Elixir

ElixirScan
User Guide

June 1999
Version 4.00

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

Notes and cautions

The following notes and cautions apply to ElixirScan version 4.00.

Scanned input quality

ElixirScan accepts scanned .PCX files as input. Due to general scanning limitations, Elixir cannot guarantee error-free output generated from scanned input. To ensure the best possible input (and therefore, output):

- scan a clean form (not a photocopy or FAX copy)
- scan forms with 6 point or larger text at 300 dpi
- scan forms with text smaller than 6 points at 400 dpi

Starting ElixirScan from the Elixir Desktop

After starting ElixirScan from the ElixirScan icon on the Elixir Desktop, you may receive a sharing violation error message upon attempting subsequent file conversions. If this occurs, close the Elixir Desktop and restart it again.

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1. Introduction

ElixirScan is a powerful Windows-based application that analyzes bit-mapped raster images, divides each image into its constituent elements (such as lines, boxes, shades, and text) and converts the image to Elixir (.ELX) format. You can use ElixiForm or ElixirForm for AFP™ to edit Elixir-format files in What-you-see-is-what-you-get mode (see the "ElixirScan environment" section of this chapter for more information).

ElixirScan allows you to electronically regenerate your existing (paper) forms using most commercially-available scanners, and to edit, update, and store the forms on your PC. The current release of ElixirScan allows you to import black-and-white PCX and Elixir (.LP3) images.

ElixirScan environment

ElixirScan is designed to work with either the Elixir Desktop for AFP™, or the ElixiSys Desktop, both of which are Windows-based Elixir Desktops.

Although the Elixir Desktop is not required to run ElixirScan, it is required if you intend to view or print your output. You will also need the Elixir Desktop if you plan on converting the .ELX output generated from ElixirScan to a number of different AFP, Xerox, and PostScript formats.

Elixir products you can use with ElixirScan are:

- ElixirForm for AFP or ElixiForm, a Windows-based WYSIWYG forms creation package that allows you to create boilerplate Elixir (.ELX) forms. Installing ElixiForm or ElixirForm for AFP allows you to view or edit form elements in a form that is converted to .ELX format using ElixirScan.

  Combining one of the packages above with the Elixir Desktop allows you to convert and print Elixir forms to a number of different output formats.

- ElixirImage for AFP or ElixiGraphics, a full-feature, Windows-based, bitmap editor that allows you to create and edit Elixir-format graphics. You can use ElixirScan to convert forms saved as Elixir-format graphics (.LP3 files) to Elixir form format (.ELX files).

Customer support

If you have purchased your Elixir product directly from Elixir Technologies then contact the support center for your region at the number listed below.

- **North and South America**:
  +1 805 641 5900 ext. 3

- **Asia Pacific**
  +92 (0) 51 206182

- **Europe**
  +420 2 2431 13877

The U.S.A. Elixir Customer Support Center provides telephone technical assistance for Elixir users Monday through Friday from 6:30 a.m. to 5:00 p.m. Pacific Standard Time.

If you have any problems running or using Elixir PrintDriver or associated Elixir applications, contact the support center in your region for help. An Elixir product specialist will answer your call and ask for the following information:

- your name, organization, telephone number and address.
- the name and version number of the Elixir application.
- a complete description of the problem, including any error messages displayed on your monitor or printed at your printer.
- You can contact Elixir support by accessing the Elixir World Wide Web page (and selecting [Contact Support]) at http://www.elixir.com. Please complete the question form.

Elixir Web site support

The Elixir Web site at http://www.elixir.com offers the following resources:

- Raise a question for Elixir Support.
- Find answers in the list of Frequently Asked Questions.
- Review the latest Tips and Techniques for increasing productivity using Elixir software.
- Download new releases and the latest patches.
- View Release Notes for the latest available features.
- Learn in the user newsgroup how others are using Elixir products.
- Sign up for an Elixir Learning Program.

Elixir training

Elixir Technologies corporation offers training for the full range of Windows-based family of products. For more information contact:

Elixir Learning
(805) 641-5900 Ext. 130

Hardware and software requirements

The following sections describe hardware and software requirements for running ElixirScan.

Hardware

Recommended PC configuration: Pentium (or 100% compatible), with at least 133 MHz processor (or the fastest commercially available processor); 32 MB RAM, 500+ MB hard drive, one CD-ROM drive.

Additional requirements:

- any monitor with driver software supporting Windows in VGA or SVGA
- any Windows-compatible mouse.

Software

Software requirements: Microsoft Windows 95, Windows 98, or Windows NT 4.0 or later.

While we make every effort to ensure the proper operation of our software, some problems cannot be resolved due to differences in the operating systems.

At this time, we do not support OS/2.

We recommend having one of the versions of the Elixir Desktop described in the "ElixirScan environment" section of this chapter and ElixiForm or ElixirForm for AFP™ if you intend to edit forms and overlays from the Elixir Desktop.

Who should use this guide

This user guide is intended for users familiar with Windows. You should be familiar with your PC peripherals and have access to reference manuals for your PC software and hardware, and your printer.

Conventions

Most of the following conventions are the same or similar to Windows conventions.

- display conventions
- typographical conventions
- mouse operations

Display conventions

The Elixir Desktop, ElixirForm, ElixirFont and ElixirImage all adhere to Microsoft Windows conventions for using menus, menu commands, dialog boxes, command buttons, icons and mouse. See your Windows manual for more information.

Typographical conventions

The following typographical conventions are used throughout this guide and other Elixir product guides.

- Keystrokes are shown enclosed in < > (angle brackets). For example:

  <Enter>

- Key combinations are denoted by a plus sign between keys. For example:

  <Shift> + <F1> indicates to simultaneously press the <Shift> and the <F1> keys.

- Menu titles are shown in **bold**. Menu options are enclosed in [ ] (square brackets). For example:

  Select [New] from the **File** menu.

- Commands, options, actions, and parameters that require description are shown in bold followed on the next line by the description. For example:

  Delete
  Deletes the selected files.

- Steps in a procedure are shown in numbered bold paragraphs. For example:

1. **At the prompt, enter the file name and extension.**

   Comments relating to a step (such as this paragraph) are shown in regular text following the bold paragraph.

- Commands you enter at the DOS prompt are shown in larger text. Within DOS commands, variable names and keys you press are shown in italics. For example:

  CD \ELIXIR <*Enter*>

Mouse operations

You can perform most operations in Elixir applications by using the mouse. The terminology is similar to other Windows based applications.

Mouse operations are performed using the left or right mouse buttons, depending on the specific task.

The following mouse related terms are used in this guide:

click
to momentarily press and release the left mouse button once. A right mouse button click is specified where necessary. For example,

Click on the right mouse button to finish entering text.

double-click
to click the left mouse button twice in rapid succession.

drag
to click and hold the mouse on an item and move the item with the mouse.

drag and drop
to drag an item as above, then release the mouse button, once the item is positioned over a the area. If the selected object is a file and the destination is a directory, the file copies to the directory.

object
a selectable item on the screen.

open
to point and double-click on an icon -- the effect of this operation depends on the icon.

point
to move the mouse to position the screen pointer on an area of the screen.

select
to point to an object and click the mouse -- this usually highlights the object.

<Alt>click
to hold down the <Alt> key while pressing the left mouse button -- this allows you to select a range of files in a window.

<Ctrl>click
to hold down the <Ctrl> key while pressing the left mouse button -- this allows you to select individual files from a group in a window.

<Shift>click
to hold down the <Shift> key while clicking the mouse -- this allows you to select more than one object at a time.

On-line Help

Elixir software uses the Microsoft Windows Help program to provide on-line Help for all functions.

For more information about Windows Help, select the [How to Use Help] option in the **Help** menu, or see your Microsoft Windows documentation.

The Help files included with your Elixir software include graphics created using screen drivers with large fonts. If you use a screen driver with small fonts, the Help file graphics may not display clearly. For optimum graphics display, use a screen driver with large fonts.

You can display on-line Help in the following ways:

Bubble Help
Click on an icon with the right mouse button to view its properties (if applicable) or to display "bubble help." Bubble help is a short description of the icon function that displays in a bubble extending from the icon.

Quick Help
Enable the quick function by selecting the quick help option in the Usage Switches (or Preferences -- for ElixirImage) dialog box. When you move the screen pointer over an icon on the screen, a short description of the icon function displays in the message area of the screen. During certain operations a message about the function you are performing also displays in the message area. To see these operational messages, disable quick help.

Context sensitive Help
To use this function, click on an icon and press <F1>. If available, the appropriate Help topic displays. If no specific topic is available, the Help table of contents displays.

Help menu
Select [Help] from the top pull-down menu and choose one of the displayed topics.

Dialog box Help
Click on the [Help] button in a dialog box to view an associated Help topic. Under Windows 95 and Windows NT, right-click on a dialog box option to display an associated Help topic.

Help pop-ups and jumps
Within Help topic text, words or phrases underlined in green are pop-ups or jumps. When you click on a pop-up topic, a box displays within the current Help topic with additional information. When you click on a jump, a different, associated Help topic displays.

Help hypergraphics
Hypergraphics are special graphics within Help files that contain "hot spots". Hot spots are either pop-up topics or jumps. Hypergraphics in Elixir Help are most commonly dialog boxes with option hot spots (pop-up definitions), toolboxes with tool hot spots (topic jumps), and menus with option hot spots (topic jumps or pop-up definitions).

Move the cursor over a hypergraphic until a hand displays, then click on this hot spot to display a pop-up topic, or a "jump". To close a pop-up topic, click the mouse button. To return to the original Help topic from a jump, click on <Back> in the Help file menu.

Using Online documentation

This section describes how to use PDF online documentation, including navigating through the online guides and printing the guides. Acrobat Reader is provided with the online documentation. Information about using the Acrobat Exchange program is included for users who have licenses for that program.

Accessing online guides

The PDF online documentation is copied to the drive:\Elixir\help\pdf directory during the installation. If you didn't choose to copy the PDF online documentation during the installation, you can view a complete list of the files by clicking on the Windows [Start] button and selecting Programs>Elixir Applications>Elixir PrintDriver for AFP. Once the application is launched, click on the Help menu and select Release Notes. Wordpad displays a current list of supporting documents and the directories where they can be found on CD-ROM.

When the appropriate PDF file is accessed the Acrobat Reader program is launched and the List of Online Guides is displayed. Click on a guide to view its table of contents and jump to individual chapters.

The following list of PDF files and associated document names are installed in the drive:\Elixir\help\pdf directory.

- StartAFP.pdf - AFP Getting Started Guide
- StartXRX.pdf - Getting Started User Guide
- DeskAFP.pdf - Elixir Desktop and Converters for AFP User Guide
- DeskXRX.pdf - ElixiSys Desktop User Guide
- FormAFP.pdf - ElixirForm User Guide
- FormXRX.pdf - ElixiForm User Guide
- FontAFP.pdf - ElixirFont User Guide

- FontXRX.pdf - ElixiFont User Guide
- ImageAFP.pdf - ElixirImage User Guide
- GraphXRX.pdf - ElixiGraphics User Guide
- PdAFP.pdf - Elixir PrintDriver for AFP User Guide
- PDXRX.pdf - Elixir PrintDriver User Guide
- PdNT.pdf - Elixir PrintDriver for NT User Guide
- PHXRX.pdf - PageHandler User Guide
- DTAG.pdf - DocuTag User Guide
- DMerge.pdf - DataMerge User Guide
- AppVIPP.pdf - Elixir AppBuilder for VIPP User Guide
- AppAFP.pdf - Elixir AppBuilder for AFP User Guide
- Transfmr.pdf - Elixir Transformer Suite User Guide
- Viewer.pdf - ElixirViewer User Guide
- Elxscan.pdf - ElixiScan User Guide

Navigating in online guides

After loading a PDF document in Acrobat Reader or Exchange program (as described above), you can navigate through the online guide by clicking on the following:

TOC chapter titles - jumps to the beginning of the chapter indicated.

