



SimpleQC 3.0 MANUAL

www.SimpleIndex.com

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1 Introduction

1.1 Welcome to SimpleQC!

SimpleQC is a thumbnail viewing application that is optimized for multi-page documents typically found in business document management applications. Most thumbnail viewers are designed for photos and don't handle multi-page TIFF and PDF images. Document imaging applications usually have integrated thumbnail viewers that require you to purchase the whole system. SimpleQC combines the best elements of both types of thumbnail viewer.

SimpleQC is designed to work as a standalone application or seamlessly integrated with SimpleIndex scanning and indexing software. It also adds the ability to view thumbnails for MS Office and PDF files, providing a total solution for browsing your documents visually. Use it to review and rescan images, or as the main interface for users to browse your scanned images.

The main design goal of SimpleQC is speed and efficiency with multi-page files. It loads thumbnail images very quickly, especially with multi-page, black & white document images.

SimpleQC's efficiency comes from its keyboard shortcuts. Virtually all functions can be executed with a single keystroke, allowing users to very quickly view and edit thumbnails without ever reaching for the mouse. The productivity benefits of this design are significant.

Besides viewing thumbnails, SimpleQC can perform a variety of common quality-control related tasks on images. These include:

- Rotate pages
- Deskew (straighten page)
- Despeckle (remove "snow")
- Rescan
- Reorder pages
- Move or copy pages between multi-page files
- Delete pages
- OCR to Word, HTML or Text
- Automatically rotate all front or back pages
- Open images in Imaging for Windows for advanced editing & OCR
- Open PDF and other files in default application for review

1.2 New Features in Version 3

The following features are new to version 3 of SimpleQC:

- Ability to view thumbnails for PDF files
- Preview PDF files in Acrobat plug-in
- Ability to view thumbnails for MS Office and other OLE applications
- Preview image or icon for any file and open in default viewer
- Automatic resizing of thumbnails to fit on page
- Thumbnail page navigation buttons
- Folder browser to easily switch between folders
- Integration with Windows Explorer right-click menu
- OCR selected image to Word, HTML, Text, WordPerfect

1.3 Supported File Formats & Functions

All SimpleQC features (rotate, rescan, despeckle, deskew, page reordering) are available with multi-page, B&W TIFF images.

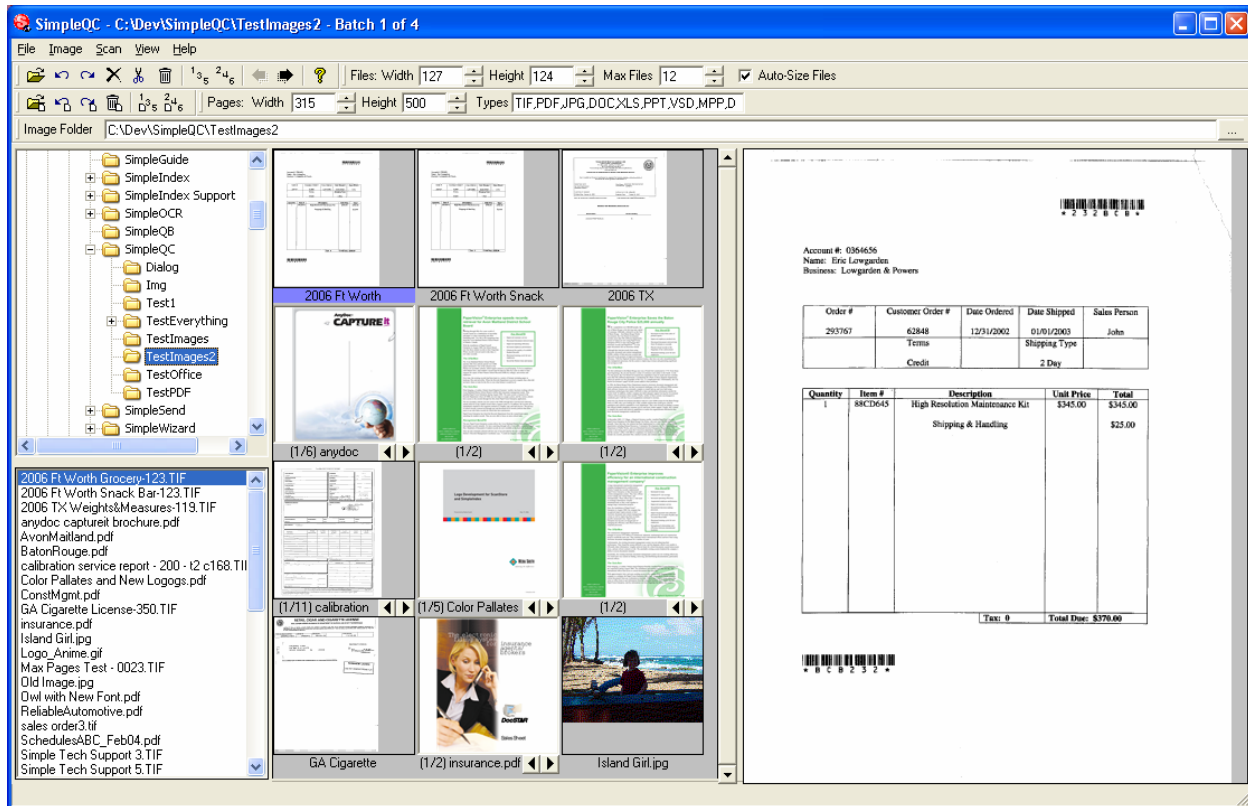
Color TIFF images and other supported image file formats (BMP, JPEG, GIF, PCX) support all functions except despeckle and deskew.

