

# CloudNine™ LAW

## TSI Guide

# CloudNine™ LAWTSI Guide

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# Table of Contents

<b>Chapter 1 CloudNine LAW TSI</b>	<b>4</b>
<b>1 Getting Started</b>	<b>4</b>
Configuring the Case List	4
Licensing	5
<b>2 Working with LAWtsi</b>	<b>7</b>
Main Interface Overview	7
Opening a Case	8
Common Buttons	10
<b>3 Case Structure</b>	<b>10</b>
<b>4 Image Viewing and Navigation</b>	<b>12</b>
<b>5 Acquiring Documents</b>	<b>17</b>
Acquisition Functions	19
Scanner Settings	23
Scanner Options	27
Barcode Options	34
Image Filters	35
<b>6 Working with Documents</b>	<b>36</b>
<b>7 Appendix</b>	<b>50</b>
<b>Index</b>	<b>0</b>

## CloudNine LAW TSI

### *Getting Started*

## System Requirements

The minimum system requirements for LAWtsi are:

- Windows 98/2000/XP
- Pentium III processor (or equivalent)
- 128 MB of RAM
- Screen resolution of 1024 x 768
- In version 7.2+ a SQL instance is required for maintaining the case list.

The recommended system specifications are:

- Microsoft Windows 10
- Four core PC with processor clock speed of 1.7 gigahertz (GHz), 3.0 GHz recommended.
- 16 gigabyte (GB) of RAM, 32 GB or above recommended
- 17 Inch monitor with a [Magic Touch](#) touch screen
- Screen resolution of 1024 x 768

Evaluation versions of LAWtsi Scan are allowed to run 25 times and are limited to 50 documents per case. Cases over 50 documents cannot be opened by a demo version of LAWtsi.

### Configuring the Case List

The LAW Configuration Utility will need to be run before launching LAWTSI to configure the SQL case list and database storage.

#### Configuring the case list in version prior to 7.0

Since LAWtsi can be used with a shared LAW installation, the Case List must be manually set to allow access to all the cases. This location can be set in the Settings Dialog on the General tab.

Settings

General Settings

**Caselist Path**

LAW5\_Management

**Profman.exe path (Law 50 licensing manager)**

Browse...

**Case List Format**

The 'Use long format' option will display the type of case in the case list (database type) and test if the case is still present. Disabling this option will speed up the loading of the case list.

☐ Long format

Build Scanner Diagnostic Report (Scanner must be selected and active)

Scan Options

Image Filters

Barcode Detect.

Data Entry

General

Accept

Cancel

Case List Path - The Case List path can be set to allow LAWtsi to be used with shared installations of LAW.

To set a new Case List path, click on the Browse button and browse to the location of the shared CaseList.mdb file.

## Licensing

In version 7.0+ the license server is configured in the LAW Configuration Utility. This allows you to point to the machine that will host your CloudNine LAW license key. If this is your first time installing LAW, please specify the IP or name of the machine you will use as your LAW license server.

You may update this information at any time if you need to reference licenses on a different license server, or have migrated your existing license server.

CloudNine LAW Configuration Utility - Environment

Management DB

Default Paths

**Licensing**

File Type DB

NIST

Review

### Licensing

This page allows you to point to the machine that will host your CloudNine LAW license key. If this is your first time installing LAW, please specify the IP or name of the machine you will use as your LAW license server.

You may update this information at any time, if you need to reference licenses on a different license server, or have migrated your existing license server.

License Server\*

localhost

⚠ License Server Connection Has Not Been Tested [Test Connection](#)

Cancel Back Next

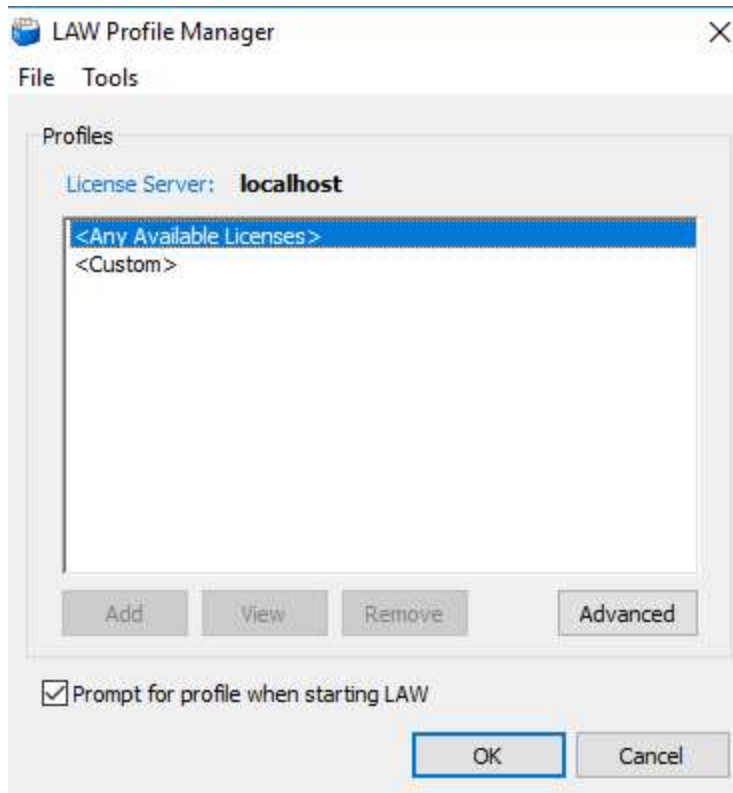
License Server\* - Enter the computer name or IP address of the workstation functioning as the license server.

Test Connection - This checks that you are able to connect to the workstation that will be the license server.

- 💡 For LAWtsi the license server needs to have Sentinel Protection started and an active license (soft-key or dongle) in order to validate the server.
- If you are using a softkey for the LAWtsi: Upon opening the LAWtsi it will look for the licenses manager that is set up in the LAW Configuration Utility.
- If you are using a dongle for the LAWtsi: it will first look for the licenses manager to pull a soft key, if no soft key exists, then it will ask you if you want to try another server. Click yes and enter in 'localhost'. The LAWtsi will then look at that workstation for the dongle.

Changing the License Server in the LAW Configuration Utility will affect all computers in the 7.0+ environment as soon as the configuration is complete.

The license server can only be changed through the LAW Configuration Utility.



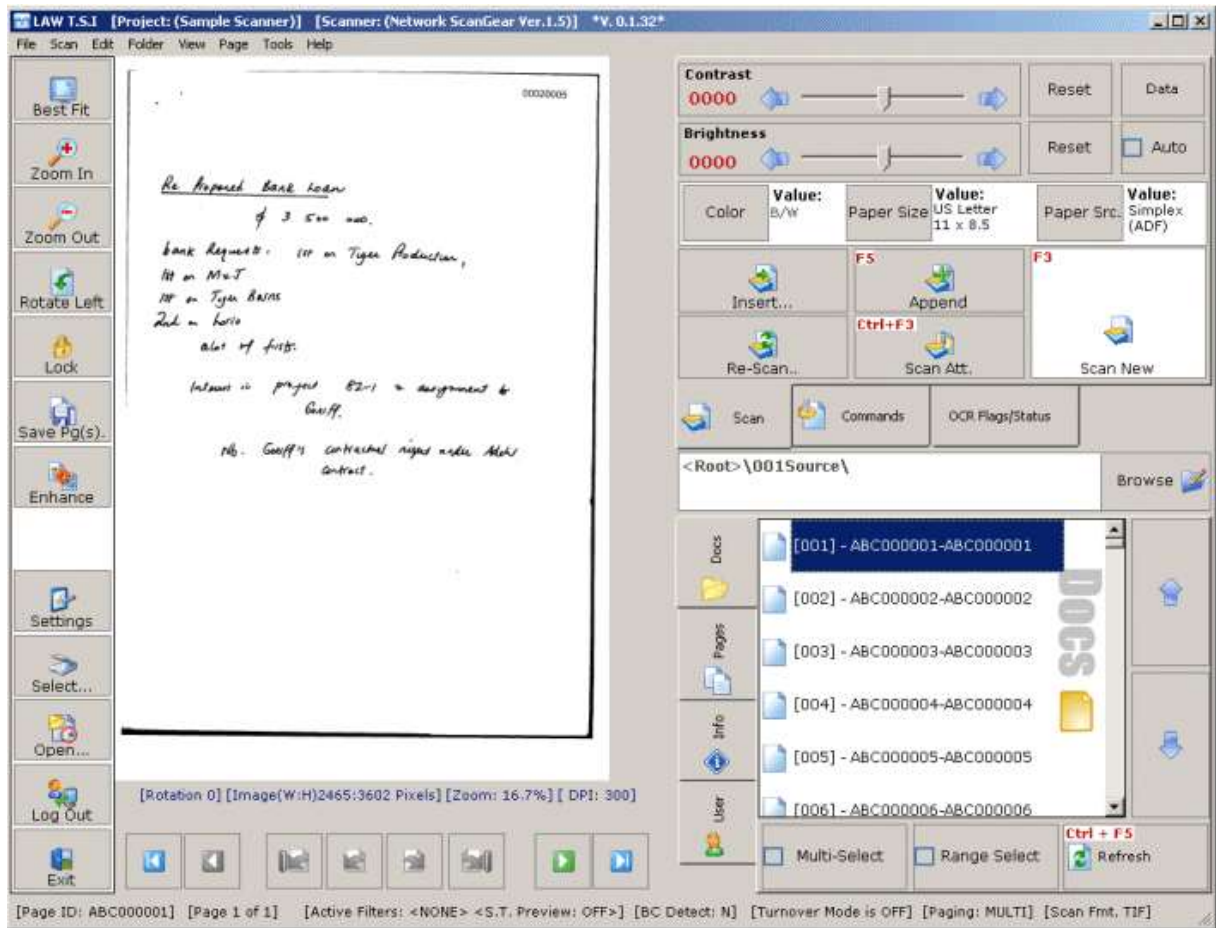
#### **Licensing prior to version 7.0**

LAWtsi is compatible with the older Law40 local dongle based licensing scheme and the new LAW50 distributed license scheme. When the application is started, it will look for the licenses manager that is set up in the LAW Configuration Utility. If no soft key exists, then it will ask you if you want to try another server. Click yes and enter in 'localhost'. The LAWtsi will then look at that workstation for the dongle.

## ***Working with LAWtsi***

### **Main Interface Overview**

Displayed below is the Main Interface of LAWtsi. This interface is where most of the functions are performed. Click on an area on the interface to see more information.



## Opening a Case

To open a case in LAWtsi select the Open button from the Main Interface. This will display the Case Selection Dialog (Figure 1). This dialog is used to open cases stored in the Case List. To open a case either click the desired case and click the Open button or double click the case name. Recently opened cases will be displayed on this dialog and can be accessed via the Recent Projects tab.



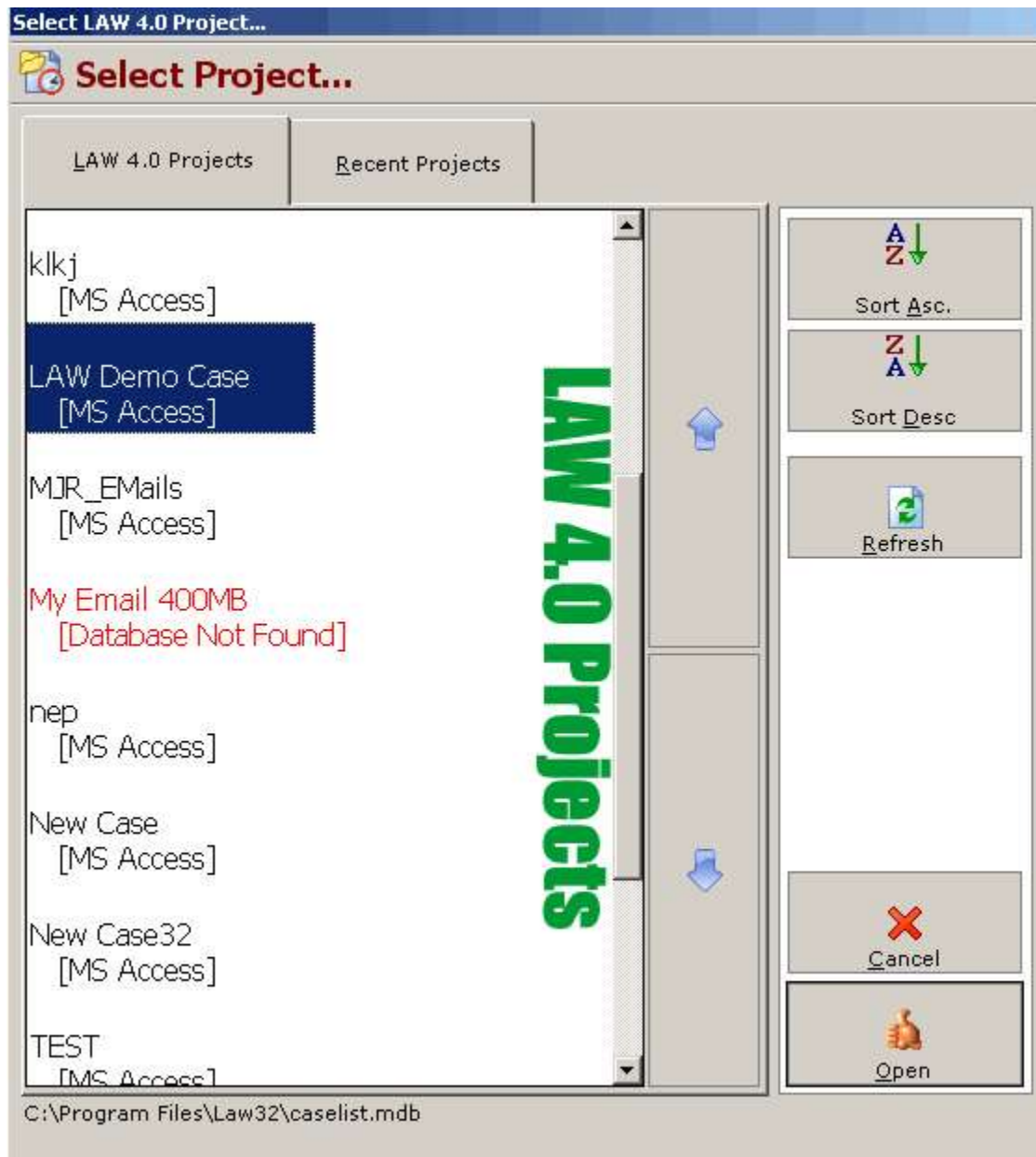


Figure 1

Case Selection Dialog - This dialog is used to open cases.

