
User Manual

Content Factory 4.0

Starting Content Factory

Content Factory is started like any other application. After you have started your workstation and logged into the network, you can click on the Content Factory Icon to launch the application.

Note: Content Factory must be connected to a valid network and have access to the Content Factory Servers to work. The application will not start if it cannot find the Workflow Server.

Login

The first thing you will see after the Content Factory Splash Screen is the Login Screen.

<insert labeled screen grab>

Fig x. The Content Factory Login Dialogue Box

User Name	Type your system User Name here.
Password	Type your password here. You will not be able to see the characters you enter as you type them so no-one else can find out your password. As the system keeps close track of all the actions of every user, it is important for you to keep this secret.
OK	Clicking this will send your User Name and Password to the central server for license and user validity checks.
Cancel	Clicking this will cause the Login Screen to disappear and will stop the login process. The application will stop completely. To start again you will have to click on the desktop icon.

You must login with a valid Username and Password and click "OK". Once your Username and Password have been validated on the Main Server, you will see the Content Factory Framework.

In addition to verifying that you are an authorized user, the system also checks the number of licenses running. If the number of seats already matches the license limit, you will not be able to login. In this case you will have to see your Supervisor.

Once you have successfully logged in you will not be able to do anything as you have to use the Project Button to see your work assignments.

Framework Zones

The visible Content Factory framework is divided into four zones. These are the Workflow Zone, Context Zone, Activity Zone and the Hints, Help and Assistants Zone.

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Fig 1. The Content Factory Interface Zones

The workflow Zone and Hints, Help and Assistants Zones are always the same irrespective of the mode you are using.

You use the Workflow Zone to connect to your project work.

You use the Hints, Help and Assistants zone to see what to do next and what can be done.

The other zones are context and workflow-centric. That means they change completely depending in the Activity Modes you have selected, the job you are doing and where you are up to in the project workflow.

Workflow Zone

The Workflow zone contains the Workflow Controls, Activity Mode Selector and Document Navigation Controls. Together, these controls are all you need to connect to the central servers, to see what work has been assigned, select and download the content to your local computer - and start work.

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Fig 2. The Content Factory Workflow Zone

Workflow Controls

There are three workflow controls – Open, Pause and Close. These work with the central workflow server components to allow remote addressing and loading of entire projects.

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Fig 3. The Workflow Controls

Open	Click on this to start working on a new document. This will message to the central server and download all the inputs and configurations for the project.
Pause	Click on pause when you stop working on a document for an extended period of time, such as lunch breaks and when work will be continued overnight. This will tell the central server you are still working on the document and not to do anything with the content at this time.
Stop	Click on Stop when you have completed your work on a document. This will message to the Server that you have completed, and the system will move your completed work to the server and clean-up your local drives.

Activity Mode Selector

There are two sets of controls in the Activity Mode Selector. The Project Button and the Activity Mode Selector. The Project Button is the main interface to allow a user to connect to the Content Factory system to see their allocated work.

The Activity Mode control is a drop-down list that shows the full suite of Activities Modes contained in your Content Factory Installation.

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Fig 4. The Activity Mode Selector

- | | |
|----------------------|---|
| Project | Clicking on the Project Button will change the display in the Active area and show you a list of the projects, documents and work that you have to carry out. See Project Activity Mode for more details. |
| Mode Selector | This is a drop-down list box which contains all the activity modes your workstation is configured for. You select the mode you need for the activities you are carrying out. In some projects you will only need one mode. In other projects you will require to use a number of modes to complete your work. |

Document Navigation Controls

The Document Navigation Controls enable you to move around the pages inside a document set. This may be the pages in a book, or it may be the pages in a document set. These will only function if a document is loaded.

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Fig 5. The Navigation Controls

- | | |
|------------------------|--|
| First Page | Click this to go directly to the first page of the Document. |
| Section Back | Click this to move to the previous logical section in a document. This will only work if a logical section has been put into the page sequence |
| Page Back | Click this to move to the previous page |
| Page Forward | Click this to move to the next page |
| Section Forward | Click this to move to the next logical section in a document. This will only work if a logical section has been put into the page sequence. |
| Last Page | Click this to go directly to the last page of the document. |

Hints, Help and Assistants Zone

The Hints, Help and Assistants Zone is always present. The Hints window constantly lets you know what you can do or what you should be doing as you work through a project job.

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Fig 6. The Content Factory Hints, Help and Assistants Zone

Hints	Click on the Hints button to refresh the Hints area.
Help	Click on the Help button launches a separate interactive help screen. Containing the contents of the Content Factory Manuals. You can search and navigate through the content to discover new information or learn how various parts of Content Factory work together.
Assistants	Clicking the Assistants button will show a drop down menu of all Special tools that are available. These are Tools that are generally required globally throughout a project. By default it has the Page Sequence Manager. Selecting this will Launch the Page Sequence Manager.

Page Manager

The Page Manager is a global tool available at all times. It acts on the current document page metadata and allows you to change or edit page sequences, numbers and properties.

