

# Using Kodak Imaging For Ariel Use



## Shortcut to kodaking.Ink

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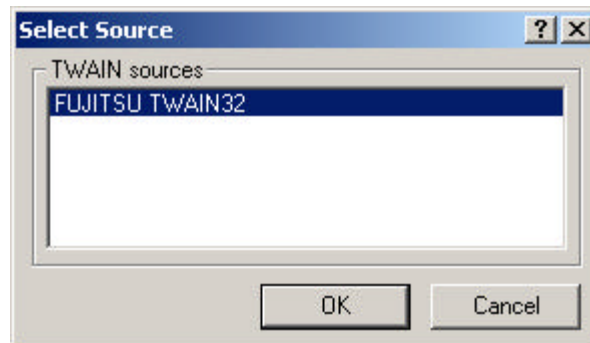
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Documents scanned in **Kodak Imaging** for later Ariel Use must be saved as TIFF (\*.tif)

*These instructions are geared toward Kodak Imaging scanning to be imported into Ariel. For the Fujitsu 4097D scanner, this procedure is necessary if the original copies call for duplex scanning in the document feeder. This will also be necessary if the document needs editing work, (such as the removal of black borders), or you are having trouble scanning with Ariel. These files can be saved and then imported into Ariel.*

### *Scanning with the Fujitsu 4097:*

- ? Important! Turn the scanner on *before* turning on your computer.
- ? Click on the **File** menu and choose **Select Device**. You will see the following window:



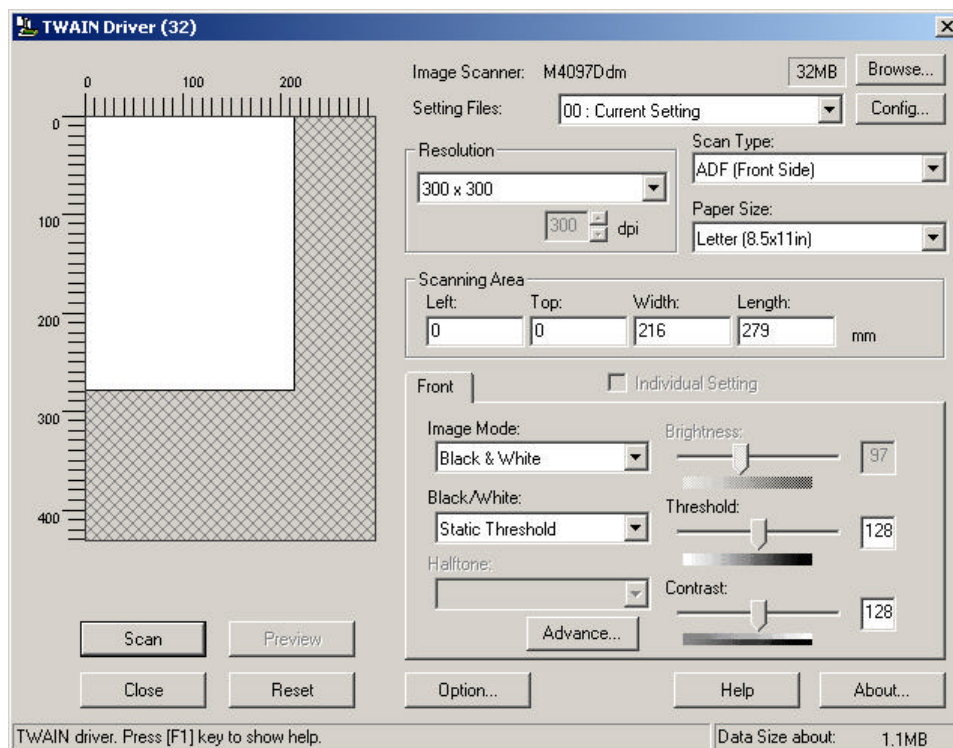
- ? Highlight the **FUJITSU TWAIN32** in the **Select Source** window and click on the **OK** button. Once the device is selected it should not be changed. If there are any problems scanning you may want to check if the proper device has been selected.

? You may see the following error window. Just click **OK**. This is not a problem.



? Go to the **File** menu and click on **Acquire Image**.