The Case Selection dialog provides several buttons for convenient access to commonly used options.

- Sort Asc - The Sort Ascending button will sort the case listed from A to Z in a vertical fashion when clicked.
- Sort Desc - The Sort Descending button will sort the cases listed from Z to A in a vertical fashion when clicked.

- Refresh - The Refresh button will refresh all entries stored in the Case List when clicked. This button can be used if a case was recently added to the Case List in LAW and does not show up in LAWtsi.

## Common Buttons

LAWtsi has many buttons that will be seen throughout the application. Commonly used buttons and their explanations are listed below.



Arrow buttons - These buttons move the scroll bars in the direction the arrow is pointing. In certain places, these buttons will be used to increment or decrement values.



Numpad button - This button displays the Numpad dialog for numeric input.



Text Input button - This button displays the [Interactive Keyboard](#) for text input.

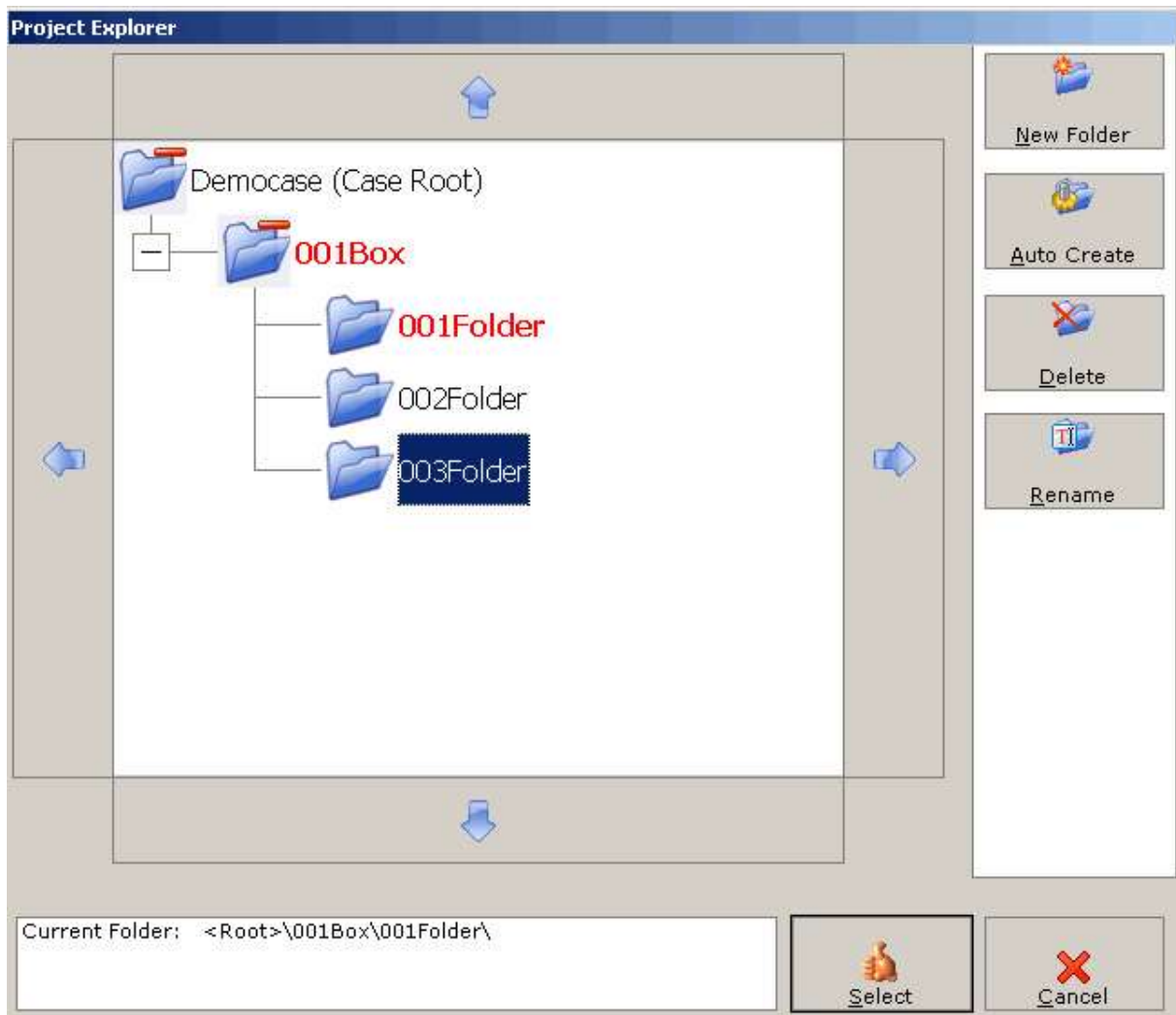


Page Jump buttons - Used in Re-numbering dialogs these buttons will move through page numbers. The up arrow will increase the page number and the down arrow will decrease the page number.

## Case Structure

### Working With Folders

Folders are managed by the Browse button on the [Main Interface](#) of LAWtsi. This allows users to change the folder that is will be scanned into. Along with that, this is where creation, deletion and renaming of folders is performed.

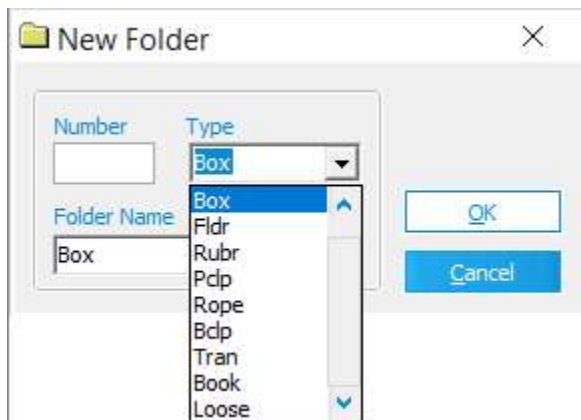


Project Explorer - This dialog is where folders are managed.

To change folders in LAWtsi, select the folder desired in the Project Explorer.

There are two ways to create folders in LAWtsi. To do this, click either the New Folder or Auto Create buttons.

- New Folder - The New Folder button will display the New Folder dialog. This allows users to create a new folder with any folder name using either the keyboard or the [Interactive Keyboard](#).
- Auto-Create Folder - The Auto-Create Folder button automatically creates the next logical folder on the same level as the selected folder. This will increment the numeric value within the folder name. For example, in a new case there is one folder called "001Source", when the Auto-Create Folder button is clicked it will create a folder called "002Source" on the same level as the first folder. Now if the button would be clicked again, LAWtsi would create a folder called "003Source" continuing on in a logical order.



New Folder dialog - This dialog is used to create a new folder.

To delete a folder, first select a folder. Then click the Delete button. Doing this will delete the folder and all of the documents within the folder.

To rename a folder, first select a folder. Then click the Rename button. This will display the Rename Folder Dialog which allows users either type in the new folder name with the keyboard or the [Interactive Keyboard](#).



## Image Viewing and Navigation

### Navigation

Image Navigation can occur a few different ways. The Document panel, Page panel, and Navigation toolbar offer multiple ways to navigate.

The Document panel (Figure 1) allows users to click through the documents. Each time a document is selected the Page panel (Figure 2) will be populated with all the pages within a document. The Document tab will show Document Order, BegDoc# and EndDoc# for each document in the selected folder. This will be represented in this format [Document Order] - BegDoc#-EndDoc#. Multiple documents can be selected by using the [Selection Mode](#) buttons. This panel will show the OCR flag if the [Display OCR Status \(Doc Lvl\)](#) option is set.

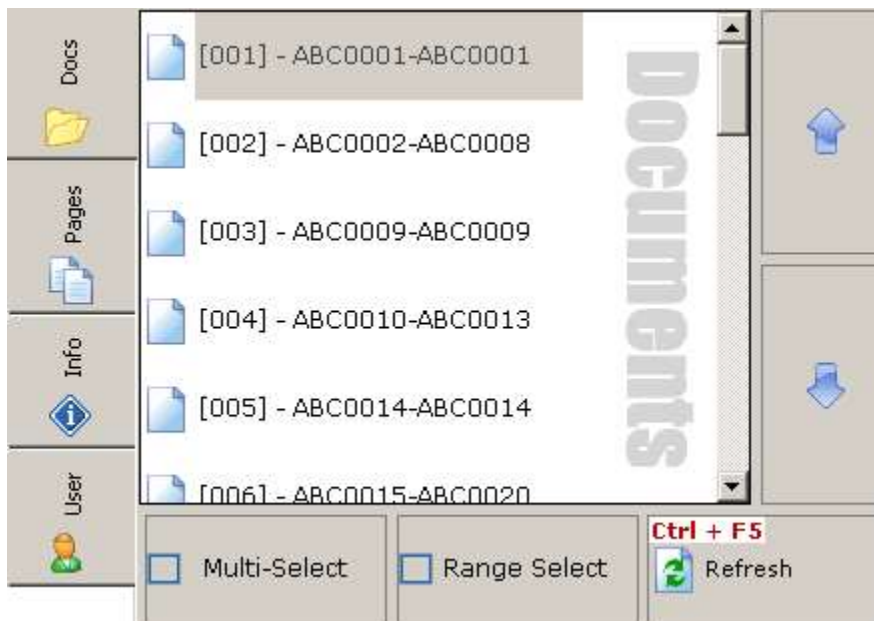


Figure 1

Document panel - This panel is used to navigate through documents.

The Page Panel displays the pages within a document and the Page IDs associated with them. Multiple pages can be selected by using the [Selection Mode](#) buttons. This panel will show the OCR flag if the [Display OCR Status \(Page Lvl\)](#) option is set.

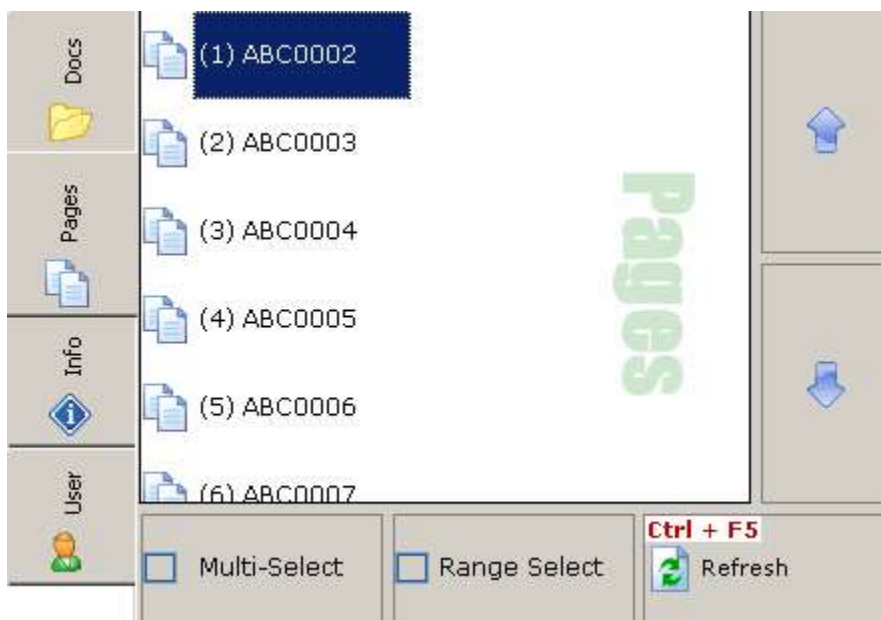


Figure 2

Page panel - This panel is used to navigate pages within documents.

Another way to navigate is by using the Navigation toolbar (Figure 3).



Figure 3

Navigation Toolbar - Documents and Pages can be navigated by using the Navigation Toolbar.

The buttons on the navigation toolbar will help navigate through documents. The buttons are listed from left to right.

- First Document - The First Document button will jump to the first document in the current folder.
- Previous Document - The Previous Document button will jump to the previous document in the current folder.
- First Page - The First Page button will jump to the first page within the selected document.
- Previous Page - The Previous Page button will jump to the previous page within the selected document.
- Next Page - The Next Page button will jump to the next page within the selected document.
- Last Page - The Last Page button will jump to the last page within the selected document.
- Next Document - The Next Document button will jump to the next document in the current folder.
- Last Document - The Last Document button will jump to the last document in the current folder.

## Selection Modes

Since LAWtsi was designed to work with a touch screen, there are some selection modes added to the [Document](#) and [Page tabs](#) in lieu of a keyboard. The two selection modes are Multi-Select and Range Select. The Range Select option (Figure 1) allows users to select documents or pages in a consecutive range.



Figure 1

Range Select option.

The Multi-Select option (Figure 2) allows users to select multiple single documents or pages, like holding down the <CTRL> key in a standard windows list.. Each time an element is clicked, it will be selected (or de-selected depending on its existing state).



Figure 2

Multi-Select option.

## Viewer Fit-To

The Image Viewer can quickly be set to pre-defined zoom ranges by clicking on the Fit-To button (Figure 1) on the [Main Interface](#) of LAWtsi. This setting will not persist through all documents and pages unless the [Viewer Lock](#) button is turned on.



