Xerox DigiPath 2.0 User Glossary

Glossary

Glossary

The glossary contains definitions of terms related to the DigiPath system. It includes terms that pertain to the system in the areas of hardware, software, and system operation.

Numerics

1-sided
(1) A hardcopy input document with printing on only one side of a page; (2) the desired output of a print job. See also **simplex**.

16-Up
A document option in which sixteen copies of the same page are printed on one sheet of paper. 16-Up documents always appear in the portrait orientation. See also **N-Up**.

2-sided
(1) A hardcopy input document with printing on both sides of a page; (2) the desired output of a print job. See also **duplex**.

2-Up
A document option in which two copies of the same page are printed side by side on one sheet of paper. 2-Up documents can be simplex or duplex, but cannot be duplex head-to-toe. 2-Up documents always appear in the portrait orientation. See also **N-Up**.

2-Up Flip
A document option in which two copies of the same page are printed side by side on one sheet of paper, with one of the pages rotated 180 degrees. 2-Up Flip documents can be simplex or duplex, but cannot be duplex head-to-toe. 2-Up Flip documents always appear in the portrait orientation. See also **N-Up**.

2-Up Flip Right or Left
A document option in which two copies of the same page are printed side by side on one sheet of paper, with either the right (2-Up Flip Right) or left (2-Up Flip Left) page rotated 180 degrees. 2-Up Flip Right or Left documents can be simplex or duplex, but cannot be duplex head-to-toe, and always appear in the portrait orientation. See also **N-Up**.

4-Up
A document option in which four copies of the same page are printed on one sheet of paper. 4-Up documents can be simplex or duplex, but cannot be duplex head-to-toe. 4-Up documents always appear in the portrait orientation. See also **N-Up**.

8-Up   A document option in which eight copies of the same page are printed on one sheet of paper. 8-Up Flip documents can be simplex or duplex, but cannot be duplex head-to-toe. 8-Up documents always appear in the landscape orientation. See also **N-Up**.

A

access rights   The read, write, or administrator permissions given to DigiPath users that determine the level at which they can move, copy, delete, create, and other activities pertaining to documents, folders, and cabinets.

access station   A DigiPath workstation used mainly to manage and print existing documents. It does not include a scanner, but documents can be created from electronic files. See also **mastering station**.

active job queue   A state of the Batch Tool Job Queue in which jobs are being processed.

advanced query   A search of the DigiPath database for an object or group of objects based on the attributes and attribute values assigned the objects in the Advanced Query dialog box of Library Search. The advanced query requires the use of the "query language" to express attribute values. See also **attributes** and **simple query**.

AIT tape drive   A tape drive used to back up the RAID device. The AIT tape drive can back up 100 GB of data by automatically spanning the data over four 25 GB tapes.

anamorphic scaling   The process of resizing an image using varying values for the width and height.

annotate   To add a comment, note, or descriptive remark to an image.

annotate font   A feature in Image Editor that allows you to specify the font for an annotation.

application   A program in your computer that allows you to perform certain tasks, such as writing a letter or putting data into a spreadsheet. The words "application" and "program" are interchangeable.

array   An arrangement of sample exposures in a row or column.

associate   A Document Library command that enables you to link a file extension of a type unknown to Windows NT with its parent application.

attribute group   A collection of attributes based on a common purpose or use. The default attribute groups for DigiPath are System and Custom.

attribute format type   Categories that define the type of attribute value expected as input. The DigiPath Document Library applications error if the attribute value is not valid for the format type. Examples are "string" and "Boolean."

attribute set   The set of values you assign to a particular object imported in the Document Library cabinet system. See also **attributes**.

attribute type   The format that specifies valid values for an attribute. Some of the attribute types include boolean, integer, string, and date.

attribute value   The value you assign to a particular object imported in the DigiPath database. This value must match the attribute format type defined for the attribute. Examples are <Picard> for the Keyword attribute (format type string), or <yes> for the Is Online attribute (format type boolean).

attributes   Information that describes the origin, purpose, contents, or other characteristics for a file or object. Examples are the object name and size. See also **properties**.

Autofit   A job property that scales the contents of each page to a specified page (cell) frame size. Use Autofit with all Standard, Signature, and N-Up job types.

Automatic scan mode   Allows the system to select the default scan options automatically without user intervention or manual mode of operation.

Automatic image quality   A scanning mode in which the image quality of an input document is detected and reproduced by the scanner software with no adjustments required by the user.

B

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backup log   The information file created or appended each time a backup is performed. The backup log contains information such as the date and time of the backup, the title specified for the tape or backup set, and the directories and files that were backed up.

banner sheet   A banner sheet (or banner page) prints with your print job and separates it from other print jobs. Some printers, such as the DocuTech Network Publisher, can be configured to print without banner sheets.

batch job	A scheduled copy, move, or print operation performed with the Batch Tool application.
Batch Tool	The DigiPath application that allows you to schedule copy, move, and print operations at a specific date and time. Batch Tool can be used only within the Document Library cabinet system.
booklet signature	A document option in which the signature type is specified, and the desired output is duplex with the width greater than the height.
bound document	A document or group of pages that is taped and glued, such as a book.
bounding box	A variable rectangular box, created in a View window, to define an area of the image you want to edit; used for cropping, cutting, pasting, and so on.
bounding lines	The horizontal and vertical lines displayed in the View window of the Document Scan and Makeready application that help you to align images. See also **bounding box**.
browser	Software that enables users to view information in Web Viewing Submission.