For more information see the Section *Using the Page Manager*

Context Zone

The Context Zone changes completely as you change Activity Modes. This is where the various application tools will appear. For full information on the Context Zone see the Section describing the features for each Activity Mode.

Activity Zone

The Context Zone changes completely as you change Activity Modes. This is where the actual document content will appear. For full information on the Activity Zone see the Section describing the features for each Activity Mode.

Ergo – Element Representation on Graphic Object

ErgO is a significant breakthrough in the processing of complex content. Tagging on Image is a revolutionary change in processing to ensure the highest value quality proposition in complex tagging.

If one can see the actual layout of content as one is making tagging decisions, then it is far more likely that the correct element is applied to the correct location.

Ergo has three modes:

- **Template Mode:** Template Mode allows you to apply margins, mark columns and draw/edit straddle box.
- **Content Mode:** Content Mode allows you to mark complex content structures.
- **Auto Mode:** Auto Mode enables marking of paragraphs and divisions automatically.

This document includes basic ErgO features and how to use ErgO.

Ergo Features

Define Template. You can set margins and mark columns in case of multi column content using the template mode of ErgO.

On graphic tagging. On graphic tagging ensures highest quality and makes it easy for one to make tagging decisions.

Content Tagging. Enables you to carry out tagging of the following content structures ; flags, dividers, containers, tab markers, joiner lines and table.

Auto Tagging. Allows auto tagging of paragraphs and divisions making the tagging process quick and easy.

Containers. Use Containers to mark tables, graphics, floats and inferences.

Straddle Box. Draw a straddle box to mark rotated structures or structures appearing in the margins to straighten them to make tagging easy.

Joiner Lines. Joiner lines are used to join containers across any number of page boundaries.

Comprehensive Table editing. Allows comprehensive table editing in one visual context. You can mark row(s), column(s) and cell(s), set content alignment, merge cells and split merged cells.

Using Ergo

ErgO application interface is user friendly and easy-to-use in production. You can carry out complex tagging and other ErgO activities by just click of buttons and minimum manual intervention.

Set Template Properties

To set template properties first switch to template mode.

Buttons to set the the following properties are displayed in the context zone.

- Header Line
- Footer Line
- Left Margin
- Right Margin
- Column Marker
- Straddle box

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Fig 7. The Template Mode buttons

Header Line	Used to apply header line. Click in the required position on the page to insert the header line.
Footer Line	Used to apply the Footer Line. Click in the required position on the page to insert the footer line.
Left Margin	Used to apply the Left margin. Click in the required position on the page to insert the left margin.
Right Margin	Used to apply the Right margin button. Click in the required position on the page to insert the right margin.
Column Marker	Used to apply column markers incase of books or content with multiple columns. Click in the required position on the page to insert the column markers.
Straddle box	Used to draw a straddle box to mark rotated text or text appearing in the margins of the page. Click and drag the mouse to mask the content you want to enclose within the straddle box. Pop-up menu to select the rotation angle to straighten the straddle box drawn appears. Select the required rotation angle.

Apply structures

To apply structures on the graphical image of the page, first switch to the content mode. The Content Mode allows you to carry out complex content tagging. The content mode enables marking of the following type of structures.

- Flags
- Dividers
- Containers
- Tab markers
- Joiner lines
- Tables

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Fig 8. The Content Mode buttons

Flags	Used to mark pivots and define their type . Click on the position where you want to insert the flag and key in the flag type
Dividers	Used to mark the superior structures and define their type . Click on the position where you want to insert the divider and key in the divider type.
Containers	Used to mark tables, graphics, floats and inferiors. Click and drag the mouse to draw container and key in the container type.
Tab Markers	Used to set the tab markers. Click on the position to where you want to insert the tab markers. Note: Tab Markers can be applied only inside defined containers.
Joiner Lines	Used to join containers across any number of page boundaries. Click the containers to be joined, one after the other in the sequence.
Table	Used to carry out comprehensive table editing in one visual context. Displays the <i>table editing toolbar</i> with table editing options. For more information see the Section <i>Table Editing Toolbar</i>

Table Editing Toolbar

Clicking on the table button displays the table editing toolbar. The Table editing toolbar has the following options enabling comprehensive table editing.

- Table
- Draw Mode
- Style Mode

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Fig 9. The Tables Toolbar

Table	Used to draw or mark a table. Click and drag over the area to be enclosed in the table.
Draw	Displays options that enable marking header line, body line, footer line and column line. Select the required option and click in the position to be inserted.
Style	Displays options that enable you to select cell(s), row(s), column(s) or table(s), set alignment for the selected row(s), column(s) or the whole table, merge multiple cells and separate merged cells.

Draw options

<insert labeled screen grab>

Fig 9. The Tables Toolbar

Header Line	Used to mark table header line. Click on the position where you want to insert the header line.
Body Line	Used to mark table body line. Click on the position where you want to insert the body line.
Footer Line	Used to mark table footer line. Click on the position where you want to insert the footer line.
Column Line	Used to mark table column line. Click on the position where you want to insert the column line.