Figure 1

Fit-To button - This button allows users to quickly set the zoom of the Image Viewer.

When the Fit-To button is clicked, it will display the Viewer Fit dialog (Figure 2). This allows users to set the viewer to either Best Fit, Fit to Width, Fit to Height, or No Fit (Full Size).

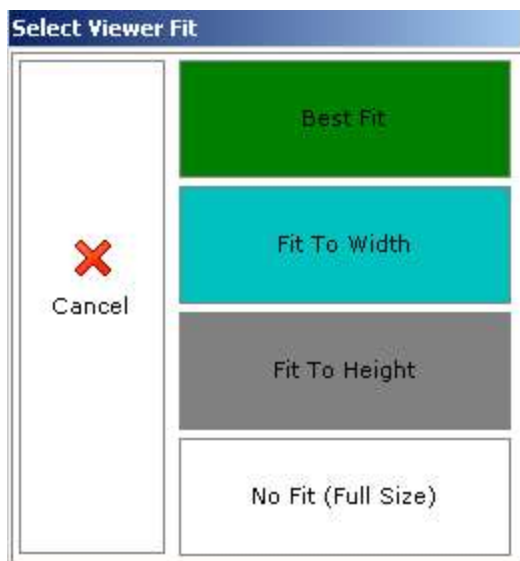


Figure 2

Viewer Fit dialog - This dialog is used to set the fit of the Image Viewer.

The pre-defined selections for the zoom in the Image Viewer are:

- Best Fit - The Best Fit selection will zoom to fit both the full width and height of the document in the Image Viewer.
- Fit to Width - The Fit to Width selection will zoom to the full width of the document in the Image Viewer regardless of the height of the document.
- Fit to Height - The Fit to Height selection will zoom to the full height of the document in the Image Viewer regardless of the width of the document.
- No Fit (Full Size) - The No Fit (Full Size) selection will zoom to the actual size based on resolution.

## Viewer Lock

The Viewer Lock button (Figure 1) on the [Main Interface](#) is used to Lock the Image Viewer's Zoom and/or Rotation. Once this button is clicked, it will remain in a depressed state (enabled) until it is clicked again (disabled).



Figure 1

Viewer Lock button.

## Viewer Zoom

The Viewer Zoom buttons will zoom either in or out on the image. To persist this setting the [Viewer Lock](#) may be enabled. The buttons are located on the [Main Interface](#) of LAWtsi.



Figure 1

Zoom In button - This button zooms in on the image.

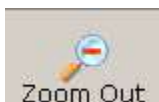




Figure 2

Zoom Out button - This button zooms out on the image.

## ***Acquiring Documents***

### **Scanner Setup**

LAWtsi is designed to interact with TWAIN enabled devices only. TWAIN is an open standard used in communications between applications and image acquisition devices. LAWtsi does not distribute a set of drivers as does LAW 7.0. Instead drivers are provided by the manufacturer of the device.

Twain drivers, in the case of multi-function devices are sometimes composed of two pieces. One piece being the actual driver, and the other being a communications tool to drive the scanner over the network. Some manufacturers incorporate both of these elements into one tool. Cannon Network ScanGear is an example of this type of driver.

If you have used any other TWAIN enabled software to scan with your device, e.g. Adobe® Acrobat®, Microsoft Document Imaging or Imaging For Windows Professional, then LAWtsi should require no additional setup to communicate with your device.

### **Selecting a Scanner**

Before any documents can be scanned using LAWtsi, a scanner must first be selected. All scanning functions will be disabled until a scanner is selected. To select a scanner the user must click the Select... button on the left of the main interface. This will display the Select Twain DataSource dialog (Figure 1) which shows all of the installed TWAIN devices.



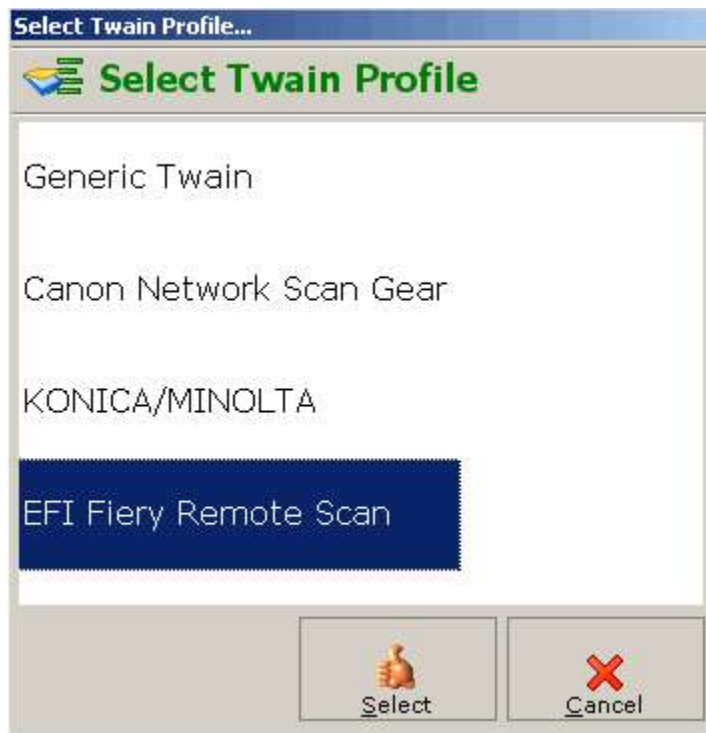
Select TWAIN DataSource - This dialog is used to select an installed scanner.

To select a scanner, first click on the DataSource Name and then click the Select button. If a Twain Profile has not previously been setup for the selected scanner, the user will be prompted to select one. Please see [Selecting a Twain Profile](#) for more information.

To change the Twain Profile click on the Change Profile button, which will display the [Select Twain Profile](#) dialog to change the Twain Profile for the selected scanner.

## Selecting a Twain Profile

LAWtsi has Twain Profiles which tell the application how to expect a scanner to act. Twain profiles are used to govern the known capabilities of devices provided by the listed manufacturers.



Select Twain Source - This dialog will set/change the Twain Profile for the selected scanner.

There are four types of Twain Profiles.

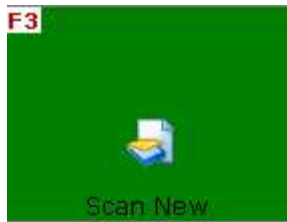
- Generic Twain - The Generic Twain profile is used for scanners that do not fit any of the other profiles.
- Canon Network ScanGear - The Canon Network ScanGear profile is used for any Canon branded scanner that uses Canon's Network ScanGear utility to acquire images.
- Konica/Minolta - The Konica/Minolta profile is used for Konica or Minolta Branded scanners without EFI Fiery controllers.
- EFI Fiery Remote Scan - The EFI Fiery Remote Scan profile is used for scanners with an EFI Fiery Controller.

## Acquisition Functions

### Scan New Documents

To add new documents to the current folder, [open the desired folder](#) and click the Scan New button or hit <F3> on your keyboard located on the Scan tab of the Action Panel. All

new documents will be added to the end of the current folder. If scanning from the document feeder, LAWtsi scans until the feeder is empty.



Scan New document - This button starts scanning new documents.

If Barcode Detection is enabled, LAWtsi will check every page of the incoming document for the values specified in the [Barcode Options](#) to determine how the documents should be organized.

## Scanning Attachments

Documents can also be added as attachments to other documents. This enables logical grouping of related documents. Adding attachments during scan-time can be done in two ways. To manually add an attachment, click the Scan Attachments button from the Scan Panel (or <Ctrl+F3> on the keyboard). The new document will be added as an attachment to the last document in the current folder.



Scan Attachments button - This button will scan a new document and attach it to the previous document.

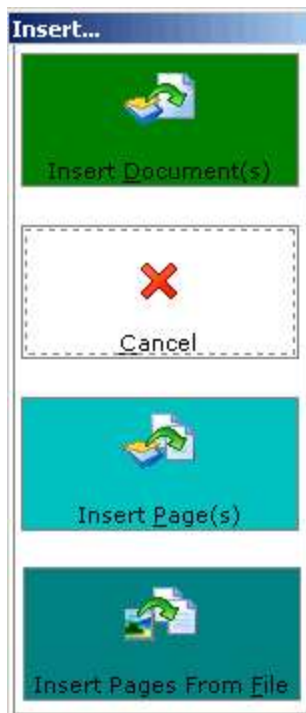
Attachments cannot be added at scan time to intermediate documents in a folder. If documents have been scanned out of order, you will have to scan the attachment as a normal document to the end of the folder, [move the document](#) immediately behind the appropriate parent document, and then [manually attach it](#).

If using barcode break sheets to scan multiple documents, attachments should be preceded by an attachment break sheet, as opposed to a standard document break sheet. The break sheet for attachments can be found in the installation directory for LAWtsi. It is named attach1.tif and a shortcut to the break sheet (Attachment Break #1) can be found in the Break Sheets subfolder in the program installation group. Documents preceded by an attachment break sheet will always be attached to the previous parent document. Therefore, to scan a document with 3 attachments, a standard document break sheet would precede the parent, and an attachment break sheet would precede each of the 3 attachments. Attached documents will appear indented in the document list to indicate that they are attached to the previous document. See [Attachments](#) for more information.

## Inserting Documents/Pages

LAWtsi allows you to insert documents in a particular place within the current folder by clicking the Insert... button on the Scan tab. This will display the Insert Dialog. The Insert

functions should be used to insert documents into place and maintain the current document order.



Insert Dialog - This dialog is used to insert pages or documents.

The following functions are available when inserting:

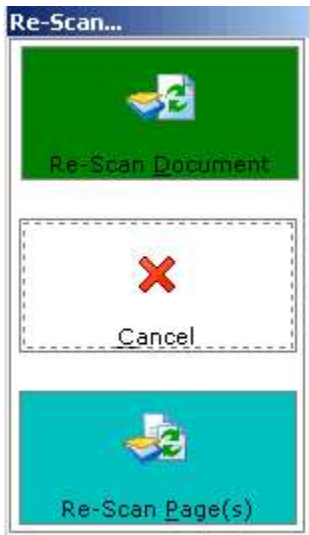
- **Insert Documents** - The insert documents button will insert a document before the selected document maintaining the order of the documents following it. This allows users to insert a document that may have been missed at scan-time and preserve the order of the following documents. When Inserting Documents LAWtsi will prompt the user to input a starting Page-ID for the document. The dialog will also offer an option to Auto-number to the end of folder. For more information see [Auto-Numbering Documents](#). If Barcode Detection is enabled LAWtsi will check for the break sheets configured in [Barcode Option](#) and perform the corresponding action.
- **Insert Pages** - The insert pages button will insert scanned pages before the selected page in the current document. This allows users to insert pages that may have been missed during scan-time. When scanning is complete, the user will be prompted to renumber the document starting on the first page of the inserted pages. There is also an option to Auto-number to the end of folder. See [Auto-Numbering Documents](#) for more information. Barcode detection is disabled when Inserting Pages.
- **Insert Pages from File** - The insert pages from file button will bring up a dialog that allows users to browse to a TIFF file and insert it into the currently selected document before the selected page. If the selected input file contains multiple pages, then all of the pages will be inserted into the target document. This allows users to insert pages that may have been missed during scan-time. When the file insertion is complete, the user will be prompted to renumber the document starting on the first page of the inserted pages. There is also an option to Auto-number to the end of folder. See [Auto-](#)

[Numbering Documents](#) for more information. Barcode Detection is disabled when Inserting Pages from File.

Note: Barcode Detection is only available for inserting documents. While inserting pages from the scanner or file, any barcode break sheets encountered will be scanned as normal pages.

## Re-scanning Documents/Pages

LAWtsi allows you to re-scan a document or pages by clicking the Re-scan... button on the Scan tab located on the Action Panel. This will display the Re-scan Dialog.



Re-scan dialog - This dialog is used to re-scan a document or pages.

The following functions are available when re-scanning:

- Re-scan Document - The Re-Scan document button will remove the existing document from the case and then replace with the newly scanned document. When doing this, LAWtsi will give the replacement document the same starting Page-ID as the document that was replaced.
- Re-Scan Page(s) <F6> - The Re-scan page function allows users to replace pages within a document, or the entire document. To replace individual pages within a document, select the page and then click the Re-Scan Page(s) button. The re-scan pages function will replace the selected pages in logical order. For example if three pages are selected in the page list, and the re-scan pages function is selected then those three pages will be replaced by the first three valid images acquired in the scan session. Images in the batch beyond the number of selected pages are discarded.

Note: The Re-Scan functions are not batch scanning functions. If Barcode Detection is turned on, any barcode sheets will be disregarded and scanned as normal pages.

## Appending Pages

LAWtsi allows users to append new pages to the end of an existing document. To do this click on the Append button on the Scan tab of the Action Panel or <F5> on the keyboard.



Append button - This button will append scanned pages to an existing document.

Note: The Append Pages function is not a batch scanning function. If Barcode Detection is turned on, any barcode sheets will be disregarded and scanned as a normal page.

## Scanner Settings

### Brightness and Contrast

The Brightness and Contrast settings are set via the Main Interface in LAWtsi. Each setting has a reset button that will restore to the default value.



Figure 1

Brightness and Contrast settings - This is where users set the contrast and brightness.

The Auto-Brightness option will allow the scanner to automatically detect what brightness to use for the document when enabled. This option is not available on all scanners.



Figure 2

Auto-Brightness button - This toggle button will enable auto-brightness if supported by the selected scanner.

### Color Selection

The selected scanner may support different color modes. The options are Black and White, GreyScale or R.G.B. (Full Color) if supported by the selected scanner. To change this setting click the Color button on the Main Interface of LAWtsi.

