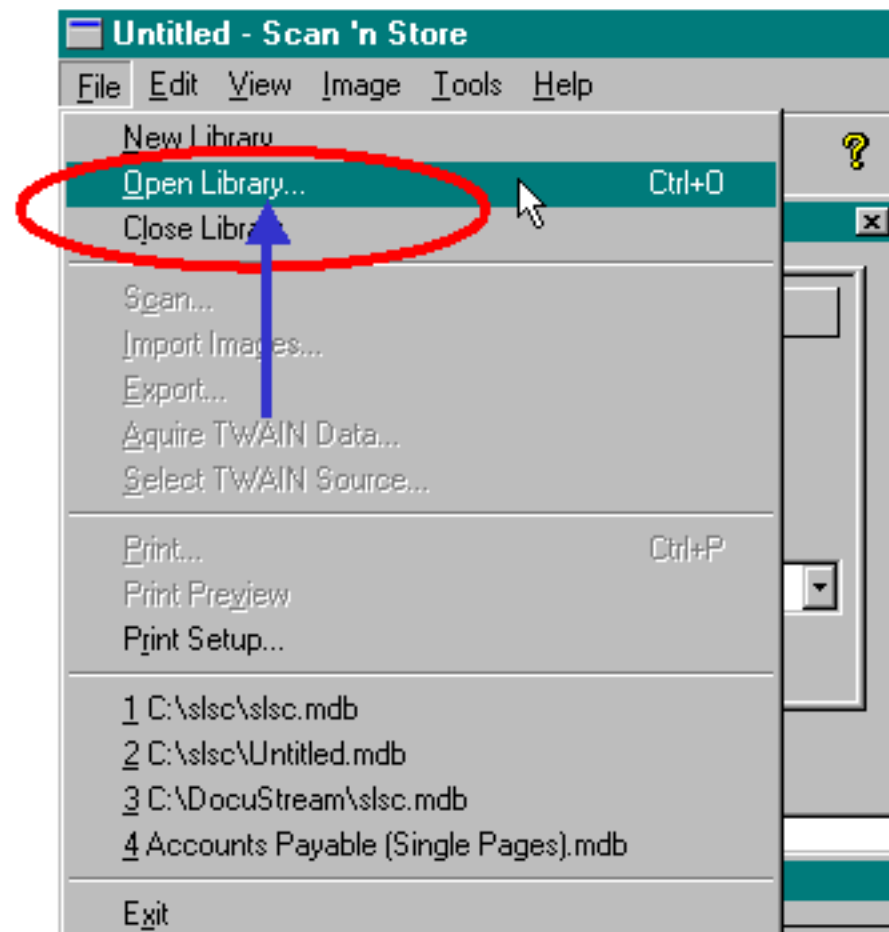


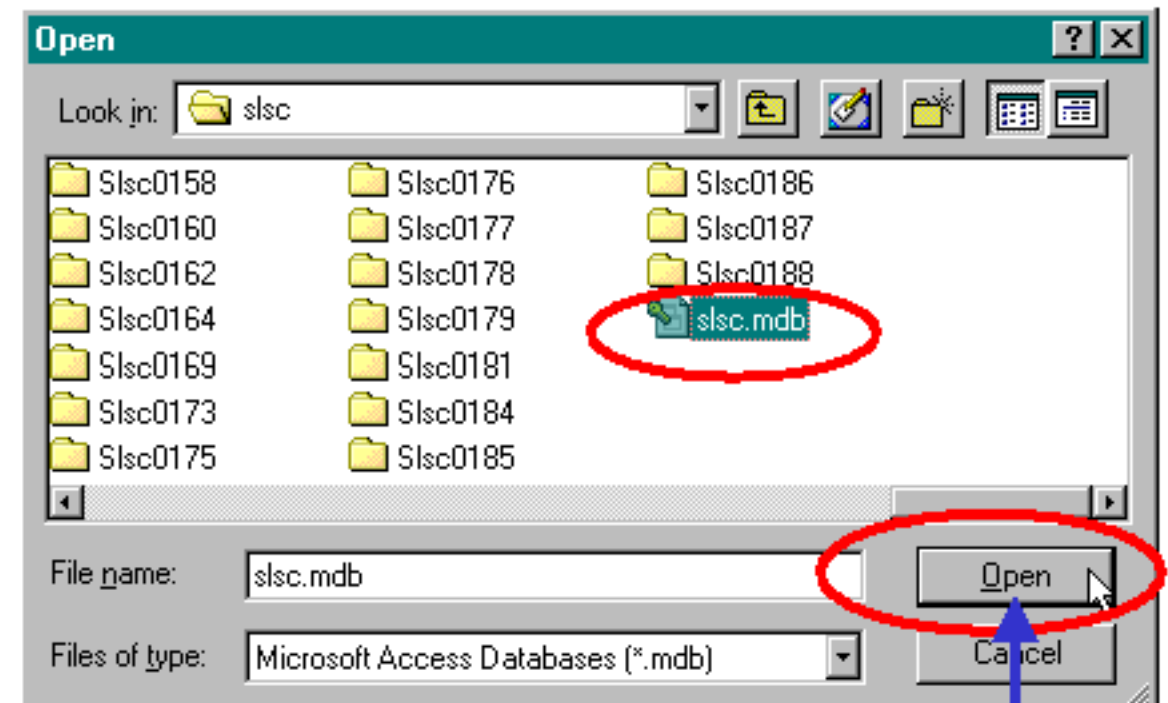
Creating a Multi-Page .Tif file using the Merge Feature

