

5.9.0 User Guide

Overview

GVD is GlobalVision's Desktop inspection platform.

It supports Text, Graphics, Color, Barcode, Braille, and Spelling inspections. Instructions in the **User Guide** are intended to describe the features and functionalities available to general user groups with no administrative access.

Note: This guide *only* covers details available on our latest GVD software version. For further details regarding functions available to older versions please refer to the [Archived Functions](#) section.

Solution Highlights

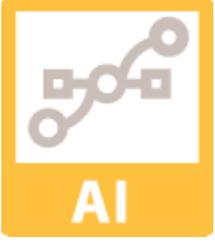
The highlights of the solution's functions include:

Inspection Modules

- Ability to *identify missing, added, or modified content* such as text, print defects, and color differences.
- Ability to *review differences and add comments and levels*.
- Ability to *append inspection results*.
- Ability to *generate PDF reports* with comments and levels.
- Ability to *detect spelling errors*.
- Ability to *inspect Braille on scanned samples* (frontside and backside).

Generic Functions

- Ability to *compare digital files* of the following formats:

	File Type	Extension
	<p>The file format created by CTP (Computer to Plate) RIP. Usually, screening is performed and then data is separated into CMYK.</p> <p>TIF is an image format file for high-quality graphics.</p>	<p>.1-BIT TIFF</p> <p>.TIF</p>
	<p>Adobe Illustrator Artwork or AI is a file format developed by Adobe Systems for representing single-page vector-based drawings in either the EPS or PDF formats.</p>	<p>.AI</p>
	<p>The BMP or bitmap file format, device-independent bitmap file format and bitmap. It is a raster graphics image file format used to store bitmap digital images, independently of the display device.</p>	<p>.BMP</p>

	<p>A DOC/DOCX file is a Microsoft Word document file that typically contains text.</p>	<p>.DOC/.DOCX</p>
	<p>JPEG is used in a number of image file formats. JPEG is the most common image format used by digital cameras and other photographic image capture devices.</p>	<p>.JPEG</p>
	<p>The Portable Network Graphic (PNG) file format is ideal for digital art (flat images, logos, icons, etc.), and uses 24-bit color as a foundation.</p>	<p>.PNG</p>
	<p>A LEN file is a bitmap file that is made by an Imaging Engine, FlexRipC.</p>	<p>.LEN</p>
	<p>PDF stands for "Portable Document Format". This format is used to save files that cannot be modified but still need to be easily shared and printed.</p>	<p>.PDF</p>
	<p>The Rich Text Format is a document file format with published specification developed by Microsoft Corporation from 1987 until 2008 for cross-platform document interchange with Microsoft products</p>	<p>.RTF</p>
	<p>TXT extension represents a text document that contains plain text in the form of lines.</p>	<p>.TXT</p>

	<p>The XLSX/XLS file format is the default format to save spreadsheets without macros in Microsoft Excel.</p>	<p>.XLS/.XLSX</p>
	<p>The Extensible Markup Language (XML) is a simple text-based format for representing structured information like documents, data, configuration, books, transactions, invoices, and much more.</p>	<p>.XML</p>

- Ability to *compare scanned and digital files and multi-page documents* (e.g. labels, cartons, inserts, and booklets).
- Ability to *decode and grade barcodes*.
- Ability to *measure and compare color points*.
- Ability to *translate Braille* in multiple languages.
- Ability to *compare a printed component* on cylinders and tubes to an electronic file using GlobalVision's C8 scanner.

