

BCS-2[®]

User Manual

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PREFACE

Dear Customer,

Congratulations on purchasing our innovative BCS-2® software. BCS-2®, with its Basic-Capturing-System, is a reliable and powerful scan client, especially adept at scanning books, magazines and other bound media. BCS-2® comes equipped with a multitude of functions to edit and if desired publish your scans.

BCS-2® is compatible with all available scanners that have Network- and HiScan-ports as well as those with ISIS- and TWAIN-Drivers. Essentially, every overhead-, flatbed-, sheet-feed- and microfilm-scanner, as well as digital copy machines, can be used in conjunction with the BCS-2® software.

The user-friendly and intuitive interface, based on the Windows operating system, is one of the BCS-2® trademarks.

With its modular makeup, BCS-2® provides the specifically required program components as needed. Our sales team will assist you in compiling a fitting BCS-2® packet for the job at hand, including all the optional software modules to meet your individual needs. Maximum user-comfort and utility with no unnecessary functions is the BCS-2® concept.

Should there be any questions concerning the BCS-2® software please consult your professional retailer, an ImageWare Partner, or ImageWare Components GmbH directly at **bcS-2@imageware.de**.

Successful scanning,

ImageWare Components GmbH

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1 INTRODUCTION

Dear user,

This newly reworked instruction manual thoroughly describes the functions of the BCS-2® software.

The program is designed as a modular system, consisting of basic modules and optional modules. In this user manual all features and functions of the basic modules of the BCS-2® software are described. The modules labeled as optional modules may not as yet be fully documented and explained in this manual. It is also possible that a few features mentioned in the manual only work in conjunction with scanners of the Bookeye® family. Should this be the case it will be noted at the appropriate place.

The manual starts with the Quick-Guide, a brief overview of the BCS-2® software, intended for quick access to the program. This section is recommended for advanced and experienced users, particularly those already familiar with older versions of the software.

Following the Quick-Guide, the main section of the manual explains everything the BCS-2® software offers in detail: the installation process, the user interface, basic functions and especially the Order-Mode. The manual then covers all the program's menus in the order they appear in the software. Principally important menu points are treated in their own respective chapter.

For information regarding a certain command or process, please consult the content menu or keyword index.

To ensure product quality, BCS-2® is permanently under review by our specialists. Should you nonetheless come across mistakes or errors in the program or manual we would appreciate you contacting us at bcs-2@imageware.de.

2.1 Getting Started

This Quick-Guide covers the most important steps of the installation process, and everything necessary to complete a single scan to allow for a speedy entry to the BCS-2® software.

Requirements: The correct driver of the scanner that is to be used needs to be installed, and the operating system on which BCS-2® is to be installed needs to be compatible with the software (see chapter 3.1, page 4).

Caution: The Quick-Guide is only intended as a brief getting-started summary and does not replace the more comprehensive main section of the manual. In the Quick-Guide, steps are deliberately only cursorily addressed and explanations kept to a minimum. Numerous other practical options and possible settings are not covered at all. For more in depth information on the appropriate step or topic concerning the BCS-2® software, please consult the matching section of the manual.

2.2 Installation

- Make sure you have administrator rights on the PC you are using and that the appropriate driver for the scanner to be used has been installed properly.
- Insert the CD into your CD-ROM drive. Should the setup program not appear automatically, start the "**Setup.exe**" from the CD. Follow the instructions of the setup program.
- You can now start the BCS-2® software by double-clicking on the newly created desktop icon. Confirm all messages that appear while starting the software with "**OK**".

2.3 Software Registration

- In the "**Extras**" menu, select the "**Perform/Change Software Registration...**" option. Complete the licensing form and send it to ImageWare Components via e-mail or fax.
- You will then receive a license-file from ImageWare Components. You can import this file into BCS-2® using the option "**Import License File...**" in the "**Extras**" menu. If the license is valid, you will receive a short confirmation message. If this is not the case, you will be informed why your license was not accepted.

2.4 Selecting a Scan-Mode and Scanner

- Select a Scan-Mode, in the "**Scanner**" menu, in which you would like BCS-2® to run (for example **Mode: TWAIN, Mode: Network etc.**). Following your mode selection you will be asked to select the scanner you wish to use.
- If you are not prompted to select a scanner automatically, you can choose the appropriate scanner you wish to use with BCS-2® by selecting the "**Select a Scanner...**" option in the "**Scanner**" menu. After you have successfully selected the scanner you wish to use, its name will appear at the bottom right of the BCS-2® status bar.

2.5 Creating Single Scans

- In the first drop-down menu of the drop-down bar, to the right of the "**Scan**" button, select the "**Single**" Order-Type. By selecting the "**Single**" Order-Type, you activate the single-scan-mode of the BCS-2® software, which is most suited for the first scans due to its simplicity (see chapter 5.1 page 16).
- To start a scan, place the document you wish to scan properly on your scanner and then press the "**Scan**" button in the drop-down bar. If necessary, press the scan button on your scanner.

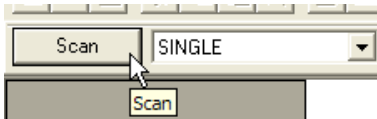


Illustration 1: Starting a Single Scan

After the scan is completed, the scanned document will appear on the screen.

- To create more single scans, simply repeat the previous step. The additional scans will also appear in the BCS-2® user interface.

Note: Scans created using the Order-Type "**Single**" are stored in the directory "**C:\Programs\BCS2_32\scn_data**" by default. The directory is named after the "**BC2_xxxx**" scheme, where "**xxxx**" represents the number of the scanned document. Accordingly, the first scan has the name "**BC2_0001**", the second "**BC2_0002**", and so on.

3 INSTALLATION

3.1 Installation Requirements

For a successful installation of the BCS-2[®] software, an IBM-compatible PC (i.e. no Mac) with the operating system Windows 2000, Windows XP or Windows Vista is required. The PC's processor clock speed should be at least 1GHz (although 2GHz or more are recommended) and the computer should have at least 1GB of memory. The screen resolution should also be a minimum of 1024x768 pixels, although again a higher resolution of 1280x1024 pixels is recommended.

Installing BCS-2[®] will take up only about 60MB of hard disk space. However a few gigabytes of free disk space should be kept available for the saving of scans and scan orders.

3.2 Installation

- Make sure you have administrator rights on the PC you wish to install the BCS-2[®] software.
- Insert the BCS-2[®]-CD into your CD-ROM drive. Should the setup program not appear automatically, start the "**Setup.exe**" file from the main folder of the BCS-2[®]-CD.
- In the following dialog select the language BCS-2[®] is to be installed in and confirm the choice by clicking the "**OK**" button:

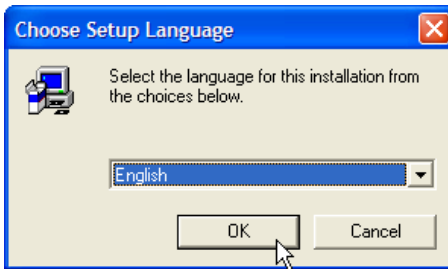


Illustration 2: Selecting a Setup Language

- Follow the instructions of the setup program and confirm your choices with "**Next**" to continue through the installation process.

Caution: To be able to install the BCS-2[®] software, the licensing agreements must be agreed to by selecting the "**Yes**" box!

- Enter the user name along with the company name and confirm by clicking "**Next**":

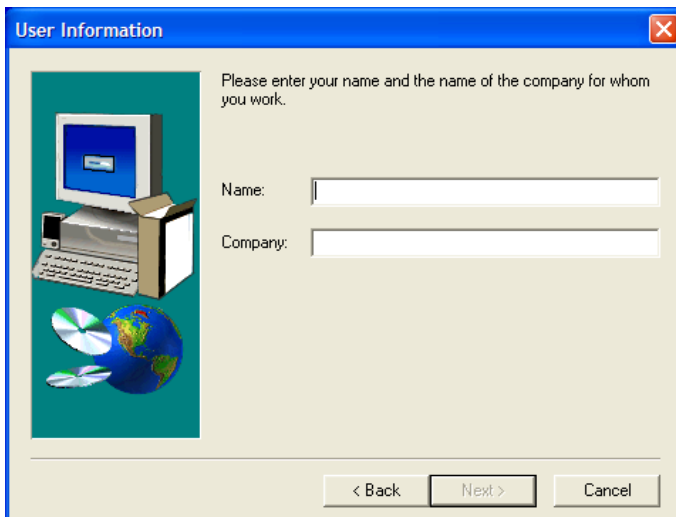


Illustration 3: Entering User Information

- Choose the folder in which BCS-2® is to be installed and confirm by clicking "**Next**":

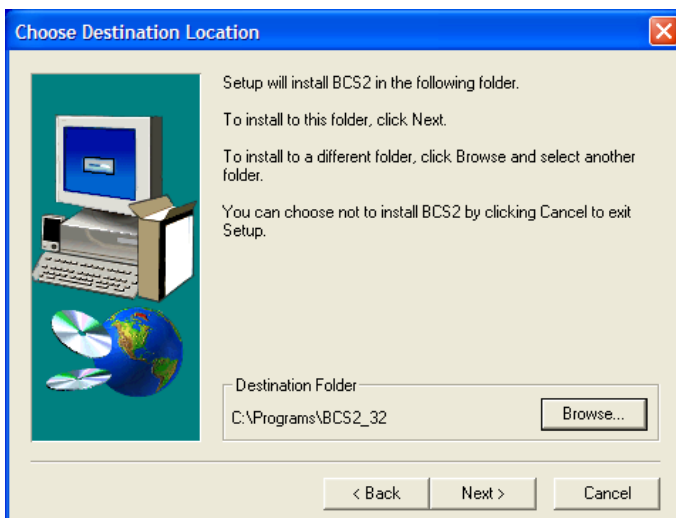


Illustration 4: Selecting Target Directory

Note: The default settings of the setup program will install BCS-2® into the directory: "C:\Programs\BCS2_32\".

- Select the setup type "**Standard**" and confirm by clicking "**Next**":

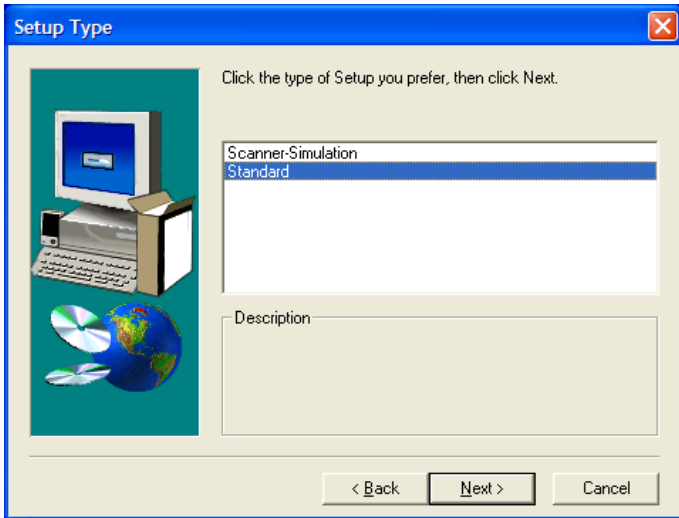


Illustration 5: Selecting the Installation Type

Note: By choosing the "**Scanner Simulation**" installation type, BCS-2[®] can be installed for testing or demonstration purposes. Each simulation scan calls forth an image from the "**examples**" folder of the BCS-2[®] software, rather than actually receiving a scanned image. No scanner is required for this to work.

- Choose an existing folder in the start menu or create a new one and confirm by clicking "**Next**":

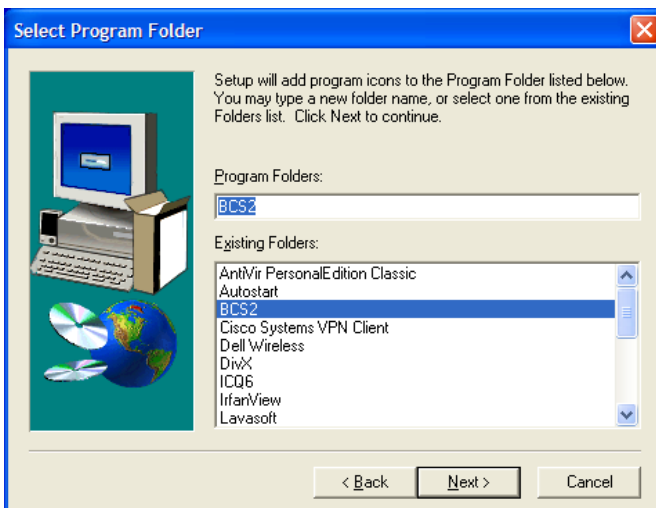


Illustration 6: Selecting a Program Folder

- The setup program will now copy the necessary files to the previously selected directory, generate the start menu symbols and create a desktop icon. When the installation is complete, a message will appear. Confirm this message with "**Finish**", to conclude the installation process:

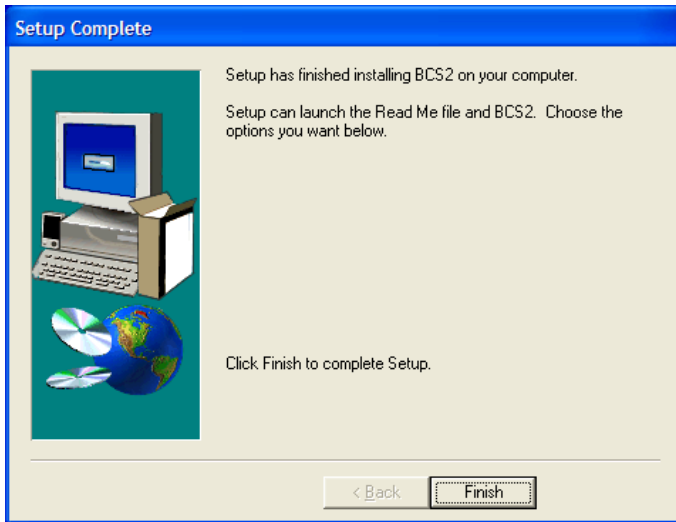


Illustration 7: Setup Completion

- The installation has now been completed and BCS-2® is ready to be launched.

3.3 Following the Installation

After the installation process has been successfully completed, the BCS-2® software can be launched by double clicking the desktop icon, or selecting the appropriate icon in the start menu.

When BCS-2® is started for the first time, the following messages will appear and need to be confirmed by clicking the "OK" button:

- Error message regarding the need for a valid license:

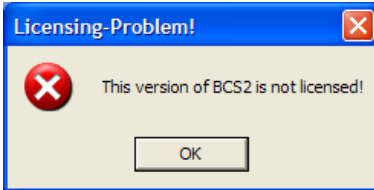


Illustration 8: Licensing Problem

This error message appears if the BCS-2® software cannot find a valid license file. To register the software and receive a license please follow the steps explained in **chapter 3.5: "Software Registration"**.

- Message regarding the necessary selection of of a Scan-Mode:

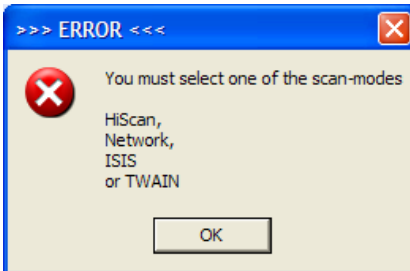


Illustration 9: Scan-Mode Error

To be able to use BCS-2® with a scanner connected to the PC, the appropriate Scan-Mode needs to be activated (see chapter 11.2 page 72).

3.4 Installing Updates

A fully installed release version of the BCS-2® software is necessary to install an update. It is recommended that you create a back-up copy of the BCS-2® program folders before you install the update. To install an update, follow these steps:

- Make sure you have administrator rights on the PC you wish to install a BCS-2® update on.
- Make sure that the Order-List within BCS-2® is empty (it is by default if you have just installed and/or have not used the software).
- If the program is open, close BCS-2®.
- Extract all files including sub-folders from the update archive (a ZIP file) into the BCS-2® program folder (default: "C:\Programs\BCS2_32"), overwriting all existing files. When all files have been copied, the updating process is complete.
- After BCS-2® is restarted, the number of the new version should appear in the title bar of the software.

Caution: It is possible that after updating the software and starting BCS-2® for the first time, a message concerning new Order-Types will appear. Confirm this message by clicking "OK", to start the program.

3.5 Software Registration

In order to be able to use the BCS-2® software with all its functions, a valid license is required. If BCS-2® cannot find a valid license, it will start in the demo-mode. In the demo-mode, each scanned image will be marked with a "DEMO" label. The error message notifying you of the license problem when BCS-2® is started can be confirmed by clicking the "OK" button:

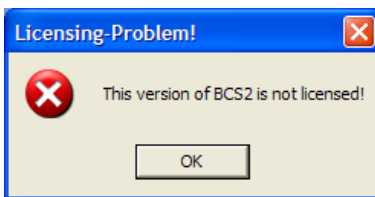


Illustration 10: Licensing Problem

Note: A new license is required if one of the following conditions applies:

- New purchase of the BCS-2® software or optional modules
- Hardware- or software change (new installation)

- Update or upgrade of the BCS-2® software
- Modification of the licensing data
- Passing the expiration date of the current license

BCS-2® needs to be unlocked by activating a license as described in the following section.

3.5.1 Activating a License

To activate a BCS-2® license, a valid license file must be imported. To request a license file, follow these steps within the BCS-2® program:

- In the menu bar select the **"Extras"** menu.
- Select the option **"Perform/Change Software Registration..."**.
- A registration wizard will now guide you through all necessary steps required to request a license. Once the wizard is complete, a license file will be sent to you by ImageWare via E-Mail (typically within one weekday).

To import the license file into the BCS-2® software:

- In the menu bar, select the **"Extras"** menu, and then the option **"Import License File..."**. In the dialog that appears, select the license file that was sent to you by ImageWare, and confirm with the **"Open"** button.
- When the license activation is complete, full access to BCS-2® and all its functions is unlocked. This will be confirmed by the following message:

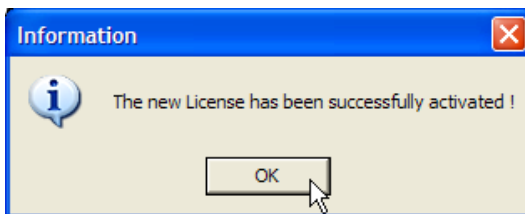


Illustration 11: Successful License Activation

Confirm this message by clicking **"OK"**.

4 BASIC FUNCTIONS AND ORGANIZATION

4.1 Launching the Software

When launching the program the driver for the selected scanner is loaded. If a necessary file cannot be found, an error message will appear, showing the name and supposed location of the missing file. The appropriate file can then be inserted, for example using Windows Explorer. After the program was successfully started you will see the main window of BCS-2®. The user interface will be described in more detail in the following chapters, starting directly with 4.2.

4.2 Organization of the Main Window

BCS-2®'s organization is based on the common interface found in many Windows programs. Beneath the "**Title Bar**", which displays the installed version of the software and which Order-Mode the program is in, is the "**Menu Bar**":

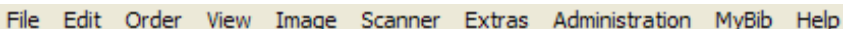


Illustration 12: Menu-Bar

Each of the important menus of the "**Menu Bar**" are described in its own chapter in this manual.

