



ViewONE Annotations User Manual

Version 3.0

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Introduction

ViewONE is a Java applet that extends your web browser so that you can view, zoom, magnify, scroll, pan, rotate and print your images and image documents quickly and easily.

The ViewONE Annotations Module allows you to create, view and edit annotations on image-based documents using the ViewONE Java applet.

This document is the ViewONE Annotations User Manual. It assumes you already know how to use ViewONE (without annotations). If this is the first time you have used ViewONE, please read the ViewONE User Manual before going further.

We have worked hard to ensure you get a high performance, reliable and easy to use annotations editor. If you feel we can do more, please send us your comments.

For further information about ViewONE please consult the following documents...

- ViewONE User Manual
- ViewONE HTML and Installation Manual
- ViewONE JavaScript API Manual
- ViewONE Annotations Installation, HTML and Javascript Manual
- or our web site at www.daeja.com

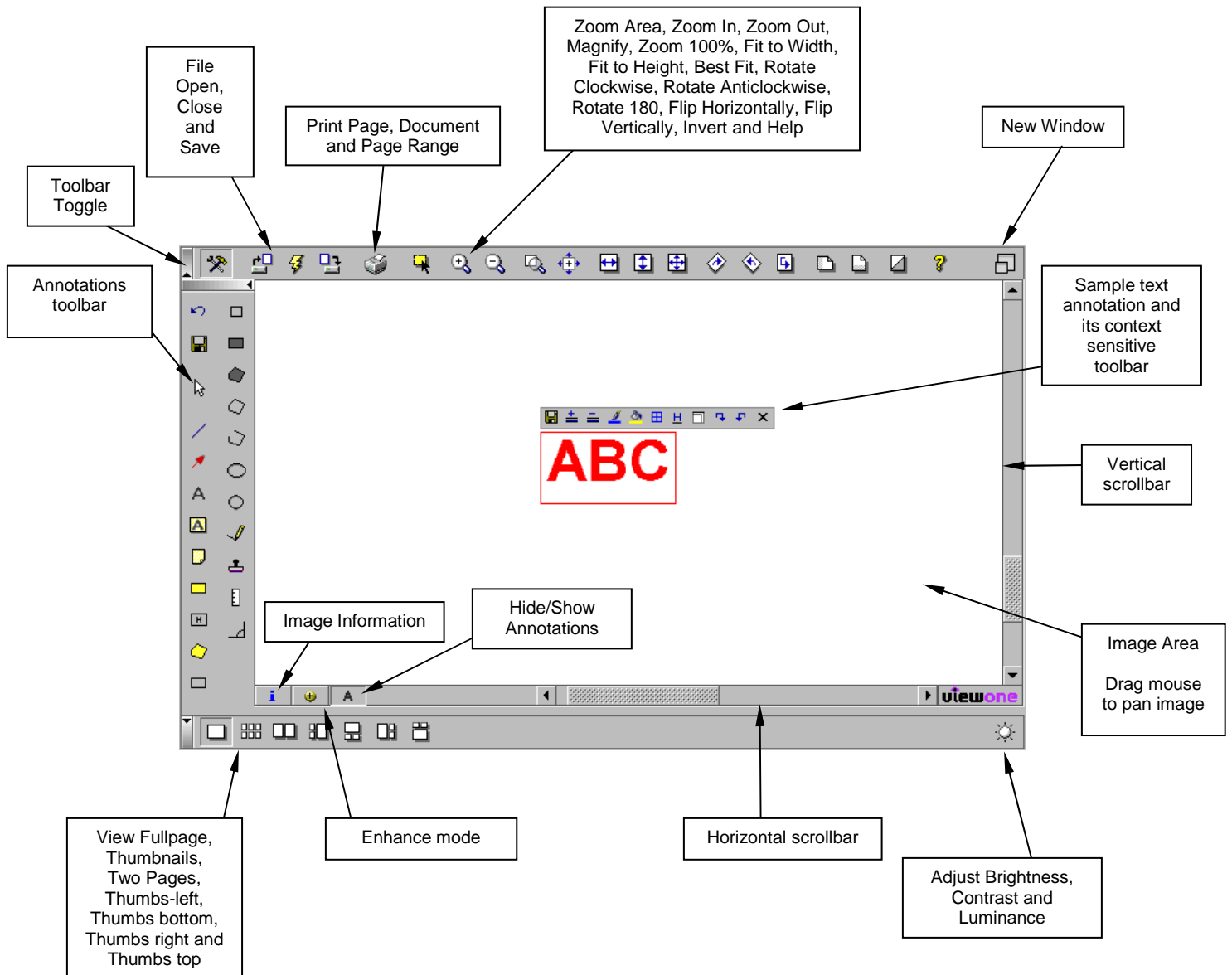


Annotations Feature List

The ViewONE Annotations Extension adds the following features...

- *Powerful, easy to use interface*
- *Annotation draw features that include...*
 - *lines*
 - *arrows*
 - *text overlays (solid and transparent)*
 - *sticky notes*
 - *redaction*
 - *rectangles*
 - *squares*
 - *ovals*
 - *circles*
 - *filled (solid) and empty polygons with any number of vertices*
 - *open-ended polygons with any number of vertices*
 - *freehand*
 - *text and image stamps/overlays (solid and transparent)*
 - *rectangle and polygon highlights (semi-transparent rectangles)*
 - *ruler and angle measurements*
 - *many of the above also have optional hyperlinks/hotspots and can all be customized for line size, color and fill color*
