

# **TERTUS DOCUMENT** Tertus Document Imaging

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## **Tertus Document Imaging**

# **Installation of Tertus Document Imaging**

In order to start installation, choose the following icon from installation package: Setup.Exe

The following window of TDI setup wizard will appear:

J Tertus Document Imaging			
Welcome to the Tertus Do Wizard	cument Imagi	ng Setup	
The installer will guide you through the steps computer.	required to install Tertu	ıs Document Imag	jing on your
WARNING: This computer program is protec Unauthorized duplication or distribution of thi or criminal penalties, and will be prosecuted t	s program, or any portic	on of it, may result	in severe civil
	Cancel	< Back	Next >

When you want to cancel click Cancel. In order to accept click Next button. Following window will appear:

Select Installation Fo	lder		
he installer will install Tertus Docum	nent Imaging to the followin	g folder.	
o install in this folder, click "Next".	1717	50	r click "Browse".
Folder:	AK. 17		
C:\Program Files (x86)\Tertus Do	cument/Imaging/		Browse
· · · · · · · · · · · · · · · · · · ·			
			Disk Cost
			Disk Cost
' Install Tertus Document Imaging fo	or yourself, or for anyone w	ho uses this comp	
	or yoursel <mark>f</mark> , or for anyone w	ho uses this comp	
Install Tertus Document Imaging fo	or yourself, or for anyone w	ho uses this comp	
	or yoursel <mark>f</mark> , or for anyone w	ho uses this comp	
<ul> <li>Everyone</li> </ul>	or yourself, or for anyo	ne w	ne who uses this comp

After choosing folder in which TDI will be installed and add if just you or every user of the computer can use TDI click Next button if you want to accept. If you want to make changes use Back button. To stop installation click Cancel.

If you decide to continue the following window will appear:

H Tertus Document Imaging	
Confirm Installation	
The installer is ready to install Tertus Document Imaging on	your computer.
Click "Next" to start the installation.	
Cancel	< Back Next>

Following confirmation of the successful installation will appear.

Tertus Document Imaging			
Installation Complete			
Tertus Document Imaging has been su	ccessfully installed.		
Click "Close" to exit.			
Please use Windows Update to check	for any critical update	es to the .NET Frame	work.
	Cancel	< Back	Close

Choose Close to close the window.

You will see a shortcut icon on your desktop:



Also following icon will be visible in Start Panel:

Tertus Doc Imaging

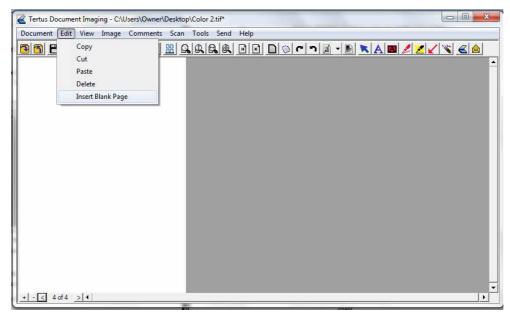
After first starting of TDI you will be asked to insert the code which you shall receive from the supplier.

# **Creating New Document**

Open Tertus Document Imaging. The main window of the TDI application looks like this:

Z Tertus Document Imagir	ng - unsaved documen	t		and a		X
Document Edit View	Image Comments	Scan Tools Send	Help			
<mark>7) 6) 6) 6</mark>				ר א 📓 - 📓 🕅	A 🔤 🖉 🗹 🖌	
			and a second sec			-
+ - < > 4						▼   ↓
للألك الكالبات						

Create new document using New from Document menu. You can also create new document by adding blank page in Edit menu (action visible below) or by scanning new document.

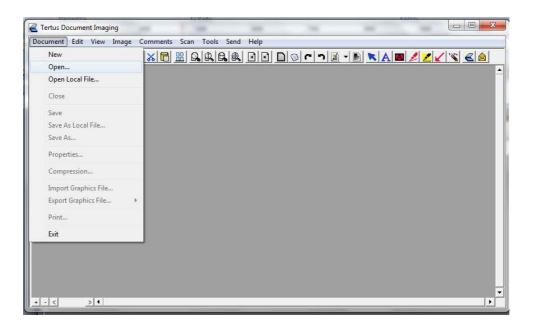


Please note in left down corner you can see a number of pages in document. After inserting new page you will see that additional page was added.

Tertus Do	ocument Ir	nagi <mark>n</mark> g - C:\	Users\Owner\	Desktop\C	olor 2.tif*							
Ocument	Edit Vie	ew Image	Comments	Scan T	ools Send	Help						
3 🗂 🖻					RAR			ר י	- 🖻 💌 🖌	1 🔳 🖉	2 🖌 🐒	
10 10 2						es 10, 10	o - 11: - 11: -	-101010		- 101 - 101 - 10	s (6) (6) (8	
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+ - < 5	of 5 >	6										• •

# **Open document**

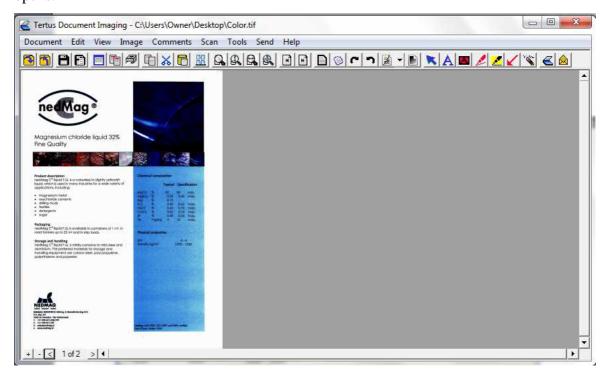
In order to open document use Open command from Document menu or use Open Document button from context menu (Open Document button). The following window will open:



After choosing the command the following window will open:

Open					? X
Look ir	n: [ 🕒 My Docum	nents	•	🗢 🗈 💣 📰 •	
My Recent Documents Desktop My Documents My Computer	Downloads	8			
My Network Places	File name:			<u> </u>	Open
	Files of type:	*.tif		<u> </u>	Cancel

Chose the document you want to open and click OK. You will see that the document opens.



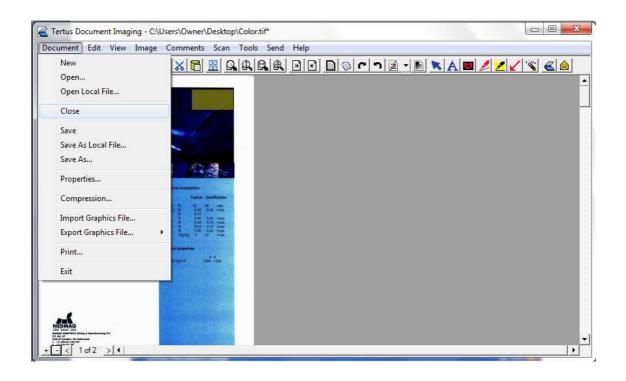
#### **Closing documents**

In case you do not want to work anymore with the document you can close it using two ways:

by clicking close command in Document menu

or

▶ by clicking the Close button from context menu (Close button<sup>1</sup>).



## Saving document

When you decide to Save the document for the first time (you were working on new document) use Save As... command from document menu or click Save As button on context menu (Save As button). Example of it you can see in the picture below.

ument) Edit View Image	Comments Scan	Tools Send Hel	2		
New Open Open Local File		Q.Q.Q. 0	<u>                                     </u>	<u>1 - D  x A     /</u>	
Close					
Save Save As Local File	1				
Save As	0.00	7			
Properties					
Compression	Typical forestfustor				
Import Graphics File Export Graphics File	1         0.23         7.40         mode           5         0.10         0.00         0.00           8         0.40         0.00         mode           8         0.40         0.00         mode           8         0.40         0.00         mode           9         0.00         0.00         mode				
Print	al progenius				
Exit	W 481444, 1282 - 1282				

After clicking, following window will show up.

Basic Propertie		_
Document T		_
Descrip		<u> </u>
Au	thor: Document Author	-
Current Servic		

After you confirm the path, where document should be saved, you will see following window, shown below. It is confirmation that document is being saved.

Savin	g Document	
	Saving	
	Saving	

When you already work on the document you can use Save command from the Document menu or Save button from context menu (Save button). You can also

use Save as Local File ... command from Document menu. The procedure looks the same as when you use Save as command.