Beneath the "**Menu Bar**" is the "**Button Bar**":



Illustration 13: Button Bar

The "**Button Bar**" gives quick access to the most important functions of the program. The buttons are sorted into groups of "similar" functions. Should the meaning of a button be unclear, move the cursor over that button. This will immediately make a short description appear in the status bar at the bottom of the program window. If your cursor rests over the button for a short time, a small yellow window will appear giving a brief description of the button (Mouse-Over-Effect).

Note: When working with the BCS-2® software, the buttons of the "**Button Bar**" are the quickest and most convenient way to use functions, for example to rotate an image by 90 degrees. If a section in the manual discusses a function that can also be activated by a button, the appropriate button will also be mentioned at that time.

Beneath the "**Button Bar**" is the "**Dropdown Bar**" (see chapter 4.3 page 13), with which all significant settings concerning the scan process can be adjusted.



Illustration 14: Dropdown Bar

Beneath the "**Dropdown Bar**" is the "**Workspace**" of BCS-2®, which is made up of two parts:

On the **right side**, each opened or scanned image is displayed in a separate window.

At the same time the **left side** will display thumbnails of all open images, sorted vertically, for quick access.

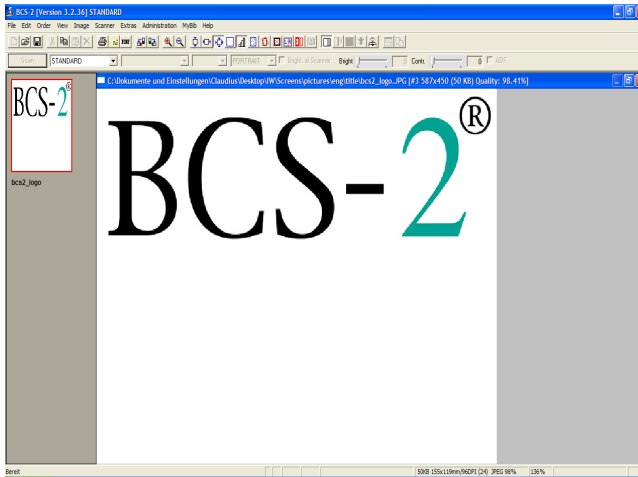


Illustration 15: Dropdown Bar with Workspace below

4.3 Dropdown Bar Settings

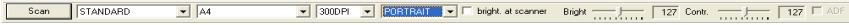


Illustration 16: Dropdown Bar

The available options (from left to right):

- Pressing the "**Scan**" button will create a single scan, if the Order-Type "**Single**" is selected (the Order-Type for single scans). The scanned image will appear on the left as a thumbnail and on the right in its own window. If a different Order-Type is set, pressing the button "**Scan**" will create a new order. This will also start a new scan if "**Start with Program**" has been selected in the order options (see chapter 5.5.1 page 26).
- The **Order-Type** can be selected in the first dropdown menu (the illustration shows the "**Standard**" Order-Type selected).
- The second dropdown menu can be used to select the **format** of the document that is to be scanned. The document you wish to scan should be placed in the appropriate area of the scanner.
- The third dropdown menu adjusts the **resolution**. Changing the resolution will directly affect the size and quality of the created image file.
- The fourth dropdown menu (the active menu in the above screenshot) changes the **page setup**. The orientation can be set to either portrait (vertical format) or landscape (horizontal format).
- If the checkbox "**Bright. at Scanner**" is checked, brightness and contrast can be adjusted directly at the scanner.

If the checkbox "**Bright. at Scanner**" is not checked, brightness and contrast can be adjusted using the two **sliders**. How much the sliders can be adjusted depends on the selected scanner.
- If the scanner in use has a document feeder, checking the "**ADF**" box will activate it.

4.4 Edit Image Context Menu

The "**Edit Image Context Menu**" is opened by right clicking on an image in the workspace. This menu contains standard options such as zooming in and out, rotating, despeckle, etc. (see chapter 10 page 55).

Zoom In	
Zoom Out	
Rotate: 90°	
Rotate: 180°	
Grayscale	F8
Despeckle	F6
Deskew	F7
Whiten Black Borders	
Show Imagetools	
Toggle Manual Page Splitting	F11
Toggle Mask	SHIFT + F11
Toggle Manual Page Splitting with Inner Margin	
Toggle Mask with Splitting Line	
Toggle Mask with Inner Margin	
Activate Multi-Masking	
delete current page	
restore from backup copy	
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Information about the Order...	

Illustration 17: Edit Image Context Menu

All menu points shown above can also be accessed via the menus in the menu bar and are documented at the appropriate point in the manual

Caution: The edit image context menu will change for certain image editing options (for example if masking or page splitting is activated).

4.5 Key Bindings

It is possible to almost exclusively operate the BCS-2® software with your keyboard.

Key	Function
ESC	Leave current order (Order-Mode) Close current image (in Order-Type "Single")
F1	Help
F2	View image in original size
F3	Fit image to height of window
F4	Fit image to width of window
F5	Fit image to window
F6	Use despeckle on current image
F7	Use deskew on current image
F8	Display in greyscale
F9	Turn print after scan on/off
CTRL+F9	Rotate wide images on print
SHIFT+F5	When assigning barcode positions: delete all rectangles
SHIFT+F9	Save current order as Multi-TIFF
F11	Split page mode on/off
SHIFT+F11	Mask
H	If Mask is active: toggle separation line in mask
CTRL+A	Maximize window automatically
CTRL+C	Copy selection to clipboard
CTRL+M	Send current image via e-mail (Order-Type "Single") Send current order via e-mail (other Order-Types)
CTRL+O	Open file
CTRL+P	Print current image or order
CTRL+S	Start scan or order
CTRL+V	Paste from the clipboard
CTRL+X	Cut to the clipboard
CTRL+Z	Undo last action
Arrow left	Scroll image left
Arrow right	Scroll image right
Arrow up	Scroll image up
Arrow down	Scroll image down
Page up	Thumbnail bar: move up one image
Page down	Thumbnail bar: move down one image
Enter	Thumbnail bar: open/activate selected image

5 ORDER-MODE AND ORDER-TYPE

The BCS-2® software greatly facilitates the completion and management of entire scan orders. The different **Order-Types**, which can be edited or created, make working with BCS-2® productive and easy. BCS-2® also gives you the option of defining your own Order-Types, which will be explained later in the manual (see chapter 13.7 page 96).

Once all pages of an order have been scanned, the order itself can be saved, printed, transferred or sent to a desired location. Orders can also be exported from, and imported into BCS-2® effortlessly.

Caution: For more information concerning the difference between the terms "**Order-Mode**" and "**Order-Type**" see chapter 5.3, page 19!

5.1 Basic Order-Types

Following basic **Order-Types** exist in BCS-2®:

- **Single:** A very plain BCS-2® Order-Type for single scans, therefore not suited for piles of images i.e. scans. The "**Single**" Order-Type is most suitable for testing purposes. Transferring an order is not possible. The images of the Order-Mode "**Single**" are stored in the directory "**C:\Programs\BCS2_32\scn_data**" by default (see note in chapter 2.5 page 3).

- **Simple:** The most simple Order-Type. No indexes are necessary for "**Simple**" orders. Transferring an order will copy the images to target location (by default "**C:\Simple**"). No sub-folders for individual orders are created.

Note: When transferring an order of this type, no "**order.sum**" file is created like it is in for other Order-Types (see chapter 5.6.8 page 41).

- **Standard:** The standard Order-Type for an individual setup. Up to nine indexes can be freely defined (see chapter 5.5.7 page 32). If desired, these nine indexes can appear on the cover sheet of the order (page one) as a barcode. The barcode areas for each index can also be freely defined with BCS-2®. Transferring copies the images into a newly created folder within the target directory for "**Standard**" orders. This new folder will be named with the order number. In addition to the images a small ASCII file labeled "**order.sum**" will be created. This file contains the most important data of the order.

5.2 Additional Order-Types

BCS-2® also supports a series of optional and additional Order-Types, which in part require their own license.

- **ADAM:** Order-Type to connect BCS-2® to ExLibris ADAM (Aleph Digital Asset Management). When an order is transferred with this Order-Type, the program checks if a web publisher template named ADAM exists. If this is not the case, the process is aborted and an abort message appears. If the ADAM configuration exists, an upload via the web publisher will take place. The original images will not be copied to an additional folder as usual.
- **ARIEL_BATCH:** This Order-Type is intended to export scanned pages into a preset structure from which an Ariel station can then easily import the images.
- **CAR (Computer Aided Retrieval):** See Order-Type "**Standard**". Distinction: When transferring, the existing file names will be used. No sub-folder for the individual orders is created. A request for target directory before transferring can be activated in the order options.
- **Define-Tags:** This Order-Type is a variation of the "**Standard**" order. It gives the additional option of defining TIFF tags, which are implanted into the TIFF images of the order when the order is transferred.
- **ILLIAD:** Connection of BCS-2® to Iliad, an electronic document delivery system used in the United States.
- **Jason:** BCS-2® is used as a scan component of the JASON system. This Order-Type is used in conjunction with Jason/Medea. Order pages are newly numbered and renamed in the order folder to the Jason order number. This number is placed on the cover sheet (page one) as a barcode, and is recognized by BCS-2®.
- **Medea3:** This Order-Type enables the communication of the document delivery system Medea3 and BCS-2®.
- **MyBib eDoc:** Order-Type in which BCS-2® functions as a scan client for MyBib eDoc, a web based document delivery system designed for quick and inexpensive electronic delivery of non-returnable documents (Scan-on-Demand).
- **ODYSSEY:** Order-Type for the export of orders to Odyssey.
- **SCAN2WEB:** This Order-Type transmits documents to a web server when the order is transferred. By means of an automatically created web address, the scanned images can be accessed by any PC with an Internet connection.
- **SISIS:** Order-Type connecting BCS-2® to the SISIS Sunrise Library system.

- **Subito:** Order-Type allowing BCS-2® to be used as a scan station in an SUBITO environment.
- **XPC:** This Order-Type connects BCS-2® to an XPrint-Server system.

5.3 Choosing Order-Type and Order-Mode

In order to process a scan order with BCS-2® it is necessary that an Order-Type is selected. To do so, simply select the appropriate Order-Type from the dropdown menu in the dropdown bar in the BCS-2® main window (see chapter 4.3 page 13). Actual work with the scan order now takes place in the Order-Mode (Order-Type → Order-Mode), with the exception of the Order-Type "Single", which is a stand alone scan-type/mode.

Before an order is created, the order options should be looked over and if necessary adjusted (see chapter 5.5 page 24).

Caution: The terms "Order-Type" and "Order-Mode" are often used synonymously, but this has no effect on the explanations in the manual:

The selection of the **Order-Type** simply puts the program into the corresponding **Order-Mode** of the same type and name. For example, if the Order-Type "**Standard**" is selected, you will be working in the "**Standard**" Order-Mode when you start a new order.

5.4 Working in the Order-Mode

Caution: Make sure you are in the desired Order-Mode! The Order-Mode is defined by the Order-Type (see above).

5.4.1 Creating an Order

By selecting the menu point "**Create**" in the "**Order**" menu, an order of the type currently selected in the dropdown bar will be created. Clicking the "**Scan**" button will also initiate a new scan order. After an order has been started, the **Order Bar** will appear directly beneath where the "**Scan**" button used to be, which has now disappeared there and moved down into the **Order Bar**.

5.4.2 Order Bar

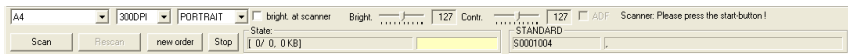


Illustration 18: Dropdown Bar with Order Bar below

This bar contains the following options:

- "**Scan**": As before, the scanning process can be started with this button. Alternatively, the key binding **CTRL+S** can be used to start scanning.

Should a scan not come out as desired, it can always be removed by selecting the appropriate thumbnail of the scan, and pressing the **DEL** key, or the corresponding button in the button bar. In all Order-Modes except the "**Single**" type, a removal confirmation request will appear. If an image is to be inserted at a certain position, the thumbnail after which the new image is to be inserted needs to be selected. Now all

new scans will be inserted behind the selected image. By default the last image is always selected, and all new scans are added at the end of the current images.

Button bar icon for deleting an image: 

- **"Rescan"**: The image currently selected by thumbnail will be rescanned, and the new image will replace the old one. Index information and other meta data like OCR texts are carried over to the rescan, and do not need to be re-created/edited.
- **"New Order"**: The current order will be closed and a new order of the currently selected Order-Type will be created.

The Order Bar contains two more areas:

- **"Status"**: Here the current page of the order, as well as the total number of pages of the order are displayed. Furthermore, the cumulative size of the scan order is displayed in kilobyte. In the yellow box the current pagination level (see chapter 5.5.9 page 36) i.e. page number of the active page is shown.
- In the box on the very right, beneath the Order-Type ("**Standard**" in the screenshot above) is the job number, followed by the indexes.

5.4.3 Ending the Order-Mode

To end the Order-Mode, simply click the **"Stop"** button in the order bar. The order will conclude and the order window with the order list will appear (see chapter 5.6 page 38). Alternatively you can end the Order-Mode by pressing the **ESC** key.

5.4.4 Drag & Drop

TIFF and JPEG files can be "dragged" from the Windows Explorer and "dropped" into the BCS-2[®] workspace via the mouse cursor. These images will then be integrated into the order. In the **"Single"** Order-Mode the image will be opened and displayed.

ZIP files along with the files they contain can also be imported into BCS-2[®] via the drag & drop feature (see chapter 5.6.15 page 45). After confirmation, the orders in the ZIP file are imported. If an order is already open, the contents of the ZIP file will be integrated into the open order.

5.4.5 Capturing Indexes via Barcode (optional)

Requirement: BCS-2[®] Barcode module

Capturing indexes via **barcode** is the easiest way of categorizing a scan order or identifying the original document. Up to nine indexes (keys) can be defined, and if desired displayed via **barcode**¹ on the first page of the order. For exam-

¹ **Barcode:** BCS-2[®] supports the following barcodes: UPC-A / -E, Code 39 / -128, EAN8 / -13, Interleaved 215 ,

ple, the customer and order numbers can be assigned to each scan order. For this, the order sheet is scanned as the first page of the scan order, and the bar-code information is automatically read and registered.

When working with indexes in BCS-2®:

- For each Order-Type individual lists of order indexes can be created and managed.
- In the dialog window that appears after the first page of an order has been scanned, a separate list can be managed for each key (index).
- To the right of the input field (in which the lists can also be selected) the number of entries is displayed.
- A button exists for each of the up to nine indexes to transfer the current entry into the list, or to remove the current entry from the list.
- The lists are stored in the same folder as the scan orders. The files are named after the corresponding Order-Type, for example for "**Standard**" orders: "**Std_KEYS.DAT**".
- Each entry has its own row, and each row starts with the number of the index.

Example: "**Standard**" order with three indexes:

1:blue

2:Volume 1

3:Henry

1:red

2:Volume 2

3:Paul

The order of the items is irrelevant. BCS-2® recognizes to which key the text belongs by the first two characters in a row. In the dialog window the keys are sorted alphabetically.

5.4.6 Setting Barcode Position (optional)

Requirement: BCS-2® Barcode module

With the option "**Set Barcode Position...**" in the "**Order**" menu, the barcode position on the first sheet of the order is set so that BCS-2® "knows where to look".

Barcode test sheet



Illustration 19: Defined Barcode Positions

Once BCS-2® has recognized a barcode and its position, no new recognition is necessary unless the barcode position changes.

Caution: Before the barcode position for an Order-Type can be set, the appropriate Order-Type needs to be selected (see chapter 5.3 page 19). This has to occur before an order of the selected type is created, as editing the barcode position is not possible within an order.

Setting Barcode Position:

- First, select the desired Order-Type in the dropdown menu in the BCS-2® main window and place the document with the barcode BCS-2® is to recognize on the scanning area of your scanner.
- Next select the option "**Set Barcode Position...**" in the "**Order**" menu. The document will now be scanned. Subsequently the message asking you to "**Please Select Barcode-Area using the Mouse!**" will appear. Confirm by clicking "**OK**".
- Move the mouse cursor to a corner of the area occupied by the barcode.

- Press and hold the **left mouse button**.
- Drag a box which contains the entire barcode (and only one barcode – even if this differs on latter sheets).
- Release the left mouse button.
- If the error message "**Barcode was *Not* detected !**" appears, confirm this message and try again.
- Select the barcode areas generously! The barcode positions of latter scans can be slightly moved or misplaced. The BCS-2[®] software just needs to recognize the entire area of one single barcode.
- A message you need to confirm will tell you if the barcode recognition was successful. A window will appear in which the barcode needs to be assigned to an index. This is done by marking with the left mouse button and confirming by clicking "**OK**".
- Repeat the above steps until all indexes have their corresponding barcode (see screenshot).

5.5 Order Options and Options Dialog Window

Before creating an order, the set options should be checked and if necessary adjusted. In the **dropdown bar** select the desired **Order-Type** (ex.: "**Standard**"), then in the "**Order**" menu the "**Options...**" option.

The **options dialog window** will appear, showing all relevant settings for the selected Order-Type.

Options Dialog Window Areas:

- Scan Start Options
- Barcode Options
- General Settings for an Order-Type
- Post-Scan Conversion
- The "**PDF ...**" button opens a dialog window with settings for converting to a PDF file
- The "**MAPI ...**" opens a dialog window in which the text, added to automatically generated e-mails when sending scans, can be edited
- The "**Order Indexes...**" button opens a dialog window with options for editing the index keys.
- The "**Page Index...**" button opens a dialog window with options for additional index keys for each scanned page
- The "**Pagination...**" button opens a dialog window with pagination options
- The "**BCS-2 Variables...**" button, allows for BCS-2® variables (see chapter 13.2 page 90) to be entered into an active input field (yellow box) in the option dialog window. For more information about BCS-2® variables select the "**Documentation of System Variables**" option in the "**Help**" menu.

The different areas and buttons of the options dialog window can be seen in the following screenshot, following which the individual options are explained in more detail.

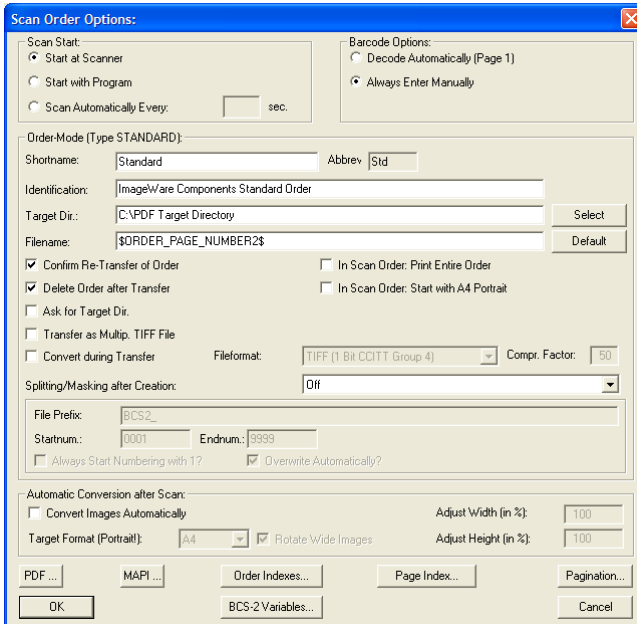


Illustration 20: Order Options Dialog Window (active Order-Type: "Standard")

Note: Pressing the **"OK"** button in a dialog window will apply the current settings and close the dialog window.