? You will see the following window:



? Check for the settings listed below:

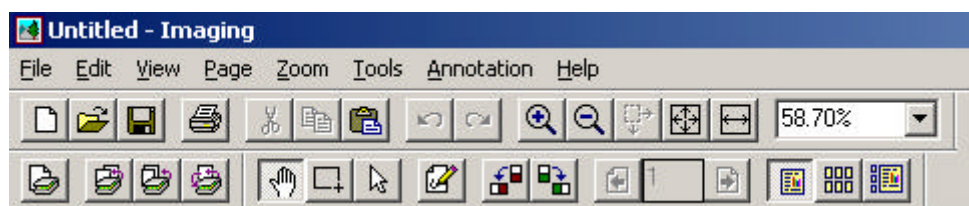
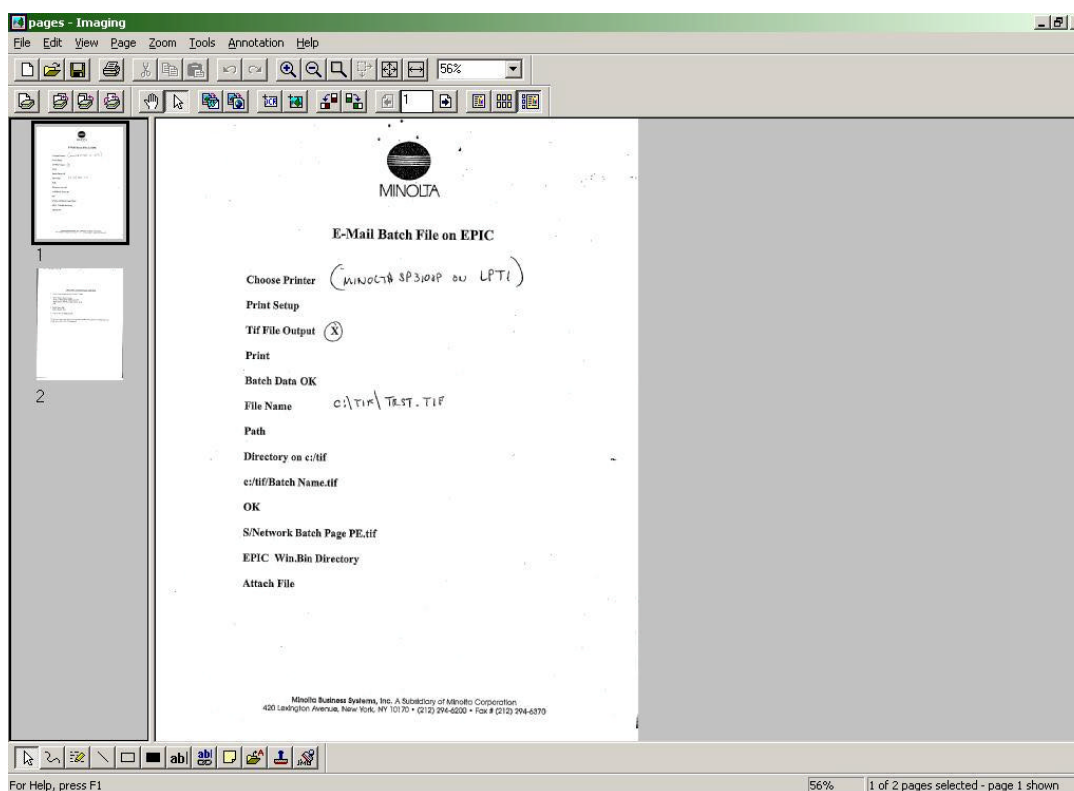
- o Image Mode: B/W
- o Paper size: Letter, Legal, and up to 11 x 17 inches depending on the paper source
- o Resolution : 300 dpi
- o Brightness & Contrast: 128 (unless original is very light), and then increase the contrast
- o Scan Type: is variable

✍ If the originals are one sided and will go through the feeder, select **ADF (Front Side)**.

- ✍ If the originals are two sided and will go through the feeder, select **ADF (Duplex)**.
  - ✍ If the originals will be scanned on the glass beneath the feeder, select **Flat Bed**.
  - ✍ After checking these settings click **Scan**.
- 
- ? If you are using the document feeder the Document is now scanned...
  - ? If you are using the **Flat Bed** and need to add additional pages, go to the **File** menu, highlight **Append**, and then click on **Acquire Image**.
  - ? At this point you will see the TWAIN Driver window again. Click **Scan** in the new TWAIN Driver window.
  - ? A new page will be scanned and added to the end of your file.
  - ? Repeat as necessary.

