Panasonic®

Operating Instructions
Software (Quick Image Navigator)
For Digital Imaging Systems

Copying

Scanning

Printing

Email

Facsimile

Internet Fax
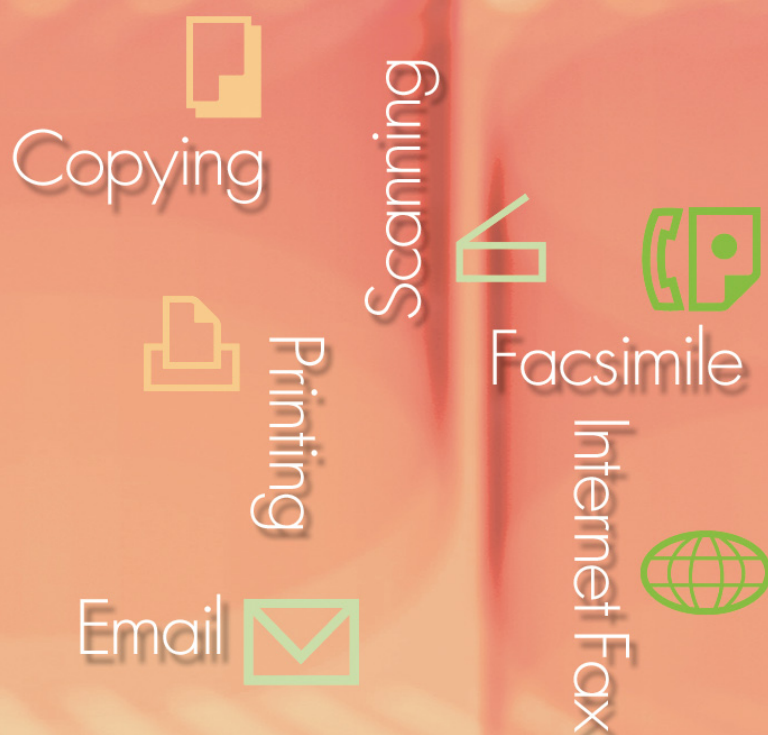
Before using this software, please carefully read these instructions completely and keep these operating instructions in a safe place for future reference.

English

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Characteristics of the Quick Image Navigator

Quick Image Navigator is an application software for importing images from a network scanner to your computer. It can also be used for managing loaded images and electronic documents created by various applications.

In addition to basic functions based on Windows® Explorer, you can display image files in a list as thumbnails (Note 1) and edit the images easily using a mouse. This allows you to manage data with different formats in an integrated fashion and manage documents efficiently.

- Link with Panasonic Communications Utility

Using a link with Panasonic Communications Utility, you can automatically import images captured with complex machines connected to the network.

- Easily Operated Document Management

You can manage documents easily by drag-and-drop. With a user interface based on Windows Explorer, you can use the same operations as in many other applications with no difficulties.

- Quick and Smooth Operations

Documents can be managed quickly, and it is possible to handle large-sized files effortlessly. Since image file contents are displayed as preview, you do not need to start up applications to check their contents.

- Link with Existing Applications

You can open image files, created in other applications, directly from Quick Image Navigator (Note 2). If the files are supported by Quick Image Navigator, you can draw simple figures and add characters (annotation function). Edited contents in Quick Image Navigator are reflected in the original data, and are also effective when opened in other applications.

- TWAIN scanner compatible

Images can be loaded by a TWAIN compatible scanner to automatically aggregate them into a location.

- SD Card Printing Format

Images captured with Quick Image Navigator can be converted into SD card printing format for Panasonic Color MFP. If you save images on an SD memory card (Note 3), you can easily print them out by inserting the card into the SD card slot (Note 3) of Panasonic Color MFP.

Note 1 *Browsing image files as thumbnails depends on your OS. In addition, to display thumbnails in Adobe® PDF format (zoomed-out display), you need Adobe Acrobat® 7 or Adobe Reader® 7 or higher.*

Note 2 *To start up electronic data created in other applications using Quick Image Navigator, the relevant applications must be installed on the computer.*

Note 3 *Depending on your model, you can use USB Flash Memory. Connect it to the USB Memory Port of the device.*

System Requirements

- Personal Computer : IBM® PC/AT® and compatibles (CPU Intel® Pentium® 4 1.6 GHz or greater is recommended)

- Operating System : Microsoft® Windows® 2000 operating system (Service Pack 4 or later)[1], Microsoft® Windows® XP operating system (Service Pack 2 or later)[2], Microsoft® Windows Server® 2003 operating system (Service Pack 1 or later)[3], Microsoft® Windows Vista® operating system[4], Microsoft® Windows Server® 2008 operating system[5].

  *The following Operating System is not supported :
  Microsoft® Windows Server® 2003 Enterprise Edition for Itanium®-based systems, Microsoft® Windows Server® 2008 Enterprise Edition for Itanium®-based systems.

- Application Software : Microsoft® Internet Explorer® 6.0 Service Pack 1 or later, Microsoft® .NET Framework Version 2.0, .NET Framework Version 2.0 Language Pack .

- System Memory : Recommended Memory for each OS:

Microsoft® Windows® 2000 operating system	: 256 MB or more
Microsoft® Windows® XP operating system Microsoft® Windows Server® 2003 operating system	: 512 MB or more
Microsoft® Windows Vista® operating system Microsoft® Windows Server® 2008 operating system	: 1 GB or more

- Free Disk Space : 300 MB or more (For installation and work space, not including storage space)

- CD-ROM Drive : Used for installing the software and utilities from the CD-ROM

- Interface : 10Base-T/100Base-TX/1000Base-T Ethernet Port, USB Port, Parallel Port (The interface that can be used is different depending on the model)

*1 Microsoft® Windows® 2000 operating system (hereafter Windows 2000)
*2 Microsoft® Windows® XP operating system (hereafter Windows XP)
*3 Microsoft® Windows Server® 2003 operating system (hereafter Windows Server 2003)
*4 Microsoft® Windows Vista® operating system (hereafter Windows Vista)
*5 Microsoft® Windows Server® 2008 operating system (hereafter Windows Server 2008)

Main Window (Screen Layout)

First, start up Quick Image Navigator.

1 Click the **Start** Button located on the lower left of the screen to select **[All Programs]** (**[Programs]** for Windows 2000), [**Panasonic**], [**Panasonic Document Management System**], [**Quick Image Navigator**] in the order from the menu.

Note:
When the icon for Quick Image Navigator exists on the desktop, double-clicking the icon starts up Quick Image Navigator.

2 When Quick Image Navigator is started up, the following window is displayed.
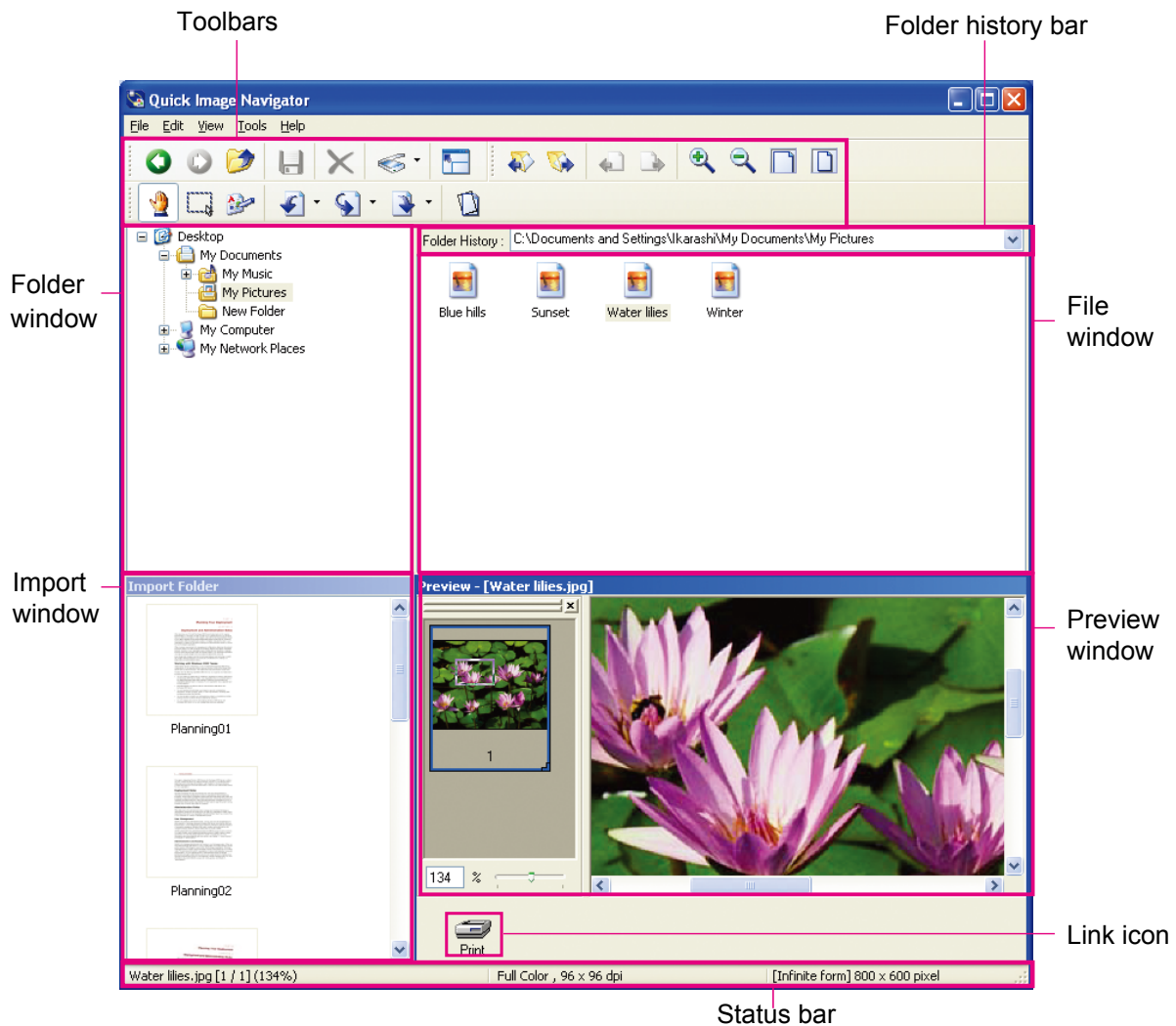
- **Folder window**
  Folders in the computer will be displayed in a hierarchy. Selecting a folder by clicking it, displays files in the folder in the File window.

- **Folder history bar**
  The name of the folder currently selected will be displayed. Clicking [▼] displays the history of folders recently selected.

- **File window**
  Sub-folders and files in the folder selected in the Folder window are displayed. Double-clicking an icon opens a sub-folder or file.

- **Import window**

  The contents of "Import Folder", which stores images loaded from a scanner are displayed. By collaborating with Panasonic Communications Utility, images loaded from a network scanner can be automatically displayed in the import window in thumbnail format.

- **Preview window**

  Previews of file images selected in the File window, or Import window will be displayed. Displayed images can be edited by using the edit function of Quick Image Navigator.

- **Link icon**

  Registered applications will be displayed as icons. Drag a file onto the icon to start the application. For example, dragging a file onto the "Print" icon will print an image.

  Note:
  Icons and images displayed vary depending on your OS environment.

Image Import (Import from Network Scanner)

Quick Image Navigator automatically imports images captured with scanners, and displays them in thumbnail format. How to save images, imported with network scanners, as files in folders is explained below.

・ Before using the network scanner functions, please make sure that your computer has been registered with Panasonic Communications Utility, and the communication utility icon is on the desktop taskbar.
Please refer to Operating Instructions (for Setup) on how to register your computer.

1 Send documents read with a Panasonic digital complex network scanner to your computer.
When a computer receives the document files, a message appears.
Click on [**Display**].

Click
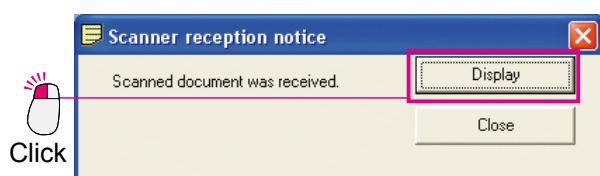
2 Imported images, as thumbnails, are listed in the Import window.
Select the images you wish to save.

Click
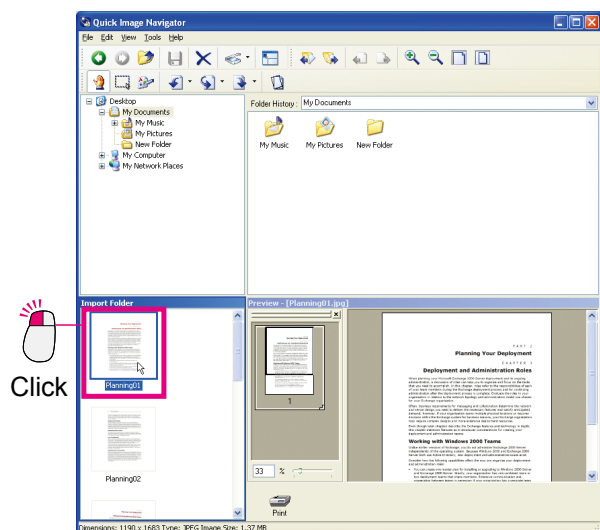
Note:
Icons displayed vary depending on your OS environment.

3 Select an image and drag it to the File window to move the mouse cursor.
An insertion cursor appears at the position to which it has been moved.

Insertion Cursor

Drag
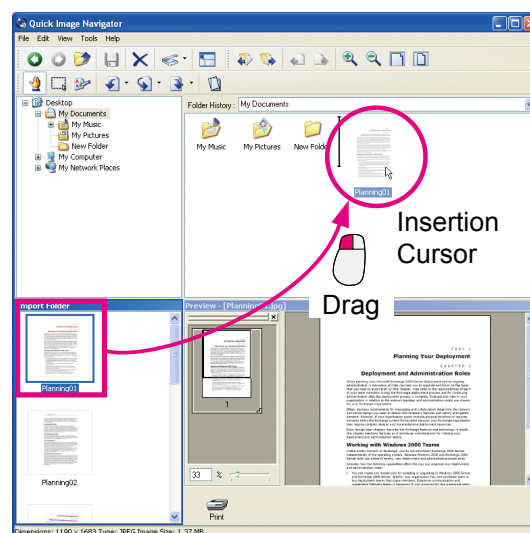
4 Drop the image.
Release the mouse button to move the image to where the insertion cursor is located.

Drop
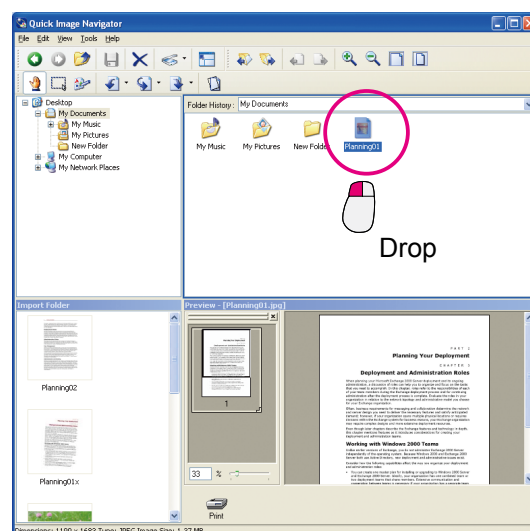
NOTE

- *What do you do when importing (reading) does not work?*
  With the Panasonic Communications Utility receiving method, check that "Quick Image Navigator"
  is selected. For details, please refer to Operating Instructions (for Setup).

- *What do you do when you wish to read from TWAIN-compatible devices?*
  Select [To Import Folder...] from [Acquire Image] in the [File] menu, to start up TWAIN-
  compatible devices. Image data imported from the devices automatically appears in the Import
  window.
  For how to set up TWAIN-compatible devices, and how to deal with image data imported from
  these devices, please refer to "[TWAIN] tab" (page 43).

File Selection and Display

Displays the selected file in the Preview window.

1 Select the folder you wish to display.

Sub-folders and files in the selected folders are displayed in the File window.
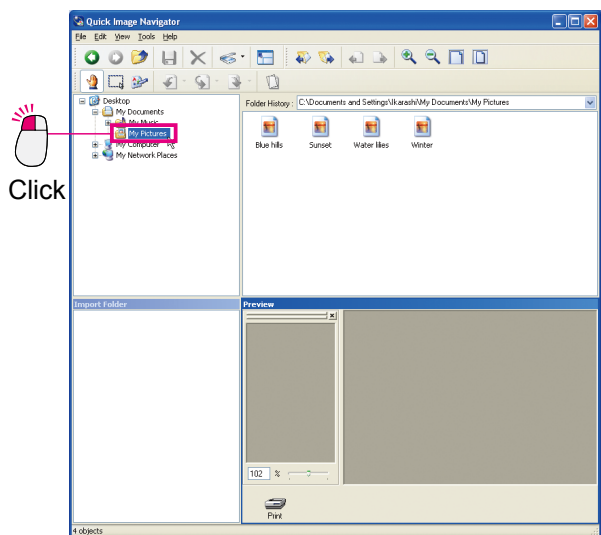
Click

2 Click and select the file you wish to display.

If the file format is supported by Quick Image Navigator, the file preview is displayed in the Preview window.