- *Configurable user privileges for annotation viewing, printing and editing*
- *Comprehensive HTML and Javascript API with manuals*

The Annotations User Interface



Two page and Thumbnails only view modes

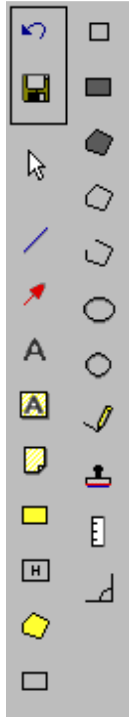
Annotation edit options are not available in these modes, they may only be viewed.

For an explanation of how to change view modes within ViewONE please refer to the ViewONE User manual.



Annotations Toolbar

This section details the various annotation toolbar buttons.



The annotation action buttons...



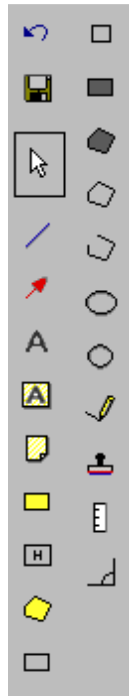
Restore

Returns all annotations in a document to the state they were in when they were last saved.



Save

Saves your annotations away. Up until this point they could still be lost if you close your browser or turn off your computer.



Select button

The “Select” button...

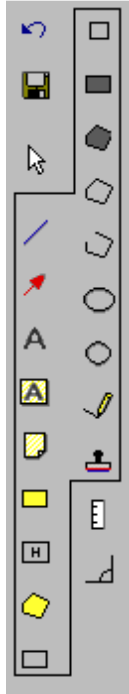


Select

The “Select” button puts the mouse cursor into “select” mode. This means that while the cursor is over an annotation you can select that annotation by using a single left-click. This will highlight the annotation and bring up its context sensitive toolbar.

You can also use the “ctrl” key to put the mouse cursor into “select” mode. Pressing this key is the same as clicking on the “Select” button with the mouse.

An annotation can also be selected without having to go into “select” mode by using a single right-click when over an annotation.



Annotation draw buttons

The annotation draw buttons indicate which type of annotations you can create...

When these buttons are clicked the mouse cursor changes to “annotation draw” mode. The annotation drawn depends on the button clicked. The draw mode will terminate after an annotation’s placement has been completed.

