

Digital ReeL™ User Guide

Version 6.900

Digital ReeL™ is a Product of

BMI Imaging Systems, Inc.

1115 E. Arques Ave

Sunnyvale, California 94085

Phone 408-736-7444

Support@bmiimaging.com

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Welcome to Digital ReeL

The BMI Digital ReeL™ system is a browser based system that provides a simple and convenient way to access content in a digital format. Digital ReeL™ allows the user to retrieve, view, print and download specially digitized images. The user can also save the images in a number of formats. This help file provides an overview of the Digital ReeL™ system and instruction on the use of the features included in the system.

System Requirements

The Digital ReeL™ system functions correctly on any of the following Internet browsers:

- Microsoft Internet Explorer™ Version 9 or better.
- Mozilla FireFox™ Version 21 or better.
- Google Chrome™ Version 28 or better.
- Apple Safari™ Version 5.1.9 or better.
- Java Script must be enabled on the workstation.

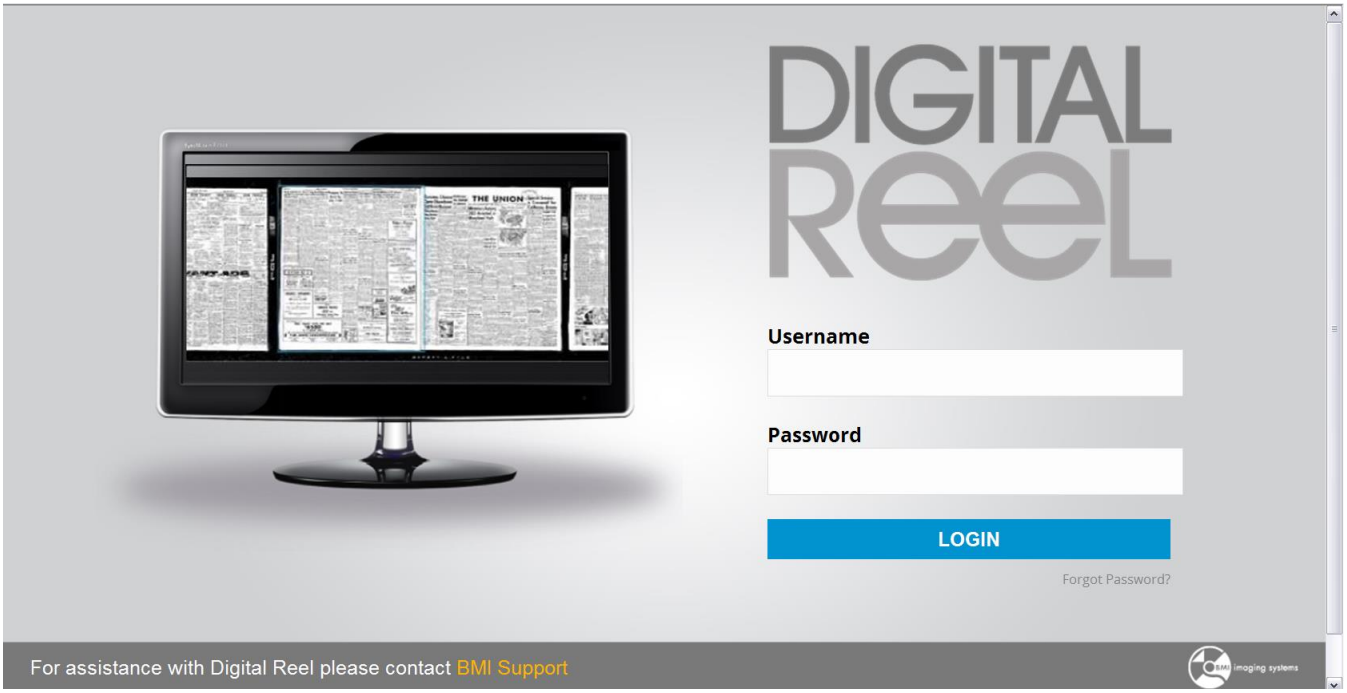
BMI Technical Support

For technical assistance, including authentication and error messages:

- Phone: 1-800-359-3456 8:00 a.m. - 5:30 p.m. PST, Monday - Friday
- Email: Support@bmiimaging.com

Accessing Digital ReeL

To access Digital ReeL™, open an internet browser. In the address editor enter http://digitalReeL.yourdomainname.com and press the enter key. You will be presented with the Digital ReeL™ log on screen shown below.

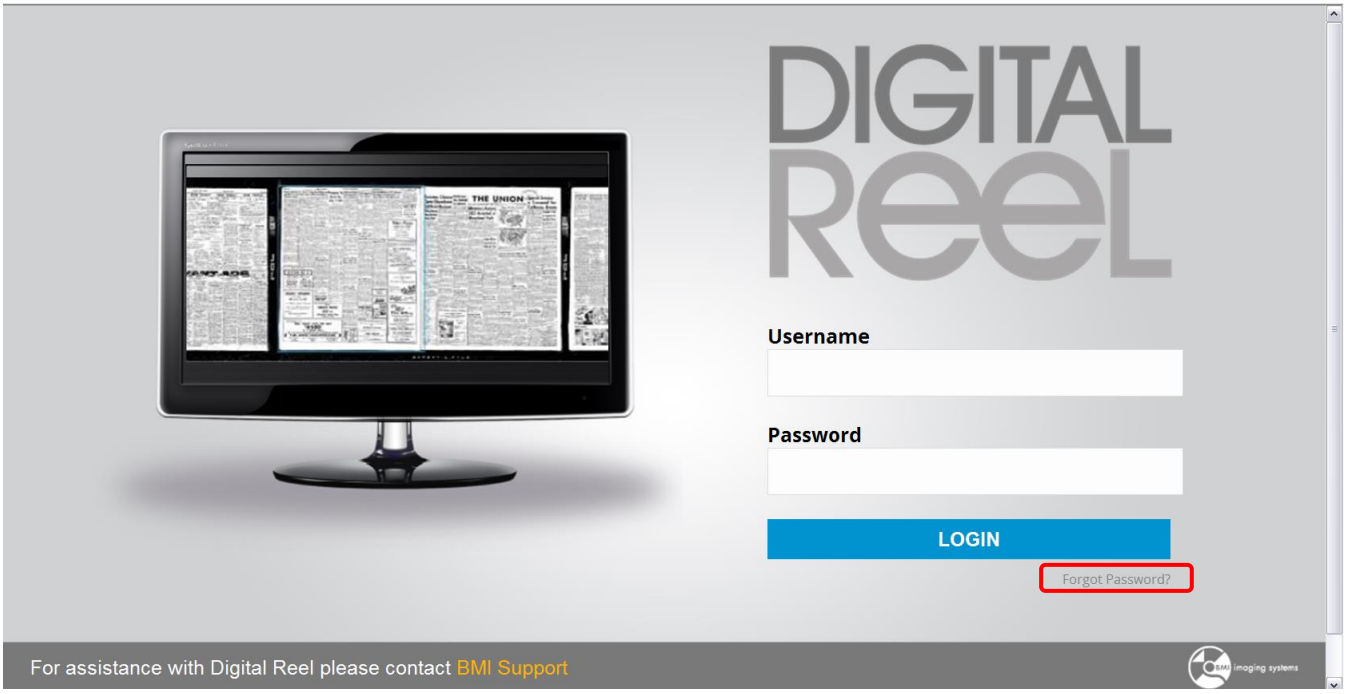


Enter your user name (typically this is your email address). Then enter your password and press the Enter key or click on the LOGIN button.

Forgot Your Password

If you have forgotten your password to Digital ReeL™, you can reset your password by:

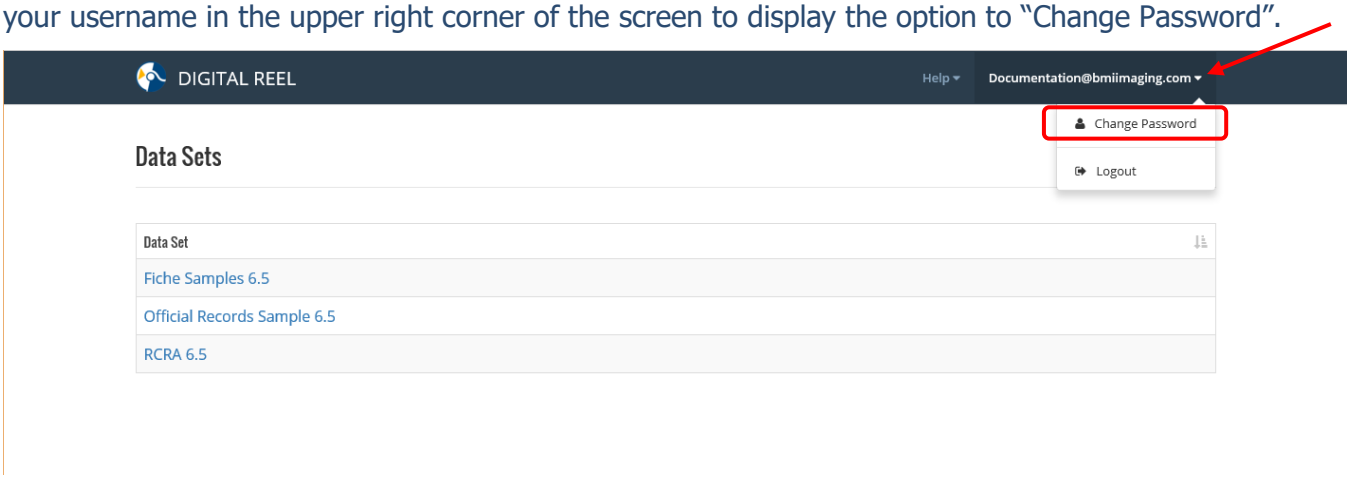
- Opening the log on screen,
- Entering your user name, and
- Clicking the Forgot Password link found just below the Login button.



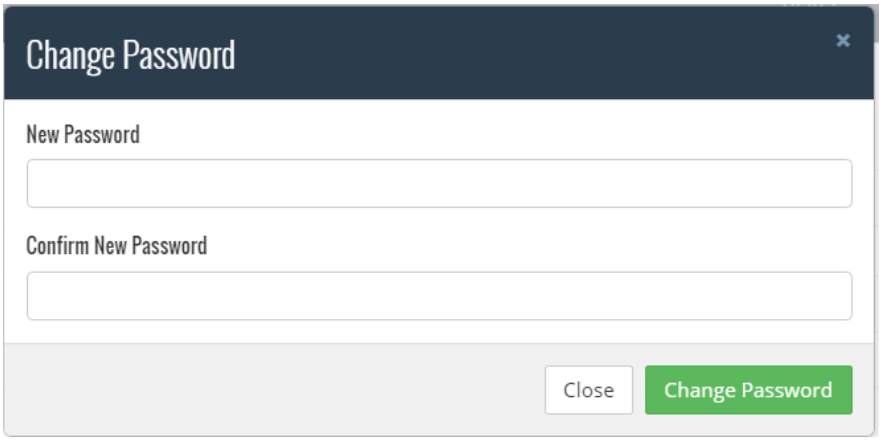
Clicking this link will reset your password to a system generated value which will be sent to the email address on your system account. After receiving the new password, use the new password to log on to the system and change your password to a more easily remembered value using the procedure described in the Change your Password section of this manual.

Change Your Password

To change your Digital ReeL™ password, first log onto Digital ReeL™. Click on the down arrow next to your username in the upper right corner of the screen to display the option to "Change Password".



You will be presented with the screen shown below.



Enter a new password twice and click the Change Password button. The password should conform to your organizations password restrictions.

Selecting a Data Set

After a user logs onto the Digital ReeL™ system, if the user has access to more than one data set, the Data Set Selection screen will be displayed. The Data Set Selection presents links to all the datasets that the user is authorized to view. If the user has access to only one data set, the Data Set Selection page will not be displayed, instead the first navigation page of the data set, typically the Document Type selection page will be displayed.

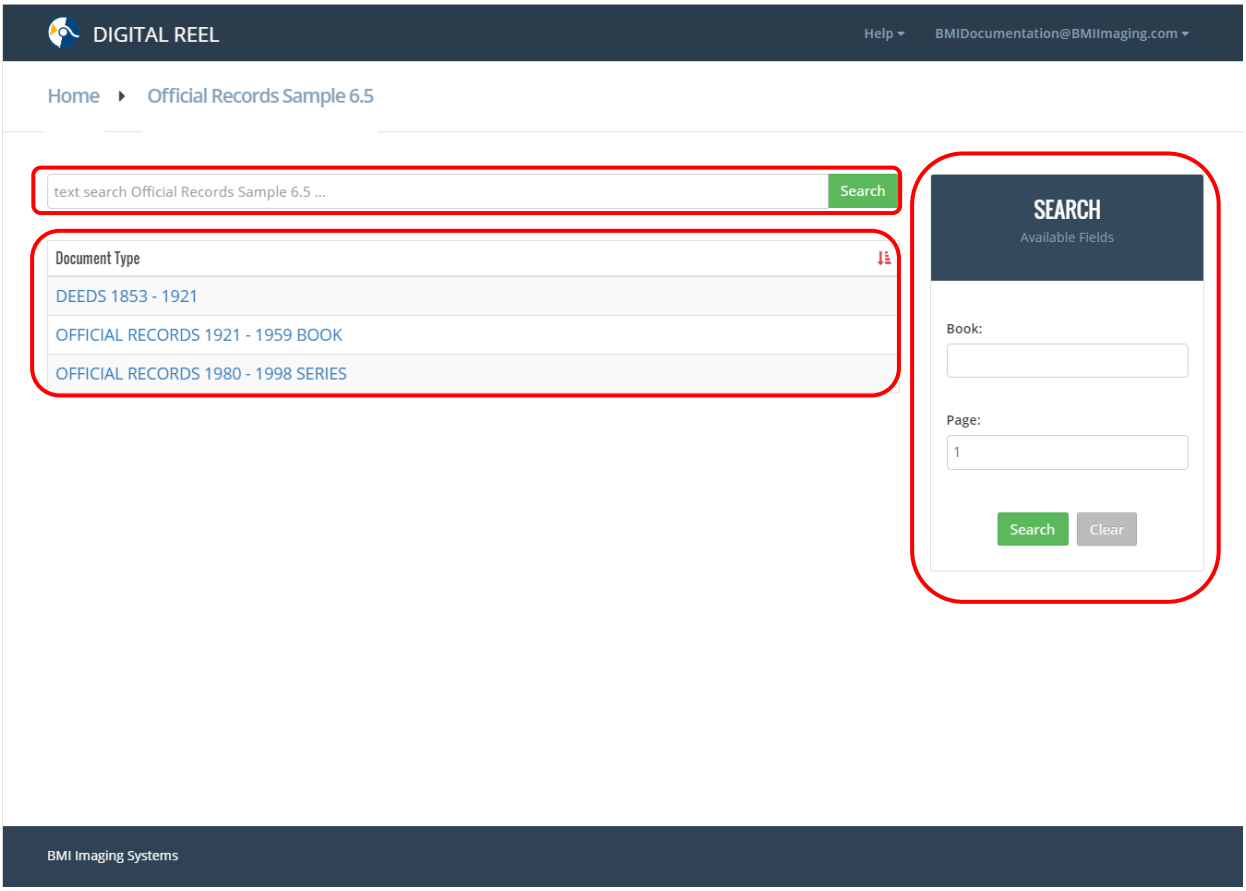


Document Type Selection

The Document Type selection page displays the document types that are available in the selected data set. After selecting a data set, the user can switch to a different data set by clicking on the Home link at the top of the page or by clicking on the Digital ReeL™ Logo at the top of the Data Set Selection screen.

All index navigation pages in Digital ReeL™ present the user wil three navigation options:

1. Text Search – The text search control at the top of the page allows the user to search for specific words or phrases in both the film index data and, if the data set has been configured for full text searching, within the data on the microfilm images.
2. Quick Search – The quick search box located on the right side of the index navigation page is an optional seach aid which allows the user quickly access known index points within a data set. This feature may not be enabled for all datasets.
3. Navigation Links – The navigation links located in the center of the page allow the user to drill down through the index data for the data set to select the desired microfilm image.

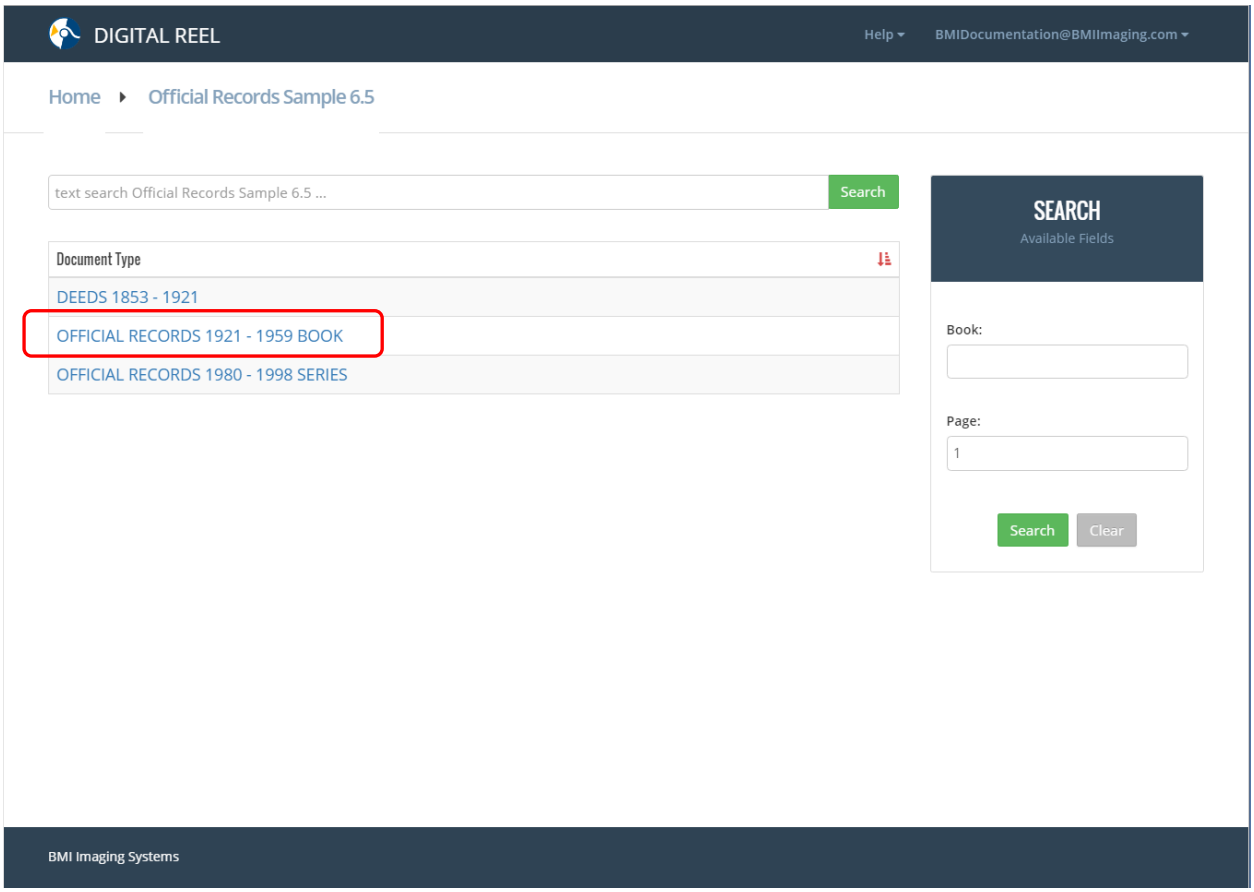


Selecting a Roll or Fiche

There are two options to locate the desired microfilm roll or fiche: Navigate or Search.

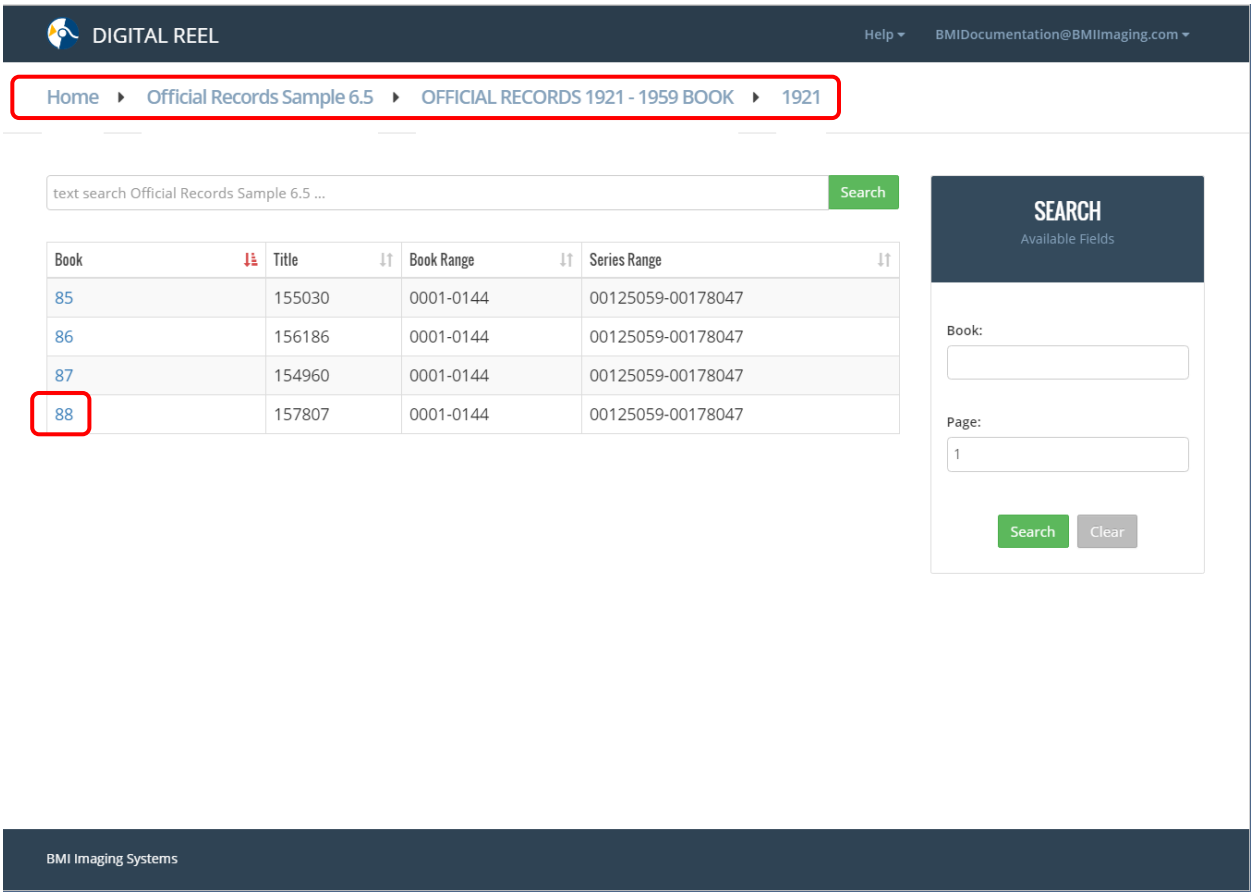
Navigate

1. Click on any of the document types to see a list of what is available for that specific type. Depending on the index structure of the data set, additional navigation pages will be displayed. In the example shown below, selecting the Document Type "Official Records 1921 – 1959 Book #" will open a page displaying the another index level.



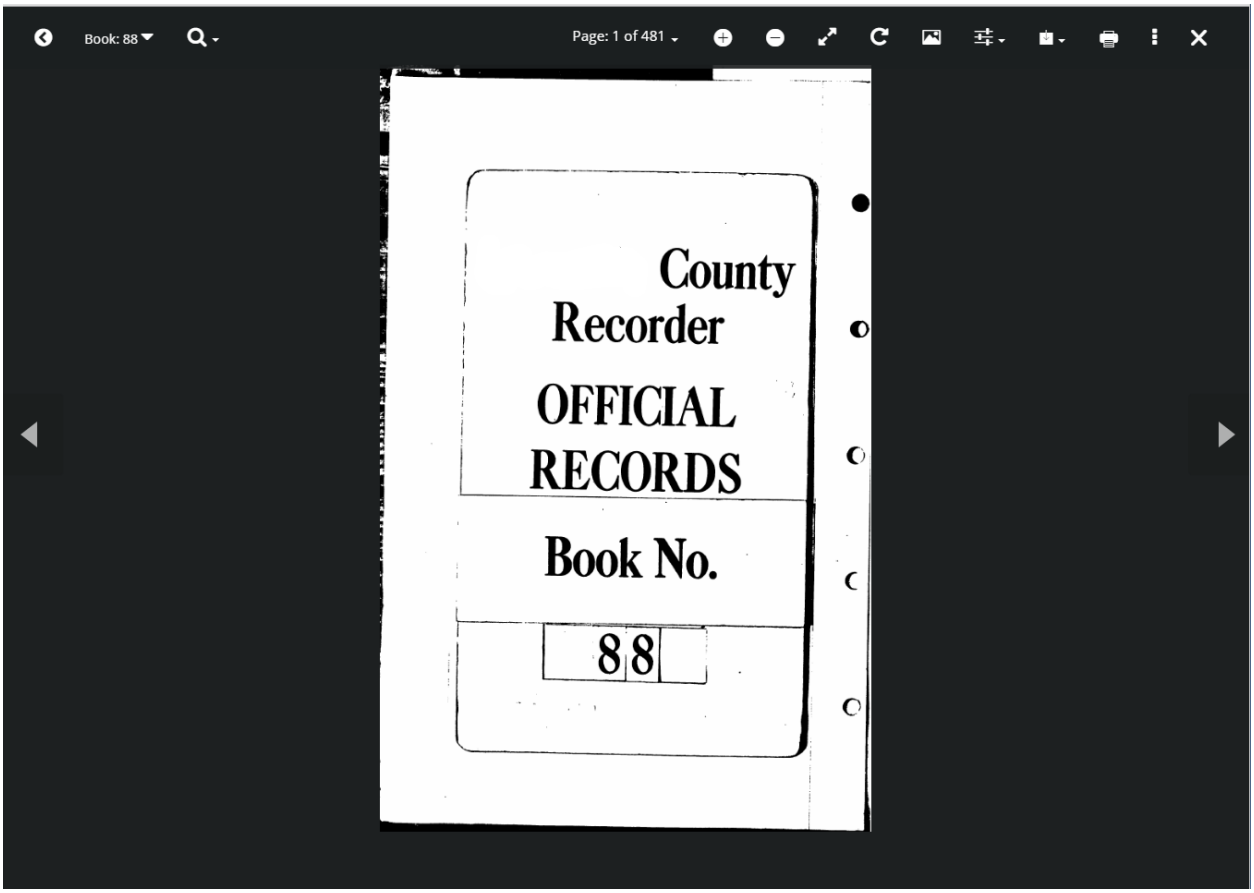
Alternatively, if you know the book number you are searching for, enter the book number in the Quick Seach Book field.

Depending on the structure of your dataset, there may be additional selection pages before you reach the page listing the lowest level index values.



Prior to opening images, the user can return to previous items or to the Document Type Selection screen by clicking on the item in the navigation tree circled in red above.

Selecting "88" opens to the first framed image for book 88.



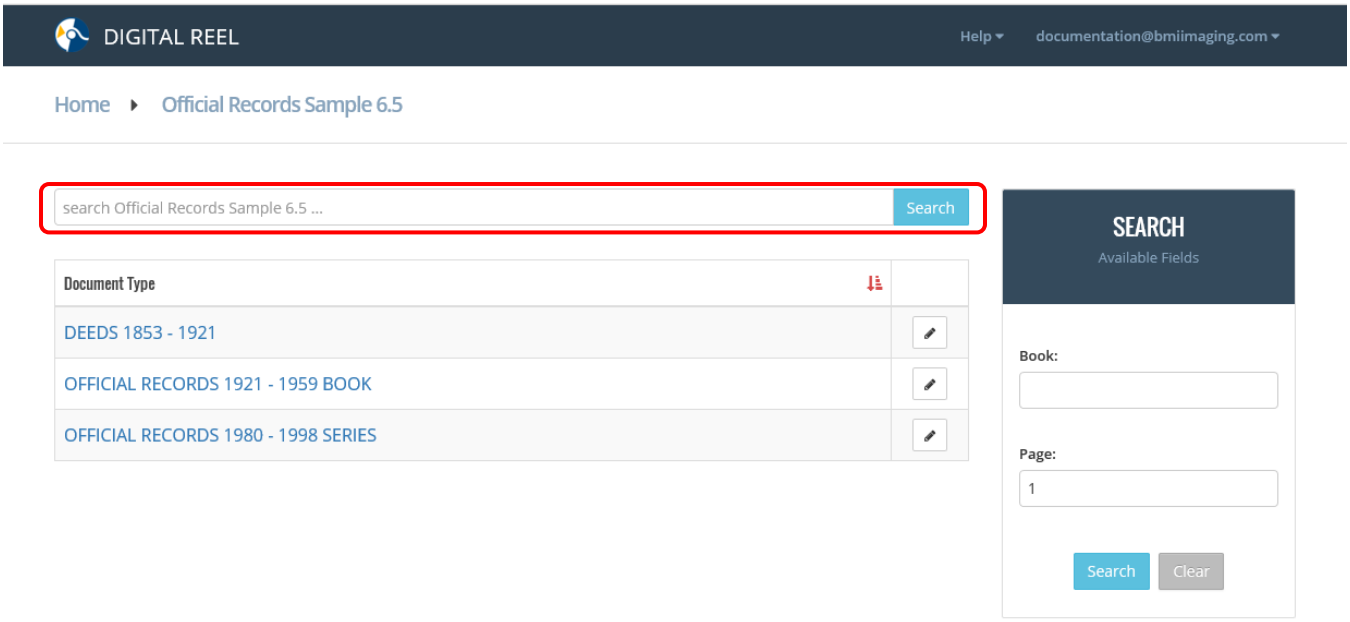
Click here to learn how to Navigate the Images.

Click here to learn how to Edit the Index Value.

Using the Digital ReeL Search Function

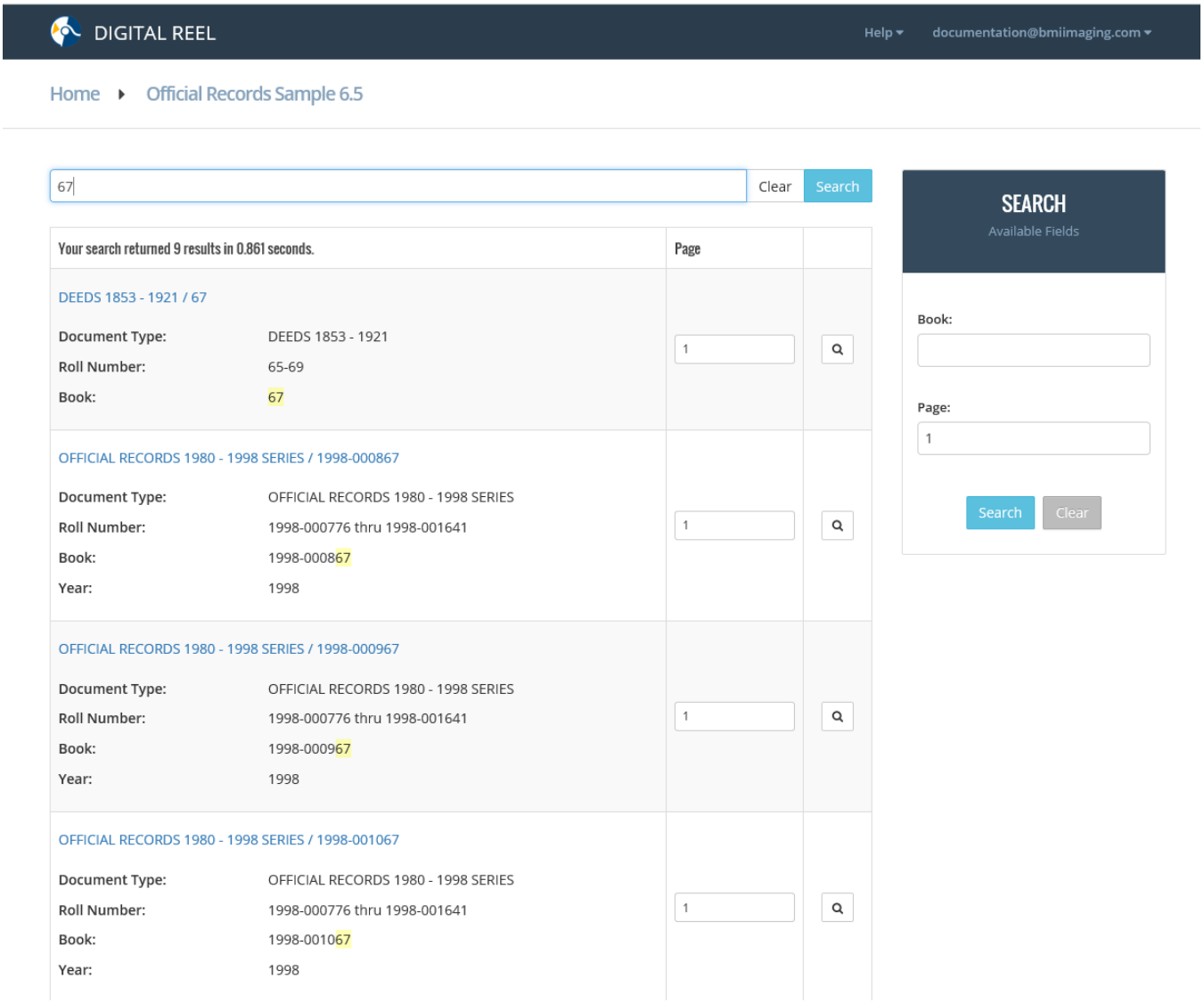
Digital ReeL incorporates a powerful search engine that allows a user to quickly search a microfilm archive for a specific index value such as roll number or date. If your Digital ReeL archive includes full text search* the user can search for specific information on pages within the microfilm images.

To use the search function, simply type the search word or phrase in the Search box located in the top of all the navigation pages.



As you enter characters into the Search box the Search Results screen will start to populate with items that match the search values entered. If your data set is not enabled for Text Search* the Search function will search the index values for your data set and display any matches. The Search Results screen displays the search values and some of the text surrounding the matching values to provide additional context. The search results will be ordered based by relevance to your search word or phrase. If, for example, you enter "67" in the Search box, items with both "6" and "7" in order will be displayed at the top of the list. Items having only the word "6" or "7" will appear further down in the results.

*Text Search is an optional service and may not be available for all document types or data sets.

