Required	Required	Administrative use only	Not available
DocuTech Tape Tool	Not available	Required	Administrative use only	Not available
Library Search	* Required	Required	Administrative use only	Not available
Batch Tool	* Required	Required	Administrative use only	Not available
Library Administration Tool	* Required	Required	Administrative use only	Not available
Network Agent	Required	Required	Administrative use only	Required
Web Services	Not available	Not available	Not available	Not available

* These options are accessible only with a DL server configuration.

DIGIPATH COMPONENTS



Software Components — continued

Third-Party Applications Provided with DigiPath 4.0

Software Application	DSM with DL client	DSM with DL client/server	DL server	DigiPath Xpress
* Microsoft Windows 2003 Server	Not available	Not available	Required	Not available
Microsoft IIS 5.0	Not available	Not available	Not available	Not available
Microsoft Internet Explorer 6.0	Not available	Not available	Not available	Not available
* Microsoft Windows XP Professional (with SP1)	Required	Required	Not available	Required
* Adobe Acrobat 5.0.5	Required	Required	Required	Required
* ** Hummingbird NFS Client 8.0	Optional	Optional	Optional	Optional
Autologic StorageView 2.3	Optional	Optional	Optional	Optional
Enterprise Storage Manager 2.1 – 001 Client component	Optional	Optional	Optional	Optional
* WFTPD Pro 3.2	Optional	Optional	Optional	Optional
Yosemite TapeWare 7.0	Required	Required	Required	Required
* Adobe Photoshop 7.0	Optional	Optional	Not available	Optional
Oracle 9.2	Not available	Required	Required	Not available

* Licensing for these products is provided for use with DigiPath only. As such, support for these products is provided by the Xerox Customer Support Center (XCSC), and not by the manufacturers. Any other use of these products is not supported.

** The Hummingbird NFS Client third party software application is optional for all DigiPath 4.0 DSM with DL client configurations, DSM with DL client/server configurations, or DL server configurations.

DIGIPATH **COMPONENTS**



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CONVENTIONS

Quick Points

○ In Case Of Emergency:

Power off your DigiPath System if you notice any unusual noises or odors and call your local Xerox Customer Support Center immediately.

○ Important Reminders:

Never remove any covers or guards that are secured with screws. There are no operator serviceable parts inside.

Safety Symbols and What They Mean

<i>Symbol</i>	<i>What it Means</i>
 WARNING	Used whenever a procedure, condition, or statement, if not strictly observed, could result in personal injury.
 CAUTION	Used whenever a procedure, condition, or statement, if not strictly observed, could result in damage to the equipment, or in the loss of data or documents.



WARNING:

DO NOT expose your eyes to the bright light that flashes below the scanner document glass. Keep the document handler cover down while scanning.



CAUTION:

Never perform any maintenance or service procedures that do not appear in the application Help systems, the *DigiPath 4.0 Document Scan and Makeready / Document Library Quick Reference Guide*, or the *DigiPath 3.0 System Administrator Guide*.

CONVENTIONS

Other Conventions in this Guide

This conventions list provides information you need to read this guide.

Conventions and What They Mean

Check Boxes	Mark means place a check mark in the check box. Clear means remove a check mark from the check box.
Menu Options	Menu options are displayed in bold and enclosed in square brackets: Select [Menu name: Option name] .
Tabs in Dialog Boxes	The name of a tab is displayed in bold: Select the Tab Name tab.
Buttons	Buttons in a dialog box are displayed in bold and enclosed in square brackets: Select [Button name] .
Option Buttons	Option buttons are indicated by the word Select, followed by the name of the option button, in bold: Select the Option Button Name option button.
List Boxes	The name of a list box is displayed in bold, followed by the word list box: Select the List Box list box. A specific selection in a list box is displayed in bold, followed by the word option: Select the Option option in the List Box list box.
Keyboard Keys	The name of the key is displayed in bold capital letters, and enclosed in angle brackets: Press <KEY NAME> .
Text	Text that should be typed exactly as it appears is displayed in bold, preceded by the word Type: Type text . Variable text (varies depending on your desired selection) is displayed in bold lower-case letters, and enclosed in angle brackets: Type <filename> .
Toolbar Buttons	The name of the toolbar button is displayed in bold, exactly as it appears on the tool tip: Select the Toolbar Button Name toolbar button.
Referring to other documents	The title of a referenced document is displayed in italics: <i>Document Title</i> . The name of a section in a referenced document is displayed in quotation marks: the "Section" section of <i>Document Title</i> .

HOW DO YOU START THIS SYSTEM?

4

Quick Points

○ Shorten Startup Time:

If there is a MOD platter in the MOD drive while the drive is powering up, your startup time is shorter.

Power on your DigiPath Workstation

Follow these instructions for powering on your DigiPath workstation and hardware options. It is very important that you power on the hardware components in the order presented below.

1

If there is a RAID attached to the DigiPath workstation, power on the RAID.

2

If there is a scanner attached to the DigiPath workstation, power on the scanner.

3

If there is a Windows printer attached to the workstation, power on the printer.



4

If you plan to use an optional Magneto Optical Drive (MOD) attached to the workstation, power on the MOD. As soon as the MOD drive is powered on, insert a MOD platter (an optical disk) into the MOD drive.

5

Power on the monitor.

6

Power on the DigiPath workstation processor (the CPU).

7

Log into the network.

note...

All DigiPath applications are found by selecting **[Start: Programs: Xerox DigiPath Production Software]** from the Windows taskbar.

HOW DO YOU START THIS SYSTEM?

4

Quick Points

○ Shorten Startup Time:

If there is a MOD platter in the MOD drive while the drive is powering up, your startup time is shorter.

Power on your Document Library Server

Follow these instructions for powering on your Document Library server and hardware options. It is very important that you power up the hardware components in the order presented below.

1

If there is a RAID attached to the Document Library server, power on the RAID.

2

If there is a Windows printer attached to the server, power on the printer.

3

If you plan to use an optional Magneto Optical Drive (MOD) attached to the server, power on the MOD. As soon as the MOD drive is powered on, insert a MOD platter (an optical disk) into the MOD drive.

4

Power on the monitor.

5

Power on the DigiPath server processor (the CPU).

6

Log into the network.

note...

All Document Library server applications are found by selecting **[Start: Programs: Xerox DigiPath Production Software]** from the Windows taskbar.

HOW DO YOU START THIS SYSTEM?



Power Off your DigiPath Workstation

Follow these instructions for powering off your DigiPath workstation and hardware options. It is very important that you power down the hardware components in the order presented below.

1

From the Windows taskbar, select **[Start: Run]**. The Run dialog box displays.

2

Type **e:/digipath/xstopdgp.bat** in the text box provided.

3

Select **[OK]** to close the Run dialog box and stop all the DigiPath services.

4

From the Windows taskbar, select **[Start: Shut Down]**. The Shut Down Windows dialog box displays.

5

Select **[Shut down]** from the **What do you want the computer to do?** drop-down list box.

6

Select **[OK]** to shut down the PC and power off the workstation processor (CPU).

7

Power off the monitor.

8

Power off the MOD drive.

9

Power off the scanner.

note...

DO NOT power off the RAID for a normal shutdown. Power off the RAID only if you plan to move it.

10

If necessary, power off the RAID.

HOW DO YOU START THIS SYSTEM?

4

Quick Points

○ Leave Your Server Running:

If your users will be accessing information on your server, it is important to leave the server powered on.

Power Off your Document Library Server

Do not power off the server daily!

When you are ready to power off the Document Library server, follow these steps:

1

From the Windows taskbar, select **[Start: Run]**. The Run dialog box displays.

2

Type **e:/digipath/xstopdgp.bat** in the text box provided.

3

Select **[OK]** to close the Run dialog box and stop all the DigiPath services.

4

From the Windows taskbar, select **[Start: Shut Down]**. The Shut Down Windows dialog box displays.

5

Select **[Shut down]** from the **What do you want the computer to do?** drop-down list box.

6

Select **[OK]** to shut down the PC and power off the server processor (CPU).

7

Power off the monitor.

8

Power off the MOD drive.

note...

DO NOT power off the RAID for a normal shutdown. Power off the RAID only if you plan to move it.

9

If necessary, power off the RAID.

USA COPYRIGHT LAWS

Quick Points

Never Print These US Government Documents

Federal legislation forbids anyone from copying the following documents. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

- Certificates of indebtedness
- United States Bonds
- National Bank Currency
- Treasury Notes
- Coupons from bonds
- Federal Reserve Notes
- Federal Reserve Bank Notes
- Fractional Notes
- Silver Certificates
- Certificates of Deposit
- Gold Certificates
- Paper Money
- Bonds and obligations of certain agencies of the government, such as FHA, etc.

More Information:

Get more information from the Copyright office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

Copying the following is also prohibited in some states:

- Automobile Licenses
- Drivers Licenses
- Automobile Certificates of Title

List of Documents that appear here is not inclusive:

No liability is assumed for its completeness or accuracy.

USA COPYRIGHT LAWS

Other Documents That are Illegal to Print

- US Savings Bonds
EXCEPTION: US Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.
- Internal Revenue Stamps
EXCEPTION: If necessary to copy a legal document on which there is a canceled revenue stamp, this may be done, provided the reproduction of the document is performed for lawful purposes.
- Postage Stamps, canceled or not canceled
EXCEPTION: Postage Stamps may be photographed, provided the reproduction is in black and white, and is less than 3/4 or more than 1-1/2 times the linear dimensions of the original.
- Postal Money Orders
- Bills
- Checks
- Drafts for money drawn by or upon authorized officers of the United States
- Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress
- Adjusted Compensation Certificates for Veterans of World Wars
- Obligations or Securities of any foreign government, bank, or corporation
- Copyrighted material
EXCEPTION: If the permission of the copyright owner has been obtained or the copying falls within the "fair use" or library reproduction rights provisions of the copyright law.
- Any author's book without the author's consent
- Certificates of Citizenship or Naturalization
EXCEPTION: Foreign Naturalization Certificates may be photographed.
- Immigration Papers
- Draft Registration Cards
- Selective Service Induction Papers which bear any of the following information:
 - Registrant's earnings or income
 - Registrant's previous military service
 - Registrant's dependency status
 - Registrant's physical or mental condition
 - Registrant's court record
- Badges, Identification Cards, Passes, or insignia carried by military personnel, or by members of the various federal departments and bureaus, such as the FBI or Treasury
EXCEPTION: If ordered by the head of such a federal department or bureau, copying or printing is permitted.
EXCEPTION: U.S. Army and Navy discharge certificates may be reproduced.



Documents That are Illegal to Print in Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

- Current bank notes or current paper money.
- Obligations or securities of a government or bank.
- Exchequer bill paper or revenue paper.
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

note...

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.



**CANADIAN
LAWS**

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WHAT'S AN RDO?



CAUTION:

Do not try to move, copy, rename, or delete an RDO using Windows Explorer. If you do, the content (.CON) directory will not be included in the operation, and the RDO will be corrupted. Use the DigiPath File Manager application to move RDO files.

Introducing a New File Type ... the RDO

An RDO is a Raster Document Object. It's called an RDO because that is the 3-letter extension added to the file name so DigiPath can recognize it. The RDO file type is proprietary to Document Scan & Makeready, but you can use this file type with other DigiPath applications, or convert the RDO to a PostScript or Adobe PDF file.

An RDO file has two parts:

- A PostScript wrapper which contains all the information about the structure and format of the pages in your document.
- A .CON directory that actually holds the TIFF, JPEG, PostScript, and Adobe PDF files that make up the pages of your document.

When you create an RDO in Document Scan & Makeready, both of these parts are created automatically!

What is it?

It's a document file that's made up of images, so it's not like other documents that require you to type a lot.

- You can scan hardcopy documents to create electronic images to add pages to your RDO.
- You can also insert existing TIFF files, JPEG files, PostScript files, or Adobe PDF files into your RDO.
- Once you have all the images you want in the RDO, you can create headers or footers, add page numbers and logos, group pages into sections, or choose a paper size. There are also plenty of other printing options, of course.
- You can even choose the printer you want to send your RDO to!
- How many pages can you put in an RDO? As many as you want. However, the bigger your RDO, the longer it will take you to open it!

WHAT'S AN RDO?



Other DigiPath Supported File Types

File Types You Can Create Using DigiPath

File Format	Description
*.tif	Tagged Image File format; a universal image file format type. When a TIFF file is created with the Scanner, the file is in a CCITT Group 4 compressed format. In Document Scan & Makeready, you can insert and export TIFF files.
*.jpg, *.jpeg	Joint Photographic Experts Group format; a universal color photographic image file format type. A JPEG file is generally smaller than a TIFF file. In Document Scan & Makeready, you can insert and export JPEG files.
*.pdf	Portable Document Format; an Adobe Acrobat file. You can use Document Scan & Makeready to create an Adobe PDF file from an existing RDO. You can also insert existing Adobe PDF files into RDOs.
*.ps	PostScript; developed by Adobe. The PostScript file type is widely recognized by printers. You can use Document Scan & Makeready to export a PostScript file from pages of an existing RDO. You can also insert existing PostScript files into RDOs. When you insert PostScript files into an RDO with DSM 4.0, they are converted to Adobe PDF files or to monochrome TIFF files.

WHAT'S AN RDO?

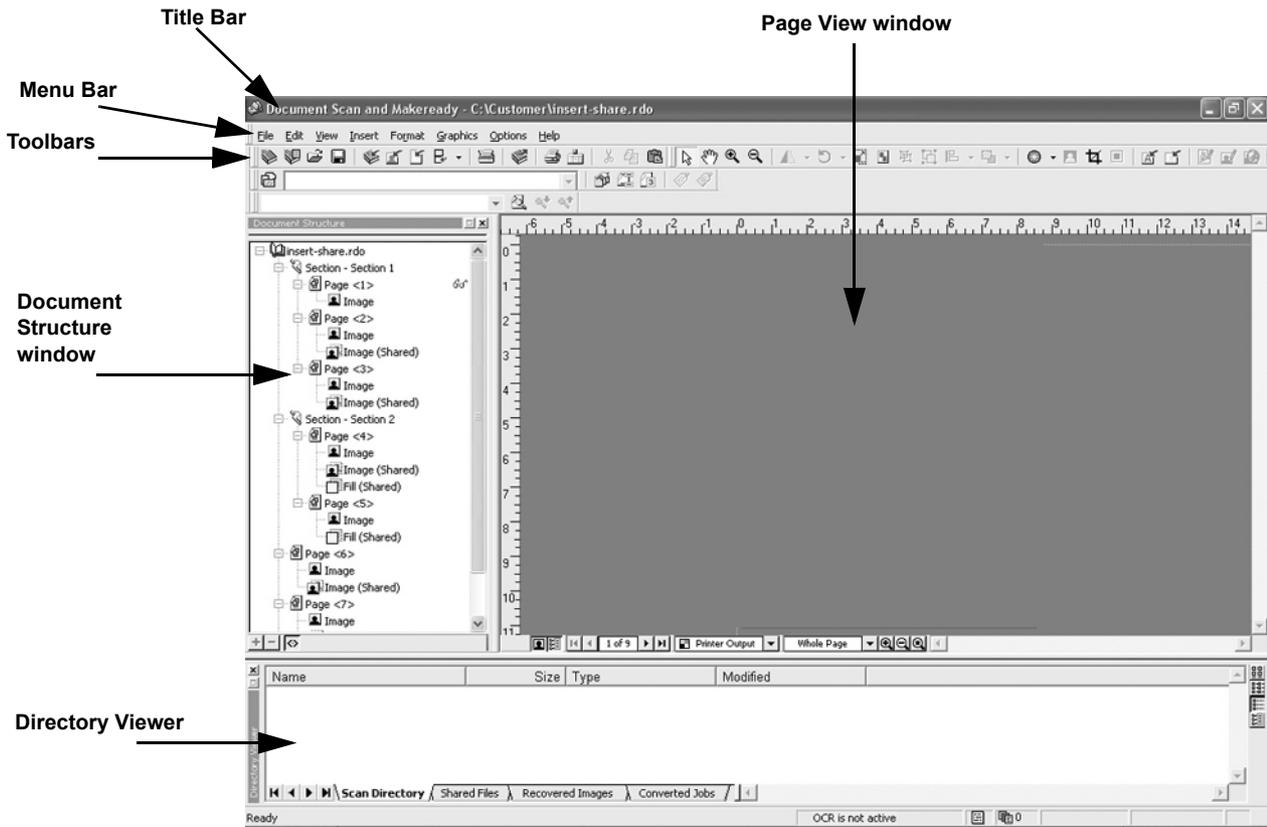


How Do You Make an RDO?

You use DigiPath, of course!

Select **[Start: Programs: Xerox DigiPath Production Software: Document Scan & Makeready]** from the Windows taskbar to open the Document Scan and Makeready application.

The following screen shows the default display of the DSM window. You can select **[View: Reset Workspace]** to display the DSM window below.



Document Scan and Makeready application window

WHAT'S AN RDO?



Create a New RDO

1

Select **[File: New]**. The New dialog box displays.

2

Select the **Documents** tab.

3

You select the **Blank RDO Document** icon to create a new RDO with the default DigiPath document settings for a Standard RDO. You can also select a different icon on the **Documents** tab to create an RDO with specific settings, or select one of the preconfigured RDT (template) files.

note...

Template files contain some defined document settings, which may include a destination printer, paper stocks, the job type, and margins, as well as lots of other options.

Quick Points

○ **Wizards:**

The wizards are great! When you use a wizard, you answer questions about the RDO you want to create, and DSM does all the setup work. Select the Wizards tab in the New dialog box, and choose the appropriate wizard.

○ **Templates:**

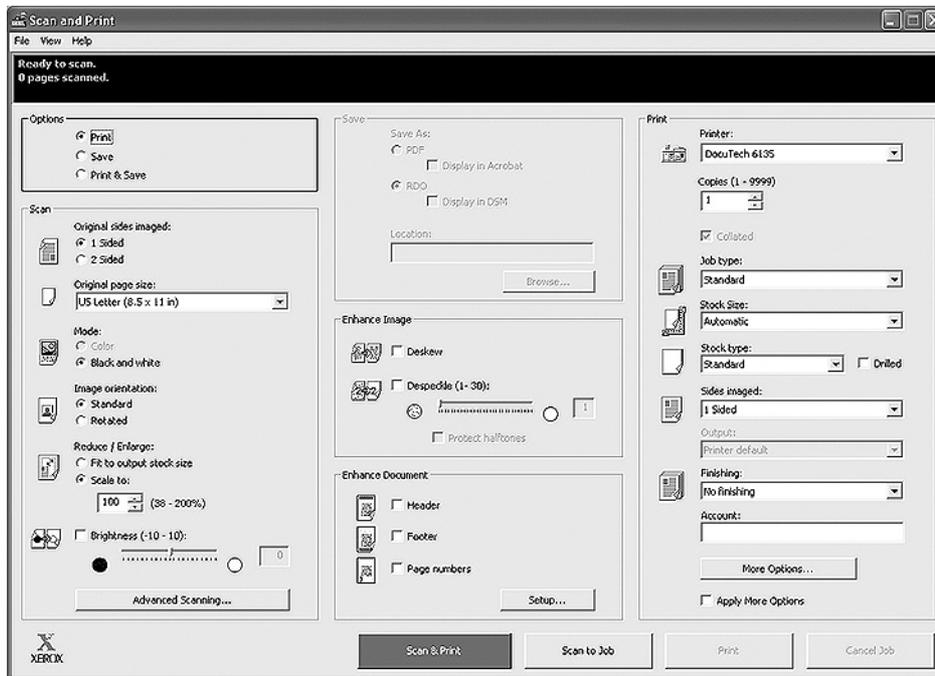
If you usually create the same kinds of RDOs over and over, you should create some templates. Templates can save you lots of time. For directions on creating templates, refer to the DSM Help system.

USING SCAN AND PRINT

Introducing Scan and Print

Scan and Print is designed to simulate a copier. The scanner creates a temporary digital file which it uses to complete the copy. You can also create an Adobe PDF or RDO file, in black and white or color.

Select **[Start: Programs: Xerox DigiPath Production Software: Scan and Print]** to open the Scan and Print application.



Scan and Print main application window

USING SCAN AND PRINT

Quick Points

○ Scan and Print Options:

Scan and Print options available for a job depend on the printer you specify in the **Printer** list box.

○ Viewing Area:

The three-line viewing area at the top of the Scan and Print screen gives you information on scanning status (line 1), the number of pages scanned (line 2), and printing status and other information messages (line 3).

Scan and Print a Black and White or Color Original

Scan and Print allows you to create a copy of any black and white or color original you scan. The scanner creates a temporary digital file which is used to complete the copy. This file is deleted when the job is submitted to the specified printer, unless you save it. You can choose a printer from any attached to your DigiPath workstation.

1

Open Scan and Print.

2

Place a hardcopy document on the scanner glass or the multi-sheet feeder.

3

Select **[Print]** in the Options section. The green button at the bottom of the screen is activated for Scan & Print.

4

In the Scan section:

- Original sides imaged: select **[1 Sided]** or **[2 Sided]**.
- Original page size: Select the size of your hardcopy document from the drop-down list box.

If you select **[Custom]**, the Custom Size Selection dialog box displays. Enter the page size of your hardcopy document.

note...

The page sizes available in the Custom Size Selection dialog box depend on the scanner attached to your workstation.

- Mode: Select the **[Color]** or **[Black and white]** button.
- Image Orientation: Select **[Standard]** to maintain the orientation of the image; Select **[Rotated]** to rotate the image 90 degrees to the right.

note...

You can select the Rotated option only once; you cannot rotate your image more than 90 degrees to the right.

- Reduce / Enlarge: Select the **[Fit to output stock size]** to make your scanned image fit a different stock size; select **[Scale to]** if you wish to change the size of the image between 38% and 200%.

- Brightness: Select a number between 10 and -10 to lighten or darken your image.
- Select the **[Advanced Scanning...]** button to apply DigiPath enhancements to your document.

note...

The Save section is available only when **[Save]** or **[Print & Save]** is selected in the Options section.

5

note...

The Enhance Image section is available only if the Black and white mode was selected.

In the Enhance Image section: Select **[Deskew]** or **[Despeckle]**.

- Deskew eliminates the skew of an image.
- Despeckle removes stray pixels that appear as "dirt" on an image.

...continued

USING SCAN AND PRINT

Quick Points

Job Type Options:

Job type options available include Standard, Signature–Book, Signature–Calendar, Signature–Pamphlet, 2-Up, 2-Up Flip left, 2-Up Flip right, 4-Up, 8-Up and 16-Up.

Some Options are Not Available:

Not all color printers support all the options described in this procedure. If your selected printer does not support an option, the option is grayed out.

Scan and Print a Black and White or Color Original — continued

6

In the Enhance Document section: Mark the check boxes for **[Header]**, **[Footer]**, or **[Page numbers]** to add to your document.

- Select the **[Setup]** button.
- Make the appropriate selections for the **Header**, **Footer**, and **Page Numbers** tabs.

Select **[Apply]**, and then select **[OK]**.

7

In the Print section:

- Select a printer from the **Printer** drop-down list box.
- Enter the number of copies in the **Copies** text box.
- Mark or clear the check box for **Collated**.
- Select the desired job type from the **Job type** drop-down list box.

- In the Stock Size section: Select **Same as original** to keep the paper size of your copies the same as your hardcopy document; select **Custom** to define the desired paper size for your copies. The page sizes available depend on the printer you selected.

- Select the appropriate option to define the paper stock for your copies from the **Stock type** drop-down list box.
- Mark or clear the **Drilled** check box to indicate the paper stock for your copies.
- Select **1 Sided**, **2 Sided**, or **Head to Toe** from the drop-down list box in the **Sides imaged** section.
- Specify the desired final location, such as **Stacker** or **Printer** default, for your copies from the **Output** drop-down list box.
- Specify the desired finishing option, such as **Stapled** or **Bound**, for your copies from the **Finishing** drop-down list box.
- If desired, type an account name or number in the **Account** text box.

...continued

USING SCAN AND PRINT

Quick Points

○ Job Name:

When a Scan and Print job arrives at the production printer, the job name is Job_N, where N is the number of Scan and Print jobs created since you opened Scan and Print. The job name is displayed in the Scan and Print status bar.

Scan and Print a Black and White or Color Original — continued

8

If you wish to make changes to the default job ticket for the selected printer, select the **[More Options]** button. Make changes to the job ticket in the Job Setup dialog box and then select **[OK]**.

Mark the **Apply More Options** check box to apply the changes.

9

Click on the green **[Scan and Print]** button on the screen to activate the copying process.

note...

The Scan and Print application window is temporarily unavailable while the scanner scans.

note...

The green button on the scanner does not activate Scan and Print.

10

When you have finished using Scan and Print, select **[File: Exit]**, or select the **Close** button **[X]**.

USING SCAN AND PRINT

Quick Points

○ Scan and Print Options:

Scan and Print options available for a job depend on the printer you specify in the **Printer** list box.

○ Viewing Area:

The three-line viewing area at the top of the Scan and Print screen gives you information on scanning status (line 1), the number of pages scanned (line 2), and printing status and other information messages (line 3).

Scan and Print Large Jobs

You can use Scan and Print to build large copying jobs with the **Scan to Job** button. Large jobs are defined as those with page counts that exceed the capacity of the scanner's multi-sheet feeder. Refer to your scanner documentation to determine the capacity.

1

Open Scan and Print.

2

Insert the first portion of your job into the multi-sheet feeder.

3

Select **[Print]** in the Options section. The green button at the bottom of the screen is activated for Scan & Print.

4

In the Scan section:

- Original sides imaged: Select **[1 Sided]** or **[2 Sided]**.

- Original page size: Select the size of your hardcopy document from the drop-down list box.

If you select **[Custom]**, the Custom Size Selection dialog box displays. Enter the page size of your hardcopy document.

note...

The page sizes available in the Custom Size Selection dialog box depend on the scanner attached to your workstation.

Mode: Select the **[Color]** or **[Black and white]** button.

- Image Orientation: Select **[Standard]** to maintain the orientation of the image; Select **[Rotated]** to rotate the image 90 degrees to the right.

note...

You can select the Rotated option only once; you cannot rotate your image more than 90 degrees to the right.

- Reduce / Enlarge: select the **[Fit to output stock size]** to make your scanned image fit a different stock size; select **[Scale to]** if you wish to change the size of the image between 38% and 200%.

- Brightness: Select a number between 10 and -10 to lighten or darken your image.

- Select the **[Advanced Scanning...]** button to apply DigiPath enhancements to your document.

note...

The Save section is available only when **[Save]** or **[Print & Save]** has been selected in the Options section.

...continued

USING SCAN AND PRINT

Scan and Print Large Jobs — continued

5

note...

The Enhance Image section is available only if the Black and white Mode was selected.

In the Enhance Image section: Select **[Deskew]** or **[Despeckle]**.

- Deskew eliminates the skew of an image.
- Despeckle removes stray pixels that appear as “dirt” on an image.

6

In the Enhance Document section: Mark the check boxes for **[Header]**, **[Footer]**, or **[Page numbers]** to add to your document.

- Select the **[Setup]** button.
- Make the appropriate selections for the **Header, Footer,** and **Page Numbers** tabs.
- Select **[Apply]**, and then select **[OK]**.

7

In the Print section:

- Select a printer from the **Printer** drop-down list box.
- Enter the number of copies in the **Copies** text box.
- Mark or clear the check box for **Collated**.
- Select the desired job type from the **Job type** drop-down list box.
- Select the appropriate options to define your output from the **Job type, Stock Size, Stock type, Sides imaged, Output,** and **Finishing** drop-down list boxes.

- If desired, type an account name or number in the **Account** text box.

8

If you wish to make changes to the default job ticket, select the **[More Options]** button. Make changes to the job ticket in the Job Setup dialog box and then select **[OK]**.

Mark the **Apply More Options** check box to apply the changes.

...continued

USING SCAN AND PRINT

Scan and Print Large Jobs — continued

9

Click on the **[Scan to Job]** button.

11

Click on the **[Scan to Job]** button.

13

Select the **[Print and Save]** button. Your document is submitted to the printer you selected.

10

After the first portion of your job has scanned, place the second portion of your job in the multi-sheet feeder.

12

Repeat steps 10 and 11 until your entire job has been scanned.

14

When you have finished using Scan and Print, select **[File: Exit]**, or select the **Close** button **[X]**.

USING SCAN AND PRINT

Quick Points

Using Factory Default Settings:

You can use the factory defaults for Scan and Print by selecting **[File: Restore Factory Defaults]** or by selecting the **[Restore Defaults]** button.

Saving User-defined Default Settings:

You can save the current Scan and Print settings as the default settings by selecting **[File: Save User Defaults]**.

Using User-defined Default Settings:

You can use the default settings you saved for Scan and Print by selecting **[File: Restore User Defaults]**.

Scan and Save Documents

You can scan a black and white or color document and save it as an RDO or an Adobe PDF using Scan and Print. You can save the document into a directory in the Windows file system or into a cabinet in Document Library.

1

Open Scan and Print.

2

Place a hardcopy document on the scanner glass or the multi-sheet feeder.

