CONTENTS

1   Installing Intacta Express Software

This chapter provides the system requirements and installation instructions for the Intacta Express software.

System Requirements

- IBM PC or compatible with 486 processor or higher.
- Hard disk, with at least 4 Mbytes free disk space for **Intacta Express** files. Optimal performance requires at least 10 Mbytes.
- At least 16 Mbytes of RAM.
- Environment: Windows 95 / 98 / NT / 2000

Installing Intacta Express

1. Download IntactaExpress.zip into a temporary folder
2. Unzip IntactaExpress.zip. It should create subfolders 'disk1' and 'disk2'.
3. Go to subfolder 'disk1' and double click on 'install.exe' to begin the installation

2   Intacta Express Introduction

Intacta Express is a windows software application for the transmission and reception of computer files. You can send, receive and store any digital files on a plain paper in a special coded format.

The software first compresses and then transforms the data files into a coded unintelligible form, called an *IntactaCode.*

An IntactaCode is a graphic image representation of digital computer files, generated by a proprietary procedure. On paper, an IntactaCode is composed of very small black and white squares. The IntactaCode can be received directly into a computer through modem connection, or can be received by a fax machine and then scanned into a computer. Alternately, it can be printed and sent via a fax machine. When the IntactaCode is received, the receiver uses Intacta Express's Decoder to decode the image back into the original file.

Advantages of Intacta Express software

Intacta Express software enables you to transfer files using email, fax or in a piece of paper.

- **Confidentiality:** IntactaCode is unintelligible to the casual observer and must be transformed back into readable form by **Intacta Express software**. In addition, **Intacta Express software** security is further enhanced when used with a password.

- **Shortened Fax Transmission Time: Intacta Express software** automatically compresses files and generates an IntactaCode that requires a fraction of the number of pages of the original file. Up to 150 pages of a text document can be transmitted via **Intacta Express software** on just one single page, thus saving costly telephone connection time.

- **Transmission of Color Pictures by Fax:** The black and white pattern that is the IntactaCode may represent a color picture, which can be retrieved with **Intacta Express software**.

How does Intacta Express software work?

Intacta Express software is comprised of two modules: a Encoder, which generates the IntactaCode that represents selected computer files, and a Decoder, which retrieves the original files from the IntactaCode.

The Intacta Express Encoder

The Encoder lets you select the files to be transmitted and define the recipient of this transmission. It compresses the selected files, generates an IntactaCode, and then automatically invokes your fax application, email or printer, which transmits the IntactaCode to the destination of your choice.

The Intacta Express Decoder

An IntactaCode can be received as a paper, by fax, or electronically by modem connection

- If the IntactaCode is received by a modem, it must be saved or exported into a known folder and later to be selected and decoded. Intacta Express Decoder also features Intacta Express Guard, which automatically reads all newly received Intacta Express IntactaCodes from any fax application and prepares them for you to view and/or save.

- If the IntactaCode is received by a fax machine, the fax printout must first be scanned into your computer.
    - If the IntactaCode was sent in Medium density format, any standard (300/400 dpi) HP scanner or any similar scanner that supports Twain can be used.
- If the IntactaCode was sent in Low density format, it can be scanned by any 200/300 dpi scanner.
  Alternatively, the IntactaCode fax printout can be sent by your fax machine to your computer. In this case, your computer requires a modem and a fax application to receive the file.

Once the received IntactaCode is in your computer, the **Intacta Express software** Decoder decodes the original files.

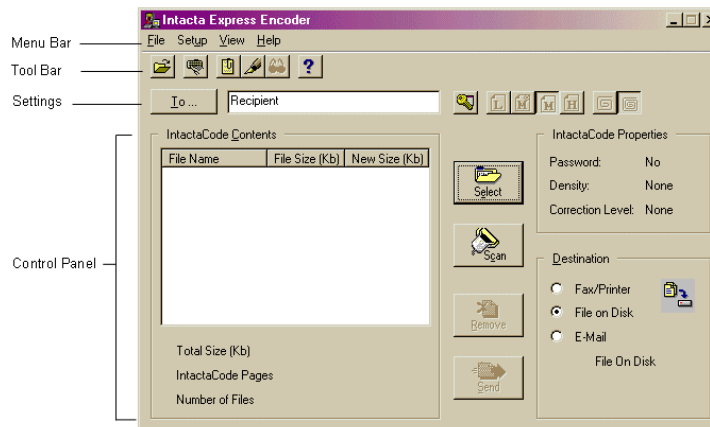# 3   Intacta Express Encoder

Intacta Express Send

The *Intacta Express Encoder* lets you select the files or scan the images to be transmitted and define the recipient of the transmission. The Encoder compresses the selected files, generates an IntactaCode, invokes the fax/printer, e-mail or save to file application and prepares the IntactaCode.

