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Xerox® Wide Format FreeFlow® Accxes® Indexer/ FreeFlow® Accxes® Copy User Guide

Table of contents

Table of contents

Introduction 1

Overview

FreeFlow® Accxes® Indexer and FreeFlow® Accxes® Copy software applications provide an easy-to-use workflow augmentation to Accxes. Accxes Indexer provides viewing, indexing, and document archiving capabilities, while Accxes Copy is used primarily for color and monochrome copying/scanning to a variety of devices including non-Accxes supported devices.

Accxes Indexer/Accxes Copy provide a productive method of scanning when used in conjunction with the scanner. This is achieved without the need for a dedicated PC; instead, the system provides scanning that can be shared across the network.

This guide provides detailed information and instructions for setting up and using both the Accxes Indexer and Accxes Copy applications.

License server information

A license server is used to support the needs of Accxes Indexer and Accxes Copy clients. The license server also supports Accxes Indexer and Accxes Copy multi-user license packs. The system this is used as a license server must be switched on at all times when Accxes Indexer/Copy are used and must have a static IP address. Therefore it is recommended to use a server system rather than workstation PC for this purpose. The license server automatically starts at boot and stops automatically if no multi-user licenses are installed.

The license server provides the following:
- Automatically starts the service (if user permissions are set for this); otherwise, the service must be manually started from the Control Panel, Administration Tool Services.
- If Accxes Indexer starts and no licenses are available on the server, Accxes Indexer will wait for an available license.
- A details button on the **About** window provides client information on the licenses that are currently in use.
- If the connection to the license server is interrupted, Accxes Indexer pauses with a **Connection to license server lost** screen; the license server attempts to reconnect. The user may click **Cancel** to quit.

Accxes Indexer

2

Accxes Indexer overview

The Accxes Indexer application is easily customized to meet many specific requirements:

- The default/initial view can be configured to automatically show the whole image, or for most images, it can be zoomed to a title block corner.
- Images can be indexed with various naming conventions and sorted into specific or custom directory structures.
- Accxes Indexer supports many common file formats; refer to Appendix C on page C-1.

  Note

  You will need Adobe® Acrobat® Reader™ to view PDF® documents. Download a free copy from the Adobe Web Site **http://get.adobe.com/reader/**.

- Post-processing options can be implemented to add additional functions, such as converting the indexed image to other formats or automatically importing to a document management system.
- Configuration settings can be password protected to ensure indexing is performed as required by the Administrator.
- Accxes Indexer incorporates simple editing tasks such as crop, despeckle, and deskew. The software can also be configured to use a third-party Raster Editor in order to make further advanced changes to images prior to completing the indexing task.
- Once configured, images can be indexed quickly and without the need for any movements of a mouse.
- The quality of a scanned image is quickly and easily evaluated.
- Sample (check) prints can be obtained from Accxes-based Xerox Wide Format printers to clarify any uncertainty in the quality of the scanned image.
- Rejected scans can be identified with a customized menu to identify the reason for rejection.
- A log file can be created to record all scanned images in a comma-delimited format. Formats can be used by third-party applications, such as Microsoft® Excel®.
- Various profiles can be set-up so that Accxes Indexer can be customized to satisfy multiple user requirements and differing indexing processes.
- Please refer to the Xerox Wide Format FreeFlow Accxes Indexer/Accxes Copy Installation Guide for complete information and instructions on System Requirements, Licensing, and Installation.

Accxes Indexer quick setup procedure

The following information provides instructions for quickly setting up the Accxes Indexer application; this enables you to quickly and easily begin using the Accxes Indexer application. For more detailed information on each of the Accxes Indexer features and options, refer to Indexing window on page 2-5.

To quickly setup your Accxes Indexer application, perform the following steps:

1. Launch the Accxes Indexer application at the PC by selecting Start > All Programs > Xerox >FreeFlow Accxes > Accxes Indexer.

   The Accxes Indexer main window is displayed.

   Note

   The first time that the Accxes Indexer application is used, you are asked for license information. If necessary, license the application by following the instructions provided in the Xerox Wide Format FreeFlow Accxes Indexer/FreeFlow Accxes Copy Installation Guide.

2. Select Settings > Configure.

3. Select the [Source] tab.

   This feature sets the default the location from where the Accxes Indexer obtains images. This feature also allows you to setup the viewing and indexing defaults.

4. Select the [Destination] tab.

   This option allows you to configure the location from which the Accxes Indexer will store images. These images can be obtained either from a file or directly from the Xerox Wide Format Scan System.

   Note

   For the purpose of this procedure, it is assumed that images are obtained from the Xerox Wide Format Scan System.

5. Scan a document to the default "images" mailbox of the Xerox Wide Format Scan System.

6. Select the radio button for Accxes.

   a. In the address field, enter the TCP/IP address of the scanner controller (Accxes).

   b. In the Directory field, enter the desired directory; for example "images."

      The information entered here must EXACTLY match whatever the chosen directory is when entering scan mode on the scanner. This field is case sensitive.

   c. Select the Enable Polling Every field and enter the desired value.

      The default value is 5 seconds.

7. Select the [Destination] tab.

   a. Use the browse button to create and select the folder destination for the indexed scanned images.

   b. If desired, select the check box for Save On Reject. This will save any rejected scans for later resolution.

      Select and create a folder destination for reject scans.

8. Select the [Initial View] tab.

   a. Select the radio button for Bottom Right.

   b. In the zoom field, select the down button to display the zoom value: 4:5.

   This determines the position and size of the title block in the viewer and works best if all documents are scanned long edge first and with the title block trailing. Documents that are too large to scan via long edge (LEF) can be rotated within Accxes Indexer.

9. Select the [Index Fields] tab.

   a. Use the Number of Fields spin-box and create the desired number of fields; for example 3:

      • Project number

      • Drawing number

      • Revision number

   b. In the Name field, enter the desired name (such as Project number). Repeat this for each of the created Index Fields (for example: Drawing number; Revision number).

   c. If scans are saved to a subfolder of the default destination folder, then in the Separator field, enter the desired separator, such as a backslash (\).

      A backslash means a directory will be created as part of the indexing process.

   Note

   Do not enter any extra spaces.

   d. For the Style field, select the desired style from the pull-down menu, such as Keep or Forget.

10. Select the [Reasons] tab.

    a. Use the Number of Reasons spin-box to create a number of reasons for all rejected scans. A field appears for each of the selected reason numbers.

    b. Enter a different reason in each field. During the indexing process, this produces a pull-down field listing the previously-entered reasons.

11. Select the [Advanced] tab.

    a. Select the Enable Editor check box if you have a third-party Raster Editor installed on your PC.

    b. In the Path field, browse to the executable file that is used to start the Raster Editor; for example, C:\Program Files*Editorname**Editorname.exe*.

    c. Select the Enable Printer check box if you have an Accxes-based printer with your scanner.

       Edit the code line to change AccxesAddr to the TCP/IP address of your printer; for example, lpr -S 10.1.5.21 -Praw

    d. Select the Enable Reporting check box.

    e. In the File field, browse to and select a location to store the log file.

    f. In the Select a Report File window, enter a name; for example, qilog.csv

12. At the bottom of the Settings window, type a profile name to save all the settings.

13. Select [Save].

14. Select [OK].

15. From the Accxes Indexer main window, select [Profile].

    Select the profile (same as entered in Step 12). A scanned image appears in the Accxes Indexer Viewer.

16. In the [Project Number] field, enter the relevant number.
    a. Use either the [Tab] or [Enter] key to move to the next field.
    b. In the next field, enter the drawing number as viewed in the image.
    c. In the revision field, enter the relevant revision number or letter.

17. Press the Accept or enter/return key on the PC keyboard.

    • You are asked to confirm the creation of the directory named under the Project Number.

    • Confirm this and the renamed image is automatically saved to the created directory.

    Note

    Detailed information on viewing tools is provided in the section entitled Indexing window on page 2-5.

Using Accxes Indexer as a viewer

Accxes Indexer can be used as a viewer of compatible files. During the indexing process, files can be named and saved with an extension that can be associated with Accxes Indexer. These files can be opened with Accxes Indexer for viewing purposes.

The following information provides instructions on how to use Windows® Explorer to configure Accxes Indexer as a viewer.

Using Windows Explorer to configure Accxes Indexer as a viewer

18. Launch **Windows Explorer**.

19. Select Tools > Folder Options.

20. Select [File Types].

21. Select [New].

22. In the [File Extension] field (in the **Create New Extension** window), enter an arbitrary file extension such as **qndx**.

    This is the file extension that will be associated with the **Accxes Indexer Viewer**.

23. Select [OK].

24. In the **Registered** file types listing, select the **qndx** entry and select the **Advanced** button.

25. Type **QI Viewer** in the [Change Icon] field.

26. Select the Change Icon button.

27. Browse to C:\Program Files\Xerox\FreeFlow Accxes\Accxes Indexer.

28. Select **FFAIndexer.exe**.

29. Select [OK].
30. Select the **New** button.
31. In the **New Action** window, enter **open** in the **Action** field.
32. Select the **Browse** button.
33. Browse to C:\Program Files\Xerox\FreeFlow Accxes\Accxes Indexer.
34. Select **FFAIndexer.exe**.
35. Add a space by pressing the space key on the computer's keyboard, and then enter **-f%1** at the end of the command.
36. Select **OK** from the **New Action** window.
37. Select **OK** (from **Edit File Type**).
38. Perform an indexing function, and during the indexing process, save a file with the **qndx** extension.
39. Locate that saved *.qndx file and double click on it.

    The Accxes Indexer opens and the file is displayed.

    Note

    The **Settings** and **Profile** menus are hidden when Accxes Indexer is used as a "Viewer."

Indexing window

Overview

The indexing window is where the user performs the following functions:
- View the scanned image
- Enter the indexing information for the scanned image
- Accept the scanned image
- Reject the scanned image
- Simple editing
- Launch a third-party raster editor (if available)
- Produce check prints on a Xerox Wide Format Accxes-based device.

The image is viewed and indexed according to the customized settings selected in the Settings menu.
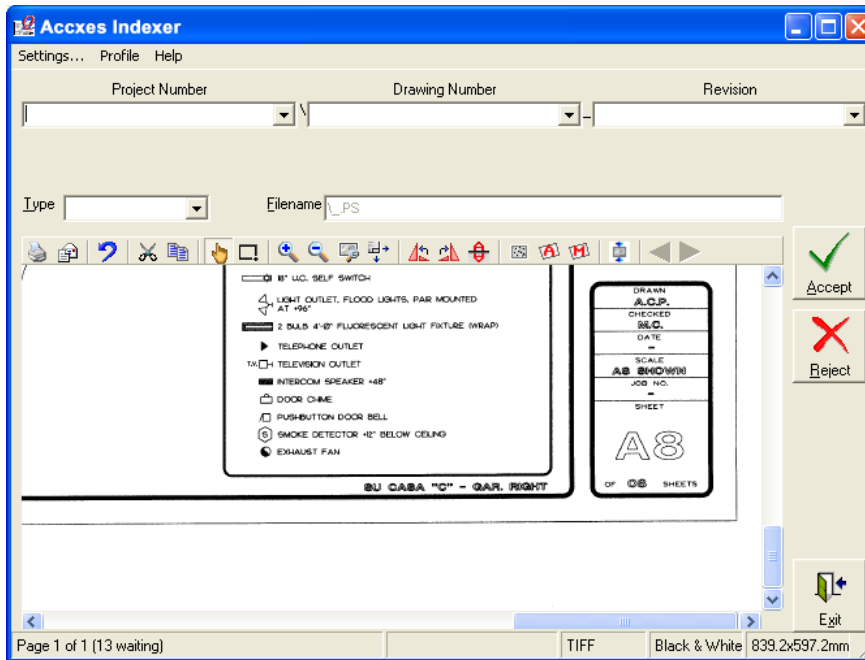
When Accxes Indexer is started, the status bar at the bottom asks the user to select a profile. First maximize the Accxes Indexer window in order to increase the magnification of the scanned image for viewing.

Assuming a profile was previously created, select [Profile] at the top of the window and select the required profile. Accxes Indexer loads the profile options and starts checking for scanned images. The indexing process may then begin.