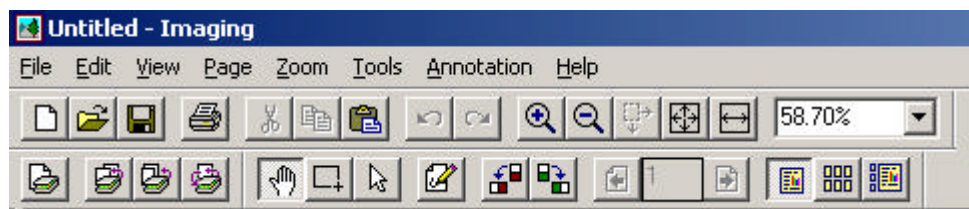
## Editing Documents in Kodak Imaging:

? To view the scanned document, click on the **Page and Thumbnails** button.



- ? Before you begin deleting unwanted areas the **Select Image** tool must be selected, either by clicking on box-like image from the toolbar (shown above) or by selecting **EDIT, Select Image**.
- ? To delete unwanted areas from the page:
  - ? Left click the mouse and drag over the area to be deleted.
  - ? Press the delete button on the keyboard. The unwanted section will be deleted.
- ? To delete unwanted pages :
  - ? Highlight the unwanted page by clicking on it in the thumbnails section on the page.
  - ? Delete the page by Clicking on the **Edit Menu** and selecting **Delete Page(s)**.

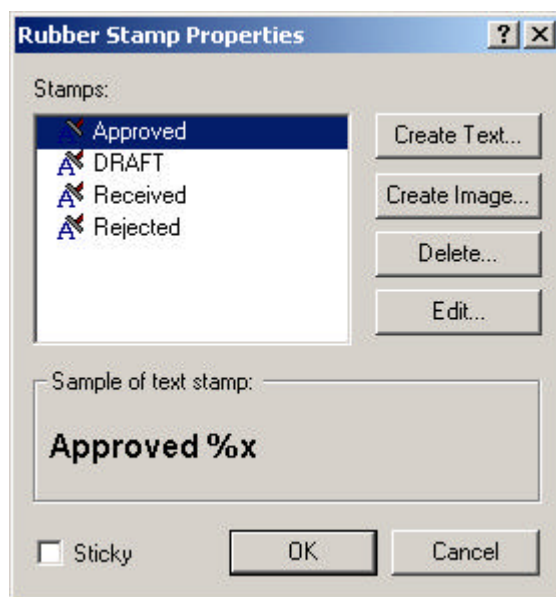
? To rotate pages click the **Rotate Left** or **Rotate Right** button.



Or click on the **Page** menu and select **Rotate Pages**.

? Please note that the **Undo** and **Redo** buttons are enabled in the editing mode.

? Stamps may be applied to the scanned document. To create a stamp, click on the **Annotation Menu** and select **Rubber Stamps**. You will see the following window:

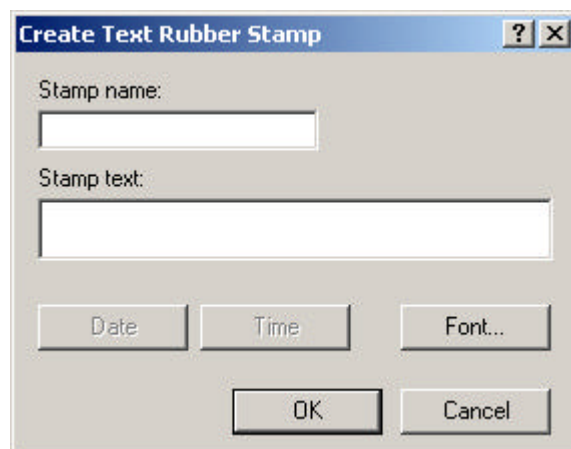


? To use an existing stamp, highlight that stamp in the menu and click **OK**.

? The cursor will become a stamp tool. Left click where you want to stamp the document and the stamp image will appear.

? If you would like to create a new stamp, click the Create Text button.

