GlobalVision

GlobalVision Desktop

Mac User Guide

DOCUMENT REVISION HISTORY

REV. NO.	CHANGES	DATE
002	Software Version Update: Version 5.8.1 Barcode	14 January 2021
001	New Document	28 May 2020

PROPRIETARY INFORMATION

GlobalVision Mac User Guide

Table of Contents

1. Introduction

GlobalVision is an all-in-one inspection platform used to compare two documents (ex: a sample against a master) to encounter and eliminate printing errors, also to generate a detailed difference report outlining each error and decisions taken to resolve them.

Each difference is highlighted with individual level and comment, to enhance the in-depth proofing and reviewing experience.

The highlights of the solution's functions include:

- Ability to compare electronic files of the following file types: 1-BIT TIF, AI, BMP, DOC/ DOCX, HTML/ HTM, JPEG, LEN, PDF, PNG, RTF, TIF, TXT, XLS/ XLSX, XML, PPT.

- Ability to compare scanned and electronic files (labels, cartons, and inserts).

- Ability to compare a printed component on cylinders and tubes to an electronic file.

- Ability to inspect multi-page documents (e.g. booklets).

- Ability to identify missing, added, or modified content such as text, print defects, and color differences.

- Ability to detect spelling errors.

- Ability to measure and compare color points.

- Ability to review differences and add comments and levels.

- Ability to append inspection results.

- Ability to generate PDF reports with comments and levels.

2.   Getting Started

The following sections describe the log-in process and how user accounts are created.

2.1   Creating User Account

Once your administrator creates your account, an email gets sent out, assuming applicable SMTP settings have been configured as required. It has the subject line: "GlobalVision user account created" and contains your User Name and a temporary password. Your next step is to log in and create your new password. For more information on creating user accounts, please consult the Administration Guide.

2.1. Login

To log in to the Application:

● Click the Application shortcut on your desktop. The **Login** window displays.
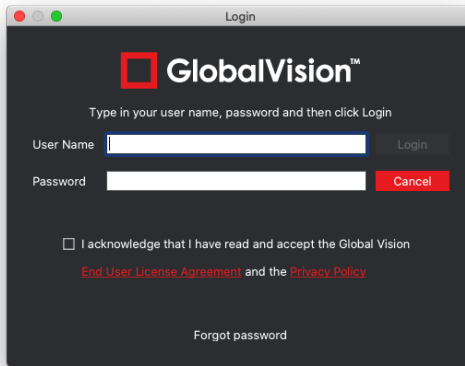
Login Window

● Click through on each of the **End User License Agreement** and **Privacy Policy** links and check the box acknowledging you have read and accept them.

● Enter your **User Name** and **Password** and click **Login**.

● If this is the first time you are logging in or if an administrator has reset your password, a "Temporary password" message displays. Click **OK** and the **Password** window displays, allowing you to create a new password:
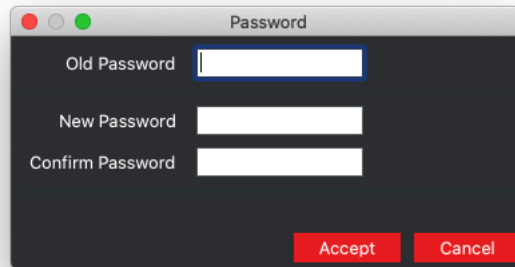
Password Window

- Enter the temporary password you have received via email or from your administrator in the **Old Password** text box.
- Enter your new password in the **New Password** text box.
- Enter your new password again in the **Confirm Password** text box.
- Click **Accept** and **OK** once the notification window displays.
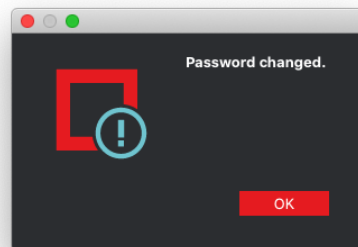
- The Main View displays. You are now ready to start setting up your inspection.
  NOTE: The Application saves your active window upon logout (not exit) and displays it at your next log-in. For example, if the Inspection View was active when you logged out, the Application displays it at your next log-in.
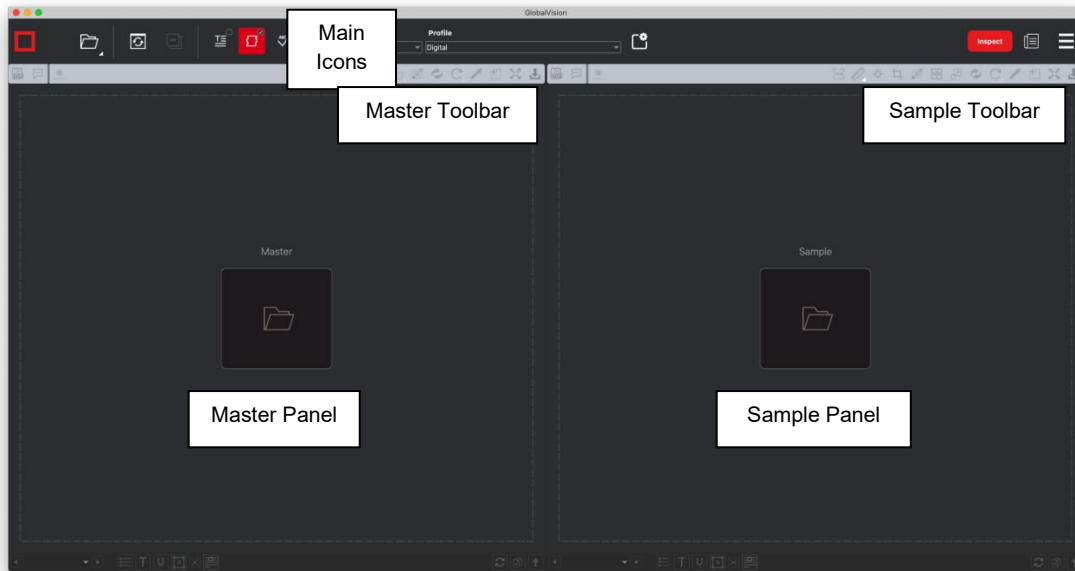
Main View

2.3   Change Password

To change your password:

● Click **Menu** ☰ > **Change Password**.
● The **Password** window displays, letting you create a new password:
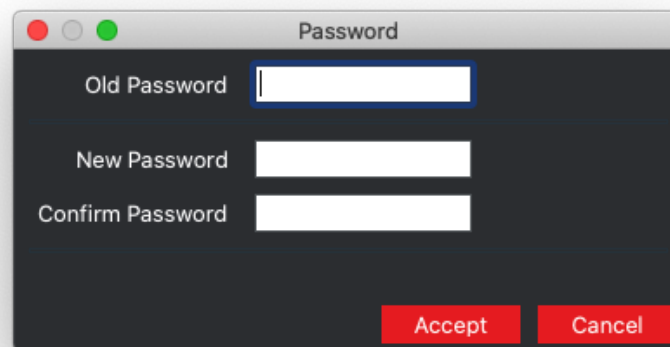
Password Window

● Enter your old password in the **Old Password** text box.
● Enter your new password in the **New Password** text box.
● Enter your new password again in the **Confirm Password** text box.
● Click **Accept**. Click **OK** once the "Password changed" notification window displays.
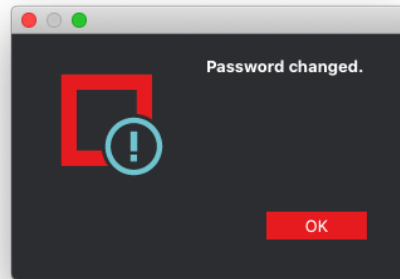
2.4 Help

The following options are available to you upon clicking the **Help** [?] icon:
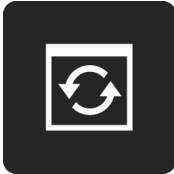
- Select **Give Feedback** to request new features or report bugs.
- Select **GlobalVision Support** to link to the GlobalVision online knowledge base.
- Select **Video Tutorials** to link to a list of watchable how-to videos.
- Select **Shortcuts** to display all keyboard shortcuts.
- Select **About** to get version details about the Application.
- Select **Licensing** to enter and refer to serial-number and company-name information.

2.5 Logout / Exit

To log out of the Application:
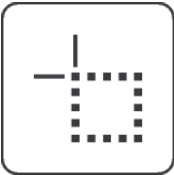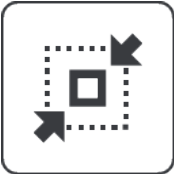
- Click **Menu** [≡] > **Logout** to save your session and return to the **Login** window.
- Click **the X** on the top right of the window to exit the Application.
  NOTE On a Mac® operating system, click **X** on the top left of the window to exit the Application.

2.6 Icons and Menus
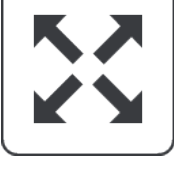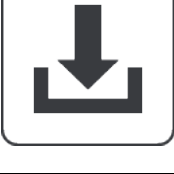
LABEL	ICON	DESCRIPTION
MAIN		
FILE	📂	**FILE MENU DROP-DOWN OPTIONS:** ● NEW JOB ● LOAD MASTER ● LOAD SAMPLE
RESET	🔄	CLEAR ALL INSPECTION RESULTS AND RETURN TO THE MAIN VIEW
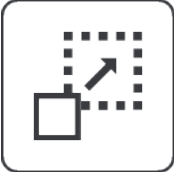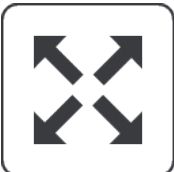
BACK		RETAIN ALL INSPECTION RESULTS AND RETURN TO THE MAIN VIEW
FORWARD		RETURN TO THE INSPECTION VIEW
GRAPHICS INSPECTION		GRAPHICS INSPECTION PERFORMED WHEN SELECTED
TEXT INSPECTION		TEXT INSPECTION PERFORMED WHEN SELECTED
SPELLING INSPECTION		SPELLING INSPECTION PERFORMED WHEN SELECTED
BARCODE INSPECTION		BARCODE INSPECTION PERFORMED WHEN SELECTED
INSPECT		RUN SELECTED INSPECTION MODE
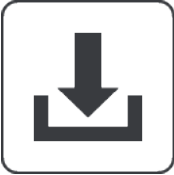
PROFILE SETTINGS		MANAGE PARAMETERS FOR THE SELECTED INSPECTION PROFILE (ADMIN/ MANAGER ACCOUNTS ONLY)
REPORT		GENERATE INSPECTION REPORT(S)
HELP		**HELP DROP-DOWN OPTIONS:** • LICENSING • GIVE FEEDBACK • GLOBALVISION SUPPORT • SHORTCUTS • ABOUT

MENU		**MENU DROP-DOWN OPTIONS:**
		• RESOLUTION
		  • 300, 400, 600, 800, 1200, Custom…
		• ADMINISTRATION (ADMIN/ MANAGERS ONLY)
		  • Settings, Audit Trail, User Manager, Reporting Levels, Comments, Workflows, Backup, Force review of all differences, Force inclusion of all differences
		• CHANGE PASSWORD
		• LAYOUT
		• PREFERENCES
		• LOGOUT

MASTER/ SAMPLE		
PDF OPTIONS MASTER / SAMPLE		TOGGLE PDF OPTIONS FOR PDF/ AI FILES ON OR OFF
FILE INFORMATION MASTER / SAMPLE		IMAGE DETAILS

IMAGE ADJUSTMENTS MASTER / SAMPLE		ADJUST BRIGHTNESS, CONTRAST, AND GAMMA OF MASTER OR SAMPLE IMAGES
OCR (OPTICAL CHARACTER RECOGNITION)		MAKE MARQUEE SELECTIONS OF NON-LIVE TEXT ON SCANNED DOCUMENTS COMPATIBLE WITH SPELLING INSPECTION
LASSO SELECTION		**LASSO SELECTION OPTIONS:** ● ADD TO INSPECTION ● REMOVE FROM INSPECTION
MEASUREMENT TOOLS		**MEASUREMENT TOOLS OPTIONS:** ● RECTANGLE ● LINE ● REPORT
MANUAL ALIGNMENT MASTER / SAMPLE		ALIGN SELECTED POINT ON MASTER IMAGE WITH SELECTED POINT ON SAMPLE IMAGE
REGION MODE (MASTER)		**REGION MODE DROP-DOWN OPTIONS:** ● FULL PAGE ● MARQUEE ● TRIM ● SHAPE
CROP TO CONTENTS MASTER / SAMPLE		AUTO-ADJUST CROP AREA WITHIN THE BOUNDS OF THE IMAGE
RELOAD PAGE MASTER / SAMPLE		RELOAD PAGE
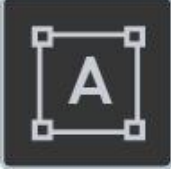
ROTATE MASTER / SAMPLE		**ROTATE DROP-DOWN OPTIONS:** • ROTATE 90 CW • ROTATE 90 CCW • ROTATE 180 • ARBITRARY ROTATE • MIRROR HORIZONTALLY • MIRROR VERTICALLY
COLOR INSPECTOR MASTER / SAMPLE		DISPLAY PANTONE, RGB, CMYK, AND LAB VALUES OF SELECTED POINT
MARQUEE ZOOM MASTER / SAMPLE		SELECT ZOOM AREA
RESET VIEW MASTER / SAMPLE		RESTORE IMAGE TO ORIGINAL SIZE
SAVE VIEW MASTER |SAMPLE		SAVE IMAGE DISPLAYED IN WINDOW
CROP (SAMPLE)		CROP SAMPLE IMAGE

SUPPORT ROTATED REPEATS (SAMPLE)		ENABLE DETECTION OF ROTATED OR NESTED SAMPLE IMAGES
MATCH SCALE (SAMPLE)		SCALE SAMPLE IMAGE TO MASTER IMAGE DIMENSIONS
INSPECTION		
ROTATE MASTER / SAMPLE		**ROTATE IMAGE DROP-DOWN OPTIONS:** • ROTATE 90 CW • ROTATE 90 CCW
COLOR INSPECTOR MASTER / SAMPLE		DISPLAY PANTONE, RGB, CMYK, AND LAB VALUES OF SELECTED POINT
SHOW THE TEXT MASK (MASTER)		SHOW WHAT WAS DETECTED AS TEXT DURING INSPECTION
MARQUEE ZOOM MASTER / SAMPLE		SELECT ZOOM AREA
RESET VIEW MASTER / SAMPLE		RESTORE VIEW TO ORIGINAL SIZE

SAVE VIEW MASTER |SAMPLE		SAVE IMAGE DISPLAYED IN WINDOW
FLASH (SAMPLE)		**ADJUST FLASH RATE BETWEEN MASTER AND SAMPLE:** ● INCREASE FLASH RATE ● DECREASE FLASH RATE
SET REPEAT AS MASTER (SAMPLE)		SET SELECTED REPEAT AS MASTER IMAGE
IMAGE TO DISPLAY (SAMPLE)		**DISPLAY THE FOLLOWING IMAGES**: ● FLASH ● MASTER ● SAMPLE ● DIFFERENCE ● EDGE
SHOW MASK (SAMPLE)		TOGGLE THE FOLLOWING SAMPLE ELEMENTS ON OR OFF: ● MASK ● NUMBERS ● BOXES
DIFFERENCE REVIEW ACTIONS (SAMPLE)		**DIFFERENCE REVIEW ACTIONS**: ● GROUP ● ADD ● EXCLUDE
RESYNC TOOL (SAMPLE)		REMOVE IDENTICAL RESULTS DETECTED AS DIFFERENCES FROM DIFFERENCE LIST (TEXT INSPECTION)

PAGE SELECTION		
PAGE SELECTION		**SELECT MASTER/ SAMPLE PAGES TO BE INSPECTED**: ● ALL PAGES ● EVEN PAGES ● ODD PAGES ● PAGE RANGE
RESET PAGES		RESET PAGE SELECTION
SHOW PAGES / HIDE PAGES		SHOW OR HIDE ALL PAGES IN MASTER OR SAMPLE FOR EASIER NAVIGATION
TEXT TOOLS		
LIVE TEXT MASTER / SAMPLE		SHOW LIVE TEXT
CROSS-OUT TEXT MASTER / SAMPLE		CROSS OUT TEXT SO IT IS NOT INSPECTED

UNDERLINE TEXT **MASTER** / **SAMPLE**		UNDERLINE TEXT SO IT IS INSPECTED
CREATE ZONES **MASTER** / **SAMPLE**		MATCH AND COMPARE SPECIFIC SELECTIONS OF MASTER AND SAMPLE TEXT
CLEAR ALL **MASTER** / **SAMPLE**		CLEAR ALL TEXT/ SPELLING PARTIAL INSPECTION SELECTIONS
SHOW/HIDE **MASTER** / **SAMPLE**		TOGGLE DISPLAY OF MARK-UPS (UNDERLINE/ CROSS-OUTS/ ZONES) ON AND OFF
CREATE NEW JOB		
PREVIOUS		MOVE BACK TO LAST SCREEN
NEXT		MOVE TO NEXT SCREEN
CLOSE		CLOSE JOB WIZARD
INSPECT		PERFORM INSPECTION

LOAD MASTER		SELECT MASTER FILE FROM FILE PATH
LOAD MASTER / SAMPLE		SELECT MASTER/ SAMPLE FILE FROM FILE PATH
ADD FROM JOB PATH		ADD MASTER FILE FROM JOB PATH VIA SCAN FOR BARCODES FEATURE
MARQUEE SELECTION		SELECT AREA ON MASTER TO INSPECT AGAINST SAMPLE

3. Inspection Setup

The following sections describe the main icons, options, and tools users encounter as they set up their inspection.

3.1 File Drop-Down / Menu

The **File** ▢ drop-down contains the following options:

FILE MENU OPTIONS	
New Job	Launch the **Job Wizard**; See <u>Job Wizard</u> for more details
Load Master	Select and load the Master file; See <u>Loading Files</u> for more details
Load Sample	Select and load the Sample file; See <u>Loading Files</u> for more details

The **Menu** ▤ contains the following options:

MENU OPTIONS	
Resolution	Select the DPI value or set a custom value; See <u>Resolution</u> for more details
Administration (Administrators and Managers Only)	**Settings** – Manage user log-in/ log-out settings **Audit Trail** – Display audit log **User Manager** – Add/ edit user accounts and licenses **Reporting Levels** – Manage pre-defined levels **Comments** – Manage pre-defined comments **Workflows** – Create and manage preset configurations for running multiple inspections using the **Job Wizard**; See <u>Job Wizard</u> for more details **Backup** – Export or import a database. **Force review of all differences** **Force inclusion of all differences** **NOTE:** Please consult the Administration Guide for more information
Change Password	Change your password; Please see <u>Change Password</u> for more information
Layout	**Overview** – Displays **Overview** panel **Details** – Displays **Details** panel

	Image Details – Displays **Image Details** panel (Text Inspection) **Inspections** – Displays **Inspections** panel **Repeats** – Displays **Repeats found** panel **Differences** – Displays **Difference List** (for Graphics, Text, Spelling, and Color Inspections) **Braille** – Displays **Braille** panel **Barcodes** – Displays **Barcode** panel **Master Panel** – Displays Master panel **Save Layout** – Saves the current layout **Reset Layout** – Resets the default **NOTE Layout** is disabled on the Main View and enabled on the Inspection View; More information on layout options specific to each inspection mode is available in subsequent chapters
Preferences	**Language** – The Application's default language is English **Hi-Contrast Different Image** - Show differences in high contrast **Difference Highlight Color** – Toggle on and set the color and size of the mask to display on individual differences **Mask Color** – Set the color of the mask, which displays over everything excluded from the inspection on the Master or everything that is not detected as a difference on the Sample **Automatically zoom to each difference** – Zoom to each selected difference in the Inspection View **Raster documents after zoom** – Automatically raster files after zooming in, so they appear less pixelated **Show Scanner interface** – Launch the interface of the scanner software when scanning **Color Library** – Select the applicable color library, based on the connected color-calibrated GlobalVision scanner **Default unit** – Select the default Measurement Tools unit **RGB Profile** – Used to display the color space in the interface **CMYK Profile** – Used to display the color space in the interface **NextImage Profile** – Used in conjunction with Color Inspection Mode by the connected Contex scanner **GlobalVision C8 Profile** – Used in conjunction with Color Inspection Mode by the connected GlobalVision C8 scanner **Show Job interface** – Launch the Job Wizard upon resetting the interface or logging in; See <u>Job Wizard</u> for more details **Job Master Path** – Choose the default path to find a master file in the Job Wizard **System Paths** – Choose the default paths to save the cache, reports, and images
Logout	Log out from the Application and display the **Login** window; See <u>Logout / Exit</u> for more information

3.1.1 Job Wizard

This section describes the basic steps to create a new job, using the **Job Wizard**, following a workflow. For more information on workflows, which consist of preset configurations (including actions and profiles)

to help run inspections more efficiently, please consult the Administration Guide. A detailed list of the default workflows available in the Application can be found in Appendix Workflows.

The **Job Wizard** helps ensure all conventions within an organization are met from tester to tester and no one deviates from set processes. Printers specifically can make use of the Job Wizard and its **Scan for Barcodes** feature, which intuitively matches pre-labeled master files to barcodes on given samples.

To create a job:

- Click **File** 📁 > **New Job**. The **Job Wizard** displays with its default workflows.
  NOTE: The Job Wizard can be set to launch automatically when logging in or resetting the interface by ensuring the **Show Job Interface** in the **Preferences** window is checked.
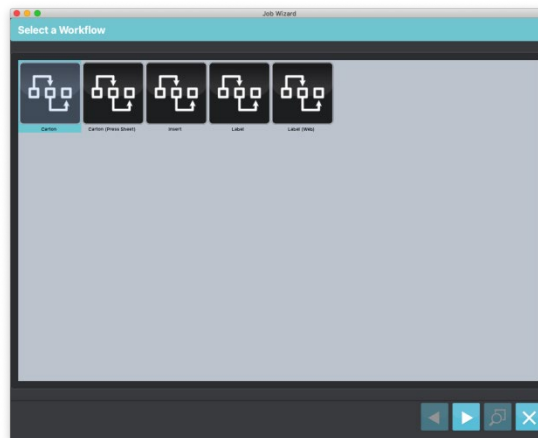
Select a Workflow Screen

- Click on a workflow (either a default or custom workflow created by an administrator) to continue.
- The **Master & Sample Selection** screen appears.
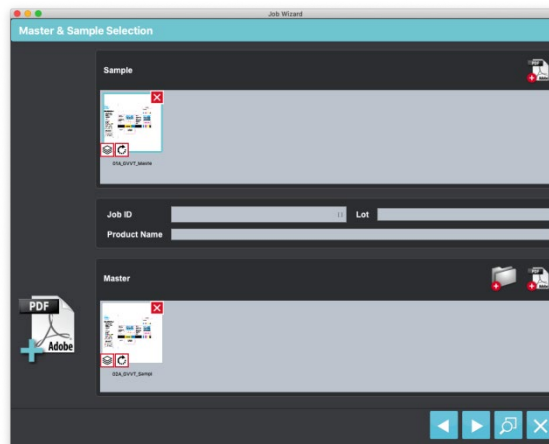
Master & Sample Selection Screen

- Click either of the **Scan Sample** buttons, ⊕ 📠, to scan in hard-copy sample files as required or click the **Load Sample** ⊕ icon to load digital files.

- Rotate the Sample file(s) once selected if needed, by clicking the corresponding thumbnail ↻ at the bottom right of the file's thumbnail.

- Use the ⬙ thumbnail (on non-scanned files) to open the **Layers and Separations** window.
    - Click the **PDF Page Box** drop-down list to choose between **Media Box**, **Trim Box**, or **Crop Box** selections to automatically crop the file.
    - Choose to enable overprint by ensuring the corresponding box is checked.
    - Click the eye 👁 icon beside the layer(s) and/ or separation(s) to toggle each on or off.
    - Click **OK** to accept.
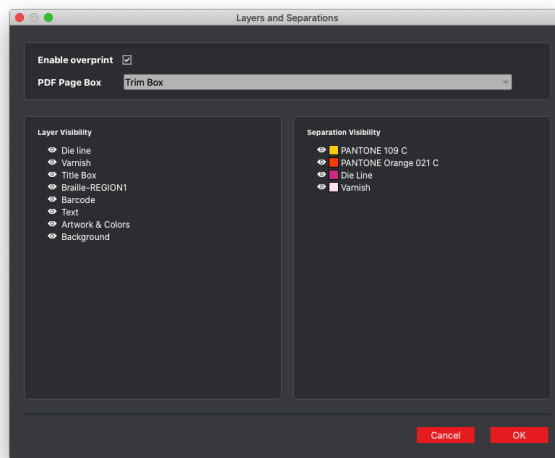
Sample Layers and Separations Window

- Scan in the Master file(s) as required, by clicking the **Scan Master** ⊕ button, or load a digital file by clicking one of the **Load Master** buttons ⊕ ⊕ .

- Optionally rotate the Master file(s) once it is loaded by clicking the corresponding thumbnail ↻ at the bottom left of the corresponding file's thumbnail.