C

.CON directory	Associated with an RDO, this is the directory which contains the actual image files that make up the object. This directory must not be deleted.
cabinet	A virtual storage space used to organize files and documents in Document Library. A cabinet has its own attribute set. See also **attribute set**.
calendar	A folded document format that can be read in the same manner as a calendar that has a horizontal fold line. The top of the front side of a page matches the bottom of the back side of a page.
calendar signature	A document option in which the signature type is specified, and the desired output is duplex head-to-toe, with the height greater than the width.
calibration	The process of checking, adjusting, and standardizing the graduations of the scanner.
case-sensitive	A setting that allows you to specify whether the application detects whether the name of a value is in capital letters. This setting is available when performing an advanced query in Library Search, or when using the Find dialog box in Document Scan and Makeready.

catalog ID	A value automatically assigned to a DigiPath database that indicates its customization scheme. You can compare these values for two databases to determine whether both databases can be included in a Library Search domain. (Catalog IDs must match to include both databases in a single query.)
CCITT Group 4 2D	A type of compression scheme for scanned image data stored on a TIFF file. Images in DigiPath are created using this compression scheme.
child RDO	An RDO linked to another RDO (known as the parent). The contents of the child RDO are preserved, but the formatting and printing options of the parent RDO override those of the child RDO.
chapter start	A page-level option in a duplex document which allows you to specify that the page always prints on a right-facing page, or as a front-facing page if the document is duplex head-to-toe.
Clipboard	A temporary storage location provided by Windows that holds cut or copied material. You can use it to transfer text or images within a document, between documents, or between applications.
coarse halftone	A document that contains a halftone screen with a coarse dot pattern that is less than 100 dpi. A typical example is a newspaper picture.
collated	A method of stacking the printed pages. The prints are grouped in a 1-2-3, 1-2-3, 1-2-3 sequence.
collection	A group of related documents and URLs in Web Viewing and Submission.
computer	An electronic device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations. See also **microprocessor**.
conditional expression	A character or word that links other entries in an attribute value expression by describing the desired attribute value more specifically. See also **logical operators** and **relational operators**.
confirmation message	A message that opens asking if you are sure you want to complete a task or procedure you have requested. You usually have the option to select [Yes] or [OK], or to Cancel out of the task or procedure without changing anything.
continuous tone	A photographic image consisting of continuous gray tones that flow into each other gradually and without definable edges.

contrast	A manual image quality control that allows you to increase or decrease the differences between the light and dark areas of a scanned image.
conversion service	See **Document Conversion Service**.
convert	The act of changing one type of file, such as a PDF file, into another type of file, such as a TIFF file, so the file can be used in different ways or in different applications.
covers	A document option which allows you to define covers to print as part of the document.
crop	To define a portion of an image that is to be retained. This option is available in Scan Tool, Image Editor, and Document Scan and Makeready.
custom attributes	A set of site-specific attributes defined by your system administrator using Library Administration Tool.
Custom catalog map (CCM)	A file used to store mappings for attributes. This allows you to use the file to apply the custom attribute mappings to another database or several databases, rather than having to map the custom attributes for each individual database.
Custom catalog structure (CCS)	A file used to apply the custom attributes and groupings to another host or several hosts, rather than having to recreate the same attributes for each individual host. This allows you to add, delete, or modify custom attributes and groups within the file.
custom size	A nonstandard sized document.
customization scheme	A formula used to customize a DigiPath database. You can save this scheme into a file and use it to customize other DigiPath databases.
cut and paste	An editing process whereby you highlight an object or document section, invoke the cut function to save the object or section to the Windows Clipboard, and then invoke the paste function to insert the object or section.

D

darken	The Enhance option used to identify lines in an input document and make them appear thicker in the output image. This option is available in the Document Scan and Makeready and the Scan and Print applications.
Darkness	The manual image quality control used to adjust the amount of black in an image.

database	A comprehensive collection of related data organized for convenient access, generally in a computer.
database host	A host, local or remote, that has a functional database running on it.
decomp output directory browser	The window in the Document Scan and Makeready application that enables you to view the contents of a directory set up as a decomposition service output directory. This directory can reside on the DigiPath workstation or on a DocuSP print server.
decomposition service	The function of the DocuSP print server (1.2 and later) that allows DigiPath users to submit a PostScript file to a DocuSP and produce high-quality TIFF files from the PostScript content. These TIFF files can then be imported into RDOs.
default	A value that an application or operating system assumes, or an action that a program or operating system takes, when you do not specify an overriding value or action.
default image position	A position defined with respect to the top and left margin. This is the position an image takes when imported or pasted into a document. See also **default**.
default zoom	The Image Editor option used to define the image display setting prior to opening and editing an image.
delete	To strike out or remove a document component, document, folder, or cabinet.
descreen	The manual image quality feature that enables you to remove the screen that exists on the high frequency fine halftones by filtering out the screen. This produces a grayscale image which can then be screened.
deskew	The Enhance option used to straighten a crooked image. This option is available in Document Scan and Makeready and Scan and Print.
despeckle	The Enhance option used to remove unwanted noise, including blemishes and speckles, from an image. This option is available in Document Scan and Makeready and Scan and Print.
destination	(1) An option in the production print job ticket that allows you to specify how to handle the print job at the print server; (2) the location to which you move or copy an object.
detail view	The viewing option that maximizes the image on the View window in the Image Editor application.
diagnostics	System features, implemented by either hardware or software, whose purpose is to identify a system malfunction.

differential backup	An intermediate backup in which only those files that have been added or changed since the last full backup are copied to the backup tape. See also **full backup** and **incremental backup**.
digital linear tape drive	The high-capacity external tape drive used for backing up information on a RAID device.
Direct Insert pages	Non-printing pages you add to a document at print time using the Interposer paper tray. See also **Interposer**.
directory tree	The portion of the Document Library window that displays the contents of a drive in hierarchical format; it shows directories and subdirectories only.
disk drive	A permanent storage area for your data and programs. Different kinds of disk drives include a hard drive, CD-ROM drive, and floppy drive.
dismount	The Document Library function that enables you to remove the attribute information for all objects on a volume from the DigiPath database. The attribute information is written to the media containing the volume so you can remount the volume later.
display grayscale	An option that allows you to view up to 16 levels of gray tones in an image. This option is available in the Image Editor and in Document Scan and Makeready.
display images	The Scan Tool or Document Scan and Makeready option that enables or disables the View window in those applications.
divide	An option in Document Scan and Makeready that allows you to create an identical copy of a page.
DJO	DocuJob object. The format in which the DocuTech 90 and DocuTech 135 create and store print job files. A proprietary format, specific to the DocuTech Network Publisher, it is designed to optimize jobs for use with DocuTech.
DLT drive	See **digital linear tape drive**.
DocuImage 620S	The scanner available with the DigiPath software. It is a high-resolution, high-speed, flatbed scanner that allows you to scan high-quality electronic images.
DocuJob	See **DJO**.
DocuJob Converter	A Xerox software solution that enables conversion of DJOs to industry standard open formats, including the Document Scan and Makeready RDO format.