Click
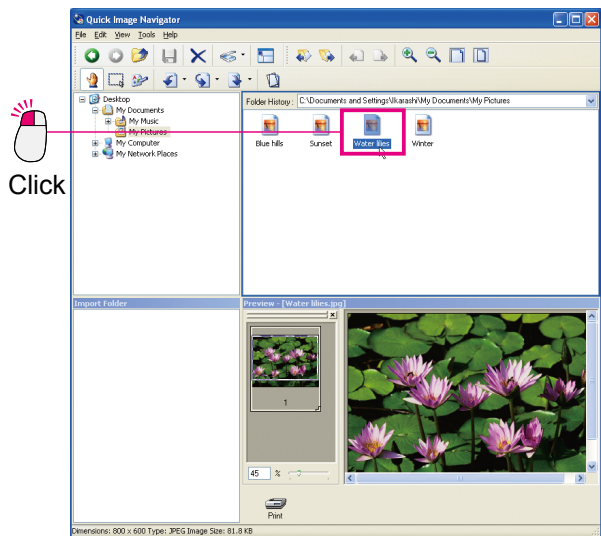
Quick Image Navigator supports the following file formats. Quick Image Navigator allows you to preview these files, edit, and save them with annotations.

File Format	File Extension
Adobe PDF	.pdf
BMP format	.bmp
TIFF format	.tif
JPEG format	.jpg
PNG format	.png

Note:
The previewable Adobe PDF format is only Adobe PDF read by the digital complex network scanner.

Basic Operations

■ Preview Display Zoom In/Out

To change the preview area size, click the following tools on the tool bar.

Zoom Out   Fit Page
Zoom In   Fit Width
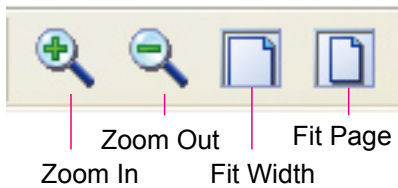
Zoom In   : Enlarges the preview image.
Zoom Out   : Reduces the preview image.
Fit Width   : Reduces or enlarges the display to fit the page width in the preview area.
Fit Page   : Reduces or enlarges the display to fit the page within the preview area.

■ Preview Window Page List

On the left in the Preview window, a page list of the selected files are displayed as thumbnails. If more than one file is selected, all the pages are displayed as thumbnails. To display the page in the Preview window, click on the page you wish to preview.
To change the preview area, drag the frame in the thumbnail.

Drag the slide bar at the bottom of the Page List to change the display size.

Slide bar

Drag the frame.

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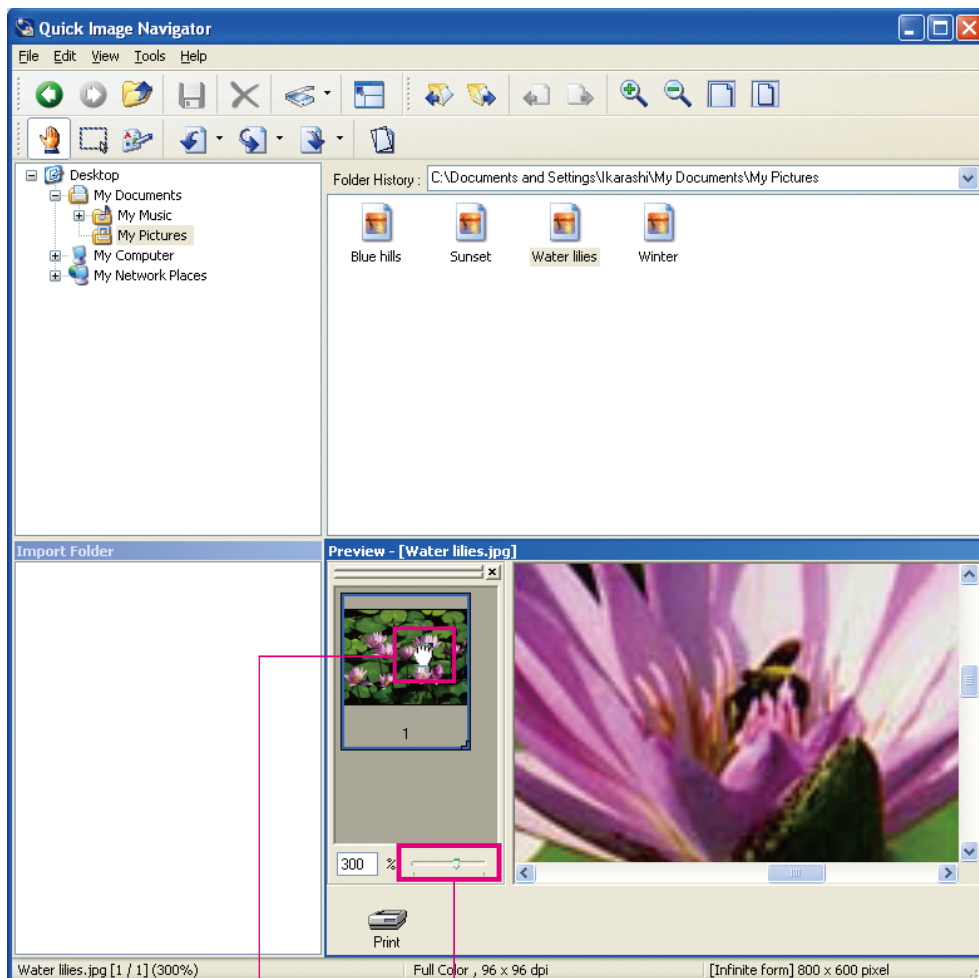
■ Changing File Window Display

Files in the selected folder are displayed as icons in the File window.

Select [**View**] in the menu and [**Thumbnails**] [**Tiles**] [**Icons**] [**List**] [**Details**], etc., to change the file display.

Note:
Displaying "Thumbnails view" depends on your OS.
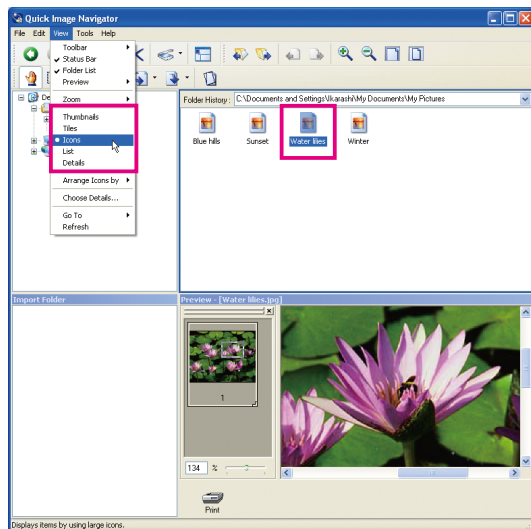
(**Ex:** Icons display)
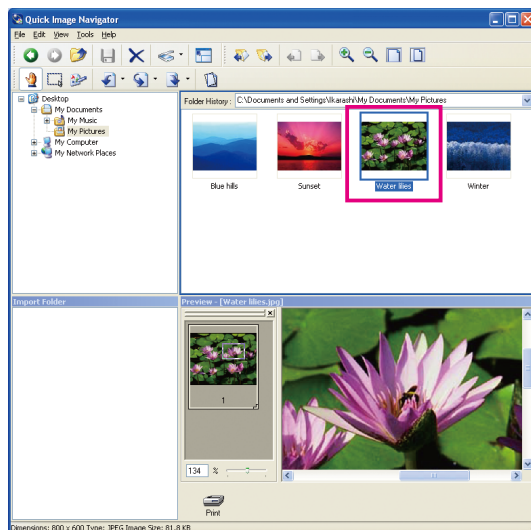
(**Ex:** Thumbnails display)
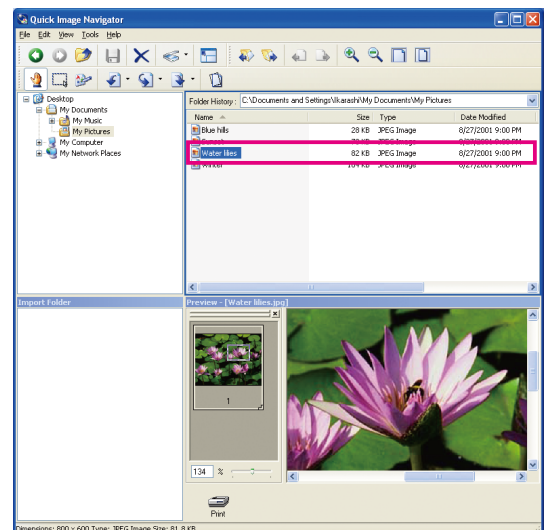
(**Ex:** Details display)

Note:
Display method types for the View menus vary depending on your OS version.

■ If the File Format is Not Supported

If the file format is not supported by Quick Image Navigator, no preview appears in the Preview window when you select a file. However, you can start the relevant application by double-clicking the file.

Editing Files

Files are moved/copied between folders, or selected files are deleted.

■ Moving/Copying Files

Selected files can be moved or copied between folders.

1 Select files you wish to move/copy by clicking.

Click
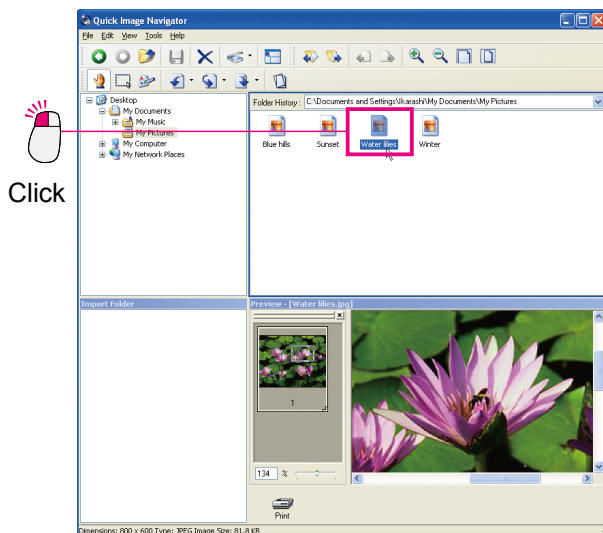
2 Drag the file and drop it onto the folder you wish to move it to.
(To move the file to other drive, press the [**Shift**] key during drag-and-drop.)

To copy the file, press the [**Ctrl**] key during drag-and-drop. While you are pressing the [**Ctrl**] key, a small symbol "**+**" appears to the bottom right of the mouse cursor.
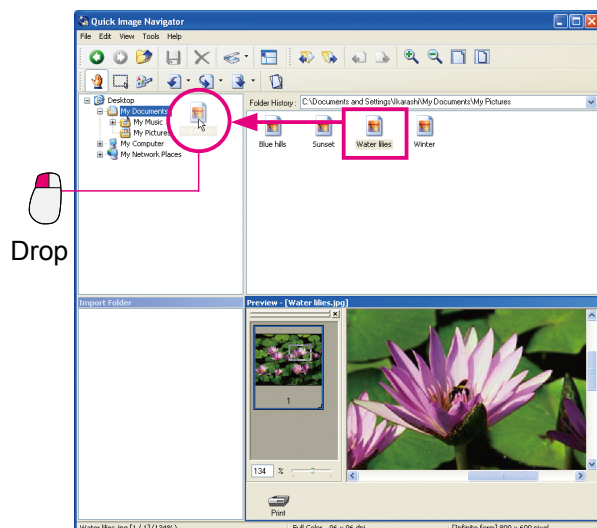
Drop

(Dragging and dropping files without pressing any keys moves them.)

[Ctrl]+ Drop
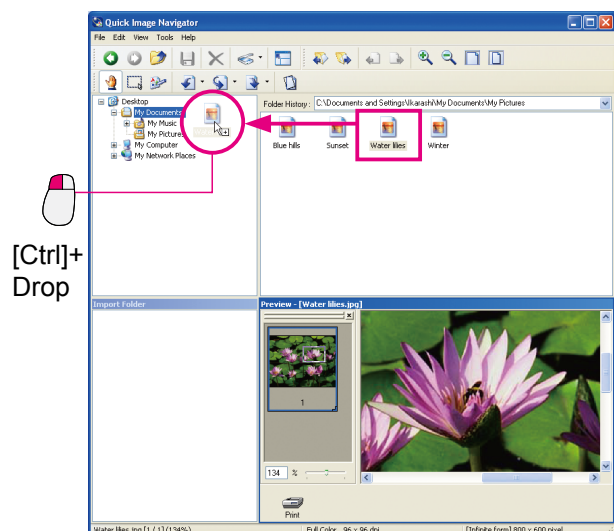
(When the [**Ctrl**] key is pressed, drag-and-drop copies the file.)

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■ Selecting multiple files at once

To select multiple files at once, enclose files you wish to select by dragging the mouse around them. Files included in the dragged area can be selected at once.
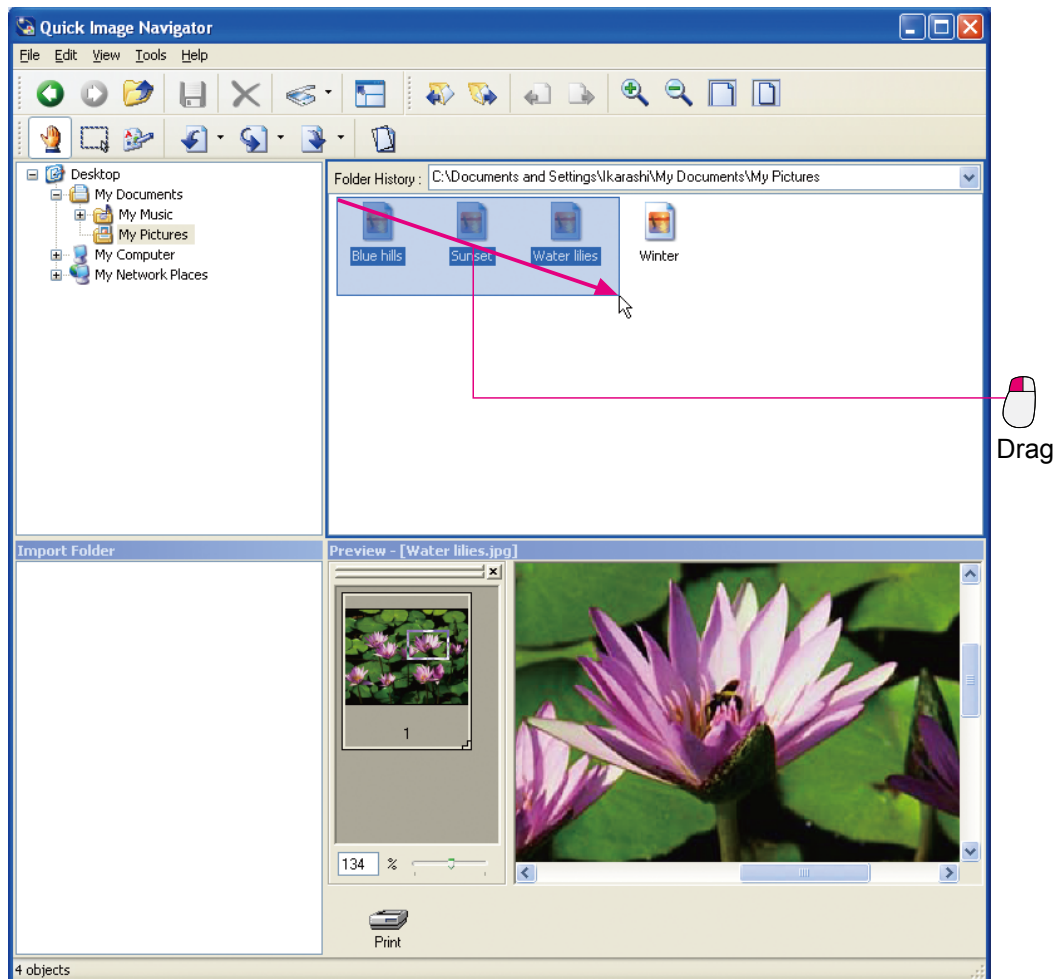
Drag

In addition, clicking files while pressing the [**Ctrl**] key allows you to select clicked files one after another regardless of the order of files.

■ Moving/Copying by Right Clicking

Dragging selected files with the **right button** of a mouse displays a menu when dropping them on a folder you wish to move/copy to. After dragging and dropping, "**Copy Here**" "**Move Here**" can be selected from this menu.