- The ⬙ thumbnail beside it (on non-scanned files) opens the **Layers and Separations** window.
    - Click the **PDF Page Box** drop-down list to choose between **Media Box**, **Trim Box**, or **Crop Box** selections to automatically crop the file.
    - Click the **Dieline** drop-down list to select a layer or separation for extraction.
    - Choose to enable overprint by ensuring the corresponding box is checked.
    - Click the eye 👁 icon beside the layer(s) and/ or separation(s) to toggle each on or off.
    - Click **OK** to accept.
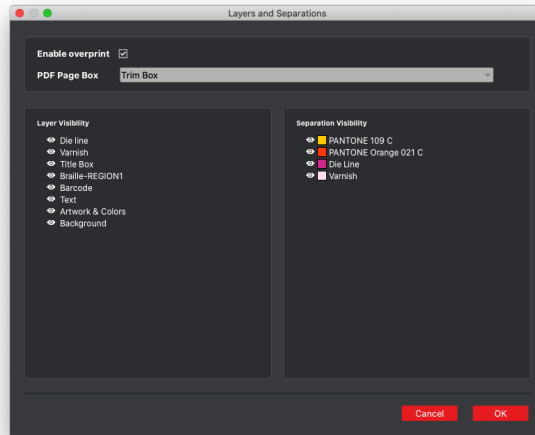
Master Layers and Separations Window

- Then click the **Add from Job Path** button to open the **Job Path** window for a list of matching master files containing the same string in their names or parent folders. Select the applicable Master for the current inspection.
- Fill in the **Lot** and **Product Name** fields as required. Whatever text is entered appears in the corresponding fields in the **Report Options** window, as a report is being generated (and then in the corresponding fields in the PDF report itself).
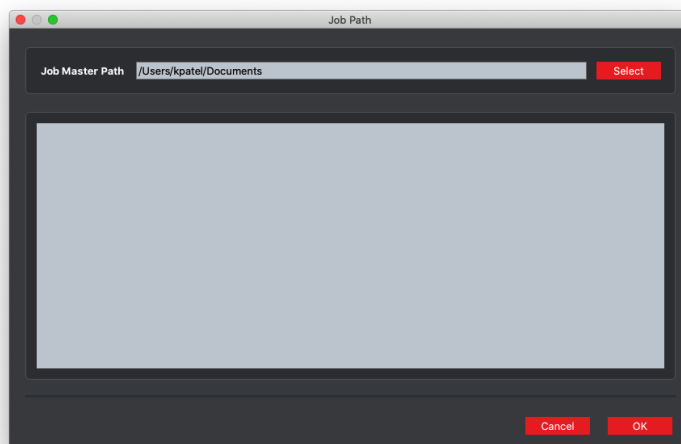
Job Path Window

- Click **Next** to move on to the **Prepare Files** screen, where the die-line color can be selected on the Master for shape extraction.
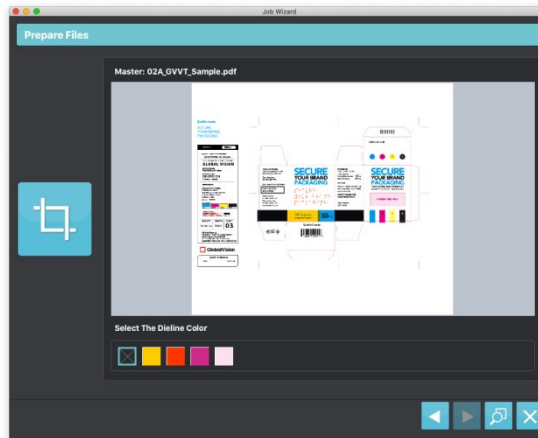
Prepare Files Screen

- Use the **Marquee Selection** tool select a different region for inspection. Click it, then on the file to select the desired region. Resize the selection by scrolling over/ clicking on its borders and adjusting them accordingly. Click the tool again to clear the selection and start over.
- In the case of a multi-page file, selecting a different page from the drop-down list directly below the **Marquee Selection** tool enables the new one to be displayed (and adjusted). Click the **Next** button again to navigate to the next master file, if more than one had been loaded.
- Click to close the **Job Wizard** and cancel the process (at any stage).
- Click the **Inspect** button to load the files in the Master and Sample panels and run the inspection. The process follows the same steps as a normal inspection at this point, with the file(s) just loaded in the Inspection View. Consult the Graphics, Text, or Spelling Inspection chapters for more information.

3.1.2 Loading Files

To load a file in either the Master or Sample panel and prepare it for inspection:

- Click **File** > **Load Master** or **Load Sample** to launch the load-file window,
    - Or double-click in the Master or Sample panel on the appropriate icon,
    - Or use "drag and drop."
- Once the load-file window is launched, select the required file and click **Open.**
- If it is a PDF or AI file, the **PDF Viewer** launches instead (see PDF Viewer).
  NOTE: There is more information on loading files in the respective step-by-step sections of each chapter dedicated to the individual inspection processes.

3.1.3 Resolution

To set the resolution of a master or sample file to be loaded:

- Click **Menu** > **Resolution**.
- Choose between the options available (in DPI: 300, 400, 600, 800, 1200, or Custom…).
- If the selected DPI of a file you are loading is different than the **Desired DPI** setting in the profile being used, the following message appears:
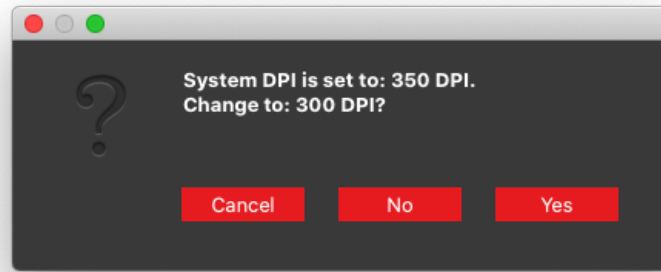
- Click **Yes** to change the DPI to the prescribed amount or **No** to move ahead with the initial value. **NOTE:** The Master and Sample files must be rasterized at the same DPI value. If they do not match, a message to confirm they do not appear when you try to run the inspection.

To set a custom value in DPI:

- Click **Menu** > **Resolution** > **Custom…**.
- Click and enter your own value or press the arrows on either side of the box.
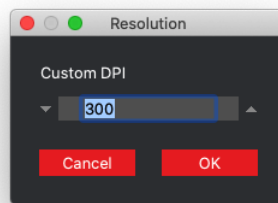
- Click **OK**.

3.1.4 Preferences

The following options are available in the **Preferences** window:
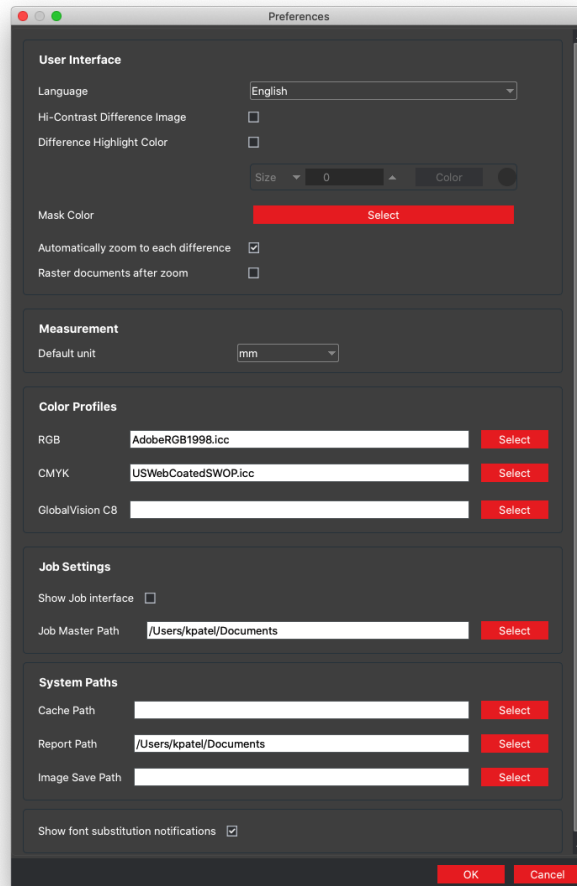
Preferences Window

- **Language:** The Application's default setting is English, with Chinese, Czech, French, German, Italian, Japanese, Korean, Polish, Portuguese (Brazil), Russian, Slovenian and Spanish also available.
- **Hi-Contrast Difference Image:** This option displays differences between the Master and Sample images in higher contrast. For more information, see Show Difference Image.
- **Difference Highlight Color:** When checked, this option highlights Graphics Inspection differences in a mask of a customizable color and size. Re-inspect for the change to take effect.
- **Mask Color:** This option lets the user set the mask color, with the ability to pick screen or custom colors. For more information, see Show Mask.
- **Automatically zoom to each difference:** When this option is checked, the selected difference, barcode, or Braille region is zoomed in on instead of just highlighted in the Inspection View.
- **Raster documents after zoom:** When this option is checked, Barcode, Text, or Spelling Inspection files raster automatically after being zoomed, for added clarity and less pixelation.
- **Default unit:** Choose the unit in which lines or rectangles drawn using the **Measurement Tools** will appear.
- **RGB Profile:** The RGB Profile is used to display the color space in the user interface. The default profile is AdobeRBG1998.icc.
- **CMYK Profile:** The CMYK Profile is used to display the color space in the user interface. The default profile is USWebCoatedSWOP.icc.

- **GlobalVision C8 Profile:** The color calibration file for the connected GlobalVision C8 scanner (to be used in conjunction with Color Inspection Mode).
- **Show Job interface:** When checked, this option automatically loads the **Job Wizard** whenever the Application is opened or the interface is reset.
- **Job Master Path:** Set the default path loaded when selecting master files on the **Master & Sample Selection** screen of the **Job Wizard**.
- **Cache Path:** Set where data is stored by the Application.
- **Report Path:** Set the location of where generated reports are saved.
- **Image Save Path:** Set the default path when saving images.

3.2 Inspection Modes

Graphics Inspection Mode requires the user to load the desired Sample and Master files and select the proper area for a pixel-by-pixel inspection. For more information, see Graphics Inspection.

Text Inspection Mode compares the text in two like or unlike documents. For example, an internally approved Microsoft® Word® document can be inspected as the Master, with a printer's proof of the laid-out packaging loaded as the Sample. Change settings to switch between inspecting left-to-right, right-to-left, and Asian languages. For more information, see Text Inspection.

Spelling Inspection Mode inspects the spelling of loaded files and detects errors using 37 language dictionaries and one English medical dictionary. For more information, see Spelling Inspection.

3.3 Master Toolbar

The toolbar at the top of the Master panel contains the following tools:

Master Toolbar

3.3.1 File Name

The loaded file's name appears in the lower half of the toolbar, with an **X** on the far side. To clear the panel and load another file, simply click the **X** and start the file-loading process again.

3.3.2 PDF Options

If a PDF or AI file is loaded in the Master panel, the **PDF Options** icon can be clicked, toggling access to a separate set of tools on or off. See PDF Viewer for more details.

3.3.3 Master File Information Panel

To display information about the Master file:

- Click File **Information** . The following information displays:
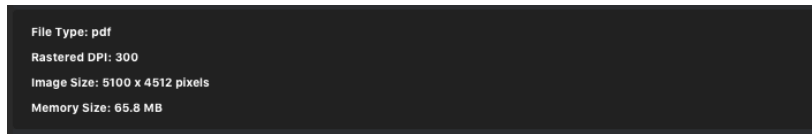
File Type: pdf
Rastered DPI: 300
Image Size: 5100 x 4512 pixels
Memory Size: 65.8 MB

Master File Information Panel

- – **File Type**: The originating file format
- – **Rastered DPI**: The DPI at which the file was rasterized
- – **Image Size:** The size of the image (pixels)
- – **Memory Size:** The amount of physical memory the rasterized image uses (MB)

3.3.4 Master Image Adjustment Panel

To adjust the Master image's brightness, contrast, and/ or gamma value:
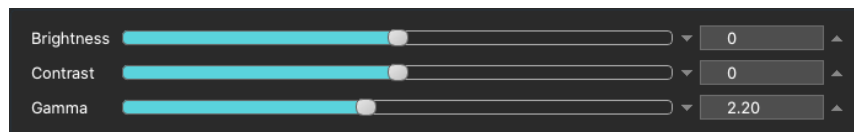
- Click **Image Adjustments** .

Brightness		0	
Contrast		0	
Gamma		2.20	

Image Adjustments Panel

- Click the button in the center of the applicable bar and slide it to the right or left as required.
  - Alternatively click on the arrows on either end of the fields or manually enter values in each.
- Click **Apply** to make the changes. The Master image displays in the Master panel with the adjusted brightness, contrast, and or gamma value.
- Click **Cancel** to close the **Master Image Adjustments** panel.

3.3.5 Optical Character Recognition (OCR)

OCR stands for Optical Character Recognition. Requiring an internet connection, the tool transforms non-live text, like one would find on a scanned document for example, to inspectable text for the purposes of inspecting text or spelling.

NOTE: A live-text file is ideal for accurate quality control. In the absence of a live-text file, OCR can be useful, but is unsupported by GlobalVision; False positives and/ or missed differences may result.

To take advantage of **OCR** when running a text or spelling inspection on files featuring non-live text, in the Master panel:

- Click the **Region Mode** icon and select **Marquee**. For more information see Region Mode.
- Left-click and use the crosshairs that appear to select the desired non-live text. A red box surrounds the selected area. Resize/ move it as necessary by clicking and dragging its borders.
- Click OCR to process the text.
  NOTE: To marquee additional regions, repeat the steps above, avoiding overlap.
- If applicable, crop the corresponding text in the Sample panel (for Text Inspection). For more information, see Optical Character Recognition (OCR) (on the Sample toolbar).

- Click **Inspect** to run the inspection. The differences display as they normally would following an inspection. For more information, see Text Inspection or Spelling Inspection.
  NOTE: If there was live text on the file, it is detected pre-inspection as well, regardless of whether it had been cropped. However, during text inspections, only the marqueed text gets checked. In contrast, during a spelling inspection, *all* live text gets verified.

OCR Used on a Master File in Conjunction with Spelling Inspection

3.3.6 Lasso Selection

Lasso Selection allows the user to outline and select specific portions of the Master file to be included or excluded in a graphics inspection (shapes), segment by segment.

To add a portion of the Master to be inspected, using the **Lasso Selection** tool:

- Click the Lasso Selection icon to access its drop-down options.
- Select **Add to inspection**.
- Click on a starting point on the Master. A red dot appears.
- Drag and click again to form the first segment. A yellow dot appears.
  NOTE: To undo the last segment, click on the yellow dot to redrag the segment.
- Repeat the process until the last segment connects to the very first point and the shape containing the portion of the Master to be included in the inspection has been formed.
- Add additional, separate portions of the Master to be included in the same inspection, if required. The inspection, once it is run, only verifies the selected shapes**.**
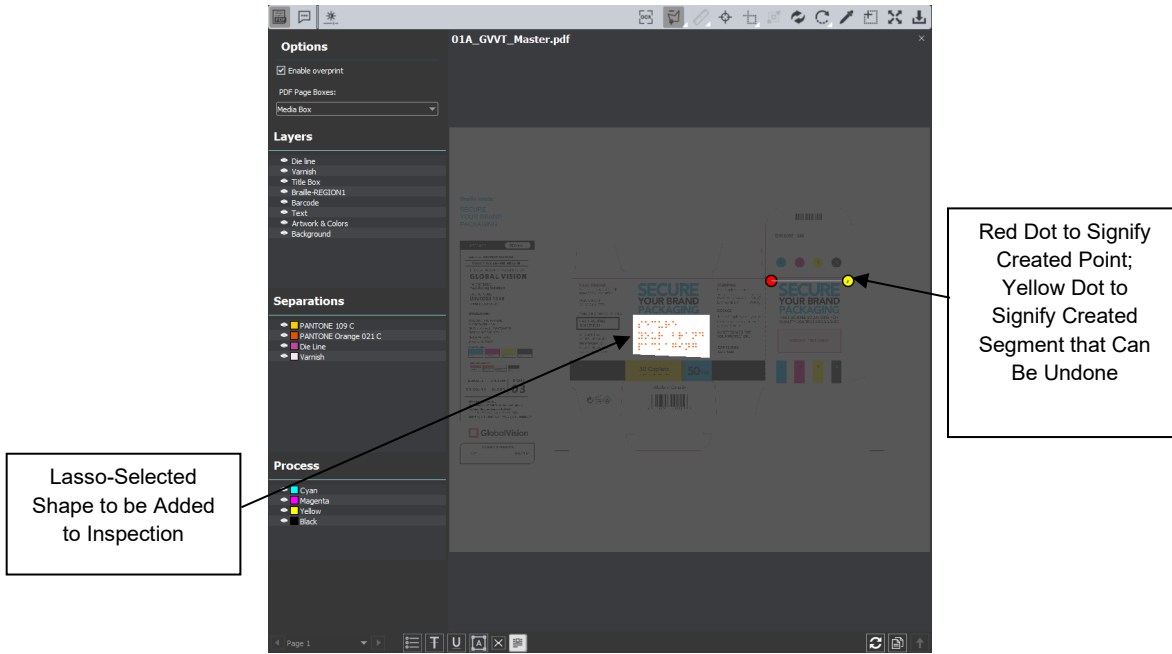
One Lasso-Selected Shape with Another in the Process of Being Selected

To remove a portion of the Master to be inspected, using the **Lasso Selection**:

- Click the Lasso Selection icon to access its drop-down options.
- Select **Remove from inspection**.
- Click on a starting point on the Master. A red dot appears.
- Drag and click again to form the first segment. A yellow dot appears.
  NOTE: To undo the last segment, click on the yellow dot to redrag the segment.
- Repeat the process until the last segment connects to the very first point and the shape containing the portion of the Master to be removed from the inspection has been formed.
- Add additional, separate portions of the Master to be removed in the same inspection, if required. The inspection, once it is run, only verifies the portions of the Master outside the selected shape(s).
  NOTE: If a separate shape has been selected (i.e., a die line) via **Region Mode** or the **PDF Viewer** and the lasso-selected shape(s) appear within, the die line and all of its contents, excluding what had been lasso-selected, will be inspected.

Die Line Selected as Shape

Lasso-Selected Shape to Be Excluded from Inspection
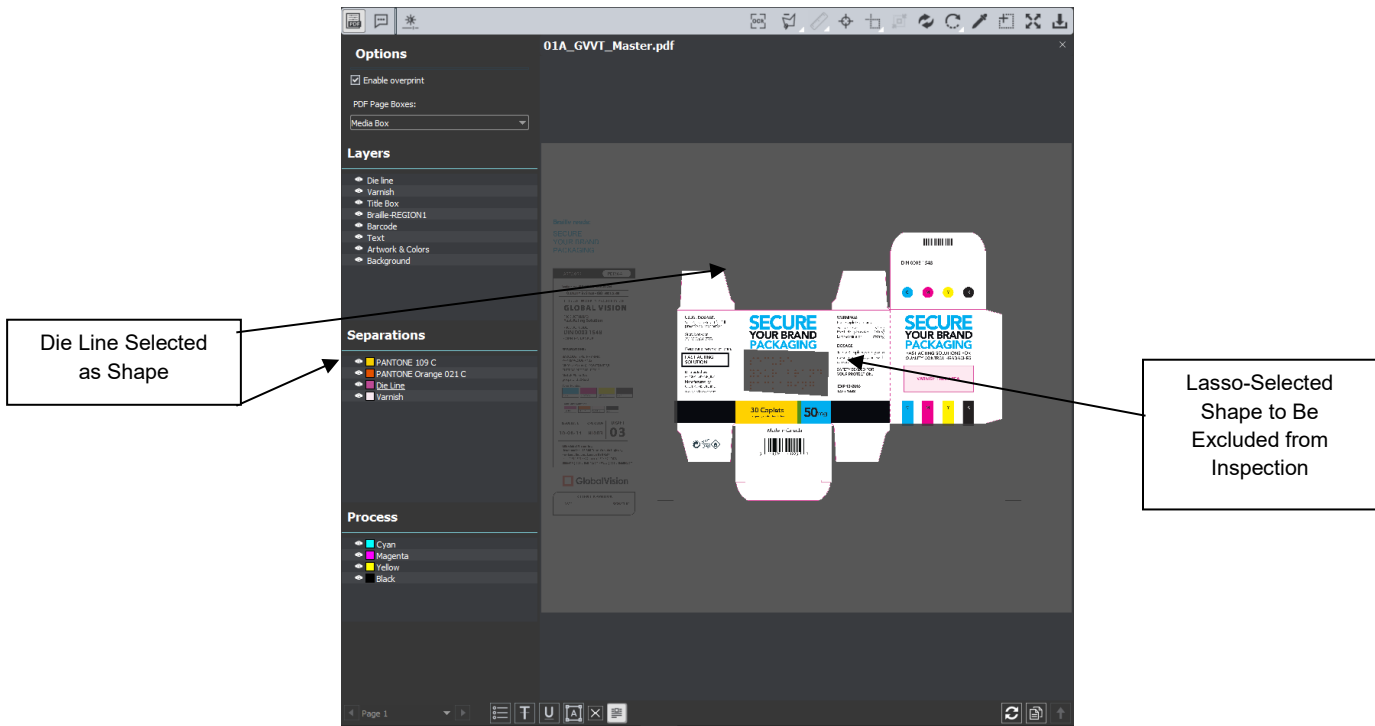
To remove the entire lasso selection and start again:

- Right-click on the created shape.
- Select **Reset to full page** from the "Context" menu that launches.
- Re-select the die line if necessary.

3.3.7 Measurement Tool

The **Measurement Tools** [icon] icon gives users access to both **Rectangle** and **Line** options when running a graphics inspection. By clicking and dragging the mouse on the file after making a selection, the user draws either a rectangle or line, with units displayed in either inches, millimeters, or pixels (see Preferences). This allows the user to measure the size of graphic elements in the loaded file.

To measure a line:

- Click the **Measurement Tools** icon and select **Line**.
- Click and drag the mouse on the file in the Master panel in the desired location.
- Resize it by clicking on either one of its ends and then dragging.
- Move the line by clicking on any other portion of the figure and then dragging.
- Right-click for the option to delete the line.

To measure a rectangle:

- Click the **Measurement Tools** icon and select **Rectangle**.
- Click and drag the mouse on the file in the Master panel in the desired location.
- Resize it by clicking on its borders and then dragging.
- Move the rectangle by clicking in its borders and then dragging
- Right-click to either delete the rectangle or select **Snap to line** for a closer crop.

Rectangle Created, Around Barcode, Using Measurement Tools

To generate a PDF report of the measurements (without inspecting the files):

- Click the **Measurement Tools** icon and select **Report**. The **Report Options** window launches.
- Fill in the fields as required (for more information, see Generating Reports).
  NOTE: The **PDF Attachment** option is not available for Measurement Tools reports.
- Click **View** or **Save** to generate the report, which lists each of the measurements made in inches, millimeters, and pixels.

3.3.8 Manual Alignment

Manual Alignment ⊕ preps the loaded images for a pixel-by-pixel comparison by using a selected reference point on the Master and Sample files.

> **NOTE:** The loaded images must have the same orientation and be approximately the same size.

Click **Master Information** or **Sample Information** to get the image size.

To use the **Manual Alignment** tool:

- Click **Marquee Zoom** on the Master toolbar to zoom in on an area on the Master to select the reference point.
- Left-click and move the crosshairs that appear around the desired area. A red box surrounds it.
- Release the button to magnify the area and select it as the reference point.
- Repeat the process in the Sample panel.
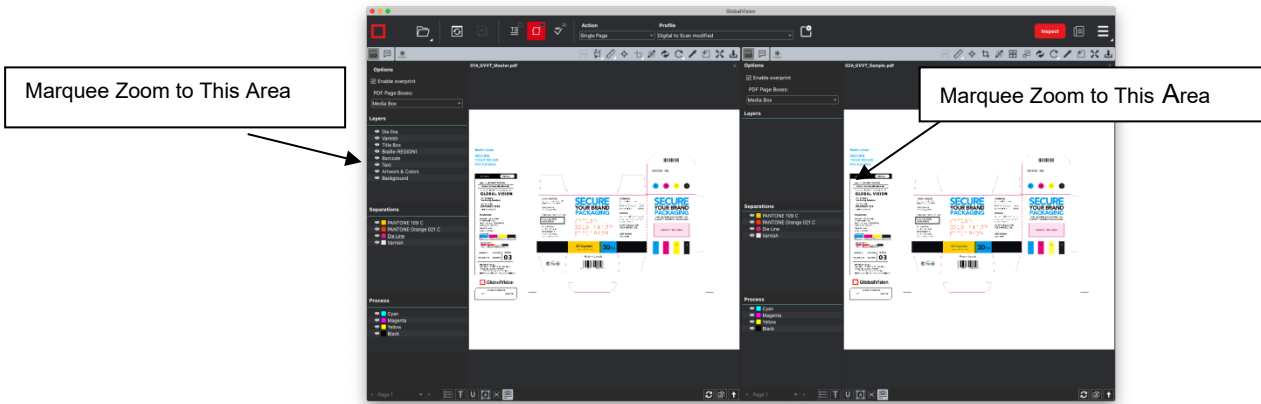
Master and Sample Images Before Marquee Zoom
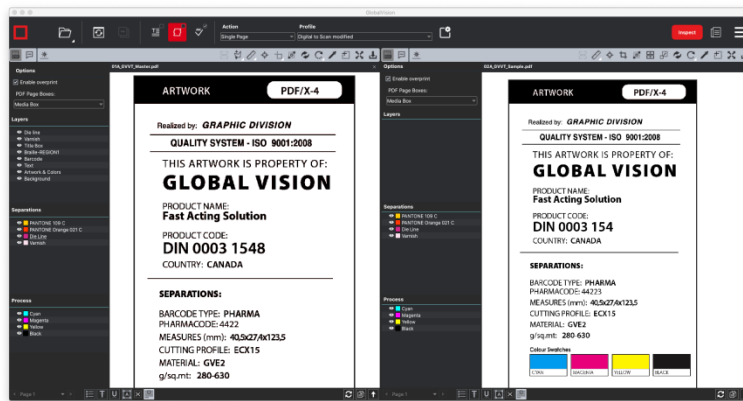
Master and Sample Images After Marquee Zoom

- Click **Manual Alignment** ⊕ on each of the toolbars and select the reference points.
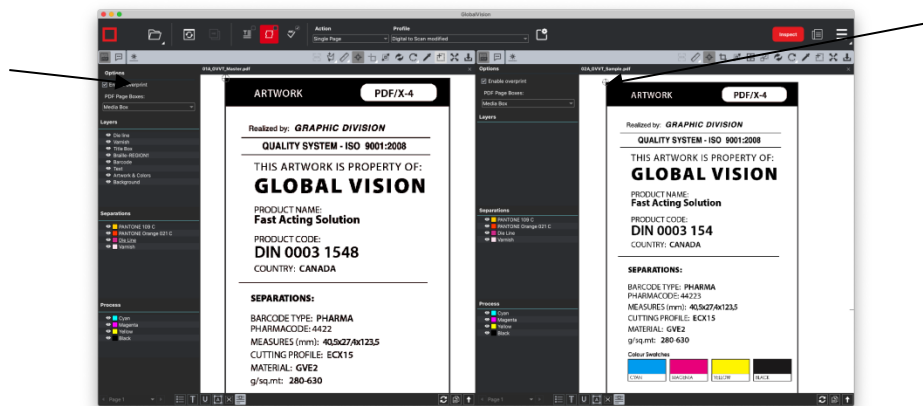
Manual Alignment with Selected Point of Reference

3.3.9   Region Mode

Region Mode ⬚ lets you select an area in the image to be inspected.
NOTE: The minimum cropping area is 100 x 100 pixels.

If you right-click on a layer (e.g. die line) and choose **Set as shape region & hide** or **Use as shape region** in the integrated <u>PDF Viewer</u>, it automatically gets set as the **Shape**. Selecting the shape is key when inspecting repeats.

To select an area in the Master image to be used in the inspection:

- Click **Region Mode** ⬚ and select one of the options:
  - **Full Page**: The entire page gets selected as the inspection area.
  - **Shape**: Shape mode is used to detect a shape for repeat detection. Left-click on the shape to be used as the inspection area. The selected shape displays in the Master panel.