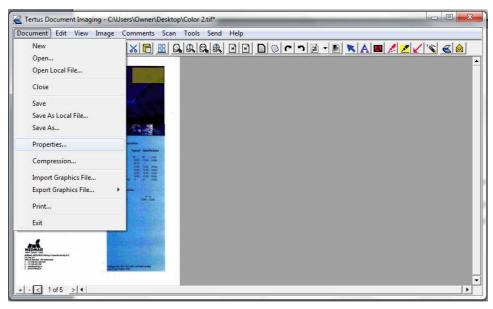
## **Setting properties**

In case you want to set properties of new document you have two ways to do that:

by clicking Properties command in Document menu

or

▶ by clicking Properties button from context menu (□ Properties button).



Following dialog window (for new document it will be empty) will appear:

Document Properties
Basic Keywords User Fields
Document Name: Document Type: Description: Author: Document Author
Current Service and Folder
OK Cancel

Fill in the information within Basic properties, Keywords and User Fields:

Document Properties
Basic Keywords User Fields
Basic Properties
Document Name: Color 22
Document Type: Graphics File
Description: Pharmacy
Author: Tertus 2013
Current Service and Folder
OK Cancel

Within keywords you can add words by clicking Add button.

Docu	ment Properties
Basic	Keywords User Fields
Keyv	vord
	document Add
	OKCancel

In order to remove selected keyword, click Delete button. The action and its result you can see below.

Basic	Keywords User Fields	
Keyw	vord	
	document	
	document graphic	Add
	graphic	Delete
	1	
	ок	Cancel
		Cancel
Docun	nent Properties	
	nent Properties Keywords User Fields	
	Keywords User Fields	
Basic	Keywords User Fields	
Basic	Keywords User Fields	Add
Basic	Keywords User Fields ord	
Basic	Keywords User Fields ord	Add
Basic	Keywords User Fields ord	Add
Basic	Keywords User Fields ord	Add
Basic	Keywords User Fields ord	Add
Basic	Keywords User Fields ord	Add
Basic	Keywords User Fields ord	Add
Basic	Keywords User Fields ord	Add

Within User Fields you will have Document Type filled in automatically. You should fill in the "User Fields and Values" area.

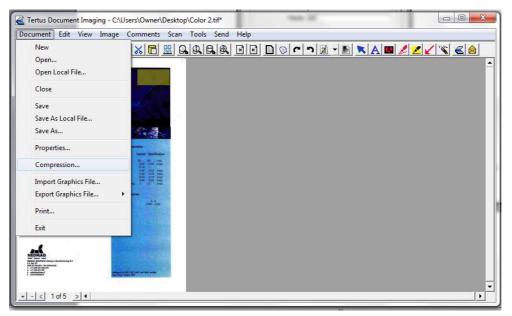
Document Properties	
Basic Keywords User Fields Document Type Graphics File User Fields and Values Type [tf DPI xcv Palette ert]	
OK Cancel	

In order to confirm, click OK button. In case you want to cancel, click Cancel button.

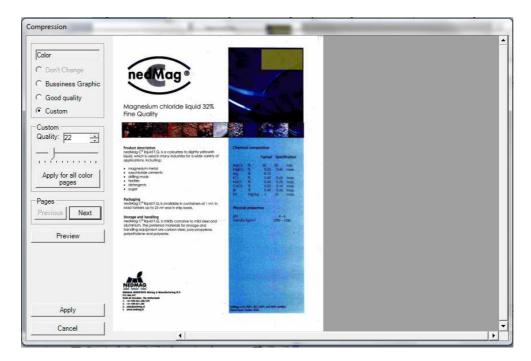
#### **Compression of files**

In order to compress file you have two possibilities to do that:

- by clicking Compression... command in Document menu or
- ▶ by clicking Compression button from context menu (□Compression button).



The following window will appear where you can change page by page the compression. Before applying changes you can make a Preview by clicking preview button. Two buttons: Previous and Next will move you between pages. If you want to accept changes, confirm by clicking Apply button. In case you want to resign, click Cancel button.



# **Importing Local Files**

In order to work on Imported Local File choose the Import Graphics File... command from Document menu.

cument Edit View Image				- 1 1	L. Lee	 1 - ( - 1	dest tot
New Open	<u>× 6</u>		H H		י 🖻 רי י	圈 差 👱	/ 🔌 🧻
Open Local File							
-							
Close							
Save							
Save As Local File							
Save As							
Properties							
Compression							
Import Graphics File							
Export Graphics File	•						
Print							
Exit							
	_						

The following dialog window will appear.

en				?
Look in:	My Documents	•	🗢 🗈 📸 📰 -	
	Downloads			
My Recent	My Pictures			
Documents	My Received Files			
	My Videos			
Desktop				
My Documents				
My Computer				
or W				
	1			
My Network	File name:		<u> </u>	Open
Places	Files of type: X.*		•	Cancel

Choose the document you want to import and accept by clicking Open button.

Program will import selected document.

Please Note!! In case of problems TDI will show you the following window:

	X	J
Cannot load the file C:\Users\Owner\Des	ktop\BW.tif	
	ОК	

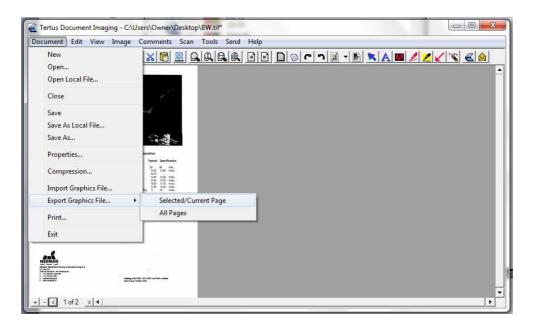
# **Exporting Graphic File**

Exporting graphic files can be done by clicking Export Graphics Files command in Document menu. You have two choices of exporting documents:

just one selected/current page

or

all pages in visible document



After choosing pages you want to export to the file, the box, shown below, will appear. Fill in the name of document and type of it, and click Save button in case you want to accept. In order to cancel, click Cancel button.

Save As				<u>?</u> ×
Save in:	My Docum	ents	← 🗈 😁 📰 •	
My Recent Documents Desktop My Documents	Downloads My Music My Pictures My Received My Videos	1 Files		
My Computer				
My Network Places	File name:	document	<u> </u>	Save
1 Idues	Save as type:			Cancel

Document will be saved in selected location.

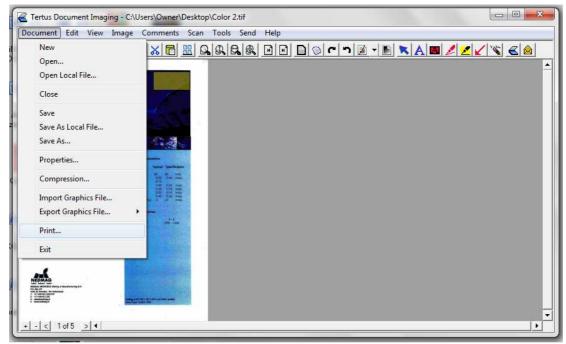
## **Printing document**

If you want to print document you can choose one of two possible ways:

by clicking Print command in Document menu

or

by clicking Print button from context menu (Print button).

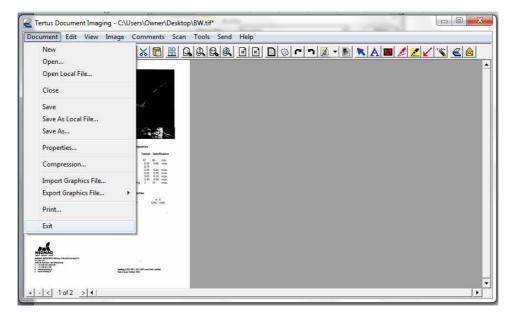


Using this command will move you to printing program, used by you. Choose preferences and accept by clicking OK.

Printer	12		
Name:	HP CLJ 3550N		Properties
Status:	Ready		
Туре:	HP Color LaserJet 3550		
Where:	hpcolorLaserJet3550		
Comment			Frint to file
Print range			
🙃 All		Number of co	opies: 1 🚔
C Page:	from: 1 to: 2		· · · ·
		123	J₂ 3 ♥ Collate
C Selec	uon		JEI-

#### Ending work with program

If you are ready to end working with the program, choose Exit command from Document menu.



Other way is just clicking the red cross, shown in the right corner. Program will ask you if you want to save changes for opened document:

TDI				2
This docu	ment has been r	nodified. Do you	uwant to save the	changes?

In order to save changes, click Yes button. If not, choose No. If you want to continue working with program click Cancel.

#### Comments

You have a possibility to edit documents and adding several comments, highlighters, text etc.

