



Electronic Microimager Software

User's Guide

A-61191
CAT No. 844 8177
Part No. 3E9642

EASTMAN KODAK COMPANY SOFTWARE LICENSE AGREEMENT

Read the following terms and conditions carefully before using this Software. Use of this Software indicates your acceptance of these terms and conditions. If you do not agree with them, you should promptly return the package in its entirety for a full refund.

LICENSE

Grant of License. Eastman Kodak Company ("Kodak") grants you a license to use one copy of the enclosed software program(s) (the "Software") subject to the license restrictions set forth below.

Restrictions on Use. You may use the Software only on one computer at a time. For each additional computer on which the Software is running at the same time, you will need an additional licensed copy of the Software. You may copy the Software as necessary to enable you to use the Software as described above.

Transfer of the Software. You may permanently transfer the Software to another party if the other party agrees to accept the terms and conditions of this license and you retain no copies of the Software.

Copyright. The Software is owned by Kodak or its suppliers and protected by copyright laws and international treaties. You may not copy the Software other than as expressly provided in this license. You may not reverse engineer, decompile, or disassemble the Software. If this Software is used within a country of the European Union, nothing in this Agreement shall be construed as restricting any rights available under the European Community Software Directive (91/250/EEC).

Term. This license is effective until terminated. You may terminate it at any time by destroying the Software together with all copies in any form. It will also terminate if you fail to comply with any term or condition of this Agreement. You agree upon such termination to destroy the Software together with all copies in any form.

LIMITED WARRANTY

For a period of 90 days after the date of delivery of the Software to you, as evidenced by a copy of your purchase receipt, Kodak warrants (i) the Software will perform substantially in accordance with the accompanying written materials, and (ii) the media on which the Software is furnished will be free from defects in materials and workmanship under normal use.

Kodak does not warrant that the functions contained in the Software will meet your requirements or that the operation of the Software will be uninterrupted or error free. You assume responsibility for operation of the Software to achieve your intended results, and for the installation, use, and results obtained from the Software.

Subject to any applicable legislation which prohibits the following exclusions, KODAK MAKES NO OTHER WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some states and countries, including Australia, do not allow the exclusion of implied warranties, or have legislation that imposes certain statutory warranties that cannot be excluded, so the above exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights.

LIMITATIONS OF REMEDIES

Subject to any applicable legislation which prohibits the following limitations, Kodak's entire liability and your exclusive remedy shall be, at Kodak's option either (a) the repair or replacement of the Software or any media not meeting Kodak's "Limited Warranty" that is returned to Kodak or your dealer with a copy of your receipt, or (b) the return of the price you paid for the Software, provided you have proof of the purchase price you paid. These remedies are not available if failure of the Software or media is the result of misuse, abuse, or a failure to follow the operating instructions in the accompanying written materials.

IN NO EVENT WILL KODAK OR ITS SUPPLIERS OR DEALERS BE LIABLE TO YOU FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS, OR OTHER DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Some states and countries, including Australia, do not allow the limitation or exclusion of liability for incidental or consequential damages, or have legislation which restricts the limitation or exclusion of liability, so the above limitation may not apply to you.

GENERAL

If the Software was purchased in the United States, this Agreement is governed by the laws of the State of New York. If purchased outside the United States, this Agreement is governed by the laws of the country in which it was purchased.

U.S. GOVERNMENT RESTRICTED RIGHTS

The SOFTWARE and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subdivision (c)(1)(ii) of The Rights in Technical Data and Computer Software clause DFAR 252.227-7013 or such other applicable government or agency regulation providing equivalent protection. Contractor / manufacturer is Eastman Kodak Company, 343 State Street, Rochester, New York, 14650.

1 Introduction

Kodak Electronic Microimager Software is a *Kodak Capture Software Batch Output Format* which provides an interface between Capture Software and the *Kodak i9600 Series Writer* or the *Kodak Digital Science Document Archive Writer*, Model 4800.

NOTE: For the purpose of this manual, the term *Writer* will be used to describe both the i9600 Series Writer and the Document Archive Writer, Model 4800.

Electronic Microimager Software allows you to archive bi-tonal TIFF images to media and send the appropriate roll and frame information to the Capture Software idx.dat file for imaging system processing.

This guide contains information and procedures necessary for setting up and running the *Kodak Electronic Microimager Software*.

In addition to this chapter, the Electronic Microimager Software User's Guide contains the following:

Chapter 2, Installing Electronic Microimager Software: Includes system requirement information and explains how to install the software.

Chapter 3, Setting up the Batch Output Format: Describes how to launch *Kodak Capture Software*, select an application and access the Electronic Microimager Software. This chapter also provides procedures on how to use the features of the Electronic Microimager Software Setup tabs, including selecting or setting up a Writer and media templates and information on how to use the Miscellaneous tab.

Chapter 4, Running a Job: Provides a description of the Write Controller screen and how to submit a job to the Writer.

Chapter 5, Troubleshooting: Describes problems you may encounter while using the Electronic Microimager Software.

What is the Electronic Microimager Software?

With Electronic Microimager Software, a scanner captures the source documents and creates images. Image processing automatically compensates for variations in document contrast and density. *Kodak Capture Software* can be used to edit, enhance, group, and index images before committing them to 16 mm *Kodak Reference Archive Media*. The result is logically organized film that is virtually perfect, with uniform density, cropped, right-reading pages and accurate image marks.



Kodak Capture Software is integrated with a document scanner. Capture Software provides many image processing features as well as a range of batch output formats for compatibility with imaging and document management systems.

- **Step 1** — set up your Writer and media format by using *Kodak Capture Software* and *Electronic Microimager Software*, or if you want to set up the Writer and media template outside of Capture Software you can use *Electronic Microimager Administration*.
- **Step 2** — Scan and edit your images via Capture Software. When your batch is ready for processing, click the Capture Software Process button and select a roll of media for your batch. You may select a new roll or partial roll. *Electronic Microimager Software* will automatically keep track of how much media you are using and let you know when you have batched a full roll.
- **Step 3** — When you are ready to send a roll to the Writer, use the Write Controller to process the batches and send them to the Writer.

Supporting documentation

The publications listed below are available and can be referenced if you have questions. Most of these publications are available in PDF format on the Kodak website:

A hard copy of some of these publications can also be ordered by calling 1-888-247-1234.

A-61058, User's Guide for the *Kodak i9600 Series Writer* — provides procedures for using the *Kodak i9600 Series Writer*, including a product description, loading and unloading media into cassettes, how to use the Writer and troubleshooting information.

A-63054, User's Guide for *Kodak Capture Software* — provides instructions for using *Kodak Capture Software*, Application Setup, Patch, Barcode and Blank Page Setup, as well as a variety of other information you need to know regarding Capture Software.

A-61062, Installation Planning Guide for the *Kodak i9600 Series Writers* — provides site specifications, electrical and system requirements, network connectivity and cabling information and delivery/installation information.

What you need to know

Electronic Microimager Software users must understand the Microsoft Windows NT or Windows 2000 operating environment, including basic Windows terms and functions, and the basics of microfilm technology.

If you are running the *Kodak Archive Writer Interface Software (AWIS)* on the same PC, you must use Version 3.1 or greater. If you install an older version of AWIS after you install the Electronic Microimager Software, conflicts will occur and the Electronic Microimager Software will not work. For an updated version of AWIS, contact Kodak service.

2 Installing and Uninstalling Software

System requirements

The following minimum hardware and software is required to run the Electronic Microimager Software application.

Hardware

- 400 MHz Pentium II processor
- 128 MB RAM (256 MB recommended)
- 20 Gigabytes (GB) hard drive or enough space to hold the desired number of image files
- CD ROM drive
- Monitor, keyboard, mouse
- Ethernet adapter compatible with IEEE 802.3 Ethernet. 3Com EtherLink III has been tested and is recommended for interfacing with the i9600 Writer
- Cabling from the PC to the i9600 Writer or Archive Writer 4800
- *Kodak* Scanner
- *Kodak*i9600 Series Writer or Archive Writer 4800

Software

- Windows NT 4.0 / Windows 2000
- A document scanner with *Kodak* Capture Software, Version 3.5/4.0/ 5.0 or 5.5 installed.