  NOTE: You can also create a shape for repeat detection with the **Marquee** tool, by creating the

  shape and clicking **Crop to Contents** ⬚ afterwards.
  - **Marquee**: Left-click and use the crosshairs that appear to select the area to be used as the inspection area. A red box surrounds the selected area.
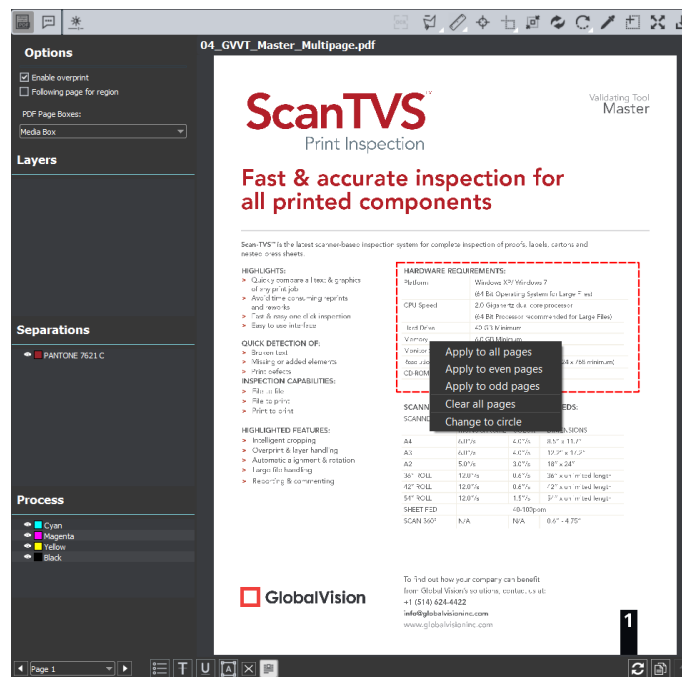
- **Trim**: The largest bounding area of the image is selected. A red box surrounds the area.

For marquee and trim selections, additional options exist in the "Context" menu that appears by right-clicking:

- Choose between applying the selection to all, even, or odd pages in a multi-page file.
- Click **Change to circle** to replace the rectangular selection with a circular one.
- Click **Clear all pages** to remove the selection.

Apply to all pages
Apply to even pages
Apply to odd pages
Clear all pages
Change to circle
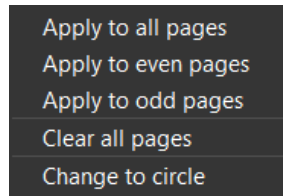
Context Menu

3.3.10   Crop to Contents

To tighten the crop selection so that it includes only the object:

- Click **Region Mode** and select **Marquee.**
- Select an area using the crosshairs that appear by clicking and dragging. A red box surrounds the selected area.
- Click **Crop to Contents** . The crop selection adjusts so that it contains only the revised selection.

3.3.11   Reload Master

To reload the Master:

- Click **Reload Page** . The image reloads in the Master panel.

3.3.12   Rotate Master

To rotate the Master 90⁰ clockwise:

- Click **Rotate** > **Rotate 90 CW**.

To rotate the Master 90⁰ counter-clockwise:

- Click **Rotate** > **Rotate 90 CCW**.

To rotate the Master 180⁰ clockwise:

- Click **Rotate** > **Rotate 180**.

To specify the angle to rotate the Master:

- Click **Rotate** > **Arbitrary rotate**. The **Master Rotation** window displays.
- Insert the desired angle by typing in the prompt or clicking the arrows on either side and click **OK**.
  NOTE: Not recommended for **Text** and **Spelling Inspection** modes.

To mirror-rotate the Master horizontally:

- Click **Rotate** > **Mirror Horizontally**.
  NOTE: Not recommended for **Text** and **Spelling Inspection** modes.

To mirror-rotate the Master vertically:

- Click **Rotate** [icon] > **Mirror Vertically.**
  NOTE: Not recommended for **Text** and **Spelling Inspection** modes.

3.3.13 Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the Master image:

- Click the **Color Inspector** [icon].
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the point selected.

Color Inspector Window

3.3.14 Marquee Zoom

To magnify the image:

- Place the cursor in the Master panel.
- Scroll upward with the track wheel.

  NOTE: On a Mac operating system, scroll downward with the track wheel if the Scroll Direction: Natural setting is ON.

To select an area in the image to magnify:

- Click **Marquee Zoom** [icon].
- Select the area using the left button of your mouse
  – Or scroll upward with the track wheel.

  NOTE: On a Mac operating system, scroll downward with the track wheel if the Scroll Direction: Natural setting is ON.

To reduce the magnification:

- Place the cursor in the Master panel.

- Scroll downward with the track wheel.
  NOTE: On a Mac operating system, scroll upward with the track wheel if the Scroll Direction: Natural setting is ON.

To pan:

- Left-click in the Master panel. Hold and move the mouse around the panel.

3.3.15   Reset View

To restore the image to its original size:

- Click **Reset View** ⛶.

3.3.16   Save View

To save the Master image view:

- Click **Save View** ⬇.
- The **Save As** window displays. Enter the file name in the desired location and click **Save**.

3.4   Sample Toolbar

The toolbar at the top of the Sample panel contains the following tools:

Sample Toolbar

3.4.1   PDF Options

If a PDF or AI file is loaded in the Sample panel, the **PDF Options** [icon] icon can be clicked, toggling access to a separate set of tools on or off. See PDF Viewer for more details.

3.4.2   File Name

The loaded file's name appears in the lower half of the toolbar, with an **X** on the far side. To clear the panel and load another file, simply click the **X** and start the file-loading process again.

3.4.3   Sample File Information Panel

To display information about the Sample file:

- Click **File Information** [icon]. The following information displays:

File Type: pdf
Rastered DPI: 300
Image Size: 5100 x 4512 pixels
Memory Size: 65.8 MB

Sample File Information Panel

- – **File Type**: The originating file format
- – **Rastered DPI**: The DPI at which the file was rasterized
- – **Image Size:** The size of the image (pixels)
- – **Memory Size:** The amount of physical memory the rasterized image uses (MB)

3.4.4 Sample Image Adjustment Panel

To adjust the Sample image's brightness, contrast, and/ or gamma value:
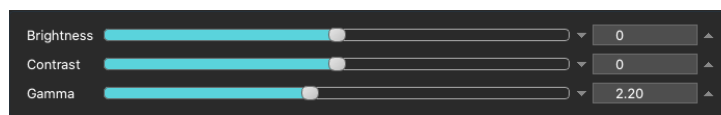
- Click **Image Adjustments** .

Brightness		0
Contrast		0
Gamma		2.20

Image Adjustments Panel

- Click the button in the center of the applicable bar and slide it to the right or left to adjust the settings as required.
- You can alternatively click on the arrows on either end of the different fields or manually enter values in each.
- Click **Apply** to make the changes. The Sample image displays in the Sample panel with the adjusted brightness, contrast, and/ or gamma value.
- Click **Cancel** to close the **Sample Image Adjustments** panel.

3.4.5 Optical Character Recognition (OCR)

OCR stands for Optical Character Recognition. Requiring an internet connection, the tool transforms non-live text, like one would find on a scanned document for example, to inspectable text for the purposes of inspecting text or spelling.

NOTE: A live-text file is ideal for accurate quality control. In the absence of a live-text file, OCR can be useful, but is unsupported by GlobalVision; False positives and/ or missed differences may result.

To take advantage of **OCR** when running a text spelling inspection on files featuring non-live text, in the Sample panel:

- Click the **Crop** icon. For more information see Crop Sample.
- Left-click and use the crosshairs that appear to select the desired non-live text, that corresponds to what had been marqueed in the Master panel if applicable (for Text Inspection; For more information, see Optical Character Recognition (OCR) (on the Master toolbar)).
- A red box surrounds the selected area. Resize/ move it as necessary by clicking and dragging its borders.
- Click OCR to process the text.
  NOTE: To marquee additional regions, repeat the steps above, avoiding overlap.

- Click **Inspect** to run the inspection. The differences display as they normally would following an inspection. For more information, see Text Inspection or Spelling Inspection.
  NOTE: If there was already live text, it is detected pre-inspection as well, regardless of whether it had been cropped. However, during text inspections, only the marqueed text gets checked. In contrast, during a spelling inspection, *all* live text gets verified.
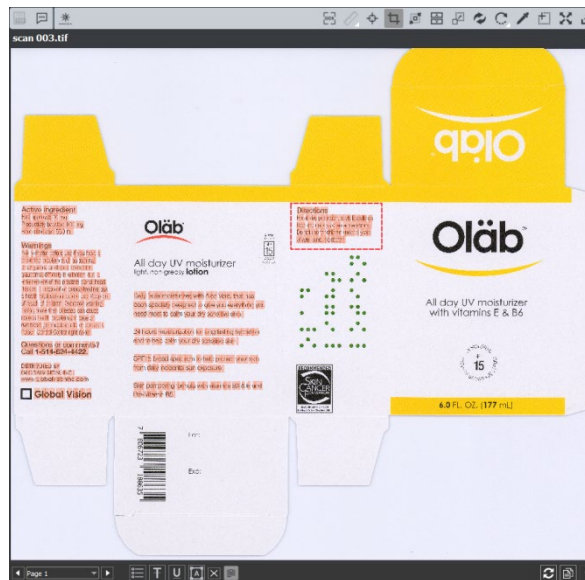
OCR Used on a Sample File in Conjunction with Spelling Inspection

3.4.6 Measurement Tools

The **Measurement Tools** icon gives users access to both **Rectangle** and **Line** options when running a graphics inspection. By clicking and dragging the mouse on the file after making a selection, the user draws either a rectangle or line, with units displayed in either inches, millimeters, or pixels (see Preferences). This allows the user to measure the size of graphic elements in the loaded file.

To measure a line:

- Click the **Measurement Tools** icon and select **Line**.
- Click and drag the mouse on the file in the Sample panel in the desired location.
- Resize it by clicking on either one of its ends and then dragging.
- Move/ tile the line by clicking on any other portion of the figure and then dragging.
  - When the cursor appears as a hand, you can move the line outright.
  - When the cursor appears as a vertical double-sided arrow, you can shift its angle.
- Right-click for the option to delete the line.

To measure a rectangle:

- Click the **Measurement Tools** icon and select **Rectangle**.
- Click and drag the mouse on the file in the Sample panel in the desired location.
- Resize it by clicking on its borders and then dragging.
- Move the rectangle by clicking in its borders and then dragging
- Right-click to either delete the rectangle or select **Snap to line** for a closer crop.

Rectangle Created, Around Barcode, Using Measurement Tools

To generate a PDF report of the measurements (without inspecting the files):

- Click the **Measurement Tools** icon and select **Report**. The **Report Options** window launches.
- Fill in the fields as required (for more information, see <u>Generating Reports</u>).
  NOTE: The **PDF Attachment** option is not available for Measurement Tools reports.
- Click **View** or **Save** to generate the report, which lists each of the measurements made in inches, millimeters, and pixels.

3.4.7   Manual Alignment

Follow the process described in <u>Manual Alignment</u>.

3.4.8   Crop Sample

To select an area of the Sample image to be inspected:

- Click **Crop** [icon].
- Left-click and select an area using the crosshairs that appear. A red dotted line surrounds the selected area.
  NOTE: The minimum cropping area is 100 X 100 pixels.

Additional options exist in the "Context" menu that appears by right-clicking:

- Choose between applying the selection to all, even, or odd pages in a multi-page file.
- Click **Change to circle** to replace the rectangular selection with a circular one.
- Click **Clear all pages** to remove the selection.
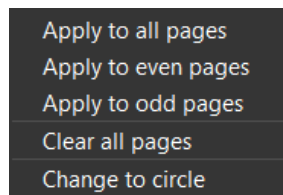
Context Menu

3.4.9 Crop to Contents

To tighten the crop selection so that it includes only the object:

- Click **Crop Sample** .
- Left-click and select an area with the crosshairs that appear. A red dotted line surrounds it.
- Click **Crop to Contents** . The crop selection adjusts to contain only the revised selection.

3.4.10 Support Rotated Repeats

To run an inspection using a sample image that contains rotated repeats of the Master:

- Click **Support Rotated Repeats** before running the inspection. During the inspection, the images are compared as if there were no rotation.

3.4.11 Match Scale

Match Scale lets you compare images with different sizes by scaling the dimensions of the Sample's cropped area to match the dimensions of the Master's cropped area.

NOTE: The minimum cropping area is 100 X 100 pixels.

To use **Match Scale** :

- In the Master panel, click **Region Mode** □ **Marquee** and select the crop area. Use **Crop to Contents** to get a tighter crop.

- In the Sample panel, click **Crop** and select the crop area. Use **Crop to Contents** to get a tighter crop area.

- Click **Match Scale** . When the inspection is run, the Sample cropped area is inspected as if it were the same size as the Master cropped area.
  NOTE: Both the Master and Sample images must be cropped before **Match Scale** is used.
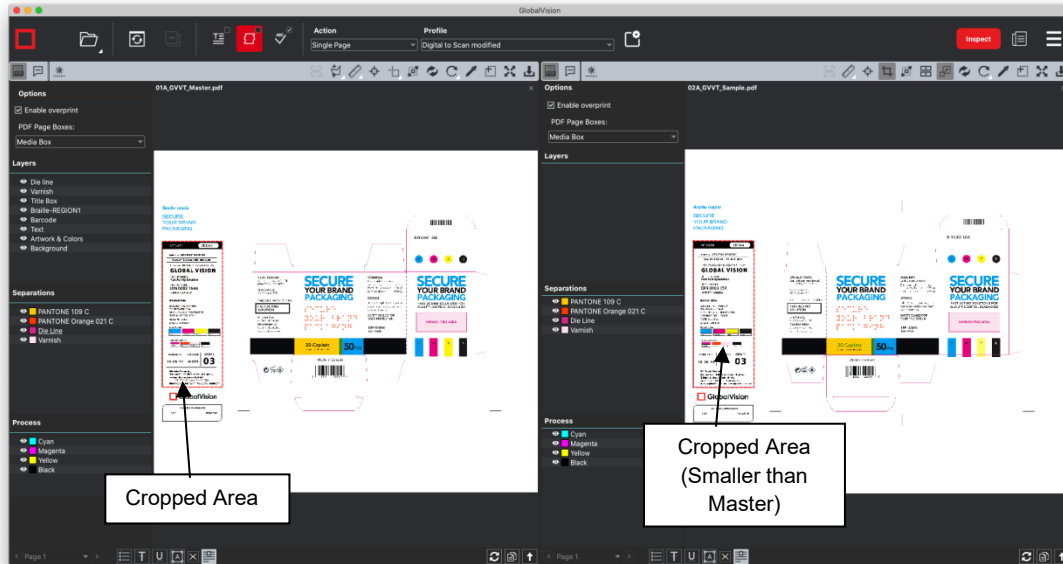
Main View with Match Scale Selected

3.4.12   Reload Sample

To reload the sample:

- Click **Reload** [icon]. The image reloads in the Sample panel.

3.4.13   Rotate Sample

To rotate the Sample 90° clockwise:

- Click **Rotate** [icon] > **Rotate 90 CW**.

To rotate the Sample 90° counter-clockwise:

- Click **Rotate** [icon] > **Rotate 90 CCW**.

To rotate the Sample 180° clockwise:

- Click **Rotate** [icon] > **Rotate 180**.

To specify the angle to rotate the Sample:

- Click **Rotate** [icon] > **Arbitrary rotate**. The **Sample Rotation** window displays.
- Insert the desired angle by typing in the prompt or clicking the arrows on either side and click **OK**.
- **NOTE:** Not recommended for **Text** and **Spelling Inspection** modes.

To mirror-rotate the Sample horizontally:

- Click **Rotate** [icon] > **Mirror Horizontally**.

NOTE: Not recommended for **Text** and **Spelling Inspection** modes.

To mirror-rotate the Sample vertically:

- Click **Rotate** > **Mirror Vertically.**
  NOTE: Not recommended for **Text** and **Spelling Inspection** modes.

3.4.14   Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the Sample image:

- Click the **Color Inspector** .
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the color at the point selected.
  NOTE: Presently not supported on Mac,
  If **Color Inspection Mode** is enabled, a second portion of the Color Inspector window, featuring Pantone-related functionalities, displays too whenever the **Color Inspector** is selected.

Color Inspector Window

3.4.15   Marquee Zoom

To magnify the image:

- Place the cursor in the Sample panel.
- Scroll upward with the track wheel.

NOTE: On a Mac operating system, scroll downward with the track wheel if the Scroll Direction: Natural setting is ON.

To select an area in the image to magnify:

- Click **Marquee Zoom** .
- Select the area using the left button of your mouse
  - Or scroll upward with the track wheel.

  NOTE: On a Mac operating system, scroll downward with the track wheel if the Scroll Direction: Natural setting is ON.

To reduce the magnification:

- Place the cursor in the Sample panel.
- Scroll downward with the track wheel.
  NOTE: On a Mac operating system, scroll upward with the track wheel if the Scroll Direction: Natural setting is ON.

To pan:

- Left-click in the Sample panel. Hold and move the mouse around the panel.

3.4.16 Reset View

To restore the image to its original size:

- Click **Reset View** .

3.4.17 Save View

To save the Sample image view:

- Click **Save View** .
- The **Save As** window displays. Enter the file name in the desired location and click **Save**.

3.5 Page Selection Toolbar

The Master/ Sample Page Selection toolbar on the bottom of the panel contains the following tools:

Page Selection Toolbar

3.5.1 Page Navigation

To display a different page in the Master/ Sample panel before or after inspections:

- Click the left or right arrows on either side of the **Page Navigation** tool.
  - Alternatively click on the arrow in the middle of the tool to access the **Page Navigation** drop-down list and go directly to the page of your choice.

  NOTE: When performing single-page inspections on multi-page files, this feature is disabled after the inspection is run.

3.5.2 Live Text

To highlight all inspectable text (in **Text** or **Spelling Inspection** modes) in the Master or Sample panel:

- Click on the corresponding **Live Text** icon.

To remove the highlights:

- Click the icon again.
  NOTE: Text that is not live (and is part of an image, for example) can still be inspected, but only as part of a pixel-to-pixel comparison between two similarly laid-out files in **Graphics Inspection**.

3.5.3 Cross-out Text

To exclude text from text and spelling inspections:

- Click the appropriate Cross-out Text icon (in either the Master or Sample panel).
- Click and drag the crosshairs icon that appears as the cursor over the text to be excluded in either the Master or Sample panel.
  NOTE: Multiple selections can be made.

To apply a cross-out to different portions of a multi-page file:

- Right-click on the crossed-out text.
- In the "Context" menu that appears, select to apply the cross-out to all pages, odd pages, even pages, or identical text elsewhere in the file.
  NOTE: Clear removes the currently selected crossed-out text. **Clear All** removes all cross-outs.
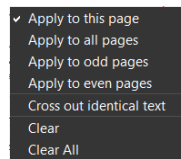
Context Menu

To cancel out underlined text (see <u>Underline Text</u>) using **Cross-out Text**:
- Click on **Cross-out Text**.
- Click and drag the crosshairs icon that appears as the cursor over the underlined text.
- The underlines are removed.
  NOTE: Cross-out Text and **Underline Text** cannot otherwise be applied together in the same file (unless it is to cancel the other one out).

3.5.4 Underline Text

To specifically include text in text and spelling inspections (and exclude all other text):

- Click the appropriate Underline Text icon (in either the Master or Sample panel).
- Click and drag the crosshairs icon that appears as the cursor over the text to be included in either the Master or Sample panel.
  NOTE: Multiple selections can be made.

To apply an underline to different portions of a multi-page file:

- Right-click on the underlined text.
- In the "Context" menu that appears, select to apply the underline to all pages, odd pages, even pages, or identical text elsewhere in the file.
  NOTE: Clear removes the currently selected underlined text. **Clear All** removes all underlines.

To cancel out crossed-out text (see Cross-out Text) using **Underline Text**:

- Click on **Underline Text**.
- Click and drag the crosshairs icon that appears as the cursor over the crossed-out text.
- The cross-outs are removed.
  NOTE: Cross-out Text and **Underline Text** cannot otherwise be applied together in the same file (unless it is to cancel the other one out).

3.5.5   Create Zones

Create Zones can be used to specifically include sections of a given document in text inspections (excluding all other text) and compare them directly to the corresponding portions in the other panel. This comes in handy when inspecting tables, by selecting different columns/ rows individually in each of the Master and Sample panels.

To start creating a zone:

- Click the Create Zones [A] icon below the Master or Sample panel.
- Click and drag the crosshairs icon that appears as the cursor over the text to be included. The text is highlighted and an ID is assigned.
- Highlight the corresponding text in the Sample. A corresponding ID is assigned.
  NOTE: The Zoning sub-panel pops up in the Sample panel, as a guide as to which matches are available to be selected. Clicking on a match zooms in to that selection on the Sample, so you can highlight it.
- Create new zones by clicking and dragging separate portions of text in each panel and repeating the overall process, one at time.
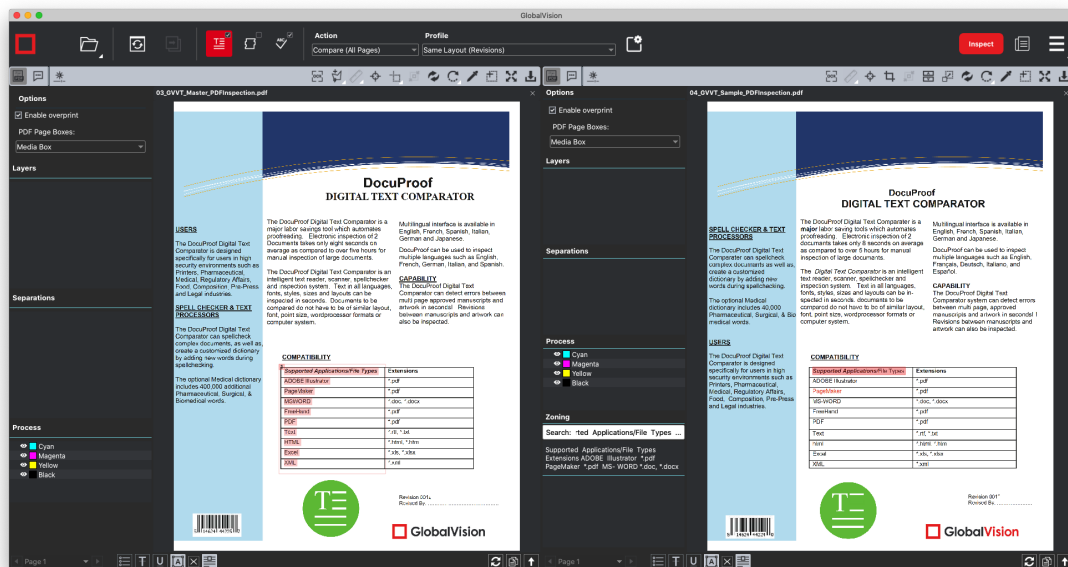
Zone #1 Selected in Master and Zoning (Sample) Panels

To add to a zone:

- Right-click on a zone that has already been selected, prompting the "Context" menu to appear.
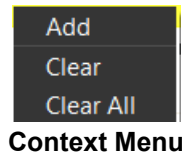
Context Menu

- Select **Add**.
- Click and drag the cursor over a new portion of text.
- The same number designation of the original zone appears at the top of the new selection.
- Repeat the process in the other panel if necessary.

To clear a zone:

- Right-click on a zone that has already been selected, prompting the "Context" menu to appear.
- Select **Clear** to delete a zone and its counterpart in the opposite panel.
  NOTE: Clear also deletes the original zone if you had right-clicked on an added portion.
- Select **Clear All** to delete all zones in both panels.

3.5.6 Show / Hide

To toggle the appearance of all underlines, cross-outs, or zones on or off in a master or sample file, either before an inspection or after:

- Click the **Show/Hide** icon.
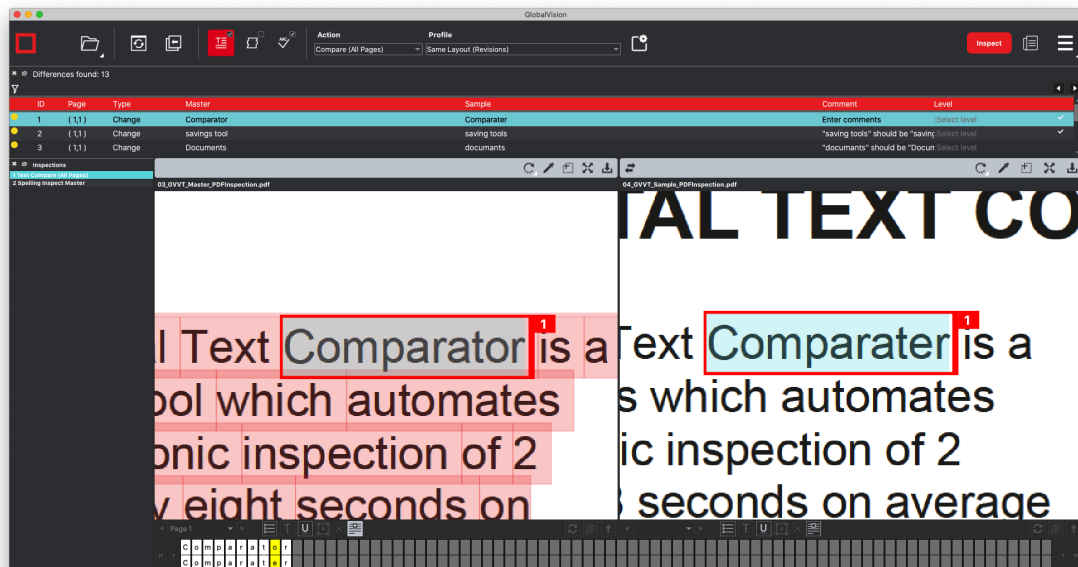
Show/Hide Toggled On in Master Panel, Toggled Off in Sample Panel

3.5.7   Clear All

To clear all underlines, cross-outs, or zones in a master or sample file:

- Click the **Clear All** ☒ icon. A message appears, asking if you want to continue.
- Click **Yes**.

3.5.8   Page Selection

Click the **Page Selection** 🗋 icon for the option to include or exclude pages from a multi-page document when running an inspection. This launches the **Select Pages** window. When clicking the icon in the Master panel, the **Select Master Pages** window pops up. When clicking the icon in the Sample panel, the **Select Sample Pages** window pops up instead.
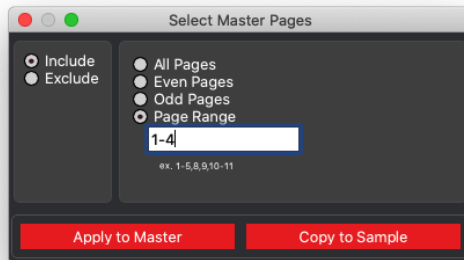
Select Master Pages Window

To include/ exclude different pages in a master or sample file before running an inspection:

- Click **Include** or **Exclude** on the left side of the window.
- Click either **All Pages**, **Even Pages**, or **Odd Pages**, or enter a custom range on the right side.
- Select **Apply to Master**/ **Apply to Sample**, depending on the panel in which the **Page Selection** icon was first clicked, to finalize the page range.
- Select **Copy to Sample** / **Copy to Master** to apply the same range to the other panel.
  NOTE: Copy to Sample / **Copy to Master** can only be used when the number of pages is the same in the Master and Sample.