To open the Encoder:

Double-click on the **Intacta Express Encoder** icon in the **Intacta Express** program group by selecting the Start, Programs, Intacta Express and then Intacta Express Professional Send.

The *Intacta Express Encoder* opens, as shown below:

The *Intacta Express Encoder* window is divided into four areas:

- The **control panel,** contains the *IntactaCode Contents,* the *IntactaCode Properties* and *Fax /printer Application* settings.

- The **IntactaCode Settings bar,** which enables you to specify the recipient and IntactaCode settings for the current transmission.

- The **menu bar,** which provides various **Intacta Express** functions.

- The **tool bar,** which provides quick access to the most frequently used **Intacta Express** menu functions - Log, Setup, Comments, Add Secure Page, View and Help.

Encoder - Control Panel

The Encoder control panel is divided into two main areas, the *IntactaCode Contents* area on the left and the *IntactaCode* settings area on the right - *IntactaCode properties* and *Fax/Printer Application*. In between these two areas are three control buttons.

IntactaCode Contents Description Area

The left side of the *Encoder* window is the *IntactaCode Contents description* area. In this area, various IntactaCode information is displayed, such as:

IntactaCode Contents: This list box shows the files or images included in the generated IntactaCode. The list shows each file's name, its *actual* size and its *compressed* size in KB.
You can sort the files in the list by pressing column headings.

Total Size: This field shows the total compressed size of the files to be included in the IntactaCode.

IntactaCode Pages: This field shows the number of pages in this IntactaCode.

> **Important!** We recommend that you always look at this field before sending an IntactaCode to make sure that you know how many pages are about to be transmitted.

Number of Files: This field shows the number of files or images included in the IntactaCode.

IntactaCode Properties Area

The *IntactaCode Properties* area shows the IntactaCode settings that you selected using the buttons in the **IntactaCode Settings** bar, or from the *Intacta Express Settings* window accessed from the **To...** button. Refer to Lesson 1, Step 5 in the online Help for more details on the IntactaCode Settings parameters.

Password: Shows whether the recipient of this IntactaCode will need to enter a password to read it.

Density: Specifies the IntactaCode density format:
Low (two block format for scanning with a fax machine or modem)
Medium to Fax Machine with Smoothing (four block format for fax machine or modem)
Medium (four block format for fax machine or modem)
High (single block format for modem only)
Note: Single block format is the most efficient format for transmitting to a modem and is the default setting.

Note: Select ▣ when sending to a fax machine with smoothing. The transmitting fax application should be set to High or Fine resolution.

Correction Level: Specifies the correction level to be used: **Standard** (for normal telephone lines) or **Extended** (for poor quality telephone lines). This option may enable the retrieval of complete files even when an IntactaCode is transmitted over poor quality telephone lines.

The *Destination* area specifies the destination to which the IntactaCode will be sent. This includes Fax/Printer, Save to File or e-mail destinations.

Encoder - Control Buttons

The center of the Encoder window contains three buttons:

Select: This button accesses the *Select* window in which you select the files to be included in the IntactaCode. Refer to Lesson 1, Step 2 in the online Help.

Scan: This button automatically invokes the twain compatible scanner window.
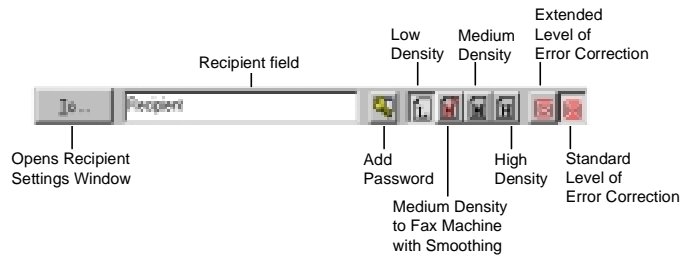
Remove: This button enables you to remove a file from the current IntactaCode Contents list. Select one or more files in the *IntactaCode Contents* area, and then press this button to remove them.