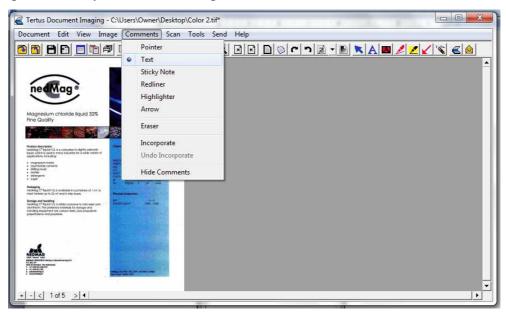
In order to do that, you have to use commands from Comments menu visible below. In the picture you can see a dot next to selected command. This dot will be visible next to lately used command.

#### Adding text to document

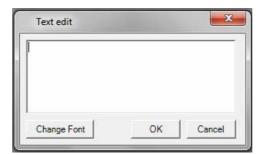
If you want to add text to the document you can use:

- Text command from Comments menu
- ▶ the Text button on context menu (▲ Text button)

Both possibilities you can see in the picture below:



After accepting the command by double click the following dialog box will open:



You can add text and edit several properties of it as:

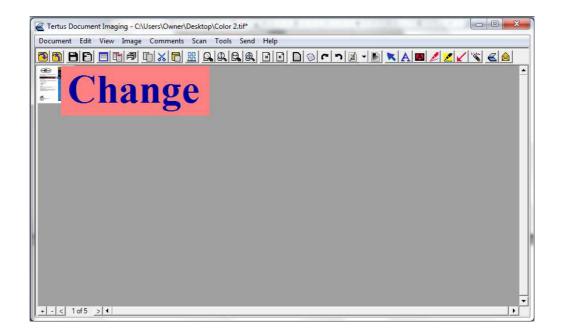
- font (its color and type of font)
- background (its color and transparency)

Text edit	×
Change	
I	
Change Font C	K Cancel
Font	Background
Times New Roman; Size: 2775; Bold	Transparent
Font Color	Set color

In order to change font click on Change Font button (Change Font Change font button). The following window will appear:

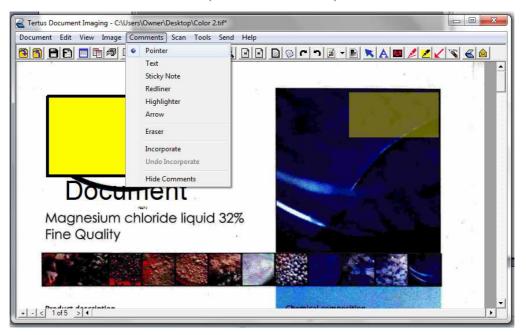
font:	Font style:	Size:	=
Microsoft Sans Serif	Regular	8	OK
Microsoft Sans Serif T MonoCondensed O Monotype Corsiva T Monotype Sorts T MS LineDraw T MS Mincho T MS Outlook	Regular Italic Bold Bold Italic	8 9 10 11 12 14 16 ▼	Cancel
	Sample AaBt	AáÔô	
	Script:		
	Central European	n 🔻	

You can choose the size, font style and type and accept by clicking OK button. After selecting desired font and background click OK button. You will receive following result:



# Pointer

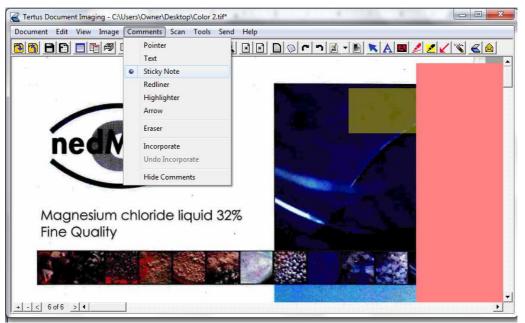
If you want to move added comment from one place to another you should use Pointer. In order to use it choose Pointer command from Comments menu or click Pointer button from context menu ( Pointer button).



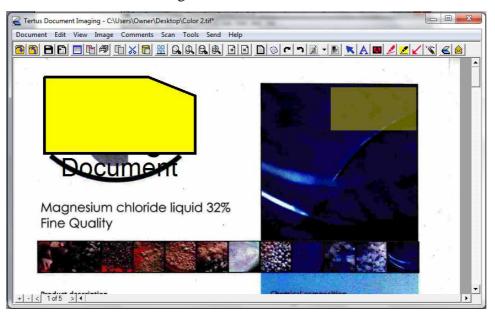
In the picture you can see that Pointer is set automatically. By using pointer you can move selected comment to the different place in the document.

# Adding Sticky Notes/Sticker

Other option you can choose in Comments menu is Sticky Note/Sticker. You have two possibilities to add sticker. Firstly by choosing the Sticky Note command from Comments menu. Second option is to click Sticker button from context menu (Sticker button).



Your action will have a following result:



## Using redliner

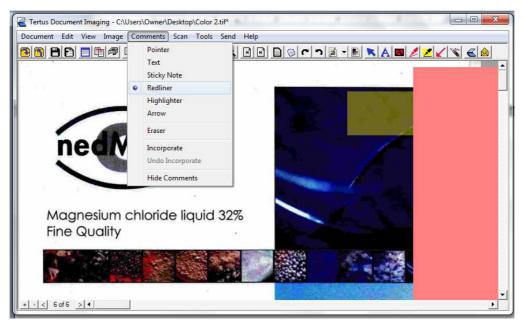
Next command from Comments menu is Redliner. You can use this option by:

choosing the Redliner command from Comments menu

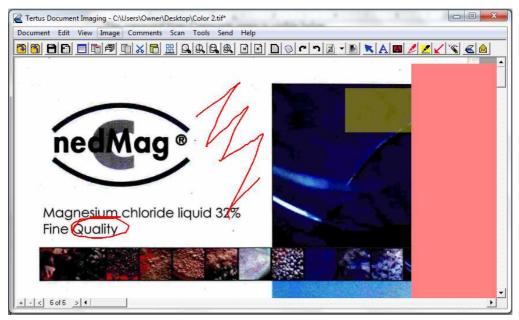
or

clicking Redliner button from context menu ( Redliner button).

The command from Comments menu is visible below.



After using redliner on required area you will receive the following effect:



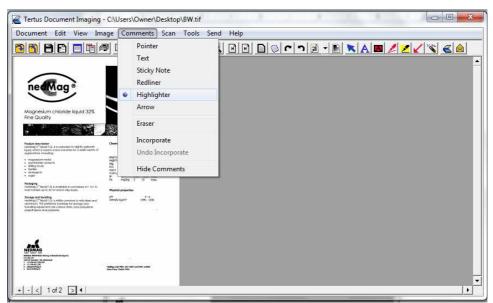
## **Adding Highlighter**

Within TDI program you have a possibility to highlight important information in selected documents. There are two ways to use this function:

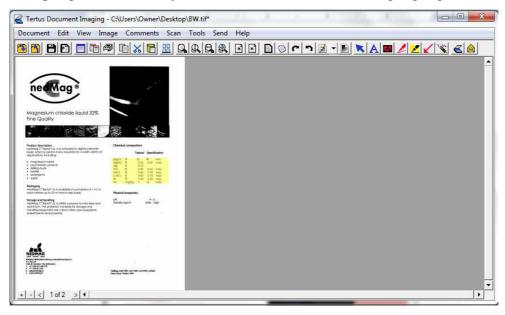
choosing the Highlighter command from Comments menu

or

clicking Highlighter button from context menu ( Highlighter button).



After accepting the command you will be able to make following highlight:



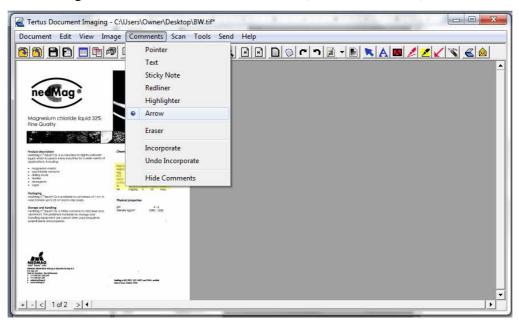
#### **Adding arrows**

Other option which you can use when you want to point some part of the document is arrow. There are two possibilities to use this option:

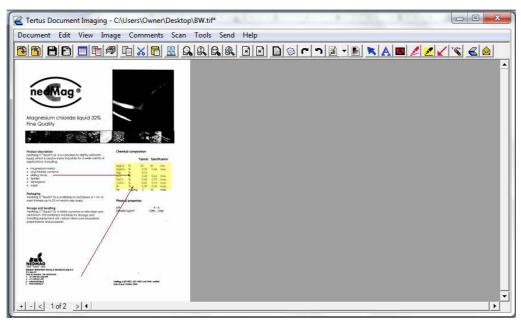
choosing the Arrow command from Comments menu

or

clicking Arrow button from context menu (KArrow button).