If you do not wish to save the changes you have made, click the **"Cancel"** button. The options dialog window will be closed and the changes will not be saved.

In the following section the options for individual orders will be covered. Their arrangement follows that of the options dialog window.

5.5.1 Scan Start Options

One of the three available options for how to start scanning can be selected here by clicking the button of the desired option:

- **"Start at Scanner"**: Scans are started by pressing the appropriate button on the scanner (if the scanner is network-compatible and has a start button, for example Bookeye® family scanners with a network port). The scan order will now be completed in the **pile mode**. Complete handling of the scan order occurs at the scanner. Scans are started at the scanner (for example via a foot pedal). Being able to initiate scans at the same location at which the documents are prepared for scanning makes this a very efficient way to work.
- **"Start with Program"**: If this option is selected, scans are started by clicking the **"Scan"** button in the order bar.
- **"Scan Automatically Every _ sec."**: This option offers the convenient option of having the BCS-2® program start scans in predefined intervals. The time interval between scans needs to be entered into the input box (in seconds). An endless scan loop with the set time interval can be started in this way.

A separate window will show the countdown to the next scan. The automatic scanning process can be stopped at any time by pressing the **ESC** key or clicking the **"Stop"** button in the order bar. This mode of scanning can, for example, be useful for scanning books, so that only the page needs to be turned and the scans are started automatically.

5.5.2 Barcode Options (optional)

Requirement: BCS-2® Barcode module

For the capture of indexes via barcodes there are two available options:

- **"Decode Automatically (Page 1)"** If this option is selected, the program expects all barcodes on the first page of the order. The location of the barcodes as well as the assignment of the barcodes to the indexes has to be configured before the scan with the **"Set Barcode Position..."** option in the **"Order"** menu (see chapter 5.4.6 page 22). If the automatic recognition fails, the indexes have to be manually entered.
- **"Always Enter Manually"** if this option is selected, all indexes need to be entered manually at the start of the order.

5.5.3 Order-Mode General Settings

The general settings of the selected **Order-Mode** can be edited in the Order-Mode options area (the currently selected Order-Mode will be displayed in parentheses behind the label "Order-Mode", for example: "Type: STANDARD")

Explanation of the Different Boxes:

- **"Shortname"**: Displays the abbreviation of the currently selected Order-Type. This label can be modified here.
- **"Abbrev."**: Is intended for internal labeling of an order in the "**order.dat**" file created for each order.
- **"Identification"**: Display the currently selected Order-Type by its label. This label can be modified here.
- **"Target Dir."**: Here the target directory is set, into which the entire order will be transferred when completed. For each order a new sub-folder will be created containing the individual images of that order. This will not occur for the Order-Types "**Single**" and "**Simple**".
- **"Filename"**: Optionally a name for each image file can be entered here for when the order is transferred,.
- If the checkbox "**Confirm Re-Transfer of Order**" is checked, a confirmation request will appear when transferring an order again, asking if the re-transfer is to really take place.
- Checking the checkbox "**Delete Order after Transfer**" will cause the images of a scan order to be deleted from the sub-folder "**scn_data**" in the BCS-2[®] directory after the transfer of an order. This is a useful option for saving hard drive space.
- If the checkbox "**Ask for Target Dir.**" is checked, you will be asked to select the target directory before each order transfer.
- The checkbox "**Transfer as Multip. TIFF File**" will cause all images to be stored in a single TIFF file upon order transfer. This multi-page TIFF file is a multi-page document and will be saved into the target directory. No sub-folders are created for the individual scan orders.
- The option "**Convert during Transfer?**" determines if the images are converted to a certain format during transfer. You can choose between the JPEG, PNG and TIFF formats, and the compression factor can also be defined.
- The option "**In Scan Order: Print Entire Order**" allows you to, within the order itself, completely print the order. Alternatively only selected pages or sections of the order can be printed. This is selected in the print dialog window. If this option is left unchecked, pressing the print button will only print the image that is currently in the workspace.

- Checking the option **"In Scan Order: Start with A4 Portrait"** will set pages of a new scan order to A4 and portrait format. This option can be very practical for certain Order-Types as the first page is often of A4 portrait format and contains one or more barcodes.
- The dropdown bar **"Split/Masking after Creation"** offers options for splitting and cutting individual images. For example, a permanent mask for cutting out certain parts of an image can be activated. (see chapter 10.5.2 page 62).
- The section of the options dialog window shown in the screenshot below is inactive by default (compared to screenshot on page 25):

The screenshot shows a dialog window with the following elements:

- File Prefix:** A text input field containing "BC2_".
- Startnum.:** A text input field containing "0001".
- Endnum.:** A text input field containing "9999".
- Always Start Numbering with 1?
- Overwrite Automatically?

Illustration 21: Option Dialog Cutout

The input-boxes are only active in the Order-Modes **"Single"** and **"Simple"**:

- ◆ **"File Prefix":** In this input box the file name under which scans are saved can be edited. The file name consists of a freely definable prefix and a number, which will increase by one for each scan.
- ◆ **"Startnum. and Endnum.":** Here the start- and end-numbers that make up the suffix of the file name can be set.
- ◆ Checking the option **"Always Start Numbering with 1?"** starts the counter at one for the first scan of an order.
- ◆ Checking the option **"Overwrite Automatically?"** will cause old files to be replaced by new ones without confirmation request.

5.5.4 Automatic Conversion After Scan

This area contains settings for converting all images to a single format.

- Activating the checkbox "**Convert Images Automatically**" will automatically convert all images within an order to the format selected in the target format box. This option is especially useful if the entire order is desired in a printable format.
- Following target formats are available: A2, A3, A4, A5, Legal, Letter, DLetter.
- The page orientation of the target format is always portrait.
- At the right end of the conversion options area are two boxes for **adjusting the width and height**. This is useful to prevent document edges from disappearing when using printers without automatic scaling.

Note: The scan will be converted without taking into consideration the size of the original document. Small original documents can be excessively enlarged and large original documents possibly become so small they become unreadable. Therefore results should be checked for their usability.

5.5.5 PDF Settings (optional)

Requirement: BCS-2® PDF module

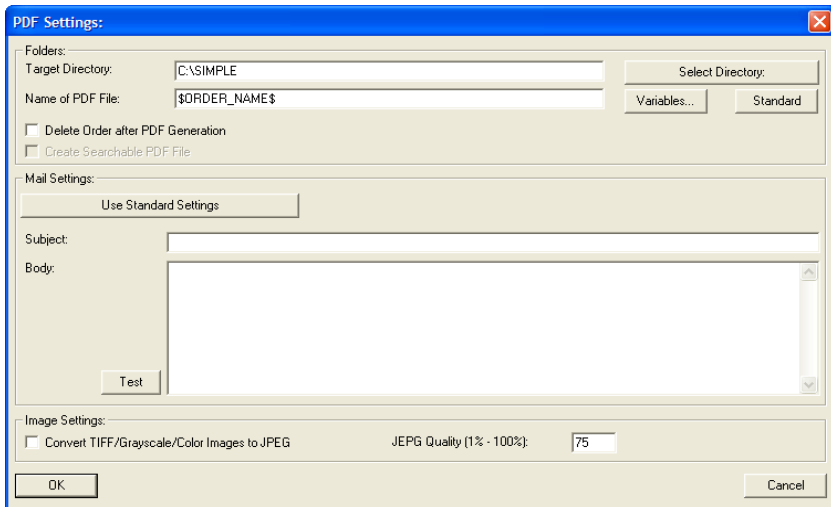


Illustration 22: PDF Settings

The PDF Settings dialog window is split into the three areas: "**Folders**", "**Mail Settings**" and "**Image Settings**".

- **"Folders":**
 - ◆ **"Target Directory":** The directory in which the PDF files are to be saved is entered here.
 - ◆ **"Select Directory":** The target directory where the PDF files are to be saved is selected with a file browser window.
 - ◆ **"Name of PDF File":** Here the names the created PDF files are to receive can be defined. The button **"Variables..."** allows for BCS-2® variables to be implemented into the name of the created PDF files. The button **"Standard"** will enter the variable "ORDER_NAME" into the input field, which means the file name will be the job number of the scan order.
 - ◆ **"Delete Order after PDF Generation?":** If this checkbox is active, the order will be deleted within BCS-2® after the PDF file has been created.
 - ◆ **"Create searchable PDF File (optional)":** Activating this option will use text recognition to create a searchable PDF file. This is only possible if the BCS-2® OCR module is installed.

- **"Mail Settings":**
 - ◆ **"Use Standard Settings":** This options resets all settings for the mail attached to sent PDF files to a preset standard mail.
 - ◆ **"Subject & Body":** The text which will appear in the e-mail accompanying sent PDF files can be defined here. The variables found in the file "BCS2VARS.txt" in the BCS-2® program directory can be used here.

Note: To insert a new line press the **CTRL+ENTER** key combination, as **ENTER** will close the dialog window.
 - ◆ **"Test":** Clicking this button will render a preview of what the sent mail will look like.

- **"Image Settings":**
 - ◆ **"Convert TIFF/Grayscale/Color Images to JPEG?":** If this option is checked, grayscale or color images will be converted into the JPEG format. Black & white images are always saved as TIFF files.
 - ◆ **"JPEG Quality (1% - 100%):"** This option regulates the quality of the JPEG compression. A high percentage value corresponds to a low compression rate. The higher the compression, the less disc space the JPEG image will take up inside the PDF file. However image quality can suffer with very high compression rates. The default value is 75%.

5.5.6 MAPI Settings

Clicking the button "MAPI ..." in the order option window will open a dialog window with settings for sending e-mails via MAPI:

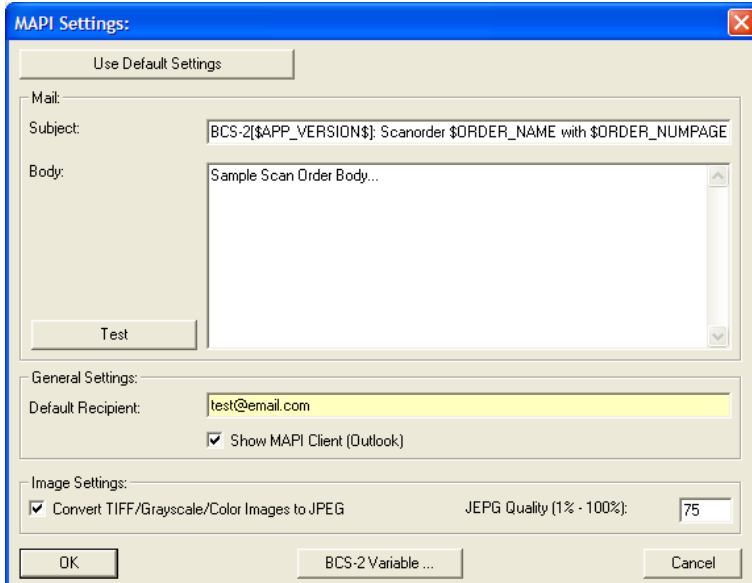


Illustration 23: MAPI Settings

- **"Use Default Settings"** (button): Fills the input fields in the **"Mail"** area with standard values (see screenshot).
- **"Mail"**: In this input field the **"Subject"** (topic) and **"Body"** (content) of the e-mails can be defined. Normal text as well as BCS-2® variables can be used, the latter accessed via the **"BCS-2-Variable ..."** button.
Note: To insert a new line press the CTRL+ENTER key combination, as ENTER will close the dialog window.
- **"Test"** (button): Clicking this button will render a preview of what a sent mail, without attachment, will look like.
- **"Default Recipient"**: When sending e-mails, the address in this input field will be used by default.
- **"Show MAPI Client (Outlook)"** (checkbox): If this option is activated the MAPI client (e.g. Thunderbird) will be started when sending e-mails via MAPI. Changes to the e-mail can be carried out here. If this option is not activated, the e-mail will be sent to the **default recipient** without opening the e-mail client. However, for this to work properly, the default recipient input field must not be empty.

- **"Convert TIFF/Grayscale/Color Images to JPEG?"** (checkbox): If this option is checked, all grayscale or color images to be sent will be converted into the JPEG format. The box **"JPEG Quality"** determines the level of compression (see page 30 "JPEG Quality").

5.5.7 Order Indexes

Clicking the **"Order Indexes..."** button opens a dialog window with settings for managing index keys:

Illustration 24: Order Indexes Dialog Window

In the areas **"Index 1"** through **"Index 9"** keys for up to nine indexes can be defined for the current Order-Type. Three configurations must be defined per index:

- **"Prompt"**: Here the name of the index, which will need to be manually confirmed, needs to be entered. If the appropriate box is to be accessible via shortcut, a **"&"** needs to be inserted in front of the characters in the input box.
- **"Name"**: The name the index will be saved in the **"order.dat"** file upon final transfer is defined here.
- **"Length"**: If the checkbox **"Fixed Length"** is activated, the length of the indexes can be fixed here. If **"Fixed Length"** is not activated, the index length remains unrestricted.

Additional Options:

- The checkboxes **"Index is Barcode"** defines which indexes will be recognized as a barcode.

- If the option "**Use Last Value as Default?**" is activated, the last index value will be used by default in a new order.
- Furthermore, the "**Prompt for Order Indexes before First Scan?**" option determines if the index confirmation should occur before or after the first scan.

5.5.8 Page Index

Clicking the **"Page Index ..."** button opens a dialog window with settings for the page index:

further configuration of index keys

Page-Index:
 use page-index ?

Description of additional key: Additional Key

suggest before scan ?

Format of additional key, if numeric: %03d

use prefix use suffix suffix controls incrementing

example: if the index should be a three-digit-number with leading zeroes, you must specify %03d as the format. restore standard

Name of index-file: \$ORDER_NAME.IDX

the bcs2 variables can be used to build the name of the index-file.
the standard ist \$ORDER_NAME.IDX, which means: name of the current scan-order and .IDX; as extension.
to add the current time, simply use:
\$CURR_TIME.\$ORDER_NAME.IDX

restore standard

format for index-key (help: look above): \$FILE_NAME\$.INDEX1

Format of the index-data in the index-file:
- all BCS2-Variables can be used.
- most important variables:
\$FILE_NAME: filename of the current image without path
\$FILE_PATH: complete path of current image
\$INDEX1: index value of the current image

example: index-value in double-quotes 'comma' filename in single-quotes:
"\$INDEX1";\$FILE_NAME"

Use index as the filename when transferring the images ?

OK BCS-2 Variables ... Cancel

Illustration 25: Page Index Configuration

Checking the **"Use Page Index?"** option will activate a query for an additional key for each scanned page. The page index can be compiled of up to three parts: prefix, the key itself (variable part, can be incremented automatically) and suffix.

The option **"Suffix controls incrementing"** will have the following effect: Is the option activated, a checking of the suffix box (which was previously empty) will deactivate the automatic incrementation, and decrement the already increased page number.

When creating an order, an additional window with the definition of the additional key will appear in the title bar, recommending the page index for the next page:

Additional Key

003

increment automatically + - clear suffix

Illustration 26: Additional Window when Creating New Order

This window contains the option "**Increase Automatically**". This option automatically jumps to the next number after a page has been scanned. The index can be manually increased or decreased by pressing the "+" and "-" buttons. If prefix and suffix of the page index have been activated, additional input boxes will appear here or after the input box for the value of the indexes (both empty in the above screenshot).

Note: The option that recommends the page index before the scan can be deactivated by checking the checkbox "**Suggest before scan?**" in the dialog window for configuring page indexes. When exiting the order, before transfer, BCS-2® checks if all pages have a non-empty page index. BCS-2® also checks if any indexes have been distributed twice. After checking is complete, an overview is displayed. An order is not transferred should one of the two above cases apply.

A standard name, the BCS-2® order name and ending with ".IDX", can be used for the index files. The name can always be reset to the standard name by clicking the "**Restore Standard**" button. It is also possible to create an individual name for the file, using the BCS-2® variables if desired ("**BCS-2 Variables...**" button).

The format of the index data for the index key within the index file can also be individually defined, or a standard setting used.

The checkbox "**Use Index as the filename when transferring the images?**" can be activated if the key is to be used as the file name for transferred images.

5.5.9 Pagination

Clicking the "**Pagination...**" button will open a dialog window with settings for the structuring of the pages of the order and the selected Order-Type (see chapter 8.2 page 52).

The pagination (structuring) of an order can be used to carry over the organizational structure of the original document, for example a book, into the order itself. In this way, the order can be structured the same way as the scanned original.

For each level of pagination the type of numeration can be set:

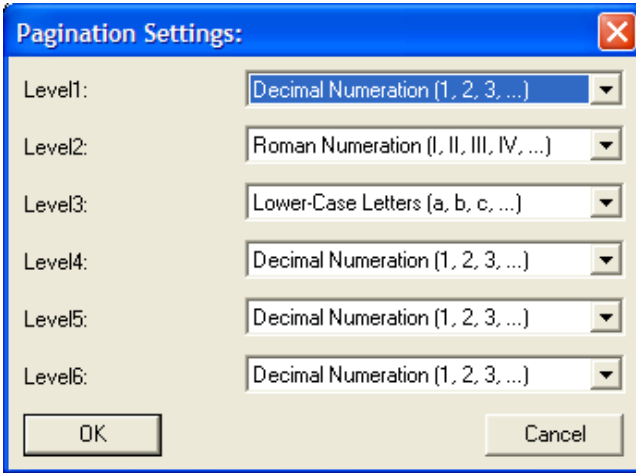


Illustration 27: Pagination Settings

Pages can be paginated during the scan process or afterwards. During the scan process the "+" and "-" keys increase or decrease the pagination level of the page selected in the thumbnail list.

The current structure can be viewed in a separate window, which can be opened by selecting the "**Pagination: Show Current Structure...**" option in the "**Order**" menu. By moving the mouse cursor over a row in this window the pagination can also be changed with the "+" and "-" keys.

Note: The pagination function can also be accessed via the "**Order**" menu, see chapter 8.2 page 52.

5.5.10 Password Protection for Order Options (optional)

Requirement: Valid and active license file

If this option of your license is active, a password-prompt message will appear when the order options dialog window is opened. Only when the password is correctly entered will the options dialog window be accessible.

The password request message will only appear once, so that after having correctly entered the password, the options dialog window can be repeatedly opened without interruption. However, the password needs to be re-entered every time the BCS-2® software is restarted and the options dialog window opened.

After the password has been successfully entered, the option to change it is accessed. To change the password, the new password needs to be entered twice to avoid spelling mistakes.

5.6 The Order Window and Order List

The **Order Window** with the **Order List** opens when either an Order-Mode is stopped or by selecting the "**Select...**" menu point in the "**Order**" menu. Here scan orders are managed and processed.