Send: This button sends the current IntactaCode to the specified fax/printer application

Note: The fax application or printer that is invoked can be changed by selecting the **Fax/Printer Application** option in the *Setup* menu.
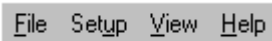
Encoder - IntactaCode Settings Bar

The IntactaCode Settings bar enables you to specify the recipient and IntactaCode settings for your current transmission, directly in the Encoder window.
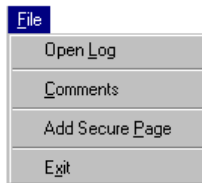

Encoder - Menu Bar

The Encoder menu bar provides access to various **Intacta Express** functions.

Context sensitive menu options and help may be accessed using the right mouse button.

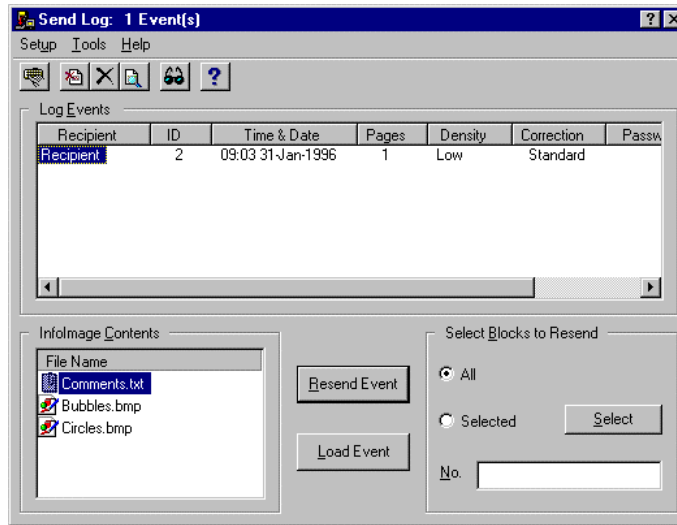Each menu and its options are described on the following pages.

File Menu

The File menu provides the following options:

Open Log

This option opens the Encoder Log which contains a record of each IntactaCode that was sent.
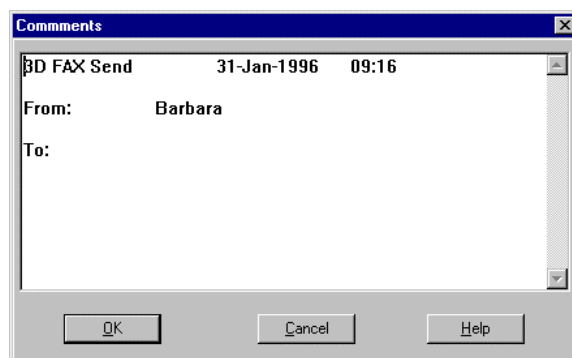
The Log file can be used when an IntactaCode block cannot be read by a recipient:

- The sender can resend blocks directly from the Log window without regenerating the entire IntactaCode.
- Alternatively, the sender can reload an event from the Log window into the IntactaCode contents box in the Send window. The files can then be reorganized and the IntactaCode regenerated using different IntactaCode settings parameters.

Comments

This option opens a window in which you can write a comment that will appear at the beginning of the IntactaCode.

The comments file is automatically sent at the beginning of the IntactaCode. The recipient without entering a password can always read this file, even when the IntactaCode is password protected.

Exit

This option exits the **Intacta Express** Encoder.

Setup Menu

The Setup menu provides the following options:

Destination

This option opens a window from which you can select the fax/printer application through which the IntactaCodes will be transmitted.

Picture Compression

This option opens a window in which you can set the compression parameters that will be used on a color picture that is added to an IntactaCode. This option allows the user to select the quality of the image after InfoImaging thus decreasing or increasing the number of IntactaCode pages created.

Note: We recommend using the defaulted maximum compression when sending color pictures.

View Menu

The View menu provides the following options:

View File

This option displays the contents of the selected file. If the file is a picture file with a resolution of more than 8 bits per pixel, you can change the picture quality.

View As

Provides options for displaying file names as: **Large Icons, Small Icons**, in a **List**, or in a list with **Details**.