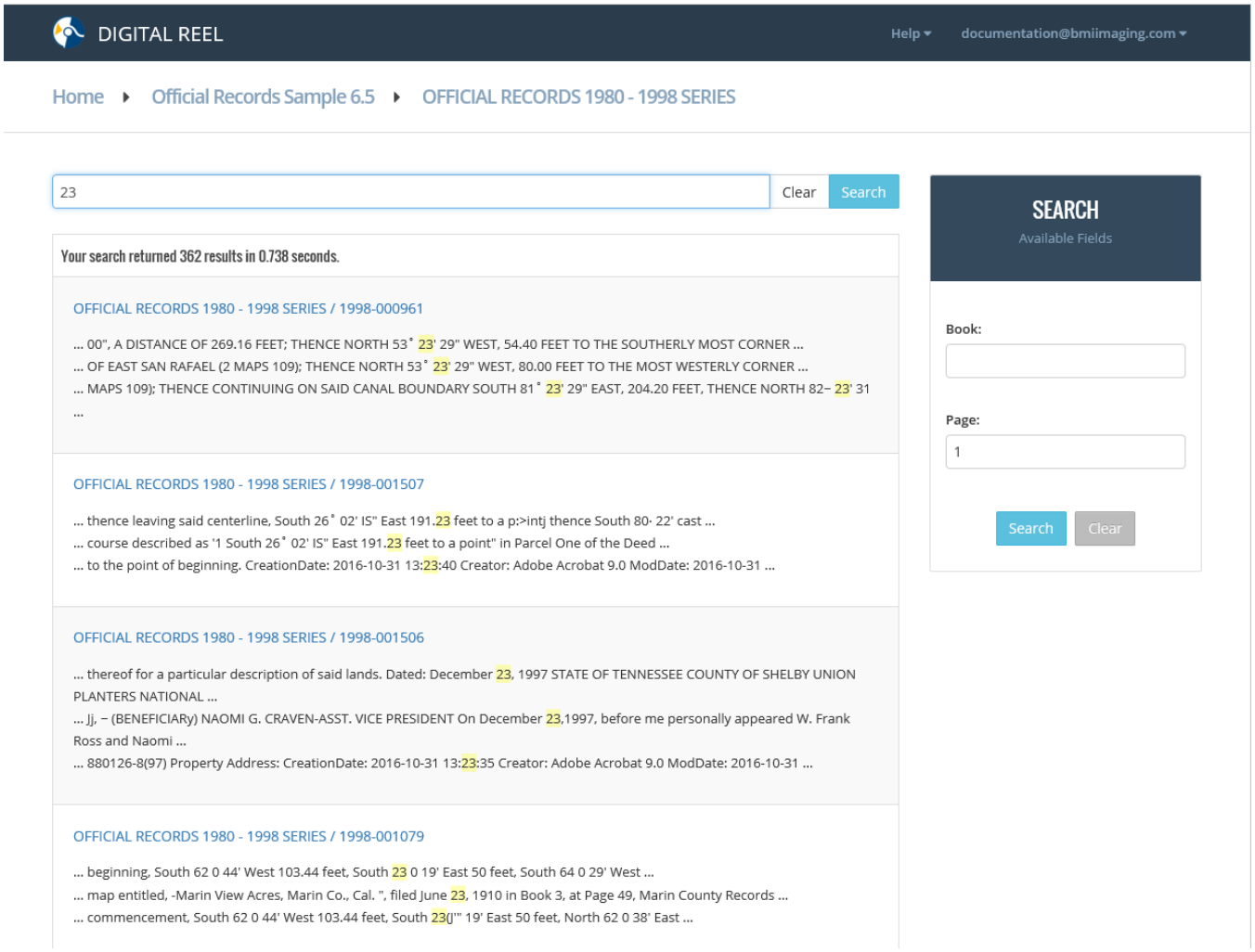


Example: Enter "6" into the "search" box to see results appear and divided into tabs identifying the source of the result. In the example shown above, the number 6 is found in index data for data set. As you continue to enter values into the Search box the results set will be narrowed. Entering a "7" will reduce the results set to items that contain "67". Clicking on any of the search results links will open the roll referenced by these index values.

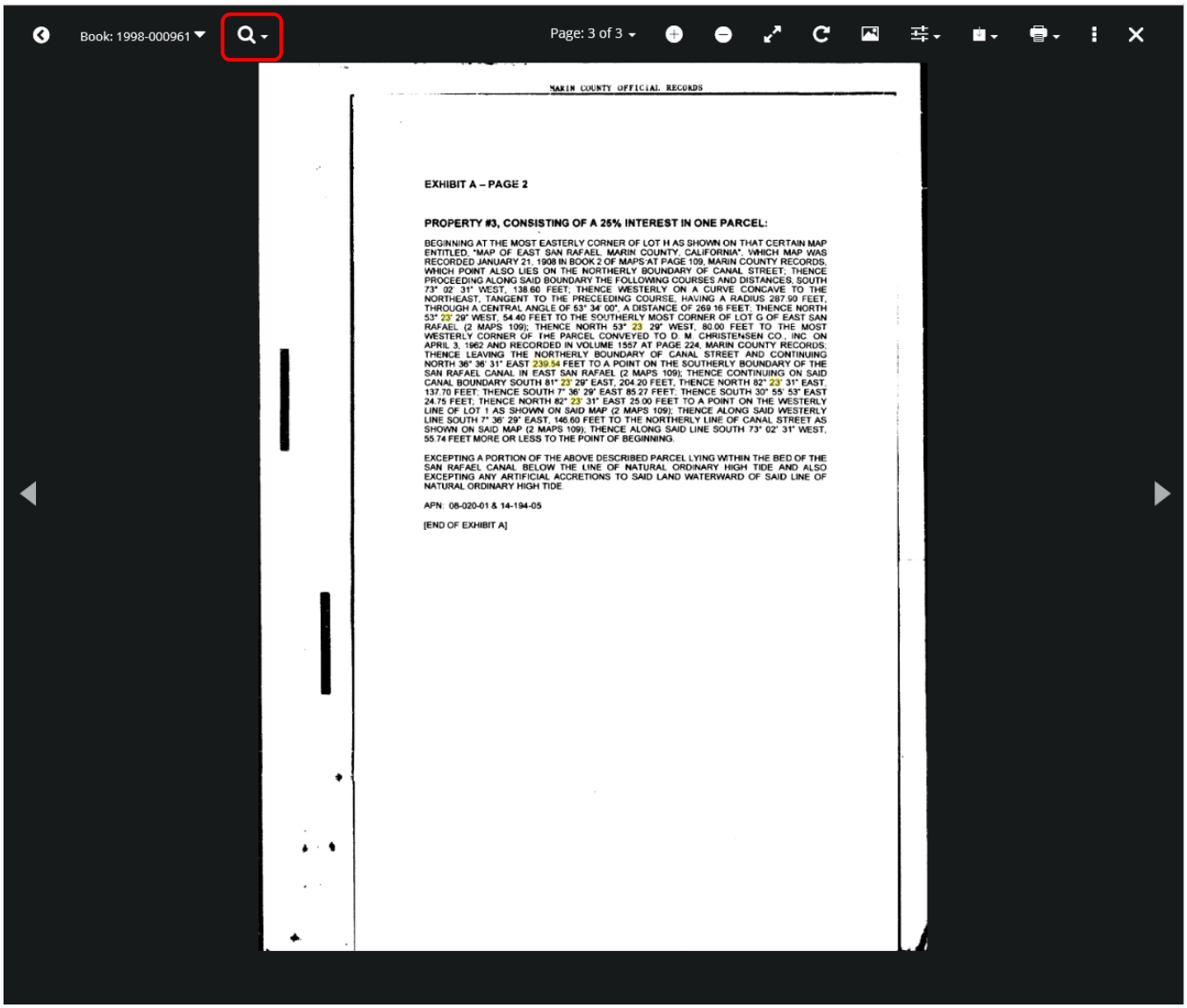
Full Text Search

The full text search function is an optional feature which requires additional image processing. If your data set has been processed to enable full text search, you will be able to use the Digital ReeL search engine to search for specific words or phrases on the microfilm images in your Digital ReeL archive. Unlike the index search function, the full text search function returns specific pages in the microfilm

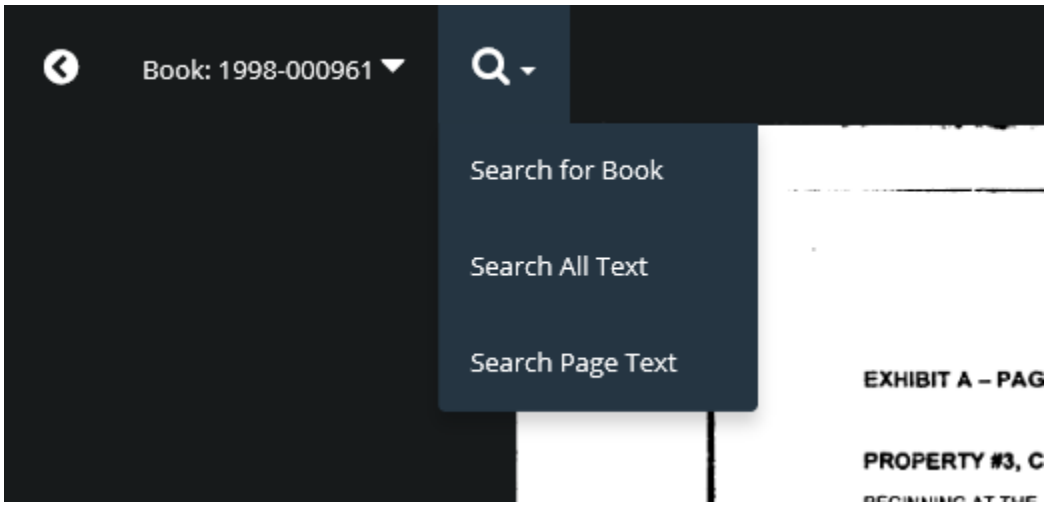
archive which contain the search words or words. When a page is opened from the search results screen the search words are highlighted in yellow. For example, searching for the value "23" produces the following search results. The search results show the search value which will be highlighted and text surrounding the searched value to provide additional context. The search results will be organized by relevance, any pages containing "23" will appear before pages containing "2" or "3".



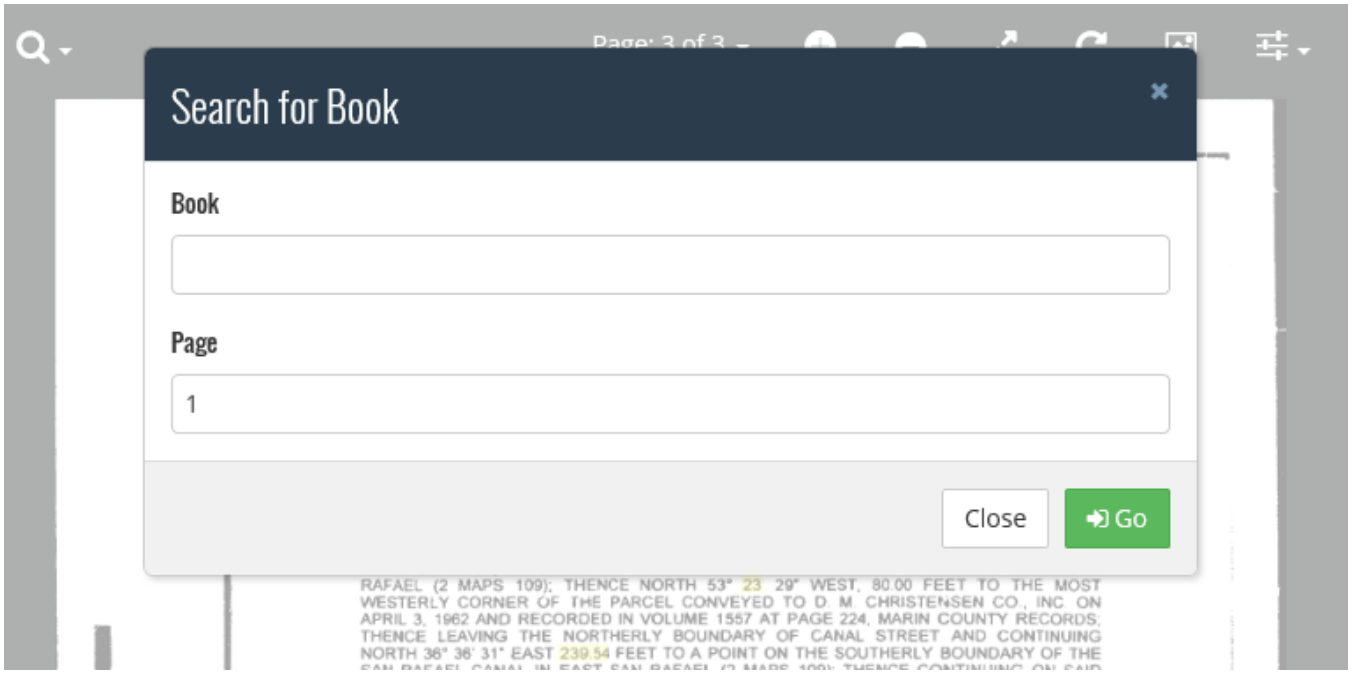
Clicking on any of the search results will open the page containing the searched value. When the page opens, the searched value will be highlighted.



After opening a page from the Text Search results, further searches can be performed by clicking on the Search icon. This will open a menu with three search options.



Selecting **Search for Book** will open the Search for Book dialog. This allows you to enter a specific book and page number.



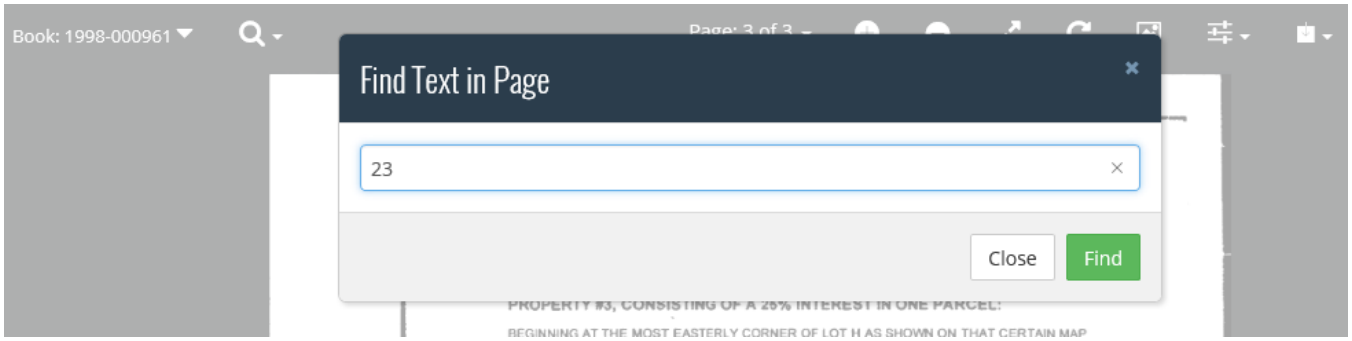
Selecting **Search All Text** opens that Text Search dialog. This dialog allows you to search for a word or phrase.



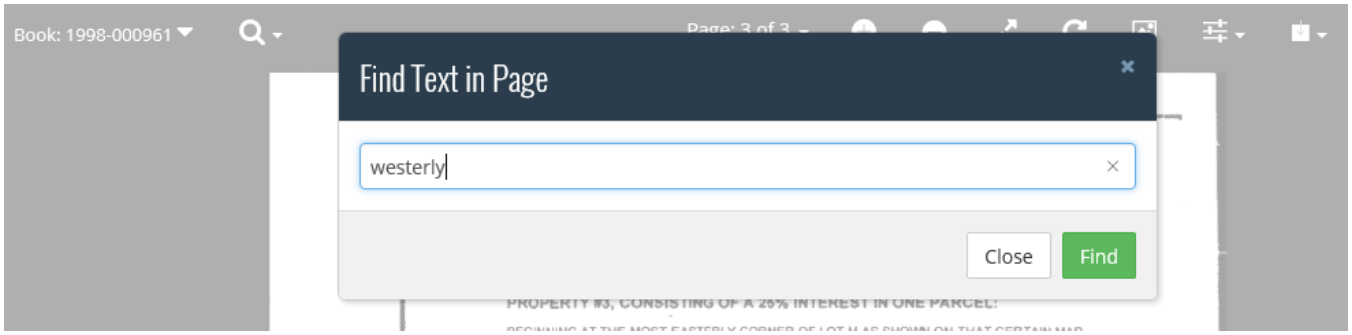
Clicking the Options icon allows you select the scope of the text search. You can limit the seach to the current roll or you can search the entire data set. The default search scope is the entire data set.

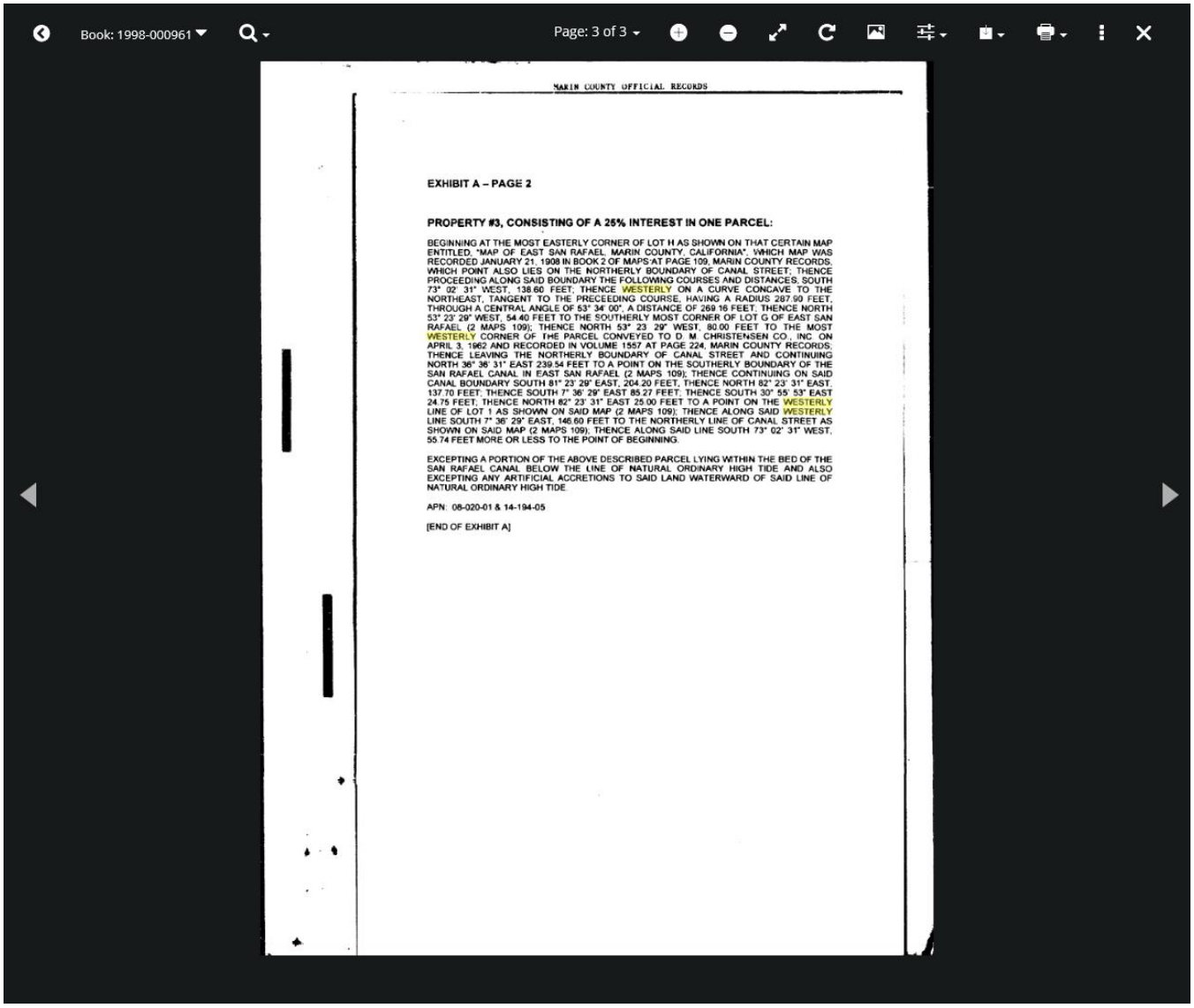


Selecting the **Search Page Text** opens the Find Text in Page dialog that allows you to search for a word or phrase in the current page. By the default the **Search Page Text** dialog will be populated with the value entered in the original search dialog.



Entering a new search value in this dialog will initate a search in the current page for the new word or phrase.





To the right of the search result items there maybe a quick Search box, depending on the configuration of your dataset. The Quick Seach box allows the user to search specific index fields. Depending on the document type, the user is able to search by book, page, or roll number.

Narrowing the Search Results

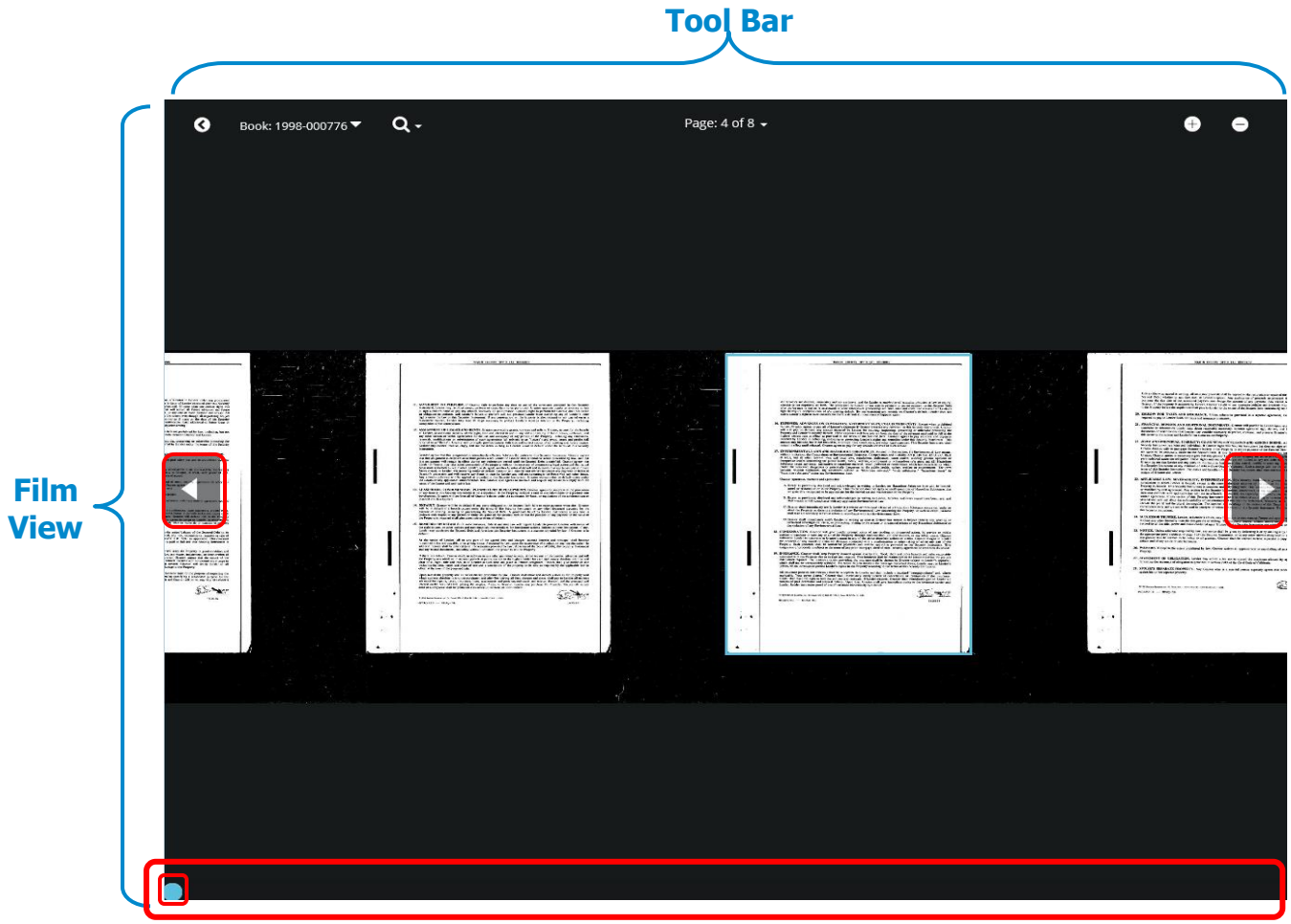
The Search function can be restricted to a single document type by selecting a document type from the Document Type screen before entering the search values.

Viewing Roll Film in Digital ReeL

Digital ReeL supports two roll film layouts: Comic Mode or Cine Mode. A layout is chosen to show the majority of the images as right reading. The Comic Mode layout allows the user to view the film in a horizontal layout similar to a comic strip in the newspaper. The Cine Mode layout allows the user to view the film in a vertical layout similar to film for a movie. When the images load, the Control Panel and Main Display will adjust to optimize the viewing of the images based on the film layout. A film layout is chosen during the conversion process to show the majority of the images in a right reading orientation.

Main Display Window

When a microfilm roll or micro fiche is opened in Digital ReeL the display window is reformatted to optimize the film viewing area. In the film view mode the Tool Bar is located at the top of the page and is populated with the tools needed to when in the Film View.



Tool Bar – Film View



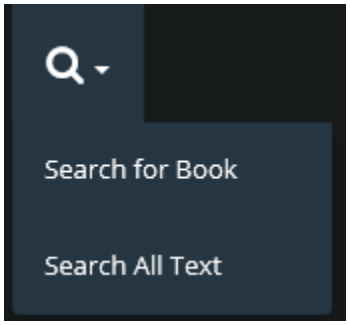
Back: returns the user to the Document Type Selection screen for the current Data Set.

Index Information: displays the index information for the item selected. Clicking on index information opens a bread crumb showing the navigation path to the current item.

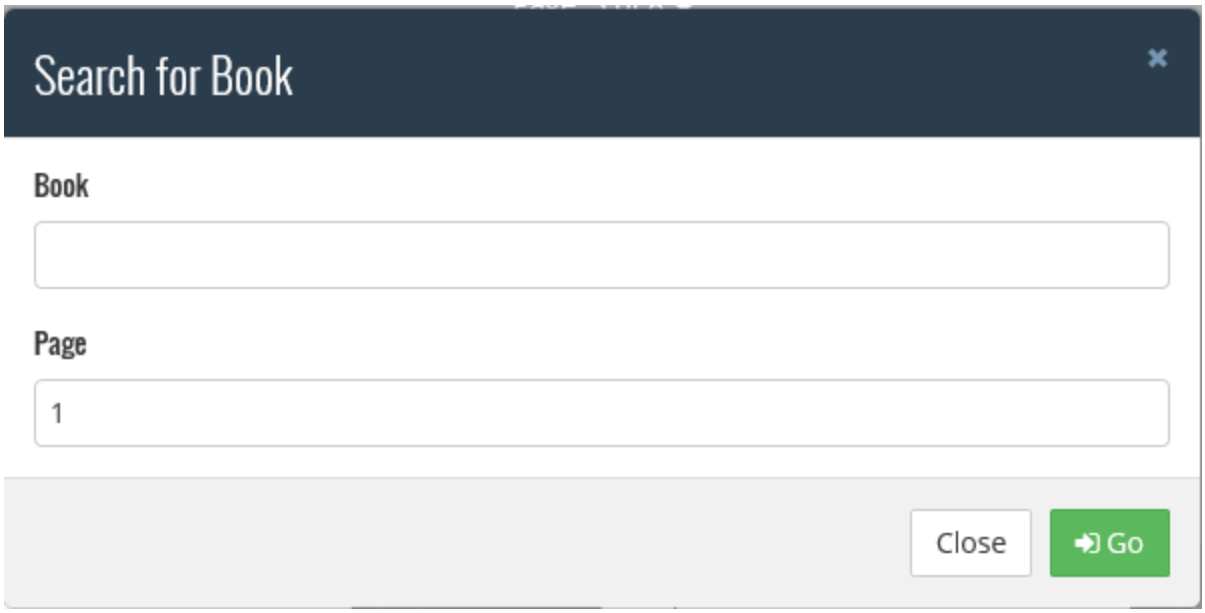


Clicking on any of the levels in the bread crumb will return you to that level.

Search: opens the search dialog.

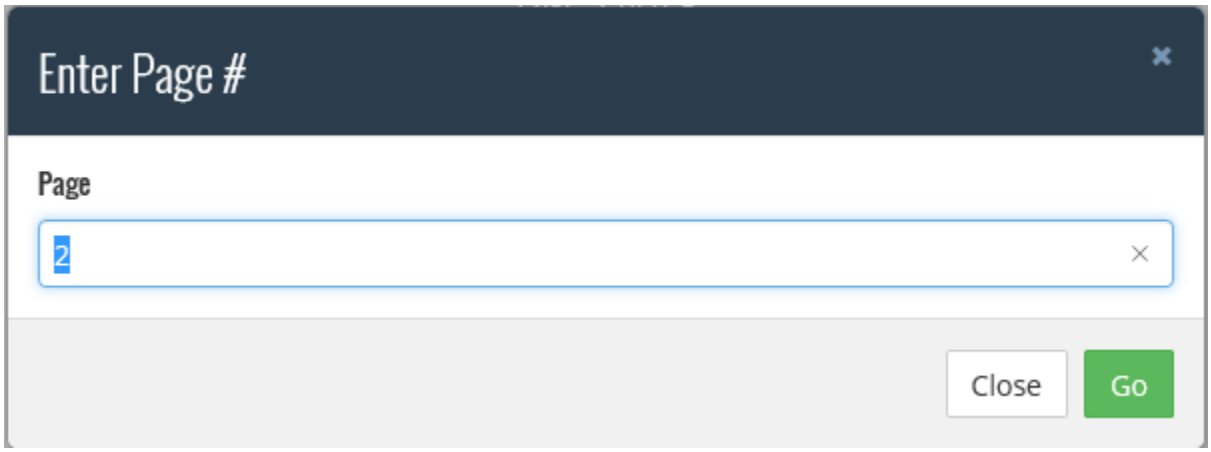


Selecting "Search for Book" will open the index search dialog that allows you to search for a different index item of the same document type.



Selecting "Search All Text" (*this option will only be available if your dataset is enabled for Text Search)* opens the Text Seach dialog. See Using the Digital ReeL Search Function for complete information on searching within Digital ReeL.

Page Information: displays the page number of the page closest to the cursor. Clicking on the Page Information opens the page navigation dialog that allows you to go to any page within the current roll.



Zoom In: clicking the  icon will enlarge the thumbnail view. Alternatively, you can also use the plus key to enlarge the image in the display.

Zoom Out: clicking the  icon will reduce the thumbnail view. Alternatively, you can also use the minus key to reduce the size of the images in the display.

Auto Play: clicking the  icon will start the auto play function that will continuously scroll through the images until you hit the button ("stop") a second time. *Note: this function must be enabled by your system administrator.*

Scrolling through Film View Images

Slider Dot: At the bottom of the page, there is a **light blue dot** that can be moved left or right to scroll quickly through the frames using the Cursor or the keyboard Arrows. See example below.

Cursor: With the cursor, click and hold the left mouse button on the blue Slider bar. Then drag the cursor right or left to the desired point. Another option is to click anywhere on the Slider bar to move instantly to that relative position.

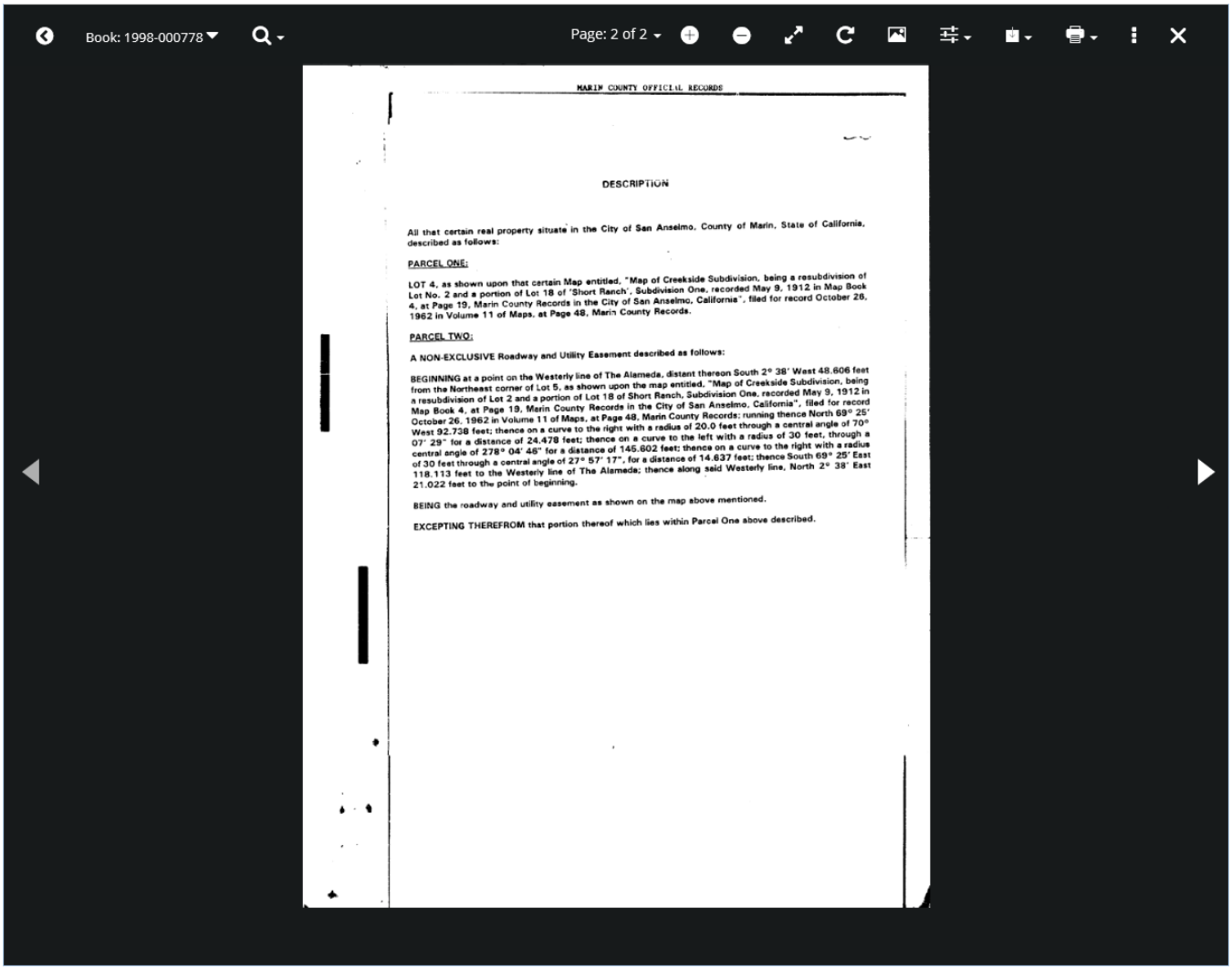
Arrows: The arrow icons located on the each side of the display window  advance the the film strip one window width in either direction. The distance advanced will depend on the zoom level of the film strips.