1

1. File | Open Library

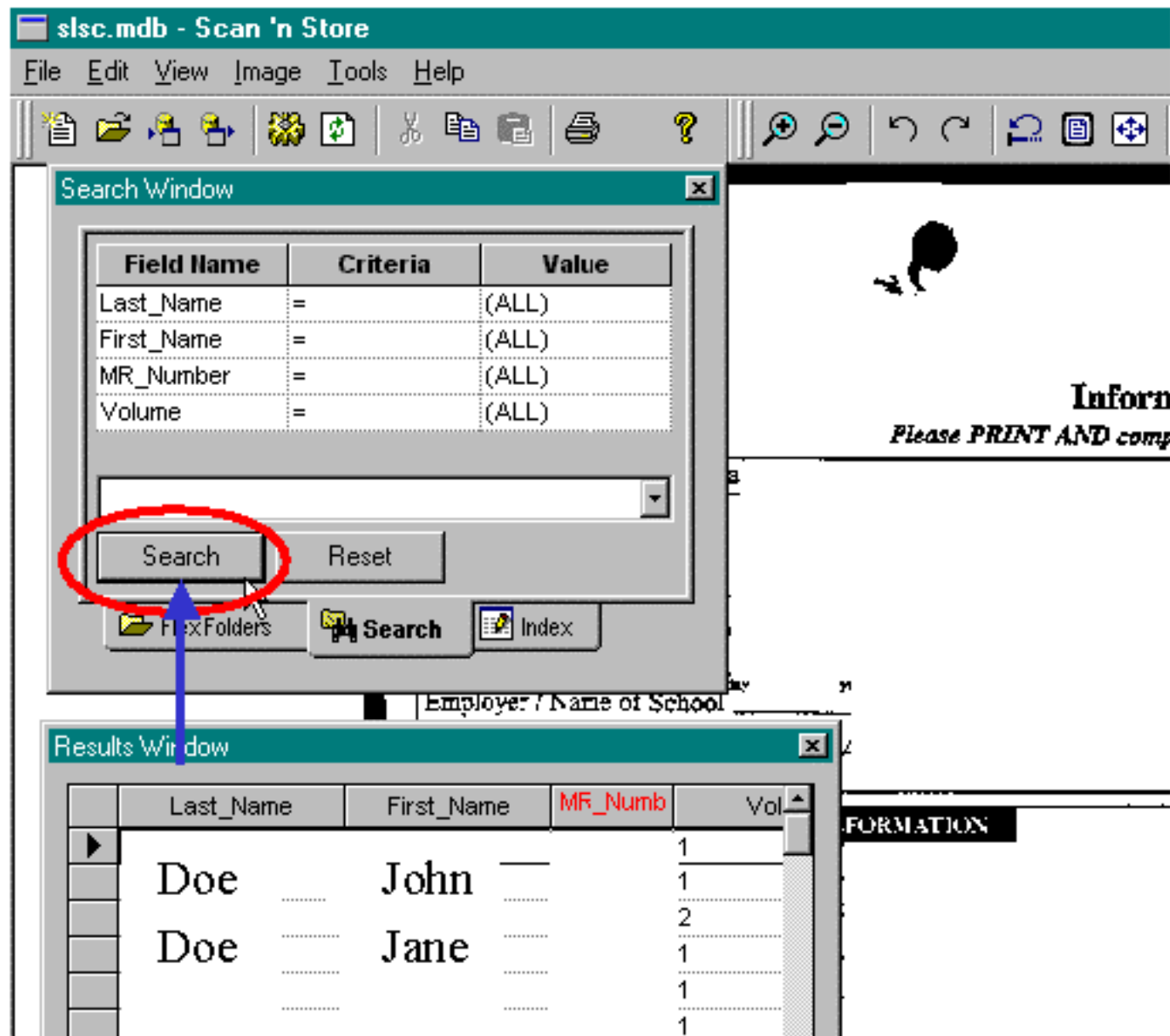


2. Select the .mdb file that you already created with Scan 'N Store. Click on the **Open** button.



Creating a Multi-Page .Tif file using the Merge Feature

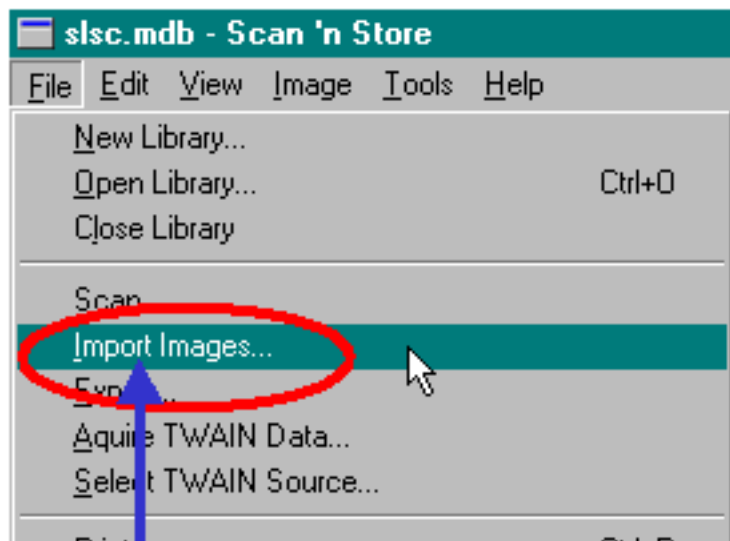
3. After opening a .mdb file, click on the **Search** button to view all of your documents.



With your Library (database) open in Scan 'N Store

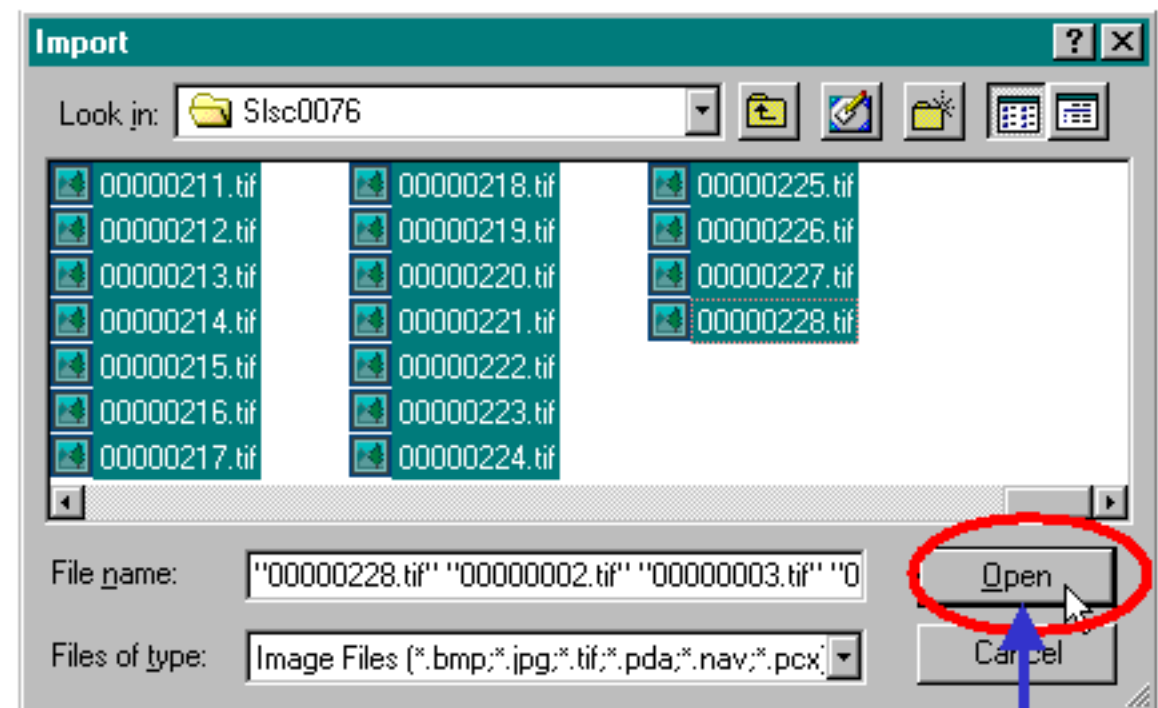
3

4. Select **File | Import** Images (for creating a multi-page .tif document)



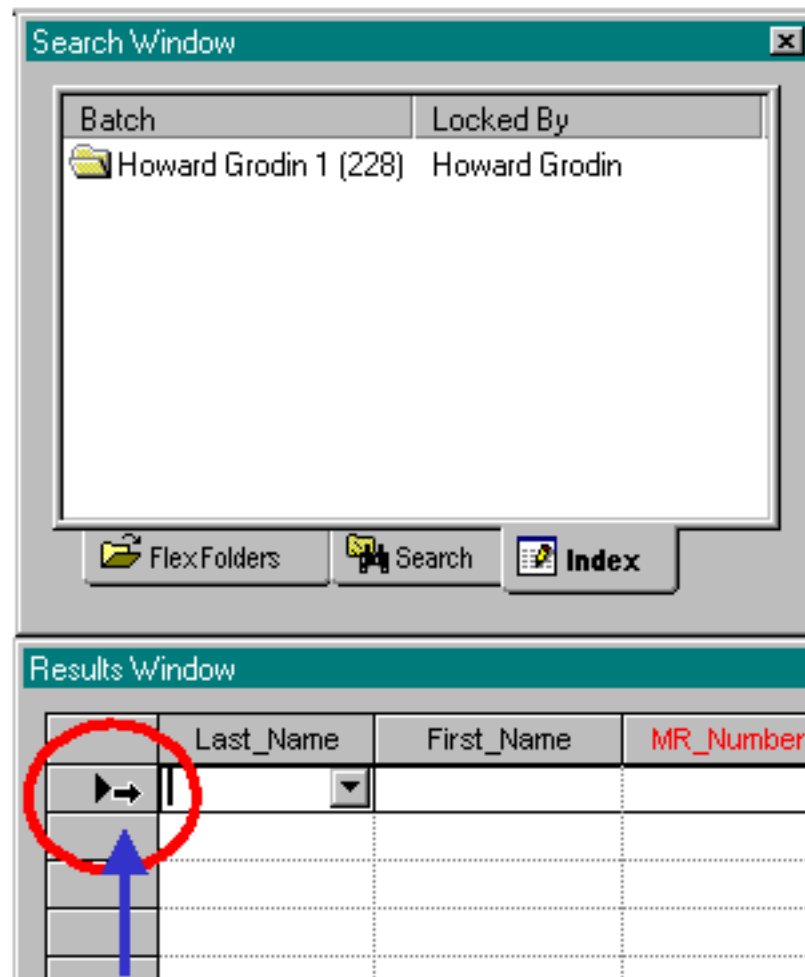
5. Select the .tif images to import.

- Click on the first .tif image
- Hold down the **Shift** Key, and click on the last .tif image in a folder to highlight all images.
- Click on the **Open** Button to import the .tif images.