[Next Page] or [Previous Page] in the Toolbar - jumps to the next or previous page of the online guide (alternatively, you can use the <Page Up> and <Page Down> keys).

[Go Back] in the Toolbar - returns to your previous location.

[First Page] in the Toolbar - returns to the opening screen of the online guide.

Word find

This option finds a key word or phrase in the current document.

To use Word Find in a document:

1. **Click on the [Find] icon in the Toolbar.**

2. **Enter the desired search text and click on [Find].**

   The Acrobat Find dialog box closes and the first occurrence of the text is highlighted.

3. **To find more occurrences of the same text, click on the [Find] icon in the Toolbar and then click on [Find Again] in the Find dialog box.**

Page scrolling

You can move a document on the screen to view portions of it not visible in the window, or read a document which contains article threads by clicking the mouse to scroll through the document without using the scroll bar.

To move a document on the screen for viewing (functional only when the document displays wider than the document window):

1. **Click on the [Hand] icon in the Toolbar.**

2. **Hold down the mouse button and drag the cursor in the desired direction.**

To follow the flow of text in a document that contains article threads (automatic text flows):

1. **Click on the [Hand] icon in the Toolbar.**

2. **If the document contains article threads, a down arrow displays on the Hand icon.**

3. **Position the hand-shaped cursor over a paragraph and click on the paragraph to begin reading.**

4. **Continue clicking to follow the flow of text.**

Zoom in/out

To magnify the size of the page display, click on the Zoom icon in the Toolbar, then click in the Work area. Each click resizes the view by a factor of two.

To reduce the size of the page display, click on the Zoom icon in the Toolbar, then hold down the <Ctrl> key and click in the Work area.

You can also click on the [%] button at the bottom of the screen and select a zoom percentage from the pop-up list.

Printing online guides

You can print individual chapters or an entire book to PostScript or HP printers:

1. **Open the file.**

2. **Select File>Print.**

   The Print dialog box displays.

3. **Select your printing options and click on [OK].**

- **Help menu.** Pull down the **Help** menu and select one of the displayed topics.

- **<F1> key.** Press <F1> form anywhere on the main screen to display the ElixirScan Help contents.

Organization of this guide

This user guide consists of a table of contents and four chapters. The chapters include:

- Chapter 1, "Introduction," introduces ElixirScan and describes the purpose and content of this user guide.
- Chapter 2, "ElixirScan basics," describes ElixirScan features and how to set ElixirScan defaults.
- Chapter 3, Starting form recognition," describes how to start form recognition.
- Chapter 4, "Editing .FSC files," describes how to check and edit the results of form recognition, as well as how to edit and capture graphics..

Before installation

ElixirScan installation is a simple procedure that takes approximately 10 minutes.

- Complete the software licensing process (See the "Product Registration" section).
- Verify that at least 3 MB is available on the hard disk drive on which you want to install ElixirScan.
- You may want to use the DOS XCOPY /S/E command to make a backup copy of the installation diskette before starting installation.

- The ElixirScan installation process is interactive. You are prompted to enter information about your system during the installation process.

- Before you begin installation, you should know the drive on which you want to install ElixirScan.

Release notes

Release notes appear at the beginning of the Elixir software install process, so that you can review each entry before performing the complete installation. Once the software is installed, release notes can be accessed from the Help menu of the application. Release notes are formatted for viewing in Notepad or Wordpad. They have a *txt* file extension and are found in the *drive*:\ELIXIR \RELNOTES directory.

Product Registration

Elixir products no longer require ElixiKey hardware devices attached to your parallel port. Elixir products now utilize soft key technology. This new licensing process validates your license agreement with Elixir and places a file (password.epw if an Elixir customer, or License.dat if a Xerox customer) on your workstation.

Version 4.00 implements Elixir's new licensing process and discontinues use of the current hard keys. All customers must register/re-register software license(s) by using the Elixir registration program provided with the software.

Each product installed is assigned to a specific pc. This pc number, your customer number, and password are required. This information is provided when you purchase Elixir software or when you upgrade to version 4.00 of Elixir products.

If you are an Elixir customer, registration can be completed automatically if you have an internet connection on your workstation. If you are a Xerox customer you must contact Xerox to register your products.

This section describes the registration process for those customers who have purchased their Elixir products form Elixir Technologies.

The following scenarios describe the registration process for Elixir customers. Xerox Corporation will provide a separate document that describes registering your products with Xerox.

- you are a new customer and will use Soft Key registration
- you are an existing customer and will change to Soft Key registration

Elixir Product Registration screen

Make your selections according to your needs and go to the appropriate section for further procedures.

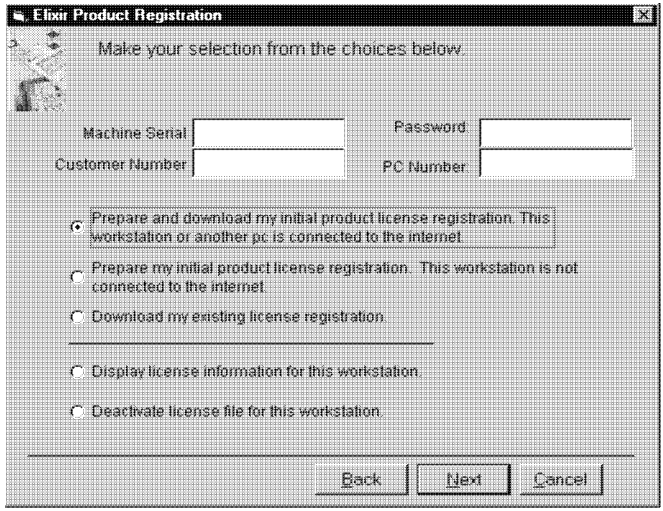


Figure 2-1. Elixir Product Registration screen

Using the internet

You can register and download all registration files via the Elixir Product Registration program. There are two ways to register your products using the Internet:

- down load the product registration file directly to the Elixir PC via the Internet (see "Registering as a new customer via the internet")
- download the product registration file to another machine and move it to the Elixir PC (see "Downloading via the internet to a non-Elixir PC")

Registering as a new customer via the internet

You will receive a "Customer Activation Letter" with your product(s) ordered. The registration process should be completed before installing your software. The installation CD will launch and install the Registration Program.

To install the registration program on your Elixir PC:

1. **In the Software Registration screen, click on [Next].**
2. **Select the drive and click on [Next].**
3. **In the Start Registration Process screen, click on [Install].**

   The password file will be installed and your system configured.

To complete registration:

1. **In the Elixir Product Registration "Welcome" screen, select [Next].**

   Your machine serial number displays.

2. **Enter your customer number (from Activation Letter), then click on [Next].**

3. **Enter your password and the PC number you want to register, then click on [Next].**

4. **Select [Prepare and download my initial product license registration. This workstation or another pc is connected to the internet] from the Registration Option menu, then click on [Next].**

5. **In the Download Password screen, click on [Yes].**

   The system displays your customer information and you must verify that it is correct.

6. **When the screen displays the registration information, click on [Save]. You may also print this screen for reference or to send to Elixir.**

The application installation process will begin, see the "Installation" section.

Downloading via the internet to a non-Elixir PC

You will receive a "Customer Activation Letter" with your product(s) ordered. The registration process should be completed before installing your software. The installation CD will launch and install the Registration Program.

To install the registration program on your Elixir PC:

1. **In the Software Registration screen, click on [Next].**

2. **Select the drive and click on [Next].**

3. **In the Start Registration Process screen, click on [Install].**

   The password file will be installed and your system configured.

To complete registration:

1. **In the Elixir Product Registration "Welcome" screen, select [Next].**

   Your machine serial number displays.

2. **Enter your customer number (from Activation Letter), then click on [Next].**

3. **Enter your password and the PC number you want to register, then click on [Next].**

4. **Select [Prepare and download my initial product license registration. This workstation or another pc is connected to the internet] from the Registration Option menu, then click on [Next].**

5. **In the Download Password screen, click on [No].**

6. **In the How to Contact Elixir screen, click on [Print] and take the printout to the pc connected to the internet.**

7. **Access the Elixir Web site at http:\\www.elixir.com. and click on [Product Registration].**

8. **In the Customer Information screen, enter your Customer Number and Password, then click on [Submit Form].**

9. **In the Elixir Customer Menu, click on [Download a New License File].**

10. **In the Customer Information screen, enter your PC Number and Machine Serial Number, then click on [Submit Form].**

11. **In the Elixir Technologies screen, click on [Click here to download your password].**

12. **Save the *password.epw* file to diskette and copy it to your Elixir PC in the \ELIXIR directory.**

The application installation process will begin, see the "Installation" section.

Contacting Elixir (no internet connection)

If you have no internet access at your site you must contact Elixir and provide the serial number of the pc where you will install the Elixir software. Elixir will provide a registration file (password.epw) that you must copy to the Elixir pc.

Copy the *password.epw* file to \Elixir and start the installation.

Select [Prepare my initial product license registration. This workstation is not connected to the Internet] from the Registration Option menu, then click on [Next].

The application installation process will begin, see the "Installation" section.

Soft key customers running Windows for Workgroups 3.1 or 3.11

Since Windows 3.1/3.11 does not have internet capability, you must contact Elixir to obtain your password file. After installation of Elixir software, the installation program verifies that the operating system is 3.1 or 3.11, runs *passwd16.exe*, and provides your machine serial number.

To complete registration:

1. **Enter your customer number, password and PC number, then print out a copy of this screen.**

2. **Fax, email, or mail Elixir the display printout. Elixir will generate a password.epw file and send it to you on diskette.**

3. **Load the password.epw file in the \ELIXIR directory.**

The application installation process will begin, see the "Installation" section.

Installation

This section describes how to install Elixir software using the [Full] and [Custom] options. Installing additional Elixir applications to an existing version is also explained.

Note: The software registration process must be completed (See the "Product Registration" section).

For information about starting Elixir applications after installation, refer to the "Introduction" chapter.

During installation, the log file, XWIN.log, is created in the *drive:\Elixir* directory. XWIN.log contains a list of all directories and files copied or created, including information pertinent to the installation. It can be accessed, using Notepad or Wordpad.

If you have any problems running Elixir software after installation, refer to Appendix A, "Operational and error messages", or the "Troubleshooting" section of the *Elixir Getting Started Guide* for more information.

Installing Elixir applications

Elixir provides a simple, interactive procedure for installing Elixir applications.

During installation you can select [Full] or [Custom] installation.

- Selecting a [Full] installs all Elixir applications and demonstration files on the same drive. If you have a previous version of Elixir software, this option overwrites the existing version.

- Selecting a [Custom] installation allows you to choose the Elixir applications and options (such as Elixir demonstration files) you want installed, as well as where you want certain options installed. For example, You may want the PDF documentation in a different directory than the application.

You can also install Elixir program files (required to run Elixir), and data files (files that you create or files such as the Elixir demonstration files), in separate drives and directories.

Full installation

To begin installation:

You can quit installation at any time, by pressing the <Esc> key.

1. **Close all active applications.**

2. **Insert the CD in your CD-ROM drive.**

3. **In the "Welcome" screen, click on [Next].**

   The Release Notes? screen displays.

4. **Select [Read Release Notes Now] to display them in Wordpad (or Notepad), or click on [Next] to proceed with the installation.**

   The Product Selection screen displays.

5. **Select the applications you want to install and click on [Next].**

   The Selected Products screen displays.

6. **Verify the listed applications and click on [Next]. If you need to delete or add to the list, click on [Back] and reselect.**

7. **Verify your user information and click on [Next].**

8. **In the Select Install Type screen, select [Full] and click on [Next].**

9. **Select the drive on which you want Elixir software installed, then click on [Next].**

10. **Select the Programs Folder in which you want Elixir software installed (Elixir Applications is the default), then click on [Next].**

11. **In the Backup Replaced Files screen, click on [Yes], if you want to make back-up copies of all files replaced during installation and select the directory where the back-up files will be placed. Then click on [Next].**

12. **In the Start Copying Files screen, click on [Install].**

    Installation begins.

