AMScan Viewer User Guide
Version 2.1

Contents

Introduction

The AMScan Viewer is a search and retrieval system for scanned images designed primarily as an end-user product to accompany the AMScan bureau scanning system.

It is designed with simplicity in mind and can store and view monochrome TIFF and colour JPEG documents with functionality to convert documents to PDF format.

Each database exists on a self-contained medium (CD-ROM, DVD-ROM, SD Card etc.) and can be, if required, combined with other databases or additional volumes of the same database in a central 'repository' which can be accessed by many users simultaneously. AMScan Viewer handles all this with no need for technical expertise.

Installing AMScan Viewer

To install AMScan Viewer follow these steps:

Step 1

Insert the installation CD-ROM into any compatible drive on your computer.

If the CD-ROM does not automatically run the installation, you will need to run the installation manually. To do this, locate the Setup.exe file on the CD-ROM either through windows explorer or My Computer and double-click it to run.

Step 2

Accept the terms of the license agreement to continue with the installation.

Step 3

Enter your name and organisation.

Step 4

Click Finish to complete the installation.

Your installation of AMScan Viewer should now be ready to use. If you have any problems, please contact AMS IT Services on 0118 943 1443 (press 5 for technical support). Alternatively you can email support@archivems.co.uk and we will get back to you ASAP.
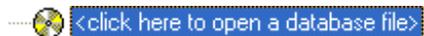
Getting Started

The first time you run AMScan Viewer you will see the following screen:
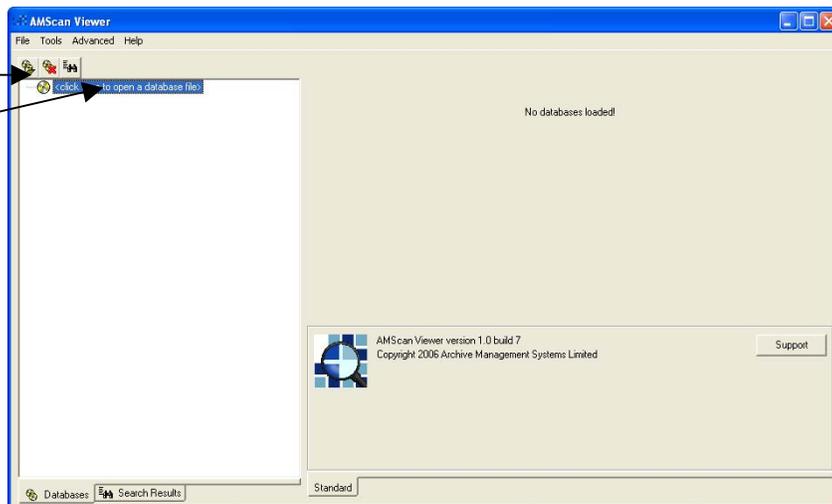
Click

or

<click here to open a database file>

to open a database file.

This is a file called amsview.mdb and will be in the root folder of the database CD-ROM.

The white rectangle on the left of the screen will then be updated to show the loaded database file, the single database contained within and the first level of folders or images. This can be expanded and contracted to show sub-folders and additional images, much like windows explorer.
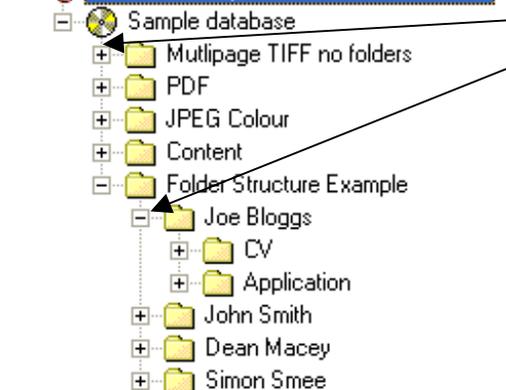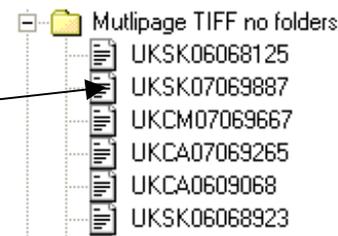
Click on the + symbol next to a folder to expand the folder, and click on the – symbol to contract it. If the folder (or database) being expanded contains scanned images, these will be displayed as documents.