3

Select **[Save]** in the Options section. The green button at the bottom of the screen is activated for Scan & Save.

4

In the Scan section:

- Original sides imaged: Select **[1 Sided]** or **[2 Sided]**.

- Original page size: Select the size of your hardcopy document from the drop-down list box.

If you select **[Custom]**, the Custom Size Selection dialog box displays. Enter the page size of your hardcopy document.

note...

The page sizes available in the Custom Size Selection dialog box depend on the scanner attached to your workstation.

- Mode: Select the **[Color]** or **[Black and white]** button.

- Image Orientation: Select **[Standard]** to maintain the orientation of the image; Select **[Rotated]** to rotate the image 90 degrees to the right.

note...

You can select the Rotated option only once; you cannot rotate your image more than 90 degrees to the right.

- Reduce / Enlarge: Select the **[Fit to output stock size]** to make your scanned image fit a different stock size; select **[Scale to]** if you wish to change the size of the image between 38% and 200%.

- Brightness: Select a number between 10 and -10 to lighten or darken your image

- Select the **[Advanced Scanning...]** button to apply DigiPath enhancements to your document.

5

In the Save section:

- Select the **[PDF]** or **[RDO]** option button.
- If you want your document to display immediately after scanning, mark the **Display in Acrobat** check box for PDF files or the **Display in DSM** check box for RDO files.
- Select the **[Browse]** button. The Save As dialog box displays.

...continued

USING SCAN AND PRINT

Quick Points

○ Displaying an RDO:

To view an RDO, you must have Document Scan and Makeready.

Scan and Save Documents — continued

6

Use the **Save in** drop-down list box to navigate to and select the Windows location where you want to store your file.

8

Select **PDF Files (*.pdf)** or **RDO Files (*.rdo)** from the **Save as type** list box.

10

If you selected **Black and white** as the Mode, the Enhance Image section is available.

11

In the Enhance Document section: Mark the check boxes for **[Header]**, **[Footer]**, or **[Page numbers]** to add to your document.

OR

Select the **[Open Cabinet]** button to save your file into the Document Library database. When prompted, type the user name and password and select the appropriate server name.

9

Select the **[Save]** button to close the Save As dialog box and return to Scan and Print. The path for your job displays in the Location text box.

Select **[Deskew]** or **[Despeckle]**.

- Deskew eliminates the skew of an image.
- Despeckle removes stray pixels that appear as “dirt” on an image.

- Select the **[Setup]** button.
- Make the appropriate selections for the **Header, Footer, and Page Numbers** tabs.

Select **[Apply]**, and then select **[OK]**.

...continued

7

Type the name of your file in the **File name** text box.

USING SCAN AND PRINT

Options Not Available for Adobe PDF files:

The following options are not available when saving as an Adobe PDF.

- Copies
- Stock type
- Sides imaged
- Output
- Finishing
- Account

Scan and Save Documents — continued

note...

When **Save As: PDF** is selected in the Save section, the Print section on the right side of the screen changes to PDF Options.

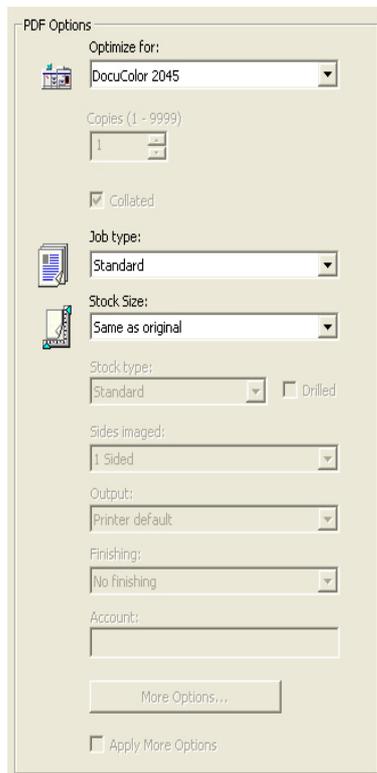
When **Save As: RDO** is selected, this section changes to Job Ticket Settings section.

12

Select a printer from the **Optimize for** or the **Printer** drop-down list box.

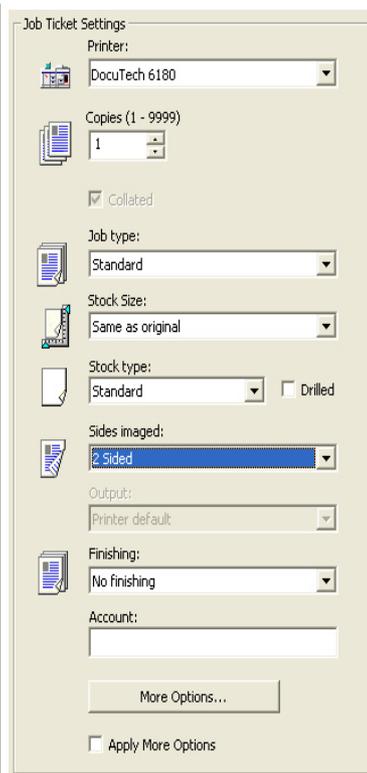
13

Select other appropriate options from this section.



The screenshot shows the 'PDF Options' dialog box. It has a title bar 'PDF Options'. The 'Optimize for:' dropdown is set to 'DocuColor 2045'. 'Copies (1 - 9999)' is set to 1. The 'Collated' checkbox is checked. 'Job type:' is set to 'Standard'. 'Stock Size:' is set to 'Same as original'. 'Stock type:' is set to 'Standard' with a 'Drilled' checkbox. 'Sides imaged:' is set to '1 Sided'. 'Output:' is set to 'Printer default'. 'Finishing:' is set to 'No finishing'. There is an empty 'Account:' field. At the bottom, there is a 'More Options...' button and an 'Apply More Options' checkbox.

Save As: PDF



The screenshot shows the 'Job Ticket Settings' dialog box. It has a title bar 'Job Ticket Settings'. The 'Printer:' dropdown is set to 'DocuTech 6180'. 'Copies (1 - 9999)' is set to 1. The 'Collated' checkbox is checked. 'Job type:' is set to 'Standard'. 'Stock Size:' is set to 'Same as original'. 'Stock type:' is set to 'Standard' with a 'Drilled' checkbox. 'Sides imaged:' is set to '2 Sided'. 'Output:' is set to 'Printer default'. 'Finishing:' is set to 'No finishing'. There is an empty 'Account:' field. At the bottom, there is a 'More Options...' button and an 'Apply More Options' checkbox.

Save As: RDO

14

Select the green Scan and Save button. Your file is saved to the selected location.

15

When you have finished using Scan and Print, select **[File: Exit]**, or select the **Close** button **[X]**.

USING SCAN AND PRINT

Scan, Print, and Save an RDO or PDF

You can scan a black and white or color document, print it and then save it as an RDO or PDF using Scan and Print. You can save the RDO or PDF into a directory in the Windows file system or into a cabinet in Document Library.

1

Open Scan and Print.

2

Place a hardcopy document on the scanner glass or in the multi-sheet feeder.

3

Select **[Print & Save]** in the Options section. The green button at the bottom of the screen is activated for Scan, Print & Save.

4

In the Scan section:

- Original sides imaged: Select **[1 Sided]** or **[2 Sided]**.

- Original page size: Select the size of your hardcopy document from the drop-down list box.

If you select **[Custom]**, the Custom Size Selection dialog box displays. Enter the page size of your hardcopy document.

note...

The page sizes available in the Custom Size Selection dialog box depend on the scanner attached to your workstation.

- Mode: Select the **[Color]** or **[Black and white]** button.

- Image Orientation: Select **[Standard]** to maintain the orientation of the image; Select **[Rotated]** to rotate the image 90 degrees to the right.

note...

You can select the Rotated option only once; you cannot rotate your image more than 90 degrees to the right.

- Reduce / Enlarge: Select the **[Fit to output stock size]** to make your scanned image fit a different stock size; select **[Scale to]** if you wish to change the size of the image between 38% and 200%.
- Brightness: Select a number between 10 and -10 to lighten or darken your image

- Select the **[Advanced Scanning...]** button to apply DigiPath enhancements to your document.

5

In the Save section:

- Select the **[RDO]** option button or select the **[PDF]** option button.
- If you want your RDO to display immediately after scanning, mark the **Display in DSM** check box. If you want your PDF to display after scanning, mark the **Display in Acrobat** check box.
- Select the **[Browse]** button. The Save As dialog box displays.

...continued

USING SCAN AND PRINT

Scan, Print, and Save an RDO — continued

6

Use the **Save in** drop-down list box to navigate to and select the Windows location where you want to store your file.

8

Select **RDO Files (*.rdo)** or **PDF Files (*.pdf)** from the **Save as type** list box.

10

If you selected **Black and white** as the Mode, the Enhance Image section is available.

11

In the Enhance Document section: Mark the check boxes for **[Header]**, **[Footer]**, or **[Page numbers]** to add to your document.

OR

9

Select the **[Save]** button to close the Save As dialog box and return to Scan and Print. The path for your job displays in the Location text box.

Select **[Deskew]** or **[Despeckle]**.

- Deskew eliminates the skew of an image.
- Despeckle removes stray pixels that appear as “dirt” on an image.

- Select the **[Setup]** button.
- Make the appropriate selections for the **Header, Footer, and Page Numbers** tabs.

Select **[Apply]**, and then select **[OK]**.

...continued

7

Type the name of your file in the **File name** text box.

USING SCAN AND PRINT

Scan, Print, and Save an RDO — continued

12

To save as an RDO:

In the Job Ticket Settings section:

- Select a printer from the **Printer** drop-down list box.
- Enter the number of copies in the **Copies** text box.
- Mark or clear the check box for **Collated**.
- Select the appropriate options to define your output from the **Job type**, **Stock Size**, **Stock type**, **Sides imaged**, **Output**, and **Finishing** drop-down list boxes.

To save as a PDF:

In the PDF Options section:

- Select a printer from the **Optimize for** drop-down list box.
- Select the appropriate options to define your output from the **Job type** and **Stock Size** drop-down list boxes.
- If desired, type an account name or number in the **Account** text box.

13

If you are saving as an RDO, and you wish to make changes to the default job ticket, select the **[More Options]** button. Make changes to the job ticket in the Job Setup dialog box and then select **[OK]**.

Mark the **Apply More Options** check box to apply the changes.

14

Click on the green **[Scan, Print & Save]** button.

15

When you have finished using Scan and Print, select **[File: Exit]**, or select the **Close** button **[X]**.

USING **SCAN AND PRINT**



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SCANNING

Input Document Information

The Condition of Your Hardcopy

Always be aware of the condition of your hardcopy documents. The condition of the hardcopy, or input, document will determine how you scan a document, or whether you must create a new original. If a hardcopy document is in good condition, you can use the multi-sheet or single-sheet feeder. If the hardcopy document is fragile or damaged, use the document glass for the most reliable scan.

Determine the Condition of Your Hardcopy

Good Condition:

- No staples or clips
- Flat and smooth pages
- Cleanly punched holes

Fragile Condition:

- Flattened creases or folds
- Excessive curling
- Slightly torn edges
- Coated or glossy stocks

Damaged Condition:

- Rough or torn holes
- Stapled or clipped pages
- Heavy folds or wrinkles
- Very rough or smooth surface paper (e.g., FAX paper)
- Transparencies
- Paste-ups (hardcopy that has tape or glue holding images in place)
- Vellum

Input Document Type

If your hardcopy document is:	Example	Use this part of the scanner
A bound document	Book, magazine, or stapled set of pages	Document glass
A single page	Letter, form or statement	Single-sheet feeder or multi-sheet feeder
An unbound document with printing on 1 or 2 sides	Article, presentation, or report	Multi-sheet feeder

NOTE: Use the icon in the scanning application to help you properly position the hardcopy document on the scanner.

SCANNING

Quick Points

○ More about Scanning:

Refer to the DigiPath application Help systems for information on your scanner.

○ Image Quality and Scanning:

For best image quality when scanning, select the destination printer you plan to use when printing the RDO. Why? When you scan an image, the image resolution dictates the quality of the image. If you scan an image at 300 dots per inch (dpi), and the printer can produce 600 dpi, the image quality is slightly distorted.

Scanning Suggestions

To scan directly to an RDO:

1

Open Document Scan and Makeready. A new RDO displays.

note...

You can open an existing RDO and add images to it or add images to the new RDO.

2

Select **[Options: Settings]** from the menu bar. The Settings dialog box displays.

3

Select **[Scanning]** from the **Settings** list box.

4

Select the **Scan directly to RDO document** option button.

5

Select **[OK]** to close the Settings dialog box and apply your changes.

6

Select **[Insert: Scan Images]** or the **[Scan Images]** toolbar button to open the scanning application and scan your images.

SCANNING

Quick Points

○ Using the Directory Viewer:

You can drag and drop images from the **Scan Directory** tab in the Directory Viewer into any RDO you wish. This moves a TIFF file into an RDO. To copy a TIFF file into an RDO, hold **<CTRL>** while dragging.

Scanning Suggestions — continued

To scan to a directory:

1

Open Document Scan and Makeready. A new RDO displays.

2

Select **[Options: Settings]** from the menu bar. The Settings dialog box displays.

3

Select **[Scanning]** from the **Settings** list box.

4

Select the **Scan to directory** option button.

5

Type a complete directory path in the Default directory for scanned images text box. The default path is **e:\DigiPath\Scan Directory**.

note...

This causes the TIFF files created to display in the **Scan Directory** tab in the Directory Viewer window. If the Directory Viewer window is not displayed, you can select **[View: Directory Viewer]**.

6

Select **[OK]** to close the Settings dialog box and apply your changes.

7

Select **[Insert: Scan Images]** or the **[Scan Images]** toolbar button to open the scanning application.

SCANNING

Quick Points

○ Defining the Printer Family:

It's a good idea to specify the printer you plan to use to print your RDO. That way, the DSM software will display only the options your printer can support.

Creating Different Job Types

Standard RDOs can be 1-sided or 2-sided. Standard RDOs are printed with one page per side of a sheet of paper. You can add any supported content (TIFF, JPEG, PostScript, Adobe PDF, or another RDO) to a standard RDO. For more information on adding (inserting) existing files to an RDO, please refer to section 10 in this book, *RDOs and Other File Types*.

To create a standard RDO, follow these steps:

With DSM open:

1

Select **[Format: Document]** from the menu bar. The Document Properties dialog box displays.

note...

If you have an RDO open, you will be prompted to save your changes before opening a new document. DSM can have only one RDO open at a time.

2

Select the **General** tab.

3

You can select a site-specific printer from the **Printer family** drop-down list box. Select **[Unspecified]** if you are unsure which printer you plan to use to print the RDO.

note...

Only printers defined on your workstation display in the **Printer family** drop-down list box.

4

Select **[Standard]** from the **Job type** drop-down list box.

5

Select the **Portrait** or **Landscape** option button in the Orientation section.

6

Select the **1 sided, 2 sided**, or **Head to Toe** option button in the Sides Imaged section.

7

Mark or clear the **Auto-Fit** check box.

note...

If you mark the **Auto-Fit** check box, the **When scanning** and **When printing** option buttons become available. Select one of these buttons to determine when to auto-fit your images.

8

If you selected a highlight color printer from the **Printer family** drop-down list box, you can select a highlight color for your RDO from the **Document highlight color** drop-down list box.

...continued

SCANNING



Quick Points

○ Sections in Standard Jobs:

You can create sections in your RDOs by selecting **[Insert: Tag Section]**. You can create section-level headers, footers, and page numbers in your RDO.

○ Printing Standard Jobs:

There are no limitations for special pages or inserts in standard jobs, except those imposed by the selected printer.

Create a Standard RDO — continued

9

You can select the **Layout** tab to define margins and the default image position for pages in your RDO.

10

You can select the **Paper** tab to edit the default paper stock or to define up to nine additional paper stocks for your RDO. You can also define covers for your RDO on the **Paper** tab.

note...

Paper Stock #1 is the default stock for the document.

11

You can select the **OCR** tab to index the text of the images in your RDO, and to choose the appropriate settings for the OCR functionality.

12

You can select the **Headers** tab to apply and define the appearance of a document-wide header.

13

You can select the **Footers** tab to apply and define the appearance of a document-wide footer.

14

You can select the **Page Numbers** tab to apply and define the appearance of document-wide page numbers.

15

Select **[OK]** to close the Document Properties dialog box.

You can now scan images, **[Insert: Scan Images]**, or insert images, **[Insert: File]**, into the RDO.

16

When you are ready to print the RDO, select **[File: Production Print]**. Select your desired printer from the **Printer** drop-down list box, and select **[OK]** to submit the print job.

SCANNING



Quick Points

Three Types of Signatures:

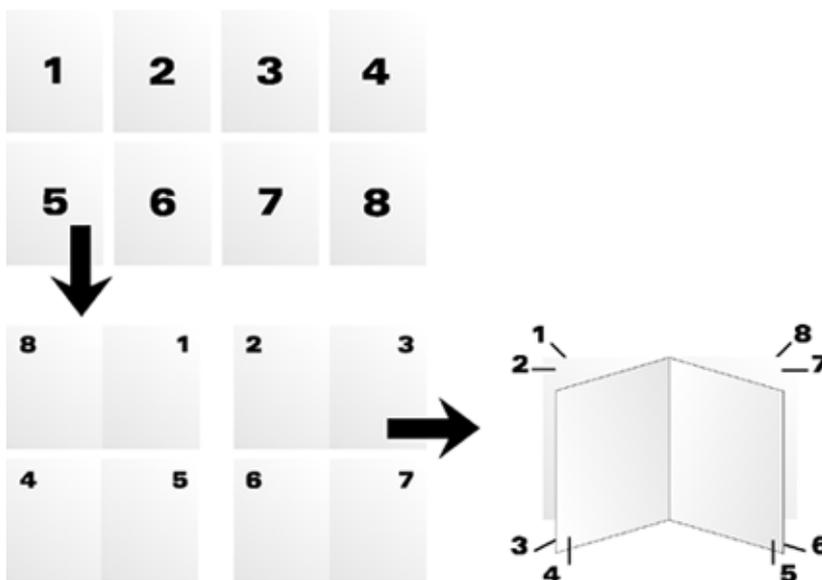
DigiPath features three types of signature jobs:

- Booklet, which can be portrait or landscape.
- Calendar, in which the page height is greater than the page width and pages are printed head-to-toe.
- Pamphlet, in which the page height is greater than the page width.

Create a Signature RDO

Signature jobs are always 2-sided. Signature jobs are printed side-by-side on one side of a sheet of paper. You can then fold the printed document to create a booklet, calendar, or pamphlet.

A Signature Document



With DSM open:

1

Select **[Format: Document Properties]** from the menu bar. The Document Properties dialog box displays.

note...

If you have an RDO open, you will be prompted to save your changes before opening a new document. You can have only one RDO open in one instance of DSM at a time. You can, however, open multiple instances of DSM.

2

Select the **General** tab.

3

Select the desired printer from the **Printer family** drop-down list box.

note...

Not all printers support the signature job type.

4

From the **Job type** drop-down list box, select the desired Signature type. Check the Quick Points above for descriptions of Signature types.

...continued

SCANNING



Quick Points

○ Inserts are Not Available:

You cannot add inserts (direct or blank) to a Signature RDO.

○ Printing Signatures:

Always create the RDO so that the page is half the size of the paper stock you specify.

Create a Signature RDO — continued

5

While the **General** tab is still displayed, mark the **Auto-Fit** check box if you plan to scan hardcopy to add pages to your signature RDO. (You should also select the **When scanning** option button.)

6

Select the **Layout** tab to define margins and the default image position for pages in your RDO.

7

Select the **Paper** tab to edit the default paper stock or to define up to nine additional paper stocks for your RDO. You can also define covers for your RDO on the **Paper** tab.

note...

Paper Stock #1 is the default stock for the document.

8

Select the **OCR** tab to index the text of the images in your RDO and to choose the appropriate settings for the OCR functionality.

9

Select the **Headers** tab to apply and define the appearance of a document-wide header.

10

Select the **Footers** tab to apply and define the appearance of a document-wide footer.

11

Select the **Page Numbers** tab to apply and define the appearance of document-wide page numbers.

12

Select **[OK]** to close the Document Properties dialog box.

You can now scan or insert images into the RDO. Remember that when you insert images, you may have to scale them to fit the size of the page frame if you did not select **Auto-Fit**.



CAUTION

If you change the default paper stock for a Signature RDO in the production print job ticket, do not save the job ticket into the RDO. If you do, the default stock for the RDO changes, and you will have to reposition all the images in the RDO.

When you are ready to print the RDO, select **[File: Production Print]**. Select your desired printer from the **Printer** drop-down list box, and select **[OK]** to submit the print job.

SCANNING



Quick Points

○ Inserts are Not Available:

You cannot add inserts (direct or blank) to an N-Up RDO.

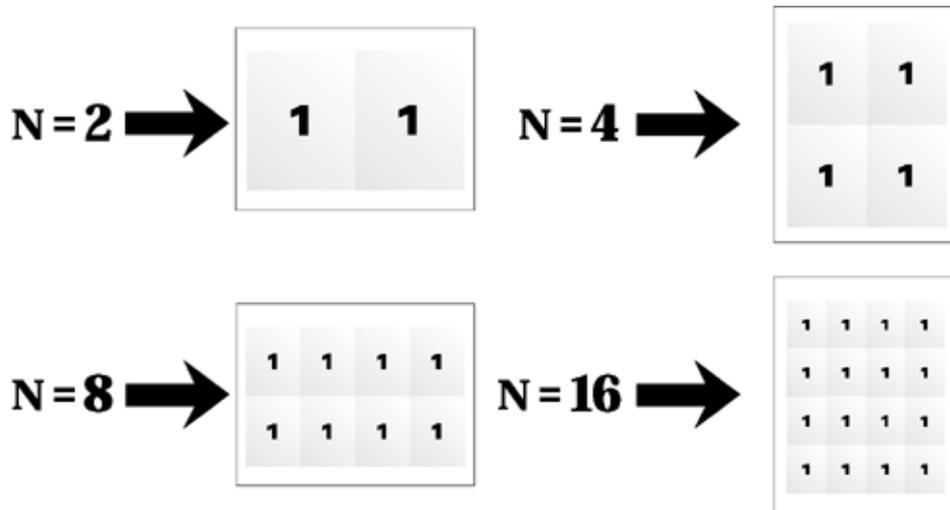
○ Printing N-Up RDOs:

When you are creating an N-Up RDO, the page size should be 1/N compared to the size of the paper stock selected at print time.

Create an N-Up RDO

With N-Up, you can print 2, 4, 8, or 16 copies of the same RDO page on a single side of a sheet of paper. N-Up RDOs can be printed as 1-sided or 2-sided.

N-Up Orientation Examples



This is the easiest way to make an N-Up RDO. There are also lots of other ways. Refer to the DSM Help system for more information.

With DSM open:

1

Select **[File: New]**. The New dialog box displays.

note...

If you have an RDO open, you will be prompted to save your changes before opening a new document. You can have only one RDO open in one instance of DSM at a time. You can, however, open multiple instances of DSM.

2

Select the **Wizards** tab.

3

Select the **N Up RDO Wizard** icon.

4

Select **[OK]** to close the New dialog box and start the wizard.

5

Select the desired printer from the **Printer family** drop-down list box.

note...

Not all printers support the N-Up job type.

6

Make selections as the N-Up wizard walks you through all the decisions you need to make regarding an N-Up RDO. This includes the number of RDO pages printed on one side of a sheet of paper (N), desired paper stock, margins, OCR, covers, headers, footers, and so on.

...continued

SCANNING

Quick Points

Orientation Options Not Available:

When creating an N-Up document, notice that the Orientation option is not available.

Create an N-Up RDO — continued

7

Select **[Next>]** to proceed through the steps in the wizard, or select **[<Back]** to return to a previous step.

8

Select **[Finish]** to complete the wizard. The New RDO Information dialog box displays with a summary of your selections.

9

Mark the **Add pages to the new document when the wizard finishes** check box if you want to scan or insert files to the RDO after the wizard completes. You can select the **Using the Insert Scan Images dialog** option button or the **Using the Insert File dialog** option button if this check box is marked.

10

Select **[OK]** to close the New RDO Information dialog box and begin editing the RDO.

note...

Before you make extensive changes to your new N-Up RDO, it's a good idea to save and name your document.



CAUTION

If you change the default paper stock for an N-Up RDO on the production print job ticket, do not save the job ticket into the RDO, or you will have unexpected results.

11

When you are ready to print the RDO, select **[File: Production Print]**. Select your desired printer from the **Printer** drop-down list box, and select **[OK]** to submit the print job.

SCANNING



Quick Points

○ Inserts are Not Available:

You cannot add inserts (direct or blank) to an RDO that is defined as 2-Up Flip.

○ Printing 2-Up Flip RDOs:

Always create the document so that the page is half the size of the paper stock selected at print time.

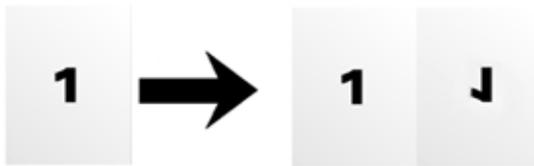
○ Orientation Options Not Available:

When creating a 2-Up flip document, notice that the Orientation option is not available.

Create a 2-Up Flip RDO

2-Up Flip is an RDO formatting option in which two copies of the same RDO page are printed side by side on one sheet of paper with one copy rotated 180 degrees. 2-Up Flip RDOs can be printed as 1-sided or 2-sided, but cannot be printed duplex head-to-toe.

2-Up Flip Right Orientation Example



7

It is strongly suggested that you mark the **Auto-Fit** check box if you plan to scan a hardcopy document to add pages to your 2-Up Flip RDO. (You should also select the **When scanning** option button.)

8

If you selected a highlight color printer from the **Printer family** drop-down list box, you can select a highlight color for your RDO from the **Document highlight color** drop-down list box.

9

You can select the **Layout** tab to define margins and the default image position for pages in your RDO.

...continued

1

Open Document Scan and Makeready. A new RDO displays.

2

Select **[Format: Document]**. The Document Properties dialog box displays.

3

Select the **General** tab.

4

You can select a site-specific printer from the **Printer family** drop-down list box. Select **[Unspecified]** if you are unsure which printer you plan to use to print the RDO.

note...

Not all printers support the 2-Up Flip job type.

5

Select **[2 Up flip left]** or **[2 Up flip right]** from the **Job type** drop-down list box.

6

Select the **1 Sided** or **2 Sided** option button in the Sides Imaged section.

SCANNING



Quick Points

○ Page Numbering in Wizards:

In the Page Numbering section of the wizards, you can enable page numbering. You must also select the **[Format Automatic Page Numbers]** button to apply a style for your page numbers if you want them to display. The default page numbering style is Blank.

Create a 2-Up Flip RDO — continued

10

You can select the **Paper** tab to edit the default paper stock or to define up to nine additional paper stocks for your RDO. You can also define covers for your RDO on the **Paper** tab.

note...

The default paper size for 2-Up flip RDOs is 17 x 11 inches.

11

You can use the **OCR** tab, the **Headers** tab, the **Footers** tab, and the **Page Numbers** tab to modify your RDO.

12

Select **[OK]** to close the Document Properties dialog box. A confirmation dialog box displays, informing you that all the paper stocks in the RDO will be reset to the size of the default stock.

13

Select **[OK]** to continue.

You can now scan images or insert images into the RDO.



CAUTION

If you change the default paper stock for a 2-Up Flip RDO on the production print job ticket, do not save the job ticket into the RDO or you will have unexpected results.

When you are ready to print the RDO, select **[File: Production Print]**. Select your desired printer from the **Printer** drop-down list box, and select **[OK]** to submit the print job.

SCANNING



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IMAGE EDITING



Image Editing Functions

Command Name	What it Does	Bounding Box Needed	Available in Image Editor?	Available in Edit Mode?	Available for Color Images?
Edit: Cut	Cuts the selection and places its contents on the Windows Clipboard.	Optional	Yes	Yes	Yes
Edit: Copy	Duplicates the selection and places the copy on the Windows Clipboard.	Optional	Yes	Yes	Yes
Edit: Paste	Places the contents of the Windows Clipboard at the insertion point in the RDO as a separate image.	Optional	Yes	Yes	Yes
Graphics: Fill Image	Places a block of color (black, white, gray or color) into the defined area of an image.	Optional	For B/W or grayscale images only, [Edit: Fill] .	Yes	Yes
Graphics: Frame Image	Places a block of color (black, white, gray, or color) outside the defined area of an image, to achieve the effect of a frame.	Optional	For B/W or grayscale images only, [Edit: Frame] .	Yes	Yes
Graphics: Crop	Allows you to remove part of the image you no longer need; this function changes the image size.	Optional	No	Yes	Yes
Graphics: Fuse	Creates a single image from all the images on a selected page.	Not Available	No	No	Yes
Graphics: Invert	Changes the black pixels in an image to white, and the white pixels to black, to achieve the effect of a photographic negative. Color pixels are changed to the opposite side of the color wheel.	Optional	For B/W or grayscale images only, [Edit: Invert] .	Yes	Yes

...continued

IMAGE EDITING



Image Editing Functions — continued

Command Name	What it Does	Bounding Box Needed	Available in Image Editor?	Available in Edit Mode?	Available for Color Images?
Graphics: Colorize	Allows you to change the black pixels in a B/W image to display in a defined color. Colorize does not actually change the color of the pixels in an image.	Optional	No	No	No
Graphics: Rotate	Rotates the selected image as specified.	No	For B/W or grayscale images only, select [Edit: Rotate <option>] .	Yes	Yes
Graphics: Flip	Flips the images in the selection horizontally or vertically.	Optional	No	Yes	Yes
Graphics: Scale	Changes the size of the selected image but retains the content.	No	For B/W or grayscale images only, [Edit: Scale] .	Yes	Yes

IMAGE EDITING

Quick Points

○ Edit Mode in DSM:

Many of the functions available in edit mode are also enabled in the DSM Image Editor.