Help Menu

The Help menu provides the following options:

Contents

This option opens an online Help window that describes **Intacta Express** operation. The information in the Help tool includes the information in this user's guide, as well as a 5-lesson tutorial. Press the light green hotspots in the window to navigate to the information you require.

About

This option displays information about your **Intacta Express** version, your user name and your software license number

---
4   Intacta Express Decoder

The *Intacta Express Decoder* facilitates the input of an IntactaCode into your computer so that it can be read.

- When an IntactaCode is received by modem it is read from a disk file.

- When an IntactaCode is received by your fax machine, it can be scanned into your computer, or, when sent in Low density format, it can be sent to your computer from your fax machine and then read from a file.

Intacta Express Decoder decodes the IntactaCode for information describing its contents (files), enables you to retrieve and view these files and then saves them for future use.
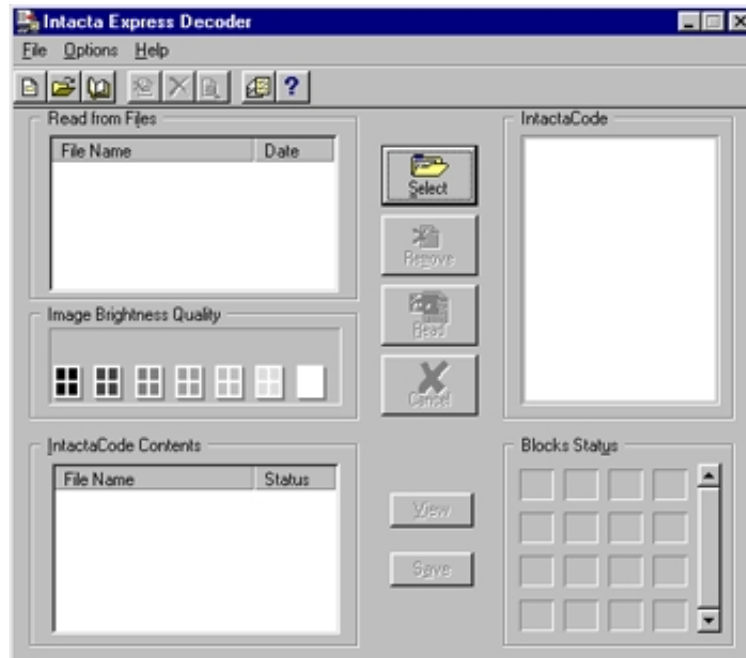

To open the Decoder:

Double-click on the **Intacta Express Decoder** icon in the **Intacta Express** program group.

The appearance of the *Intacta Express Decoder* differs depending on whether you set **Intacta Express** to read from a disk file or from a scanner. To determine the source from which the IntactaCode files are read, disk file or scanner, press the **Read From** tool in the tool bar or select the **Read From** option in the *Options* menu.

- When an IntactaCode is received by modem, it is automatically detected by Intacta Express's Fax Guard or alternately, read from the disk file into which it was exported (or saved) from the fax application.

- When an IntactaCode is received by fax machine, it can be read by scanner or, when sent in Low density format, it can be sent to the computer by the fax machine and read from a file.

The following shows the *Intacta Express Decoder* window when **Intacta Express** is set to read from files:

The following shows the *Intacta Express Decoder* window when **Intacta Express** is set to read from an HP compatible scanner.

The *Intacta Express Decoder* window is divided into three areas:

- The **control panel,** through which you work with **Intacta Express**. This is the main body of the window.

- The **menu bar,** which provides various **Intacta Express** functions.

- The **tool bar,** which provides quick access to the most frequently used **Intacta Express** menu functions.
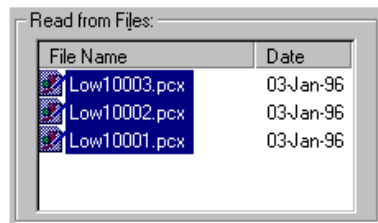
13

Decoder - Control Panel

The Decoder control panel is divided into a number of different areas. Each of these areas and the control buttons in the center are described on the following pages.

Read From Files or Read from Scanner

The top left area of the Read window changes depending on whether you are reading from files or from a scanner.

Read from Files

When reading an IntactaCode from files, the *Intacta Express Decoder* window displays a **Read from Files** list box showing the files that you have selected (using the **Select** button) to be read. These files will be read after you select them in this list and press the **Read** button.