Each document within the database has a 'document title' as well as one or more fields of indexing information. Refer to the section on 'Viewing Images' for more information.

The main window is divided into three sections:
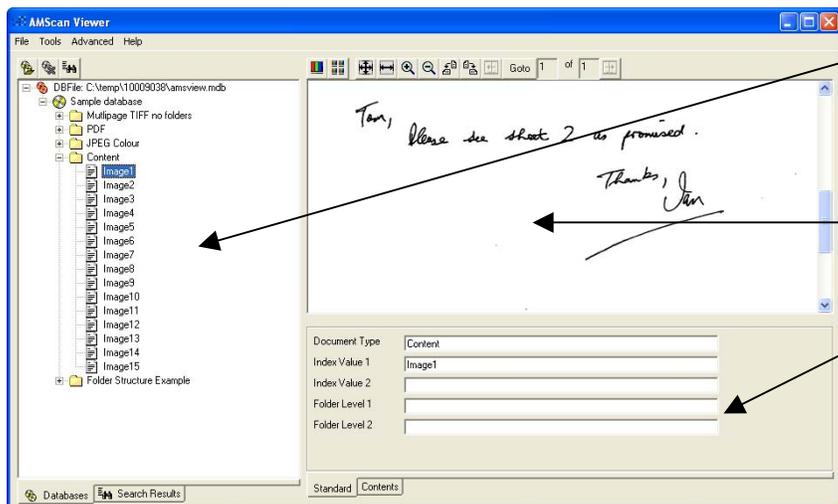
The tree pane on the left shows open database files, databases, folders and documents.

The viewer pane shows images or folder/database contents, depending on what is selected in the tree pane.

The info pane shows information on what is selected in the tree pane. This may be indexing information, the name of the database/database file.

The use of these three sections will be explored in more depth later in this guide.

The AMScan Viewer Database

The AMScan Viewer database file is always called 'amsview.mdb'. This file may be one of two types:

Master   Master database files contain only one database and are usually distributed on a read-only medium such as a CD-ROM.

Repository Repository database files can contain any number of databases and will be located either on a local hard-drive or centrally on a server.

Each master database file can be loaded directly into AMScan Viewer and used in the normal way. If, however, a database spans more than a single CD-ROM and you need to be able to view and search across the entire database then you will need to create a Repository.

To create a repository, select the required database in the tree pane and select **Create Database Repository from Master** from the **Tools** menu. You then have the choice to either:

> **Copy Images** to copy all the image files to the same location as the repository. This speeds up access times and enables several used to access the database simultaneously without the original media (i.e. CD-ROMs).

> or

> **Leave Images on Media** to leave the image files on the source media. This saves space at the repository location and will create the repository much faster but means that the media will be required every time a document is viewed.

You will then be asked for the required location of the repository. Browse to the required location and click '**Open**'. Please do not alter the filename from 'amsview.mdb' as this will prevent the repository from working properly. Select 'Yes' when Windows asks if you'd like to 'create the file here?'

To update a repository (i.e. add a database update from a CD-ROM), select the required database file in the tree pane and select **Repository** from the **Tools** menu, then **Import database into repository**. You then have the choice to either copy the image files or not as above.

You can open as many database files (master or repository) and hence databases as you wish but please note that each database as a unique stamp and you will not be able to open two copies of the same database at once, no matter where they are located.

It is also possible to remove an imported volume from a database. To do this selected the relevant database in the Tree pane and then select **Volume Manager** from the **Tools** menu. You will be shown a list of all imported volumes in the database.

Click the **Remove volume from database** button to remove the volume.