The task bar at the bottom of the main window provides additional information regarding the number of waiting drawings, page number being viewed of a multi-page document, file format, color and size.

Indexing the displayed image

When an image is displayed and no other functions in the toolbar have been selected, the cursor will be flashing in the first indexing field. The user can begin to type the indexing information and tab to the other indexing fields. Drop down fields allow the user to select previously entered values, where permitted by the index settings. The grayed-out field displayed alongside Filename, shows the path and name being applied to the image during the indexing process.

The illustration on the previous page shows three example fields in use: Project Number, Drawing Number and Revision. In this example, the indexed file will be saved in a directory listed or created in the Project Number field. The two fields called Drawing Number and Revision are being used to apply a single filename, separated by a hyphen.

After all the indexing fields have been entered, pressing the Enter/Return key on the PC keyboard, or by selecting [Accept] in the Accxes Indexer indexing window will complete the indexing process for the currently selected image. The image will disappear from view, the file will move to the destination set-up in the Settings menu and the next image (if there is one) will automatically be displayed.

The indexing fields can be customized to fulfill individual requirements for the indexing process. For full information, consult the section in this guide entitled: Index Fields Tab.

Using the Image toolbar

The default view of the scanned image is Lower Right with a zoom factor of 4.5 (best for most title block positions). Universal tools are available in the Indexing window to navigate around the scanned image and provide simple editing. Some of the less common tools are as follows:

Icon Symbol	Description
	Print - used to product a check print of the currently viewed image. Configure the printer as described in the section entitled Advanced Tab. Note: The printer button will not be available if a scanned image was produced with preview enabled. Refer to Appendix B on page B-1 for more details on the preview mode.
	EMail - used with Outlook express only. Selecting this icon opens an email message with the current document attached.
	Undo - used to undo (erase) editing functions; this restores the drawing to its original state and removes all previously-performed editing steps.
	Crop - used for cropping an image to the selection made with the selection tool
	Copy - used to copy (duplicate) part of the image into another application. The required part of the image to be coped is selected using the selection tool.
	Navigation Tool - used to pan around the image
	Selection Tool - used to make selections in the image for cropping and copying. The mouse is used to select, drag and then release around the required selection. When cropping, the area outside the selection is removed. When copying, the area inside the selection is copied.
	Zoom In/Zoom Out - used to zoom and out of the image. The left and right mouse buttons also perform these functions. To zoom to a specific area, hold down the left mouse button and drag the mouse around the required area and release.
	Zoom Title Block - used to automatically zoom to the Tile block as configured in the Initial View Tab in the Accxes Indexer settings window.
	Zoom to Fit Window - used to view the entire image. On a three-button or wheel mouse, the The middle mouse button also performs this function.

Icon Symbol	Description
	Rotation Left and Right 90° - used to rotate the image for viewing in the correct orientation. For example, an A0 must be scanned in a portrait orientation. The rotation tools are used to rotate the image into a landscape orientation. Note: When the image is indexed, you will be prompted to save any rotation. The rotate buttons will not be available if the image was scanned in preview mode. Refer to Appendix B on page B-1 for more details on preview mode.
	Mirror - Use this option to reverse the original image creating a mirror of the original.
	Despeckle - Use this option to smooths areas of the image in which noise is noticeable while leaving complex areas untouched. The effect is that grain or other noise is reduced without severely affecting edges. Despeckle is not available for PDF, PostScript, or HPGL documents.
	Automatic Deskew – used to automatically straighten an image. This is dependent upon the amount of skew and the quality of the skewed lines. Automatic Deskew is available only for 1-bit (monochrome) raster documents such as TIFF and CALS.
	Manual Deskew - used to manually straighten the image. With the tool selected, the mouse is used to draw a line parallel to the skewed line that needs to be made horizontal. The line is drawn with the mouse by selecting and holding down the left mouse button, draw the line by moving the mouse along the skewed line and then release the mouse. The deskew will then be performed automatically. Manual Deskew is not available for PDF, PostScript, or HPGL documents.
	Extract Detail (Only available if viewing a gray scale image) – used to extract detail from the scanned image. Refer to the illustration on the next page for details. If used on color images, Extract Detail functions as a black/white point adjustment tool.
	Crop White Space - used to automatically crop (trim) the white space surrounding a scanned image.
	Scroll Arrows - used to scroll through a multi-page document.

With the **Exact Detail** tool selected, the following window opens:
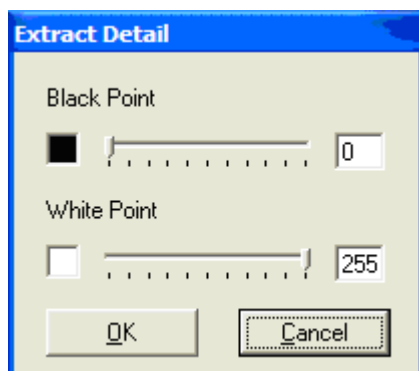
This tool is specifically designed for use with images scanned using the 8-bit gray scale **Photo Mode**. Using the above window, background can be removed and foreground enhanced and vice versa by using the two sliders.
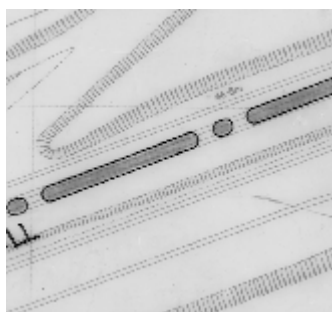
Original Grayscale   **Foreground Extracted**   **Background Extracted**
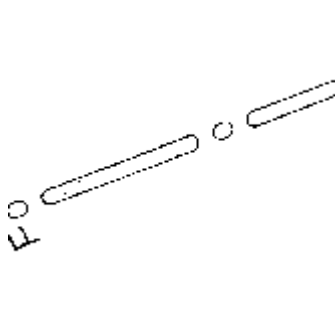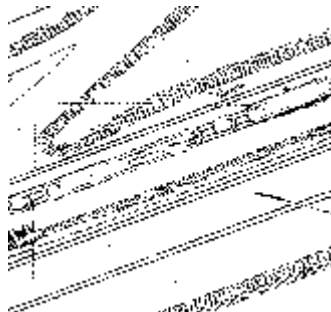
Rejecting a displayed image

If the user wishes to reject the scanned image, select the reject button in the Accxes Indexer indexing window. The image will be deleted or saved to a reject folder if this was configured during the set-up of the indexing profile.

If Keep On Reject is enabled, the image will be saved to the reject folder as set-up in the section entitled: Destination Tab. If enabled, a drop down list is displayed for the user to select one of the reasons for rejecting the scanned image. The drop down list can be enabled and customized as described in the section entitled: Reasons Tab.

The reason for rejecting the scanned image will be listed in the log file (if configured), together with the name of the scanned image (information on the log file is described in the section entitled: Advanced Tab).

Advanced editing

Accxes Indexer can be configured to use some third-party raster editors to make use of advanced editing functions. Information on configuring this is described in the section entitled: Advanced Tab.

When an image is viewed in the Accxes Indexer indexing window, the user can edit the image by pressing the [Edit] button. (The Edit button will only be displayed in the Accxes Indexer indexing window if a third-party Raster Editor has been selected.)

The image will be opened within the raster editor in order to make changes. To return to the Accxes Indexer indexing window, the user must close the raster editor and save when prompted. The saved image will then be viewed in the Accxes Indexer indexing window, allowing indexing to be completed with the edited file.

> Note
>
> The edit button is not available in preview mode. See Configuring the Xerox Wide Format Scan System for use with Accxes Indexer on page B-1 for more information.

File types

Accxes Indexer is written to work with most common file formats, such as: TIFF, JPEG, BMP, PDF, and HPGL. These files may be 1-bit monochrome, 8-bit gray scale or 24-bit color. For more detail, see Appendix C on page C-1.

> Note
>
> The makeup of a file with an apparently standard file extension can vary a great deal. Not all types will work with Accxes Indexer. Sample files should be tested as required.

As part of the indexing process, Accxes Indexer also supports post-processing options that can be configured to save scanned images as other file types that may not be supported natively by Accxes Indexer. Additional software is required to make this work. Information on configuring post-processing options can be found in the section entitled: Post-Processing Tab.

If a previously configured post-processing option is required, use the Type drop down field to select the option before you start indexing scanned images.

Customizing Accxes Indexer

Overview

Accxes Indexer is a fully customer configurable application, designed to integrate into many workflows.

From the Settings menu, all the available selections can be saved to different profiles. This allows users to select from a list of profiles, which are associated with various indexing configurations. This provides users with the ability to quickly select, custom indexing.

Access to the Settings menu can be password protected by selecting [Change Password] and entering the details in the Change Password dialogue box. To remove a password, select [Change Password] in the Settings menu, and select [OK] without entering a password. The remainder of this guide describes how to use all the Accxes Indexer settings.

Settings profiles

Accxes Indexer uses a system known as Settings Profiles which allow various indexing configurations to be imported, exported, and saved. These configurations meet various requirements, such as different naming conventions, document types, source of the images, etc. Users may easily swap profiles using the profiles drop down menu in the Accxes Indexer indexing window. To stop indexing at any time, users can select the [None] option on the profile drop down menu or close the indexing main window.

Note

The current indexing session will be suspended if the settings window is opened. Re-opening the profile will continue with the document that was previously open, unless it was removed at the source.

Profiles can be created by typing a new name in the profile field at the bottom of the settings window, and select [Save]. This saves a copy of the current settings as a new profile. To delete a profile, select the profile using the drop down box, and select [Delete].

The name of a settings profile may be passed to Accxes Indexer on the command line. This enables a desktop shortcut, or third-party application to launch Accxes Indexer directly into a chosen configuration. If a settings profile is passed on the command line or via a shortcut, the Profile and Settings menus will not be available in Accxes Indexer. However, this does not apply to either the Import or Export options.

Launching Accxes Indexer into a profile

To create a shortcut to a profile, perform the following steps:

1. On the computer's desktop, create a shortcut to Indexer.exe.
2. Right click on the shortcut and select Properties.
3. Press the space bar on the keyboard to add a space at the end of the target.
4. Enter the desired profile name for the Profile you want to load; for example **profilename**.
5. Select [OK] to save.
6. Double-click the newly created shortcut and the profile is loaded.

Launching Accxes Indexer into a profile from the command line

Perform the following:

1. From the command line (DOS), enter *C:\Program Files\Xerox\FreeFlow Accxes\FFAIndexer.exe profilename*, or
2. Change the directory to where the Accxes Indexer software is installed
3. Enter *Indexer.exe profilename*

Importing/exporting Accxes Indexer settings

Settings can be imported (loaded) or exported (saved). There are two types of settings: one with a **.qit** file extension and one with a **.qis** file extension. Settings with a **.qit** extension will be merged with any existing settings when loaded. Settings with a **.qis** extension will replace or overwrite any existing settings when loaded. Export or save files with either a **.qit** or **.qis** file extension.

A profile which is accidentally deleted can be easily restored if, prior to deletion, that profile was previously exported or saved prior. To restore the profile, simply import the saved settings.

> Note
>
> Importing the saved settings will overwrite any new profiles that were created.

Shared profiles

By default profiles are only available to the Windows user who defines them. Administrative users have the option to designate profiles as shared by using the Shared check box beside the profile name. Shared profiles are available to all users on a workstation, but they can only be changed or deleted by Administrators.

When Client Accxes Indexer applications are licensed (see licensing section) any shared profiles on the Server application will also be available on the Clients.

Source tab

Overview

The Source tab is used to configure how and from where Accxes Indexer obtains images. The source location may be a directory containing images that could have come from another scanner or directly from the Xerox Wide Format Scan System via the scanner (Accxes) controller.

Folder

When Folder is selected, the Browse button can be used to select a directory that contains images for indexing. This could be used for legacy files that may have been scanned previously or from another scanning device.

For example, this setting could be used when a number of scanned images have been deposited into a directory using the Accxes Client Tools for indexing later.

The rest of the Accxes Indexer options for indexing from a folder can be configured in the same way as when receiving images directly from a Xerox Wide Format Scan System.

Accxes

When Accxes is selected, Accxes Indexer will automatically obtain scanned images over the network, directly from the Xerox Wide Format Scan System. In the address field, the TCP/IP address of the Accxes controller should be entered.