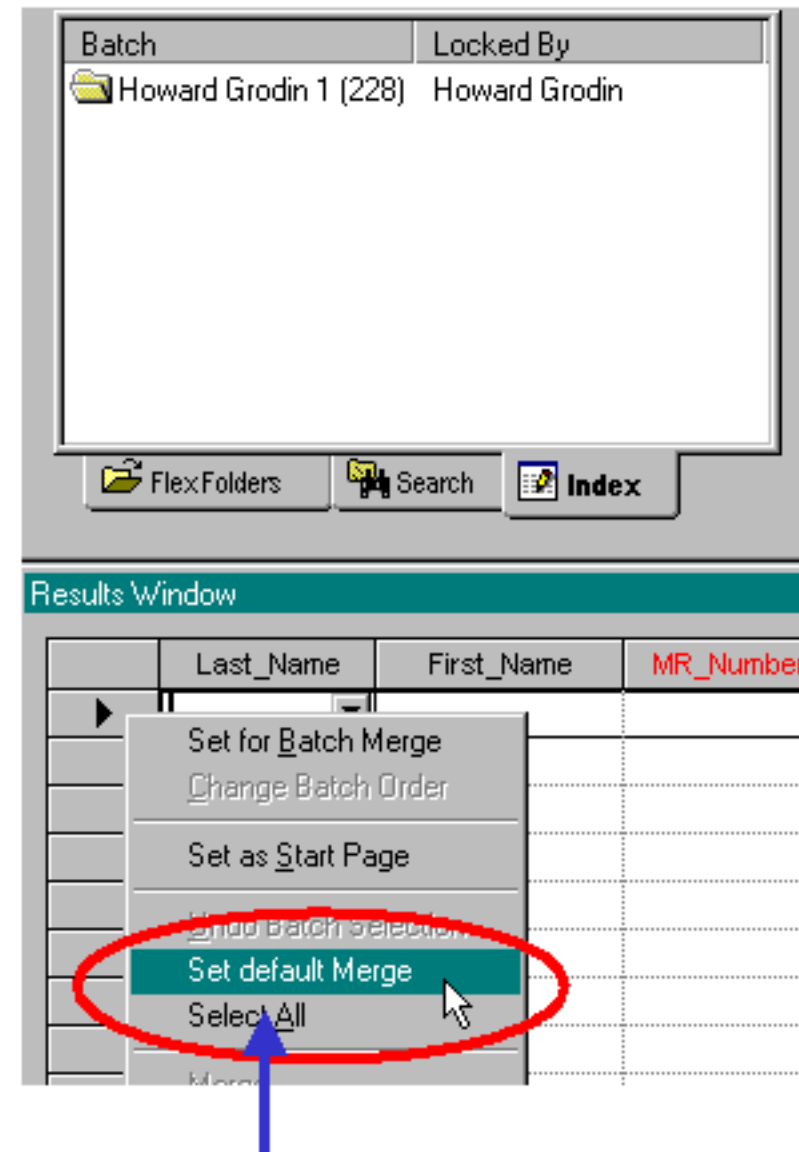


Creating a Multi-Page .Tif file using the Merge Feature

6. Place your mouse cursor next to the triangle and your cursor will become a little black arrow with a white outline around it.



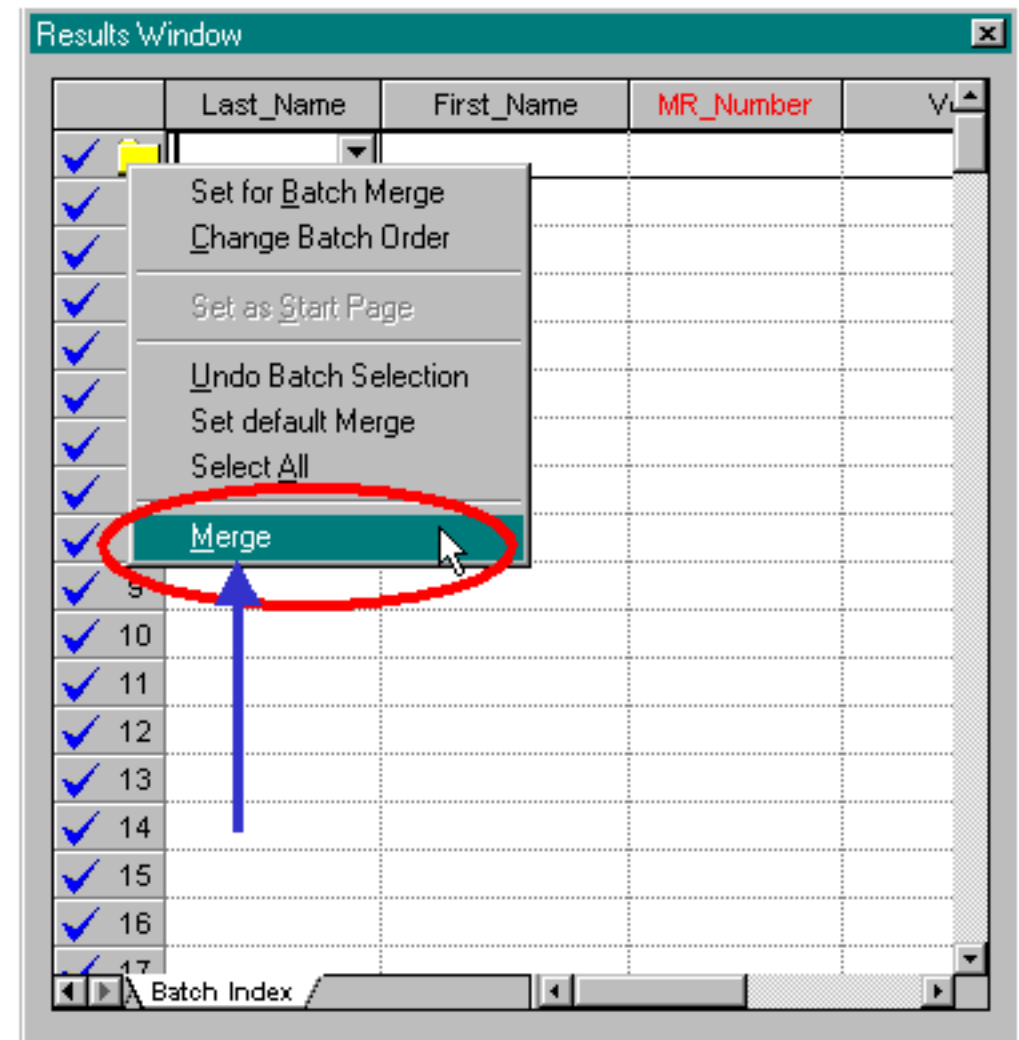
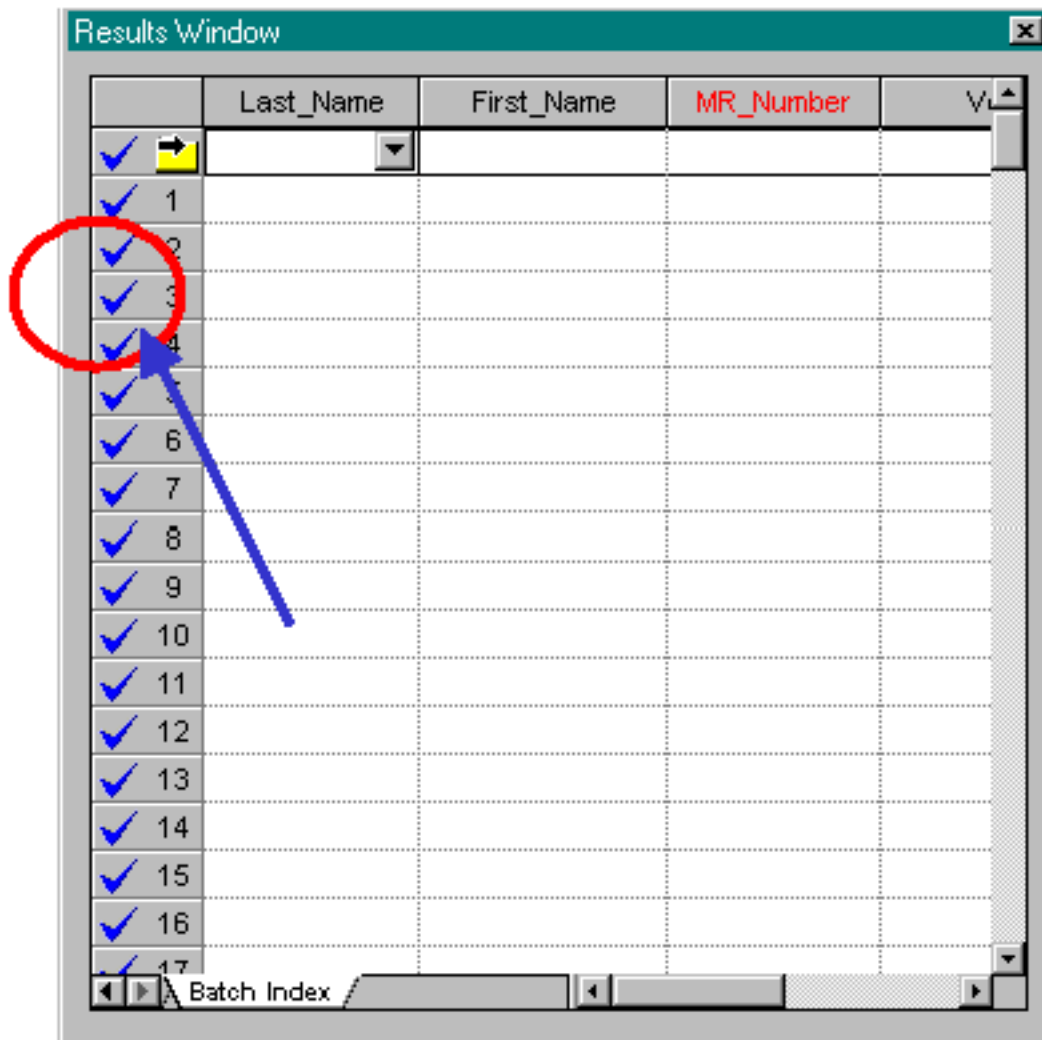
7. Right-click and select **Set default Merge.**