Viewing Documents

AMScan Viewer will display Tagged Image File Format (TIFF) files and JPEG files. TIFF files may be single or multi-paged.

To view a document, select the required document in the tree pane. The document will then be displayed in the viewer pane.
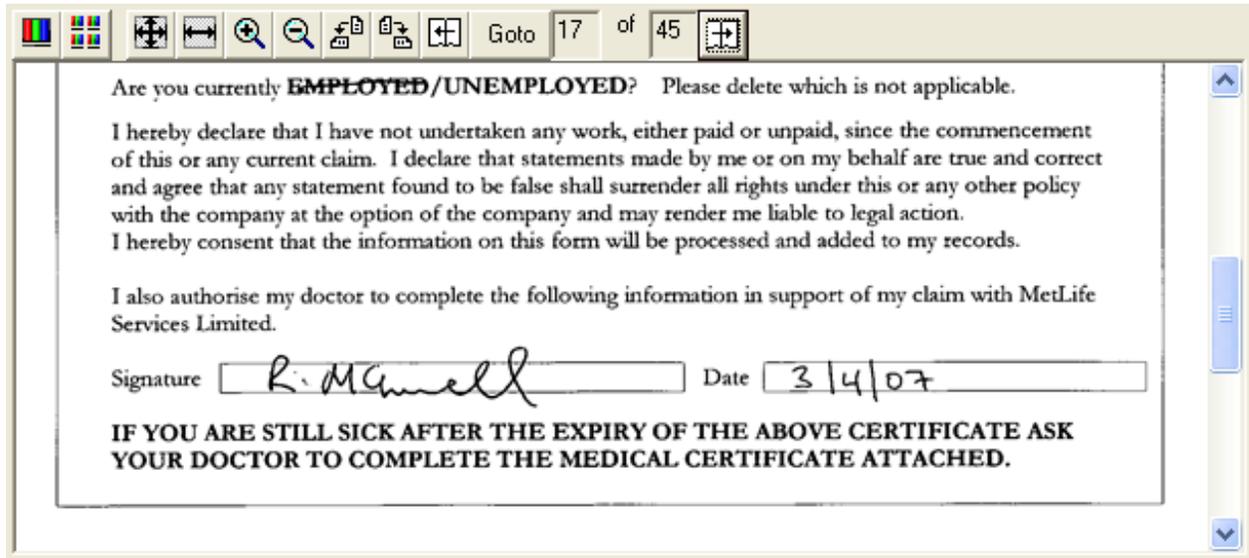
The Viewer Pane Toolbar - Document

Display Document displays a single image (as opposed to thumbnails).

Display Thumbnails displays the selected document as a series of thumbnail images.

Zoom to Fit sets the zoom level to fit the entire document in the viewer.

Zoom to width sets the zoom level to fit the width of the document in the viewer.
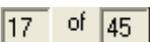
Zoom In

Zoom Out

Rotate Left

Rotate Right

Previous Page of a multipage document.

Goto a specific page in a multipage document; select from **First**, **Page** (by number) or **Last.**

Shows the current page and the total number of pages in a multipage document.

Next Page of a multipage document.

Printing Documents

To print the document currently being displayed, select **Print** from the **File** menu then select the required destination printer. For multipage documents you may choose to print either the page that you are currently viewing, or the whole document. You can also **right click** a document in the **tree pane**, or **right click** a **thumbnail** and choose Print from the pop up menu.

NB. If you choose to print a colour image that is part of a multipage document on its own it will be printed in black and white, however printing 'All pages' of the multipage document will render the print in colour (subject to your printer's capabilities.)

Opening Documents

To open the document currently being displayed in the application associated with the file type (i.e. Windows Picture and Fax viewer or Paint for tiff or jpg files), select **Open document > In original format** from the **File** menu.

Please note that this function will not work if there is no application installed on your computer capable of viewing the document type selected.

Opening Documents in PDF Format

To view documents in PDF format you will need a viewer such as Adobe Reader, available to download and install **free** of charge from www.adobe.com.