If the button is right-clicked then draw mode does not terminate after the annotation's placement has been completed and it is possible to repeatedly draw the same annotation as many times as required. To terminate draw mode in this instance, the annotation draw button should be unselected by clicking on it again.

ViewONE chooses the line width or font size for an annotation to suite the particular zoom factor you are using at the time it is drawn. Those affected are the line, arrow, text, rectangle, polygon, open polygon, text stamp and freehand annotation types.



Line

The annotation drawn will be a straight line. To draw this annotation...

- 1) Select the line button using a single left-click.
- 2) There are two ways of drawing a line...
 - a) Hold down the left mouse button where you want the line to start, and drag the cursor in the direction you want. Release the mouse button where you want the line to end.
 - b) Alternatively, single left-click where you want the start of the line, then release the mouse button. Now move the cursor to where you want the end of the line, and perform another single left-click.



Arrow

The annotation drawn will be an arrow. The arrowhead is drawn where the first point of the line is placed. To draw this annotation...

- 1) Select the arrow button using a single left-click.
- 2) There are two ways of drawing an arrow...
 - a) Hold down the left mouse button where you want the arrow to point, and drag the cursor in the direction you want. Release the mouse button where you want the line to end.
 - b) Alternatively, use a single left-click where you want the arrow to point, then release the mouse button. Now move the cursor to where you want the end of the arrow, and perform a single left-click.

A**Transparent Text**

The annotation drawn will be text. The text drawn will have a transparent background unless it is drawn on to a color image. If it is drawn on to a color image the text will have a white background. To draw this annotation...

- 1) Select the transparent text button using a single left-click.
- 2) Single left-click where you want the text to start.
- 3) Enter the text you want using the keyboard (see page 30 for more details).
- 4) Single left-click outside the annotation to end the edit, or click on the "fix" context button.

**Solid Text**

The annotation drawn will be text. The text drawn will have a solid (colored) background. To draw this annotation...

- 1) Select the solid text button using a single left-click.
- 2) Single left-click where you want the text to start.
- 3) Enter the text you want using the keyboard (see page 30 for more details).
- 4) Single left-click outside the annotation to end the edit, or click on the "fix" context button.

**Sticky Note**

The annotation drawn will be a sticky note. To draw this annotation...

- 1) Select the sticky note button using a single left-click.
- 2) Single left-click where you want the sticky note to go.
- 3) Enter the text you want in the box that pops up (see page 30 for more details), then select "OK".



Highlight Rectangle

The annotation drawn will be a highlight rectangle. To draw this annotation...

- 1) Select the highlight rectangle button using a single left-click.
- 2) There are two ways of drawing a rectangle...
 - a) Hold down the left mouse button where you want the top left of the rectangle, and drag the cursor in the direction you want. Release the mouse button when the rectangle is the required shape and size.
 - b) Alternatively, use a single left-click where you want the top left of the rectangle and then release the mouse button. Now move the cursor in the direction you want until the rectangle is the required shape and size, then perform another single left-click.



Transparent Highlight

The annotation drawn will be a highlight rectangle. The highlight will be completely transparent. To draw this annotation...

- 1) Select the transparent highlight button using a single left-click.
- 2) There are two ways of drawing a rectangle...
 - a) Hold down the left mouse button where you want the top left of the rectangle, and drag the cursor in the direction you want. Release the mouse button when the rectangle is the required shape and size.
 - b) Alternatively, use a single left-click where you want the top left of the rectangle and then release the mouse button. Now move the cursor in the direction you want until the rectangle is the required shape and size, then perform another single left-click.



Highlight Polygon

The annotation drawn will be a highlight polygon. To draw this annotation...

- 1) Select the highlight polygon button using a single left-click.
- 2) Single left-click where you want the polygon to start.
- 3) Move the cursor to where you want the next point of the polygon, then perform another single left-click.
- 4) Repeat step 3 until your polygon is formed. To finish the polygon use a double left-click on the last point you place.