You will see the following result of your action:



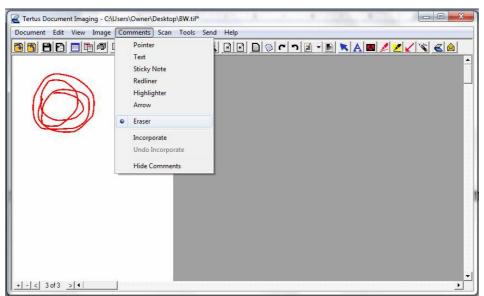
## Erasing

In case you have made some modification in the document which you want to remove you should do it by using one of the following possibilities:

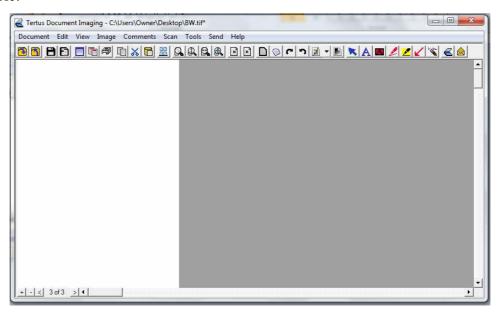
using the Eraser command from Comments menu

or

clicking Eraser button from context menu (Eraser button).



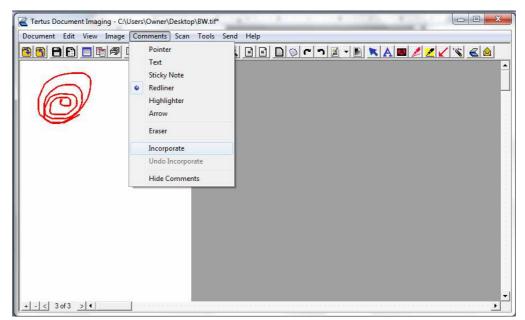
You will be able to see the process of erasing the object and following effect will be visible:



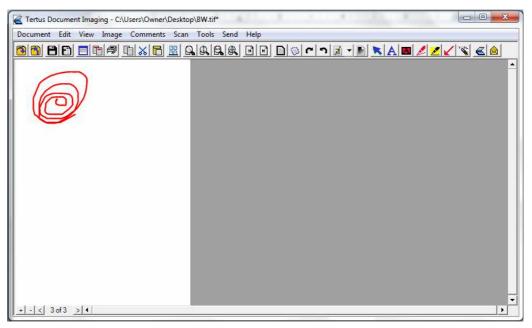
## Incorporating and undoing incorporation

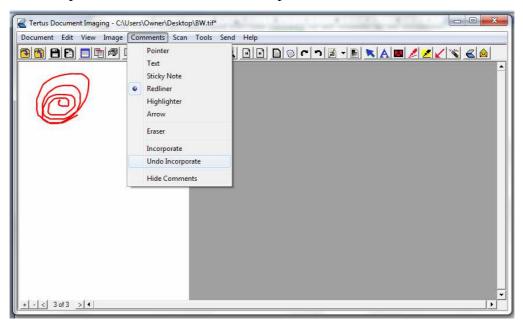
When you will add new element into the document you can decide if it should be incorporated into it. After doing this erasing of the element will not be possible till you will undo incorporating process.

In order to process incorporating choose Incorporate command from Comments menu.



You can observe the difference between visibility of the element in the document. Observe the difference below:



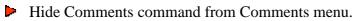


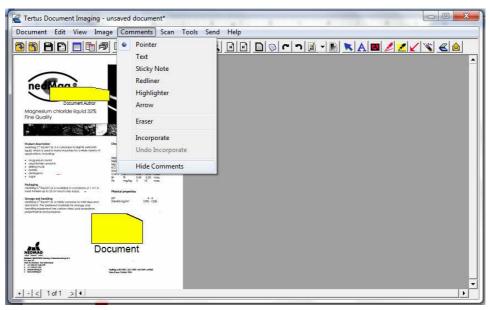
To make the process back use the Undo Incorporate command from Comments menu.

After using this command you will be able to erase the element from the document.

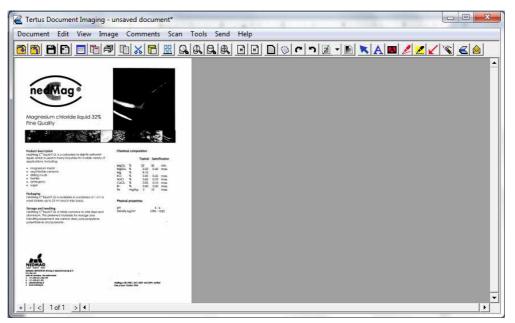
#### **Hiding comments**

If you do not want the comments to be visible, use Hide Comments option. You can activate it using:





You will receive the document where comments are not visible.



Please note!!! When you activate this option once it will be active since you deactivate it.

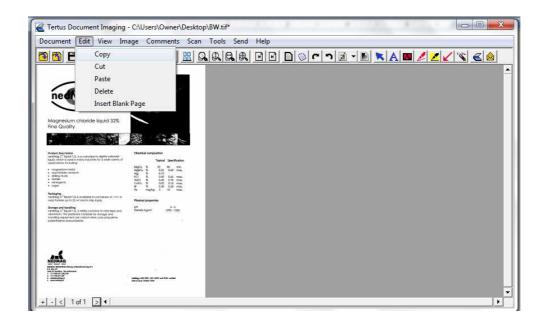
## Working with TDI documents

While working with documents in TDI you have possibility to make several changes within documents. You can copy, cut, paste and delete or adding a blank page.

## **Copying pages**

In order to copy pages choose:

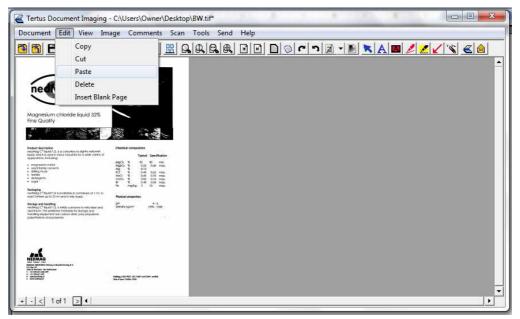
- Copy command from Edit menu
- Clicking the Copy button from context menu (Copy button).



## **Pasting pages**

Now use Paste command from Edit menu or Paste button from context menu (Paste

button).



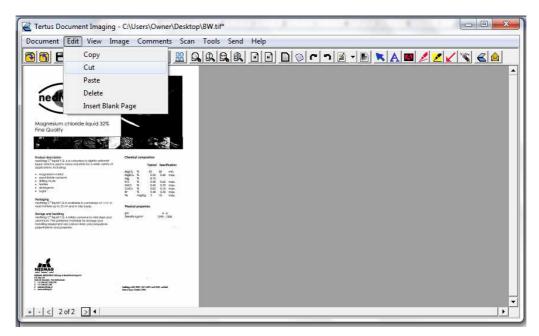
You will see that number of pages in left down corner changed (from 1 to 2). Currently on second page you can see copied and pasted page.

	e Comments Scan Tools Send Help Image: Scan Back and Send Help       Image: Scan Back and Send Help <tr< th=""></tr<>
Aggresium choide laud 3/3 Fine Quality Magnesium choide laud 3/3 Fine Quality Fine Quality	
Aragnesium chlaide lquid 3/3; Fine Quality Marteneter Sector Sector Sect	
Aragnesium chlaide lquid 3/3; Fine Quality Marteneter Sector Sector Sect	
Aragnesium chlaide lquid 3/3; Fine Quality Marteneter Sector Sector Sect	
Fine Quality	
Construction     C	
meshag C <sup>2</sup> lap4 F/L a cocovins to dg/m v vstovet bagt winch novel in max in wulk to a set owned voltely of operations. Including on magnetization metal or overfacets (ensemb of dilagrand) colling mail colling mail colling colling mail colling mail	
lagat, which is used in many would be in which would be of the second of the second be second be of the second be of the second be of the seco	22 Contraction 20 Contraction Cont
(regranue relation     (regranue relation     (regranue relation     (relation	Typus Specification
	WD 3 0.46 0.79 mms.
Te Packaging	
NecMag C <sup>®</sup> Roved F.D. In available in containers of 1 million	Physical properties
Storage and handling pro- nationals (1 <sup>-1</sup> hand 7-62, a relative concerve to mild ideal and the advancium. The applement index to the storage and mandling equipament can contain steem, poly-proportion, collectiones and powerine.	Manahaganan 1994 - 1998 - 1999
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L COMPARIZACIÓN L COMP	Registration and an and a second s
- < 2 of 2 > 4	4

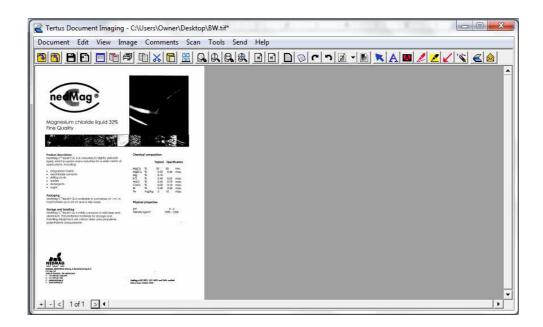
# **Cutting pages**

When you decide you want to cut page use:

- Cut command from Edit menu
- Cut button from context menu (Cut button).