To reset the pages and negate your selection:

- Click the **Reset Pages** 🔄 icon to the left of the **Page Selection** icon.

3.5.9   Show Pages

The **Show Pages** / **Hide Pages** icon shows/ hides an extra panel displaying all the pages loaded in the

Master or Sample panel. When the panel is hidden, an up arrow ⬆ appears. Once the icon has been

clicked and the panel appears, displaying the different pages, a down arrow ⬇ appears instead.
NOTE: The icon is disabled once an inspection is run.
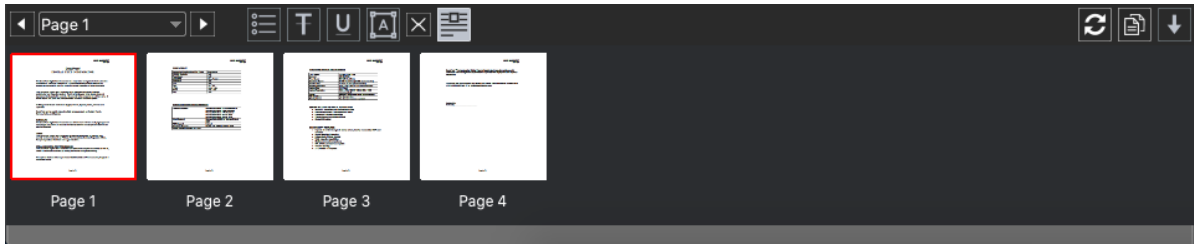
Show Pages Panel

To display a different page in the Master or Sample panel:

- Click on the page of your choice in the **Show Pages** panel.

To scroll through the loaded pages in the **Show Pages** panel:

- Move the mouse over the scroll bar at the bottom of the panel.
- Scroll the track wheel up or down or left-click the mouse and move it in the desired direction.
  - Alternatively, right-click on the scroll bar and choose between the following options:
    - **Scroll here**
    - **Left edge** or **Right edge**
    - **Page left** or **Page right**
    - **Scroll left** or **Scroll right**

To exclude a page from the inspection:

- Right-click on a page in the panel to reveal the **Exclude Page** option.
- Click it to cross the page out and exclude it from the inspection.
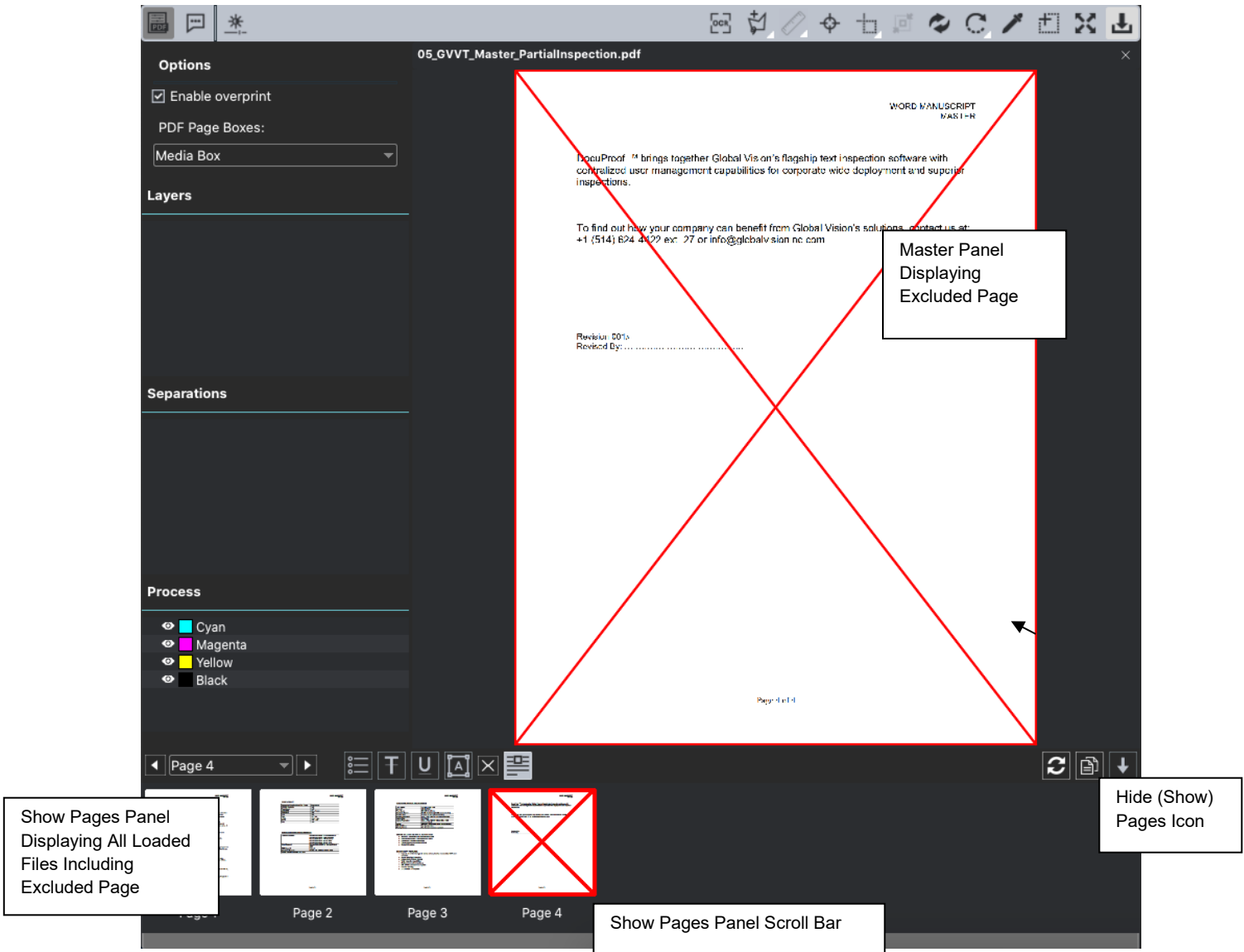
To re-include excluded page(s):

- Right-click a page and unselect the **Exclude Page** option that appears.
- Alternatively click the **Reset Pages** ⟳ icon to reset all pages.

3.6 PDF Viewer

The integrated **PDF Viewer** launches when you load a PDF or AI file. It consists of various panels and

can be toggled on/ off and hidden from view when clicking the **PDF Options** ⊡ button on the far left of either the Master or Sample toolbar.
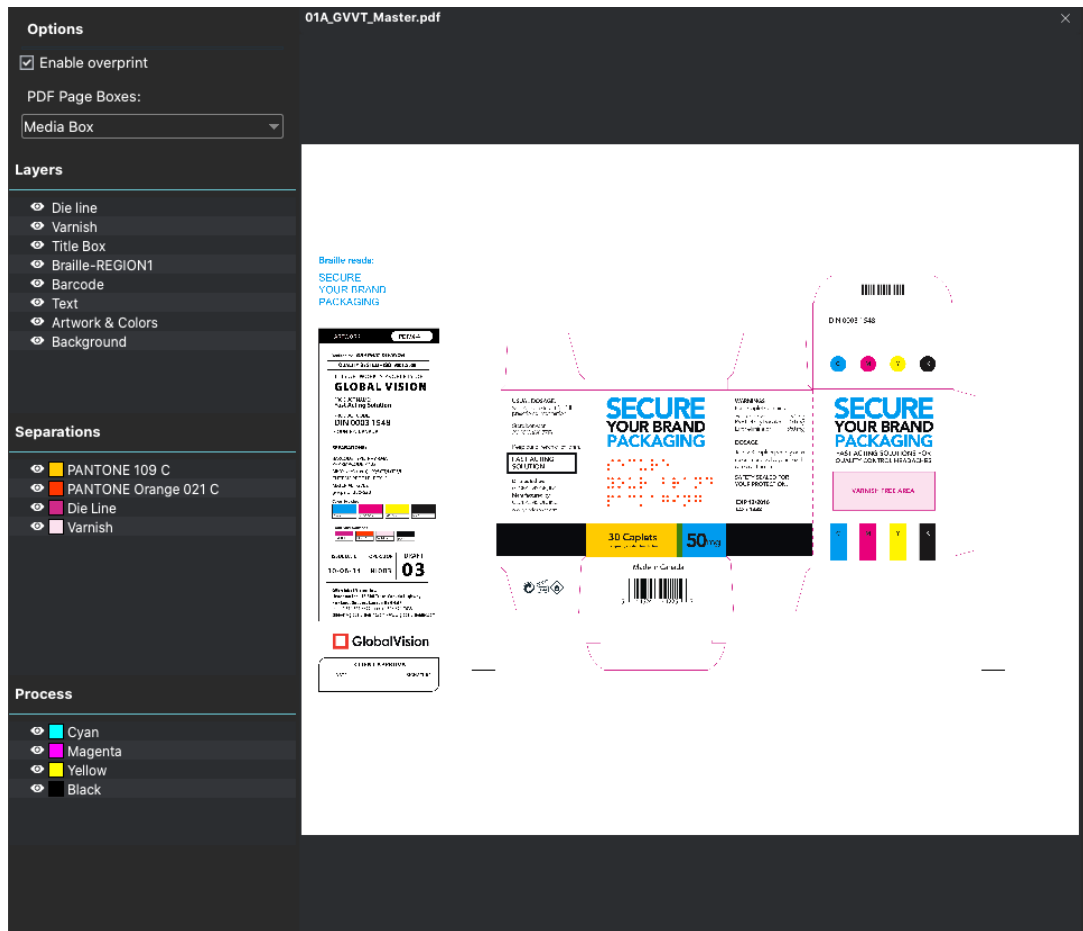
Integrated PDF Viewer

3.6.1   PDF Viewer Options Panel

3.6.1.1   Options
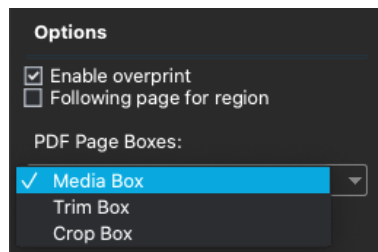
Options Panel

To select an option, click the checkbox beside it or select one of its drop-down options:

● **Enable overprint:** Provides an on-screen simulation that approximates how blending and overprinting appears in color-separated output. The initial default is set to checked, while the user's selection acts as the new default for subsequent inspections.

- **Following page for region:** When a file has multiple pages, you have the option to apply the die line on the next page. This would be used if the die line is on the next page relative to the artwork (as opposed to the same page, as is the case with some files).
- **PDF Page Boxes:** Select the appropriate page box for shape selection:
  - **Media Box**: Defaults to Media Box
  - **Trim Box**: Defaults to Trim Box (to be used if your file is print-ready)
  - **Crop Box**: Defaults to Crop Box

3.6.1.2 Layers
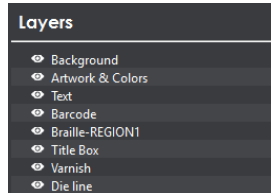
Layers Panel

The **Layers** panel displays a list of the layers present in the PDF file.

To hide a layer:

- Click the eye icon [icon]. The icon grays out and the layer becomes hidden in the image.

To unhide a hidden layer:

- Click the eye icon [icon]. The icon returns to its default color and the layer re-appears in the image.

3.6.1.3 Separations
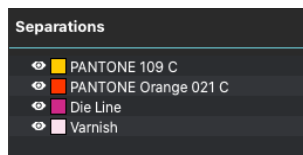
Separations Panel

The **Separations** panel displays the color separations present in the PDF file.

To hide a separation:

- Click the eye icon [icon]. The icon grays out and the separation becomes hidden in the image.

To unhide a separation:

- Click the eye icon [icon]. The icon returns to its default color and the separation re-appears.

3.6.1.4 Layers and Separations Sub-Menu
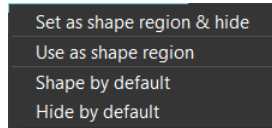
To select a sub-menu option:

- Right-click on a layer or separation to display the sub-menu.
- Click to select an option:
  - **Set as shape region & hide:** The layer or separation is detected as a shape and hidden when the image is loaded into the Master/ Sample panel (with the shape outlined).
    NOTE: Only one layer or separation can be used for shape extraction at a time. The selected layer or separation is underlined in its corresponding panel in the integrated **PDF Viewer**.
  - **Use as shape region:** The layer or separation is detected as a shape. The image loads in the Master/ Sample panel with the shape outlined. The layer or separation is not hidden.
    NOTE: Only one layer or separation can be used for shape extraction at once. The selected layer or separation is underlined in its corresponding panel in the integrated **PDF Viewer**.
  - **Add to shape library:** The layer or separation by the same name is detected as a shape by default. A yellow folder icon displays to the left of the selected layer to indicate it has been added to the **Library**. Right-click to uncheck the Add to shape library option.

  NOTE: Adding to a shape library takes effect at the next load. For the shape to be set, reload the file.
  - **Hide by default:** If you select this option, the selected layer/ separation always stays hidden. The eye icon grays out and a folder icon displays. Right-click to uncheck the option.
    NOTE: Hide by default takes effect at the next load, including for the file currently loaded. For the layer or separation to be hidden on the file currently loaded, reload the file.

3.6.1.5   **Process**
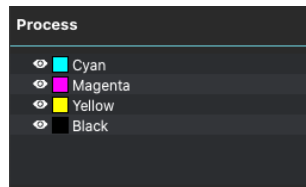
Process Panel

The **Process** panel displays the process colors that are present in the PDF image.

To hide a process color:

- Click the eye icon . The icon grays out and the process color becomes hidden in the image.

To unhide a process color:

- Click the eye icon . The icon returns to its default color and the process color re-appears.

4. Inspection Process

The chapter describes the basic steps involved with running an inspection.

4.1 Inspection View

Once an inspection is run, the Inspection View loads.

NOTE: On a Mac, the **Repeats found** panel (in **Graphics Inspection**) displays on the left side.
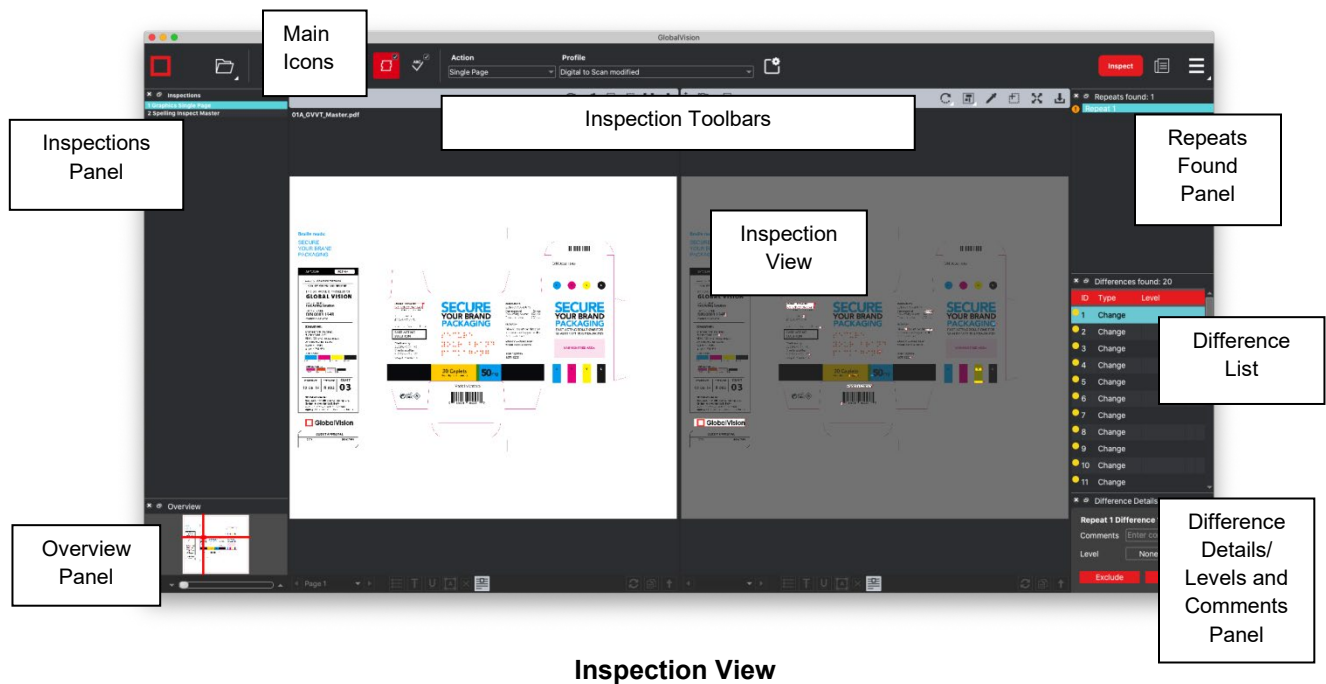
Inspection View

4.2 Performing Inspections

The inspection process lets users review the detected differences when comparing two files, review measurements, review detected spelling mistakes, with both single inspection and multi-inspection options available. Furthermore, the color-space information at individual points can be compared between files. The following sections describe the basic steps to follow when running an inspection. For more detailed steps describing each specific inspection process, see Graphics Inspection, Text Inspection, Spelling Inspection.

4.2.1 Single Inspection

To perform a single inspection:

- Load the Master/ Sample files you want to inspect in the Master/ Sample panels respectively.
- Make sure the area you would like to inspect is selected before proceeding.
- Select the appropriate mode for the inspection you would like to perform:

  - **Graphics Inspection**
  - **Text Inspection**

- **Spelling Inspection**
- Select the appropriate action and then profile from the **Action** and **Profile** drop-down menus respectively.
- Click .

4.2.2   Multiple Inspections

To run multiple inspections in the different inspection modes:

- Load the files you want to inspect in the Master and/ or Sample panels respectively.
- Make sure the region you would like to inspect is selected before proceeding.
- Select the inspection modes you would like to perform one by one, clicking the check boxes in their icons as you do:

    - **Graphics Inspection**

    - **Text Inspection**

    - **Spelling Inspection**

- For each inspection mode, select the appropriate action and then profile from the **Action** and **Profile** drop-down menus.
  NOTE: The Application performs the Graphics, Text, and Spelling inspections based on the last action and profile selected in each mode.
- Click the **Inspect** icon.

4.3   Canceling / Changing the Inspection

4.3.1   Reset

To clear the Master/ Sample images and inspection results from the Master/ Sample panels:

- Click **Reset** .
- The following message appears, asking if you want to continue:
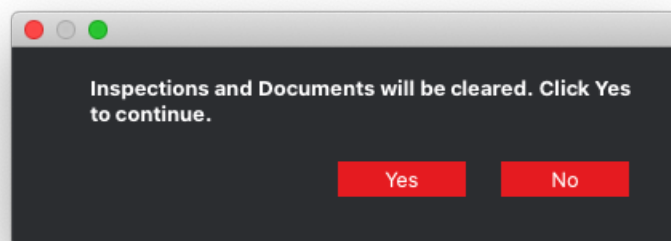
- Click **Yes** to clear the Master/ Sample images and the inspection results (if applicable) from the Master/ Sample panels.
- Click **No** to retain the files in the Main View.

4.3.2 Back / Forward

To retain inspection results and return to the Main View, so you can run additional inspections:

- Click **Back** .

To return to the Inspection View:

- Click the same button, which has become **Forward** .

4.3.3 Cancel Inspection

To cancel an inspection:

- Click **Cancel Inspection** on the pop-up **Progress** window as the inspection is running.
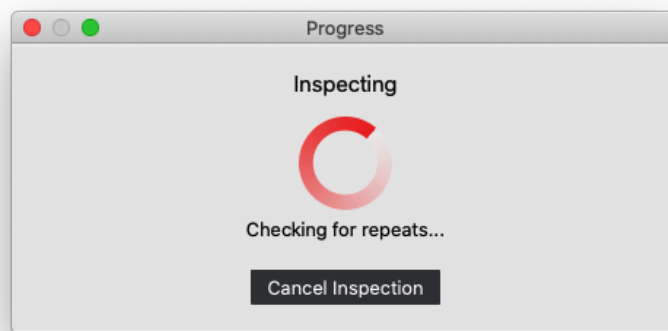
Progress Window

4.4 Reviewing and Proofing

4.4.1 Navigating Differences

- Use the track wheel or Master/ Sample **Marquee Zoom** in the Inspection View to zoom in or out of the image.
- Hold the left mouse button and move it around to pan the image.
- To review multiple pages, navigate through them at the bottom left of the Inspection View.

Page Navigation

- Select a specific difference (where applicable) and highlight it in the Inspection View by clicking its corresponding number in the **Difference List** in your layout. The difference gets highlighted in the Inspection View.
NOTE: Ensure **Automatically zoom to each difference** is checked in the **Preferences** window (under **Menu**) to zoom in to individual differences once you select them as well.
- Review differences in repeats (where applicable) by clicking the corresponding repeat in the **Repeats found** panel in your layout. That repeat's individual differences loaded in the **Difference List**.
- For more information on your layout and the different panels applicable to the inspection being run, see the "Layouts" sub-section in the corresponding, subsequent chapter.

4.4.2 Reviewing Differences

- Select a difference (where applicable) by clicking it in the **Difference List** in your layout to assign levels (i.e., **Critical**, **Major**, **Minor**) and comments to it. For more information on assigning levels and comments to differences, see the corresponding section on the **Difference List** and **Difference Details** panel in the **Graphics Inspection**, **Text Inspection**, **Spelling Inspection**, or **Color Inspection** chapters.
- Navigate to the next difference by pressing the DOWN ARROW ↓ key, pressing the F11 key, or by clicking **Include** in the **Difference Details** panel. Pressing the F12 key or clicking **Exclude** also navigates to the next difference but excludes the initial one from the report.
- Navigate to the previous difference by pressing the UP ARROW ↑ key or clicking it.

5. Generating Reports

The following section describes the steps involved with generating a report, which is the culmination of the inspection process.

NOTE: Multiple inspections can be combined into one report. Whatever inspections have been run and have not been specifically excluded appear in the generated PDF.

To generate a report:

- Click **Report** [icon]. The **Report Options w**indow displays.

Report Options Window

- Fill in the **Report Options** window where applicable.

  NOTE: The **Inspected By** field is pre-populated with the user name and no modifications are allowed. All other fields, except **Status**, which must be modified from the **Select Status** default, are optional.

REPORT OPTIONS	ACTION
Product ID	Enter the Product ID; The Report File Name below automatically reflects the entered value
Product Name	Enter the Product Name
Inspected By	No action required; The field is automatically populated with the name of the user who performed the inspection
Status	Select Pass/ Fail (required)
Lot	Enter the Lot Number; The Report File Name below automatically reflects the entered value
Levels to include	Only differences with levels matching selection(s) are

	included in report; Does not appear if "Force inclusion of all differences" has been selected by an administrator
Only pages/repeats with differences	Check to include only the pages or the repeats that have at least one difference
Master	Check to include the Master image (where applicable)
Signature field	Check to include the signature field (Performed By, Reviewed By fields) in the report; Automatically included when the licensed option to Enable Electronic Signatures in the Settings window has been selected by an administrator
Thumbnails	Check to include thumbnails of each difference (Graphics, Text, and Spelling Inspection only)
Report Path	Select where the report gets saved
Report File Name	Set the name of the report to be saved
PDF Attachment	Browse for and attach a PDF to the report
Comments	Enter general comments to be included in the report

- Click V**iew** or **Save.** If a status has not been selected, the following message displays:
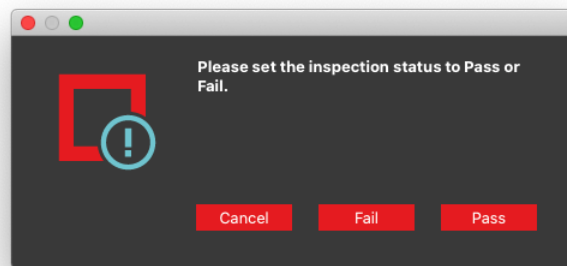
- Click **Pass** or **Fail** to set the inspection status. Click **Cancel** to return to the **Report Options** window.
- If the licensed option to **Enable Electronic Signatures** has been checked by your administrator in the **Settings** window (via the **Menu**), the **Electronic Signature** window displays.

Electronic Signature Window

- Fill in the **User Name** and **Password** fields (as you would to log in) and click **Sign**. Click **Cancel** to return to the **Report Options** window.
- If **Save** had been selected in the **Report Options** window, the report is saved in the selected (or default) report path.
- If V**iew** had been selected, the report saves in the selected (or default) report path and displays in the default PDF reader. All inspections are included in the report (if applicable).

6. Graphics Inspection

Graphics Inspection Mode lets you compare single or multi-page master and sample files pixel by pixel and detect differences in text and artwork. Differences are highlighted and levels and comments on each can be added for more of an in-depth proofing and reviewing process. The following sections describe the inspection process.

6.1 Step-by-Step

This section describes the steps to follow when running a graphics inspection.

6.1.1 Load Electronic Files

For Single Page Inspections:

- Click **File Menu** [folder icon] > **Load Master** or click in the Master panel to launch the load-file window.
  - You can also load a file by using "drag and drop."
- Select the Master file from the load-file window and click **Open**.
- If the Master is a BMP, PNG, TIF, TIFF, JPG, or LEN file, the image loads in the Master panel.
- If the Master is a PDF or AI file:
  - Prepare the Master image, if required, using integrated **PDF Viewer** tools to hide layers and/ or separations, use shapes as regions for repeat detection, etc. See PDF Viewer for more details.
- Click **File Menu** [folder icon] > **Load Sample** or click in the Sample panel to start repeating the process to load the Sample file.

For Multi-Page Inspections:

- Click **File Menu** [folder icon] > **Load Master** or click in the Master panel to launch the load-file window.
  - You can also load a file by using "drag and drop."
- Select the Master file from the load-file window and click **Open.**
- The first page of the Master image loads in the Master panel. The others can be selected from the **Page Navigation** drop-down list at the bottom of the panel.
- If the Master is a PDF or AI file:
  - Prepare the Master image, if required, using **PDF Viewer** tools to hide die lines, layers and/ or separations, use shapes as regions for repeat detection, etc. See PDF Viewer for more details.
- Click **File Menu** [folder icon] > **Load Sample** or click in the Sample panel to start repeating the process to load the Sample file(s).
- Ensure the Proper Inspection Area is selected.
- Use master/ sample tools to crop, rotate the image, etc. Make sure the appropriate **Region Mode** is selected. See Region Mode for more information.
- Select the Graphics Inspection Mode icon [red icon].
- Select the Action.
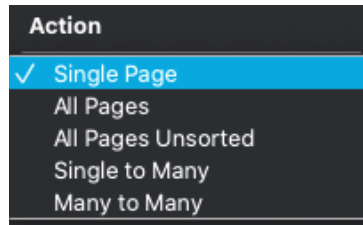
Action Drop-Down Menu

To compare a single master page to a single sample page or press sheet:

- Set **Action** > **Single Page**.