The advantage of using edit mode instead of the Image Editor is that you remain in the DSM application window.

Using the Transparent Option

The Transparent property is available only for black and white images.

There are two colors of pixels in an image: black and white. If the image is Transparent, the white pixels are not displayed. This allows you to overlay images and display only the black pixels (the content) of the image, without the edges.

To change an image to Transparent using the Image Editor, select **[Options: Transparent Mode]**.

To change an image to Transparent in the DSM main application window:

1

Select the image in the Page View window or in the Document Structure window.

2

Right-click and select **Image Properties**. You can also select **[Edit: Image Properties]** from the menu bar. The Image Properties dialog box displays.

3

Select the **Transparent** option button in the Color section.

4

Select **[OK]** to close the Image Properties dialog box.

IMAGE EDITING

Quick Points

○ Save Before Editing:

Always save your image before opening edit mode. Changes to images edited using edit mode are automatically saved to the image. If you do make a mistake...

○ You can Undo!

There is a multiple **Undo** feature, available under the **Edit** menu or by pressing **<CTRL+Z>**, that you can use to make your image edits even easier! You can Undo Delete, Cut, Frame, Fill, Crop, and other editing operations in edit mode.

○ You can Redo!

You can also **Redo** these functions if you select the **Undo** option too often.

Editing an Image

Using Edit Mode for Black and White or Color Images

1

Open an RDO in DSM.

2

Select an image from the Document Structure window.

3

Double-click on the selected image in the View window, OR select the **[Edit Mode]** toolbar button, OR select **[Graphics: Edit]**. Four bounding lines display on the selected image in the View window.

4

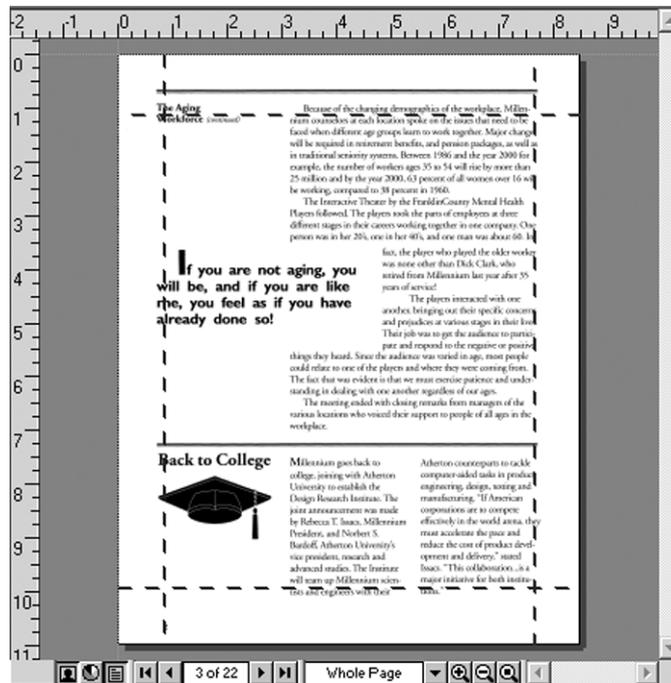
Move one or more of the bounding lines to select a specific area of the image for editing.

5

Right-click inside the bounding lines in the View window to display the available editing commands for the selection.

6

When you have finished editing the image, select any item in the Document Structure window to exit edit mode.



DSM application window - Edit Mode active



Editing an Image — continued

Using Image Editor for Black and White Images

You can use Image Editor only for black and white or grayscale images.

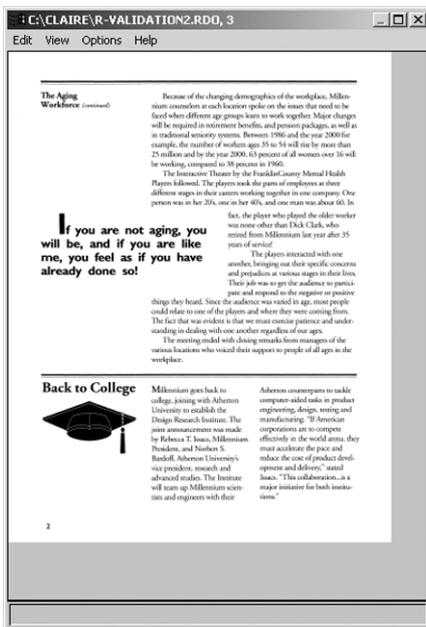


Image Editor application window

1

Open an RDO in DSM. Select one or more black and white or grayscale images from the Document Structure window.

2

3

Select **[Graphics: Edit in Image Editor]**. The Image Editor opens, displaying the selected image(s).

note...

For each image selected in the Document Structure window, a separate instance of the Image Editor displays.

4

If necessary, create a bounding box on the image by clicking and dragging diagonally. The bounding box is like using the bounding lines in Edit Mode to select an area for editing.

5

Select the desired editing command from the **[Edit]** menu.

6

When you are finished, select the **[Exit]** button to close the Image Editor and return to DSM. A confirmation dialog box displays.

7

Select **[Yes]** to confirm your changes and return to the DSM window.

Quick Points

○ When Do You Need a Bounding Box?

When you want to perform one of the following editing commands in Image Editor:

- Cut
- Copy
- Frame
- Fill
- Crop
- Invert

○ Why Do You Need a Bounding Box?

When you select a command from the **[Edit]** menu, the Image Editor applies the command with respect to the bounding box.

IMAGE EDITING

Quick Points

More about Photoshop:

To learn more about Adobe Photoshop and how to use different features, refer to the Photoshop online Help system.

Editing an Image — continued

Using Adobe Photoshop for Color Images

You can use Photoshop only for color images, and only if you have purchased and installed Photoshop on your DigiPath workstation.

1

Open an RDO in DSM.

2

Select one or more color images from the Document Structure window.

3

Select **[Graphics: Edit in Photoshop]**.

4

Select **[OK]** to acknowledge the message telling you how to bring your Photoshop changes back into DSM. The Photoshop application opens, displaying the selected image.

5

Select the desired editing command from the menu or toolbar.

6

Select **[Layer: Flatten Image]** from the Photoshop menu bar.

note...

Flattening an image in Photoshop “fuses” the image so that it cannot be edited.

7

Close the image in Photoshop. You are prompted to save changes to the image.

8

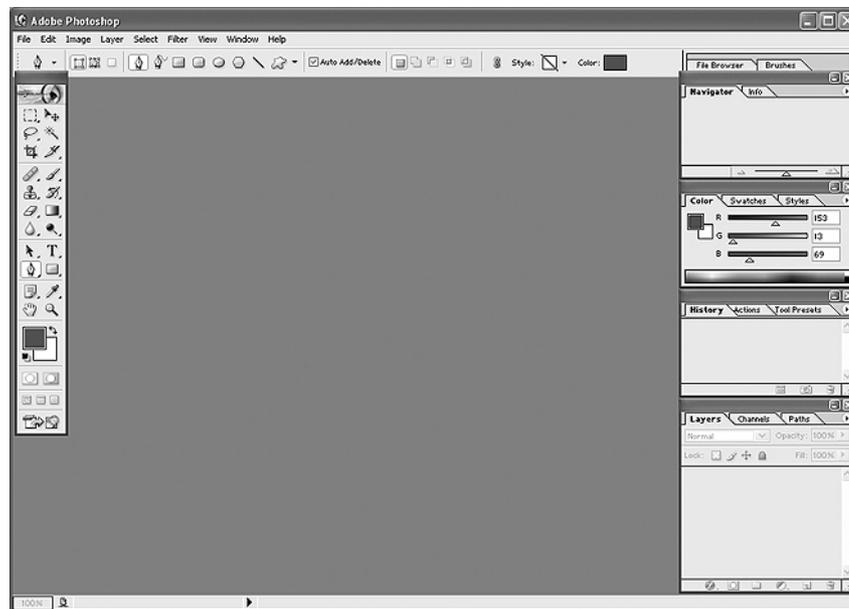
Select **[Yes]** to confirm the changes.

9

When you are finished, select **[File: Exit]** to close Photoshop and return to DSM.

10

A confirmation dialog box displays, to confirm the edits you made to the image. Select **[Yes]** to update the image in DSM.



Photoshop application window.

IMAGE EDITING

Quick Points

○ You Can Undo!

There is a multiple **Undo** feature, available in the Edit menu, you can use to make your Adobe PDF editing even easier. You can **Undo** an edit if you make a mistake.

○ You Can Edit only One PDF page at a time:

If you select a second PDF page to edit while the first is still open, you are given the option to close the first page and open the second.

Editing an Adobe PDF Segment in DSM

DSM provides an Adobe PDF editing feature that allows you to change the content of a segmented Adobe PDF containing separate text and image components.

With an RDO open:

1

Select the desired Adobe PDF page from the Document Structure window.

2

Select [**Graphics: Edit PDF page**], or select the [**Edit PDF page**] toolbar button.

note...

This option is not available if the Adobe PDF page you selected is a “flat”, or “fused”, image.

3

Select one of the icons on the page from the Document Structure window. The icons are labeled as Text or Image.

Editing a Text Object in an Adobe PDF

If you select a Text object in the Adobe PDF, you can right-click in the Page View window and select [**Text Properties**] to display the Text Properties dialog box. You can perform the following functions:

- Change the font properties of the text: font name, style, size, and color
- Change the rotation of the text object
- Change the location of the text object on the page
- Change the text itself.

note...

You can also change the location of the object by dragging and dropping in the View window.

IMAGE EDITING

Quick Points

○ If Adobe PDF Editing is Not Available:

Adobe PDF editing is not available for “flat” files, which contain only images.

Editing an Adobe PDF Segment in DSM — continued ***Editing an Image Object in an Adobe PDF***

If you select an Image object in the Adobe PDF, you can right-click in the Page View window and select from a number of editing commands.

■ You can Cut, Copy, or Delete all or part of the image.

■ Select [**Fill Image**] to display the Fill Image dialog box and apply a fill to all or part of the image.

■ Select [**Frame Image**] to display the Frame Image dialog box and apply a frame to the image.

■ Select [**Crop**] to display the Crop dialog box and crop the image.

■ Select any Enhance feature from the **Enhance** sub-menu, or apply several Enhance features using the **Custom** option.

■ Select [**Image Properties**] to display the Image Properties dialog box. You can perform the following functions:

- Change the size of the image
- Change the location of the image on the page

note...

You can also change the location of the image by dragging and dropping in the View window.

note...

Recall that you can't change the opacity of a color image.

You can select one of the sizing handles on the image and rotate or scale the image.

IMAGE EDITING



Enhancement Features

Command Name	What it Does	Common Settings	Tips	Black and white or color images
Despeckle	Removes unwanted noise, including blemishes or random specks from an image.	For a 600 dpi image, use 6 For a 300 dpi image, use 3	Do not use Despeckle on a halftone image.	Black and white only
Deskew	Straightens a crooked image.	Not applicable	Do not use Deskew on the same image more than once.	Black and white only
Darken	Allows you to increase the thickness of lines in the image.	Use 1-step increments	Not applicable	Black and white only
Register	Allows you to move the content (pixels) of an image.	Not applicable	Register takes a long time; use it only if necessary!	Black and white only
Automatic Image Enhancement (AIE)	Combines a variety of image adjustments; Contrast is the most noticeable difference.	Not applicable	Try this feature on your color images first; if the image quality is not ideal, work with the Brightness, Contrast and Sharpen features.	Color and grayscale only
Brightness	Changes the overall brightness of images.	Use 2-step increments to gradually change your image.	This feature is not available if the AIE feature is active.	Color and grayscale only
Contrast	Increases or decreases the distinctions among the lightest objects in your images.	Use 2-step increments to gradually change your image.	This feature is not available if the AIE feature is active.	Color and grayscale only
Sharpen	Changes the overall clarity of your images.	Use 2-step increments to gradually change your image.	This feature is not available if the AIE feature is active.	Color and grayscale only
Tilt	Allows you to rotate an image by a specified angle measurement. Tilt permanently changes the content of the image; it is not a simple rotation.	Use 5-degree increments until the image is close to the desired position.	Use Tilt to do coarse image straightening; use Deskew for fine adjustments.	Black and white, grayscale or color

IMAGE EDITING

Using the Register Enhance Settings

To access the Register Enhance Settings, select **[Graphics: Enhance > Custom], [Register]**. There are Horizontal settings and Vertical settings for **Alignment**, **From line longer than**, and **Ignore Edge**. The following pages explain these settings.



CAUTION:

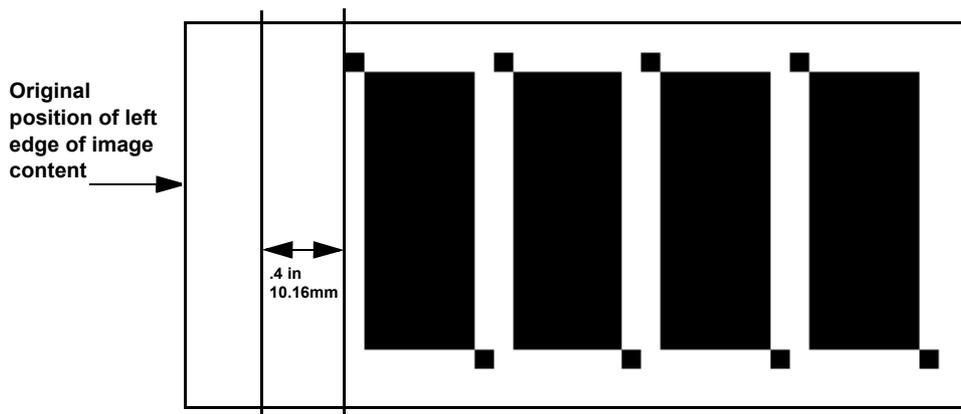
You can lose image content using the Register feature as shown in some of the following examples. Any image content beyond the image edges is removed from the image.

Let's look at how the Register settings affect the position of the image content using the following image as an example.



Register allows you to define the position of the image content (the black pixels). When you register the above image, you are moving the black pixels of the image. The size of the image does not change.

For example, if you apply a Horizontal alignment setting of **.4 inches, Left to the original image**, you move the image AWAY FROM the Left edge of the image by .4 inches. The image appears as follows:



note...

You can apply the Horizontal alignment with respect to the Right edge of the image. You can also apply the Vertical alignment with respect to the Top or Bottom edge of the image.

IMAGE EDITING

Quick Points

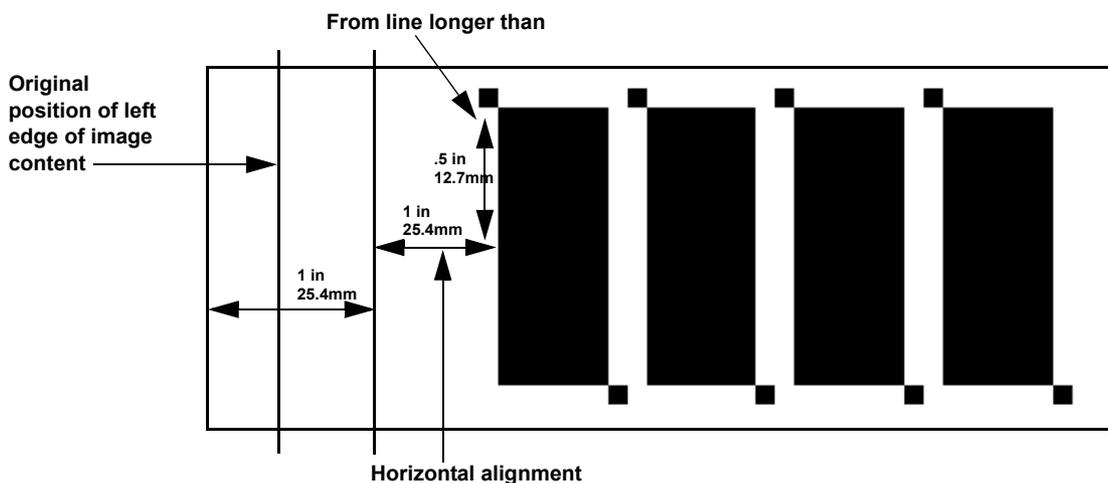
○ Help:

The DSM online Help system is excellent! There is plenty of information to help you understand these features better.

Using the Register Enhance Settings — continued

The **From line longer than** setting works WITH the Alignment settings. When you type a value in **From line longer than** text box, the software locates a line longer than the value, and moves the image content so that the defined image edge displays with respect to both the Alignment setting and the specified line.

For example, if you apply a **Horizontal alignment** setting of **1 inch, Left** with a **From line longer than** setting of **.5 inches** to the original image, the image appears as follows:



Notice that the image content is NOT moved 1.5 inches away from the left edge of the image. Instead, the line longer than .5 inches displays 1 inch away from the left edge of the image.

IMAGE EDITING



Using the Register Enhance Settings — continued

The **Ignore Edge** setting also works with the **Alignment** and **From line longer than** settings. When you type a value in the **Ignore Edge** text box, the software applies a kind of margin to the image, then begins the alignment.

For example, if you apply a **Horizontal alignment** setting of **1 inch, Left**, with a **From line longer than** setting of **.5 inches**, and an **Ignore Edge** setting of **1 inch** to the original image, the image appears as follows:

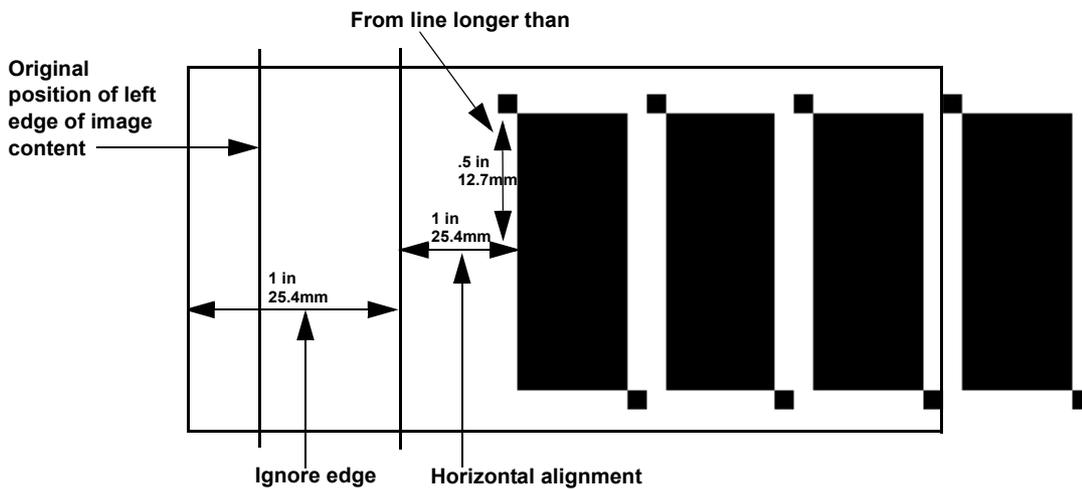


IMAGE EDITING

Quick Points:

○ Changing Default Settings:

You can use the DSM Help system for specific instructions on changing the default settings for the Enhance features.

○ You can Undo!

There is a multiple **Undo** feature, available in the **Edit** menu, you can use to make your image enhancements even easier! You can undo all Enhance operations in DSM. You can also **Redo** the operations.

Enhancing Images

DSM provides enhancement features for black and white images, as well as a separate set of enhancement features for color images. These features allow you to improve the overall appearance of your images.

Applying One Enhance Feature

With an RDO open:

1

Select the desired images, pages or sections from the Document Structure window.

2

Select [**Graphics: Enhance** > **feature name**]. The feature is applied to the images or pages you select. DSM uses the default setting for the feature.

Applying Several Enhance Features

With an RDO open:

1

Select the desired images, pages, or sections from the Document Structure window.

2

Select [**Graphics: Enhance** > **Custom**]. The Image Enhance Options dialog box displays.

3

Mark the check box for an **Enhancement** feature in the **Image Enhance options** list box (such as, **Despeckle**) to enable the feature.

4

Select the feature name to display the settings for the feature.

5

Adjust the settings for the feature as needed for the selected images (for example, move the slider to 4).

...continued

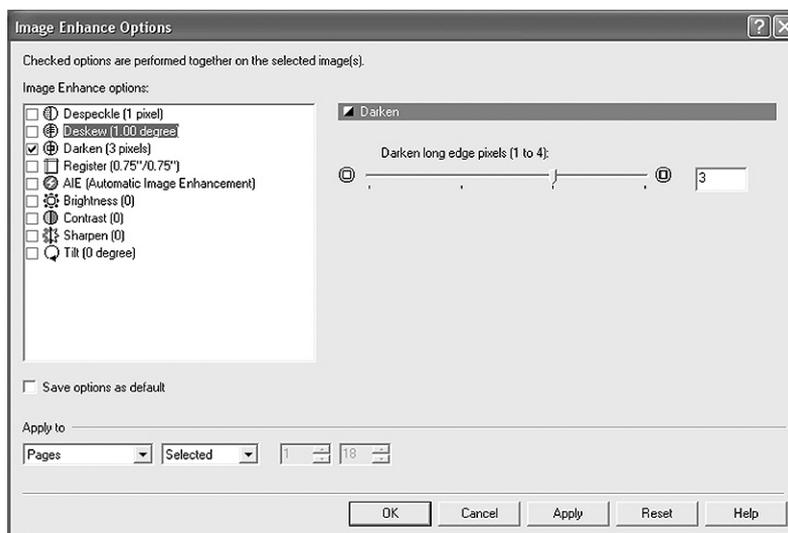


Image Enhance Options dialog box in DSM

IMAGE EDITING



Enhancing Images — continued

6

Repeat steps 3-5 until you have enabled all the desired Enhancement features.

7

You can mark the **Save options as default** check box to update the default settings as you specified.

8

Select **[Pages]** from the first drop-down list box in the Apply to section.

note...

The options in the first drop-down list box change, depending on whether the RDO is 1-Sided or 2-Sided.

9

Select **[All]**, **[Selected]**, or **[Range]** from the second drop-down list box in the Apply to section to indicate the pages that you want to enhance.

10

If you selected **[Range]**, specify the starting and ending pages in the appropriate text boxes in the Apply to section.

11

Select **[OK]** to apply all the Enhance features you enabled.

note...

You can use the **[Reset]** button in the Image Enhance Options dialog box to reset all the Enhance features to their default settings.

Quick Points

○ **Black and White Enhance Order:**

The following list shows the order in which the Enhance operations are applied to black and white images:

1. Tilt
2. Despeckle
3. Deskew
4. Register
5. Darken

○ **Color Enhance Order:**

The following list shows the order in which the Enhance operations are applied to color images:

1. AIE (if active, Brightness, Contrast, and Sharpen are not available)
1. Brightness
2. Contrast
3. Sharpen
4. Tilt

RDOs AND OTHER FILE TYPES

10

Quick Points

○ Copy, Move, or Link?

You can copy or move an Adobe PDF file into an RDO using Insert, but you cannot link an Adobe PDF file to an RDO.

○ PostScript Files:

You can also use **Insert** to add a PostScript file to an RDO. However, the PostScript file is converted into an Adobe PDF file upon insert.

○ Convert Options:

Select the **[Convert]** button if you want to insert the file as individual PDF pages, or to convert the PDF pages being inserted to TIFF images.

Insert an Adobe PDF File into an RDO

With an RDO open:

1

Specify the insertion point in the Document Structure window.

2

Select the appropriate insert mode.

3

Select **[Insert: File]**.

4

Select **[PDF Files (*.pdf)]** from the **Files of type** drop-down list box.

5

Use the **Look in** drop-down list box and the directory window below it to navigate to the directory containing the desired Adobe PDF file.

note...

Inserting an Adobe PDF file from a cabinet is not supported in this version of DigiPath.

6

Select the desired file.

7

Clear the **Enhance** check box. Enhancements are not applied to Adobe PDF files.

8

Specify the appropriate option from the **Insert As** drop-down list box: **Copy** or **Move**.

9

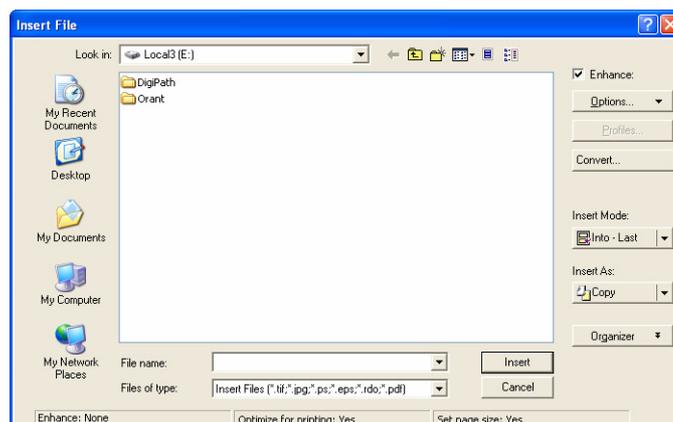
Select **[Insert]**.

10

Once the process is complete, you can specify another file to insert.

11

When you have finished, select **[Done]**.



Insert File dialog box in DSM

RDOs AND OTHER FILE TYPES

10

Quick Points

Other Ways to Insert JPEG Files:

You can also insert a JPEG file using drag and drop from the **Shared Files** tab in the DSM Directory Viewer, or by pasting a JPEG file into an RDO from the Clipboard.

Changing Enhance Settings:

You can select the **[Options]** button in the Enhance section to enable enhancement features or change settings when inserting JPEG files.

Insert a JPEG File into an RDO

With an RDO open:

1
Specify the insertion point in the Document Structure window.

2
Select the appropriate insert mode.

3
Select **[Insert: File]**.

4
Select **[JPEG Files (*.jpg *.jpeg *.jpe)]** from the **Files of type** drop-down list box.

5
Use the **Look in** drop-down list box and the directory window below it to navigate to the directory containing the desired JPEG file.

note...

Inserting a JPEG file from a cabinet is not supported in this version of DigiPath.

6
Select the desired file.

7
Mark or clear the **Enhance** check box to apply enhancements to your JPEG file upon insert.

8
Specify the appropriate option from the **Insert As** drop-down list box: **Copy**, **Move**, or **Link**.

9
Select **[Insert]**.
note...

You may receive a message regarding a resolution adjustment to your JPEG image before you can complete the insert. Select **[Yes]** to continue.

10
Once the process is complete, you can specify another file to insert.

11
When you have finished, select **[Done]**.

RDOs AND OTHER FILE TYPES

10

Quick Points

TIFF to RDO:

Supported TIFF resolutions in DSM: 1200, 600, 400, 300, 240, 200, 180, 150, 120, 100, 80, 75, 60.

More on TIFF resolutions:

If the specified printer for an RDO does not support the TIFF resolution, you will receive a message that allows you to convert the TIFF to a supported resolution.

Other Ways to Insert TIFF files:

You can also insert a TIFF file using drag and drop from the **Scan Directory**, **Shared Files**, or **Recovered Images** tabs in the DSM Directory Viewer, or by pasting a TIFF file into an RDO from the Clipboard.

Insert a TIFF File into an RDO

With an RDO open:

1
Specify the insertion point in the Document Structure window.

2
Select the appropriate insert mode.

3
Select **[Insert: File]**.

4
Select **[TIFF Files (*.tif)]** from the **Files of type** drop-down list box.

5
Use the **Look in** drop-down list box and the directory window below it to navigate to the directory containing the desired TIFF file.

note...

Inserting a TIFF file from a cabinet is not supported in this version of DigiPath.

6
Select the desired file.

7
Mark or clear the **Enhance** check box to apply enhancements to your TIFF file upon insert.

8
Specify the appropriate option from the **Insert As** drop-down list box: **Copy**, **Move**, or **Link**.

9
Select **[Insert]**.

note...

You may receive a message regarding a resolution adjustment to your TIFF image before you can complete the insert. Select **[Yes]** to continue.

10
Once the process is complete, you can specify another file to insert.

11
When you have finished, select **[Done]**.

note...

You can select the **[Options]** button in the Enhance section to enable enhancement features or change settings when inserting TIFF files.

RDOs AND OTHER FILE TYPES

10

Quick Points

○ Insert Mode and Insert As:

You cannot change the **Insert Mode** and **Insert As** options in the Insert File dialog box for each individual file you add to the Organizer window. The files are added as a group, and these options are applied when you complete the Insert command.