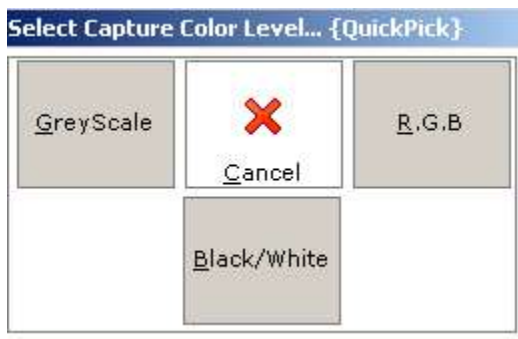


Figure 1

Color Picker - This dialog is used to select the color mode of the scanner.

## Paper Size Selection

Depending on the selected scanner, one or multiple paper sizes may be available to scan. To select the paper size before scanning click the Paper Size button.

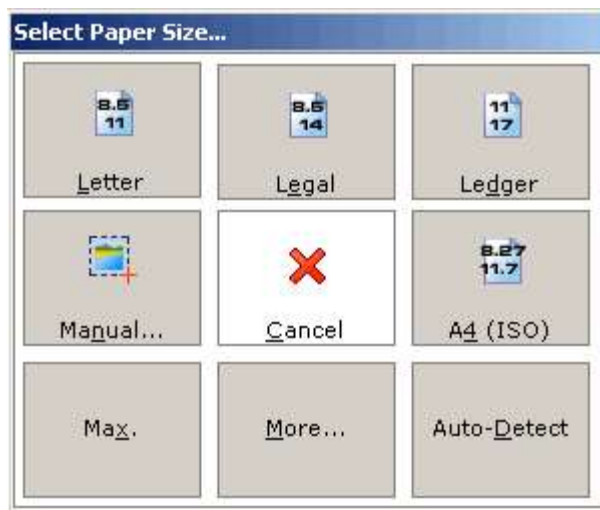


Figure 1

Select Paper Size dialog - This dialog is used to select the paper size to be scanned.

The common paper selections are available from the Select Paper Size dialog. The selections below are listed starting in the upper left hand corner and are listed clock-wise:

- Letter - Letter paper size is 8 1/2" by 11".
- Legal - Legal paper size is 8 1/2" by 14".
- Ledger - Ledger (Double Letter) paper size is 11" by 17".



- A4 (ISO) - A4 (ISO) paper size is 8.27" by 11.7".
- Auto-Detect - The Auto-Detect paper size will try to automatically detect the paper size that is fed through. This setting is not available on all scanners.
- More - The More button will bring up the Available Paper Sizes dialog (Figure 2) which allows users to select any paper size that is available for the selected scanner.
- Max - The Max paper size button will set the paper size to the maximum available paper size for the selected scanner.
- Manual - The Manual paper size button displays the Manual Paper Sizing (Figure 3) dialog which allows users to manually configure the capture area.

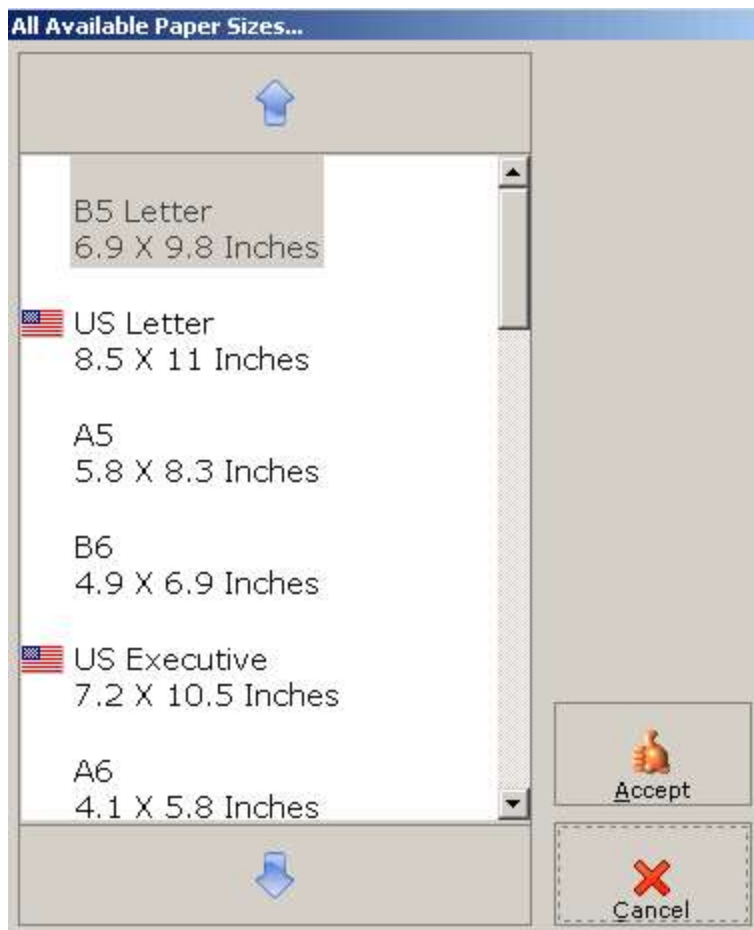


Figure 2

Available Paper Sizes dialog - This dialog displays all available paper sizes for the selected scanner.

Manually configuring paper size is done using the Manual Paper Sizing dialog. This is used for scanning non-standard sizes.

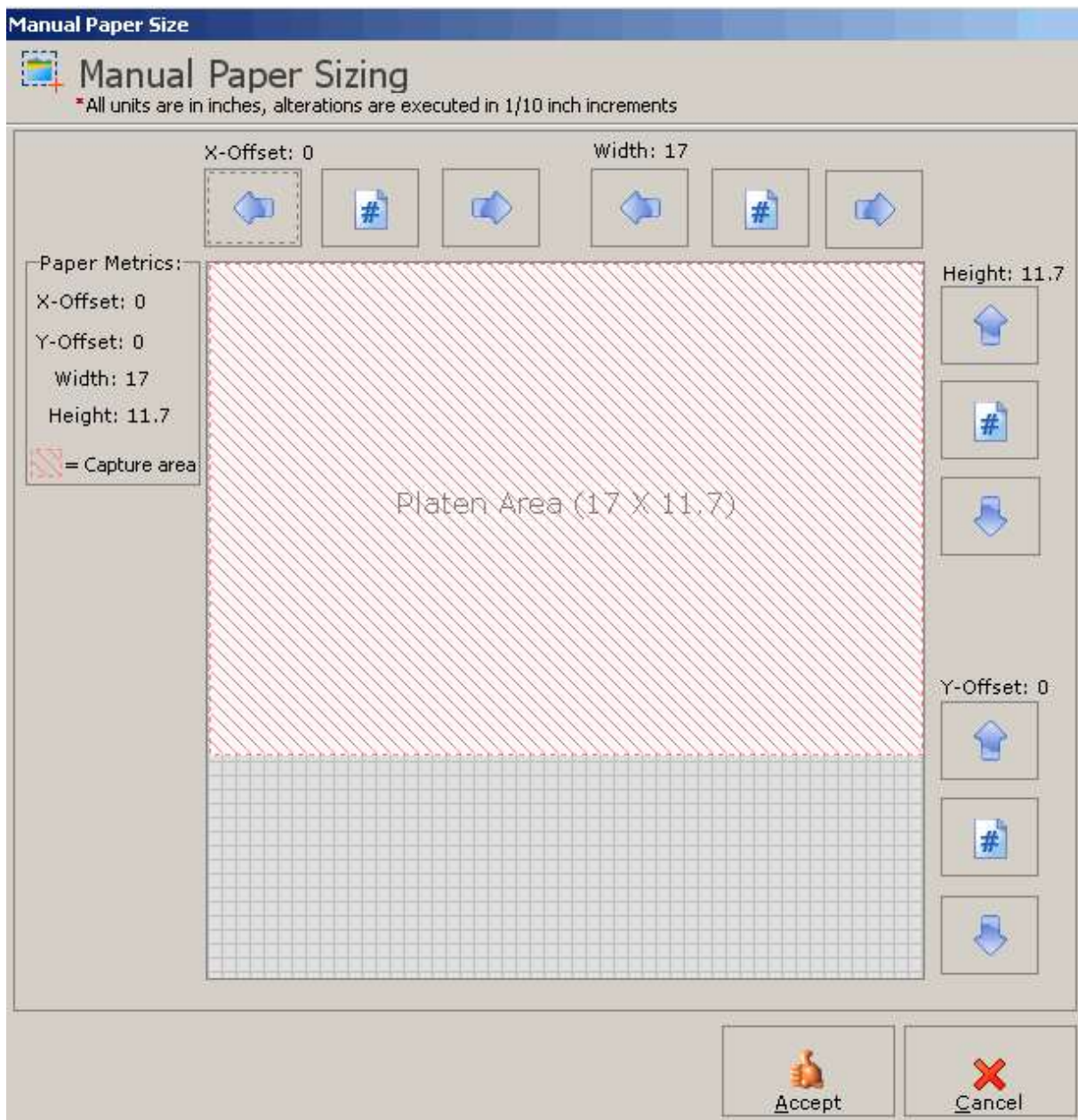


Figure 3

Manual Paper Sizing dialog - This dialog is used to set the scanner to scan at a non-standard paper size.

This dialog has 4 different configuration options.

- X-Offset - The X-Offset value is the Left offset on the page.
- Width - The Width value is set to equal the width of the scan.

- Height - The Height value is set to equal the height of the scan.
- Y-Offset - The Y-Offset value is the Top offset value of the page.

## Paper Source

The Paper Source is selected by clicking the Paper Src. button on the Main Interface of LAWtsi. When clicked, this button displays the Paper Source dialog (Figure 1), which allows users to select whether to use the Automatic Document Feeder (ADF) in either simplex or duplex mode. This is also where the scanner can be set to use the Flatbed when scanning.

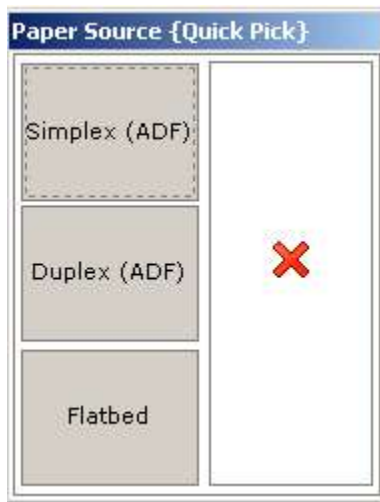


Figure 1

Paper Source dialog - This dialog is used to select the paper source.

## Scanner Options

### Overview

The Scanner Options are displayed by clicking the Settings button on the [Main Interface](#) of LAWtsi. Figure 1 is an interactive image with the scanner settings available. Click on the setting to view more information.

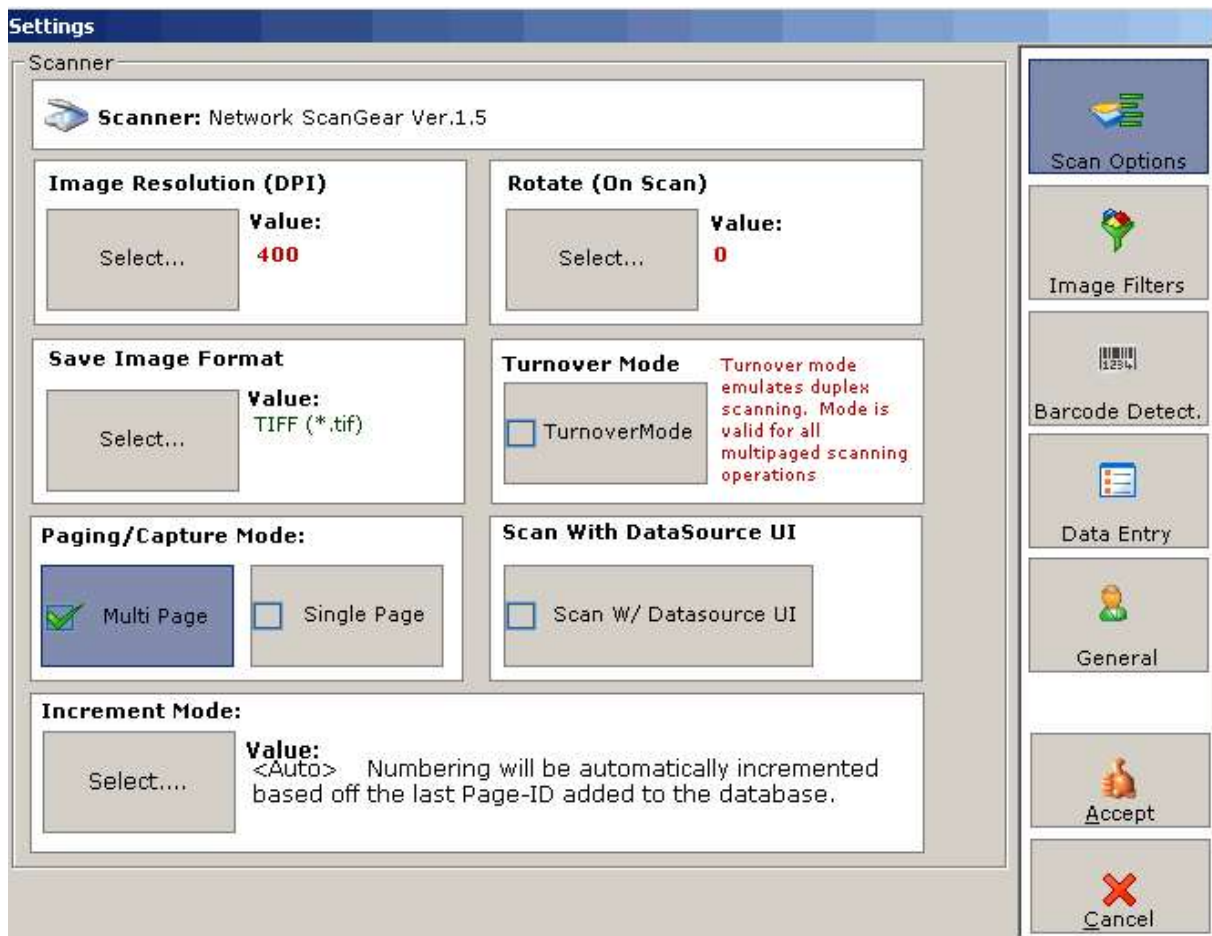


Figure 1

Scan Options dialog - This is an interactive image that will display more information on each setting when clicked.