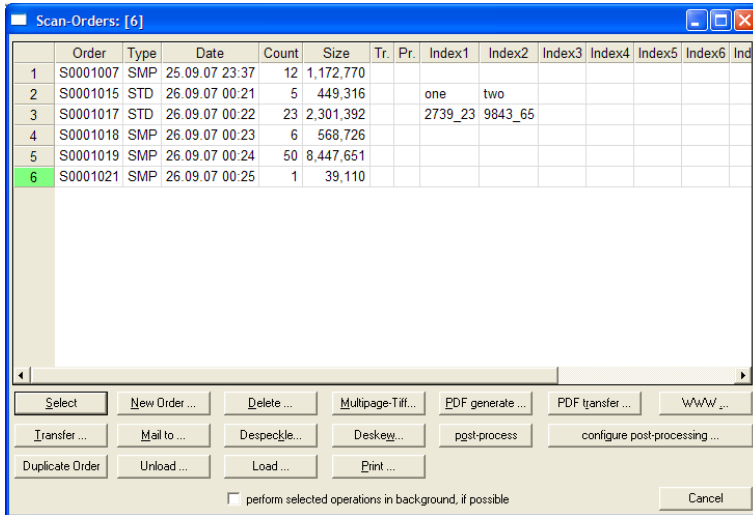


Illustration 28: Order Window with Order List

The last order closed will appear at the bottom of the list. The last order opened in a BCS-2® session is colored, the backdrop of the number is colored in green. All orders can be managed and further processed from in this window.

Following information is displayed for the orders:

- **Order:** Order name or job number
- **Type:** Order-Type
- **Date:** Date the order was created
- **Count:** Number of images within the order
- **Size:** Size of the order in kilobyte
- **Tr.:** For orders already transferred this column will be marked here
- **Pr.:** If the order has already been printed, a mark will appear in this column
- **Index 1,2,3...:** If appropriate, the used indexes are displayed here

The orders can be sorted by the desired column by double-clicking on the column title. For example, all orders that still need to be transferred can be listed under each other. Double-clicking into the upper left hand corner selects all or-

ders, which can also be done by pressing the key combination **CTRL+SHIFT+END**. All orders can be edited (ex. deleted) in this way at the same time, even if the list is very long. The column widths can be adjusted with the mouse.

5.6.1 Order Context Menu

The order context menu is opened by right-clicking within the order list. From this menu all options normally started by buttons can also be accessed.

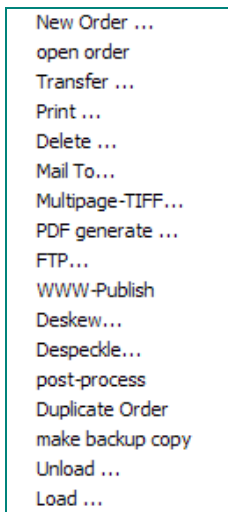


Illustration 29: Order Menu

The individual functions will be explained in more detail in the following sections.

Actions in the Order Window and Order Context Menu:

The option "**Create Backup Copy**" will, after confirmation, create a backup copy of all images of an order, regardless of a batch operation (operation targeting all images of an order). After the process has been carried out, everything can be reversed if desired, or single images restored to their original condition.

This option is not accessible through the order window with the order list, but only through the order context menu.

5.6.2 Selecting Orders for Editing

To select an order you wish to edit, simply click on the appropriate order with the left mouse button. The backdrop of a selected order will be colored in light yellow. Multiple orders can be selected by holding the **SHIFT** key and clicking with the mouse.

5.6.3 Deleting Orders

Clicking the **"Delete"** button deletes the selected order after the deletion confirmation message is confirmed by clicking **"Yes"**.

5.6.4 Creating a Multi-Page TIFF File

Clicking the **"Multipage TIFF..."** button creates a multi-page TIFF file from the currently selected order. A dialog window will open asking for the name and directory for the multi-page TIFF file. After the message is confirmed with **"OK"** the file is created in the target location.

5.6.5 Creating a PDF File (optional)

Requirement: BCS-2® PDF module

Clicking the **"Generate PDF..."** button creates a PDF file from the currently selected order in the target directory (see chapter 5.5.5 page 29).

5.6.6 Transferring PDF Files from Target Directory

Clicking the **"PDF Transfer..."** button will open a window with options for transferring PDF files. This window displays all PDF files in the PDF target directory, which can be sent via e-mail, opened or deleted by selecting the desired file and pressing the appropriate button.

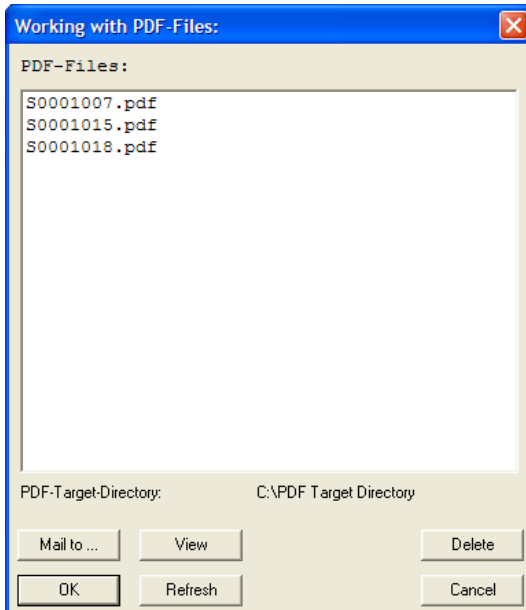


Illustration 30: Selection Window for Transferring PDF Files

5.6.7 Publishing Orders Online (Web-Publisher) (optional)

To publish an order online, select the desired order from the order list and click the "**WWW ...**" button. This will transfer the selected order with the BCS-2® **web publisher** with the settings defined in "**WWW-Configuration**" (see chapter 12.7 page 81).

5.6.8 Transferring Orders

Select the desired order or orders from the order list. Now clicking the "**Transfer...**" button transfers all selected orders to the target directory defined in the order options. If the option "**Delete Order after Transfer**" is activated within the order options, the transferred scans will be deleted from the working directory. Scans are transferred to target directory together with the "**order.dat**" file (which describes the order) but without thumbnails. When transferring orders of the "**Simple**" Order-Type, no "**order.dat**" file is created.

5.6.9 Mailing Orders

To send the selected orders, click the "**Mail To...**" button. A message will appear asking if the order should first be saved as a multi-page TIFF file. The advantage of doing so is that only one file needs to be mailed. Once this selection has been made, the order, together with an automated mail containing relevant information (including indexes), will be transferred via MAPI to your e-mail software.

Note: When converting JPEG files to a multi-page TIFF file, it is possible that the size of the multi-page TIFF file will become very large.

5.6.10 Despeckle² Entire Orders

Clicking the "**Despeckle**" button removes impurities ("noise" of an image) for all images within the selected order(s).

Caution: If the scanned original was of bad quality, parts of the scan (ex. parts of text) can be removed unintentionally in this way.

5.6.11 Deskew³ Entire Orders

Clicking the "**Deskew**" button in the order list will cause all images within the selected order(s) to be optimally i.e. horizontally straight aligned.

2 **Speckle** is the "noise" within the image of a scanned document. Random single pixels (speckles) act as a fog layer decreasing image quality. The method for automatically removing speckles is called "**despeckle**".

3 **Skew** refers to a document being displayed at an angle after scanning. The method for automatically correcting this skew is called "**deskew**".

5.6.12 Post Processing Orders (optional)

Requirement: BCS-2® Batch module

The "**Post Process**" button can edit entire orders with a series of image operations in a pre-defined sequence (batch operation).

The settings for the post processing mentioned above can be defined in the menu opened by clicking the "**Configure Post Processing ...**" button.

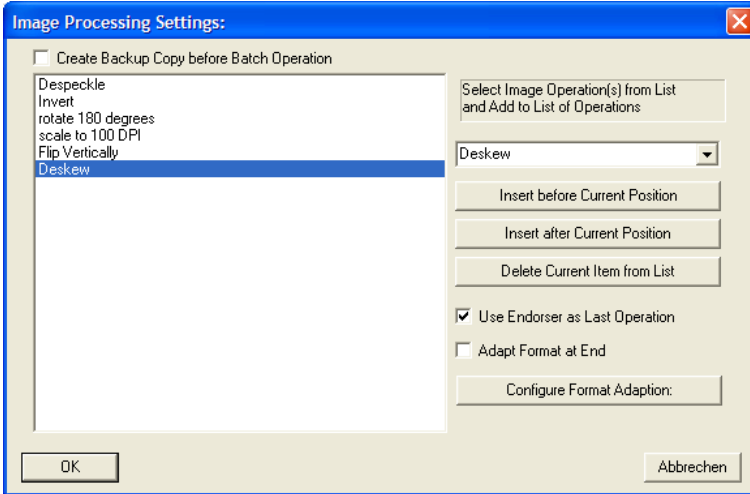


Illustration 31: Post-Processing Settings

- If active, the checkbox "**Create Backup Copy before Batch Operation?**" allows the undoing of batch operations for entire orders. If necessary, this can be carried out by selecting the option "**Undo Batch Operation**" in the "**Edit**" menu (see chapter 7 page 49).
- To insert an image operation into the list select an image operation from the dropdown list.
- Clicking either the "**Insert before Current Position**" or "**Insert after Current Position**" button will insert the new operation before or after the selected operation.
- To remove an image operation from the list, select the desired operation and click the "**Delete Current Item from List**" button.
- If the "**Use Endorser as Last Operation ?**" option is activated, the optional electronic endorser (see chapter 12.9 page 89) will be used on the images after all operations in the list have been completed.
- By checking the "**Adapt Format at End ?**" box the format of the images can be set after all other operations have been completed.

- Clicking the "**Configure Format Adaption...**" button opens the window for the format adaption settings:

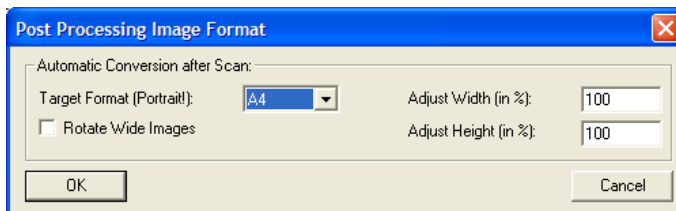


Illustration 32: Format Adaption

- ◆ "**Target Format**": The target format (still portrait) to which all images will be scaled can be set here.
- ◆ "**Rotate Wide Images ?**": If this option is checked, images will be turned to fit the target format if necessary. This option is recommended to avoid compression when scaling images.
- ◆ "**Adjust Width/Height (in %)**": The values of these fields determine the horizontal and vertical compression of the images.

5.6.13 Background Post Processing (optional)

Requirement: BCS-2® Background module

The optional BCS-2® background module allows for simultaneous scanning of a new order and post processing of one or more previously scanned orders. To activate this function check the "**Perform Selected Operations in Background (if possible)**" box (see screenshot in chapter 5.6 page 38) in the order list. Now batch operations can be conducted on one or more scan orders and a new scan order started while the operation is in progress. The "**Background Monitor**" display the post processing progress:

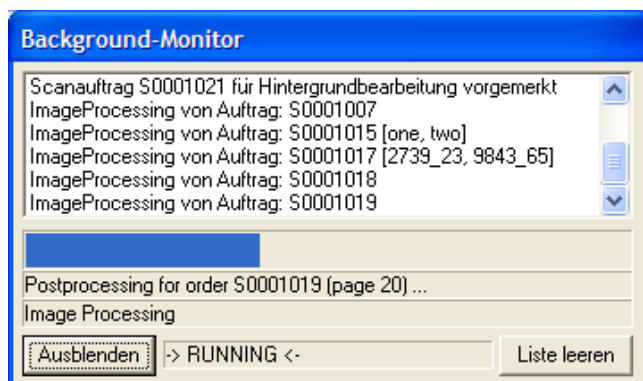


Illustration 33: Background Monitor

5.6.14 Duplicating Orders

The button "**Duplicate Order**" duplicates the selected order or orders. The order number(s) of the duplicate(s) will be the continuation of the highest order number of the orders in the order list. This option is useful if you edit one or more orders but also want to keep the original version(s) of the order(s).

5.6.15 Exporting and Importing Orders

Scan orders can be exchanged between different BCS-2[®] systems. The two operations for exchanging orders are located in the order window with the order list:

- **"Unload...":** This button (or the corresponding point in the order menu) unloads one or more BCS-2[®] orders as a ZIP file.

The ZIP file is recognizable as a BCS-2[®]-order-export file because it contains a file named **"SIGNATURE"**. Besides noting that it is a BCS-2[®]-order-export file, the license number and version of the exporting BCS-2[®] program are also saved with this file. This signature file allows the BCS-2[®] software to differentiate between a BCS-2[®]-order-export file and a normal ZIP file.


- **"Load...":** This button is used to import previously exported (unloaded) orders into the BCS-2[®] software. After clicking the button, a file browser will appear, with which the desired ZIP file needs to be selected. BCS-2[®] will then verify if the ZIP file is a proper BCS-2[®]-order-export file (see above) and then import the orders contained in the file.

5.6.16 Printing Orders

Clicking the **"Print..."** button will completely print all selected orders. Printed orders are marked in the **"Pr."** column.

6.1 File Menu Basic Functions

- **"Open"**: This option opens the usual window for opening files. Select the directory in the upper box and the file you wish to open in the lower box. If only files of a specific type are to be displayed, these can be selected in the **"File-Type:"** dropdown menu, where JPEG-, GIF-, PNG- and TIFF files can be selected. To open complete orders, use the order list in the order window.

Button bar icon: 

- **"Save"**: Saves the images of the current order in the directory defined in the file browser window.


Caution: Multi-page TIFF files are not supported!

Button bar icon: 


- The option **"Save As PDF..."** will save single scans (the image currently in the work area for the **"Single"** Order-Type) or entire orders directly as a PDF file. This menu point can also be accessed via the **"PDF"** button in the button bar.

Button bar icon: 

- For the **"FTP-Browser ..."** see chapter 6.2 page 47.
- **"Mail To..."**: This option sends an image or order via e-mail (see chapter 5.6.9 page 41)

Button bar icon: 

- **"Print..."**: The current image is printed. If you wish to print an entire order, you can do so using the order list (see chapter 5.6.16 page 45).

Button bar icon: 

- **"Printer Output: Fix A4"**: If this option is active, output to the printer will always be in the A4 format.
- **"Printer Output: Fix A3"**: If this option is active, output to the printer will always be in the A3 format.
- **"Printer Output: Duplex"**: If this option is active, the output will always be on both front and backside (if appropriate printer is available).
- **"Printer Driver defines Output Format"**: If this option is active, the format set in the print driver will be used as the output format.
- The **"Print Setup..."** option lets you configure your printer.

- **"Print after Scan"**: If this option is activated each image is automatically printed after it is scanned (**Scan-to-Print**). This function can also be activated by pressing the **F9** key.
- **"Rotate Wide Images for Print"**: If this option is active, images wider than taller are rotated by 90 degrees before printing.
- **"Exit"** : BCS-2® is closed.

6.2 FTP Browser

The **"FTP-Browser ..."** option starts the BCS-2® FTP browser.

Users knowledgeable about FTP, will quickly recognize the functions of the BCS-2® FTP browser. It offers the options to select or look into an FTP directory, or download files.

Clicking the **"Refresh"** button will refresh the display of the respective directory.

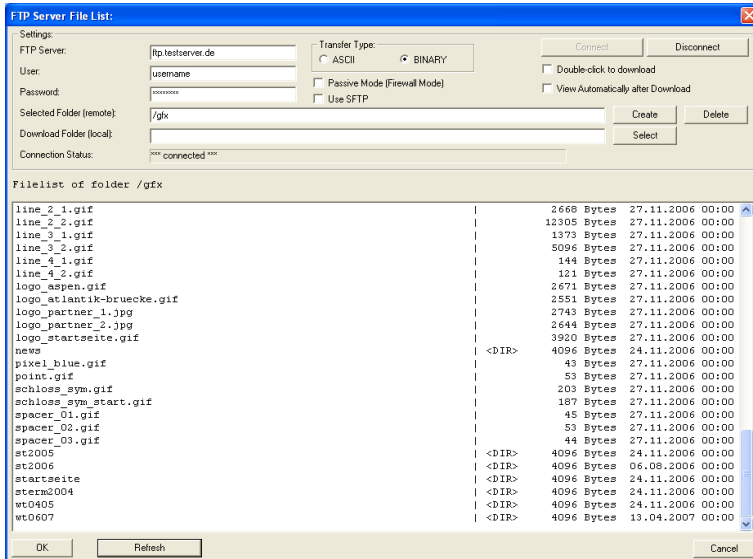



Illustration 34: FTP Browser

- **"FTP Server"**: The FTP server is ascertained here by entering the IP address or the hostname.
- **"User"**: Enter the username here.
- **"Password"**: Enter the password for FTP access here.
- **"Select Folder"**: Enter the target directory on the FTP server here. The **"Create"** and **"Delete"** buttons let you –if you have writing rights on the server– create or delete folders.

- **"Download Folder"**: Enter the the directory you wish to download all files to (via FTP) here. The **"Select"** button lets you select the folder with the help of a browser window.
- **"Connection Status"**: If an FTP connection is currently active it will be displayed here.
- **"Transfer Type"**: In this area the type of the transfer can be chosen, either ASCII or binary. By default only the binary transfer type will be used, as the ASCII transfer type is mainly used for text.
- **"Passive Mode (Firewall Mode)?"**: If you are having trouble establishing a connection to an FTP server, check this option.
- **"Use SFTP ?"**: Checking this option will enable the secure data transfer via "SSH File Transfer Protocol".
- **"Connect"**: If no FTP connection is active, click here to start one.
- **"Disconnect"**: Click here to disconnect an FTP connection.
- **"Double-click to download"**: Checking this checkbox will cause double-clicking on any file in the FTP directory for it to be downloaded to your download folder.
- **"View Automatically after Download"**: Checking this checkbox will display a downloaded file once it has been successfully downloaded.

7 EDIT MENU

- **"Undo"**: This option will undo (reverse) all editing functions from the current image. This option can also be activated by pressing the **CTRL+Z** key combination.
- **"Restore Image from Backup"**: If the option **"Create Backup Copy"** was used in the current order, selecting the **"Restore Image from Backup"** option will restore images in the order to their backup condition.
- **"Undo Batch Operation"**: This option completely restores all images of an order to their condition before post processing, after they have been post processed. To be able to use this function the option **"Create Backup Copy before Batch Operation?"**, accessible after clicking the **"Configure Post Processing ..."** button in the order options dialog window, must be checked (see chapter 5.6.12 page 42).
- **"Cut"**: Cuts current image into the clipboard. This function can also be activated using the key combination **CTRL+X**.

Button bar icon: 

- **"Copy"**: Creates a copy of the current image in the clipboard. This function can also be activated using the key combination **CTRL+C**.

Button bar icon: 

- **"Paste"**: Inserts the image currently in the clipboard into the order behind the selected image. This function can also be activated using the key combination **CTRL+V**.