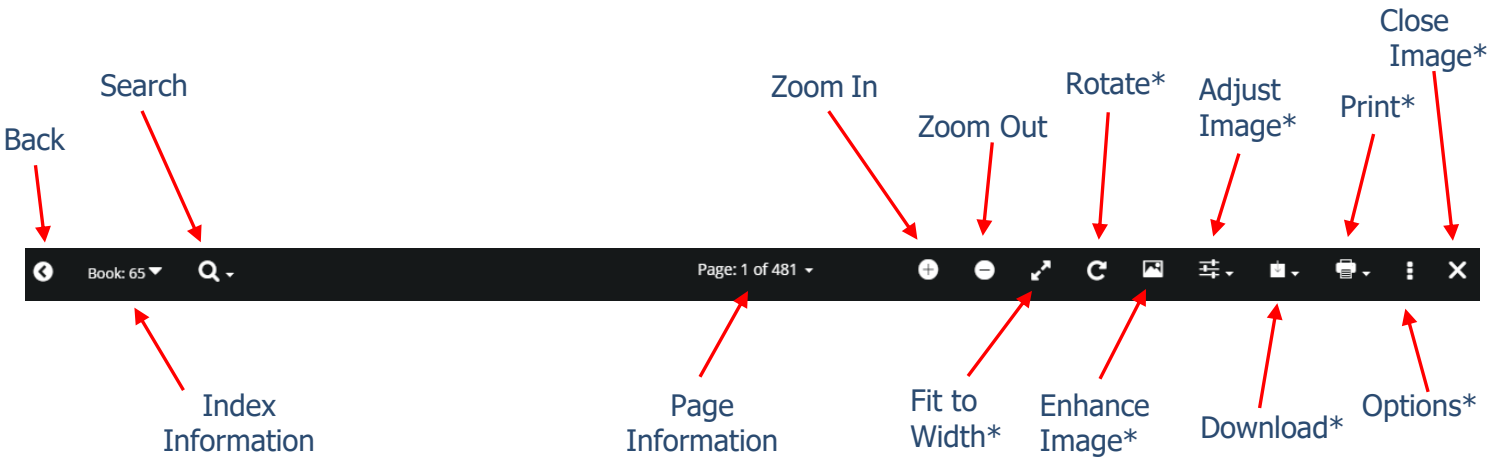
Many of the functions availabel on the tool bar have keyboard short cuts. Click here to see all Keyboard Shortcuts.

Tool Bar – Selected Page View

Note: the tools available on the Control Panel can be customized by the System Administrator, your Control Panel may not have all the tools shown below. Please contact your System Administrator for further information.

Tool Bar



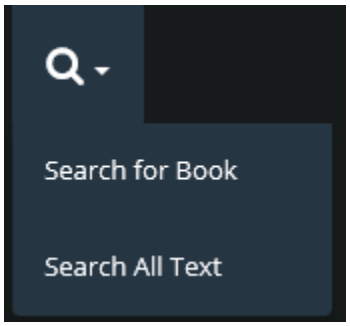


Back: returns the user to the Document Type Selection screen for the current Data Set.

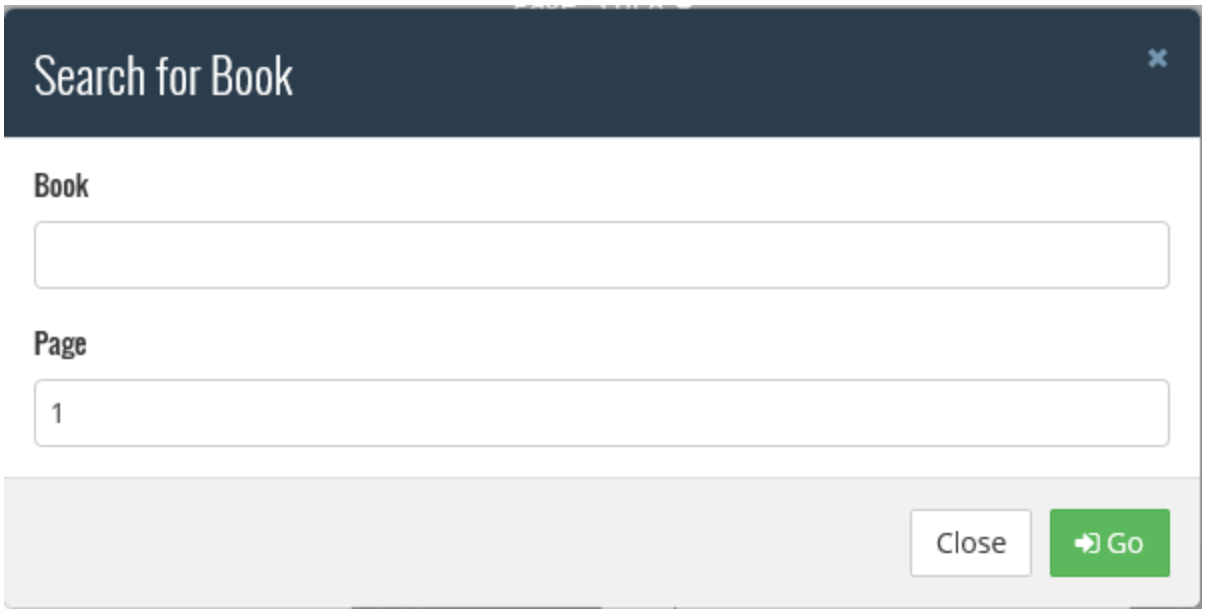
Index Information: displays the index information for the item selected. Clicking on index information opens a bread crumb showing the navigation path to the current item.



Search: opens a search dialog to search within the current roll or fiche.



Selecting "Search for Book" will open the index search dialog that allows you to search for a different index item of the same document type.



Selecting "Search All Text" (*this option will only be available if your dataset is enabled for Text Search)* opens the Text Seach dialog. See Using the Digital ReeL Search Function for complete information on searching within Digital ReeL.

Page Information: displays the page number and the number of pages in the current selection. The user can enter the desired page number in this field to be taken to that page.

Zoom In: clicking the icon will enlarge the thumbnail view. Alternatively, you can also use the plus key to enlarge the image in the display.

Zoom Out: clicking the icon will reduce the thumbnail view. Alternatively, you can also use the minus key to reduce the size of the images in the display

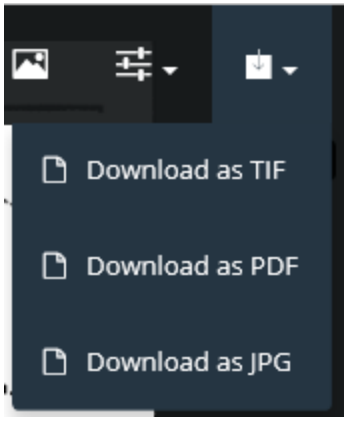
Fit to Width*: enlarges current image to fit the width of the screen.

Rotate*: rotates the current image 90° clockwise with each click.

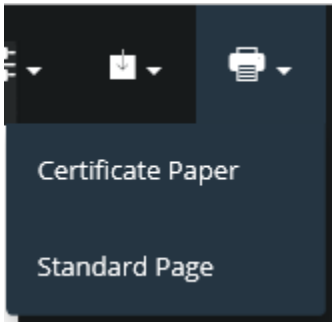
Enhance: opens a high resolution grayscale version of the image displayed. Use the Brightness and Contrast options under the Adjust icon to improve the legibility.

Adjust Image*: offers options to Deskew, adjust the Polarity, Mirror, Auto Crop, and Despeckle. After the Enhance button has been clicked, options for Brightnedd and Contrast will appear.

Download*: opens the Download dialog which allows you to select the image format for the image (s) to be downloaded.



Print*: opens the Print dialog which allows you to select the mode in which the currently selected image(s) will be rendered for printing.



Options*: The Draw Redaction tool is used to draw highlights and add notes to selected pages. These operations all require special permissions which can only be added by the Digital ReeL system administrator. Note: The Draw Redaction icon will only be visible when the user has permissions for one or more of the functions.

Close Image*: exits Selected Page mode and reverts back to film view.

**These functions are only enabled in the Selected Page mode.*

Many of the functions availabel on the tool bar have keyboard short cuts. Click here to see all Keyboard Shortcuts.

Zoom In (enlarge the Thumbnails)

- Click the Zoom + button on the toolbar , or
- Click the + button on the number keypad on the keyboard, or
- Scroll up using the mouse wheel

Zoom Out (reduce the Film View)

- Click the Zoom - button on the toolbar  , or
- Click the - button on the number keypad on the keyboard, or
- Scroll down using the mouse wheel

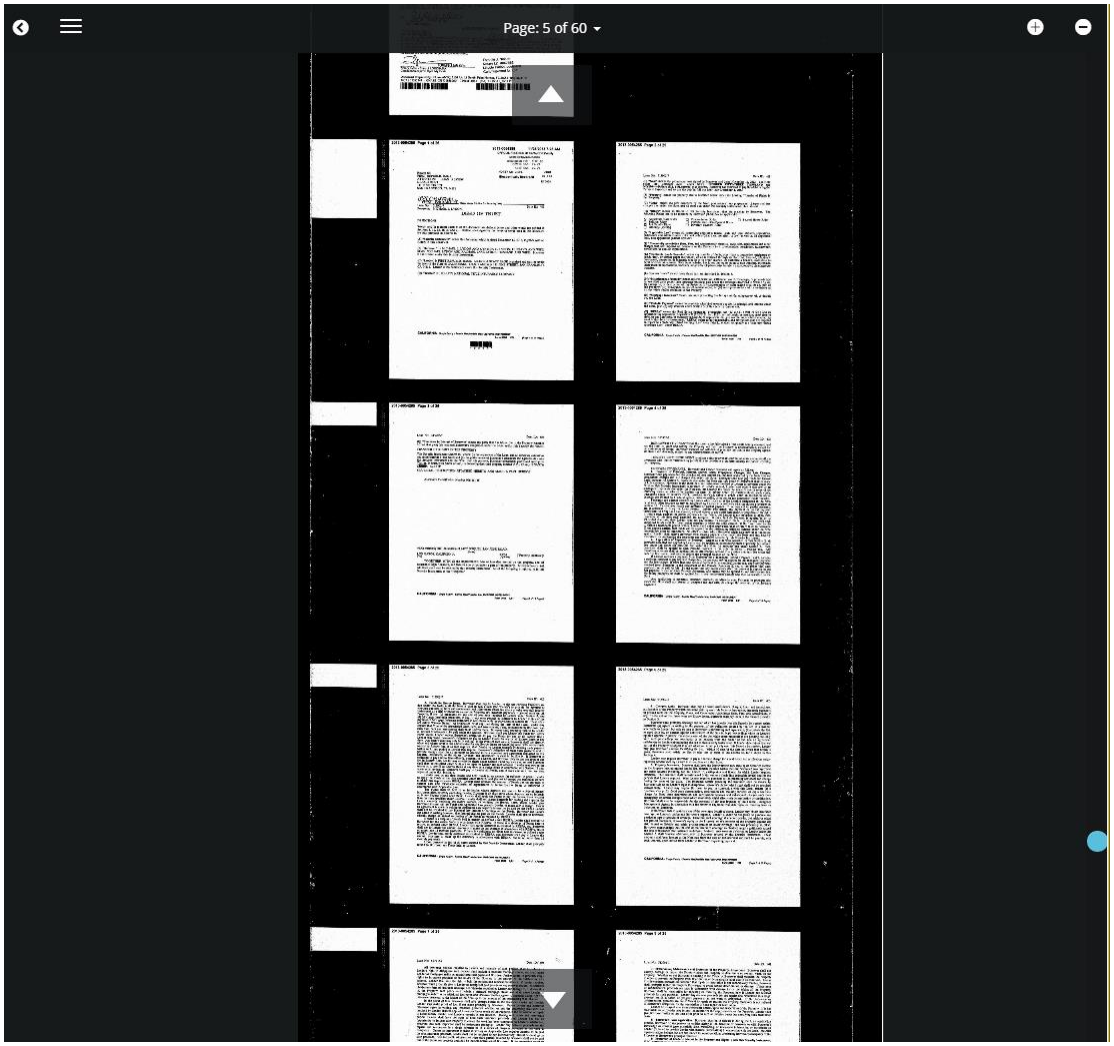
Auto Play

- In the top right corner, there is a "play" button that will continuously scroll through the images until you hit the button ("stop") a second time.

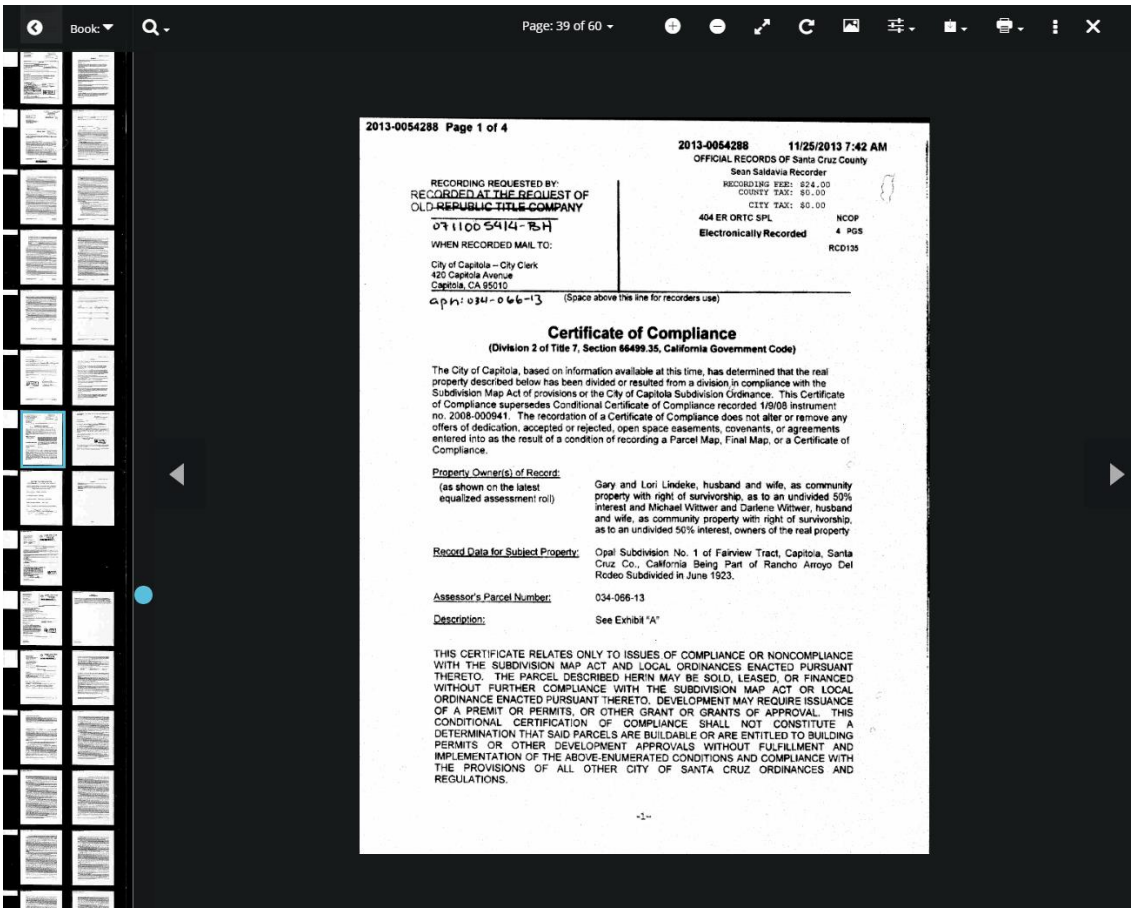
Cine Mode – Roll Film

The film contains images that scroll vertically (top to bottom or bottom to top) as in the example below.

Film View



Selected Page View



Cine Mode -> Main Display

The Main Display offers two modes for viewing images: Selected Page View and a Film View (Thumbnail Display)

Cine Mode -> Selected Page

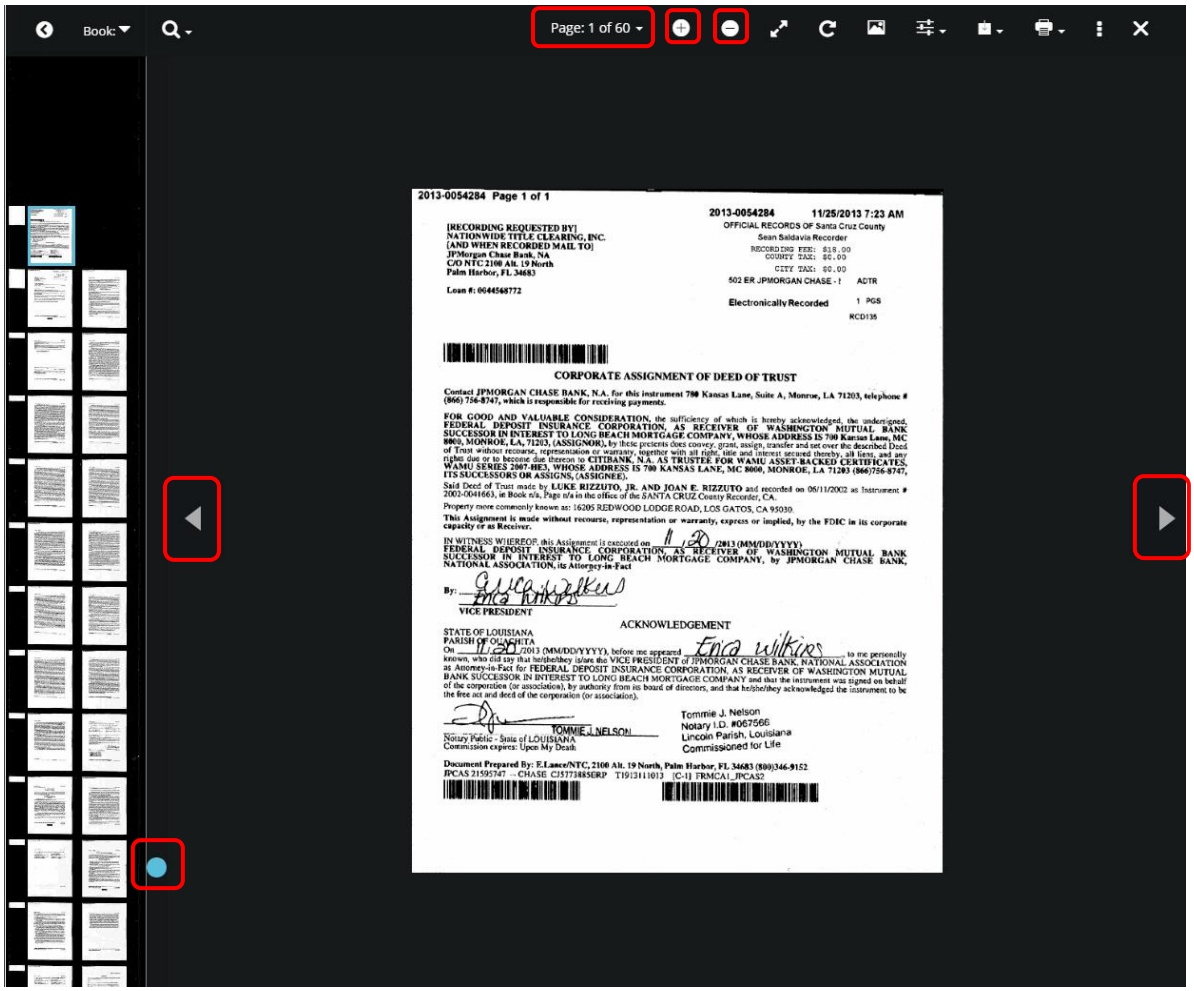
When a selection is made, the initial view shows the framed image in Selected Page mode to the right of the Thumbnail Display. The first framed image will appear if a page number was not entered during the selection process.

The Selected Page mode and the Thumbnail Display Mode are simultaneously operational in Cine Mode; however, the Selected Page mode is required to perform the Download, Print, Adjust, Enhance, Fit to Width, Draw Redaction and Rotate options shown on the toolbar.

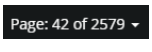
Cine Mode -> Selected Page -> Navigation Bar Options

A Navigation Bar will appear above the Selected Page providing functionality to Zoom In (enlarge the image), Zoom Out (reduce the image), and/or Navigate to a different image using the Page Info button. There are some keyboard/mouse shortcuts that perform the same functions and have been detailed along with the toolbar descriptions

Click here to see all Keyboard Shortcuts.



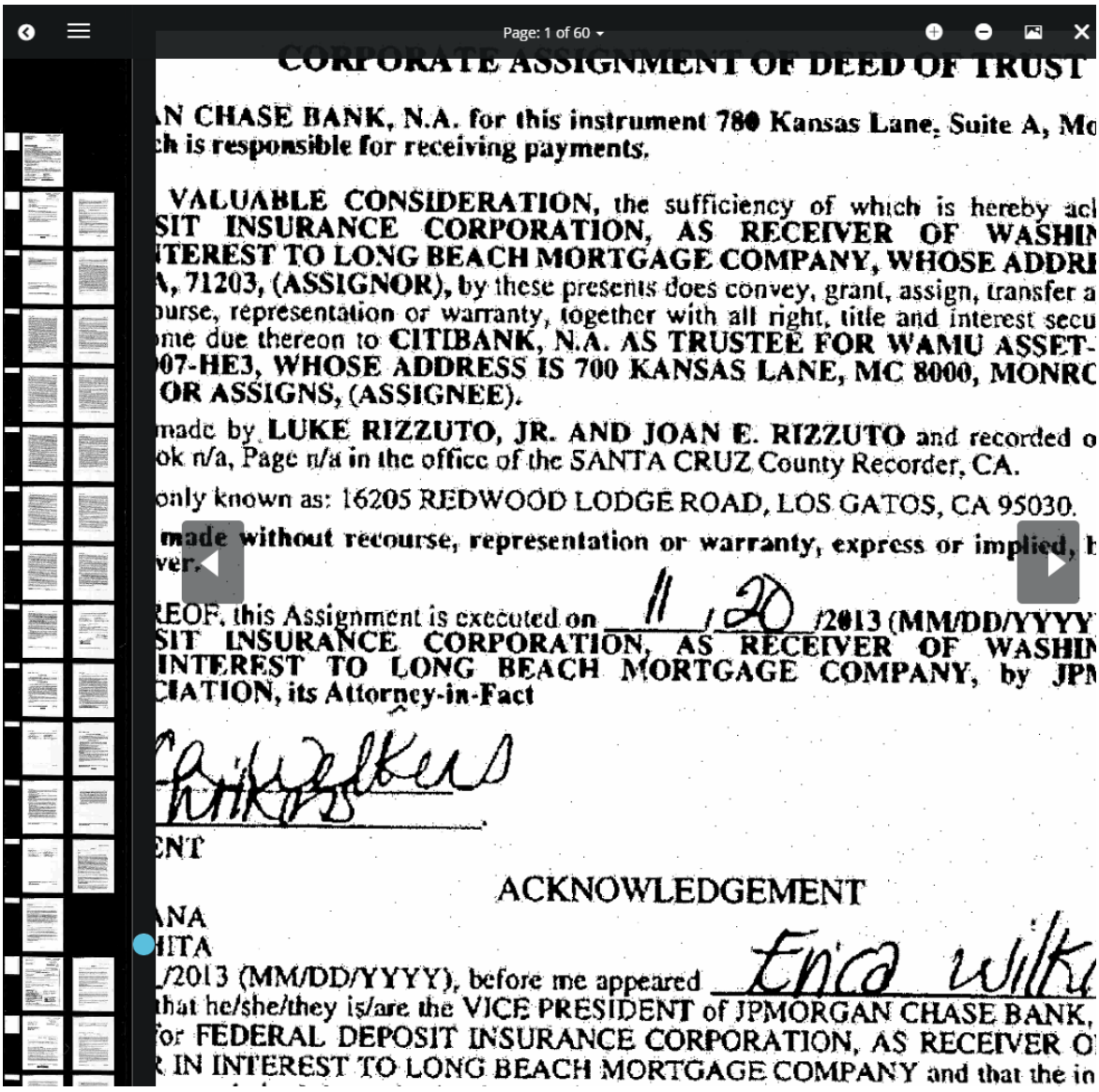
Page Info



- This tells you what page you are currently on out of the total number of pages in the roll. If you want to go directly to a specific page, you can enter in the page number and it will take you there.

Zoom In (enlarge the image)

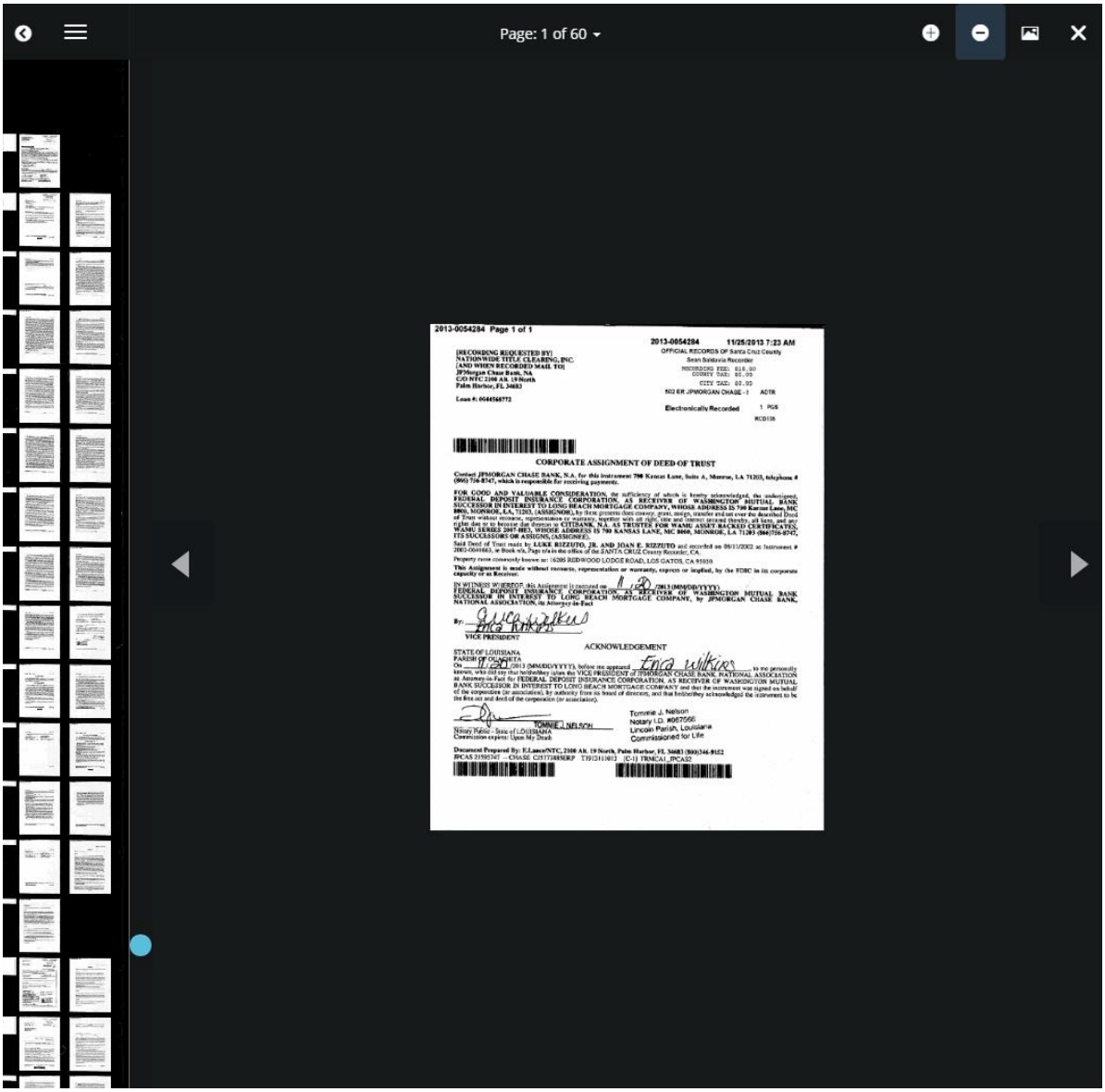
- Click the Zoom + button on the toolbar , or
- Click the + button on the number keypad on the keyboard, or
- Scroll up using the mouse wheel



When the image is enlarged, it can be repositioned in the display window by left clicking anywhere in the window and dragging the image to the desired position.

Zoom Out (reduce the image)

- Click the Zoom - button on the toolbar , or
- Click the - button on the number keypad on the keyboard, or
- Scroll down using the mouse wheel



Scroll

- **Slider Dot:** At the bottom of the page, there is a **light blue dot** that can be moved left or right to scroll quickly through the frames using the Cursor or the keyboard Arrows. See example below.
    - **Cursor**

      With the cursor, click and hold the left mouse button on the blue Slider bar. Then drag the cursor right or left to the desired point. Another option is to click anywhere on the Slider bar to move instantly to that relative position.
    - **Arrows**

      Click and hold the left arrow on the keyboard to scroll quickly backwards.

Click and hold the right arrow on the keyboard to scroll quickly forwards.

When the arrow or Slider bar is released, click on an image in the Thumbnail Display or press the space bar on the keyboard to display an image in the main display.

Fit to Width

Click the Fit to Width button to automatically resize the selected Page to the current display window. Clicking once will adjust the image width to fit the current display window. Clicking a second time will resize the image to fit the image height to the current display window.

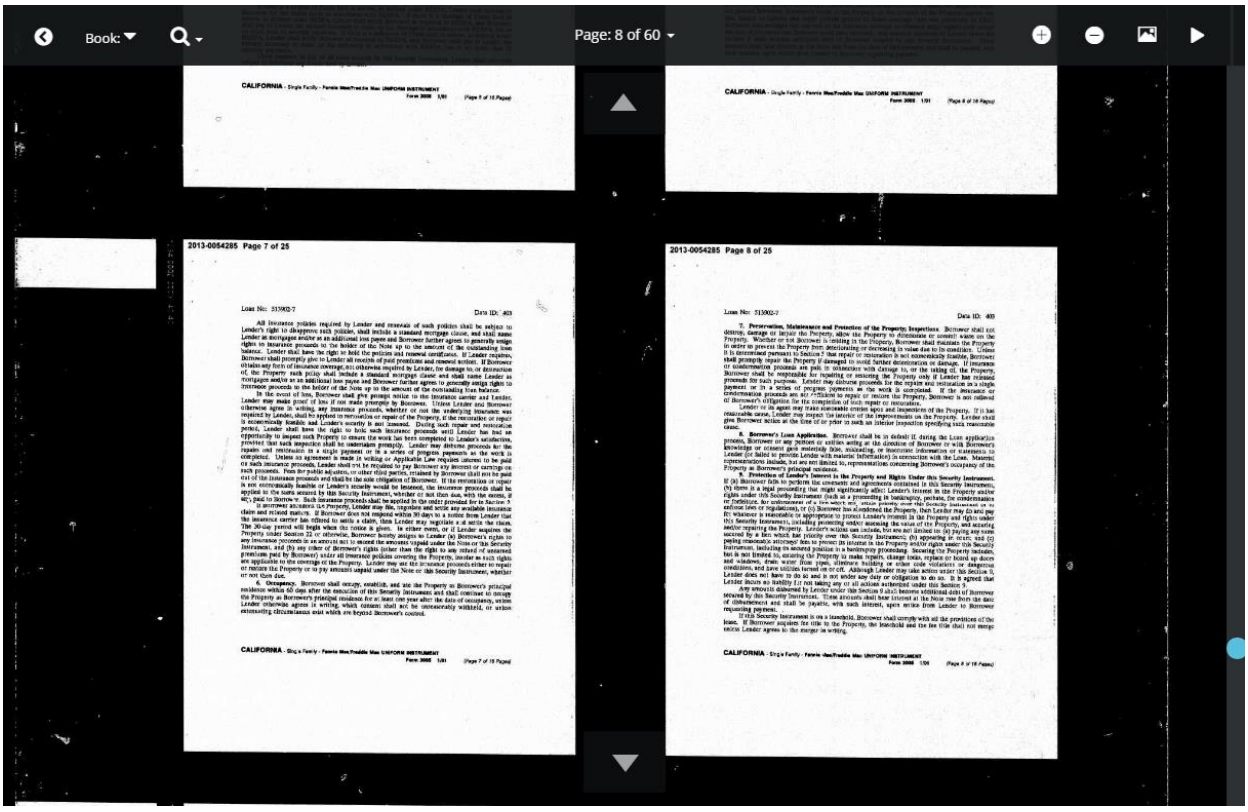
Cine Mode -> Film View

The Film View mode shows an exact digital replica of the original microfilm and is best used to scroll through the images quickly. Cine mode film (images that scroll vertically) will have a Film View display appear vertically at the left side of the window.

To switch to Film View mode from Selected Page mode:

- Press the space bar on the keyboard, or
- Click  located in the upper right corner of the Main Display

The Film View display adjusts to the width of the Main Display. The Control Panel Toolbar options for Download, Print, Adjust, Enhance, Fit to Width, Draw Redaction and Rotate will not be visible since they cannot be used in the Thumbnail Display mode as shown in the below example.