Document Conversion Service	The DigiPath service that allows you to convert TIFF, PostScript, and RDO objects to JPEG or PDF formats for use with the Web Viewing and Submission application. You can access this service from Document Library, Library Administration Tool, or Web Viewing and Submission.
document glass	Part of the DocuImage 620S scanner on which you place an input document for scanning.
document handler	The top part of the DocuImage 620S scanner that consists of the multi-sheet and single-sheet feeders.
document handler ready light	The green light located near the document handler on the DocuImage 620S scanner that indicates the status of the feeders.
document handler top cover	Part of the document handler on the DocuImage 620S scanner that protects the single-sheet feeder.
Document Library	The DigiPath application that employs the cabinet system to perform file management tasks such as advanced and simple searches. If your system includes the optional DigiPath database, you can also use Document Library to import and export objects and mount and dismount volumes. See also **Document Library Lite**.
Document Library Lite	The DigiPath application that allows you to perform basic file management tasks such as copying, moving, deleting, and renaming objects. Similar to the Windows NT filing system. See also **Document Library**.
document referencing	See **link**.
Document Scan and Makeready	The DigiPath application that allows you to create and manipulate images and RDO documents.
DocuSP	Xerox print server software which is used with a DocuTech 6135 or DocuTech 6180 production publisher.
domain	The cabinet or cabinets you define for a query in the Library Search or Web Viewing and submission applications. The domain can include one or more DigiPath peer workstations or remote file servers.
dpi	Dots per inch. The resolution of an image, expressed in the number of pixels. The greater the dpi value, the finer the detail in the image.
drag and drop	An editing function whereby you select an object with the mouse and, holding down the mouse button, drag the object to another location and drop it by letting up on the mouse button.
draft printer	See **Windows printer**.

drive   See **disk drive**.

E

EC-PJM   Extended Connectivity-Print Job Manager. Enables you to manage a number of production printers from a single server. Use EC-PJM for load balancing or to restrict access to production printers at your site.

ESM   See **Extended storage manager**.

enhancement   A change you can apply to your images, including despeckle, deskew, tilt, and darken. You can also register the image area of an image (the black pixels) with respect to any edge of the image.

event code   An informational message to the operator that requires no service action. The message appears as an Operator Error. The event number is found in the lower right corner of the event screen.

event screen   The window that contains a non-service error message, appearing as an Operator Error.

event number   The number used to identify the source of a fault. It is displayed with a prefix, such as, 01, 02, or 13. Action is required when an Event Number appears as a Message.

expansion slot   An opening in a computer for adding more computer

features (such as an internal model or sound card) using electronic cards (also called expansion cards).

export   (1) To transfer one or more TIFF files or a single PostScript file from the current RDO in the Document Scan and Makeready to an individual file or group of files; (2) to delete or move an object from the Document Library cabinet system.

Extended connectivity print job management   See **EC-PJM**.

Extended storage manager (EMS)   Software included with the RAID system that is used to configure, operate, monitor, and troubleshoot the RAID system. It is also used to create the RAID volume and configure the RAID controller for use with DigiPath Production Software.

F

fault codes	An informational message to a user that service is needed to address a DigiPath application error or system problem. When these codes appear, call for service. Also called service codes.
file server	The hardware and software that contain the file service, which allows you on a network to create files. The files stored in the file service can be shared by the users on a network.
fill	An image editing function that allows you to fill a selected area of an image with black, white, or shades of gray. This function is available in Image Editor and in Document Scan and Makeready.
fine halftone	An input document that contains a halftone screen with a fine dot pattern that is more than 100 dpi. Typical examples would be pictures in a magazine, book, or high quality calendar.
finishing	A set of operations that can be performed by a printer after a document is finished printing. For example, binding is a finishing operation.
fit in	A scaling option in the Scan Tool application that allows you to define the size of the desired output image, and the software automatically resizes the image proportionately to fit the defined image dimensions.
fit to window	A View option in Image Editor that automatically resizes an image proportionally to fit the dimensions of the window in which it is displayed.
floppy drive	A narrow slot on the front or side of your computer used to hold a floppy disk to store and retrieve data. Floppy disk drives, like all drives, have names by which your computer identifies them. Usually the floppy disk drive is named Drive A. See also **disk drive**.
font	A complete assortment or type of one style and size.
footer	An optional line of text you can define and apply to every page in an RDO, generally at or near the bottom of the page.
format	The arrangement of data for computer input or output, such as the spacing and punctuation of information in a document.
frame	An image editing function in which you select an area of an image, then fill the area outside of the selection with black, white, or shades of gray. This function is available in Image Editor and in the Document Scan and Makeready.

full backup   An backup in which all files on the specified drive are copied to the backup tape. See also **differential backup** and **incremental backup**.

fuse page   An image editing function that converts multiple TIFF images on a page into one single TIFF image. There is a limit of 10 TIFFs per page, so you need to fuse the page to exceed this limit. Only TIFF images can be fused. Headers, footers, and page numbers are also fused. Merge items within a selection are skipped (not fused).

G

GDI printing   See **Windows printing**.

glass   See **document glass**.

grayscale   A viewing option in which you can view up to 16 levels of black, white, and gray tones in an image.

guides   The horizontal and vertical lines displayed in the View window of Document Scan and Makeready that help you to align images.

gutter erase   An option in Scan Tool that allows you to remove the white space located between the two facing pages of a book.