Read from Files:	
File Name	Date
Low10003.pcx	03-Jan-96
Low10002.pcx	03-Jan-96
Low10001.pcx	03-Jan-96

Intacta Express recognizes the following IntactaCode file formats: bmp, pcx, tiff , dcx, awd (Windows 95 version only) or fxs file(s). Therefore, only files with these extension names should be selected for this list.

Read from Scanner

When reading an IntactaCode from a scanner, the Read window displays a **Read from Scanner** field showing the scanner used.

Brightness

The left center of the *Intacta Express Decoder* window deals with IntactaCode brightness. This area has two purposes:
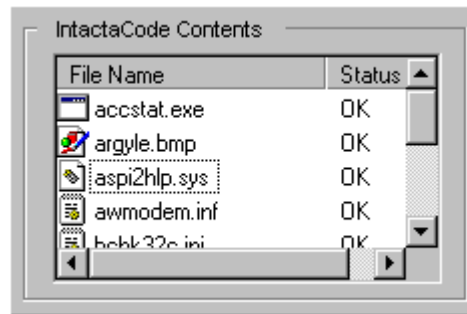
- To display the brightness of the IntactaCode after it has been read.
- To adjust the brightness of an HP scanner.

Note: For Twain compatible scanners, brightness is adjusted in the scanner application.

IntactaCode Contents

This area lists the files that have been retrieved from the IntactaCode. These files can be viewed, but they are not saved to your disk until you press the **Save** button.

Note: Files are retrieved from the IntactaCode when you press the **Read** button.
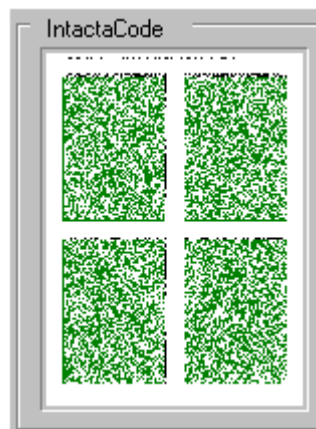

The file names appear on the left side of the list.

The *Status* column in this list shows the status of each file. It shows one of the following:

- **OK** if the file was retrieved correctly.

- **Bad** if the file was not retrieved correctly.

- **Saved** if the file has been saved to disk after reading.

IntactaCode

Intacta Express will display the blocks of each IntactaCode page as they are read in the top right corner of the *Intacta Express Decoder* window, in the *IntactaCode* area.

When the blocks are first detected, they are displayed in black. Correctly read blocks are displayed green after they have been read. Incorrectly read blocks may be displayed entirely or partially in the color red.

This area starts to fill up as an IntactaCode is scanned or as **Intacta Express Decoder**s an IntactaCode from a file.

- **Intacta Express** starts scanning when you press the **Scan** button.

- **Intacta Express** starts reading an IntactaCode from a file when you press the **Read** button.

Blocks Status

The top part of the first block in an IntactaCode specifies how many blocks are contained in the IntactaCode. As soon as this part of the IntactaCode is read, these blocks are displayed in the *Blocks Status* area in the bottom right of the *Intacta Express Decoder* window. Each block number appears in a white box with a red X.

As IntactaCode blocks are read into **Intacta Express** from a scanner or file, **Intacta Express** marks off the blocks that have been read. Blocks that have been read correctly are green, bad blocks are red/green and missing blocks remain white with a red X.

Decoder - Control Buttons

The center of the Decoder window contains the following buttons:

Scan: This button appears when **Intacta Express** is set to input files from the scanner. Place the IntactaCode page on the scanner, then press this button.

Cancel: This button is used to abort a scanning process at any stage of the process.

View: This button displays the actual text or image of the file selected in the *IntactaCode Contents* list. The selected file is displayed through the Windows associated viewer according to the type (file extension) of the selected file.

Save: This button extracts the retrieved files from Intacta Express's internal format to the directory of your choice. Always remember, even though an IntactaCode's file list exists and each file can be viewed, the actual files represented by the IntactaCode are not saved unless you use this button to save the files. If you do not save the files, you will have to extract them from the Log.

The following buttons are intended for reading an IntactaCode from a file. They do not appear in the *Intacta Express Decoder* window when Intacta Express is set to read from a scanner.

Select Button: This button enables you to select the files to be read.

Remove Button: This button enables you to remove a file from the current selection in the *Read from Files* area. Select a file, and then press this button to remove it.