Setting the Default Merge Feature to Create a Multi-Page .Tif

8. Place your mouse cursor next to the Yellow Folder and your cursor becomes a black arrow.

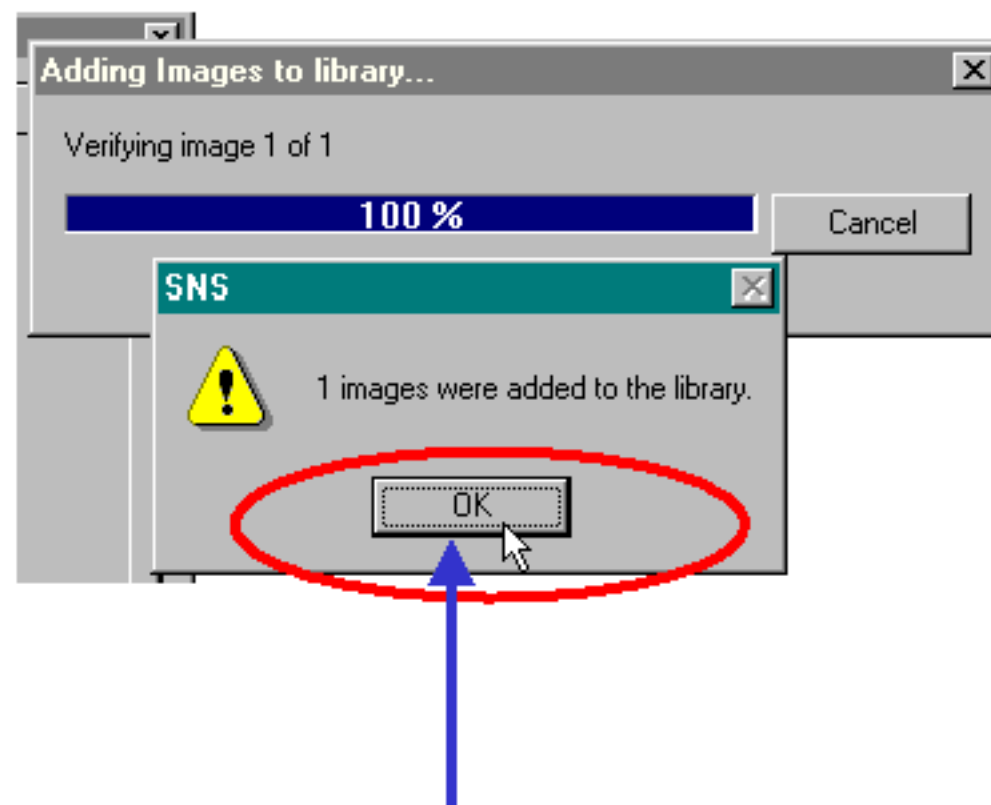
9. Right-click your mouse and select **Merge**.



Creating a Multi-Page .Tif file using the Merge Feature

6

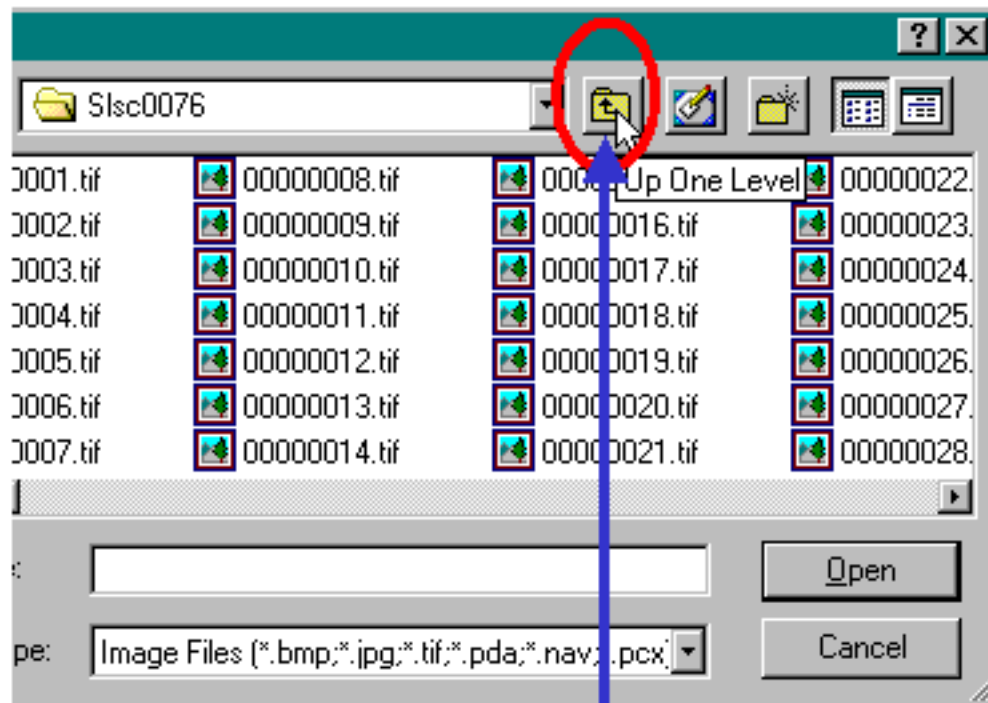
10. You have successfully merged your tif images into 1 large tif image.
 - Type the indexed information into your fields.
 - Hold down the **Ctrl** Key and press the "**B**" Key to add the batch to the
 - Library (database).
 - Click **OK** to add the 1 large tif image to the library (database).