H

halftone   The reproduction of continuous tone artwork such as a photograph.

halftone descreen   A manual image quality control that allows you to apply a fine halftone electronic grid to a scanned image to improve the granularity of an output image.

handler   See **document handler**.

hard drive   A rigid disk coated with magnetic material on which data and programs can be stored.

header   An optional line of text you can define and apply to every page in an RDO, generally at or near the top of the page.

head-to-head   The default setting for a duplex document. The top of the front side of a page matches the top of the back side. Pages in this type of document can be turned like the pages in a book.

head-to-toe	A duplex document in which the image on the back side of a page is rotated 180 degrees. This is similar to the page format found in a calendar.
highlight color	An image property that allows you to specify that all the black pixels in an image are displayed in a particular color. You can apply the highlight color to some or all images in the RDO. This version of DigiPath supports one highlight color per RDO.
highlight color printer	A printer that is capable of producing color output.
highlights	A manual image quality control that allows you to manipulate the whitest and lightest gray areas of an image.
home page	The first page that appears when a user logs on to Web Viewing and Submission.
host	A DigiPath workstation with a database.
host workstation	The DigiPath workstation that manages a remote file server. The database associated with this workstation stores the database information for objects on the remote file server.
HTML	HyperText Markup Language. The formatting language used by the World Wide Web (WWW). HTML documents are text files with extra commands embedded in them.
http	HyperText Transfer Protocol. The protocol used for passing hypertext documents on the Web.

I

Image Editor	The application launched when you select [Image: Edit] from the Document Scan and Makeready menu bar. You can perform a wide variety of image editing functions, such as the manipulation of the pixels of an image, with this application.
image position	An image property that defines where the image appears on a page with respect to any defined margin. See also **default image position**.
image quality	A set of functions in Scan Tool that allow you to adjust the scanner's detection of an input document or the representation of an output image to produce the desired image quality in the printed output.
image quality controls	A set of functions that enable you to adjust the appearance of an output image at scan time. These controls are available only by using the manual image quality mode, and the image type defined determines the controls available.

image quality setup file	A file that allows you to save the image quality controls and their corresponding settings that were active in the Scan Tool Image Quality dialog box when the file was created. These files have a .IQS extension. There are six image quality setup files provided with the DocuImage 620S.
image quality window	See **window**.
image shift	A production print job ticket option that enables you to move an image in a print job up, down, left, or right on a page.
image skew	A condition in which an image appears skewed after scanning the input document from the document glass.
image type	An option in the Scan Tool application that allows you to describe the content of the input document to optimize the image quality of the output image.
import	(1) To transfer a TIFF file, PostScript file, PDF file, or RDO into an open RDO in the Document Scan and Makeready application; (2) to introduce an object into the Document Library cabinet system.
incremental backup	An intermediate backup in which only those files that have been added or changed since the last backup, either full or incremental, are copied to the backup tape. See also **differential backup** and **full backup**.
index	(1) To create a list of document components for a document by enabling Optical Character Recognition (OCR) technology; (2) The list of document components created when you enable indexing using OCR technology. The index is attached to an RDO as a separate file. See also **OCR**.
input document	The original hard copy document that is scanned using the Scan Tool application.
inserts	An option in a production print job ticket that allows you to insert slip sheets (Direct Inserts) between specified pages within a print job using the Interposer tray. Not all production printers support this functionality. See also **Direct Insert pages** and **Interposer**.
Insert After	The Document Scan and Makeready option that allows you to place one or more copied, moved, imported, or scanned pages after the active page in the Structure window. Works with the Insert Into option.
Insert Before	The Document Scan and Makeready option that allows you to place one or more copied, moved, imported, or scanned pages before a selected page. Works with the Insert Into option.

Insert Into	The Document Scan and Makeready option that allows you to place one or more copied, moved, imported, or scanned pages into a selected section, or one or more copied, moved, imported, or scanned images into a selected page. Works with the Insert After or Insert Before options.
IPX/SPX	A commonly used network communications protocol.
insertion point	The icon in the Document Scan and Makeready Structure window that indicates where a copied, moved, imported, or scanned selection will be added to the current RDO.
insertion point mode	The combination of the Insert Into option with Insert After or Insert Before that specifies where a copied, moved, imported, or scanned selection will be added to the current RDO in the Document Scan and Makeready application.
Internet	A large computer network linking smaller computer networks worldwide.
Interposer	A paper tray that inserts slipsheets called Direct Insert pages at specified locations during printing. See also **Direct Insert pages** and **inserts**.
invert image	(1) A function in Image Editor that allows you to produce a negative of the current image. Black pixels of the image become white, white pixels become black, dark gray pixels become light gray, and light gray pixels become dark gray; (2) a manual image quality control that allows you to produce a negative of the current image. Black pixels of the image become white, white pixels become black, dark gray pixels become light gray, and light gray pixels become dark gray.
IPX/SPX	A commonly used network communications protocol.
ISO paper size	International page size of documents.

J

jam	A generic description of a paper feed error on the DocuImage 620S multisheet feeder. See also **misfeed** and **multifeed**.
jam indicator	The light on the DocuImage 620S control panel that indicates a misfeed.
job queue	The list of jobs in Batch Tool that are scheduled for processing. Batch Tool does not have to be running for these jobs to complete.

Job submission   A web-based application that offers the customer the ability, through their browser, to submit print job orders to the Web Viewing and Submission server.

job ticket   A binary file used to specify a print job's printing, finishing, and job management requirements. The file consists of a series of mandatory and optional fields, each related to a specific print job requirement. The information in the job ticket is sent with the job to the print server, and is executed at the printer.

K

keyboard   The set of keys you use to operate a computer by typing text or by choosing commands.

L

landscape   For scanning, the orientation of the image on the page is rotated 90 degrees.

For printing, the orientation of the text or the top of an image parallel to the long edge of the paper.

Label volume   The Document Library option (in the View menu) that opens the Label Volume dialog box where you can assign a label to a volume.

Library Administration Tool   The DigiPath application used to administer and support the DigiPath system. The Library Administration Tool allows you to add a new cabinet; edit properties of an existing cabinet; delete a cabinet; purge the contents of a cabinet; define and edit the properties of new or existing cabinets; add, delete, and modify users and user groups; create and set up remote access machines in a workgroup; define the local location of the database; define accessible storage areas for local and remote data; set and modify batch document conversion services; and defragment cabinets.