Rectangle

The annotation drawn will be a rectangle. To draw this annotation...

- 1) Select the rectangle button using a single left-click.
- 2) There are two ways of drawing a rectangle...
 - a) Hold down the left mouse button where you want the top left of the rectangle, and drag the cursor in the direction you want. Release the mouse button when the rectangle is the required shape and size.
 - b) Alternatively, use a single left-click where you want the top left of the rectangle and then release the mouse button. Now move the cursor in the direction you want until the rectangle is the required shape and size, then perform another single left-click.



Square

The annotation drawn will be a square. To draw this annotation...

- 3) Select the square button using a single left-click.
- 4) There are two ways of drawing a square...
 - a) Hold down the left mouse button where you want the top left of the square, and drag the cursor in the direction you want. Release the mouse button when the square is the required shape and size.
 - b) Alternatively, use a single left-click where you want the top left of the square and then release the mouse button. Now move the cursor in the direction you want until the square is the required shape and size, then perform another single left-click.



Redaction

The annotation drawn will be a redaction rectangle. To draw this annotation...

- 1) Select the redaction button using a single left-click.
- 2) There are two ways of drawing a rectangle...
 - a) Hold down the left mouse button where you want the top left of the rectangle, and drag the cursor in the direction you want. Release the mouse button when the rectangle is the required shape and size.
 - b) Alternatively, use a single left-click where you want the top left of the rectangle and then release the mouse button. Now move the cursor in the direction you want until the rectangle is the required shape and size, then perform another single left-click.



Redaction Polygon

The annotation drawn will be a redaction polygon. To draw this annotation...

- 1) Select the redaction polygon button using a single left-click.
- 2) Single left-click where you want the polygon to start.
- 3) Move the cursor to where you want the next point of the polygon, then perform another single left-click.
- 4) Repeat step 3 until your polygon is formed. To finish the polygon use a double left-click on the last point you place.



Closed Polygon

The annotation drawn will be an enclosed polygon. To draw this annotation...

- 1) Select the closed polygon button using a single left-click.
- 2) Single left-click where you want the polygon to start.
- 3) Move the cursor to where you want the next point of the polygon, then perform another single left-click.
- 4) Repeat step 3 until your polygon is formed. To finish the polygon use a double left-click on the last point you place.



Open Polygon

The annotation drawn will be an open-ended polygon. To draw this annotation...

- 1) Select the open polygon button using a single left-click.
- 2) Single left-click where you want the polygon to start.
- 3) Move the cursor to where you want the next point of the polygon, then perform another single left-click.
- 4) Repeat step 3 until your polygon is formed. To finish the polygon use a double left-click on the last point you place.



Oval

The annotation drawn will be an oval. To draw this annotation...

- 1) Select the oval button using a single left-click.
- 2) There are two ways of drawing an oval...
 - a) Hold down the left mouse button where you want the top left of the oval, and drag the cursor in the direction you want. Release the mouse button when the oval is the required shape and size.
 - b) Alternatively, use a single left-click where you want the top left of the oval and then release the mouse button. Now move the cursor in the direction you want until the oval is the required shape and size, then perform another single left-click.



Circle

The annotation drawn will be a circle. To draw this annotation...

- 1) Select the circle button using a single left-click.
- 2) There are two ways of drawing a circle ...
 - a) Hold down the left mouse button where you want the top left of the circle, and drag the cursor in the direction you want. Release the mouse button when the circle is the required shape and size.
 - b) Alternatively, use a single left-click where you want the top left of the circle and then release the mouse button. Now move the cursor in the direction you want until the circle is the required shape and size, then perform another single left-click.



Freehand

The annotation drawn will be a freehand line. To draw this annotation...