To open the document in PDF format, select **Open document > In PDF format** from the **File** menu.

NB. If you open a multipage TIFF file containing colour images in PDF format, the images will be rendered in black and white.

Emailing Documents

To email the document currently being displayed, select **Send To** and **Mail Recipient** from the File menu.

You can send either the whole document or a single page (of a multipage document) by selecting one of these options:
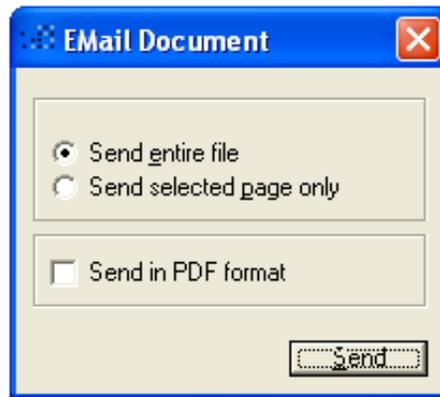
The document can also be converted to PDF format – simply tick the Send in PDF format and the document will be automatically converted and attached to a new email for you.

Please note that this function will only work if you have a MAPI compliant email application (i.e. Microsoft Outlook) installed on your computer. For other email applications you may save the image to your hard drive and then attach the image to an email in your usual manner.

Viewing Folders

When a folder is selected in the Tree Pane, the content of that folder is displayed in the Viewer.

**The Viewer Pane Toolbar – Folder**

Display List shows the contents of the selected folder, in list form. You can select which columns to display – see the section on **Selecting Fields**.

Display Thumbnails shows the contents of the selected folder as thumbnails. Please note that only the first page of multipage documents will be shown. You can double-click a thumbnail to jump to that document.

If you have selected 'display thumbnails' and subsequently realised that there are a lot of images and you wish to stop the process, there is a stop button in the top right hand corner:
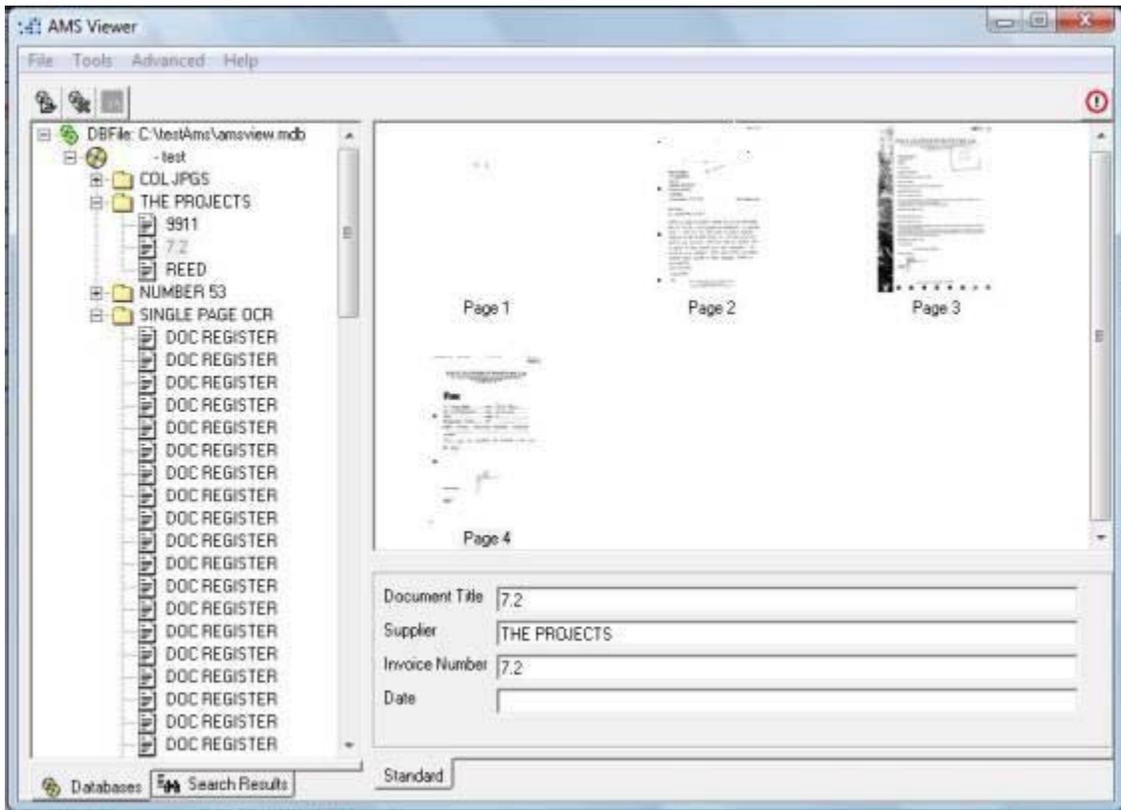
Selecting Fields