For example: 10.1.5.21

In the Directory field, the name or number you type must correspond with the exact name or number that is used at the scanner when Scan Mode is selected. This field is case sensitive in Accxes Indexer and at the Xerox Wide Format Scan System.

For further information on how this corresponds to the Xerox Wide Format Scan System, refer to Appendix A on page A-1.

Enable polling

The field specifying the time for polling, determines the interval between checking for images. The value can be set between 2 and 45 seconds (Default is 5). A low number means that a scanned image appears almost instantly after it is scanned.

Auto Accept

Auto Accept mode allows you to automatically view documents as you scan them and index each one by simply inserting the next.

If Auto Accept mode is switched on, Accxes Indexer automatically accepts the current scan as soon as it sees a new scan arrive. This feature only works if all the index fields are populated, and should therefore be used with either multi-page mode (see Advanced Tab), an auto incrementing field (see Index Fields Tab), or the @a filter option (see Index Fields Tab)

With one of these options enabled you may batch scan and index saved documents without leaving the scanner.

Each scan will appear on screen. A visual check of the quality is provided in the main indexing window before continuing with the next scan. If the quality is not acceptable you can simply reject that scan, adjust the scan parameters and rescan the document before continuing.

In multi-page mode you must select the [New] button on the Accxes Indexer indexing window when you start the first page of a new multi-page document.

With an auto incrementing field, files will be named with an increasing number at the end of that field, thus automatically generating new file names.

Documents scanned in Auto Accept mode with an auto incrementing field can be renamed at a later date. To do this, Accxes Indexer can be set-up with a profile that uses a source folder rather than the Accxes controller, and then this folder becomes the location of the saved scanned files.

All settings must be saved to a Profile or they will be discarded.

Destination tab

Overview

The Destination tab is used to configure where the indexed images will be saved and where directory structures created or selected during indexing will reside. A different destination can be selected for accepted and rejected images.

Destination folder

The Destination folder is the root folder for all accepted images. Either type the path or use the browse button to select this folder. When searching for an appropriate folder, the option to create one is also provided.

Note

Any folders selected under the Index Fields tab will be created as a directory tree within the Destination folder.

Save on reject

If this box is checked, then rejected scans will be saved to the Reject folder. Otherwise, rejected images will be deleted when the reject button is selected.

If Save On Reject is active then scans must be given a valid name for identification, before they can be rejected and moved to the Reject folder.

Reject folder

If required, a folder can be selected to store all the rejected scans for later resolution. This folder cannot be selected unless the Save On Reject check box is selected.

The Reject Folder can be created or selected in the same manner as the Destination folder above.

When an image is rejected, a reason for the rejection can be selected as specified in the Reasons tab detailed in the section entitled: Reason Tab.

All settings must be saved to a Profile or they will be discarded.

Initial view tab

Overview

The Initial View tab is used to determine the area of the image that is initially viewed (by default) in the Accxes Indexer main window. The accuracy of this selection will depend upon the images being indexed.

When indexing images, the fastest way is to have the title block viewed automatically. In order to accomplish this with scanned images, the document must first be scanned in the appropriate orientation to match the settings in Accxes Indexer. (See below and Appendix A on page A-1 for more information on scanning the document.). The most typical selections are explained in this chapter.

> ### Note
>
> The initial view will always be the whole drawing if the image was scanned in preview mode. See Appendix B on page B-1 for more details on preview mode.

When indexing image files from other sources, such as plot files, the area viewed will be dependent upon the way the image file was created. Some drawing packages will produce a file upside down. Experimenting with the package creating the file can help to produce consistent results for indexing. In any event, Accxes Indexer allows the image to be rotated to view the desired orientation.

Initial view

The choice for the default initial view of the scanned image is one of the following: Whole Drawing, Top Left, Top Right, Bottom Left, or Bottom Right.

The best setting for the Initial View is Bottom Right. This corresponds to the position of the title block for most scanned images as detailed overview and in Appendix A on page A-1.

This setting is also best used for other image formats, but is dependent upon the way they were created. Accxes Indexer allows images to be rotated to view the desired orientation. Experimenting with the package creating the file can help to produce consistent results for indexing.

Zoom factor

The Zoom Factor is only used when viewing one corner of the image in order to aid indexing important information from the title block. Zoom Factor cannot be set when Whole Drawing is selected.

The Zoom Factor determines the magnification of the title block in the main Accxes Indexer indexing window. There is a small sample icon in the settings menu to show the effect of the Zoom Factor.

The Zoom Factor can be set between 1 and 20. A Zoom Factor of 4 to 5 will work best for viewing most documents. This is dependant upon the way the file was created as previously mentioned.

Scanning in the appropriate orientation

When considering standard ISO sizes, documents of A1/Arch D size or smaller can be fed through the Xerox Wide Format Scan System in the landscape orientation, (or long edge first – LEF); refer to the following illustration.
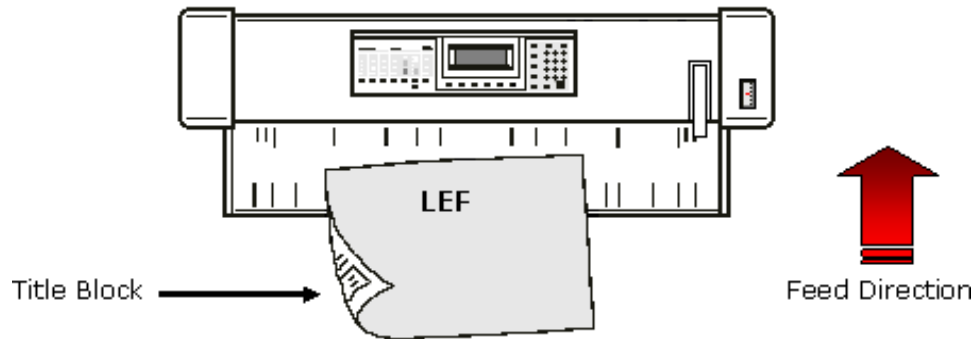
By feeding the document into the scanner Long Edge Feed (LEF) and with the title block trailing (in other words, the last edge to go into the scanner), the image is in the correct orientation to match the Accxes Indexer Initial View setting of Bottom Right and aids fast indexing.

Documents larger than A1/Arch D, such as A0 size documents have to be fed into the scanner short edge first (SEF). Such images can be rotated in Accxes Indexer in order to view the title block.

All settings must be saved to a Profile or they will be discarded.

Index fields tab

Overview

The Index Fields Tab is used to customize the way in which indexing will be applied to image files. Up to 10 fields can be applied. These fields can be used to rename the scanned images with reference to drawing numbers, revision, etc. Fields can be set to create/select directory structures so that scanned images can be automatically indexed into directories that reference specific job names or project numbers, etc.

Fields used for indexing can have information inserted automatically such as the date or time. Fields can also be configured to only accept a predefined pattern of numbers or letters.

An up/down arrow is used to select the number of indexing fields required.

Name

Each field requires a name. This name will appear above the indexing field in the main Accxes Indexer indexing window. This name will also be passed to any Post-Processor being used (see the Post-Processor Tab).

Separator

The separator character determines whether a sub-directory is to be created or a specific naming convention is to be used in the indexed filename.

Examples of Separators are as follows:

Backslash (\\): This means that a directory will be selected and/or created and then named according to what the user types in the field when using the Accxes Indexer indexing window.

When creating a directory as an indexing field, at least one other field must be configured to specify the name of the image file. The user will be asked if they wish to create the directory if it does not exist. (If the Style field is set to List Only or List Once the user will not be prompted.)

All directories are created within the Accepted Directory; this is previously setup in the Destination Tab. The drop down list of a directory field automatically has existing directories added to it. Allowable values for a directory field may be controlled by either creating directories in advance or using the Filter setting to specify a list, and setting the Style field to List Only.

Underscore (_): This will separate the fields to create a filename as follows:
- drawingno_revision.tif or
- jobname_drawingno_revision.tif

Hyphen (-): This separates the fields to create a filename as follows:
- drawingno-revision.tif or
- jobname-drawingno-revision.tif

Any legal character for use in a file name can be used as a separator, or the field can be left blank if required. For example the forward slash (/) is NOT a legal character.

During indexing the user will automatically be taken to the next field (if one exists) if they type the separator character for the current field as well as using the [Tab] or [Enter] key.

Filenames incorporating underscores and hyphens can be used to separate important information such as drawing number and revision. This produces a format that can be used to import the image information as well as the image file itself into some Document Management Systems.

Auto Value

This option is aimed at advanced users and experimentation to get the desired results is required.

Auto Value is used to automatically insert information into the indexing field, such as the date for example. When selecting Yes in the Auto Value drop down, the Filter box is used to determine the nature of the Auto Value.

The following can be used as Auto Values:

%d = Date

%t = Time

%m = Workstation Name

%u = Current Username

<filename> = Read the first line of file filename

<%envVar> = Read the first line of filename in environment variable envVar

[envVar] = environment variable envVar

$? = If the source is a directory, and a file exists with the same name as the current image, but with the extension .CSV, read the ?th field from the first line of the file.

The file fields in the file should be separated using commas. The first field is $0 and the last is $9

Other characters appear as entered. To enter symbol characters (such as the %, @, ^, !, [,], <, >, or $), prefix them with a percentage symbol (%); for example %$.

Examples:

1. To insert the date into the filename of the image:

   Type Date in the Name box.

   Select Yes in the Auto Value drop down.

   In the Filter box, type: %d

2. To insert username and machine name in the format

   username@machinename

   Type User ID in the Name box.

   Select Yes in the Auto Value drop down.

   If the Filter box type: %u%@%m

Refer to the following sections for more information: Using all or part of the original file name on page 2-20 and Using the filter box to exclude a field from the file name on page 2-22.

Using all or part of the original file name

When indexing files from a folder, it is possible to use Auto Value fields to include all or part of the original filename. This is achieved by setting the desired field(s) to Type Auto Value and entering the following in the Filter box:

#<Separator><Terminator><Separator Count>

Where:

<Separator> Is a character that separates parts of the filename.

<Terminator> Is a character that marks then end of the text. A terminator of ! will use everything to the end of the filename.

<Separator Count> Is a number from 0 to 9, identifying which occurrence of <Separator> to start at.

Example: Original Filename: Document-1-a.TIF

Filter	Result
#!!0	Document-1-a.TIF
#-.1	1-a
#--1	1
#-.2	a
#-.0	Document-1-a
#--0	Document

Filter

This option is aimed at advanced users and experimentation to get the desired results is required.

If the Auto Value drop down is set to No, the Filter box can be used to define patterns that index fields must follow.

The following can be used as Filters:

[abcdefABC…]	Characters used in the indexing field, must match any ONE of the characters in the brackets. This match is case sensitive.
[A-Za-z]	A range may be used, so: [A-Za-z] indexing field must match a letter of the alphabet
[1-5]	and [1-5] indexing field must match a number between 1 and 5.
####	This will match numbers. One # symbol per digit.
????	Matches any character. One ? symbol per character.
*	Matches any number of characters.
(Item 1 Item 2…)	Includes entries Item 1, Item 2 in the drop down list for the field.
<filename>	Each line in filename is added to the drop down list for the field

Any other characters entered in a filter will match themselves only. The above patterns may be joined to create more complex patterns.

Examples:
1. To force a revision field to be a single, uppercase character, enter:

   [A-Z]
2. To force a revision field to be a single, uppercase character, or a number, enter:

   [A-Z0-9]
3. To force a drawing number to follow the format 'QA1234_5678x' where x is any letter and the digits can be any number, enter:

   QA####-####[A-Z a-z]

Allowing optional/empty fields

By default, Accxes Indexer requires that all fields have a value entered into them. Sometimes it is desirable to allow a field to be optional.

The following option in the filter field allows this.

Caret symbol (^): Enter this character somewhere in the filter box to allow the field value to be empty.

Using the filter box to exclude a field from the file name

Accxes Indexer will normally use all indexing fields to create directories and/or the filename. However, there may be circumstances where an indexing field is required for another use. For example a description field that you may just want to pass to a post processor, or record in the log file.

Exclamation point symbol (!): To prevent Accxes Indexer from using a field in the filename.