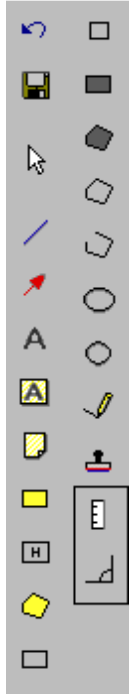
- 1) Select the freehand button using a single left-click.
- 2) Hold down the left mouse button where you want the line to start, and drag the cursor to draw the line.
- 3) Release the mouse button when the line is completed.



Stamp

The annotation drawn will be a stamp. To draw this annotation...

- 1) Select the stamp button using a single left-click.
- 2) Use a single left-click to choose the stamp you want to place from the dropdown menu that appears.
- 3) Single left-click where you want the top left of the stamp.



Annotation ruler and angle buttons

These annotation buttons differ slightly from the others because they are usually used to perform measurements on an image as well as mark those measurements.

As the annotation is drawn you will see a separate indicator which will have the precise measurement for the chosen type...



Ruler

The annotation drawn will be a straight ruler line. To draw this annotation...

- 1) Select the ruler button using a single left-click.
- 2) There are two ways of drawing a ruler ...
 - a) Hold down the left mouse button where you want the ruler to start, and drag the cursor in the direction you want. Release the mouse button where you want the ruler to end.
 - b) Alternatively, single left-click where you want the start of the ruler, then release the mouse button. Now move the cursor to where you want the end of the ruler, and perform another single left-click.



Angle

The annotation drawn will be an angle. An angle annotation is similar to a two-line open-polygon annotation except that it displays the angle between the two lines (in degrees, radians or degrees/minutes/seconds depending on the configuration).

To draw this annotation...

- 1) Select the angle button using a single left-click.
- 2) Single left-click where you want the angle to start.
- 3) Move the cursor to where you want the first point of the angle, and then perform another single left-click.
- 4) Move the cursor to where you want the second point of the angle, and then perform another single left-click.



Show annotations button

The “Show annotations” button is located on ViewONE’s status bar (unlike other annotations buttons).



Show annotations

When the “Show annotations” button is selected all annotations in the document are displayed.

When the button is deselected all annotations in the document (for which you have edit privileges) are hidden, revealing the original document underneath.

NOTE: When printing, the viewer works on the WYSISYG principle so if you hide annotations, they will not be printed.

Context Sensitive Toolbar

An annotation's context sensitive toolbar becomes available when the annotation has been selected. This can be achieved either through putting the cursor into "select" mode then performing a single left-click on an annotation, or simply by using a single right-click on an annotation.



Fix Annotation

Moves the annotation out of "edit" mode.



Increase Line Width/Text Size

Increases the annotation's line width or text size (depending on what kind of annotation it is) by one unit.



Decrease Line Width/Text Size

Decreases the annotation's line width or text size (depending on what kind of annotation it is) by one unit.



Increase Arrowhead Size

Increases an arrow annotation's head size by one unit.



Decrease Arrowhead Size

Decreases an arrow annotation's head size by one unit.



Edit Annotation Security

Brings up the security edit dialog.



Edit Annotation Text

Brings up the sticky note dialog box (see page 26).



Change Line Color

Brings up the line color chooser dialog box (see page 23).



Change Fill Color

Brings up the fill color chooser dialog box (see page 24).

Transparent



Makes the annotation semi-transparent by merging the annotation text with the image underneath.

Help Text and Hyperlink



Brings up the help text and hyperlink dialog box (see page 25).

Rotate Clockwise



Rotates a text annotation through 45 degrees clockwise.

Rotate Anticlockwise



Rotates a text annotation through 45 degrees anticlockwise.

Flip Angle



Flips the angle of an angle annotation (between acute and obtuse).

Move Behind



Moves the annotation behind any others it might be covering.

Delete

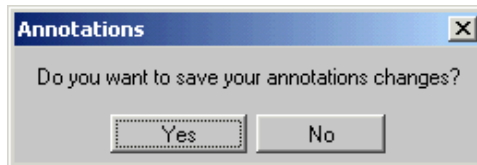


Deletes the annotation.