5.9.0 - Getting Started

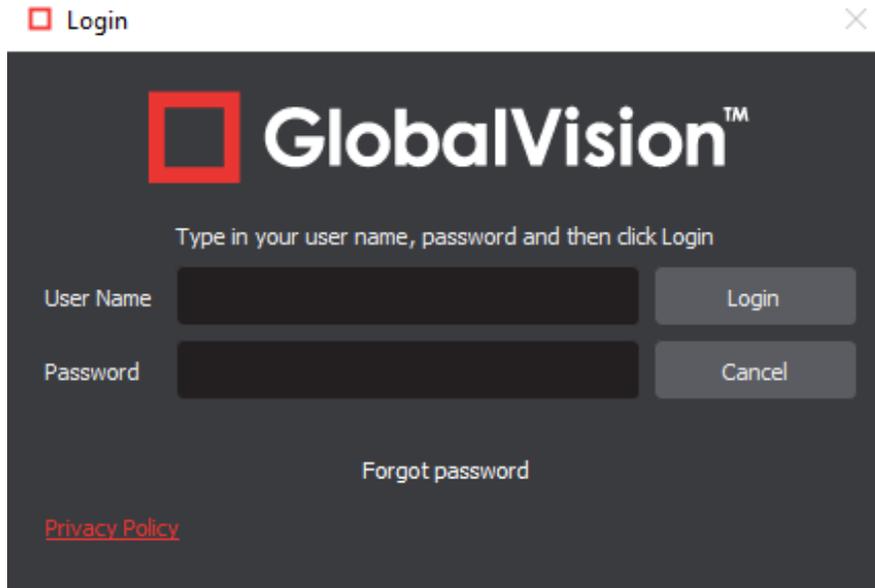
Once GVD is installed, Administrators given the credentials can create users.

- ✔ **Note:** The Application is installed with a default administrator account. To obtain the default administrator username and password, contact GlobalVision Support by email at support@globalvision.co or by telephone at 1-800-501-0511.

Login

To log in to the Application:

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



The screenshot shows a dark-themed login window titled "Login". At the top left is a red square icon, followed by the "GlobalVision™" logo. Below the logo, the text "Type in your user name, password and then click Login" is displayed. There are two input fields: "User Name" and "Password". To the right of the "User Name" field is a "Login" button, and to the right of the "Password" field is a "Cancel" button. Below the input fields is a "Forgot password" link. At the bottom left, there is a "Privacy Policy" link.

Login Window

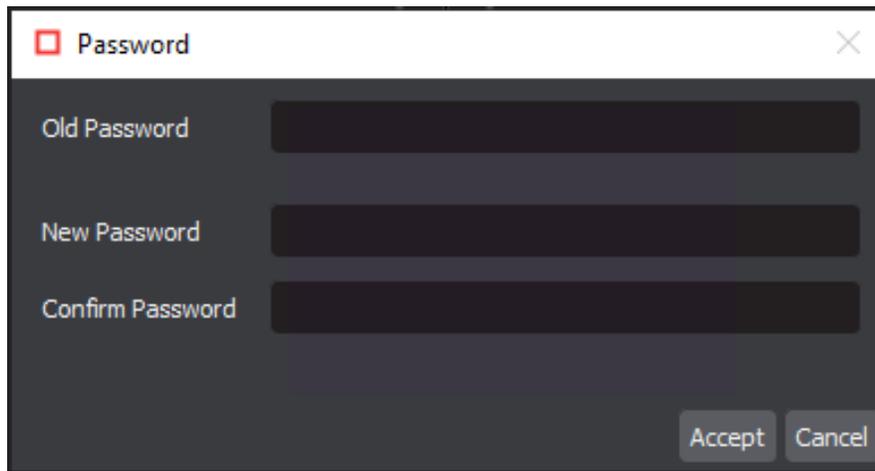
- Enter your **Username** and **Password** and click **Login**.

- ℹ **Note:** First-time login will require you to enter the default administrator username and password provided upon installation of the application.

Change Password

To change your password:

- Click **Menu Change Password**.
- The **Password** window displays, allowing you to create a new password:



- 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 notification window displays.

Note: Only applicable for valid local user accounts. Go to **Add Local User Account** to learn more about local user creation and management.

Logout/Exit

To log out of the Application:

- Click **Menu Logout** to save your session and return to the **Login** window.

To exit the Application and ensure all changes made to the system go into effect with the next log-in:

- Click the **X** at the top of the window.