## Resolution (DPI)

The Resolution of the scanner can be set via the Scanner Options in the Settings Dialog. This setting is applied. To change this value click on the Select... button which will display the Resolution Dialog (Figure 1 or Figure 3). Since each scanner varies from the next, the user may see one of two different dialogs when changing the DPI.

The first dialog is for scanners that support a Range of DPI values.

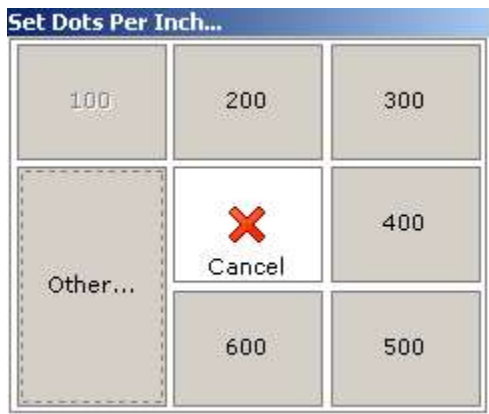


Figure 1

Resolution dialog - This dialog is used to set the DPI for the selected scanner.

To select the Resolution click on the button with the corresponding value. If a different value is desired click the Other... button. This will display the Scanning Resolution dialog (Figure 2). This dialog allows users to configure the resolution to any value within the range supported by the scanner.



Figure 2

Scanning Resolution dialog - This dialog allows for manual configuration of the selected scanner's resolution.

The Second dialog (Figure 3) is for scanners that support specific values for the Resolution instead of a range. This dialog shows the exact values available to the selected scanner.



Figure 3

Resolution dialog - This is the alternative resolution dialog used to select the resolution of the scanner.

## Scan Rotation

LAWtsi allows users to automatically rotate documents when scanning. This is performed on the application-side after the document has been scanned. This can be configured through the Scan Options in the Settings dialog. To change this setting click the Select... button in the Rotate (On Scan) section, this will display the Scan Rotation dialog (Figure 1).

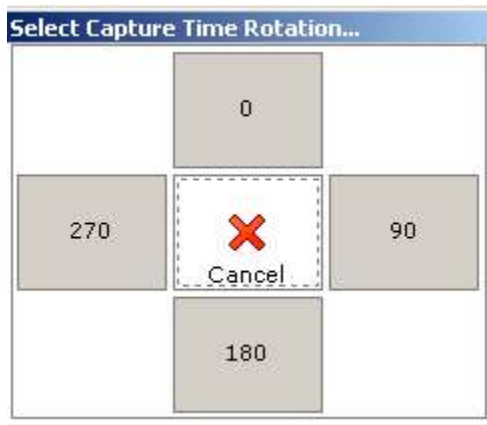


Figure 1

Scan Rotation dialog - This dialog is used to set the scan rotation.

The value of each button is the degree that the document will be rotated when it is scanned.

## Image Format

LAWtsi can create either TIFF or JPG files when scanning. This setting can be changed in the Scan Options on the Settings dialog. To do this click on the Select... button in the Save Image Format section which will display the Save File Type dialog (Figure 1).

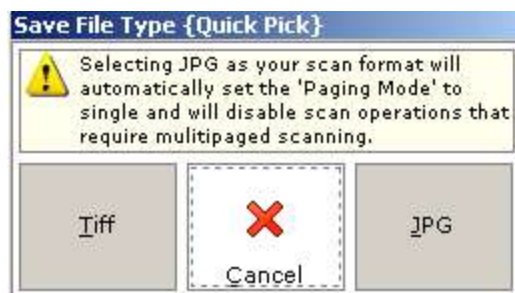


Figure 1

Save File Type dialog - This dialog is used to set the File Type of documents to be scanned.

Note: When file type is set to JPG, [Multi-Page mode](#) cannot be selected because JPG files do not support multiple pages.

## Turnover Mode

Turnover mode allows users to scan double-sided document with a scanner that only supports simplex scanning. this setting can be changed on the Scan Setting which is located on the Settings dialog.



The way Turnover Mode works, is that the user first scans the front sides of documents. Then when the document is done scanning, the user flips it over and scans the back sides of the pages.

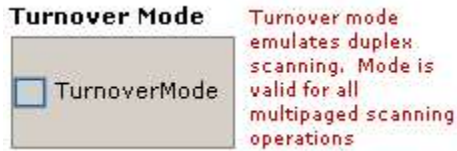


Figure 1

Turnover Mode button - This button is used to toggle turnover mode on or off.

## Page Mode

LAWtsi offers two Page Modes, multi-paged and single paged. This setting can be changed from the Scan Options in the Settings dialog.

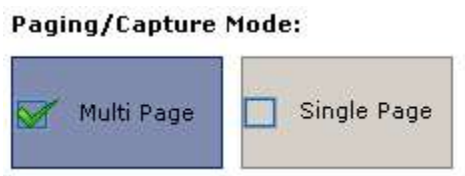


Figure 1

Page Modes - These are the two different page modes.

The two different page modes are Multi Page and Single Page.

- Multi Page - When the Multi Page setting is enabled, each page scanned through the scanner will be added to a multi paged document.
- Single Page - When the Single Page setting is enabled, each page that is scanned will be a single document.

## Scan with Datasource UI

When the Scan With DataSource UI setting is enabled, LAWtsi will open the TWAIN utility for the selected scanner. This allows users to configure the scanner with various settings (depending on the driver).

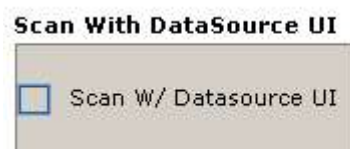




Figure 1

Scan w/ DataSource UI button - This button enables Scanning with the DataSource's User Interface.

## Increment Mode

The Increment Mode can be changed in LAWtsi by clicking the Select... button on the Scan options in the Settings dialog. This will display the Increment Mode dialog (Figure 1).

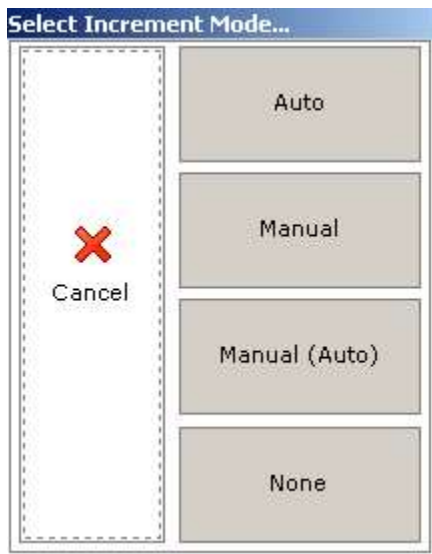


Figure 1

Increment Mode dialog - this dialog allows users to select the increment mode for the Bates Numbering scheme.

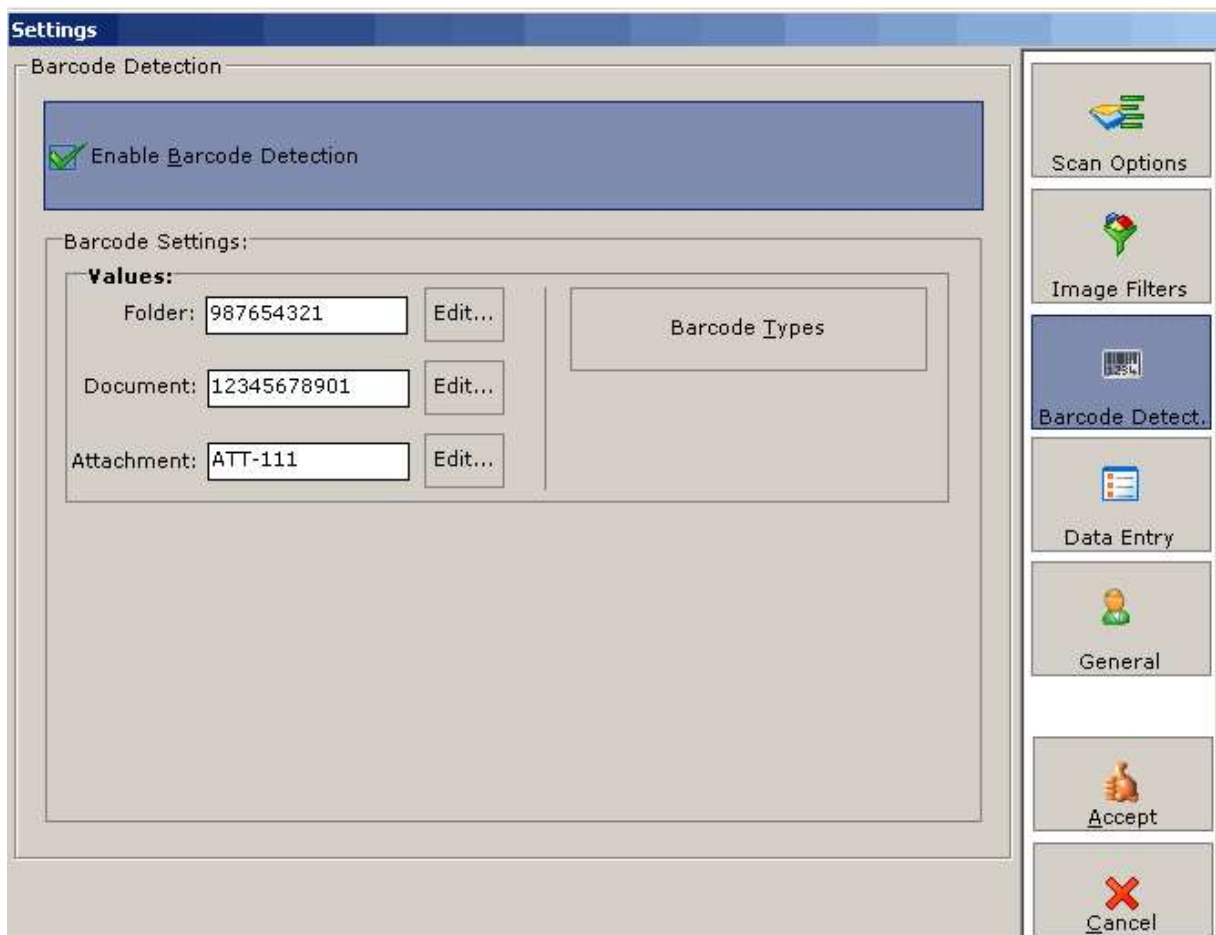
There are four different modes that LAWtsi can be set to for the numbering scheme.

- **Auto** - The Auto increment mode will set the numbering to be automatically incremented based off the last Page-ID added to the database. When this setting is enabled LAWtsi will prompt the user for a starting Page-ID for the first scan within the a new folder.
- **Manual** - The Manual increment mode will set LAWtsi to prompt the user to input a new starting Page-ID each time a document is scanned. The user will be prompted for a new starting Page-ID if a barcode break is encountered.
- **Manual (Auto)** - The Manual (Auto) increment mode will prompt the user to input a new starting Page-ID for each document scanned. It will not prompt for a new starting Page-ID if Barcode Break detection is turned on and a new document is encountered (broken up by a barcode break sheet).

- None - If the increment mode is set to none, then the user will not be prompted for a starting Page-ID. This setting will also not increment any existing Page-IDs.

## Barcode Options

LAWtsi supports barcode detection when scanning and splitting documents. Since different break sheets may be used, LAWtsi offers some configuration options which can be set via the Settings dialog in the Barcode Detect section.



Barcode Detect settings - This dialog shows where the barcode detection settings are configured.

Enabling the Barcode Detection setting will allow users to change the barcode values for the Folder, Document, and Attachment break sheets. Clicking the Edit... button will display the [Interactive Keyboard](#) and allow user input.

The Barcode Types button will display the available barcodes and allow users to select type of barcodes to detect.

## Image Filters

### Overview

LAWtsi supports scan-time filters that provide several image enhancement options at scan-time. These settings can be enabled via the Settings dialog in the Image Filters section.