When viewing the contents of either a database or a folder, you can specify which fields of data you would like displayed.

To select the required fields, select the database in the Tree Pane and either click the **Select Fields** button above the Viewer Pane or click **Select Fields** from the **Tools** menu.
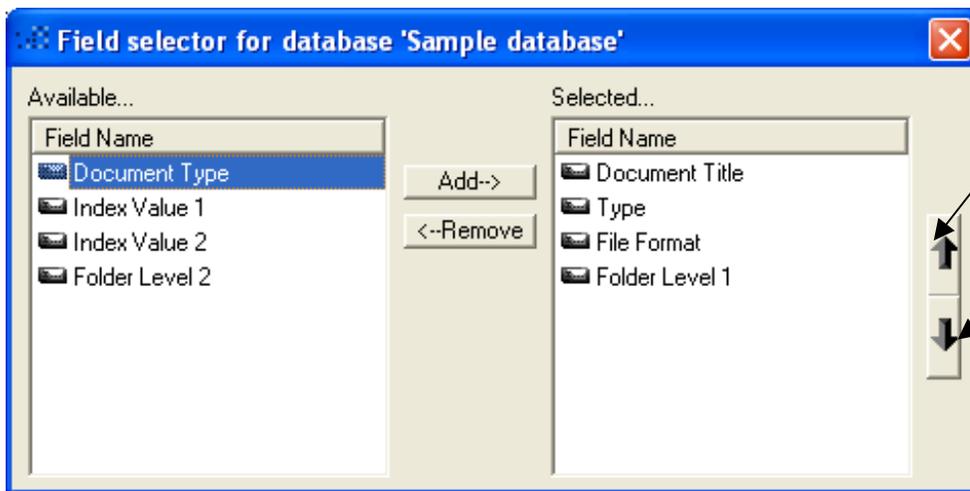
To add or remove a field from the selected list, click either the **Add** or **Remove** buttons.

Click here to move the selected field up the list (i.e. so it appears further left in the Viewer Pane.

Click here to move the selected field down the list.

The selection is automatically saved when this window is closed.

Document Information

The Info pane shows information about the item currently selected in the tree pane.

When a **Database File** (DBFile) is selected:

> The Info pane shows the path to the amsview.mdb file.

When a **Database** is selected:

> The Info pane shows both the path to the parent DBFile and the database type (either Master or Repository).

When a **Folder** or **Document** is selected:

> The Info pane shows the 'indexing' or 'content' information relating to that folder or document.

Indexing Information

The index fields shown are determined when the database is produced and are decided on between the scanning bureau producing the database and the end-user.

A search can be performed to find any documents matching one or more of these indexing fields – see the section on **Searching for Documents** for more information.

If the option is enabled, the user can update the indexing information. To do this, simply overtype the value shown but note that this can only be done on databases that have been copied from the original media (i.e. the CD-ROM).

This option is disabled by default. To enable it, please refer to the section on **System Options**.