Drag & Drop

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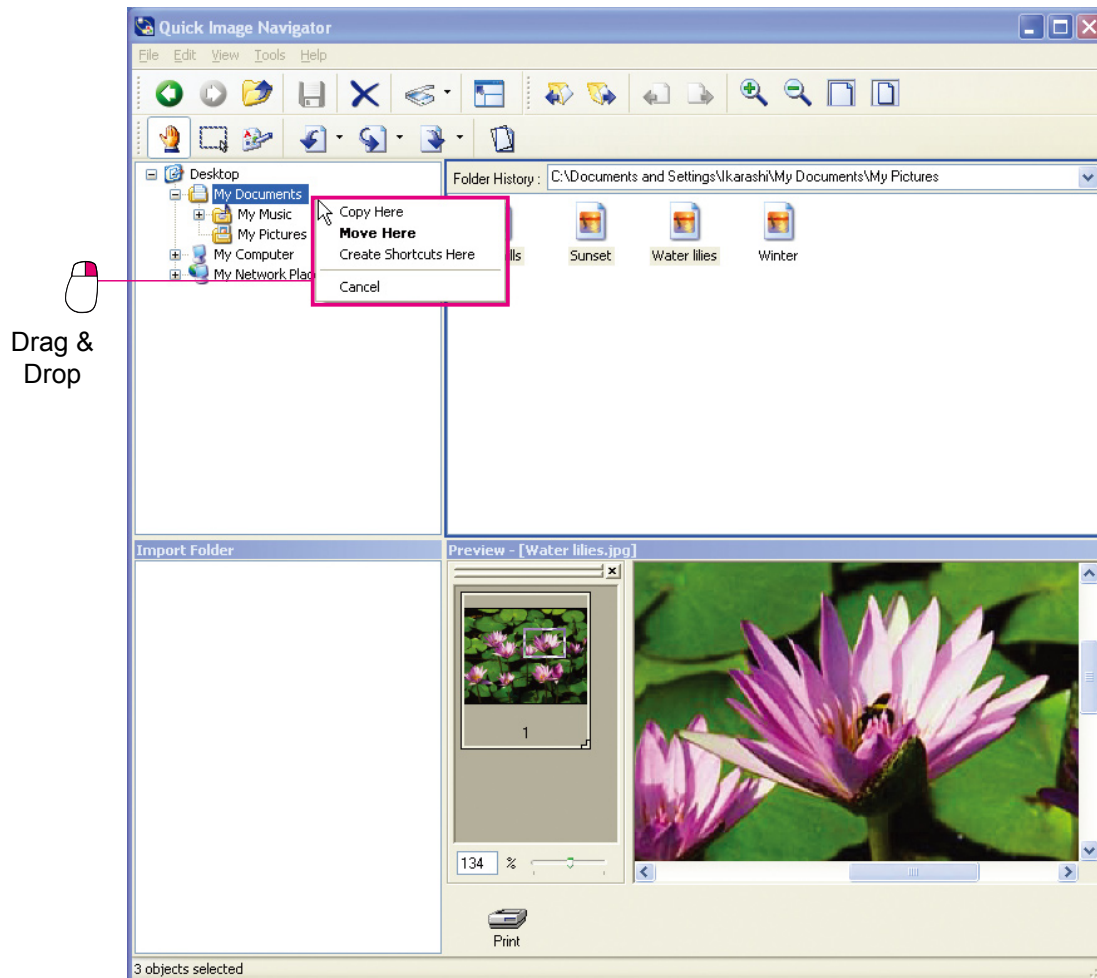
■ Deleting files

Selecting files in the File window, and pressing the [**Delete**] key allows you to delete selected files. Selecting [**Yes**] in the message to confirm the deletion moves selected files to the Recycle Bin on the Windows desktop.
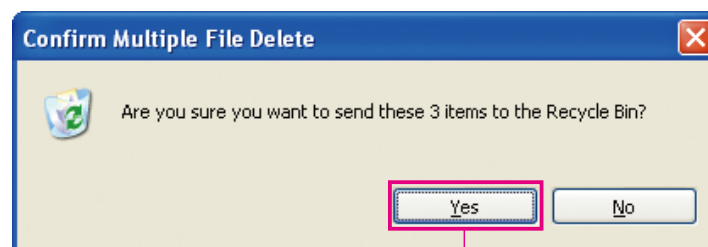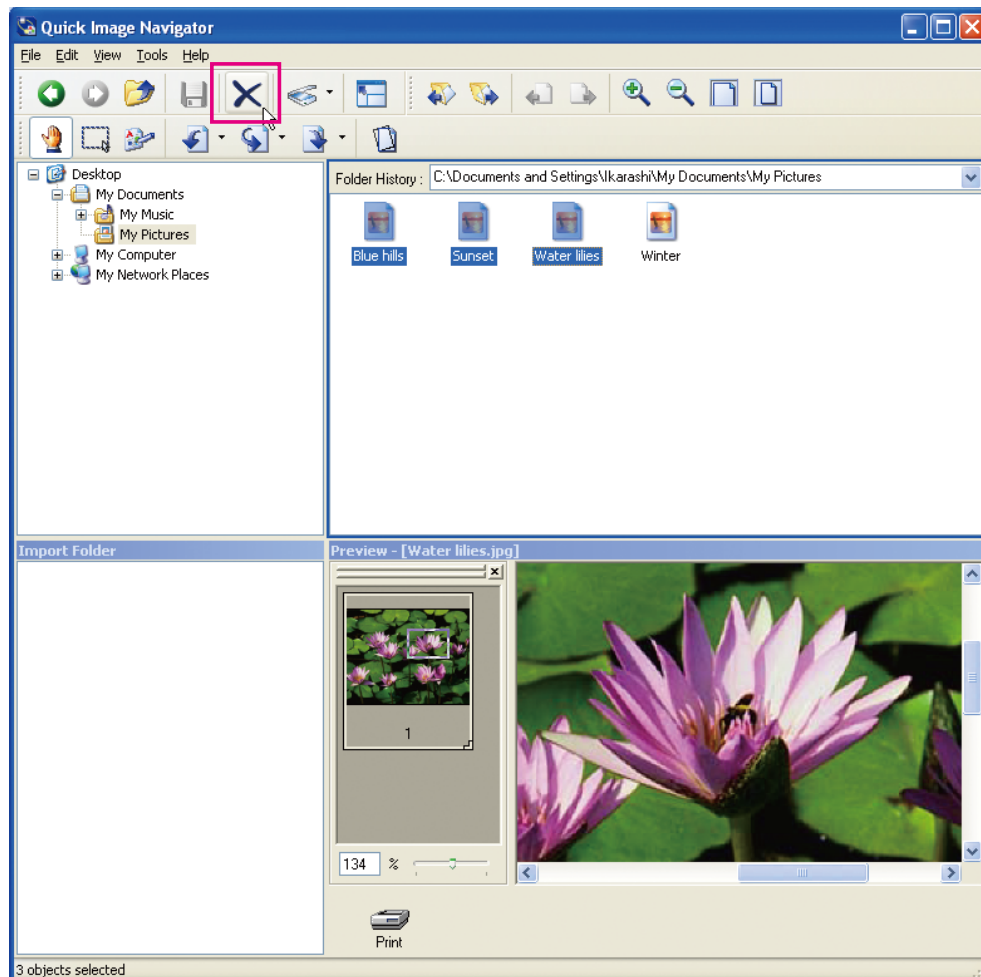
Click

Editing Folders

To organize various files, select new folders, move/copy/delete existing folders.

■ Creating Folders

When you wish to put the relevant files into one folder, etc., create a new folder.

1 Click and select the folder that is located one level up.

The selected folder is reverse-displayed.

Click
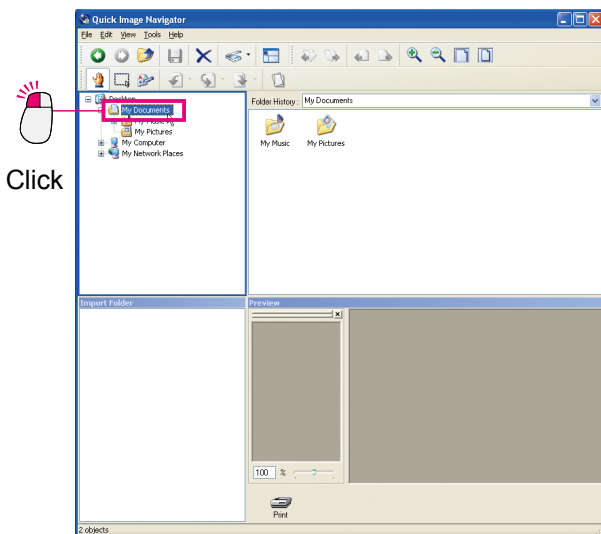
2 Select [**File**] menu, [**New**], and [**Folder**].
A new folder is created in the File window.

Click

Click
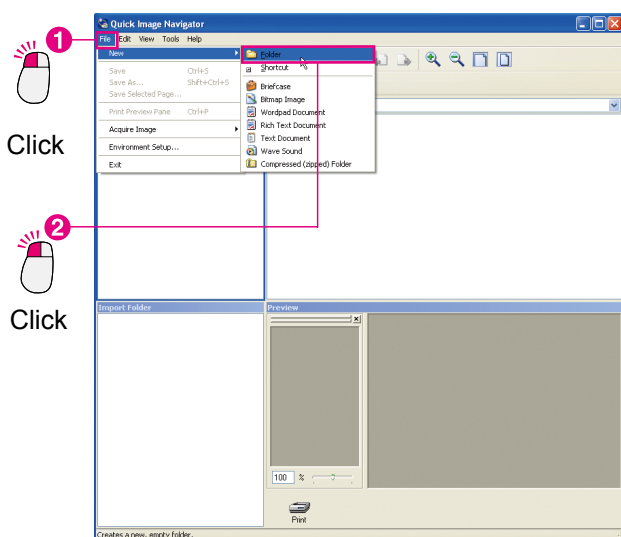
3 Enter the folder name you wish to create, and on the keyboard of the computer, press the [**Enter**] key.

A new folder is created.

Enter the folder name.

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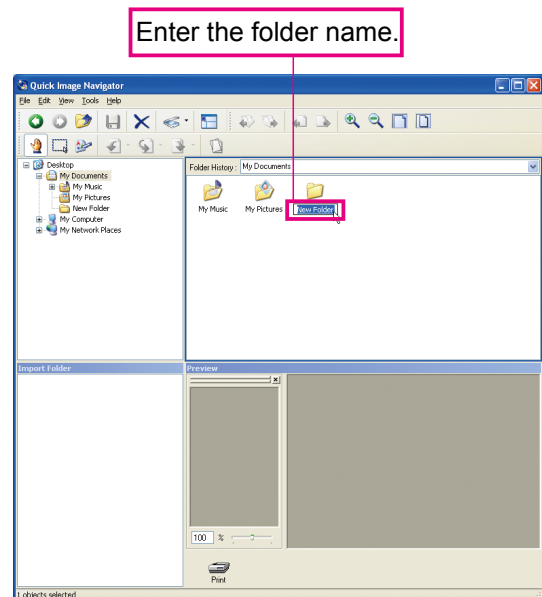
Explanation on ⊞ ⊟ Symbols to the Left of Folders

If the folder has sub-folders, to the left of the hierarchical display in the Folder window, a ⊞ symbol appears. Click on the ⊞ symbol, and the sub-folders will be displayed in a tree view, and the symbol will change to ⊟. Once again, click on the ⊟ symbol and the sub-folders will be hidden, and the symbol will change back to ⊞.
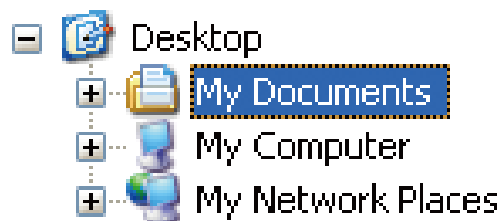
(⊞ symbol: Sub-folders are hidden.)　　　　　(⊟ symbol: Sub-folders are displayed.)
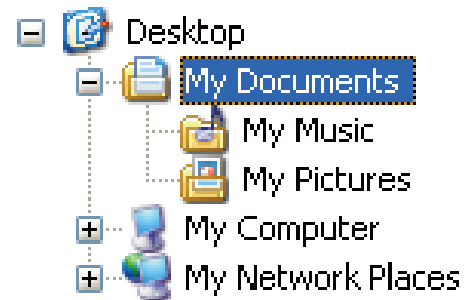
■ Moving/Copying Folders

You can move and copy the selected folders.

1 Click and select the folder you wish to move/copy.

Click
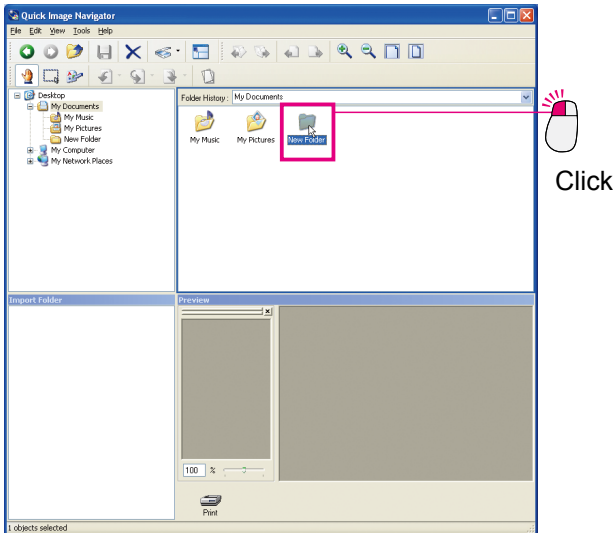
2 Drag the folder and drop it onto the folder you wish to move to.
(To move the folder to another drive, press the [**Shift**] key during drag-and-drop.)
To copy the folder, press the [**Ctrl**] key during drag-and-drop. While you are pressing the [**Ctrl**] key, a small symbol "**+**" appears to the bottom right of the mouse cursor.

Drag & Drop
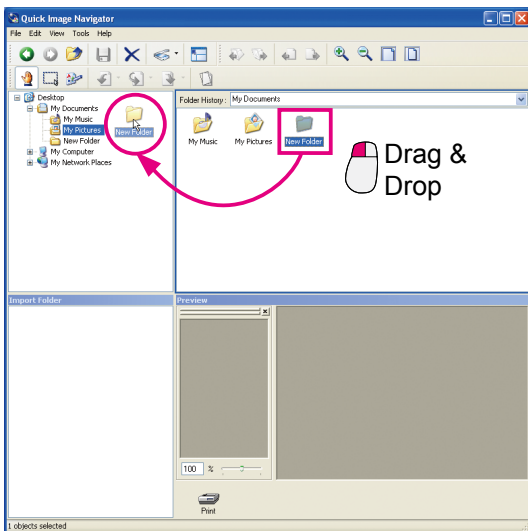
(Dragging and dropping folders moves them)

Drag & Drop
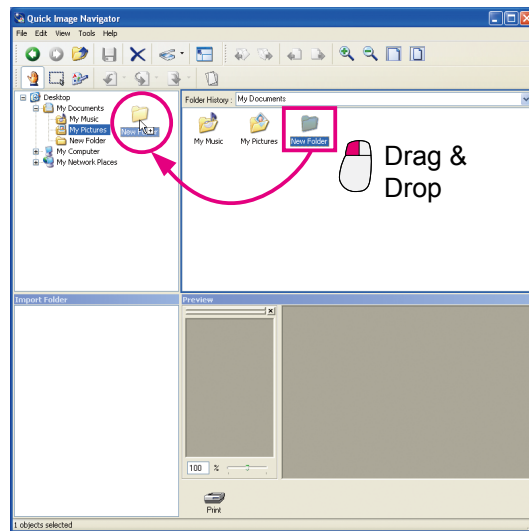
(Dragging and dropping folders while pressing the [**Ctrl**] key copies them)

■ Deleting Folders

Select the folder and press the [**Delete**] key to delete the selected folder. Selecting [**Yes**] in the message to confirm the deletion moves selected folders to the Recycle Bin on the Windows desktop.
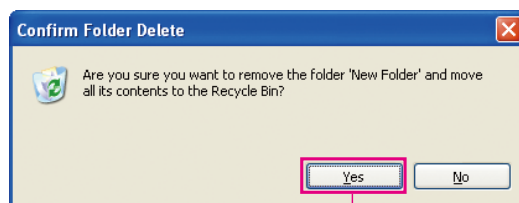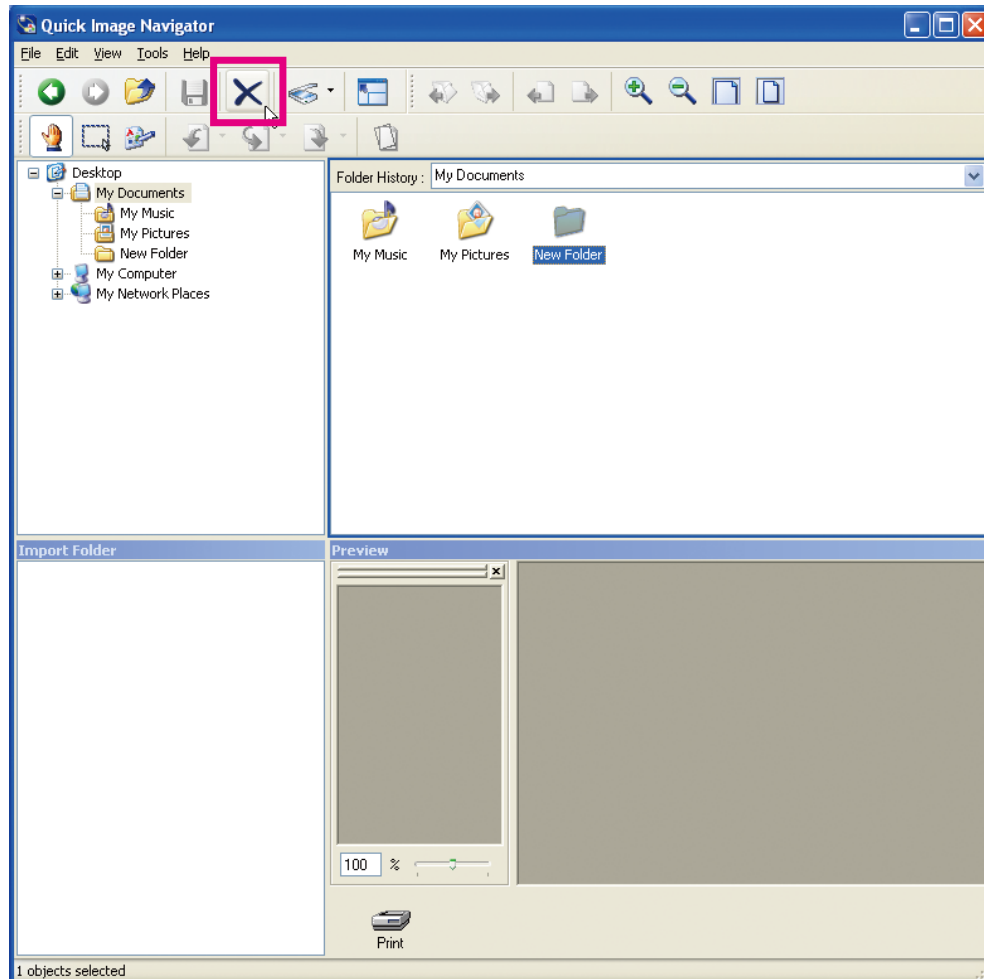
Click

Note:
When a folder is deleted, the sub-folders and files in the selected folder are also moved to the Recycle Bin. Please delete folders carefully.

Editing Pages

Adobe PDF format and TIFF format allow you to have multiple pages in one file. You can add new pages to a file with multiple pages, and save specific pages as different files.