The exclamation mark (!) character must prefix the Filter box. If the Filter box is not being used then enter a single ! symbol in the Filter box. Remember that at least one index field is required for the filename.

Using the filter box to control behavior for existing files

By default, if Accxes Indexer tries to save to an existing file name, it asks whether the file should be overwritten. This behavior can be changed by including the following values for any of the filter boxes:

@a - Automatically generates a new unique name. This will normally involve appending a number to the end of the name; for example: scan_0.tif

@p - Prompts the user for the desired action (default)

@o - Overwrites files without asking.

@f - Fail, do not allow overwriting of files.

The @a option is particularly useful with AutoAccept mode, allowing fully automatic filename generation. This is achieved by setting all fields to Auto Value =YES, entering any desired prefix in the filter box, and include @a in one of the filter boxes.

Replacement character

A replacement character can be specified to automatically replace any illegal characters entered, such as a forward slash, during the indexing process.

The default replacement character is an underscore. This will be used to replace any illegal characters used in the filename. If this field is left blank, a warning message is displayed when illegal characters are used.

Style

The options for Style can be set to Keep, Forget, Increment, Clear, List Only and List Once. The following explains the use of each selection:

- **Keep** - The field value will be retained for every new image, allowing the user to overtype it if required. Each value used will be added to the drop down list.
- **Forget** - The field will be cleared for every new image, and the previous value will not be added to the drop down list.
- **Increment** - The last number in the field will be incrementally adjusted as required. For example If the value 1234 or ABC1 is entered, the next image will automatically have the value increased to 1235 or ABC2.
- **Clear** - The field will be cleared for every new image, but the previous value will be added to the drop down list.
- **List Only** - Only items in the drop down list will be accepted. Use this option to limit the available values for a field, or force the use of existing directories.
- **List Once** - Only items in the drop down list will be accepted, and once used they will be removed from the list. This option is useful if the list is sourced from a file (refer to Filter on page 2-21), and the file contains a list of drawing numbers that are going to be scanned. As each drawing is picked from the list it will be removed so that it cannot be overwritten.

Example: To set-up indexing to archive a number of scanned images for specific projects, perform the following:

1. The first Name field should be followed by a backlash (\) as the separator value. This will create directories for each project. Set the Style field to Keep.
2. The second Name field will be used for the filename. Set the Style field to Forget.
3. When the first image for a specific project is indexed, the project name can be entered and you will be prompted whether to accept the creation of the directory during indexing.
4. Tab to the next field to enter the filename. All subsequent images will be indexed to the same folder. To save time, the cursor will automatically be in the next indexing field used to enter the filename.
5. When an image needs to be saved to a different directory, select the mouse in the first field and enter the new name or select the name of a folder previously created from the list.

All settings must be saved to a Profile or they will be discarded.

Post-processing tab

Overview

The Post-Processing tab is used to configure additional processing options to images when being indexed. A maximum of five (5) post-processors can be specified.

Configured post-processors are displayed in the Type drop down list of the Accxes Indexer indexing window. Configuring post-processors removes the default type from the list, and instead the first Post-Processor becomes the default.

Accxes Indexer includes five internal post processors. The can be used to automatically convert documents to one of the following formats:

- **PDF**: PDF v1.6 – Supports multi-page documents.
- **Postscript**: PS Level 3
- **TIFF**: TIFF 6 – Supports multi-page documents
- **JPEG**: JPEG (Color and gray scale Only)
- **Original**: Retain the documents original format.

Accxes Indexer also allows external post processors to be defined; for example importing a document into a Document Management system.

The rest of this chapter provides information of configuring external post processors.

> ### Note
>
> Xerox does not guarantee the success of any postprocessing options, neither are any specific post-processing options supported. All post-processing options depend upon third party software and are the responsibility of the system administrator.

Name

This is the name displayed in the Type drop-down list. This name should meaningful to the Accxes Indexer users in order to clearly identify the nature of the post-processor.

Command

This is the full path and filename of the post-processor command. This would normally be an executable or batch file. A browse button is available to the right of this box.

Options

Any command line options required. See the section overleaf (Post-Processor Environment Variables) for examples.

Extension

This is the extension of files created. For example PDF for a PDF converter. Accxes Indexer will automatically add a leading period if one is not entered. Leaving extension empty or entering just a period (full stop) in this box causes Accxes Indexer to use the extension of the source image.

Execution

If configured, the post-processor command is launched whenever an image is accepted. If multi-page support is enabled the post-processor is only launched when a new document is created, the profile is changed, or Accxes Indexer is closed. Post processors are not launched for rejected images.

When a post-processor is in use, Accxes Indexer does not save images to their destination file name, instead files are saved with a temporary file name, and the name of the temporary file (source file) and destination file are passed to the post-processor. The destination file will exist as an empty file, and the post-processor must overwrite it.

Post-processor environment variables

The following information is passed to the application in the form of Environment variables.

SRCFILE - The 8.3 format path and filename of the source image.

SRCFILENAME- The long source filename, excluding path and extension.

SRCFILEEXT - The extension of the source file (eg. TIF)

SRCFILEPATH - The long directory name of the source file.

DESTFILE - The 8.3 format path and filename of the destination image. This is created from the Accxes Indexer naming fields and settings.

DESTFILENAME - The long destination filename, excluding path and extension.

DESTFILEEXT - The extension of the destination file (eg. TIF)

DESTFILEPATH - The long directory name of the destination file.

PROFILE - The name of the Accxes Indexer settings profile in use.

FIELDQTY - The number of index fields in use.

FIELDNAME_n - The name of the nth index field. (n the number 1 to 10)

FIELDVAL_n - The contents of the nth index field. (n the number 1 to 10)

A knowledge of the use of environment variables is required to create external post processors. As the following section shows, the simplest way of implementing a post processor is often with a Batch file. There are many good, free, sources of information on the use of environment variables available on the internet which may be consulted.

Example uses of post-processors

Two sample external post processors are included with Accxes Indexer. These may be found in the Support folder in the installation location. On a standard install this is normally:

C:\Program Files\Xerox\DocuWide Qseries\DocuWide Accxes Indexer\Support

The following sections provide further information on the samples.

Exporting documents using CSV files

Most document management packages have a method of importing documents and their details. A popular method for this is using Comma Separated Value files, to provide details of a document filename and its attributes.

This example creates a CSV file of index information with each document in the destination folder.

The post-processing fields must be configured to use MakeCSV.BAT.

- In the Name field, type:
- CSV
- In the Command field, use the browse button to locate MakeCSV.BAT in the Support folder as detailed above.
- Leave the Options field blank.
- Leave the Extension field blank.

In the Accxes Indexer indexing window, the Type drop down list will now contain an entry called CSV. If this is the first post-processor entry, it will automatically be selected. When a document is accepted, a CSV file of the same name will be created in the destination directory. This can be opened with an application such as MS Excel to examine the results.

The MakeCSV.BAT file can be viewed and modified with a text editor such as Notepad. The file includes comments to assist in changing its operation.

Email the document with Microsoft® Outlook®

For security reasons many Email applications, including Microsoft Outlook have reduced their MAPI capability for attachments. This can prevent the email icon in Accxes Indexer being used to send an email.

An alternative method is to create a post processor to send the email. Most Email applications support command line options for this. This example shows how it may be achieved with Microsoft Outlook 2000 or 2003.

The post-processing fields must be configured to use OutlookEmail.BAT.
- In the Name field, type:
  Email
- In the Command field, use the browse button to locate
  OutlookEmail.BAT in the Support folder as detailed above.
- Leave the Options field blank.
- In the extension field enter PDF, to all files are sent in PDF format.

In the Accxes Indexer indexing window, the Type drop down list will now contain an entry called Email. If this is the first post-processor entry, it will automatically be selected.

For this post processor to work correctly, Field 6 should be configured with the name 'Email Address' with a ! character at the beginning of the filter to prevent the email address being used in the filename.

When a document is accepted, Microsoft Outlook is opened with a new Email message, to the address entered in Field 6 with a PDF of the viewed document attached.

The OutlookEmail.BAT file can be viewed and modified with a text editor such as Notepad. The file includes comments to assist in changing its operation. It may be necessary to edit the file and change the path of the Outlook.exe executable file.

This is example may also be used as a starting point for configuring other Email clients for use with Accxes Indexer.

Reasons tab

Overview

The Reasons tab is used to create up to 24 reasons that can be selected and entered in the log file, when rejecting scanned images during indexing.

To reject a scanned image, the reject button is selected in the Accxes Indexer main indexing window. Providing at least one reason is configured in the Reasons tab, a drop down box appears to prompt the user to select a reason for rejecting the scanned image. The user can also enter a different reason at that point.

The image will be sent to the Reject folder, which is set-up as specified in the section entitled: Destination Tab. A text log file lists the name of the scanned image together with the reason for rejection. The section entitled: Advanced Tab details how to set-up the log file.

How to set-up reject reasons

Select the Settings menu in the Accxes Indexer indexing window. Select the Reasons tab and use the drop down field to select the number of rejection reasons. Type the required reason into each field that appears.

All settings must be saved to a Profile or they will be discarded.

Advanced tab

Overview

The Advanced tab is used to configure the following:

- Third-party Raster Editor (refer to Appendix E for information on how to configure third-party applications as an editor)
- Xerox Wide Format Accxes-based printer for check-prints; this is not the same as setting up automatic check-prints as detailed in the section entitled: Post-Processing Tab
- Multipage Support
- Log file

Enable editor

Accxes Indexer can be set to use some third-party raster editors. The Edit button in the Accxes Indexer indexing window will only be present if an editor has been selected.

Place the cursor in the Enable Editor check box and in the Path field, browse to the executable file that Windows uses to start the raster editor.

When viewing a scanned image in the Accxes Indexer indexing window, the user can select the Edit button to open the image in the raster editor. Changes can be made to the image file and be saved. Closing the raster editor will view the image back in the Accxes Indexer indexing window.

> ### Note
>
> The edit button will not be available if the image was scanned in preview mode. See Appendix B on page B-1 for more details on preview mode.

Enable printer

> ### Note
>
> Checkprints are currently only supported on Accxes-based Xerox Wide Format printers.

Accxes Indexer can be configured to request a print of an image currently viewed during the indexing process. This is useful to clarify any uncertainty of scanned image quality before the image is accepted.

Check the Enable Printer check box and in the Path field edit the following text:

lpr -SAccXESAddr -Praw

Change Accxes Address to the TCP/IP address of the Accxes-based printer so that the line of text reads as shown in the following example:

lpr -S 10.1.5.21 -Praw

Multi-page support

Accxes Indexer can be set-up to create multi-page TIFF documents from individual scanned images.

Check the Multi-Page Support check box and save all the settings to a profile that identifies the Multi-page selection.

When creating multi-page documents during indexing, a new field appears in the main indexing window. The value of this field increases as each image is indexed into the final multi-page document.

When the first image is indexed, another button will appear in the main indexing window called [New]. This allows the user to determine when to begin a new multi-page document. When the [New] button is checked, the page number field will revert to 1 and the [New] button will disappear until the next image has been indexed.

If post-processors are enabled they will only be executed when the new button is checked.

When using multi-page mode, closing Accxes Indexer, entering the settings menu, or changing profile, will also have the effect of checking the new button.

Enable reporting

Accxes Indexer can be set-up to create a log file to report the path and filename details of all scanned images. Rejected images will also contain the reason for rejection in the log file.

The log file records the data in a comma delimited format which may be processed by third-party programs such as Microsoft Excel and can be used to import the data, as well as the image, into some document management systems.

Check in the Enable Reporting check box and in the Path field, browse to the directory in which you wish to create the log file.

In the Select a Report File window, type a name such as QILog.csv in the filename field and select [Open].

PDF/A-1b

This feature provides for the long-term preservation of the visual appearance of electronic documents including scanned documents. On the **Advanced** tab in Accxes Indexer Settings, PDF/A-1b enablement is available. Once enabled all PDF files will be generated as PDF/A-1b compliant electronic document. One major benefit of this is when indexing, if a PDF file has metadata entries matching index field names, these fields are automatically populated.