Read Button: This button starts the process of reading the selected IntactaCode files.

Decoder - Menu Bar

The Decoder menu bar provides access to various **Intacta Express** functions. Each option in the menu bar opens into a pull-down menu.

Context sensitive menu options and help may be accessed using the right mouse button.

Each menu and its options are described on the following pages.

File Menu

The File menu provides the following options:

Restart

This option starts a new Read session. When you choose this option, the file selection, IntactaCode, its Blocks Status and IntactaCode Contents are all erased from the *Read* window. Use this tool to read a new IntactaCode after a previous one was read.
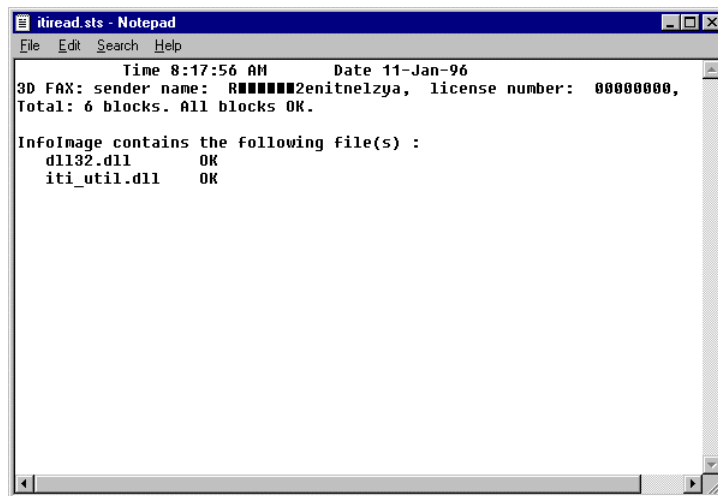
Open Log

This option opens the Decoder Log in which a record of each read IntactaCode is saved.

You can use the *Log* window to identify the sender and Send log ID of an event that has missing or bad blocks. The **From** column specifies the sender by a combination of the sender's user name and license number. You can then contact the sender and request the blocks that are missing, specifying the ID of the Encoder Log.

Report

This option displays a Notepad window describing the current log event in **Intacta Express**. It contains the same information that can be viewed in the *Intacta Express Decoder* window or through the Log.

```
itiread.sts - Notepad
File   Edit   Search   Help
          Time 8:17:56 AM          Date 11-Jan-96
3D FAX: sender name:  R██████2enitnelzya,  license number:  00000000,
Total: 6 blocks. All blocks OK.

InfoImage contains the following file(s) :
    dll32.dll        OK
    iti_util.dll     OK
```

Exit

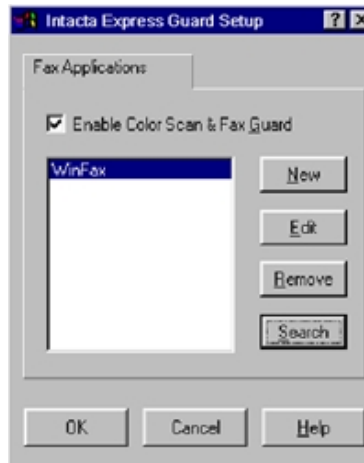This option closes the **Intacta Express** Decoder.

Options Menu

The Options menu provides the following option:

Intacta Express Guard Setup

This option enables you to set up the Intacta Express Guard Setup option in Windows 3.x.

Note: In Windows 95, this setup is performed through the Microsoft Exchange. See the Appendix for details.
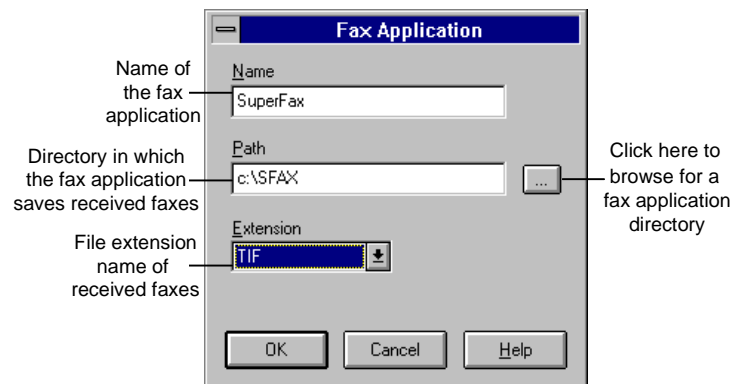
Once enabled, Intacta Express Guard will check for new faxes each time the Decoder is launched or each time you select the **Check for New Faxes** option from the *Options* menu.