Content Information

If OCR (Optical Character Recognition) has been performed on a document then there will be a second tab under the Info pane called Contents.

Select the Contents tab to show the text equivalent of the scanned document. This is searchable alongside the indexing information – see the section on **Searching for Documents** for more information.
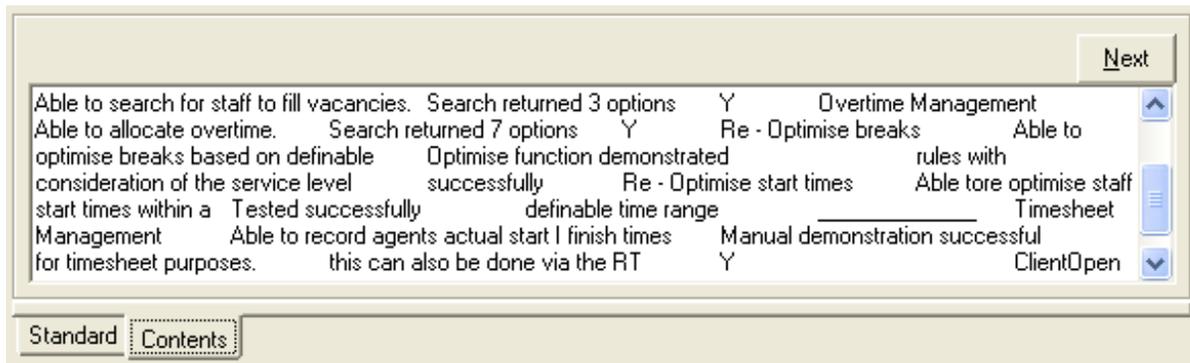
Optical Character Recognition is a process whereby a scanned image is examined and an equivalent text file is produced containing the words in the document. It is not an exact science, and the results will depend very much on the quality of the original document. Handwriting and 'unusual' fonts will not produce reliable results.

The resulting text file is not formatted but should provide a word list that is searchable, i.e. you can find any document containing the word *xyz*.
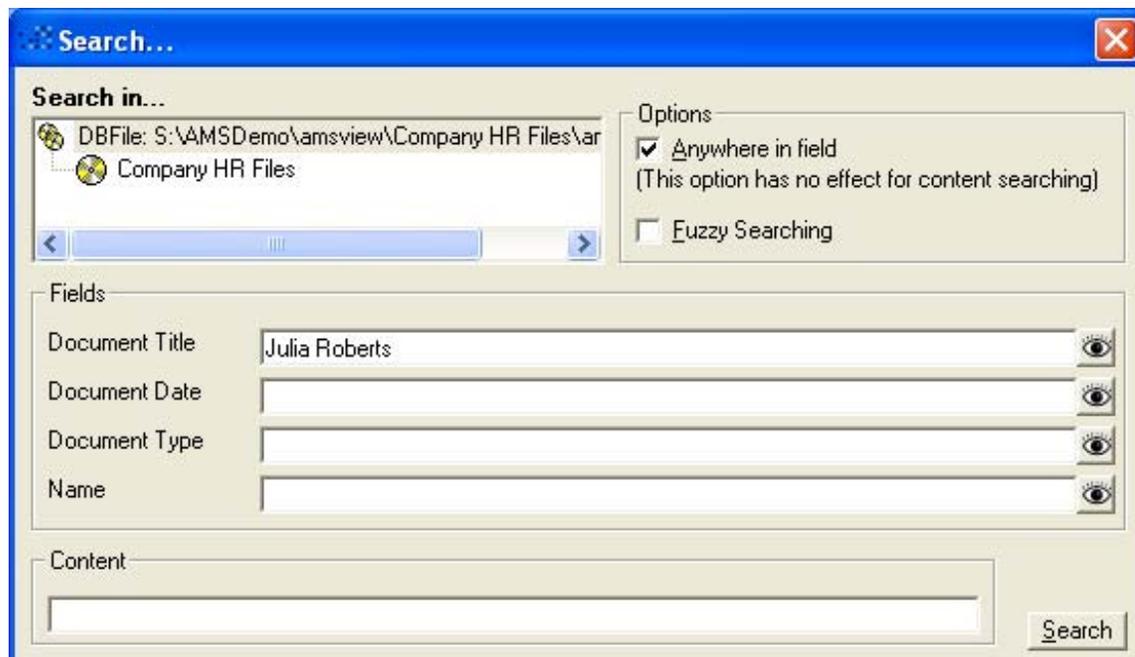
Searching for Documents