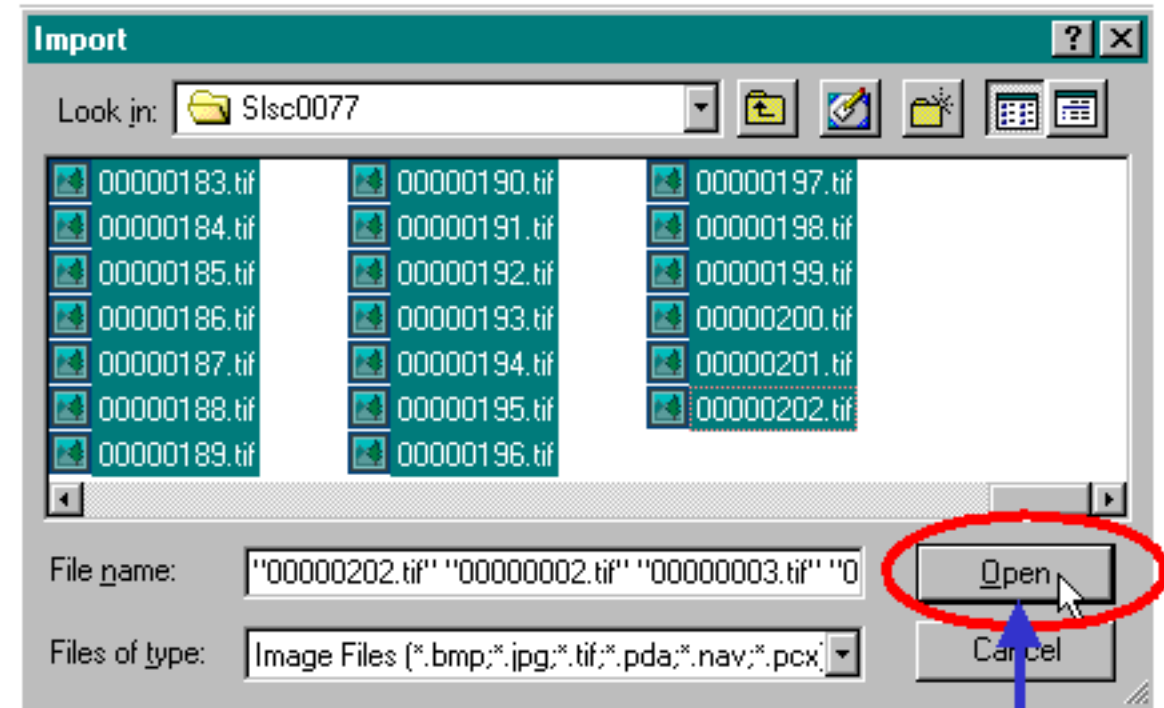
Creating a Second Multi-Page .Tif Document

7

11. Select the .tif images to import.
Click on the Yellow Folder to go up one level and select the next folder of tif images to import.

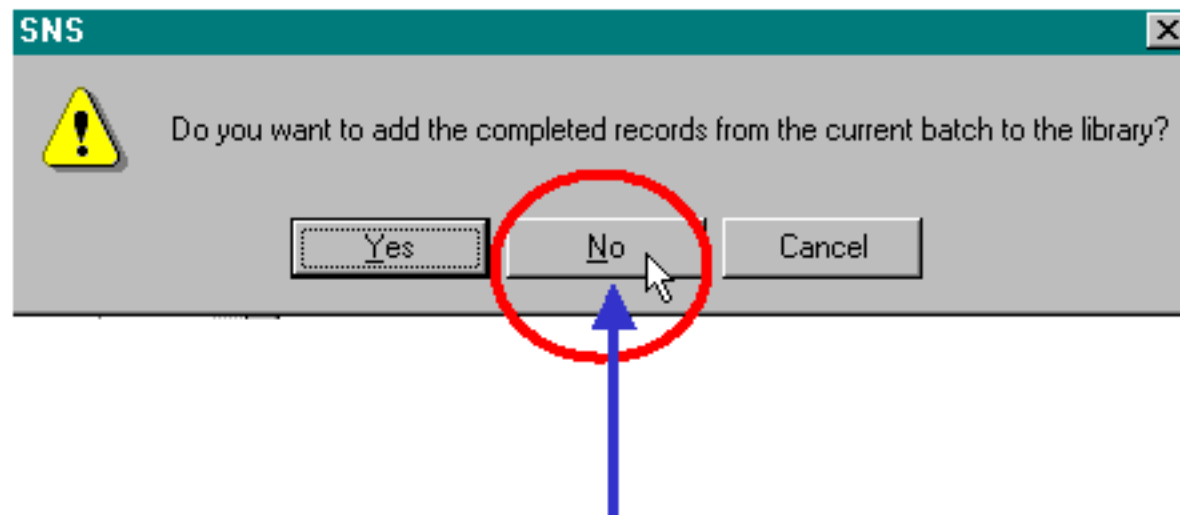


12. Select the .tif images to import.
- Click on the first .tif image
 - Hold down the **Shift** Key, and click on the last .tif image in the folder to highlight all images.
 - Click on the **Open** Button to import the .tif images.



Creating a Second Multi-Page .Tif Document

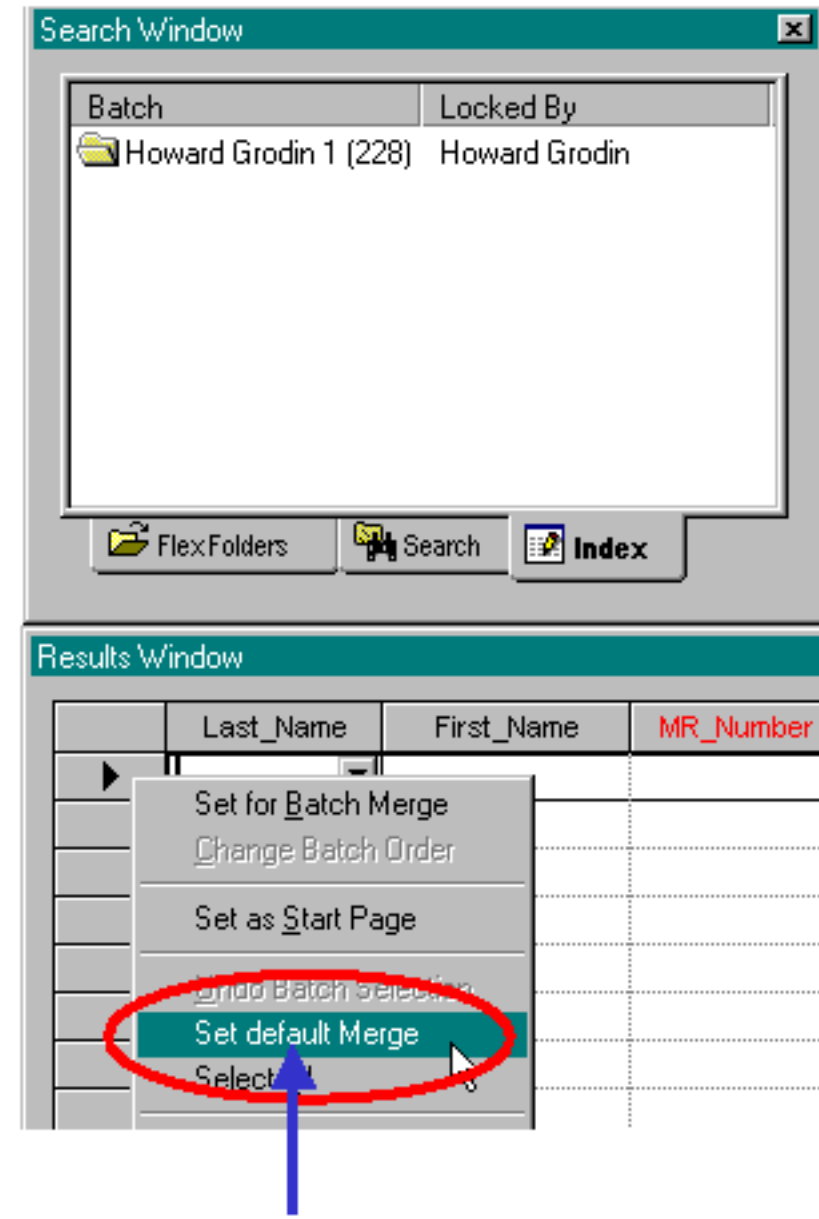
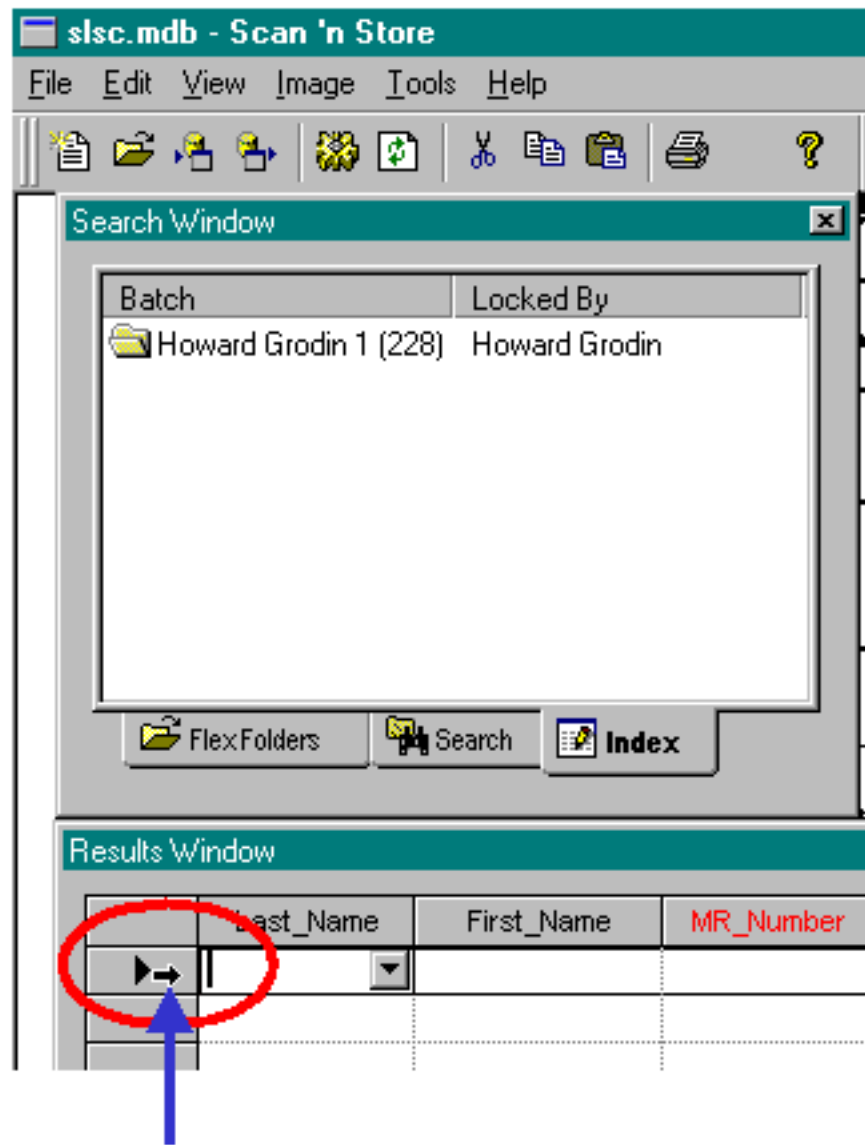
13. The dialog box asks if you want to add the imported images to the last batch of images you imported.
- For example, I finished importing images from folder #76 and now I am importing images from folder #77,
 - I will click the **No** button so that the images will remain separate from the previous batch.