13. **Once installation is complete, click on [Exit Installer].**

Custom installation

To begin installation:

You can quit installation at any time, by pressing the <Esc> key.

1. **Close all active applications.**

2. **Insert the CD in your CD-ROM drive.**

3. **In the "Welcome" screen, click on [Next].**

   The Release Notes? screen displays.

4. **Select [Read Release Notes Now] to display them in Wordpad (or Notepad), or click on [Next] to proceed with the installation.**

   The Product Selection screen displays.

5. **Select the applications you want to install and click on [Next].**

   The Selected Products screen displays.

6. **Verify the listed applications and click on [Next]. If you need to delete or add to the list, click on [Back] and reselect.**

7. **Verify your user information and click on [Next].**

8. **In the Select Install Type screen, select [Custom] and click on [Next].**

9. **In the Configuration Only? screen:**

   - Selecting [Yes] allows you to load Configuration, Program, and Data files into any resident directory.

   - Selecting [No] allows you to deselect options you do not wish installed.

10. **Select the Programs Folder in which you want Elixir software installed (Elixir Applications is the default), then click on [Next].**

11. **In the Backup Replaced Files screen, click on [Yes], if you want to make back-up copies of all files replaced during installation and select the directory where the back-up files will be placed. Then click on [Next].**

12. **In the Start Copying Files screen, click on [Install].**

    Installation begins.

13. **Once installation is complete, click on [Exit Installer].**

Adding applications

If you did not install all of the Elixir options while performing the Custom installation procedure, you can do so at any time by following the steps described in the "Custom installation" section of this chapter.

Adding newly licensed applications

If you purchase additional Elixir products, Elixir will update your password file. You can access the Product Registration program from your program group and re-download your initial product registration password file to activate your new products.

Starting ElixirScan

After installation, double-click on the ElixirScan icon in the Elixir Applications program group to start the application.

The ElixirScan main screen displays.

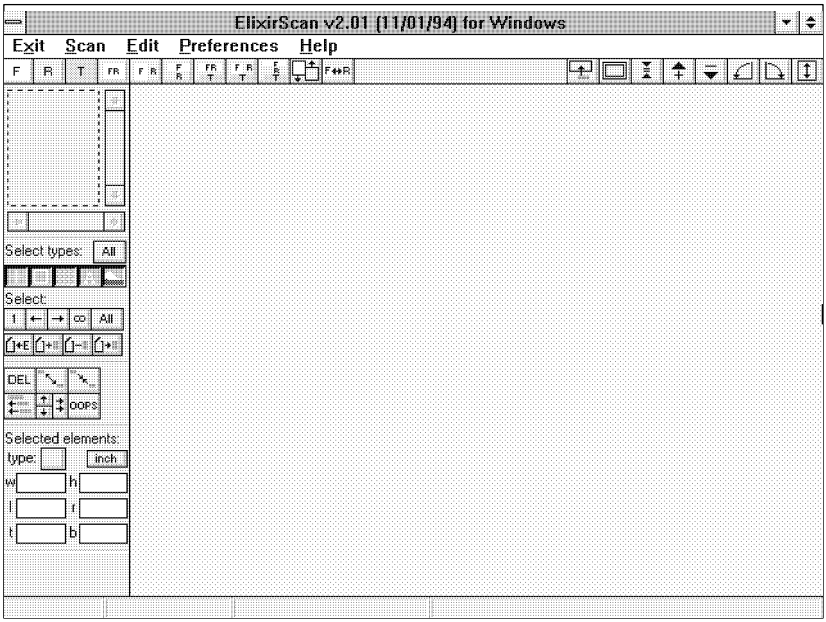


Figure 1-1. ElixirScan main screen

Exiting ElixirScan

To exit ElixirScan pull down the **Exit** menu and click on [OK] in the dialog box that displays. Alternatively, press <Alt> + <X>.

2. ElixirScan basics

This chapter presents an overview of ElixirScan and includes information on setting ElixirScan defaults. You should read this section before performing any conversion operations.

ElixirScan overview

This section presents an overview of ElixirScan and includes information on the following:

- electronic form storage
- ElixirScan form recognition
- ElixirScan advantages
- ElixirScan features
- files generated by ElixirScan
- using ElixirScan with other Elixir products

Electronic form storage

With the advent and recent price reduction in mass electronic storage, organizations which use paper forms to store various kinds of data have shown interest in electronically storing this information. Storing information electronically has the advantage of high-speed accessibility, retrieval, and printing.

Previously, companies that wanted to store existing forms electronically had two options available. One was to manually recreate each form using some type of form creation package, and the other was to scan the form and store it as a bitmapped image.

The drawback to manually recreating forms is that it is extremely time consuming, especially for large corporations which typically process hundreds of forms.

- The drawbacks to bitmap storage are:
  - Large storage space is required.
  - Bitmaps are difficult to edit, because form elements such as boxes, lines, and text require adding or deleting individual pixels.
  - Bitmaps print slowly.

The Elixir solution

ElixirScan uses Elixir's R2V (Raster-to-Vector) technology to recognize rasterized form elements on a scanned form and convert them to editable text and vectorized lines, boxes, and shades.

ElixirScan only converts black-and-white .PCX or .LP3 (Elixir) images.

Advantages of using ElixirScan

The advantages of using ElixirScan are:

- Bitmapped form elements are converted into vectorized lines, boxes, and shades which can be edited through simple click and drag operations.
- Bitmapped text is converted into ASCII text which can be edited from the keyboard by inserting or deleting individual characters.
- ElixirScan provides editing features to help you verify and correct the results of form recognition.

- ElixirScan enables you to save the results of form recognition as an Elixir form file (.ELX) which you can view, edit and (depending on the version of the Elixir Desktop you have) convert into AFP, Xerox, or PostScript printer formats.

- Your printers maintain their printing speed.

ElixirScan features

ElixirScan includes the following helpful features:

- recognition of lines, boxes, shades, text, and graphics

- batch processing which enables you to convert a group of files at one time

- Recognita Plus OCR package for text recognition

- editing features to correct the results of form recognition

Files generated by ElixirScan

After form recognition, ElixirScan generates the following two files, depending on the defaults you set (see the "Setting defaults" section of this chapter for more information):

- A .FSC (form scan cells) file which ElixirScan uses to store the results of form recognition. Also, you can edit this file in ElixirScan and save it as a .ELX file using the editing features described in the "Editing .FSC files" chapter.

  If you do not have an ElixiKey, ElixirScan generates a .FSX file which you can use to view the results of form recognition on the PC screen. This file is not printable and cannot be converted to .ELX format.

- An Elixir-format form file (.ELX) which you can view, print, and edit using ElixirForm for AFP or ElixiForm. Depending on the version of the Elixir Desktop installed on your PC, you can convert the Elixir form file into a number of different AFP, Xerox, and PostScript printer formats.

Using ElixirScan with other Elixir products

This section provides a procedural overview of how to use ElixirScan with other Elixir products to convert a form (stored as an image in .PCX or .LP3 format) to an .ELX file which you can convert into AFP, Xerox, or PostScript printer formats. Using ElixirScan in detail is described in subsequent chapters.

1. **Set the appropriate parameters and start the form recognition process to convert your image file(s) to form format (.FSC).**

   To set default parameters, see the "Setting defaults" section of this chapter.

   To start form recognition, see the "Starting form recognition" chapter of this user guide.

2. **Use the procedures described in the "Editing .FSC files" chapter of this user guide to verify the results of form recognition and manually edit form elements that are not recognized correctly.**

3. **Use the procedures described in the "Starting form recognition" or "Editing .FSC files" chapter of this user guide to save the results of form recognition as a .ELX file.**

4. **Use ElixiForm or ElixirForm for AFP to add form elements such as lines, boxes, shades, and text to the .ELX file created above.**

5. **Convert the .ELX file to the appropriate AFP, Xerox, or PostScript printer format using the appropriate Elixir Desktop.**

ElixirScan basics

This section provides an overview of ElixirScan features which you can access from the main screen.

The ElixirScan main screen is shown in the following figure. A Work area displays at the center. The Menu bar and Toolbar display above the Work area, and the Edit panel displays to the left of the Work area.

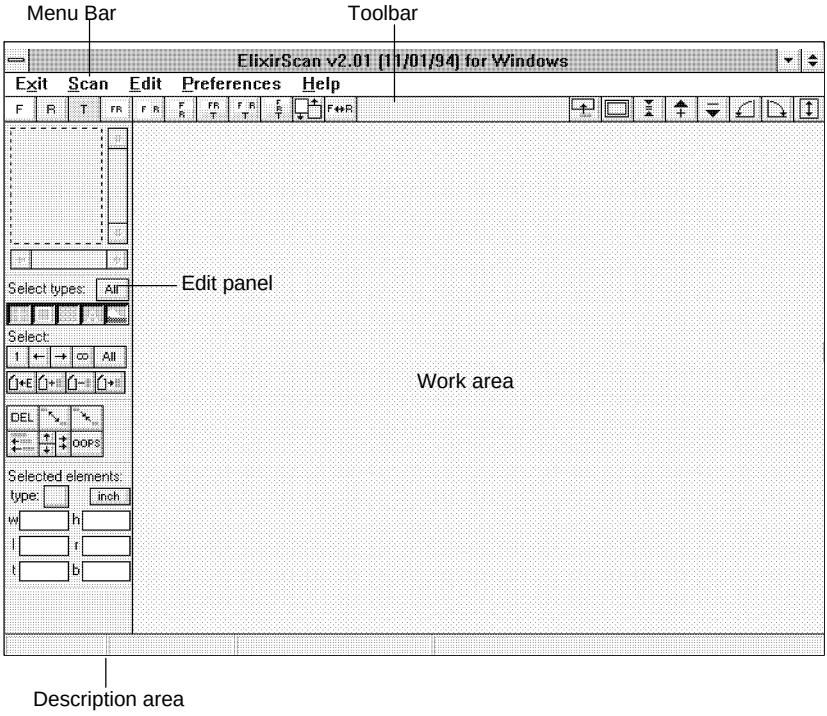


Figure 2-1. ElixirScan main screen

Overview of features

This section gives you an overview of ElixirScan features and refers you to other chapters where features are explained in detail.

Menu bar

The ElixirScan Menu bar contains the following menus and commands:

Exit
Clicking on **Exit** (or pressing <Alt> + <X>) allows you to exit ElixirScan.

Scan
Clicking on **Scan** (or pressing <Alt> + <S>) brings up the ElixirScan Control dialog box from which you can start form recognition (see the "Starting form recognition" chapter of this user guide).

Edit
The options in this menu allow you to load and save .FSC files, and to save your .FSC file as a .ELX file. **Edit** menu operations are described in the "Editing .FSC files" chapter of this user guide.

Preferences
The options in this menu allows you to set the default settings described in the "Setting defaults" section of this chapter.

Help
This menu allows you to access the on-line help options.

Toolbar

The Toolbar contains two groups of buttons: the view buttons on the left, and the edit support buttons on the right.

The view buttons allow you to change the view settings when displaying an image or .FSC file (see the "Editing .FSC files" chapter for a description of these buttons).

The edit support buttons allow you to rotate an image or .FSC file and zoom in and out (see the "Editing .FSC files" chapter for a description of these buttons).

Placing the cursor over any icon in the Toolbar displays a description of the icon function in the description area (see the "Description area" section of this chapter).

Edit panel

The Edit panel allows you to perform the editing functions described in the "Editing .FSC files" chapter.