Help

The following options are available to you upon clicking the **Help** icon:

- Select **About** to get version details about the Application.
 - Select **Shortcuts** to display all keyboard shortcuts.
 - Select **Video Tutorial** to consult GlobalVision support videos on particular features.
 - Select **Give Feedback** to request new features or report bugs.
 - Select **GlobalVision Support** to link to the GlobalVision online knowledge base.
 - Select **Licensing** to display the **Serial Number** and **Company Name**.
-

5.9.0 - Loading Files

The first step towards an Inspection is loading a file. It can be done in two ways:

1. Upload New File
2. Load from a Scanner

Each of them is explained in detail in the following chapters:

- [5.9.0 - Loading Digital Files](#)
- [5.9.0 - Loading Scanned Files](#)
- [5.9.0 - Job Wizard](#)

5.9.0 - Loading Digital Files

Summary

This section covers details of how to upload a file through the Main toolbar options.

To load a file in either Master or Sample panel for inspection

- Click on the **File** icon on the top panel then **Load Master** or **Load Sample** to launch the file-explorer window,

Or,

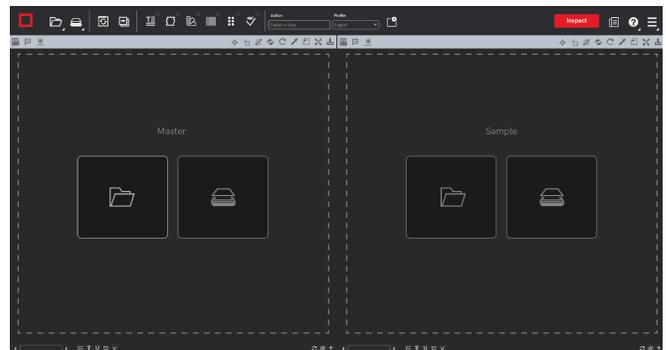
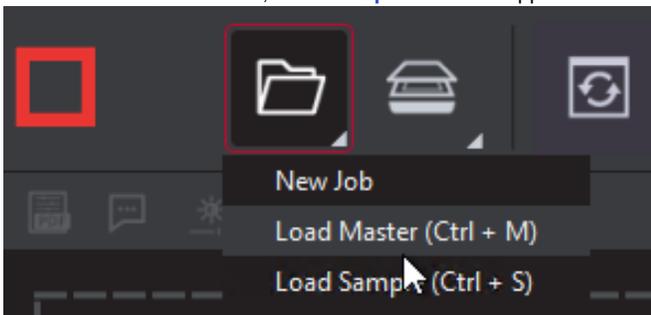
- Double-click in the Master or Sample panel,

Or,

- Single-click the folder icon in the Master or Sample panel, once the load-file window is launched, choose your file and click **Open**.

Or,

- Use drag and drop.
- For a PDF or AI file, the **PDF Options Panel** appears.