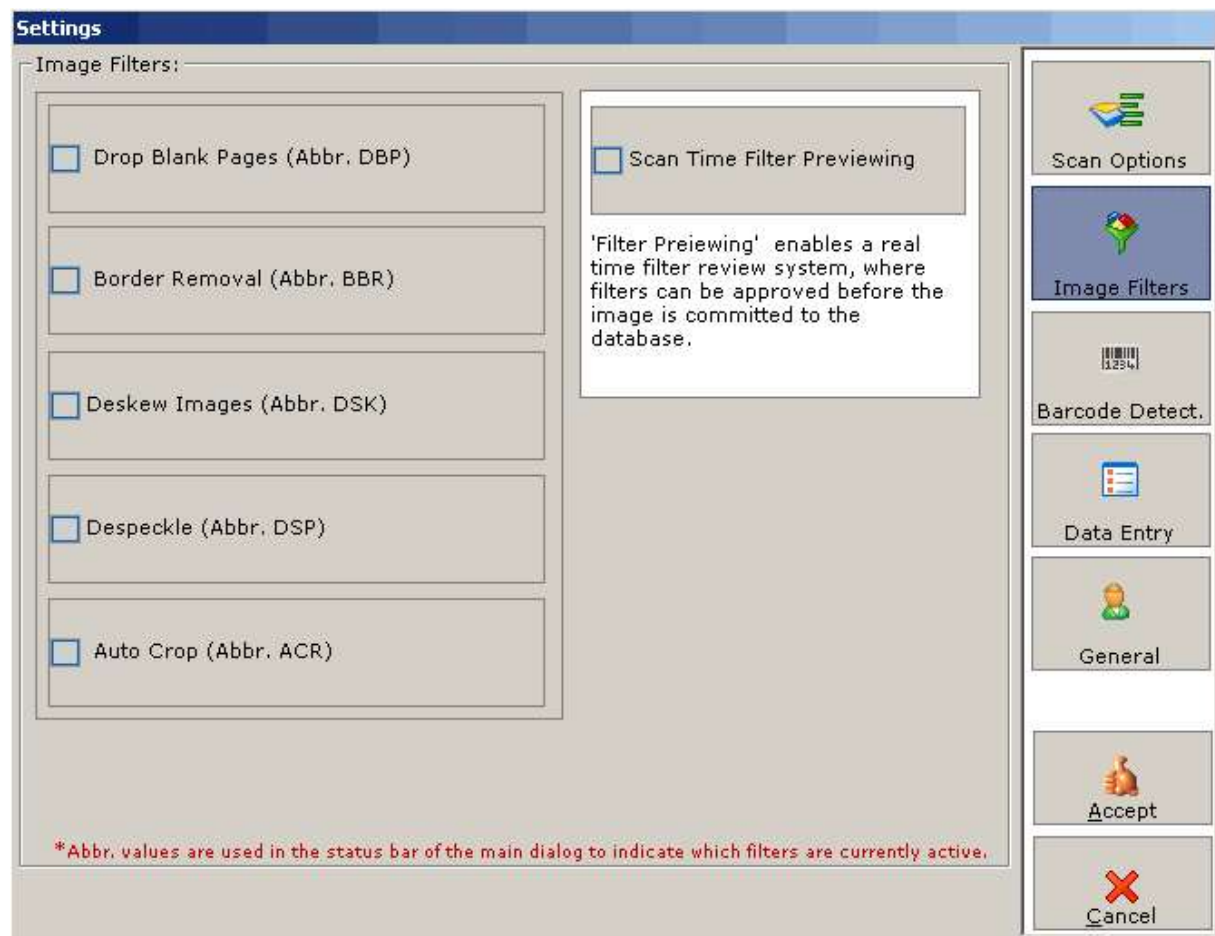


Figure 1

Image Filter settings - This dialog is where the Scan-Time Image Filter settings are configured.

The available settings are:

- Drop Blank Pages (DBP) - The Drop Blank Pages setting will discard blank pages when scanning when enabled.
- Border Removal (BBR) - The Border removal setting will attempt to remove black borders around the document if found.
- Deskew Images (DSK) - The Deskew images setting will attempt to straighten each page of a document while scanning.
- Despeckle (DSP) - The Despeckle setting will attempt to remove any noise (scratches and dust) found on a page when scanned.
- Auto Crop (ACR) - The Auto-Crop setting will crop off extra white space from the border of a page, this can be helpful when scanning checks or other non-standard paper sizes.

LAWtsi also provides an option to allow users to view the preview the scan-time filters applied to the image. The Scan Time Filter Previewing option will enable this.

## ***Working with Documents***

### **Enhancing Images**

To enhance an image in LAWtsi, click the Enhance button on the Main Interface while the image to be enhanced is displayed. This will display the Enhance Image(s) dialog (Figure 1).

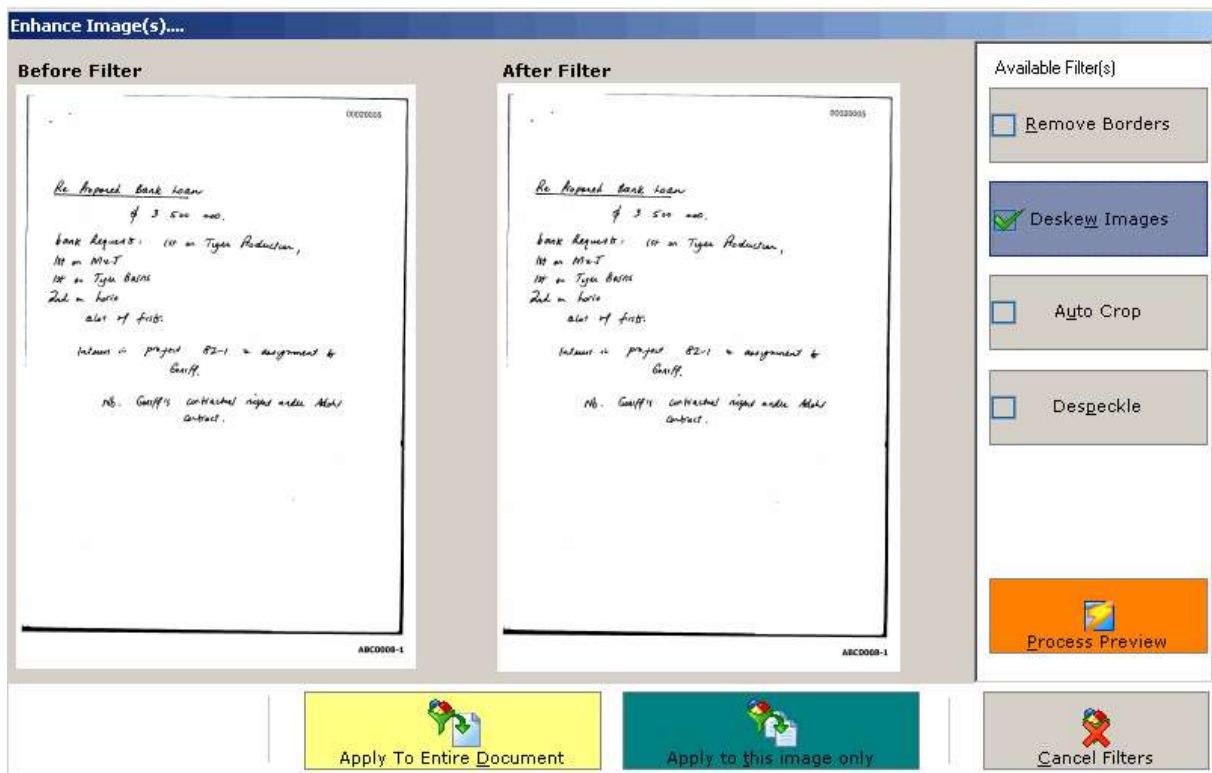


Figure 1

Enhance Image(s) dialog - This dialog is used to enhance images.

Image Enhancement offers ways to make poor quality images look better. The following enhancements are available in LAWtsi.

- **Border Removal** - The Remove Borders option will attempt to remove any black borders found on the edges of the images.
- **Deskew Images** - The Deskew Image option will attempt to straighten up the alignment of the document/page.
- **Auto Crop** - The Auto Crop option will crop off blank edges off the document/page.
- **Despeckle** - The Despeckle option will attempt to remove noise (dust or scratches) found on the document/page.

To Preview what effects the filters will have on the image(s), click the Process Preview button. This will show what the image will look like in the After Filter view.

To apply the filters to the selected page, click the Apply to this Image Only button.

To apply the filters to all the pages in the selected document, click the Apply to Entire Document button.

## Rotating Images

LAWtsi allows users to rotate images to correct the orientation. This can be done by clicking the Rotate Left button (Figure 1), which will rotate the selected page(s) 90 degrees to the left. To make this change permanent the [Save Pages](#) button must be clicked. To lock the current rotation throughout all documents click the [Viewer Lock](#) button.



Figure 1

Rotate Left button - This button rotates the image.

## Saving Pages

When rotating images, to get the rotation to become permanent the Save Pages button (Figure 1) must be clicked to commit the changes to the image file. This will only save the selected pages. Multiple pages can be selected using the [Selection Modes](#).



Figure 1

Save Pages button - This button saves the selected pages.

## OCR Flagging Overview

All OCR Flagging actions can be performed from the OCR Flagging/Status tab on the Action Panel of LAWtsi. The OCR Tab (Figure 1) is displayed below.

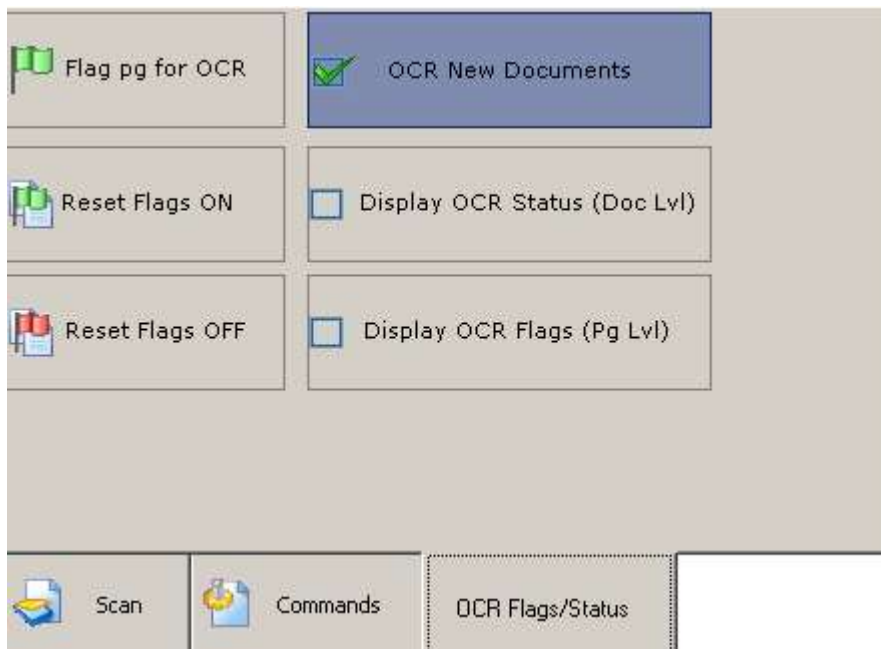


Figure 1

OCR Tab - This tab contains all of the OCR Flagging features.

The following functions can be performed via the OCR Flags/Status Tab:

- Flag Pg. for OCR - The Flag Page for OCR button will flag the selected page(s) for OCR when clicked.
- Reset Flags ON - The Reset Flags On button sets all of the OCR flag on the selected document(s) to ON when clicked. This will update all the pages within the document to ON as well.
- Reset Flags OFF - The Reset Flags Off button sets all of the OCR flag on the selected document(s) to OFF when clicked. This will change the page flags within the document to OFF.

The following settings are available for OCR Flagging.

- OCR New Documents - The OCR new documents button will set the OCR flag for all documents/pages scanned to ON when checked.
- Display OCR Status (Doc Lvl) - The Display OCR Status (Doc Lvl) setting will display a glyph for each document depicting whether the document is flagged for OCR or not. The glyphs are shown in Table 1.
- Display OCR Flags (Page Lvl) - The Display OCR Flags (Page Lvl) setting will display a glyph for each page within a document depicting whether the page is flagged for OCR or not. The glyphs are shown in Table 1.



Table 1  
OCR Status/Flag Glyphs - This shows the OCR Status/Flag glyphs and what they mean.

Data Entry Overview

The Data Entry panel allows users to input data for a document in the index fields pre-defined in LAW. To input data into these fields the keyboard or the [Interactive Keyboard](#) can be used. Input data via the Data Entry panel (Figure 1), which is available by clicking the Data button on the [Scan tab](#) of the Action Panel.

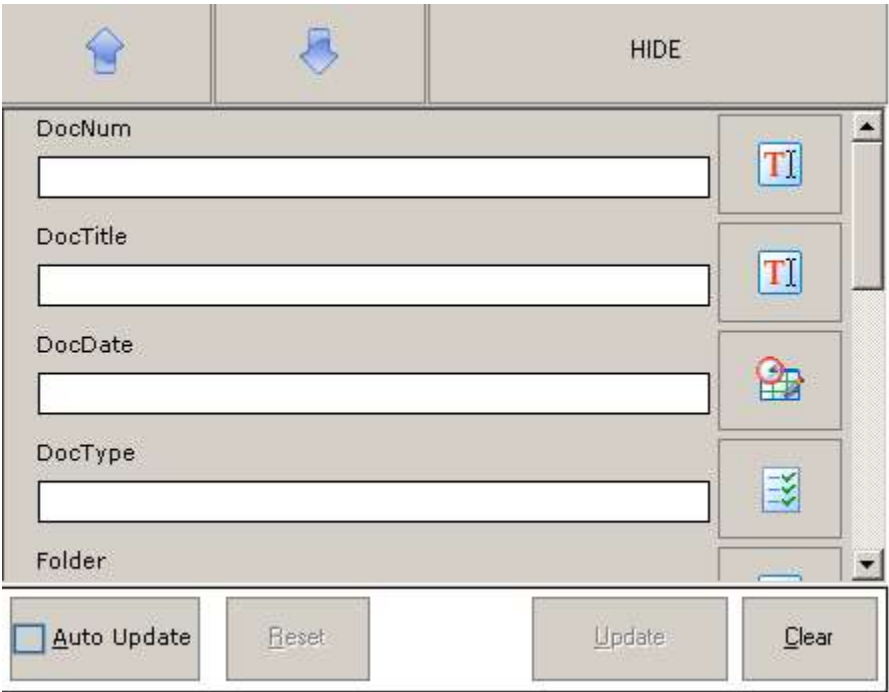


Figure 1  
Data Entry panel - Used to enter information for documents.

To enter Data for a field click the Text Input button to the right of the field. The [Interactive Keyboard](#) for data input will be displayed.

If the Data input Field is of a Date type, it will have a Date Select button (Figure 2) next to it. Clicking this button will display the Date Picker (Figure 3) to select a valid date to enter.





Figure 2

Date Select button

**Select Date**

Select Month (touch screen)

Select Year (touch screen)

September ▼

2004 ▼

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		


  
Accept


  
Cancel

Figure 3

Date Picker dialog - Used to select valid dates for data entry.