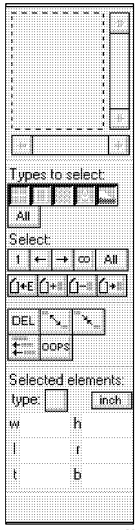


Figure 2-2. Edit panel

Position the cursor over any icon in the Edit panel to display a description of the icon function in the description area.

Description area

This area displays a description of any of the icon functions in the Toolbar or Edit panel. Position the cursor over any icon to display a description of the icon function.

The description area also displays the name of a loaded .FSC file, the position of the cursor (in x and y coordinates), and the number of form elements selected for editing (see the "Editing .FSC files" chapter).

Setting defaults

ElixirScan provides you with a series of easy-to-use dialog boxes to set up defaults for form recognition.

To access the **Preferences** menu, select **Preferences** from the Menu bar (or press <Alt> + <P>); the **Preferences** menu displays.

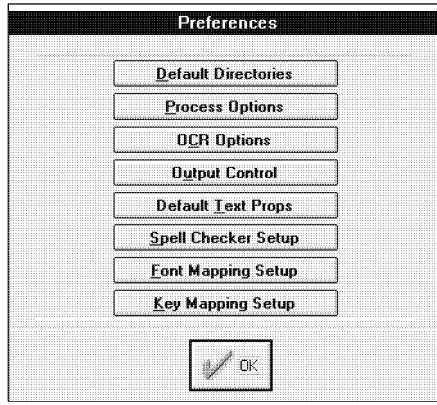


Figure 2-3. Preferences menu

From the **Preferences** menu, you can control the following default options:

- Default Directory Setup
- Process Options
- OCR Options
- Output Control
- Default Text Properties
- Spell Checker Setup
- Font Mapping Setup
- Key Mapping Setup

All of the above options are described in the following sections of this chapter.

To set a default option from the Preferences dialog:

1. **Select an option by clicking on it or by pressing its associated underlined hotkey.**

   For example, the hotkey for the Default Directory Setup option is <D>.

   Hotkeys are mentioned throughout the following chapters where appropriate.

2. **In the displayed dialog box, make the desired selections or entries and click on [OK] to save your changes, or on [Cancel] to abandon your changes.**

   You can specify file paths by typing the path and filename in the appropriate option, or by clicking on the [D] button to select the directory and filename from the Find Directory dialog box.

Default Directory Setup

To set Default Directory Setup options select [Default Directories] or press <D> to display the Default Directory Setup dialog box.

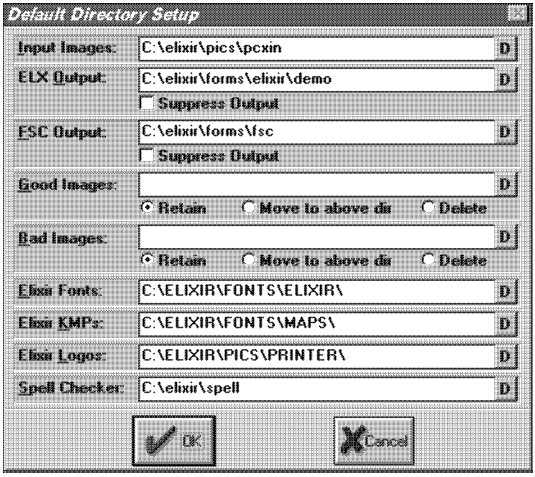


Figure 2-4. Default Directory Setup dialog box

Input Images
Specify the directory in which the image files to be converted to form format are located.

Form Output
Specify the directory to which you want .ELX files saved; the default directory is *drive*:\ELIXIR\FORMS\ELIXIR\DEMO\.

Select [Suppress Output] if you do not want to generate a .ELX file.

FSC Output
Specify the directory to which you want .FSC files written; the default directory is *drive*:\ELIXIR\FORMS\FSC.

Select [Suppress Output] if you do not want to generate a .FSC file.

Good Images
Specify a directory and select [Move to above dir] if you want the image files that are successfully converted to .FSC and/or .ELX files moved to a directory other than the one specified in the [Input Images] option.

Select [Retain] to leave all image files in the **Input Images** directory.

Select [Delete] to delete all successfully converted image files from the [Input Images] directory.

Bad Images
Specify a directory and select [Move to above dir], if you want image files that are not successfully converted to .FSC and/or .ELX files moved to a directory other than the one specified in the [Input Images] option.

Select [Retain] to leave the image files in the [Input Images] directory.

Select [Delete] to delete all image files that were not successfully converted to .FSC and/or .ELX format from the [Input Images] directory.

Elixir Fonts
Elixir form files (.ELX) do not actually contain fonts; instead, fonts are referenced on the form from the *drive*:\ELIXIR\FONTS\ELIXIR\ directory when a form is printed. When ElixirScan writes an .ELX file it puts pointers in the file that reference this directory.

We recommend that you do not change this directory.

If you must change this directory, change the directory from which fonts are referenced in ElixiForm or ElixirForm for AFP to the same directory; otherwise fonts may not print correctly on your form.

To view fonts in ElixiForm or ElixirForm for AFP, you must first generate screen versions of the font using the Elixir Desktop (see the appropriate Elixir Desktop user guide for details).

Elixir KMPs
You can map your keyboard to any available mapping table in *drive*:\ELIXIR\FONTS\MAPS.

Elixir Logos
You can capture Elixir image files (.LP3) in ElixirScan Edit mode or import them into ElixiForm or ElixirForm for AFP. The default directory is *drive*:\ELIXIR\PICS\PRINTER\.

Spell Checker
Specify the directory in which your spell checker is located. The default is *drive*:\ELIXIR\SPELL.

Process Options

To set Process Options, select [Process Options] or press <P> to display the Process Options dialog box.

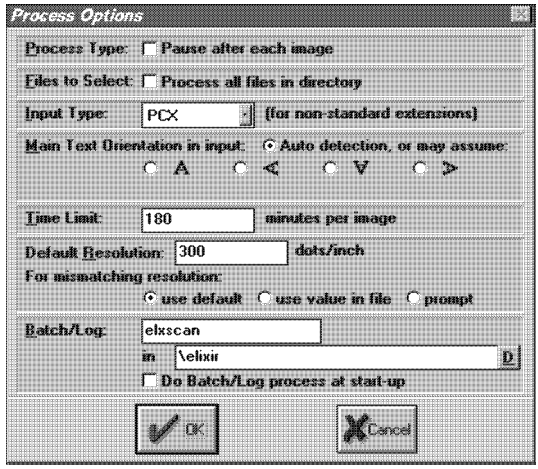


Figure 2-5. Process Options dialog box

Process Type
Select [Pause after each image] if you want ElixirScan to pause between each file conversion.

Select this option if you are processing a group of files and plan to change process options between file conversions.

Files to Select
Select [Process all files in directory] if you want ElixirScan to convert all the files in the Input Images directory to .ELX and/or .FSC files (this feature is also referred to as batch processing).

Input Type
Click on the down arrow and specify the type of file you want to convert: [ELIXIR] or [PCX].

Main Text Orientation in input
Select [Autodetect] (the default) for automatic detection of page orientation. To specify orientation, select [Portrait], [Landscape], [Inverse Portrait] or [Inverse Landscape] orientation.

Time Limit
Specify the maximum time (in minutes) you want ElixirScan to take when converting an image.

The maximum image conversion time is 180 minutes. Processing time depends on the complexity of the form.

Default Resolution
ElixirScan uses certain internal constants based on an image's resolution when performing form recognition.

In the [Default Resolution] option, specify the resolution of the image file(s) being converted. The default resolution setting is 300 dpi.

Select [use default] if your input image resolution is 300 dpi.

If you do not know the input image resolution select [use value in file] to use the resolution in the file.

Select [prompt] if you want ElixirScan to display a dialog box showing the resolution of your image. When the dialog box appears you will have the choice of processing the image at the current resolution or canceling form recognition.

Batch/Log
ElixirScan is capable of processing more than one form at a time. To perform this operation, you can manually specify multiple files in a directory or you can write a batch file that specifies multiple directories.

To reference a batch file, specify the name of your batch file in the [Batch/Log] option. You can also click on the [D] button to select the directory and filename from the Find Filename dialog box.

Select [Do Batch/Log process at start-up] if you want ElixirScan to read your batch file and process all of the files in it automatically when you start ElixirScan.

For batch file examples, refer to the on-line help.

OCR options

ElixirScan includes the third-party Recognita Plus™ Optical Character Recognition (OCR) program to recognize text. Text recognition consists of converting bitmapped text into ASCII text, which you can edit by inserting or deleting individual characters from the keyboard.

To select an OCR option, click on [OCR Options] or press <C> to display the OCR dialog box.

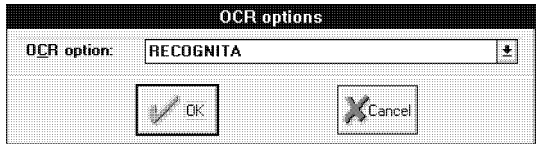


Figure 2-6. OCR options dialog box

OCR option
Click on the down arrow and select [NONE] or [RECOGNITA]

[NONE] turns off text recognition.

Selecting [RECOGNITA] turns on text recognition.

Output Control

To set Output Control options, select [Output Control] or press <U> to display the Output Control dialog box.

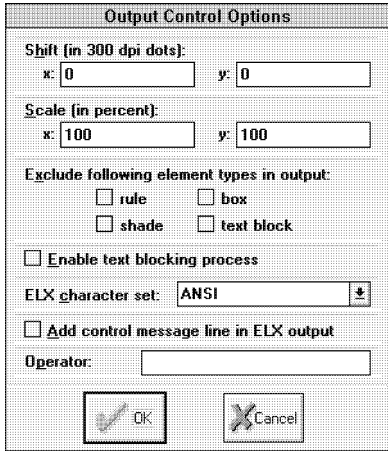


Figure 2-7. Output Control Options dialog box

Shift ELX output (in 300 dpi dots)
This option allows you to shift your .ELX print output horizontally (x) and vertically (y).

A positive x value shifts .ELX output to the right and a negative x value shifts .ELX output to the left by the number of dots specified.

A positive y value shifts .ELX output upward and a negative y value shifts .ELX output downward by the number of dots specified.

Scale ELX output (in percent)
This option allows you to resize your .ELX output in independent horizontal (x) and vertical (y) percentages which you specify in the (x) or (y) option.

A positive x value scales the .ELX file to the right and a negative x value scales the .ELX file to the left by the number of dots specified.

A positive y value scales the .ELX file upward and a negative y value scales the .ELX file downward by the number of dots specified.

Exclude following element types in output
This option allows you to exclude a form element type ([rule], [shade], [box], [text line]) from your .ELX and/or .FSC output. Specify the type of element you want to exclude by selecting the element.

Enable text blocking properties
This option enables ElixirScan to interpret multiple text lines, bounded by a box (for example, text in a table cell), as a text block rather than as individual lines of text.

ELX character set
If the characters of ELX forms in European languages do not display correctly, click on the down arrow to change the character set and then regenerate the ELX file. The default character set of ElixirScan is ANSI. ASCII is the IBM PC Extended character set.

Add control message line in ELX output
Selecting this option adds a text line which includes the operator name, the filename and time and date information to the top of your .ELX output file.

Operator
This is a control feature which allows you to specify the name of the person (operator) converting images to .ELX format. The name displays on your .ELX output.

Default Text Properties

To set Default Text Properties options, select [Default Text Props] or press <T> to display the Default Text Properties dialog box.

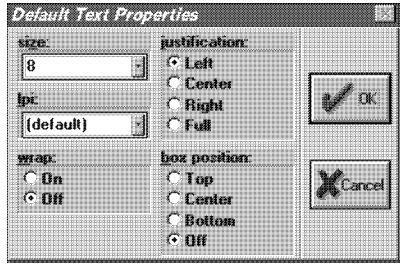


Figure 2-8. Default Text Properties dialog box

Text property changes will only take effect if you have a matching entry in your font table (see the "Font Mapping Setup" section of this chapter for more information).