Button bar icon: 

8.1 Order Menu Basic Functions

- **"Create...":** Creates a new scan order (see chapter 5.4.1 page 19).
- **"Close Current and Create New Order":** Closes current order and creates a new order of the same Order-Type.
- **"Select...":** Opens the order window with the order list (see chapter 5.6 page 38). Orders can be selected here for editing.
- **"Import Image Files...":** Imports all JPEG and TIFF files from a folder into the current order. (For the optional import of additional file types see chapter 13.8 page 98).
- **"Options...":** Opens the option dialog window (see chapter 5.5 page 24).
- **"Set Barcode Position...":** Starts the process to set the barcode positions on the cover sheet of an order. This process is explained in chapter 5.4.6 "Setting Barcode Position" on page 22.
- **"Edit Order Indexes...":** Enables post editing of order indexes of the current order.
- **"Edit Order Long-Text...":** Enables the editing of a text for the order with the internal editor. The **long-text** of an order, for example a summarized description of the current order, has no length limit and is written into the **"order.sum"** file upon transfer. The order long-text corresponds to the value of the BCS-2® variables "ORDER_TEXT" (see chapter 13.2 page 90).

In addition to the order long-text a **page long-text** can be added to each page of an order, for example to describe each image of an order. Pressing the **SHIFT+Space** key combination opens the internal editor with which the page long-text for the current image can be edited. This function cannot be accessed via the **"Order"** menu. The page long-texts are also written into the **"order.sum"** file upon transfer.

- **"Information about the Order...":** Displays an overview of the current order, containing Order-Type, order number, number of pages, date of last update and size. Also, the old order number and creation date are displayed if the order has been imported.
- **"Rearrange Pages: Left Pages First":**

Requirement for this function is an even number of pages within the order, and that all right-hand pages were scanned before the left-hand pages.

After confirming, and then performing this operation, all pages will be collated in the correct order.

Caution: This operation can only be performed once per order, and cannot be reversed.

- **"Rearrange Pages: Right Pages First":** see above

8.2 Pagination Functions

Pagination functions (page organization of a scan order) are managed in the "Pagination" section in the "Order" menu:

- "Up/Down One Level": Increases or decreases the pagination level of the image selected in the thumbnail list.
- "Reset All Levels": Resets all pagination levels of the current order.
- "Show Current Structure...": Opens an overview window, displaying the organization (pagination) of the current order:



Illustration 35: Example Pagination Overview


Hint: In the overview window (screenshot) the pagination levels can conveniently be increased or decreased by pressing the "+" and "-" keys (see also chapter 5.5.9 page 36). The desired page needs to be selected in the overview menu with a left-click.

Note: The setting **numeration type** of the organization level can be defined by clicking the "Pagination ..." button in the options dialog window (see chapter 5.5.9 page 36).


9.1 Adjustment Functions

The **"View"** menu contains five functions to facilitate working with images in the work area, especially when working with large images.

- **"Original Size"**: The image is displayed in its original size. Every captured pixel is shown, so the display of the image may be quite large.

Button bar icon: 


- **"Fit to Width"**: This function will enlarge the image or make it smaller to exactly fit the width of the window. The proportion (aspect ratio) of the image is preserved. If the size of the window is changed, the image will adapt accordingly.

Button bar icon: 

- **"Fit to Height"**: This function will enlarge the image or make it smaller to exactly fit the height of the window. The proportion (aspect ratio) of the image is preserved. If the size of the window is changed, the image will adapt accordingly.

Button bar icon: 

- **"Fit to Window"**: This function fits the image to height and width of the window.


Button bar icon: 

- **"Maximize Window Automatically"**: If this function is active, the window is always maximized on the desktop. This option can be very useful and its use is recommended.


9.2 Zoom Functions

Zoom functions enable you to enlarge certain sections of an image, or make them appear smaller:

- **"Zoom In"**: Zooms in/closer on the image, largely displaying a small section of the image.

Button bar icon: 

- **"Zoom Out"**: Zooms out/away from the image, displaying more of the image, making the depiction appear smaller.

Button bar icon: 

The "**Zoom in**" and "**Zoom Out**" functions can also be accessed via the context menu by clicking the right mouse button. If you only wish to enlarge a specific region of the image, **mark** it and the program will automatically display the marked region for you.

9.2.1 Scrolling and Zooming with the Mouse

Images in BCS-2® can also be moved via the mouse, i.e. scrolled. This means the image is moved up/down or left/right in order to see different sections of the image. You can also zoom in and zoom out of an image.

Turning the mouse wheel will vertically scroll the image. You can also scroll horizontally if you hold the **SHIFT** key while turning the mouse wheel.

Holding the **CTRL** key will zoom in and out of an image, depending on which way the mouse wheel is turned.

10.1 Operations after Scanning

"Automatic Operations after Scanning" is the first option in the "Image" menu. If activated, the operations within this menu point are performed automatically after scanning. Clicking any of the options once will activate the selected operation. Active operations are marked with a checkmark in front of the operation name. Clicking an active option will disable it and remove the checkmark.

The operations listed below, in the order they appear in the menu, can be automatically performed after scanning:

- Invert
- Mirror Horizontally
- Deskew
- Despeckle
- Black Border Removal
- Rotate Image 90 degrees (clockwise)
- Rotate Image 180 degrees
- Rotate Image -90 degrees (counter-clockwise)

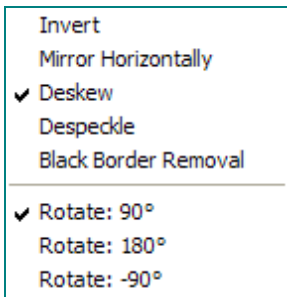



Illustration 36: Sub-Menu Operations after Scanning in the Image Menu

10.2 Rotation Functions


Should a scan not be oriented as desired, this can be corrected in the **"Image"** menu.

Rotating images after they have been scanned is done with the following functions:

- **"Rotate: 90°"**: The image is turned to the right by 90 degrees.

Button bar icon: 

- **"Rotate: -90°"**: The image is turned to the left by 90 degrees.

Button bar icon: 

- **"Rotate: 180°"**: The image is turned "upside down".
- **"Rotate: 10°"**: The image is turned to the right by 10 degrees.
- **"Rotate: -10°"**: The image is turned to the left by 10 degrees.
- **"Rotate: 1°"**: The image is turned to the right by 1 degree.
- **"Rotate: -1°"**: The image is turned to the left by 1 degree.

These functions can be undone by using the **"Restore Image"** option, the last option in the **"Image"** menu.

10.3 Text Recognition Functions (optional)

Requirement: BCS-2[®] OCR module and BCS-2[®] OCR engine

BCS-2[®] optionally offers text recognition functions. The **"Image"** menu offers the following options:

- **"Perform OCR⁴..."**: Performs text recognition on the current image.
- **"OCR: Drag Zone with Mouse"**: A desired area in which text recognition is to take place can be selected with the mouse.
- **"Select OCR Language..."**: Select the language of the document on which you wish to perform text recognition. Selecting the proper language will increase the recognition rate.

For the OCR settings see chapter 13.9 page 98.

10.4 Special Functions


The **"Image"** menu also offers special functions to conveniently increase the quality of scanned images.

4 Optical Character Recognition. A procedure to recognize text information from scanned documents.


- **"Grayscale"**: This function has no effect on the image file. It will however greatly improve the display quality of the image by softening hard contrast edges with graytones. Quality may be reduced at very high zoom levels. (Hotkey: **F8**)

Button bar icon: 

- **"Despeckle"**: Small points (Impurities) on the image are automatically removed. It is recommended you use this function only on bitonal (black and white, 1 bit per pixel) images. (Hotkey: **F6**)

Button bar icon: 

- **"Deskew"**: The image is properly aligned automatically. (Hotkey: **F7**)

Button bar icon: 

- **"Invert"**: Image colors are inverted. (Hotkey: **SHIFT+F6**)
- **"Flip Horizontally"**: The image is flipped horizontally.
- **"Flip Vertically"**: The image is flipped vertically.
- **"Whiten Black Borders"**: Whitens out the black border surrounding a scanned image.

Button bar icon: 

The menu point **"Restore Image"** in the **"Image"** menu will completely undo any of these functions. This function corresponds to the **"Undo"** point in the **"Edit"** menu, and can also be performed by pressing the **CTRL+Z** key combination.

- **"Configure Black Border Removal...":** The settings for the black border removal can be configured here. Best results are attained with bitonal images.

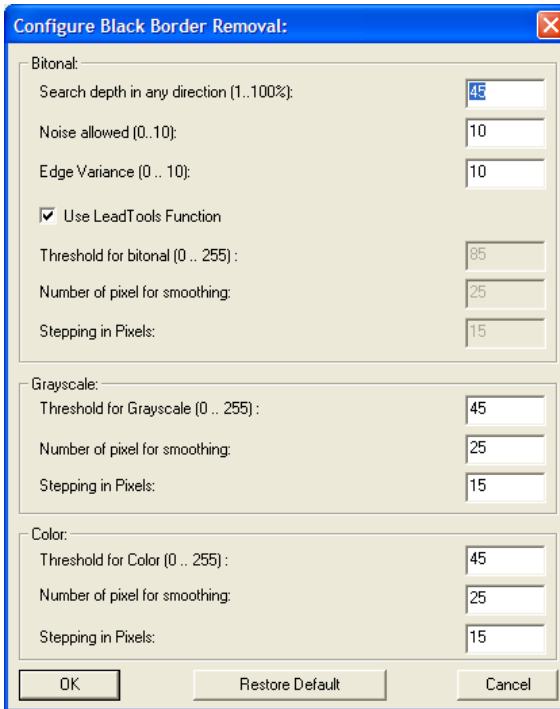


Illustration 37: Black Border Removal Configuration

When using the black border removal tool on bitonal images, you have the choice of using either the LeadTools function or an alternative algorithm. To use the LeadTools function, the "use **LeadTools Function**" option must be checked. The LeadTools function will result in the best results for most images.

Following parameters can be defined for the LeadTools function:

- **"Search depth in any direction":** Admissible values are 1...100. This value determines the percentage of the dimension, in every direction, within the image the threshold from black to white is searched for. The default value is 45%, meaning in every direction, 45% of the image are searched for an edge.
- **"Noise allowed":** This parameter defines how much noise is allowed. Admissible values are 1 through 10, the default value being 10, meaning noise is allowed.
- **"Edge Variance":** This parameter defines the variance permissible in the form of the edge. Admissible values are 1 through 10, the default value being 10, meaning a large variance is allowed.

Following parameters can be defined for the **internal function**:

- **"Threshold for bitonal/Grayscale/Color"**: Brightness-values between 0 (black) and 255 (white) from which the algorithm defines the threshold for the transition to white.
- **"Number of pixel for smoothing"**: This value defines the number of average pixels for checking the threshold.
- **"Stepping in Pixels"**: This number defines the accuracy of the analysis: for example, a value of 10 means a test is performed every 10 rows. The ascertained value is then applied to that row as well as the nine rows before it.

10.5 Page Splitting and Masking

10.5.1 Manual Page Splitting

Manual page splitting splits images at a desired location after they have been scanned.

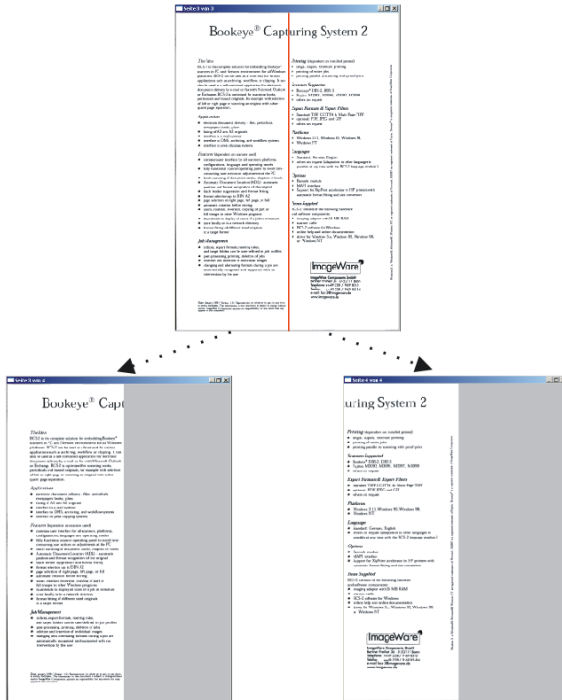



Illustration 38: The Page Splitting Function

This mode is activated by selecting the **"Toggle Manual Page Splitting"** option in the context menu (right-click) or via **"Page Splitting and Masking"** → **"Toggle Manual Page Splitting"** in the **"Image"** menu.

For quick access the **F11 key** can be pressed, or the appropriate button in the button bar: 

In the page splitting mode a red splitting-line can be moved over the image. To move the splitting-line to the left or right move the mouse cursor over the red line. The cursor will change to a double headed arrow. Holding the left mouse button now will allow the splitting line to be moved.

Selecting the **"Split Page/Apply Mask"** option will perform the page splitting at the appropriate position. The old image is discarded and two new images are created: the left and right sides. When the splitting-line has been set, the page splitting can also be performed by pressing the **ENTER** key.

Optionally the middle section of the original image can be cut out, for example to remove the shadow of a book crease. For this purpose an inner margin can be set. This function is accessed via the **"Toggle Manual Page Splitting with Inner Margin"** option in the **"Image"** menu or via the context menu (right click). The red line is the left border, and the right border is visible as a blue line, both movable with the mouse cursor. The area in between the two lines (see screenshot below) will be discarded when the function is performed.

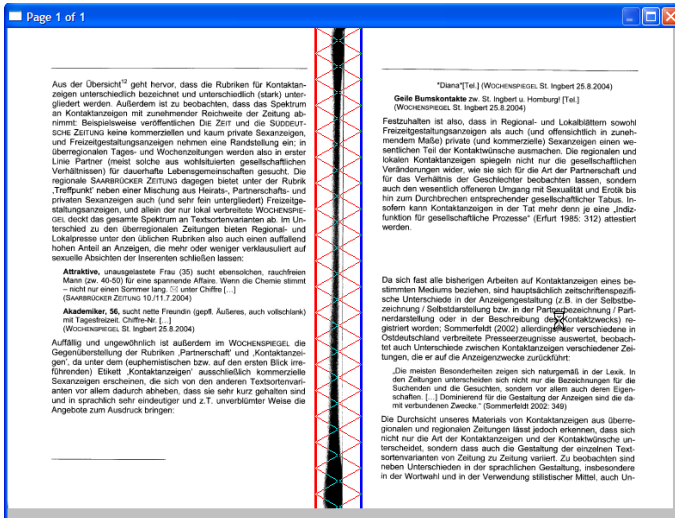


Illustration 39: Page Splitting with Inner Margin

When page splitting is performed, the image will be split into the part from the left image border to the splitting line (red), and from the splitting line (blue) to the right image border. The page splitting mode can be exited by pressing the **"R"** button, removing the page-splitting line.

10.5.2 Mask Mode

In the mask mode, an area of an image is defined that will become the new image after the mask is applied. The basic idea is always obtaining the same area of an image when scanning a large number of documents, for example microfiches. Page splitting can also be performed simultaneously if desired.

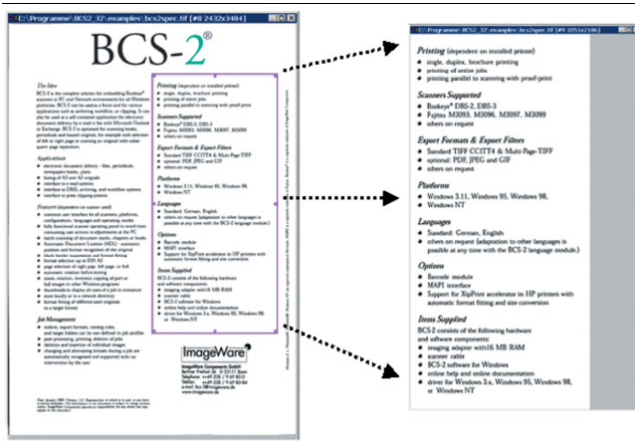


Illustration 40: The Masking Function

The mask mode is started by selecting the **"Toggle Mask"** option in the **"Image"** menu or the context menu.

To use both a mask and page splitting simultaneously, select the option **"Toggle Mask with Splitting Line"**. If you also wish to remove a book create shadow, select the **"Toggle Mask with Inner Margin"** option.

To change the size of the mask, position the mouse cursor on a line of the mask you wish to resize and "pull" into the desired size and shape by holding the left mouse button.

When clicking and holding the left mouse button inside of a mask-tile the entire mask can be moved.

After performing the operation by selecting the **"Split Page/Apply Mask"** option or pressing the **Enter** key, the image will be replaced by the content of the mask. If a page-splitting line was also active (**"Toggle Mask with Splitting Line"**), the content of the mask will additionally be split into the defined two parts. The left and right borders of an inner margin (**"Toggle Mask with Inner Margin"**) can also be defined for removing book create shadows.

10.6 Multi-Masking (optional)

Requirement: BCS-2® Multi-Masking module with Thumb Removal

BCS-2® also offers the possibility of defining multiple rectangular masks for a certain scan format (format, color depth, orientation). These tiles (see screenshot below) can be transformed into new images or have their content replaced with the contents of another mask.

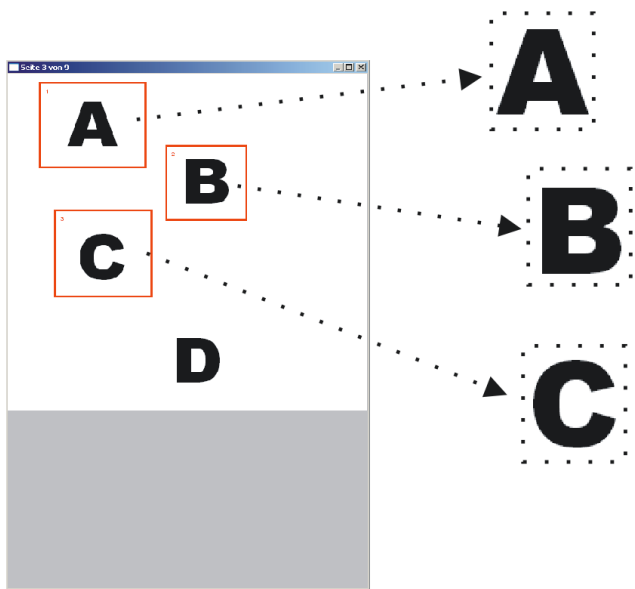



Illustration 41: The Multi-Masking Function

This function is accessed by selecting the option "**Multi-Masking**" → "**Activate Multi-Masking**" in the "**Image**" menu, or alternatively simply selecting "**Activate Multi-Masking**" in the context menu.