Style options

<insert labeled screen grab>

Fig 9. The Tables Toolbar

Cell	Used to select a cell.
Row	Used to select a row.
Column	Used to select a column.
Table	Used to select a table.
Left Align	Set alignment of selected cell, row, column or table as <i>left</i> .
Right Align	Set alignment of cell, row, column or table as <i>right</i> .
Center Align	Set alignment of cell, row, column or table as <i>center</i> .
Decimal Align	Set alignment of cell, row, column or table as <i>decimal</i> .
Merge Cells	Used to merge multiple cells.
Split Cells	Used to split merged cells.

Auto Tagging

To perform auto tagging first switch to the Auto Mode using the Auto Mode button available in the context zone. Auto Mode allows you to mark paragraphs and divisions just by clicking on the page displayed in the active zone.

How to auto tag paragraphs and divisions.

1. To mark paragraphs click on the left side of left margin
2. To mark divisions click on the right side of left margin.

SpaM – Scan Process and Manipulate

SpaM is a powerful Processing and Manipulation engine that enables high-speed sophisticated image manipulation in a Workflow setting, or individual image manipulation in manual process.

It has two scan modes; Flatbed (Manual Feeding) and ADF (Auto Document Feeder) and supports a wide range of ISIS and Pixtran drivers to enable scanning and manipulation of the images.

It allows you to choose file format for the output scans that are; TIFF, PNG, BMP and JPG. SpaM provides image manipulation features like change file size, change resolution, split image, create scan PDF, deskew; despeckle etc., enabling high speed processing of documents.

This document explains basic SpaM features and how to use SpaM.

SpaM Features

Scan Modes. Currently *Flatbed* and *ADF* modes are available.

- **Flatbed mode:** Manual Document Feeding
- **ADF mode:** Automatic Document Feeder.

Scan Drivers. Supports *ISIS* and *Pixtran* drivers enabling use of wide range of scanners and manipulation features; Deskew, Despeckle, Size and Format Conversion.

Set output file format. Choose required file format for the output scans. Current formats available are TIF G4, TIF, BMP, JPG, PNG.

Set Resolution. Set resolution for the output scans.

Set Bit Depth. Allows conversion between 1,8,24,32 and 48 bit depths.

Rotate Image. Rotates image- 90° clockwise, 90° anti-clockwise and 180°.

Invert Image. Inverts the colors in a scan to their complimentary or opposite colors. Inverted image resembles the negative of a photograph.

Scan Region. Set margins on the page to select exact area of the document to be scanned.

Test Scan. Carry out a test scan to check the scan region settings. It is a virtual scan without making any entry in the data recording system.

Split Image. Split Images by placing splitter mark (horizontal/vertical) anywhere on the page to create child images from the parent scan.

Center on page. Center the selected area on the page or align with the preset margins.

Image Manipulation. Set of advanced image processing options are available to allow high speed processing of the document. Processing options available are; *set margins*, *deskews images* and *set masks*.

Generate Scan PDF. Generate Scan PDF on the fly by just click of a button.

Macros. Create macros to store a sequence of image manipulation events as a named object. *Create, Save, Edit, Delete or Apply* macros locally /globally.

Using SpaM

SpaM includes a number of options required to make processing of documents quick and easy process.

These options are grouped under three modes that are explained below.

Scanning Mode. Enables a variety of scanners to be set up and used. It includes options like *loading scanner drivers, apply scan settings, test scan, re-scan* etc.,

Basics Mode. Includes basic content activities like *size, resolution, Bit Depth, File format, rotate, split* etc.,

Manipulation Mode. Provides a set of advanced image processing options to allow the high speed processing of documents. Options include *set margins, deskew images, set masks, despeckle, clear images, center content in an image* and *anti alias images*.

This section explains in detail the steps on using various features available in SpaM.

Select Mode

Once you start SpaM for processing documents, select appropriate mode based on the activity that is to be performed.

Mode selection buttons to select any of the three modes are available in the context zone.

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Fig 9. The Tables Toolbar

Scanning	Switches to scan mode.
Basics	Switches to basics mode.
Manipulation	Switches to manipulation mode.

Note. On selecting any of the modes mentioned above displays the options relevant to the mode in the context zone.

Use Scanning Mode options

Scanning mode options allows you to

- load scanner drivers
- set scan mode
- scan settings
- set file format
- test scan
- set scan region
- scan page
- re-scan page
- rotate image
- insert page
- delete page
- delete document
- insert blank page
- view setting

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Fig 9. Scanning Mode buttons