Intacta Express will check the fax application directories that appear in this window's list box, shown on the previous page.

➢ **Perform the following to add fax applications to this list.**

1. Press the **Search** button to automatically scan your disk for fax applications. Those that are found are listed in the window. **Intacta Express** only searches for a pre-defined set of fax applications and therefore it may not find all those that are on the disk. Fax applications that are not found must be added manually.

2. Press the **New** button to add additional fax applications. The following window is displayed:

Fill in the window as shown above and click **OK**.

Help Menu

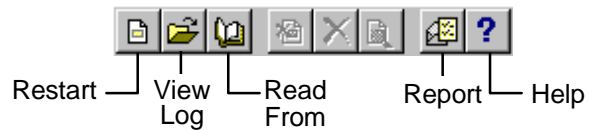The Help menu provides the following options:

Contents

This option opens an online help that describes **Intacta Express** operation. The information in the Help tool includes the same information as in this user's guide, as well as a 5-lesson tutorial.

About

This option displays information about your **Intacta Express Decoder** version.

Decoder - Tool Bar

The tool bar provides access to the most frequently used **Intacta Express** functions.

Restart —⌐ View ⌐— Read   Report ⌐— Help
            Log   From

5   Software License Agreement and Limited Warranty

INTACTA EXPRESS SOFTWARE
INTACTA TECHNOLOGIES, INC. (ITI)

LICENSE AGREEMENT for downloading Color Scan & Fax Reader

YOU SHOULD CAREFULLY READ THE FOLLOWING TERMS AND
CONDITIONS. BY USING THE SOFTWARE PRODUCT YOU
ACKNOWLEDGE ACCEPTANCE OF THESE TERMS AND CONDITIONS.

TERMS

This product including the documentation is licensed solely for your internal use.
No third party may use the product nor may you use the product on behalf of any
third party such as in a service bureau type business. You may use the product on
a single machine. Disassembly and other reverse engineering of the product is
strictly prohibited.

YOU MAY COPY THE PRODUCT AND PROVIDE COPIES TO OTHERS SO
LONG AS USE WILL BE LIMITED AS SPECIFIED ABOVE AND THAT ALL
PROPRIETARY NOTICES ARE REPRODUCED ON EACH COPY.

This License is effective until terminated. You may terminate it at any other time
by destroying the product and each copy. This license will also terminate if you
fail to comply with any term or condition.

WARRANTY

ITI LICENSES THE PRODUCT "AS IS" AND DOES NOT WARRANT THAT
THE FUNCTIONS CONTAINED IN THE PRODUCT WILL MEET ANY
SPECIFIC REQUIREMENTS, THAT THE PRODUCT IS FIT FOR ANY
PARTICULAR PURPOSE OR THAT THE OPERATION OF THE PRODUCT
WILL BE UNINTERRUPTED, ERROR FREE OR VIRUS FREE. YOU MUST
ASSUME FULL RESPONSIBILITY FOR THE SELECTION OF THE
PRODUCT TO ACHIEVE YOUR INTENDED PURPOSE, FOR THE PROPER
INSTALLATION AND USE OF THE PRODUCT AND FOR VERIFYING THE
RESULTS OBTAINED FROM USE OF THE PRODUCT.

EXECUTING A DOWNLOADED FILE COULD INITIATE A VIRUS, CAUSE THE LOSS OF DATA OR OTHER DAMAGE TO YOUR SYSTEM. YOU DO SO AT YOUR OWN RISK. IN NO EVENT WILL ITI BE LIABLE TO YOU FOR ANY LOST PROFITS, LOST SAVINGS OR OTHER INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OR INABILITY TO USE THE PRODUCT EVEN IF ITI HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

In the event the Federal Acquisition Regulations (FAR) or DFA is applicable to this Agreement, the product is provided only with Restricted Rights as defined in paragraph 52.227-19 or paragraph 252.227-7013(c)(1)(ii), respectively, as applicable.

YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU FURTHER AGREE THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN YOU AND ITI RELATING TO THE USE OF THE PRODUCT.