Uninstalling the Accxes Indexer

Note

Uninstalling Accxes Indexer will leave the following:

- Indexed image files.
- The directories created for containing the indexed images.
- The log file

To uninstall the Accxes Indexer:

1. Select Start > Settings > Control Panel > Add/Remove Programs.
2. In the software list, select Xerox Wide Format FreeFlow Accxes Indexer. Check the [Add/Remove] button.
3. The Accxes Indexer removal program will come open. Check [OK] to confirm.

Uninstalling Accxes Indexer on a Windows 7 computer

Perform the following steps:

1. Select Control Panel > Programs.
2. In the software list, select Xerox Wide Format FreeFlow Accxes Indexer. Check the [Add/Remove] button.
3. The Accxes Indexer removal program will come open. Check [OK] to confirm.

Uninstalling Accxes Indexer on a Windows Vista computer

1. Select Control Panel > Remove Programs.
2. In the software list, select Xerox Wide Format FreeFlow Accxes Indexer. Check the [Add/Remove] button.
3. The Accxes Indexer removal program will come open. Check [OK] to confirm.

Escalations

To aid problem investigators, Accxes Indexer logging can be enabled. Once enabled, the information is logged in a text file. When escalating an issue or problem, include as much information as possible in the report, such as:

- A description of the problem and how to reproduce it
- Any settings export file
- Any sample documents which identify the issue
- Any log file

Enable logging

Note

Logging should only be enabled when recommended by Xerox support representatives, as continuous use of this feature will cause the system to run slowly and will quickly use up hard disk space.

To enable logging, perform the following:

1. Creating a new folder like c:\logs.
2. On the computer's desktop, create a shortcut to Indexer.exe.
3. Right click the shortcut and select Properties.
4. Using the space key on the computer's keyboard, add a space at the end of the target.
5. Using the keyboard, enter **--XSHOWLOG c:\logs\Accxesindexer.log**

   ### Note

   Use of spaces in the name should be avoided.

6. Select OK to save.

   ### Note

   Each time Accxes Indexer is launched from the shortcut, and while Accxes Indexer is running, the logging information is captured using this shortcut. The log file can be deleted and re-created at any time.

Disable logging

To disable logging, perform the following:

1. Right click on the shortcut to Indexer and select Properties.
2. Remove from **--XSHOWLOG c:\qindexerlog.log** the target.
3. Select OK to save.

Accxes Copy

3

Accxes Copy overview

FreeFlow Accxes Copy prints color calibrated copies of scanned documents.

Accxes Copy allows the user to:

- View the currently selected image (Viewer feature)
- Show thumbnails of a scanned document (Preview Pane)
- Displays whether or not a scanner is connected (Scanner Status)
- Displays the size of the currently selected document (Document Size feature)
- Selects an area of the image that can be printed (Area of Interest feature)
- Check what image data has been captured (Low Resolution Zoom feature)
- Sets the Printer, Size, Scale, Quality, & Copies (Low Resolution Zoom feature)
- Prints the currently scanned/viewed image
- Scan to PDF file with PDF/A-1b compliance

  Note

  You will need Adobe® Acrobat® Reader™ to view PDF® documents. Download a free copy from the Adobe Web Site **http://get.adobe.com/reader/**.

Accxes Copy quick set up

After the Accxes Copy application is licensed, Accxes Copy automatically launches the configuration tools. This chapter provides step-by-step instructions for quickly setting up and using Accxes Copy, including the configuration of Xerox and non-Xerox printers.

Managing Xerox 7142 printers

Note

If Accxes Copy is being used with a Xerox 7142 printer, perform the activities in this section. For ALL other printers, refer to

Once licensed, the Accxes Copy application launches these options: Manage Printers and Add Printer.
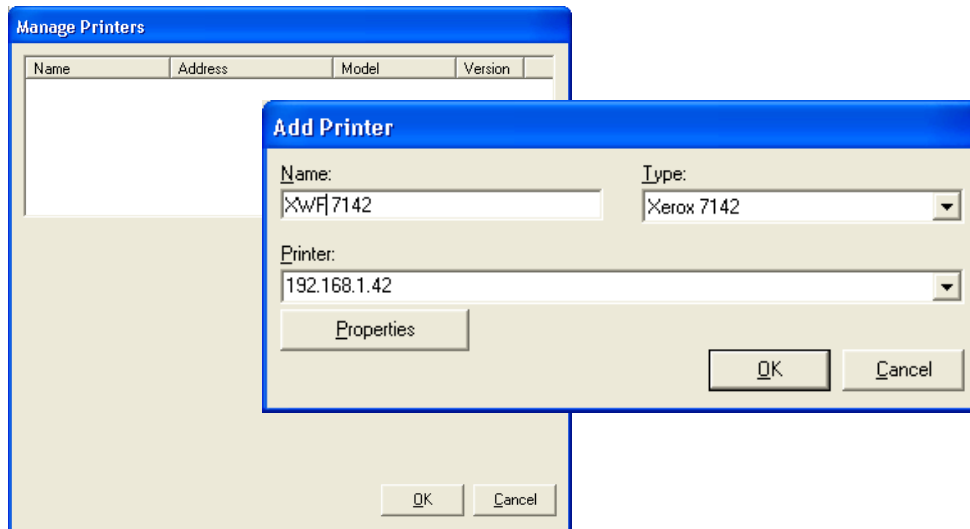
Note

The **Manage Printers** and **Add Printer** options is also accessed from the **Options** menu from the Accxes Copy User Interface.

To add the Xerox 7142 printer, perform the following:
1. Click Options > Manage Printers > New.
2. Enter a name for the 7142 printer such as XWF 7142.
3. In the **Type** pull-down field, select Xerox 7142.
4. In the **Printer** field, enter the TCP/IP address of the Xerox 7142.

5.   Select [Properties].
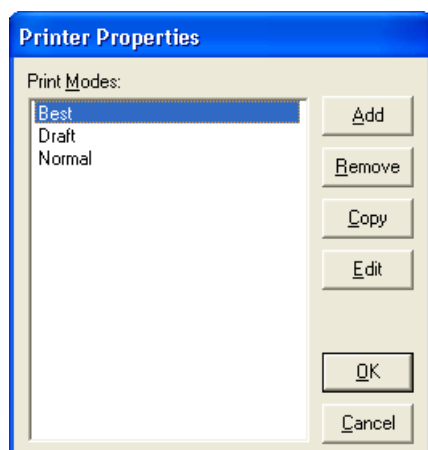
a.   Accxes Copy automatically creates the print driver and three default print modes.

b.   The **Printer Properties** window displays the three default print modes listed as Best, Draft, and Normal.

•   These three print modes match the names of the print quality modes that are available for use when making copies in the main Accxes Copy window.

•   These modes can be edited, removed, and added depending upon customer requirements.

6.   Continue to

Print Mode Configurations

The following print mode options are configured by default and the settings are listed for information only. It is only necessary to adjust these settings if the defaults do not work well with the media being used on the printer. For example, if a Satin or Gloss media is used, a new mode should be created with suitable options selected.

Best

7.   Select **Best** and select [Edit] to open the Xerox 7142 Printer Preferences.

•   Check/edit the following selections within the Xerox 7142 Printer Preferences:

a.   In the **Basic** tab

•   Plot Direction - Landscape

•   Media Type - Coated Media

b.   Select [Advanced]

•   Output Quality Output Mode - 720dpi

•   Output Quality Data Resolution - 540dpi

•   Jet Direction - Bi-Direction

•   Pass - 4 Pass

•   Effect - Super Fine & Wave

•   Color Management - Handled by Driver enabled

•   Variable Dot - Enabled

•   Dither - Error Diffusion (Lines) enabled

   c.   Select [OK] to close the **Advanced Printer Properties**.

   d.   Select [OK] to close the **Printer Preferences** window and return to the Accxes Copy Printer Properties window.

8.   Continue to the Draft section.

Draft

9.   Select **Draft** and select [Edit] to open the Xerox 7142 Printer Preferences.

10. Make the following selections within the Xerox 7142 Printer Preferences:

   a.   In the **Basic** tab

- Plot Direction - Landscape
- Media Type - Plain Paper

   b.   Select [Advanced]

- Output Quality Output Mode - HS360dpi
- Output Quality Data Resolution - 180dpi
- Jet Direction - Bi-Direction
- Pass - 1 Pass
- Effect - None 1
- Color Management - Handled by Driver enabled
- Variable Dot - Enable
- Dither - Error Diffusion (Lines) enabled

11. Select [OK] to close the **Advanced Printer Properties**.

12. Select [OK] to close the **Printer Preferences** window and return to the Accxes Copy Printer Properties window.

13. Continue to the Normal section.

Normal

14. Select **Normal** and select [Edit] to open the Xerox 7142 Printer Preferences.

15. Make the following selections within the Xerox 7142 Printer Preferences:

   a.   In the **Basic** tab

- Plot Direction - Landscape
- Media Type - Coated Media

   b.   Select [Advanced]

- Output Quality Output Mode - 360dpi
- Output Quality Data Resolution - 360dpi
- Jet Direction - Bi-Direction
- Pass - 2 Pass
- Effect - Fine & Wave 1
- Color Management - Handled by Driver enabled
- Variable Dot - Enable
- Dither - Error Diffusion (Lines) enabled

16.   Select [OK] to close the **Advanced Printer Properties**.

17.   Select [OK] to close the **Printer Preferences** window.

18.   Select [OK] to close the **Printer Properties** window.

19.   Select [OK] to close the **Add Printer** dialogue to return to the **Manage Printers** window.

From the **Manage Printers** window and with the new printer created and highlighted, the default roll size is visible in the **Available Page Sizes** field: Roll_A0.

Note

For the purposes of this installation, it is recommended that you use a good quality coated CAD media or better and A0/36 in. (841mm) wide. If a good quality media is not available, the best possible copy quality may not be achieved.

If the currently loaded media roll is not an A0/36 in. roll complete the following activities:

a.   Alongside the **Available Page Sizes** field, select [Add] to open the list of possible page sizes.

b.   Select a roll size that is installed in the printer and select [Ok].

Note

It is imperative that you identify the exact roll size loaded in the printer to ensure correct orientation of printing.

20.   Select [OK} to close the **Manage Printers** window

21.   Continue to

Adding PDF as a printer type

PDF as a printer type allows the user to scan-to-file with full support of color controls and scaling. All files are PDF/A-1b compliant.
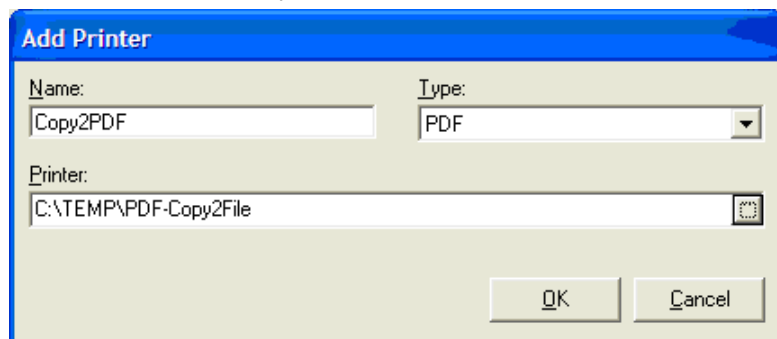
To create/setup a PDF printer type, perform the following:

1.   Click on Options > Managed Printers > New (button).

2.   Select PDF from the **Type** drop-down box.

3.   Enter an arbitrary name in the **Name** field.

This name will become selectable from the Accxes Copy main User Interface (UI) **Printer** drop-down box.

4.   Enter an existing directory name in the **Printer** field.
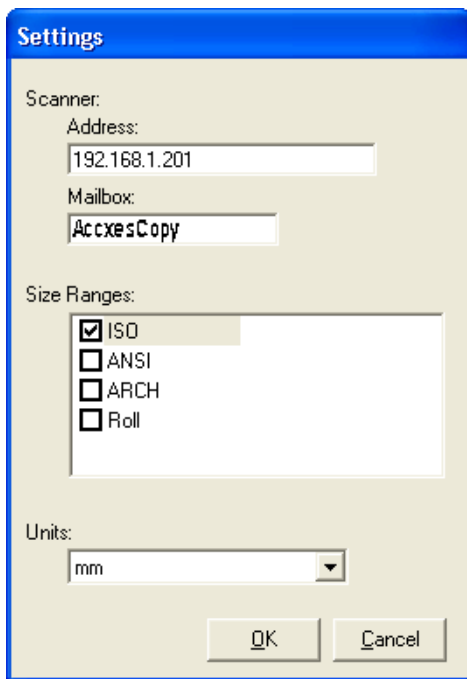
This will be the name of the directory where scanned images will be stored. The **Quality** field on the Accxes Copy main UI will show PDF. When an image is scanned and displayed in the viewer and the Copy (green) button is pressed, the file will be stored as a PDF/A-1b compliant file in the directory that was specified.