If the Data input Field is of a List type, it will have a List Select button (Figure 4) next to it. Clicking this button will display the List Picker dialog (Figure 5) which allows users to select values from the available list values. Multiple values can be selected if the enabled on the [Data Entry settings](#).

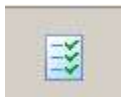


Figure 4

List Select button

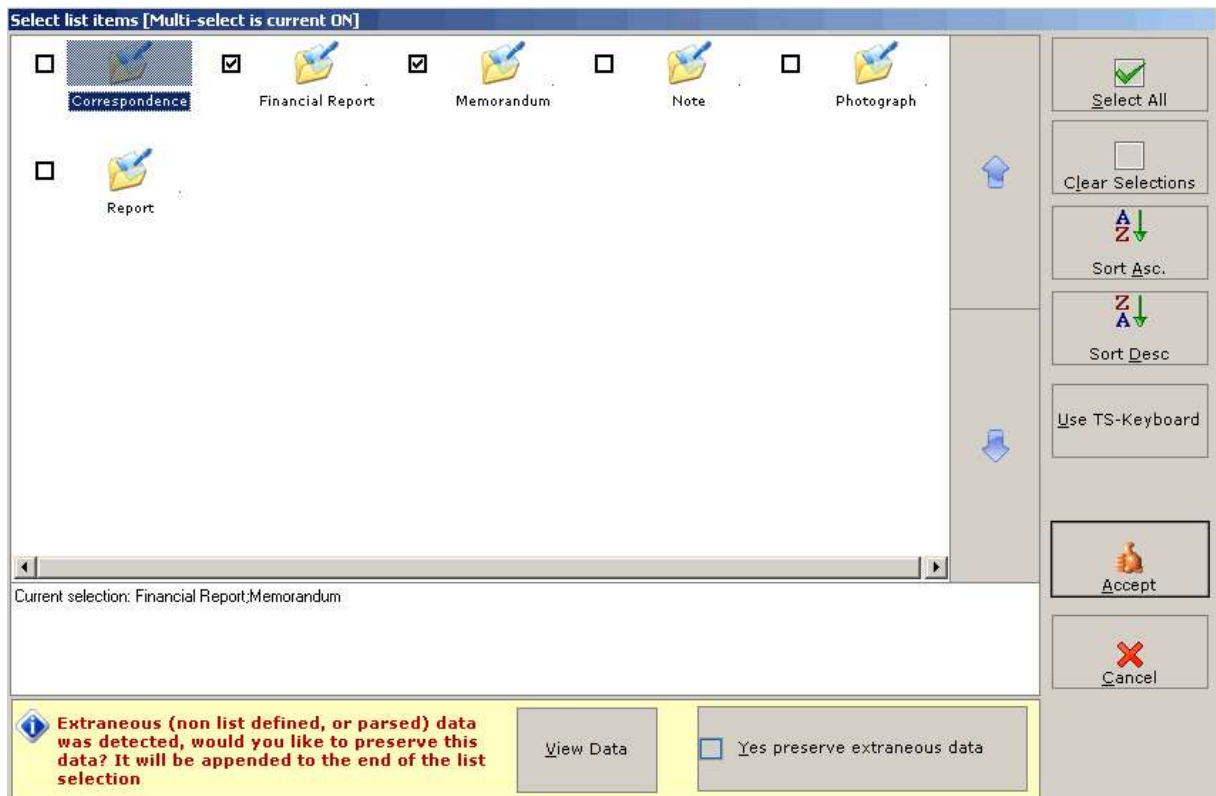


Figure 5

List Picker dialog - Displays the available values for the field selected.

The following buttons are on the List

## Data Entry Options

The Data Entry Options are displayed by clicking the Settings button on the [Main Interface](#) of LAWtsi and then clicking on the Data Entry button on the Settings Dialog.

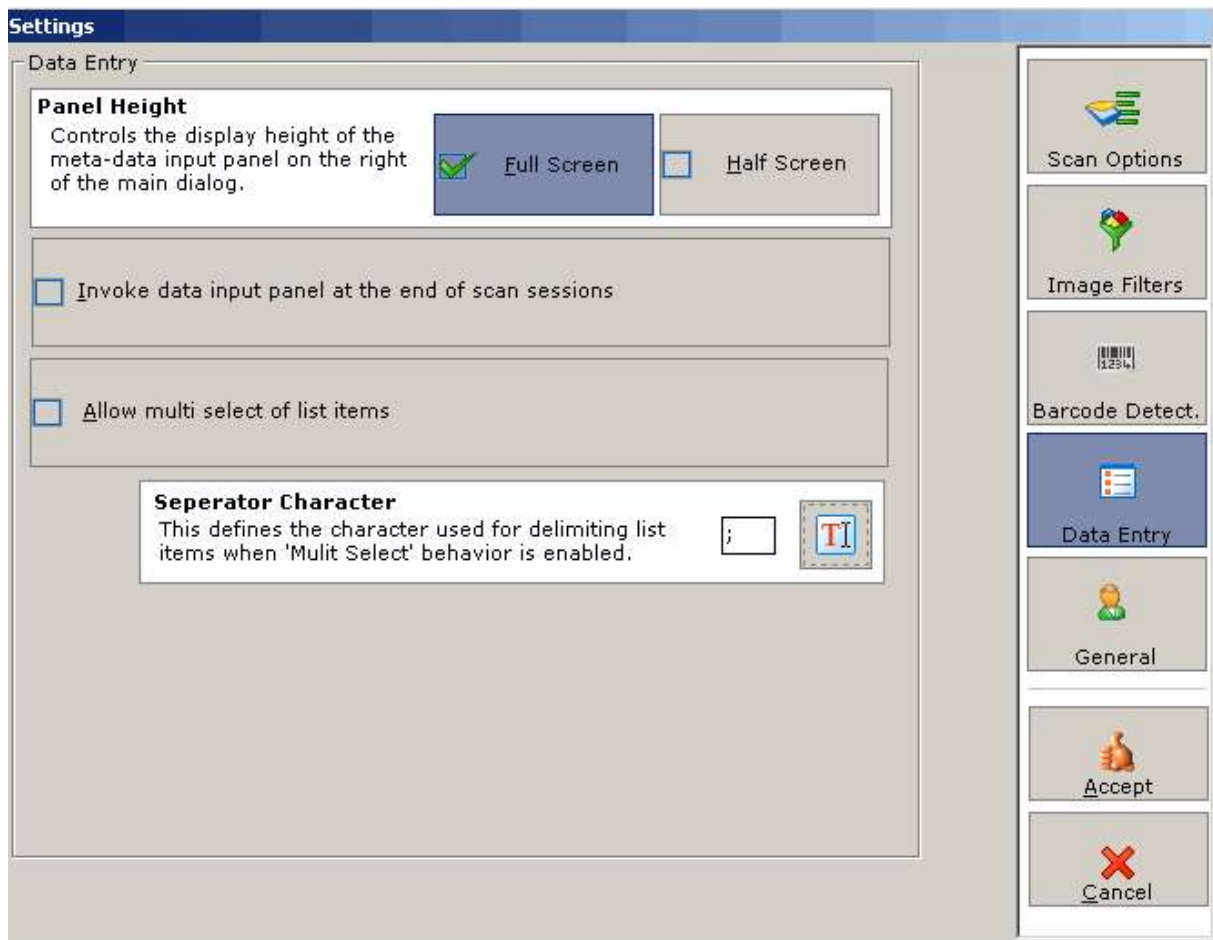


Figure 1

Data Entry settings - This dialog shows the settings that can be configured for Data Entry (coding).

The following options are available for Data Entry:

- **Full Screen** - The full screen option will display the Data Input Panel over the right half side of the interface. This will cover up the Document and Page panels and will not allow navigation using these panels. The [Image Navigation](#) buttons will still be available to navigate document while the Data Input Panel is displayed in full view.
- **Half Screen** - The half screen option will display the Data Input Panel over half of the right side of the interface. This will not cover up the Document and Page panels and allows navigation using these panels.
- **Invoke Data Input Panel at the end of scan sessions** - The Invoke Data Panel at the end of Scan Sessions option can be set to display the Data Input panel after each document has been scanned.

- Allow multi select of list items. The Allow multi select of list items setting will allow users to select multiple values for list type fields.
- Separator Character. The Separator Character is selected using the [Interactive Keyboard](#), this character will be used to delimit multiple selections in a list type field.

## Attachments

Documents can be put into logical groupings called attachments. Parent/Child documents are managed by the attachment buttons on the Commands Tab of the [Action Panel](#). These buttons can be used to add/remove attachments.

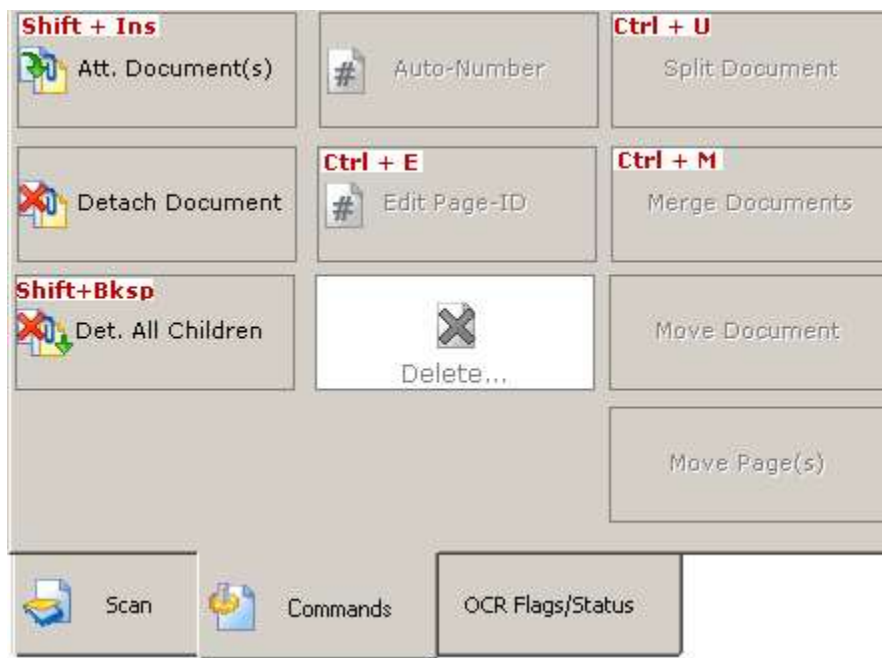


Figure 1

Attachment buttons on the Commands tab - These buttons are used to manage attachments.

The attachment buttons perform the following actions:

- Att. Document(s) - The Attach Document button will attach all of the selected documents to the previous document when clicked.
- Detach Document - The Detach Document button will detach the selected child document from the parent document when clicked.
- Det. All Children - The Detach All Children button will detach all documents attached to the current document.

Pictured below in Table 1 are the glyphs for the parent attachments, child attachments, and regular documents.


 Regular Document	 Parent Document	 Child Document
---	--	---

Table 1

Attachment Glyphs - This table shows the glyphs signifying the different attachment levels.

## Document/Page Deletion

Document/Page deletion is handled via the Delete button (Figure 1) on Commands tab located in the Action panel.



Figure 1

Delete button - This button is clicked to invoke the Deletion Dialog.



Figure 2

Deletion Dialog - This dialog is used to delete selected documents or pages.

Multiple pages/documents can be deleted by using the [Selection Modes](#) and then clicking the corresponding button on the Deletion dialog.

## Merging/Splitting Documents

LAWtsi has the ability to merge/split documents to correct mistakes made during scan-time. To merge documents together use one of the [Selection Modes](#) to select multiple documents and then click the Merge Documents button located on the Action Panel. Documents will be merged in the same order that they appear in the document list.

To split a document select the document to be split and click the Split Documents button. This brings up the Split Document dialog (Figure 1).

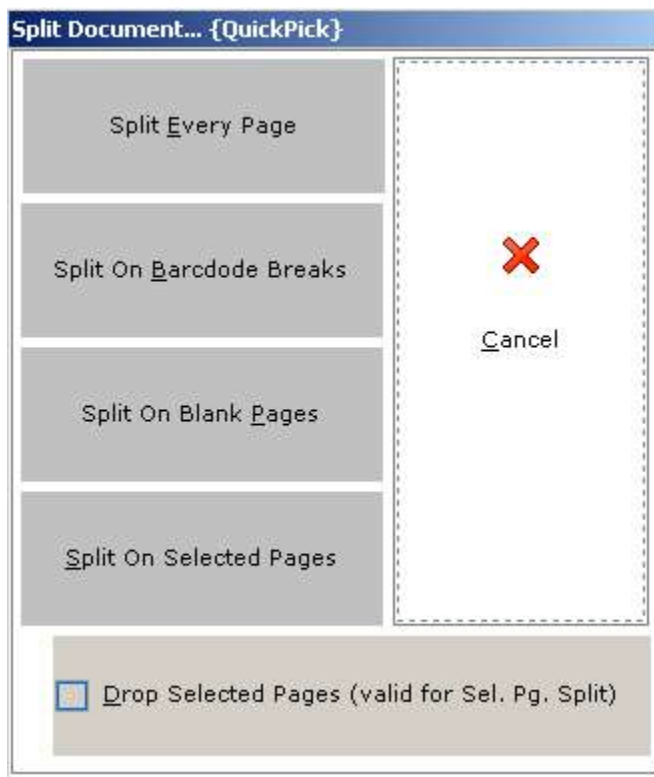


Figure 1

Split Document dialog - This dialog is used to determine how documents are split.

Splitting a document can be performed one of four different ways.

- Split Every Page - The Split Every Page button will split every page in the document into one page.
- Split on Barcode Breaks - The Split on Barcode Breaks will split a document based on barcode breaks within the file. These break sheets can be configured via the [Barcode Detection Options](#) on the Settings dialog.