Installing the software

IMPORTANT: When you install the Electronic Microimager Software, the system checks to see if you have an older version of AWIS installed on your PC. If an older version does exist on your PC, you must upgrade to AWIS 3.1 or higher before installing the Electronic Microimager Software. To uninstall AWIS, see "Uninstalling AWIS software".

To install the *Kodak* Electronic Microimager Software:

1. Insert the Electronic Microimager Software CD in the CD drive.
2. If application setup does not start automatically, select **Start>Run**.
3. Type `x:\setup` where *x* is the letter of your CD drive.
4. Click **OK** and follow the instructions on the screen. The Electronic Microimager Software will automatically be installed on the C drive.

NOTE: If the Electronic Microimager Software is already installed, during the installation process you will be asked if you want to remove the old version. If you select **Yes**, Electronic Microimager Software will make a backup of your databases and uninstall Electronic Microimager Software. You will need to reinstall the software again (Steps 2 - 4 above), in order to install the new version of the Electronic Microimager Software.

When uninstalling Electronic Microimager Software, a backup of your databases is created in: C:\Program Files\AWIS\db\emsbackup.

Uninstalling AWIS software

If you choose to uninstall AWIS Software, access the Add/Remove Programs function in your Windows control panel.

IMPORTANT:

- Select **Digital Document Archive System**, not AWIS. Selecting Digital Document Archive System will remove AWIS registry entries along with the program so the Electronic Microimager Software will install properly.

When uninstalling AWIS, a backup of your databases is created in:
C:\Program Files\AWIS\[Version#]_Backup

Starting the Administration software

Some functions can be performed without accessing *Kodak Capture Software*. For instance, if you just want to set up a new Writer or modify an existing Writer or create or modify a media template you can do this by using the Electronic Microimager Software Administration. If you want to process jobs, you have to access *Kodak Capture Software*. See *Chapter 3, Setting up the Batch Output Format*, for more information.

- From the Windows Start menu, select **Programs>Electronic Microimager Software>Electronic Microimager Software Administration**.

The application starts and the Electronic Microimager Software Administration screen will be displayed.

NOTE: The Administration software cannot be running while the Batch Output Format or the Write Controller is running.


Starting the Write Controller

Batched rolls can be submitted to the Writer. You do not have to launch *Kodak Capture Software* to just submit rolls to the Writer.

- From the Windows Start menu, select **Programs>Electronic Microimager Software>Write Controller**.

Exiting the software

To exit the Administration software or the Write Controller:

- Click the Exit button  at the top of the window.

3 Setting up the Batch Output Format

Overview

This chapter provides procedures for:

- Accessing *Kodak Capture Software*
- Selecting an application and accessing the *Electronic Microimager Software*
- Creating, modifying and deleting a *Writer*
- Creating, modifying and deleting *Media Templates*
- Running more than one *Batch Output Format*

See *Chapter 4, Running a Job*, for procedures on scanning and processing batches.

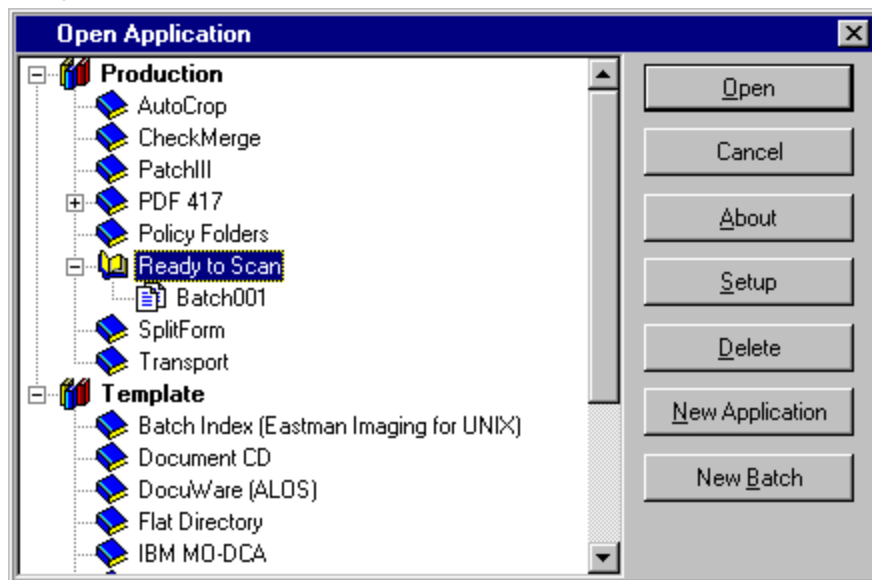
Accessing Capture software

Kodak Capture Software is a software application that enables all functions of the family of *Kodak Digital Science Scanners* in both simplex and duplex models. For specific instructions on how to use *Kodak Capture Software*, refer to the *User's Guide for Kodak Capture Software*, A-63054.

The *User's Guide for the Electronic Microimager Software* only provides instructions for launching *Capture Software* and how to access the *Batch Output Format* tab.

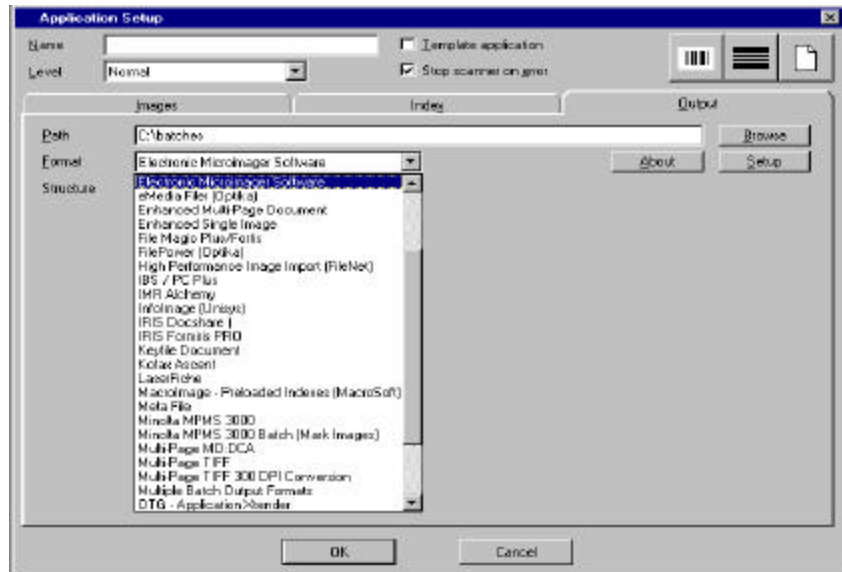
To access *Capture Software*:

1. Select **Programs>Kodak Capture Software**. The *Open Application* dialog box will be displayed.

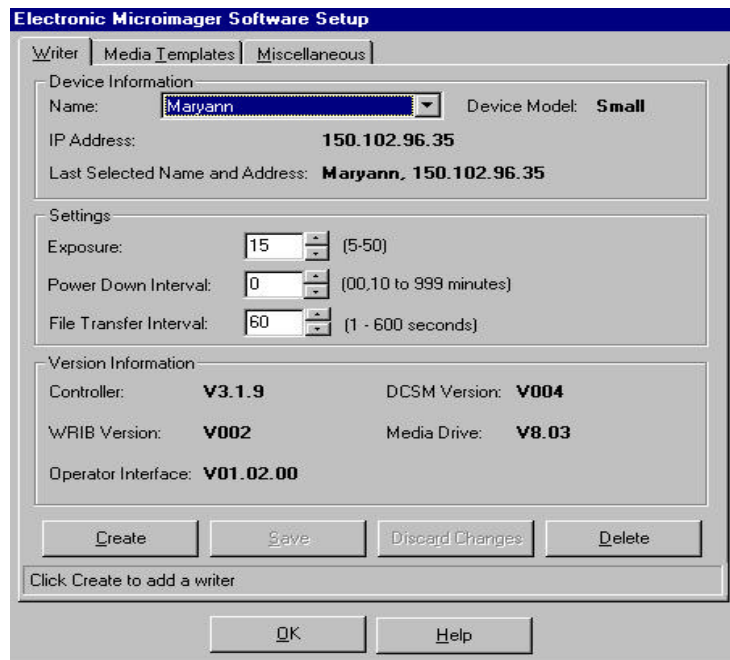


2. Select a previously defined application or set up a new application. The application must be based on an application that produces bi-tonal TIFF output such as, **Ready to Scan**.