Also, with Quick Image Navigator, you can put multiple image files (JPEG, BMP) into one file and save the file as one multi-page file (multi-page TIFF and Adobe PDF).

■ Adding pages

Puts multiple image files into one file, and saves it as a multi-page file.

1 Select an image file.

The preview image is displayed in the Preview window.

Click
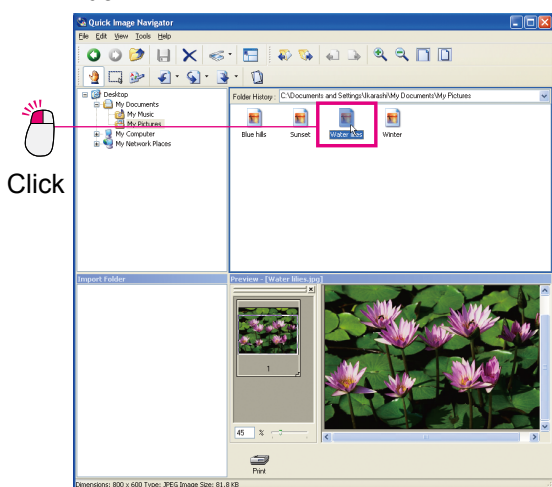
2 Drag the file you wish to add in the File window, or the Import window, and move the file to the page list in the Preview window.

The insertion cursor appears at the location to which it has been moved.

Drop the page onto the location to which you wish to add.

Drag & Drop

Insertion Cursor
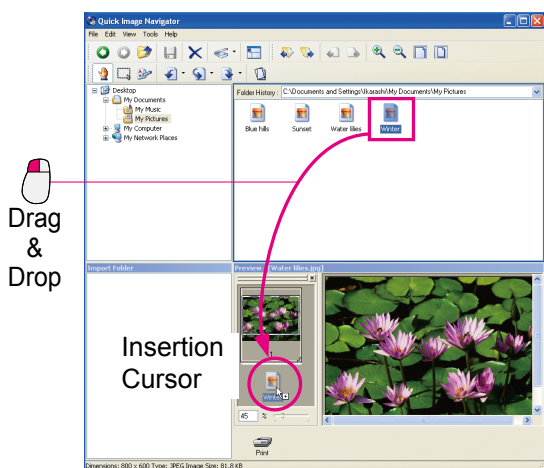
3 A dialog box appears for page insertion.

Click [**OK**] after confirming the settings.

Click
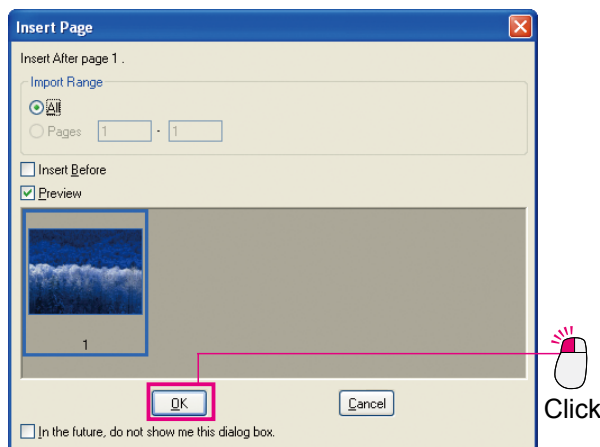
4 The page is added.
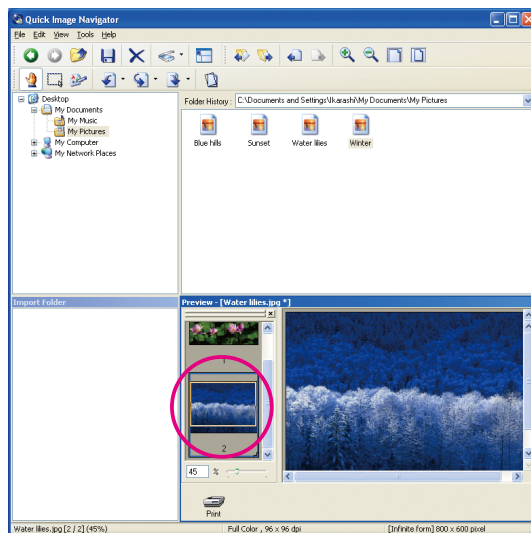
Note:
For how to save files, please refer to "Saving Files" (page 25).

NOTE

JPEG and BMP format image files cannot be used for multi-page documents. When pages are added to JPEG format and/or BMP format images with Quick Image Navigator, the files need to be saved in multi-page Adobe PDF or TIFF format.
For how to select file save format, please refer to "Save As" (page 25).

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■ Moving Pages

Moves the selected pages within a file, and changes the page order.

1 From the page list in the Preview window, select a page you wish to move.

Click
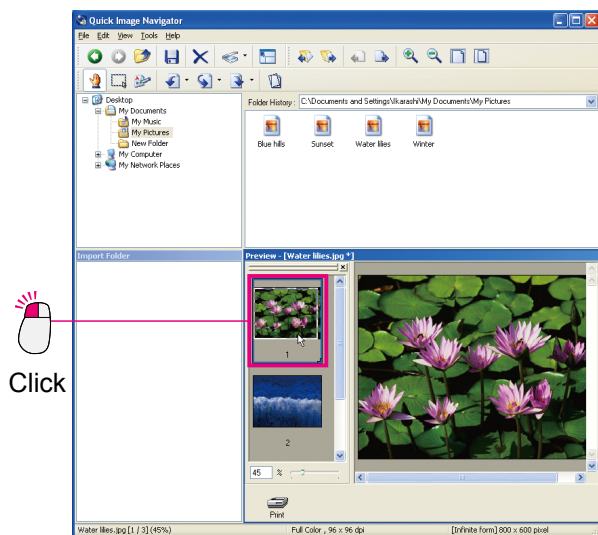
2 Drag the selected page, and move the mouse cursor to the location to which you wish to move.

The insertion cursor appears at the location to which it has been moved.

Note:
To drag a page, hold and move the page number displayed on the Page List window.

Drag
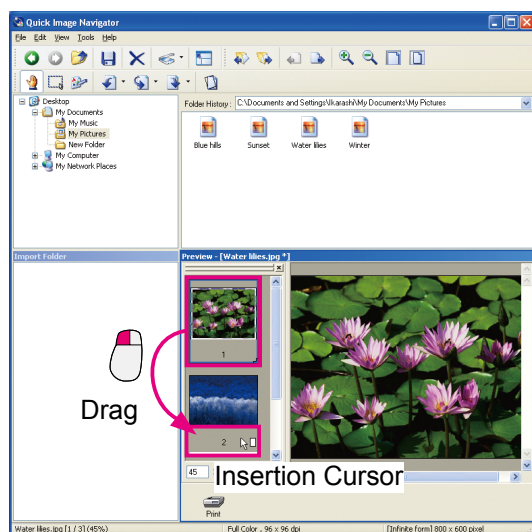
Insertion Cursor

3 Drop the page.

Release the mouse button to move the image to where the insertion cursor is located.

Drop

Note:
For how to save files, please refer to "Saving Files" (page 25).

Basic Operations
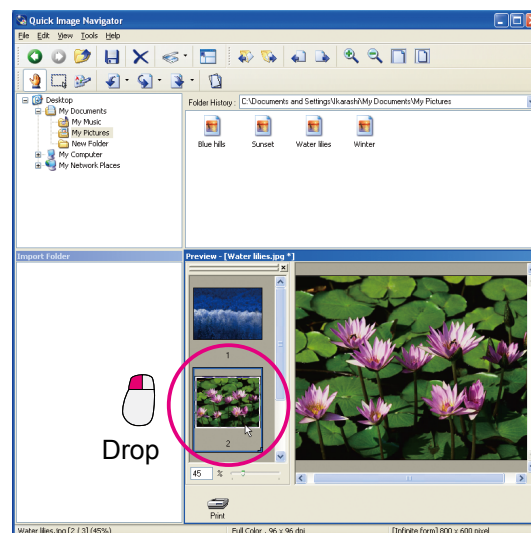
■ Duplicating Pages

Duplicates the selected pages.

1 From the page list in the Preview window, select a page you wish to duplicate.

Click
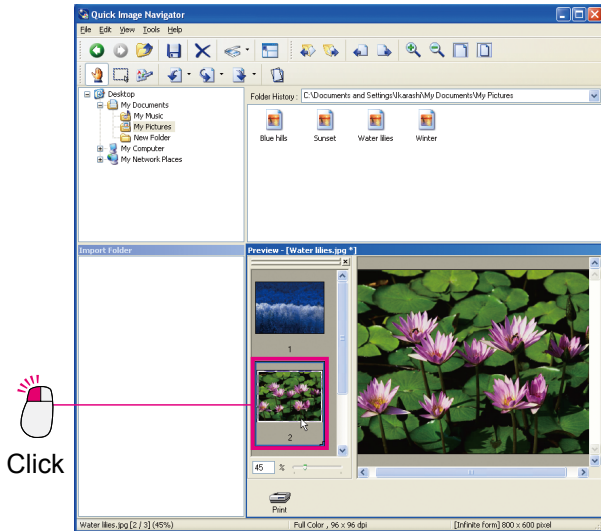
2 Select [**Duplicate Pages**] in [**Tools**] menu.
The selected page is duplicated, and added to the end.

Click

Click

Note:
For how to save files, please refer to "Saving Files" (page 25).

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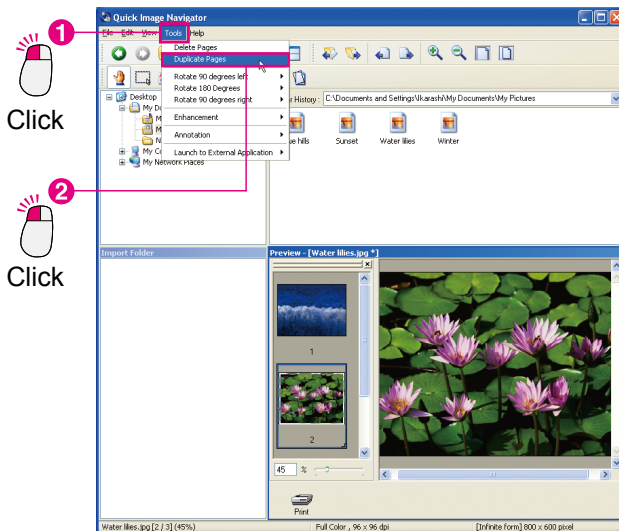
■ Deleting Pages

Deletes the selected pages.

1 From the page list in the Preview window, select a page you wish to delete.
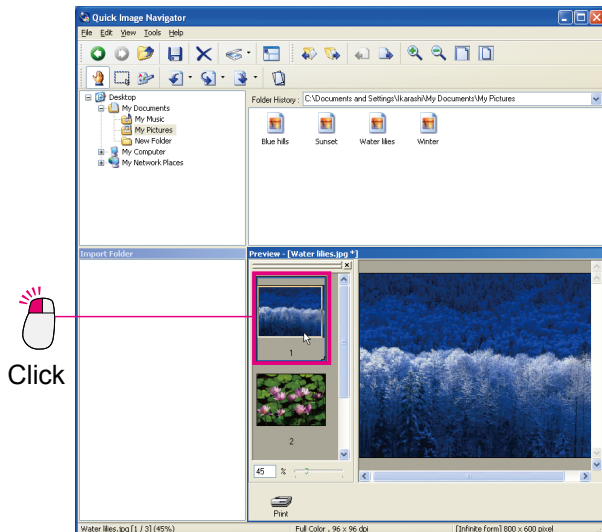
Click

2 Select [**Tools**] menu, then [**Delete Pages**].
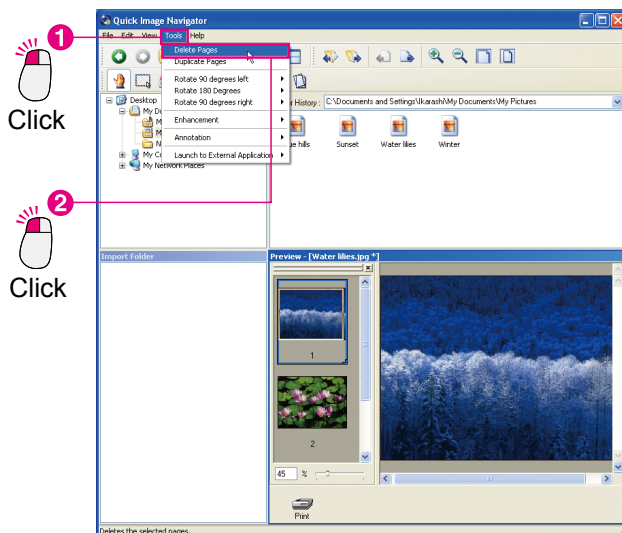
Click

Click

3 Click on [**Yes**].

The selected page is deleted.
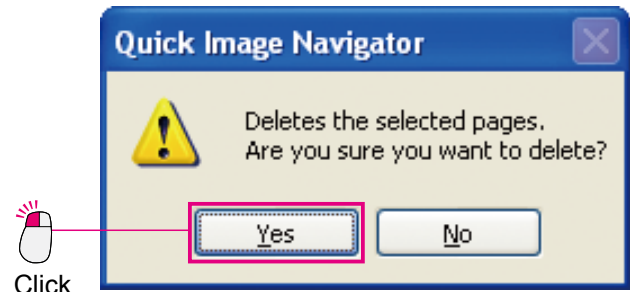
Click

Note:

• *Undoing Editing*
  Select [Edit] menu, then [Undo] to undo the latest editing (add, move, duplicate, delete). Alternatively, press the [Ctrl] key and [Z] key simultaneously to undo the editing.

• *Direct Operation using Right-Click*
  Right-click the thumbnail of a page you wish to edit, to display a menu on the right. From the menu, you can select [Duplicate Pages], [Delete Pages] to edit pages.

• *For how to save files, please refer to "Saving Files" (page 25).*

Saving Files

When you edit files, you need to save them. There are two ways to save files, Save and Save As.
Select [**Save**] to save changes made when editing, and update the file contents with the original file name.

Select [**Save As...**] to save the edited files with file names different from the original without making any changes to the original. With Quick Image Navigator, you can save the current files in different file formats, or save only the selected pages as different files. (Page 27)

■ Save

Overwrites and saves the current files with changes made when editing.

1 Select [**File**] menu, then [**Save**].

The file is overwritten and saved.
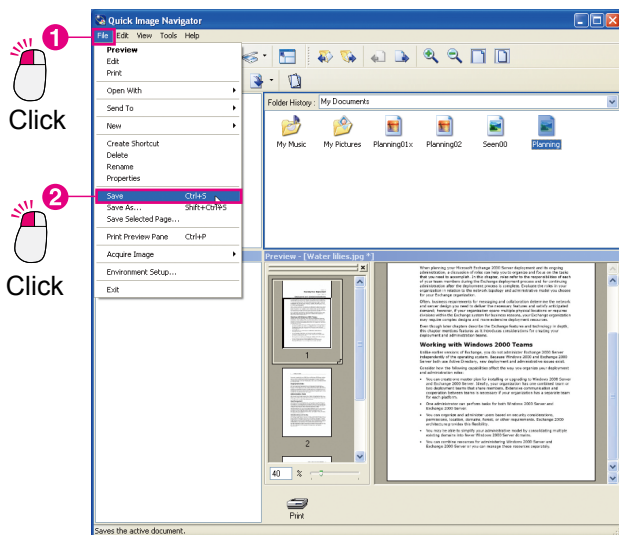
Note:
*Alternatively, press the [**Ctrl**] key and [**S**] key together to save files.*

■ Save As

Saves files with changes made when editing as different files from the original.

1 Select [**File**] menu, then [**Save As...**].
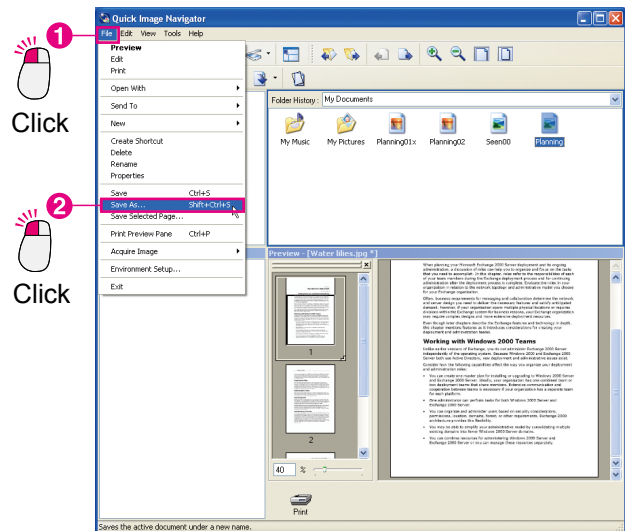
2 [**Save As**] dialog box opens.

Enter the file name and specify the file type.

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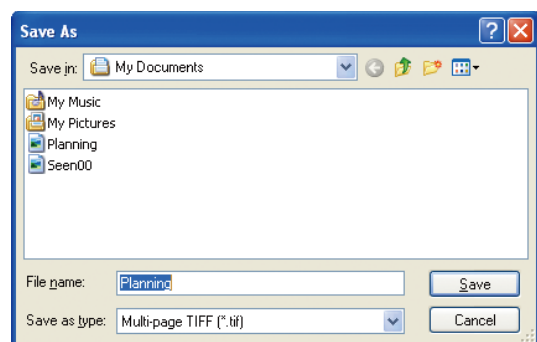
You can select the following file formats as file types.

File Format	File Extension
Adobe PDF	.pdf
BMP format	.bmp
TIFF format	.tif
Multi-page TIFF	.tif
JPEG format	.jpg
PNG format	.png
SD Memory Card Print	.jpg

Note:
JPEG, PNG, and BMP format image files cannot be used for multi-page documents. When pages are added to JPEG, PNG, and/or BMP format images with Quick Image Navigator, the files need to be saved in Adobe PDF or Multi-page TIFF.