Library Search   The DigiPath application that allows you to search one or more DigiPath cabinets for a specific object or group of objects. The search creates a results list, which you can manipulate and print. See also **results list**.

light text	An image quality control that allows you to compensate for input documents that are faded or have light text. This control enables the DocuImage 620S to detect the light areas and reproduce them in the electronic output image.
line art/text	An image composed purely of black and white, such as text or a line drawing.
link	An import option in Document Scan and Makeready that allows you to create a pointer to another RDO or TIFF file without actually storing the external file in the current RDO. Also called document referencing.
local cabinet	The cabinet residing on the current, or local, workstation. See also **remote cabinet**.
lock	An option in Document Library that allows you to prevent access to a cabinet.
log	File that contains a record of events, such as error messages.
logical operators	The conditional terms used as part of attribute value description in an advanced query statement in the Library Search application. Examples are AND and OR.

M

magneto-optical drive (MOD)	An optional disk drive that can be connected to your DigiPath system. Allows you to use optical disks to store your information, which provides greater flexibility and more storage space.
magneto-optical disk	See **optical disk**.
makeready workstation	A DigiPath workstation used mainly to manage and print existing documents. It does not include a scanner but documents can be created from electronic files.
manual image quality	A scanning mode in which the image quality of an input document is manipulated and adjusted by the user.
manual platen cover	An optional cover for the DocuImage 620S used in place of the automatic document handler. Consider using the manual platen cover if you plan to scan large numbers of fragile and bound documents.
mask	An option in the production print job ticket that allows you to disable a print option so it is never selectable. If you apply a mask, you effectively eliminate the use of that print option until the mask is removed.

mask page edge	An option in Scan Tool that allows you to hide the edges of a scanned input document.
mastering station	A DigiPath workstation used to create, manage, and print documents. It includes a scanner to enable document creation from paper originals. See also **access station**.
memory	A temporary holding area your computer uses when you run a program or create a document. Memory chips are part of the motherboard. See also **motherboard**.
merge directory browser	The window in the Document Scan and Makeready application that enables you to view only the TIFF files in a directory defined as the merge directory in the Settings dialog box. This window makes TIFF files available for a drag-and-drop merge without opening the Merge File dialog box.
merge file	A function in Document Scan and Makeready that allows you to include a TIFF file on one or more pages of the RDO without the need to actually paste the TIFF onto each page.
merge fill	A function in Document Scan and Makeready that allows you to include a defined block (fill image) of white, black, gray, or the RDO highlight color on many pages of the RDO, without the need to actually paste the fill image onto each page.
merge item	In Document Scan and Makeready, refers generally to a merged fill or merged file.
microprocessor	The "brain" of a computer. It is part of the motherboard and determines the speed and functions of a computer. See also **motherboard**.
midtones	A manual image quality control that allows you to manipulate the medium range of tones (grays between the highlights and the shadows) in an image.
mirror margins	A feature that applies a cropping or filling bounding rectangle to opposing bound pages in a mirror fashion. Available only when 2-sided is selected or when scanning a bound document.
mirroring	In a RAID, referring to the same data being written to more than one disk in the array.
misfeed	An error in which the document handler on the scanner feeds a page into the scanner incorrectly.
MOD disk	See **optical disk**.
modem	An external or internal device that, together with a phone line, enables you to connect to the Internet and other online services so you can send e-mail, visit Web sites, and so on.

moire	In scanning, an objectionable pattern of wavy lines or checks on the output image often caused by two halftone screens overlaid one on another.
monitor	Where you see what you are typing or entering into a computer. It consists of a computer screen and a video card inside the system box.
motherboard	The main electronic board in a computer.
mount	The process of making a volume available to the DigiPath database.
mouse	A device you can use to point at and select menu commands, start computer programs, open and manipulate windows, and other tasks.
move image	A function in Document Scan and Makeready that allows you to move an image from its current position by a specified amount and in a specified direction. You can use this function to shift multiple images at one time.
multifeed	An error in which the document handler on the DocuImage 620S feeds more than one page to the document glass at one time.
multi-sheet feeder	The part of the document handler on the DocuImage 620S that allows you to feed multiple pages (up to 50) of an input document.

N

NetWare	A network type that describes the protocol associated with another machine. DigiPath uses the term NetWare primarily to describe connectivity for a print server.
network	A physical and logical connection of a system's elements. A network enables information exchange between workstations, servers, and printers.
Network Agent	A print queue defined by the Site Administrator. When you send a print job to the Network Agent queue, the job is decomposed into high-quality TIFF files that are saved (with the Job Ticket information) to the location defined on the DocuSP. XXX
Next	A Scan Tool command button that sends the next page in the input document to the document glass, where it is scanned.
NIS	Network Information Service. A service that answers requests for information pertaining to hosts, IP addresses, and so on.

non-proportional scaling   The process of resizing an image using variable ratios for the width and height.

N-Up   A feature that allows you to create a document with 2, 4, 8, or 16 copies of the same image on the same page in Document Scan and Makeready and in production printing.

O

object   A file that composed of a group of files such as a raster document object (RDO). In DigiPath, it is also used as a generic term to include any type of file, subdirectories, and directories.

OCR   Optical Character Recognition. A DigiPath feature that allows you to do a full-text search of a document. This full-text search enables document-level indexing and use of the "Find" command over all the TIFF files and PostScript and PDF segments that are searchable. It also allows document content searches in Library Search.

offline   The state of a volume or object whose contents are not accessible to the DigiPath database. However, the import information associated with objects on the volume remains available to the database.

online   The state of a volume or object that is accessible to the DigiPath database. When a volume is mounted, it is placed online automatically.

opaque   An image property that indicates that the white pixels in an image are displayed. Its opposite is **transparent**.

operating system   Computer software that handles the communication between different parts of the computer hardware. It allows you to start applications (programs), store files, print documents, and so on.

DigiPath works with the Windows NT operating system.

Optical Character Recognition   See **OCR**.

optical disk   A physical medium on which you can store large amounts of data. This medium is read by a MOD drive.

ordinal page number   The actual (non-programmed) number of the page in a document. Ordinal page number 3 of a five-page document might print with the page number 7 on it, if it has been programmed to do so.

orientation	Image position relative to the page. Describes whether the image is parallel to the long side of the sheet (landscape) or parallel to the short side of the sheet (portrait).
original	See **input document**.
orphaned jobs	A job that, during submission, faults to the selected queue in Web Viewing and Submission.
output document	The hard copy document that is printed after scanning using Scan Tool.
output image	The image in the system after it is scanned.
output tray	The part of the DocuImage 620S that collects the document pages after they are scanned.