3. Select **Setup**. The Application Setup window will be displayed:



4. Select the Output tab.
5. Select the path where you want the batch to reside.
6. Select **Electronic Microimager Software** from the Format drop-down box.
7. Click **Setup**. The Electronic Microimager Software Setup dialog box will be displayed.



The Electronic Microimager Software dialog box

The Electronic Microimager Software Setup dialog box allows you to enable the settings necessary for writing images to *Kodak Reference Archive Media*. The dialog box consists of three tabs — Writer tab, Media Templates tab and the Miscellaneous tab.

The screenshot shows the 'Electronic Microimager Software Setup' dialog box with the 'Writer' tab selected. The dialog box is divided into several sections: 'Device Information' with fields for Name (Maryann), Device Model (Small), IP Address (150.102.96.35), and Last Selected Name and Address (Maryann, 150.102.96.35); 'Settings' with spinners for Exposure (15), Power Down Interval (0), and File Transfer Interval (60); and 'Version Information' showing Controller (V3.1.9), DCSM Version (V004), WRIB Version (V002), Media Drive (V8.03), and Operator Interface (V01.02.00). At the bottom are buttons for Create, Save, Discard Changes, Delete, OK, and Help. A note at the bottom left says 'Click Create to add a writer'.

- **Writer tab** — allows you to set up a new Writer, modify the settings of an existing Writer or delete a Writer.
- **Media Templates tab** — allows you to assign a template name to a set of parameters and store and retrieve this template as needed. Media Templates, including these parameters, are used for writing the batch to media.
- **Miscellaneous tab** — used to define job parameters and provides error log options.

The buttons at the bottom of the Electronic Microimager Software dialog box are common to all the tabs.

Create — when selected from the Writer tab, will display the Create Writer dialog box. When selected from the Media Templates tab, will display the Create Template dialog box. Refer to the procedures later in this chapter for creating Writers and Media Templates.

Save — saves the values on the Electronic Microimager Software Setup dialog box.

Discard Changes — cancels the operation being performed and redisplay the default values.

Delete — deletes the selected Writer or Template. A message box is displayed to confirm the deletion. Once the Writer/Template is deleted, the fields on the dialog box are returned to the default values.

OK — returns to the Capture Software Output tab.

Help — displays the help topic for the dialog box that is currently being displayed.

Writer tab

The Writer tab is used to select or create a Writer or modify an existing one. The selected Writer can also be deleted from this dialog box.

The image shows a screenshot of the 'Electronic Microimager Software Setup' dialog box, specifically the 'Writer' tab. The dialog has three tabs: 'Writer', 'Media Templates', and 'Miscellaneous'. The 'Writer' tab is active. It contains three sections: 'Device Information', 'Settings', and 'Version Information'. In the 'Device Information' section, the 'Name' is set to 'Maryann' in a drop-down menu, and the 'Device Model' is 'Small'. The 'IP Address' is '150.102.96.35', and the 'Last Selected Name and Address' is 'Maryann, 150.102.96.35'. The 'Settings' section has three spinners: 'Exposure' is set to 15 (range 5-50), 'Power Down Interval' is set to 0 (range 00, 10 to 999 minutes), and 'File Transfer Interval' is set to 60 (range 1 - 600 seconds). The 'Version Information' section displays: 'Controller: V3.1.9', 'DCSM Version: V004', 'WRIB Version: V002', 'Media Drive: V8.03', and 'Operator Interface: V01.02.00'. At the bottom, there are four buttons: 'Create', 'Save', 'Discard Changes', and 'Delete'. Below these buttons is a text box that says 'Click Create to add a writer'. At the very bottom are 'OK' and 'Help' buttons.

Device Information

- **Name** — select a Writer. If the Writer name does not appear in the drop-down box, use the Create button to add a Writer. Writer names can be any ASCII character up to 25 characters in length.
- **IP Address** — the IP address of the selected Writer is displayed. The IP address can be changed, by selecting the Create button.

The following information is retrieved from the Writer after a successful connection with the Writer during the Create process. The settings below may be changed (unless otherwise noted) by editing the desired fields:

- **Device Model** — Large or Small is displayed. The Device Model is the memory configuration of the Writer. This value cannot be changed.
- **Exposure** — enter a value from 5 to 50 to lighten or darker the images on media.
- **Power Down Interval** — enter a value of 00 or 10 to 99 to define how long (in minutes) the Writer must be inactive before the status display goes dark. The default is 0 minutes (do not power down).
- **File Transfer Interval** — used to set a range of 1 to 600 seconds for a file transfer between the Electronic Microimager Software and the Writer to ensure the file transfer does not hang and there is adequate time for the transfer. The default value is 60 seconds.

Version Information: The current Writer parameter version numbers, Controller, DCSM Version, Film Drive, WRIB Version and Operator Interface are displayed. These values are for information only and cannot be changed.

Media Templates tab

The Media Templates tab is used to set up a parameter set for a Media Template. By defining a template for each kind of roll created, you can perform subsequent set-up operations easily by specifying the name of the media template.

This tab contains four sub-tabs:

- General
- Media Physical Attributes
- Image Addressing
- IMC

The screenshot shows the 'Electronic Microimager Software Setup' dialog box with the 'Media Templates' tab selected. The 'Media Template Database Path' is set to 'C:\Program Files\Awis\DB\Filmtemp.mdb'. The 'General' sub-tab is active, showing a 'Template Name' dropdown menu with '2 level Single Page Tiff Image in Simplex Mode' selected. Below this, the 'Media Measurement Units' section has 'English (inches)' selected with a radio button. There is an unchecked checkbox for 'Enable Image Border'. At the bottom, there are buttons for 'Create', 'Save', 'Discard Changes', and 'Delete', along with 'OK' and 'Help' buttons. A message box at the bottom says 'Click Create to add a Media Template'.

Media Template Database Path — displays the path to the media template database. The template name displayed in this field cannot be changed.

Media templates, General tab

Select the General tab to create a new Media Template. You can also modify or delete an existing Media Template.

The screenshot shows the 'Electronic Microimager Software Setup' dialog box with the 'Media Templates' tab selected. The 'General' sub-tab is active. The 'Media Template Database Path' is set to 'C:\Program Files\Awis\DB\Filmtemp.mdb'. The 'Template Name' dropdown is set to '2 level Single Page Tiff Image in Simplex Mode'. The 'Media Measurement Units' section has 'English (inches)' selected with a radio button. The 'Enable Image Border' checkbox is unchecked. At the bottom, there are buttons for 'Create', 'Save', 'Discard Changes', and 'Delete'. A message box says 'Click Create to add a Media Template'. At the very bottom are 'OK' and 'Help' buttons.

Template Name — defines the name of the media template. Electronic Microimager Software provides two default templates:

- 2 level Single Page Tiff Image in Simplex Mode
- 2 level Single Page Tiff Image in Duplex Mode

Media Measurement Units — allows you to select the measurement system you want to use: English (inches) or Metric (mm). The default is English.

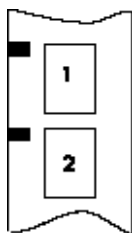
Enable image border — allows you to put a border around the image.

Media templates, Media Physical Attributes tab

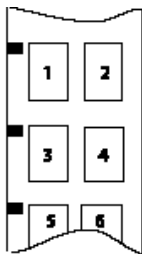
This Media Physical Attributes tab allows you to set up the format of the images to be written to media.

The screenshot shows the 'Electronic Microimager Software Setup' dialog box with the 'Media Physical Attributes' tab selected. The 'Media Template Database Path' is set to 'C:\Program Files\Awis\DB\Filmtemp.mdb'. The 'Media Mode' is set to 'Simplex'. The 'Media Leader Length' is set to '36' inches. The 'Reduction Ratio' is set to '24'. The 'Image Polarity' is set to 'Positive'. The 'Create', 'Save', 'Discard Changes', and 'Delete' buttons are visible at the bottom, along with 'OK' and 'Help' buttons.