3 Click [**Save**].
The file is saved.
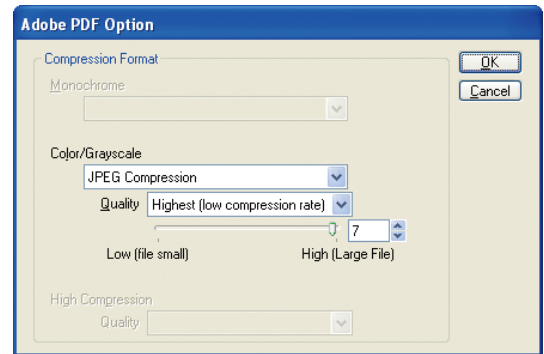
(Adobe PDF format option)
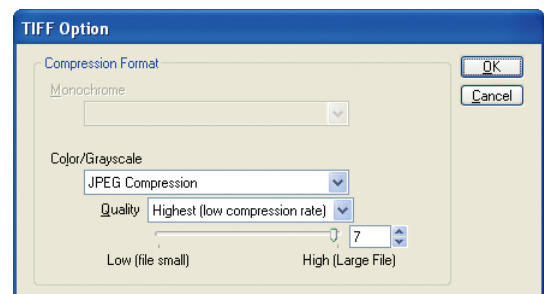
(TIFF format option)
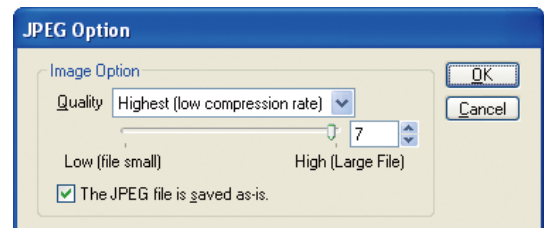
(JPEG format option)

■ Saving the Selected Pages Only as Different Files

From multiple pages, saves the selected pages only as different files.

1 From the page list in the Preview window, select a page you wish to save.
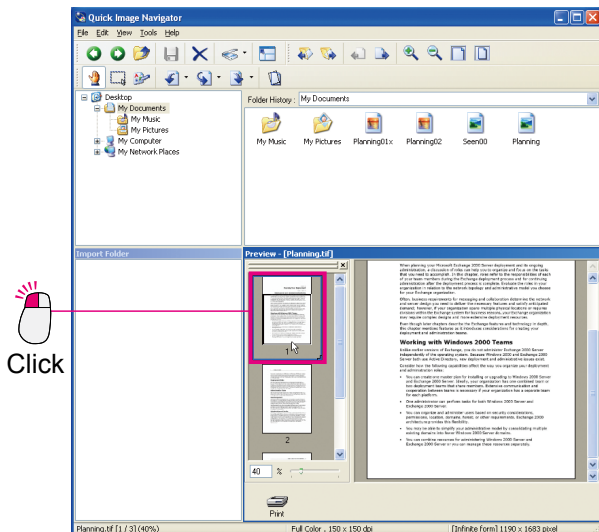
Click

2 Select [**File**] menu, then [**Save Selected Page...**].
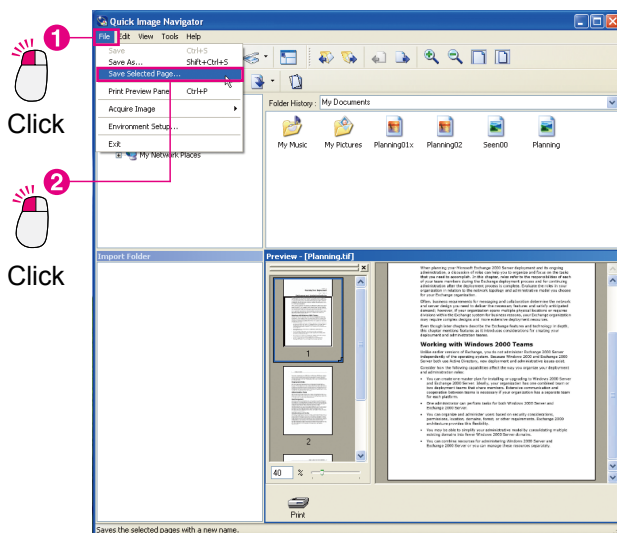
Click

Click

3 [**Save Selected Page**] dialog box opens. Enter the file name and specify the file type.
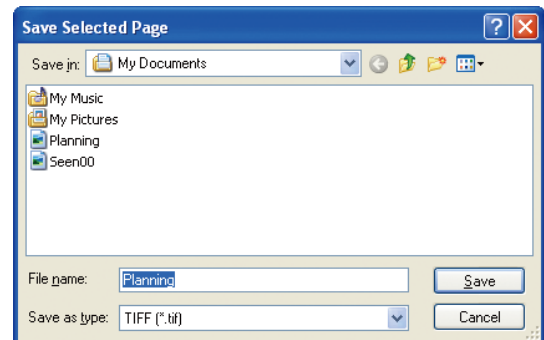
4 Click [**Save**].

The selected page is saved as a different file.

Note:
Depending on file types selected, a dialog box for a setting compression rate might appear. Specify the compression rate for the images where necessary. If you set a high compression rate, the file size decreases but the quality deteriorates. (Page 26)

Rotating Pages

Sometimes, in images scanned with a network scanner, the pages are laid out horizontally and/or odd-numbered pages, and even-numbered pages of double-sided documents have different directions. Quick Image Navigator has many page rotating functions to correct scanner images.

■ Rotating Selected Pages

Rotates the selected page by 90 degrees. The selected page is rotated 180 degrees here, for example.

1 From the page list in the Preview window, select a page you wish to rotate.
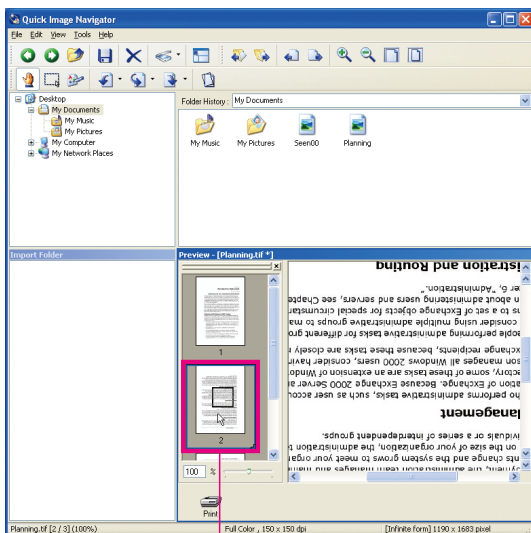
Click

2 Select [**Tools**] menu, then [**Rotate 180 Degrees**], [**Selected Pages**].

The selected page is rotated 180 degrees.
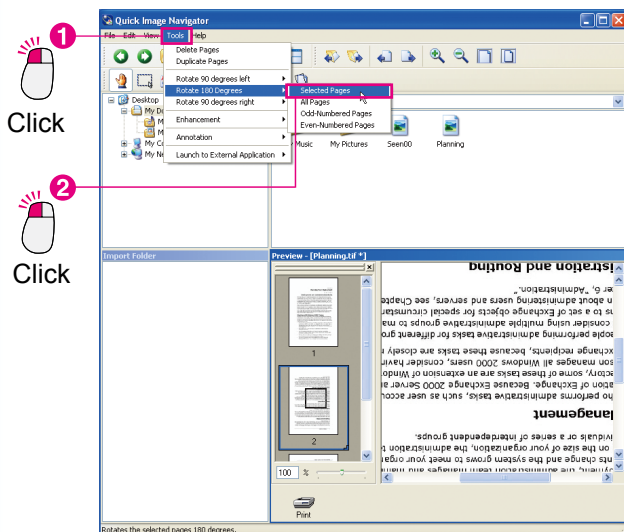
Click

Click

Note:
You can also rotate pages by clicking the Rotate tool on the tool bar.
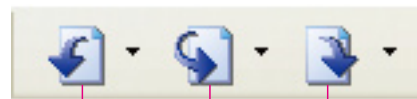
(Rotate Selected Page 90 Degrees left)

(Rotate Selected Page 90 Degrees right)

(Rotate Selected Page 180 Degrees)

■ Rotating All Pages

Rotates all the pages.
Here, for example, all the selected pages are rotated 90 degrees right.

1 Select a file in the File window.
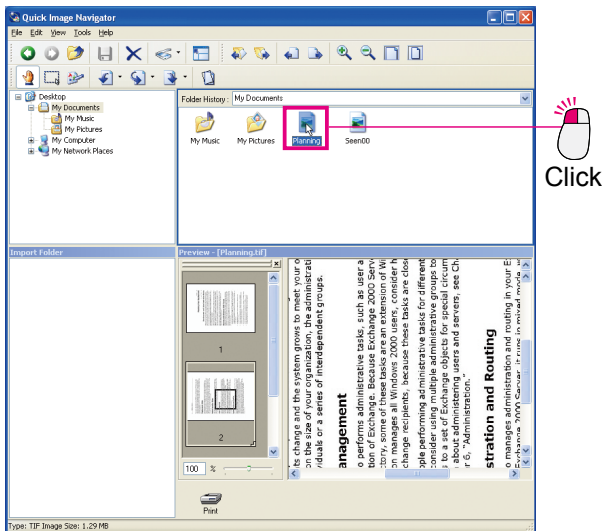
Click

2 Select [**Tools**] menu, then [**Rotate 90 degrees right**], [**All Pages**].

All pages rotate by 90 degrees to the right.
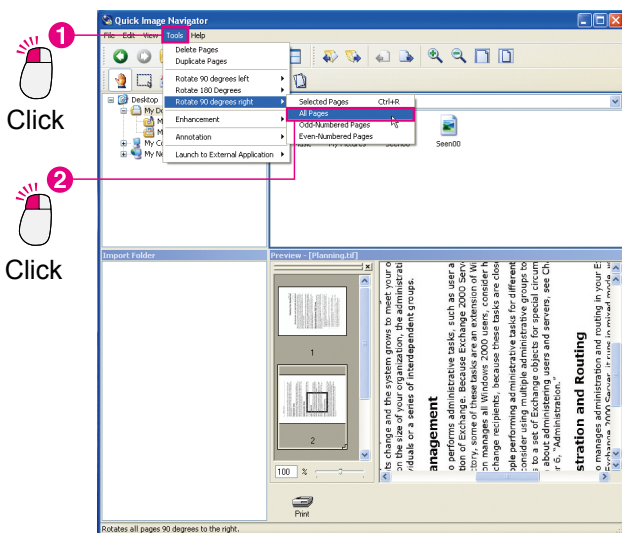
① Click

② Click

Note:
Click on [▼] to the right of the Rotate tool on the tool bar to display the menu for selecting pages you wish to rotate. From here, you can select [All Pages] for rotation.

Click
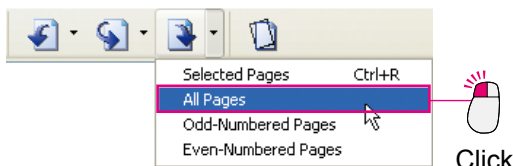
■ Rotating Odd-Numbered Pages (Even-Numbered Pages)

When double-sided documents are scanned, the front and back sides of the document may be reversed. In such cases, you can rotate odd-numbered pages (or even-numbered pages) only.
Here, for example, odd-numbered pages are rotated 90 degrees right.

1 Select a file in the File window.
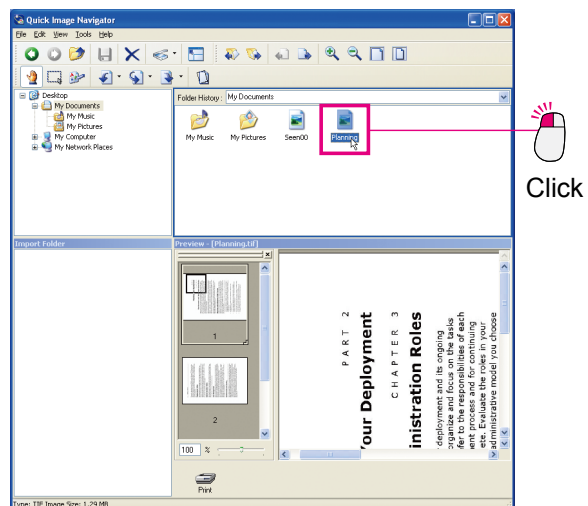
Click

2 Select [**Tools**] menu, then [**Rotate 90 degrees right**], [**Odd-Numbered Pages**].

All the odd-numbered pages in the selected file are rotated 90 degrees right.
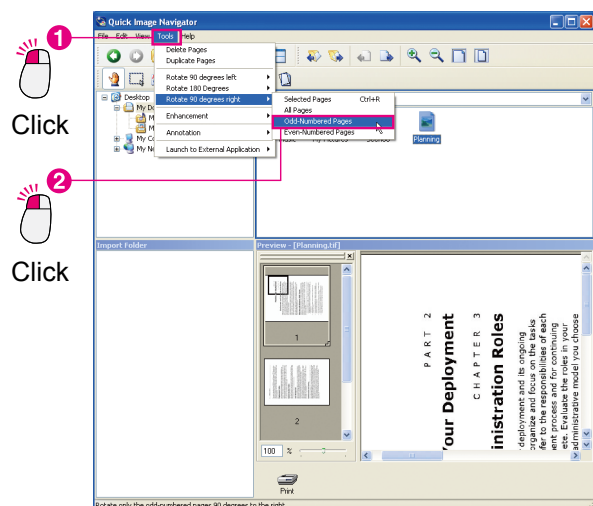
① Click

② Click

Note:
Click on [▼] to the right of the Rotate tool on the tool bar to display the menu for selecting pages you wish to rotate. From here, you can select [Odd-Numbered Pages], or [Even-Numbered Pages] for rotation.

Click

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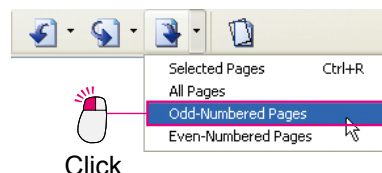
Editing Images

Quick Image Navigator has simple image editing functions to correct the skew of scanned images, and enhance blurred images. To edit images, from [**Enhancement**] in [**Tools**] menu, you can select the following functions.

· **Correct Skew**   : Corrects the skew of pages. (Page 31)

· **Eliminate Noise**   : Eliminates noise (blurring) due to the ground reflection of an image for clearer images. (Page 32)

· **Enhance Edges**   : Enhances edges of picture images, or letters for clearer images. (Page 32)

· **Brightness & Contrast** : Adjusts brightness and contrast. (Page 33)

· **Hue & Saturation**   : Adjusts the Hue and Saturation of the images. (Page 33)

· **Reverse Gradation**   : Reverses the gradation of images. (Page 34)

■ Correcting Skew

Corrects the skew of images scanned with scanners.

1 In the page list in the Preview window, select a page you wish to correct.

(The image is skewed slightly to the right.)
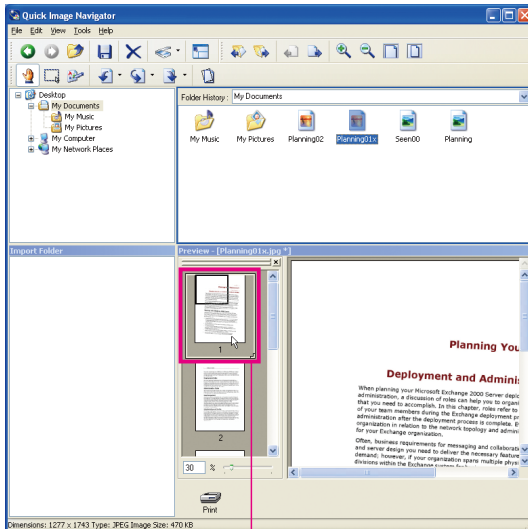
Click

2 Select [**Tools**] menu, then [**Enhancement**], and [**Correct Skew...**].
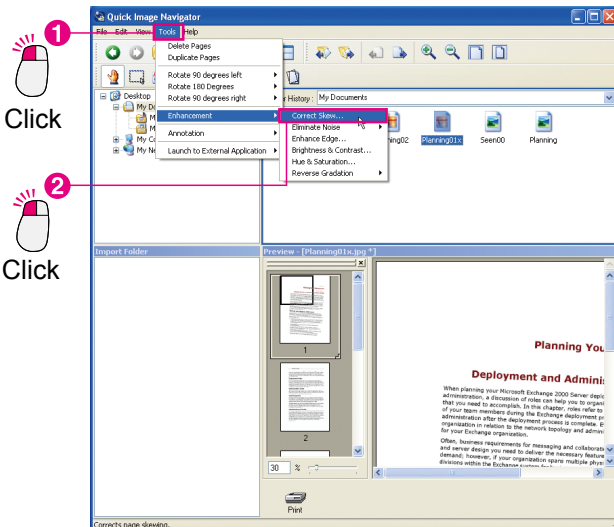
Click

Click

3 [**Correct Skew**] dialog box appears.

Place a check mark on [**Preview**], and click on [**Detect Skew**].