Load scanner drivers	Displays the Select Scanner dialog box that allows you to select the required scanner. See the ISIS scanner list for currently supported scanners.
Set scan mode	Select the required mode for scanning. <i>Flatbed</i> and <i>ADF</i> modes are available currently
Scan settings	Configure scan settings.
Set file format	Select the required file format for the output scans. Current formats available are <i>TIF G4</i> , <i>TIF</i> , <i>BMP</i> , <i>JPG</i> , <i>PNG</i> . The file format dialogue also allows you to set the compression options where available.
Set scan region	Set the exact region to be scanned. Allows left, right, top and bottom margins to be set.
Test Scan	Carry out a test scan to check the scan region settings. Test Scan is virtual scan of the page without making any entry in the data recording system.
Scan	Execute a single page scan.
ReScan	Carry out a page re-scan operation. To re-scan a page, go to the page object. After rescan the existing file is replaced with the new file.
Rotate Image	Allows an image to be rotated while it is being scanned. Images can be rotated 90 degrees clockwise, 90 degrees anti-clockwise and 180 degrees. To rotate an image you must set the rotate image options before scanning.
Insert Page	Scan a page and insert it in the desired position. The insert position is in the page after the active page.
Delete Page	Deletes the active page.
Delete Document	Deletes the entire document or set.
Insert Blank Page	Insert a blank page at the end of the document.
View Settings	Brings up the Settings dialog box. View Settings dialog box displays the X, Y positions, Width, Height and Scan Mode you have selected.
Back to Back Scanning	Check mark to select the pages to be scanned (<i>Odd/Even</i>). Selecting <i>Back to back</i> option enables the <i>Odd Pages</i> and <i>Even Pages</i> detailed options for you to select the required one.

Use Basics Mode options

Basics mode allows you to carry out the following content activities:

- Size
- Resolution
- Bit Depth
- File Format
- Rotation
- Split
- Invert
- PDF

<insert labeled screen grab>

Fig 9. Basic Mode buttons

Change Size	Allows you to Set Width, Height, Wscale and Hscale of the image.
Resolution	Displays the resize image dialog box. You can adjust the resolution of the image by typing the value in the resolution text box
Change Bit Depth	Displays the bit depth dialog box. Bit depth dialog box allows you to specify bit depth value for the image.
Change File Format	Displays the file format dialog box. File format dialog box allows you to change the file format and image compression.
Rotate Image	Displays the rotate image dialog box. The rotate image dialog box displays three options for rotation i.e. 90° clockwise, 90° anti-clockwise and 180°.
Split Image	Allows you to cut the image into two either horizontally or vertically. Horizontal or vertical splitter mark can be located anywhere on the image to mark the split position. After splitting the source image will be saved as two images.
Invert Image	Inverts the colors in the image to their complimentary or opposite colors. An inverted image resembles the negative of a photograph.
Create PDF	Generates scan PDF of the open image file. SpaM generates the pdf file with the same file name as the image file and in the same location where the image file is stored.

Use Manipulation mode options

The Manipulation mode provides a set of advanced image processing options to allow the high speed processing of documents.

- set margins
- deskew images
- set masks
- despeckle images
- clear images
- center content in an image
- anti alias images.

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Fig 9. Manipulation Mode buttons

Margins	Displays buttons to set the left, right, top, bottom margin and clear all the margins on the page.
Deskew	Displays buttons to deskew page, deskew in margins and deskew masked area.
Set Masking	Displays buttons to set mask options, mask styles and change mask options. Mask options include Save, Delete, Use and Remove mask. Mask Styles option include Rectangular, Transparent, Translucent, Opaque mask and edit mask. Change mask option includes Mask Color and Invert Active mask.
Despeckle image	Despeckles image using the Single Speckle Removal and Remove Object in X to Y pixels. Single Speckle Removal option removes speckles that are 1 px in size Remove Object in X to Y pixels option allows you to set the speckle size for removal.
Clear Content	Removes unwanted content from a masked area. Includes following two options. Clear Inside -Removes the masked portions of an image. Clear Outside -Removes the portions outside of the mask from the image.
Centering Content	Allows the selected region on the page to be centered or aligned with the preset margins. The following centering and aligning actions can be carried out: Center on page Center Align to all margins Left Align to margins Top Align to margins Right Align to margins Bottom Align to margins Top-Left Align to margins Top-Right Align to margins Bottom-Left Align to margins Bottom-Right Align to margins
Anti Aliasing	Allows you to select different anti-aliasing methods when the file is saved. The available options are: Scale to Gray Favor Black Favor White

Page Manager

Page Manager an independent mode within the CONTENT FACTORY 4.0 Framework enabling end users to view the input scanned images, sort scans, move scans sequence, create altogether a separate document ID by selecting the collective scan files and assign Page Number to Scan being previewed.

Page Manager includes a customizable indexing interface that facilitates you to index the imported scanned files.

Starting Page Manager

Page Manager can be started like any other application. You need to enter the 'Project Code' and 'Document ID' to start Page Manager.

To start Page Manager choose Start>Programs>Content Factory 4.0>Page Manager. You will see the Page Manager login screen.

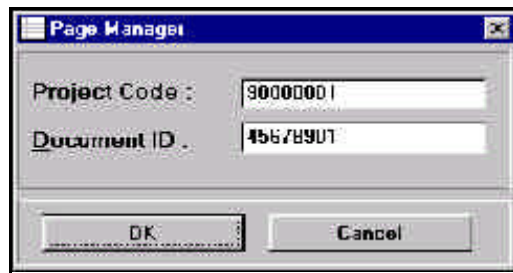


Fig 1. Page Manager Login screen

Project Code Enter the Project Code here.