Media Mode — select either **Simplex** or **Duplex**.



Simplex — each frame contains only one image.



Duplex — each frame contains one or two images. Images are written alternately to the A and B channels. The number of images in any individual frame depends on the index format and image level. If the index format is single-level, each frame will contain two images. If the index format is 2-level, the B channel will be left blank in any frame where a higher-level image follows the A channel image.

Media Leader Length — select or enter the desired length of the media leader. Enter a value from 36 to 120 inches (914 to 3048 mm). An entry in this field leaves a length of film blank at the beginning of the media. This blank film is used as a leader during media processing. The default is 36 inches (914 mm).

Reduction Ratio — if the Media mode is Simplex, a reduction ratio of 24 is used. If the Media mode is Duplex, a reduction ratio of 40 is used. This value cannot be changed.

Width limitations:

- **Simplex:** an image can be 12 inches (30.5 cm) across or less.
- **Duplex:** an image can be 9.9 inches (25.1 cm) across or less.

Image Polarity — select either Positive or Negative polarity. If the original image is a clear background with black text, selecting Positive produces a clear background with black text. If the original image is a dark background with clear text, selecting Negative produces a dark background with clear text.

Media Templates, Image Addressing tab

An image address is a unique identifier assigned to each individual document. Image addresses along with image marks on media assist in image retrieval from your retrieval device. The Image Addressing tab allows you to specify the field width of the image address.

The screenshot shows the 'Electronic Microimager Software Setup' dialog box with the 'Image Addressing' tab selected. The 'Media Template Database Path' is set to 'C:\Program Files\Awis\DB\Filtemp.mdb'. Under 'Index Formats', 'Two Level' is selected. In the 'Field Width' section, 'Level 2' is set to 5 and 'Level 1' is set to 5. A note states: 'Total of Field Width1 and Field Width2 cannot exceed 12.' At the bottom are buttons for 'Create', 'Save', 'Discard Changes', and 'Delete'.

Field Width
Level 2: 5
Level 1: 5

Total of Field Width1 and Field Width2 cannot exceed 12.

Index Formats — Index formats (levels) indicate the type of image marks that will be placed on the media. Only two-level indexing is supported by the Electronic Microimager Software. This means that a medium image mark will be used for the first page of every document and a small image mark will be used for each subsequent page of the document. See the example below:

**Image Address
(with Field Width of 5 and 5)**

Doc 1 Page 1	00001.00000
Doc 1 Page 2	00001.00001
Doc 1 Page 3	00001.00002
Doc 2 Page 1	00002.00000
Doc 2 Page 2	00002.00001

Field Widths — enter a numeric value of the number of characters you want in the image address. For example, if you enter 3 in the Level 2 field and 3 in the Level 1 field, the resultant image address would appear as 001.001; if you entered 2 in the Level 2 field and 6 in the Level 1 field, the resultant image address would appear as 01.000001. Make sure that this value is large enough to accommodate the number of documents and pages you have on a roll. If you are unsure of the value to enter in each field, use the default of 5 and 5.

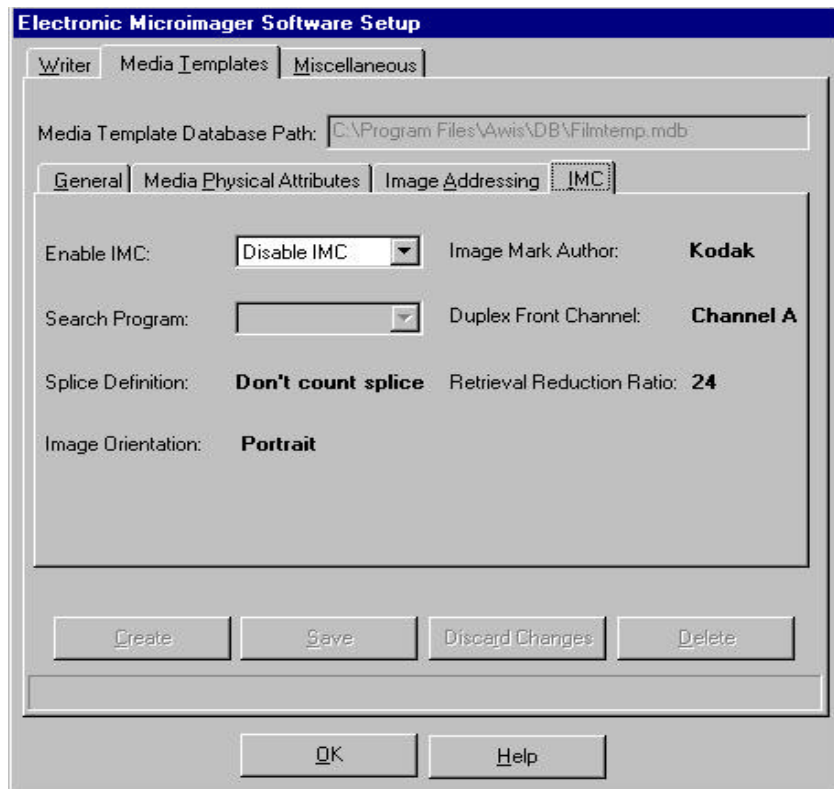
The total field width (values in Level 2 and Level 1 fields) cannot exceed 12.

Media Templates, IMC tab

Image Management Code (IMC) is written at the beginning of a roll of media. IMC automatically sets up the Kodak retrieval device with a roll number, and A and B channel positions, recovery code, zoom lens magnification and image orientation.

NOTE: Only Kodak retrieval devices use IMC.

The IMC tab allows you to select and control the type of IMC that will be written to media preceding the images for every job that uses the selected media template.



Enable IMC — if you want to use IMC, select one of the following Kodak devices, otherwise leave Disable IMC. This is the default.

- Enable for IL 70 code.
- Enable for RIM 2000 code.
- Random Batch, which prints Random Batch coding for non-sequential addresses when IMC is disabled.

Search Program — if IMC is enabled in the Media Template, a search program must be specified. The search program tells the retrieval device which film channel(s) (A and/or B) contain image marks, the image mark sizes present on the film, and the image level represented by each image mark size. This allows the retrieval device to locate and count the image marks according to your needs. Search programs 10 and 7 are available for use when writing images to film.

Index Format	Image Mark Location	Image Mark Sizes	How image marks will be counted during retrieval	Search Program
2-level	Channel A	Small Medium	Count small image marks as level 1 images, and medium image marks as level 2 images.	10
Any	Channel A	Any/All	Count all image marks as level 1 images.	7

Splice Definition — this option is ignored by the Electronic Microimager Software.

Image Orientation — only Portrait orientation is supported.

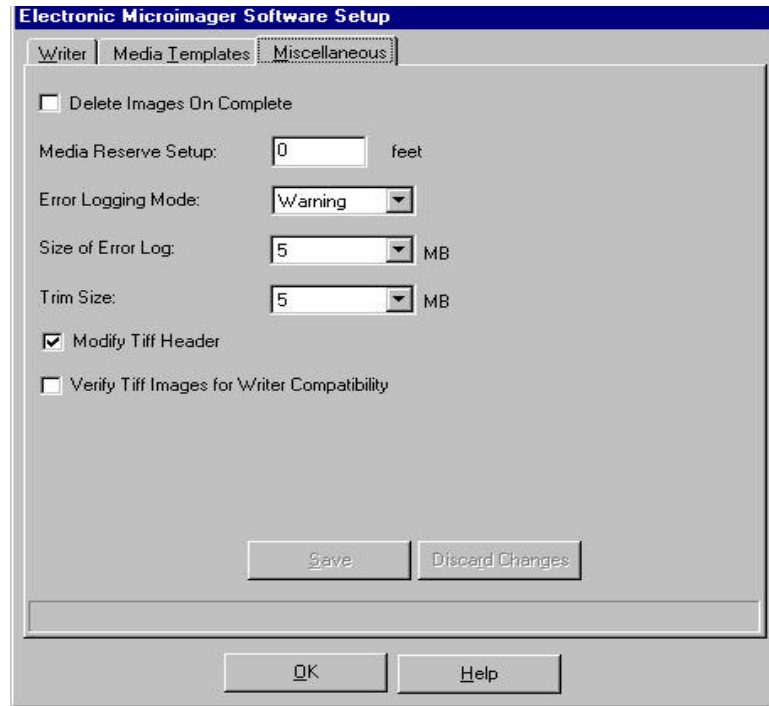
Image Mark Author — only Kodak is supported.