To search for a particular document click the search button in the top left corner, this will bring up the search box.

   Search Button

What you see will depend on your indexing criteria and how many databases you have open. If you have more than one database open you can select the DBFile to search all databases or select a single database to search.

Options

Anywhere in field   if this option is ticked the search results will show all documents that contain the search word(s) anywhere in the search field. E.g. You are searching for documents relating to "John", you don't know John's surname so you have this option ticked, the results will show all files with the name John anywhere in the field, be it forename, middle name or surname.

Fuzzy searching   if this option is ticked then this allows for one character to be incorrect in the results. E.g. you are searching for invoice number 123456, this would allow for similar numbers such as 223456, 323456, 423456, etc. to show up.

Fields

The fields listed will correspond with the selected database(s). Enter the value you are looking for here. Clicking on the adjacent **Eye** button will allow you to select from all the available values in the database.

Content

If your documents have content (please refer to the section on **Document Information**) then you can search for documents containing certain words.

Enter the value you are looking for here. It is important to remember that Optical Character Recognition (OCR) is not an exact science and there may be inaccuracies in the text.
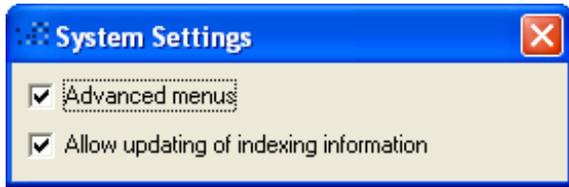
Search

Click on the Search button to start the search operation. When complete, all matching documents will be displayed in the Tree pane.
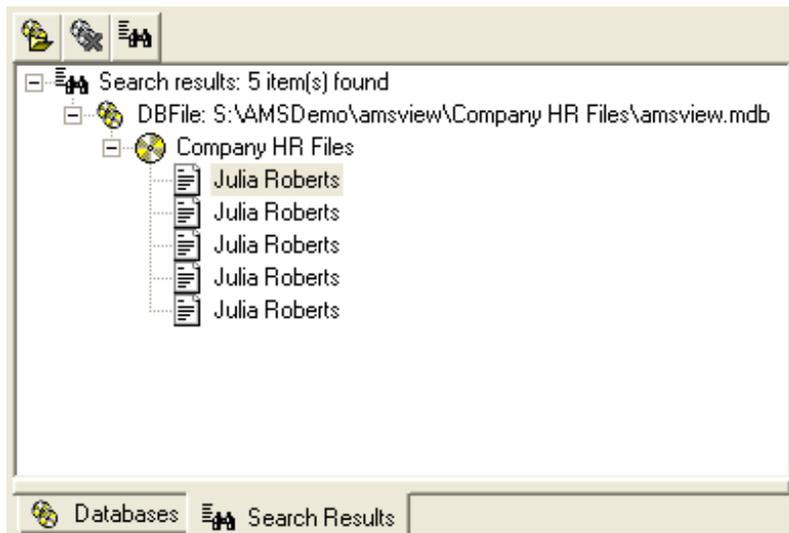
System Options

To access system options, select **System Options** from the **Tools** menu.

Advanced menus - The advanced menu enables you to view the Master Fields List. (Not necessary for standard users)

Allow updating of indexing information - When enabled allows indexing information to be updated by overtyping.

To access **System Options**, you will need a pass code. Please contact your systems administrator or scanning bureau for this information.