Insert Multiple Files into an RDO

With an RDO open:

1
Specify the insertion point in the Document Structure window.

2
Select the appropriate insert mode.

3
Select **[Insert: File]**.

4
Select the desired file type from the **Files of type** drop-down list box.

5
Use the **Look in** drop-down list box and the directory window below it to navigate to the directory containing the desired file.

note...

Inserting a file from a cabinet is not supported in this version of DigiPath.

6
Select the desired file.

7
Mark or clear the **Enhance** check box. (Enhancements are applied only to TIFF files and JPEG files, not to PostScript or Adobe PDF files.)

8
Select the appropriate option from the **Insert Mode** drop-down list box.

9
Select **[Organizer]**.

note...

If you select **[Insert]** before displaying the Organizer window, the file is inserted into the RDO immediately.

Notice that the **[Insert]** button changes to **[Add]** when the Organizer window is displayed.

...continued

RDOs AND OTHER FILE TYPES

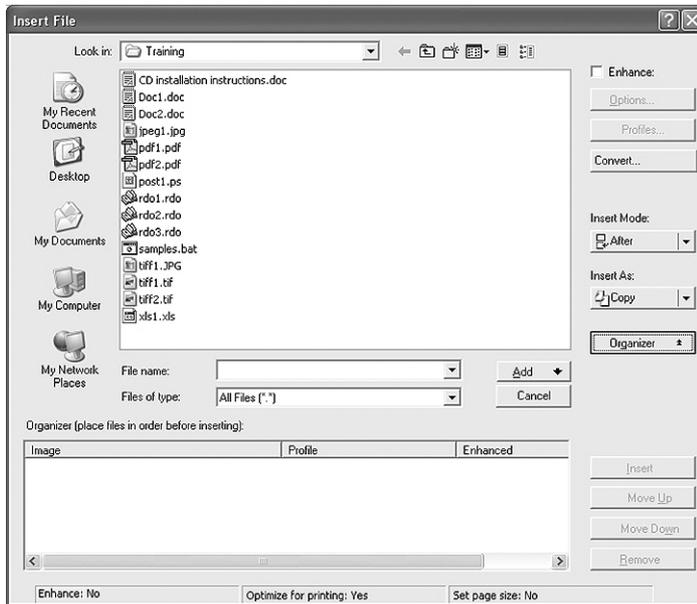
10

Quick Points

○ Removing a File:

You can remove a file from the Organizer window by highlighting the file and selecting the **[Remove]** button.

Insert Multiple Files into an RDO — continued



Insert File Dialog box with Organizer window, in DSM

10

Select **[Add]** to add the selected file to the Organizer window.

11

Navigate to and select another file, and select **[Add]** to add the file to the Organizer window.

note...

You can add as many files as you wish to the Organizer window. Keep in mind, however, that inserting a large number of files will take longer.

12

You can rearrange the files in the Organizer window. Select a file from the window, then use the **[Move Up]** or **[Move Down]** button to arrange the files in the correct order.

13

Select **[Insert]** to insert all the files displayed in the Organizer window into the RDO, in the order they appear in the window.

14

When you have finished, select **[Done]** to close the Insert File dialog box.

RDOs AND OTHER FILE TYPES

10

Quick Points

○ RDO to Adobe PDF:

The more pages in your RDO file, the longer the **Save As PDF** command takes to complete.

Save an RDO as an Adobe PDF File

There are many reasons to save an RDO as an Adobe PDF file. Adobe PDF files are portable. You can send them to customers, and they can display them, review them, and suggest changes. You can also submit Adobe PDF files to most printers or publish them on the web.

When you create an Adobe PDF file from an RDO, all the formatting of the RDO is captured in the Adobe PDF file. However, any job ticket options, including covers, inserts, and tabs are not stored in the Adobe PDF file.

With an RDO open:

1

Select **[File: Save As]**.

2

Select **[PDF Files (*.pdf)]** from the **Save as type** drop-down list box.

3

Use the **Save in** drop-down list box and the directory window below it to navigate to the directory where the new Adobe PDF file will be stored.

note...

You can also save an Adobe PDF file into a cabinet. Click on the cabinet icon in the Save As dialog box, log in to the desired server, then select the desired cabinet and folder.

4

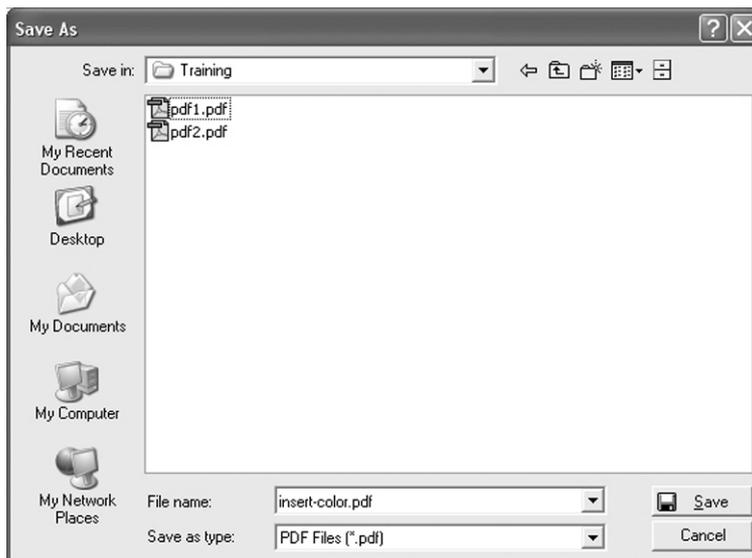
Type the file name for the new Adobe PDF file in the File name text box.

5

Select **[Save]**, if saving the file to the Windows file system, to close the Save As dialog box and create the Adobe PDF file.

note...

If saving the file to a cabinet, select the **[OK]** button to close the Save As dialog box and create the Adobe PDF file.



Save As dialog box in DSM

RDOs AND OTHER FILE TYPES

10

Quick Points

- **Selecting a Range of Pages:**

You can select a non-sequential range of pages in the RDO by pressing **<CTRL>** while clicking on each desired page in the Document Structure window.

- **For More Information:**

You can use the DSM Help system to find more information on the export options for all the supported file types.

Export TIFF, JPEG, PostScript, or Adobe PDF Segments

You can export some or all pages of an RDO to a different file type. When you export all pages of an RDO into a TIFF, JPEG, PostScript, or Adobe PDF file, the formatting from the RDO is preserved. However, the paper stock is not maintained.

With an RDO open:

1

Select one or more pages of the RDO from the Document Structure window.

2

Select [**File: Export**].

3

Use the **Export** drop-down list box and the directory window below it to navigate to the directory where the exported file will be stored.

note...

Exporting a file into a cabinet is not supported in this version of DigiPath.

4

Select the desired file type (**TIFF, JPEG, PostScript, or PDF**) from the **Export as Type** drop-down list box.

5

Type the new file name in the File name text box.

6

You can select [**Options**] to define the compression settings and file type for the exported file.

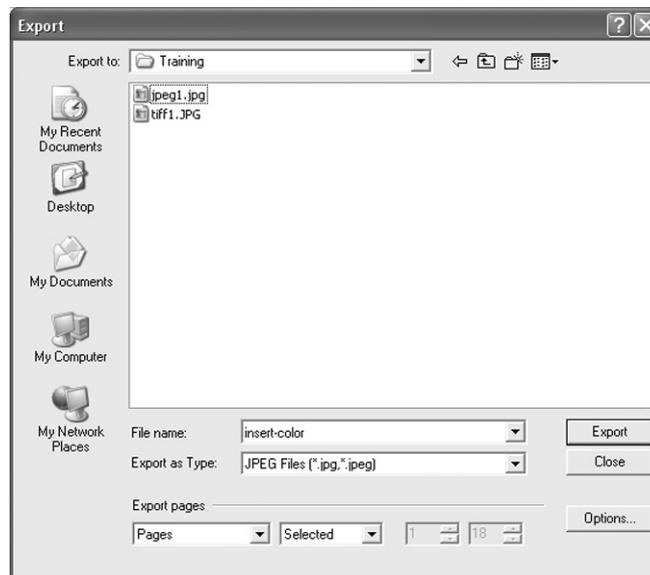
note...

The options available vary based on the file type you are exporting.

7

Select [**OK**] to save your settings and return to the Export dialog box.

...continued



Export dialog box in DSM

RDOs AND OTHER FILE TYPES

10

Export TIFF, JPEG, PostScript, or Adobe PDF Segments — continued

8

You can use the options in the Export pages section of the dialog box if you want to export pages other than those selected in the Document Structure window.

9

Select [**Export**].

10

You can complete another export when the export is complete.

11

Select [**Close**] to close the Export dialog box.

RDOs AND OTHER FILE TYPES

10

Quick Points

○ Is Network Agent Enabled?

Right-click on the **Network Agent** icon in the Windows system tray (located next to the clock in the lower right corner of your screen). Ensure that there is no check mark next to the **Disabled** option.

Convert an Adobe PDF File to an RDO

There are many ways to convert an Adobe PDF file to an RDO with DigiPath.

As discussed earlier, you can insert an Adobe PDF file directly into an RDO. This is not the same as converting the Adobe PDF file, but it does allow you to do some job ticket programming that only RDOs can use. When you insert an Adobe PDF file into an RDO, however, you may detect a loss of image quality.

If the image quality of the RDO is very important for your site, use Network Agent or Decomposition Services (refer to the next section in this chapter for Decomposition Services) to convert an Adobe PDF file to an RDO.

note...

Converting an Adobe PDF file to an RDO does not convert Adobe PDF pages to TIFF images.

Using Network Agent

The file name for an Adobe PDF file converted to an RDO using the Network Agent is **<filename.pdf.rdo>**.

Setting up Network Agent to convert Adobe PDF files to RDO files:

1 Create a source directory (e.g., **E:\pdf-convert**) and a destination directory (e.g., **E:\rdo-output**) using DigiPath File Manager or Windows Explorer.

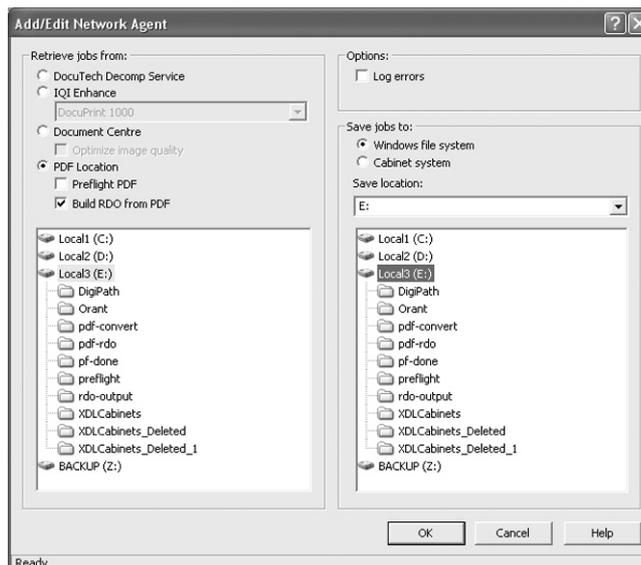
2 Place the Adobe PDF file you want to convert in the source directory. The new RDO document you are about to create will be stored in the destination directory.

3 To open Network Agent, select **[Start: Programs: Xerox DigiPath Production Software: Printer Administration: Network Agent]**.

4 Select **[Add]**.

5 Select the **PDF Location** option button in the **Retrieve jobs from** section.

6 Clear the **Preflight PDF** check box. *...continued*



Add/Edit Network Agent dialog box

RDOs AND OTHER FILE TYPES

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Convert an Adobe PDF File to an RDO — continued

7

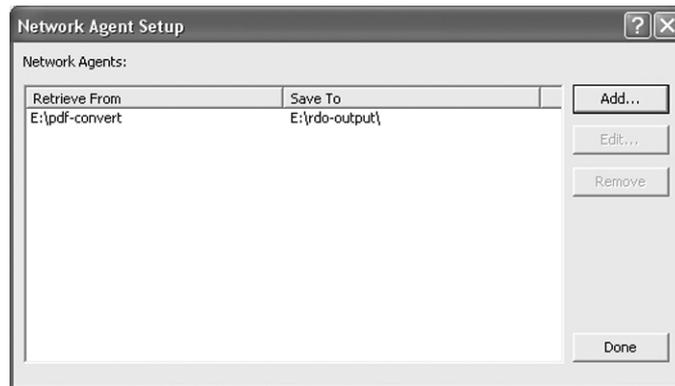
Mark the **Build RDO from PDF** check box.

8

Navigate to and select the source directory (e.g., **E:\pdf-convert**) from the list box in the Retrieve jobs from section.

9

Select the **Windows file system** option button in the Save jobs to section.



Network Agent Setup dialog box

10

Navigate to and select the destination directory (e.g., **E:\rdo-output**) from the **Save location** list box.

12

Select **[Done]** to close the dialog box.

11

Select **[OK]**. The Network Agent Setup dialog box displays with the new Network Agent information you just defined.

RDOs AND OTHER FILE TYPES

10

Quick Points

○ Network Agent Notification:

To receive status messages for **Network Agent**, right-click on the **Network Agent** icon. Ensure that there is a check mark next to the **Message Notification** option.

Convert an Adobe PDF File to an RDO — continued

Using Network Agent to create an RDO file from an Adobe PDF file:

1

Use DigiPath File Manager to copy the desired Adobe PDF file to the source directory, **E:\pdf-convert**, directory.

2

Select **[OK]** to acknowledge this message.

This conversion process completes fairly quickly, depending on the size of the Adobe PDF file.

3

Double-click on the **Network Agent** icon in the Windows system tray to display the

Network Job Log dialog box. The status of your RDO files is included in this job log.

4

Open DSM.

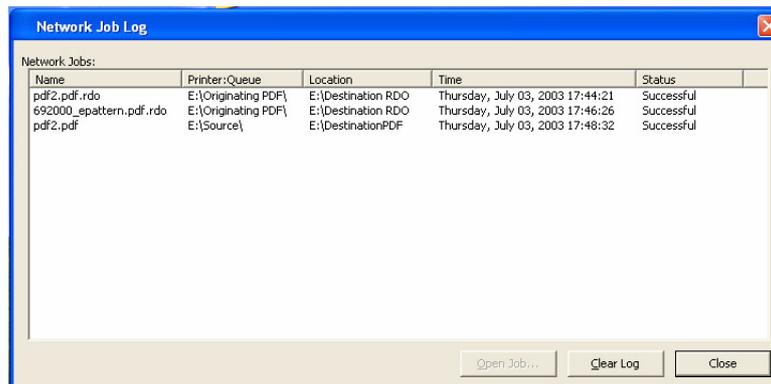
5

Navigate to and open the RDO in the destination directory, **E:\rdo-output\<filename>.pdf.rdo**.

After about 30 seconds, a DigiPath message box displays: "New Network Agent Jobs Have Arrived" if Message Notification has been enabled (see the Quick Point on this page).

note...

Remember that converting an Adobe PDF file to an RDO does not convert Adobe PDF pages to TIFF images.



Network Job Log dialog box

RDOs AND OTHER FILE TYPES

10

Quick Points

More Information on Decomposition Services:

Refer to the *DigiPath 3.0 System Administrator Guide* for more information on configuring a Decomposition Services queue.

Using Decomposition Services Output

What is Decomposition Services?

Decomposition Services is a function of the DocuSP print server (DocuSP version 2.0 and later). It allows you to use that print server to convert PostScript or Adobe PDF files to high-quality TIFF files, with one TIFF image created for each page in the original PostScript or Adobe PDF file. An RDO containing only TIFF files is submitted more efficiently to a printer than an RDO containing native PostScript or Adobe PDF.

note...

your site system administrator must have already set up a Decomposition Services queue on your DocuSP print server and configured that queue to send the resulting TIFF files back to a directory on your DigiPath workstation.

Decomposition Services has advantages over inserting a PostScript file or Adobe PDF file directly into the RDO:

- RDOs containing only TIFF files are submitted faster to print servers.
- TIFFs created using Decomposition Services preserve the image quality of the original PostScript or Adobe PDF file very well.

It's pretty easy to send files to Decomposition Services – in fact, it requires exactly the same steps as submitting a file to print.

Submitting a File to a Decomposition Service Queue

- 1 Select **[Start: Programs: Xerox DigiPath Production Software: Quick Print]**.
- 2 Select **[PDF (*.pdf)]** or **[PostScript (*.ps; *.ps2; *.bin)]** from the **Show File Type** drop-down list box in the Input section.
- 3 Navigate to and select the desired Adobe PDF or PostScript file.
- 4 Locate the desired file, and select it.
- 5 Verify that the desired file name is displayed in the File selected text box.
- 6 Type **1** in the Copies text box.
- 7 Mark the **All** check box in the Print Pages section.
- 8 Select the **[<Decomposition Services queue>]** from the **Printer** drop-down list box.
- 9 Select **[Print]** to submit the document to the Decomposition Services queue.

RDOs AND OTHER FILE TYPES

10

Quick Points

○ Drag and Drop:

You can also drag and drop decomposition services created TIFF files into an RDO from the **Converted Jobs** tab in the Directory Viewer window. However, your Decomp queue must be set up to store the TIFF files in the associated directory.

Using Decomposition Services Output — continued

Using the Output

In Document Scan and Makeready:

1

Select **[File: Open]**.

2

From the **Files of Type** drop-down list box, select **[Converted Jobs (*.formDesc)]**.

3

Navigate to the directory on your workstation that is defined to receive the output of the Decomposition Services queue.

5

Select **[Open]**.

4

Locate and select the desired file.

RDOs AND **OTHER FILE TYPES**

10

This page is intentionally blank.

WORKING WITH RDO FILES

11

Formatting Choices

Document Properties

Select **[Format: Document]** to display the dialog box where the following options are available:

On this tab	This list box or area	Contains these options	This happens when you select an option
General	Printer family	A list of the printers attached to your DSM workstation	The RDO only enables the formatting selections supported for the selected printer.
General	Job type	A list of all the possible RDO types, including Standard , Signature , and N-Up .	The RDO is formatted according to your selection, and the View window displays the RDO as it will print, with the exception of Signature documents.
General	Orientation	Portrait , Landscape option buttons	The RDO orientation changes, and the display of the RDO is updated in the Page View window.
General	Sides Imaged	1-Sided , 2-Sided , Head to Toe option buttons	The RDO properties are updated; if you select 2-Sided, odd pages are right-facing and even pages are left-facing.
General	Auto-Fit	Auto-Fit check box; When Scanning , and When Printing option buttons	RDO images are scaled to fit to the size of the RDO page frame, either when scanning or when printing.
General	Color	Document highlight color list box: Black, Blue, Green, Cardinal, etc.	Highlight color applied to images in the RDO uses the color you select. This option is available only if the selected printer family supports highlight color printing.
Layout	Margins	Top, Bottom, Left, and Right text boxes, Uniform check box.	Images placed outside the margins of the RDO do not display in the Page View window, and do not print. Mark the Uniform check box to apply the same margin to all sides of the RDO.

...continued

WORKING WITH RDO FILES



Formatting Choices — continued

On this tab	This list box or area	Contains these options	This happens when you select an option
Layout	Position from margin	<ul style="list-style-type: none"> Horizontal: Left, Center, Right, Binding, Non-binding Vertical: Top, Bottom Center 	New images added to the RDO are placed on pages in the position defined by these options. <i>The Binding and Non-binding options are only available for 2-Sided jobs.</i>
Layout	Signature Shift	Inches text box	Sets a small shift in the images to ensure that the images are aligned when the signature book is completed.
Paper	Default paper stock	[Edit Default Stock] button allows you to define the default stock. Select size, type, color, weight, and drilled options.	The default stock is the paper stock for all RDO pages. You can edit the stock for individual pages after you define the default stock.
Paper	Default paper stock	[Edit All Stocks] button allows you to define up to 12 paper stocks for the RDO. Select size, type, color, weight, and drilled options.	The paper stocks defined are available for use in the RDO. Ensure that the selected printer can support the defined paper stocks.
Paper	Covers	[Format Covers] button allows you to define front cover and back cover, and to specify the format of covers.	The covers are applied to the first and last pages of the RDO.
OCR		Index body text check box	If marked, the OCR function is enabled. OCR creates an index of the text found in the images in your RDO.
OCR	Language group	Categories of languages, including Greek, Cyrillic, Latin	DSM uses this category to describe the language of the RDO.
OCR	Languages	Languages supported for use with OCR function	DSM recognizes words in the RDO using the language you select. The languages listed change depending on the language group selected.
Headers		Display and print headers check box, Text text box	The RDO enables document-wide headers. You define the header text.
Headers	Position from margin	<ul style="list-style-type: none"> Horizontal: Left, Center, Right, Binding, Non-binding. Vertical: Top, Bottom, Center 	Headers are placed on pages in the position defined by these options. <i>The Binding and Non-binding options are only available for 2-Sided jobs.</i>

...continued

WORKING WITH RDO FILES



Formatting Choices — continued

On this tab	This list box or area	Contains these options	This happens when you select an option
Headers	Font	Font name, Style, Size, Color	Header text displays as defined by these options.
Footers		Display and print footers check box, Text text box	The RDO enables document-wide footers. You define the footer text.
Footers	Position from margin	<ul style="list-style-type: none"> Horizontal: Left, Center, Right, Binding, Non-binding. Vertical: Top, Bottom, Center 	Footers are placed on pages in the position defined by these options. <i>The Binding and Non-binding options are only available for 2-Sided jobs.</i>
Footers	Font	Font names, Style, Size, Color	Footer text displays as defined by these options.
Page numbers		Display and print page numbers check box	The RDO enables document-wide page numbers.
Page numbers	Page numbering	Automatic and Manual option buttons, options for Automatic page numbers	Page numbers update automatically or manually, as you specify.
Page numbers	Page numbering	Numbering Style list box, Start with text box, Prefix, and Suffix	Page numbers display as defined by these options. You define the Prefix and Suffix text.
Page numbers	Position from margin	<ul style="list-style-type: none"> Horizontal: From left, Center, From right, From binding edge, From non-binding edge. Vertical: Top, Bottom, Center 	Page numbers are placed on pages in the position defined. <i>The From binding edge and From non-binding edge options are only available for 2-Sided jobs.</i>
Page numbers	Font	Font name, Style, Size, Color	Page numbers display as defined by these options.

WORKING WITH RDO FILES

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Quick Points

○ Page Numbering:

There are two ways to enable page numbering: Select **[Insert: Page Numbers]** to use the Page Numbering wizard, or use the **Page Numbers** tab in the Document Properties dialog box

○ Using OCR:

First, enable OCR in the Document Properties dialog box.

Then, select **[Edit: Find]** to search the RDO for a desired word or phrase.

Change RDO Properties

1

Select **[Format: Document]**. The Document Properties dialog box displays.

2

Select the desired tab.

3

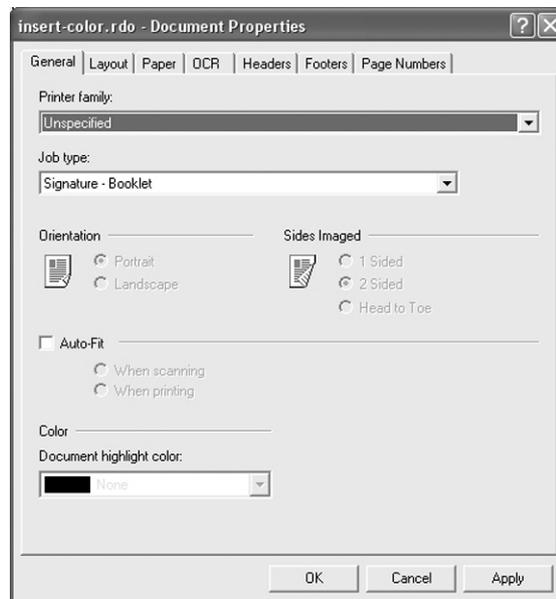
Specify the settings for your RDO.

4

Select **[OK]** when you are finished changing the RDO properties. You can also select **[Cancel]** to exit the dialog box without making changes.

note...

You can make changes in any number of tabs. You can select **[Apply]** before moving to the next tab, but this is not required.



Document Properties dialog box in DSM

WORKING WITH RDO FILES

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Quick Points

- **Highlight Color:**
You can use only one highlight color in an RDO.
- **Highlight Color Fill:**
When you apply highlight color to an image, DSM displays the highlight color as a Fill in the Document Structure window. The Fill Type is Colorize (color black pixels only), and the size of the fill is the same size as the image.
- **Highlight not Available:**
You cannot apply highlight color to color images.

Apply Highlight Color to an Image

You define the highlight color for an RDO in the Document Properties dialog box. You can then apply this color to individual images or pages of the RDO.

note...

You must have a highlight color-capable printer attached to your DigiPath machine and defined in the Printer Administration application before you can apply highlight color to an image.

1
Open an RDO in DSM.

2
Select [**Format: Document**] to open the Document Properties dialog box.

3
Select a highlight color-capable printer from the **Printer family** drop-down list box.

4
Select the desired highlight color for the RDO from the **Document highlight color** drop-down list box.

5
Select [**OK**] to close the Document Properties dialog box and apply your changes.

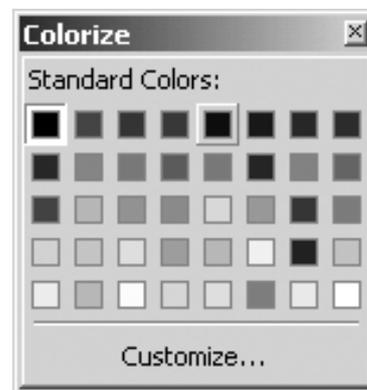
6
Select a page or an image from the Document Structure window.

7
Select [**Graphics: Colorize**]. The Colorize dialog box displays, with several shades of the specified highlight color available.

8
Select a shade. The Colorize dialog box closes, and the color is applied to the selected page or image.



Colorize dialog box for highlight color printer family



Colorize dialog box for full color or unspecified printer family

WORKING WITH RDO FILES

11

Quick Points

○ Guides Default Options:

You can change the default options for the Guides in DSM by selecting **[Options: Settings]**.

Arrange Objects on RDO Pages

DSM allows you to place up to 100 objects (including fills and text objects) on a single page of an RDO. You can add objects to a page by scanning or inserting images, or by pasting cut or copied images into the page.

note....

Select **Insert Into-First** or **Insert Into-Last** as the insert mode to place multiple objects on a page.

When there is more than one object on a page, more than one icon displays below the page icon in the Document Structure window. DSM uses "layering" to keep the objects on the page organized: Objects are displayed as though they are stacked on the page. The last object icon under the page icon in the Document Structure window is on top of the stack, and the first object is on the bottom.

Use the features on the following pages with the Page View window to arrange the objects on a page.

Tips for Arranging Objects

With DSM open:

1

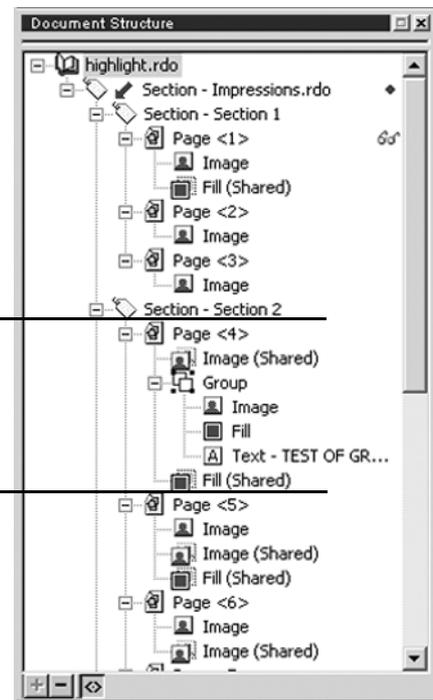
Select **[View: Rulers]** and **[View: Guides > Show Guides]** to display the rulers and guides, if they are not displayed.

2

Select the desired object or objects from the Document Structure window.

- To select consecutive pages, hold down **<SHIFT>** while clicking on the pages.
- To select non-consecutive pages, hold down **<CTRL>** while clicking on the pages.

One page



Document Structure window with multiple objects per page

WORKING WITH RDO FILES

Quick Points

○ Arranging Images:

Refer to the DSM online Help system for more information on changing the order of images or aligning images in your RDO.

Arrange Objects on RDO Pages — continued

Changing the Order of Images on the Page

The options on the Order submenu allow you to rearrange the order of images stacked on a page.

With an RDO open:

1

Select an image from the Document Structure window.

2

Select **[Graphics: Order]**. The following options are available from the Order submenu.

- Select **[Bring to Front]** to move the image to the front, or top of the stack.
- Select **[Bring Forward]** to move the image before the previous image on the page.
- Select **[Send to Back]** to move the image to the back, or bottom of the stack.
- Select **[Send Backward]** to move the image after the next image on the page.

Changing the Alignment of Images on the Page

The options on the Align submenu allow you to rearrange the images on a page relative to the margin. This does not affect the order of images on the page.

With an RDO open:

1

Select one or more images from the Document Structure window.

2

- Select **[Graphics: Align]**. The following options are available from the Align submenu:
- Select **[Align Left]** to align the image with the left margin of the RDO.