Duplex Front Channel — only Channel A is supported.

Retrieval Reduction Ratio — 24 is automatically selected if Simplex is the selected as the Media mode, 40 is automatically selected if Duplex is the selected as the Media mode.

Miscellaneous tab

The Miscellaneous tab allows you to define various job parameters and error log options.



Delete Images On Complete — when enabled, deletes the batch from the queue when the job has been written, and permanently deletes the images from the hard drive. If you want the ability to resubmit jobs, do not enable this option.

NOTE: It is recommended that you do not delete the batch before you verify the media has been properly written.

Media Reserve Setup — reserves an amount of media at the end of each roll. Enter a value from 0 to 100 feet (0 to 30408 mm).

Error Logging Mode — select the level of errors you want to log.

- **Diagnostic:** logs all diagnostic messages, as well as informational, warning and severe errors.
- **Informational:** logs all informational, warning and severe errors.
- **Warning:** logs all warning and severe errors.
- **Severe:** logs only severe errors.

Size of Error Log — enter a value from 1 to 5 MB. If the error log exceeds the value entered, errors are removed from the error log based on the trim size.

Trim Size — enter a value between 1 and 5 MB. The oldest errors in the error log file will be deleted in order to keep the size of the file less than this value.

Modify Tiff Header — if you enable this option, the Batch Output Format modifies the TIFF tags 269 (DocName) and/or 33545 (Kodak Header) with the roll ID and the image address. The 269 tag is only updated if it exists in the TIFF header. The 33545 tag is always updated if this option is selected.

NOTE: The error log can be found in C:\Program Files\Awis\Awis.log.

Verify Tiff Images for Writer Compatibility — if enabled, images are checked for valid TIFF tags and dimensions before being submitted to the Writer. This could be a time-consuming task, but is recommended to prevent invalid images from shutting down the Writer.

Setting up a new Writer name

If the Writer you want to use is not in the Name drop-down box, use the Writer tab on the Electronic Microimager Software Administration window to set up a new Writer name. Refer to the section “Writer tab” earlier in this chapter for field descriptions regarding this tab.

NOTE: If you are only setting up a Writer and/or Media Template and you are not going to process jobs, you do not have to launch Capture Software.

1. From the Windows Start menu, select **Programs>Electronic Microimager Software>Electronic Microimager Software Administration**.
2. Click on the Writer tab.

The image shows the 'Electronic Microimager Software Setup' dialog box with the 'Writer' tab selected. The dialog has three sub-tabs: 'Writer', 'Media Templates', and 'Miscellaneous'. The 'Device Information' section contains a 'Name' dropdown menu with 'Maryann' selected, a 'Device Model' dropdown with 'Small' selected, an 'IP Address' field with '150.102.96.35', and a 'Last Selected Name and Address' field with 'Maryann, 150.102.96.35'. The 'Settings' section has three spinners: 'Exposure' set to 15 (range 5-50), 'Power Down Interval' set to 0 (range 00, 10 to 999 minutes), and 'File Transfer Interval' set to 60 (range 1 - 600 seconds). The 'Version Information' section displays: 'Controller: V3.1.9', 'DCSM Version: V004', 'WRIB Version: V002', 'Media Drive: V8.03', and 'Operator Interface: V01.02.00'. At the bottom are buttons for 'Create', 'Save', 'Discard Changes', and 'Delete'. A message box at the bottom says 'Click Create to add a writer'. At the very bottom are 'OK' and 'Help' buttons.

3. Select **Create**. The Create Writer dialog box will be displayed.

The image shows the 'Create Writer' dialog box. It has a title bar 'Create Writer' and a sub-tab 'Writer Details'. Inside, there are two text input fields: 'New Writer Name:' and 'New Writer IP Address:'. At the bottom are 'OK' and 'Cancel' buttons.

NOTE: Click **Cancel** if you want to close the Create Writer dialog box without setting up a new Writer name.

4. Enter the New Writer Name.
5. Enter the Writer IP address. The format is: xxx.xxx.xxx.xxx.
NOTE: If the Writer name and/or IP address exists in the database, an error will displayed.
6. Click **OK**.
7. Enter the Exposure, Power Down Interval and File Transfer Interval information as it applies to the new Writer name.
8. Click **Save**.

Modifying an existing Writer name

Use the Writer tab to modify an existing Writer name.

1. Select the Writer name you want to modify from the Name drop-down list. The values associated with the selected Writer will be displayed on the Writer tab.
2. Make the desired changes.
3. When finished, click **Save**.

NOTE: The Save button is not active until you make a change in one of the fields on the Writer tab.

Deleting a Writer name

Use the Writer tab to delete a Writer.

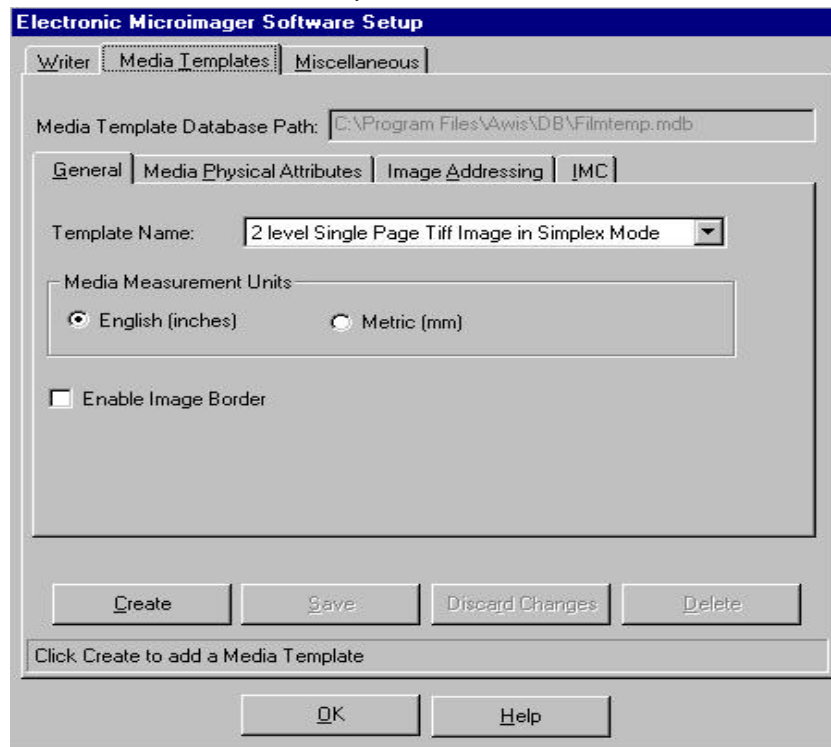
1. Select the Writer you want to delete from the Name drop-down list. The values associated with the selected Writer will be displayed on the Writer tab.
2. Click **Delete**.
NOTE: Delete is not active until you select a Writer.
3. Click **Yes** on the confirmation box if you want to continue to delete the Writer.

Creating a Media Template

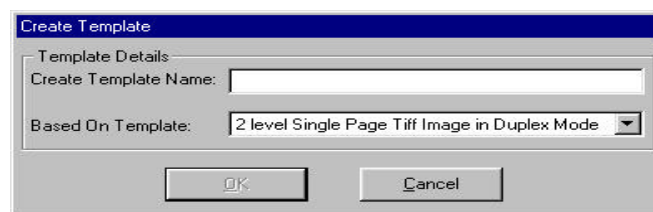
Use the Media Templates tab to create, modify or delete a media template.

NOTE: If you are only setting up a Media Template and/or a Writer and you are not going to process jobs, you do not have to launch Capture Software.