Dialog Interfaces

There are a number of dialog interfaces for various features in the ViewONE Annotations Extension. They are described over the next few pages.

Annotations Save Dialog

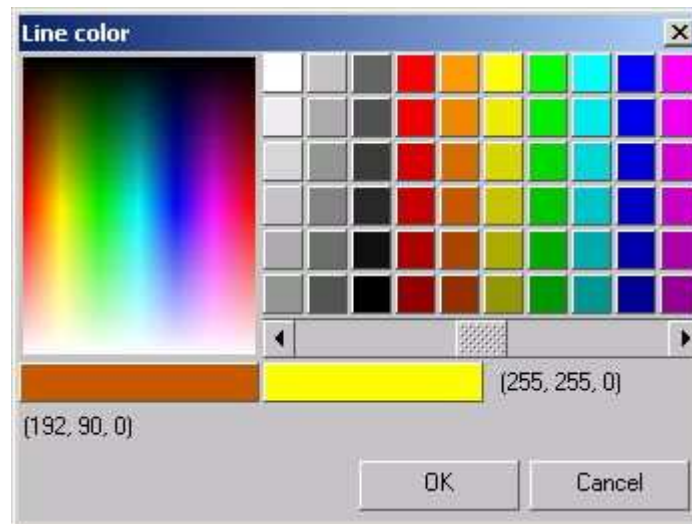


This dialog is displayed when you try to close a document or move to a new document without first saving your annotation changes. You can respond by clicking on "OK" to save the annotation changes, or by clicking on "Cancel" to discard them.

If you have not made changes to any annotations, or if you have already saved your changes, then the dialog will not appear.

Note: You will not get prompted if you close down the browser or change Web pages.

Line Color Chooser



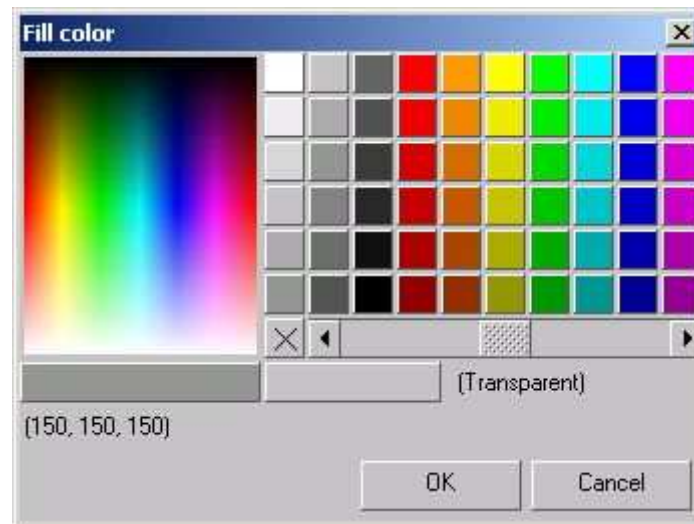
This dialog is displayed when you click on the Change Line Color toolbar button (available on some annotation's context sensitive toolbar).

This dialog offers a number of pre-defined colors or you can choose from the color spectrum on the left. The slide bar at the bottom of the dialog can be moved to the left to make a selected color darker, and to the right to make it lighter.

The box on the bottom right of the dialog shows which color you have selected. The box on the bottom left shows which color is currently under the mouse cursor.

Use the mouse to hover over the color you want, and then select it with a single left-click. Once you are happy with the color selected you need to click on "OK" to finish with the dialog. You can cancel the dialog at any point by clicking on "Cancel". Alternatively, you can use a double left-click on a color selection.