- Select **[Align Center]** to align the image with the horizontal center of the RDO.
- Select **[Align Right]** to align the image with the right margin of the RDO.
- Select **[Align Top]** to align the image with the top margin of the RDO.
- Select **[Align Middle]** to align the image with the vertical center of the RDO.
- Select **[Align Bottom]** to align the image with the bottom margin of the RDO.
- Select **[Center Entire Page]** to align the image with the absolute center of the RDO.

WORKING WITH RDO FILES

11

Quick Points

○ Fills, Text, and Fuse:

Fills and text objects are automatically included in the fused image.

○ Headers, Footers, Page Numbers, and Fuse:

Headers, footers, and page numbers are not included in the fused image.

○ Moving Images:

You can move all the images in an RDO by selecting the book icon in the Document Structure window and selecting **[Graphics: Move]**. This is useful if you decide to bind an RDO or print on drilled paper after adding content.

Arrange Images on RDO Pages — continued

Moving Images on the Page

The Move feature allows you to reposition the images on a page. This does not affect the order of images on the page.

With an RDO open:

1

Select an image from the Document Structure window.

2

You can drag the image to the desired position on the page, or select **[Graphics: Move]** to display the Move dialog box and move the image from its current position by a specified amount.

Fusing all Images on the Page

The Fuse feature allows you to create a single image from all the images on a page.

note...

When fusing a page containing both black and white and color images, you may detect a loss of image quality.

With an RDO open:

1

Select a page or a group of images from the Document Structure window.

2

Select **[Graphics: Fuse]**. The Fuse dialog box displays.

3

Mark or clear the **Include shared Images** check box.

4

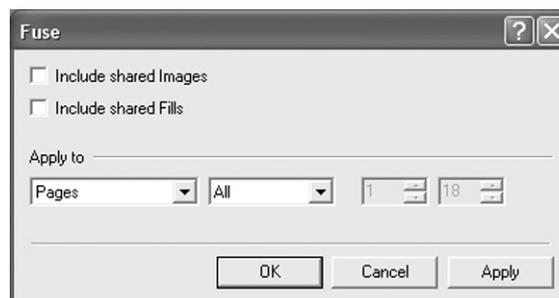
Mark or clear the **Include shared Fills** check box.

5

You can fuse pages other than those selected in the Structure window by changing the selections in the Apply to section of the Fuse dialog box.

6

Select **[OK]** to close the dialog box and fuse the specified page(s).



Fuse dialog box

WORKING WITH RDO FILES

Quick Points

○ Use the Keyboard:

Just like other Windows based applications, DSM supports the keyboard shortcuts for Cut (<CTRL+X>), Copy (<CTRL+C>), and Paste (<CTRL+V>).

Arrange Pages in an RDO

Copying, Moving, and Deleting Pages

With an RDO open:

- 1**
In the Document Structure window, select the page(s) in your RDO that you want to delete, move, or copy.
 - To select consecutive pages, hold down <SHIFT> while clicking on the pages.
 - To select non-consecutive pages, hold down <CTRL> while clicking on the pages
- 2**
Do one of the following:
 - To **delete** the page(s), select **[Edit: Delete]**. Confirm the delete command by selecting **[OK]** in the confirmation dialog box.
 - To **move** the page(s), select **[Edit: Cut]**. Confirm the cut command by selecting **[OK]** in the confirmation dialog box. The content of the page(s) is saved on the Windows Clipboard. Go to Step 3.
 - To **copy** the page(s), select **[Edit: Copy]**. Confirm the copy command by selecting **[OK]** in the confirmation dialog box. The content of the page(s) is copied to the Windows Clipboard. Go to Step 3.
- 3**
Specify the insertion point in the Document Structure window.
- 4**
Select the appropriate insert mode.
- 5**
Select **[Edit: Paste]** to paste the page(s).

WORKING WITH RDO FILES

Quick Points

○ Page Counts:

There is a charge for blank pages in a document because they go through the fuser. Direct inserts do not go through the fuser and do not incur a charge.

Arrange Pages in an RDO — continued

Adding a Blank Page with a Blank Image

A blank page with a blank image is included in the number of printed pages in a document, because it is sent through the printer fuser.

With an RDO open:

1

Specify the insertion point in the Document Structure window.

2

Select the appropriate insert mode.

note...

You cannot insert a Blank Page into another page. Therefore, the **[Insert: Blank Page]** command is not available if a page is selected and the insert mode is **[Into – First]** or **[Into – Last]**.

3

Select **[Insert: Blank Page]**.

4

Type the number of blank insert pages you wish to insert in the Number of pages text box.

5

Select the **Page with Blank Image** option button in the Page Type section.

6

Select a stock from the drop-down list box in the Paper Stocks section, or select **[Edit All Stocks]** to define a new paper stock for the blank page.

7

You can change the dimensions of the blank image using the Width and Height text boxes and the **Constrain Proportions** check box in the Blank Image Properties section.

8

Select the image resolution from the **Resolution** drop-down list box.

9

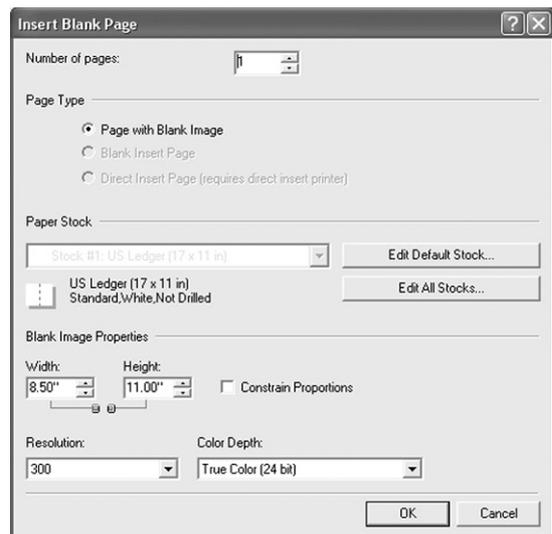
Select the appropriate option from the **Color Depth** drop-down list box.

note...

Color Depth options change based on the printer selected.

10

Select **[OK]** to close the dialog box and create the defined blank page. The page displays in the Page View window, on the defined paper stock.



Insert Blank Page dialog box

WORKING WITH RDO FILES

Quick Points

○ Section Level Information:

You can select a section from the Document Structure window, and then select **[Format: Sections]** to change the section level properties, including headers, footers, and page numbers.

Arrange Pages in an RDO — continued

Working with Sections

You can create sections in your RDOs and define separate properties (paper stock, headers, footers, and page numbers) for the sections. To create one or more sections in an RDO.

1

Open the RDO.

2

Select the pages you want to include in the section from the Document Structure window.

- To select consecutive pages, hold down **<SHIFT>** while clicking on the pages.
- To select non-consecutive pages, hold down **<CTRL>** while clicking on the pages.

3

Select **[Insert: Tag Section]**.

4

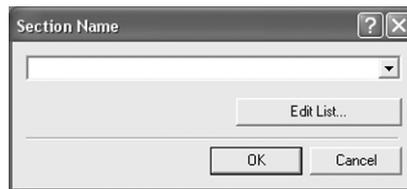
Type the desired section name in the text box provided.

note...

You can select **[Edit List]** to maintain a DSM-wide list of section tag names. This is a great feature if you frequently create sections in your RDOs. You can also select **[Edit: Section Names]** from the DSM menu bar to edit the existing Section names.

5

Select **[OK]** to close the Section Name dialog box.



Section Name dialog box

WORKING WITH RDO FILES

Quick Points

Where are Shared Images Inserted?

A shared image is inserted into the RDO at the default image position specified in the Document Properties dialog box.

Sharing and Cabinets:

You cannot insert a shared file from a cabinet in this version of DigiPath.

Shared Files (TIFF or JPEG)

A shared file is an image that appears on more than one page of an RDO. The only file types available for sharing are TIFF and JPEG files. When you add a shared file to a range of RDO pages, the file is linked to all pages in the range. This means that if you move a shared file on one page, you move the file on all pages of the RDO that share the file.

note...

If you are sharing items on selected pages, you can select the pages from the Document Structure window before you select the Share command.

- To select consecutive pages, hold down **<SHIFT>** while clicking on the pages.
- To select non-consecutive pages, hold down **<CTRL>** while clicking on the pages.

1

Open an RDO.

2

Select the appropriate insert mode.

note...

Change the insert mode option to **[Insert Into – Last]** if you want the shared image to display on top of other images on the pages that will share the file.

3

Select the pages to which you want to add the shared file from the Document Structure window.

4

Select **[Insert: Shared Image From File]**.

5

Select **[All Files]** from the **Files of type** drop-down list box.

6

Use the **Look in** drop-down list box and the directory window below it to locate the JPEG or TIFF file you want to share.

7

Mark or clear the **Enhance** check box.

8

You can use the **[Profiles]** button to specify an ICC profile for the image, if the selected file is a color image.

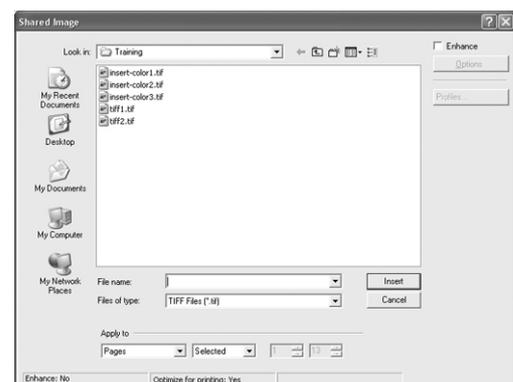
9

You can share the file on pages other than those selected in the

Structure window by changing the selections in the Apply to section of the Shared Image dialog box.

10

Select **[Insert]** to insert the shared file and close the Shared Image dialog box.



Shared Image dialog box

WORKING WITH RDO FILES

11

Quick Points

○ Color Fills:

You can create a color fill in any RDO. If the RDO is printed on a printer that is not color capable, the fill will print in grayscale.

○ Shared Fills:

You can also create a shared fill in an RDO. A shared fill is linked to all pages on which it appears.

○ Text Objects:

You can add a single text object to many pages in the RDO at the same time. However, this object is not shared after adding it to multiple pages.

○ Grouping Images:

You cannot include a shared object (fill or image) in a grouped image.

Add Other Images to an RDO

The following commands are available for creating additional images in your RDO without scanning.

Command Name	What it Does	Bounding Box Needed?	Available in Image Editor?	Available in Edit Mode?
Insert: Fill	Allows you to insert a block of color (black, white, gray, or color) onto a page as a separate image.	Optional	Yes, for black, white, and gray fills only. Fills are fused to the image.	Yes
Insert: Text	Allows you to insert a text object into a page as a separate image.	Optional	Yes	Yes
Edit: Paste Special	Allows you to select from several paste options, and then place the contents of the Windows Clipboard at the insertion point in the RDO.	Optional	No	Yes, if insert mode is Insert Before or Insert After .
Edit: Group	Groups the selected image level items.	No	No	No
Edit: Ungroup	Ungroups the selected group of items	No	No	No

WORKING WITH RDO FILES

11

Quick Points

Make Ready

With Document Scan and Makeready, you can do most of your pre-print work.

Paper Stocks

You can define up to 12 paper stocks in a single RDO.

note...

The number, size, and type of paper stocks available depend on the selected printer family.

With the RDO open:

1

Select **[Format: Paper Stocks]** from the menu bar.

2

Select a stock number from the **Stock** list box. Do not change Paper Stock 1 or you will change the default paper stock for the entire RDO. (You set this in the Document Properties dialog box.)

3

Edit the definition of the stock using the selections below the **Stock** list box. You can change the Size, Type, Color, Weight, and Drill properties for each paper stock. If the printer family you selected has an interposer, like the DocuTech 61xx family, you can also define a stock as a direct insert by marking the **[Direct Insert]** box.

4

Select **[OK]** to close the dialog box.

Covers

You can apply a front cover, back cover, or both before you submit the document for printing.

note...

Not all printer families support covers.

1

Select **[Format: Covers]** from the menu bar.

2

If you would like a front cover, define the paper stock and the printing option.

3

If you would like a back cover, define the paper stock and the printing option for the back cover.

4

Select **[OK]** to close the Covers dialog box.

Defining Paper Stocks:

Remember to define separate paper stocks for covers, tabs, and inserts you plan to use in your RDO. It may be easier to define all your paper stocks for an RDO at one time.

Printing on Different Paper Stocks:

Special paper stocks for color documents, covers, tabs, and direct inserts may require some paper tray changes at the printer.

Cover Printing:

Printing on Side 1 for the front cover represents the outside of the cover, and Side 2 is the inside of the cover.

Printing on Side 1 for the back cover represents the inside of the cover, and Side 2 is the outside of the cover.

More Cover Printing:

You can define a 1-sided cover on a 2-sided RDO, and define a 2-sided cover on a 1-sided RDO.

WORKING WITH RDO FILES

11

Quick Points

○ Tab Pages:

You can also define pages as tabs by selecting the pages and then selecting the defined tab stock from the **Paper Stock** drop-down list box on the Format toolbar.

○ Tab Stock:

Tab pages are always 1-sided; you cannot print on both sides of a tab.

Make Ready — continued

Tabs

The following procedure assumes you have created at least one tab stock in the Paper Stocks dialog box.

With an RDO open:

1

Select one or more pages that you want printed on tab stock from the Document Structure window.

- To select consecutive pages, hold down **<SHIFT>** while clicking on the pages.
- To select non-consecutive pages, hold down **<CTRL>** while clicking on the pages.

note...

You may have to insert a blank page if you don't want the images in your RDO to print on your tab pages!

2

With the page(s) selected, select **[Format: Page]**.

3

Select the **General** tab.

4

Select the number of the desired tab stock from the **Paper** drop-down list box.

5

Select **[OK]** to close the Page Properties dialog box.

Direct and Blank Inserts

There are two kinds of inserts – blank inserts and direct inserts. We'll just talk about direct inserts, but the steps for the blank inserts are almost the same!

note...

Many production printers do not support direct inserts and blank inserts. Talk to your site administrator if you are unsure.

A direct insert is a paper stock placed in the Interposer tray of a production printer. The Interposer tray ensures that the paper stock is not sent through the fuser but is added to the document in the finishing area of the printer.

...continued

WORKING WITH RDO FILES

Quick Points

Make Ready — continued

Direct and Blank Inserts

— continued

A direct insert is usually a pre printed paper stock.

To create a direct insert in your RDO, you must define a direct insert paper stock, and then add direct insert pages, with the associated paper stock to the document.

In this section, we'll assume that you already created a direct insert stock in the Paper Stocks dialog box.

1

Specify a page, section, or the RDO as the insertion point in the Document Structure window. You cannot select an image as the insertion point.

2

Select the appropriate insert mode. You cannot select **[Insert Into - First]** or **[Insert Into - Last]** if you select a page.

3

Select **[Insert: Blank Page]**.

4

Type the number of direct insert pages to insert in the Number of pages text box.

5

Select the **Direct Insert Page** (make sure you have selected a direct insert printer) option button in the Page Type section.

6

The pre-defined direct insert stock is automatically selected in the **Paper Stock** drop-down list box in the Paper Stocks section.

note...

You can also select **[Edit All Stocks]** to define a direct insert stock if necessary.

7

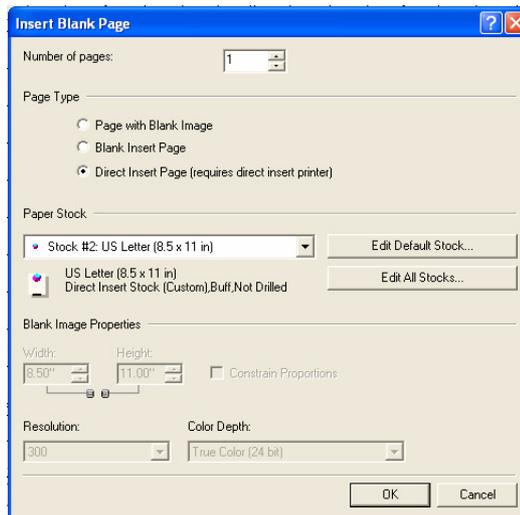
Select **[OK]** to close the dialog box and create the direct insert page. The direct insert page displays in the Document Structure window. When you select the Direct Insert icon from the Structure window, the Page View window displays the page with a Direct Insert label.

Direct Insert Stock:

You cannot define the default paper stock as a direct insert stock.

More on Inserts:

If you define inserts in an RDO, and then change the printer for the RDO to one that does not support inserts, you will be prompted to delete the insert pages.



Insert Blank Page dialog box

WORKING WITH RDO FILES

11

Quick Points

○ Wonderful Wizards:

There are three different wizards for creating RDO documents: Standard, Signature, and N-Up (we covered the N-Up Wizard in section 8).

○ Templates and Wizards:

You can also use wizards to create template files (RDT files) in DSM.

Use a Wizard to Create an RDO

Wizards are the easiest way to create new RDOs.

The following are the steps will get you started with an RDO Wizard.

1

From the DSM menu bar select **[File: New]**.

2

Select the **Wizards** tab.

3

Select the appropriate wizard icon.

4

Select **[OK]** to close the New dialog box and start the selected wizard. Make the selections as instructed on each screen.

5

Select **[Next>]** and **[<Back]** to navigate through the wizard.

6

Select **[Finish]** to complete the wizard.

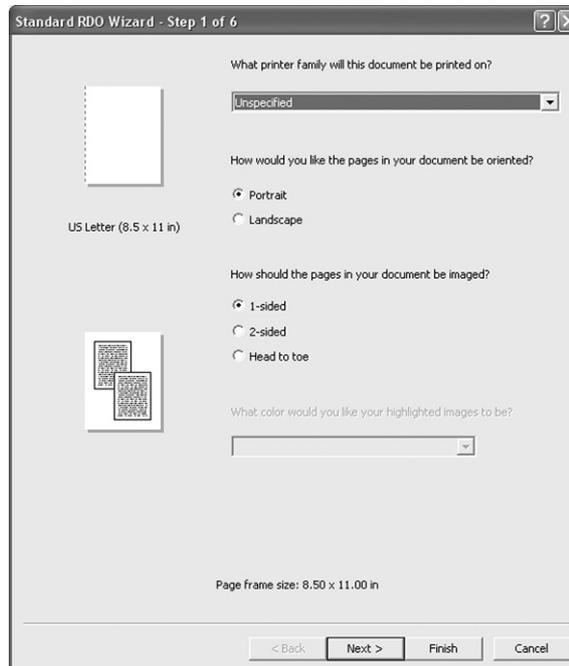
The New RDO Information dialog box displays with a summary of the selections you made via the wizard. You can scroll to review your document settings.

7

Mark or clear the **Add pages to the new document when the wizard finishes** check box. If you mark the check box, select the appropriate option button to add pages to the RDO.

8

Select **[OK]** to close the New RDO Information dialog box.



Page 1 of Standard RDO Wizard in DSM

WORKING WITH
RDO FILES



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STORING AND RETRIEVING RDO FILES

Quick Points

○ Untitled RDOs:

A new, unnamed RDO displays the word Untitled next to the document icon in the Document Structure window.

○ Exporting Pages of RDOs:

Use the **[File: Export]** command to save an entire RDO or selected pages of an RDO as a series of TIFF files, a series of JPEG files, a single PostScript file, or a single Adobe PDF file.

Save Files from DSM into Windows Directories

You can save an RDO into any directory in the Windows file system using DSM. You can save the RDO as an RDO or as an Adobe PDF file.

With an RDO open:

1

Select **[File: Save As]**.

2

Use the **Save In** drop-down list box and the directory window below it to locate the desired directory for the file you are saving.

3

Select the appropriate file type for the document (RDO or PDF) from the **Save as type** drop-down list box.

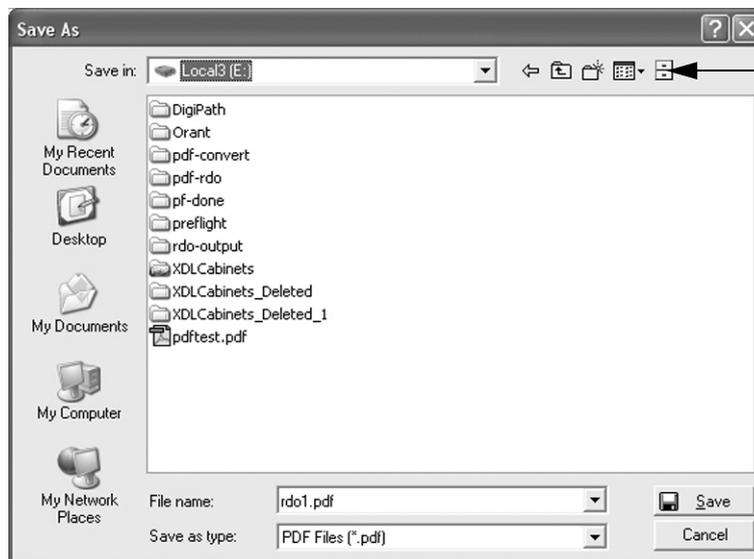
4

Type the name of the file in the File Name text box.

5

Select **[Save]**. The file is saved and the dialog box closes.

Your document is stored in the directory you specified.



Click to access cabinets and folders.

Save As dialog box displaying Windows directories

STORING AND RETRIEVING RDO FILES

12

Quick Points

○ Cabinets and RDOs:

If you save an RDO into a cabinet, you must open it from that cabinet. You cannot access an RDO from the Windows file system if you stored it in a cabinet.

○ Assigning Properties to RDOs:

You can assign properties to RDOs in cabinets as you store them by selecting the **[View or modify properties]** button in the Save As dialog box.

Save Files from DSM into DigiPath Cabinets

With an RDO open:

1

From the DSM menu bar, select **[File: Save As]**.

2

If necessary, select the cabinet icon in the Save As dialog box.



3

If prompted, enter the user name, password, and server name to log into the Document Library database.

4

Wait until the Save As dialog box displays the cabinets available to you.

5

Use the **Save In** drop-down list box and the directory window below it to locate the desired cabinet and folder for the file you are saving.

6

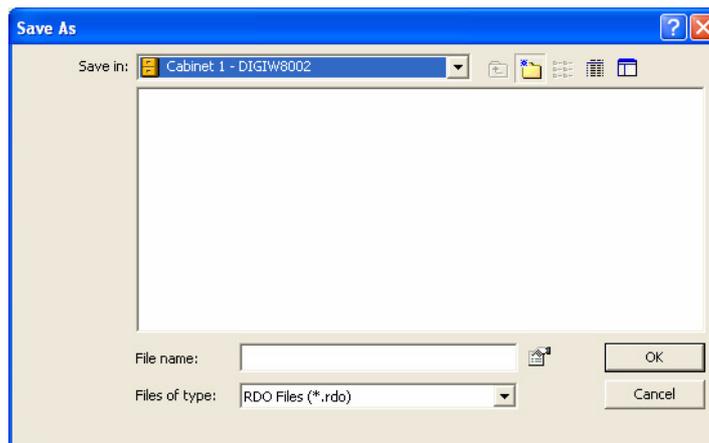
Select the appropriate file type for the document (RDO or PDF) from the **Files of type** drop-down list box.

7

Type the name of the file in the File name text box.

8

Select **[OK]**. The file is saved and the Save As dialog box closes.



Save As dialog box displaying Document Library Cabinets

STORING AND RETRIEVING RDO FILES

Quick Points

Open RDOs from Windows Directories

With DSM open:

- 1 Select **[File: Open]**.
- 2 If necessary, select **[Windows File System]**.

- 3 Use the **Look in** drop-down list box and the directory window below it to find the file you want to open.

- 4 Select the type of file you want to open from the **Files of type** drop-down list box.

note...

Select **[All Files (*.*)]** to see all the files in the active directory or folder. But remember that you can open only RDOs, RDTs (template files), or Converted Jobs ("decomposed" documents) in this procedure.

- 5 Select the file to open.

- 6 If you plan to edit the RDO, clear the **Open as Read-Only** check box.

- 7 Select **[Open]**. The RDO displays in the DSM window.

Opening RDOs as Read-Only:

If you mark the **Open as read-only** check box, you cannot edit the file you are opening.

DSM - How Many RDOs?

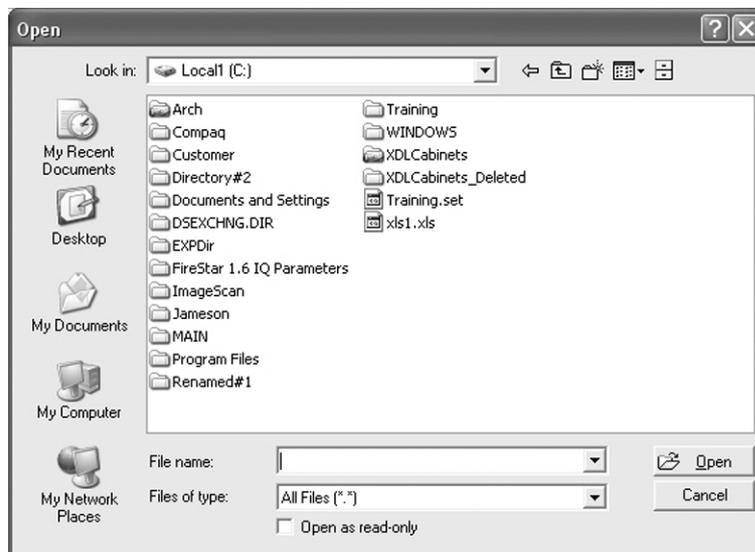
You can open only one document at a time in Document Scan and Makeready. You can, however, open multiple instances of DSM.

Closing RDOs:

When you close an RDO, you close DSM, as well. If you're ready to work on another RDO, just open it. The current RDO closes.

Converted Jobs:

What's a converted job? It's a job you submitted to a decomposition services queue on a DocuSP print server.



Open dialog box in DSM with Windows directories displayed

STORING AND RETRIEVING RDO FILES

12

Quick Points

○ Open as Read-Only:

Opening a document in a cabinet as read-only is not supported in this version of DigiPath.

Open RDOs from DigiPath Cabinets

With DSM open:

1

Select **[File: Open]**.

2

Select the **Cabinet** icon in the Open dialog box.



3

If prompted, enter the user name, password, and server name to log into the Document Library database.

4

Use the **Look in** drop-down list box and the directory window below it to locate the desired cabinet and folder for the RDO you want to open.

5

Select the type of file you want to open from the **Files of type** drop-down list box.

note...

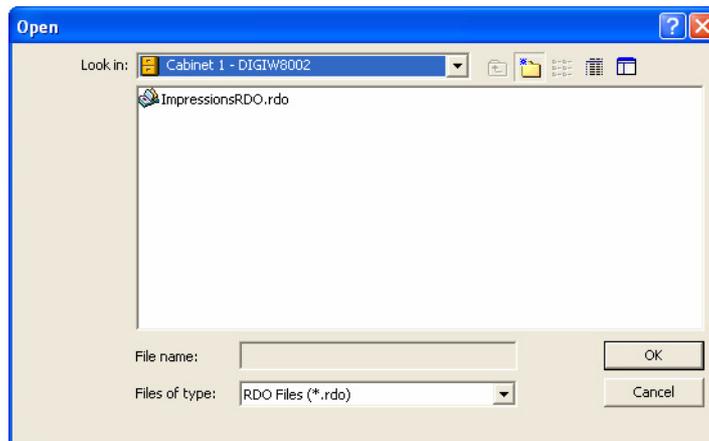
Select **[All Files (*.*)]** to see all the files in the active directory or folder. But remember that you can open only RDOs, RDTs (template files), or Converted Jobs ("decomposed" documents) in this procedure.

6

Select the file you want to open.

7

Select **[OK]**. The RDO displays in the DSM window.



Open dialog box in DSM with Document Library Cabinets displayed

PRINTING

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Printable File Types

File Type	Description
RDO files (*.rdo)	Raster Document Object; a Document Scan and Makeready proprietary document.
PostScript files (*.ps, *.eps)	PostScript; developed by Adobe. The PostScript file type is widely recognized by printers.
PDF files (*.pdf)	Portable Document Format; an Adobe Acrobat file type.
TIFF Files (*.tif)	Tagged Image File format; a universal image file format type used for storing grayscale and color images.
HP/PCL	Hewlett-Packard's (HP) own brand of Printer Control Language (PCL).
ASCII/text	A file containing only letters, numbers, and symbols. This file contains no formatting information, except possibly for line feed and paragraph symbols. ASCII and text are used interchangeably.
JPEG (*.jpg)	Joint Photographic Experts Group. A graphics format ideal for complex pictures, including photographs, realistic artwork, and paintings.

What's a Print Server?

The print server is a computer (often separate from the printer) that manages the operation of one or more printers. The printer feeds the paper from a paper tray, puts toner on the paper, and produces hardcopy output.

The print server receives the electronic print-ready files, prepares the files for printing, manages the print instructions necessary to complete the print job, and provides those instructions to the printer along with the file to print.

Print servers are also referred to as color servers and raster image processors.

What's a Print Queue?

Being in a queue means being in a line waiting to be printed.

The print queue on a print server manages the order in which files are printed. Usually the first file received is the first to be printed.