1. From the Windows Start menu, select **Programs>Electronic Microimager Software>Electronic Microimager Software Administration**.
2. Click on the Media Templates tab.



3. Select **Create**. The Create Template dialog box will be displayed.



4. Enter a new template name.

NOTE: An error will be displayed if the media template name you entered currently exists in the database or if the media template name is invalid.

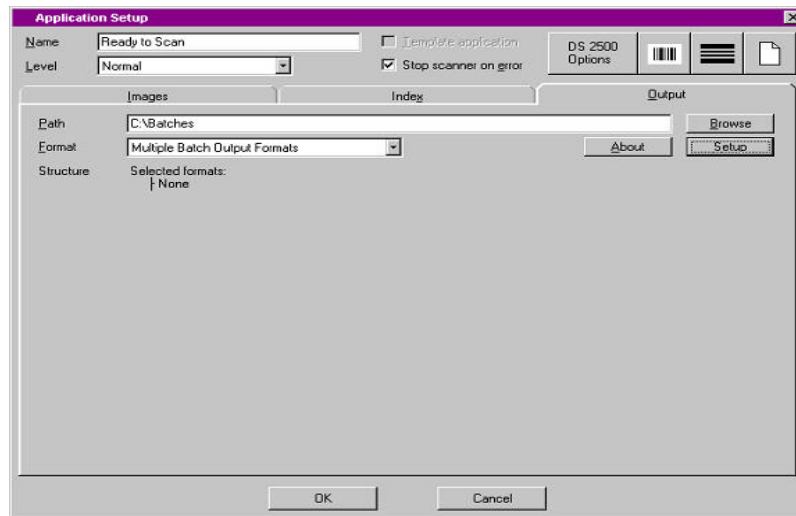
5. Select one of the default template names:
 - 2 level Single Page Tiff Image in Duplex Mode
 - 2 level Single Page Tiff Image in Simplex Mode

6. Click **OK**. The Media Templates - General tab will be displayed.
7. Enter the desired values on the General, Media Physical Attributes, Image Addressing and IMC tabs. Refer to section “Media Templates tab” earlier in the chapter for field descriptions regarding this tab.
8. Click **Save**.
9. Click **OK**.

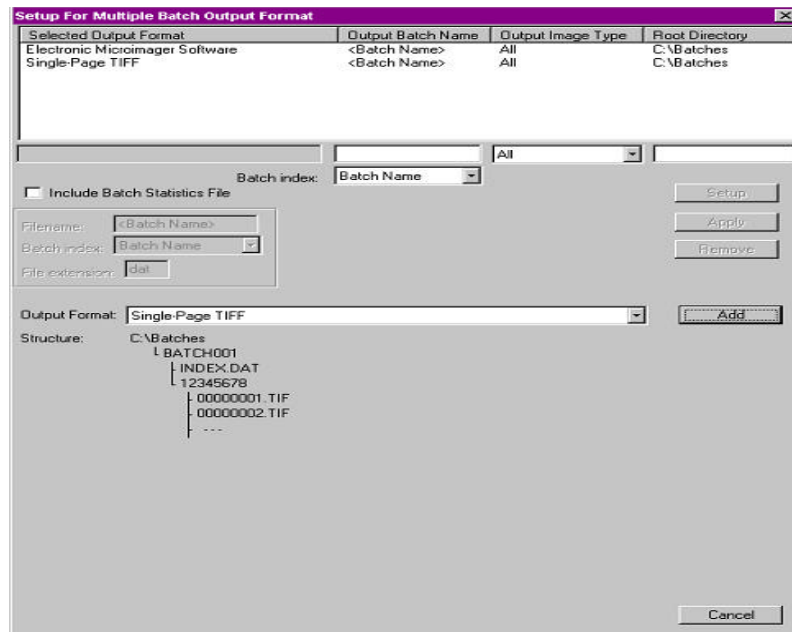
Running more than one Batch Output Format

You can run more than one Batch Output Format at a time. To do this:
From the Application Setup dialog box:

1. Select **Multiple Batch Output Formats** from the Format drop-down list.



2. Click **Setup**. The Setup for Multiple Batch Output Format dialog box will be displayed.



3. Select the Electronic Microimager Software as the first Batch Output Format. ***It is very important that Electronic Microimager Software is selected first.***

NOTE: If you need to set a "file extension during transfer" for your second batch output, you must set it to .dat.

4. Click **Add**.
5. Select whatever other Batch Output Format you want.
6. Click **Add**.
7. When finished, click **OK**.

Index Setup tab

The Electronic Microimager Software Batch Output Format updates the roll ID and start address fields of the idx.dat file of each document that is created by Capture Software. The idx.dat file is created by Capture Software for each document during the scanning process. This file is placed in the c:\<Batch Location>\<application name> folder. Placeholders for the RollID and the StartAddress must be created using the Capture Software Index Setup - Document tab as shown below. During processing, the Electronic Microimager Software will update these fields with the correct RollID and StartAddress.

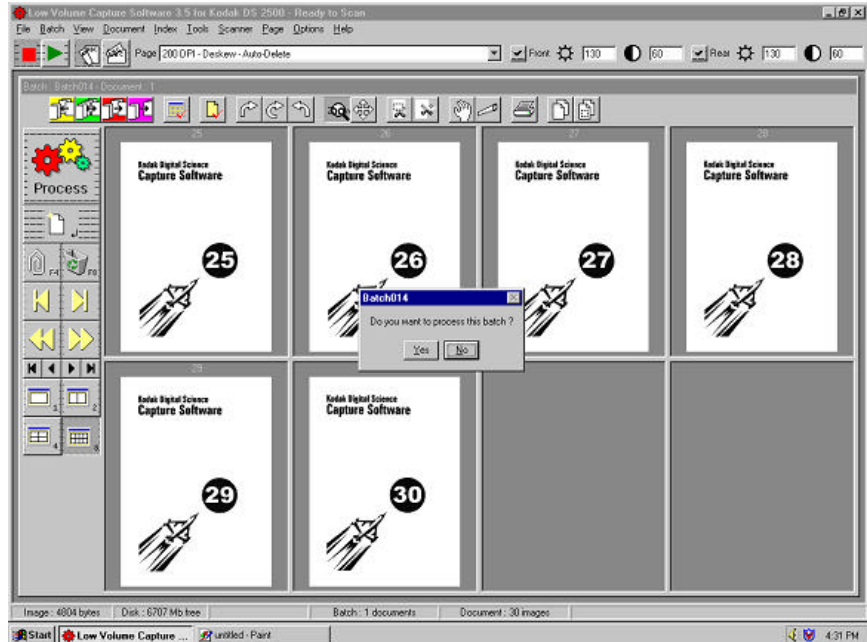
Label	Type	Default value	Minimum length	Input mask	Output mask
Rollid	Text	Setup "1"	Setup 0	?(25)	
StartAddress	Text	Setup "1.0"	Setup 0	?(25)	
	Text	Setup	Setup 0		

For more information on setting up an index file, see the User's Guide for Kodak Capture Software, A-63054.

4 Running a Job

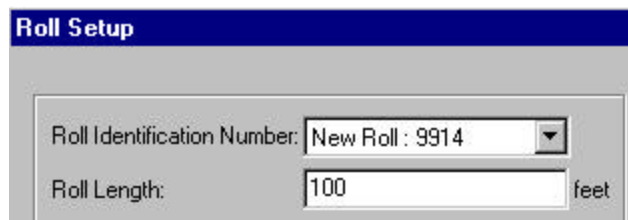
After setting up the Writer and Media Template information, use Capture Software to scan and process a batch.

NOTE: Scan output must be bi-tonal TIFF images.



1. Access *KodakCapture Software*.
2. Open the batch you want to process.
3. Make any changes as desired; deleting blank pages, cropping, etc.
4. Click **Process**. The message, ***Do you want to process this batch?*** will be displayed.
5. Click **OK**.

When the images have been processed successfully, a List file is created with all of the images received and the Roll Setup dialog box will be displayed.



6. Select either a new roll ID or an existing roll. This is the roll identification that is used as the header page on a roll. New Roll ID numbers are automatically created by the system. The Roll ID will always start with the 2-digit machine ID of the scanner. This value can be changed using *Kodak Capture Software Setup* options.