P

PackBits file	A simple, byte-oriented run length compression scheme for 1-bit images.
page counter	A window located below the Document Scan and Makeready Structure window that indicates the location of a page in relation to the entire document.
page exception	A page or group of pages in a document defined to print differently from the rest of the document. This term collectively refers to pages printed on different stock, pages defined as chapter starts, and so on.
page icons	Represent a page in an RDO. There is one icon for each page. There are several types of page icons, including PostScript icons, RDO icons, and link icons.
page number	An optional element of an RDO. You can define the location of the page number on a sheet and create text around the page number.
pamphlet signature	A document option in which the signature type is specified, and the desired output is duplex with the height greater than the width.
paper stock	One of up to 10 defined types of paper on which a document is printed. Paper stock characteristics include size, paper type, color, weight, and drilled/no drill.
parent RDO	An RDO that is contains a link to another RDO (known as the child). The contents of the child RDO are preserved in the parent, but the formatting and printing options of the parent RDO override those of the child RDO.

parity bits	In a RAID, extra bits that are stored with the actual data to assist in detecting and correcting errors.
paste item	A convention used by the author of this book to describe an image pasted from the Windows Clipboard, but not yet permanently included in an image, during image editing.
paste link	Pastes either a TIFF filename (.tif) or an RDO filename (.rdo) into the active document as either an opaque or transparent file. Using paste link is the same function as using the Import command from the File menu with the Link option. See also **paste link opaque** and **paste link transparent**.
paste link opaque	Pastes either a TIFF filename (.tif) or an RDO filename (.rdo) into the active document as an opaque file. See also **paste link**.
paste link transparent	Pastes either a TIFF filename (.tif) or an RDO filename (.rdo) into the active document as a transparent file. See also **paste link**.
paste merge	Merges either a TIFF filename (.tif) or another previously merged file within Document Scan and Makeready (not merge fill) from the Clipboard into the active document as either an opaque or transparent image. Paste Merge is the same as the Merge File command on the Edit menu.
paste transparent	Pastes the image content or the filename (.tif, .rdo, .ps, or eps) from the Clipboard into the active document as a transparent item. Paste positions the item on the page using the default position information specified in the Document Properties dialog box (accessed by selecting Format: Document: Layout tab: Default image settings).
paused job queue	A state of the Batch Tool Job Queue in which jobs are not being processed.
PDF	Portable Document Format. An Adobe Acrobat file. Use Document Scan and Makeready, Document Library, and Web viewing and Submission to create a PDF file from an existing RDO.
PDL	For purposes of the Printing chapter of this book, refers generically to any document file that is in a format suitable for submission to a Xerox production print server. Examples include ASCII, PostScript, and Interpress.
peers	See **remote workstation**.
pitch	A unit of measurement indicating the number of characters to a horizontal inch, such as "Pica is a 10-pitch type."
pixel	A picture element. The image is divided into rows and columns of tiny dots, squares, or cells, each of which is a pixel. The greater the number of pixels, the sharper the picture.

plex	The document option that allows you to specify whether the document is to print on one side of a page (simplex) or on both sides (duplex).
portrait	In relation to scanning, indicates the orientation of the image on the page to be vertical.
	For printing, the orientation of the lines of type or the top of an illustration parallel to the short edge of the paper.
preview scan	A preliminary scan of the image with the selections you made without producing a final scan of the input document.
print job	The state a file is in after it has been sent to a printer.
print queue	A queue that temporarily stores print jobs sent over the network, but not yet forwarded to the production printer.
processing speed	The speed with which your computer accomplishes certain tasks such as downloading information from the Internet; moving,
	copying, and deleting files; etc. Processing speed is measured in megahertz (MHz).
processor	See **microprocessor**.
production print job ticket	A binary file used to specify a print job's printing, finishing, and job management requirements. A series of mandatory and optional field information that is applied to the print job and executed by the print server.
production printers	Printers designed for the in-house production of a high-quality document. Provide a variety of printing options, including selections for the paper sizes, font types, color selection, finishing, and binding.
proof	A draft of a document sent to a Windows printer.
properties	See **attributes**.
Property bar	In Document Scan and Makeready, this bar is found below the toolbar, and provides a Find text box and Find toolbar buttons, insertion point mode buttons, the Display Grayscale toggle button, a Paper Stock drop list box, and a Zoom drop list box.
proportional scaling	The process of resizing an image using a constant ratio for the width and height.
purge	In relation to scanning, refers to flushing out any pages from the scanner.

In relation to volume management, refers to deleting all attribute information for the volume and its objects from the database. Once the volume is purged, there is no way to retrieve the attribute information. You can purge local volumes from your workstation, but only your system administrator can purge remote volumes.

Q

query	(1) A search on the DigiPath search domain; (2) to search the DigiPath search domain for an object or group of objects based on the attributes and attribute values assigned the objects. Use the Library Search application to perform a query. See also **advanced query**, **simple query**, and **search domain**.
query language	A set of rules used to create a query statement for an advanced query in the Library Search application.
query row	An attribute and its corresponding attribute value that are part of a query statement for an advanced query in Library Search. You can use any number of query rows in a query statement.
query statement	Usually used to describe the search criteria for an advanced query. It is an equation comprised of attributes, attribute values, and operators that describe the objects you want to find in the DigiPath search domain (cabinets). Use Library Search to create a query statement.
query string	Usually used to describe the search criteria for a simple query. It is a group of text, logical operators, and wildcard characters that describe an attribute value for an object in the DigiPath database. Use the Library Search application to create a query string.
Quick Print	A DigiPath application for submitting production print jobs in PostScript, PCL, PDF, ASCII, or RDO file formats. Also enables printing a directory of TIFF files. With Quick Print, you can create and save new print job tickets as files, store the information with the print job, or use existing print job ticket files to specify print options.
Quick Reference Guide	A compact operator reference manual that provides brief overviews of each DigiPath software application and includes detailed instructions for only the most frequently-used functions in each application.