Fill Color Chooser



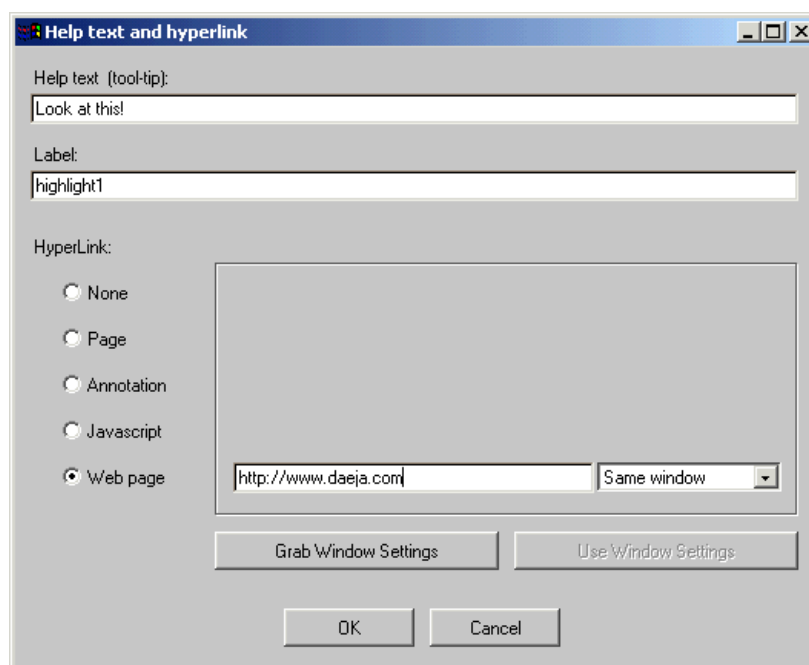
This dialog is displayed when you click on the Change Fill Color toolbar button (available on some annotation's context sensitive toolbar).

This dialog offers a number of pre-defined colors or you can choose from the color spectrum on the left. The slide bar at the bottom of the dialog can be moved to the left to make a selected color darker, and to the right to make it lighter.

The box on the bottom right of the dialog shows which color you have selected. The box on the bottom left shows which color is currently under the mouse cursor.

Use the mouse to hover over the color you want, and then select it with a single left-click. To select transparent as a fill color you need to click on the box near the center of the dialog that has an "X". Once you are happy with the color selected you need to click on "OK" to finish with the dialog. You can cancel the dialog at any point by clicking on "Cancel". Alternatively, you can use a double-left click on a color selection.

Help Text and Hyperlink Dialog



This dialog is displayed when you click on the Help Text and Hyperlink toolbar button (available on some annotation's context sensitive toolbar).

The Help text field is for the annotation's tooltip text (the text that is displayed by the mouse cursor when the cursor is hovering over an annotation). The Label text field is used to give an annotation an identifier within ViewONE.

The next part of the dialog deals with an annotation's hyperlink. The radio buttons down the left-hand side allow you to choose which type of hyperlink you want an annotation to have. The fields in the middle of the dialog change depending on which annotation style you select.

The two buttons towards the bottom of the dialog, labeled "Grab Window Settings" and "Use Window Settings" are used when the annotation is being "linked" to by another. Please see this manual's "Annotations Hyperlinks" section for more information (see page 27).

When you are happy with your settings you finish with the dialog by clicking on "OK". You can cancel the dialog by clicking on "Cancel".

Note: Hyperlinks are not available for sticky note annotations, though you can still set the help text and label properties.

Sticky Note Dialog



This dialog is displayed after you have placed or clicked on a sticky note annotation (or double-clicked - if ViewONE has the annotations toolbar displayed). The area in the center of the dialog allows you to enter or edit the note's text.

When you are happy with the text you finish with the dialog by clicking on "OK". You can cancel the dialog by clicking on "Cancel".

Annotation Hyperlinks

When an annotation containing a hyperlink is “clicked” by the user (or double-clicked – if ViewONE has the annotations toolbar displayed) then one of four actions will be taken by ViewONE.