NOTE: Once a new roll is started, media parameters cannot be changed for this roll (i.e. whatever you set up for the first batch will be used for the entire roll).

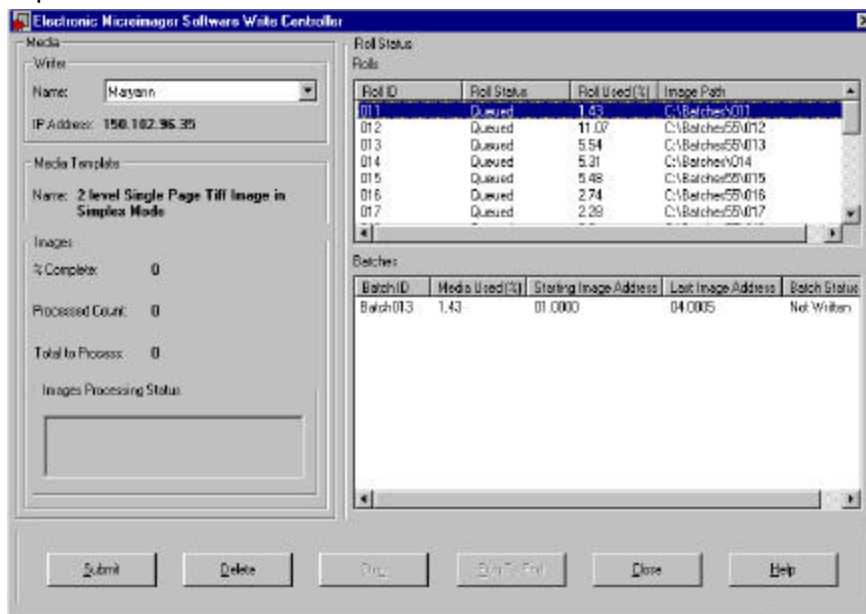
7. Enter the length of the roll you will be using (usually 100- or 215-ft rolls). You can enter a number up to 250 feet. The system will keep track of the length of a batch. You can continue to add batches to this roll until it has reached the amount of media you have specified. Upon submitting a roll to the Writer, the system will verify that this amount is available. If there is not enough media available, an error will be displayed.
8. Enter the starting image address. This is the starting roll address that will be used as the image address of the first image written to a roll of Reference Archive Media.
9. Click **OK**. The Write Controller window will be displayed. The batch that was just processed will appear in the queue.

The Write Controller window

The Electronic Microimager Software Write Controller window:

- Provides a listing of queued batches to be written to Reference Archive Media.
- Provides a listing of batches that have already been queued.
- Allows you to submit queued rolls to the Writer.

The Electronic Microimager Software Write Controller window is accessed via **Start>Programs>Electronic Microimager**. If you are only going to process queued rolls, you do not have to access *Kodak Capture Software*.



Media area — displays the Writer name, Media Template name and a status of the current roll.

- **Writer** — displays the Writer selected for writing and the associated IP address of the connected Writer.
- **Media Template name** — displays the media template that was selected during Electronic Microimager Software setup.
- **Images** — displays the following information during the writing process:

% Complete: displays the percentage of images that have been written.

Processed Count: displays the total number of images processed and written for the current roll.

Total to Process: displays the total images that are selected to be written to the current roll.

Image Processing Status: displays a visual bar of the percentage of images that have been written to media.

Roll Status area — displays the rolls you created via Capture Software.

- **Roll ID:** displays the roll identification number you set up.
- **Roll Status:** displays one of the following:
 - **Queued:** waiting to be written.
 - **Writing:** once a roll is submitted, the queued status will change to *Writing*.
 - **Ready to be Verified:** media has been written and can be verified for accuracy before being deleted.
- **Roll Used (%):** displays the percentage of media required to write the batch of images to media.
- **Image Path:** displays the path of the images, which makes up the roll of media.

Batches area — displays the batches you have allocated for each roll.

- **Batch ID:** displays the name of the batch for the corresponding roll of media.
- **Media Used (%):** displays the percentage of media required to write the batch of images to media.
- **Starting Image Address:** displays the starting image address of the batch.
- **Ending Image Address:** displays the ending image address of the batch.
- **Batch Status:** displays the status of the current batch: Queued, Writing or Written.
 - *Queued:* waiting to be written.
 - *Writing:* once a roll is submitted, each batch will show a *Writing* status, as it is written.
 - *Written:* is displayed when the batch has been completely written.

Buttons

Submit — starts the writing process. This option is disabled until all the images in the queue have been written to Reference Archive Media. Rolls with a *Queued* or *Verified* status may be submitted.

Delete — deletes a roll. Be sure your output is the way you want it before deleting a roll. Temporary images will be deleted and can no longer be submitted.

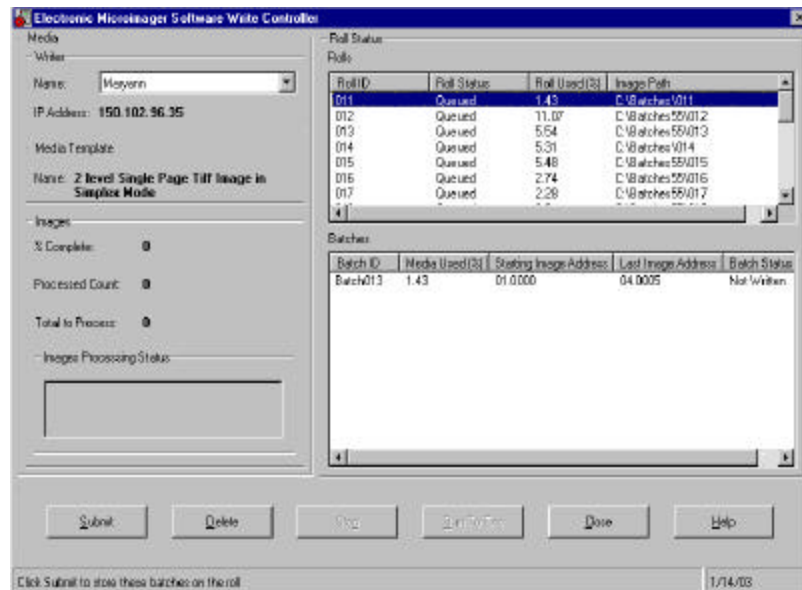
Stop — stops the Writer during the writing process. Stopping the roll will make the media unusable and you will have to resubmit the roll.

Help — displays the on-line help for the Electronic Microimager Software Write Controller window.

Submitting a roll

To submit a roll to the Writer:

1. Access the Electronic Microimager Software Write Controller window via **Start>Programs>Electronic Microimager**.
2. Select the roll you want to send to the Writer.



3. Click **Submit**. The Write Controller checks for a new roll of media. If the roll is found and contains an adequate amount of media, the writing process will begin.

When a roll is submitted to the Writer, three files are automatically generated by the Electronic Microimager Software: the Header file, Transfer file and Status file.

- **Header file** — The information in the Header file is placed at the beginning of the roll. A one-line string is written on the header page which contains the following format:

Machine ID-Year (4-digit) month (2-digit) day (2-digit) roll ID (up to 9 digits). For example: 123456-2002-08-20-1
- **Transfer file** — A Transfer file is a flat ASCII file containing indexing information that can be used to upload to or build a database for image retrieval. This file contains the following information:
 - Original file name
 - Roll name
 - Image address
 - Page number within the file

The name of the Transfer file matches the name of the roll as specified during application setup.

- **Status file** — The Write Controller generates status information in a separate ASCII text file (on a per-roll basis) with the name **SDIStatus.txt**. This information is used by the system to keep track of how much media is left on a roll. The status of a roll can be as follows:
 - **Queued** — a batch(es) is in the queue waiting to be sent to the Writer. If there is enough media left on the roll, you may add this roll while it is in the *Queued* status.
 - **Full** — 99.5 to 100% of the roll is already allocated with batches. No more batches can be added to this roll.
 - **Writing** — a roll has been submitted and is being written by the Writer. While a roll is being written, you cannot add to this roll.
 - **Ready to Verify** — a roll is marked *Ready to Verify* when a batch(es) that was allocated to the roll has been written to media. Once a roll is marked as *Ready to Verify*, you cannot add to this roll.