Button bar icon: 

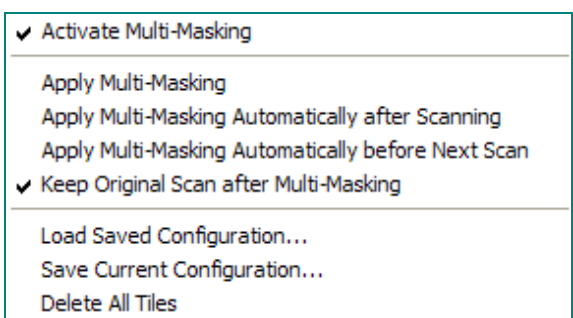


Illustration 42: Multi-Masking Context Menu

Note: If Multi-Masking is active, pressing the right mouse button will open the context menu pictured above.

Multi-Masking Procedure:

- If Multi-Masking is active, multiple mouse-movable masks (tiles) can be created by mouse "pulling". The individual mask tiles are numbered.

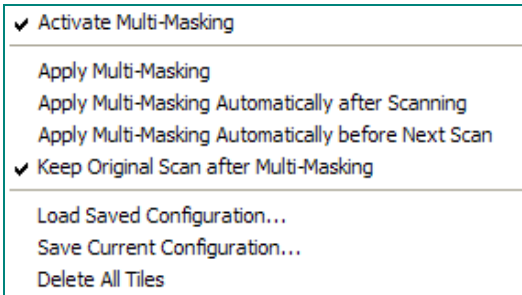


Illustration 43: Multi-Masking Sub-Menu in the Image Menu (or Context Menu)

Note: BCS-2® saves the tile positions. This will facilitate your work if you wish to scan and cut/fragment a number of documents within the same order in the same way, as you do not need to create the different masks again for each scan.

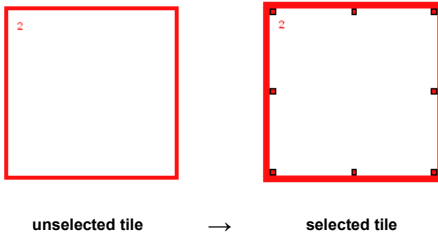
- After all masks have been placed as desired, you can perform the Multi-Masking function by pressing the **ENTER** key or selecting the **"Apply Multi-Masking"** menu point. Each mask will then be transformed into a new image and the original image is discarded. The new images are inserted into the order in place of the old image, their sequence corresponding to the numbers of the tiles.
- Additionally you can differentiate between the **"Apply Multi-Masking Automatically after Scanning"** and **"Apply Multi-Masking Automatically before Next Scan"** functions.
- The option **"Keep Original Scan after Multi-Masking"** will allow you to keep the original image. The newly generated images will then be inserted into the current order behind the original image.

Note: Upon installation, this option is activated by default.

- You can also save your chosen Multi-Masking configuration (**"Save Current Configuration..."**) or **"Load Saved Configuration..."**.
- The menu point **"Delete All Tiles"** will make BCS-2® delete all tiles and their corresponding positions.

10.6.1 Multi-Masking Details

The individual tiles can be edited and moved after having been created by "pulling". To do so left click on the tile you wish to edit, which will highlight the frame of the selected mask:



To change the size of the mask, position the mouse cursor on a line of the mask you wish to resize and “pull” into the desired size and shape by holding the left mouse button.

When clicking and holding the left mouse button inside of a mask-tile the entire mask can be moved.

Right clicking on a selected tile will open a special context menu with more options and functions.

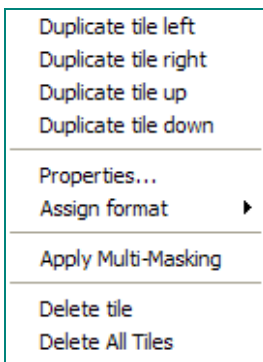


Illustration 44: Selected Tile Context Menu

Functions of the Selected Tile Context Menu:

- **"Duplicate tile left/right/up/down"**: A selected tile can be duplicated to the right, left or up and down as long as sufficient space in the chosen direction is available on the image. An identical tile will be created bordering the selected tile in the chosen direction. This function can be performed consecutively in different directions.
- The option **"Assign format"** defines a fix standard format (A3, A4, A5 oder A6) for the selected tile.
- Individual tiles can be deleted by clicking the **"Delete tile"** option. The numeration of the tiles will change accordingly.
- Performing the Multi-Masking operation is also possible here (**"Apply Multi-Masking"**).

- Selecting the "**Properties...**" menu point will open the following dialog window:

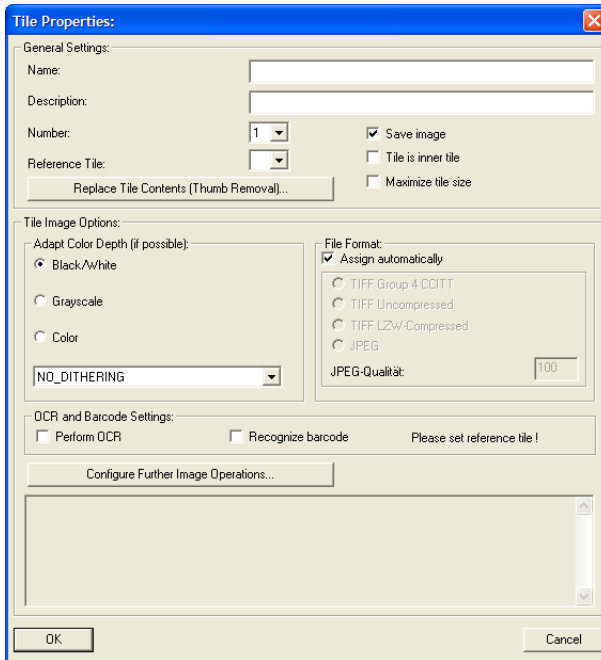


Illustration 45: Tile Properties

Among other properties, the "**Name**" and "**Description**" of a tile can be defined here.

Also, the "**Number**" of any given tile can be edited, giving you control over the sequence of the tiles.

A "**Reference Tile**" can be set, which will replace the contents of selected tiles with the contents of the reference tile.

Note: For both the reference tile and the tile you wish to replace, the property "**Tile is inner tile**" must be activated. Additionally the checkbox "**Save image**" must not be checked.

You can also select which other operations to perform when applying the Multi-Masking function:

- ◆ "**Adapt Color Depth**": If the image being edited is in color, the tile can be saved in bitone or grayscale. The color diffusion algorithm can be defined as desired.
- ◆ By default the file format is automatically assigned. If desired the file format can be manually defined in the "**File Format**:" area.

- ◆ ORC information and barcodes can also be transferred in between tiles. For example, tile 5 is the reference tile for tile 1. Now checking the "**Recognize barcode**" checkbox will set the barcode of tile 5 into tile 1. The checkbox "**Save image**" is unchecked for tile 5.
- ◆ Clicking the "**Configure Further Image Operations**" button allows more operations to be performed such as deskew, despeckle, black-border-removal, etc.

10.6.2 Thumb Removal via Multi-Masking

With BCS-2® it is also (optionally) possible, to automatically remove thumbs that typically appear when using overhead scanners.

The three Thumb Removal steps:

- Start a new order and create a scan on which the thumbs (right and left) appear.

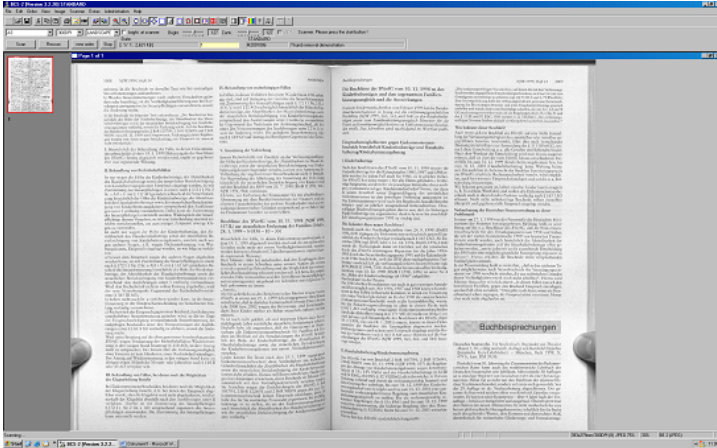



Illustration 46: Scan with Left and Right Thumbs

- Activate Multi-Masking. The quickest way is by clicking the appropriate button in the button bar: 

- Define two tiles. One tile encasing the thumb (left) and the second without a thumb (the contents of the second tile will replace the contents of the first tile).

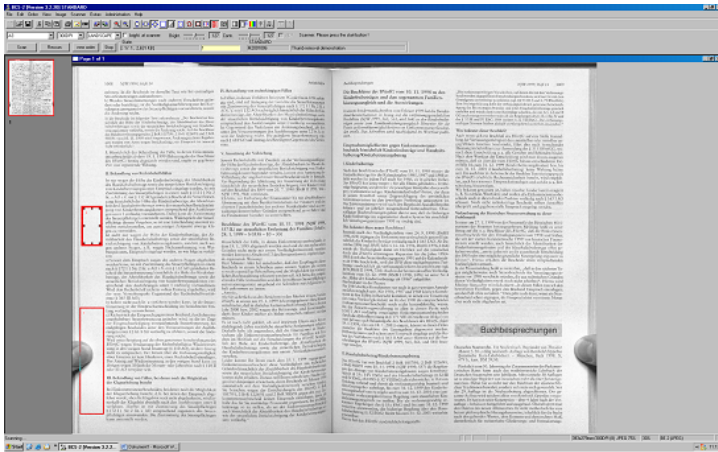


Illustration 47: Defining Tiles

- Next, activate the first tile (tile 1) with a left click. Now right click on tile one to access the selected tile context menu. In the "Properties..." window do the following:
 - ◆ Set tile 2 as the reference tile.
 - ◆ Uncheck the "Save image" box.
 - ◆ Check the "Tile is an inner tile" box.
 - ◆ Now click the button "Replace Tile Contents (Thumb Removal)...". In the dialog window that appears, check the "Activate Thumb Removal" box and the "Use contents of reference tile for filling" box.

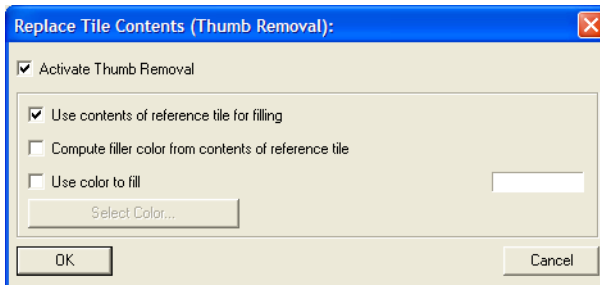


Illustration 48: Activating Thumb Removal

- Now activate tile 2 with a left click. In the "Properties..." menu of the tile, check the checkbox "Save image".
















- Now define a third tile (tile 3) over the right thumb. For tile 3 define the same properties as for tile 1.
- The thumb removal process can now be performed by either selecting the "**Apply Multi-Masking**" option in the context menu, the corresponding option in the "**Image**" menu, or by pressing the **ENTER** key.

The contents of tile 2 (the reference tile) will now be inserted into tiles 1 and 3, and consequently the thumbs disappear.

Note: To perform thumb removal automatically together with page splitting or masking, deactivate Multi-Masking (ex.: with the button in the button bar) and select the "**Perform Thumb Removal when Splitting/Masking**" option in the sub-menu "**Page Splitting and Masking**" in the "**Image**" menu.

10.7 Imagetools

The BCS-2® Imagetools offer various image editing operations for scanned documents. The image tools can be accessed either by selecting the **"Show Imagetools"** option in the **"Image"** menu or clicking the **"Show Imagetools"** option in the **"Image Edit Context Menu"** (see chapter 4.4 page 14). Selecting this menu point again, or clicking the **"X"** in the title bar of the Imagetools will hide the Imagetools again.

Button Functions:	
	- Zooms in on selected position
	- Moves the image within the window
	- Whites out around selected area
	- Whites out within the selected area
	- Recognizes a barcode within selected area
	- Performs text recognition in the selected area
	- Toggels Multi-Masking funktion
	- Copies selected area to the clipboard
	- Cuts out selected area and moves it to clipboard
	- Increases brightness
	- Decreases brightness
	- Decreases contrast
	- Increases contrast
	- Undoes last action
	- Applies changes

Imagetools

11 SCANNER MENU

11.1 Selecting a Scanner

Caution: The scan mode (see chapter 11.2 "Scan Mode") will have to be chosen before a scanner can be selected.

A scanner can be quickly and easily selected via the "**Select a Scanner...**" option in the "**Scanner**" menu. If multiple suitable scanners are installed on the system, the desired scanner you wish to use for working with BCS-2® can be selected, or for the network mode the name and IP address entered.

BCS-2® will load the necessary drivers and search for scanners. After a short while a window with a list of available scanners will appear. Select the desired scanner with a left click, and confirm your selection with the "**OK**" button.

11.2 Scan Mode

BCS-2® also offers the possibility of connecting a scanner via **HiScan**⁵ port, **Network**, **TWAIN**, **ISIS** or **SCSI**. To do so, the appropriate mode needs to be activated in the "**Scanner**" menu with a left click.

The necessary driver needs to be installed in order to connect a scanner via HiScan, TWAIN, ISIS oder SCSI.

If you select the "**Use TWAIN/ISIS Interface**" menu point, you can scan from the interface of the scanner or scanner driver and adjust scanner specific properties within BCS-2®.

The option "**TWAIN: Always Send Settings to Scanner**" will make BCS-2® send the set properties to the scanner before each scan. This may be necessary for some TWAIN scanners.

11.2.1 Settings for Bookeye® Family Scanners

If the network mode is active, the option "**Network Scanner Settings...**" will open a window with special settings for Bookeye® family scanners. Among other settings you can determine: file format (JPEG or TIFF), the document mode (flat, folder, book), page splitting, the search area when auto-formatting and the gamma value. This window also displays the firmware version and serial number of the network-connected Bookeye® family scanner.

5 Scanner Interface Card. Developed for quick document transfer including real-time data compression into an image editing software.

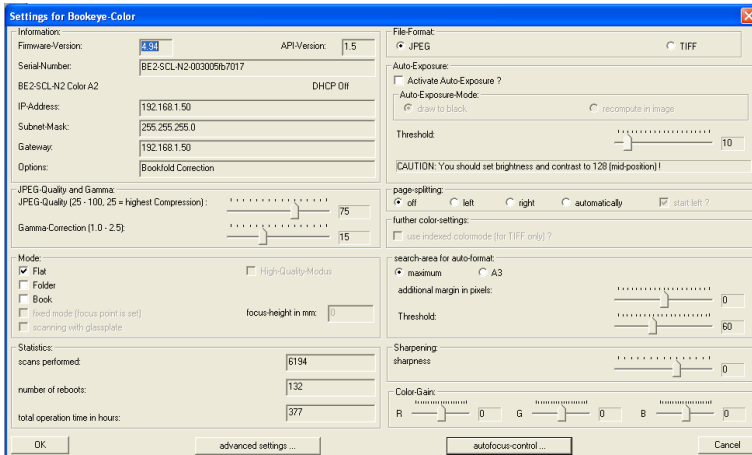


Illustration 49: Network Scanner Settings

In the **"Auto-Exposure"** area the Auto-Exposure mode of a network connected Bookeye® family scanners can be activated. Two operating ways are supported: The first turns all pixels below the threshold value black (**"Draw to Black"**), while the second (**"Recompute in Image"**) examines and adjusts the image.

Clicking the **"Autofocus Control ..."** button opens the **"Autofocus Settings"**:

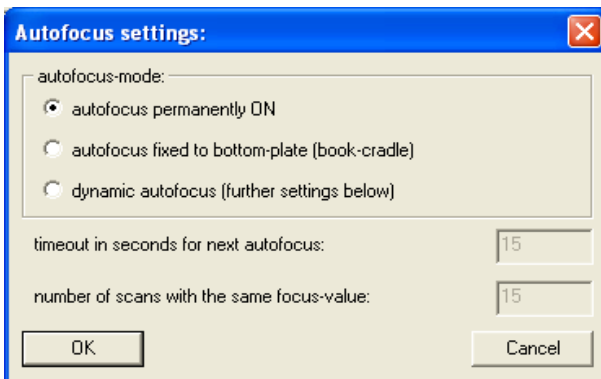


Illustration 50: Autofocus Settings

In the **"Autofocus Mode"** you can choose one of three settings:

- **"Autofocus always on"**
- **"Fix autofocus on baseplate"**: This setting can be useful when using a book holder.

- **"dynamic Autofocus"**: When checked this checkbox activates the dynamic autofocus. This setting will turn off the autofocus function before each scan. In this way the dynamic autofocus can greatly accelerate the work while scanning. With the further settings for the dynamic Autofocus you can adjust function details:
 - ◆ **"Timeout in Seconds for next Autofocus"**: Here the time interval is defined, how long after each scan the autofocus function is performed.
 - ◆ **"Number of scans with same focus"**: The number of scans performed with the same focus can be set here.

The menu point **"Network Scanner Web-Interface..."** in the **"Scanner"** menu opens the web interface of a scanner, where additional settings can be adjusted.

11.3 Scanning from the Scanner Menu

You can start scans from within a scan order by selecting the **"Scan"** option in the **"Scanner"** menu, or alternatively by pressing the key combination **CTRL+S**.

Activating the menu point **"Acoustic Signal before Scan"** will cause scan readiness to be indicated with an acoustic signal.

11.4 Selecting Color Depth

With the **"Color Depth"** menu point you can choose to scan in black and white (bitonal), in grayscale (4/8 Bit), in the photo mode (see below) or in color. The possible settings depend on the scanner being used. The **"Improved Bitonal Interpolation"** is only relevant for Bookeye® 1 type scanners, and only accessible directly in the **"Scanner"** menu.

11.4.1 Photo Mode

"Photo Mode" is a special black and white mode for certain Bookeye® family scanners. Scanning occurs bitonal, but the quality of the scanned image is "improved" through error diffusion (dithering), avoiding hard transitions between light and soft areas.

11.5 Scan Quality Settings

BCS-2® can manage four different brightness and contrast combinations. These combinations are saved into individual scan quality levels and can be accessed via the **"Scan Quality-Levels"** option in the **"Scanner"** menu. The settings for the different quality levels can be adjusted with the **"Set Scan Quality-Levels ..."** menu point.

11.6 Bookfold Correction

Selecting the "**Bookfold Correction**" option in the "**Scanner**" menu will automatically remove the shadow of the curvature of the bookfold.

Caution: This function is only available for Bookeye® family scanners!

When using the BCS-2® bookfold correction function, it is necessary the book being scanned is placed about 5 cm away from the bottom border on the scan area, toward the Bookeye® scanner neck.

For more detailed settings for bookfold correction, select the "**Bookfold Correction Settings...**" option in the "**Scanner**" menu.

11.7 Defining Userformat

The "**Define Userformat...**" option allows the scanning of only a defined selected section of the scan area. This function is only available with Bookeye® family scanners and some ISIS scanners. If this function is active, first the entire scan area is scanned, and the userformat section is then defined with the mouse.