Scanner settings

Once a printer is configured, you can set-up the various settings that work with the Xerox color scanner. This can be done at the current time or at a later date.

Note

The scanner Settings window is also accessed from the Options > Settings menu on the Accxes Copy User Interface.

1. Enter the **TCP/IP** address of the Accxes controller that is connected to the scan system from which the scanned images are obtained.
2. Enter the following name of the mailbox/directory: **Accxes Copy**.

   ### Note

   This name is case sensitive and must match exactly the same mailbox/directory name used at the scanner.

3. Uncheck the sizes you do NOT require.

   Do NOT uncheck any sizes that will be used with the system; typically these are only ISO sizes.
4. Select the desired **Units** (mm, cm, or inches).
5. Select [OK] to close the scanner **Settings** window.

   The Accxes Copy User Interface opens. Familiarize yourself with the Accxes Copy User Interface; for detailed information, refer to User Interface (UI) overview on page 3-8.

Managing non-Xerox printers

Once licensed, the Accxes Copy launches these options: Manage Printers and Add Printer.

Notes

- Ensure that a suitable print driver for the desired printer is installed on the computer that is hosting Accxes Copy.
- It is recommended that you use a good quality coated CAD media or better and A0/36in. (841mm) wide or ArchD (24 x 36 in.) wide. If a good quality media is not available, the best possible copy quality may not be achieved.
- The Manage Printers and Add Printer windows can be accessed from the Options menu on the Accxes Copy User Interface.

For further details, please refer to the documentation provided by the printer manufacturer.

User Interface (UI) overview

The primary focus of Accxes Copy, in its default configuration, includes:

- Copying technical documents, maps, line drawings, and color markups
- Obtaining a white, black output with no loss of light colors
- Obtaining an acceptable output result with the first scan

Refer to Appendix F, Accxes Copy image editing guidelines on page F-1 for more information.

After the printer and scanner settings have been configured, the application will launch as shown in the image below (To aid clarification, this example also includes two images and the Sets Build option has been enabled from the Options menu):

Accxes Copy Main User Interface: The following illustration is a representation of what a user *may* see on the main menu

This is the currently selected image

This is the Preview Pane and it displays the currently scanned documents

This is visible only when used to build sets.

This is the main view of currently selected image

These are selected Printer & Copy Controls

Use these buttons to add or remove documents from the set

Use these buttons to add or remove documents (removing also deletes them from the scan system)

- While viewing an image, an Area of Interest (AOI) can be selected by using the left mouse button to select and drag around the part of the image you wish to print. The AOI is deselected by a right mouse click.
- While viewing an image, holding down the right mouse button will provide a low resolution zoom to check captured image data.
- Once the Accxes Copy application has started and you are familiar with the User Interface, continue with the next task in the section entitled, "Color Calibration."

Auto Copy

The Auto Copy feature can be checked on the **Options** menu, which will cause scans to process automatically with the current settings.

Saving a template with Auto Copy enabled causes Accxes Copy to check a mailbox with the same name as the template, and automatically processes any files from the mailbox with the settings in the template. Images will be deleted automatically after successful processing.

PDF printer type

This printer type allows the user to scan-to-file as a PDF. This printer type provides full support of color controls and scaling. All PDF files are PDF/A-1b compliant.

Color calibration

Once Scanner connectivity and at least one suitable printer, together with the required print mode(s), have all been established, the Color Calibration can be performed.

⚠️ **WARNING:** It is important to note that a calibration is only relevant for one printer, the currently loaded media and the currently selected Accxes Copy print mode. Color calibration must be performed for each available Accxes Copy print mode. (For example: Best, Normal and Draft for the 7142) and any change in media type as backgrounds can vary. Once completed, the correct calibration will automatically be available for the chosen Accxes Copy print mode. If no calibration is available for a chosen print mode, the 'Use Calibration' menu item will be grayed out. While calibrating, be sure to complete the current calibration process before making any changes to the print mode.

• Before you start, ensure the printer is working correctly with no nozzles missing and loaded with a suitable media stock identified and configured for use in the printer set-up as covered earlier in this documentation. It is strongly recommended that the printer is loaded with a good quality coated CAD media or better in order to demonstrate the capabilities of the software.

• Next, ensure the scanner is clean and working correctly.

• From the Accxes Copy UI, ensure the printer is selected.

• From the Accxes Copy UI, ensure the required print mode is selected from the 'Quality' drop down field in the lower right of the application. For the Xerox 7142, it is recommended that you start with 'Normal'.

- From the Accxes Copy UI, select Options > Print Calibration Chart. The calibration chart will print as per shown in the example below:

A4 Calibration Chart
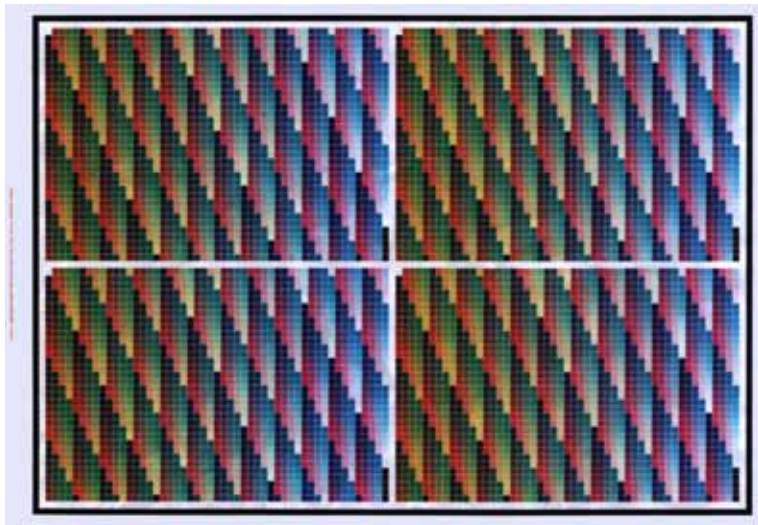
A2 Calibration Cart

Notes

- For small format printers, the calibration chart will print an A4 size chart. For printers that support A2 or larger, An A2 chart will print. A2 charts will provide slightly better accuracy for the calibration.
- Once the calibration chart has been printed, it needs to be scanned back into the system using the correct scan settings. The scanner settings will depend upon the Xerox scanner model in use.
- First refer to the section in this document entitled, 'Xerox Scanner - Recommended Scan Settings' and select the recommended scan settings for your scanner. Then return to the next point in this section to complete the color calibration.
- Having chosen the relevant scan settings, ensure Accxes Copy is selected as the correct mailbox/directory name and scan the calibration chart. The document can be fed into the scanner either way around as the software will detect it accordingly.

Following a short pause while the scan is transferred to Accxes Copy, a preview of the calibration image will appear in the left preview pane of the Accxes Copy UI. Select the preview so that it is visible in the main Accxes Copy window.

- From the Accxes Copy UI, select the Options menu.
- In the Options menu, select 'Read Calibration Chart'. You will see a status bar appear as the calibration is performed. The entire process may take approximately one to two minutes, or more depending upon scan resolution and PC specification.

  Note

  As well as the color calibration, there are also color controls for further enhancement of the image. These controls are disabled during the calibration process but are available for use together with the calibration when making copies. Further detail of these controls is provided in the section in this document entitled, 'Accxes Copy - Test Configuration'.

- Once the Calibration is finished, the 'Use Calibration' option should be checked. See/Check this from the Options menu in the Accxes Copy UI and view the effect on the calibration chart.

  Note

  If the scanned calibrated image in the Accxes Copy UI appears skewed or vastly different in background color, a blurred image, etc. Or if the resultant copy exhibits poor quality, check the calibration file to ensure the process has been completed successfully. In order to do this, perform the following activities:

- Leave the calibration process with the currently calibrated file in Accxes Copy unchanged.
- On the PC hosting Accxes Copy go to Start > Run
- Enter %temp% and select [OK].
- In the window that opens, navigate to the following directory and locate the file called Last Calibration End.jpg:
  - Xerox FreeFlow Accxes> Xerox FreeFlow Accxes Copy > Last Calibration End.jpg
- Double click the file in order to view the image.
- Check that the file views as shown in the example below.
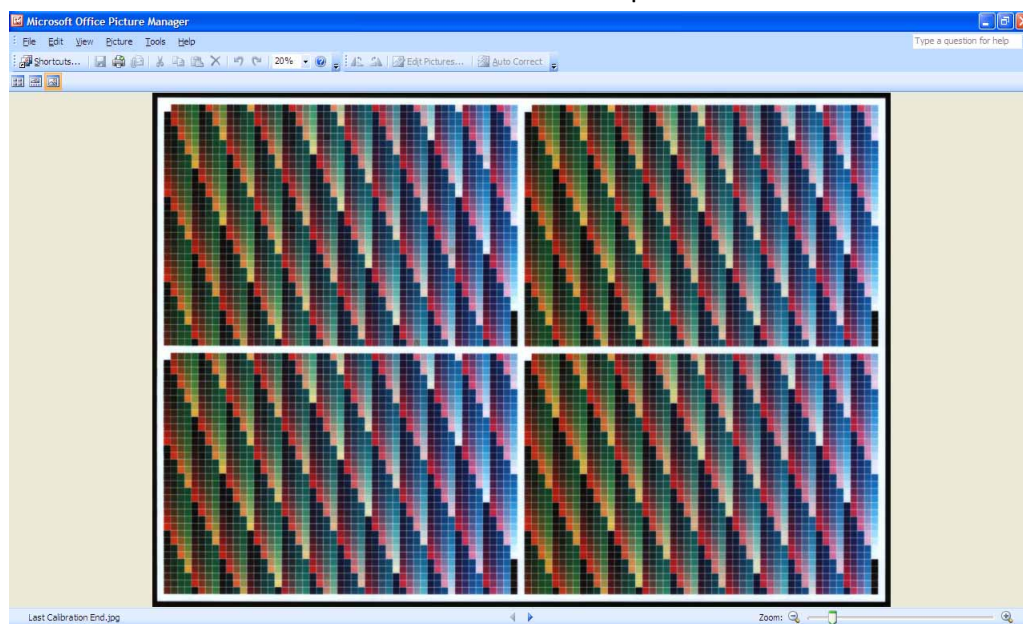
- While viewing the large black border, check that the image is not skewed and check that all white areas outside of the border have been cropped.
- If the image does not view as shown in this example or if in any doubt, repeat the scan and ensure the new scanned image is highlighted when selecting Read Calibration in the Options menu.
- If the calibration sheet you are scanning was printed with nozzles missing, lines, skewed or unwanted ink marks inside and/or outside the black border perform the following:
  - Ensure the printer is printing correctly and repeat the Print Calibration task
  - Scan in the new printed image
  - Highlight this new image
  - Select Read Calibration from the Options menu to complete a new calibration.

  Note

  When performing a new 'Read Calibration', it will replace any existing calibration file for the currently selected print mode.

With the first calibration completed, further print modes can be calibrated or recalibrated as follows:

- Change the print mode to select one for which you need to perform a calibration or to select a print mode that you wish to re-calibrate.
- From the Accxes Copy UI, select Options > Print Calibration Chart. The calibration chart will print using the selected print mode.
- Using the correct scan settings, scan the new calibration print.
- From the Accxes Copy UI Options menu, select 'Read Calibration Chart'. You will see a status bar appear as the calibration is performed. The entire process may take approximately one to two minutes, or more depending upon scan resolution and PC specification.
- Repeat the process until all print modes have been printed and calibrated. For the Xerox 7142 this will include Best, Normal and Draft.
- The system is now ready to be tested as explained in the section in this document entitled, 'Accxes Copy - Test Configuration."