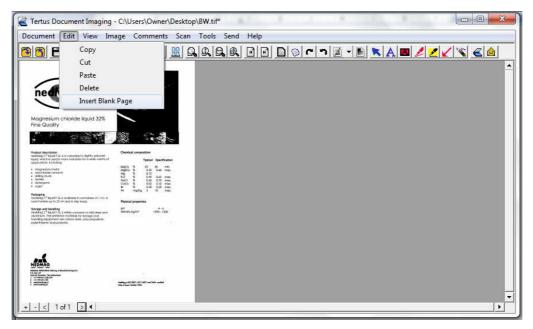


The result of this action will be that the page number two will be cut and you will see that document has in sum 1 page.



#### Inserting blank page

If you want to add new page to the document use Insert Blank Page command from Edit menu.

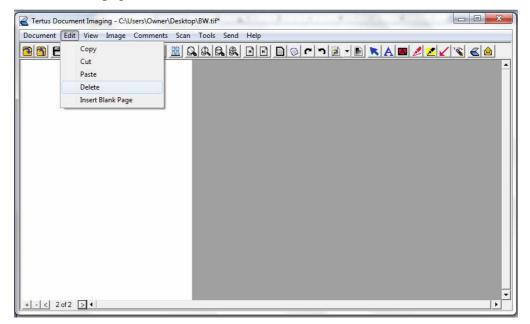


You can see the result of this action below. Please note that the document has now 2 pages.

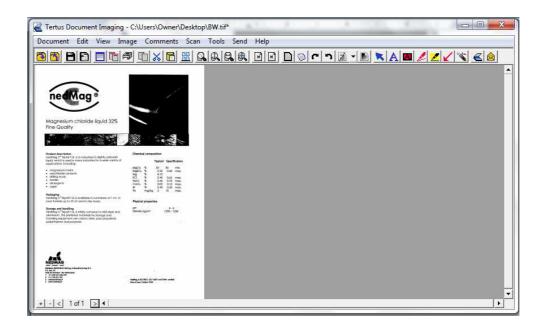
Document Ed	dit View	Image	Comments	Scan	Tools	Send	Help						
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# **Deleting pages**

In order to delete pages use Delete command from Edit menu.



The result of this action is shown below. Please note that document has after this action, in sum, again 1 page.

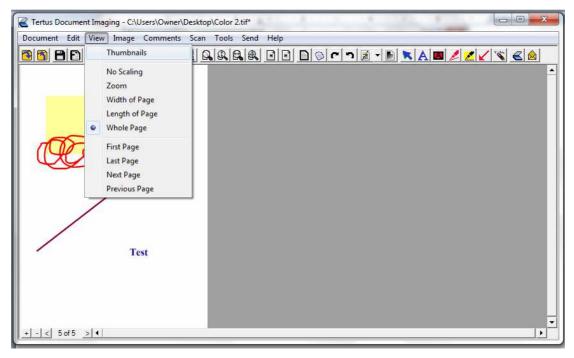


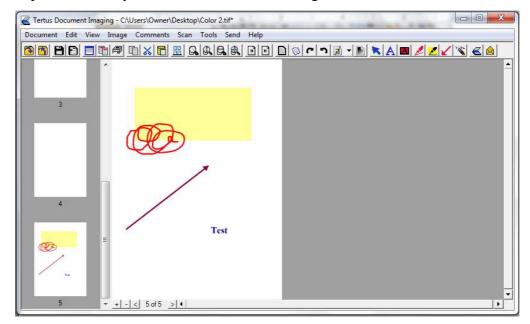
#### Changing view of the document

#### Setting Thumbnails view

You have a possibility to quick change of the view of the document. In case you want to have a preview of all pages in the document use:

- ▶ Thumbnails command from View menu
- Thumbnails button from context menu ( Thumbnails button).





In the picture below you will see the result of using this command:

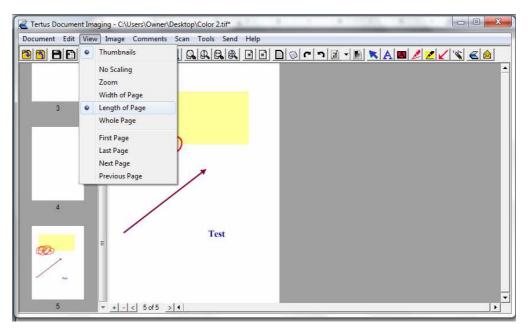
## View of page

Within the view of current page of the document you have several possibilities to set view. It is based on width of the page or its length. You can also use a view of whole page. Other options would be to zoom it or set no scaling option.

# Setting view based on length and width of the page

If you choose to set view based on length of the page you can set it using two ways:

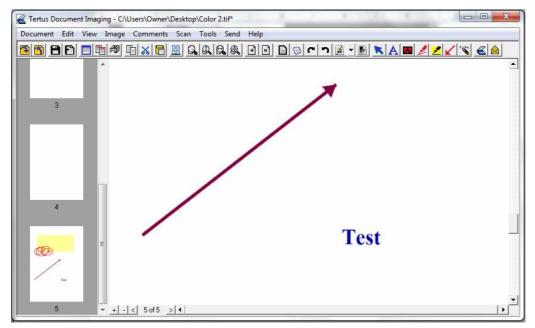
- choosing Length of Page command from View menu
- Length of Page button from context menu (Length of Page button).



If you choose option Width of Page which you can activate in two ways:

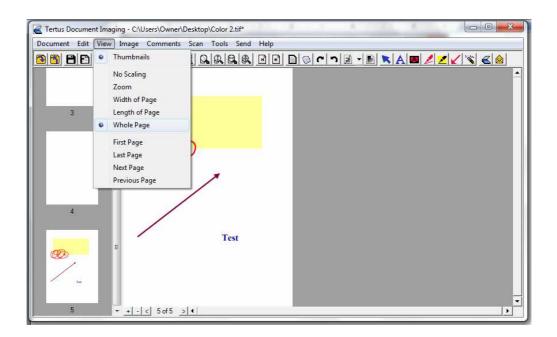
- choosing Width of Page command from View menu
- Width of Page button from context menu ( Width of Page button)

You will receive following view of the page:



You can also decide to set Whole Page view. This option you can set by using command from View menu or by clicking Whole Page button from context menu ( Whole Page button).

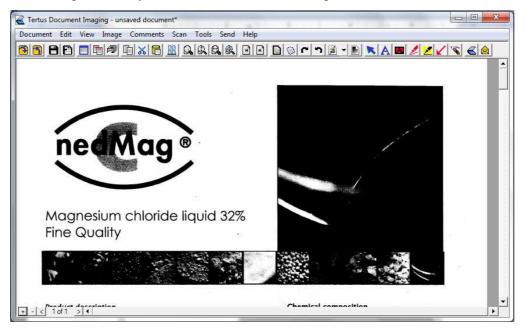
Following picture, which also shows command from View menu, shows end result of this action.

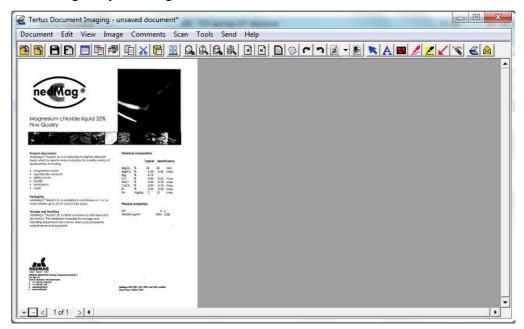


## Zooming

In order to zoom document view use Zoom in and out buttons ( + - zoom in and out buttons).