To compare all master pages or files to all sample pages or files:

- Set **Action** > **All Pages**.
  NOTE: The pages must be in order to allow for comparison. Repeats per page are not supported.

To compare all master pages or files to all sample pages or files when they are in a different order:

- Set **Action** > **All Pages Unsorted**.
  NOTE: Repeats per page are not supported.

To compare a single-page master file to a multi-page sample file with repeats:

- Set **Action** > **Single to Many**.
  NOTE: This is useful for comparing a batch of press sheets against the Master or checking the number of instances the Master appears on the Sample side.

To compare unsorted multi-page master files to unsorted multi-page sample files with repeats:

- Set **Action** > **Many to Many**.
  NOTE: This is useful for comparing batches and for ganged sheets. This action requires the most memory.

To compare two individual full pages/ press sheets against one another without looking for repeats to speed up the inspection process:

- Set **Action** > **One to One**.
- Select the Profile.
- Click **Profile**.
- Select the profile that best suits your inspection needs to detect the required differences from the drop-down menu. Alternative profiles may be created. See the Administration Guide for more details.
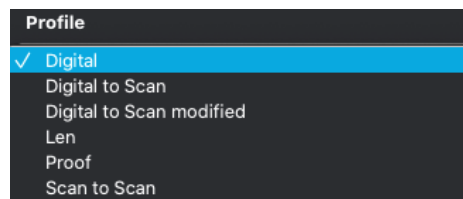
Graphics Inspection Profiles

The following default profiles are installed with the system:

PROFILE	FILE TYPES (MASTER AND SAMPLE)
Digital to Scan	Electronic original artwork and a scanned image
Digital	Electronic original artwork and a revised copy
Len	Run Length Encoding bitmap file and a Run Length Encoding bitmap file
Proof	Electronic original artwork and a digital proof
Scan to Scan	Scanned image and a scanned image

6.1.2 Run the Inspection

- Click Inspect . The images are inspected and the differences display in the Inspection View Sample panel.
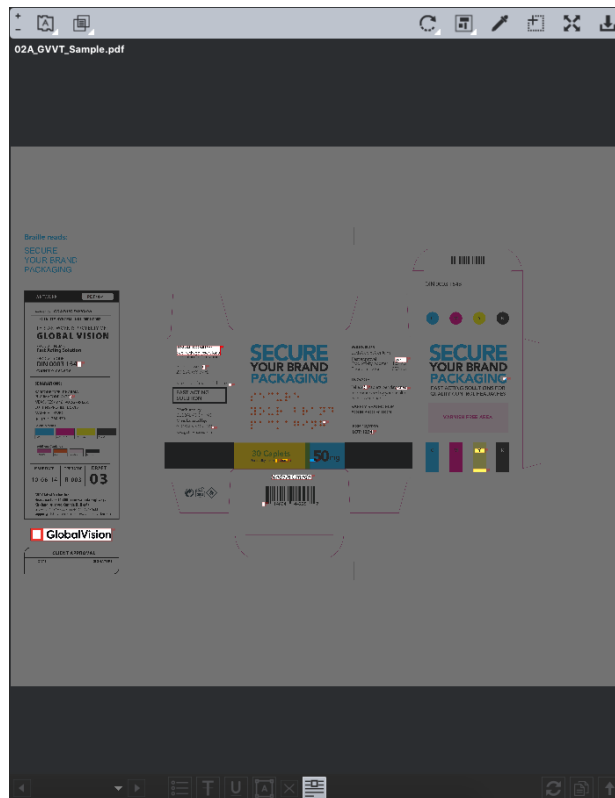
Inspection View Sample Panel
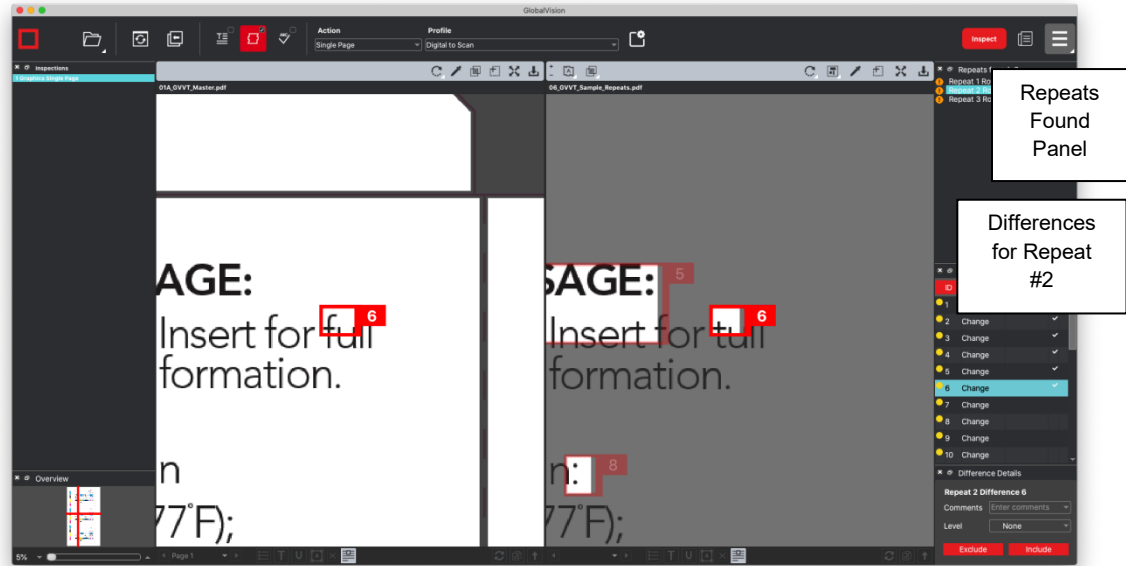
Repeat #2 Selected in Repeats Found Panel

6.1.3 View the Results

To view the inspected image or file:

- Use the track wheel to zoom in or out of the Master or Sample panels.
- Hold the left mouse button and move it around to pan the image.
- To review multiple pages, navigate through them using the **Page Navigation** drop-down list at the bottom left of either panel.

Page Navigation

To view a repeat:

- Click the desired repeat in the **Repeats found** panel in your layout. Repeats with differences are highlighted in red. Repeats without differences are highlighted in green. For more information on layouts and the different panels available, see Layouts.

There are several ways to view differences.

- Click the **Image to display** [icon] drop-down menu.
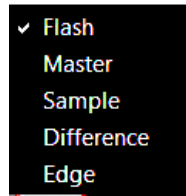
- Click **Flash** to alternately display the differences between the Master and Sample images. To change the rate at which the images alternate**:**

  - Click **Increase Flash Rate** to increase the rate.

  - Click **Decrease Flash Rate** to decrease the rate.
- Click **Master** to display the Master image.
- Click **Sample** to display the Sample image.
- Click **Difference** to display the **Difference** image.
- Click **Edge** to display the **Edge Difference** image.

6.1.4 Review and Proof the Differences

To select a difference:

- Click on the difference in the **Difference List**. It gets highlighted in the Inspection View and outlined in red in the **Overview** panel. A checkmark gets added in the **Difference List** to indicate it has been reviewed.
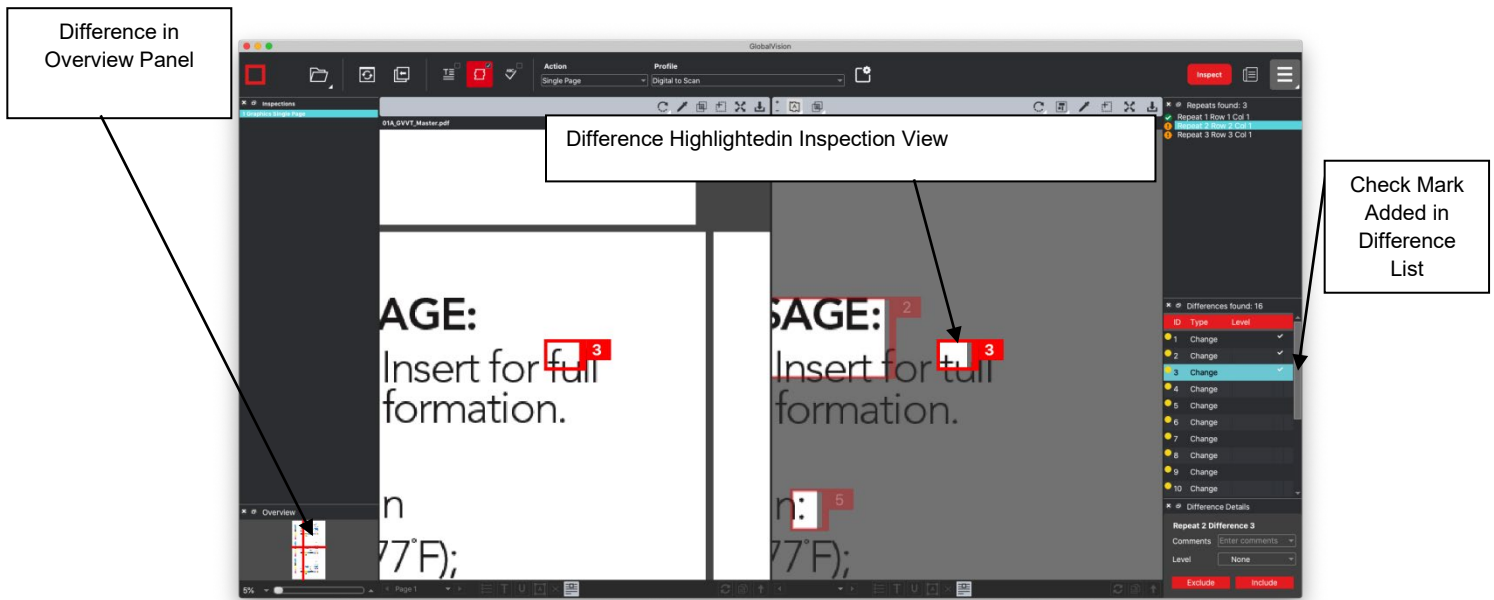
Difference #3 Selected

There are three ways to assign a level to a difference:

- Select the difference in the **Difference List**. Click in the **Level** column beside the difference in the same panel and select the level. The color-coded level displays to the right of the difference.

- Select the difference in the **Difference List**. Click the **Level** drop-down list in the **Difference Details** panel and select the level. The color-coded level displays to the right of the difference in the Difference List.
  NOTE: Hot keys (F1 – F5) may be applied to assign levels. Select the difference and click the appropriate "F" key (see below):

KEY	FUNCTION
F1	Reporting level - Critical
F2	Reporting level - Major
F3	Reporting level - Minor
F4	Reporting level - Ignore
F5	Reporting level – None
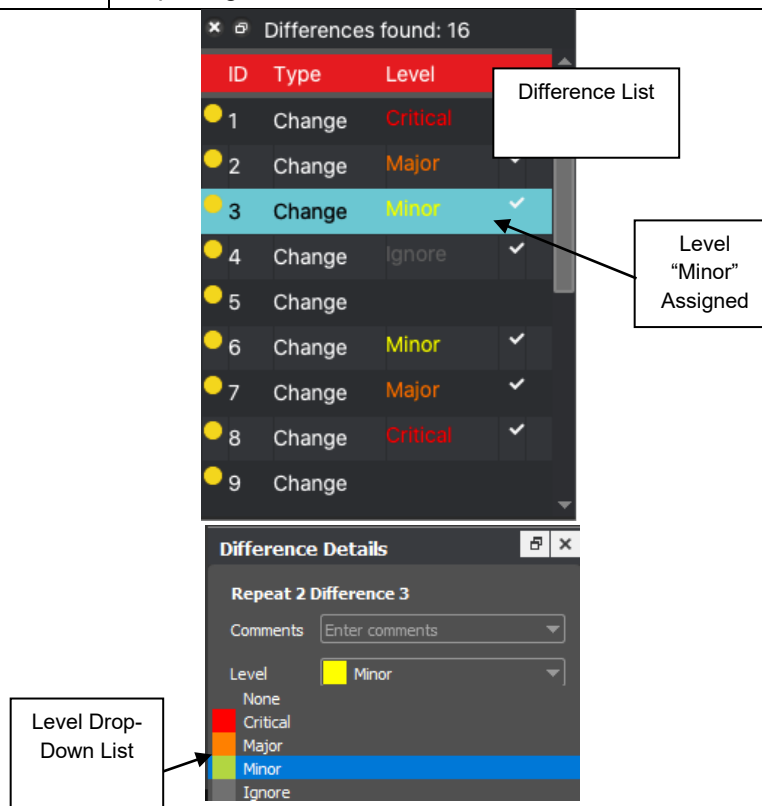
Level Assigned Using Difference Details Panel

- Alternatively, double-click the difference in the Inspection View. The **Difference** window displays. Click the **Level** drop-down list in the Difference window and select the level. Click **X** to close the Difference window. The color-coded level displays to the right of the difference in the **Difference List**.
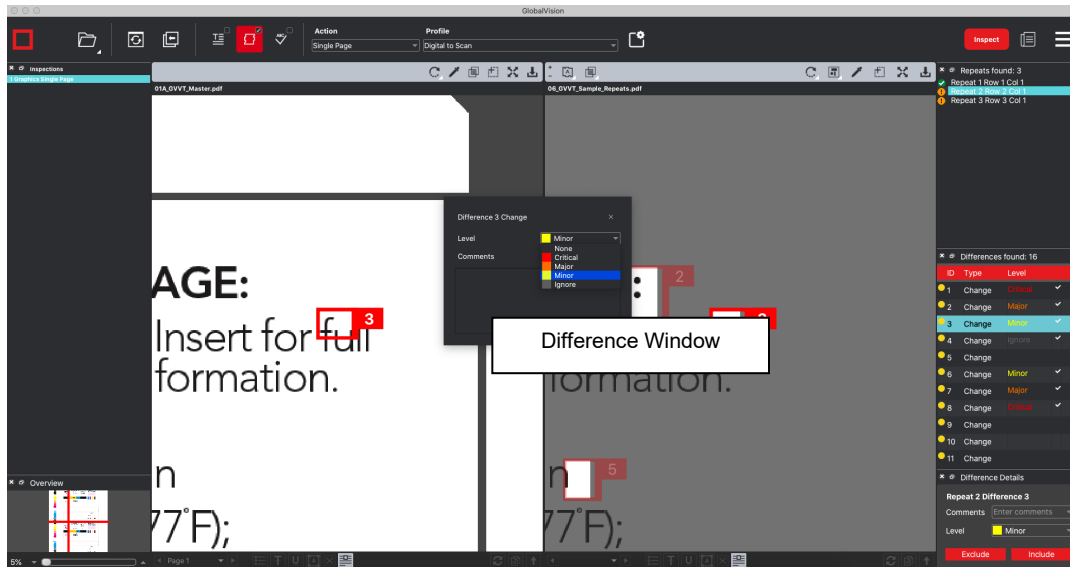
Level Assigned Using Difference Window

To assign a level to multiple differences:

- Hold down the CTRL key while selecting the differences.
- Click the **Level** column in the **Difference List** or the **Level** drop-down list in the **Difference Details** panel, and select the level.
  NOTE: On a Mac operating system, to assign a level to multiple differences, hold down the COMMAND and SHIFT keys while selecting the differences.

To remove a level assignment:

- Select **None** as the difference's level. The level no longer displays in the **Difference List**.

There are two ways to assign a pre-defined comment to a difference:

- Select the difference in the **Difference List**. Click the **Comments** drop-list in the **Difference Details** panel and select the comment. The comment displays in the **Comments** text box. A sticky-Note icon displays in the Difference List to the right of the difference.

GlobalVision Mac 5.8.2 User Guide
Rev 002
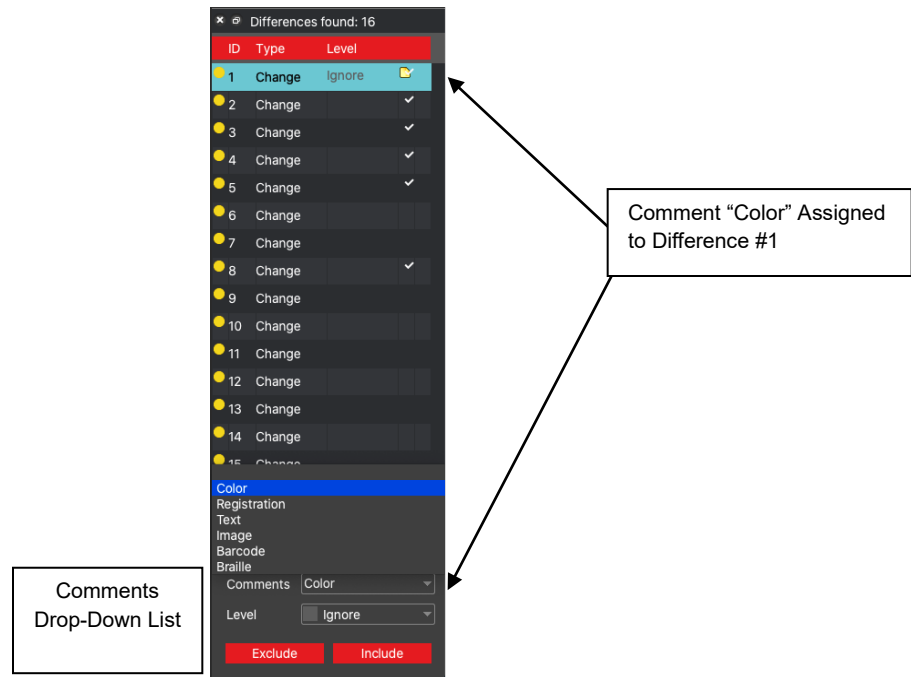
Pre-Defined Comment Assigned to Difference #2

- Alternatively, double-click the difference in the Inspection View. The **Difference** window displays. Click the **Comments** drop-down list in the Difference window and select the comment. Click **X** to close the window. The comment displays in the **Comments** text box. A sticky-Note icon displays in the **Difference List** to the right of the difference.

To assign a comment to multiple differences:

- Hold down the CTRL key while selecting the differences, click the **Comments** drop-down list, and select the comment.
  NOTE: On a Mac operating system, to assign a comment to multiple differences, hold down the COMMAND and SHIFT keys while selecting the differences, click the **Comments** drop-down box, and select the comment.

There are two ways to assign a customized comment to a difference:

- Select the difference in the **Difference List**, click the **Comments** drop-down list in the **Difference Details** panel, and type in the comment. A sticky-Note icon displays in the Difference List to the right of the difference.
- Alternatively, double-click the difference in the Inspection View. The **Difference** window displays. Click in the **Comments** text box in the Difference window and type in the comment. Click **X** to close the Difference window. The comment displays in the Comments text box. A sticky-Note icon displays in the **Difference List** to the right of the difference.

To delete a comment from a difference:

- Click in the **Comments** drop-down box in the **Difference Details** panel and select the blank entry.

To include the selected difference in the report:

- Press **F11**

Page **72**

Published 14 January 2021
By GlobalVision, Inc.

  - Or click **Include** in the **Difference Details** panel

To exclude the selected difference in the report:
  - See Exclude Differences.

To add a difference:

  - See Add Differences.

To group differences:

  - See Group Differences.

6.1.5 Include Inspections in Report

The Application lets you rename inspections and/ or exclude them from the report. This option is available under the **Inspections** panel.

To rename the inspection:

  - Right-click on the inspection name in the **Inspections** panel.
  - Click **Rename**.
  - Enter the desired name and click **OK**.
  - The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

  - Right-click on the inspection name in the **Inspections** panel.
  - Click **Exclude from report**.
  - The inspection name gets crossed out in the **Inspections** panel.

  - The inspection is not included in the next generated report.
    NOTE: For more information on layouts and the panels available to you, see Layouts.

6.1.6 Generate the Report

  - Click the **Report** [icon] icon.
  - See Generating Reports for step-by-step instructions.

6.1.7 Retain Inspection Results and Run a New inspection

  - Click **Back** [icon]. The Main View displays with the Master and Sample images loaded.
  - To load new files, follow the steps above.

- If required, prepare the Master/ Sample images for inspection using Master/ Sample tools to crop, rotate the image, etc. Make sure the appropriate region is selected. See Region Mode.
- Click [Inspect]. The images are inspected and the differences display in the Inspection View Sample panel. Each subsequent retained inspection gets listed in the **Inspections** panel.

6.1.8 Clear Inspection Results and Run a New Inspection

- Click **Reset** ⟳. The following message displays:

Inspections and Documents will be cleared. Click Yes to continue.

Yes   No
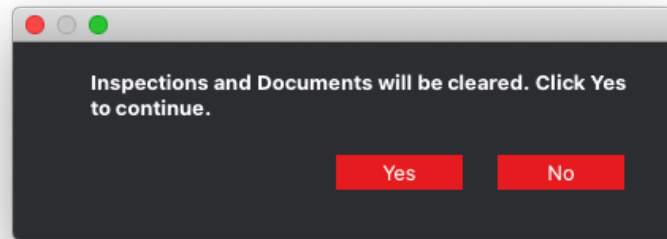
- Click **Yes** to clear the inspection results and documents. The Main View displays with the profile on the title bar.

6.2 Master Toolbar

The Master toolbar appears at the top of the Master panel following an inspection:

Master Graphics Inspection Toolbar

6.2.1 Rotate

To rotate the Master image:

- Click **Rotate** ⟳.
- Select **Rotate 90 CW** or **Rotate 90 CCW**.

6.2.2 Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the Master image:

- Click the **Color Inspector** ✎.
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the color at the point selected.

NOTE: Presently not supported on Mac.

If **Color Inspection Mode** is enabled, a second portion of the Color Inspector window, featuring Pantone-related functionalities, displays too whenever the **Color Inspector** is selected.

Color Inspector Window

6.2.3 Show the Text Mask

To see what was detected as text during the inspection:

● Click **Show the text mask** .
NOTE: The masked content represents all that which is affected by the parameters under the selected inspection profile's **Text** tab. See Profiles for a list of all applicable settings.
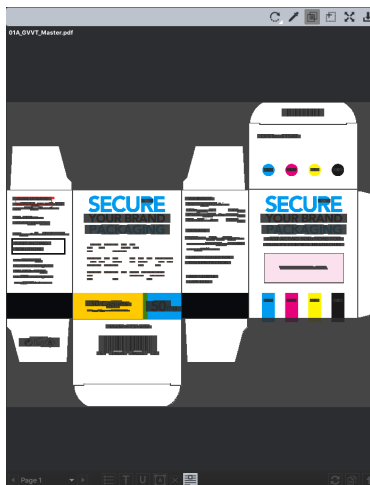
Show the Text Mask

6.2.4 Marquee Zoom

To select an area in the image to magnify:

- Click **Marquee Zoom** .
- Select the area using the crosshairs that appear and left button of your mouse
  - Or scroll upward with the track wheel.

To reduce the magnification:

- Place the cursor in the Master panel.
- Scroll downward with the track wheel.

To pan:

- Left-click in the Master panel. Hold and move the mouse around the panel.

6.2.5 Reset View

To restore the image to its original size:

- Click **Reset View** .

6.2.6 Save View

To save an image to a file:

- Click **Save View** . The **Save As** window displays with the file type .tif as the default.
- Select the desired file type and storage location and click **Save**.

6.3 Sample Toolbar

The Sample toolbar appears at the top of the Sample panel following an inspection:
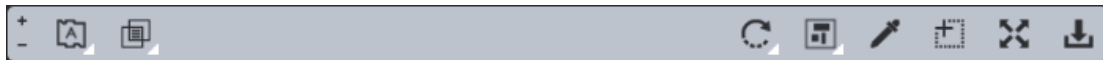
Sample Graphics Inspection Toolbar

6.3.1 Increase Flash Rate

To change the rate at which the differences between the Master and Sample images alternate**:**

- Click **Increase Flash Rate** to increase the rate.
- Click **Decrease Flash Rate** to decrease the rate.

6.3.2 Image to Display

The **Image to Display** drop-down list lets the user toggle between different images in the Inspection View Sample panel. The default is the Flash image.
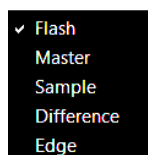
Image to Display Drop-Down Menu

6.3.2.1   Show Master Image

To display only the Master image in the Inspection View Sample panel:

- Click the **Image to Display** icon.
- Select **Master** from the drop-down list.
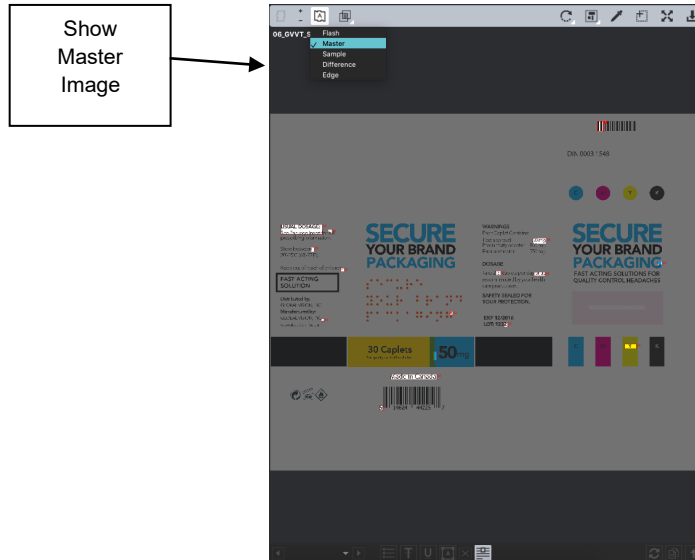
Show Master Image

6.3.2.2   Show Sample Image

To display only the Sample image in the Inspection View Sample panel:

- Click the **Image to Display** icon.
- Select **Sample** from the drop-down list.
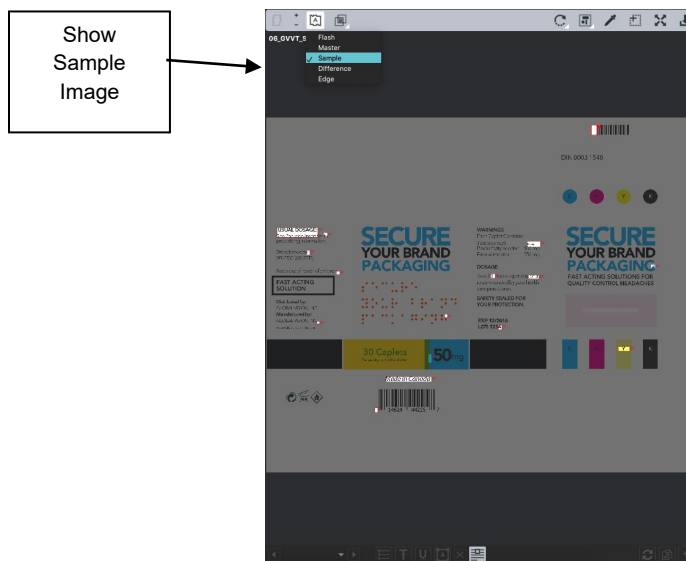
Show Sample Image

6.3.2.3   Show Difference Image

To display only the differences in the Inspection View Sample panel:

- Click the **Image to Display** [icon] icon.
- Select **Difference** from the drop-down list.
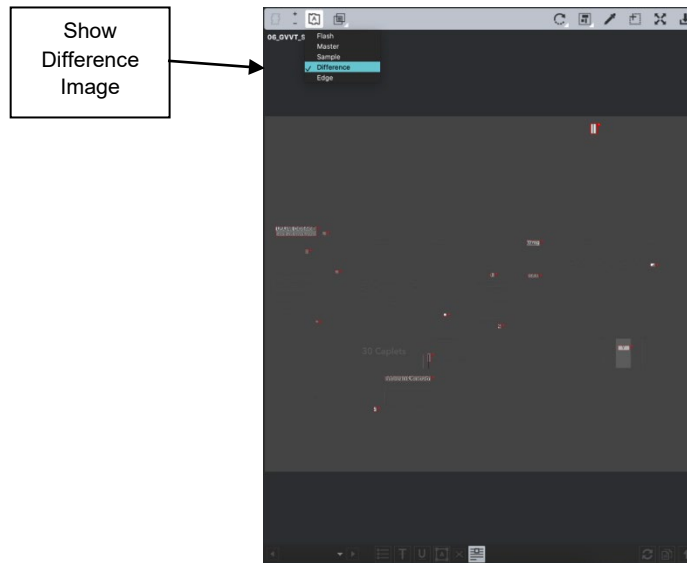
Show Difference Image

To display the difference image in a higher contrast (i.e., each difference in yellow against a blue background), surrounded by a red box:

- Click **File Menu** [icon] ☐ **Preferences** to open the **Preferences** window.
- Click the **Hi-Contrast Difference Image** checkbox under **User Interface**.
- Click **OK** to close the **Preferences** window.
  NOTE: You need to re-run the inspection for the **High-Contrast Difference Image** change to take effect.