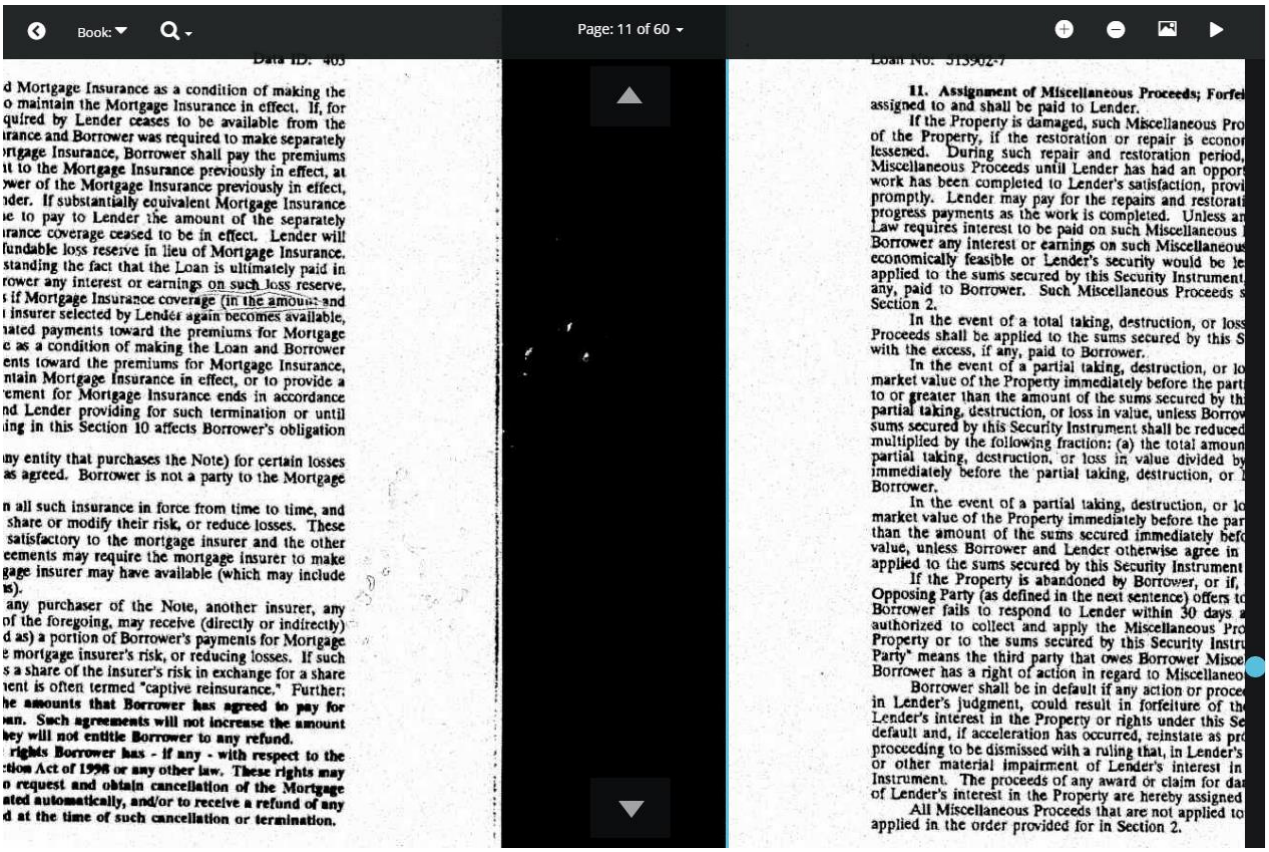
Cine Mode -> Film View -> Navigation Bar Options

A Navigation Bar will appear in the top center of the Main Display providing functionality to Zoom In (enlarge the Thumbnails), Zoom Out (reduce the Thumbnails), and/or Navigate to a different image

using the Page Info button, Auto play or the Slider Dot at the bottom of the page. There are some keyboard/mouse shortcuts that perform the same functions and have been detailed along with the toolbar descriptions. Click here to see all Keyboard Shortcuts.

Zoom In (enlarge the Thumbnails)

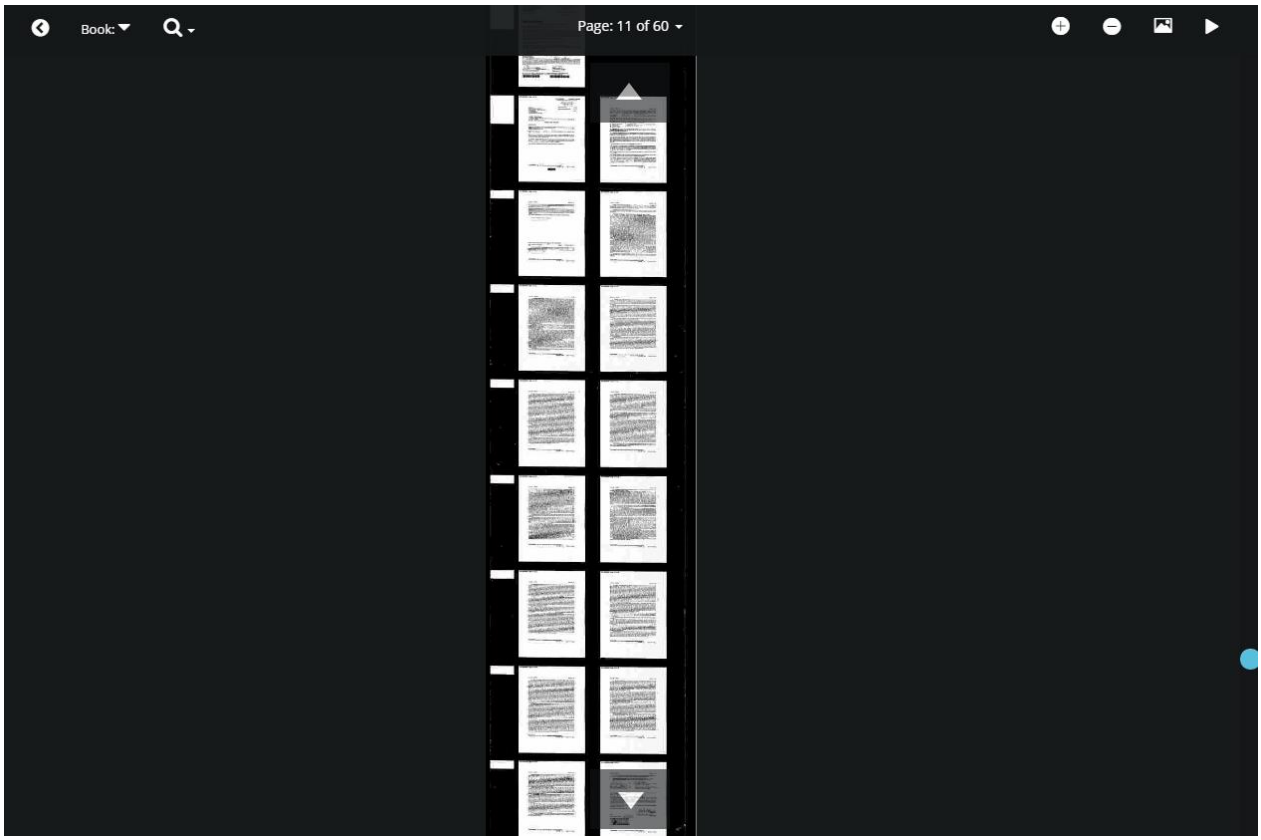
- Click the Zoom + button on the toolbar , or
- Click the + button on the number keypad on the keyboard, or
- Scroll up using the mouse wheel



When the image is enlarged, it can be repositioned in the display window by right clicking anywhere in the window and dragging the image to the desired position.

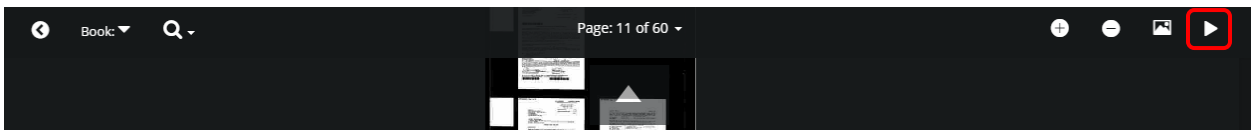
Zoom Out (reduce the Film View)

- Click the Zoom - button on the toolbar , or
- Click the - button on the number keypad on the keyboard, or
- Scroll down using the mouse wheel



Auto Play

- In the top right corner, there is a "play" button that will continuously scroll through the images until you hit the button ("stop") a second time. See below.



Scroll

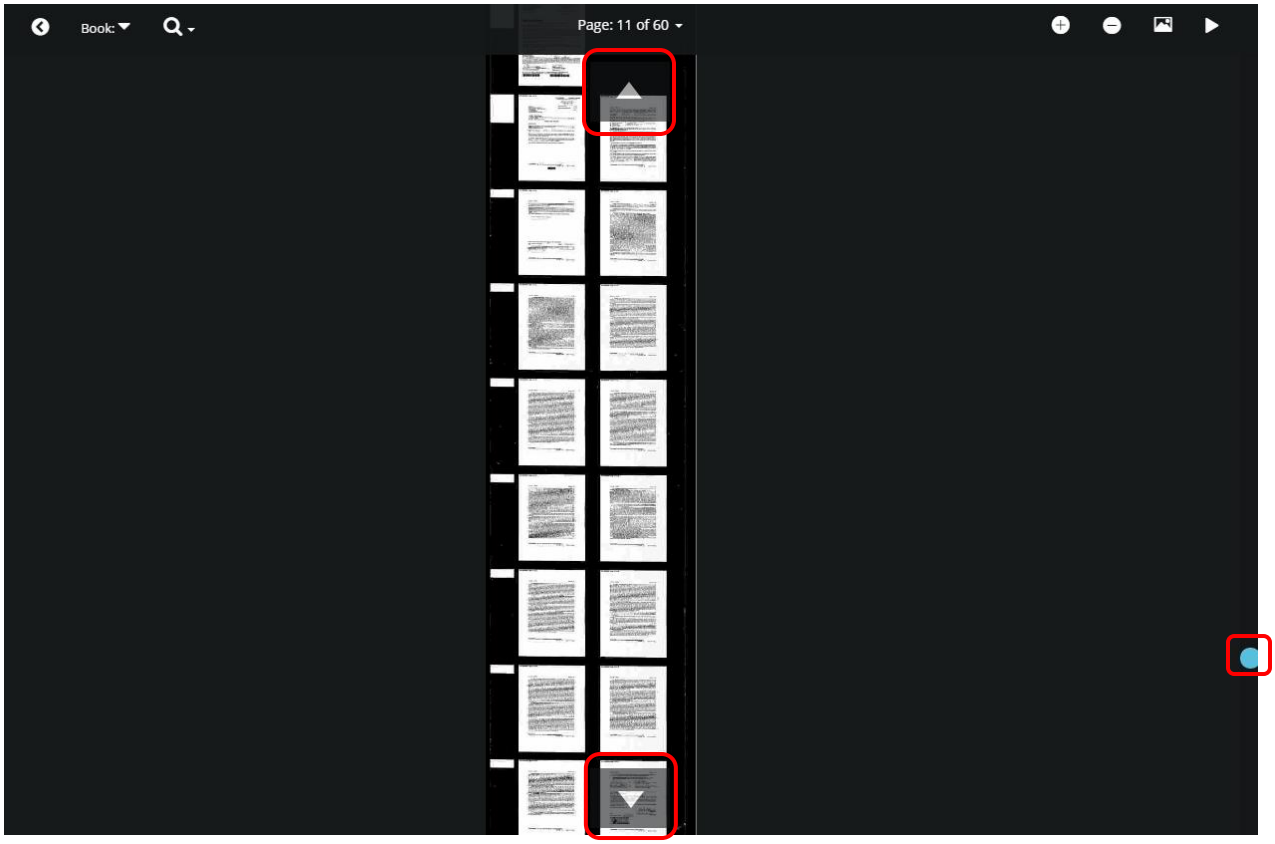
- **Slider Dot:** At the bottom of the page, there is a **light blue dot** that can be moved left or right to scroll quickly through the frames using the Cursor or the keyboard Arrows. See example below.
    - **Cursor**

      With the cursor, click and hold the left mouse button on the blue Slider bar. Then drag the cursor right or left to the desired point. Another option is to click anywhere on the Slider bar to move instantly to that relative position.
    - **Arrows**

      Click and hold the left arrow on the keyboard to scroll quickly backwards.

      Click and hold the right arrow on the keyboard to scroll quickly forwards.

      When the arrow or Slider bar is released, click on an image in the Thumbnail Display or press the space bar on the keyboard to display an image in the main display.

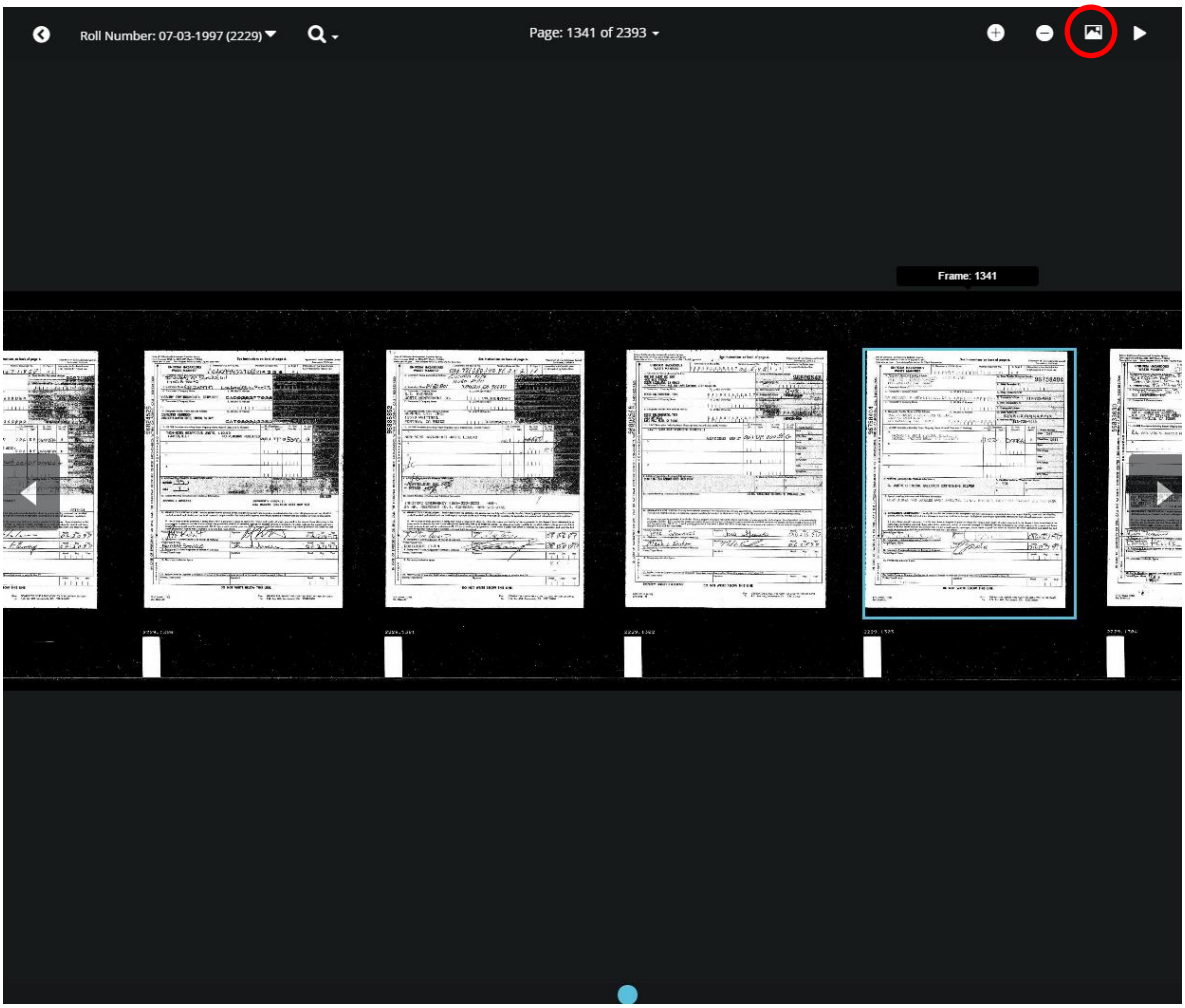


Scrolling Grayscale Images

For microfilm rolls containing poor quality images, BMI can provide higher resolution grayscale thumbnail images for better readability. This option results in larger file sizes and slower system response times, so this option is only used when specifically requested at the time the roll is scanned.

Enable Grayscale Scrolling

If you are viewing a roll that has been processed for grayscale scrolling you will see the Enhance icon on the tool bar. See example below.



Clicking on the Enhance icon will enable the grayscale scrollinmg mode. To adjust the Brightness and Contrast of an image, you must be in Selected Page mode. Once you are in Selected Page mode, click the Enhance icon again, then click the Adjust icon, and there you will see the options to adjust the Brightness and Contrast of the selected image. See below.

Keyboard Shortcuts in Film View Mode

+ key on the keypad = Zoom In

- key on the keypad = Zoom Out

← Press the Left arrow key to scroll the film image from left to right when viewing Comic mode film.

→ Press the Right arrow key to scroll the film image from right to left when viewing Comic mode film.

↑ Press the Up arrow key to scroll the film image from top to bottom when viewing Cine mode film.

↓ Press the Down arrow key to scroll the film image from bottom to top when viewing Cine mode film.

Press the Space bar to select the image closest to the center of the display window.

Mouse Wheel

When not in Auto Play mode
Scroll up = Zoom In.
Scroll down = Zoom Out.

When in Auto Play mode
Scroll up = increase Auto Play speed.
Scroll down = decrease Auto Play speed.

Keyboard Shortcuts In Selected Page Mode

Ctrl + P = Opens the Print dialog box

Ctrl + E = Enhance

Ctrl + S = Opens the Save dialog box

+ key on number keypad = Zoom In

- key on number keypad = Zoom Out

← Press the Left arrow key to move left 1 frame. Hold down to scroll left.

→ Press the Right arrow key to move right 1 frame. Hold down to scroll right.

↑ Press the Up arrow key to move up 1 frame. Hold down to scroll up.

↓ Press the Down arrow key to move down 1 frame. Hold down to scroll down.

Press the spacebar to switch between Selected Page mode and Thumbnail Mode.

Ctrl + ←, →, ↑ or ↓ pan the selected page.

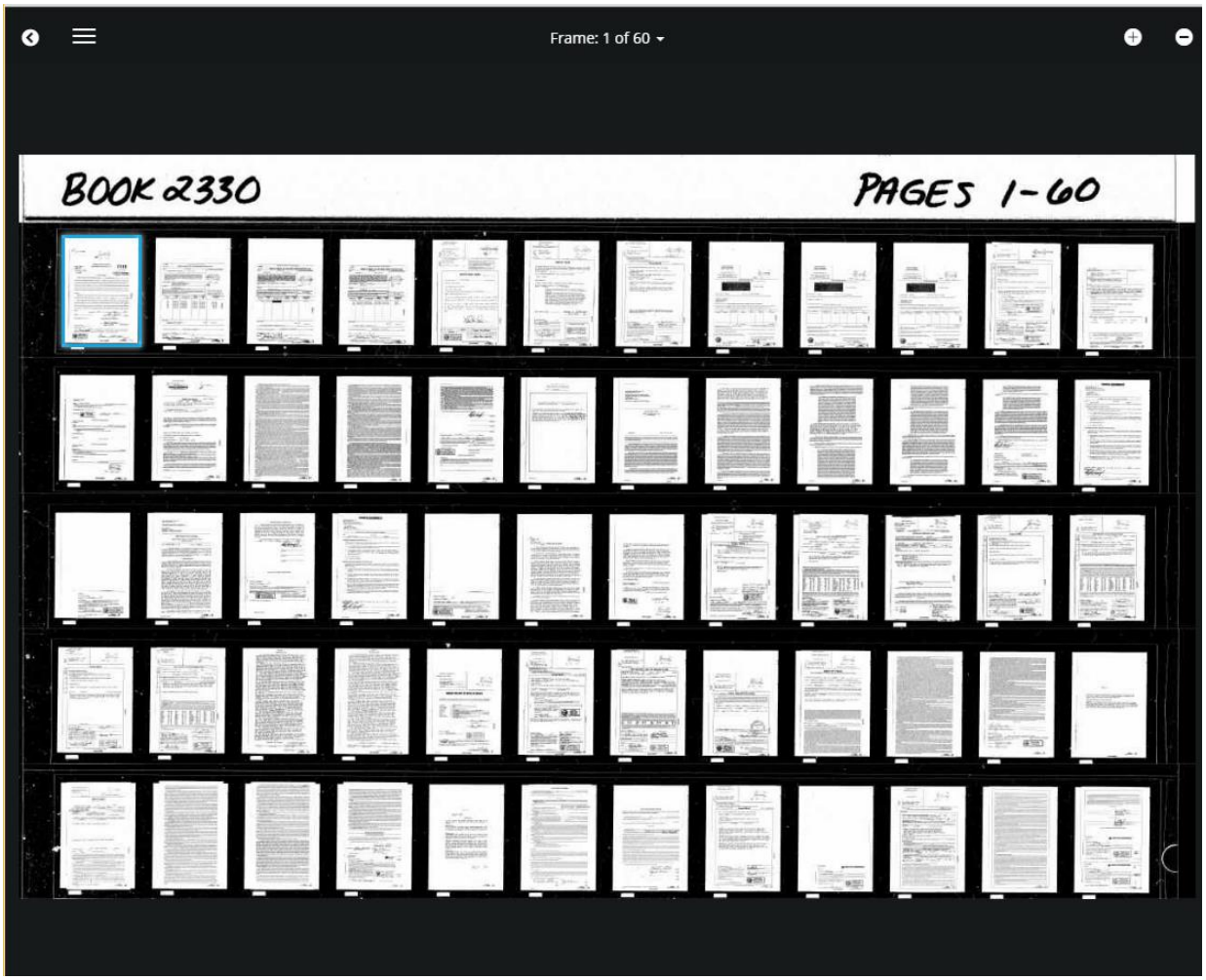
Mouse Wheel

When not in Auto Play mode and the cursor is on the Selected Page.
Scroll up = Zoom In.
Scroll down = Zoom Out.

When in Auto Play mode
Scroll up = increase Auto Play speed.
Scroll down = decrease Auto Play speed.

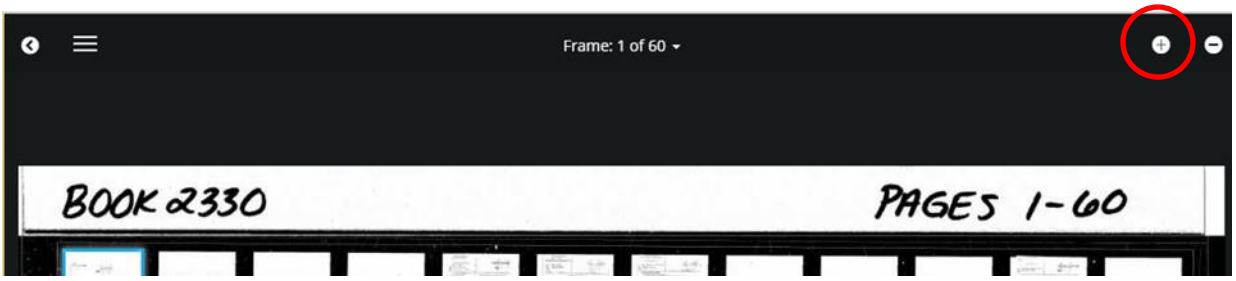
Viewing Fiche in Digital ReeL

A microfiche are viewed in exactly the same way that a microfilm roll is viewed in Digital ReeL. The principal difference between viewing microfilm in roll format and fiche format is that the film view displays the entire microfiche rather than a portion of the film roll.



Zoom In (enlarge the thumbnail image)

When displaying a microfiche in film view, you can zoom in or enlarge the thumbnail image by clicking the Plus sign (+) in the upper left corner of the film view display.



Zoom Out (reduce the thumbnail image)

To zoom out or reduce the size of the thumbnail microfiche in film view, click the minus (-) key.



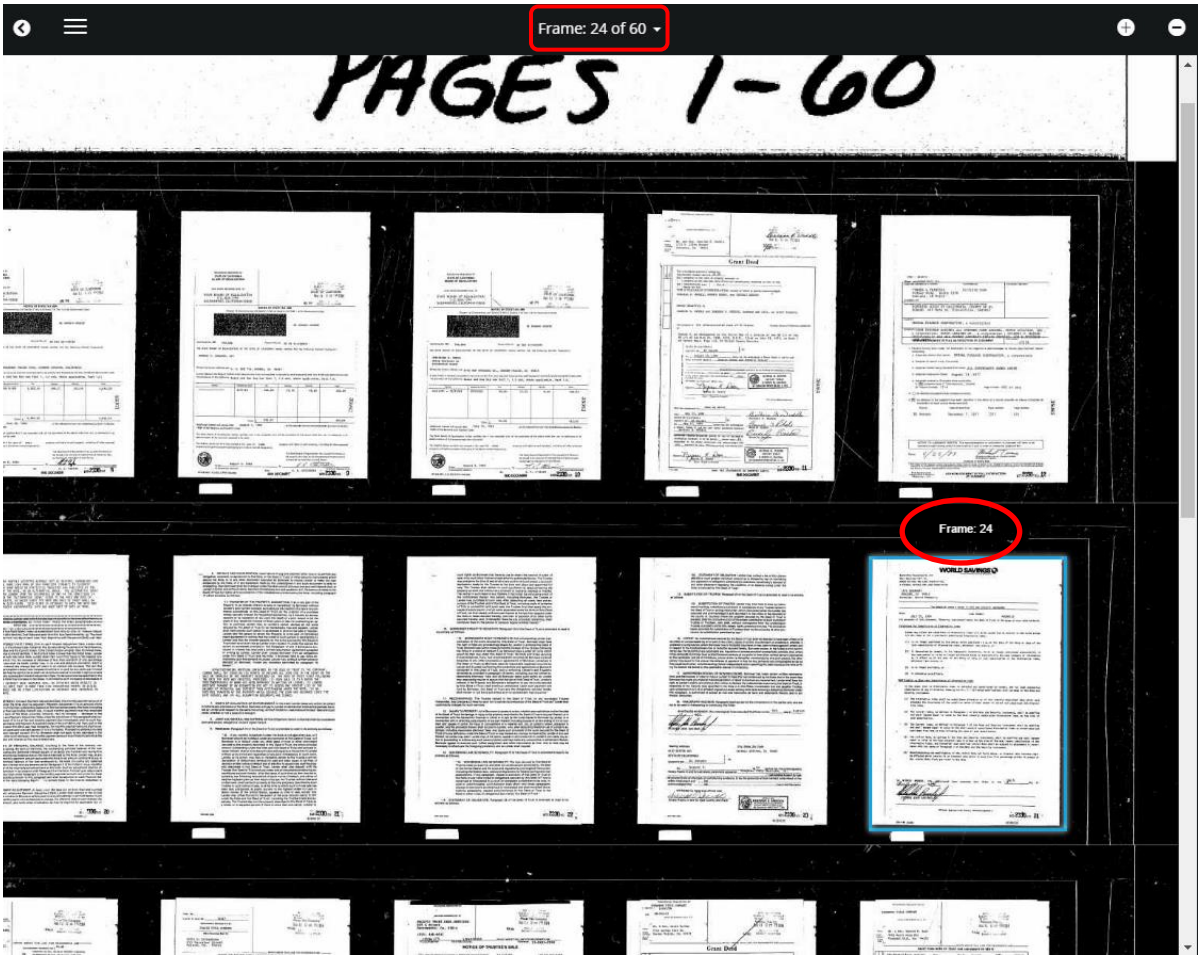
Positioning the Microfiche Image in the Film View Window

The position of the film view window on the microfiche can be moved in any of three different ways.

- Position the mouse cursor anywhere on the film view window, click and holding the right mouse button while moving the mouse.
- Pressing any of the arrow keys.
- Using the scroll bars located on the bottom and right side of the Film View display.

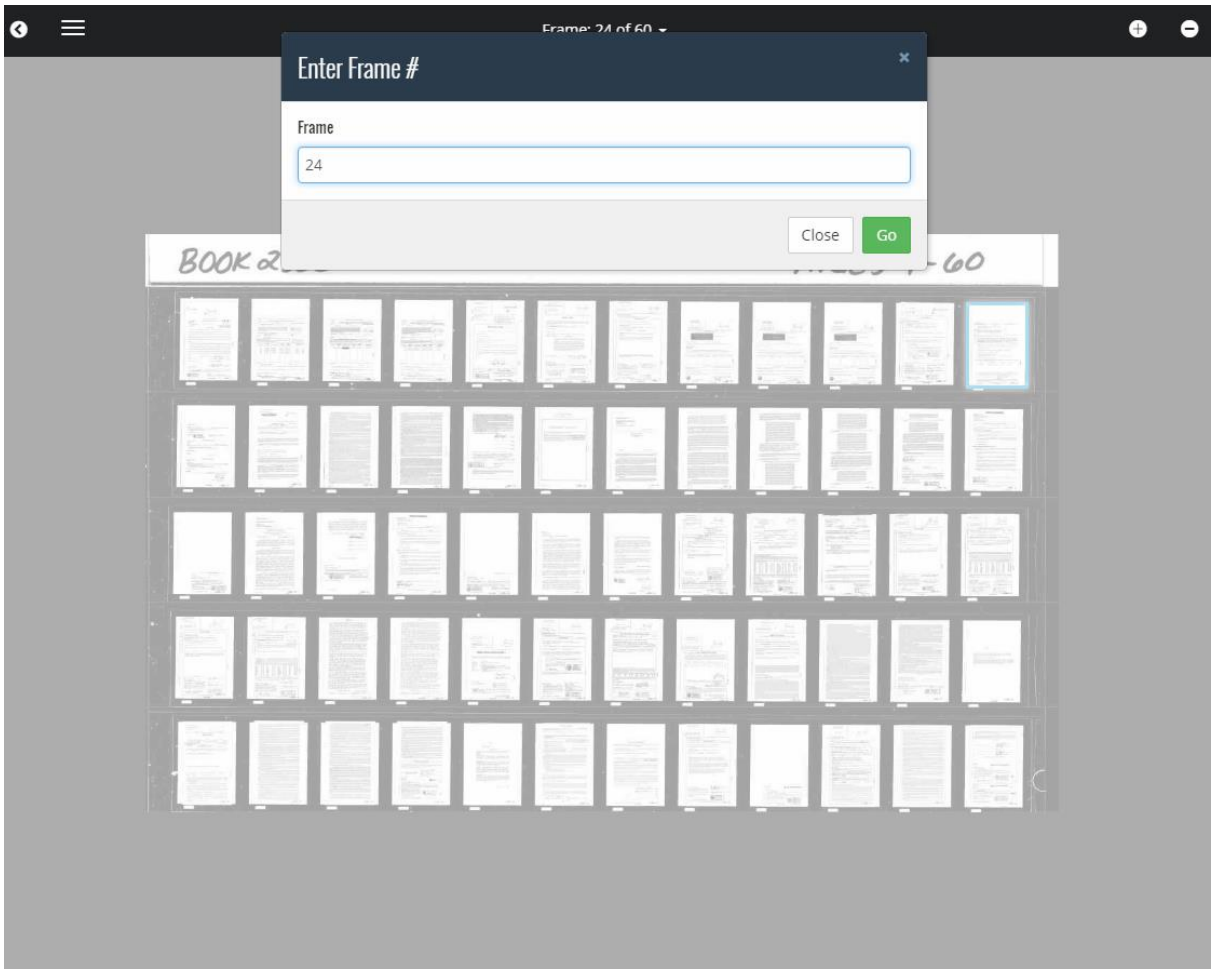
Selecting a Page

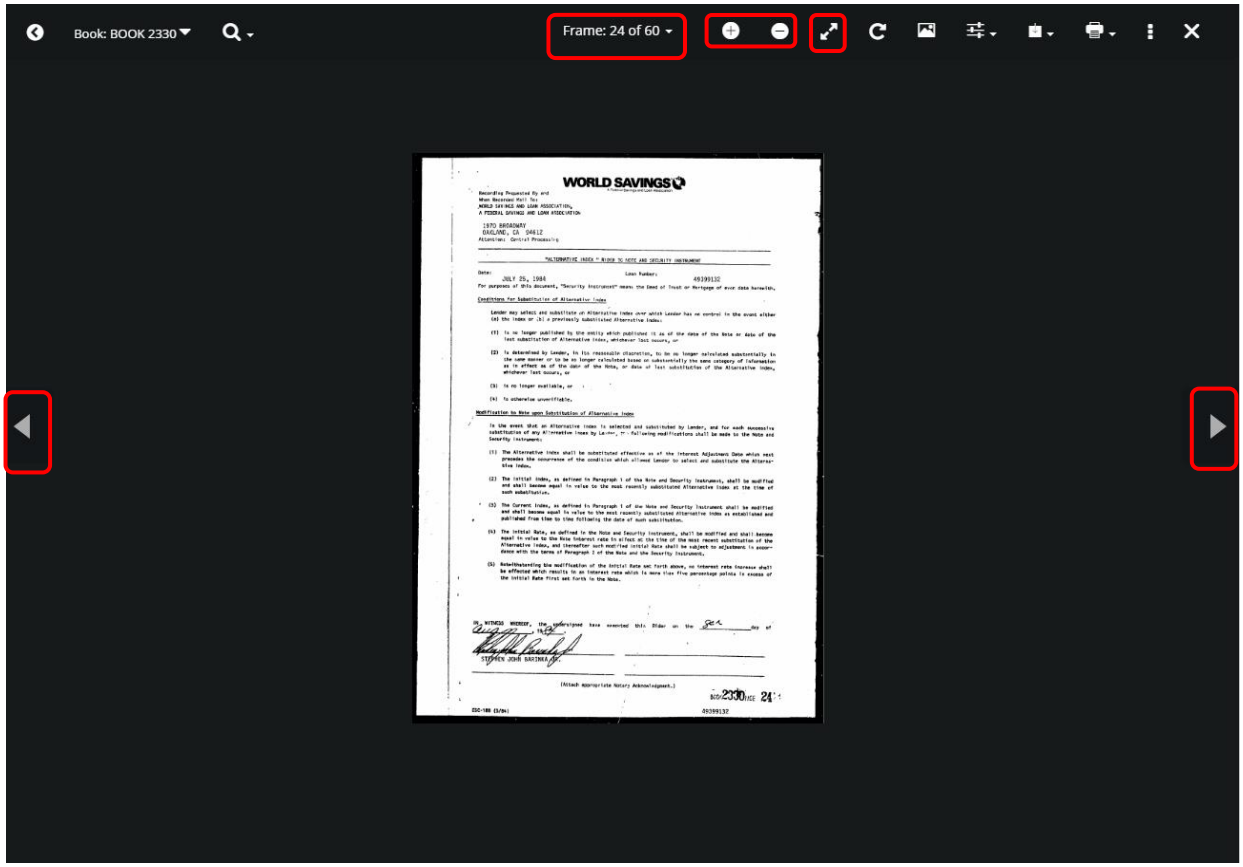
To select a page on the microfiche, place the mouse cursor on the desired page as the cursor moves over the pages; a blue box will be placed around the current page and the frame number or grid coordinates for that page will be displayed above the page.



After locating the desired page, click the left mouse button to select the page.

The user can also select a desired page/frame by using the Frame Info button at the top center part of the screen. Here, the user can manually enter in the page/number, and it will go directly to that image. See example below.