When applying the following options to text, you will not see your changes. To see your changes, save them to your .ELX file (as described in the "Editing .FSC files" section of chapter 4) and view the .ELX file in ElixiForm or ElixirForm for AFP.

size
Specify a point size.

lpi
Specify the number of lines of text per inch you want.

wrap
Specify [On] or [Off].

[On] creates boxed text when you select a [box position] (see the [box position] option). Boxed text is bound by columns which you can size in ElixirScan, ElixiForm, or ElixirForm for AFP.

[Off] creates free text. Free text is not bound by columns; only by the width of the form.

justification
If you select [On] in the [wrap] option, specify the justification as follows:

- Select [Left] for left justification
- Select [Center] for center justification
- Select [Right] for right justification
- Select [Full] for full justification

These options have no affect on text when you select [Off] in the [wrap] option.

box position
If you select [On] in the [wrap] option, selecting a box position creates boxed text. Specify the vertical positioning of the text inside the box as [Top], [Center], or [Bottom].

Use this option with the [justification] option to place the text in nine positions within the box.

Spell Checker Setup

Before you can spell check your .FSC file you must set up your spell checker. Select [Spell Checker Setup] or press <S> to display the Spell Checker Setup dialog box.

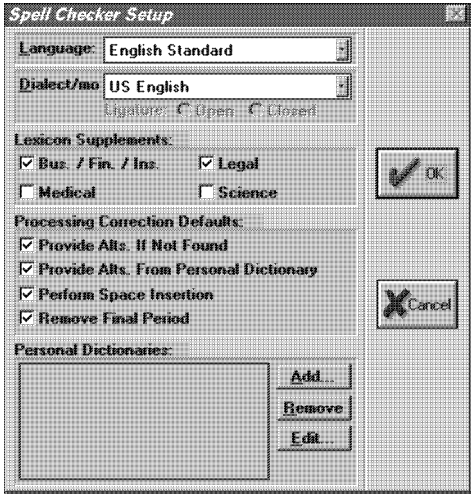


Figure 2-9. Spell Checker Setup dialog box

Languages

To specify a language, type the language name or click on the down arrow and choose a language from the drop-down list. Currently, ElixirScan supports English, Spanish and French (for additional language support call Elixir).

Dialect

To specify a dialect, type the dialect name or click on the down arrow and choose a dialect from the drop-down list. Currently, the only dialect supported is American.

Lexicon Supplements

This option allows you to select the type of writing ([Business], [Medical], [Legal], or [Science]) used in your .FSC file. This ensures that standard rules for business, medical, legal, or science writing are applied during spell checking. This option only applies to English Standard.

Processing Correction Defaults
Select the [Provide Alts. If not found] option to display alternatives for a word that is not found in the spell check dictionary.

Select the [Provide Alts. From Personal Dic] option to display alternatives from your personal dictionary (see the [Personal Dictionary] option) for a word that is not found in the spell check dictionary.

Select the [Perform Space Insertion] option to insert missing spaces between incorrectly entered words. For example, the spell checker changes "andthe" to "and the" if you select this option.

Select the [Remove Final Period] option to automatically remove the period from the end of a word before examining it. For example, the spell checker changes "and.." to "and."

Personal dictionary
This option allows you to add one or more of your own dictionaries to the spell checker (see the "Adding personal dictionary" section). You can also add or delete words from your personal dictionary, see the "Editing personal dictionary" section for more information.

Adding personal dictionary

To add a personal dictionary to the spell checker:

1. **Click on [Add].**

   The Find Filename dialog box displays.

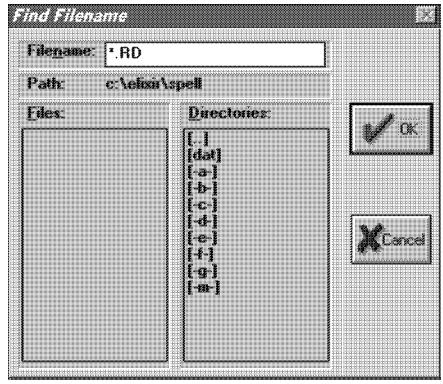


Figure 2-10. Find Filename dialog box

2. Select the directory and filename for your dictionary.

3. Click on [OK] or press <Enter>.

If you added the wrong dictionary or want to remove a dictionary from the list, highlight the appropriate dictionary and click on [Remove].

Editing personal dictionary

To edit a personal dictionary:

1. Select the dictionary you want to edit from the Personal Directories list.

2. Click on [Edit].

The Edit Personal Dictionary dialog box displays.

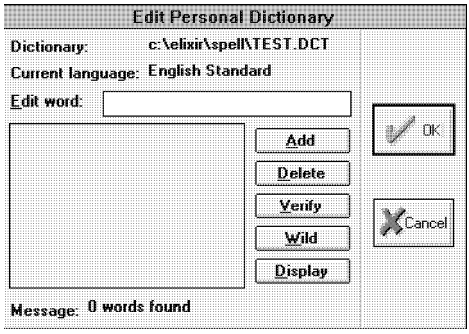


Figure 2-11. Edit Personal Dictionary dialog box

3. Enter the word you want to add, delete, or verify in the [Edit word] option or select a word from the word list.

4. Select one of the following options:

Click [Add] to add the word to your dictionary. The word is also added to the word list.

Click [Delete] to remove the word from your dictionary. The word is also deleted from the word list.

Click [Verify] to verify that the word is in the dictionary. The message area at the bottom of the dialog box displays a message indicating the results of the search.

Click [Display] to refresh the display of the words in the word list.

The [Wild] option is reserved for future use.

5. Click on [OK] or press <Enter>.

Font Mapping Setup

Font Mapping Setup allows you to map OCR fonts to Elixir fonts using Elixir font tables or your own font table. This is important because you need to have Elixir versions of fonts on your form (.ELX file) in order for the fonts on your form to print correctly.

A font mapping table is a file that has a set of mapping rules. Each rule has a typeface constraint, a style constraint, and a font name.

When ElixirScan is given a set of font characteristics (typeface, style, size), it scans the current font table for the first mapping rule that satisfies the characteristics and then extracts the font name from the font table.

The font mapping table provided with ElixirScan (an ASCII file named FONTS1.STP in the *drive:*ELIXIR\ELXSCAN directory) maps OCR fonts to corresponding Elixir fonts in the *drive*:\ELIXIR\FONTS\ELIXIR directory. This file is named following standard DOS conventions.

The *drive*:\ELIXIR\FONTS\ELIXIR\ directory contains generic Elixir fonts (.HDR).

Note: To open your form in ElixirForm, ensure Screen versions of your fonts are present. For procedures to generate Sreen fonts, see your *Desktop User Guide*.

Once OCR fonts are mapped to corresponding Elixir fonts, you can use the Elixir Desktop to convert your .ELX file to a number of different AFP, Xerox, or PostScript formats (depending on the version of the Elixir Desktop you have).

You can also create and load your own font table. Your font table can have any name (using DOS conventions), but must reside in the *drive:*ELIXIR\ELXSCAN directory.

The lines in your font table must be in the same format as the lines shown in the "Font table considerations" section of this chapter.

Font table considerations

Due to the different positioning conventions used for AFP and Xerox fonts, you must insert one of the following key words: AFP or XEROX (in upper case) as the first line of your font table. This ensures proper font orientation in .ELX output files.

- Inserting AFP as the first line of your font table ensures that OCR fonts are mapped to Elixir fonts using AFP font positioning criteria: bounded box (X0) fonts or unbounded box (X1-X4) fonts.

  Bounded box font orientation is adjusted using internal constants inside ElixirScan.

  For unbounded font orientation, ElixirScan automatically replaces the second letter of the font name with one of the following numerical values: "1" for across (0°), "2" for down (90°), "3" for back (180°), or "4" for up (270°).

- Inserting XEROX as the first line of your font table ensures that OCR fonts are mapped to Elixir fonts with Xerox font positioning criteria.

  For correct font orientation, ElixirScan automatically replaces the last letter of the font with one of the following letters: P (portrait), L (landscape), I (inverse portrait), or J (inverse landscape).

If you do not insert keywords into your font table, OCR fonts are mapped to Elixir fonts using Xerox font positioning criteria, unless all of the font names in your font table begin with X0 or X1.

If all font names begin with X0, ElixirScan assumes the font table is an AFP table and maps OCR fonts to Elixir bounded box (X0) fonts.

If all font names begin with X1, ElixirScan assumes the font table is an AFP table and maps OCR fonts to Elixir unbounded box fonts.

Font table structure

The lines in a font table are written in the following format:

typeface style size fontname

where:

typeface is the font family (for example, Times or Helvetica) of the OCR font.

style is the type of print (for example, Bold or Italic) of the OCR font.

size is the point size of the OCR font.

fontname is the Elixir font to which you want the OCR font mapped.

Note: During initial Form Recognition, the OCR package only recognizes font size - as a result this is the only criteria used in the initial font mapping. However, typeface and style can be specified after initial processing (see "Font Mapping" procedures section).

Font Mapping Procedures
Since typeface and style characteristics are ignored during Form Recognition, adding these attributes to your text requires the following post-processing:

1. **After Form Recognition open your .FSC file.**

2. **Select a block of text and (using the Edit panel or the Default Text Properties dialog box) change the properties of the text.**

   The properties you specify are matched against the entries in your font table until a true condition is reached.

Example You have setup your font table as follows:

-	-	<=12	HE12NP
TImes	B	>= -	TR14BP

During initial processing a block of your text is recognized as being 12 points so it is mapped to the corresponding Elixir HE12NP font.

However, after Form Recognition you want the selected text block to be a Times font which you have mapped to the Elixir TR14BP font.

To do this, change the properties in the Edit Panel or the Default Font Properties Setup dialog box so that it matches the second condition in your font table. Since your Times entry does not specify a point size, change the typeface property to Times to satisfy the second statement of your font table which maps the font to the Elixir TR14BP font.

When your font is mapped to a new Elixir font, the name of the font in the Elixir fontname box changes.

3. **Save your changes (pull down the Edit menu and select the appropriate save option).**

   Save options are described in the "Saving .FSC and .ELX files" section of the Editing .FSC files chapter).

Editing

You can use ElixirScan to edit a font table. To edit a font table using ElixirScan:

1. **Select [Font Mapping Setup] from the Preferences menu to display the Font Mapping Setup dialog box.**

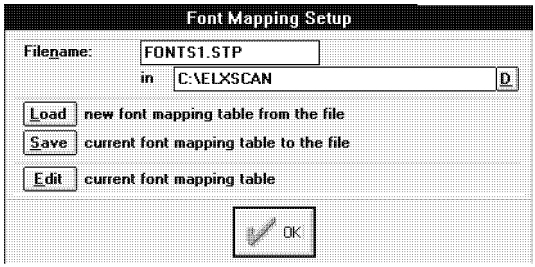


Figure 2-12. Font Mapping Setup dialog box

2. **Click on [Load] to make the table displayed in the [Filename] option the current font table.**

3. **Click on [Edit] to display the Edit Font Table dialog box.**

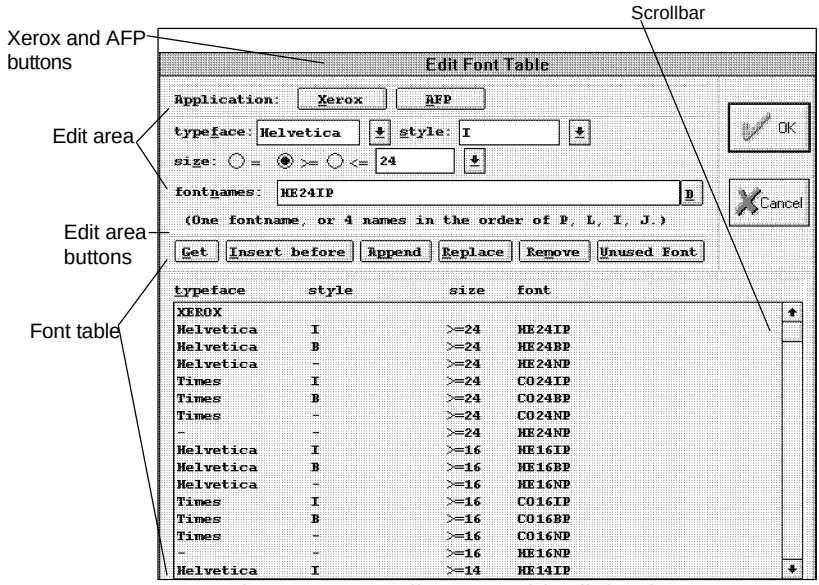


Figure 2-13. Edit Font Table dialog box

4. Click on the [Xerox] or [AFP] button to insert XEROX or AFP as the first line of your font table.

5. Select a line from the font table and then click on the [Get] button.

The font line's components (typeface, style, size, and fontname) are displayed in the edit area.