Creating a Second Multi-Page .Tif Document

14. Place your mouse cursor next to the triangle and your cursor will become a little black arrow with a white outline around it.

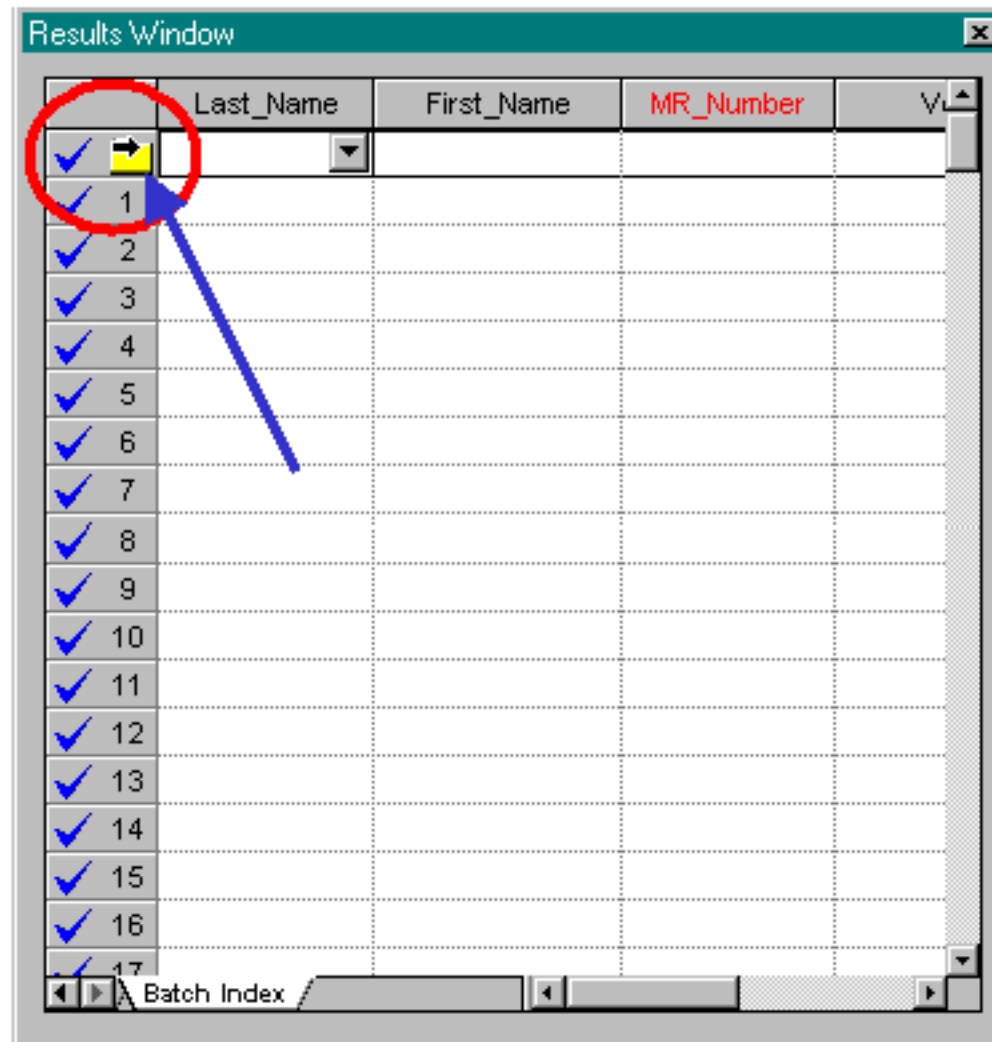
15. Right-click your mouse and select **Set default Merge.**



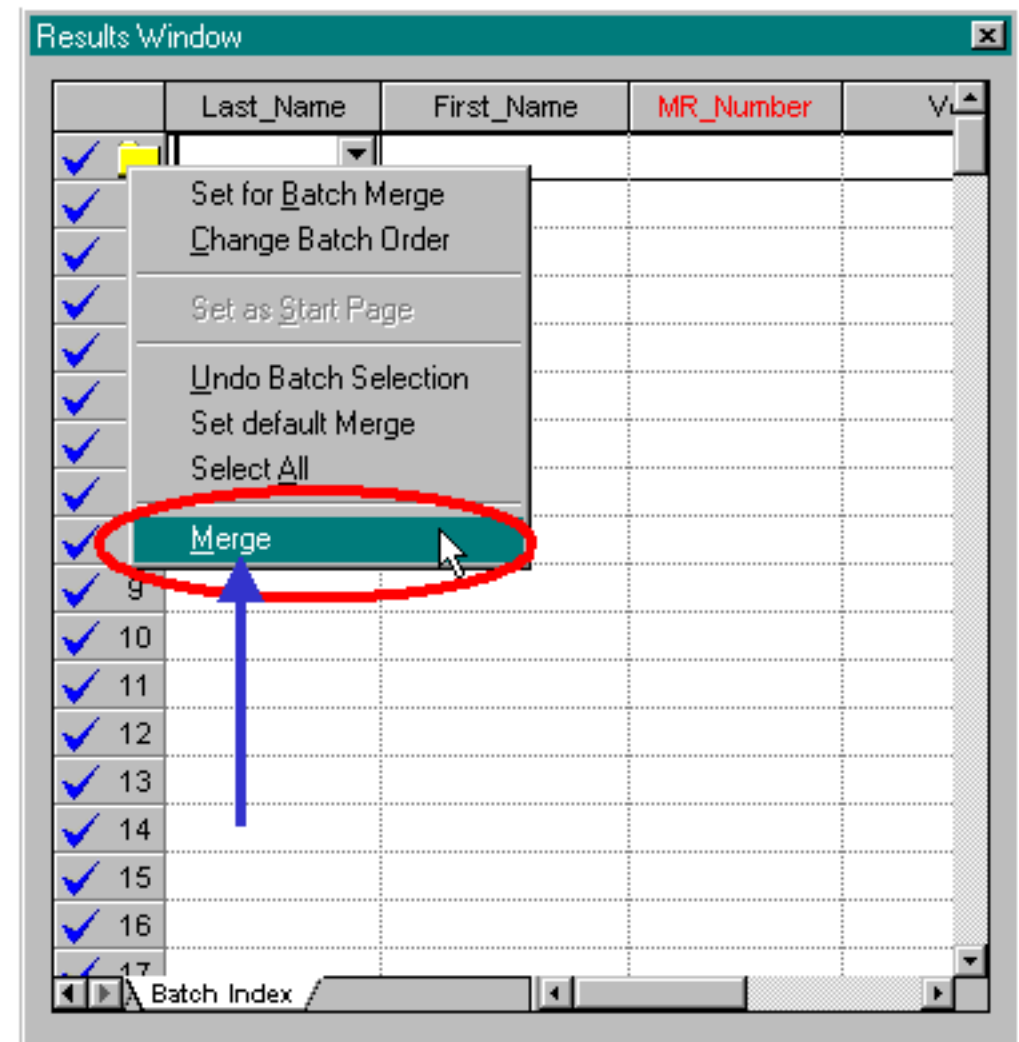
Creating a second Multi-Page .Tif File Using the Merge Feature