Check   Click
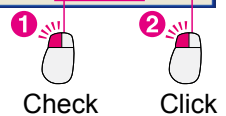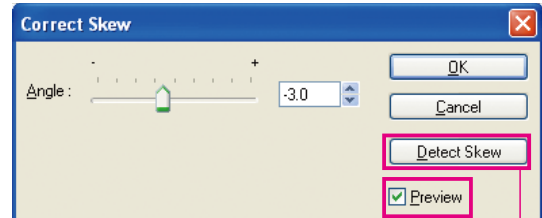
4 Skew is automatically detected and corrected. Click on [**OK**] to correct the skew.
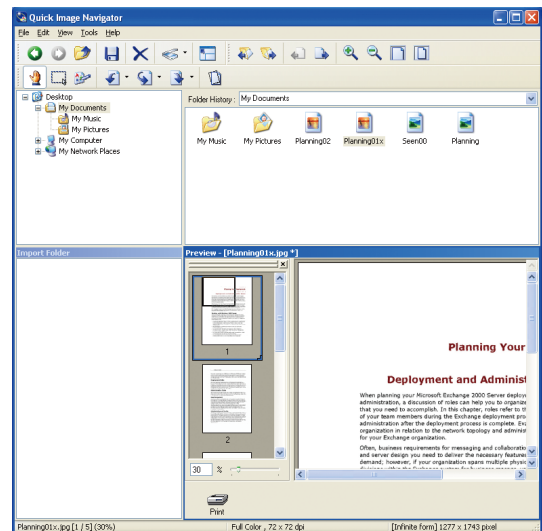
NOTE

- *In the Correct Skew dialog box, it is recommended that you enable [**Preview**]. If [**Preview**] is checked, you can confirm changes that you have made while editing the image.*
- *If you wish to correct the skew manually without using the [**Detect Skew**] function, drag the [**Angle**] slider on the slide bar to adjust the skew.*
- *When you wish to undo editing*
  *Select [**Undo**] in the [**Edit**] menu to undo the most recent image editing. Alternatively, press the [**Ctrl**] key, and [**Z**] key simultaneously to undo the editing.*

Useful Functions

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■ Eliminating Noise and Enhancing Edges

You can use functions such as noise elimination, and edge enhancement to make the scanned images clearer.

Eliminate Noise : Eliminates noise (blurring) due to ground reflection for clearer images.
Enhance Edges : Enhances edges of pictures or letters for clearer images. (Please refer to NOTE.)

1 In the page list in the Preview window, select a page you wish to correct.
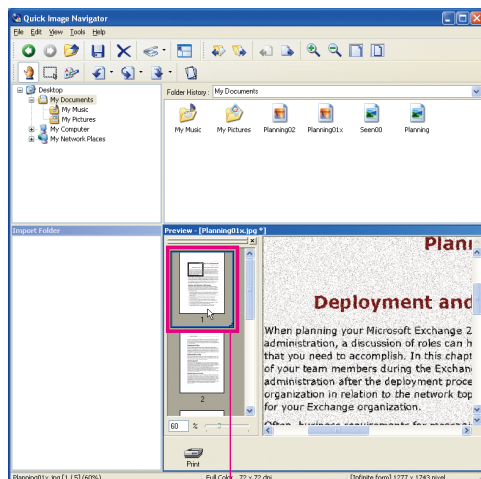
Click

2 Select [**Tools**] menu, then [**Enhancement**], [**Eliminate Noise**], and [**Selected Pages...**].
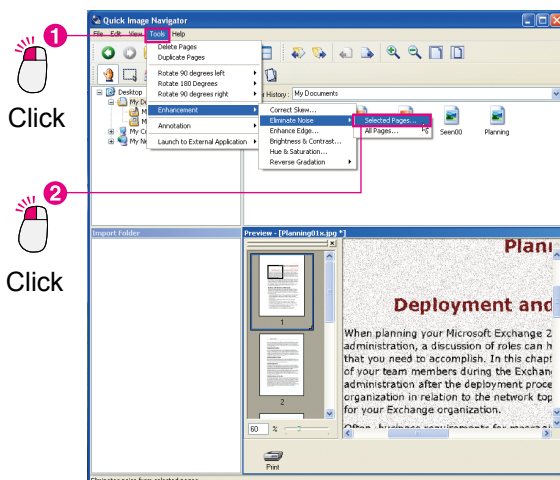
Click

Click

3 [**Eliminate Noise**] dialog box appears.
Check [**Preview**] and drag the [**Eliminate Noise**] slider to adjust the appearance of the image.
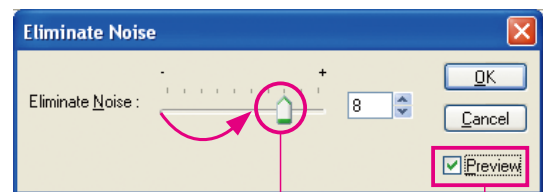
Slide   Check

4 Click [**OK**].
Noise elimination is completed.
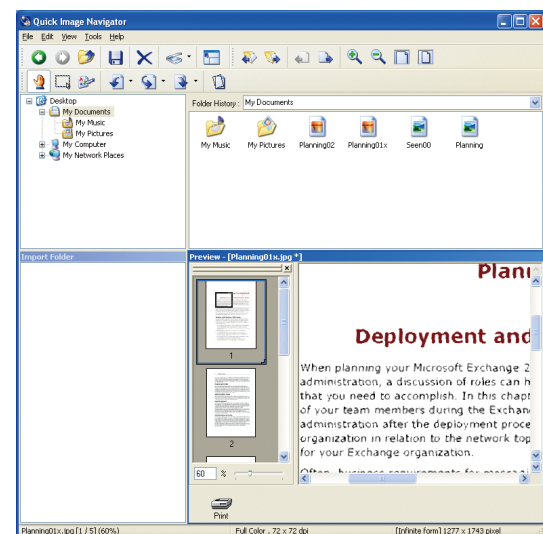
NOTE
- **When you wish to use Enhance Edge function**
  *Follow the same procedure, select [**Tools**] menu, then [**Enhancement**], and [**Enhance Edge...**] to enhance edges.*

- **When you wish to undo editing**
  *Select [**Undo**] in the [**Edit**] menu to undo the most recent image editing. Alternatively, press the [**Ctrl**] key, and [**Z**] key simultaneously to undo the editing.*
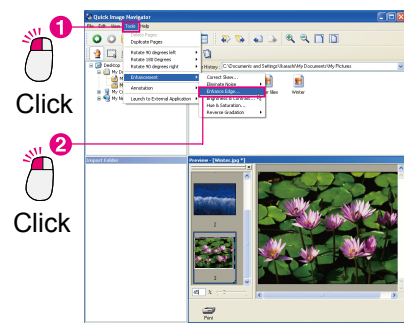
Click

Click

■ Adjusting Brightness/Contrast/Hue/Saturation

You can adjust brightness, contrast, hue, and saturation to adjust the appearance and impression of images.

Brightness/Contrast : Adjusts brightness and contrast.
Hue/Saturation : Adjusts the Hue and Saturation of images. (Please refer to NOTE.)

1 In the page list in the Preview window, select the page that you wish to adjust.
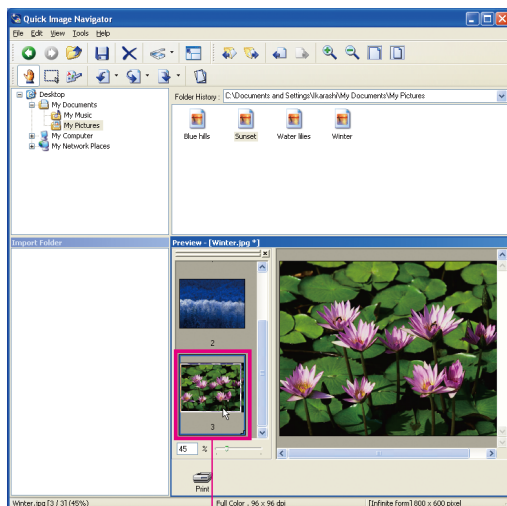
Click

2 Select [**Tools**] menu, then [**Enhancement**], and [**Brightness & Contrast...**].
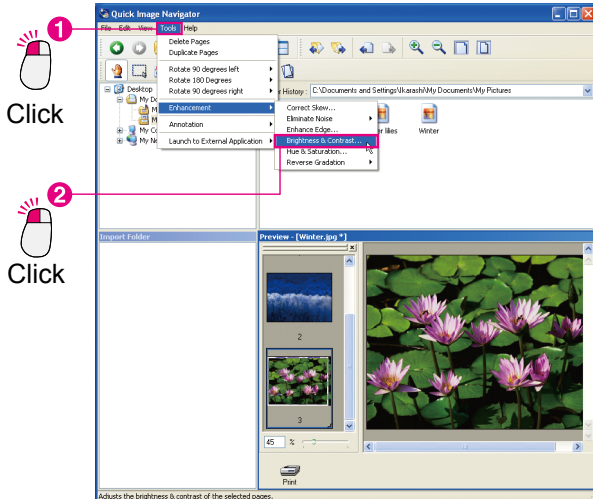
Click

Click

3 The [**Brightness & Contrast**] dialog box appears.

Check [**Preview**] and drag the [**Brightness**], and [**Contrast**] sliders on the slide bars to adjust the appearance of the image.
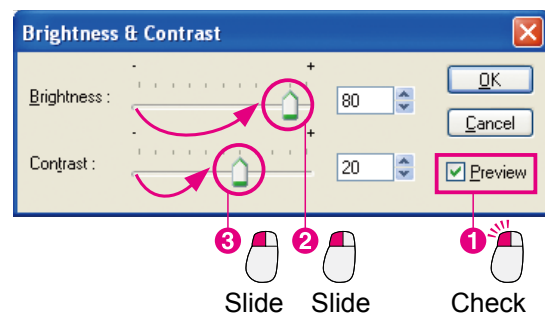
Slide   Slide   Check

4 Click [**OK**].

Adjustment of brightness/contrast is completed.
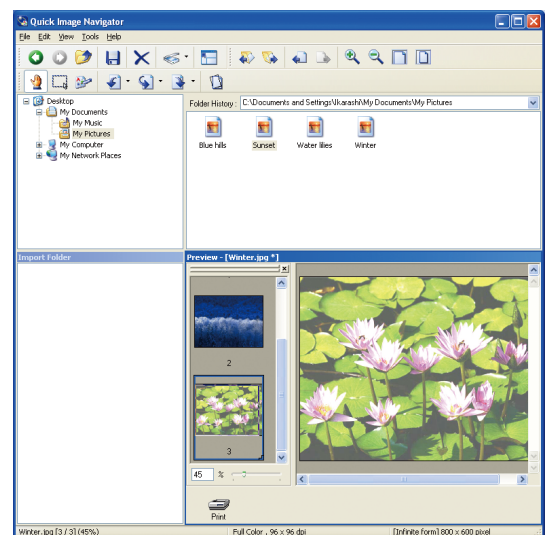
NOTE

- ***When you wish to adjust the hue of images***
  *With the same operation, select [**Hue & Saturation...**] from [**Enhancement**] in the [**Tools**] menu to adjust hue.*

- ***When you wish to undo editing***
  *Select [**Undo**] in the [**Edit**] menu to undo the most recent image editing. Alternatively, press the [**Ctrl**] key, and [**Z**] key simultaneously to undo the editing.*

Click

Click
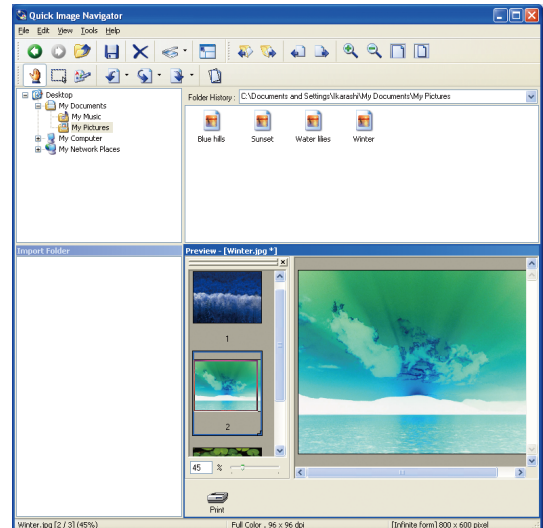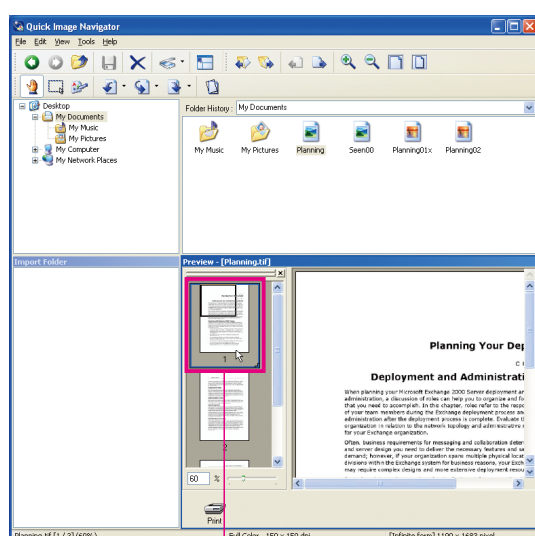
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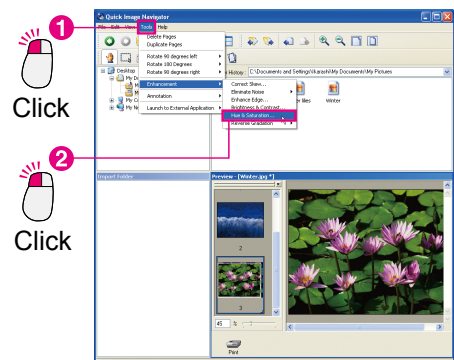
■ Reversing Gradation

Reverses the gradation of images.

1 In the page list in the Preview window, select the page that you wish to reverse.

Click
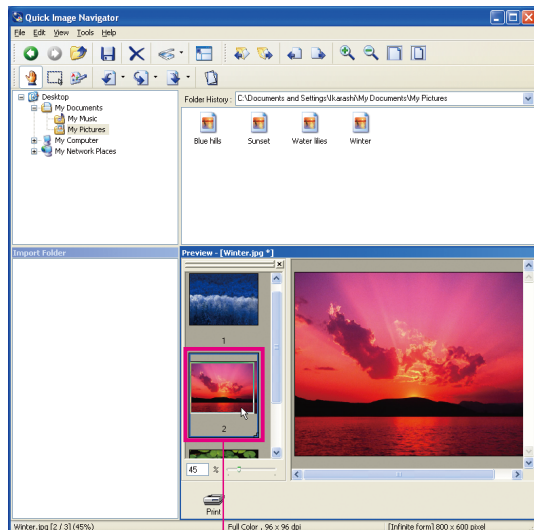
2 From [**Enhancement**] in the [**Tools**] menu, select [**Reverse Gradation**], and then [**Selected Pages**].

Click

Click
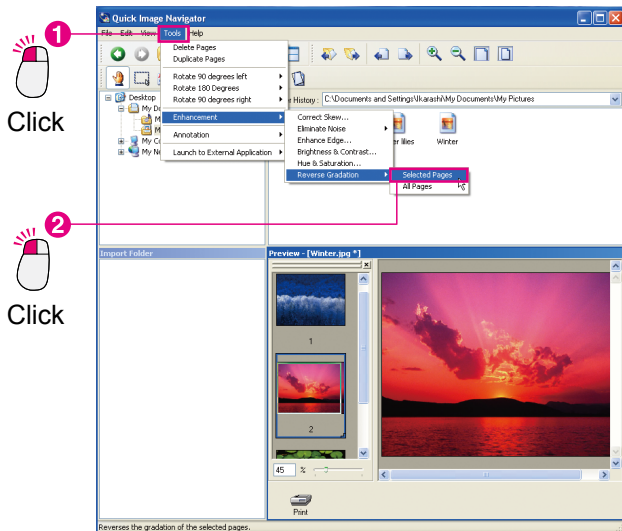
3 The gradation of image is reversed.

NOTE
- *When you wish to undo editing*
  *Select [**Undo**] in the [**Edit**] menu to undo the most recent image editing. Alternatively, press the [**Ctrl**] key, and [**Z**] key simultaneously to undo the editing.*

Annotation Functions

Quick Image Navigator allows you to add annotations to images. Just as you can annotate images with a pen, you can also add letters and shapes. Added annotations are pasted on an image and saved. The following four annotation functions are available: Text, Line, Rectangle, and Ellipse.

・With regard to [**Line**], [**Rectangle**], and [**Ellipse**], please refer to "Drawing Shapes on Images" (page 37).

■ Writing Text on Images

Adds "text" annotation to images.