Use the scrollbar to scroll through the font table.

6. Edit the individual components of the line.

Typeface
Click on the down arrow and select a typeface for the OCR font. Selecting the dash (-) specifies an indeterminate font face; this enables font mapping of an OCR font whose font face the OCR program did not recognize.

Style
Click on the down arrow and select a style for the OCR font. Selecting the dash (-) specifies an indeterminate style; this enables font mapping of an OCR font whose font style the OCR program did not recognize.

size
Click on the down arrow and select a point size for the OCR font. Alternatively, click inside the size box and type a value.

Specify whether the OCR font must be equal [=], greater than or equal to [>=], or less than or equal to [<=] the point size specified in the size box by selecting those options.

fontname
Click on the [D] button to display the Find Filename dialog box and select an Elixir font from the ELIXIR\FONTS\ELIXIR directory. The OCR font is mapped to the Elixir font you specify. Note that Elixir fonts have a .HDR extension.

7. Click on one of the Edit area buttons.

[Insert before]. Click on this button to create a new line in the font table (using the information in the edit area) and insert this line in front of the currently selected font line.

[Append]. Click on this button to create a new line in the font table (using the information in the edit area) and insert this line as the last line of your font table.

[Replace]. Click on this button to replace the currently selected line in the font table with the line displayed in the edit area.

[Remove]. Click on this button to remove the currently selected line from the font table.

[Unused font]. Click on this button to find a fontname that is not used anywhere in the current font table from the directory specified as an Elixir font directory in the Default Directories dialog box.

8. Click on [OK] or press <Enter> to save your changes.

The Font Mapping Setup dialog box redisplays.

9. Click on [Save] to save the currently loaded table as your new font table and then click on [OK] or press <Enter>.

To accommodate your organization's font naming convention, you can specify *any* fontname in a line entry (6 character maximum). Each line can have up to 4 entries, with each name separated by commas (for example: 000001, 000002, 000003, 000004).

For example, if your organization calls the Helvetica, 24 point fonts Adam (portrait fontname), Bob (landscape fontname), Eve (inverse portrait fontname) and Alice (inverse landscape fontname), you would enter:

Helvetica - >=24 Adam, Bob, Eve, Alice

rather than:

Helvetica - >=24 HE24NP

For correct font orientation, the order for the fontnames *must* be:

- Portrait fontname
- Landscape fontname
- Inverse portrait fontname
- Inverse landscape fontname

Prior to the addition of this process (and when using the Efont factory), the last letter of the fontname was changed to P, L, I or J, depending upon the orientation of the font in the font table.

Key mapping

Select [Key Mapping Setup] or press <K> to display the Hotkeys Setup dialog box. Hot keys are keys that you press to give you quick access to options or commands.

To view the list of all the ElixirScan functions that can have a hot key:

1. **Select [Key Mapping Setup] from the Preferences menu.**

   The Hotkeys Setup dialog box displays.

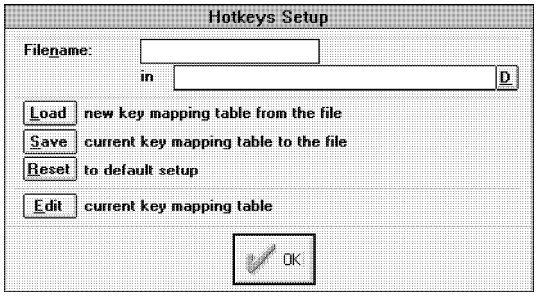


Figure 2-14. Hotkeys Setup dialog box

2. **Click on [Load] to make the table displayed in the [Filename] option the current hot keys table.**

3. **Click on [Edit] to display the Edit Hotkeys dialog box.**

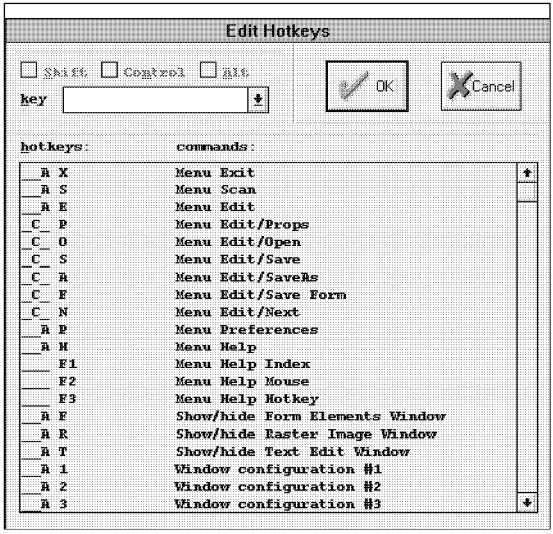


Figure 2-15. Edit Hotkeys dialog box

4. **Select a hot key from the hot key table or select one from the drop-down list in the [key] option.**

5. **Select [Shift], [Control], or [Alt] to assign a key combination for an option.**

For example, if you select p in the [Key] option and also select [Shift], the hot key combination is <Shift> + <p>.

6. **Click on [OK] or press <Enter>.**

   The Hotkeys Setup window redisplays.

7. **Click on [Save] to save the current key mapping table or on [Reset] to return to the default key mapping table.**

8. **Click on [OK] or press <Enter>.**

3. Starting form recognition

This chapter describes how to start form recognition using the Form Scan Control dialog box.

Starting form recognition

ElixirScan uses Elixir's R2V (Raster-to-Vector) technology to recognize rasterized form elements on a scanned form and convert them to editable text and vectorized lines, boxes, and shades.

ElixirScan converts only black-and-white .PCX or .LP3 (Elixir) images.

Form recognition generates the following files, depending on the defaults you set, or the parameters you specify in the Form Scan Control dialog box:

- ElixirScan uses a .FSC (form scan cells) file to store the results of form recognition. You can edit this file in ElixirScan and save it as a .ELX file using the editing features described in the "Editing .FSC files" chapter.

- You can view, print, and edit an Elixir-format file (.ELX) and edit it using ElixirForm for AFP or ElixiForm. Depending on the version of the Elixir Desktop installed on your PC, you can convert the Elixir form file into a number of different AFP, Xerox, and PostScript printer formats.

If you have not specified default settings for ElixirScan, you may want to do so now (see the "ElixirScan basics" chapter).

To start form recognition:

1. **Select Scan from the menu bar or press <Alt> + <S> to display the Form Scan Control dialog box.**

2. **Set the appropriate parameters in the Form Scan Control dialog box (see the "Form Scan Control dialog box" section of this chapter for a description of parameters).**

   Note that the parameters you set in the Form Scan Control dialog box override any default settings.

3. **Click on [Start Recognition] or press <S> to start form recognition.**

   When an image file is converted to .FSC and/or .ELX format the Message area displays the message "Conversion successful."

Form Scan Control dialog box

This section describes the parameters and process control buttons in the Form Scan Control dialog box.

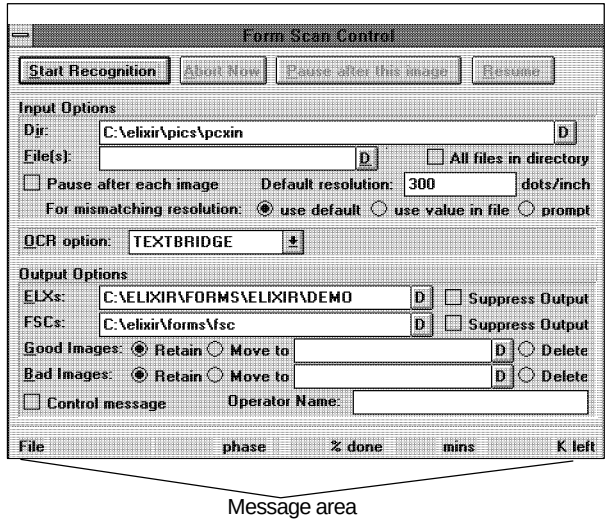


Figure 3-1. Form Scan Control dialog box

Input Options

Dir
Specify the name of the directory where image files to be converted to .FSC and/or .ELX files are located.

File(s)
Specify the file(s) you want converted (you can use a wildcard) to .FSC and/or .ELX format.

Select [All files in directory] if you want all the files in the [Dir] directory converted.

Select [Pause after each image] if you want ElixirScan to pause between file conversions when converting more than one file. This allows you to change options between files.

OCR option
ElixirScan includes the third-party Recognita Plus™ OCR software package for Text Recognition. Text Recognition consists of converting bitmapped text into ASCII text, which you can edit by inserting or deleting individual characters from the keyboard.

To turn Text Recognition on, click on the down arrow and select [RECOGNITA].

To turn Text Recognition off, click on the down arrow and select [NONE].

Output Options

Forms
Specify the directory to which you want .ELX file(s) written; the default directory is *drive*:\ELIXIR\FORMS\ELIXIR\DEMO\.

If you do not want to generate .ELX file(s), select [Suppress Output].

FSCs
Specify the directory to which you want .FSC file(s) written; the default directory is *drive*:\ELIXIR\FORMS\FSC.

If you do not want to generate .FSC file(s), select [Suppress Output].

If you want to use ElixirScan in edit mode, you need to generate FSCs.

Good Images
Select [Retain], [Move to], or [Delete].

[Retain] leaves all image files in the input directory specified in [Dir].

[Move to] moves all image files that are successfully converted to .FSC and/or .ELX files to the directory specified in the [Move to] option.

[Delete] deletes all image files that are successfully converted to .FSC and/or .ELX files.

Bad Images
Select [Retain], [Move to], or [Delete].

[Retain] leaves all image files that are not successfully converted to .FSC and/or .ELX files in the input directory specified in [Dir].

[Move to] moves all image files that are not successfully converted to .FSC and/or .ELX files to the directory specified in the [Move to] option.

[Delete] deletes all image files that are not successfully converted to .FSC and/or .ELX files.

Process control buttons

The Form Scan Control dialog box contains the following process control buttons: [Start Recognition], [Abort Now], [Pause after this image], and [Resume].

[Start Recognition] or pressing <S> starts form recognition.

[Abort Now] or pressing <A> allows you to cancel form recognition.

[Pause after this image] or pressing <P> allows you to pause between the image being converted and the next image when converting more than one file. This allows you to change parameters between files.

[Resume] or pressing <R> allows you to resume form recognition after pausing.

4. Editing .FSC files

A .FSC file (ElixirScan's own form format file) stores the results of form recognition and can be edited using the procedures described in this chapter. Although you cannot print a .FSC file, you can save this file as a .ELX file which you can be print and convert to a number of different formats using the Elixir Desktop.