- Split on Blank Pages - The Split on Blank Pages button will scan through the pages in the selected document and look for pages that are considered blank.
- Split on Selected Pages - The Split on Selected Pages button will split the document on each of the selected pages. Each page that is selected will become a new document. The Drop Selected Pages option will drop the each of the selected page when splitting on Selected Pages.

Note: Splitting on Barcode Breaks and Blank Pages will drop either the barcode page or the blank page.

## Moving Documents/Pages

LAWtsi allows users to move either documents or pages within a document. To move documents, first select the document(s) to be moved, then click the Move Document button on the Action panel on the Main Interface. This will display the Move dialog (Figure 1) which allows the user to insert the document(s) either Before or After the selected document. When this dialog is visible, case navigation can still occur.

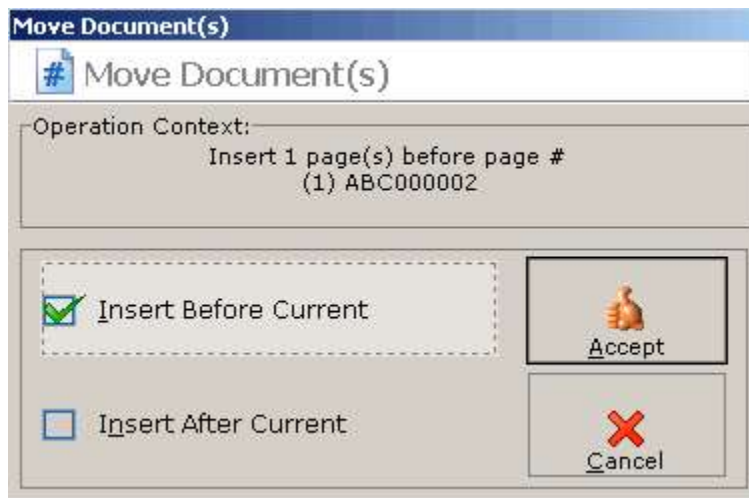


Figure 1

Move dialog - This dialog is used to insert documents into a new position within a case.

To move pages within a document, first select the page(s) to be moved and then click the Move Page button. This will invoke the Move Dialog (Figure 2) which allows users to insert the pages Before or After the selected pages.

Note: When moving pages document navigation is still possible, but pages within a document cannot be move to another document. They must be moved within the original document.

## Auto-Numbering Documents

LAWtsi allows users to number documents within a folder. The Auto-Number feature can be accessed by clicking the Auto-Number button on the Commands tab of the Action Panel. This displays the Renumber Document/Folder Dialog (Figure 1). The start page defaults to the current page making it easy to renumber if you discover a page is incorrectly numbered. Enter the desired starting and ending Page ID. If the ending page exceeds the page count of the current image, LAWtsi will only number to the end of the current document. If the Auto-number to end of folder option is selected, the ending page is disabled and LAWtsi numbers all the way to the end of the current folder. This makes it very easy to fix numbering mistakes in a single document causing all subsequent documents in the folder to be incorrectly numbered.



Figure 1

Renumber Document/Folder Dialog - This dialog is used to renumber document(s) or a folder.

## Editing Page-IDs

To edit a single Page-ID click the Edit Page-ID button on the Commands tab of the Action Panel. This will display the Edit Page-ID dialog (Figure 1). A new Page-ID can be entered for



each page in a document. To continue the numbering beyond the single page, check the Auto Number to end of Document option. This will increment the numbering for each page.

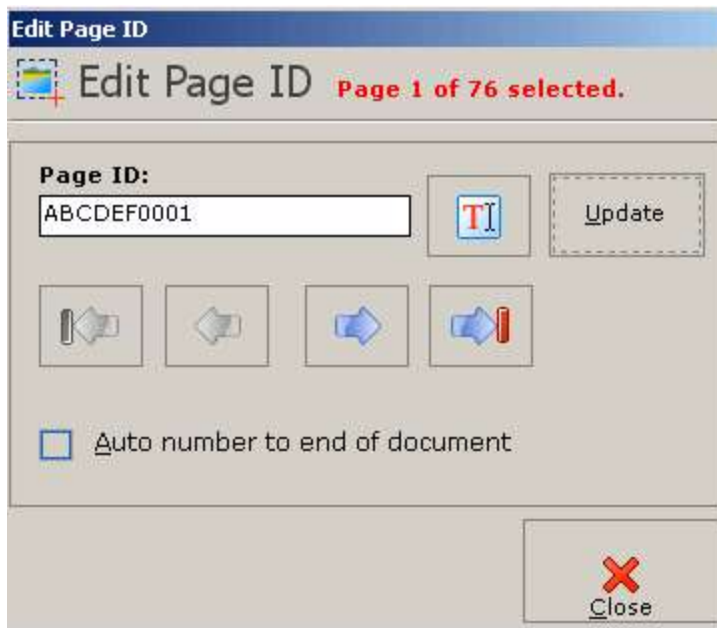


Figure 1

Edit Page-ID Dialog - This dialog is used to change the Page-ID of a page or to renumber a document.

## File Information

The File Information tab (Figure 1) contains properties for both the current record and the physical image currently loaded in the viewer. Document record properties are located below the top most Document node. File properties are located below the Image node.

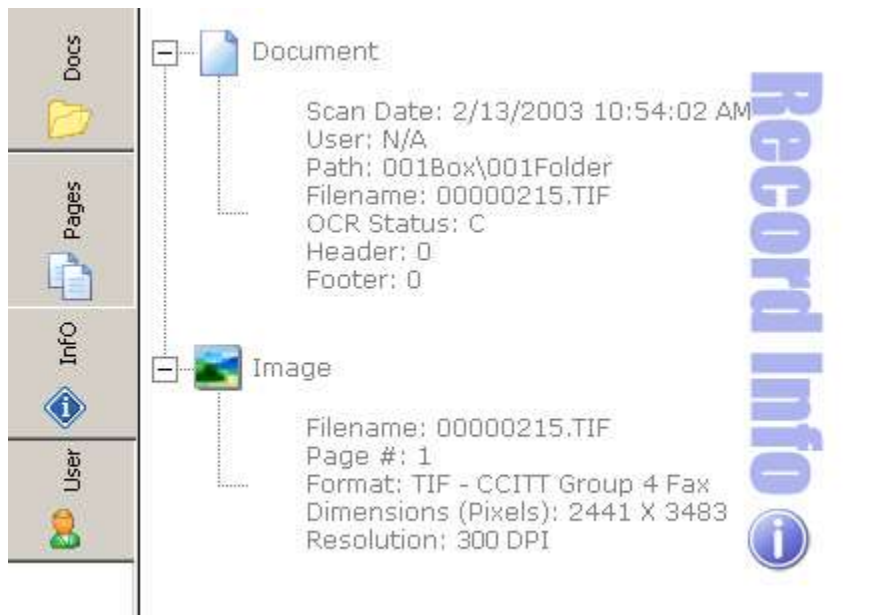


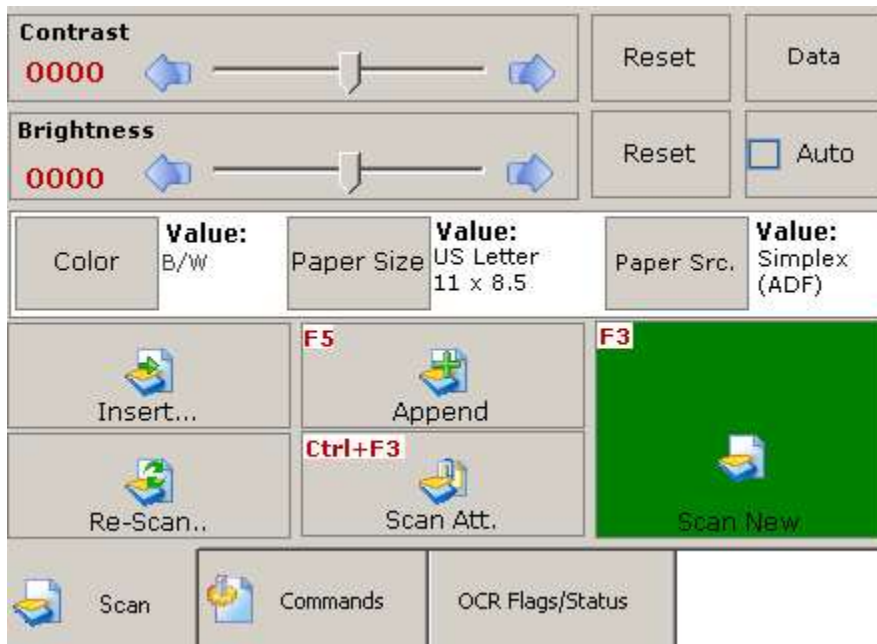
Figure 1

Info tab - This tab displays document and file properties.

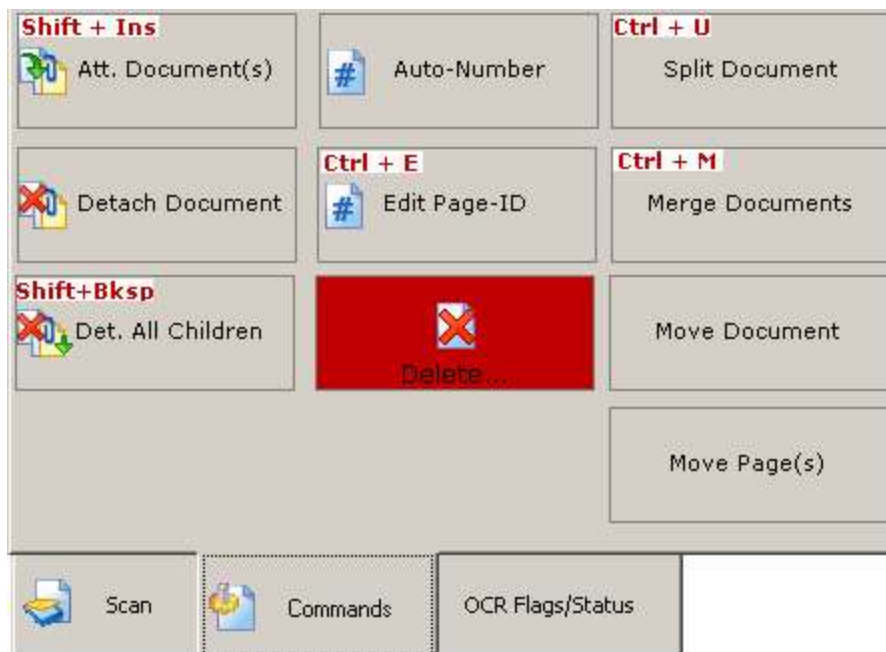
## Appendix

### Action Panel

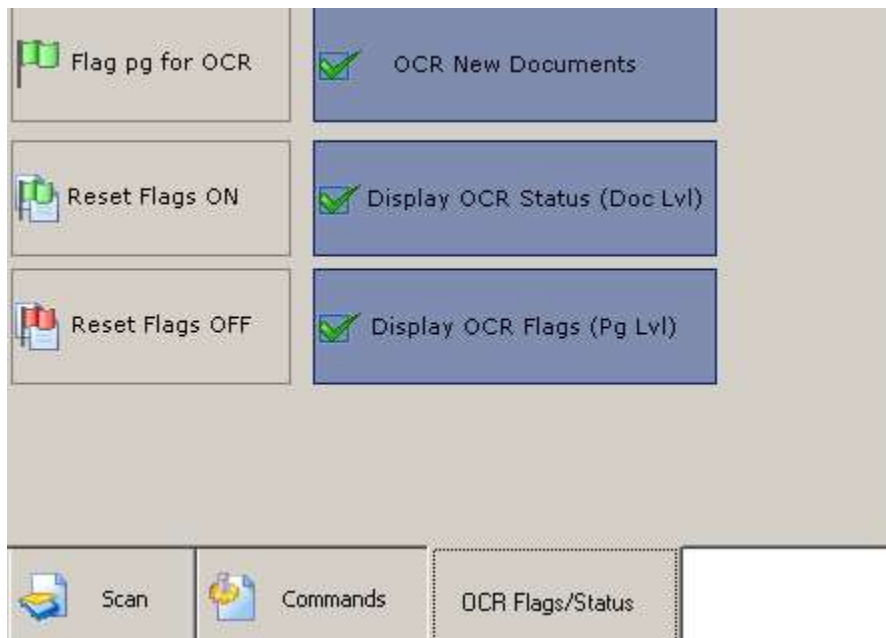
The Action Panel is located on the upper right-hand corner of the [Main Interface](#) of LAWtsi. This panel is where the buttons for the majority of LAWtsi's functions are located. The Action panel is broken up into three tabs. The tabs are Scan, Commands, and OCR Flags/Status. Pictured below are screenshots of each tab allowing you find out more information about each button



Scan tab - This is an interactive image of the Scan tab on the Action Panel.



Commands tab - This is an interactive image of the Commands tab on the Action Panel.



OCR Flags/Status tab - This is an interactive image of the OCR Flags/Status tab on the Action Panel.

## Interactive Keyboard

LAWtsi has a built in Interactive Keyboard that can be used to input text.. The Interactive Keyboard acts just like a regular keyboard except it is digital and accepts mouse or touch screen input only. It includes a NumPad similar to the NumPad on a regular keyboard.



Interactive Keyboard - This keyboard allows for users to input text via a touch screen or mouse.

The Interactive Keyboard can be invoked by clicking the Text Input button from any place which this button is location.



Text Input button - This button will launch the Interactive Keyboard.

Note: When the Interactive Keyboard is visible, all keyboard input is disabled. To input text from the keyboard, users will need to manually type the text in the Text Input box next to the Text Input Button.

## Settings Overview

The Settings Dialog is where all the settings in LAWtsi are configured. This dialog can be accessed by clicking the Settings button on the Main Interface of LAW. Pictured below is an interactive screen shot of the Settings Dialog. Click the one of the buttons on the right of the dialog to view the settings and explanations of each setting.