  Note

  Color Calibration does not guarantee color accuracy and for some documents the best results may be obtained by turning off the 'Use Calibration' option. Color accuracy/quality is directly affected by the media type loaded in the printer, print mode options, scan mode options and Accxes Copy color options. Experimentation will be required to obtain the best results.

Recommended scan settings for Xerox scanners

This section details the scan settings recommended for each of the Xerox scanner models that can be used with Accxes Copy.

Xerox Wide Format 6604 Solution™/6605 Solution™

When using the Xerox 6604/6605 with the color enabled scanner, the following settings are recommended for both color calibration and copying:

- At the scanner, configure a new Mailbox at the scanner with exactly the same name as that entered in the Mailbox field of the Accxes Copy scan settings. In this set-up the Mailbox name is, Accxes Copy. This name is case sensitive.
- In the Scan to Mailbox tab, set the following options:
  - Rendering: **Color 24-bit**
  - File Format: **Jpeg**
  - Original Document Type: **Text/Photo**
  - Compression: **Best Image Quality**
- In the Image Quality tab, set the following options:
  - Density: **0**
  - Contrast: **0**
  - White Point: **0**
- In the Advanced Settings tab, set the following options:
  - Preview: **Disabled**
  - Resolution: **300dpi** (Any higher can be used but will severely slow down calibration and printing. It will also slow down the memory resources on the computer hosting Accxes Copy.)
- Save all the above options to a template and call it Accxes Copy. This will make recalling of the necessary features simpler when next used.

Xerox Xerox Wide Format 6279® Printer/6622™ Printer

When using the Xerox 6279/6622 with the color enabled scanner, the following settings are recommended for both color calibration and copying:

- At the scanner, configure a new Mailbox at the scanner with exactly the same name as that entered in the Mailbox field of the Accxes Copy scan settings. In this set-up the Mailbox name is, Accxes Copy. This name is case sensitive.
- In the Scan to Mailbox tab, set the following options:
  - Rendering: **Color 24-bit**
  - File Format: **Tiff / Single - page**
  - Original Document Type: **Photo (Halftone)**
  - Compression: **Packbits**
- In the Image Quality tab, set the following options:
  - Density: **0**
  - Contrast: **0**
  - Sharpness: **0**
  - Background Suppression: **Off (Disabled)**
- In the Advanced Settings tab, set the following options:
  - Preview: **Off**
  - Resolution: **300dpi** (Any higher can be used but will severely slow down calibration and printing. It will also slow down the memory resources on the computer hosting Accxes Copy.)
  - Color Space: **Standard** (**Do not use Adobe**)
- Save all the above options to a template and call it Accxes Copy. This will make recalling of the necessary features simpler when next used.

Xerox Wide Format Scan System

When using the Xerox Wide Format Scan System with color enablement, the following settings are recommended for both color calibration and copying:

- At the Xerox Wide Format Scan System, ensure the directory name used when selecting scan mode is exactly the same as the name entered in the Mailbox field of the Accxes Copy scan settings. In this set-up the Directory name is, Accxes Copy. This name is case sensitive.

- In the scan mode, set the following options:
    - Rendering: **Color**
    - Preview: **Off**
    - File Format: **JPEG**
    - Compression: **BEST IQ**
    - Resolution: **300dpi** (Any higher can be used but will severely slow down calibration and printing. It will also slow down the memory resources on the computer hosting Accxes Copy.)

- From the Menu button, go to CONFIGURATION > IMAGE ENHANCEMENT and set the following option: ColorIQ: **NONE**

    ### Note

    When viewing the menu that contains the ColorIQ setting, you will also notice an option for Dynamic Background Removal. Ignore the menu setting here because when scanning in, this is automatically disabled.

- Save all the above options to a template. This will make recalling of the necessary features simpler when next used. Note that templates cannot include the menu change made to the ColorIQ option, so ensure the customer is aware of changing this manually.

Accxes Copy test configuration

- Ensure the Accxes Copy application is started, the scan system and printer are powered on and working correctly with a good quality media loaded in the printer. (This should be the same media used in the color calibration task covered earlier.)

- At the scanner, enter the correct Mailbox/Directory name and scan modes for your scanner as identified in the section in this document entitled, Xerox Scanner - Recommended Scan Settings.

- Scan a document of the type that is typically used for producing color copies.

- Following a short pause depending upon network connectivity and file size, a preview of the document will appear in the Accxes Copy preview pane. If this is the first document, it should also appear in the main view of the Accxes Copy UI. If not, simply select the document in the preview pane in order to select it.
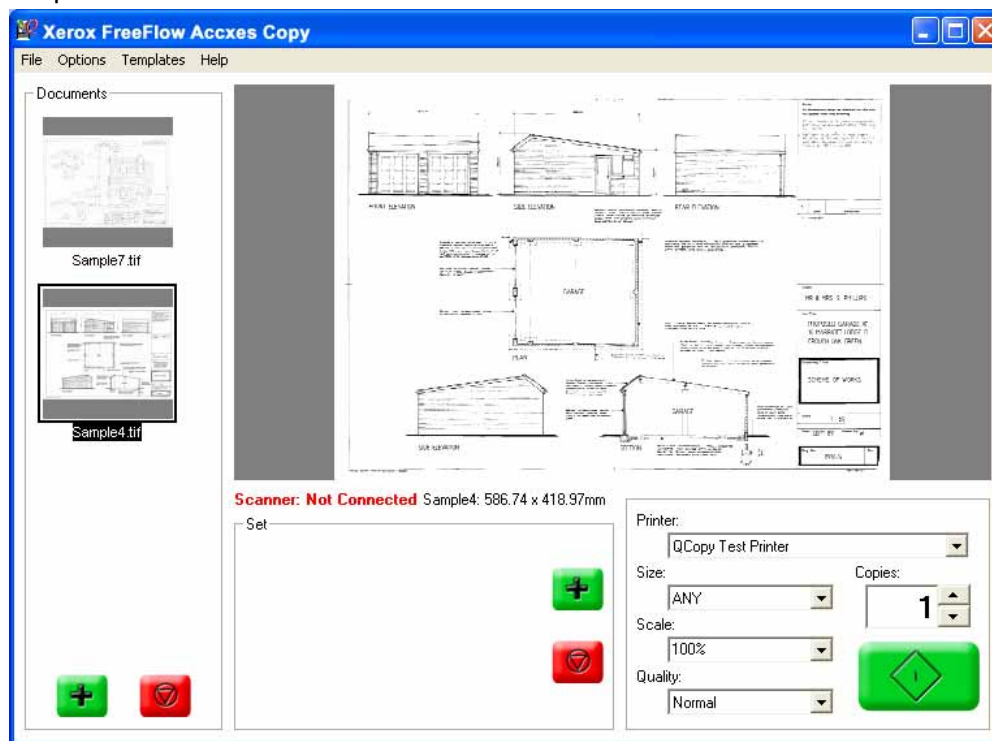
Notes

- A major benefit of Accxes Copy is that having made the initial scan, the document need not be scanned again when choosing different print modes, quality settings, output sizes and templates.

- Depending upon the document type, the use of templates is recommended. Example templates are listed later in this section and should be configured now, before continuing this test.

With the required image in the main view of the Accxes Copy UI, it is now that you make selections for output quality, color controls and whether to use calibration and templates if available.

• Select a template according to the scanned document type.

• If your printer is a 7142, select 'Normal' as the Quality mode. If you have a non-Xerox printer, ensure you select a print mode for which you have completed a calibration.

• From the 'Options' menu, select 'Show Color Controls' in order to display the Color Adjustment window, pictured below. The selections in the Color Adjustment window will display those that were configured for the template. Manual adjustment can still be made if required.

Note

Any selections made within the Color Adjustment window will be used during the copy process, whether the Show Color Controls option is enabled or not.
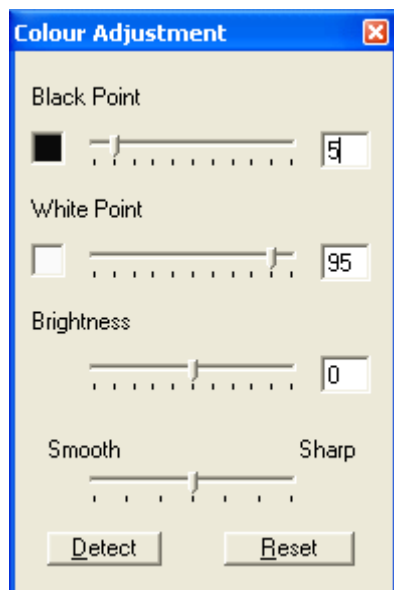
Having completed a print, if you wish Accxes Copy to make a suggested adjustment for your document, select [Detect] and allow a couple of seconds for the software to react. Accxes Copy will make an automatic adjustment based upon what it determines to be the preferred black and white point.

You will notice other settings are available for Brightness and Sharpness. Experimentation is required to observe the effect of changes made here.

• In the Size drop down window, ensure the option is set to 'ANY' and in the Scale drop down window, ensure the option is set to 'Auto'.

• Select the green print button and wait for the print process to complete.

• If you have a Draft mode available, change the print output quality to 'Draft'.

• In the Color Adjustment window select [Detect].

• Select the green print button and wait for the print process to complete.

• If you have a Best mode available, change the print output quality to 'Best'.

• In the Color Adjustment window select [Detect].

• Select the green print button and wait for the print process to complete.

- Compare all three copies to the original to determine the difference that can be made by using the various print output quality options.
- Select the Normal print mode and make at least two further copies to check/demonstrate reduction and enlargement. Select the required output size in the Size drop down field and select 'Auto' in the Scale drop down field.
- This concludes the Standard Installation for Accxes Copy.

Accxes Copy templates

When making copies, the color controls will have a direct impact on the copy quality and it is important to understand that experimentation will be required in order to achieve the best results from various document and media types. This section includes some sample templates based upon observations made during various tests and will provide a good starting point.

Default template information

When using the default template in conjunction with Auto Copy mode, keep the following information in mind:

- If a Default template is defined, these settings will be used each time Accxes Copy is started. The first template saved will automatically become the default, but this can be changed in the Manage Templates window.
- If a template is saved with Auto Copy enabled, any scans to a scanner mailbox with the same name as the template (case sensitive) will automatically be processed using the settings in that template, and then deleted. This is useful to simplify common copying options directly from the scanner UI. For example by having mailboxes and templates called CsizeCopies and DsizeCopies with the appropriate scaling options.
- It is recommended that the default template does not have the auto copy option selected, as this will cause automatic printing of all scans in the mailbox every time Accxes Copy is restarted.

Before proceeding

Before proceeding, consider the following notes:

Color Calibration:

> This is a useful tool and would usually be preferred for accuracy. However, it can be switched off and this may produce a preferred neutral effect on gristles in solid area fills.

Adaptive White Point:

> When scanning different media, the media white points can vary and the scanner can detect such changes as background that may also be biased blue or pink. Closed loop calibration ensures any detected background on the calibrated media is forced to white. However, you may have an instance where the document you wish to copy contains light areas of image and has a white point lighter than the printed media, which has been calibrated in Accxes Copy. Using closed loop calibration there is a risk that light areas of image on the lighter document may be removed when printing to a media with a lower white point. In such cases, turning Adaptive White Point on, will produce a document with more background, but with the lighter areas preserved. In such cases, the user can make further manual adjustments to white and black point to further enhance the copy.

Color Controls (Incorporating Black Point, White Point, Brightness and Sharpness):

> Within the controls, there is a 'Detect' button. Using this button is useful for checking recommended Black and White points as detected by the software and helps check whether the detected settings are vastly different to the recommended settings listed below. In addition, a small Sharpness adjustment is recommended to enhance overall copy quality.

The Calibration, Adaptive White Point and Show Color Controls options are located under the Options menu in the Accxes Copy UI.

In order to create templates perform the following activities:

- Select the required options as detailed below.
- Select 'Add' from the Templates menu in the Accxes Copy UI.
- Enter the name for the required template (For example: Lines and Text, Maps, etc.) and select [OK].
- In order to use the template, select the name of the template you require from the Templates menu from the Accxes Copy UI. You can still make manual changes to black point, white point, print modes, etc.