Following is an example of the three files that are automatically generated by the Electronic Microimager Software:

```
RollID: Roll1; Status: Queued; MediaTemplate: TemplateZ;
ImagePath: C:/Images/Roll;
BatchID: BatchA; MediaUsed: Amount1;
BatchID: BatchB; MediaUsed: Amount2;
BatchID: BatchC; MediaUsed: Amount3;
```

Deleting a roll

To delete a roll:

1. Select the roll you want to delete.
2. Click **Delete**. The message, ***Are you sure you want to delete the roll?*** will be displayed.
3. Click **Yes** to continue.

Stopping the writing process

Before stopping the writing process, be aware that stopping the roll will make the Reference Archive Media unusable.

To stop the writing process:

1. Select the roll you want to stop.
2. Click **Stop**. The message, ***Are you sure you want to stop the roll?*** will be displayed.
3. Click **Yes** to continue. The status of the roll you stopped will be changed from *Writing* to *Queued*.

5 Troubleshooting

The chart below lists error codes associated with the Electronic Microimager Software, the corresponding message, an explanation of each error and a corrective action. Other application software errors may be encountered. See the User's Guide for the *Kodak Imagemink* Archive Writer Interface Software for an additional error listing.

Code #	Message	Description/Action
40017	There is insufficient media available to process this batch.	This is a normal error and can occur when the media is insufficient to process the incoming batch for preservation. Action: Insert a cassette with a sufficient amount of media.
40018	Unable to delete a folder or file which is currently in use.	This error can occur when the Write Controller tries to delete a file or folder that is currently in use. Action: Make sure all other applications are closed.
40019	Batches cannot be added to the roll currently being written.	This error can occur if you try to add batches to the roll currently being written to media.
40020	Roll is full. Cannot add batches to this roll.	This error can occur if you try to add batches to the roll currently being written to media. Action: Select a new roll or add to a roll which is not full.
40021	Electronic Microimager Software Write Controller cannot submit a roll when the AWIS Application is running.	This error will occur if you try and submit a roll to the Writer when AWIS Application is running. Action: Close AWIS Application before submitting rolls to the Writer.
40022	Electronic Microimager Software Write Controller cannot submit a roll when the AWIS Administration is running.	This error will occur if you try and submit a roll to the Writer when AWIS Administration is running. Action: Close AWIS Administration before submitting rolls to the Writer.
40023	Electronic Microimager Software Write Controller cannot submit a roll when the Electronic Microimager Software Administration is running.	This error will occur if you try and submit a roll to the Writer when Electronic Microimager Software Administration is running. Action: Close the Electronic Microimager Software Administration before submitting rolls to the Writer.
40024	Electronic Microimager Software Write Controller cannot submit a roll when Electronic Microimager Software Setup is running.	This error will occur if you try and submit a roll to the Writer when Electronic Microimager Software Setup is running. Action: Close Electronic Microimager Software Setup before submitting rolls to the Writer.
40025	No Registry settings for the 'Software\\KodakDAW\\Paths'.	This error will occur if registry settings are missing for 'Software\\KodakDAW\\Paths'. Action: Call Service.

Code #	Message	Description/Action
40026	No Registry settings for the 'Software\\KodakEM'.	This error will occur if registry settings are missing for 'Software\\KodakEM'. Action: Call Service.
40027	Cannot delete the roll information.	This error will occur when the Write Controller is not able to delete the roll information from the database. The Electronic Microimager Software is trying the delete images that no longer exist on the hard drive. Action: Verify that the roll you are trying to delete still exists on the hard drive.
40029	IP address information not found in the database for the Writer 'WRITER'.	This error occurs if the IP address information is not present in the database for the selected Writer. Action: Call Service.
40030	Media Measurement Unit information is missing in the database for the Media Template present in the application settings.	This error occurs if the Media Measurement information for the selected media template is missing in the database. Action: Call Service.
40031	Electronic Microimager Software Write Controller cannot perform File Operations. File may be in use or may be corrupted: File 'FILENAME'.	This error occurs when the Write Controller tries to perform file operations when the file does not exist. Action: Call Service.
40032	Electronic Microimager Software Write Controller cannot perform File Operations. File 'FILENAME' is not found.	This error occurs when the Write Controller tries to perform file operations when the file does not exist. Action: Call Service.
40033	Electronic Microimager Software cannot perform file operations. Disk may be unavailable or not ready or disk failure. File: 'FILENAME'.	This error occurs when the Write Controller tries to perform file operations when the disk is not ready or there is a disk failure. Action: Make sure other applications are not using any needed files. Close any running applications.
40034	Electronic Microimager Software Write Controller cannot perform File Operations. Disk may be full. File: 'FILENAME'.	This error occurs when the Write Controller tries to perform file operations when the disk is not ready or there is a disk failure. Action: Free up some disk space on your PC.
40035	Database cannot be found or may be opened in a Design mode. Database: 'DBNAME'.	This error occurs when the Write Controller tries to perform database operations under the following conditions: <ul style="list-style-type: none"> • Database does not exist • Database is opened in Design mode. Action: Close all application databases.
40037	Electronic Microimager Software Write Controller cannot respond due to some unspecified errors.	This error occurs when the Write Controller is not able to respond due to a hardware failure or it encountered unexpected errors. Action: Call Service.
40038	Electronic Microimager Software Write Controller is already running.	This error occurs when you try to launch another instance of Write Controller if it is already running.

Code #	Message	Description/Action
40039	Writer 'DAWNAME' is in use. Electronic Microimager Software Write Controller cannot use the selected Writer.	This error occurs when you select a Writer which is already in use. Action: Select a different Writer name.
40040	Media template information is missing from the template: 'FILMTEMPLATE'.	This error occurs if some required media template information is missing for the selected media template. Action: Call Service.
40041	Media Reserve Setup in the application setting is more than the roll length provided.	This error occurs if the Media Reserve Setup on the Miscellaneous tab on the Electronic Microimager Software Setup window is more than the entered roll length for a particular roll. Action: Reduce the film reserve footage or use a larger roll of media.
40042	Writer 'DAWNAME' assigned to the selected roll "ROLL_ID" is not a valid one. Please select a valid Writer during the submission of this roll.	This error occurs if the selected Writer for a particular roll is not valid. Select a valid Writer during the submission of this roll. Action: Make sure your Writer is set up correctly and is turned on. Call Service if the problem persists.
40043	Batches cannot be added to the roll, which is getting deleted.	This error occurs if the incoming batch is getting added to the roll, which is being deleted by the Write Controller. Action: Select a different roll to add the batch to.
40046	Media Template information not found in the database for the rollID 'ROLLID'.	This error occurs if the media template information for the submitted roll is not found. Action: Call Service.
60014	Writer name already exists. Enter a different name.	This message is displayed when you try to create a Writer name which already exists in the database. Action: Select a different Writer name.
60016	Media template name already exists. Enter a different name.	This message is displayed when you try to create a media template name which already exists in the database. Action: Enter a different media template name.

Getting Technical Support

If you experience problems with your system, contact the Integrator or Kodak Response Center at one of the following telephone numbers:

Within New York State: 1-800-462-6494

Outside New York State: 1-800-822-1414

Alaska and Hawaii: 1-800-466-1414

For other countries, contact your local Kodak Service Support Center.

When contacting Technical Support, be prepared to supply the following information:

- The names and models of the computer and the version of Electronic Microimager Software you are using.
- Any memory-resident software installed, including memory managers, with version numbers.
- Any resident anti-virus software.
- Contents of the error log file.
- Any information and the action taken that can reproduce the problem you experienced. Include the exact text of any error messages you received.

EASTMAN KODAK COMPANY
Document Imaging
Rochester, New York 14650

www.kodak.com/go/docimaging

Kodak and Imagelink are trademarks of
Eastman Kodak Company.

A-61191 3/2003
Cat. No. 844 8177
©Eastman Kodak Company, 2003
Printed in U.S.A.

DOCUMENT
IMAGING