Editing a .FSC file consists of the following procedures which are described in subsequent sections of this chapter:

- loading the .FSC file you want to edit
- editing the .FSC file
- and saving the .FSC file

Loading a .FSC file

When you load a .FSC file you have the option of loading the original image (or raster) next to the .FSC file for comparison.

To load a raster or .FSC file, pull down the **Edit** menu and select [Open]. The Open Raster/Form Elements dialog box displays.

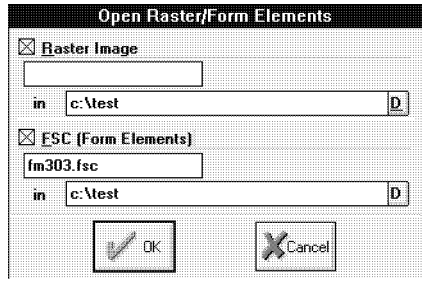


Figure 4-1. Open Raster/Form Elements dialog box

To load a raster, select the [Raster Image] option, specify the filename and directory in the raster filename and directory options, and then click on [OK]. The raster displays in the Raster Image window. Alternatively you can click on the [D] button and specify a filename and directory using the Find Filename dialog box.

To load a .FSC, select the [FSC (Form Elements)] option, specify the filename and directory in the form elements filename and directory options, and then click on [OK]. The .FSC file displays in the Form Elements window. Alternatively you can click on the [D] button and specify a filename and directory using the Find Filename dialog box.

The following figure displays a raster and .FSC file loaded side by side in separate windows. You can open or close these windows, or change the way they display by using the view buttons in the Toolbar (see the "Editing supports" section of this chapter for details).

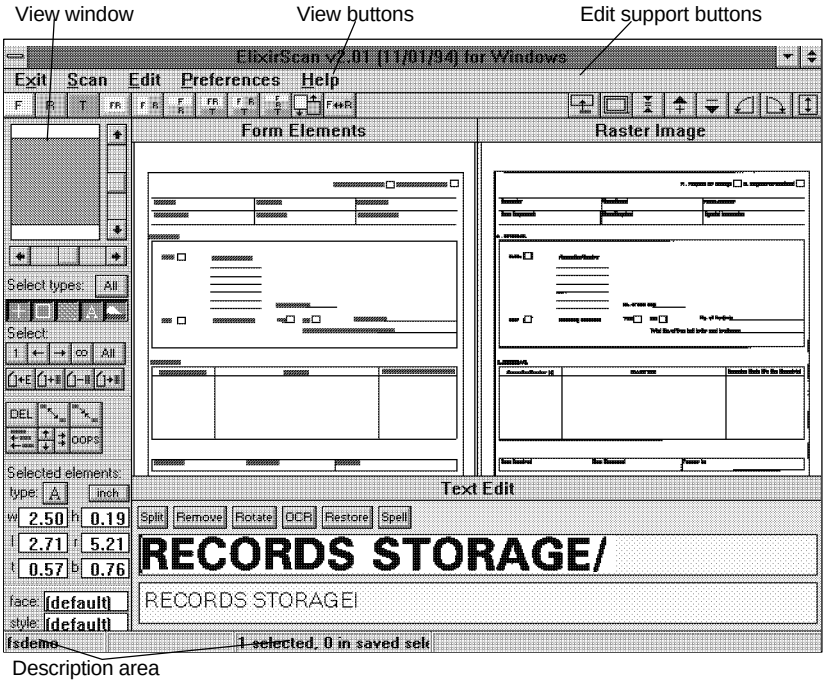


Figure 4-2. Raster and .FSC loaded side by side

You can zoom in or out of a raster or .FSC file, or rotate the raster or .FSC file by using the edit support buttons in the Toolbar (see the "Editing supports" section of this chapter for details).

To scroll through a raster or .FSC file, click on the up and down or left and right arrows next to the view window or use the arrow keys.

The description area displays the .FSC filename, the position of the cursor (in x and y coordinates), and the number of form elements selected for editing (see the "Editing" section of this chapter).

Editing supports

Editing support tools affect the way raster and .FSC files display on the screen. These tools also allow you to display the Text window. The editing support tools are divided into two sets of features: the view buttons and the edit support buttons.

View buttons

Clicking on the view buttons at the left of the Toolbar (or using keyboard shortcuts) allows you to open and close, and to reposition the Form Elements, Raster Image, and Text windows. The view buttons are described below.

Form Elements (<Alt> + <F>)
This feature toggles between opening and closing the Form Elements window. Closing this window erases any FSC data in memory associated with it.

Raster Image (<Alt> + <R>)
This feature toggles between opening and closing the Raster Image window. Closing this window erases any raster data in memory associated with it.

Text (<Alt> + <T>)
This feature toggles between opening and closing the Text window. Opening the text window allows you to edit the results of text recognition (see the "Editing OCR results" section of this chapter). Closing this window does not affect any FSC data.

Form Elements top (<Alt> + <1>)
This feature positions the Form Elements window over the Raster Image window. Click on the [Form/Raster] button to toggle between displaying the Form Elements or Raster Image window.

Form and Raster side by side (<Alt> + <2>)
This feature positions the Form Elements and Raster Image windows side by side.

Raster below (<Alt> + <3>)
This feature positions the Raster Image window below the Form Elements window.

Form/Raster and Text (<Alt> + <4>)
This feature positions the Text window below the Form Elements window. Click on the [Form/Raster] button to toggle between showing the Form Elements or Raster Image window.

All (<Alt> + <5>)
This feature positions the Form Elements and Raster Image windows side by side, and the Text window below the Form Elements and Raster windows.

Optimize/same (<Alt> + <6>)
This feature optimizes the size of the Form Elements, Raster Image, and Text windows so that they all display at the same size.

Optimize/all
This feature optimizes the size of the Form Elements, Raster Image, and Text windows so that they all display on the screen.

Form/Raster
This feature allows you to toggle between displaying the Form Elements or the Raster Image window.

Edit support buttons

Clicking on the edit support buttons on the right of the Toolbar (or using keyboard shortcuts) allows you to zoom in or out of a raster or .FSC, and rotate the raster or .FSC. The edit support buttons are described below.

Center selection
This feature positions the raster or .FSC file so that a selected form element (see the "Editing a .FSC file" section of this chapter) is displayed at the center of the corresponding Raster Image or Form Elements window. Alternatively, you can <Alt>-click any area of the raster or .FSC file to display the area you click on at the center of the corresponding Raster Image or Form Elements window.

Fit (<Alt> + <->)
This feature resizes a raster or .FSC file so that all of its contents display in the corresponding Raster Image or Form Elements window. This feature only affects the way a raster or .FSC file displays in its corresponding window; it does not change the size of the file on disk.

Actual size (<Alt> + <=>)
This feature displays a raster or .FSC file at actual size in the corresponding Raster Image or Form Elements window.

Zoom in (<Alt> + <I>)
This feature allows you to magnify the display of a raster or .FSC file.

Zoom out (<Alt> + <O>)
This feature allows you to reduce the display of a raster or .FSC file.

Rotate left
This feature rotates a raster or .FSC file to the left in 90 degree increments.

This option changes the raster or .FSC file on disk.

Rotate right
This feature rotates a raster or .FSC file to the right in 90 degree increments.

This option changes the raster or .FSC file on disk.

Flip
This option flips the raster or .FSC file 180 degrees.

This option changes the raster or .FSC file on disk.

Editing a .FSC file

The following sections describe ElixirScan editing features and procedures.

Editing operations in ElixirScan allow you to perform the following:

- change the attributes of form elements
- delete form elements
- breakup or join form elements
- align form elements
- edit OCR results
- change the properties of form elements

Note: ElixirScan does not allow you to create form elements. To create form elements you must use ElixiForm or ElixirForm for AFP.

Editing operations are performed by selecting options in the Edit panel, or clicking in appropriate boxes in the Edit panel and typing numerical values. The icons available in the Edit panel may change depending on the form element selected for editing.

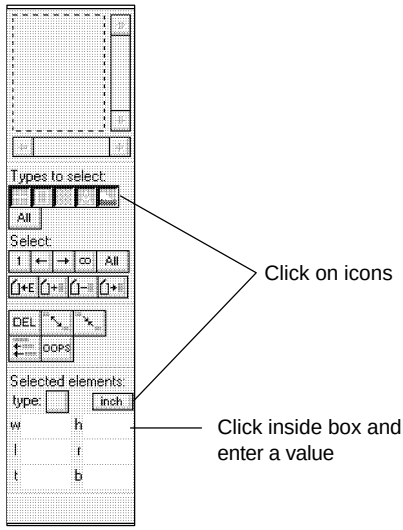


Figure 4-3. Edit panel

To edit a .FSC file:

1. **Select the type of form element you want to edit.**

2. **Select individual form elements to edit.**

3. **Edit the form element(s) using the edit panel or the Edit pull-down menu.**

Click on the OOPS button to undo an edit operation.

4. **Save the .FSC file using one of the options described in the "Saving .FSC and .ELX files" section of this chapter.**

These procedures are described in detail in the following sections of this chapter.

Form element types

The form recognition process recognizes four types of form elements:

- Lines
- Boxes
- Shades
- Text

Graphics are not recognized as form elements in this process. If you want to designate a selected area on your form as graphic, you must manually select the area in your .FSC file and save it as a graphic (see the "Capturing graphics" section for more information).

Selecting a form element type

Before you edit form elements in your .FSC file, you must first select the type of form element to edit by clicking on one of the following Type options in the Edit Control panel (all the following options are on by default):

Lines. Select this option to edit horizontal and vertical lines.

Boxes. Select this option to edit boxes.

Shades. Select this option to edit shades.

Text. Select this option to edit text.

Graphics. Select this option to edit graphics.

All. Select this option to edit all lines, boxes, shades, text and graphics.

Multiple elements can be selected simultaneously..

Selecting individual form elements

After you select the type of form element you want to edit, select individual form elements (of the type specified) in any of the following ways:

- Click on a form element to select it.
- Click and drag the mouse on your .FSC file to draw a temporary selection box in the Work area. Stretch the box while drawing it to enclose the form elements you want to edit. When you release the mouse button the selection box no longer displays. To deselect the selected form elements, <Shift>-drag over the same area.
- Click on one of the following Select icons (or use keyboard shortcuts) to highlight the element:

First (<Ctrl> + <1>). This option selects the first form element of the type specified.

Previous (<Ctrl> + <<>). This option selects the previous form element of the type specified.

Next (<Ctrl> + <>>). This option selects the next form element of the type specified.

Last (<Ctrl> + <9>). This option selects the last form element of the type specified.

All. This option selects all the form elements of the type specified.

- Shift-click on form elements to select more than one form element. To select form elements without shift-clicking, use the selection buffer icons to create a selection buffer.

  A selection buffer contains single or groups of form elements which can be highlighted for editing or viewing purposes. To create a selection buffer:

1. Click on the Empty icon to ensure that there are no form elements in the selection buffer.

2. Click on the form element you want to add to the selection buffer and then click on the Add icon. To keep adding additional form elements to the selection buffer, repeat this step for each form element added.

3. Click on the Replace button to select all the items in the selection buffer.

This highlights all the form elements in the selection buffer.

If you want to remove a form element from the selection buffer, click on the Remove button.

Editing operations

This section describes ElixirScan editing operations in step-by-step detail.

Changing form element types

ElixirScan allows you to change the type of a selected form element. For example, if a line is recognized as a shade by ElixirScan, you can select the shade and change its type to that of a line.

To change a form element type:

1. **Select a form element.**

2. **Click on the [type] button.**

The Change Type dialog box displays.

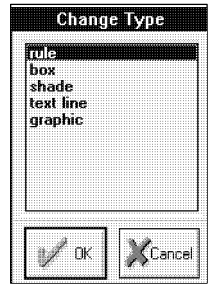


Figure 4-4. Change Type dialog box

3. **Select an element from the Change Type dialog box and then click on [OK].**

   The original form element is changed to the type specified.