After zooming in twice you will receive the following result:





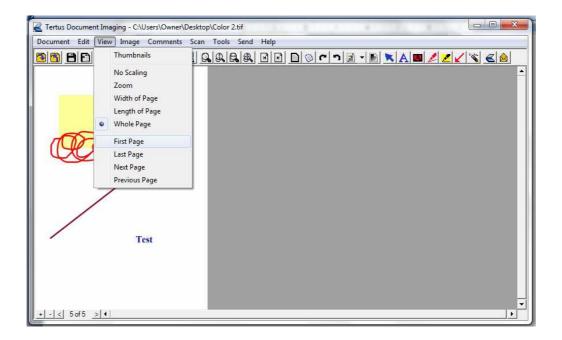
After zooming out you will get back to the first view of the document. See below:

### Navigating within pages

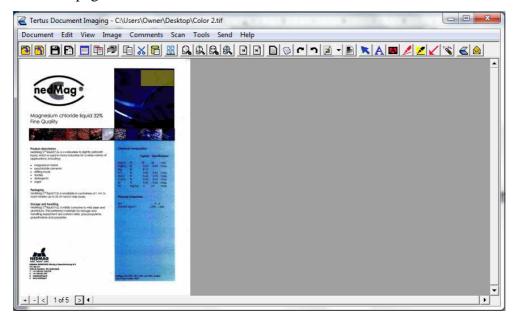
An easy way to navigate within pages is to do it by using the commands from View menu or clicking the buttons from context menu. You have a possibility to move directly to first or last page or skipping page by page.

In order to move to the first page you have two possible ways:

- choosing First Page command from View menu or
- ▶ the First Page button from context menu (□First Page button)

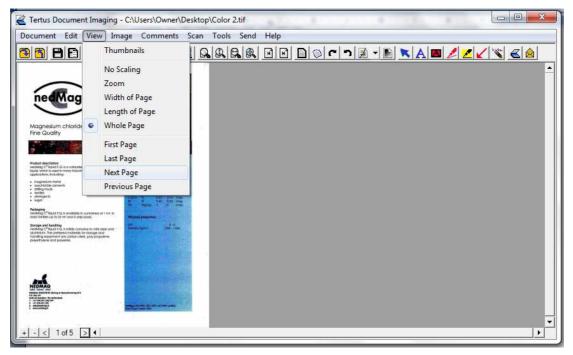


Please note (in the left down corner) that, using this command you are automatically moved to first page:

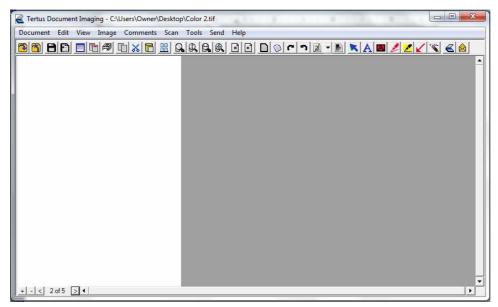


To move to next page use:

- Next Page command from View menu or
- ▶ the Next Page button from down left corner ( Next Page button)

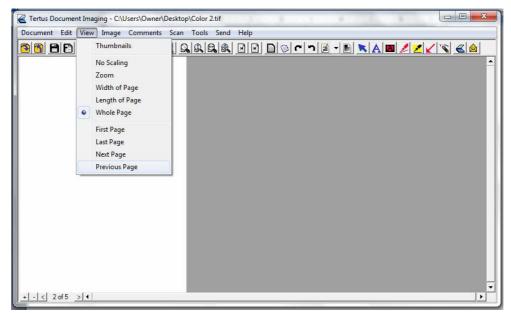


You will be moved one page further.



When you want to move one page back do the following:

- use Previous Page command from View menu or
- Previous Page button from down left corner ( Previous Page button)

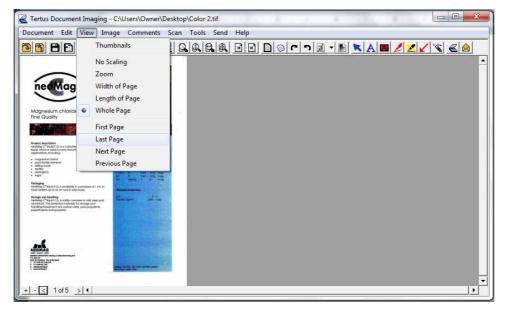


You will be moved one page back:

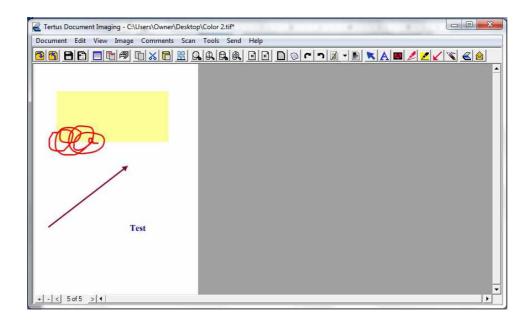
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You can also easily move to the last page by:

- using Last Page command from View menu or
- Last Page button from context menu( Last Page button)



You will be automatically moved to the last page (look at left down corner).



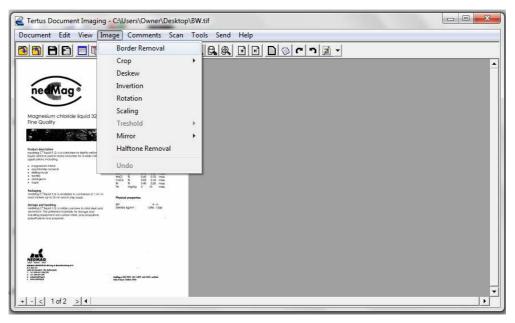
### Changing image of the document

You have possibility to change the document view in several ways. They will be described in the following pages.

#### **Border removal**

In case you want to remove the border area. To conduct this action you should use:

- Border Removal command from Image menu or
- ▶ Border Removal button from context menu( Border Removal button)



Result of this action will be depending on the application preferences you have set. Result of removing borders you can see below.

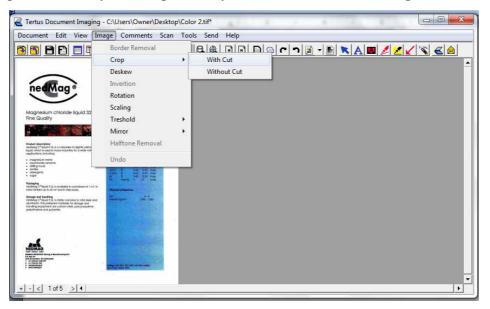
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### Crop with and without cut and undoing operation

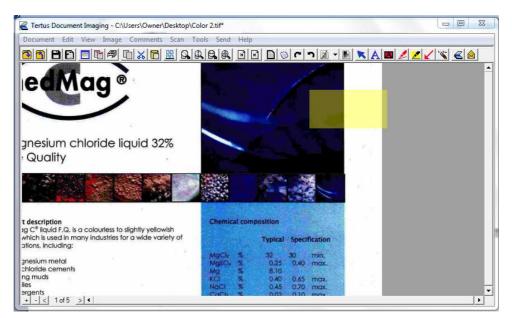
To cut chosen part of the page you should use the Crop command from Image menu. Within this command you have two possibilities:

- Crop with Cut and
- Crop without Cut.

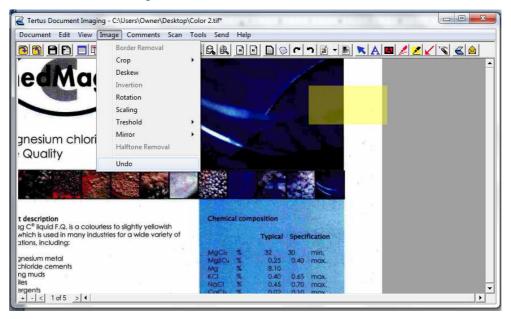
In the picture below you have possibility to follow how to use first option:



After choosing the command you will have a possibility to choose the area you want to crop. The result you can see below:



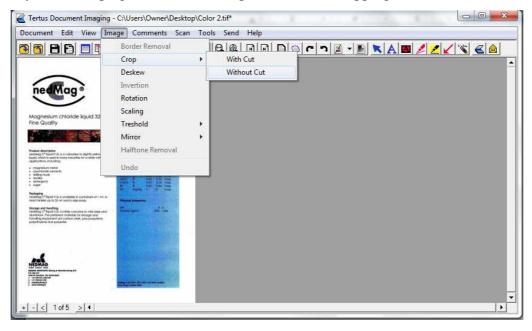
Let's say you want to undo the step with cropping. In order to do that, you should use Undo command from Image menu.