Enter Frame #
Frame
24
Close
Go



Zoom In (enlarge the image)

- Click the Zoom + button on the toolbar , or
- Click the + button on the number keypad on the keyboard, or
- Scroll up using the mouse wheel

When the image is enlarged, it can be repositioned in the display window by right clicking anywhere in the window and dragging the image to the desired position.

Zoom Out (reduce the image)

- Click the Zoom - button on the toolbar , or
- Click the - button on the number keypad on the keyboard, or
- Scroll down using the mouse wheel

Frame Info

- This tells the user what frame they are currently on out of the total number of frames on the fiche. If the user wants to go directly to a specific frame, they can type in the frame number and it will take them there.

Scroll Arrows

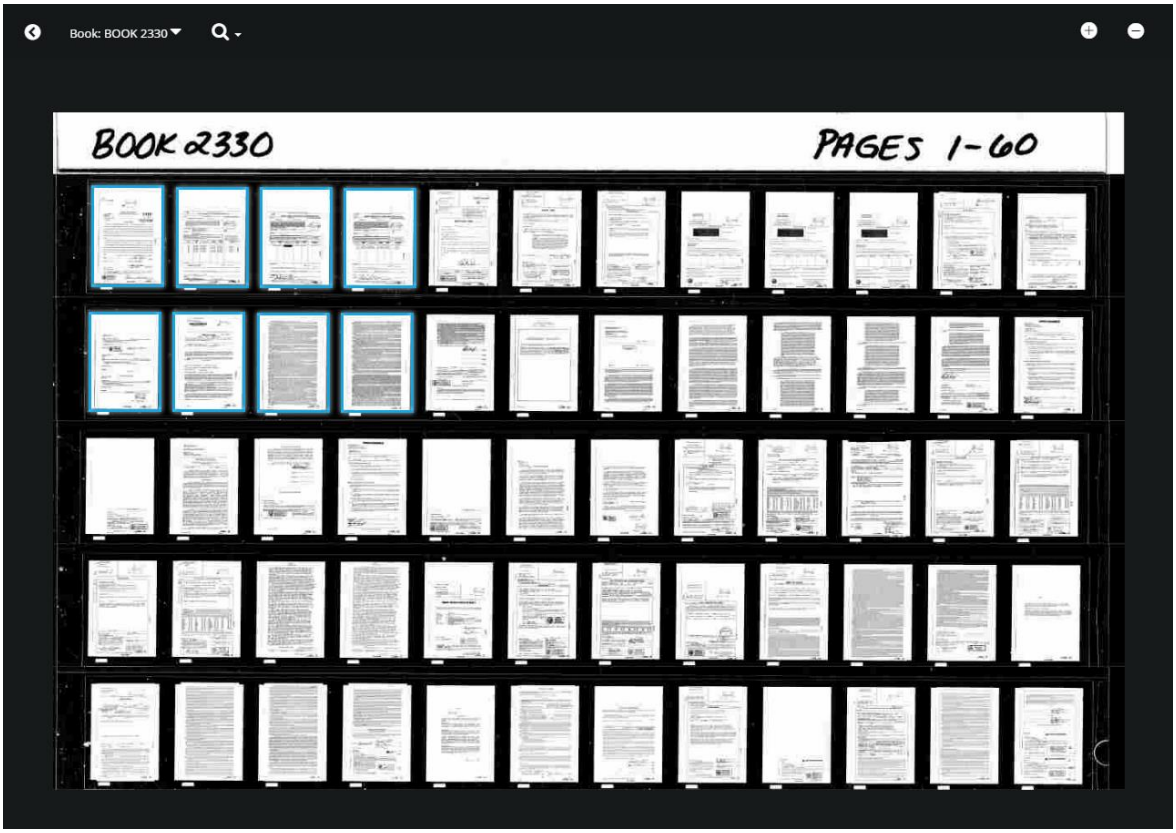
- Click the left single arrow in the middle of the page or on the keyboard once to move to the left 1 frame, or hold down your cursor to move multiple frames. Click the right single arrow in the middle of the page or on the keyboard once to move to the right 1 frame, or hold down your cursor to move multiple frames.

Fit to Width

Click the Fit to Width button to automatically resize the selected page to the current display window. Clicking once will adjust the image width to fit the current display window. Clicking a second time will resize the image back to its original size.

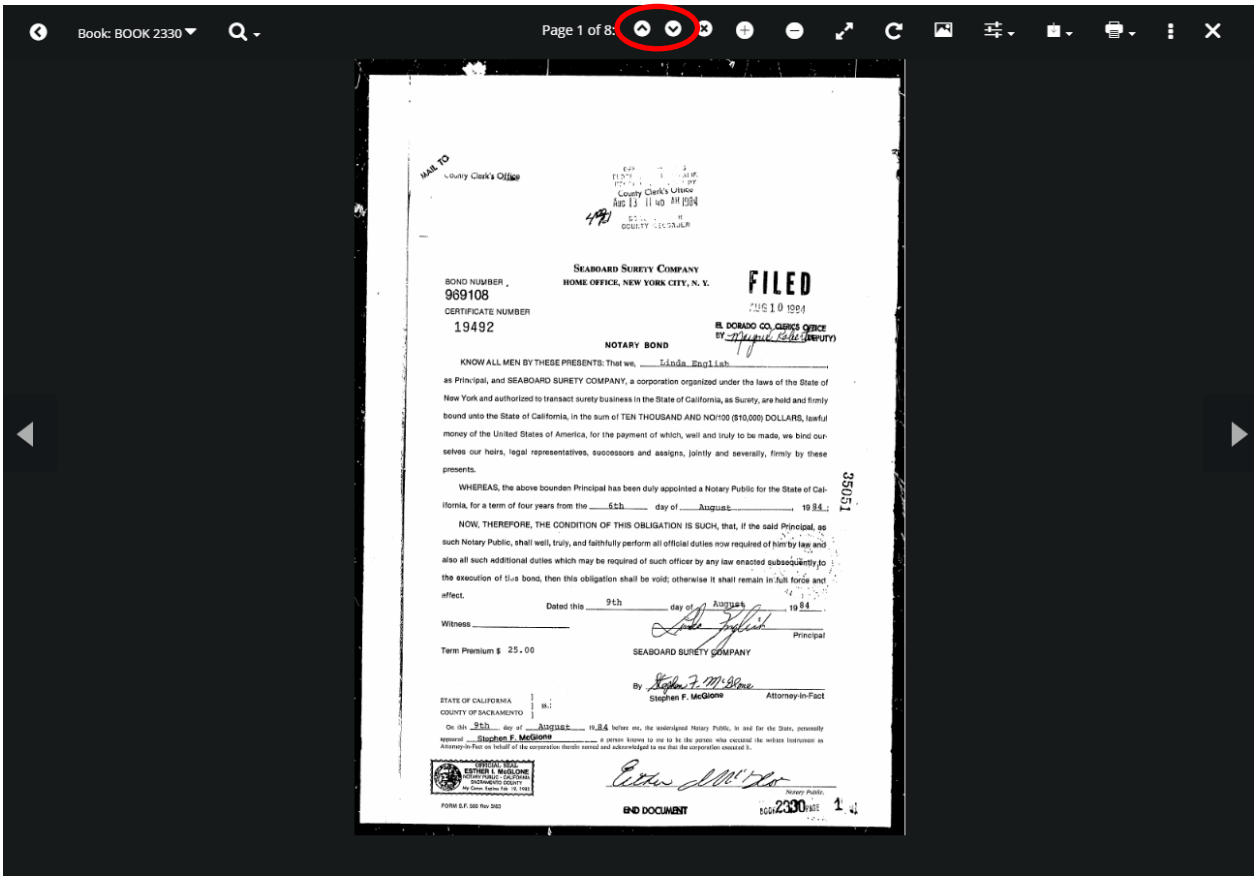
Selecting Multiple Pages

To select multiple pages on the same microfiche, press and hold the Ctrl key while left clicking on each desired page. A blue box will remain around each selected page.



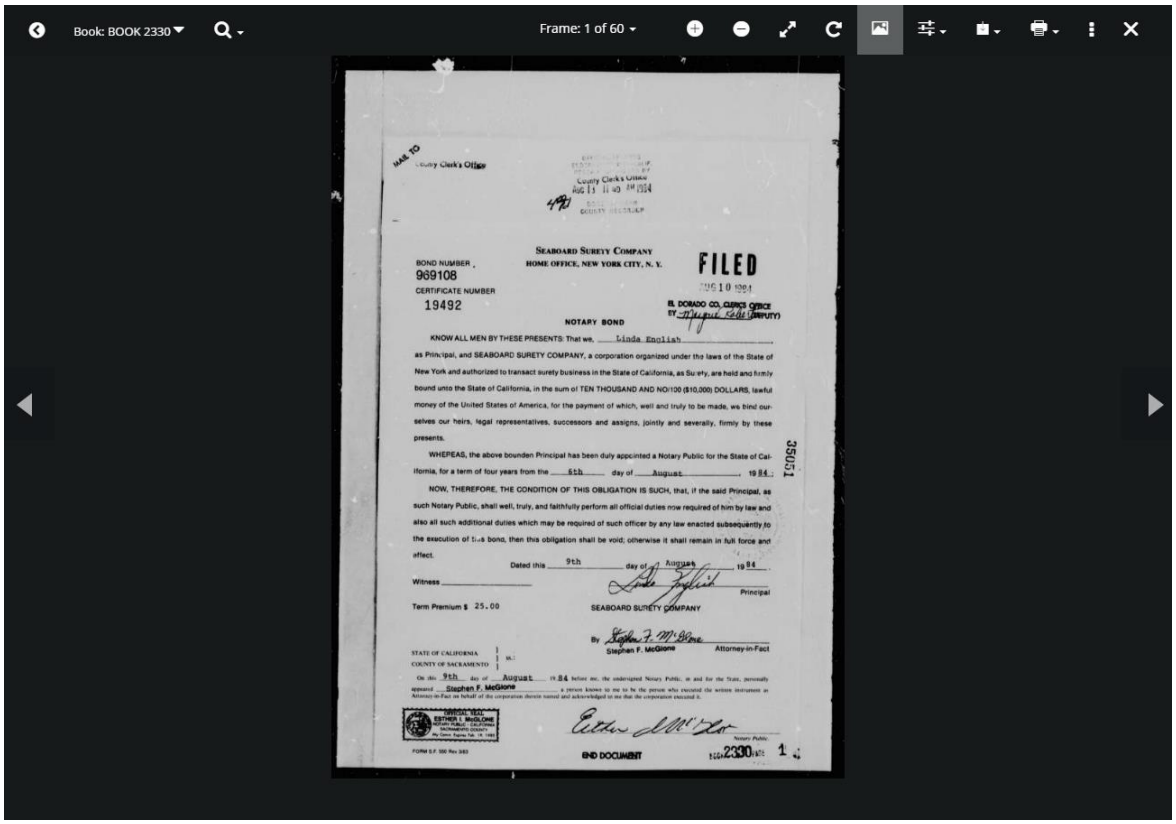
When you release the Ctrl key, the selected pages will be retrieved and the display will switch to the Selected Page View mode.

When multiple pages have been selected page navigation buttons appear on the top of the page display.



Viewing Grayscale Microfiche Images

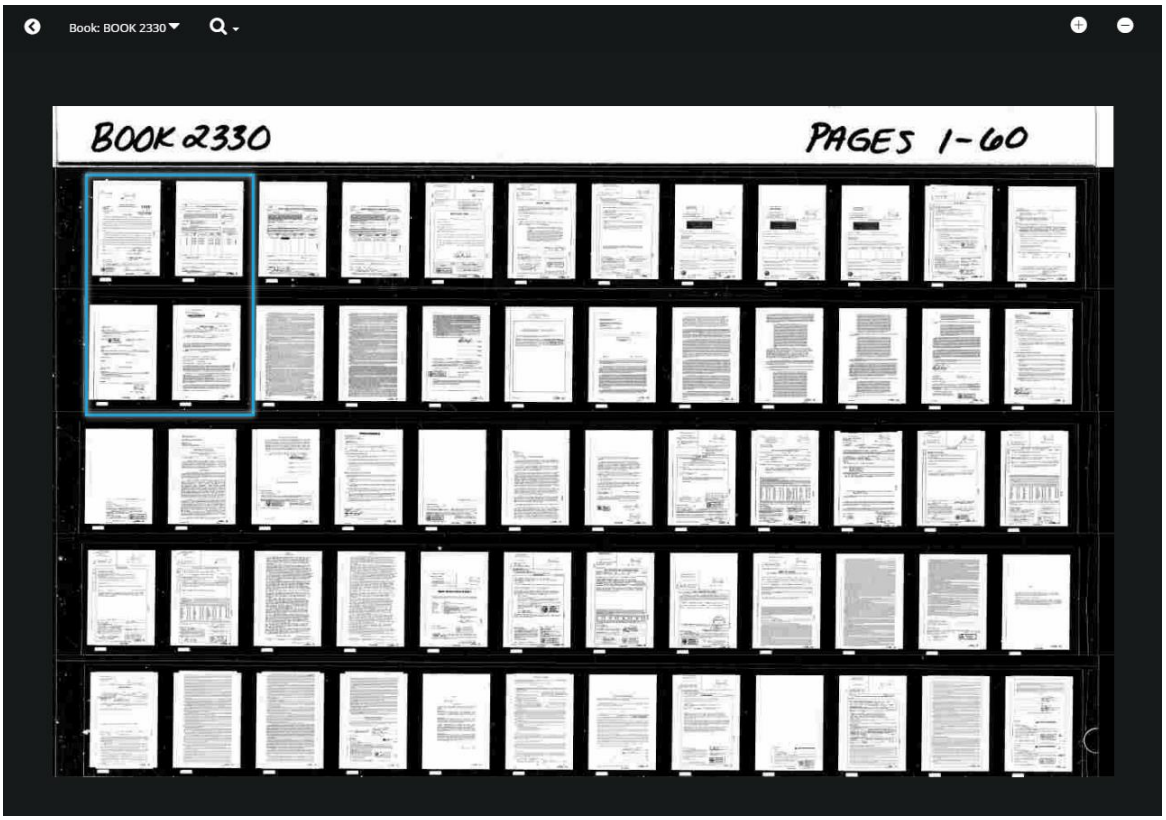
To view any microfiche image or images in grayscale mode, click on the Enhance Image button after selecting the page or pages. A grayscale version of the selected page or pages will be retrieved.

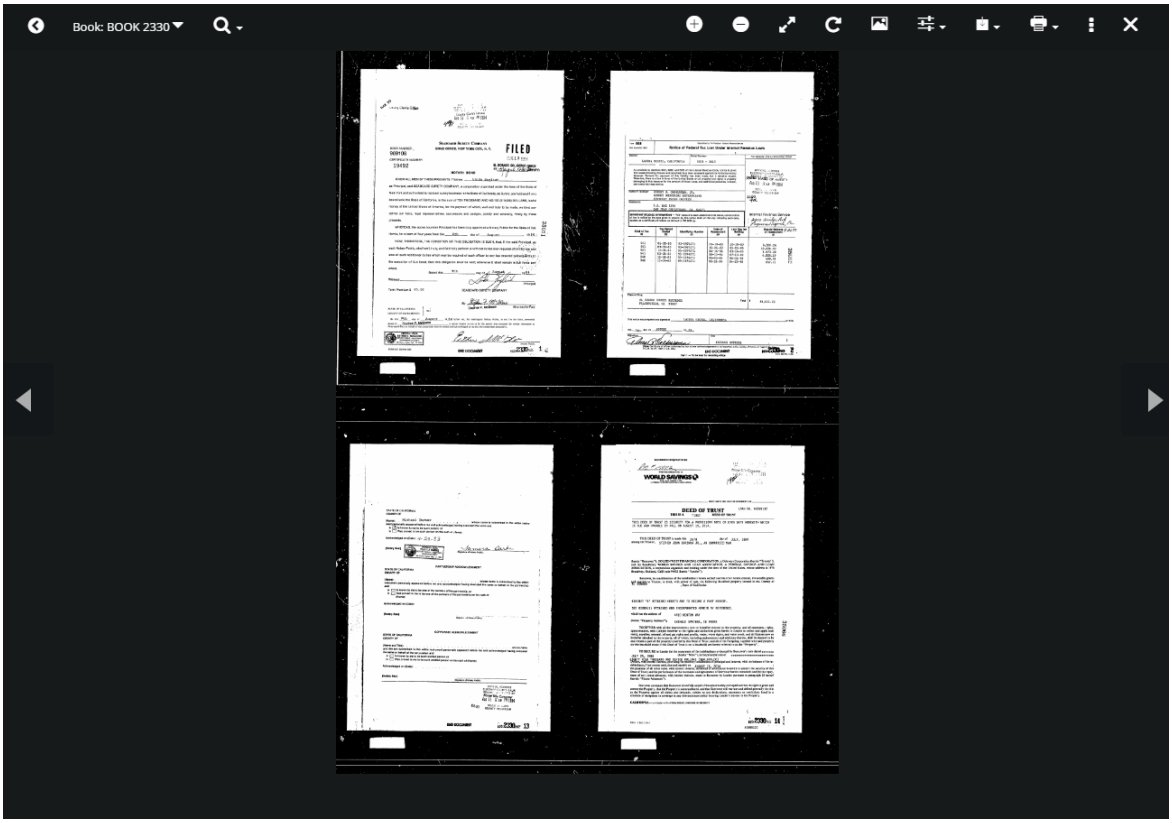


Please refer to the Adjust and/or Enhance an Image section for more information on adjusting grayscale images.

Selecting an Area on a Microfiche

To select an area on a microfiche, place the mouse cursor at a corner of the area to be selected, press and hold the left mouse button and drag the cursor diagonally to the opposite corner of the desired area. When you release the left mouse button the area within the blue box will be retrieved in the Selected Page View.





The selected page area can then be printed, downloaded or viewed in grayscale mode by clicking the Enhance Image button.

Reposition a Page in the Main Display

Selected Page Repositioning

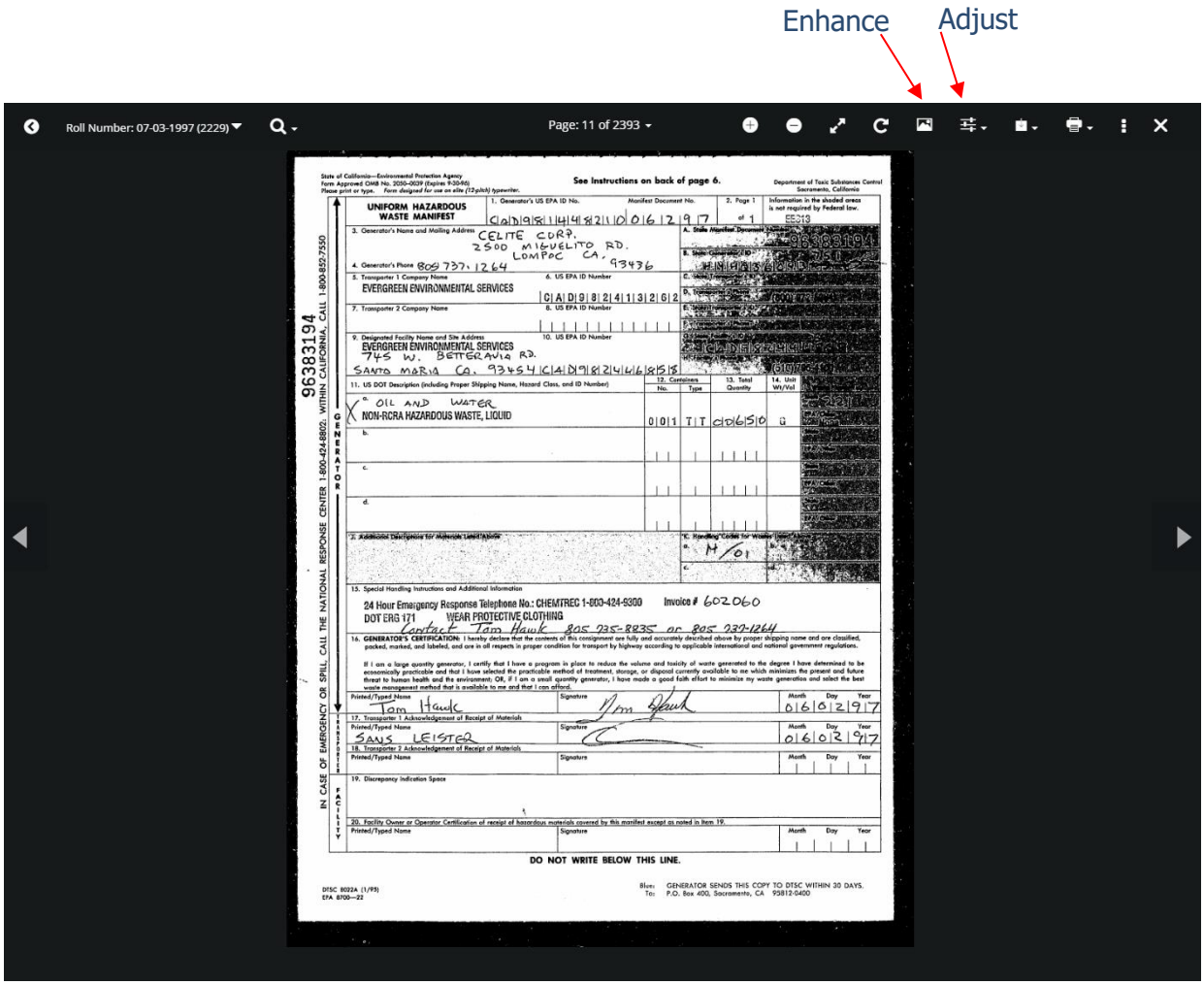
Position the cursor anywhere on a Selected Page, click and hold the right mouse button. The cursor will change to a closed hand which effectively grabs the page. Move the cursor to drag and reposition the page in the Selected Page window.

Repositioning Film View

Position the cursor anywhere on an image in the Thumbnail Display. Click and hold the right mouse button. The cursor will change to a closed hand which effectively grabs the page. Move the cursor left / right (if Comic) or up / down (if Cine) to drag and reposition the page in the Thumbnail Display.

Adjust and/or Enhance an Image

There may be images that are difficult to read in the Main Display. Digital ReeL™ allows the display properties to be adjusted for the image to improve readability. These adjustments are made using options under the Adjust and Enhance buttons found on the Control Panel Toolbar as shown below.



Under Adjust Icon:

Deskew: straightens the selected page*.

Polarity: switches an page polarity from negative to positive or positive to negative*.

Mirror: mirrors the selected page horizontally*.

Auto Crop: automatically crops excess border from the selected page*.

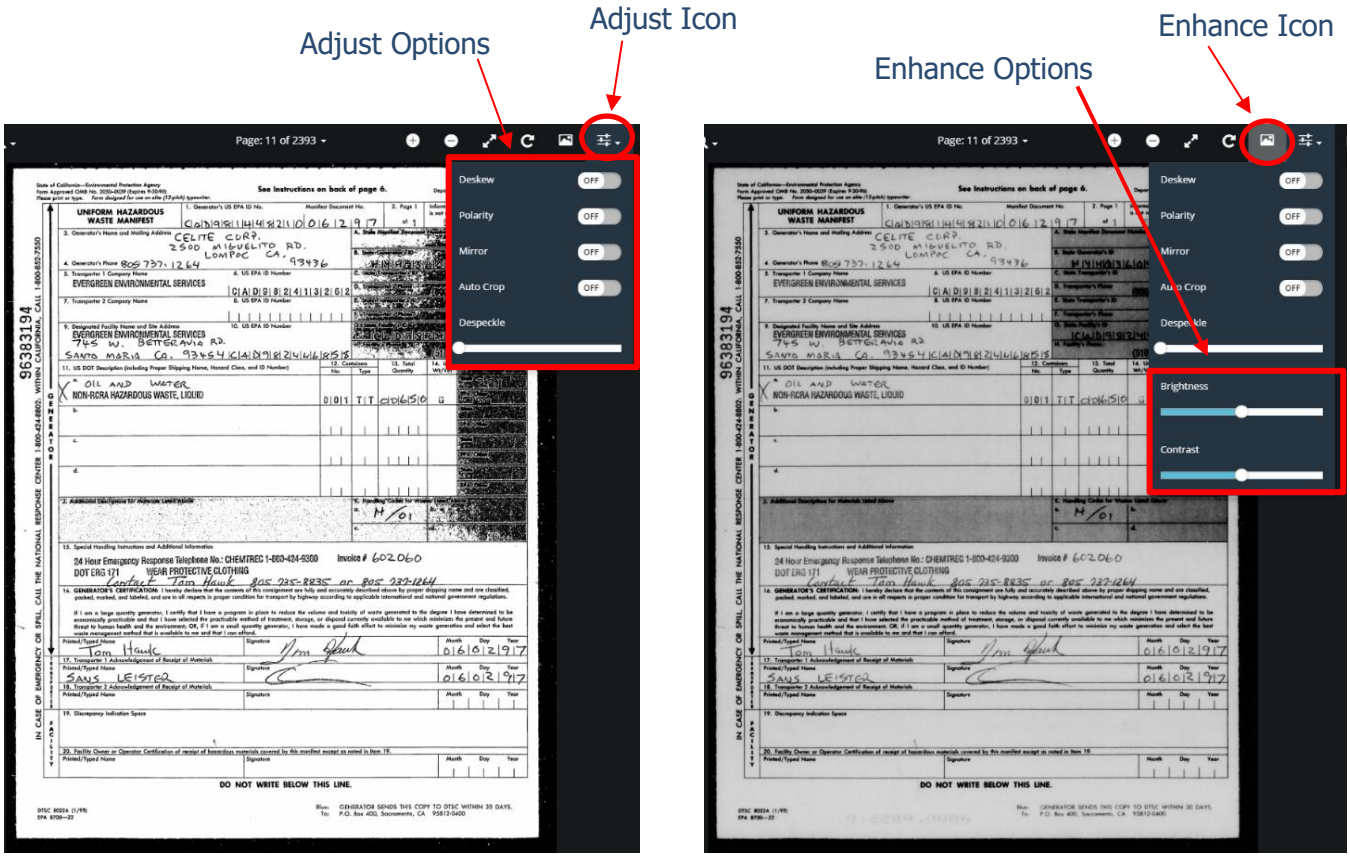
Despeckle: reduces the amount of background noise (speckle) on an image to improve legibility.

**These functions are optional and can be configured by the system administrator.*

Enhance: clicking the Enhance icon will open a grayscale version of the current image*. After clicking Enhance, slider controls for adjusting the Brightness and Contrast of the image will become available to use under **Adjust** to improve the readability.

An example below of an image prior to clicking Enhance for More Options, and after.

The same image after clicking Enhance for More Options and the grayscale version of the image is retrieved. The Enhance button has also been activated as seen below.



Click the Adjust button to change the slider settings. Use the slider controls to adjust the Brightness and Contrast to improve legibility.

Click the Enhance button or press the CTRL + E on the keyboard to return to the original image. The slider settings will be kept and applied when the Enhance button is clicked again.

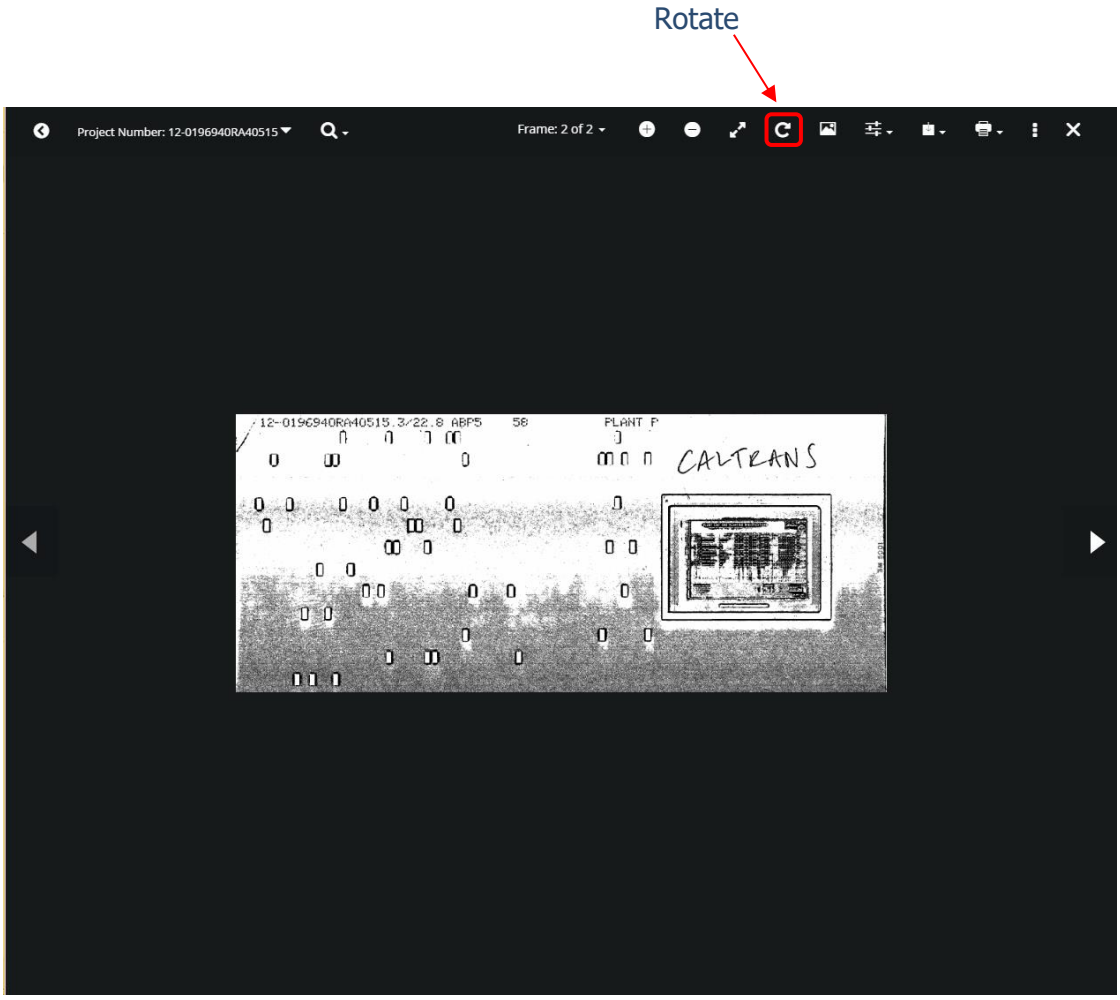
To see a portion of a document in the Enhanced mode, select the desired portion of the page as described in the Selecting a Portion of a Page section before clicking the Enhance for More Options link or Enhance button.

Click here to learn how to Print.

* Not all datasets are configured for grayscale image enhancement. Please contact your System Administrator for further information.

Rotating a Page

Any selected page image can be rotated by clicking of the Rotate button on the tool bar.

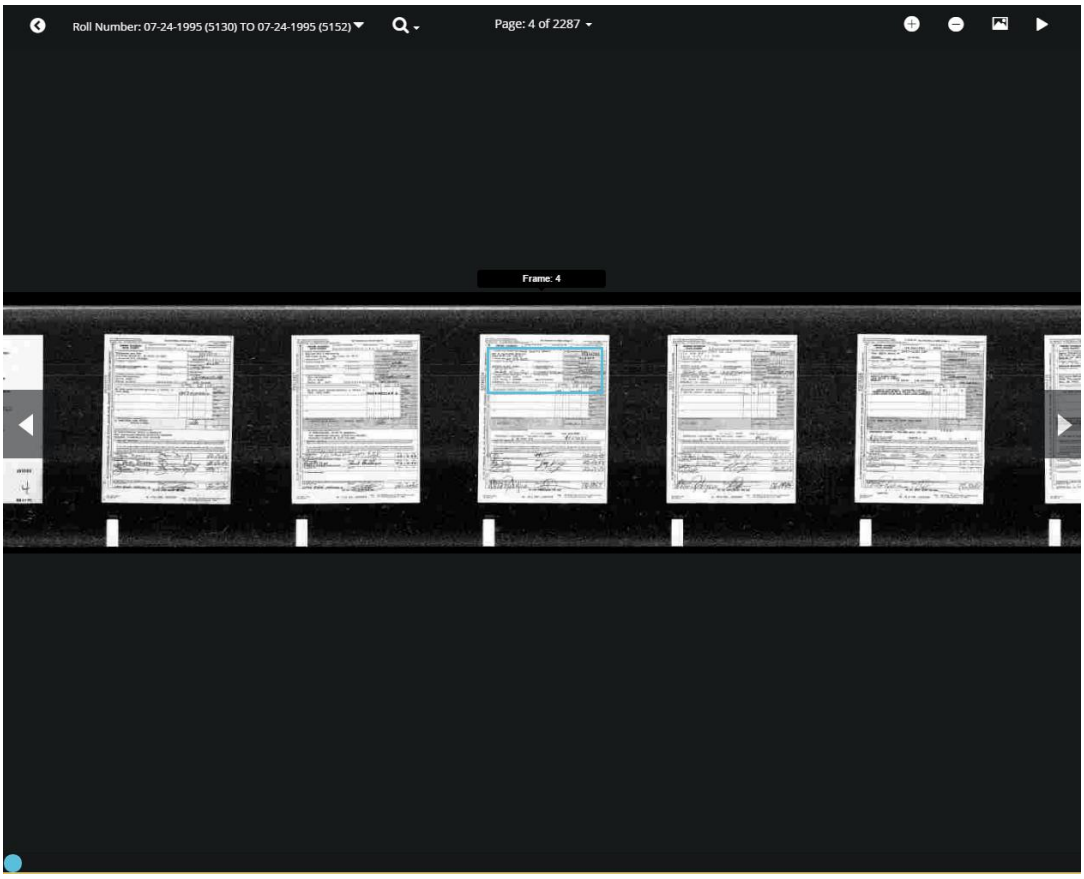


Rotate: Each click will rotate the image 90° degrees clockwise.