Document ID Enter the document ID here.

OK Clicking this will start the application

Cancel Clicking this will cause the login screen to disappear. The application will stop completely.

Create a new document

To create a new document click on the 'Create new document' option on the Page Manager toolbar on the top of the interface. 'Create New Document' dialog box appears on the screen.

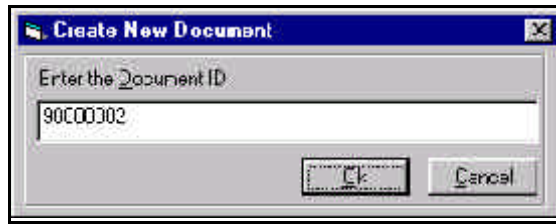


Fig 2. Create New Document

Document ID	Enter the Document ID for you want to assign to the new document you are creating here.
OK	Clicking this will create a new document. To open this document you will have to start the application again and enter this Id in the login screen.
Cancel	Clicking this will close the 'Create New Document' dialog box.

Import External Images

You can import external images in any of the document present in the system. To import the images first open the document in which you want to import the images. Select the 'Import External Images' option on the toolbar to see the Import dialog box. Preview of the images you are importing is available on the Import dialog box.

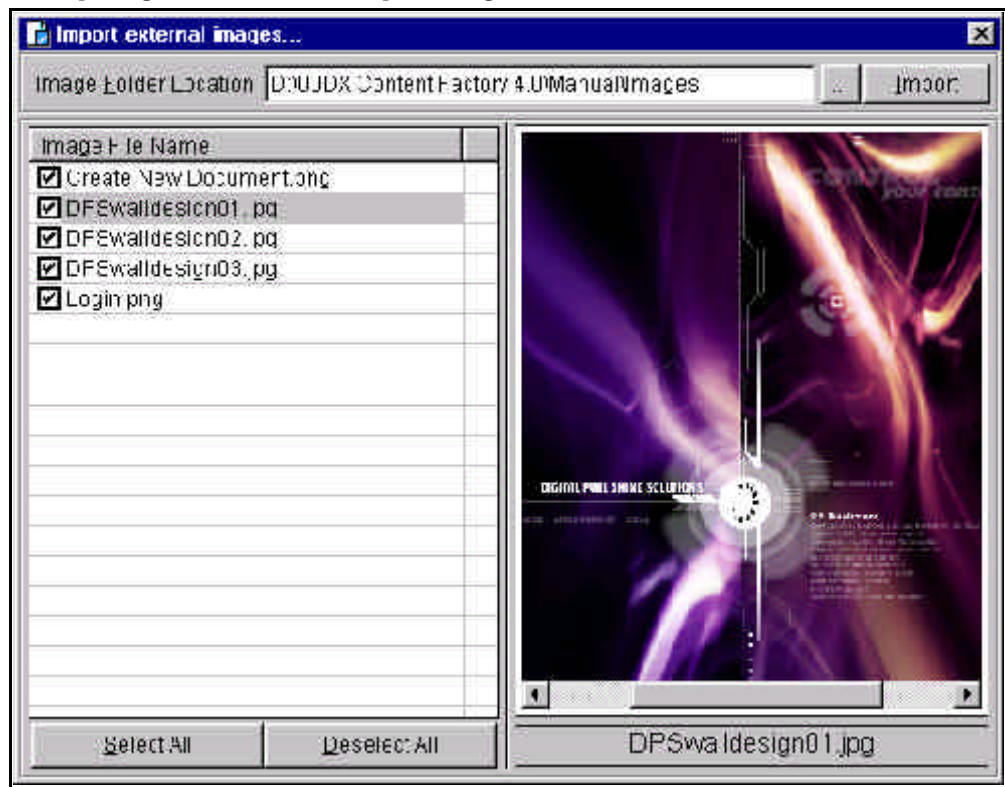


Fig 3. Import external images

Image Folder Location	Enter the folder location that contains the images to be imported or browse to the location using the browse button located next to the text box.
Image File Name	List of the images present in the folder is displayed here. You can choose the required images from the list by selecting them from the list. Preview of the image currently selected is displayed on the dialog box.
Select All	Click this to select all the images displayed in the list.
Deselect All	Click this to de select the selected images.
Import	Click this to import the images. On completion of the import operation the application displays message 'Import completed successfully'.

Insert Pages

Page Manager allows you to insert pages in the existing document. You can insert single or multiple pages in the required position. To insert pages in the document click on the 'Insert Document' button on the toolbar. Doing this displays the 'Import Pages' dialog box on the screen.