Example Accxes Copy templates

Mark-ups and Line Drawings when using the Xerox Wide Format Scan System

- Use Calibration: **Checked**
- Adaptive White Point: **Checked** (But dependant upon specific document and copy media white points)
- Black Point: **25**
- White Point: **100**
- Sharpness: **+1**

Maps when using the Xerox Wide Format Scan System

- Use Calibration: **Checked**
- Adaptive White Point: **Un-checked** (But dependant upon specific document and copy media white points)
- Black Point: **0**
- White Point: **100**
- Sharpness: **+1**

Mark-ups and Line Drawings when using the Xerox 6604/6605 and Xerox 6279/6622

- Use Calibration: **Checked**
- Adaptive White Point: **Un-checked** (But dependant upon specific document and copy media white points)
- Black Point: **11**
- White Point: **96**
- Sharpness: **+1**

Maps when using the Xerox 6604/6605 and Xerox 6279/6622

- Use Calibration: **Checked**
- Adaptive White Point: **Un-checked** (But dependant upon specific document and copy media white points)
- Black Point: **3**
- White Point: **95**
- Sharpness: **+1**

Appendix A

A

Scanning documents on the Xerox Wide Format Scan System

The Xerox Wide Format Scan System is usually defaulted to produce copies. To produce a scanned image file, the operator must press the [Mode] button on the scanner control panel. For standalone scanners, the default will be scanning.

The control panel displays the last directory used to store scanned images. (This is the directory on the Accxes controller used to spool the scanned image.) Whatever is entered here must be exactly the same as what must be typed in the Directory field in the Source tab within the Settings menu of Q-Indexer. This text is case sensitive in both the scanner and Accxes Indexer.

The operator can either accept this directory on the scanner by pressing the [Enter] button; or a new directory can be selected by using the alphanumeric keypad on the scanner control panel. Remember this must be matched in the Accxes directory field of Accxes Indexer.

The [Next] and [Previous] buttons on the scanner are used for either going back or forward a space. The [Next] button must be used to move the cursor on a space if two adjacent characters have to be entered using the same alphanumeric button. For example: 00 or AA, AB, etc. Some of the quality settings on the scanner can be selected for use when scanning a document to file. For example: Mirror, Invert and Contrast. The scanner uses Dynamic IQ, different threshold settings, auto image size detect and auto centring. A full listing of the scanning options are explained in the scanner user guide.

The control panel displays the current resolution and can be changed to up to 600dpi depending upon the scan mode. Most archiving is produced at 200 dpi as this creates a good compromise between file size and quality.

The resolution can be changed by using the [Next] and [Previous] buttons. Scanning at 200 dpi can increase the scan speed on the scanner in some quality modes. For example: a scanner configured at 4 inches per second (ips) will increase in speed to 8 ips when scanning documents at 200 dpi in Normal mode.

For the most productive indexing, documents should be scanned long edge first (LEF - landscape orientation) and the title block trailing. With the correct settings as described in this guide, the title block will be automatically viewed within Accxes Indexer to aid fast indexing. Some documents, such as A0 can only be fed into the scanner short edge first (SEF). In this case, Accxes Indexer image tools can be used to rotate the image.

Scanning documents LEF on the Xerox Wide Format Scan System at a speed of 8 inches per second, combined with the versatility of Accxes Indexer, produces archiving at some of the fastest speeds possible.

Appendix B

B

Configuring the Xerox Wide Format Scan System for use with Accxes Indexer

Overview

The Xerox Wide Format Scan System provides several settings for creating scanned images and will depend upon the current firmware version. Full details of these settings can be found in the scanner User Guide. This appendix provides an overview of these settings and how they can affect scanning with Indexer.

The settings for each of the scan modes can be set individually. Access to these settings on the scanner varies depending upon the firmware version installed. The following will provide some basic understanding of the modes. For information on how to access these modes, please consult the user guide that came with the equipment, or the release notes relevant to any firmware upgrade that has been made.

The following modes are available with FreeFlow Accxes:

Line - 1-bit black and white. For example, black lines and pencil will be reproduced as black.

Normal - Uses simple thresholding to produce a monochrome file with some gray scale recognition. For example, black lines will be reproduced as black and pencil will be reproduced as gray scale.

Photo - 8-bit gray scale for monochrome photographs.

Color - 24-bit and Indexed Color options (Color enabled scanners only)

Preview Mode

The scanner has the capability of generating low-resolution image previews as well as the actual scanned file. Previews are normally enabled by default, and can be disabled by toggling the Preview check box in the scan mode settings of the scanner control panel.

If previews are enabled, Accxes Indexer will display the low-resolution preview, not the real scanned image. This is not normally desirable for monochrome scanning and should be disabled. However, in color scanning mode, previews can bring a great speed enhancement, as Indexer does not have to open the actual scanned image file, which will have a larger file size than monochrome images. If a previewed document is not saved, the image file will not be retrieved from the scanner, again saving time. See Appendix C on page C-1 for more details on color scanning configurations.

Note

In preview mode the initial view will always be of the whole drawing, and editing controls are disabled. The quality of the previews may not be high enough to read title block information. The actual image is retrieved from the scanner when the file is accepted, and a pause can be expected at this point (the status bar will display the current activity).

Appendix C

C

File formats

Accxes Indexer supports the following file formats:

Format/Compression	Read	Write	1bit	4bit	8bit	24bit
BMP	X	X	X	X	X	X
CALS	X	X	X			
EPS	X	X	X		X	X
CCITT G3 (Compression)	X	X	X			
CCITT G4 (Compression)	X	X	X			
HPGL, HPGL/2	X					
JPEG	X	X			X	X
Adobe PDF	X	X				
PostScript	X	X				
TIFF	X	X	X	X	X	X

The Xerox Wide Format Scan System produces the following file formats:

Line - Tiff

Normal - Tiff, PDF & CALS (PDF scanning is available as standard on the scanner. Printing PDF depends upon the PostScript option being installed on the Accxes controller.)

Photo - Tiff - Raw or Packbits compression

Color

    Tiff - Packbits (sRGB, Adaptive Contrast & None)
    Tiff - Index (CAD/GIS, Web, Perceptual & Default)
    Tiff - Index ED (CAD/GIS, Web, Perceptual & Default)
    JPEG - Best Compression (sRGB, Adaptive Contrast & None)
    JPEG - Normal (sRGB, Adaptive Contrast & None)
    JPEG - BestIQ (sRGB, Adaptive Contrast & None)

Appendix D

D

Accxes Indexer color scanning support

From version 4.0.6, Accxes Indexer supports color scanning with the Xerox Wide Format Scan System, with the color option installed. It should be noted that color scans are much larger than monochrome scans, and a higher PC specification is required (see the section entitled System Requirements). Slower operation should be expected when working with color scanned images.

Multi-page mode

Color images are not supported in Multi Page mode.

Color scanning mode

There are several options on the scanner that affect color files. The table below provides a guide to setting these options for different applications.

Users are encouraged to experiment for their own requirements:

Requirement			Recommended Options			Indexer	
Document Type	Quality	File Size	File Format	Compression	Palette (Index)	Speed	Notes
Image	Best	Large	TIFF	PACKBITS	N/A	Slow	Preview mode recommended to improve performance, and to handle A1/Arch D and larger.
Image	V Good	Medium	JPEG	BEST IQ	N/A	Average	
Image	Good	Smaller	JPEG	Normal	N/A	Average	
CAD Drawings and Maps	High	Large	TIFF	PACKBITS	N/A	Slow	Preview mode may be required for A1/Arch D and larger.

Requirement			Recommended Options			Indexer	
Document Type	Quality	File Size	File Format	Compression	Palette (Index)	Speed	Notes
CAD Drawings and Maps	High	Medium	TIFF	INDEX	Default CAD/GIS Web Perceptual (Depends on colors in the document)	Fast	INDEX compression reduces number of colors, often leading to better qulaity on line drawings. Indexer will operate faster with INDEX compression.
Mark-up (Highlight) CAD drawings	High	Small	TIFF	INDEX	WEB	Fast	There is a choice of four palettes. (CAD/GIS, WEB, Perceptual & Default). The WEB palette is excellent when few colors are used.

Full sizes, speed, and resolution

File sizes in color mode can be very large, leading to slower performance. Reducing scanning resolution can greatly improve speed, often showing little change in image quality. For example documents will scan twice as fast at 200dpi than 400dpi, and files will be approximately ¼ of the size, depending upon selected scan options. This means Q-Indexer could operate up to nearly 4 times faster at 200dpi than 400dpi.

Q-Indexer may not be able to view large scans (A1/Arch D or greater) at high resolutions as the images can be in excess of 500MB. INDEX compression and/or preview mode should be used when this is required.

Large scan files can take several minutes to transfer across the network. A 100Mbps network and a switched hub are highly recommended. A switched hub provides the benefit of enabling images to be transferred directly from the source to the destination with minimal effect on the network.

Appendix E

E

Using Accxes Indexer with third-party applications

Accxes Indexer can be used as a viewer through third-party applications such as Accxes Client Tools (ACT) and Wide Format Scan System, which can be used as both a viewer and an editor.

Note

It is assumed that third-party applications are preinstalled and properly working on the same system where the Accxes Indexer application is installed. It is the customer's responsibility to resolve any issues with third-party applications.

Configuring Accxes Client Tools as a viewer

To configure Accxes Client Tools as a viewer, perform the following:

1. On the Accxes Client Tools UI, select the Edit menu.
2. Select Configure Viewer.
3. From the Configure Viewer window, enter this path information: C:\Program Files\Xerox\Wide Format\Xerox Wide Format FreeFlow Accxes Indexer\Indexer.exe.
4. In the Options field, enter **-f**.
5. Select the [OK] button.
6. Select Document Submit and add a document.
7. Select the document and right click on it.
8. Select Launch Viewer to view the document in Accxes Indexer.

Configuring Wide Format Scan System as an editor/viewer

Create a new profile enabling the Wide Format Scan System to be an editor by performing the following:

1. Launch Accxes Indexer.
2. From the Accxes Indexer main menu, select the Source tab.
3. In the Profile field, enter a name for the profile; for example: **wfss_viewer**.
4. From the Advanced tab, check Enable Editor.
5. Browse to the path: C:\Program Files\Xerox Corporation\Wide Format Scan Service\Plugin.

6. Select the PictLoader.exe file.

7. Select Open.

   If that file is not shown, select All Programs from the Files of type drop-down box; it should now be shown.

   Note

   The Edit button is only available on the user interface after an editor is enabled and the editor is selected in the path field.

8. Continue to setup the profile including the location from where images will be sourced.

9. Select OK in the Accxes Indexer Settings window.

10. Launch Accxes Indexer and select the wfss_viewer profile.

11. Ensure that an image is displayed in the Viewer.

12. Select the Edit button in the lower right of the Accxes Indexer application.

13. If a confirmation window opens, select OK or Cancel.

    The image should be displayed in the Wide Format Scan System viewer if OK was clicked.

Appendix F

<div style="text-align: right; font-size: large;">F</div>

Accxes Copy image editing guidelines

After calibration

After calibrating, make a copy of the calibration target page; this is your starting point. The calibration target page should be an exact match to the original target. If this is not the case, try recalibrating.

Adaptive white point

Adaptive white point attempts to keep the background white while preserving light colors from the original documents. This is very subjective and some users prefer the result with Adaptive white point disabled.

Color adjustment - black and white point

The black point adjustment enhances the black colors to appear solid rather than gray. The white point adjustment cleans up the blue, gray, and yellow backgrounds. Refer to the following information:

- To enhance technical documents, move the smooth/sharp adjustment toward Sharp by 1 or 2 increments.
- For best quality for graphical documents, move the smooth/sharp adjustment by 1 or 2 increments.
- Using a combination of adaptive white point and black and white point adjustment may visually improve the document; however, it does not provide the most accurate color.

When copying color images, such as graphic communications documents or photographs, the following should be considered:

- Use a suitable target media and print mode:
  - An example is a good gloss or satin media with high color gamut and ink limit
  - Create a suitable new print mode in the print driver; one appropriate to the type of media and application (for example, photographs)
  - Create a new calibration for this media and print mode combination
- Disable Adaptive White Point
- For the most accurate color, set black point to zero (0), and set the white point to 100
- To increase the contrast at the expense of color accuracy, adjust the black and white points evenly; for example: black point = 5; white point = 95