After using this command the last made action will be taken back and "Undo" command will not be active anymore, what you can see in picture below:

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Now you can crop again with second option which is cropping without cut:



After choosing this command you will have possibility to cut selected area. The result you can see below:

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## Deskew

Can happen that you have scanned is askew. You can easily fix this using Deskew command from Image menu or click Deskew button from context menu (Deskew button).

In the picture below you can see the example of askew scan:

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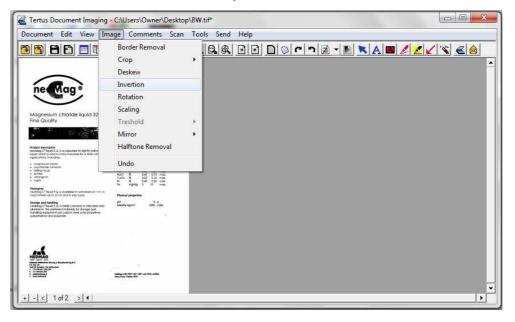
After using deskew option, document will be straightened and you have a possibility e.g. to cut it. The effect of using option is visible in the picture below.

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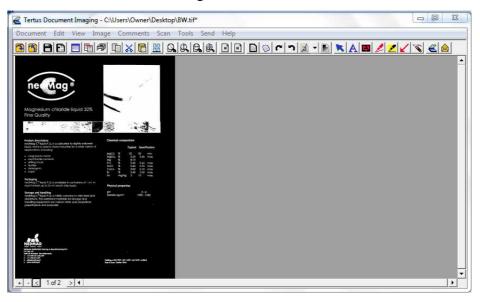
#### **Document inversion**

If you want to invert colors in the document you can use Inversion command from Image menu.

Please note that this function will work just with black and white document.



Result of this action will be following:

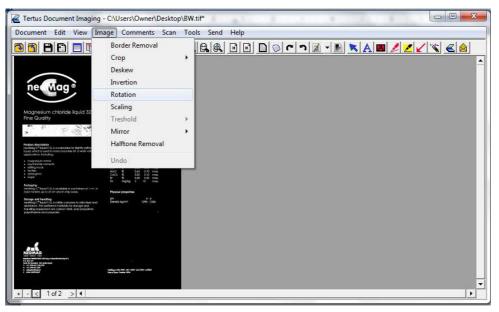


### **Document rotation**

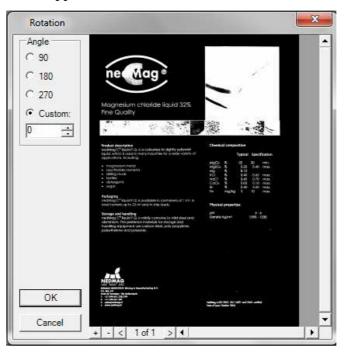
You have a possibility to rotate the pages of the document in several ways. You can do quick rotation left 90 and right 90 by using the:

- Rotation Right 90 button
- Rotation Left 90 button

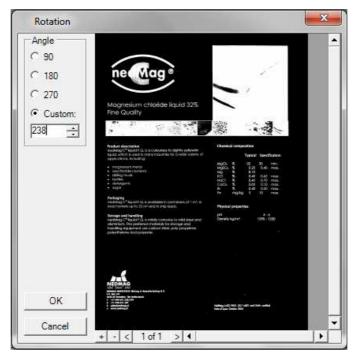
The other option would be to use Rotation command from Image menu:



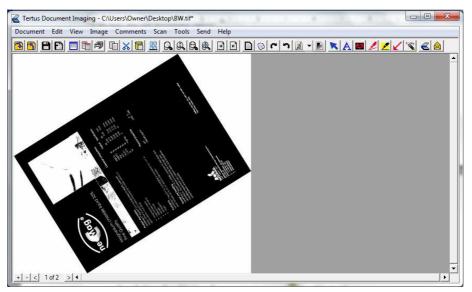
Following window will appear:



You have possibility to customize the rotation for your needs. You can choose if you want to rotate using the standard values: 90, 180 or 270 or you can add your own needed value. See example in the following picture:

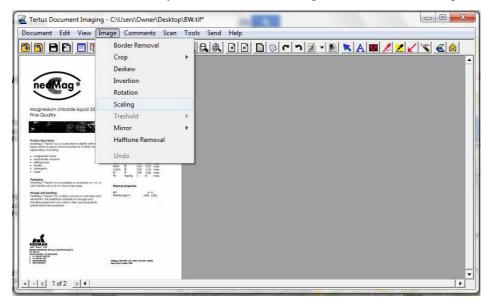


You will see the following result:



## Scaling

If you want to scale document you have to use Scaling command from Image menu.

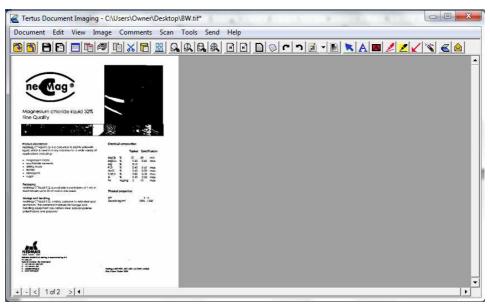


After choosing this command you will see following window:

Percent	C Value
Percent: 20 ÷	Height: 1200 🛨
red 🕂	Width: 700 🛨
Current Page	C All Pages

Here you have possibility to choose if setups shall be used just for current page or all pages and if you want to scale in percent or value. Make your choice and accept by clicking OK button. In case you want to cancel click Cancel button.

You will receive the following result of your action:



You can also set No scaling option in View menu. When you use this option the document will be shown in default view.

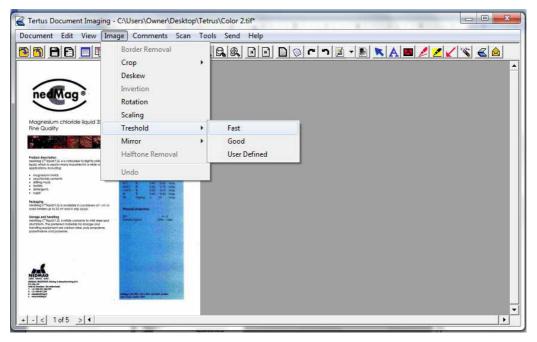
 View Image Comments	
Thumbnails	
No Scaling	
Zoom Width of Page Length of Page Whole Page	
First Page Last Page Next Page Previous Page	

## Tresholding

In case you want to change colorful document into black and white use Treshold option. You can receive it by using:

- Treshold command from Image menu or
- ▶ Treshold button from context menu( Treshold button)

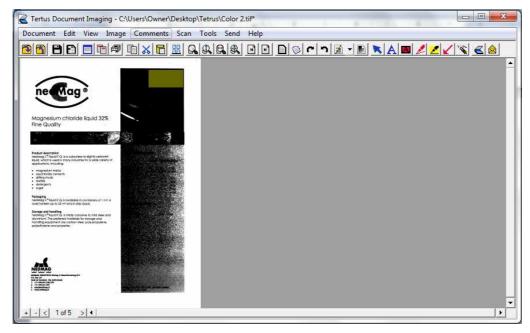
You have three options of tresholding to choose: fast, good and user defined.



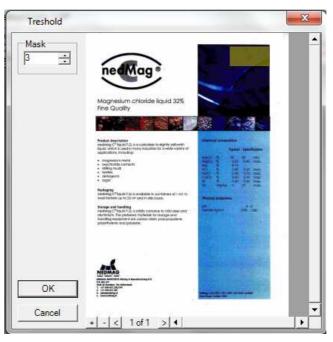
After clicking the button or choosing the command "good" or "fast" the following box will appear:

Filter Apply	
Current Page	ОК
C All Pages	Cancel

You should choose if you want to apply the option just to one page or to the whole document. After choosing the option, accept by clicking OK or cancel by clicking Cancel. The result you can see in the picture below:



If you decide to choose option "user defined" the following box will appear:



Choose the required level of mask and click OK to accept.

Following effect will be achieved.