High-Contrast Difference Image

Difference #3 – with High Contrast

Difference #3 – Without High Contrast

6.3.2.4   Show Edge Image

To display only the edge differences in the Inspection View:

● Click the **Image to Display** [icon] icon.
● Select **Edge** from the drop-down list. Each difference displays against a gray background, surrounded by a red box.
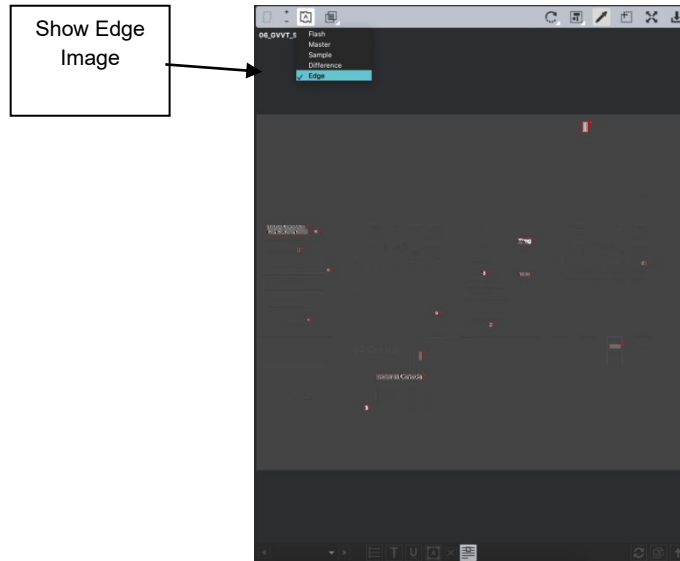
Show Edge Image

Show Edge Image

6.3.3 Show Mask

6.3.3.1 Show Mask

The **Show Mask** drop-down menu lets the user toggle the mask and difference IDs (numbers and/ or boxes) on or off.
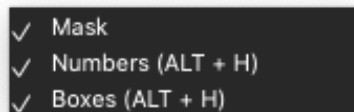
Show Mask Drop-Down Menu

Show Mask toggles the mask on or off to isolate the differences or show them in context of the image.

Show Mask On   **Show Mask Off**

To toggle the mask on or off:

- Click the **Show Mask** icon.
- Select **Mask** from the drop-down list.

To change the mask color:

- Click **File Menu** ☐ **Preferences**. The **Preferences** window displays.
- Click **Select** beside **Mask Color**. The **Mask Color** window displays.
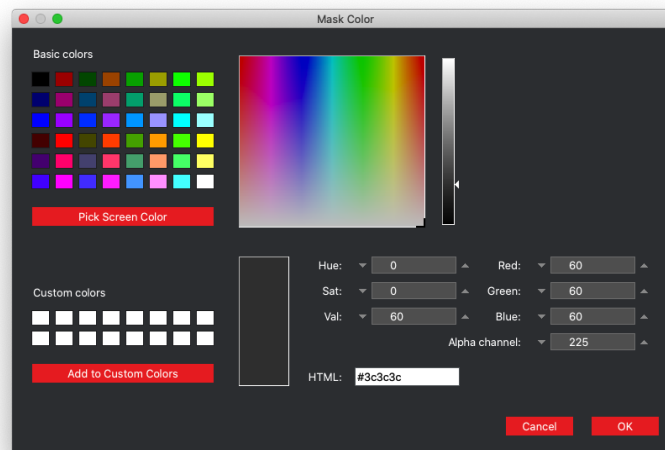
Mask Color Window

- Select the desired color and click **OK** to close the **Mask Color** window.
- Click **OK** to close the **Preferences** window.
  NOTE: You need to return to re-run the inspection for the new mask color to take effect.

6.3.3.2 Show Boxes

Boxes is found under the **Show Mask** [icon] icon and lets the user toggle between displaying/ not displaying boxes around the differences.
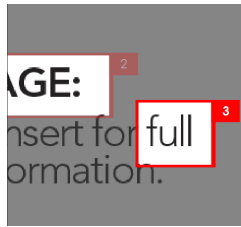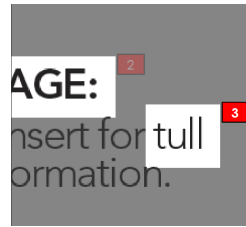
| **Show Boxes On** | **Show Boxes Off** |

To toggle the difference boxes on and off:

- Click the **Show Mask** [icon] icon.
- Select **Boxes** from the drop-down list.

6.3.3.4 Show Numbers

Numbers is found under the **Show Mask** [icon] icon and lets the user toggle between displaying/ not displaying difference IDs next to the differences.

| **Show Numbers On (w/ Show Boxes Off)** | **Show Numbers Off** |

To toggle the difference numbers on and off:

- Click the **Show Mask** [icon] list.
- Select **Numbers** from the drop-down menu.

6.3.4 Rotate

To rotate the Sample image:

- Click **Rotate** [icon].
- Select **Rotate 90 CW** or **Rotate 90 CCW**.

6.3.5 Difference Review Actions

The **Difference Review Actions** [icon] drop-down list lets the user manage the differences detected, by grouping/ excluding them or adding new ones.

6.3.5.1 Group Differences

- Click the **Difference Review Actions** [icon] icon and then **Group**.
- Use the crosshairs that appear to select the differences to be grouped by left-clicking and drawing a red box around them. A difference ID gets assigned to the group, which is added to the **Difference List** as a change. The difference count also adjusts accordingly.
  NOTE: The new difference is automatically included in the report. To exclude it, click **Exclude.**
- For repeats, once you select to group the differences, the following message displays: "Apply to all repeats?" Click **Yes** to add the grouping to all repeats. Click **No** to add the grouping to the selected repeat only.
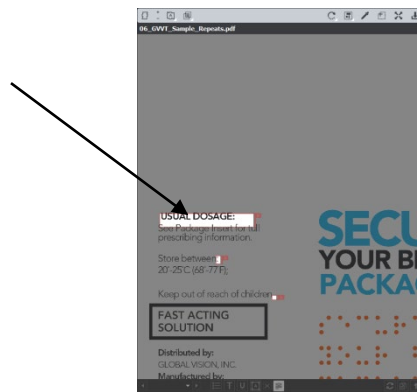
Differences #2 and #3 Before Grouping   After Grouping - Difference #17 Created

6.3.5.2 Add Differences

To add a difference to the inspection results:

- Click the **Difference Review Actions** [icon] icon and then **Add**.
- Use the crosshairs that appear to select the area in the Inspection View to be added as a difference by left-clicking and drawing a red box around it. The selected area gets added as the final difference in the **Difference List**.
  NOTE: The added difference is automatically included in the report. To exclude it, click **Exclude**.
- For repeats, once you select the area to be added as a difference, a message displays: "Apply to all repeats?" Click **Yes** to add the difference to all repeats. Click **No** to add the difference to the selected repeat only.
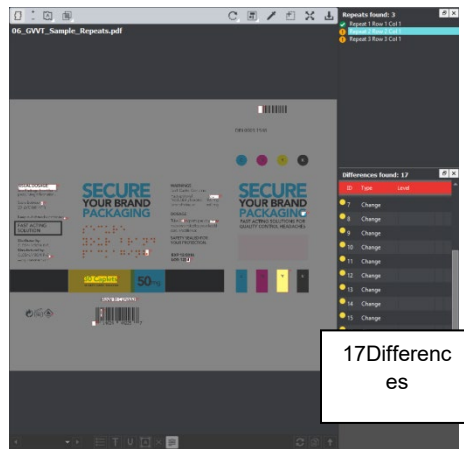
Before Add Difference   **After Add Difference**
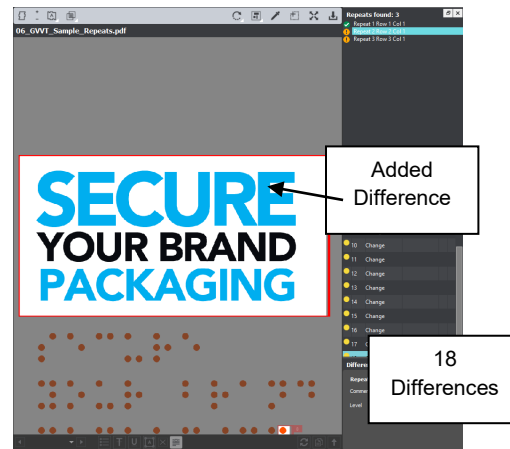
6.3.5.3 Exclude Differences

To exclude a reviewed and included difference:

- Click the **Difference Review Actions** 🔲 icon and then **Exclude**.
- Use the crosshairs that appear to select the difference in the Inspection View Sample panel to be excluded by left-clicking and drawing a red box around it. The difference gets crossed out in the **Difference List** and excluded in the report.

NOTE: You can alternatively select the difference in the **Difference List** and click **Exclude**. However, an administrator can configure the Application to force the inclusion of all differences, in which case the **Exclude** and **Include** options **do** not display in the **Difference Details** panel.

- For repeats, once you select the difference to be excluded as a difference, a message displays: "Apply to all repeats?" Click **Yes** to exclude the difference in all repeats. Click **No** to exclude the difference on the selected repeat only.
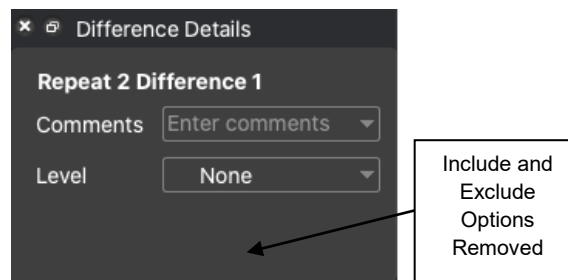
Difference Details Panel -
Include and Exclude Options Removed

6.3.6 Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the Sample image:

- Click the **Color Inspector** ✏️.
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the color at the point selected.

NOTE: Presently not supported on Mac.

If **Color Inspection Mode** is enabled, a second portion of the Color Inspector window, featuring Pantone-related functionalities, displays too whenever the **Color Inspector** is selected.

Color Inspector Window

6.3.7   Marquee Zoom

To select an area in the image to magnify:

- Click **Marquee Zoom** ⊞.
- Select the area using the crosshairs that appear and the left button of your mouse
  - Or scroll upward with the track wheel.

To reduce the magnification:

- Place the cursor in the Sample panel.
- Scroll downward with the track wheel.

To pan:

- Left-click in the Sample panel. Hold and move the mouse around the panel.

6.3.8   Reset View

To restore the image to its original size:

- Click **Reset View** ⤢.

6.3.9   Save View

To save an image to a file:

- Click the **Image to Display** ⬚ icon in the Sample toolbar and then choose either the **Master**, **Sample**, **Difference**, or **Edge** image. To save the view in the Master panel skip this step.
- Click **Save View** ⬚ in either the Master or Sample toolbar. The **Save As** window displays with the file type .tif as the default.
- Select the desired file type and storage location and click **Save**.

NOTE: The **Flash Image** cannot be saved.

6.4 Layouts

6.4.1 Creating Layouts

The Inspection View contains panels that let you review the graphics inspection results and add levels and comments to differences. These panels constitute your layout and can be displayed or hidden as required. For example, if your images do not have repeats, you may want to hide the **Repeats found** panel. Layout customization is ideal for multi-monitor configurations, as panels can be placed on separate displays. To view the different layout panels that can be loaded, click **Menu** ☰ ⬚ **Layout**.
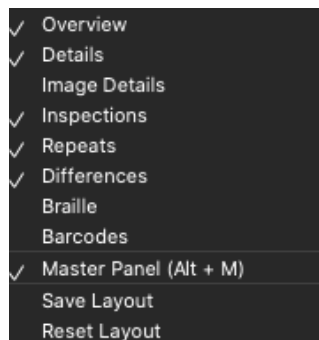
Layout Drop-Down Menu (Graphics Inspection)

To display/ hide the panels:

- Uncheck the panel name in the **Layout** drop-down menu or click the **X** in the top-right corner of the panel once it has been loaded to hide it.
- Check the name of a hidden panel in the **Layout** drop-down menu to display it.

To move a given panel:

- Click its title bar, hold down, and shift it to one of the empty areas in the margins of your screen.

To save your layout so that it re-appears as is upon closing and re-opening the Application:

- Click **Save Layout**.

To reset your layout to the default:

- Click **Reset Layout**.

6.5 Overview Panel

The **Overview** panel displays the original Sample image. The difference that is selected is located at the intersection of the two red lines.

To zoom in or out of the Sample image in the **Overview** panel:

- Slide the button in the middle of the bar accordingly.

Overview Panel

6.6 Repeats Found Panel

The **Repeats found** panels lists the number of repeats of the Master image that were found in the Sample file after the inspection has been run. Repeats with differences display a red icon to the left. Repeats without differences display a green check mark to the left instead.

To navigate between repeats:
- Click the desired number on the list.
- The selected repeat appears in the Inspection View Sample panel.
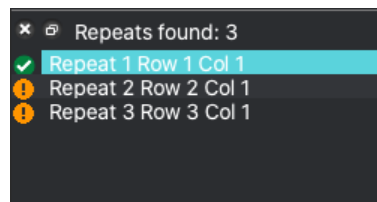
Repeats Found Panel

6.7 Difference List and Details Panels

The **Difference List** displays the differences between the Master and Sample images for easy reviewing and proofing. The **Difference Details** panel lets you assign comments and levels to selected differences and include or exclude them from your report.

To select a difference:

- Click it in the **Difference List**. It gets highlighted. The corresponding difference gets highlighted in the Inspection View Sample panel.

To assign a level to the difference:

- Select a level in the **Level** drop-down list in the **Difference Details** panel
  - Or click in the **Level** column beside the difference in the **Difference List**.

- The level appears beside the difference in the Difference List.
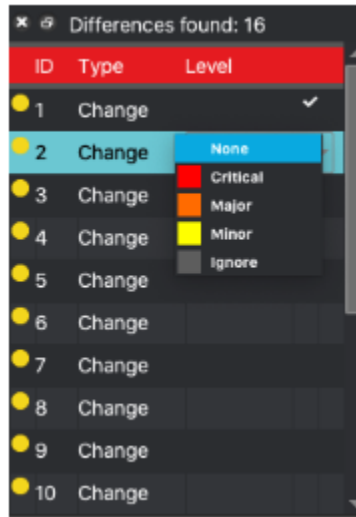
Level Column in Difference List

To assign a comment to a difference:

- Select a comment in the **Comments** drop-down box or type in a custom comment.
- A sticky-Note icon displays in the **Difference List** to the right of the difference, signifying the presence of a comment.
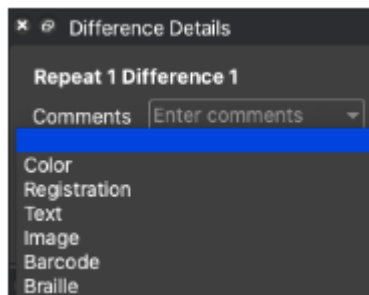
Comments Drop-Down List

To exclude the difference from the report, assuming **Force inclusion of all differences** (Exclude Differences) has not been checked:

- Click **Exclude**.
- The difference gets crossed out in the **Difference List** and the next difference then gets selected. To cancel the exclude, select the difference again and click **Include (F11)**.

To navigate to the next difference:

- Click **Include**,
  - Or press the **F11** key,
  - Or click on the desired difference in the **Difference List**,
  - Or press the DOWN ARROW ↓ key. In each case, the difference gets included in the report.

To navigate to the previous difference:

- Press the UP ARROW ↑ key.

6.8 Inspections Panel

The Inspection View contains the **Inspections** panel, which lists completed inspections. For example, you may run multiple inspections prior to generating the report. The Application lets you rename the inspections and/ or exclude them from the report.

Inspections Panel

To rename the inspection:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Rename**.
- Enter the desired name and click **OK**.
- The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Exclude from report**.
- The inspection name gets crossed out in the **Inspections** panel.

- The inspection is not included in the next generated report.

6.9 Master Panel

Unchecking **Master Panel** in the **Layout** drop-down menu hides it from view. The Sample panel takes up the entire Inspection View area as a result. To make the Master re-appear, simply check it again. It is checked by default.

7. Text Inspection

Text Inspection Mode lets you compare either left-to-right, right-to-left, or Asian copy in master and sample files whether they are digital or scanned in to the system (using OCR; See Optical Character Recognition (OCR)). The Master and Sample can be two different file types laid out differently or with similar layouts (revisions).

7.1 Step-by-Step

This section describes the steps to follow when running a text inspection.

7.1.1 Master Panel

- Click **File Menu** [icon] □ **Load Master** or click in the Master panel to select the file to load**.**
- The Master image loads in the Master panel.
- If the file is a PDF:
    - The integrated **PDF Viewer** displays (PDF Viewer).
    - Prepare the Master image using the **PDF Viewer** tools, if required.
- Click **File Menu** [icon] □ **Load Sample** or click in the Sample panel to start repeating the process to load sample files.
- **Ensure the Text Inspection Mode Icon** [icon] **Is Selected**
- **Compare (All Pages)** should be selected in the **Action** drop-down menu.

7.1.2 Select Profile

- Click the **Profile** drop-down menu to access the Application's library of available profiles.
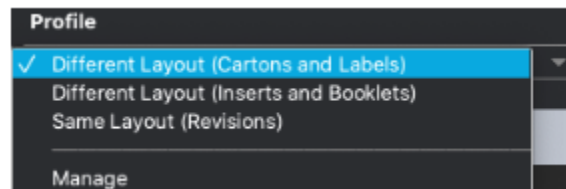
Profile Drop-Down Menu

The following default profiles are installed with the system:

PROFILE	FILE TYPES (MASTER AND SAMPLE)
Different Layout (Cartons and Labels)	Two electronic files with different layouts, like a Word doc and one featuring laid-out carton/ labels
Different Layout (Inserts and Booklets)	Two electronic files with different layouts, like a Word doc and one featuring a laid-out booklet/ insert
Same Layout (Revisions)	Two electronic files sharing the same layout to be inspected for revision purposes (minor changes expected)

- Ensure the Proper Inspection Area Is Selected**.**

Use master/ sample tools to crop, rotate the image, etc. See Sections <u>Master Toolbar</u> to <u>Sample Toolbar</u>, including <u>Page Selection toolbar</u> and <u>Optical Character Recognition (OCR)</u> in case of (a) scanned file(s).

7.1.3 Run the Inspection

- Click [Inspect]. The files are inspected and the differences display in the Inspection View.
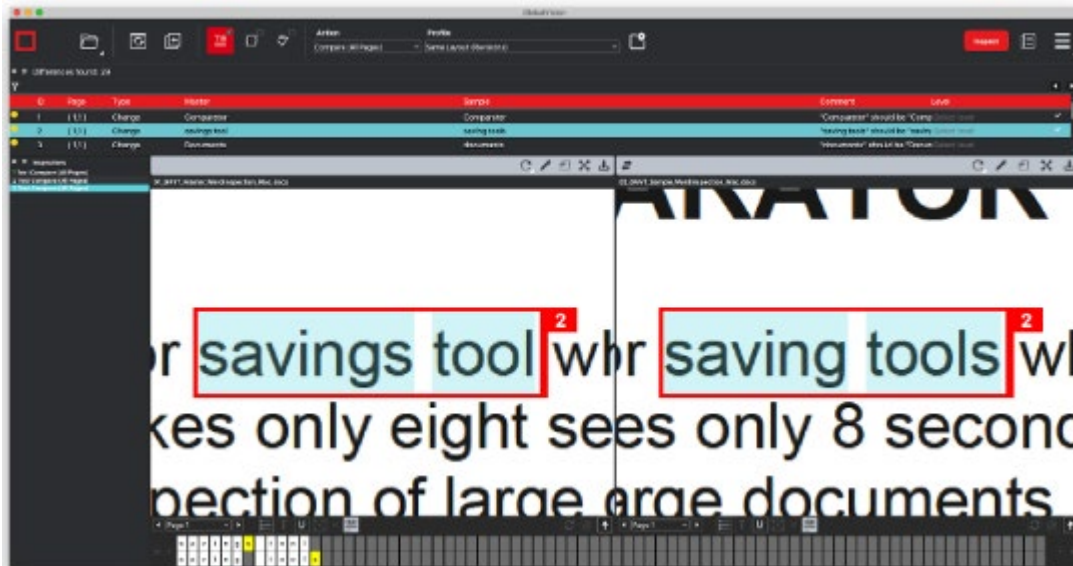
Inspection View

7.1.4 View the Results

To view the inspected file:

- Use the track wheel to zoom in or out.
- Hold the left mouse button and move it around to pan the image.
- To review multiple pages, navigate through them using the **Page Navigation** drop-down list at the bottom left of the Inspection View.

Page Navigation

7.1.5 Review and Proof the Differences

To select a difference:

- Click on the difference in the **Difference List**.

Difference List

- It gets highlighted in the Inspection View and displays in the **Change Grid** below the two panels. The characters in yellow in the **Change Grid** represent the differences between the Master and Sample panels.
  NOTE: Scroll over a character in the Change Grid to display its Unicode value.
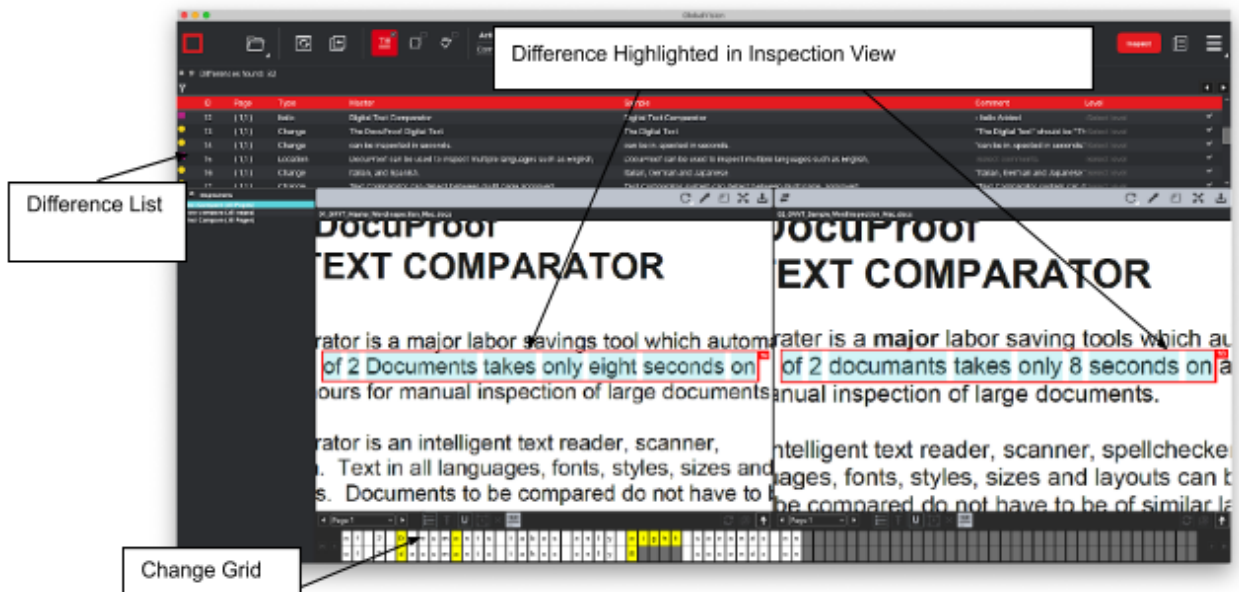
Difference #7 Selected

Change Grid

To assign a level to a difference:

- Select the difference in the **Difference List**. Click the **Level** drop-down box and select the level.
  NOTE: Hot keys (F1 – F5) may be applied to assign levels. Select the difference and click the appropriate "F" key (see below):

KEY	FUNCTION
F1	Reporting level - Critical

F2	Reporting level - Major
F3	Reporting level - Minor
F4	Reporting level - Ignore
F5	Reporting level – None
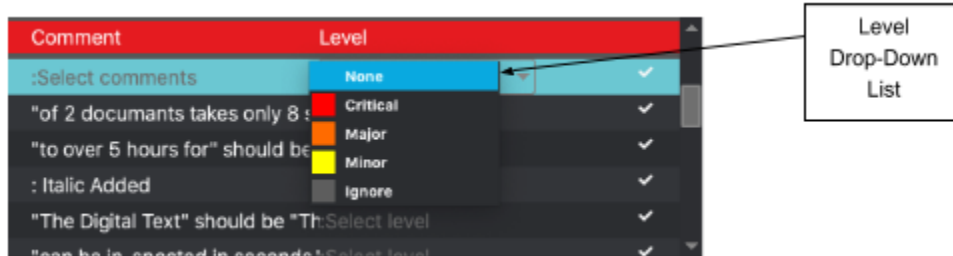
Level Drop-Down List

To assign a level to multiple differences:

● Hold down CTRL while selecting the differences, click the **Level** column, and select the level.
NOTE: On a Mac operating system, to assign a level to multiple differences, hold down the COMMAND and SHIFT keys while selecting the differences, click the Level column, and select the level.