Deleting form elements

To delete form elements, select the form elements you want to delete and click on the [Delete] option; the form elements are deleted.

Breaking up

The [Break up] option splits a text block. To use this option, select the text block you want to split and select the [Break up] feature.

Joining form elements (and text)

The [Join] option allows you to combine two or more selected form elements into one element.

To join form elements:

1. **Select a group of two or more elements that you want to join into one element.**

2. **Select the [Join] option.**

   The Change Type dialog box displays.

3. **Select the type of form element you want the elements joined as and then click on [OK].**

   The group of elements becomes one element of the selected type.

To join single lines of text into a text block:

1. **Select the group of text lines you want to join.**

2. **Select the [Join] option.**

The lines of text display as a box, indicating that the text is now a block of text (or boxed text). See the [Box Position] option of the "Editing OCR results" section of this chapter, for more details on Box text options.

Aligning form elements

This option aligns form elements to begin at the same point as the leftmost, rightmost, topmost, or bottommost form element in a selected group.

Select an option to align the left, right, top or bottom edge of all the selected elements to the leftmost, rightmost, topmost or bottommost position of the selection. The other three edges remain the same.

To align form elements, select the elements you want to align. Select the [Align left], [Align right], [Align top] or [Align bottom] option you want to use - the option button starts to flash. Select the object you want the others to align to and click on the flashing button.

Editing OCR results

This operation allows you to edit text recognition by changing the text properties of a block of text to match entries in your font table. To change text properties:

1. **Select a block of text to edit.**

   If you are running ElixirScan on a high resolution monitor additional icons display in the edit panel. These icons allow you to set text properties and correspond to the options described for the Text Properties dialog box.

   If you are running ElixirScan on a VGA monitor, additional icons do not display in the Edit panel; however, you can still change text properties by accessing the Text Properties dialog box and selecting the appropriate options. Select [Props] from the **Edit** menu to display the Text Properties dialog box.

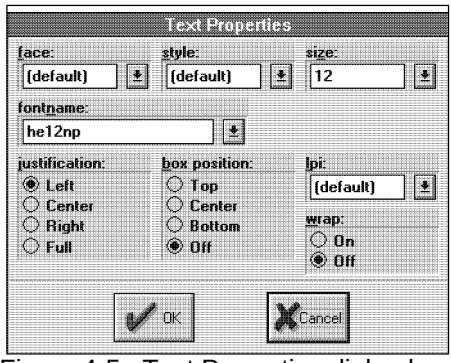


Figure 4-5. Text Properties dialog box

When applying the following options to text, you will not see your changes. To see your changes, save your changes to your .ELX file as described in the "Saving .FSC and .ELX files" section of this chapter and view the .ELX file in ElixiForm or ElixirForm for AFP.

Also, the property changes you make to your font do not display if you do not have the font mapped to an Elixir font with the same properties (see the "Font Mapping Setup" section of the "ElixirScan basics" chapter for more information).

face
Specify a font typeface (i.e. Helvetica, Times)

style
Specify a style (i.e. Normal, Italic, Bold)

size
Specify a point size.

fontname
The name of the Elixir font (in *drive*:\ELIXIR\FONTS\ELIXIR) you want your OCR font mapped to.

justification
If you select [On] in the [wrap] option, specify the justification as follows:

Select [Left] for left justification

Select [Center] for center justification

Select [Right] for right justification

Select [Full] for full justification

These options have no affect on text when you select [Off] in the [wrap] option.

box position
If you select [On] in the [wrap] option, selecting a box position creates boxed text. Specify the vertical positioning of the text inside the box as [Top], [Center], or [Bottom].

Use this option with the [justification] option to place the text in nine positions within the box.

lpi
Specify the number of lines of text per inch you want.

wrap
Specify [On] or [Off].

[On] creates boxed text when you select a [box position] (see the [box position] option). Boxed text is bound by columns which you can size in ElixirScan, ElixiForm, or ElixirForm for AFP.

[Off] creates free text. Free text is not bound by columns; only by the width of the form.

2. Click on the Text option to display the Text Edit window.

The text displays in two separate lines in the Text Edit window.

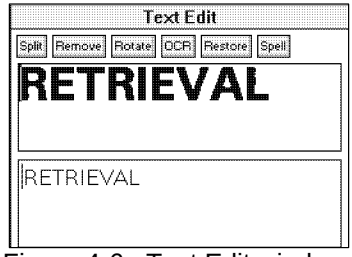


Figure 4-6. Text Edit window

The Raster line displays the text as an image (raster).

The Text line displays the text as recognized by ElixirScan.

You can reposition the Text Edit window by using the appropriate view feature, or by clicking in the window header and dragging the window.

3. **Edit the text using any of the following methods:**

   - Use the arrow keys to position the cursor to the left or right of the text displayed in the Text line; use the <Delete> key to remove text that is positioned to the right of the cursor; or use the <Backspace> key to remove text that is to the left of the cursor.

   - Highlight the text you want to edit in the Text line (by clicking and dragging the mouse) and use any of the options described directly above.

   - Apply one of the following Text Edit window options to the Raster line or the Text line:

     [Split]
     Use this option to split a text block into two text blocks. Place the cursor in the Raster line where you want the text block split and then select the [Split] option. The text is split in both the Raster line and Text line.

     [Remove]
     This option removes a non-character image from the Raster line. Select the non-character image in the Raster line and then select the [Remove] option. The non-character image is removed from the Raster line and the Change Type dialog displays to allow you to select a correct type for the non-character image.

[Rotate]
Select this option to rotate the character images inside the Raster line window counterclockwise in 90° increments. This operation only affects the display of the Raster line window and does not alter the raster data in any way.

[OCR]
Select this option to apply the current OCR to the text image in the Raster line. The OCR used is the one specified in the **Preferences** menu.

[Restore]
Select this option to restore the original text contents of the current Text line. This operation only affects the text contents and any changes to the text line attributes (typeface, point size, etc.) are not lost.

[Spell]
After you set up your spell checker (described in the "ElixirScan basics" chapter), select this option to spell check your .FSC file. The following dialog box displays.

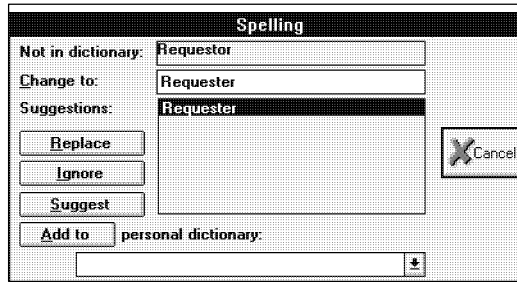


Figure 4-7. Spelling dialog box

Click on [Replace] (or press <R>) to replace a word that was not in the dictionary with the highlighted word from the suggestion box.

Click on [Ignore] (or press <I>) to continue on to the next word.

Click on [Suggest] (or press <S>) to display alternative words in the suggestion box.

If a word is not found in the dictionary, you can add it to your personal dictionary.

To add a word to your personal dictionary:

1. **Click on the down arrow and select a personal dictionary.**

2. **Click on [Add to] or press <A>.**

Changing the properties of form elements

You can change the properties for a selected form element by selecting the element and then selecting [Props] from the **Edit** menu. The property box for the form element selected displays. You can also change properties for a selected element by using the value boxes.

Property boxes

If you are running ElixirScan on a high resolution monitor, selecting a form element displays additional property icons in the Edit panel which correspond to the options described for the property boxes below.

To change the properties of a selected line (rule), select [Props] from the **Edit** menu to display the Rule Properties dialog box.

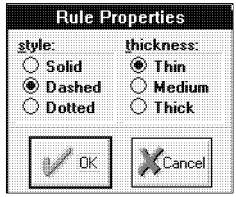


Figure 4-8. Rule Properties dialog box

style
Select [Solid], [Dashed], or [Dotted] as your line style.

thickness
Select [Thin], [Medium], or [Thick] as your line thickness.

To change the properties of a selected box, select [Props] from the **Edit** menu to display the Box Properties dialog box.

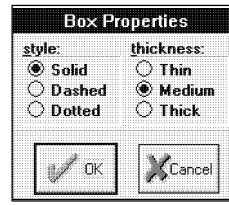


Figure 4-9. Box Properties dialog box

style
Select [Solid], [Dashed], or [Dotted] as your box style.

thickness
Select [Thin], [Medium], or [Thick] as the border thickness for your box.

To change the properties of a selected shade, select [Props] from the **Edit** menu to display the Shade Properties dialog box.

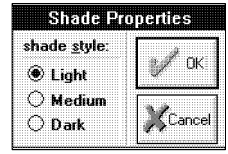
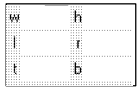


Figure 4-10. Shade Properties dialog box

shade style
Select [Light], [Medium], or [Dark] as your shade style.



Value boxes
The value boxes in the Edit panel allow you to set width (w), height (h), left (l), right (r), top (t), and bottom (b) values for selected form elements. To change any value, click in the appropriate box and type a new value.

By clicking on the unit of measure button directly above the height box, you can change the unit of measure for all value boxes to centimeters, dots, inches or points.

The width box allows you to specify a new width for selected form elements.

The height box allows you to specify a new height for selected form elements. This value determines the amount of spacing between form elements.

The left box allows you to specify the amount of space you want between the selected form element(s) and the left side of the form.

The right box allows you to specify the amount of space you want between the selected form element(s) and the right side of the form.

The top box allows you to specify the amount of space you want between the selected form ele-ment(s) and the top of the form.

The bottom box allows you to specify the amount of space you want between the selected form ele-ment(s) and the bottom of the form.

Saving .FSC and .ELX files

To save changes made during any editing operation described in the preceding sections of this chapter, pull down the **Edit** menu and select one of the following options:

[Save]
Saves any edits to your current .FSC file. This file is saved to the directory specified in the Default Directory Setup dialog box or the directory specified under [Output Options] in the Form Scan Control dialog box.

[Save As]
Saves any edits made during editing to a new .FSC file.

[Save Form]
Saves any edits to your .ELX file. If you selected [Suppress Output] as a default in the Default Directory Setup dialog box or in the Form Scan Control dialog box, this option generates a .ELX file. The file is saved to the directory specified in the Default Directory Setup dialog box or the directory specified under [Output Options] in the Form Scan Control dialog box.

Capturing graphics

Graphics (i.e. logos) on a scanned form are not recognized by ElixirScan during the form recognition process.

If you want to designate a selected area on your form as graphic, you must manually select the area in your .FSC file and save it as a graphic. To do this:

1. **Select the area on your .FSC file you want designated as a graphic.**

2. **Click on the [type] button; if you selected a group of form elements, click on the [Join] option.**

   The Change Type dialog box displays.

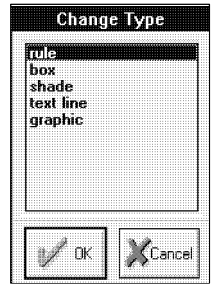


Figure 4-11. Change type dialog box

3. **Select [graphic] from the list of displayed form elements.**

4. **Click on [OK] or press <Enter>.**

5. **Pull down the Edit menu and select [Props] or press <Cntrl> + <P>.**

   The Graphics Properties dialog box displays.

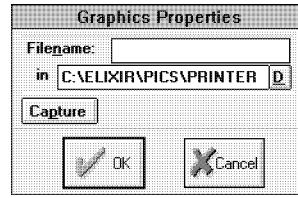


Figure 4-12. Graphics property dialog box

6. **Specify a filename for your graphic in the [Filename] option or click on the D button to select the filename from the Find Filename dialog box.**

7. **Click on [Capture] and then click on [OK] or press <Enter>.**

   The area you selected is now saved as a graphic in *drive:*\ELIXIR\PICS\PRINTER.

   If you save this file as a .ELX file, the selected area on your form displays and prints as a graphic.

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