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## Mirror of the document

You can change the document also using mirror option. You have a possibility to use Vertical or Horizontal option of this command from Image menu:

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#### Halftone removal

If you want to remove from black and white document halftone use:

- ▶ Halftone Removal command from Image menu or
- use Halftone Removal button from context menu (In Halftone Removal button)

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## Scanning documents

If you want to scan documents, at first you should select the scanner. In order to do that use Select Scanner .... command from Scan menu:

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You will see the following window:



Choose the required scanner and accept your choice.

In order to scan you have two ways to do that:

- choosing Scan command from Image menu or
- ▶ using Scan button from context menu ( Scan button)

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Document Edit View In	mage Comments Scan	] Tools Send Help	
		Select Scanner	
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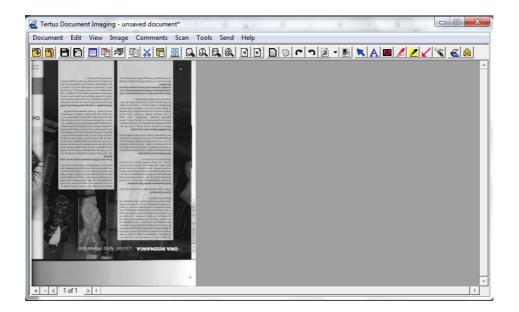
Program will show you the window in which you can choose required options of the scanner.

Program will proceed with scanning. You will see the following information:

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You can click Cancel button if you want to stop this process.

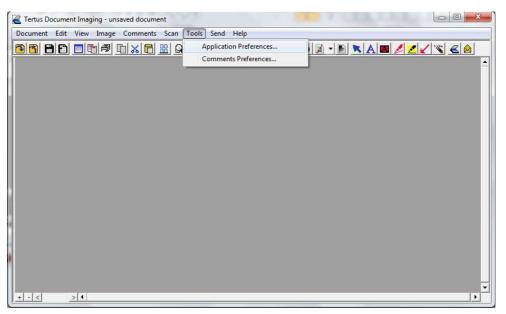
If you do not cancel, the document will be scanned which you will see in the window of the program.



### Setting applications and comments preferences

You have possibility to set preferences of application as well as comments. This settings will be automatically used while opening TDI.

In order to change preferences of application you should choose Application Preferences... command from Tools menu.



Following window will appear where you can adjust preferences: General view, Filters and Toolbar.

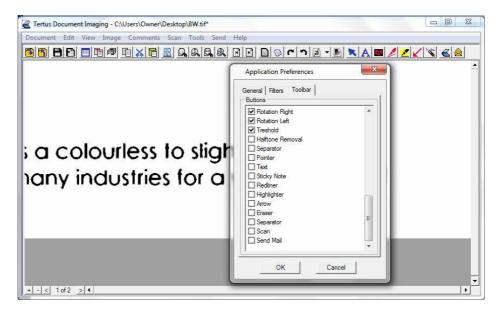
Application Preferences	
General Filters Toolbar Annotation Author Document Author	
Compression Bussiness Graphic quality value 20	
Good quality value 80 🔹	
Initial View	
Scaling Whole Page	
Thumbnail View	
Application Window	
Save Window Size and Position on Exit	
Maximize to Full Screen Size on Startup	
Licence Details	
OK Cancel	

If you want to set General preferences you should do that within application preferences.

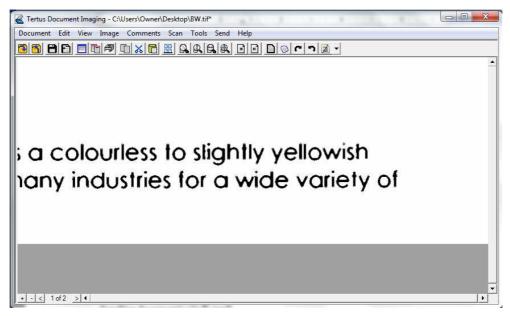
Application Preference	s X
General Filters Toolbar Tresholding Treshold: 3	Halftone Removal
Cropping Color:	Border Removal
Change Color	White Ratio: 0.043
Rotation Angle: 4 C	hange Color
Scaling	
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Percent: 1	Height: 1 🔹 Width: 1 🔹
ОК	Cancel

Within filters you have possibility to set the preferences connected to tresholding, removing halftone and borders, cropping, rotating and scaling.

Within toolbar you can choose which buttons will be visible in context menu. You can choose which buttons you want to see in context menu.



Result you can see in the picture below.



If you want to set preferences of the comments, use the Comments Preferences command from Tools menu.

Cartus Document Imaging	STATES AND ADDRESS OF THE OWNER.	
Document Edit View Image Comments Scan		
	Application Preferences Comments Preferences	A
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The following window will appear:

Comments Preferences				
Text Comments	Redline Comments			
Font	Line Style: Solid			
Times New Roman; Size: 2775; Bold	Line Size: Thick (1.00mm)			
Font Color	Color: Set color			
Background	Arrow Comments			
Transparent Set color	Line Style: Solid 🗨			
	Line Size: Thick (1.00mm)			
	Arrow Length: Normal (5.00mm)			
	Arrow Width: Normal (3.00mm)			
Highlight Color	Color: Set color			
Set color	I Fill arrow head			
Apply Cancel Set default values				

Adjust preferences to your need and click Apply button.

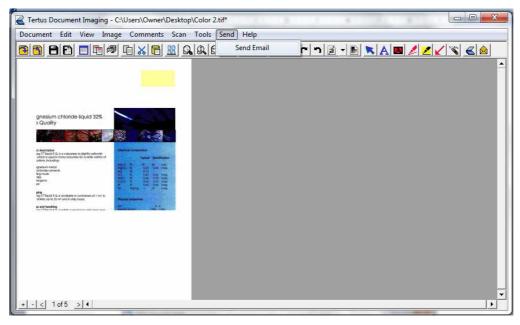
If you want to set default values click the right button. Settings will be changed on the default values.

Comments Preferences				
Text Comments	Redline Comments			
Arial; Size: 12; Regular	Line Style: Solid	]		
Anal, Size. 12, Negular	Line Size: Normal (.50mm)			
Font Color	Color: Set color			
Background	Arrow Comments			
Transparent Set color	Line Style: Solid	]		
	Line Size: Normal (.50mm)	]		
Sample	Arrow Length: Normal (5.00mm)			
	Arrow Width: Normal (3.00mm)			
Highlight Color	Color: Set color			
Set color	Fill arrow head			
Apply Cancel Set default values				

## Sending documents via E-mail

You have possibility to send selected document via e-mail and you have two options to do that:

- by using Send Mail command from Send menu
- by clicking Send button from context menu ( Send button)



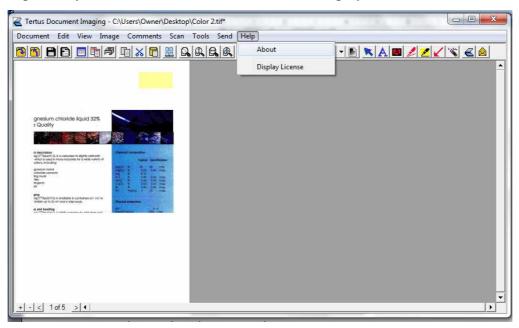
After using command of clicking Send button following dialog window:

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document file:
nk to Document
Cancel

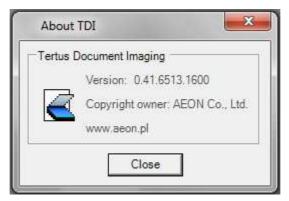
Send only link to Document will be active after saving document in TDV archives. When you click "Send" button you will be automatically directed to mail program you are using. In case you want to cancel action click Cancel button.

# Finding help Checking the Licence Status

In Help menu you have two commands: About and Display Licence.



By choosing About command from Help menu you will see following dialog box with detailed information about your version of Tertus Document Imaging.



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Second command in Help menu is Display Licence.

By clicking it you will receive information about licence status and its validity. The details you can find in picture below.

🖳 Licence Details
Licenced Computer:
A60C41A589FF2FE3
Licence Status:
,
Licenced Validity (Days From Today):
Licence Issued By:
BFEBFBFF08D2C8B1
Licence Issued On:
2013.11.29 00.17
Renew Licence Return

You have a possibility to Return to TDI or if your Licence is not anymore valid, you can renew it. In order to do that click Renew Licence button. The following dialog box will appear:

File		
	Days Left: 144	×
Private Computer Number:		
A60C41A589FF2FE3		
Licence Number:		
	Apply	