PDF files can have thumbnails generated and navigate multi-page PDF from the thumbnail view. PDF files may be previewed in Adobe Acrobat using the same plug-in interface used by web browsers. Acrobat Standard and Professional features like digital signatures, rescanning and other editing features can be accessed if these versions are installed.

MS Office documents and other OLE-enabled applications can have thumbnails generated and first-page previews displayed in the Page Preview window. Documents may be quickly opened in their default application for full viewing and editing capabilities. The corresponding application must be installed to preview or open a file.

All other files will be displayed as icons in the thumbnails and page previews. These may be opened in their default viewer.

2 SimpleQC



SimpleQC lets you quickly browse and edit images in a thumbnail view. SimpleQC is designed to load images and generate thumbnails extremely fast, and allow the user to edit them just as quickly. Keyboard shortcuts are provided for all functions so the user doesn't have to reach for the mouse over and over again. Users have the ability to rotate, delete, deskew, despeckle and crop images from within SimpleQC. Files can be browsed in one pane, with pages within the file shown in another. Double-click a thumbnail and the full image opens in Imaging for Windows, giving a access to a wide range of editing and annotation tools.

2.1 Selecting a Folder

The left side of the SimpleQC has a folder browser that is used to select the folder for reviewing. When a folder is selected, the thumbnails are displayed to the right of the folder browser. You may also select a folder by entering it directly into the Image Folder setting.

2.2 Set the # of files to display

The *Max Files* option determines the number of file thumbnails that will be displayed at a time. Each of these groups is called a *Batch*. The higher this number is, the longer it takes to load each batch and the more scrolling

the user must do. Low numbers will cause the user to load batches more often, but the batches load faster.

Check the *Auto-Size Files* option to automatically fit the number specified in *Max Files* on the screen.

Thumbnail generation for MS Office and PDF files can be slow and may be disabled from the *View* menu. For some users, it may be better to load many thumbnails in the background while performing another task. For others, a smaller *Max Files* setting may be preferable.

2.3 Set the thumbnail size

The *Files Width* and *Files Height* settings determine the size of the file thumbnails. The *Pages Width* and *Pages Height* settings determine the size of the page thumbnails shown in the right-hand pane.

You can also automatically resize thumbnails to fit a certain number within the current window. Do this with the *Autosize Files* and *Autosize Pages* menu options under the *View* menu.

Check the *Auto-Size Files* option to automatically fit the number specified in *Max Files* on the screen.

2.4 Integrate with Windows Explorer

Browse thumbnails instantly for any folder on your computer by adding a *View in SimpleQC* option to the Windows Explorer right-click menu. When browsing files in Explorer, right-click on any folder and select *View in SimpleQC* to open that folder and view thumbnails automatically.