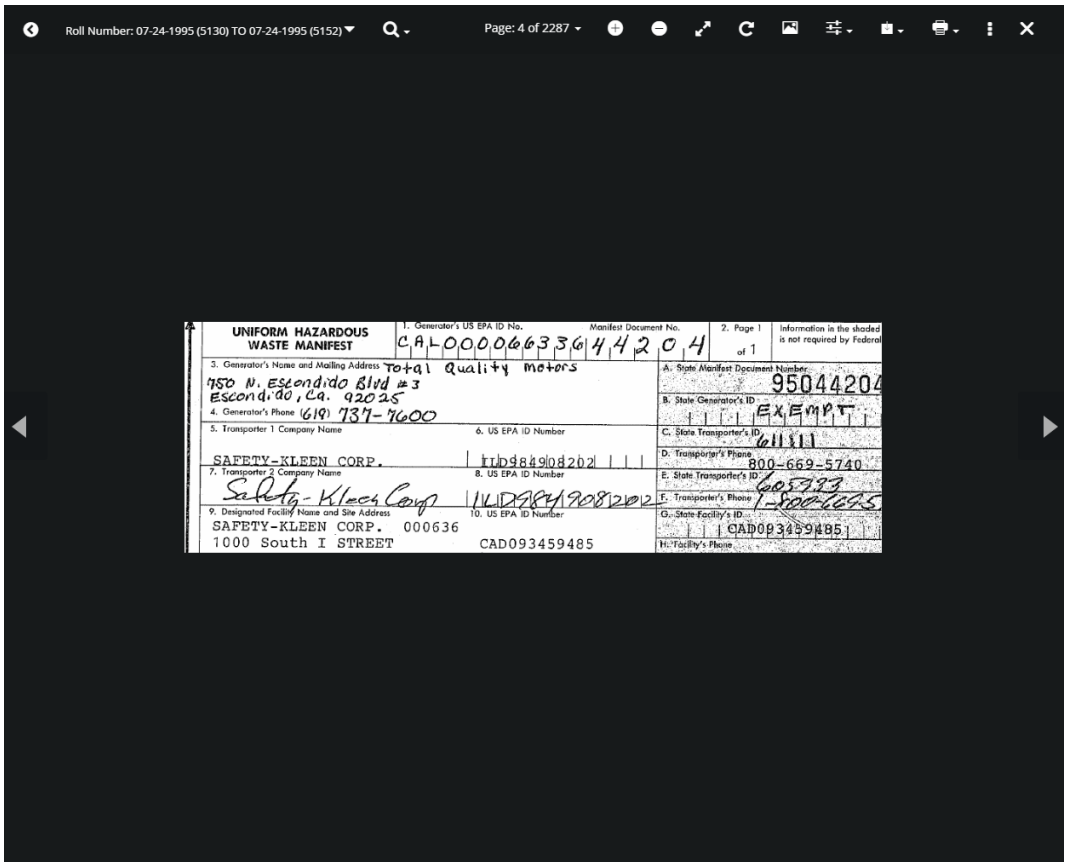
* This button is not enabled in the default configuration; please contact your System Administrator to enable these buttons.

Selecting a Portion of a Page

To select a portion of a page, place the mouse cursor on the image in the Thumbnail Display at the upper left corner of the area of interest. Click and hold the left mouse button while dragging the cursor to the bottom right corner of the area of interest. As the cursor is dragged, a blue box will be drawn around the area of interest. When the left mouse button is released, the image inside the blue box will be displayed in the Main Display as shown below.



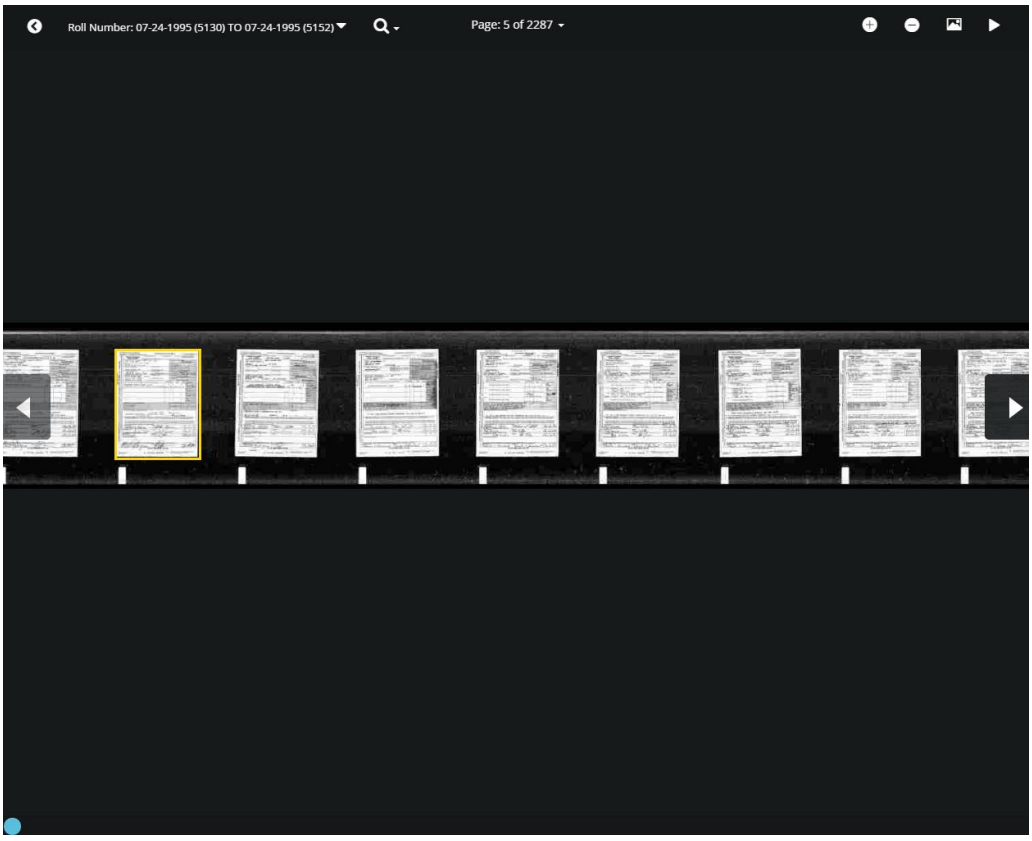
When the left mouse button is released, the portion of the page in the box will be returned.



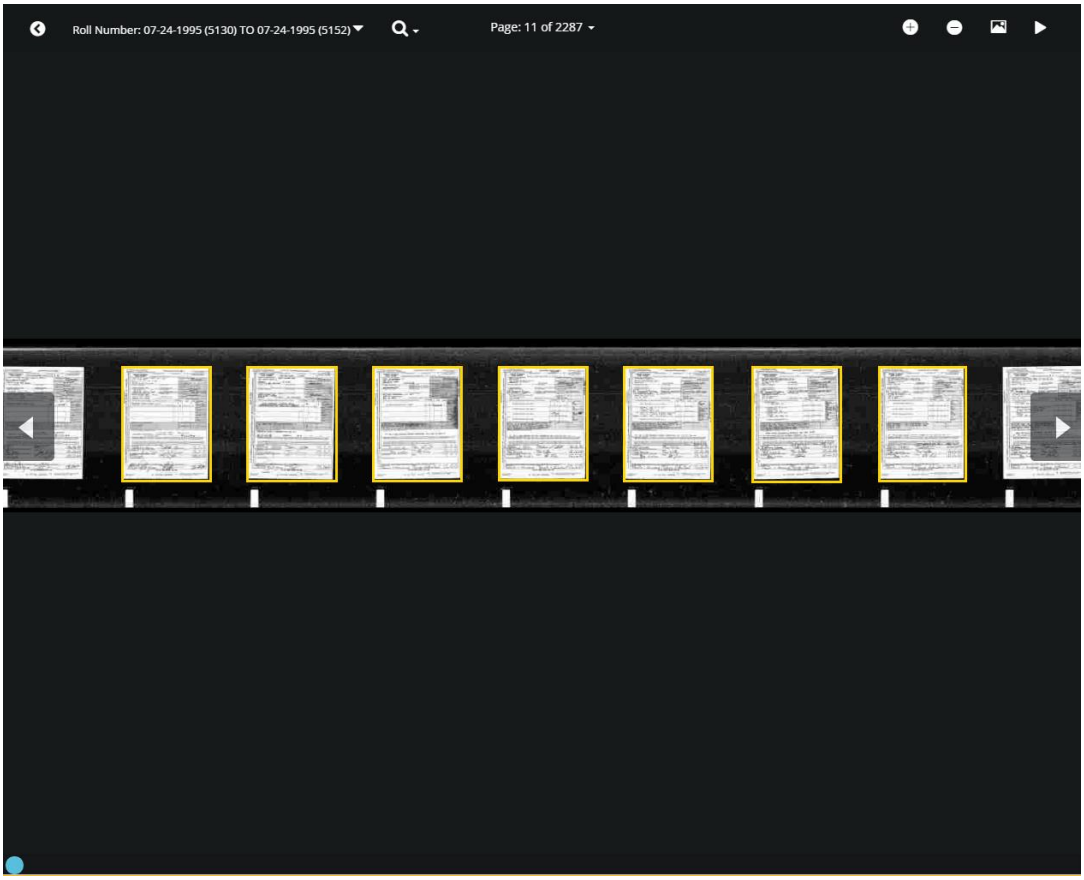
After the selected portion of the page is return, it can be printed or downloaded.

Selecting Multiple Pages

Multiple pages can be selected in one of two ways, if all the images to be selected can be seen at one time in the Thumbnail Display. Press and hold the CTRL key while using the mouse cursor to click on the desired pages in the Thumbnail Display. As each thumbnail image is clicked, it will be marked with a blue box as shown below. When the CTRL key is released, the pages selected will be extracted and returned as a multi-page file. If the pages to be selected are contiguous, press and hold the Shift key and click the first page to be selected. This page will be highlighted with a yellow box.



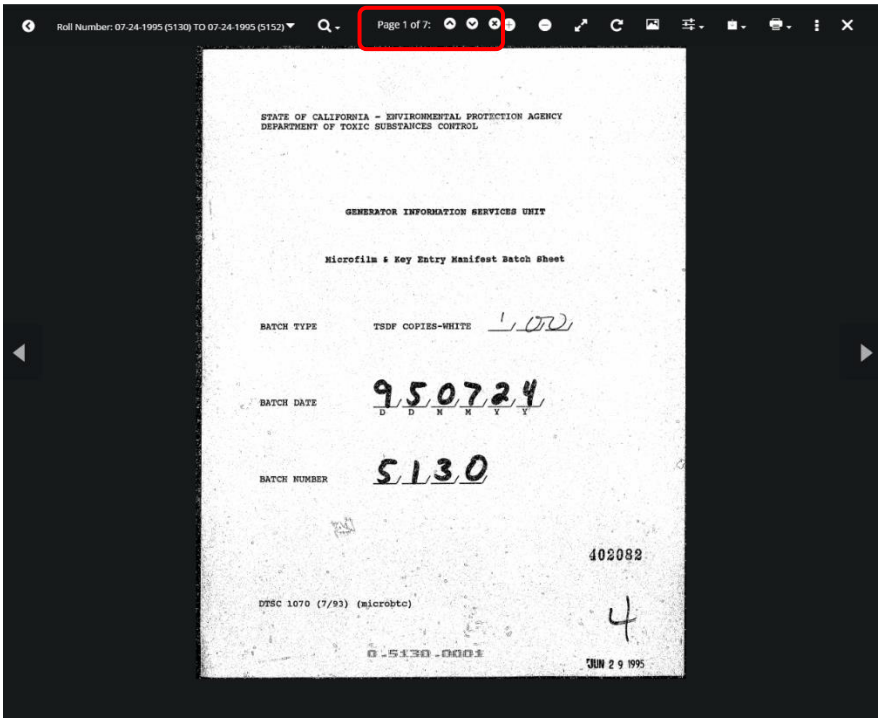
You can then navigate to the last page in the selection, press and hold the Shift Key while clicking on the last page. All pages between the first and last pages will be marked with a yellow box.



When you release the Shift key after clicking the last page in the sequence, all the selected pages will be returned in a multipage document.

Navigating within a Multi-Page Document

When multiple pages have been selected a page number box and a set of navigation buttons appear on the Control Panel.



To move between pages of the document, you can either click on the page number box and enter the desired page or click on the up or down navigation arrows to change pages. The selected multipage document can be printed or downloaded.

Auto Play

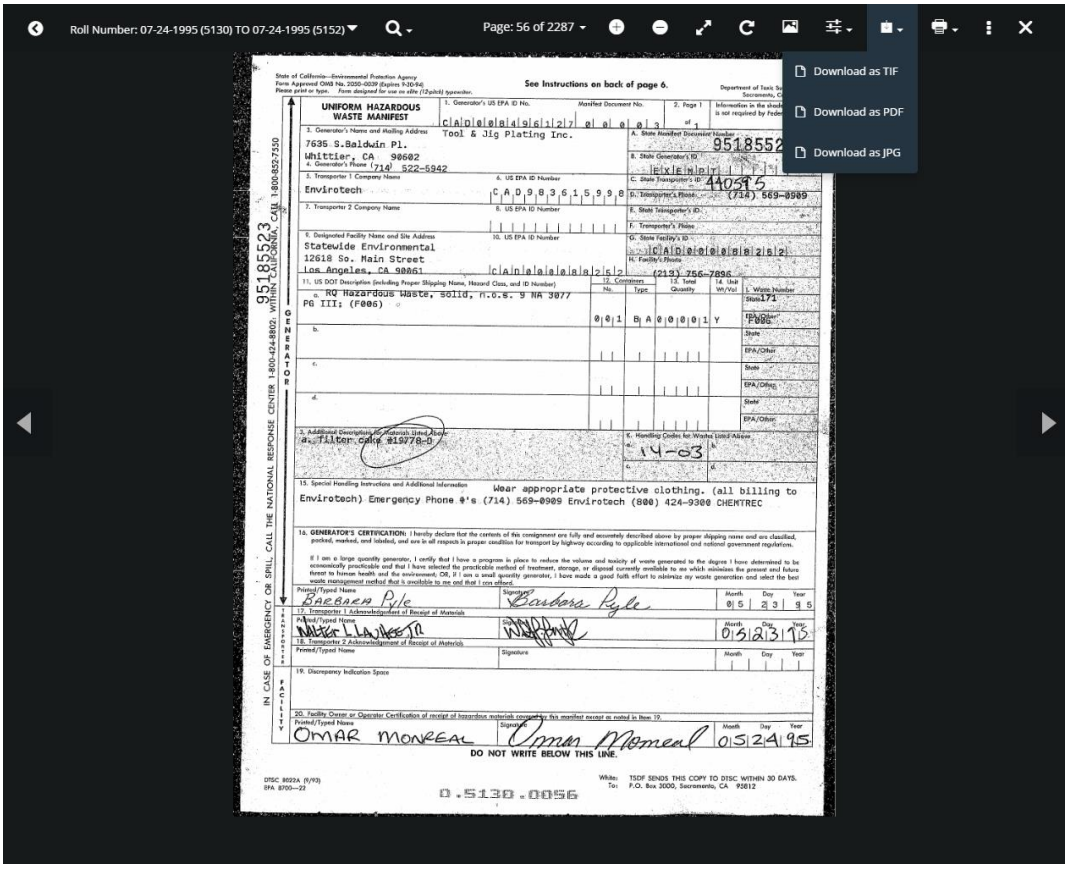
Digital Reel has an Auto Play function that will automatically display the images from a roll or fiche. The Auto Play function automatically advances to the next image in the same manner as the scroll arrow icon*. Note when in the Selected Page mode the Auto Play icon is not visible the Auto Plpay function can only be enabled using the Space Bar. This Space bar functionality can be enabled by your System Administrator.* The rate at which the images are displayed can be controlled using the mouse wheel. Scroll Up will increase the speed of the display and Scroll Down will slow the speed of the display. Note: the maximum display speed is determined by system activity and workstation connection speed.

The Auto Play mode can be engaged by clicking on the Auto Play button on the Tool Bar or optionally, can be configured to engage by pressing the Space Bar. Please consult with your System Administrator about the configuration of your system.

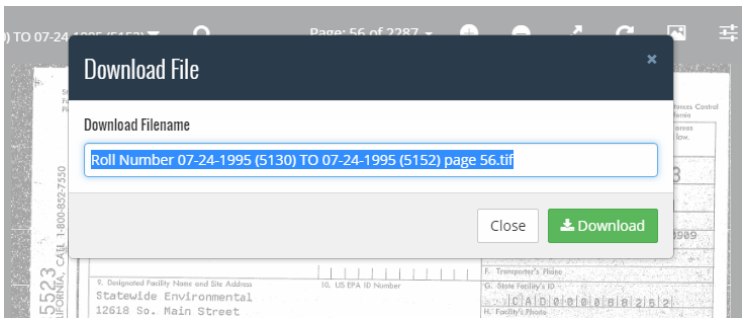
Downloading Images

To download the image(s) in the main display, click the Download* button on the Control Panel Toolbar as shown below. Another option is to press CTRL + S to invoke the download function.

* The Download function is only operational in the Selected Page mode.



Select the format desired to download the image(s): TIF, PDF, or JPG. A Download File box will appear asking for a filename to be entered. Click the Download Image link to download the image(s) to the Downloads folder on the workstation.



Printing

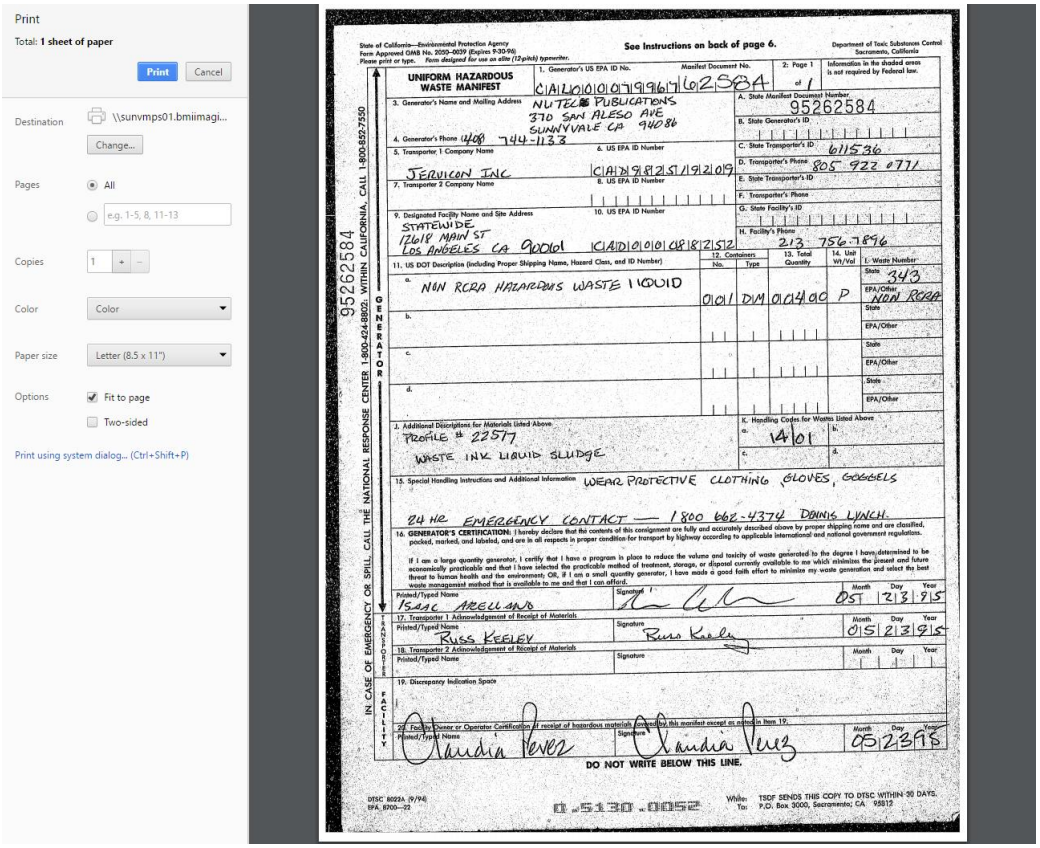
To print the image(s) in the main display, click the Print* button on the Tool Bar as shown below. Follow the instructions in the dialog box titled Ready to click the View Image as PDF link. Another option is to press CTRL + P to invoke the print function.

* The Print function is only operational in the Selected Page mode.



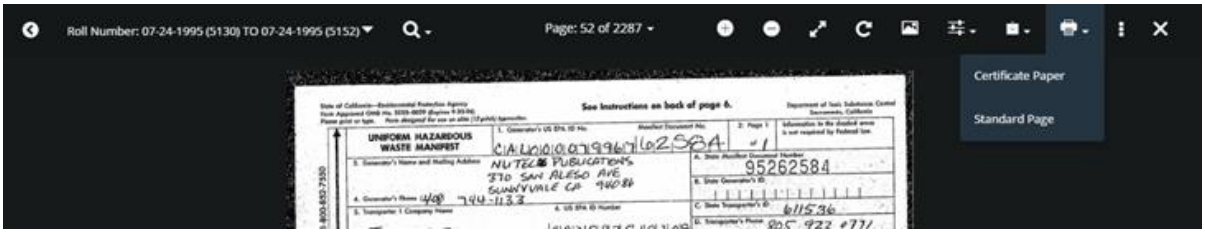
A new browser tab will open containing the image as a PDF. The Digital ReeL™ system uses the Adobe Reader™ for printing images. Click here to Configure Image Printing.

Use the Print button on the Adobe toolbar to open the print dialog box showing the default printer for the workstation. Clicking the Print button in the dialog box will send the current image(s) to printer. Click here to see the features in the Adobe Reader™ Toolbar.



Printing on Certificate Paper

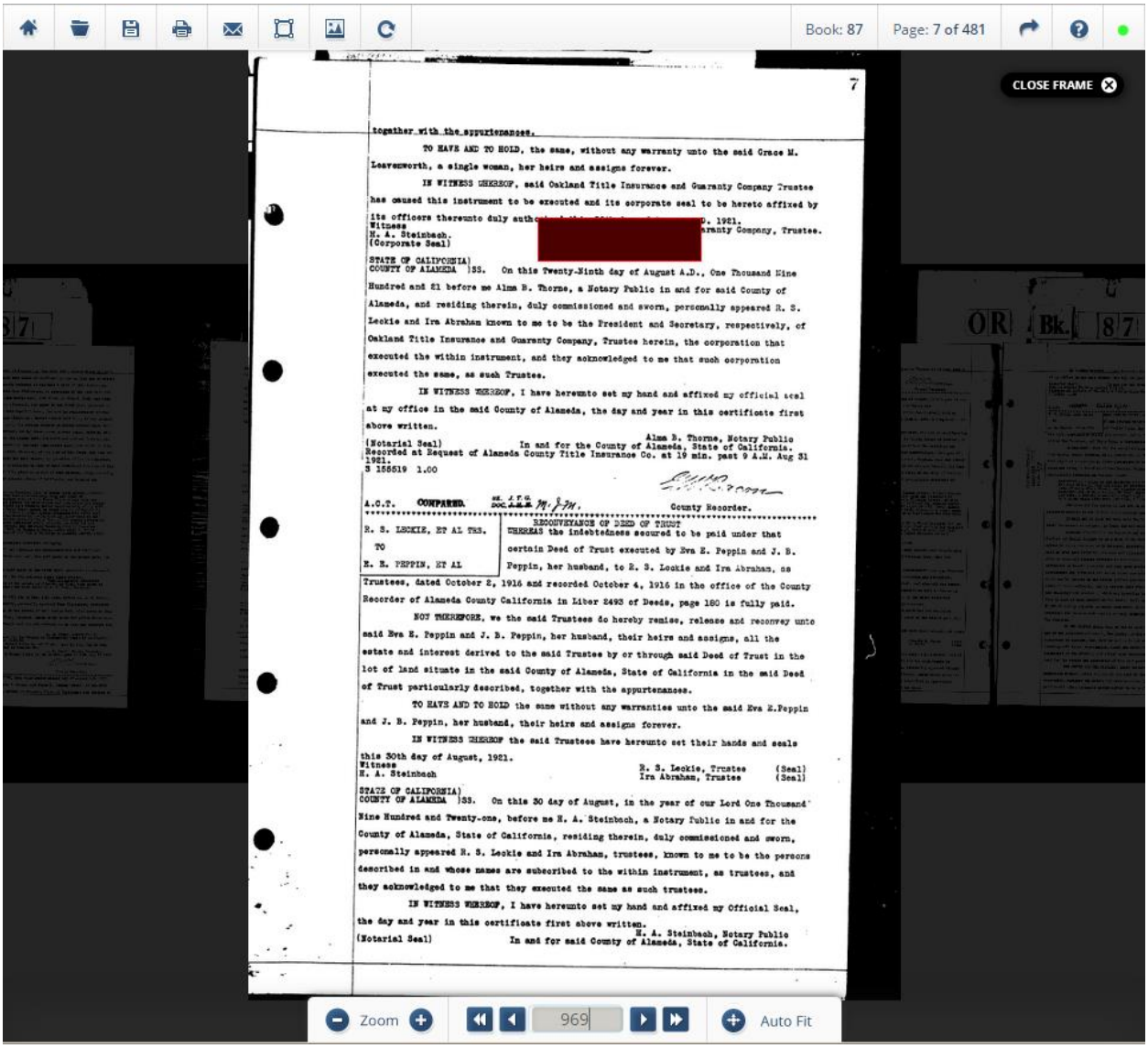
Digital Reel version 6.5 supports printing on certificate or bank note paper. This is a customizable feature that must be configured for use by your Digital Reel System Administrator. Once your system is configured for certificate printing, when you click the Print button, you will be presented with a list of available certificates types that are configured on your system.



Clicking one of the selected certificate types will down load an image of the currently selected page scaled and positioned to print correctly on your certificate paper.

Redacting Images

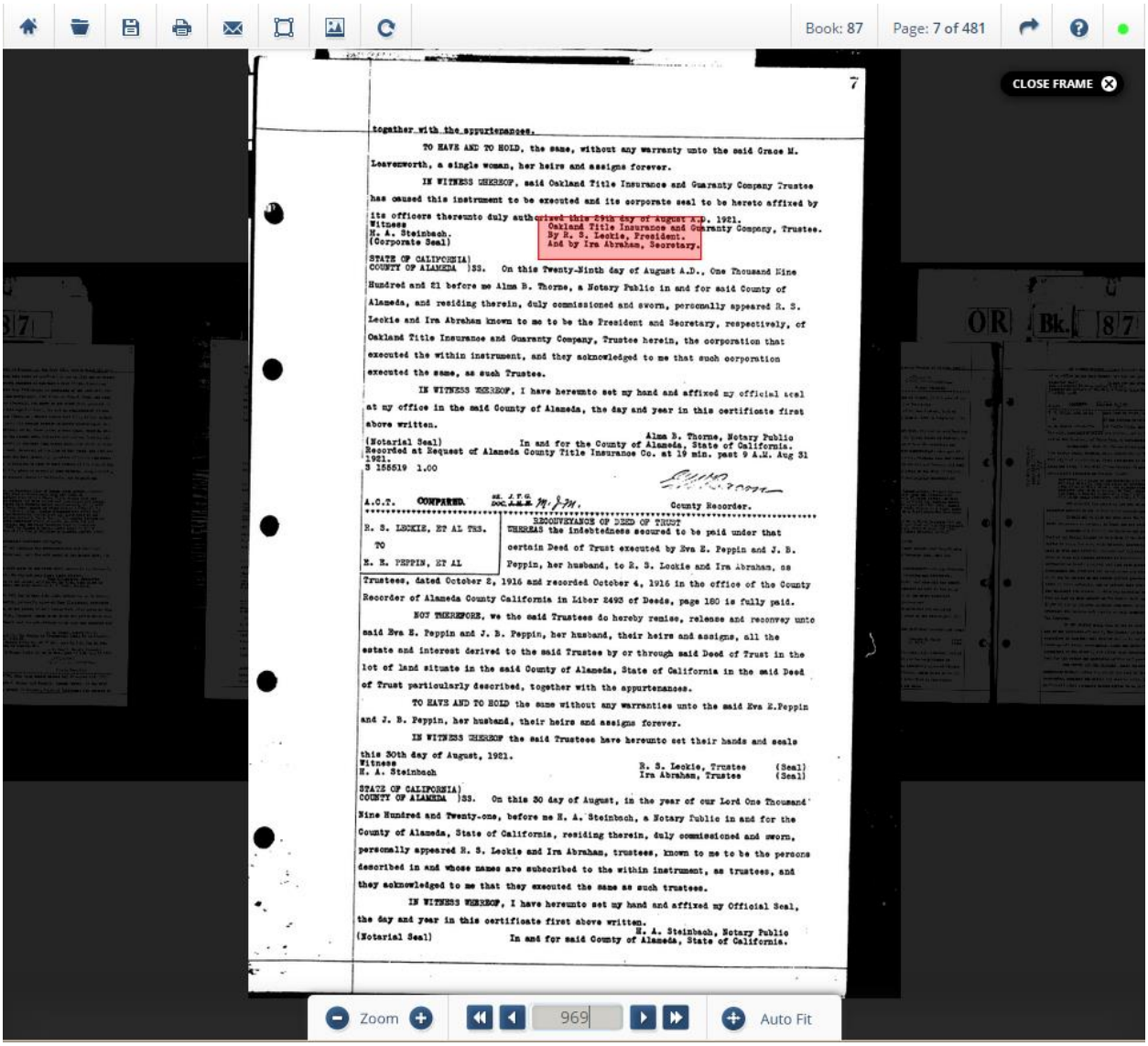
The Digital ReeL™ system supports redaction of images to obscure data. Redacted images will appear with a black rectangle obscuring all or part of a page image as shown below.



Viewing Redacted images

If an image has a redaction applied, The redaction will appear as a black rectangle obscuring a portion of the image. This rectangle will appear on the image whenever the image is displayed, downloaded, or printed. Users with elevated permissions will be able to view the data behind the redaction rectangle, in which case the redacted image will appear as shown below, with the redaction rectangle is displayed as

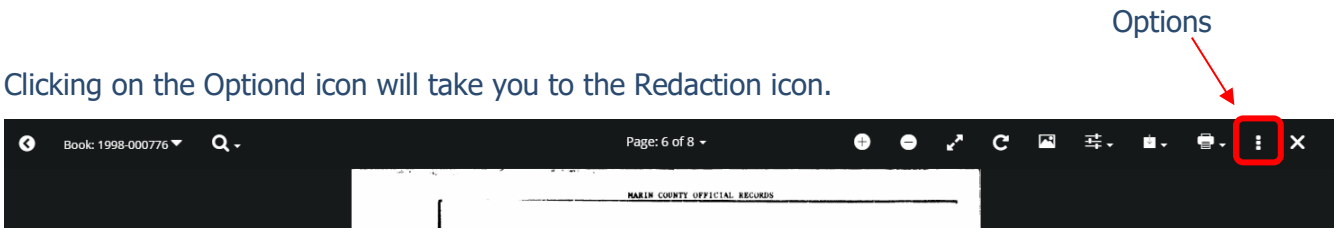
a red transparent box indicating the exact position of the redaction. Images downloaded or printed by users with elevated permissions will **not** show the redaction rectangle.



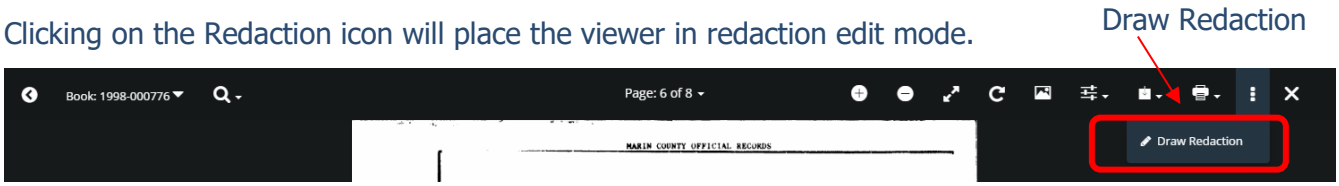
Adding or Editing Redactions

Redactions can be added or edited by any Digital ReeL™ user with appropriate permissions. A user with permissions to add or edit redactions will have drawing icon on the toolbar under the Options icon.

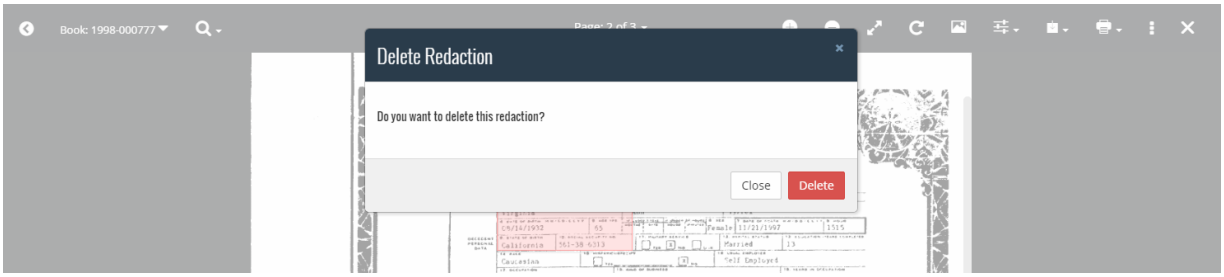
Clicking on the Optiond icon will take you to the Redaction icon.



Clicking on the Redaction icon will place the viewer in redaction edit mode.



When in the redaction editing mode, clicking on an existing redaction will delete the redaction rectangle. A confirmation prompt will be displayed before the redaction is deleted.



Clicking Yes will remove the redaction from the image.