1 In the page list in the Preview window, select the page to which you wish to add an annotation.

Click

2 From [**Annotation**] in the [**Tools**] menu, select [**Create Annotation**], and then [**Text**].

Click

Click

3 Drag the mouse to specify the area where you wish to enter the text.
The specified area is highlighted in white for entering the text.
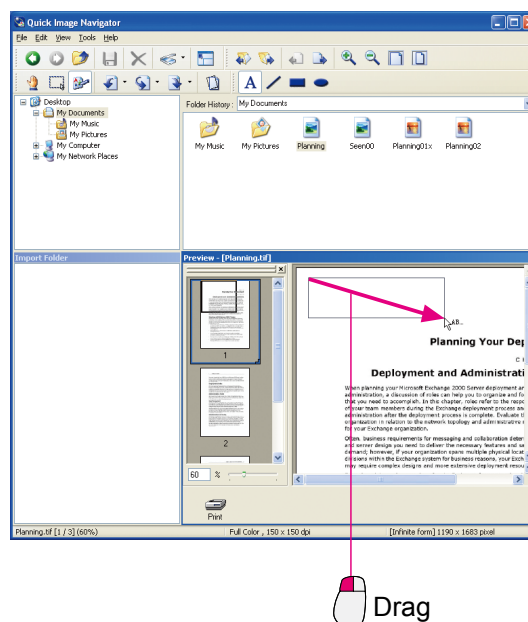
Drag

4 Enter the text.

1 Enter the text.

Click outside the textbox. **2**
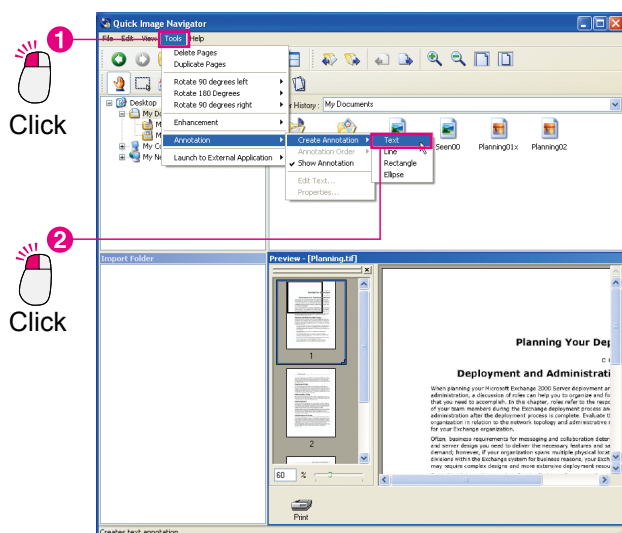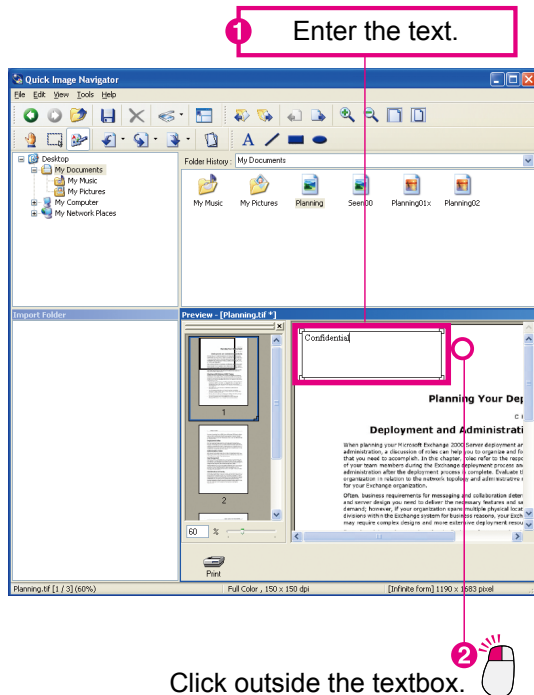
5 The entered text is added to the image.
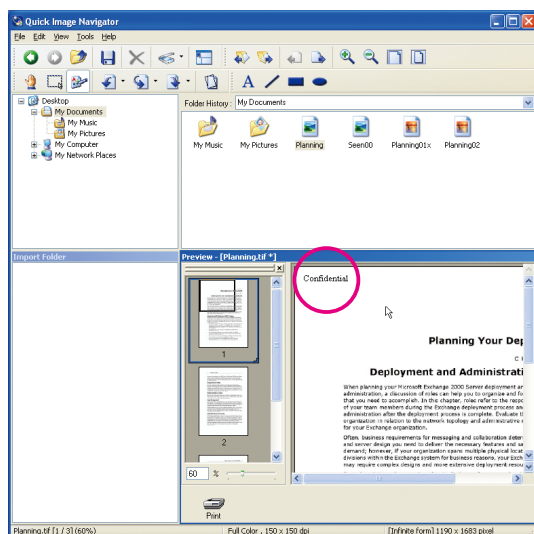
NOTE

- *Adjusting Annotation Areas*
  Drag the squares that indicate the corners of the annotation area to adjust the area size. You can adjust the area when using all other annotations, such as rectangular in addition to the textbox.
- *If an annotation is attached to a monochrome image, the color of the annotation is automatically converted to monochrome.*

Useful Functions

■ Drawing Shapes on Images

Adds such annotations as lines (arrows), rectangles, and ellipses. "Rectangle" is used here as an example, but you can follow the same procedure for lines (arrows), and ellipses as well.

1 In the page list in the Preview window, select the page to which you wish to add an annotation.

Click
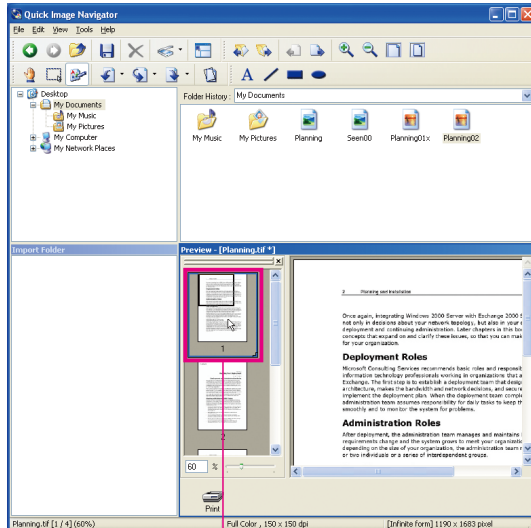
2 From [**Annotation**] in the [**Tools**] menu, select [**Create Annotation**], and then [**Rectangle**].

① Click

② Click
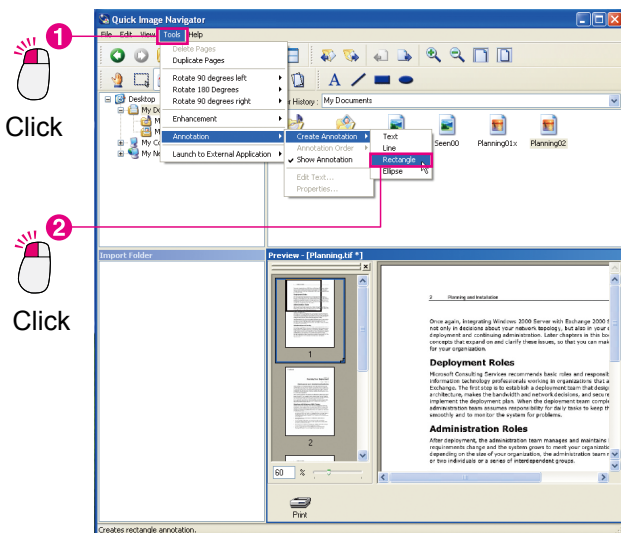
3 Drag the mouse to draw the rectangle.
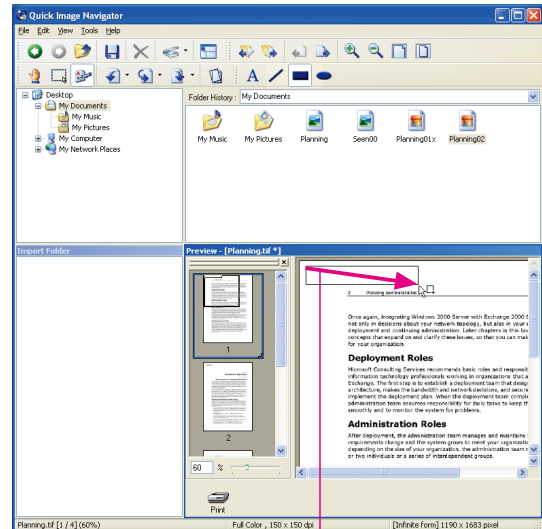
Drag

4 The drawn rectangle is added to the image.
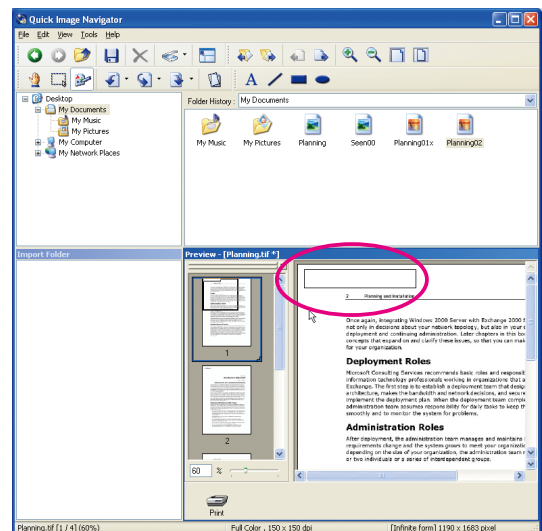
NOTE

- *When you wish to adjust shapes*
  Drag the squares that indicate the beginning, end, and corners to change the shape size.

■ Changing Annotation Properties

You can edit font, text size, line width, color, etc. The entered font, and color are edited here, for example.

1 Click and select the annotation added.
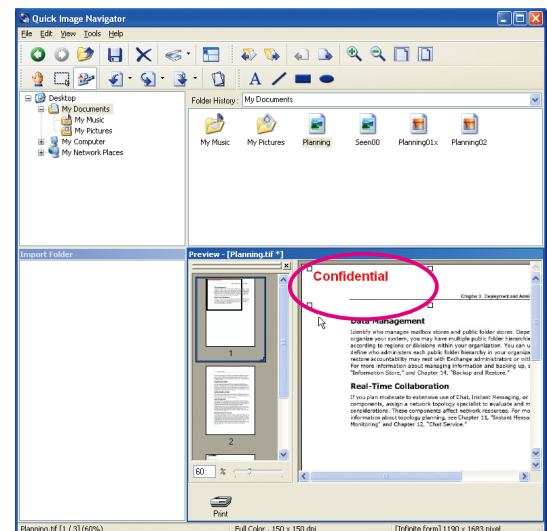
White squares appear at the corners.
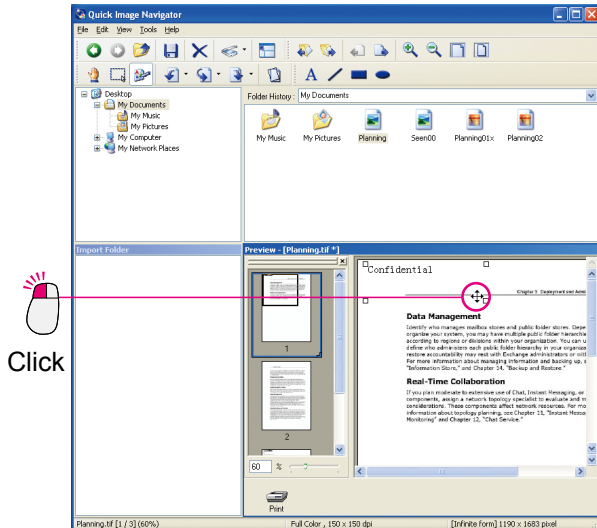
Click

2 From [**Annotation**] in the [**Tools**] menu, select [**Properties...**].

The [**Properties**] dialog box appears.
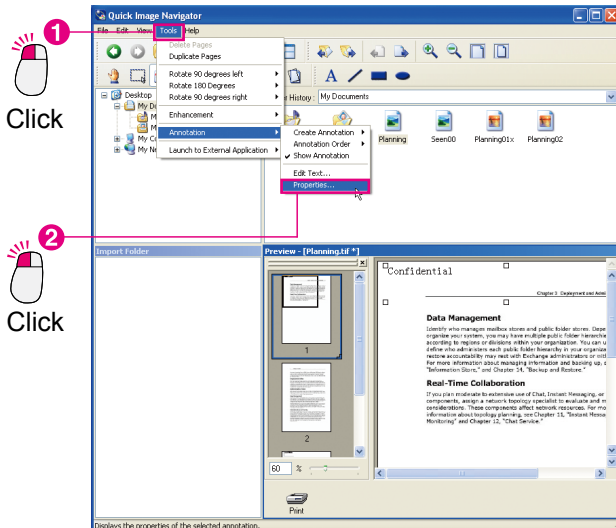
Click

Click

**3** You can edit the text font, text style, size, and color.

Click [**OK**].

① Change the text properties.
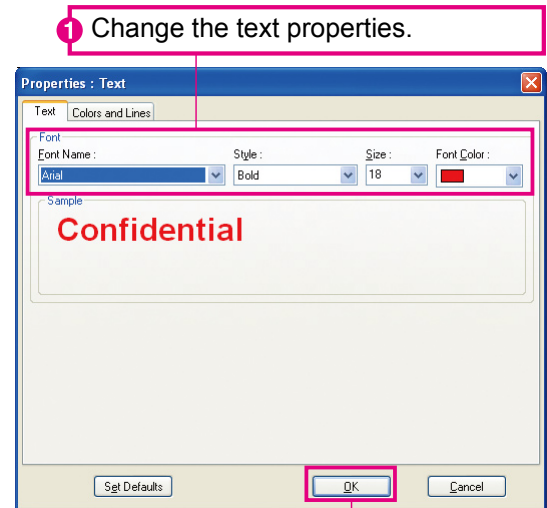
Click

4 Changes to properties are applied.

NOTE

• *In the [**Properties**] dialog box, click the [**Colors and Lines**] tab to edit the color, and size of shapes such as type of line, width, color, and fills.*

• *If an annotation is attached to a monochrome image, the color of the annotation is automatically converted to monochrome.*
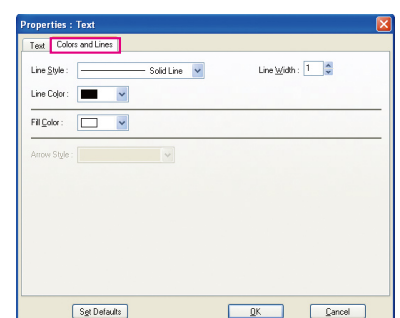
Collaboration with other Applications

Below the Preview window, you can place link icons for frequently used functions, and other applications. Drag a file to the icon to start the application.
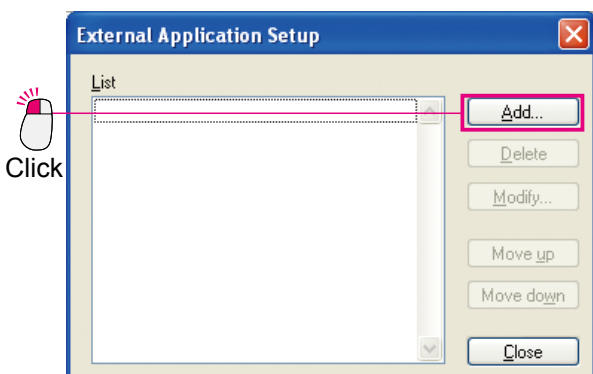
■ Adding Link Icons

Adds link icons to Quick Image Navigator. Here, as an example, an icon for Windows Paint (mspaint) is added.

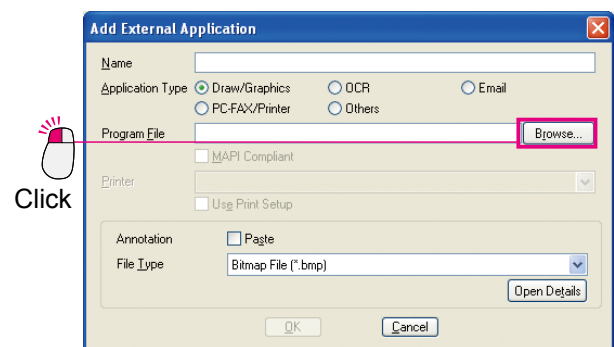**1** From [**Launch to External Application**] in the [**Tools**] menu, select [**External Application Setup...**].
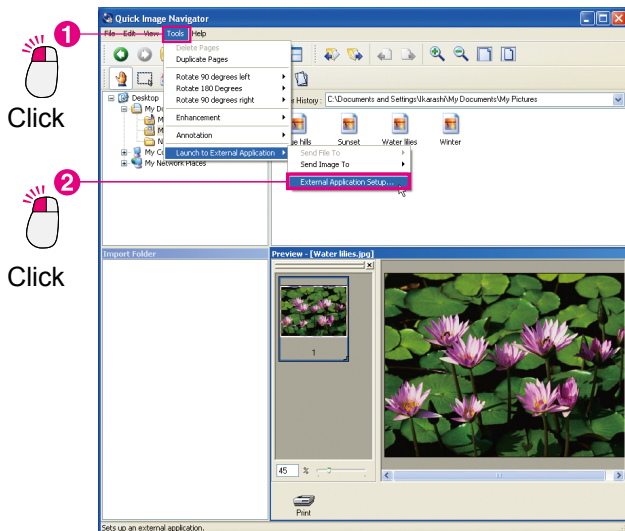
2 The [**External Application Setup**] dialog box appears.
Click [**Add...**].

3 The [**Add External Application**] dialog box appears.

Click [**Browse...**] from among the [**Program File**] items.

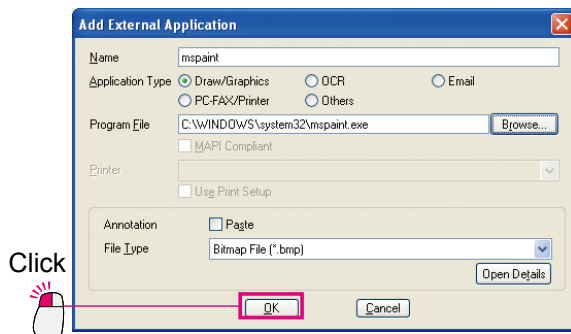**4** The [**Select External Application**] dialog box appears.

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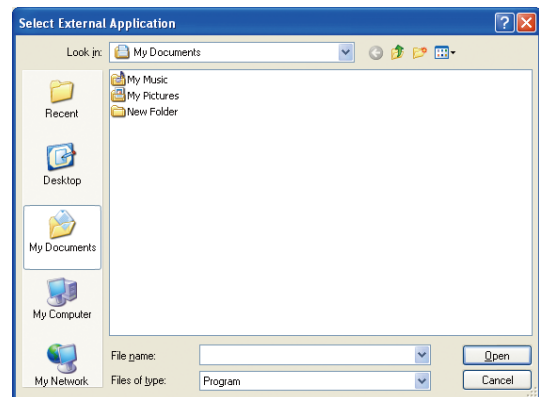
5 Select applications to be registered as link icons, and click [**Open**].