10

16. Place your mouse cursor next to the Yellow Folder and your cursor becomes a black arrow.



17. Right-click your mouse and select **Merge**.

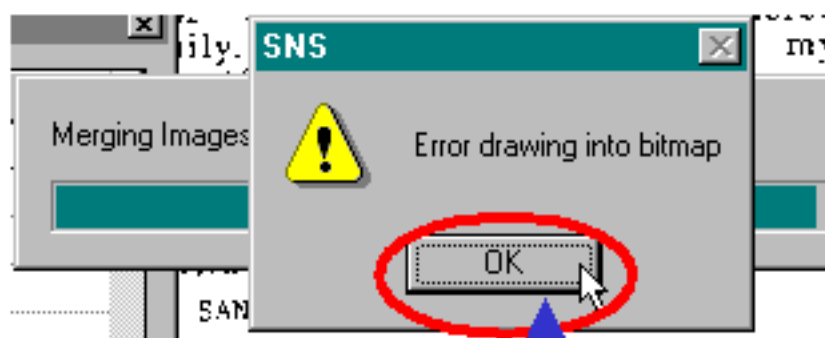


Error Messages

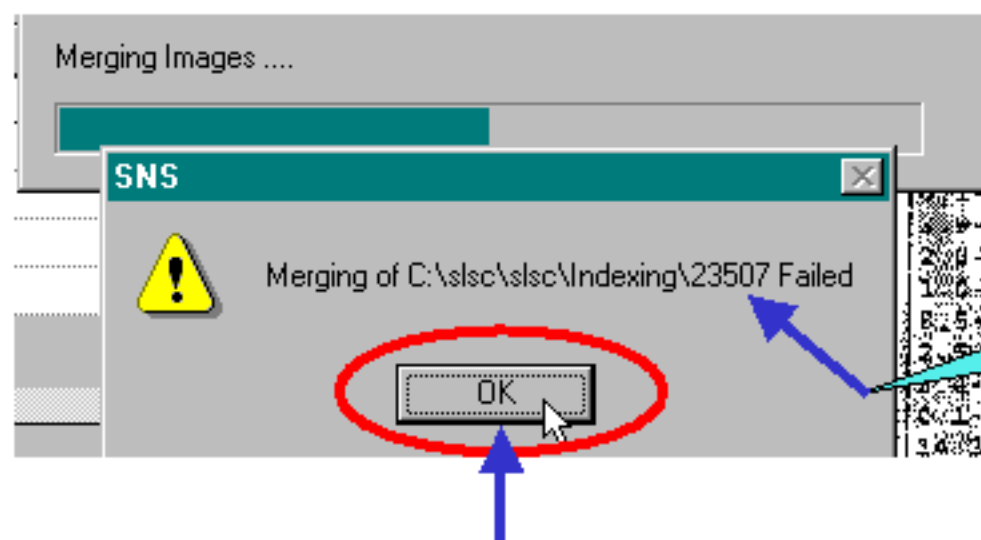
11

Importing an Unsupported File Type or a Corrupt .Tif Image

18. If any .tif image fails to import correctly, you might see the following error message. Click the **OK** button to continue.



19. (The second part of the error message) Click the **OK** button.



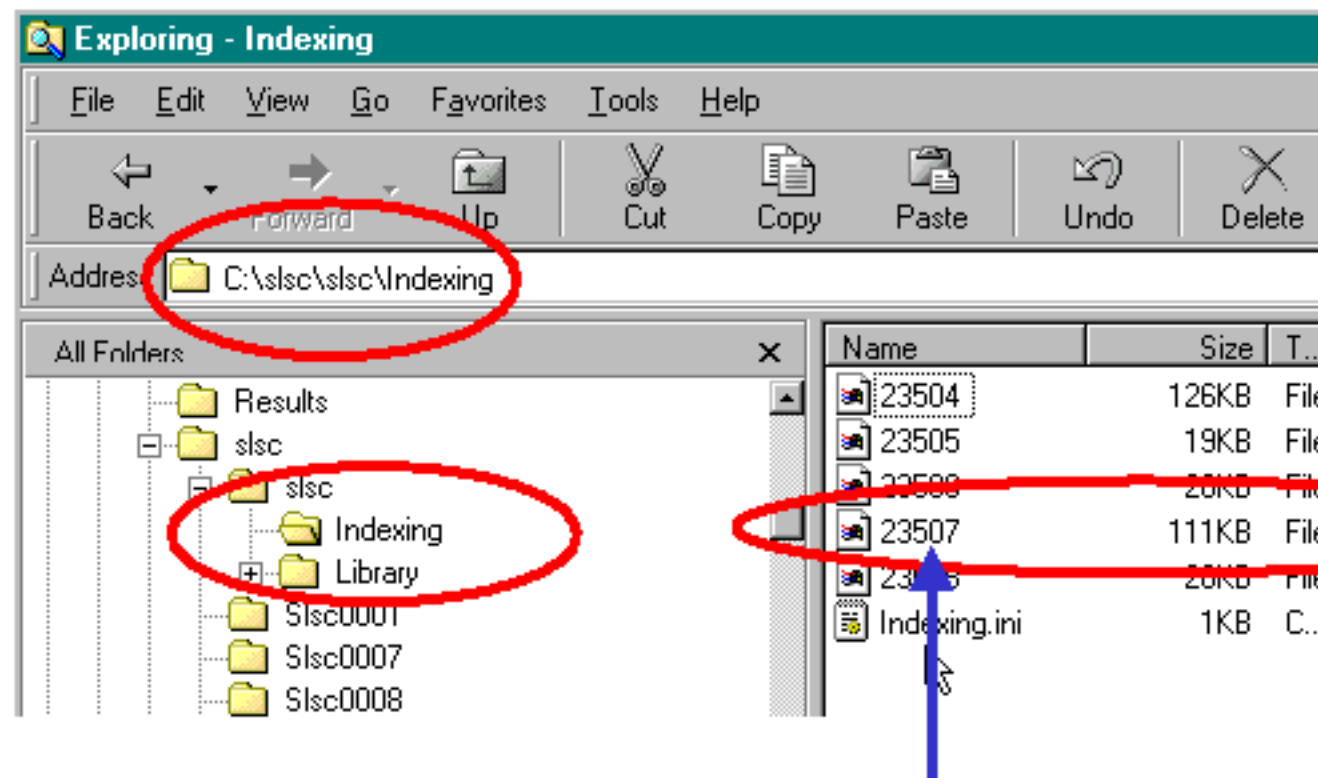
The number "23507" refers to a copy of the bad .tif image that SNS made when importing the.tif images.

Error Messages

12

Importing an Unsupported File Type or a Corrupt .Tif Image

20. Locate the bad .tif image using Windows Explorer
- Take the lowest number in the Indexing folder (23504) and subtract it from the bad .tif number reported in the error message (23507).
 - The answer is 3.
 - Remove .tif image number 000003.tif from your original folder where you imported .tif image (not the Indexing Folder).