R

RAID	See **Redundant Array of Independent Disks**.
RAID cabinet	The enclosure that holds the individual hard disks and the device controller for the RAID system.
RAID device controller	The controller that manages the internal operations of the RAID system and handles all read and write functions for the individual disks in the array.
RAID level	The scheme used by a RAID system for writing actual and check data to the disk array.
raster document object	See **RDO**.
raster document template	See **RDT**.
RDO	Raster Document Object. An object in DigiPath that includes a group of image files. An RDO may consist of one or more TIFF files, PostScript files, PDF files, and other RDO objects.
RDT	Raster Document Template. An RDO template file that works as a model for an RDO. Contains defined formatting and layout preferences such as margins, default image position, sides imaged, orientation settings, descriptions of covers, paper stocks, and document headers, footers, and page numbers.
reduce background	A manual image quality control that allows you to distinguish between an image on the input document and the (usually dark) paper color of the input document.
reduce moire	A manual image quality control that allows you to minimize the amount of unwanted lines and patterns on an output image. See also **moire**.
reduce paste-up lines	A manual image quality control that allows you to minimize the appearance of paste-up lines and shadows.
Redundant Array of Independent Disks	A mass storage device consisting of an array of two or more relatively small, inexpensive SCSI hard disks that are organized to function as a single, large disk.
remote cabinet	The cabinet residing on a remote workstation. See also **local cabinet**.
Remote Print Service	The DigiPath service that enables you to production print remotely on a peer workstation. Instead of production printing a remote document from your workstation, you can print the document using the resources on the remote workstation.

remote workstation	A networked workstation that operates on the same protocol level as the current workstation.
revert	A Document Scan and Makeready function that enables you to restore the open RDO to its last saved state.
referencing	See **link**.
registration	(1) The process of setting the scanner to assure accurate alignment of images on the printed pages of your RDO; (2) the Enhance option that allows you to align the contents (the black pixels) of an image to an edge of the image, and define any offset from the edge. This option is available in Document Scan and Makeready and Scan and Print.
relational operators	The conditional terms used as part of an attribute value description in an advanced query statement in Library Search. Examples of relational operators are > and =.
rescan	The process of scanning an image again and overwriting the last scanned image.
restore	See **revert**.
resolution	A description of the details of an image defined in dpi or pixels. The higher the resolution, the greater the number of dpi or pixels. High-resolution produces a finely detailed image that looks smooth and realistic.
results list	A list of objects that meets the query statement criteria in the Library Search application.
revert	A Document Scan and Makeready function used to restore the active RDO to its last saved state.
rotation	The turning of an image relative to its current position in one-quarter turns (90 degrees).

S

sample sheet	Provides multiple renderings of a portion of an image using many different methods for processing the image. The multiple images are placed on one page so they may be compared closely with the other renderings. A sample sheet is most useful in optimizing difficult or very critical documents or portions of a document.
scaling	To enlarge or reduce the size of an image.

Scan and Print   A DigiPath application designed to support a standard scan-to-print work flow. Brings together the automatic document handler of the DocuImage 620S scanner, the Automatic mode of the Scan Tool software, and the production print path. Only basic input scan settings and printing options are available in Scan and Print.

scan controls   The command buttons located at the bottom of the Scan Tool dialog box. These buttons include Scan, Next, Rescan, Proof, Purge, and End.

scan directory browser   The window in Document Scan and Makeready that enables you to view the contents of a directory set up as a scan directory. This window enables you to drag and drop (and import) TIFF, PostScript, or RDO files into the Structure window without opening the Import dialog box.

scan session   The time between entering the Scan Tool application and selecting the [End] button.

scan setup   An area of Scan Tool that allows you to define the type of input document you are scanning and the quality of the image. It also provides the scan controls.

scan setup file   A file that stores all settings that were active in the Scan Tool dialog box when the file was created. These files have a .SCS extension. There are seven scan setup files provided with the DocuImage 620S.

Scan Tool   The application that displays when you select [Image: Scan] from the Document Scan and Makeready menu bar. The Scan Tool allows you to perform scanning and image quality tasks.

scanner   See **DocuImage 620S**.

scanner control panel   That portion of the DocuImage 620S that consists of the start button, stop button, ready indicator light, and 2-sided button.

Scanner Support   An application in DigiPath that allows you to monitor the performance of the DocuImage 620S hardware and the Scan Tool software.

scavenge   A command that allows you to recover any images that were scanned, enhanced, imported, or edited, but not saved, into an RDO, after a system crash.

scavenge directory browser   The window in Document Scan and Makeready that enables you to view the contents of a directory set up as the scavenge directory in the Settings dialog box. After a system crash, any images that were scanned, enhanced, imported, or edited, but not saved, into an RDO, are stored in this directory.

screen   The process of converting a gray image to a binary image by applying a regular dot pattern where the size of the dots varies according to the grayscale value.

screen finder   A tool provided with the DocuImage 620S that allows you to measure the resolution (in dpi) of a halftone image.

server   A computer that makes services, such as access to data files, programs, and peripheral devices, available to workstations on a network.

session log   A record of each job processed since Batch Tool was started or since the log was last cleared, whichever is later. All available job properties and a notation of whether the job completed successfully is included in the Session Log.

shadows   A manual image quality control that allows you to manipulate the darkest areas of an image.

share   In Document Library, refers to a state of cabinets in which your local cabinets are accessible to remote users. If you want others to have access to your cabinets, but want to restrict access to specific files, you can lock those files. See also **lock** and **unlock**.

shared collections   A collection designated as a "master" collection. A copy of a shared collection becomes a referenced collection. Shared and referenced collections are viewable in the collection tree as an underscored folder. If you are logged on as administrator, the collection tree additionally displays the shared collection folder with the extension .shr.

sharpness   A manual image quality control that allows you to alter the degree to which an image appears crisp or contains well-defined edges.

signature   A document type that allows you to print pamphlet, calendar, or booklet type pages, where two images are printed on one side of a single sheet, and then folded after printing.