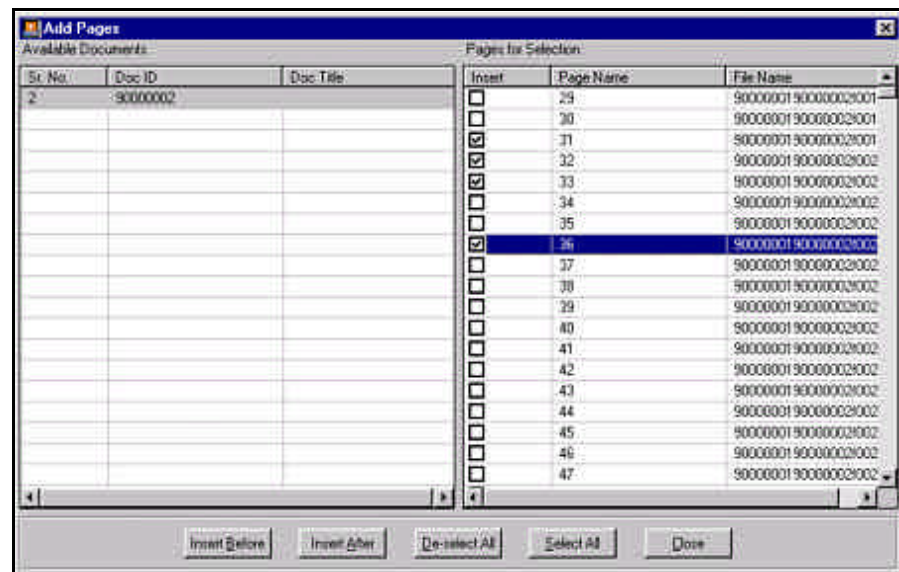


Fig 4. Insert Pages dialog box

Available Documents	Displays the list of documents available in the system.
Pages for Selection	Displays the list of pages present in the document selected.
Insert Before	Clicking this will insert the pages before the selected page.
Insert After	Clicking this will insert the pages after the selected page.
Deselect All	Clicking this will deselect all the pages selected for insertion.
Select All	Clicking this will select all pages for insertion.
Close	Clicking this will close the 'Add Pages' dialog box.

Note.

Use the save button to save updations/modifications made to the document.

Delete Pages

You can delete page(s) from any of the documents. To delete a page first open the document on the application interface and hit the delete button on the toolbar.

1. Select the document you want to delete.
2. Click **Delete** button on the toolbar.
Confirmation message box appears on the screen.
3. Click '**Yes**' on the message box to delete the document selected.

Auto Assign Page Numbers

You can automatically assign page numbers to the images being viewed in Page Manager.

Page Numbers can be assigned either individually or sequentially.

Currently three numbering styles are available that are; *Roman*, *Alphabetical* and *Numeric*.

You can customize the numbering pattern for special cases like Chapter 1 a.

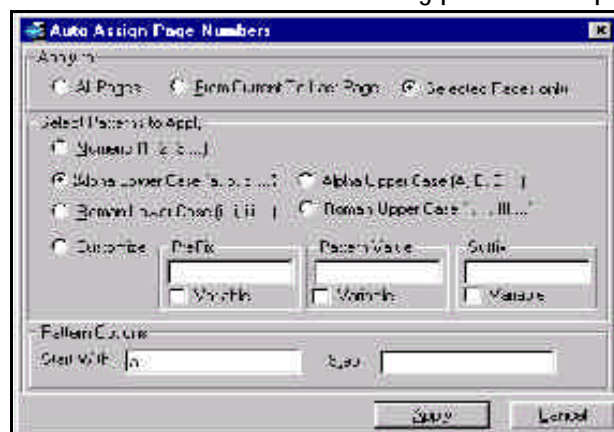


Fig 5. Insert Pages dialog box

Apply To

Here you can select the page range to assign page numbers. Page Range options available are *All Pages*, *From Current to Last Page* and *Selected Pages*.

Select Patterns to Apply

Here you can select the numbering patterns you want to apply to the selected range of pages. Patterns available are *Numeric*, *Alpha lower case*, *Alpha upper case*, *roman lower case*, *roman upper case* and *Customize*. (To know how to customize the numbering pattern refer to the section 'Customize Numbering Patterns')

Pattern Options

Pattern options include 'Start With' and 'Step' option. 'Start With' option allows you to define new starting page number for the list. 'Step' allows to define step by which you want to increment the page numbers.

Example: If you define step value as '5', page number for the first page will be '1', page number for the second page will be '5' and so on.

Apply

Clicking this will apply page numbers as per the options selected.

Cancel

Clicking this will close the Assign Page Numbers dialog box.

Customize Numbering Patterns

Customize option enables you to customize the numbering pattern as per your requirement.

You can define Prefix, Pattern Value, Suffix and specify whether they are variable or not.

Example: In Chapter 1 a

'Chapter' is prefix and is not a variable.

'1' is the pattern value and is a variable.

'a' is the suffix and is a variable.

Note: Variable is a value that is liable to change.

Show/Hide Trim View

Show/Hide trim view option allows you to view the images in actual or trim size.

It is a toggle button that on clicking once will display the image in actual size and clicking on the same button again will display the image in trim size.