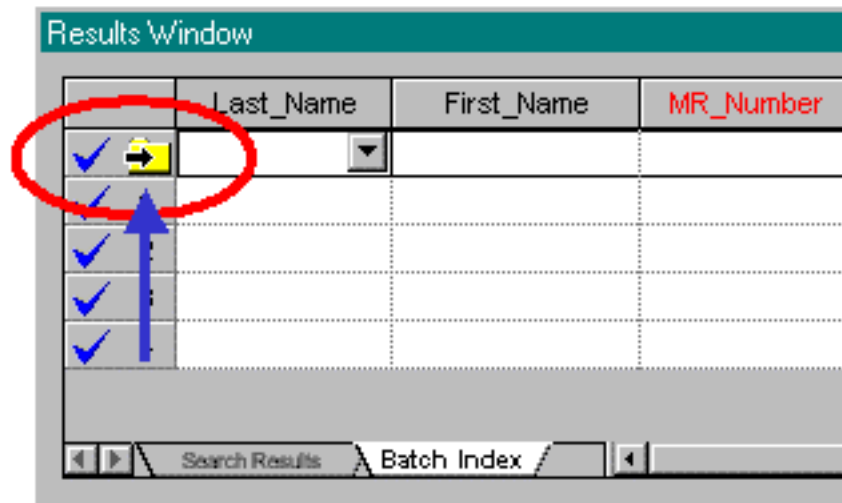


Trouble-Shooting

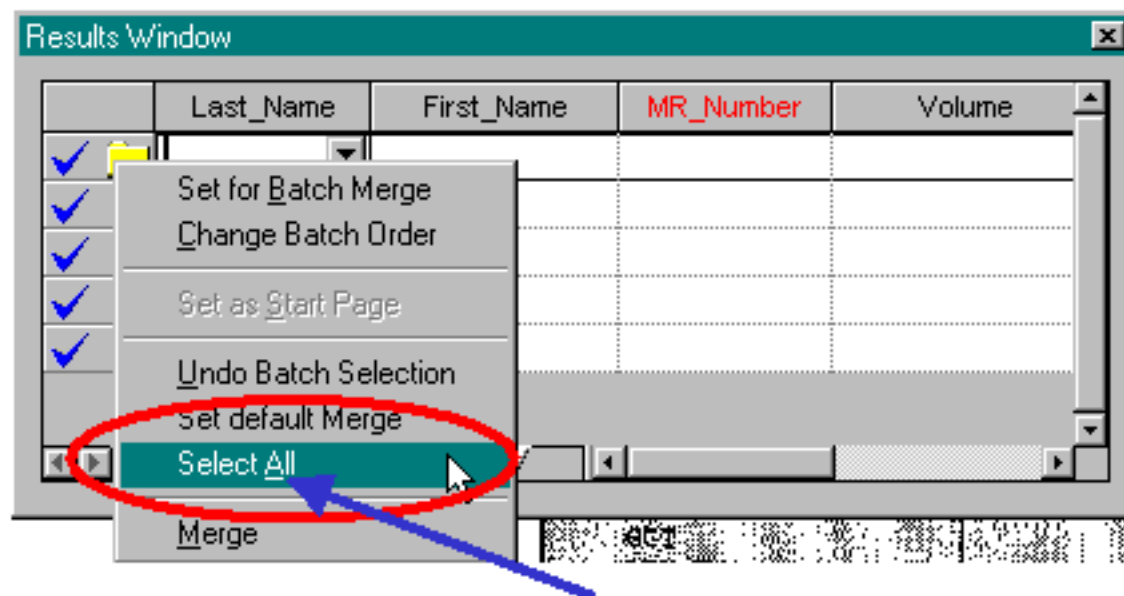
13

Removing images from a Failed Multi-page .Tif Merge

21. Back in Scan 'N Store, place your mouse cursor where the yellow Folder is and your mouse cursor becomes a black arrow.



22. Right-click and select **Select All** (Images).



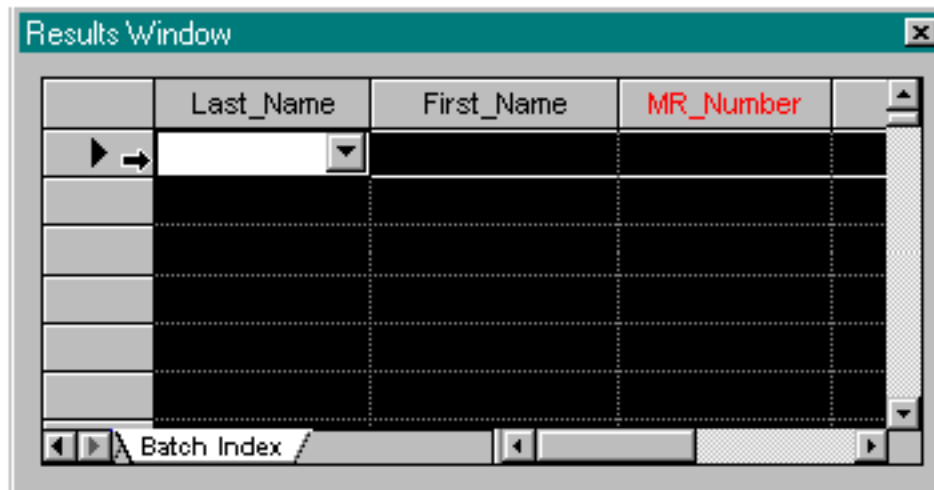
Trouble-Shooting

Removing images from a Failed Multi-page .Tif Merge

14

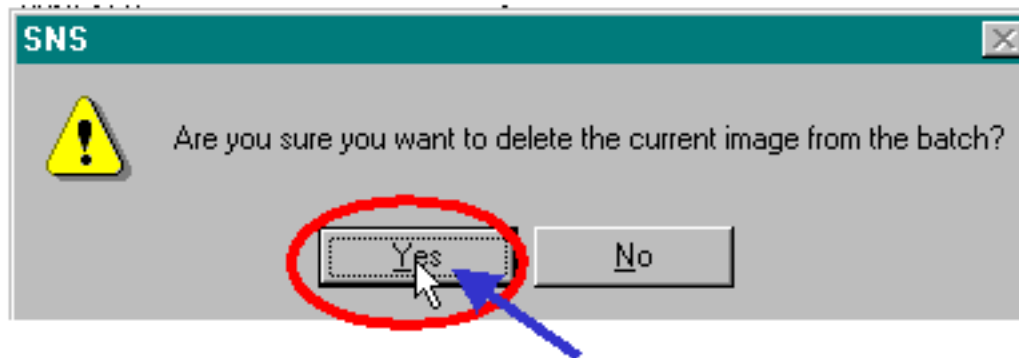
23. With all images selected:

- Hold down the **Ctrl** key
- Press the **Delete** Key to delete all the images from the batch.



24. The dialog box asks if you want to delete the batch. Choose **Yes**.

- Now you can start over and import images again.

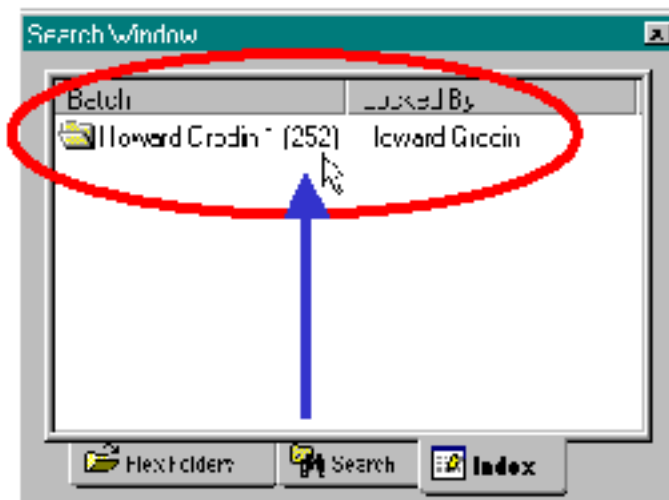


Trouble-Shooting

Removing images from a Failed Multi-page .Tif Merge

15

25. The Search Window below shows that the user **Howard Grodin** has (252) images in the current batch.



26. After holding down the **Ctrl** key and pressing the **Delete** key

- All of the .tif images are removed from the current batch.