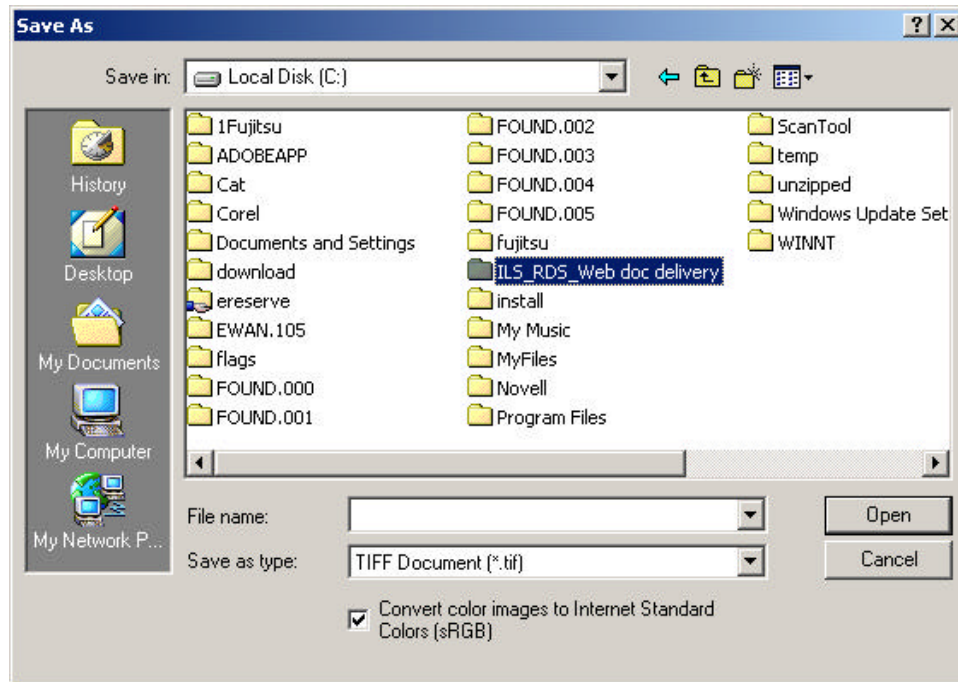
? You will see the following window:



- ? Enter the **Stamp Name**. This will be the identifier in the **Rubber Stamp Properties** window.
- ? Enter the **Stamp Text**. Fonts may be manipulated to suit user preference. This will be the content of the stamp that will appear on the document.
- ? Common applications of this feature will include: “copyright stamps notice” (This material may be protected by Copyright Law (Title 17 U.S. Code)), “best available copy” (Best Quality Original), etc. The **Stamp Names** are in quotes and the **Stamp Texts** are in parenthesis in these examples.

## *Saving Documents and Importing into Ariel:*

- ? You need a folder to save the Kodak Imaging files until you import them into Ariel. Create this folder on the computer “C” and label it “ILS\_RDS\_Web doc delivery”.
- ? Once Kodak Imaging files are scanned and edited, go to the file menu. Select **Save As** and choose the folder mentioned above. See below:

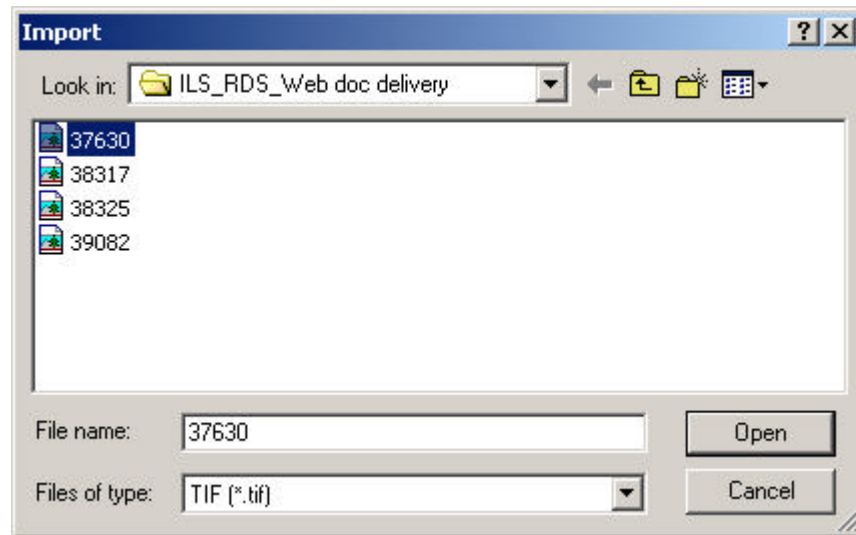


- ? The **File Name** will be the request ID number. **Save as type:** will always be **TIFF Document (\*.tif)** for Ariel use.
- ? Once the scan jobs are saved Kodak Imaging must be closed. Please note: Ariel and Kodak Imaging cannot be open at the same time.