How to use Show/Hide Trim View option

1. Click on the Show/Hide Trim View button on the toolbar to view the image in actual or trim size.

Forms Assistant

Forms Assistant integrated in Page Manager enables you to index documents available in the system.

The index records for each page is stored as a separate *.spam file. The index records for all pages is stored as a single combined *.sm file as well.

To start indexing click on the Forms Assistant button on the toolbar. The Form Assistant dialog box appears.

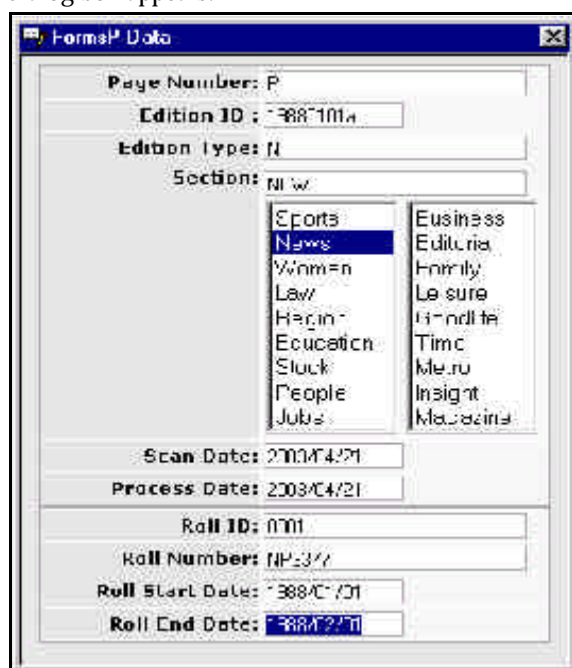


Fig 6. Form Assistant dialog box

How to enter index information

1. Enter the index information in the text boxes available on the Form Assistant dialog box.
2. Click Save button on the toolbar to save the record.

Note:

1. Make sure that the configuration files are copied on your local drive in the following location before you start the indexing process.
Configuration files location: - <D:/dxc4/configuration>
2. You can customize the Forms Assistant indexing fields as per your requirement by modifying the configuration files.

General Features in Page Manager

Navigation Features

Move First: Takes you to the first page

Move Next: Takes you to the next page

Move Previous: Takes you to the previous

Move Last: Takes you to the last page

Go To Page: Takes you to a specific page

Zoom Controls

Fit to Height: View the page in fit to height mode

Fit to Width: View the page in fit to width mode

Fit to Window: View the page in fit to window mode

Zoom In: Zoom in to get a close-up view of your document

Zoom Out: Zoom out a page to see more of the page at a reduced size

Shift Pages Features

Shift to First: Shift the selected page to first position

Shift to Next: Shift the selected page to next position

Shift to Previous: Shift the selected page to previous position

Shift to Last: Shift the selected page to last position

PressurE

PressurE is a major production mode provided within each DXCF4 Process seat.

The acronym PressurE is interpreted as: Proofing by Referencing Expert System Under Rules Engine.

PressurE is a powerful Proofing system that uses a number of algorithms and methods to achieve the highest possible standard of proofed text.

It contains three major sub-modes:

- **EmiT** – Edit Missing Instances of Text. This allows the operator to see where an OCR has missed text and rebuild it directly onto the missing area.
- **Aup** – Central – the core auto proofing algorithm engine and display
- **HuP** – the Heads Up Proofer for final clean up of strings that are not auto accepted in the PressurE algorithm.
- **Compare** – the module that compares the output file of primary and secondary operations and presents the discrepancies between them.

PressurE Features

- **Edit Missing Instances of Text.** A participant can discover, edit and insert the content omitted by OCR (*known limitations*) throughout the content or batch of content in a single pass.
- **Auto Processing.** A participant uses this facility to auto-accept words or strings of content depending on various auto-proofing algorithms. This facility eliminates the proofing of OCR safe words and strings found on the basis of OCR behavior.
- **Heads up Proofer.** A participant can clean up, edit, insert all the characters, words, strings not auto-accepted by auto-proofing. It also provides a facility to accept multiple occurrences of a word or string after single verification pass.
- **Compare.** It enables a third participant to compare the editions done by two separate participants on the same content to eliminate the discrepancies left by both of them.
- **Quality Assurance.** Quality Assurance can be done for the content edited by a participant. Quality assurance inspector can record the errors so that immediate defect disposal can be carried out.
- **QA Sample Selection.** QA sample can be selected by the on the basis of quality confidence of the previous processes.
- **Batch Proofing.** A participant can batch proof multiple books/documents simultaneously grouped together in a batch on the basis of same vocabulary.

Select Mode

Once you start PressurE select the appropriate mode based on the activity that is to be performed.

Mode selection buttons to select any of the modes mentioned above are available in the context zone.