Select *Remove from Explorer Menu* to disable this feature.

2.5 Keyboard Commands

The following keyboard shortcuts are available to the user:

- R – Rotate image right
- L – Rotate image left
- D – Mark current image for deletion
- M – Go to the last page of thumbnails
- N – Go to the next page of thumbnails
- B – Go back to the previous page of thumbnails
- V – Go to the first page of thumbnails
- J – Jump forward 5 pages

- E – Select the **e**nding thumbnail on current page
- S – Select the **s**tarting thumbnail on the current page
- C – **C**lean up selected image (despeckle)
- K – Straighten selected image (des**k**ew)
- , – Select previous image (also <)
- . – Select next image (also >)
- Shift / Control – Hold down to select multiple images for single operation

2.6 Toolbar commands

From left to right:

- Reload Folder** – re-loads the current page of images, removing all deletion tags and refreshing the thumbnails
- Rotate Left** – rotates selected pages counterclockwise
- Rotate Right** – rotates selected pages clockwise
- Mark Delete** – marks the selected file for deletion
- Cut Batch** – marks current file and all following files for deletion
- Delete Marked** – deletes all files currently marked for deletion
- Select Odd** – selects front pages 1, 3, 5, 7, etc.
- Select Even** – selects back pages 2, 4, 6, 8, etc.
- Scroll Back** – scrolls up to the previous page of thumbnails
- Scroll Forward** – scrolls down to the next page of thumbnails
- Images Width, Height** – sets the size for the image file thumbnails
- Pages Width, Height** – sets the size for the page thumbnails
- Max Files** – sets the maximum number of image files to load at one time
- Auto-Size Files** – automatically resizes thumbnails to fit on screen
- File Types** – list of all file types to display, separated by commas
- Help** – displays quick help dialog

2.7 Mouse commands

2.7.1 File Thumbnails

- Double-Click Thumbnail** – open file in default viewing application
- Click and Drag Rectangle** – zoom in on selected region of image
- Right-Click Thumbnail** – access all functions in the *Image* menu

2.7.2 Page Thumbnails

There are a variety of edits that can be performed on page thumbnails using the mouse.

- Click and Drag** – lets you re-order pages within a file
- Shift/Control Click** – lets you select multiple pages for operations

Right Click Menu – gives access to the following options:

- *Go to First/Last Page* – quickly jump to the start or end of the file
- *Copy Selected Pages* – create a copy of the selected pages for insertion into another file
- *Cut Selected Pages* – move the selected pages to another file
- *Paste* – inserts the cut or copied pages prior to the selected page
- *Paste at Beginning of Image* – inserts the cut or copied pages at the beginning of the file
- *Paste at End of Image* – inserts the cut or copied pages at the end of the file
- *Rotate Right/Left* – rotates the selected pages
- *Delete* – deletes the selected pages
- *Rescan* – rescans the selected page
- *Despeckle* – despeckles the selected page
- *Deskew* – deskews the selected page
- *OCR to Word/HTML* – converts the file to editable text
- *Properties* – view and edit resolution, compression, color depth and other page settings

2.8 Rescanning Pages

When a reject image is found it must be rescanned. Select the image and click *Rescan* from the right-click menu or *Scan* menu to initiate the rescan process.

Before you can use a TWAIN scanner with SimpleQC for the first time, you must select it by clicking *Choose Scanner* from the *Scan* menu.

The *Scan* menu also has the option *Display TWAIN Settings*. If this option is checked, the TWAIN dialog will be displayed before scanning, allowing the operator to adjust the brightness, contrast, etc. If unchecked, the default scanner settings will be used.

3 Contacting Simple Software

SimpleIndex is a product of Simple Software from ScanStore. Simple Software and ScanStore are divisions of Meta Enterprises, LLC.

SimpleIndex Website: <http://www.simpleindex.com>

Mailing Address:

PO Box 548
Knoxville, TN 37901-0548

Physical Address:

500 West Summit Hill Drive, Suite 302
Knoxville, TN 37902

Sales/General E-Mail: info@SimpleIndex.com

Tech Support E-Mail: support@SimpleIndex.com

Phone Number: 877-355-4141