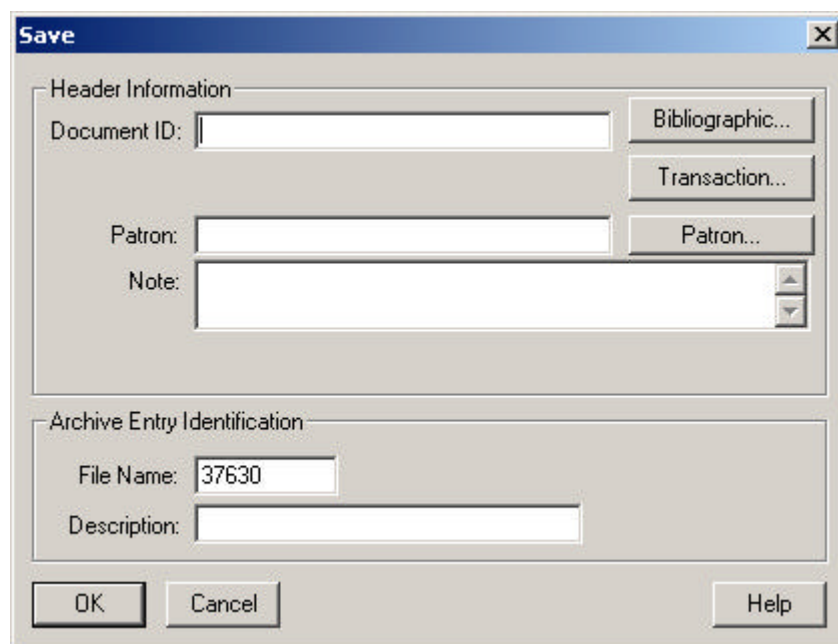


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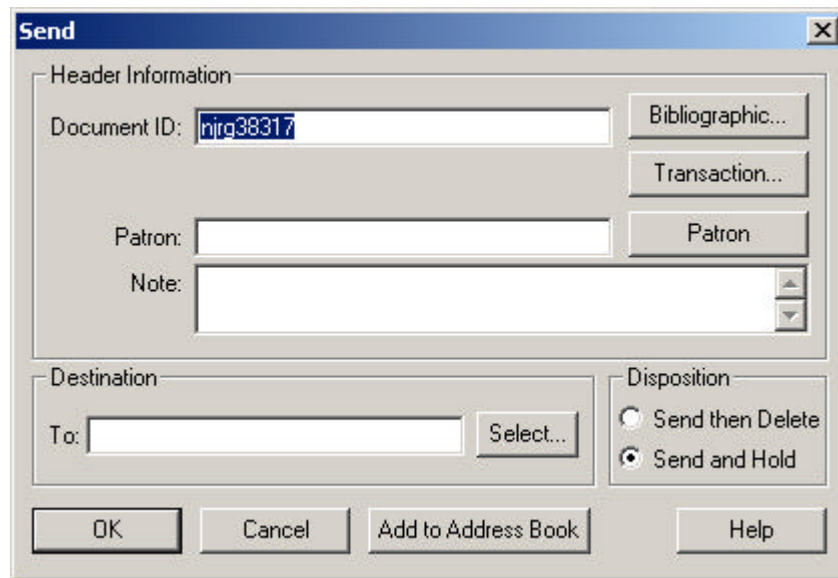
- ? Open Ariel by double clicking on the Ariel icon:
- ? Go to the **Document** menu and select **Import**.
- ? You will see the following window:



- ? Make sure that you are importing from the ILS\_RDS\_Web doc delivery folder. Select a file to import by single clicking on the file. Now click on the **Open** button. You will see the following window:



- ? The **Document ID** will be the same as the **File Name**. Click **OK**.
- ? Repeat this process for as many Kodak Imaging files as are ready for importation into Ariel.
- ? When all files are imported they should be deleted from the ILS\_RDS\_Web Doc delivery folder.
- ? These files will now be in the **Archive** window of Ariel. To access them go to the **Document** menu and select Open Archive. A list of files, including the ones imported from Kodak Imaging, will be in the **Archive** window that appears.
- ? These files must be sent to their final destination. To do this, single click on the file in the **Archive**. Go to the **Document** menu and select **Send**. You will see the following window:



The image shows a 'Send' dialog box with the following fields and controls:

- Header Information:**
  - Document ID:
  - Transaction...
  - Patron:
  - Note:
- Destination:**
  - To:
- Disposition:**
  - Send then Delete
  - Send and Hold
- Buttons:**

- ? Enter the IP address of the destination in the **Destination** space and click **OK**.
- ? The article will be delivered to the specified address.