<insert labeled screen grab>
Fig 10. PressurE mode buttons

EmiT	Switches to EmiT mode where you can view and edit missing instances of text.
AuP	Switches to AuP mode that allows you to auto accept content strings as per the AuP algorithm.
HuP	Switches to HuP mode to carry out final clean up of strings that are not auto accepted in the AuP algorithm.
Compare	Switches to compare mode to compare output of the primary and secondary proofing process.

EmiT mode

EmiT mode allows you to view the OCR region overlaid on the original image. The OCR regions are colored and translucent, hence the text content on the page that is missed by OCR will stand out in the background image color.

When the you find missing text region you can use the mouse to create a missing text region rectangle around it. This initiates a text entry box where missing text can be entered.

How to create missing text entries

1. Switch to EmiT mode by clicking on the **EmiT mode** button.
OCR regions masked with colored or translucent masks are displayed on the original image.
2. Flip through the pages to find missing instances of text.
3. On finding such missing text, zoom in and use the mouse to create a missing text region rectangle.
Text box to enter the missing text entry appears on top of the interface.
4. Enter the missing text and hit enter key on the keyboard.

AuP mode

AuP (Auto Proof) mode is an automatic process and requires minimum user intervention. Major feature of this mode is the visual display of the algorithm running.

How to auto proof

1. Click the **AuP mode** button to switch to AuP mode.
2. Hit the **process** button to start the auto proofing process.

Note: On completion of the process Process Status and Content Statistics are displayed on the interface.

HuP mode

HuP mode allows you to proof residual strings that are not accepted by the AuP algorithm.

It displays the words as a list of exclusive occurrences with total count, distribution and Style/Size.

As the User traverses the list the line and word is displayed in the heads-up interface using current functionalities for alignment, etc..

The user decides to accept an exclusive word based on a combination of:

- Correctness of the first occurrence when compared to the graphic
- The distribution of the word in the book
- The variation in style and size

If the you are comfortable that the distribution and variations are enough to assume the word is correct, or if you recognize the word is correct then you can accept the word.

Edit the string, and then decide whether the error was a standard OCR defect that applies to all other instances.

If you Enter accept, only the inspected occurrence is taken and the application shows the next instance automatically.

If you CE the word the entire list is accepted and flagged accordingly.

Accept Word	This is the current Enter function.
Accept All Words	This is the current CE function.
View Word Instances	Allows the operator to expand an Exclusive word into a word instance list and carry on accepting and editing words.
Sort List	The user can show the word list by string frequency, alphabetically and string length.
Project Dictionary	The user can elect to make a project dictionary and add words that have been proofed to a look-up table. They can set the rules for dictionary creation.

Compare

If the workflow is requiring two proofing runs on HuP, when the two items are ready the comparison system will run.

This compares only the final edited list of manually checked strings.

Discrepancies between the two systems are presented to the comparison user along with the image of the line, who is then able to make the final correction.

Any comparison changes that are made are recorded by the quality and statistical system.

QA Mode

QA mode allows you to check all the operations executed by the operator while EmiT, HuP, and Compare process.

You can generate QA samples based on the quality confidence of the previous processes of PressurE.

Sample selection includes options; *EmiT strings*, *HuP edit strings*, *HuP accepted strings* and *Compared strings*.

QA mode allows you to mark errors which are stored in the system.

Select QA sample

Click on the QA button to select QA sample.

QA Clicking on QA button displays the QA sample selection window. You can enter the percentage of strings you want to include in the sample.

Default QA sample settings are as follows:

- Emit strings – 100 %
- HuP edit stings – 30 %
- HuP accepted strings – 10%
- Compared strings – 30%

Start QA Process

Once QA sample is selected the application automatically generates the sample and displays the strings to be checked.

You can use the keys mentioned below to record errors.

Enter	Press enter to accept.
F2	Press F2 to mark Wrong text.
F3	Press F3 to mark Missing text.
F4	Press F4 to mark Extra text.

Update

On finishing the proofing process hit the update button to create the PressurE objects.

PavE

PavE (Process Added Value Entities) the final value addition editor allows you to use standard or custom configurable modules to create massive documents, including hyperlinked and inter intra document links.

PavE has the different modes to carry out different activities. These are as mentioned below:

- *Tag Mode*: The tag mode allows you to perform the XML tagging operation, thus enabling you to apply XML elements.
- *Content Mode*: Content Mode allows all content editing features that are: edit text, apply inline styles and apply end of line hyphens.
- *Float Window*: Allows you to edit and tag floats in a separate window.

Many Auto Tagging features are incorporated in PavE to make the process easy, fast and accurate. The Auto Tagging features include TOC tagging, Precision Index Tagging, Bibliography tagging, Glossary tagging, Table tagging, Para tagging, Assign Page Numbers and Assign Tag Pattern.

Special Tools like Hide Element, Hide Attribute, Hide Id's, Replace Special Elements, Auto Page Numbering, Line movement etc., add to make PavE a special application of its own kind.

Plug-ins to assign id's, Inserting Media Id's and Float insertion along with convert options for hyphen, En dash, Double Hyphen and Em dash are available.

You can view the edited and inserted lines and also HTML view to carry out QA activities easily.