In situations in which a high volume of jobs is being received, incoming jobs may automatically be sent to a Hold Queue. Jobs are held there until released by the operator managing the queue.

PRINTING

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Quick Points

○ Printer Names:

If you are unsure of the names of the printer server or the print queue, ask your site administrator to help you.

Add a Printer

Before you can submit a document to print from any of the DigiPath software applications, you must connect your DigiPath workstation to at least one printer.

To add a printer:

1

Select **[Start: Programs: Xerox DigiPath Production Software: Printer Administration: Printer Settings]** to open Printer Settings.

2

Select **[Add Printer]**.

3

Type the name of the printer (as you want it to display in Printer lists) in the Printer name text box.

note...

Use a name that helps you remember which printer you are submitting jobs to.

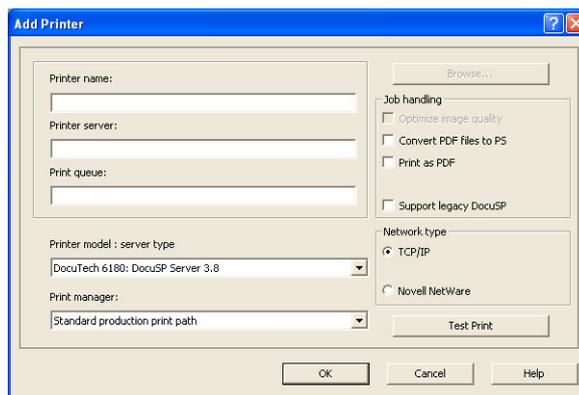
4

Type the name of the print server for the printer in the Printer server text box. This print server name must match the defined name of a print server on your network. The print server name is case-sensitive, so be sure the capitalization matches.

note...

The print server is the host name or IP address of the server.

...continued



Add Printer dialog box

PRINTING

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Quick Points

○ More Information on Printers:

Refer to the *DigiPath 3.0 System Administrator Guide* for more detailed information on adding printers.

Add a Printer — continued

5

Type the name of the print queue for the selected print server in the Print queue text box. The print queue name is also case-sensitive.

6

Select the printer / print server software pair from the **Printer model: server type** drop-down list box.

note...

It is critical that you select the correct printer model and the correct server software version. If you select the wrong model or software version, the information in the job ticket that displays for the printer will be inaccurate.

7

Select [**Standard production print path**] from the **Print manager** drop-down list box.

8

Mark or clear the **Convert PDF files to PS** check box.

note...

Mark this check box if the selected printer does not accept Adobe PDF files.

9

In the Network type section, select the appropriate option button that describes your network, **TCP/IP** or **Novell NetWare** in the Network type section.

10

Select [**OK**] to close the dialog box.

11

Select [**Close**] to close the Printer Settings dialog box.

PRINTING

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Quick Points

○ Saving Changes to the Job:

You can select the **[Save Job Ticket info into document]** button in the Job Setup dialog box (Job Ticket) to save any changes you made in the job ticket into the RDO.

Print from Document Scan & Makeready

1

Open Document Scan & Makeready.

2

Open an RDO.

3

Select **[File: Production Print]**.

4

Select the desired printer from the **Printers connected to DigiPath** list box in the Production Print dialog box.

5

To change printing options for the RDO, select **[Job Setup]**. The production print job ticket, or the Job Setup dialog box, for the selected printer displays. Select **[OK]** after making changes.

note...

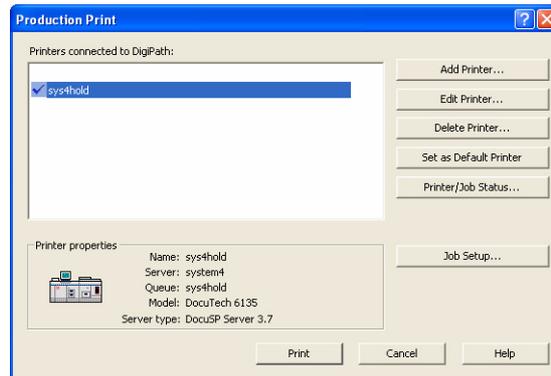
For more information on job tickets, refer to the following page.

6

Select **[Print]**. The RDO is submitted to the selected production printer.

7

When the print job submission is complete, a message box displays. Select **[OK]** to acknowledge the message and return to the DSM application.



Print Production dialog box

PRINTING

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Quick Points

○ Need More Information?

For more details on job tickets, refer to the Printer Administration online Help system.

Sample Black and White Job Ticket

The following is a job ticket for a DocuTech 6135 printer with DocuSP v3.7 printer server software.

The screenshot shows the 'Job Setup for DocuTech 6135' dialog box. The 'Copies' section is set to 'All pages' (checked), with 'From: 1' and 'To: 38'. The 'Destination' is 'Print'. Under 'Image descriptions', 'Orientation' is 'Portrait' and 'Sides imaged' is '1 Sided'. The 'Image operations' section shows 'Image shifts' for X, Y, X2, and Y2 all set to '0\"

DocuTech 6135 with DocuSP 3.7 job ticket

PRINTING

13

Quick Points

○ My Job Ticket is Different:

Make sure you select the correct printer model and the correct server software version. If you select the wrong model or software version, the job ticket that displays for the printer is inaccurate.

○ Need More Information?

For more details on job tickets, refer to the Printer Administration online Help system.

Sample Color Job Ticket

The following is a job ticket for a DocuColor 2060 digital color press with DocuSP v3.7 printer server software.

Job Setup for DocuColor 2060

Imaging / Job Setup | Job Notes | Paper Stocks | Covers | Chapter Starts / Inserts | Special Pages | Color Quality | Preferences

Copies: All pages
From: 1 To: 38

Job type: Standard

Image descriptions:
Orientation: Portrait
Sides imaged: 1 Sided

Image operations:
Image shifts:
X: 0" Y: 0"
X2: 0" Y2: 0"
Scale to: 100% Auto-Fit

Job setup:
Collation: Collated
Output: Printer default
Finishing: Printer default

OK Cancel Help

DocuColor 2060 with DocuSP 3.7 job ticket

PRINTING

13

Quick Points

Performance when Printing Multiple Files:

If you have a large number of documents in a job, or if the documents in the job are very large, the job takes longer to print.

Print a Document Using Quick Print

You can print RDO, TIFF, JPEG, PostScript, ASCII (txt), HP/PCL and Adobe PDF files using Quick Print. You can print one document at a time or print multiple documents as a single print job. You cannot print page ranges for a multiple-file print job.

1

Select [**Start: Programs: Xerox DigiPath Production Software: Quick Print**] to open the Quick Print application.

2

Select [**Windows File system**] from the **Select from:** drop-down list box to print a document that resides in a directory in the Windows file system, OR select the [**Cabinet system**] to print a document that resides in a folder in a DigiPath cabinet.

3

If you select the [**Cabinet system**], type the user name and password, and select the appropriate server name, to log into the Document Library database when prompted.

4

When in the Windows file system you can select the file type you want to print from the **Show file type** drop-down list box.

5

Use the directory window in the Input section to navigate to the desired document.

6

Select the document. The document name displays in the **File selected** text box.

note...

You can also print multiple documents as a single job.

- Mark the **List multiple files to print** check box.

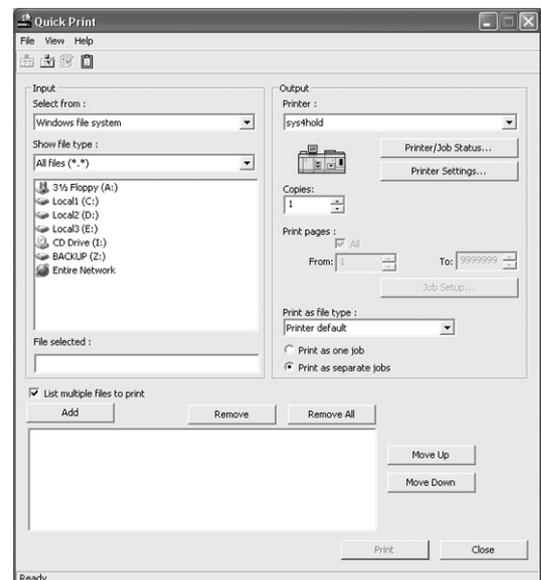
- Mark the **Print as one job** radio button.

- Select [**Add**] to add the selected document to the window that displays at the bottom of the screen. You can add as many documents to the job as you wish. Documents in the job print in the order displayed in the window.

7

Type the number of copies to print in the **Copies** text box.

...continued



Quick Print application window

PRINTING

13

Quick Points

○ Printing from other PCs:

Quick Print is also provided on a separate CD, so that you can install it on non-DigiPath PCs. Contact your Xerox Sales Representative for more information.

Print a Document Using Quick Print — continued

8

Mark the **All** check box to print all pages of the selected document, OR clear the **All** check box to print a range of pages in the document. If the **All** check box is clear, specify a range of pages to print using the **From** and **To** text boxes.

note...

The **All** check box is checked and grayed out for multiple file jobs; all pages of the documents in a multiple file job must be printed.

9

Select the desired production printer from the **Printer** drop-down list box in the Output section.

note...

You can select **[Printer Settings]** to add another printer to the **Printer** drop-down list box.

10

Select **[Job Setup]** to open the job ticket for the specified printer if you want to change the document printing options.

note...

The Job Setup button is unavailable when **Print as Separate Jobs** is selected.

11

You can select **[Printer / Job Status]** to display the DigiPath Job Manager. The Job Manager displays the print jobs on the print server attached to the selected production printer.

note...

This option is available only for printer servers running DocuSP print server software, v1.3 and later, or supported EFI print server software with the DocuColor 2060/2045 and DocuColor 6060.

12

When you have specified all the printing options, select **[Print]** to submit the document to the specified production printer.

13

When the print job submission is complete, a message box displays. Select **[OK]** to acknowledge the message and return to the Quick Print application.

14

Select **[Close]** to close Quick Print when you have finished submitting print jobs.

USING DIGIPATH FILE MANAGER

14

Quick Points

○ Explorer and RDOs:

DO NOT use Windows Explorer to manage your RDOs. Do not copy, move, rename, or delete an RDO using Windows Explorer, or you will corrupt the RDO.

○ DigiPath File Manager and RDOs:

Use only the DigiPath File Manager to copy, move, rename, or delete an RDO.

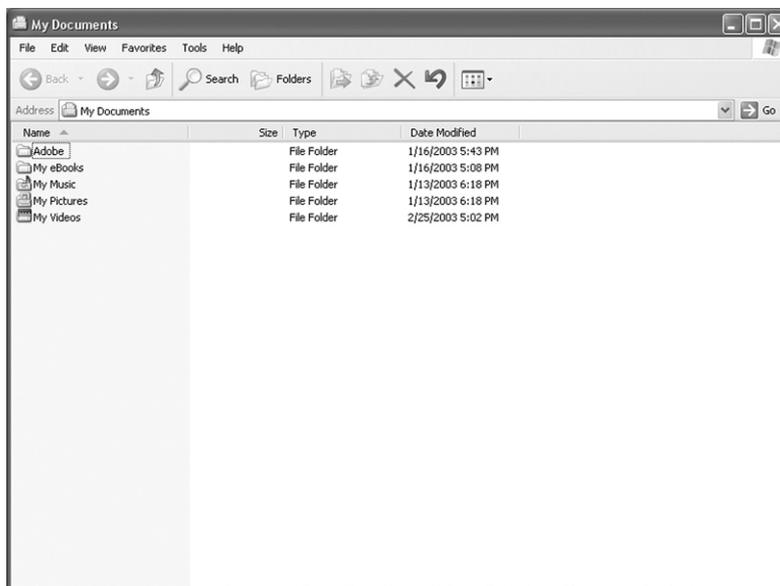
Windows XP information

DO NOT confuse the Windows XP file system with Windows Explorer. The Windows file system is the overall structure in which files are named, stored, and organized.

Use Windows Explorer to view the directories and documents in your PC's file system. You can also view other documents on networked PCs if your site administrator has configured your machines to allow this.

Use DigiPath File Manager to view your RDOs.

If you save an RDO in a directory in the Windows file system, you must open it from that directory. You cannot access an RDO from a cabinet if you stored it in a directory in the Windows file system.



Windows Explorer

USING DIGIPATH FILE MANAGER

Quick Points

RDOs and the Windows XP File System

The Windows file system is great for storing and managing files. When working with DigiPath, however, use the DigiPath File Manager application to manage files in the Windows file system. DigiPath File Manager allows you to manage compound document objects like RDOs as a single object.

note...

DigiPath File Manager does not provide access to the cabinets on your DigiPath system.



CAUTION:

Do not use Windows Explorer to manage your RDOs. That application cannot handle compound objects like RDOs, so you will corrupt your RDOs if you try to copy, move, delete, or rename the objects in Windows Explorer.

○ **Directory Structure Tip 1:**

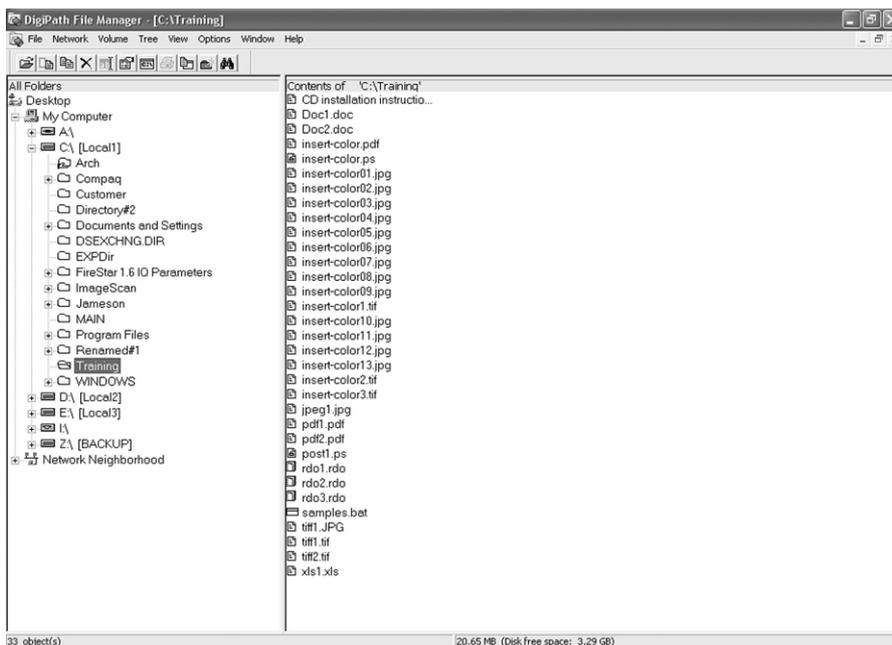
Design a balanced directory structure, using directories and subdirectories to organize your documents.

○ **Document Storage:**

Do not store all your files in one or two large directories. If you do this, your system will be very slow when opening and saving documents. Instead of one or two huge directories, create subdirectories for each customer, day of the week, or DigiPath operator.

○ **Directory Structure Tip 2:**

Do not use a complicated directory naming structure, especially if you have a large number of operators working multiple shifts.



DigiPath File Manager application window

USING DIGIPATH FILE MANAGER

Quick Points

○ Create Directories with Spaces in the Name:

You can create a directory with a space in the name with DigiPath File Manager. To do so, enclose the entire directory name in quotation marks, or you will create multiple directories.

Organize Your Files

Creating Directories with DigiPath File Manager

1

Select **[Start: Programs: Xerox DigiPath Production Software: DigiPath File Manager]** to open DigiPath File Manager.

2

Select the root directory or another directory where the new directory will reside.

3

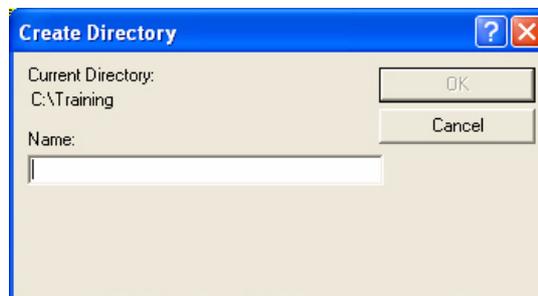
Select **[File: Create Directory]**.

4

Type the name of the new directory in the Name text box.

5

Select **[OK]** to create the directory.



DigiPath File Manager Create Directory dialog

USING DIGIPATH FILE MANAGER

Quick Points

Organize Your Files — continued

Moving and Copying Documents

With DigiPath File Manager open:

1

Navigate to the directory where the desired document resides.

2

Right-click on the selected document.

3

Select **[Copy]** or **[Move]** from the context-sensitive menu. The Copy or Move dialog box displays with the name of the selected document displayed in the **From** text box.

4

In the **To** text box, enter the complete directory path and the name of the new document. If the path name contains a space, enclose the entire path in quotation marks, or a directory will be created for each word in the path name.

note...

FOR COPYING

ONLY: You can select the **Copy to Clipboard** option button in the Copy dialog box to copy the selected document to the Windows Clipboard instead of to a specific directory.

5

Select **[OK]** to complete the copy or move.

○ Drag and Drop on the Same Drive:

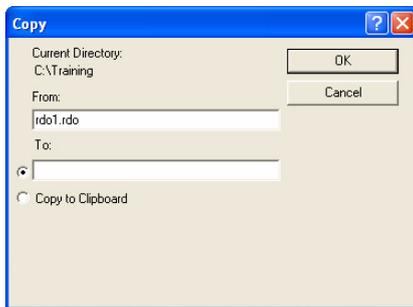
You can drag and drop to move documents from one directory on a drive to another directory on the same drive.

You can also press and hold **<CTRL>** while dragging and dropping to **copy** documents from one directory on a drive to another directory on that drive.

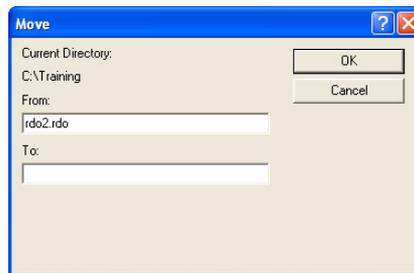
○ Drag and Drop on a Different Drive:

You can drag and drop to **copy** documents from one directory on a drive to a directory on a different drive.

You can also press and hold **<ALT>** while dragging and dropping to **move** documents from one directory on a drive to a directory on a different drive.



Copy dialog



Move dialog

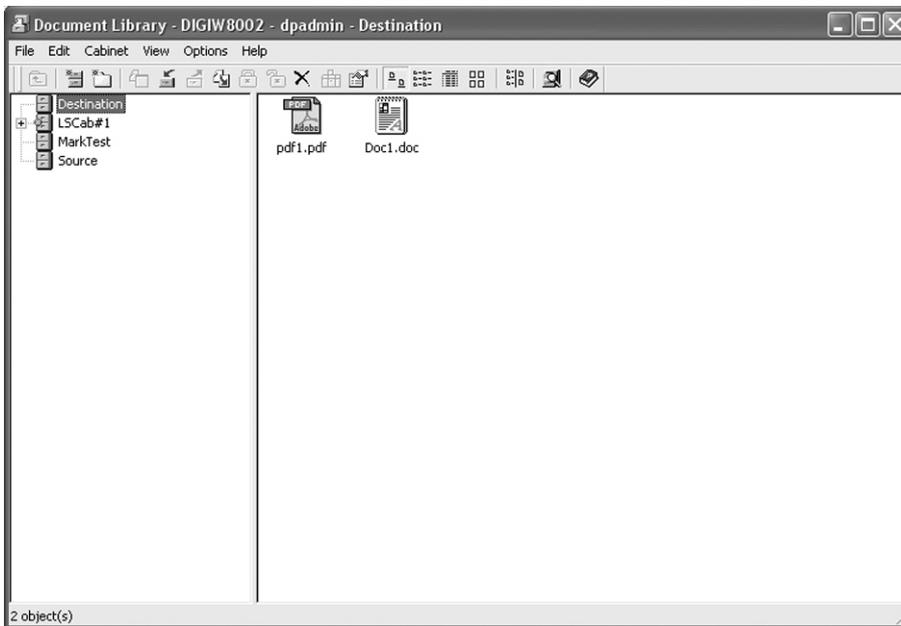
THE POWER OF **DIGIPATH**

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Introducing Document Library

The Document Library application is another type of file management tool. Instead of using directories and drives to store documents, Document Library stores your documents in Cabinets and Folders.

Each time you open Document Library, you are prompted to log in. Type the user name and password to log into the Document Library database.



Document Library application window

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About Cabinets

A cabinet is a storage space on any kind of medium. A cabinet has a set of properties that are used to describe the documents that you import into the cabinet. When you import a document into a cabinet, the properties of the cabinet become available to describe the document.

The following analogy may help you understand cabinets. Let's assume you have a group of dogs in your neighborhood and you want to keep track of some key information about these dogs.

Cabinet Example 1

Name	Owner(s)	Color	Size	Age
Duke	Jason	Black	Extra Large	3
Apolo	Claire	Brown and black	Large	3
Amy	Tony and Christine	Brown and white	Small	3
Daisy	Dave and Anna	Red, brown and white	Small	2
Rex	Mark and Edna	Brown and black	Large	10

The categories (Name, Owner, Color, Size, and Age) you use to describe the dogs are like properties in DigiPath cabinets. The descriptions you use for each dog (black, large, Dave, and Anna) are like values you can apply to documents in DigiPath cabinets.

So let's say you have a DigiPath cabinet that has the following set of properties: Name, Title, Keywords, and Authors. You want to keep track of some key information about the documents in the cabinet.

Cabinet Example 2

Name	Title	Keywords	Authors
Status.rdo	June Status Report	Objectives, accomplishments, budget	Robert
Poster.pdf	Concert Poster	Gibson, Guild, axe, Virginia Beach	Anthony
Menu.doc	Meal Plan for Week	Grocery list, recipes, diabetes	Liz
Quinn.jpg	Birthday 2002	Blue, 2, playgroup	Craig
Collateral.tif	Marketing Brochure	Fund-raiser, tournament, golf, 2002	Joe

note...

Properties are categories that are available to describe all the documents in a cabinet. Values are the descriptions you can enter to describe your individual documents.

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Quick Points

○ Creating Cabinets:

In some work areas, only the site administrator creates cabinets. Check with your administrator if you are unsure whether to create a new cabinet or to use an existing cabinet for your documents.

Create Cabinets and Folders

A cabinet is really just a big storage space for your documents. It's like the file cabinet you may have in your office or in your home, complete with folders. The difference is that DigiPath cabinets are electronic.

Creating a Cabinet

1

Select [**Start: Programs: Xerox DigiPath Production Software: Document Library**] to open Document Library.

2

When prompted, type your user name and password, and select the appropriate server name, to log into the Document Library database.

3

Select [**File: New > Cabinet**], or select the [**Create Cabinet**] toolbar button.

4

Type the name of the new cabinet in the **Name** text box.

note...

Cabinet names are case sensitive.

5

You can enter a description of the cabinet contents in the **Description** text box. This is optional.

...continued

User	Read	Write	Manage
Everyone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Create Cabinet dialog box in Document Library

THE POWER OF DIGIPATH

15

Quick Points

Create Cabinets and Folders — continued

6

Select the option button for the property set you want to use for the cabinet in the Property Source section. The default option is **Use DigiPath default properties**.

■ **Use DigiPath default properties –**

The default DigiPath properties are assigned to the new cabinet.

■ **Use cabinet –** The properties from the selected cabinet are applied to the new cabinet.

■ **Use set file –**

If you have created a Property Set File (*.set), you can apply that property set to the new cabinet.

7

Type the drive letter where you want to store your cabinet in the Location section, or select [...] to browse to the desired drive. The default drive location is **E:**.

8

Mark or clear the **Enable content indexing** check box in the Location section.

note...

When the **Enable content indexing** check box is marked, all documents imported into the cabinet are indexed upon import.

9

For each user that you want to enable to access the cabinet contents:

a) Select a user from the **User access** list box.

note...

You can also select **[Add]** to add more defined users to the **User access** list box in the Create Cabinet dialog box.

b) Mark the check box next to the user to assign the access rights for the user.

■ **Read –** The user can read, but not edit or move, documents in the cabinet.

■ **Write –** The user can read, edit, and move documents in the cabinet, but cannot change other users' access to documents in the cabinet.

■ **Manage –** The user can read, edit, and move documents in the cabinet, and can change other users' access to documents in the cabinet.

10

Select **[OK]** to close the **Create Cabinet** dialog box. A progress bar displays, and closes when the cabinet is created.

○ **Content Indexing:**

To search the content of your documents, mark the **Enable Content Indexing** check box. Content indexing uses OCR technology, so your searching capabilities are greatly enhanced.

○ **Performance and Content Indexing:**

If content indexing is active for a cabinet, it takes a bit longer to import objects into the cabinet.

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Quick Points

○ Create Folders:

Create several folders and subfolders for each cabinet. This will help you keep your documents organized.

○ Storing Documents in Folders:

Store your documents in several small folders instead of using one folder for all your documents. This makes saving and opening documents a lot faster.

○ Folder Limit:

There is a limit of nine levels of nested folders in a cabinet.

Create Cabinets and Folders — continued

Creating Folders

With Document Library open:

1

Select the cabinet to which you want to add a folder.

2

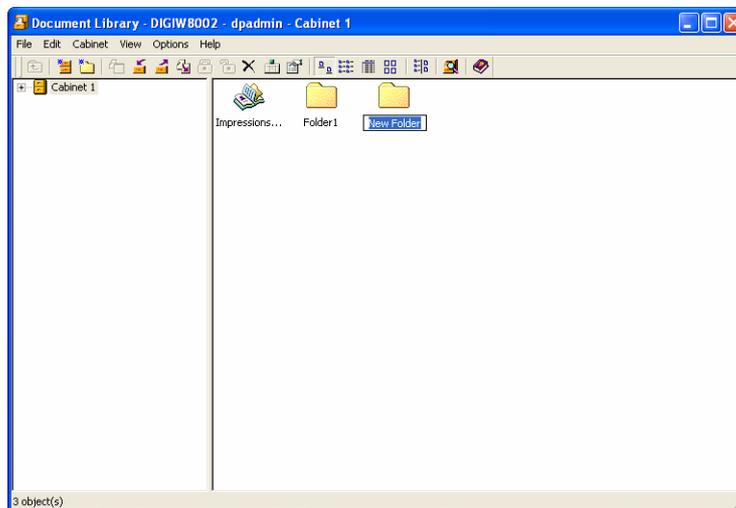
Select [**File: New > Folder**], or select the [**Create Folder**] toolbar button. The new folder displays in the Contents area of Document Library with the name New Folder.

3

With the name New Folder still selected, type the name you want to use for your new folder.

4

Press **<ENTER>** to accept the new folder name. The folder displays in the Contents area with the new name.



New Folder in Document Library

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Quick Points

○ What Can You Import?

You can import any document or file from the Windows file system into a folder in a cabinet.

Import Documents into Cabinets

Use the Import function in Document Library to store documents and other files in your DigiPath cabinets.

1

Open Document Library.

2

When prompted, type the user name and password and select the appropriate server name to log into the Document Library database.

3

Select the desired cabinet from the cabinet list.

4

Navigate to and open the folder in which you want to store the document.

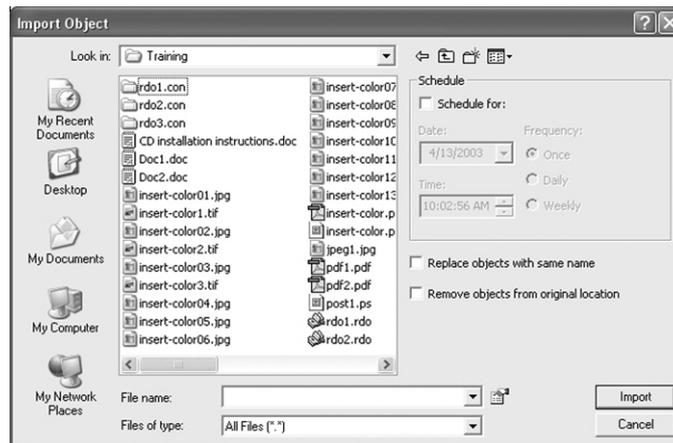
5

Select **[File: Import]**, or select the **[Import]** toolbar button. The Import Object dialog box displays.

6

Navigate to the directory that contains the document you want to import using the **Look in** drop-down list box and the viewing area below it.

...continued



Import Object dialog box in Document Library

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Quick Points

○ Using Batch Tool to Import:

Mark the **Schedule for** check box to use Batch Tool to schedule the import for another time. Then specify the appropriate settings for the Batch Tool Import job.

Import Documents into Cabinets — continued

7

Select the file type of the document you want to import from the **Files of type** drop-down list box. You can also select **[All Files (*.*)]** to display all files in the selected directory.

8

Select the document file. The file name displays in the **File name** text box.

9

Mark or clear the **Replace objects with same name** check box.

note...

Mark the **Replace objects with same name** check box to replace documents in the destination folder that have the same name as the document you are importing. If you do not mark this check box and duplicate files exist, the import operation will fail.

10

Mark or clear the **Remove objects from original location** check box.

note...

If you mark the **Remove objects from original location** check box, you move the document into the cabinet. If you clear this check box, the document is copied.