To remove a level assignment:

● Click the **Level** column and select **None**. The level no longer displays in the **Difference List**.

To assign comment to a difference:

● Select the difference in the **Difference List**. Click the **Comment** column and select one of the predefined comments that appear. The selected comment displays. Descriptors (or system comments) appear as the default for **Change**, **Size**, **Font Type**, **Bold**, **Italic**, **Hyphen**, **Underline**, **Color**, **Line Break Space**, and **Sub/Super**-type differences.
NOTE: Select **System Comments** in the drop-down to reset the default comment for that specific difference.

To assign a comment to multiple differences:

● Hold down the CTRL key while selecting the differences, click the **Comment** column, and select the comment.
NOTE: On a Mac operating system, to assign a comment to multiple differences, hold down the COMMAND and SHIFT keys while selecting the differences, click the **Comment** column, and select the comment.

To assign a customized comment to a difference:

● Select the difference in the **Difference List**, click the **Comment** column, select **Freeform**, and type in the **Comments** text box in the **Difference** window that appears. Click **OK** for it to take effect.

Difference Window

To delete a comment from a difference:

- Click in the **Comment** column in the **Difference List** and select **None**.

To exclude a difference:

- Select the difference in the **Difference List** and click F12**.**
  NOTE: An administrator can configure the Application to force the inclusion of all differences, in which case clicking F12 does not have an effect.

7.1.6 Include Inspections in Report

The Application lets you rename inspections and/ or exclude them from the report. This option is available under the **Inspections** panel.

To rename the inspection:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Rename**.
- Enter the desired name and click **OK**.
- The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Exclude from report**.
- The inspection name gets crossed out in the **Inspections** panel.
- The inspection is not included in the next generated report.
  NOTE: For more information on layouts and the panels available to you, see <u>Layouts</u>.

7.1.7 Generate the Report

- Click the **Report** icon.
- See <u>Generating Reports</u> for step-by-step instructions.

7.1.7.1 Retain Inspection Results and Run a New Inspection

- Click **Back** . The Main View displays with the Master and Sample images loaded.
- To load new files, follow the steps above.

- Click **Inspect** . The files are inspected and the differences display in the Inspection View. Each subsequent retained inspection gets listed in the **Inspections** panel.

7.1.7.2 Clear Inspection Results and Run a New Inspection

- Click **Reset** . The following message displays, asking if you want to continue:

Inspections and Documents will be cleared. Click Yes to continue.

Yes   No
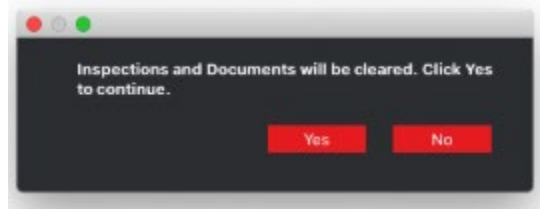
- Click **Yes** to clear inspections and documents. The Main View displays with the profile selected.

7.2 Text Inspection Master Toolbar

The **Text Inspection Master** toolbar appears above the Inspection View Master panel once a text inspection has been run. It contains the following tools:

Text Inspection Master Toolbar

7.2 Rotate

To rotate the Master image:

- Click **Rotate** .
- Select **Rotate 90 CW** or **Rotate 90 CCW**.

7.2.2 Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the Master file:

- Click the **Color Inspector** .
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the color at the point selected.
  NOTE: Presently not supported on Mac.
  If **Color Inspection Mode** is enabled, a second portion of the Color Inspector window, featuring Pantone-related functionalities, displays too whenever the **Color Inspector** is selected.

7.2.3 Marquee Zoom

To select an area in the image to magnify:

- Click **Marquee Zoom** .

- Select the area with the crosshairs by left-clicking
  - Or scroll upward with the track wheel.

To reduce the magnification:

- Place the cursor in the Master panel.
- Scroll downward with the track wheel.

To pan:

- Left-click in the Master panel. Hold and move the mouse around the panel.

7.2.4 Reset View

To restore the image to its original size:

- Click **Reset View** [icon].

7.2.5 Save View

To save an image to a file:

- Click **Save View** [icon] on the bar. The **Save As** window displays with .tif as the default file type.
- Select the desired file type and storage location and click **Save**.

7.3 Text Inspection Sample Toolbar

The **Text Inspection Sample** toolbar appears above the Inspection View Master panel once a text inspection has been run and contains the following tools:
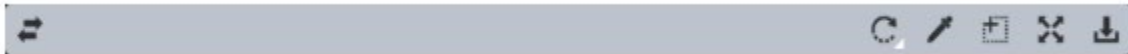
Text Inspection Sample Toolbar

7.3.1 Resync Tool

The **Resync Tool** [icon] icon may be clicked to remove an undesired difference that is an identical match between the Master and Sample from the inspection results.

To resync a difference:

- Click the **Underline Text** [icon] icon underneath the Master panel and click and drag the crosshairs to select the difference in question. The text gets underlined in blue.
  - Alternatively, right-click on the difference in the **Difference List** and choose **Select on master** in the menu that pops up. The text in question gets underlined in blue.
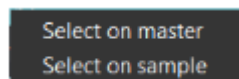
NOTE: If there is a match on the Sample, it shows up in the **Resync** panel that appears. Clicking a match zooms in on that selection on the Sample to be highlighted.
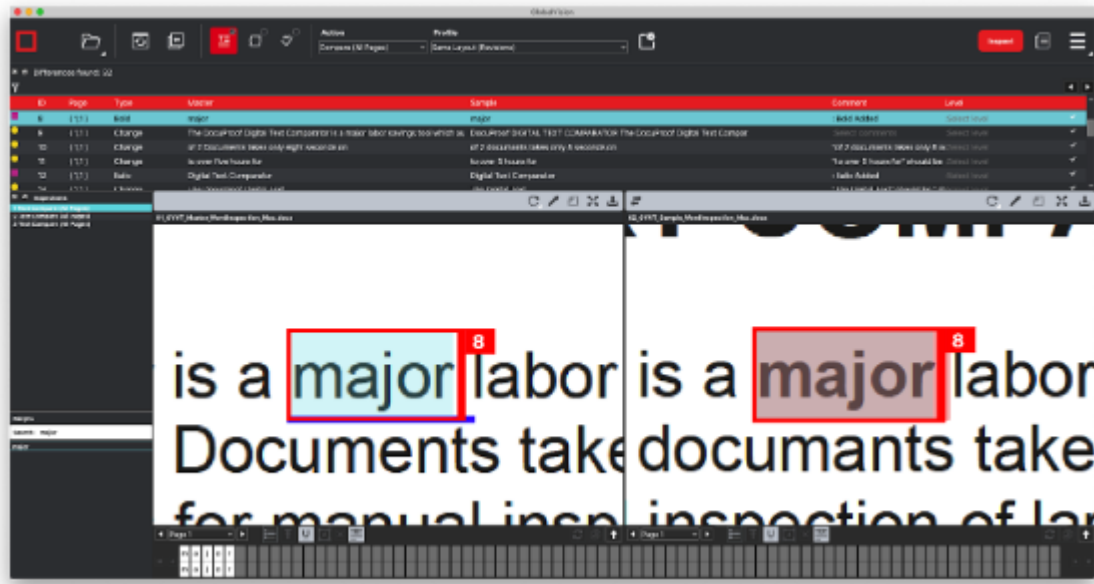
- Repeat either process for the Sample panel to highlight the same text.

- Click the **Resync Text** ⇄ icon.

- The difference is removed from the **Difference List** and the amount of differences detected are re-numbered.
  NOTE: If the differences are not identical, the difference type gets reclassified as **Change** and does not get removed; A resynched difference can also not be undone. The inspection must be rerun to get it back.

To clear a selection:

- Right-click on the text underlined in blue.
- Select either **Clear**, to clear the underline from the word, or **Clear All**, to clear all underlines, in the menu that pops up.

7.3.2 Rotate

To rotate the Master image:

- Click **Rotate** ⟳.
- Select **Rotate 90 CW** or **Rotate 90 CCW**.

7.3.3 Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the Sample file:

- Click the **Color Inspector** ✎.
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the color at the point selected.
  NOTE: Presently not supported on Mac.

  If **Color Inspection Mode** is enabled, a second portion of the Color Inspector window, featuring Pantone-related functionalities, displays too whenever the **Color Inspector** is selected.

Color Inspector Window

7.3.4 Marquee Zoom

To select an area in the image to magnify:

- Click **Marquee Zoom** 🔲.
- Select the area using the crosshairs that appear and the left button of your mouse
  - Or scroll upward with the track wheel.

To reduce the magnification:

- Place the cursor in the Sample panel.
- Scroll downward with the track wheel.

To pan:

- Left-click in the Sample panel. Hold and move the mouse around the panel.

7.3.5 Reset View

To restore the image to its original size:

- Click **Reset View** 🔲.

7.3.6 Save View

To save an image to a file:

- Click **Save View** 🔲 on bar. The **Save As** window displays with the file type .tif as the default.
- Select the desired file type and storage location and click **Save**.

7.4 Layouts

7.4.1 Create Layout

The Inspection View contains panels that let you review the text inspection results. These panels constitute your layout and can be displayed or hidden as required. Layout customization is ideal for multi-

monitor configurations, as panels can be placed on separate displays. To view the different layout panels that can be loaded, click **Menu** ▤ ☐ **Layout**.
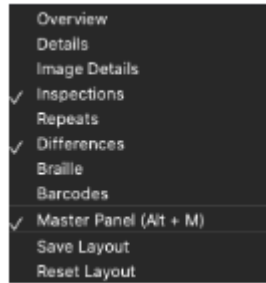
Layout Drop-Down Menu (Text Inspection)

To display/ hide the panels:

- Uncheck the panel name in the **Layout** drop-down menu or click the **X** in the top-right corner of the panel once it has been loaded to hide it.
- Check the panel name to display it.

To move a given panel:

- Click its title bar, hold down, and shift it to one of the empty areas in the margins of your screen.

To save your layout so that it reappears as it is upon closing and re-opening the Application:

- Click **Save Layout**.

To reset your layout to the default:

- Click **Reset Layout**.

7.5 Difference LIst

The **Difference List** displays the differences between the Master and Sample files for easy reviewing and proofing. The column headings include the **Filter Differences** ▽ icon, **ID**, **Page**, **Type**, **Master** (the difference as it appears in the Master), **Sample** (the difference as it appears in the Sample), **Comment**, and **Level**. With exception to the Filter Differences icon, click any heading to sort the list based on the contents of that column. By default, the list is sorted by the Difference ID.

Difference List

To select a difference:

- Click it in the **Difference List**.
- It gets highlighted in the Inspection View Master and Sample panels.

Inspection View

To filter the differences, so only specific types appear:

- Click the **Filter Differences** ▽ icon.
- The **Filter** window appears.
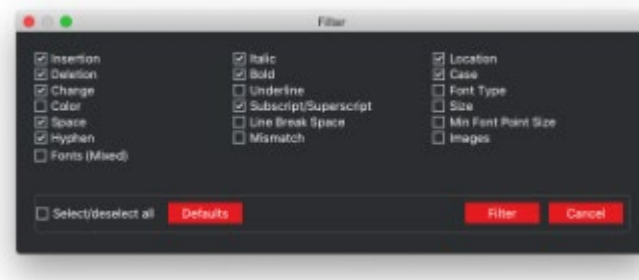
Filter Window

- Ensure the difference types desired to appear in the **Difference List** are checked by either:
  - Checking/ unchecking them individually,
  - Clicking **Select/deselect all**, which toggles all difference types on or off, or
  - Clicking **Defaults**, which resets the selections.
- Click **Filter** to return to the filtered **Difference List** and see the desired difference types or click **Cancel** to disregard the selections and close the window.
  NOTE: Differences excluded from the Difference List via the Filter function still appear in the generated report.

To assign a level to the difference:

- Select a level by clicking in the **Level** column in the **Difference List** and making the selection from the drop-down list that appears. The color-coded level displays in the Difference List to the right of the difference.

Level Column in Difference List

To assign a comment to a difference:

- Select a comment by clicking in the **Comment** column or type in a custom one (by selecting **Freeform**).
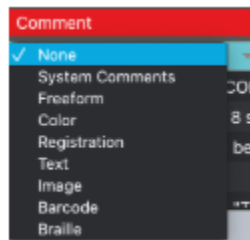
Comment Column in Difference List

To exclude the difference from the report:

- Select the difference in the **Difference List** and click F12.
- The difference gets crossed out in the **Difference List** and the next difference gets selected. To cancel the exclude, select the difference again and click F11 to include it.
  NOTE: An administrator can configure the Application to force the inclusion of all differences, in which case clicking F12 does not have an effect.

To navigate to the next difference:

- Press the **F11** key,
  - Or click on the desired difference in the **Difference List**,
  - Or press the DOWN ARROW ↓ key. In each case, the difference is included in the report.

To navigate to the previous difference:

- Press the UP ARROW ↑ key.

7.6 Image Details Panel

The **Image Details** panel displays image differences during text inspections. Switching between displayed differences is as simple as clicking on a new image difference in the **Difference List**. To assign comments and levels to an image difference, follow the same processes outlined for other difference types.
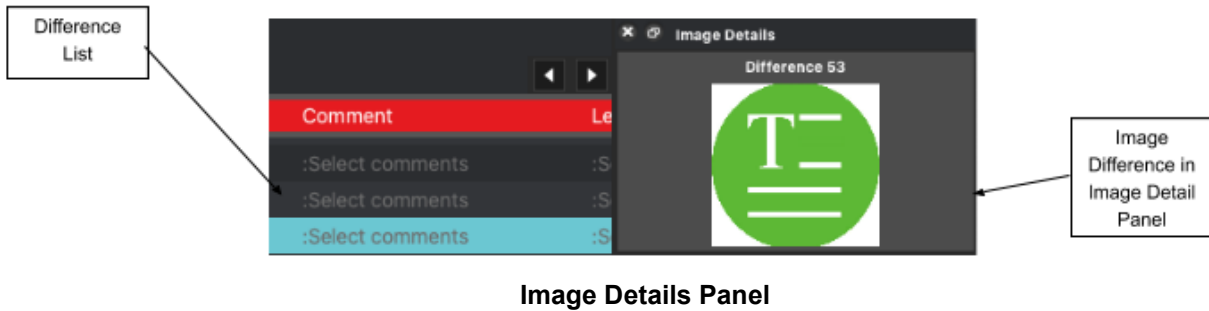
Image Details Panel

NOTE: image differences only display when the **Images** difference type and the **Include Images** comparison option are checked on in the selected profile. None of the default **Text Inspection** profiles have either option checked. Only administrators and managers can create new profiles with these options turned on. For more information, consult the Administration Guide.

7.7   Inspections Panel

The Inspection View contains the **Inspections** panel, which lists completed inspections. For example, you may run multiple inspections prior to generating the report. The Application lets you rename the inspections and/ or exclude them from the report.

Inspections Panel

To rename the inspection:

- Right-click on the inspection name in the **Inspections** panel and click **Rename**.

- Enter the desired name and click **OK**. The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel and click **Exclude from report**.
- The inspection name gets crossed out in the **Inspections** panel.

- The inspection is not included in the next generated report.

7.8   Master Panel

Unchecking the **Master Panel** in the **Layout** drop-down menu hides it from view. The Sample panel takes up the entire Inspection View area as a result. To make the Master re-appear, simply check it again. It is checked by default.

8. Spelling Inspection

Spelling Inspection Mode checks the spelling of a loaded file or scanned document (using OCR; See Optical Character Recognition (OCR)). The Application verifies the text against any one of 37 different featured languages to help ensure the quality of the copy on both packaging components and collateral. Custom, company-specific terms can be added to any dictionary by administrators, while all loaded files are automatically run against an English medical dictionary for increased inspection accuracy.

8.1 Step-by Step

This section describes the steps to follow when running a spelling inspection.

8.1.1 Load Files for Spelling Inspection

To inspect spelling in the Master panel:

- Click **File Menu** > **Load Master** or click in the Master panel to launch the load-file window.
  - You can also load a file by using "drag and drop."
- The Master image loads in the Master panel.
- If the file is a PDF:
  - The integrated **PDF Viewer** displays (PDF Viewer).
  - Prepare the Master image using the **PDF Viewer** tools, if required.
- Click for the results to display in the Inspection View. To inspect spelling in the Sample panel:
- Click **File Menu** > **Load Sample** or double-click in the Sample panel and follow the same steps as above.

- Ensure the Spelling Inspection Mode Icon Is Selected

8.1.2 Load Files for Spelling Inspection
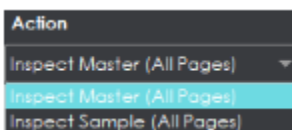
Action Drop-Down Menu

To inspect the file in the Master panel for spelling:

- Click **Action** > **Inspect Master (All Pages)**.

To inspect the file in the Sample panel for spelling:

- Click **Action** > **Inspect Sample (All Pages)**.

8.1.3 Select a Language

- Click the **Profile** drop-down menu to access the Application's library of available languages.

Profile Drop-Down Menu

- Select the language that best suits your inspection needs from the drop-down menu.

  NOTE: See Supported Dictionaries (Spelling Inspection) in the Appendix.

- Ensure the Proper Inspection Area Is Selected

- Use master/ sample tools to crop, rotate the image, etc. See Sections Master Toolbar to Sample Toolbar for more information, including Master Image Adjustment or Optical Character Recognition (OCR) in case the file is a scanned-in hard copy.

8.1.4 Run the Inspection

- Click **Inspect**. The files are inspected and the differences display in the Inspection View.
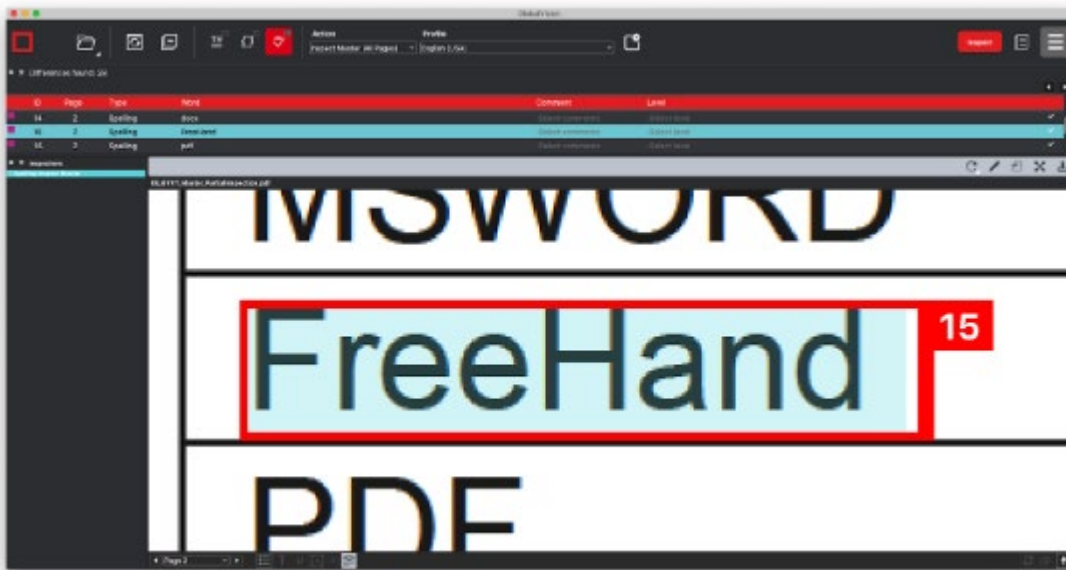
Inspection View

8.1.5 View the Results

To view the inspected file:

- Use the track wheel to zoom in or out.
- Hold the left mouse button and move it around to pan the image.
- To review multiple pages, navigate through them using the **Page Navigation** drop-down menu at the bottom left of the Inspection View.

8.1.6 Review and Proof the Differences

To select a difference:

- Click on the difference in the **Difference List**.
- It gets highlighted in the Inspection View.

To assign a level to a difference:

- Select the difference in the **Difference List**. Click the **Level** column and select the level in the drop-down list that appears. The color-coded level displays in the **Difference List** to the right of the difference.
  NOTE: Hot keys (F1 – F5) may be applied to assign levels. Select the difference and click the appropriate "F" key (see below):

KEY	FUNCTION
F1	Reporting level - Critical
F2	Reporting level - Major
F3	Reporting level - Minor
F4	Reporting level - Ignore
F5	Reporting level – None

Levels Assigned Using Difference List

To assign a level to multiple differences:

- Hold down the CTRL key while selecting the differences, click the **Level** column, and select the level.
  NOTE: On a Mac operating system, to assign a level to multiple differences, hold down the COMMAND and SHIFT keys while selecting the differences, click the Level column, and select the level.

To remove a level assignment:

- Click the **Level** column and select **None**. The level no longer displays in the **Difference List**.

To assign comment to a difference:

- Select the difference in the **Difference List**. Click the **Comment** column and select one of the predefined comments that appear. The selected comment displays.

To assign a comment to multiple differences:

- Hold down the CTRL key while selecting the differences, click the **Comment** column, and select the comment.
  NOTE: On a Mac operating system, to assign a comment to multiple differences, hold down the COMMAND and SHIFT keys while selecting the differences, click the **Comment** column, and select the comment.

To assign a customized comment to a difference:

- Select the difference in the **Difference List**, click the **Comment** column, select **Freeform**, and type in the **Comments** text box in the **Difference** window that appears. Click **OK** for it to take effect.

Difference Window

To delete a comment from a difference:

- Click in the **Comment** column in the **Difference List** and select **None**. Click elsewhere for it to take effect.

To assign a suggested replacement for a difference from the selected dictionary:

- Right-click on a difference and select the desired word that displays in the menu that pops up. It appears under the **Comment** field in that row.

To add a detected spelling mistake to the selected dictionary (administrators and managers only):
- Right-click on a difference and select **Add to current dictionary**.
- Click **OK** to the confirmation message that appears.
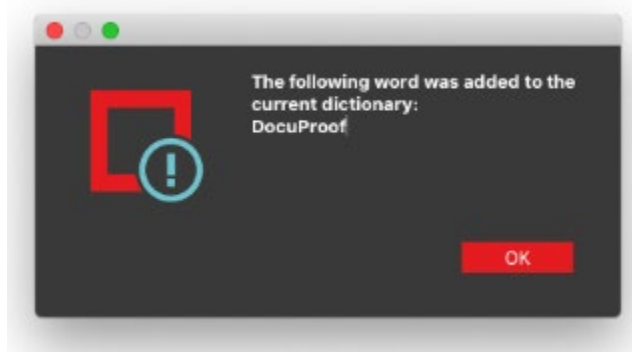
NOTE: All instances of that same spelling mistake no longer appear as differences once it has been added and the inspection is re-run.

To exclude a difference:

- Select the difference in the **Difference List** and click F12**.** The difference gets crossed out.

    NOTE: An administrator can configure the Application to force the inclusion of all differences, in which case clicking F12 does not have an effect.

8.1.7 Include Inspections in Report

The Application lets you rename inspections and/ or exclude them from the report. This option is available under the **Inspections** panel.

To rename the inspection:

- Right-click on the inspection name in the **Inspections** panel.

Inspections Panel

- Click **Rename**.
- Enter the desired name and click **OK**.
- The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Exclude from report**.
- The inspection name gets crossed out in the **Inspections** panel.

- The inspection is not included in the next generated report.
  NOTE: For more information on layouts and the panels available to you, see <u>Layouts</u>.

8.1.8 Generate the Report

- Click the **Report** icon.
- See <u>Generating Reports</u> for step-by-step instructions.

8.1.8.1 Retain Inspection Results and Run a New Inspection

- Click **Back** . The Main View displays with the Master and Sample images loaded.
- To load new files, follow the steps above.
- Click . The files are inspected, and the differences display in the Inspection View. Each subsequent retained inspection gets listed in the **Inspections** panel.

8.1.8.2 Clear Inspection Results and Run a New Inspection

- Click **Reset** . The following message displays, asking if you want to continue:
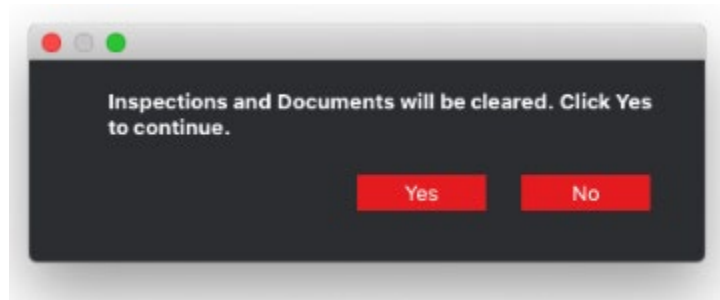
- Click **Yes** to clear inspection results and documents. The Main View displays with the profile on the title bar.

8.2 Spelling Inspection Toolbar

The **Spelling Inspection** toolbar appears above the Inspection View Master panel once a spelling inspection has been run. It contains the following tools:

Spelling Inspection Toolbar

8.2.1 Rotate

To rotate the Master image:

- Click **Rotate** [icon].
- Select **Rotate 90 CW** or **Rotate 90 CCW**.

8.2.2 Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the inspected file:

- Click the **Color Inspector** [icon].
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the color at the point selected.
  NOTE: Presently not supported on Mac.
  If **Color Inspection Mode** is enabled, a second portion of the Color Inspector window, featuring Pantone-related functionalities, displays too whenever the **Color Inspector** is selected.

Color Inspector Window

8.2.3 Marquee Zoom

To select an area in the image to magnify:

- Click **Marquee Zoom** [icon].
- Select the area with the crosshairs that appear and the left mouse button
  - Or scroll upward with the track wheel.

To reduce the magnification:

- Place the cursor in the Master panel.
- Scroll downward with the track wheel.

To pan:

- Left-click in the Master panel. Hold and move the mouse around the panel.

8.2.4   Reset View

To restore the image to its original size:

- Click **Reset View** ⤢.

8.2.5   Save View

To save an image to a file:

- Click the **Save View** 🔽 icon. The **Save As** window appears with .tif as the default file type.
- Select the desired file type and storage location and click **Save**.

8.2.6   Layouts

8.2.6.1   Create a Layout

The Inspection View contains panels that let you review the spelling inspection results. These panels constitute your layout and can be displayed or hidden as required. Layout customization is ideal for multi-monitor configurations, as panels can be placed on separate displays. To view the different layout panels that can be loaded, click **Menu** ▤ ▢ **Layout**.

To display/ hide the panels:

- Uncheck the panel in the **Layout** drop-down menu or click the **X** in its top-right corner to hide it.
- Check the panel name to display it.

To move a given panel:

- Click its title bar, hold down, and shift it to an empty area in the margins of your screen.

To save your layout so that it reappears as is upon closing and re-opening the Application:
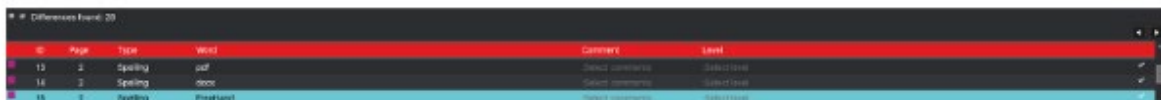
- Click **Save Layout**.