To add a redaction to an image, enable the redaction editing mode, select the image to be redacted, position the cursor at the top left of the area to be redacted, press the left mouse button and drag diagonally to draw a box on the portion of the image to be redacted. When the left mouse button is released the redaction rectangle will be drawn on the image. **Note: When applying a redaction, the redaction rectangle is applied to the image immediately. However because the images used for the film view are cached by the browser, the redaction rectangle will not appear on the image in film view on that particular workstation until the browser cache is cleared or goes stale and is refreshed. Any user viewing the image after the redaction is applied at another workstation will see the redaction rectangle.**

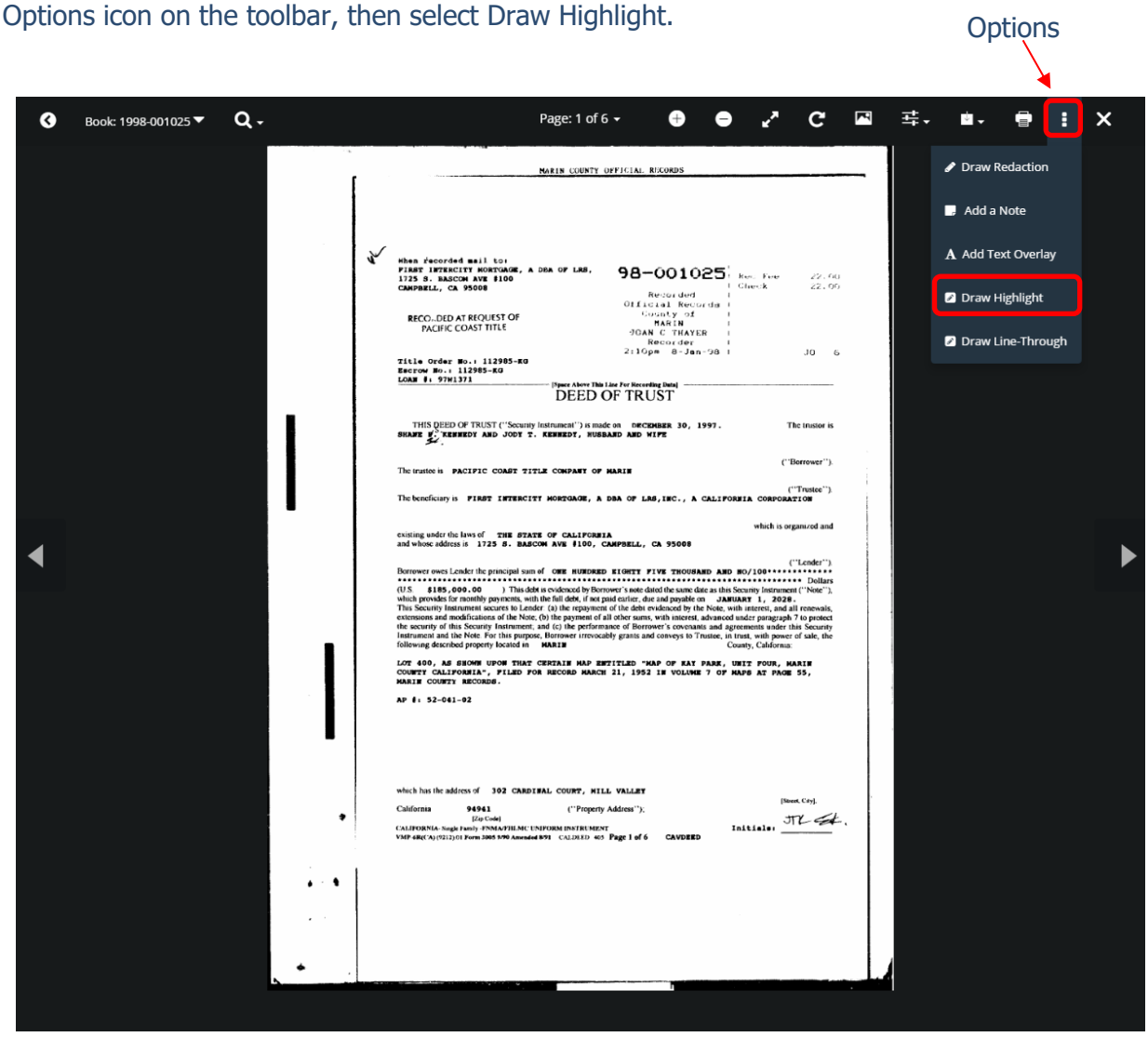
Note: At this time, the redaction function is only available for Roll film datasets.

Notes and Highlights

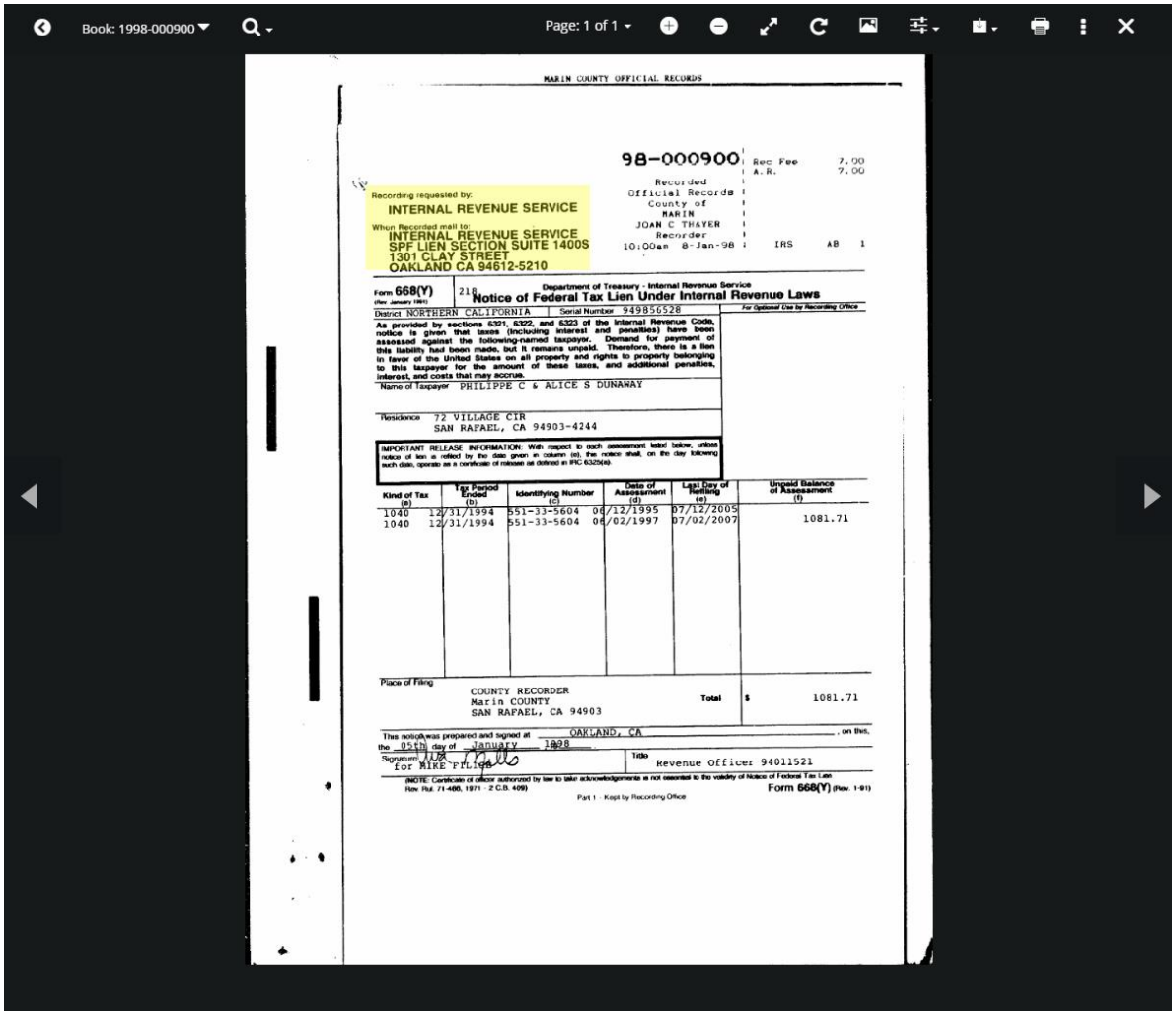
Digital ReeL supports user drawn notes and highlights on individual pages. The viewing and creation of notes and highlights require special premissions which can only be assigned by your Digital ReeL administrator.

Adding a Highlight

Highlights can only be added in the selected page mode. After selecting the page to be highlighted, click the Options icon on the toolbar, then select Draw Highlight.

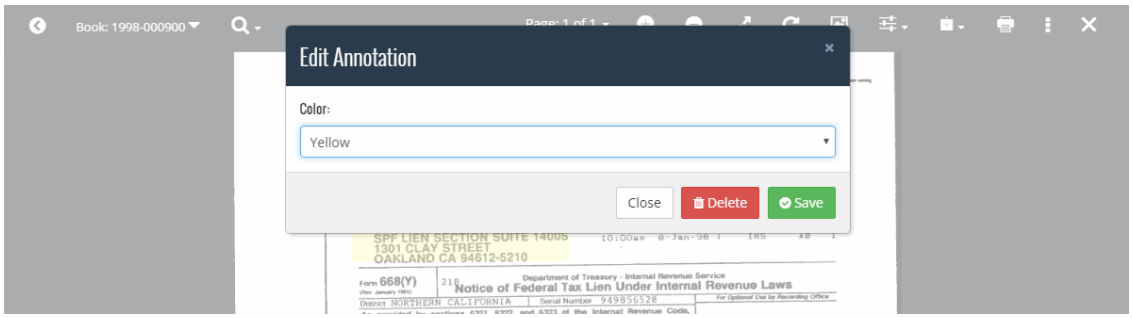


Place the cursor at the upper left corner of the area to be highlighted. Click the left mouse button and drag the cursor to the lower right corner of the area to be highlighted. A yellow box will be displayed as the highlight region is drawn, when the left mouse button is released the rectangle drawn will be highlighted with a yellow overlay.



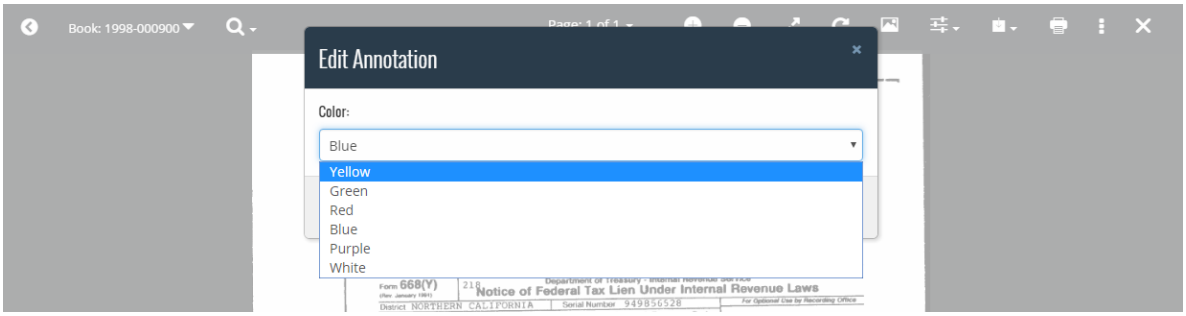
Deleting a Highlight

A highlight can only be deleted by a user with highlight creation premissions. To delete an existing highlight, open the the page containing the highlight, left click on the highlight, an Edit Annotation dialog box will be displayed in the top of the page. See below.



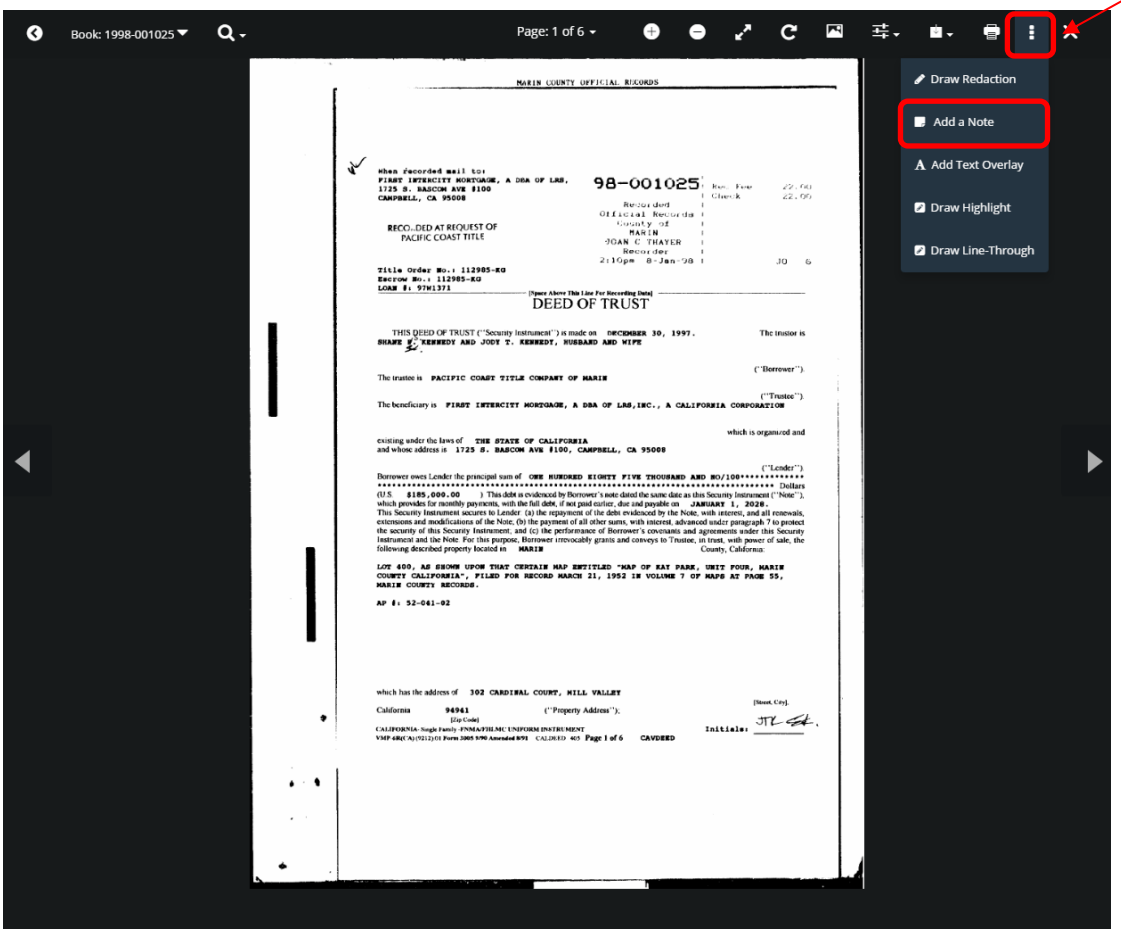
Changing the Highlight Color

The color of a highlight can only be changed by a user with highlight creation premissions. To change the color of an existing highlight, open the the page containing the highlight, left click on the highlight, an Edit Annotation dialog box will be displayed in the top of the page. The user is able to change the highlight color to Blue, Yellow, Green, Red, Blue, Purple or White. After the user makes a selection, click Save. See below.

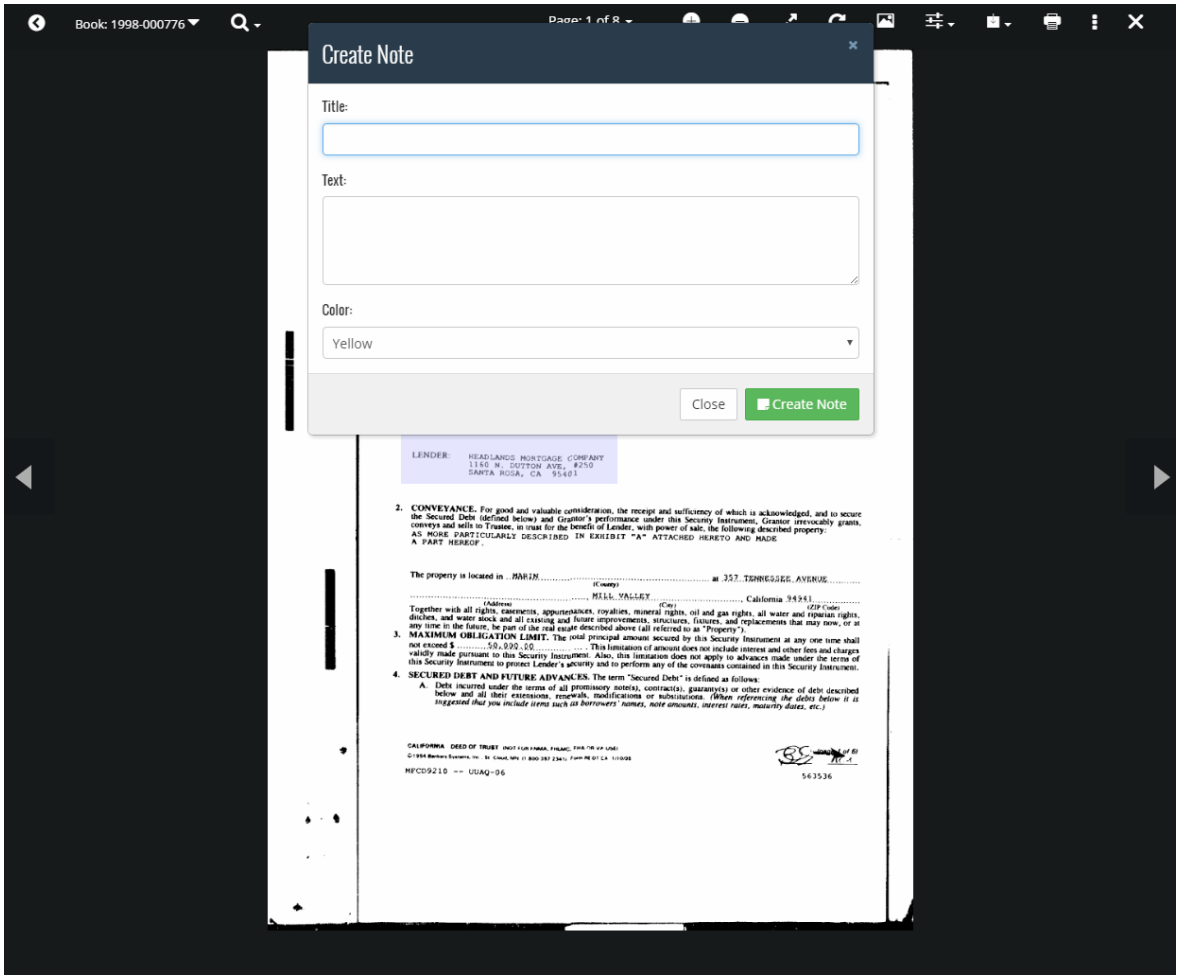


Adding a Note

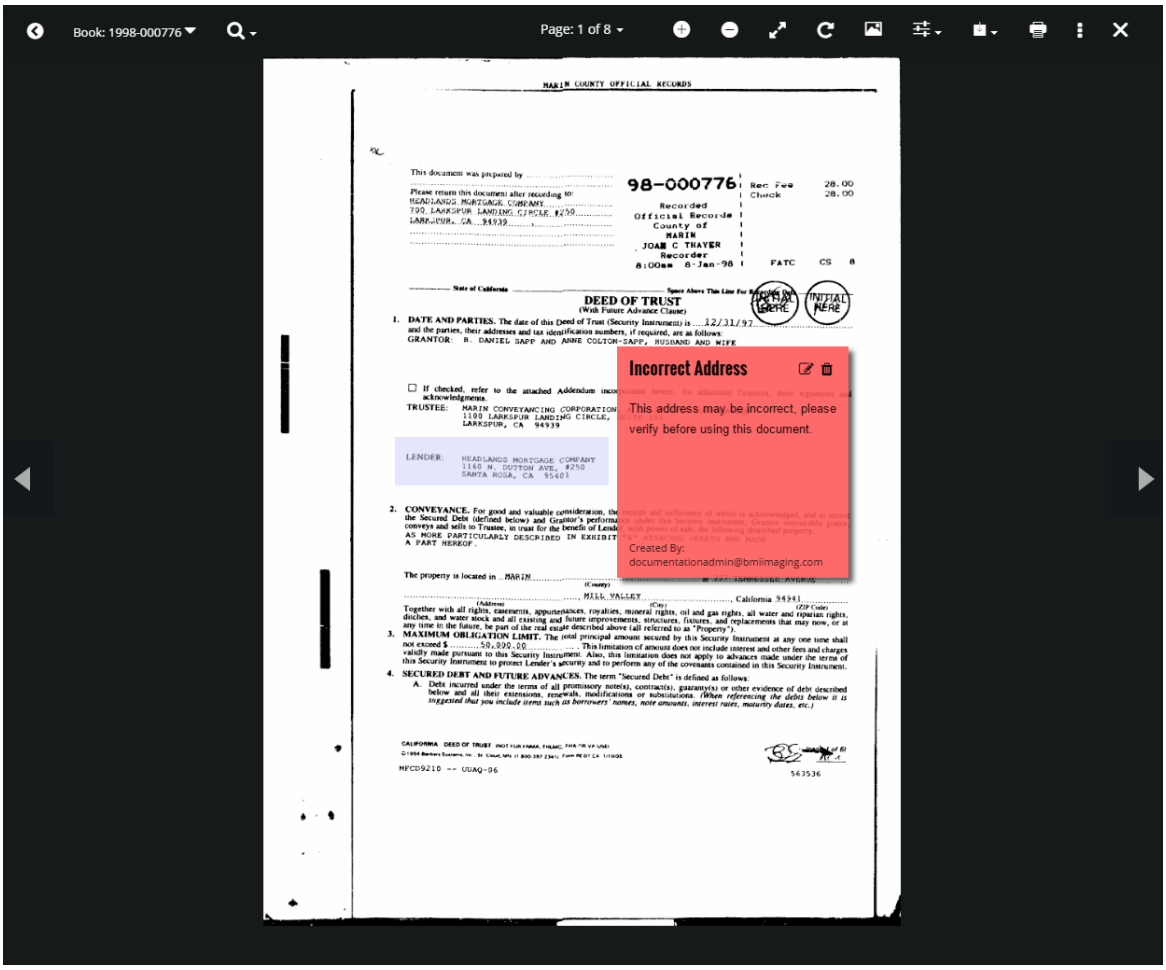
Notes can only be added in the Selected Page mode. To add a note, first select the page, click the Options icon on the toolbar, then select Add a Note.



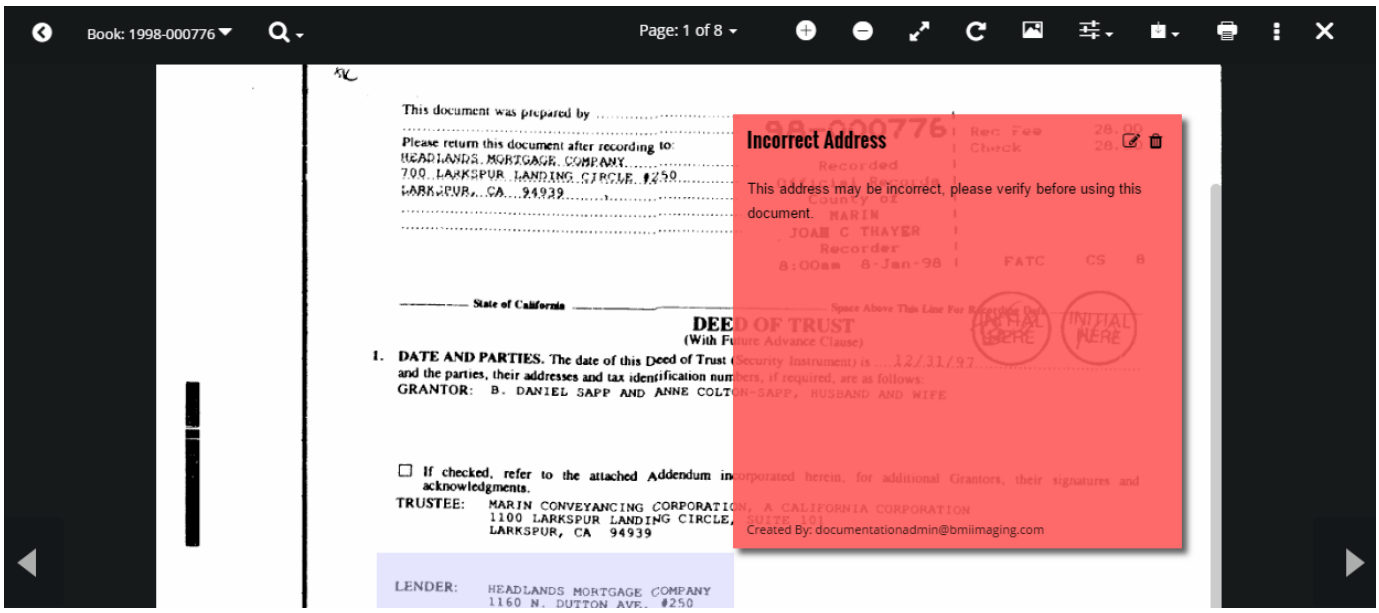
After clicking the the Add Note option the creat note dialog will open in the upper left corner of the window.



Enter a title for the note, the note text and choose the color for the note and click the Creat Note link at the bottom of the dialog. A note will be created and will appear on the document.

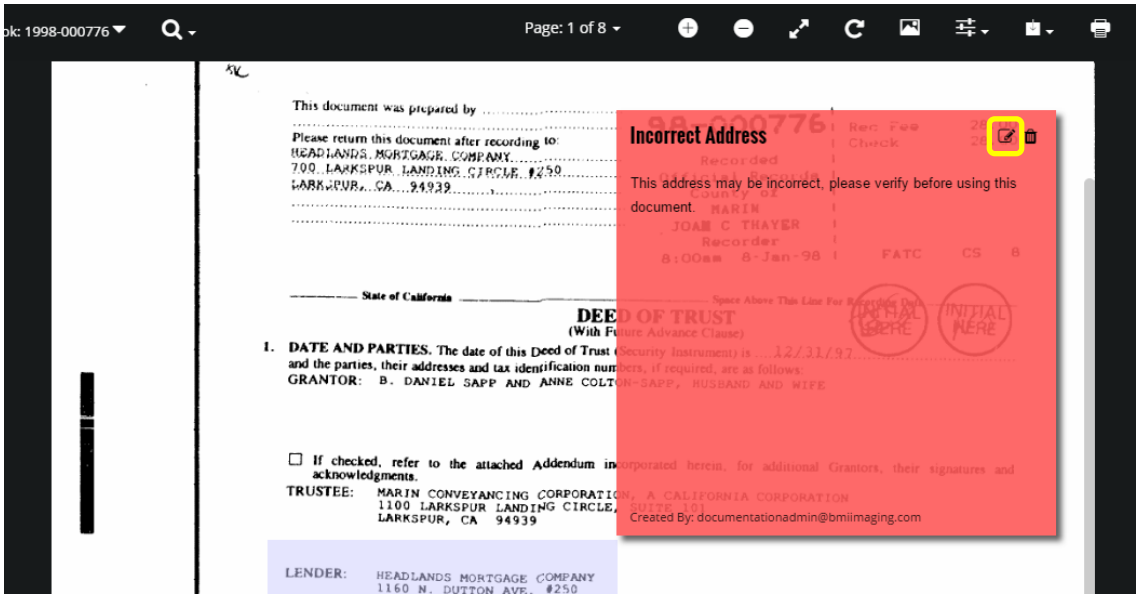


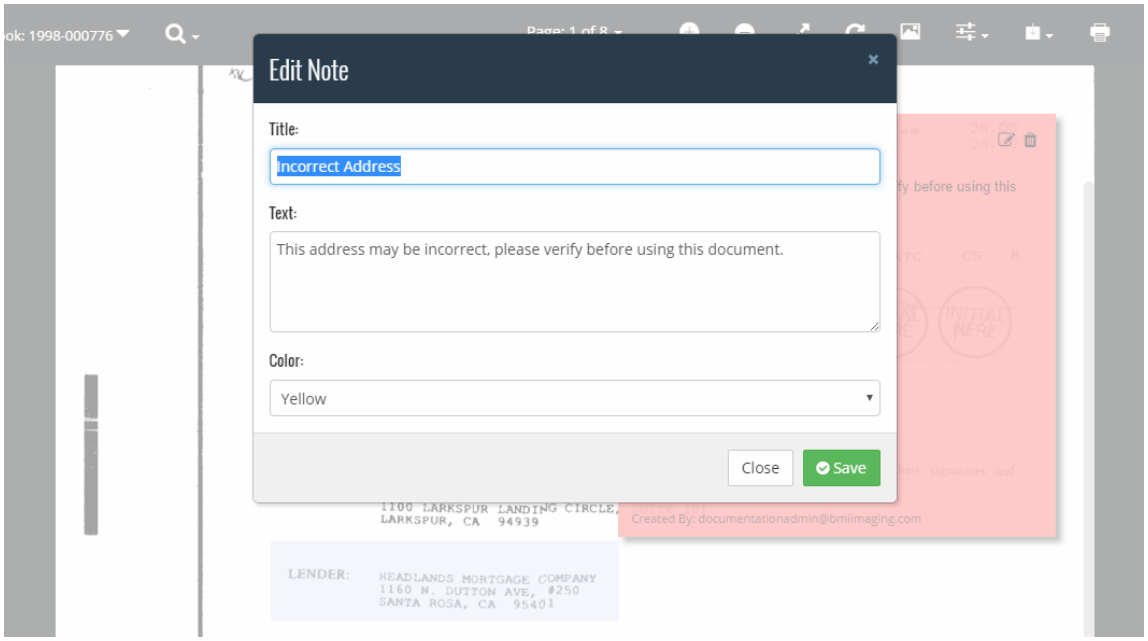
After the note has been created, you can use the mouse to resize and reposition the note to any location on the page.



Editing a Note

To Edit an existing note, select the the page with the note and click on the edit icon on the top right corner of the noteto reopen the Note dialog.

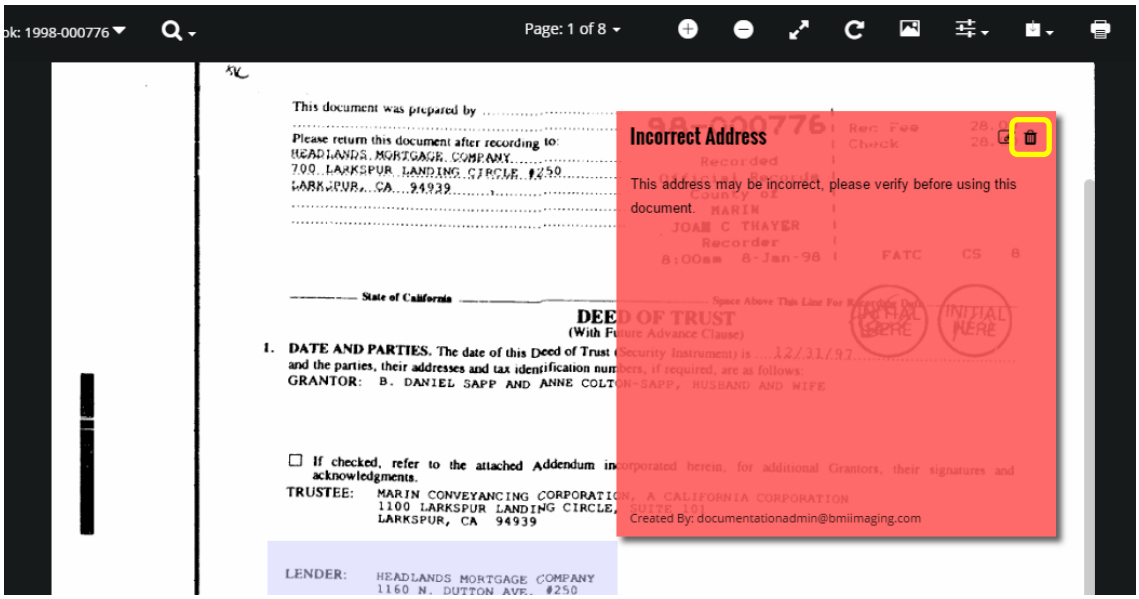




Click Save at the bottom of the Note dialog after editing, then Close.

Delete a Note

To delete a note, select the page conatining the note and click on the trash can icon in the upper right corner of the note.



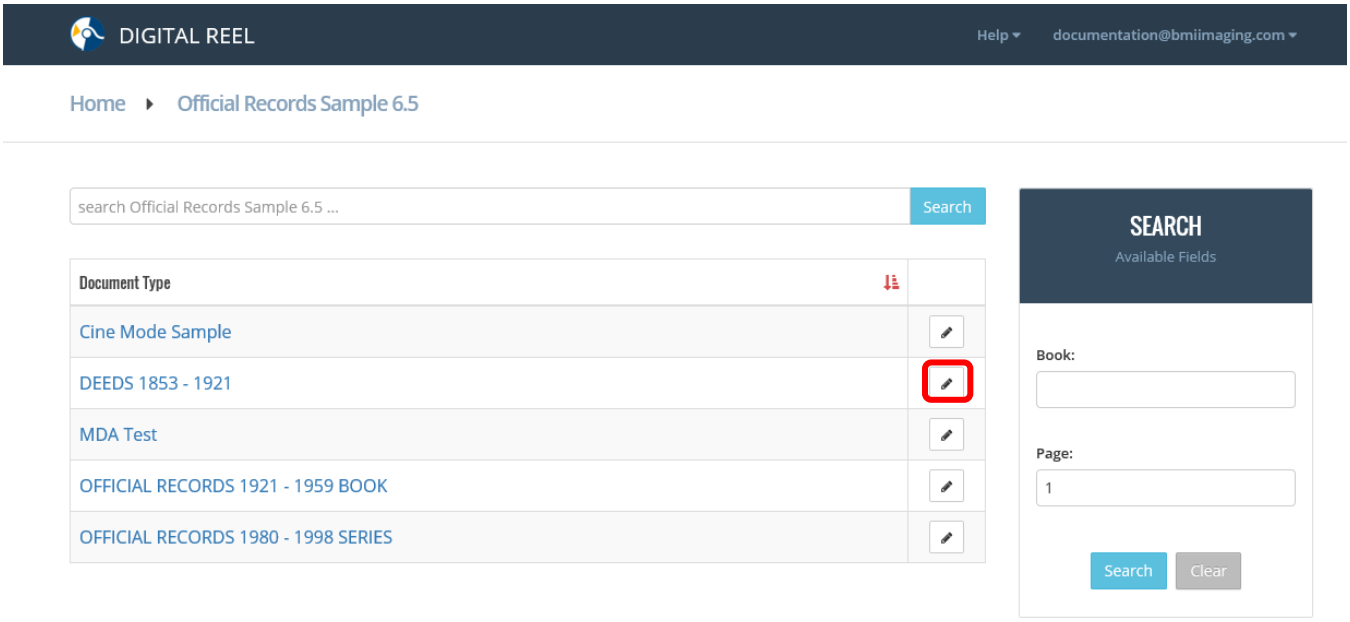
Click Delete on the confirmation dialog to delete the note.