11

Mark or clear the **Schedule for** check box. Read the Quick Points on this page for more information.

12

Select **[Import]** to close the Import Object dialog box and complete the import. A progress bar displays, and closes when the import operation is complete.

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Working With Documents in Cabinets

What can you do with documents in cabinets?

You can:

- move, copy, rename, and delete documents
- convert documents to enable different viewing options
- view documents as thumbnails
- preview document contents
- assign properties to documents

More information about assigning properties is provided in the following section.

Moving, Copying, Renaming, and Deleting Documents

Using Document Library to manage documents is very similar to using the DigiPath File Manager. You can drag and drop or use the menu options to copy and move documents. You can right-click on a document and rename it, or use the menu options. You can use the keyboard or the menu to delete documents.



CAUTION:

When you delete a document from a cabinet, you also delete all the properties that you assigned to the document. You cannot recover these properties, even if you import the document back into the same cabinet later.

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Quick Points

○ Converting Documents:

If you are low on storage space, convert only to JPG files, which are smaller. Also, set the resolution for files low, and do not create thumbnails.

Working With Documents in Cabinets — continued

Converting Documents for Viewing

You can use Document Library's Convert feature to enable different document viewing options, including Thumbnail view and the Preview Pane. The following file types are supported for conversion and viewing in Document Library:

ASCII (*.txt), Windows Bitmap (*.bmp), Corel Presentation (*.shw), Lotus 123 (*.wks), GIF (*.gif), JPEG (*.jpeg, *.jpg), MS Excel (*.xls), MS PowerPoint (*.ppt), MS Word (*.doc), MS Word Pad (*.rtf), PostScript (*.ps), Xerox Raster Document Object (*.rdo), TIFF (*.tiff, *.tif), and Word Perfect (*.wp, *.wpd).

With Document Library open:

1

Select the cabinet containing the desired document from the cabinet list.

2

Navigate to and select the folder containing the document(s).

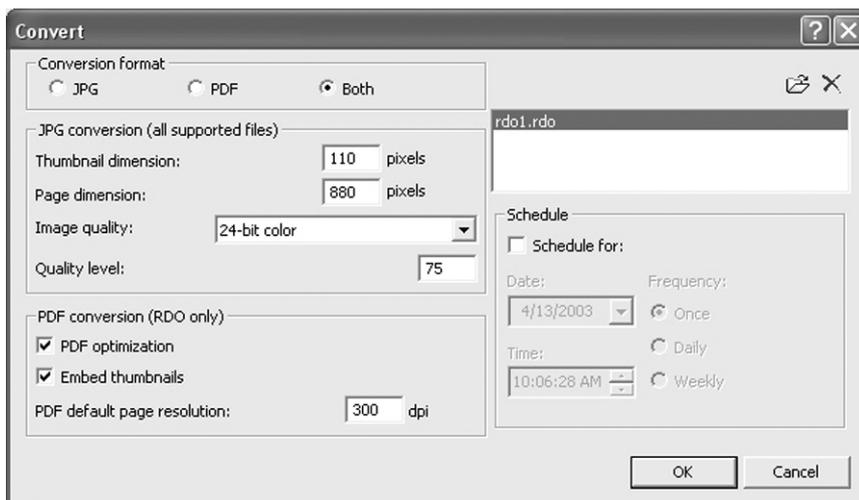
3

Locate the document(s) and right-click on them.

4

Select **[Convert]** from the context-sensitive menu.

...continued



Convert dialog box in Document Library

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Quick Points

○ Using Batch Tool to Convert:

Mark the **Schedule for** check box to use Batch Tool to schedule the conversion for another time. Then specify the appropriate settings for the Batch Tool Conversion job.

Working With Documents in Cabinets — continued

5

Select the appropriate option in the Conversion format section. Select the **JPG** option button for all file types except RDO. If converting only RDOs, you can select the **Both** option button.

note...

Only RDOs can be converted to Adobe PDFs. All other file types are converted to JPG for viewing.

6

Specify the appropriate settings for converting files to JPEGs in the JPG conversion (all supported files) section.

7

If converting RDOs, specify the appropriate settings for converting RDOs to Adobe PDFs in the PDF conversion (RDO only) section.

8

The files you selected for conversion are displayed in the **Object(s) to Convert** list box.

To add files to be converted, select the directory icon.



Navigate to and select additional files for conversion.

note...

You can convert many files at one time. However, the more files you convert, the longer the operation takes.

9

Mark or clear the **Schedule for** check box. Check out the Quick Points for more information.

10

Select **[OK]** to close the Convert dialog box and complete the conversion. A progress bar displays, and it closes when the conversion operation is complete.

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Quick Points

○ Thumbnails or Preview Pane?

When you view a thumbnail, you can see only the first page of a document in the Document Library contents list. When you view a document in the Document Library Preview Pane, you can view each page of the document.

Working With Documents in Cabinets — continued

Viewing Document Thumbnails

After you have converted documents in your cabinets, you can view the first page of each of your documents as a thumbnail. This allows you to scan the contents of your cabinets and helps you find the documents you need much faster.

To view documents as thumbnails in Document Library, select **[View: Thumbnails]** or select the **[Thumbnails]** toolbar button.

Viewing Documents in the Preview Pane

After you have converted documents in your cabinets, you can view a document in the Preview Pane. This allows you to navigate through the pages of your document.

1

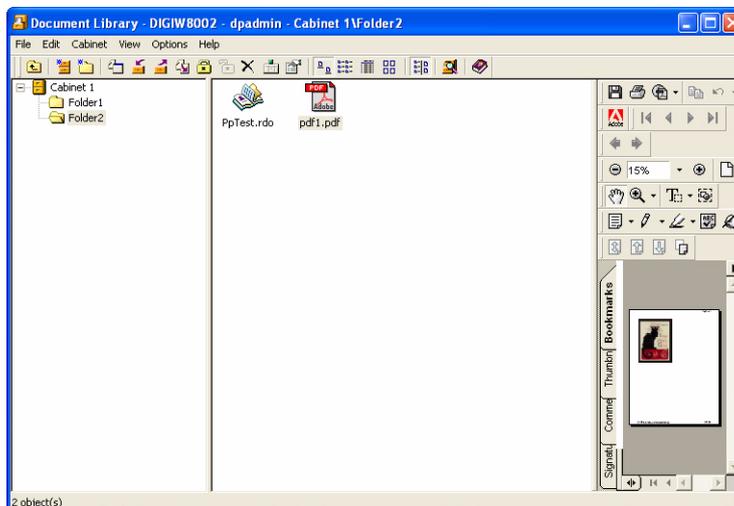
Select **[View: Preview Pane]** or select the **[Preview Pane]** toolbar button.

2

Select the document you wish to view. The document displays in the Preview Pane.

3

You can use the navigation buttons in the Preview Pane to view the individual pages of your document.



Preview Pane displaying in Document Library

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Properties

Following is a list of format types and values that can be used to categorize and store objects in the DigiPath 4.0 database.

Format Type Name	Format Value Description	Example of Valid Property Value	Searching Tips
String	A sequence of up to 254 characters, including spaces	Olympic Summer Games	Enclose a string containing a space in quotation marks. Use a (*) wildcard to represent one or more characters, or (?) for a single character.
String Set	A group of strings. The number of strings is unlimited, but the maximum number of characters is 254.	Track and Field Swimming Beach Volleyball	Enclose a string containing a space in quotation marks. Use (*) as a wildcard to represent one or more characters, or (?) for a single character.
Long String	A sequence of up to 4096 bytes, including spaces	This article lists and analyzes the writers...	You cannot perform a search on properties using this format type.
Integer	A whole number from -32767 to 32767	+809	Use + or - immediately before a number
Long Integer	A whole number from -2147483647 to 2147483647	-1132725261	Use + or - immediately before a number
Double	A whole number which can have a decimal, from -9.9999E99 to 9.9999E99	-1.3964e98 OR 1.3964e+98	Syntax: +/- digits.digits[<e/E> <+/->digits]
Date	Use the format for the international settings in the Windows Control Panel	06/09/00	Include values for each element of the date in the Windows Control Panel.
Date and Time	Use the format for the international settings in the Windows Control Panel	06/01/00 12:35:54PM	Include the date only or date and time enclosed in quotation marks. AM is the default time-of-day entry.
Boolean	True (T), False (F), Yes (Y), or No (N)	No	Must have only one value

THE POWER OF DIGIPATH

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Quick Points

○ Why Assign Properties?

Properties help you describe your documents, so that you don't have to open them to remember what's inside. Properties also make your documents much easier to find – you can use Library Search to locate your documents based on the properties you assigned!

○ System vs. Custom:

System properties are defined by Document Library software. Custom properties are defined when you create a cabinet.

Assign Properties to Documents

To assign properties to a document in Document Library:

1

Select the cabinet containing your document from the cabinet list.

2

Navigate to and select the folder containing your document.

3

Select the document from the Contents list.

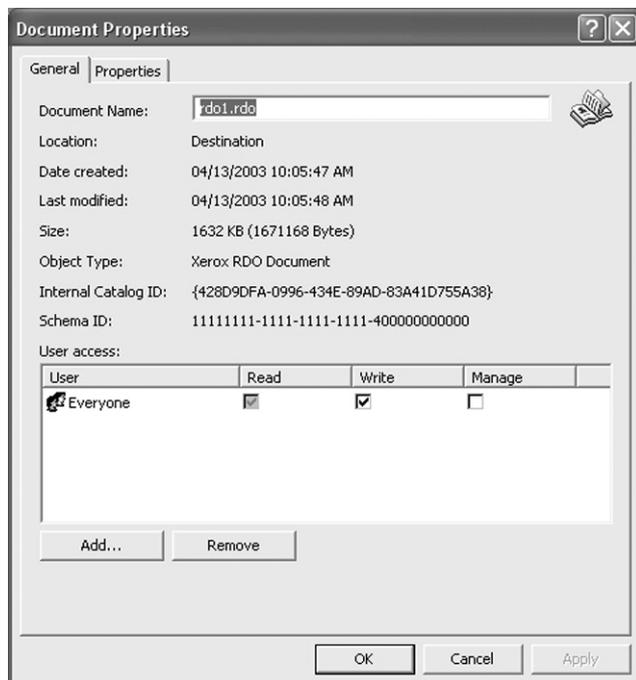
4

Select **[File: Properties]**, or right-click on the document and select **[Properties]** from the context-sensitive menu.

5

In the **General tab**, you can change the Document Name and the User Access to the document.

...continued



Document Properties dialog box, General tab

THE POWER OF DIGIPATH

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Assign Properties to Documents — continued

6

In the **Properties** tab, you can change Custom and System properties for your document, if you wish.

a) To edit or add properties, select the Value row for the desired property. The Value text box displays. For example, to add a description for a document, select the Value row for the Description property to display the Value text box.

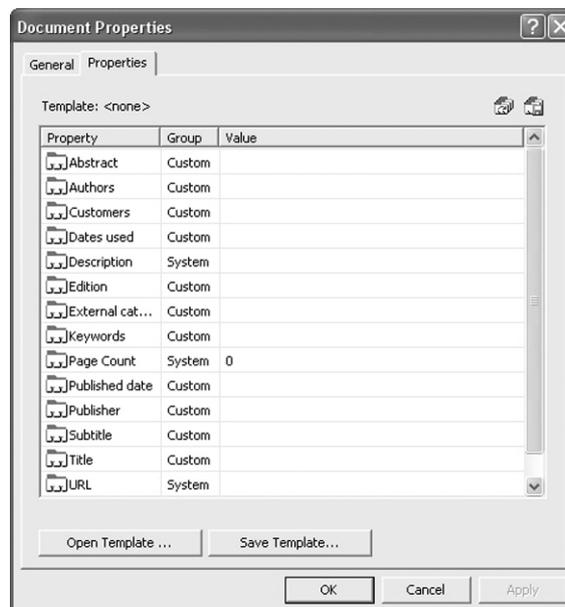
b) Type a value for the Property in the Value text box. For example, type **a masterpiece from a great American author** in the Value text box for the Description property.

note...

The available Custom properties depend on the properties defined for the cabinet.

7

Select **[OK]** to close the Document Properties dialog box and change the document properties as you specified.



Document Properties dialog box, Properties tab

THE POWER OF DIGIPATH



Quick Points

Where Does the Document Go?

The destination for an export is always a directory in the Windows file system. You cannot export a document that resides in one cabinet into another cabinet.

Using Batch Tool to Export:

Mark the **Schedule** for check box to use Batch Tool to schedule the export for another time. Then specify the appropriate settings for the Batch Tool Export job.

Export Documents from Cabinets

If you have documents or files in your DigiPath cabinets that you want to store in a Windows directory, use the Export function.

When you export a document, you store a copy of the document in the cabinet and send a copy to a Windows directory.



CAUTION:

Exporting a document from a cabinet does not remove the document from the cabinet. To remove a document from a cabinet, you must delete the document.

1

Open Document Library.

2

When prompted, type the user name and password, and select the appropriate server name, to log into the Document Library database.

3

Select the cabinet containing the document you want to export from the cabinet list.

4

Navigate to the folder containing the document.

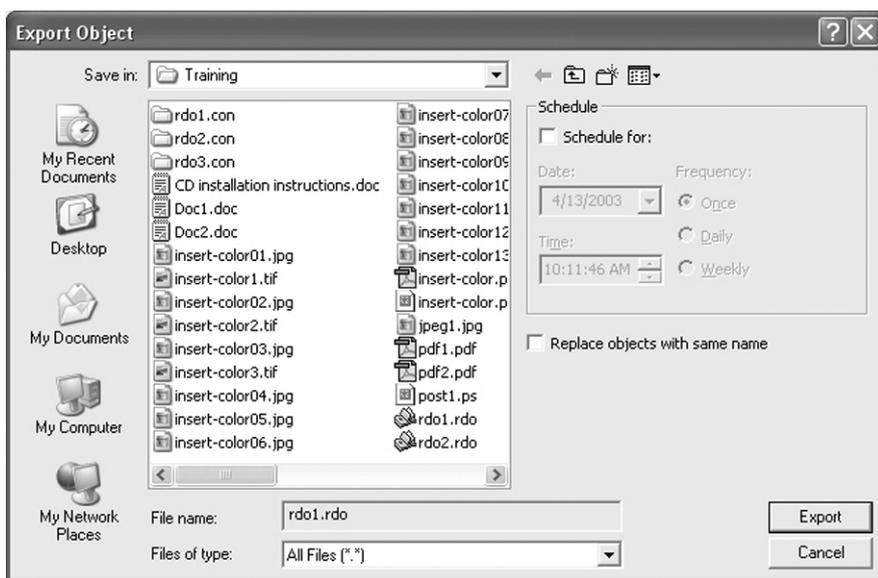
5

Select your document from the Contents list.

6

Select **[File: Export]**, or select the **[Export]** toolbar button. The Export Object dialog box displays.

...continued



Export Object dialog box in Document Library

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Export Documents from Cabinets — continued

7

Use the **Save in** drop-down list box to navigate to and select the directory where you want to store the document.

8

In the **File types** drop-down list box, select **[All Files (*.*)]** to display all the files in the active folder.

9

Mark or clear the **Replace objects with same name** check box.

note...

If you clear this check box and there is a document in the destination directory with the same name, the Export is unsuccessful.

10

Mark or clear the **Schedule for** check box. Refer to the Quick Points on the previous page for more information on using Schedule for.

11

Select **[Export]** to close the Export Object dialog box and complete the export.

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Quick Points

Options Not Available:

Document Library doesn't allow you to select invalid options for managing your cabinets.

Deleting Cabinets:

You can also delete a cabinet. When you do this, all the attributes of the cabinets are deleted, as well as the folders, documents, and properties of the documents.

Manage Your Cabinets

There are four commands for managing your cabinets in Document Library: Mount, Dismount, Online, and Offline. You must be logged in as an Administrator to mount or dismount cabinets.

Mount

When you create a cabinet in Document Library, it is automatically mounted. This means that the database knows the location of the cabinet, and the cabinet displays in the Document Library application window. When a cabinet is mounted, you can search for documents in the cabinet and view the document contents. There are two different stages of a mounted cabinet: online and offline.

■ **Online** – When you create a cabinet in Document Library, it is automatically mounted and online. This means that the contents of the cabinet, as well as the database information for documents in the cabinet, are available for editing. When a cabinet is online, you can import documents, assign properties to documents, and copy, move, rename, or delete documents in the cabinet. You can open and edit documents in an online cabinet. Online cabinets display in Document Library with the following icon:



You can also use Library Search to locate documents in an online cabinet.

■ **Offline** – You can place a cabinet offline if you don't want users to be able to access the documents in the cabinet, but you want them to be able to access the properties of the documents. When a cabinet is offline, you cannot import documents into the cabinet or copy, move, rename, or delete documents in the cabinet. You can display the properties of a document in the cabinet, but you cannot edit these properties. You cannot open or edit documents in an offline cabinet. Offline cabinets display in Document Library with the following icon:



You can also use Library Search to locate documents in an offline cabinet.

Dismount

You can dismount a cabinet if you don't want users to be able to access either the documents or the properties of the documents. This is a great way to archive documents that are not used often. If you decide to make the cabinet available to users again, you can mount the cabinet. When a cabinet is dismounted, it no longer displays in Document Library. You cannot use Library Search to locate documents in a dismounted cabinet.

THE POWER OF DIGIPATH



Quick Points

Manage Your Cabinets — continued

To mount a dismantled cabinet:

- 1 Select **[Cabinet: Mount]**.
- 2 Select the drive containing the dismantled cabinet from the **Drive** list box.
- 3 Select the desired cabinet from the **Cabinet** list box.
- 4 Select **[OK]** to close the Mount Cabinets dialog box and mount the selected cabinet. The cabinet now displays in the cabinet list in Document Library.

To online an offline cabinet:

- 1 Select the desired offline cabinet.
- 2 Select **[Cabinet: Place Online]**.

To offline an online cabinet:

- 1 Select the desired cabinet.
- 2 Select **[Cabinet: Take Offline]**.

To dismount a mounted cabinet:

- 1 Select the desired cabinet.
- 2 Select **[Cabinet: Dismount]**.

○ Mounted and Online:

Mounting a cabinet in Document Library is the only way to allow your users to open and edit documents and their properties.

○ Mount, Dismount, Online, Offline:

You can only mount, dismount, online, and offline one cabinet at a time.

LIBRARY SEARCH 16

Quick Points

○ Searching Cabinets:

Select a cabinet to search before defining the search settings for your search.

Simple Search

You can use Library Search to locate documents based on the properties you assigned for your documents in Document Library. Even if you haven't assigned any properties to your documents, you can still search for documents by the File Name or the Date Modified properties.

The simple search is designed to be easy to use. Enter a simple text string, with or without a wildcard (*), and you can find any document in your cabinets.

Remember that you can only use Library Search to find objects that reside in cabinets!

1

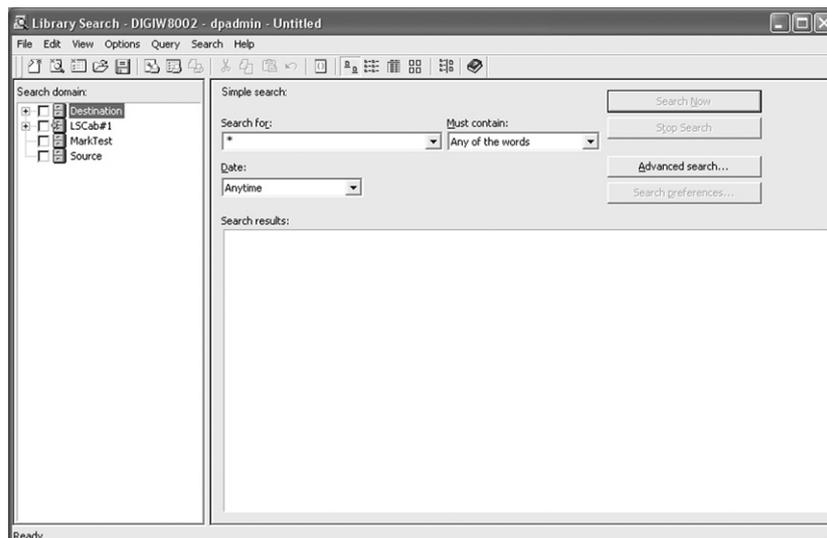
Select **[Start: Programs: Xerox DigiPath Production Software: Library Search]** to open Library Search.

3

Mark the check box next to every cabinet you want to search in the Search domain area.

2

When prompted, type the user name and password, and select the appropriate server name, to log into the Document Library database. The Library Search application window displays.



Library Search application window

LIBRARY SEARCH

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Quick Points

Simple Search — continued

Search Settings

First you have to specify the settings for your search.

1

Select **[Options: Search Preferences]**.

2

Select the **Simple Search Settings** tab.

3

The **Current properties** list box displays the document properties that will be searched. You can add properties to or remove properties from this list, if you want.

To **ADD** properties: Double-click on a property search in the **Available properties** list box.

To **REMOVE** properties: In the **Current properties** list box, double-click on a property you don't want to be searched.

4

You can select a date property to search from the **Default date property** drop-down list box. Available options depend on the cabinets you are searching.

5

Select the **Results** tab to modify the display of the results list after your search.

...continued

Search Strings:

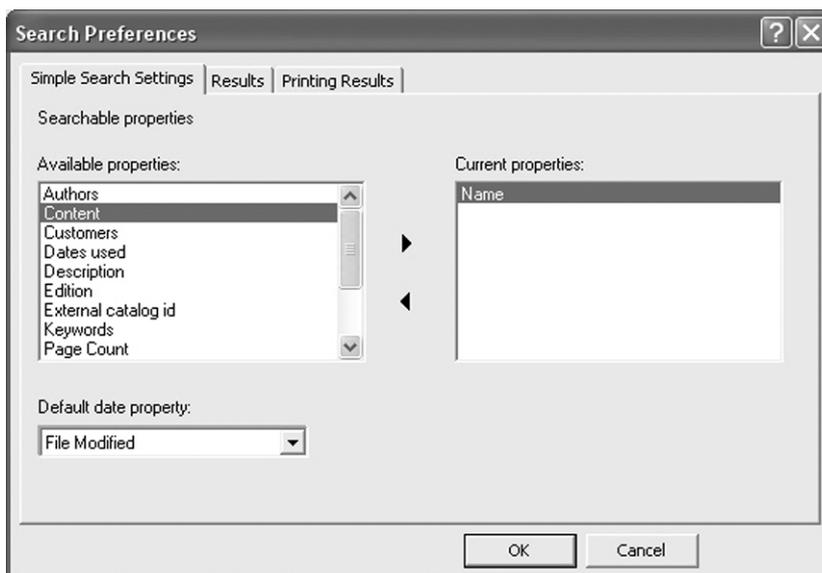
You can save the search settings as a file. Select **[File: Save As]** and name the file. The extension for the search settings file is *.sss.

Search Strings:

You can view or print the search string, if you wish.

Printing a Results List:

Refer to the Help system for more information on customizing a printed results list using Library Search.



Search Preferences dialog box, Simple Search Settings tab in Library Search

Simple Search — continued

6

The **Current properties** list box displays the document properties that will be listed in the search results. You can add properties to or remove properties from this list.

- To **ADD** properties: Double-click on a property to display in the search results list in the **Available properties** list box.
- To **REMOVE** properties: Double-click on a property you don't want to display in the search results list in the **Current properties** list box. You cannot remove the Name property from the display.

7

Mark or clear the **Enable default sorting** check box to define whether you want to sort the documents in your results list by a particular property. If you mark this check box, select the **Ascending** or **Descending** option button to specify the sort order.

note...

The Name property is the default property for sorting documents.

8

Select the **Printing Results** tab to modify the appearance of your printed results list.

You can change the width of the columns in your printed results list.

note...

All properties display in a printed results list.

9

Select **[OK]** to close the Search Preferences dialog box and apply your changes.

LIBRARY SEARCH

16

Quick Points

Simple Search — continued

Performing a Simple Search

1

Select the **[Simple Search]** button in the Search area, or select **[Query: Simple Search]** in the Library Search application window.

2

In the Search domain area, mark the check box next to every cabinet you want to search.

3

Type a search string that describes the document you are looking for in the **Search for** text box.

Search string tips:

- You cannot enter more than 512 characters in a simple search string.
- The simple search string is not case-sensitive.

- You can use text, logical operators (**or**, **and**, **not**), and parentheses to group the items in the string.
- You can use the (*) symbol as a wildcard for any number of characters, or use the (?) as a wildcard symbol for a single character in a string.

...continued

○ What Cabinets Can You Search?

You can search a cabinet only if you have at least Read access to it.

○ Online, Offline, Mounted, Dismounted:

You cannot search a cabinet if it is dismounted. You can search cabinets that are mounted, whether they are online or offline.

The screenshot shows a search interface with the following elements:

- Simple search:** A label at the top left.
- Search for:** A text input field containing the word "employee".
- Must contain:** A dropdown menu currently set to "All of the words".
- Date:** A dropdown menu currently set to "Anytime".
- Buttons:** "Search Now", "Stop Search", "Advanced search...", and "Search preferences..." are located on the right side of the interface.

Simple Search Area of Library Search

LIBRARY SEARCH

16

Simple Search — continued

4

Use the **Must Contain** drop-down list box to help narrow your search. This can help you reduce the time that it takes to perform a search.

You can choose:

- **All of the words** – Limits the search to document properties that have all the words in the Search for text box, though not necessarily in that order.

- **Any of the words** – Limits the search to document properties that have at least one of the words in the Search for text box.

- **Exact phrase** – Limits the search to document properties that contain only those words entered in the Search for text box, in the precise order in which you type them.

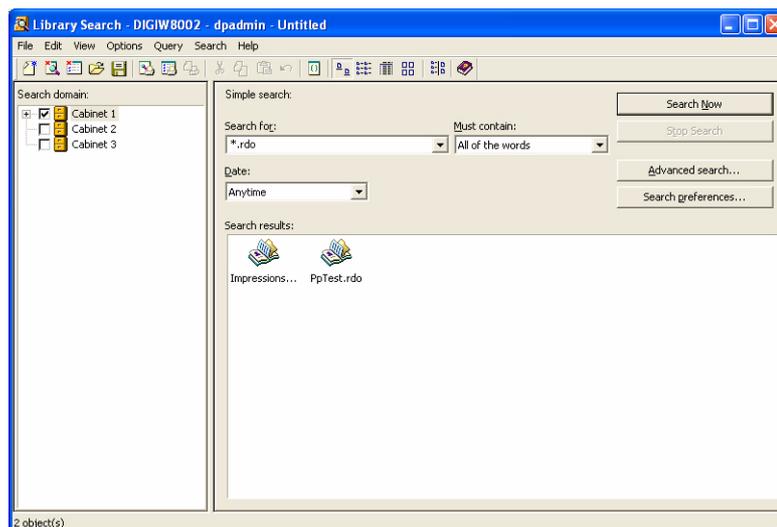
- **Boolean (AND/OR)** – Limits the search to finding document properties with any number of words entered in the Search for text box.

5

You can select a date range from the **Date** drop-down list box.

6

Select the **[Search Now]** button or select **[Search: Search Now]**. When the search is complete, your results list displays. The number of objects found is listed in the Library Search status bar.



Simple Search Results

LIBRARY SEARCH

16

Quick Points

Advanced Search

You can use Library Search to locate documents based on the properties you assigned for your documents in Document Library. Even if you haven't assigned any properties to your documents, you can still search for documents by the File Name or the Date Modified properties.

You can use Library Search only to find objects that reside in cabinets.

Search Settings

1

Select [**Start: Programs: Xerox DigiPath Production Software: Library Search**] to open Library Search.

2

When prompted, type the user name and password, and select the appropriate server name, to log into the Document Library database.

3

Mark the check box next to every cabinet you want to search in the Search domain area.

4

Select [**Options: Search Preferences**].

5

Select the **Simple Search Settings** tab, and make sure that the properties in the **Current properties** list box are appropriate for your search. If not, change the search settings.

6

Select the **Results** tab to view and modify the results list displayed after your search.

7

Select the **Printing Results** tab to view and modify the printed results list.

○ What Cabinets Can You Search?

You can search a cabinet only if you have read access to it.

○ Online, Offline, Mounted, Dismounted:

You cannot search a cabinet if it is dismounted. You can search cabinets that are mounted whether they are online or offline.

LIBRARY SEARCH

16

Advanced Search — continued

Performing an Advanced Search

1

Select the **[Advanced Search]** button in the Search area of the Library Search application window, or select **[Query: Advanced Search]**.

2

Mark the check box next to every cabinet you want to search in the Search domain area.

3

Select the **[Add Term]** button from the Advanced search toolbar.



A drop-down list of Properties displays in the **Property** column.

4

Select an attribute from the drop-down list box in the Property column.