The action taken depends on the type of hyperlink associated with an annotation. The different hyperlink types are as follows...

<i>Selection</i>	<i>Description</i>
None	No hyperlink.
Page	A page-based hyperlink. Activation of this type of hyperlink will force ViewONE to jump from the current page to the page specified in the Help Text and Hyperlink dialog.
Annotation	<p>An annotation-based hyperlink. Activation of this type of hyperlink will force ViewONE to jump to the page where the “target” annotation is located.</p> <p>To specify an annotation hyperlink you need to...</p> <ol style="list-style-type: none">1) Select the annotation you wish to provide with a hyperlink and click on the Help Text and Hyperlink button in the context sensitive toolbar.2) In the Help Text and Hyperlink dialog that is displayed you need to select the “annotation” type of hyperlink.3) Now use the dropdown box in the center of the dialog to select the annotation you wish to link to – your “target” annotation.4) Click on the “OK” button.5) If you want, you can now test your annotation hyperlink by performing a double left-click on your annotation. <p>Upon activation, if no “Window Settings” have been specified in the target annotation, ViewONE will use the current zoom and attempt to scroll the window so that the</p>

	<p>annotation is in the top left of the screen.</p> <p>If Window Settings have been specified in the target annotation, ViewONE will use them when the hyperlink annotation is activated.</p> <p>Window Settings can be specified through the Help Text and Hyperlink dialog of the target annotation. To specify the settings follow these instructions...</p> <ol style="list-style-type: none"> 1) Go to the page of the document where your target annotation is located and set the page's zoom, scroll, rotate, etc. 2) Select the target annotation, and click on the Help Text and Hyperlink button in the context sensitive toolbar. 3) Click on the "Grab Window Settings" button to capture the current window settings (these will be used when the annotation is jumped to). 4) Click on the "OK" button. 5) If you want, you can now use the "Use Window Settings" button from the Help Text and Hyperlink dialog to test your window settings.
JavaScript	<p>Activation of this type of hyperlink will pass the specified text to the applet's nominated event handler (see the "Applet JavaScript Manual" for more information). The text is passed as the "text parameter" and the "id" passed is 23.</p>
Web Page	<p>A Web page-based hyperlink. Activation of this type of hyperlink will force the browser to display a window containing the specified Web page.</p> <p>To specify this Web page follow these instructions...</p> <ol style="list-style-type: none"> 1) Select the annotation you wish to provide with a hyperlink and click on the Help Text and Hyperlink button in the context sensitive toolbar. 2) In the Help Text and Hyperlink dialog that is displayed you need to select the "Web page" type of hyperlink. 3) Now use the text field in the center of the dialog to enter the address of the Web page you wish to link to (also known as a Universal Resource Locator – URL – for example,

	<p>http://www.mysite.com/page1.htm).</p> <ol style="list-style-type: none">4) You can also set the hyperlink's window "target" from the dropdown box on the right of the dialog. (This works in the same way as HTML targets.)5) Click on the "OK" button.6) If you want, you can now test your annotation hyperlink by performing a double left-click on your annotation.
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The Keyboard

ViewONE provides keyboard access only to some of the functions offered by the context sensitive toolbar. The majority of annotation features are controlled through the mouse.

“Select” mode

Put mouse cursor into “select” mode	CTRL
--	------

Non-text annotations

Delete annotation	DEL
Increase annotation size	+
Decrease annotation size	-

Text based annotations

There are two ways to enter extended characters. They are...

- Start the text annotation then hit the INSERT key (the same can be achieved by holding down CTRL and hitting “i”). This will bring up a text window. Enter the character (or text) you want and hit the “OK” button. The character will now be inserted.
- Start the text annotation then hold down ALT and hit 0. This will bring up a special text window to interpret your key presses. Now, still holding down ALT, type the shortcut code of the character you want and release the ALT key. The character will now be inserted.