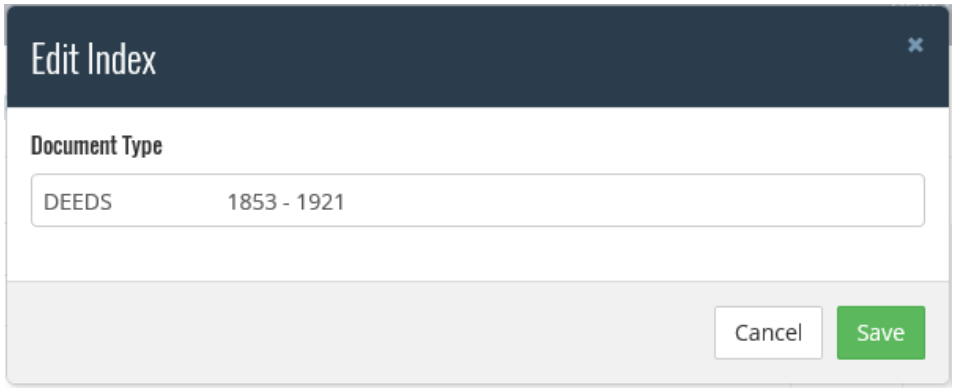
Editing Index Values

The Digital ReeL™ system allows users with appropriate permissions to change the Index Values in a dataset. This functionality must be configured by your Digital ReeL System Administrator. This Edit Index Values function allows the user to edit all index values from the Document Type to the final level (Data Set names can only be edited by the Administrator.) Please note these changes are applied to the system, not to a user account. Any change will be seen by all that access the system. *Note: this functionality is disabled for datasets enabled with Full Text Index search.*

1. Click the edit button located to the right of any editable item.



2. The Edit Index Dialog will open with the current value of the selected item.



3. Click Save to apply the change or Cancel to leave the edit mode.

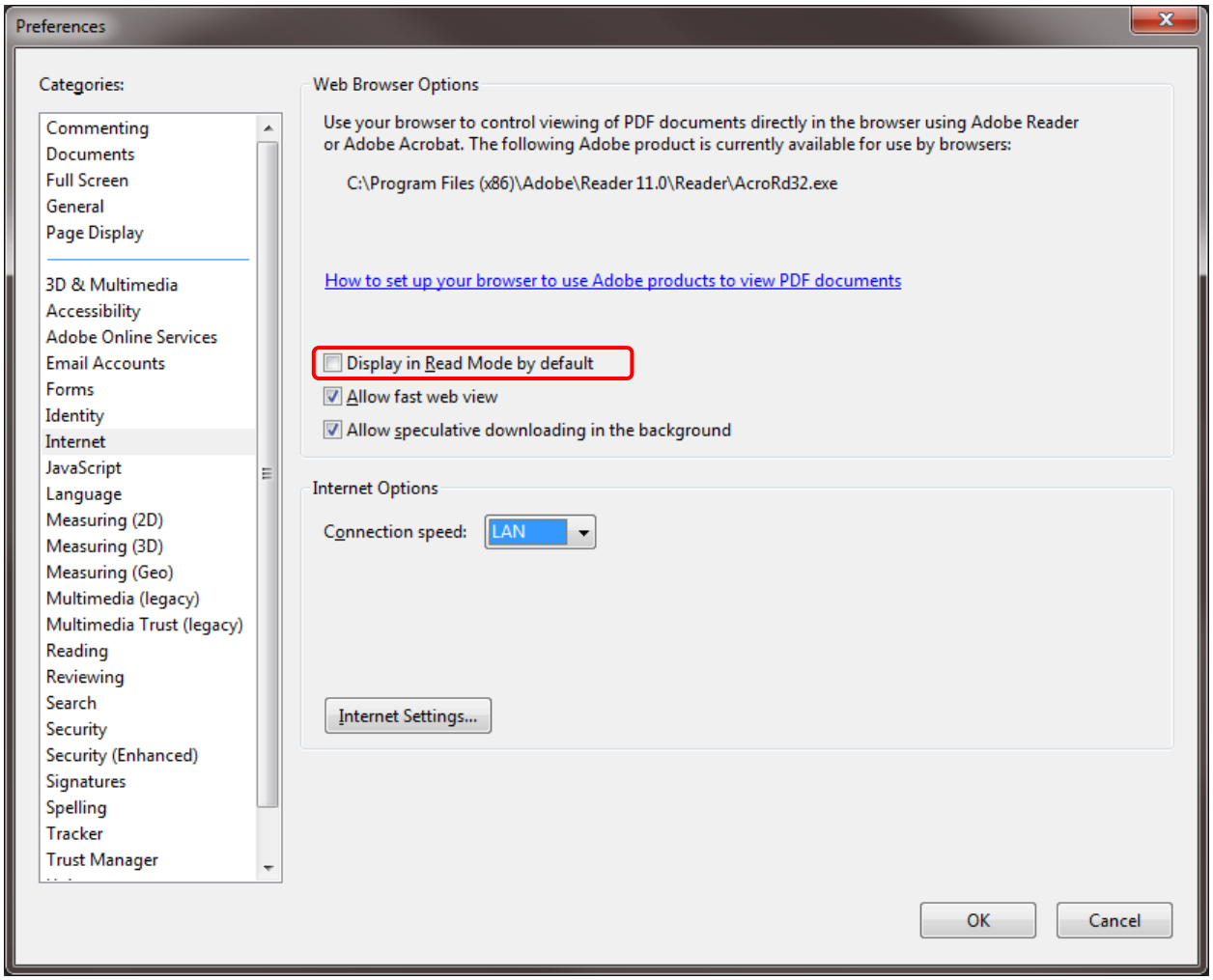
To change the item back, simply click on the edit button, rename, and click Save. There is not an "Undo" function. Please be certain of the change desired prior to making the change.

Configuring Printing

The Digital ReeL™ system creates a PDF file for printing. The actual print operation can be handled by either the Adobe Reader™ or a builtin system PDF viewer. The Adobe Reader™ can be downloaded at http://www.adobe.com/products/reader.html. After installing the Adobe Reader™ follow the steps below to configure the reader for use in Digital ReeL™.

Configure the Adobe Reader™

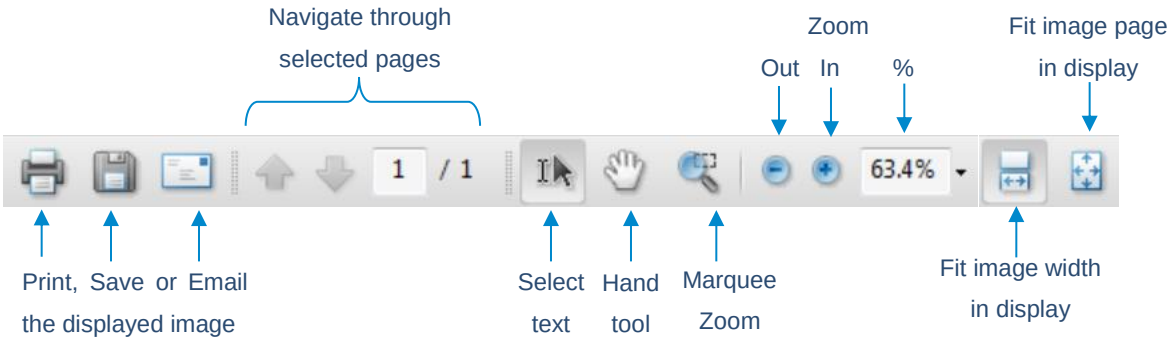
1. After installation, open the Adobe Reader™ by clicking on the desk top icon.
2. Click on the Edit Menu and select Preferences to open the Preferences window.
3. Select the Internet category to display the Web Browser Options page.



4. Uncheck the Display in Read Mode by Default check box. This change will display the Adobe tool bar at the top of the Reader frame allowing easier access to the Print and Download buttons.
5. Click the OK button to save the settings.

Adobe Reader™ Toolbar Options

1. Use the Adobe Toolbar above the image to:



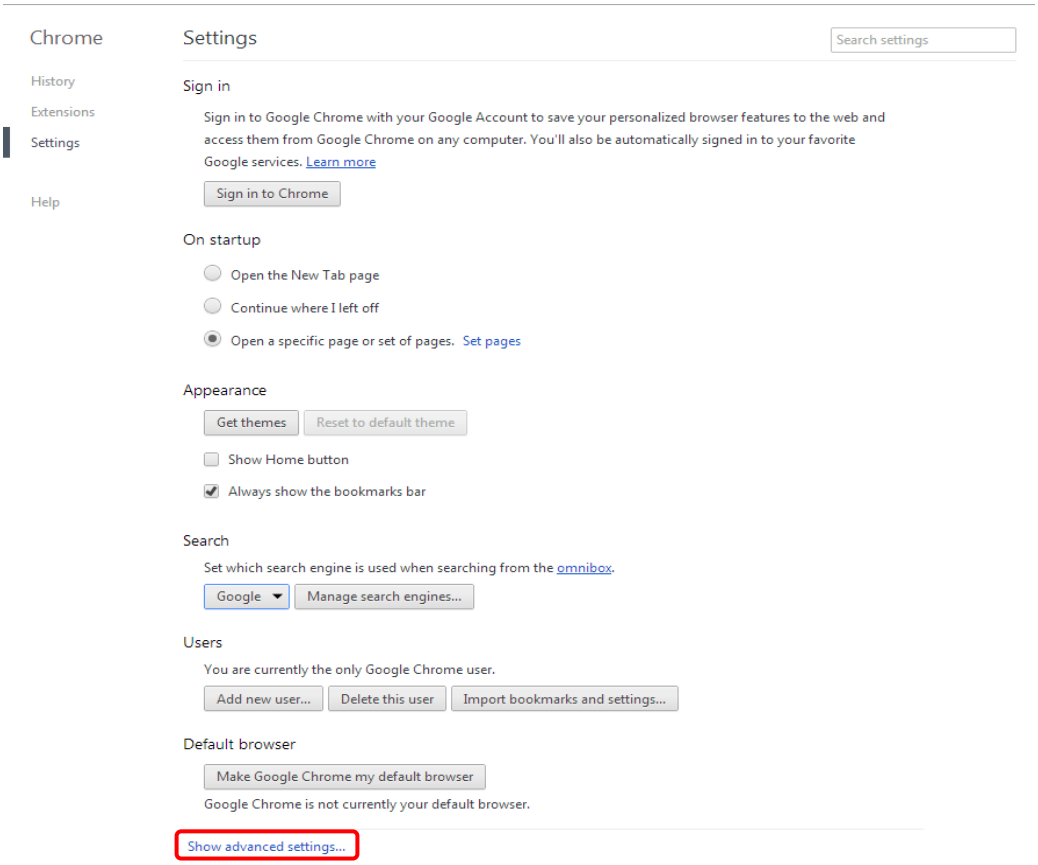
   a. Print the displayed image
   b. Save the displayed image as a PDF
   c. Email the displayed image as a PDF
   d. Select text or section to copy and paste
   e. The Hand tool is used when viewing a document that is zoomed to exceed the main display.
      i. The Hand tool can be selected from the Adobe Toolbar or from the menu that appears by right clicking in the main display.
      ii. Pan the document by holding down the left mouse button and moving the mouse until the desired area is in the main display.
   f. Select Marquee Zoom to enlarge the:
      a. Page: Left click on the document to enlarge the entire page centered under the cursor
      b. Selected area: Hold down the left mouse button and drag to enlarge the selected area only
   g. Left click the Zoom In (+) button to incrementally enlarge the document
   h. Left click the Zoom Out (-) button to incrementally decrease the document
   i. Fit image width in display will enlarge the image to the full width of the display.
   j. Fit image page in display will ensure the entire image is visible in the display.

Configure Google Chrome™ for Digital ReeL™

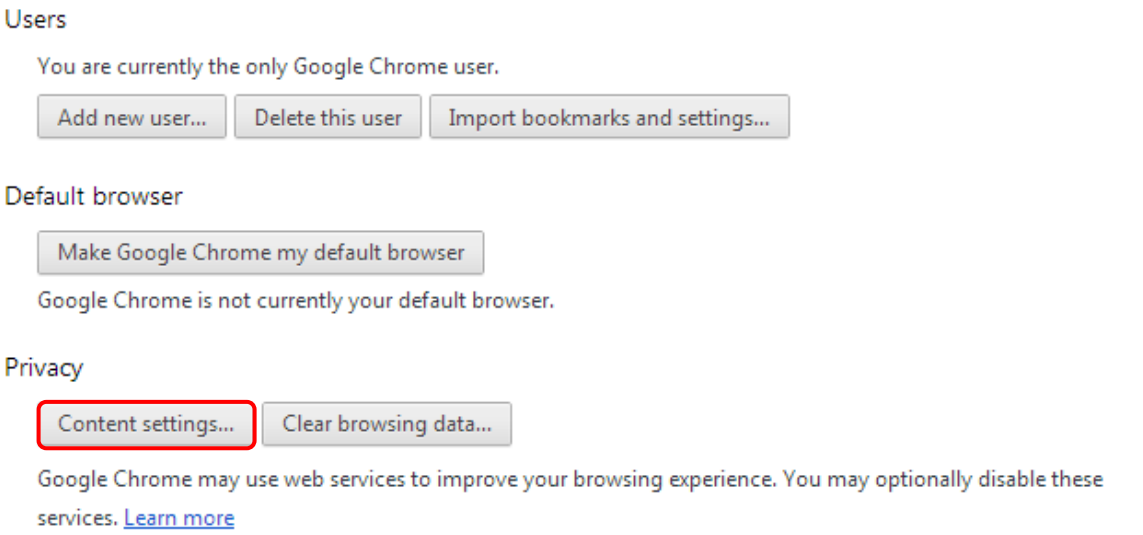
The Google Chrome™ browser incorporates the Chrome™ PDF viewer as the default PDF display. The Chrome™ PDF viewer does not provide all the functionality provided by the Adobe Reader™. Specifically, Chrome™ PDF viewer does not support email. After installing the Adobe Reader™ on the workstation, follow the steps below to configure the Chrome™ browser.

To change the configuration of the Chrome™ browser:

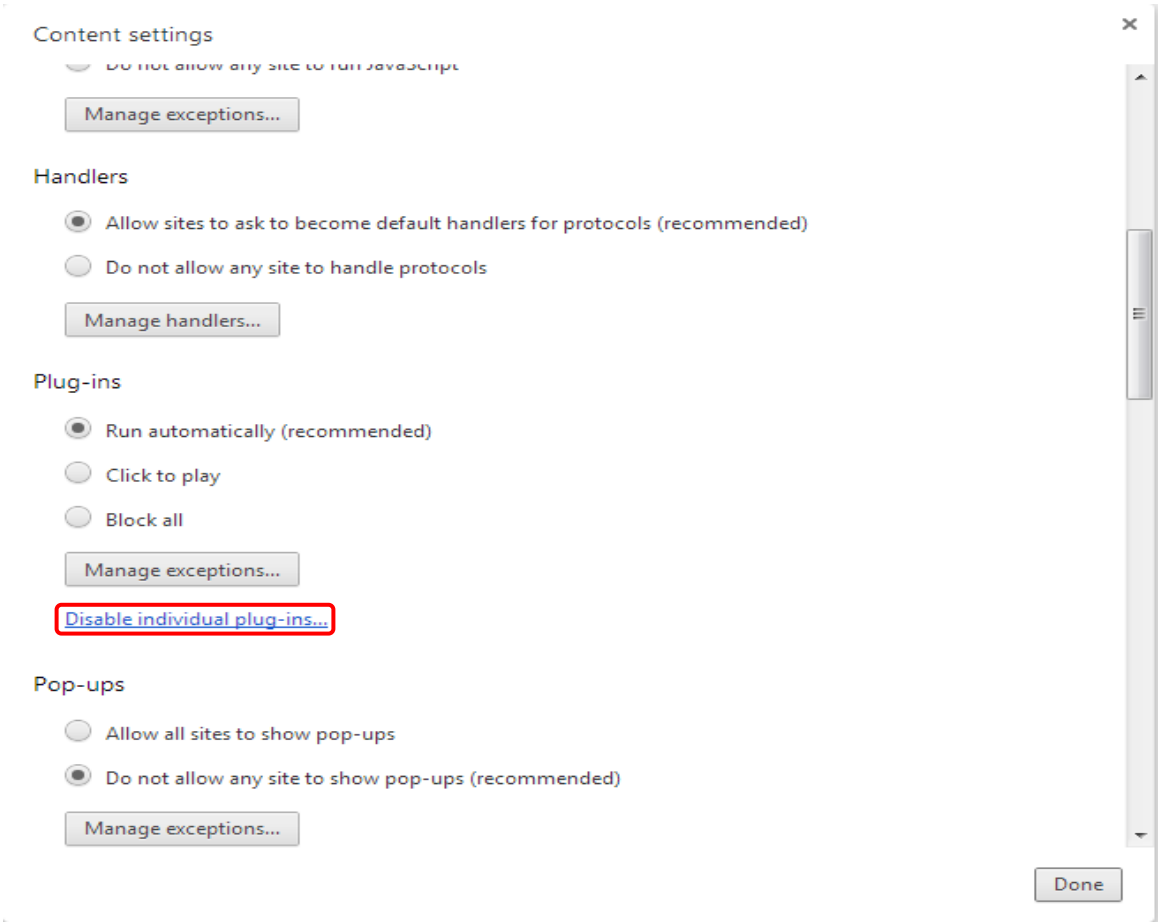
1. Click on the  three horizontal bars at the top right corner of browser window to open the Chrome™ menu.
2. Click the Settings item to open the Settings menu.



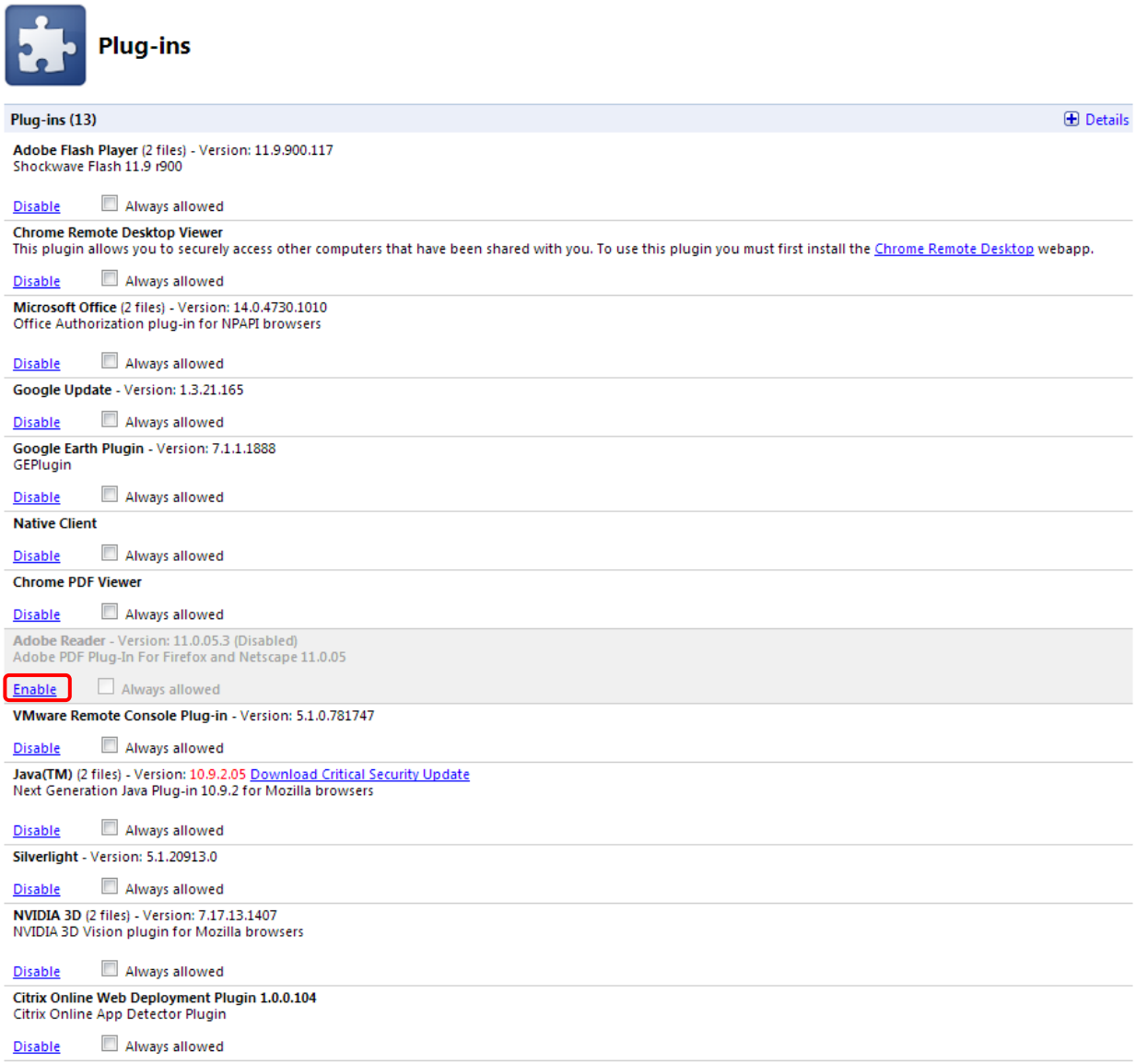
3. Click the Show advanced settings… link at that bottom of the page to expand the Settings page.



4. Under the Privacy section, click on the Content Settings button to open the Content Settings page.



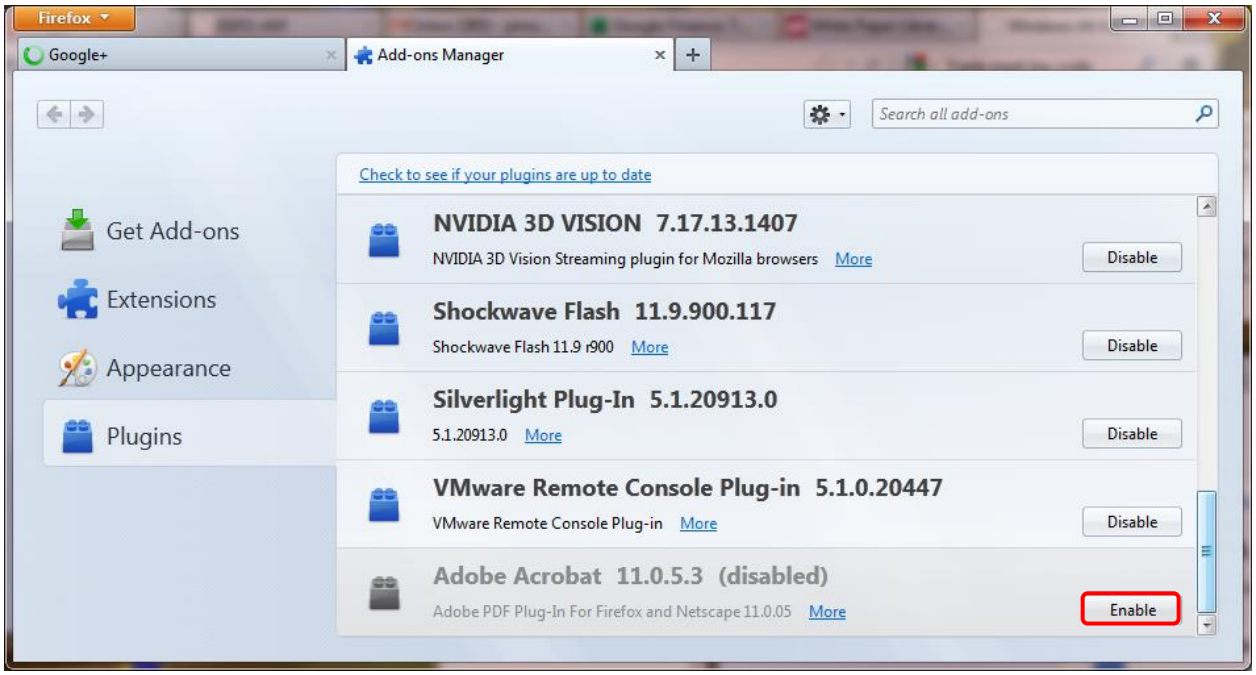
5. Click the Disable individual plug-ins… link to open the Plug-ins page.
6. Click the Enable link under the Adobe Reader to disable the default Chrome PDF viewer and enable the Adobe Reader for PDF files.


Plug-ins
Plug-ins (13)
Details
Adobe Flash Player (2 files) - Version: 11.9.900.117
Shockwave Flash 11.9 r900
Disable
Always allowed
Chrome Remote Desktop Viewer
This plugin allows you to securely access other computers that have been shared with you. To use this plugin you must first install the Chrome Remote Desktop webapp.
Disable
Always allowed
Microsoft Office (2 files) - Version: 14.0.4730.1010
Office Authorization plug-in for NPAPI browsers
Disable
Always allowed
Google Update - Version: 1.3.21.165
Disable
Always allowed
Google Earth Plugin - Version: 7.1.1.1888
GEPlugin
Disable
Always allowed
Native Client
Disable
Always allowed
Chrome PDF Viewer
Disable
Always allowed
Adobe Reader - Version: 11.0.05.3 (Disabled)
Adobe PDF Plug-In For Firefox and Netscape 11.0.05
Enable
Always allowed
VMware Remote Console Plug-in - Version: 5.1.0.781747
Disable
Always allowed
Java(TM) (2 files) - Version: 10.9.2.05 Download Critical Security Update
Next Generation Java Plug-in 10.9.2 for Mozilla browsers
Disable
Always allowed
Silverlight - Version: 5.1.20913.0
Disable
Always allowed
NVIDIA 3D (2 files) - Version: 7.17.13.1407
NVIDIA 3D Vision plugin for Mozilla browsers
Disable
Always allowed
Citrix Online Web Deployment Plugin 1.0.0.104
Citrix Online App Detector Plugin
Disable
Always allowed

Configure Mozilla Firefox™ for Digital ReeL™

The Mozilla Firefox™ browser incorporates the Firefox™ PDF viewer as the default PDF display. The Firefox™ PDF viewer does not provide all the functionality provided by the Adobe Reader™. Specifically, the Firefox™ PDF viewer does not support email. After installing the Adobe Reader™ on the workstation follow the instructions below to configure Firefox™ to use the Adobe Reader™.

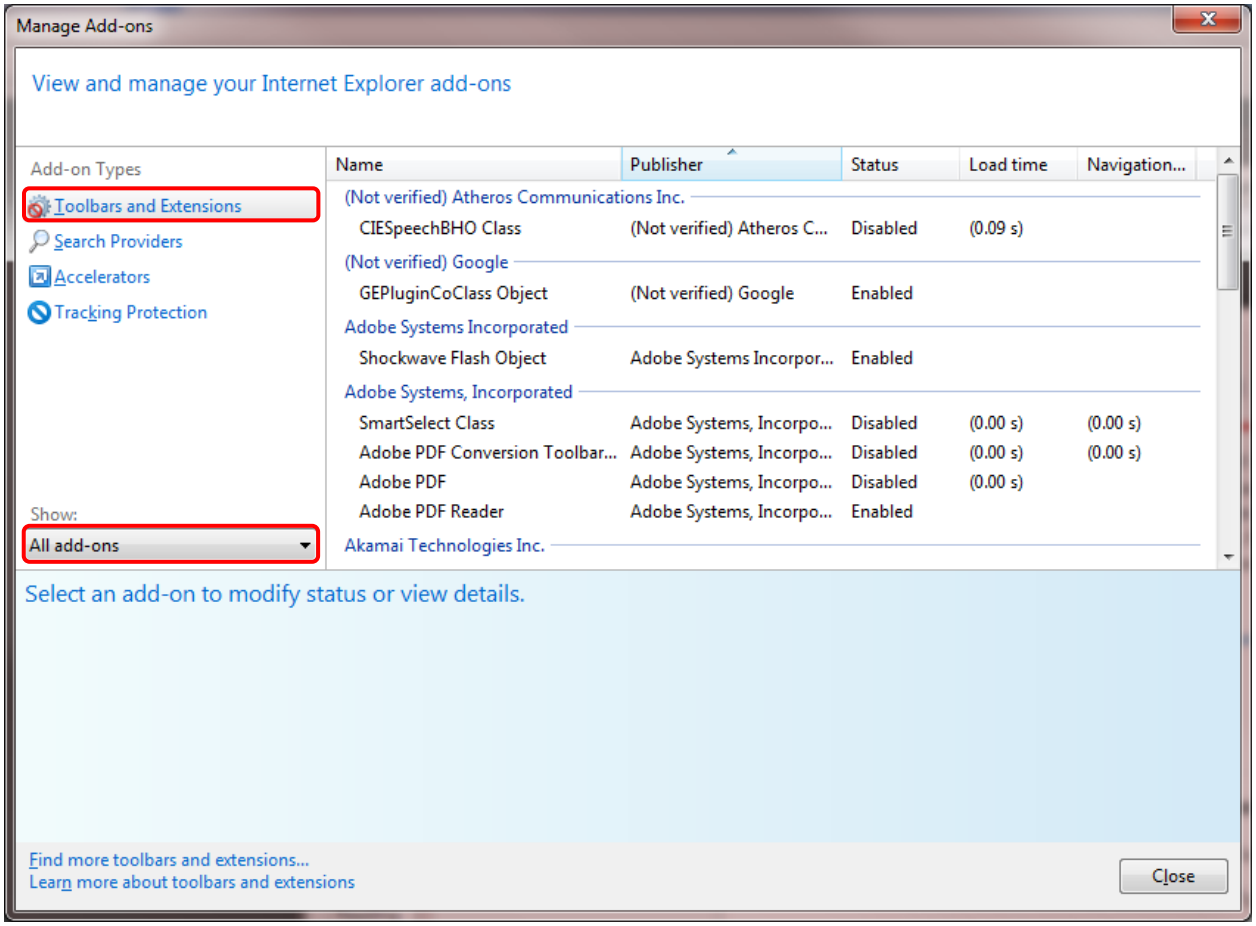
1. Click the Firefox™ tab at the top right corner of the browser window to open the Firefox™ menu. Click on Add-ons to open the Add-ons page in a browser window.
2. Scroll down the plugin list to locate the Adobe Acrobat™ plugin on the list and click the Enable button.



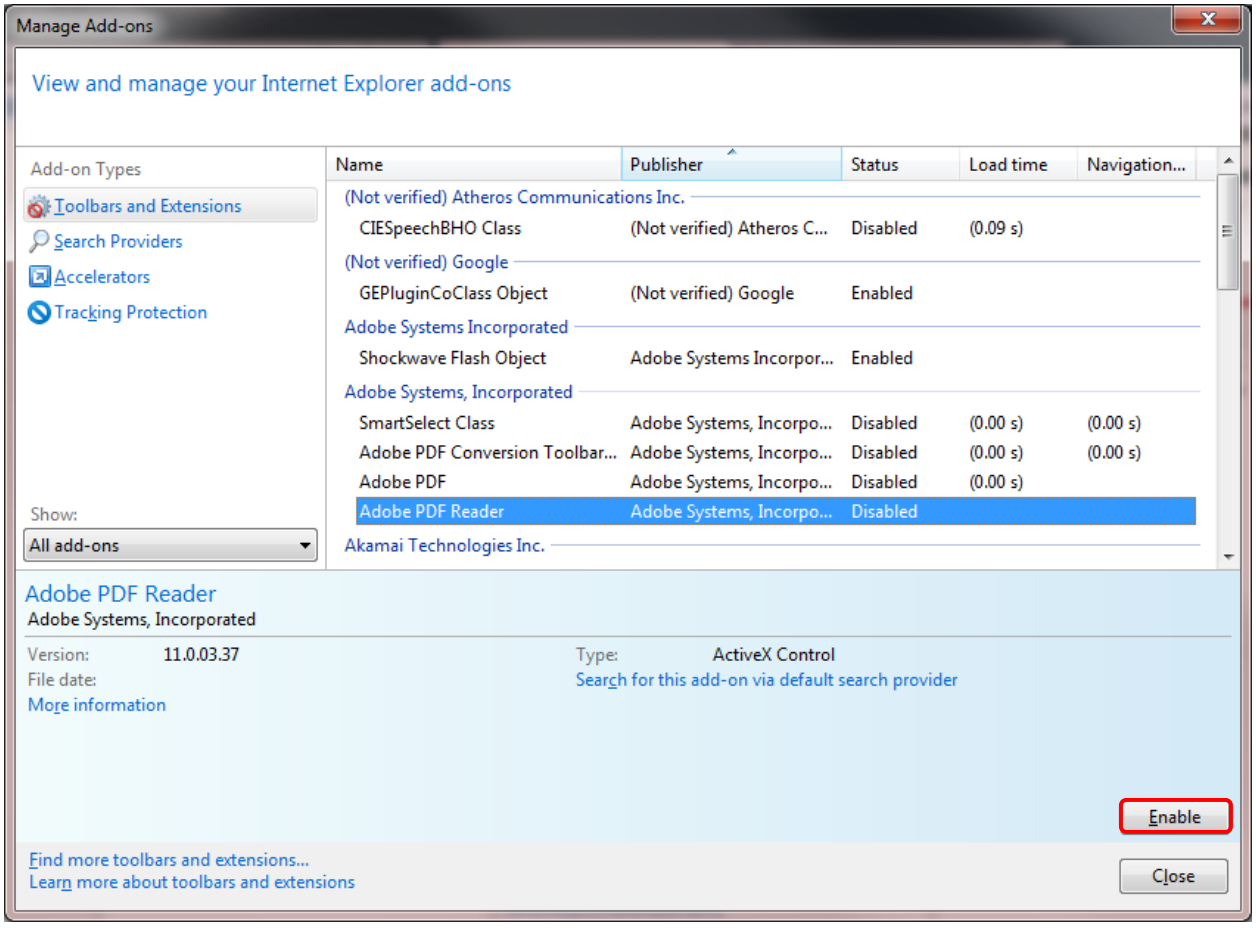
Configure Internet Explorer™ 9 and 10 for Digital ReeL™

Internet Explorer™ does not incorporate a built in PDF viewer. The Adobe Reader™ will need to be installed on the workstation to support image printing from within Digital ReeL™. The Adobe Reader™ can be downloaded at http://www.adobe.com/products/reader.html. After installing the Adobe Reader™, open Internet Explorer™ and follow the steps listed below:

1. Click on the Gear icon in the upper right corner of the browser frame and select Manage add-ons from the menu.
2. Select Toolbars and Extensions and All add-ons.



3. Find the Adobe PDF Reader under the Adobe Systems, Incorporated section. If the Adobe PDF reader is not listed as Enabled, click on the Adobe PDF Reader to select it, then click on the Enable Button.


Manage Add-ons
View and manage your Internet Explorer add-ons
Add-on Types
Toolbars and Extensions
Search Providers
Accelerators
Tracking Protection
Show:
All add-ons
Name
Publisher
Status
Load time
Navigation...
(Not verified) Atheros Communications Inc.
CIESpeechBHO Class
(Not verified) Atheros C...
Disabled
(0.09 s)
(Not verified) Google
GEPluginCoClass Object
(Not verified) Google
Enabled
Adobe Systems Incorporated
Shockwave Flash Object
Adobe Systems Incorpor...
Enabled
Adobe Systems, Incorporated
SmartSelect Class
Adobe Systems, Incorpo...
Disabled
(0.00 s)
(0.00 s)
Adobe PDF Conversion Toolbar...
Adobe Systems, Incorpo...
Disabled
(0.00 s)
(0.00 s)
Adobe PDF
Adobe Systems, Incorpo...
Disabled
(0.00 s)
Adobe PDF Reader
Adobe Systems, Incorpo...
Disabled
Akamai Technologies Inc.
Adobe PDF Reader
Adobe Systems, Incorporated
Version: 11.0.03.37
File date:
More information
Type: ActiveX Control
Search for this add-on via default search provider
Enable
Find more toolbars and extensions...
Learn more about toolbars and extensions
Close