5

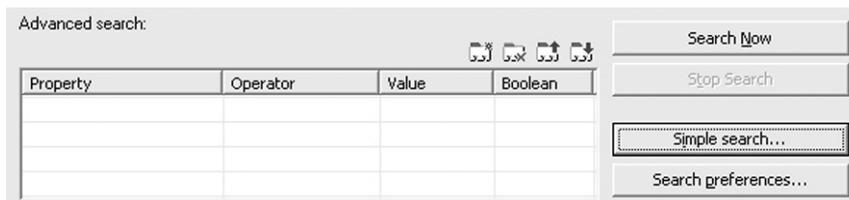
Click in the Operator column to display a drop-down list of **Operators**.

6

Select one of the following operators from the **Operator** drop-down list box.

- Is –**
Limits the search to document properties that precisely match the words in the Value text box.
- Is blank –**
Limits the search to document properties that are blank.
- Is not –**
Limits the search to document properties that do not match the words in the Value text box.
- Is not blank –**
Limits the search to document properties that are not blank.
- Contains –**
Limits the search to document properties that contain the words in the Value text box.
- Does not contain –**
Limits the search to document properties that do not contain the words in the Value text box.

...continued



Advanced search, Library Search application window

LIBRARY SEARCH

16

Advanced Search — continued

7

Click in the Value column to display a text box.

note...

If you selected **Is blank** from the **Operators** drop-down list box, the Value column is not available.

8

You can type the value of a property assigned for the document you are looking for in the Value text box, but this is optional. If you type a value, consider the following:

- You can enter up to 512 characters in the Value text box.
- The words in the Value text box are not case-sensitive.
- You can use text, logical operators (**or**, **and**, and **not**), and parentheses to group the items in the Value text box.
- You can use the (*) symbol as a wildcard for any number of characters, or use the (?) as a wildcard symbol for a single character in the Value text box.

9

If you use an additional term, click in the Boolean column to display the drop-down list of **Boolean** options.

note...

You can add as many terms to the search as you wish. If you use more than one term, Library Search uses the value in the Boolean column to determine how the terms of your search string should work together.

10

Select **[AND]** or **[OR]** from the **Boolean** drop-down list box.

11

Repeat steps 3-10 to add more terms to your search string.

12

When ready, select the **[Search Now]** button or select **[Search: Search Now]**. When the search is complete, your results list displays. The number of objects found is listed in the Library Search status bar.

Advanced search:

Property	Operator	Value	Boolean
Keywords	Is blank		AND
			AND
			OR

Search Now
Stop Search
Simple search...
Search preferences...

Advanced Search area with sample selections

BATCH TOOL

Quick Points

○ Processing Batch Jobs:

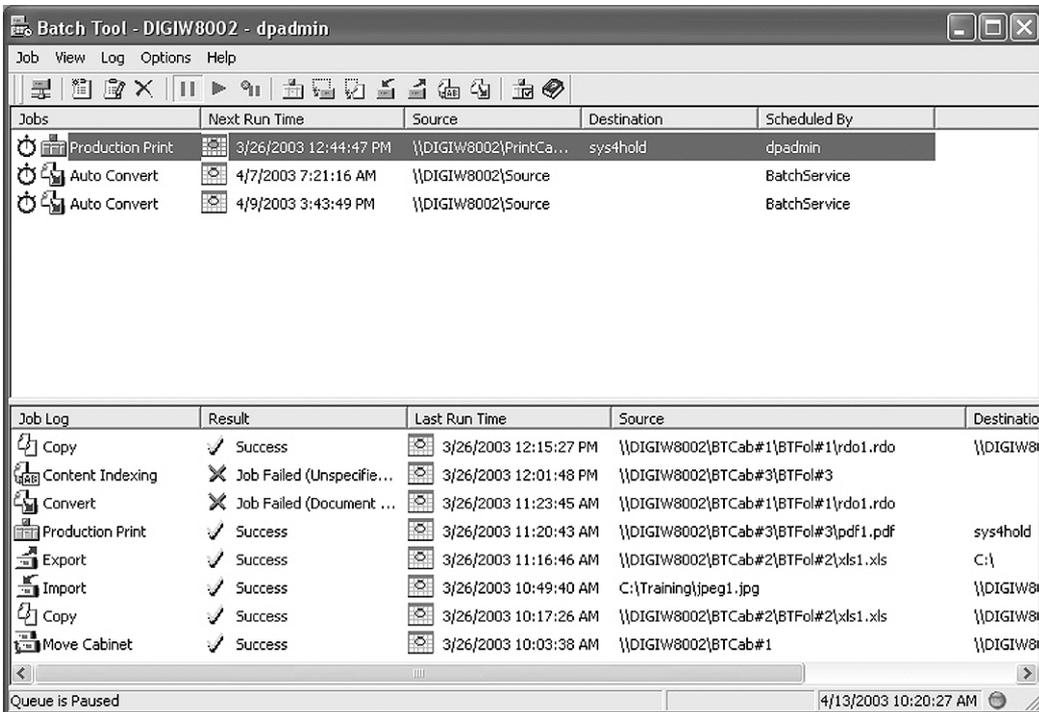
Batch Tool does not have to be running for the jobs in the Batch Tool Job Queue to begin processing. However, the Document Library server must be powered on.

Introducing Batch Tool

The DigiPath Batch Tool allows you to schedule operations for a later time, rather than performing the operation immediately. Batch Tool is great for processing large jobs, or for completing the same jobs weekly or monthly. You can process one or more documents in a batch job.

note...

Batch Tool can process documents that reside only in a cabinet. This functionality is not available for documents stored in directories in the Windows file system.



The screenshot shows the Batch Tool application window with the following data:

Jobs	Next Run Time	Source	Destination	Scheduled By
Production Print	3/26/2003 12:44:47 PM	\\DIGIW8002\PrintCa...	sys4hold	dpadmin
Auto Convert	4/7/2003 7:21:16 AM	\\DIGIW8002\Source		BatchService
Auto Convert	4/9/2003 3:43:49 PM	\\DIGIW8002\Source		BatchService

Job Log	Result	Last Run Time	Source	Destinatio
Copy	✓ Success	3/26/2003 12:15:27 PM	\\DIGIW8002\BTCab#1\BTfol#1\rdo1.rdo	\\DIGIW8
Content Indexing	✗ Job Failed (Unspecie...	3/26/2003 12:01:48 PM	\\DIGIW8002\BTCab#3\BTfol#3	
Convert	✗ Job Failed (Document ...	3/26/2003 11:23:45 AM	\\DIGIW8002\BTCab#1\BTfol#1\rdo1.rdo	
Production Print	✓ Success	3/26/2003 11:20:43 AM	\\DIGIW8002\BTCab#3\BTfol#3\pdf1.pdf	sys4hold
Export	✓ Success	3/26/2003 11:16:46 AM	\\DIGIW8002\BTCab#2\BTfol#2\xls1.xls	C:\
Import	✓ Success	3/26/2003 10:49:40 AM	C:\Training\jpeg1.jpg	\\DIGIW8
Copy	✓ Success	3/26/2003 10:17:26 AM	\\DIGIW8002\BTCab#2\BTfol#2\xls1.xls	\\DIGIW8
Move Cabinet	✓ Success	3/26/2003 10:03:38 AM	\\DIGIW8002\BTCab#1	\\DIGIW8

Queue is Paused | 4/13/2003 10:20:27 AM

Batch Tool application window

BATCH TOOL

Quick Points

○ Batch Conversion Jobs

Batch Tool includes conversion jobs scheduled in the Library Administration Tool (LAT) **Conversion** tab. If the **Active** option button in the LAT **Conversion** tab is marked, the Job Queue displays an Auto-Convert job.

Add a Batch Job

Job Types

Job Type	Results	Limitations
Production Print	Submits a document to a specified production printer.	The following file types are supported: RDO, TIFF, JPEG, PostScript, and Adobe PDF. You can schedule one document at a time or print multiple documents as a single job.
Copy/ Move Cabinet	Copies or moves an entire cabinet to another drive. This operation maintains the cabinet properties, documents, and all the document properties in the cabinet.	There must be enough free space on the drive where the cabinet will reside to accommodate the cabinet and its contents.
Copy / Move Folder / Document	Copies or moves a folder or document to another cabinet. This operation maintains the folder properties, documents, and all the document properties in the folder.	There must be enough free space on the destination drive to accommodate the folder or document and its properties.
Import	Imports a document into a specified Document Library cabinet.	You cannot import a document from one cabinet into another – that would be a Copy or Move . You can only import documents from the Windows file system into a cabinet.

...continued

BATCH TOOL

Add a Batch Job — continued

Job Type	Results	Limitations
Export	Exports a copy of a document from a specified cabinet into a directory in the Windows file system.	You cannot export a document from one cabinet to another – that would be a Copy or Move . You can only export documents from a cabinet to the Windows file system.
Convert	Converts the document for thumbnail viewing or for viewing the content of the document via the Preview Pane in Document Library or Library Search.	The following file types are supported for conversion: ASCII (*.txt), Windows Bitmap (*.bmp), Corel Presentation (*.shw), Lotus 123 (*.wks), GIF (*.gif), HTML, JPEG (*.jpeg, *.jpg), MS Excel (*.xls), MS PowerPoint (*.ppt), MS Word (*.doc), MS Word Pad (*.rtf), PostScript (*.ps), Xerox Raster Document Object (*.rdo), TIFF (*.tiff, *.tif), and Word Perfect (*.wp, *.wpd)
Content Indexing	Creates an index of the text found in the images in a document. You can then search the document content using Library Search.	The following file types are supported for content indexing, if they contain text: ASCII (*.txt), Corel Presentation (*.shw), Lotus 123 (*.wks), HTML (*.htm), MS Excel (*.xls), MS PowerPoint (*.ppt), MS Word (*.doc), MS Word Pad (*.rtf), PostScript (*.ps), Xerox Raster Document Object (*.rdo), and Word Perfect (*.wp, *.wpd)

BATCH TOOL

Quick Points

○ First Things First:

The job will not begin processing until the Copy/Move, Print to, Import Object, Export Object, Convert, or Content Indexing dialog box is closed.

○ Pausing the Job Queue:

You can select [**Job: Pause**] to pause the job queue. The jobs do not begin processing again until you select [**Job: Restart**].

Add a Batch Job — continued

Adding and Scheduling a Job in the Job Queue

1

Select [**Start: Programs: Xerox DigiPath Production Software: Batch Tool**] to open Batch Tool.

2

When prompted, type the user name and password, and select the appropriate server name, to log into the Document Library database.

3

Select [**Job: Add: <desired job type>**], OR select the [**Add Job**] toolbar button.



4

Select the option button next to the desired job type and select [**OK**]. The appropriate dialog box for the selected job type displays. The screen sample on this page shows the Import Object dialog box.

5

Specify the documents, folders, or cabinets for your Batch Tool job.

6

Select other options for the batch job in the Copy/Move, Print to, Import Object, Export Object, Convert, or Content Indexing dialog boxes.

7

Mark the **Schedule for** check box to activate Batch Tool.

8

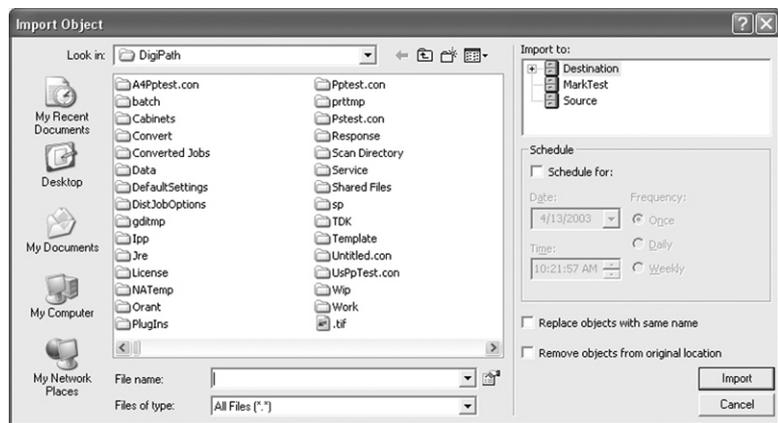
Define the Frequency, Date, and Time for the batch job. Use the Job Properties and Options chart on the following page to help you.

9

Select [**OK**] to close the Copy/Move, Import Object, Export Object, Convert, or Content Indexing dialog boxes.

note...

For the Print to dialog box, select [**Print**] to close.



Import Object dialog box, using Batch Tool

BATCH TOOL



Quick Points

More Information on Job Options:

Refer to the Help system for more information on changing the options in the Schedule for section of dialog boxes.

Keeping Records:

When Batch Tool completes a job, the job and its results are recorded in the Job Log. Select **[View: Queue and Log]** if the Job Log is not displayed in the Batch Tool application window.

Re-run a Completed Job:

You can re-run a completed job. Select the job from the Job Log, then select **[Log: Reschedule Job]**. Change the settings for the job in the dialog box that displays, and then close the box.

Add a Batch Job — continued

Job Properties and Options

The following chart provides a description of the options available when you mark the **Schedule for** check box in the Copy/Move, Import Object, Export Object, Convert, or Content Indexing dialog boxes.

Job Property	Option	Result	Limitations
Frequency	Once	The job is processed once, at the specified date and time	Not applicable
	Daily	The job is processed once each day at the specified time.	Not applicable
	Weekly	The job is processed once each week on the specified day and time	Not applicable
	On Demand	The job is processed as soon as the document is sent to print.	Not applicable
Date	Not applicable	Enables you to specify the date to perform the batch job	You must use the date format provided. The year is always YYYY.
Time	Not applicable	Enables you to specify the time to perform the batch job	You must use the time format provided.
Scheduled by	Not applicable	Identifies the login of the user that added the job	This information is for display only; you cannot change the user information.

BATCH TOOL

Quick Points

Edit a Batch Job

The screen on this page is an example of what the Batch Tool window would look like if you had processed a number of different jobs using Batch Tool.

1

Select the desired job from the Job Queue list.

2

Select **[Job: Edit]**, or select the **[Edit Job / Log Item]** toolbar button. The appropriate dialog box for the job type (Copy/Move, Print to, Import Object, Export Object, Convert, or Content Indexing) displays.

3

Modify the settings for the batch job in the dialog box.

4

Select **[OK]** to close the Copy/Move, Import Object, Export Object, Convert, or Content Indexing dialog box and save your changes.

note...

For the Print to dialog box, select **[Print]** to close.

○ Deleting a Scheduled Job from the Job Queue:

To remove one pending job, select **[Job: Delete]**, or select the job and select the **[Delete Job / Log Item]** toolbar button.

○ Clearing the Job Queue:

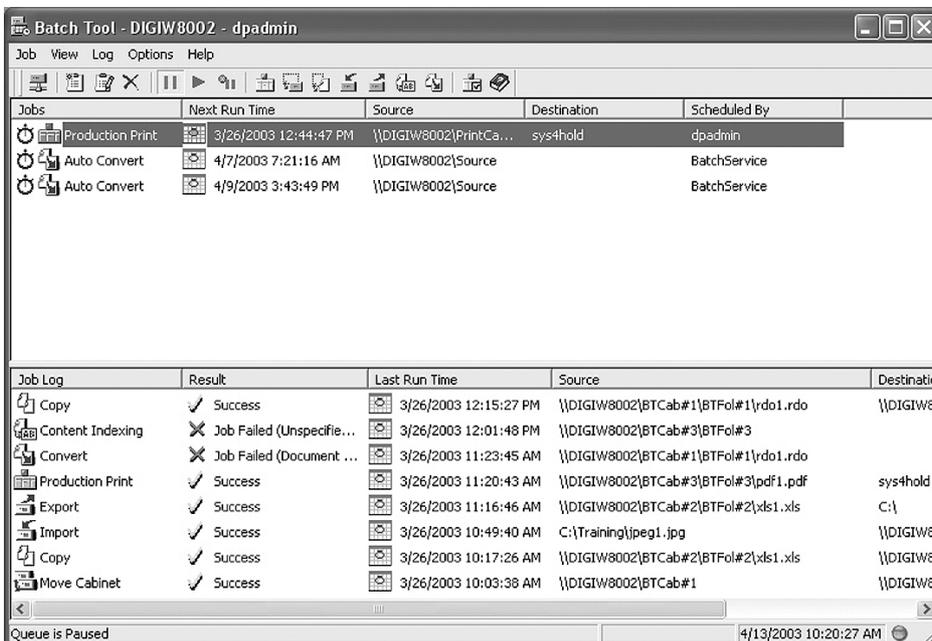
To remove all pending jobs scheduled in the Job Queue, select **[Job: Clear]**.

○ Deleting a Completed Job from the Job Log:

To remove one completed job, select **[Log: Delete]**, or select the job and select the **[Delete Job / Log Item]** toolbar button.

○ Clearing the Job Log:

To remove all completed jobs from the Job Log, select **[Log: Clear]**.



Batch Tool application window

SCANNER MAINTENANCE

18

Quick Points

○ What is a Multifeed?

A multifeed is when two or more documents enter the scanner's Automatic Document Handler at one time.

○ Maintenance Schedule:

One of the best features about the scanner is that you don't have to remember a schedule. The scanner support software actually prompts you to perform maintenance at the appropriate times.

Maintenance Frequency Table

Use the following information to help you schedule and perform these scanner maintenance tasks at the recommended frequencies.

DigiPath Scanner Recommended Frequency		
Item	Action	
Air Filter	Replace	Every 3,000 hours
Document Glass	Clean	Daily, or as required (e.g., if there are visible specks on your images). Always clean the glass after cleaning the document feeder
Document Feeder	Clean	As required – if you are having trouble with paper jams clear the jam, then clean the document feeder.
Document Handler Belt	Clean	Not applicable
Document Handler Sensors	Clean	Not applicable
Document Handler Takeaway Rollers	Clean	Not applicable
Document Handler Inversion Rollers	Clean	Not applicable
Document Handler Retard Pad	Clean	Not applicable
Document Handler Prefeed Belt Module	Change	Not applicable

SCANNER MAINTENANCE

18

Quick Points

○ Xerox Parts Only!

Be sure you use only Xerox parts and cleaning materials for your scanner. You can damage the scanner if you use other product brands.

Order Supplies

Following is a list of part numbers you will need when placing supply orders for your scanner.

DigiPath Scanner Part Description	Part Number US and Canada	Part Number Xerox Europe
Air Filters (5-pack)	53E3954	
Automatic Document Feeder (ADF) Feed Roller Assembly	22K63760	
Xerox Platen Glass, Lens, and Mirror Cleaner	8R3669	
Xerox Lint Free Cloths	600S4372	

SCANNER MAINTENANCE

18

Quick Points

Materials Needed:

- Xerox Lint Free Cloth
- Xerox Platen Glass, Lens and Mirror Cleaner

Cleaning Tasks

Cleaning the Document Glass

1

Dampen a lint free cloth with Xerox Platen Glass, Lens, and Mirror Cleaner



CAUTION:

To avoid damage to the Scanner, DO NOT pour or spray the cleaner directly onto the Document Glass. Always apply the liquid to the cloth first.

2

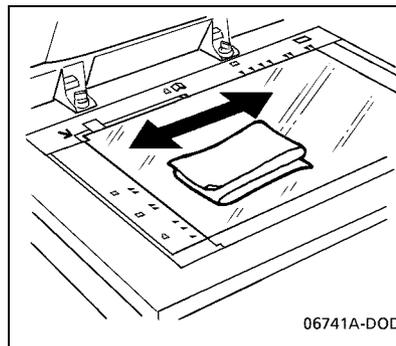
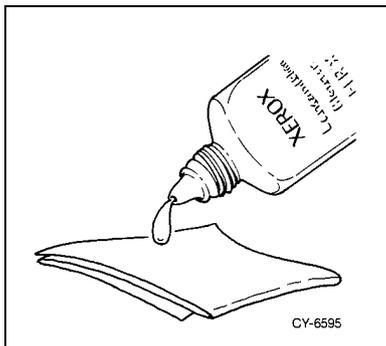
Lift the Document Handler.

4

Lower the Document Handler.

3

Wipe the surface of the Document Glass until it is clean and dry.



SCANNER MAINTENANCE

18

This page is intentionally blank.

TROUBLESHOOTING

19

Isolate a Problem

Problems are presented in the form of DigiPath 4.0 event screens or error messages.

Event Screens

An Event Screen may contain event numbers and/or service numbers, located in the lower right corner. Event numbers may have five or six digits. Service error message numbers are preceded with an "S".

If you experience a problem while DigiPath is running:

1
Record the event number as well as the accompanying error message.

2
Record the procedure being performed when the problem occurred.

3
Perform the action or actions as directed by the event screen.

4
If the problem is not resolved, document when the problem occurs.

Before You Call

Before you call the Xerox Customer Support Center for help, be sure you have the following information on hand:

1
Your telephone number.

2
The DigiPath System serial number.

3
The DigiPath software level.

4
The Event or service codes that appear on the screen.

5
For an image quality problem, print the problem document on a production printer and have the printed output on hand when you call the Xerox Customer Support Center. Save the printed output for the Xerox Service Representative, if necessary.

note...

Gathering the above information before you place a Hotline call will help to quickly find the cause of the problem.

TROUBLESHOOTING

19

Troubleshooting Table

Description	What's happening	What to Do
After cleaning up the hard drives, I can't launch any of the DigiPath applications.	Most DigiPath applications require the existence of the c:\temp directory as work space. If you deleted this directory, DigiPath applications can't launch.	Use Windows Explorer or DigiPath File manager to create a c:\temp directory.
I keep receiving this message when I am scanning or when I am inserting RDOs or TIFFs: "The page already has 100 blocks."	The maximum number of objects on one page of an RDO is 100. (This limit includes any shared images or fills.) The software is attempting to scan or insert objects into a page that already has 100 objects.	To add more images to the page, select the page in the Document Structure window, then select [Graphics: Fuse] . All the images on the page are fused into a single image. You can now add more images to the page. If you do not want to add more images to the page, change the insert mode to Insert Before or Insert After.
When I submit a file to a production printer, why do I get an error that reads "Enter Network Credentials" and/or "Network Authentication Fault"?	A matching user account has not been identified between the DigiPath station and the print server.	Refer to the <i>DigiPath 3.0 System Administrator Guide</i> for information on creating a matching user account.
Every time I try to insert a PostScript file into DSM, I receive an error message that says, "PostScript interpreter error."	Acrobat cannot read your PostScript file.	Choose a different print driver to create your original PostScript file.

TROUBLESHOOTING

19

Troubleshooting Table — continued

Description	What's happening	What to Do
Whenever I open DSM, I get the same error message: "The specified directory does not exist." If I select [OK] , the message "cannot create empty document" appears.	The working directory for Document Scan and Makeready on your hard drive may have been deleted or renamed.	To avoid this problem: <ol style="list-style-type: none"> 1. Make sure there is a directory on your workstation that no one will delete by accident. This is the directory you should define as the RDO Output directory. Usually, this is c:\temp. 2. Open DSM. 3. Select [Options: Settings]. 4. Select [Directories] from the Settings list box. 5. Type the full path to the directory created in step 1 (may be c:\temp) in the RDO Output Directory text box.
After scanning pages, the images didn't appear in my RDO. I can see that there are TIFFs in the Scan Directory tab in the Directory Viewer area, but where are my pages?	The Scan directly to RDO document option is not active in DSM.	<ol style="list-style-type: none"> 1. Select [Options: Settings]. 2. Select [Scanning] from the Settings list box. 3. Select the Scan directly to RDO document option button.
After adding images to an RDO, why don't the images appear in DSM?	The option that activates the image display in the Page View window in DSM is not active.	Select the [Image Display] button at the bottom of the Page View window in DSM.

TROUBLESHOOTING

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Troubleshooting Table — continued

Description	What's happening	What to Do
Why don't the pages of my RDO display in DSM?	The option that activates the Page View window in DSM is not active.	Select the [Page View] button at the bottom of the Page View window in DSM.
I tried to convert a document for viewing in Document Library, but I still can't see the thumbnail. What happened?	The document conversion may have failed.	<ol style="list-style-type: none">1. Open the DigiPath File Manager2. Navigate to E:\digipath\convert.3. Open the file named XDLConvError.log. This log contains a record of any documents that failed to convert.4. Follow the steps in the log to troubleshoot the conversion problem.5. If there is no log file in this directory, try the conversion again.

TROUBLESHOOTING

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Frequently Asked Questions

Question	Answer
Why is it that when I insert a PostScript file into DSM, it converts to an Adobe PDF file?	RDO documents do not directly support PostScript files. Only TIFF, JPEG, and Adobe PDF files are directly supported in DSM.
How can I get an Adobe PDF file into an RDO in DSM?	Insert it! This version of DigiPath supports inserting an Adobe PDF. You can convert it to a TIFF using Acrobat, or insert a native Adobe PDF file into an RDO.
Why can I open an RDO in Document Scan and Makeready, but I am unable to edit it?	When opening an RDO, clear the Open as read only check box in the Open dialog box.
What is the best way to apply tabs to certain pages of an existing RDO?	Refer to the section on tabs earlier in this Quick Reference Guide.
What is the best way to create a NEW signature RDO in which the paper size of the originals I scan will be the same as the paper size of the finished signature? (Example: I have 8.5 x 11 originals, and I need to create a signature document that will be printed on 8.5 x 11 paper stock. So the images must be scaled to 5.5 x 8.5.)	In DSM, create a new RDO using the Signature wizard. Mark the Auto-Fit check box in the Signature wizard to automatically scale the images to the correct page size.
What is the best way to create a signature RDO using existing electronic files?	<ol style="list-style-type: none">1. In DSM, create a new RDO using the Signature wizard.2. Insert the desired files (TIFF, JPEG, PostScript, or Adobe PDF).3. Select the book icon in the Document Structure window.4. Scale all the images in the RDO at one time, by selecting [Graphics: Scale]. Define the page frame size of your RDO.

note...

For best results, do not scale the images at print time, or your image quality may be substantially degraded.

TROUBLESHOOTING

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Frequently Asked Questions — continued

Question	Answer
How do I align images on the front and back of a 2-sided RDO?	<ol style="list-style-type: none">1. Select [Format: Document] to display the Document Properties dialog box.2. Select the Layout tab.3. Set the margins for the Binding edge or the Non-binding edge so that the images are placed appropriately on the page.4. Set the position from margins.
How do I add TIFF or JPEG files in one RDO to another RDO?	<ol style="list-style-type: none">1. Open the RDO containing the desired TIFF or JPEG files in DSM. (We'll call this RDO the source.)2. Open a second instance of DSM, and open or create the RDO where you want to add these TIFF or JPEG files. (We'll call this RDO the destination.)3. In the Document Structure window of the source RDO, select the desired TIFF or JPEG file – you can use the <SHIFT> and <CTRL> keys to select more than one image.4. Once all the files are selected, copy the files in the source RDO (use [Edit: Copy] or <CTRL+C>).5. In the destination RDO, set the insert mode.6. Select the desired page in the Document Structure window of the destination RDO, and select [Edit: Paste] or <CTRL+V>. <p>You can also export a group of RDO pages or images as a single PostScript or Adobe PDF file, or a group of JPEG files, if you plan to use the images outside an RDO.</p>

TROUBLESHOOTING

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Frequently Asked Questions — continued

Question	Answer
How do I format a MOD (Magneto Optical Disk)?	<p>Refer to the DigiPath 3.0 System Administrator Guide for complete instructions on formatting a MOD. Here is a summary:</p> <p>You must be logged in as Administrator.</p> <ol style="list-style-type: none">1. Place a blank MOD platter in the MOD drive. Be sure that the side you wish to prepare is face up.2. From the Windows taskbar, select [Start: Programs: Administrative Tools: Disk Administrator].3. Select [OK] if you receive a warning regarding Disk Administrator.4. Select [OK] at the next warning regarding Disk Administrator, as well.5. If prompted to write the disk signature, select [Yes].6. Select the area that represents the MOD. (It is usually Disk 1, and may read FREE SPACE.)7. Select [Partition: Create] from the Disk Administrator menu bar.8. Select [OK] to make the partition the full size.9. Select [Partition: Commit Changes Now] from the menu bar.10. Select [Yes] to confirm the changes.11. Select [OK] at the Disks were updated successfully message.12. Select the MOD area again.13. Select [Tools: Format] from the menu bar. The Format dialog box displays.14. In the File System drop-down list box, select [FAT]. <p style="text-align: right;"><i>...continued</i></p>

TROUBLESHOOTING

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Frequently Asked Questions — continued

Question	Answer
How do I format a MOD (Magneto Optical Disk)? — <i>continued</i>	<ol style="list-style-type: none">15. In the Volume Label text box, enter a volume label.16. Select [Start] to start formatting the MOD.17. Select [OK] if a warning appears. The format may take several minutes.18. Select [OK] to acknowledge the message that appears when the format is complete.19. Select [Close] to exit the Format dialog box.20. Select [Partition: Exit] from the menu bar to close the Disk Administrator.21. Eject the MOD platter from the drive and invert so the second side is face up.22. Reinsert the platter into the drive and repeat steps 2 through 20.
How do I re-label a MOD platter if I need to change the label name?	<ol style="list-style-type: none">1. Insert the MOD platter into the MOD drive.2. Open DigiPath File Manager.3. In the directory tree, right-click on the drive letter associated with the MOD drive. Select Properties from the right mouse button menu. The Properties dialog box displays.4. On the General tab, change the entry in the Label text box.5. Select [OK] to close the Properties dialog box and save your changes.



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