signature shift   A specialized feature used with a Signature RDO that allows you to specify image position while compensating for folded output. Use this feature for an RDO with more than 100 pages, or for an RDO printed on heavy (greater than 20 lb.) paper stock.

simple query   The query function in Library Search that compares the search string and its limitations to all values assigned for searchable attributes and then returns matches in the form of a results list. See also **advanced query**, **attributes**, and **results list**.

single-sheet feeder   The part of the DocuImage 620S document handler that allows you to feed pages of an input document one at a time.

slip sheet   See **inserts**.

software	The programs used to direct the operation of a computer; anything that is not hardware.
special pages	Tabs or other paper stock exceptions in Document Scan and Makeready.
spreadsheet software	A program that allows you to enter, change, and manipulate financial information such as budgets and expenses. Figures are entered in a worksheet composed of a grid of columns and rows. With a spreadsheet, you can perform calculations, format and chart data, and manage data lists.
standard job	A document type in which the pages are printed in a sequential order with one image page on one side of a sheet of defined paper stock.
status bar in Document Scan and Makeready	Displays hint text for the active menu or command, current page number and total number of pages in the RDO, an icon indicating the plex mode (and the page displayed, if the RDO is duplex), and the number of page exceptions defined in the RDO.
	In addition, if the cursor is in the Structure window, the Insert mode and Insert Into mode options are displayed. If the cursor is in the View window, the position of the active image (offset from the top and left edges) and the image size are shown.
status of a volume	Provides information as to whether a volume is online or offline, and tells which drives have volumes mounted in them.
stock	See **paper stock**.
storage device	Any device, local or remote, in which media can be stored. Examples include hard disks, floppy drives, RAIDs, and MODs.
striping	The distribution of consecutive data block sequences across the disk array in a RAID.
Structure window	The window on the left side of the Document Scan and Makeready window in which you view the structure of an RDO.
style	The user-applied characteristics of print type. Styles include plain, bold, italic, underline, strikethrough, and more.
summary sheet	The first page of a Samples print job. Provides a list of the image quality controls demonstrated on the Samples sheet. The image type specified and the values applied for each control are displayed.
System attributes	Attributes maintained by the DigiPath system to describe imported objects. System attributes cannot be modified.

T

tab pages	Pages of an RDO defined to print on tab stock.
tag	A grouping of pages in an RDO. Also called a section, tags must have a name.
Taskbar	In Windows NT, the list of items along the bottom of your desktop (main window). The Start button is one of the items in the Taskbar; other items show programs you have running and allow you to switch between programs by clicking on the button of the program you want.
TCP/IP	Commonly used network communications protocol supported by DigiPath and several Xerox production printers.
template files	See **RDTs**.
text/line art	An input document or output image composed purely of black and white, such as text or a line drawing.
TIFF	Tagged Image File Format. A widely used file format for storing grayscale and color images.
tilt	An Enhance function that allows you to rotate an image from its current position in increments of 1 degree.
Toolbar	A set of buttons for most Document Scan and Makeready commands, as well as navigation controls to skip to various pages of the active document. Customize the Toolbar by selecting [Options: Toolbar].
transparent	An image property that describes the fact that the white pixels in an image are not displayed. Its opposite is **opaque**.
type	See **image type**.

U

unbound document	An input document that is not taped and glued.
uncollated	A method of stacking printed pages. The output prints are grouped by page, in a 1-1-1, 2-2-2, 3-3-3, to N-N-N sequence.
uncompressed file	A raw bitmap that requires maximum file space to provide a bit-by-bit representation of the image.

unlock	In Document Library, refers to files that may be viewed, searched, and edited by remote users. If you want remote users to have access to files in your cabinets, the cabinets must be designated as shared. See also **lock** and **share**.
untag	To dismantle a section within an RDO structure.
upload	The process of sending a file from a user workstation to the server.
URL	Uniform Resource Locator. The current method for specifying Web addresses. A way of identifying the location of files, mail addresses, and so on.
user group	A group of users who use the same user name and password in Web Viewing and Submission.

V

View window	The area of the Scan Tool or Document Scan and Makeready application window that displays the image.
volume	A logical entity that consists of a group of objects. A volume may be a floppy disk or one side of an optical disk. A volume can be mounted on a local drive or on a remote drive.
volume label	A unique identifier you assign to a volume before mounting it in the DigiPath database.
volume status	A description of the state of a volume with relation to the DigiPath database. Status can be mounted, dismounted, online, or offline.

W

Web Viewing and Submission	A DigiPath application that allows you to make imported objects on a server available to any person who has access to the World Wide Web (WWW). If the objects are RDO (created in Document Scan and Makeready), TIFF, PS, JPEG, GIF, TXT, or another image format supported by the browser or with a browser plug-in, Web Viewing and Submission enables viewing

the documents on the web. |
| **wildcard character** | *. This character can be used in the Library Search application as part of an attribute value expression. It represents one or more characters in the value. |

window A function available in the manual image quality mode in Scan Tool that allows you to isolate up to ten areas (windows) on an image, then apply individual image quality controls to each window.

Windows NT The server operating system you use with DigiPath. See also **operating system**.

Windows printing The option that allows you to print an object to a local printer via the Windows print path.

wizard A set of screens designed to help you easily define the specifications for a standard, signature, or N-Up document.

word processor An application for creating common documents such as letters, memos, reports, and so on by editing and formatting text, formatting paragraphs and pages, and checking spelling, punctuation, and grammatical accuracy.

work flow The sequence of tasks involved in a process or procedure. Work flows differ from one work environment to another.

workgroups A group of remote machines accessible to local users. Local users are not able to access cabinets on remote machines until they are added to the local workgroup.

World Wide Web (WWW) An Internet service that enables users to retrieve hypertext (HTML documents) and graphics from various sites.

X

X axis The horizontal direction, or width.

X shift A field in the production print job ticket that enables you to define horizontal image shift.

XCSC Xerox Customer Support Center.

Y

Y axis The vertical direction, or height.

Y shift A field in the production print job ticket that enables you to define vertical image shift.

Z

zoom   Reduce or magnify the displayed size of an image in one of
several DigiPath application windows.