To reset your layout to the default:

- Click **Reset Layout**.

8.2.7   Difference List

The **Difference List** displays the differences between the Master and Sample files for easy reviewing and proofing. The column headings include the **ID**, **Page**, **Type**, **Word**, **Comment**, and **Level**. Click any heading to sort the list based on the contents of that column. By default, the list is sorted by the (Difference) ID.

Difference List

To select a difference:

- Click it in the **Difference List**.

- It gets highlighted in the Inspection View Master and Sample panels.
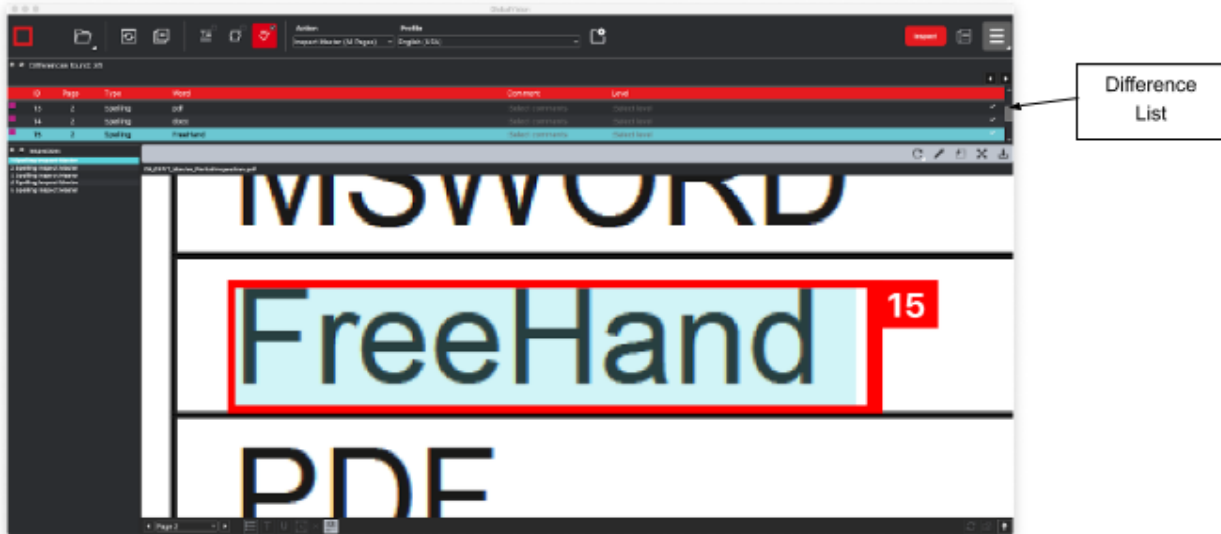
Inspection View

To assign a level to the difference:

- Select a level by clicking in the **Level** column in the **Difference List**. The color-coded level displays in the **Difference List** to the right of the difference.
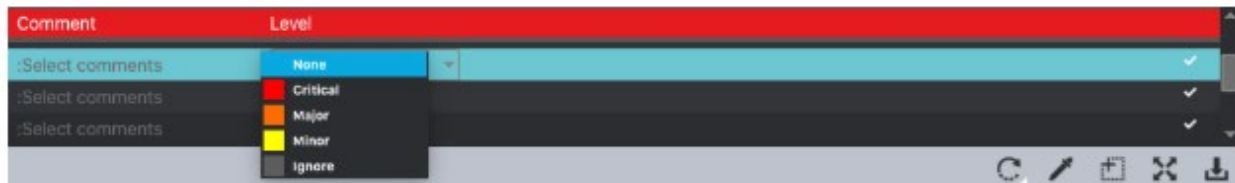
Level Drop-Down List

To assign a comment to a difference:

- Select a comment by clicking in the **Comment** column type in a custom one (by selecting **Freeform**).
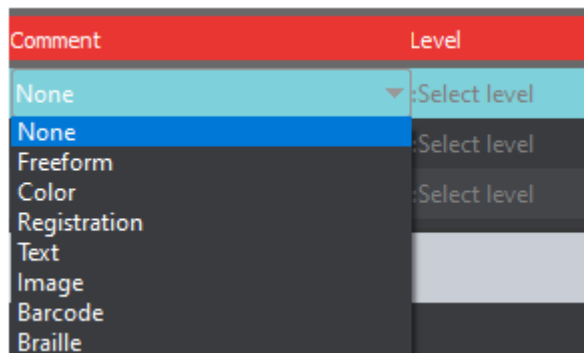
Comment Drop-Down List

To exclude the difference from the report:

- Select the difference in the **Difference List** and click F12.
- The difference gets crossed out in the **Difference List** and the next difference then gets selected. To cancel the exclusion, select the difference again and click F11 to include it.
  NOTE: An administrator can configure the Application to force the inclusion of all differences, in which case clicking F12 does not have an effect.

To navigate to the next difference:

- Press the **F11** key,
  - Or click on the desired difference in the **Difference List**,
  - Or press the DOWN ARROW ↓ key. In each case, the difference is included in the report.

To navigate to the previous difference:

- Press the UP ARROW ↑ key.

8.2.8   Inspection Panel

The Inspection View contains the **Inspections** panel, which lists completed inspections. For example, you may run multiple inspections prior to generating the report. The Application lets you rename the inspections and/ or exclude them from the report.

To rename the inspection:

- Right-click on the inspection name in the **Inspections** panel and click **Rename**.
- Enter the desired name and click **OK**. The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel and click **Exclude from report**.
- The inspection name gets crossed out in the **Inspections** panel.

- The Inspection is not included in the next generated report.

8.2.9   Master Panel

Unchecking **Master Panel** in the **Layout** drop-down menu hides it from view. The Sample panel takes up the entire Inspection View area as a result. To make the Master re-appear, simply check it on.

9. Barcode Inspection

This chapter describes the process for inspecting files containing barcodes. **Barcode Inspection Mode** detects and grades barcodes, displaying details like decodability, magnification, quiet zones, etc. See Section 6.3.3 for information on each individual barcode parameter. Digimarc barcodes, which consist of embedded barcode information in enhanced packaging, are supported through a separate licensed module. Only administrators can create custom profiles that enable the feature or additional parameters like grade output format (letters vs. numbers). For more information, see the Administration Guide.

9.1. Step-by-Step

This section describes the steps to follow when running a barcode inspection.

1. **Load Electronic Files (Skip to No. 2 to Load Scanned Files)**

To inspect barcodes in a master file:

- Click **File Menu** 📁 > **Load Master** or click in the Master panel to launch the load-file window.
    - You can also load a file by using "drag and drop."
- The Master image loads in the Master panel.
- If the file is a PDF:
    - The integrated **PDF Viewer** displays (see Section 3.6 PDF Viewer).
    - Prepare the Master image using the **PDF Viewer** tools, if required.
- Click **Inspect** and the results display in the Inspection View.

To inspect barcodes in a sample file:

- Click **File Menu** 📁 > **Load Sample** or click in the Sample panel and follow the same steps as above.

2. **Load Scanned Files (Skip Over if Electronic Files Loaded)**

- Click **Load from Scanner** 🖨 > **Select Source**.

Scan Master (Ctrl + Shift + M)
Scan Sample (Ctrl + Shift + S)
Select Source
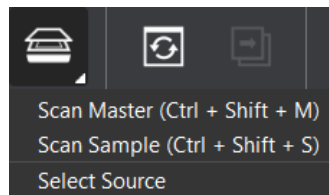
- Select the applicable scanner from the **Scanner Selection** window and click **Select**.
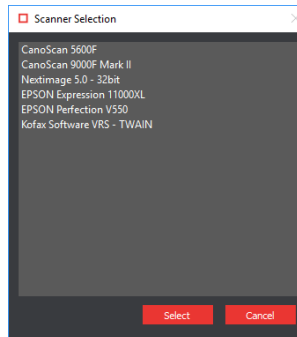
Scanner Selection Window

- Click **Load from Scanner** ▢ > **Scan Master** to scan the Master document. Once scanned, the image loads in the Master panel.

- Click **Load from Scanner** ▢ > **Scan Sample** to scan the Sample document. Once scanned, the image loads in the Sample panel.

3. **Select the Barcode Inspection Mode Icon** ▥

4. **Select an Action**
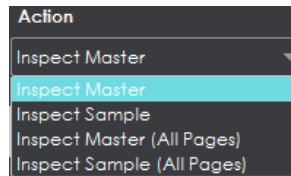
Action Drop-Down Menu

To inspect a master file for barcodes:

- Click **Action** > **Inspect Master** (for masters placed in the Master panel).

To inspect a sample file for barcodes:

- Click **Action** > **Inspect Sample** (for samples placed in the Sample panel).

To inspect multi-page files or multiple files for barcodes:

- Click **Action** > **Inspect Master (All Pages)** (for masters placed in the Master panel).
- Click **Action** > **Inspect Sample (All Pages)** (for samples placed in the Sample panel).

5. **Select Profile**

- Click **Profile**.
- Select the profile that best suits your inspection needs from the drop-down menu.
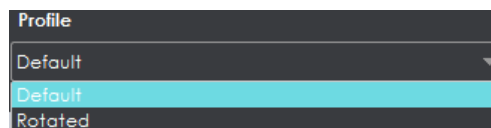
Barcode Inspection Profiles

The following default profiles are installed with the system:

PROFILE	DESCRIPTION
Default	Inspect master or sample files with barcodes in horizontal or vertical orientations
Rotated	Inspect master or sample files with rotated barcodes; Detection speed is slightly slower

6. **Run the Inspection**

●   Click **Inspect** and the results display in the Inspection View.

7. **Review**

●   To navigate to a barcode, click on the barcode in the **Barcodes found** panel in the Inspection View. The **Barcode Details** panel displays its parameters and grades/ values.
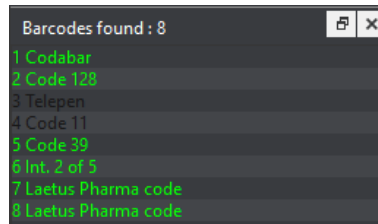
Barcodes Panel
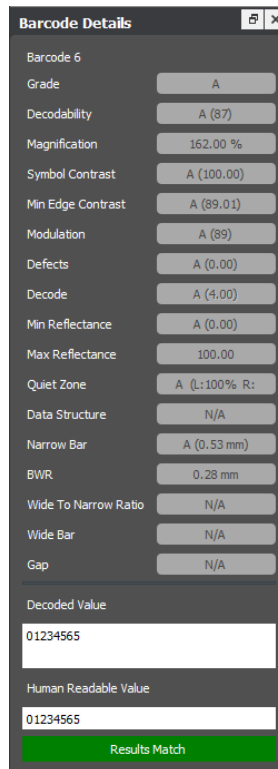
Barcode Details Panel

- An overall (average) grade is determined for the barcode based on the values of the individual parameters. These grades appear in the Barcode Details panel. For more details on each of the available panels, including individual parameters and grades see Section 6.3 Layouts.

- Consult the Barcode Scan Grid to find parameter grades for each of the selected barcode's scan lines (instead of the average).

    NOTE: The Barcode Scan Grid appears only when 1D (linear) barcodes are inspected; The grades can be set to appear as numbers or letters. Letters is the default setting, while the **Grade output format** must be set to **Numbers** in the selected Barcode Inspection profile. Standard users cannot create a new profile with the changed setting. Consult the Administration Guide for more information.
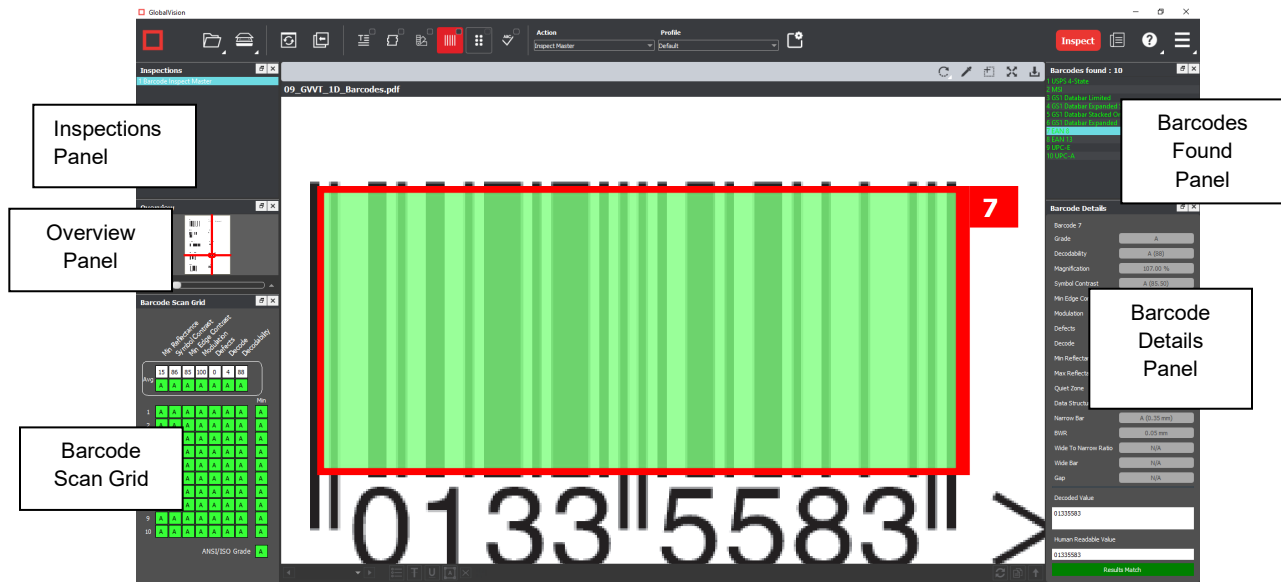
Inspection View

- Use the track wheel to zoom in or out of the image.
- Hold the left mouse button and move it around to pan the image.
- To review multiple pages, navigate through them at the bottom left of the Inspection View.

Page Navigation

8. Include Inspections in Report

The Application lets you rename inspections and/ or exclude them from the report after having conducted several. This option is available under the **Inspections** panel.

To rename the inspection:

- Right-click on the inspection name in the **Inspections** panel.

Inspections Panel

- Click **Rename**, enter the desired name, and click **OK**.
- The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Exclude from report**.
- The inspection name gets crossed out in the **Inspections** panel.
- The Inspection is not included in the next generated report.
  NOTE: For more information on layouts and the panels available to you, see Section 6.3 Layouts.

9. **Generate the Report**

- Click the **Report** icon.
- See Chapter 4.5 Generating Reports for step-by-step instructions.
  NOTE: If Digimarc support is enabled, all information regarding that aspect of the inspection is found appended to the PDF report. No other action is required on the part of the user.

10. **Clear Inspection Results and Run a New Inspection**

To retain inspection results and run a new inspection:

- Click **Back** . The Main View displays the Master/ Sample image.
- To load a new file to be inspected, follow the steps above.
- To run a new inspection with the same files, click **Inspect**.
- Once the inspection is completed, both it and the previous inspection get listed in the **Inspections** panel in your Inspection View.

To clear inspection results and run a new inspection:

- Click **Reset** . The following message displays, asking if you want to continue:
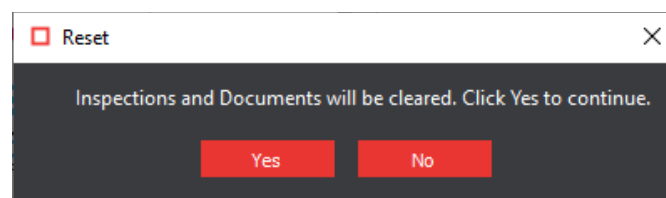
- Click **Yes** to clear inspection results and documents. The Main View displays.

9.2. Inspection Toolbar

The **Barcode Inspection** toolbar contains the following tools:

Barcode Inspection Toolbar

9.2.1. Rotate

To rotate the Master/ Sample image:

- Click **Rotate** ⟳.
- Select **Rotate 90 CW** or **Rotate 90 CCW**.

9.2.2. Color Inspector

To display the RGB, CMYK, and LAB color-space information for a selected area in the inspected image:

- Click the **Color Inspector** ✎.
- Click an area in the image. The **Color Inspector** window displays the LAB, CMYK, and RGB color-space values of the color at the point selected.
  NOTE: If **Color Inspection Mode** is enabled, a second portion of the Color Inspector window, featuring Pantone-related functionalities, displays too whenever the **Color Inspector** is selected. For more information, see Chapter 10 Color Inspection.
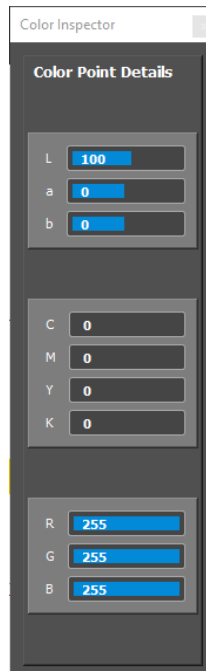
Color Inspector Window

9.2.3. Marquee Zoom

To select an area in the image to magnify:

- Click **Marquee Zoom** .
- Select the area using the crosshairs that appear and the left button of your mouse
  - Or scroll upward with the track wheel.

To reduce the magnification:

- Place the cursor in the Inspection View.
- Scroll downward with the track wheel.

To pan:

- Left-click in the Inspection View. Hold and move the mouse around the panel.

9.2.4. Reset View

To restore the image to its original size:

- Click **Reset View** .

9.2.5. Save View

To save an image to a file:

- Click **Save View** on the toolbar. The **Save As** window displays with the file type .tif as the default.
- Select the desired file type and storage location and click **Save**.

9.3. Layouts

9.3.1. Creating a Layout

The Inspection View contains panels that let you review the barcode inspection results. These panels constitute your layout and can be displayed or hidden as required. Layout customization is ideal for multi-monitor configurations, as panels can be placed on separate displays. To view the different layout panels that can be loaded, click **Menu** > **Layout**.

To display/ hide the panels:

- Uncheck the panel name in the **Layout** drop-down menu or click the **X** in the top-right corner of the panel once it has been loaded to hide it.
- Check the panel name to display it.

To move a given panel:

- Click its title bar, hold down, and shift it to one of the empty areas in the margins of your screen.

To save your layout so that it reappears as is upon closing and re-opening the Application:

- Click **Save Layout**.

To reset your layout to the default:

- Click **Reset Layout**.

9.3.2. Barcodes Found Panel

To navigate to a barcode, click on the barcode in the **Barcodes found** panel in the Inspection View. The **Barcode Details** panel displays its parameters and the accompanying grades/ values. The barcode itself gets highlighted in the Inspection View.

9.3.3. Barcode Details Panel

When inspecting UPC or EAN barcodes, the Application determines whether a decoded value matches the Human Readable Value (through Optical Character Recognition; OCR). A match displays in green. A non-match displays in red. The panel's upper portion meanwhile serves to list each of the selected barcode's individual parameters. The remainder of this section describes each of them. For more information on how each parameter is graded, see Appendix 12.6.4 Grading Parameters.

Barcode Details Panel

Barcode Parameters

1D/ COMPOSITE BARCODE PARAMETERS	
Type	Barcode type detected
Grade	Overall grade for the barcode; See the table below for a list of barcode grades
Decodability	Ease of barcode identification; The Application assigns a grade from A-F (100-0%)
Magnification	Percentage (+/- 10%) that a barcode has been magnified based on a starting point of 100%; Based on width to accommodate truncated barcodes and can vary from 80% to 200% except for Interleaved 2 to 5-type codes
Symbol Contrast	Difference in contrast between the darkest and the lightest parts of a barcode; The system assigns a grade from A-F (100-0%)
Min Edge Contrast	Minimum contrast between a space and its adjacent bars; The Application assigns a pass-or-fail grade (A or F) (100-0%)
Modulation	Ratio between symbol contrast and minimum edge contrast; The Application assigns a grade from A-F (100-0%)
Defects	Amount of discrepancies in the reflectance of a barcode; The Application assigns a grade from A to F (100-0%)
Decode	Determination of whether the barcode was generated correctly, with sufficient spacing between bars; The system assigns a pass-or-fail grade (A or F; 4 or 0)
Min Reflectance	Minimum reflectance value (darkest part of the barcode); The Application assigns a pass-or-fail grade (A or F)
Max Reflectance	Maximum reflectance value (the lightest part of the barcode); The Application assigns a rating from 100-0
BWR	Measure of the decrease in bar width needed to compensate for print gain; The Application assigns a measurement in mm
Decoded Value	Decoded value of the selected barcode
Quiet Zone	Blank margins bordering a barcode; The Application assigns a pass-or-fail grade (A or F; Left% and Right %)
Data Structure	Type of information that is embedded in the barcode; The Application analyzes applicable barcodes as either having valid (A) or invalid (F) data structures (GS1 data matrix and QR codes only)
Narrow Bar	Width of the narrow bars comprising the barcode in mm; Higher DPI values yield results that are more precise; The Application assigns a grade from A-F
Wide Bar	Width of the wide bars comprising the barcode in mm; Higher DPI values yield results that are more precise; The Application assigns a pass-or-fail grade (A or F)

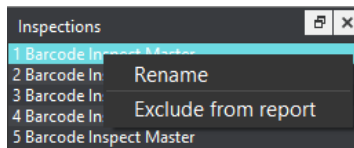| Wide to Narrow Ratio	Ratio that determines narrow and wide bar widths (NB: WB); The Application assigns a pass-or-fail grade (A or F)
Gap	Amount of space between the last black bar of one character and the first of another in mm; The Application assigns a pass-or-fail grade (A or F)

2D BARCODE PARAMETERS	
Type	Barcode type detected
Grade	Overall grade for the barcode; See the table below for descriptions
Symbol Contrast	Difference in contrast between the darkest and the lightest parts of a barcode; The Application assigns a grade from A-F (100-0%)
Modulation	Ratio between symbol contrast and minimum edge contrast; The Application assigns a grade from A-F
Decode	Determination of whether the barcode was generated correctly, with sufficient spacing between bars; The Application assigns a pass-or-fail grade (A or F; 4 or 0)
Axial Non-Uniformity	Difference in length of the two axes of the barcode; The Application assigns a grade from A-F (0-100%)
Grid Non-Uniformity	Vector deviation of the barcode from an ideal position; The Application assigns a grade from A-F (0-100%)
Fixed Pattern Damage	Damage done to the pattern; The Application assigns a grade from A-F
Unused Error Correction	Amount of unused error correction embedded in the barcode; The Application assigns a grade from A-F
Decoded Value	Decoded value of the selected barcode
BWR Horizontal	Measure of the decrease in horizontal bar width needed to compensate for print gain; The Application assigns a measurement in mm
BWR Vertical	Measure of the decrease in vertical bar width needed to compensate for print gain; The Application assigns a measurement in mm
Data Structure	Type of information that is embedded in the barcode; The Application analyzes applicable barcodes as either having valid ("A") or invalid ("F") data structures (GS1 data matrix and QR codes only)
Cell Size	Height and width of a cell comprising the data matrix (QR code); The Application assigns a measurement in mm
Quiet Zone	Blank margins bordering a barcode; The Application assigns a pass-or-fail grade (A or F; Left% and Right %)

Barcode Grades

GRADE	COLOR	DESCRIPTION
A		Overall grade of 3.5 or higher; The barcode should scan easily the first time with most barcode scanning equipment
B		Overall grade of 2.5 - 3.5; The barcode may scan easily the first time and there is a high probability of success if a second scan is performed
C		Overall grade of 1.5 - 2.5; The minimum most barcodes should achieve
D		Acceptable only if the barcode is printed on fiberboard
F		Failing grade
N/A		Verification grade of the barcode symbol is not supported

9.3.4. Inspections Panel

The Inspection View contains the **Inspections** panel, which lists completed inspections. For example, you may run multiple inspections prior to generating the report. The Application lets you rename the inspections and/ or exclude them from the report.
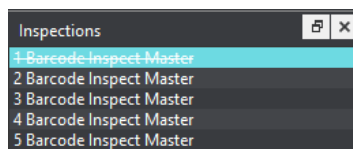

Inspections Panel

To rename the inspection:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Rename**.
- Enter the desired name and click **OK**.
- The new name displays in the **Inspections** panel.

To exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel.
- Click **Exclude from report**.
- The inspection name gets crossed out in the **Inspections** panel.
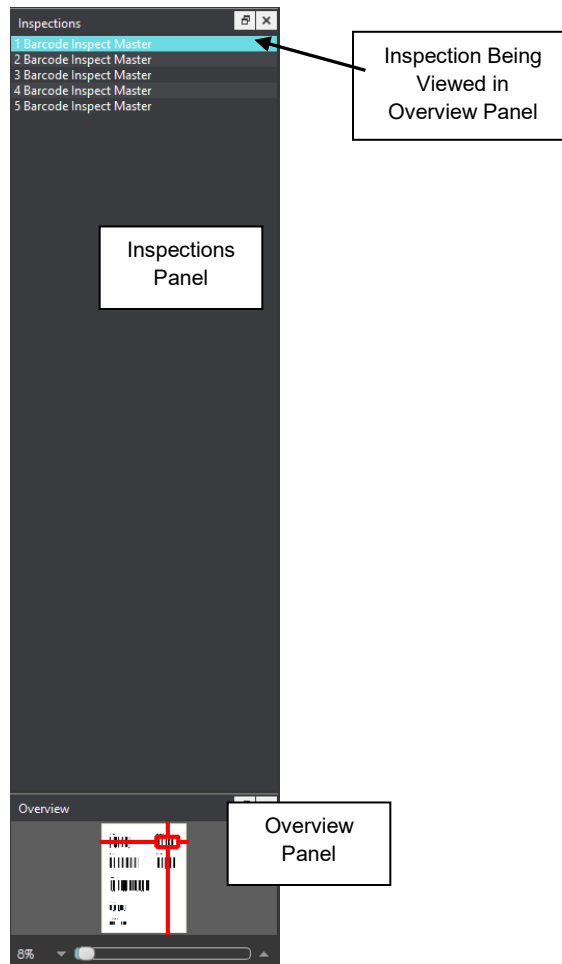

- The Inspection is not included in the next generated report.

9.3.5. Overview Panel

The **Overview** panel displays the image or inspection currently being viewed in the Inspection View. The selected barcode is located at the intersection of two red lines.

To zoom in or out of the Sample image in the **Overview** panel:

● Slide the button in the middle of the bar accordingly.

**Inspections and Overview Panels
(as They Appear when Inspecting 2D Barcodes, Without Barcode Scan Grid)**

9.3.6. Master Panel

Toggling the **Master Panel** on/ off in the **Layout** drop-down menu shifts the file from appearing in the Sample panel (regardless of whether it is a master or sample being inspected) to it taking up the entire Inspection View. The latter is the default position.