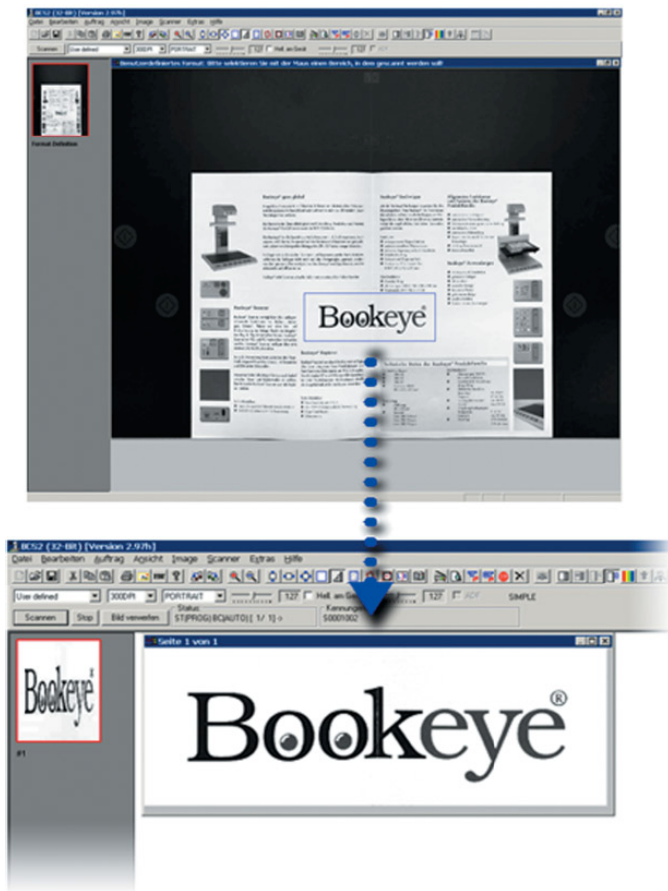


Illustration 51: Defining Userformat Function

To be able to scan the defined area, the option "**User defined**" must be activated in the page format dropdown bar.

11.8 Scan Front and Backside (ISIS)

The "**Scan Front- and Back-Side**" option in the "**Scanner**" menu is only available for **ISIS** mode scanners with an automatic and duplex capable document feeder. If this option is active, both the front- and back-page of documents will be automatically scanned.

11.9 Microfilm Settings (optional)

Requirement: corresponding BCS-2® modules

The "**Microfilm Settings**" option in the "**Scanner**" menu opens a window with multiple settings for microfilm scanners.

12.1 Importing a License File

This option is used for importing license files (*.liz) provided by ImageWare Components which allow unrestricted use of the BCS-2® software with all the chosen options. Selecting this function will open a dialog window in which the license file is selected. If the license is valid a confirmation message will appear. Should this not be the case, a message why the license is not valid will appear.

12.2 Check License

This option informs you if a valid license exists for the BCS-2® version in use. For more information see the menu point "**About BCS-2®...**" in the "**Help**" menu.

12.3 Perform / Change Software Registration

In order for ImageWare Components to create a license file, information about the system you wish to use the BCS-2® software on is required. The "**Perform/Change Software Registration...**" option launches a wizard that will guide you through the necessary steps and generate a licensing formula (see chapter 3.5 page 9).

12.4 Language Selection

You can select the language you wish to use BCS-2® in with the "**Select Language**" option in the "**Extras**" menu. In this way you can also change the language of the program if you so choose. Some messages will however always appear in the installation language.

12.5 Additional TIFF Tags (optional)

The "**Additional TIFF Tags...**" dialog allows the definition of TIFF tags. These are then implemented into the image files of an order, and created upon transfer.

Special TIFF Tags:

Set TIFF Tags when Transferring Scan Orders?

Document Name (269):

Image Description (270):

Scan Software (305):

Host Computer (316):

Scanner Manufacturer (271):

Scanner Model (272):

Artist (315):

Copyright (33432):

Page name (285) is filename (00000001.TIF,...)

Format for page name (285):

Date/Time (306) as YYYY:MM:DD HH:MM:SS

Illustration 52: Additional TIFF Tags

The values displayed next to the tags in parentheses represent the ID of the corresponding tag.

Checkbox activated tags:

- **"Page name (285)":** This options sets the tag with the ID 285 the same as the file name, the format can be adjusted in the input box.
- **"Date-Time (306)":** This option sets the tag with the ID 306 into the "YYYY:MM:DD HH:MM:SS" format.

A tag is only saved when the order is transferred. The values of the tags are also implemented at this time, so if the values of a tag have been changed in between creation and transfer, the latter values will be used.

BCS-2® variables can be inserted into the input boxes of the tags with the corresponding BCS-2® variable button (see chapter 13.2 page 90).

12.6 Münzer/SmartCardReader (optional)

Requirement: corresponding BCS-2® PPC modules

A variety of fee devices can be connected to the BCS-2® software to account for scans. Settings for such devices, the prices and ports, can be adjusted in the appropriate points of the "**Extras**" menu.

12.7 Web-Publisher (optional module)

The BCS-2® Web-Publisher and FTP module can publish scan orders directly into the Internet or upload them to an FTP server from the BCS-2® software. Scan orders can also be deposited locally as a website. In this way scanned documents can be easily spread, published and viewed by the recipient. A thumbnail list with preview images eases navigation of published orders for the viewer.

Selecting the menu point "**Web-Publisher-Settings ...**" opens a dialog window to manage the Web-Publisher configurations.

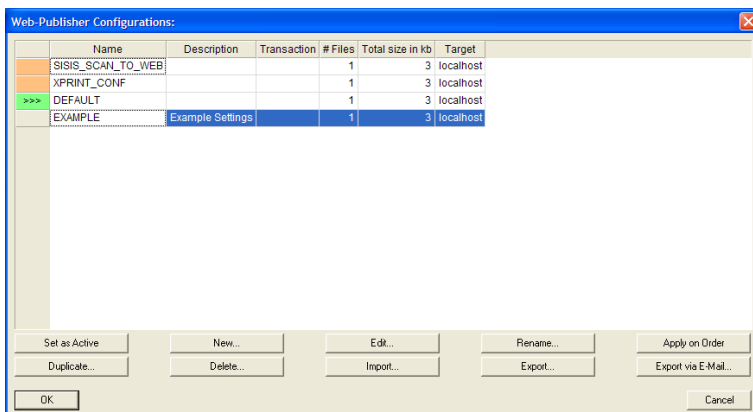


Illustration 53: Web-Publisher Configuration Dialog Window

The Web-Publisher allows you to comfortably manage multiple "**WWW-Configurations**". The individual configurations are displayed in a list in the dialog window.

Following options:

- **Set as Active**, i.e. activated (filled in with green in above screenshot),
- **New** configurations created (individual name can be entered),
- **Edit and Rename**,
- **Apply on Order**,
- **Duplicate**,
- **Delete**,
- **Import and Export** (optionally via e-mail)

can be carried out.

Caution: The BCS-2® Web-Publisher is a very complex tool. The large functional range brings with it (depending on demand) its own amount of work for the configuration. Pre-existing knowledge in HTML and CSS etc. are requirements

for creating and adjusting an individual **"WWW-Configuration"**. The following section clarifies the most important steps of creating and editing a configuration.

12.7.1 Creating and Activating WWW-Configurations

To create a **"WWW-Configuration"**, click the **"New..."** button. Next, a name for the configuration can be entered.

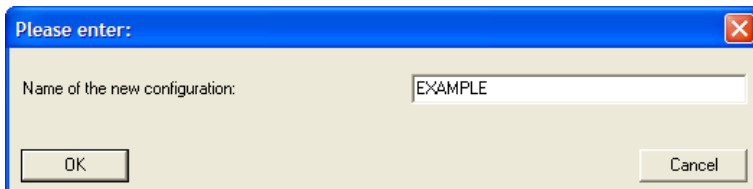


Illustration 54: Entering a Name for a New **"WWW-Configuration"**

After the name has been entered into the input box, confirm with **"OK"**. The new configuration now appears in the configurations management dialog window of the Web-Publisher.

To **activate** your configuration, select it and click the button **"Set as Active"**.

12.7.2 Editing and Adjusting a WWW-Configuration

To edit and adjust a **"WWW-Configuration"**, select the appropriate configuration in the configurations management dialog window of the Web-Publisher, and click the **"edit ..."** button. All configuration settings can be accessed in the main options dialog window that appears.

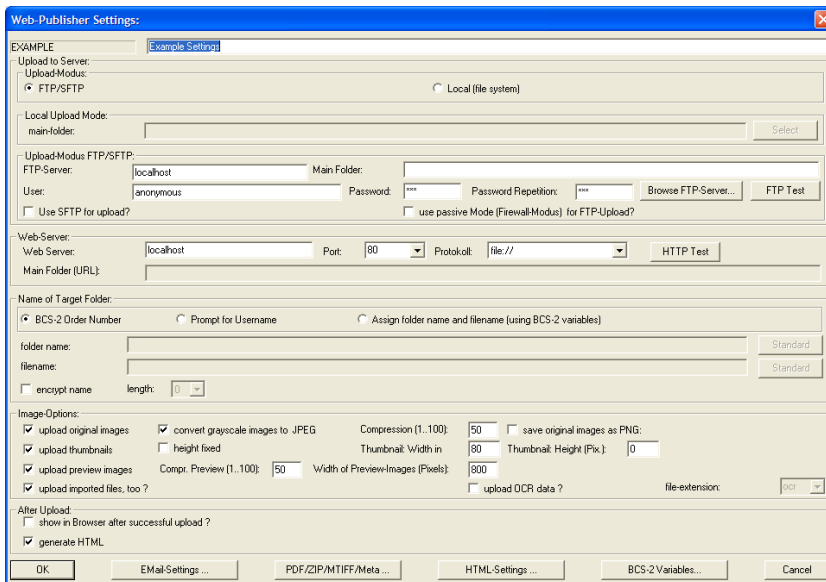


Illustration 55: "WWW-Configuration" Settings

- A **label** for the **"WWW-Configuration"** can be entered into the first input box.
- In the **"Upload to server"** area all settings for configuring the **"upload mode"** can be adjusted. Whether an order is saved locally or on an FTP or SFTP server can be defined here. The corresponding target directories and access data (username and password) can also be entered or selected.

The **"Browse FTP-Server..."** button opens the FTP browser (see chapter 6.2 page 47).

The button **"FTP Test"** can be pressed to test the connection.

- In the **"Web-Server"** area the name or IP address of the desired server can be entered. The **Port** and **Protocol** (http, https etc.) as well as the **"Main Folder (URL)"** can also be defined here.

The **"HTTP Test"** button tests the connection.

- Name patterns for target folders and file names can be defined in the **"Name of Target Folder"** area.

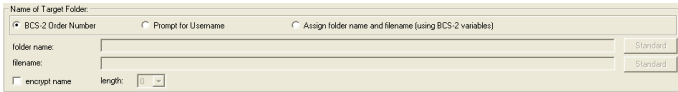


Illustration 56: "Name of Target Folder" Area

The names can also be encrypted and the name length fixed. This function is activated by checking the **"encrypt name"** checkbox.

- Multiple image options can be activated in the **"Image-Options"** area:



Illustration 57: "Image Options" Area

These options deal mainly with settings for the **"Preview Images"** and thumbnails.

The **"upload OCR data ?"** box determines if text recognition data is also uploaded. The **file extension** (ocr, txt oder dat) can be defined.

- Two options that can be activated and deactivated via checkbox are available in the **"After Upload"** area.

The browser is opened after each scan to check the order, if the **"show in Browser after successful upload ?"** option is active.

HTML generation can be de-/activated with the **"generate HTML"** checkbox. Deactivation needs to be confirmed with a confirmation message, as uploaded orders cannot be viewed in a web browser when this option is deactivated.

In addition to the clarified areas, three buttons for editing a **"WWW-Configuration"**, can be found in the main dialog window. Each opens an individual configuration dialog window.



Illustration 58: Additional Buttons

- **"Email-Settings ..."**: In the dialog window opened when pressing this button, the e-mail notification received after a successful upload to a server can be edited. The checkbox **"send eMail after upload"** determines if an e-mail is sent after each upload. The settings for sending of the e-mail, either directly using SMTP or MAPI, can also be adjusted here:

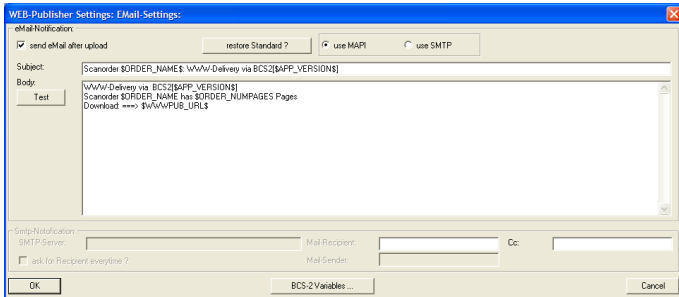


Illustration 59: Web-Publisher E-Mail Settings Sub Window

Selecting the **"use SMTP"** option activates the BCS-2® function of sending mails via an SMTP server, which can be defined in the **"SMTP-Notification"** area. If this is not the case the mails will be sent via MAPI, the **"use MAPI"** checkbox.

The **"Subject"** and **"Body"** of the e-mail can be (if desired using BCS-2® variables) pre-defined. The **"Test"** button generates a test e-mail (only when using MAPI).

The e-mail recipient and if desired an e-mail copy recipient can be entered via the input boxes, or be prompted for each time a mail is sent (only for SMTP) with the **"ask for Recipient everytime ?"** checkbox.

- **"PDF/ZIP/MTIFF/Meta ..."**: In the dialog window opened by this button, multiple settings for the creation of **PDF-**, **ZIP-**, **multi-page TIFF-** and **meta text-files** can be adjusted. If desired, all four file types can be created simultaneously. A corresponding file type is then created per order.

The creation of the individual files can be activated, as well as the file names pre-defined in the input boxes (if desired using BCS-2® variables), in the corresponding areas in the dialog window. Furthermore specific options such as the fixation of the number of pages for a PDF file can be adjusted.

The following screenshot shows the dialog for the settings for creating the different files:

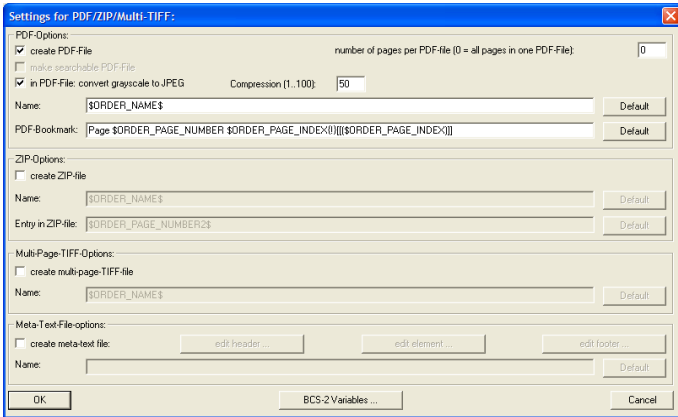


Illustration 60: PDF/ZIP/Multi-TIFF Settings Sub Window

Note: Especially the creation of the meta file can be an important support tool when processing data via third party systems. Typically an XML file or a CSV file is generated here.

- **"HTML-Settings ...":** In this dialog window the HTML templates of the web publisher can be edited.

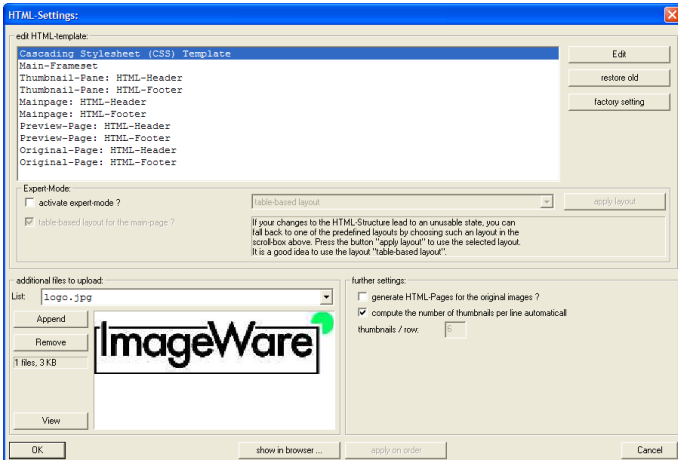


Illustration 61: HTML Settings Sub Window

- ◆ The individual components making up an HTML page can be edited and adjusted in the **"edit HTML-template"** area. After selecting a template from the list, the template can be edited with the BCS-2® internal editor by clicking the **"Edit"** button. The previous condition of a selected template can be restored by clicking the **"restore old"** button.

- ◆ The "**expert-mode**" (checkbox) in the "**edit HTML-template**" area, allows for more detailed HTML template editing. Either a **table-based layout** or a **list-based layout** can be selected.
- ◆ Furthermore, additional images (logos) can be implemented. The corresponding options can be found in the "**additional files to upload**" area. These images are saved in the corresponding "**WWW-Configuration**" and can later be uploaded automatically.
- ◆ Also, "**further settings**" can be adjusted with the appropriate checkboxes in the corresponding area.
- ◆ The button "**show in Browser ...**" can display the current "**WWW-Configuration**" in the standard web browser.
- ◆ The "**apply on order**" button "publishes" the order, if one is open, according to the current "**WWW-Configuration**". This button is equivalent to the button in the configurations management dialog window of the Web-Publisher.

12.8 XPrint Settings and Actions (optional)

Requirement: BCS-2® PPC-Module for XPrint-Server

Optionally, for simultaneous order printing and charging of print orders via chip-card, BCS-2® can be connected to XPrint server systems. In the menu point "XPC..." the corresponding settings and actions can be adjusted in the appropriate sub-menus:

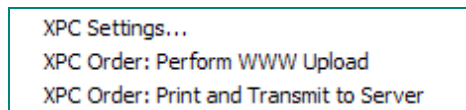


Illustration 62: "XPC ..." Sub-Menu in the "Extras" Menu

12.9 The Electronic Endorser (optional module)

The electronic endorser can blend text labels and/or images into scans. For example, this option is useful if a company logo is to be added to images, or source certifications integrated into the scans. The information can be integrated into the image, or placed on a side. The endorser is configured with the **"Electronic Endorser..."** option in the **"Extras"** menu.

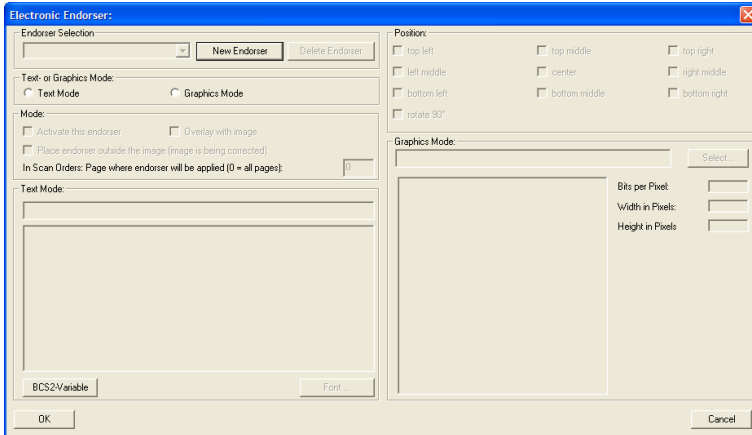


Illustration 63: Electronic Endorser Configuration

- **"Endorser Selection"**: Endorsers, added via the **"New Endorser"** button can be selected here.
- **"Delete Endorser"**: Deletes the currently selected endorser.
- **"Text- or Graphics Mode"**: Differentiate between text- or graphic mode.
- **"Mode"**: The selected endorser is activated here. Choose if the endorser is to blend into images or be added on the sides. The side on which the endorser is added can also be selected.
- **"Text Mode"**: The text that will blend into the image can be defined in the **"Text Mode"** row. The box below displays a preview of the endorsement.
- **"Font..."**: Opens a window for setting font type, font size, display type and color.
- **"Position"**: Determines the position of the endorser image.
- **"Graphics Mode"**: The image file (JPEG, TIFF, PNG and GIF) to blend into the scanned image can be selected here.