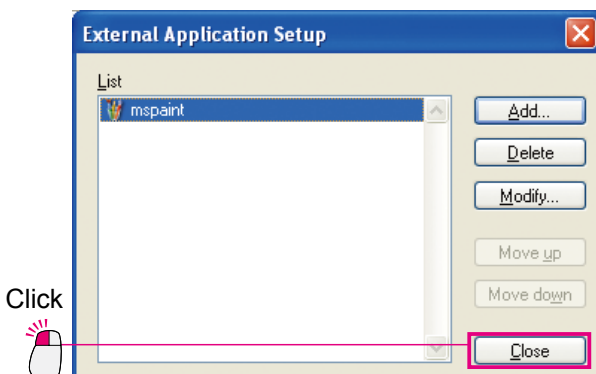When you create a link icon for Paint (mspaint), select the WINDOWS folder, system32, and then mspaint.exe.
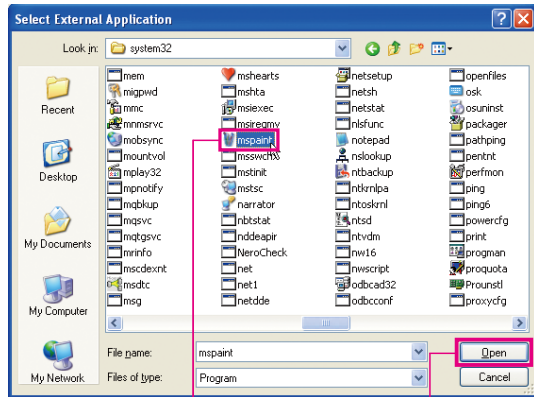
① Select mspaint.exe.
② Click

6 Check the settings, and click [**OK**] to close the [**Add External Application**] dialog box.
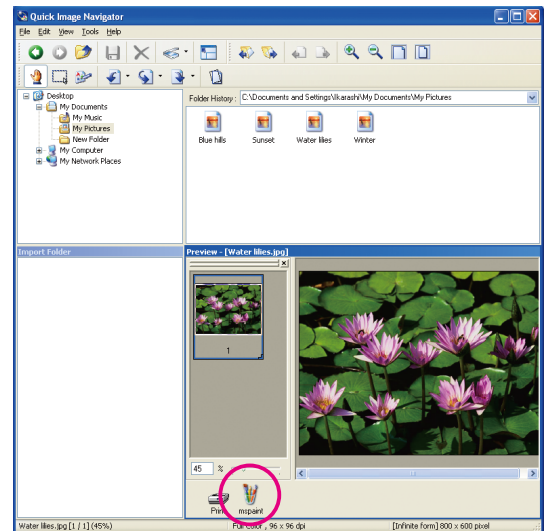

Click

7 In the [**External Application Setup**] dialog box, Paint (mspaint) is added.
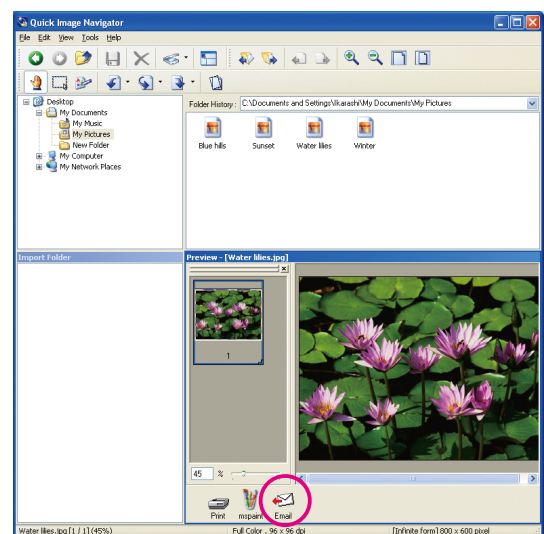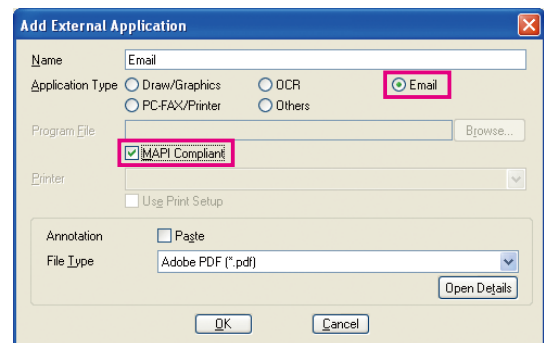
Click [**Close**].

Click

Note:
Select the created icon, and click [Delete] to delete the link icon. Furthermore, you can change the order of link icons by clicking [Move up], and [Move down].

8 A link icon is created for Paint.

Note:
Following the same procedure, you can add an e-mail link by selecting [Email] in the [Add External Application] dialog box, and checking "MAPI Compliant."
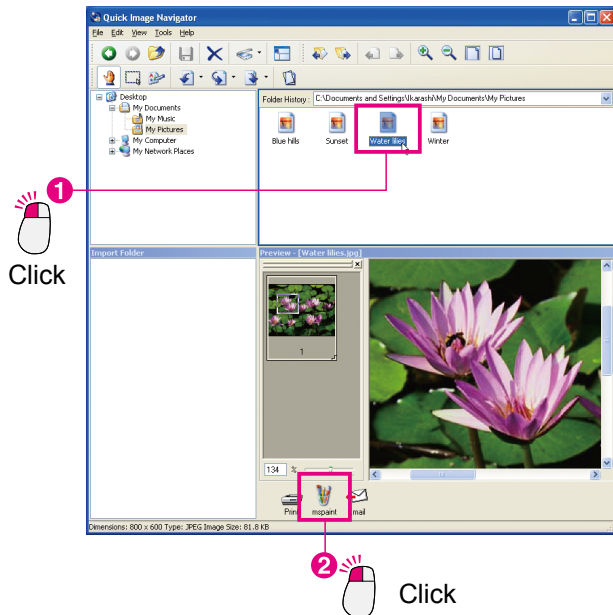

Note:
MAPI (Messaging Application Program Interface)
It is an interface for Email applications, standardized by Microsoft. Email applications supporting the MAPI function can take advantage of transmitting/receiving Emails from other application software.
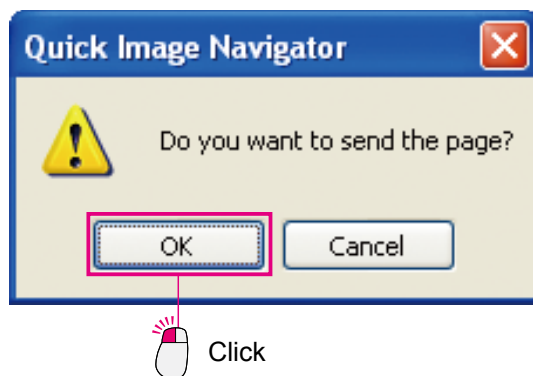
■ Opening Files with Link Icons
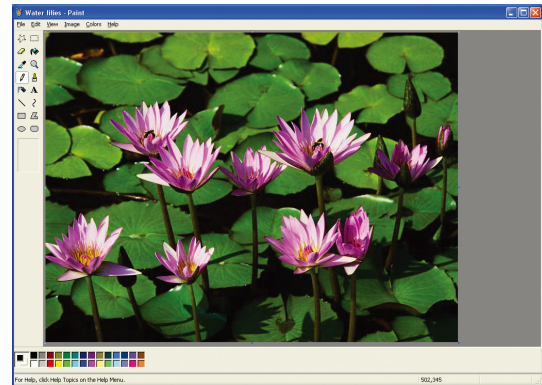
Use the link icon to open a document.

1 Select the file that you wish to open.
Click on the link icon.

Click

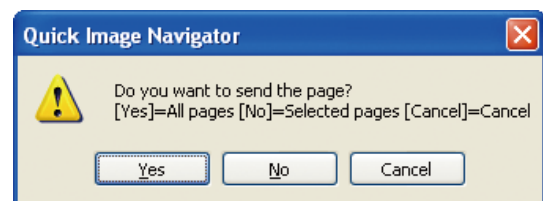**2** A confirmation message appears.
Click [**OK**].

Click

3 The file is opened by the application for which you associated the icon with.


Note:
*When you open a multi-page file using the link icon, a message box appears, asking whether you want to open only the selected page, or all pages. Select either [**Yes**], or [**No**] as desired to open the application.*

Quick Image Navigator Environment Settings

Sets up the Quick Image Navigator environment. When selecting [**Environment Setup...**] from the [**File**] menu, the [**Environment Setup**] dialog box appears.

■ [Import] tab
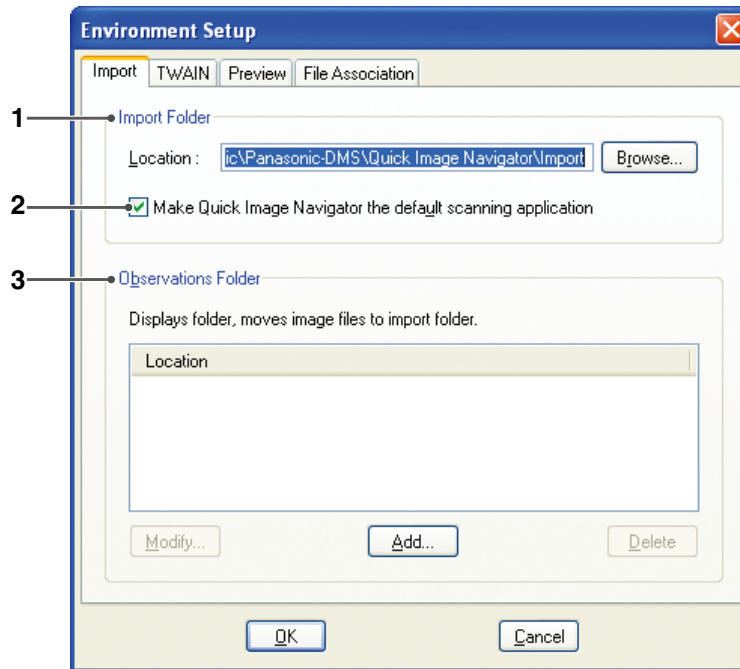
Select the [**Import**] tab to set the Import and Observation folder paths.

1. Import Folder:
    Sets the Import folder path. Image files saved in this folder are automatically displayed in the Import window. Click [**Browse...**] to select the folder in the dialog box.

2. Make Quick Image Navigator the default scanning application:
    If you check this box, scanner data that Panasonic Communications Utility receives is automatically moved to the Import folder.

3. Observations Folder:
    Multiple common folders to which scanner data is directly saved can be set as observation folders. Image data saved in the Observation folder is automatically moved to the Import folder.

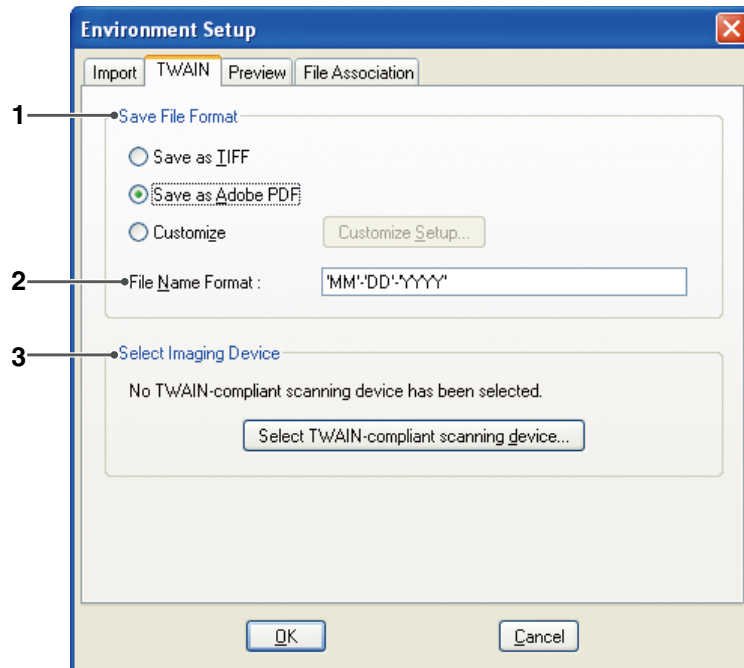   Click [**Add...**] to display the dialog box for adding Observation folders.
    Click [**Modify...**] to modify the selected observation folders.
    Click [**Delete**] to delete the selected observation folders.

    > **Note:**
    > *OS folders such as "My Documents" and Panasonic Document Management System folders cannot be specified as the observation folder.*

■ [TWAIN] tab



1. Save File Format:
   You can select the format for saving image data scanned by TWAIN compatibles.
   Click [**Customize Setup...**] to specify the detailed file formats and compression formats for image data.

2. File Name Format:
   You can specify how to attach file names for saving image data. 'MM' indicates month, 'DD' indicates day, and 'YYYY' indicates year.

3. Select Imaging Device:
   Click [**Select TWAIN-compliant scanning device...**] to select the TWAIN-compliant device installed on your computer.

■ [Preview] tab
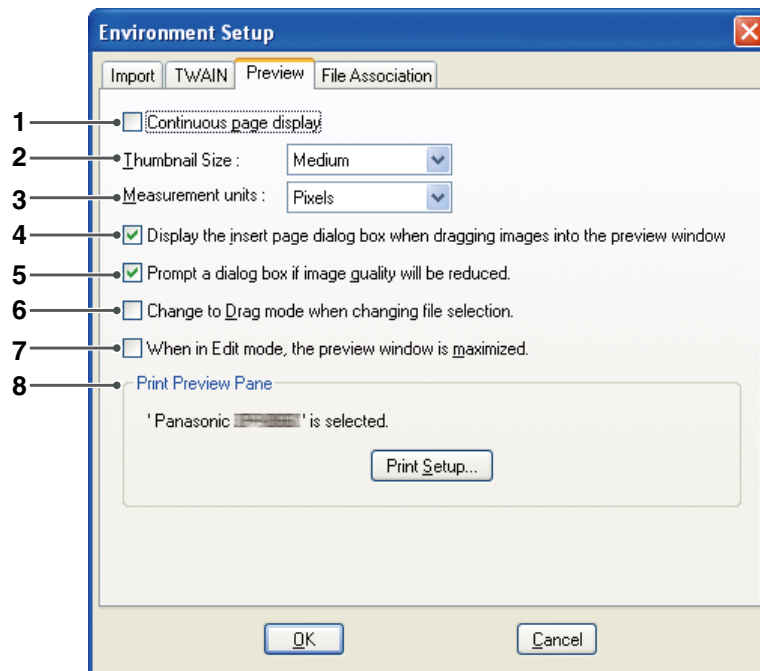
1. Continuous page display:
   Specifies whether to display the pages continuously in the preview window.

2. Thumbnail Size:
   You can select the size of thumbnails displayed in the Preview window.

3. Measurement units:
   Units such as page size displayed in the status bar are selected.

4. Display the insert page dialog box when dragging images into the preview window:
   When you drag-and-drop other files onto the page list of the selected file, the message appears to confirm whether you wish to insert the page.

5. Prompt a dialog box if image quality will be reduced:
   The message appears to notify that you are overwriting JPEG-compressed image files with TIFF, JPEG, or Adobe PDF file format.

6. Change to Drag mode when changing file selection:
   When files are selected in the File, or Import window, dragging operations are used in the Preview window.

7. When in Edit mode, the preview window is maximized:
   The window is maximized when the Preview window is in edit mode.

8. Print Preview Pane:
   Click [**Print Setup...**] to set up the position, and size of printing previews.
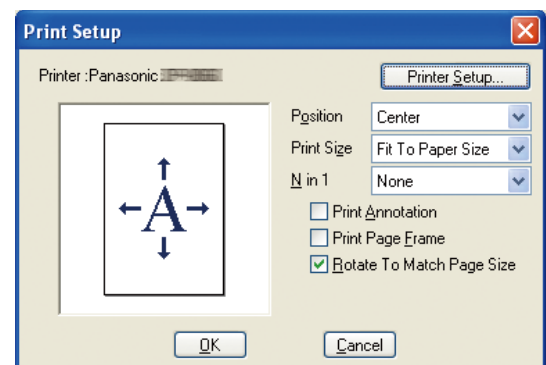
■ [File Association] tab
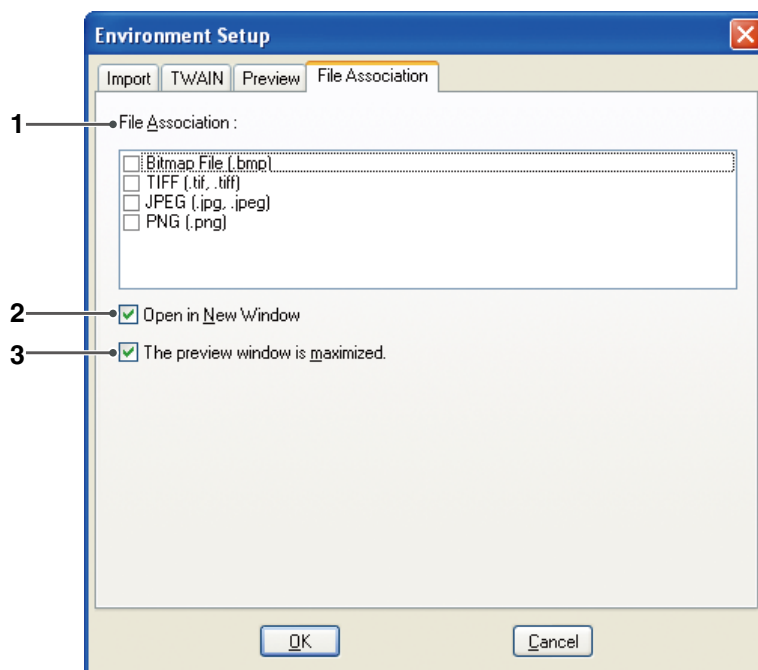
1. File Association:
   Select files that you always want to open with Quick Image Navigator.

2. Open in New Window:
   When associated files are opened, Quick Image Navigator starts up with a new window.

3. The preview window is maximized:
   When associated files are opened, the preview window will be maximized.

For Service, Call:_____