The endorser is turned on and off with the **"Activate Endorser"** option in the **"Scanner"** menu or with the **CTRL+E** key combination.

13.1 User Administration

The "**Set BCS2 User...**" option in the "**Administration**" menu creates user-names in the form of name abbreviations.

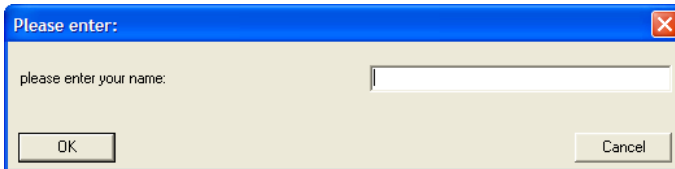


Illustration 64: Entering User Abbreviation

If the "**Prompt for BCS2-User on Startup...**" option is active, BCS-2® will prompt for a user at system launch.

Note: The username is stored in the variable "**APP_USER**".

13.2 BCS-2® Variables

At multiple places in BCS-2®, program-internal user-defined variables can be inserted, and will expand (designated value of a variable is inserted at the defined position) when used. Variables can be used for example for the naming of files, etc.

Note: The use of variables is especially recommended for advanced users.

To use a variable, a \$-symbol must precede it. In order for BCS-2® to recognize when the name of the variable is finished, the following symbol must come after the name:

1. blank (X'32', space): This is the default, the space will be retained after the expansion.

The variable APP_USER has the value John

Text in the input field: "\$APP_USER is the username"

After expansion: "John is the username"

2. Another \$-symbol: To make the strings (symbol-chains) connect.

Example:

The variable APP_USER has the value John

Text in the input field: "[APP_USER\$] is the username"

After expansion: "[John] is the username"

13.2.1 Quick Access to the Variables

The "BCS-2 Variables..." button can be encountered in many places within the BCS-2® program. After selecting an input box, the BCS-2® variable selection can be started by clicking the variables button:

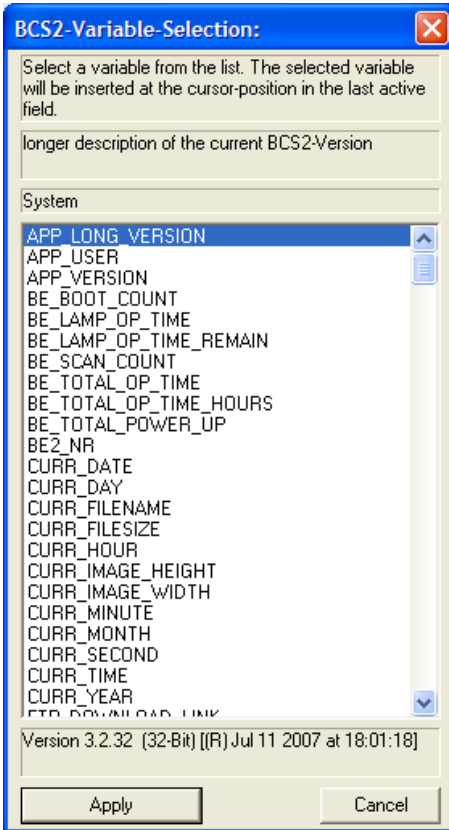


Illustration 65: Variable Selection

Now a variable to be inserted into the input box can be selected from the list. A double-click or clicking the "Apply" button will place the variable at the cursor spot in the input box. Multiple variables can be inserted in this way.

Within the variable selection, the category and description of each selected variable will appear.

Note: A complete list of the BCS-2® variables can be called up via the menu point "Documentation of System Variables..." in the "Help" menu (see chapter 15.1 page 100).

13.2.2 Administration of the Variables

The administration of the BCS-2® variables (the composition and querying) can be accessed in the "Administration" menu with the "BCS-2 Variables..." option.

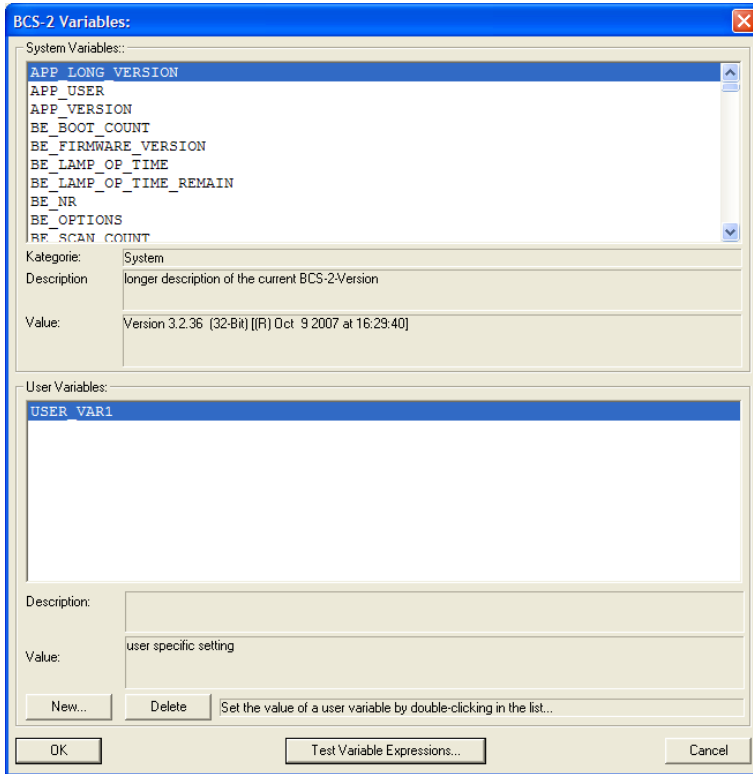


Illustration 66: Variable List

The current values and descriptions of the individual BCS-2® variables are displayed here. It is possible to define custom variables. These user-defined variables can have their own value and description.

To have the current value of a variable displayed, click on the system- or user-defined-variable or select the desired variable with the **Arrow** keys. The corresponding value and description will appear in the boxes below the list.

Example:

A username is set with the "Set BCS-2 User..." option in the "Administration" menu by entering the abbreviation "John".

If the system variable "APP_USER" is now selected in the variable selection list, "John" will be displayed as the value of the variable.

Creating a User-Defined Variable:

To create a user-defined variable, click the **"New"** button. Now enter the name and description of the variable to be created.

The variable will now appear in the list of the user-defined variables. Double-clicking on a user-defined variable allows a value to be defined or an existing value to be changed.

A BCS-2® user-defined variable can be removed with the **"Delete"** button. The selected variable will be deleted.

13.3 Journal (optional)

Requirement: BCS-2® Journal module

The BCS-2® Journal module generates user-defined entries in lists for certain transactions or events. For example a journal entry can be created each time an order is transferred, containing the current BCS-2® user, the order name, the date and time, etc.

The journals can be displayed in BCS-2®, or be exported as text or HTML files.

13.4 Cover Sheets Archiving (optional)

13.4.1 Cover Sheet Archiving Basic Settings

In order to save cover sheets in the defined directory, the checkbox **"cover sheets are archived upon transfer"** must be activated.

13.4.2 Definition of the Folder Structure

The folder levels in which the cover sheets are archived can be defined here.

Number of Cover Sheets:

The number of cover sheets to be archived can be selected with the **"number of covers sheets to archive"** pulldown box. Values from 1 to 10 can be selected.

Creating a Folder Level:

To define a folder level the name of the folder is entered into the input box directly or created with the use of BCS-2® variables. Clicking the **"add"** button will create the folder with the selected name in the folder level list.

The topmost folder can be designated with the **"top folder"** button. A browser window will open where the folder can be selected.

Changing/Moving/Deleting a Folder Level:

To change a folder name in the list, select the desired name with a double-click. The name will appear in the input box and can now be edited. With the **"apply"** button the edited name will overwrite the old one.

The folder list can be scrolled up and down with the **"scroll up"** and **"scroll down"** buttons. Clicking the **"remove"** button will delete the selected folder level.

Display of Folder and File Name:

In the lower area of the cover sheet management screen, the complete directory and file names of the cover sheets are displayed.

13.5 Receipt Printing (optional)

Requirement: corresponding BCS-2® PPC modules

In the context of accounting systems it is possible to print receipts with the BCS-2® software. The content of the receipt can be defined with free text as well as BCS-2® variables.

13.6 System Settings

Basic BCS-2® settings can be adjusted in the "**System Settings...**" option in the "**Administration**" menu.

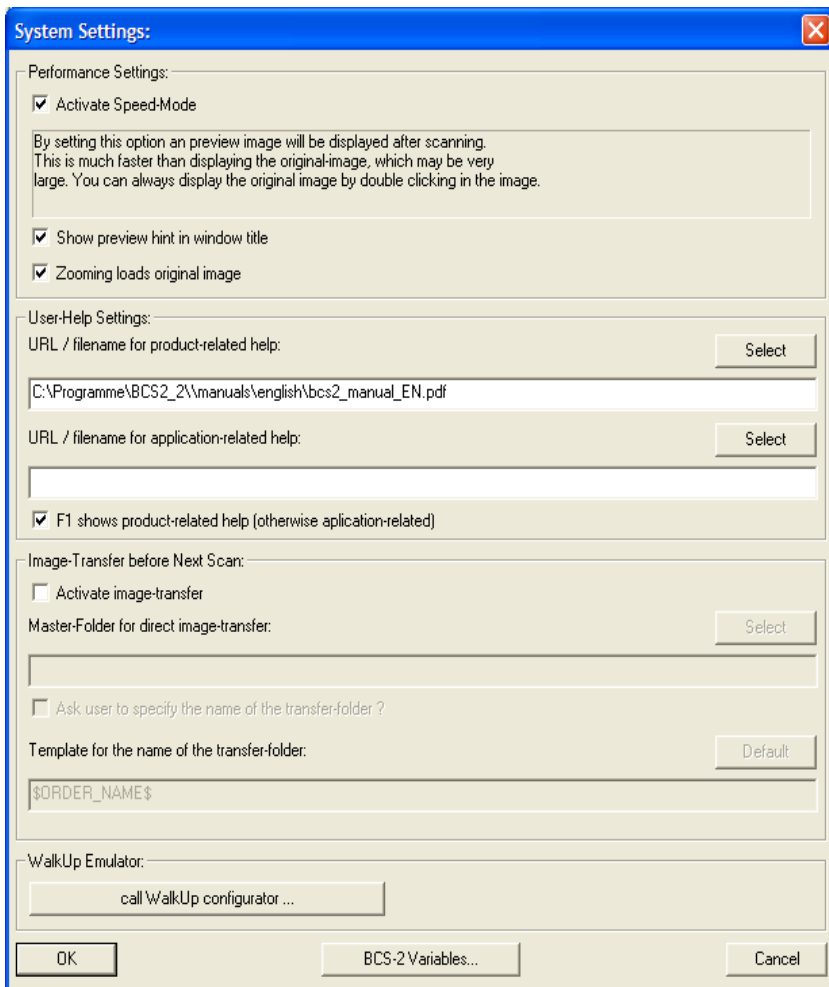


Illustration 67: System Settings

These settings concern **Performance Settings (Speed-Mode)**, adjustments to **User-Help**, **Image Transfer** and more optional BCS-2® features (see screenshot):

- **Speed-Mode** is explained in the system settings, and is active by default.

- With the **"User-Help Settings"** the paths where the **"Product- and Application-Help"** documents are stored are set. These can be called up with the **"Help"** menu (see chapter 15.1 page 100). Which of the two "helps" is displayed when the **F1** key is pressed can also be defined here.
- In the **"Image Transfer before Next Scan"** area the direct copying of scanned images within an order can be activated. A target directory can be defined and if desired a directory confirmation message activated (see screenshot).
- In the **"WalkUp Emulator"** area multiple settings for running the BCS-2® software in the WalkUp mode when used in conjunction with a touchscreen can be edited.

13.7 Dynamic Order-Types

It is also possible to create custom order-types based on existing order-types with BCS-2®. This function is accessed via the **"Dynamic Order-Type Administration..."** menu point in the **"Administration"** menu. Upon selection the following dialog window opens:

	order-type	base-type	abbreviation	description	short-name	visible(type-selector)
1	SIMPLE		Smp	Simple Order	Simple	<input checked="" type="checkbox"/>
2	SINGLE		Sin			<input checked="" type="checkbox"/>
3	STANDARD		Std	Image/Ans Components Standard Auftrag	Standard	<input checked="" type="checkbox"/>
4	MYBIB_EDOC		MyB	MyBib Dokumentenlieferesystem	MyBib	<input checked="" type="checkbox"/>
5	JASON		Jas	Jason Bibliotheksunterstützung (SCAN-Service)	Jason	<input checked="" type="checkbox"/>
6	SUBITO		Sub	Subito Bibliotheksunterstützung (SCAN-Service)	Subito	<input checked="" type="checkbox"/>
7	DEFINE_TAGS		Dtt	Define TIFF Tags	Define_Tags	<input checked="" type="checkbox"/>
8	CAR File/Query		Car	CAR-Auftrag	CAR	<input checked="" type="checkbox"/>
9	MEDEA3		M3	Medea3 Dokumentenlieferesystem	Medea3	<input checked="" type="checkbox"/>
10	SISIS		Sis	Sisis SunRise	Sisis	<input checked="" type="checkbox"/>
11	SCAN2WEB		S2w	Scan To WEB	Scan2web	<input checked="" type="checkbox"/>
12	PTV		Ptv	Patrimonium Transcriptum	PTV	<input checked="" type="checkbox"/>
13	XPC		Xpc	XPrint Auftrag	XPC	<input checked="" type="checkbox"/>
14	C3_INDEX		C3i	C3 Index	C3i	<input checked="" type="checkbox"/>
15	C3_TEMPLATE		C3T	C3 Template	C3T	<input checked="" type="checkbox"/>
16	ARIEL_BATCH		ARB	Ariel Batch	Ariel Batch	<input checked="" type="checkbox"/>
17	ILLIAD		ILD	ILLiad	ILLiad	<input checked="" type="checkbox"/>
18	ADAM		Adm	ExLibris ADAM Import	ADAM	<input checked="" type="checkbox"/>
19	ODYSSEY		ODY	Odyssey	Odyssey	<input checked="" type="checkbox"/>
20	RCE		RCE	Registro Civil Elche	Rce	<input checked="" type="checkbox"/>

Illustration 68: Dynamic Order-Type Administration Dialog Window

Within this administrative overview list for managing Order-Types, the buttons **Append**, **Edit** and **Delete** will perform the corresponding functions. Furthermore the visibility of each Order-Type in the dropdown menu in the dropdown bar can be defined with the checkboxes in the **"visible (type-selector)"** column.

Caution: Editing or deleting an order is only possible if no scan orders of the corresponding type exist. Additionally, the basic scan-order-types cannot be edited or deleted.

New Order-Types are defined with the **"Append"** button:

define new dynamic order-type:

Unique name for the order-type: Demo Order Type

associated base-type: STANDARD

Abbreviations (max. 4 characters): DEMO

Description: Enter a description here.

short name: Enter a description here.

show this type in the type-selection-box

OK Cancel

Illustration 69: Generating an Order-Type

A **name**, **abbreviation** (maximum four letters), **description** and **shortened name** can be entered here.

Furthermore, a basic order-type needs to be attributed to the new order-type. This basic order-type will considerably influence what occurs when an order is transferred.

Now the order options for the custom order can be individually adjusted in the options dialog window in the "**Order**" menu (see chapter 5.5 page 24). Each new order-type has its own set of settings, this way individual order indexes can be defined, etc. without "destroying" important setting of existing order-types.

13.8 Import Settings (optional)

Requirement: BCS-2® Import module

The following file types can be imported into orders if the optional import module is activated:

- PDF files (optional)
- Winword documents
- Excel sheets
- Powerpoint presentations
- pure text files (.txt)
- HTML files (.htm or .html)
- ZIP files

The directory of the file to be imported into the order can be set in the import settings.

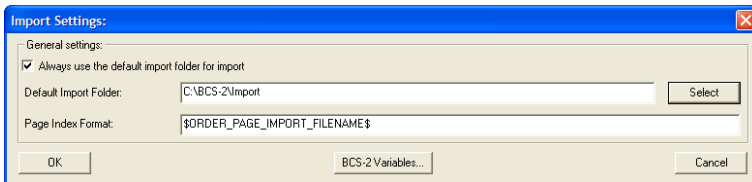


Illustration 70: Import Settings

If files are now added to the order with the "**Import Image Files...**" option in the "**Order**" menu, BCS-2® will use the directory set in the import settings. However only if the option "**Always use the default import folder for import?**" is activated there.

13.9 OCR Settings (optional)

Requirement: BCS-2® OCR module and BCS-2® OCR engine

Settings for text recognition can be adjusted here.

14 MYBIB MENU

MyBib eDoc[®], is a web based document delivery system, used by libraries and service bureaus as a workflow system for electronic document delivery and digitalization of expansive book and file collections. The "**MyBib**" menu is clarified in a separate document.

15.1 Help, Documentation and Information

The "**Help**" menu offers access to the functions:

- **User-Help** for the product and its user. The content shown for each of the two user help options can be defined in the "**System Settings...**" in the "**Administration**" menu (see chapter 13.6 page 95).

By default, this manual is opened in PDF format when the "**Product User-Help**" option is selected.

The "**Application User-Help**" option opens the document defined in the "**System Settings...**" (see above). For example personal notes for BCS-2®, or a custom user help text.

- **Keyboard Short-Cuts** for BCS-2® in the standard web browser (see chapter 4.5 page 15)
- **Documentation of System Variables** shown in the standard web browser. The name, category, English and German descriptions and the value of variables are displayed in an HTML table.
- **About BCS-2®**: summary information, the licensed options, and among other things the expiration date of the currently used license are displayed.
- **ImageWare Components Homepage** (www.imageware.de) is opened in the standard web browser.

15.2 Support

Should you need additional support or help, select the appropriate **support form** point in the "**Help**" menu. You can choose between:

- **Printed Support Form**: You can express your questions and concerns here. Please complete the given information. Once completed, the test can be printed and **faxed** to ImageWare under the fax number **+49-228-96985-84**.
- **E-Mail Support Form (optionally with current scan attached)**: Opens your mail program (MAPI) with the support form for completion.

Caution: It is recommended that support questions be sent by mail as these can be answered more quickly. Please include your license number and program version. The same applies for support questions to your dealer.

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