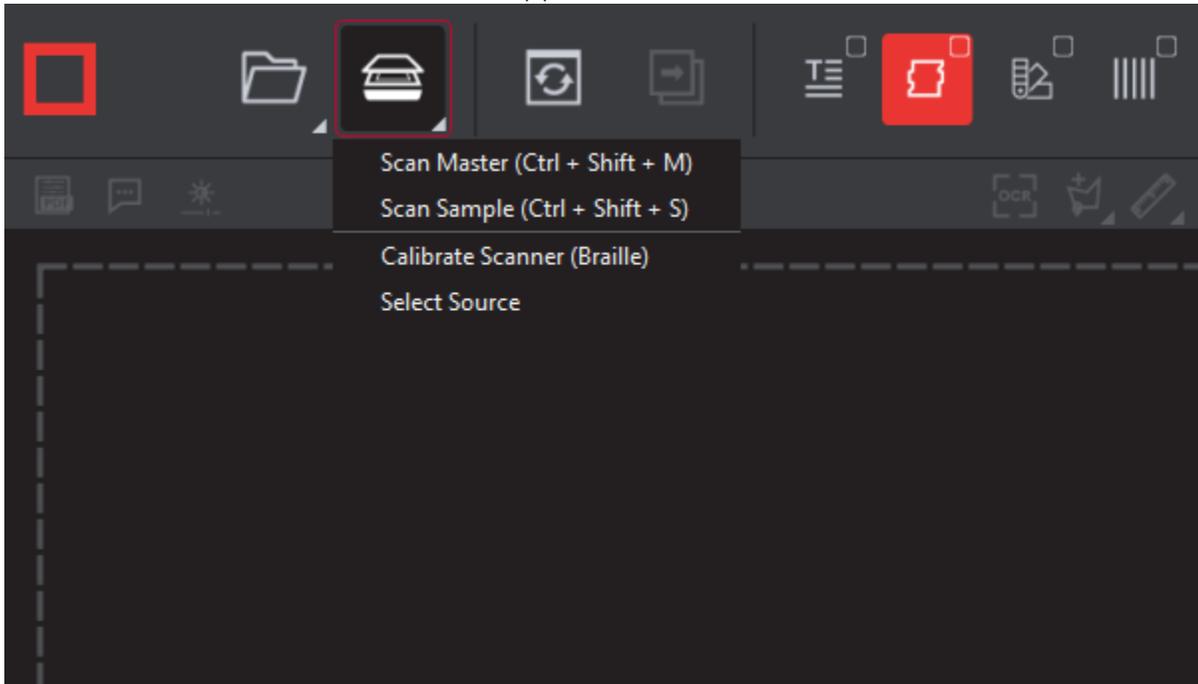
5.9.0 - Loading Scanned Files

Summary

Other than uploading a digital file, the user can directly scan a physical document. The process is comprised of the following steps.

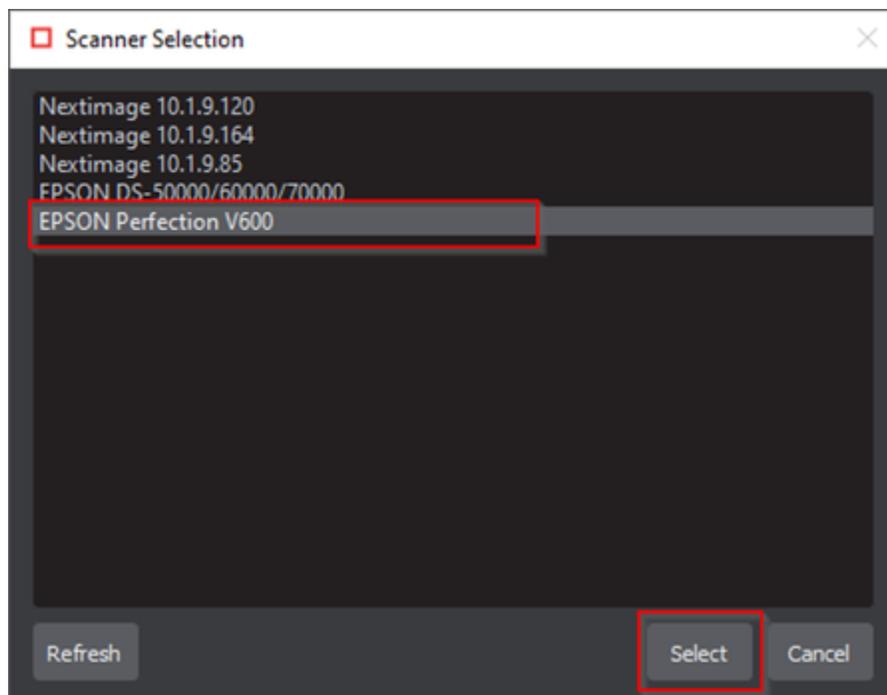
To scan a file in either the Master or Sample panel:

- Click on the **Load from Scanner** icon on the top panel then **Select Source**.



- Select the applicable scanner from the **Scanner Selection** window and click **Select**.

Note: Once the source is set up, the application will remember the selection for all future scans.



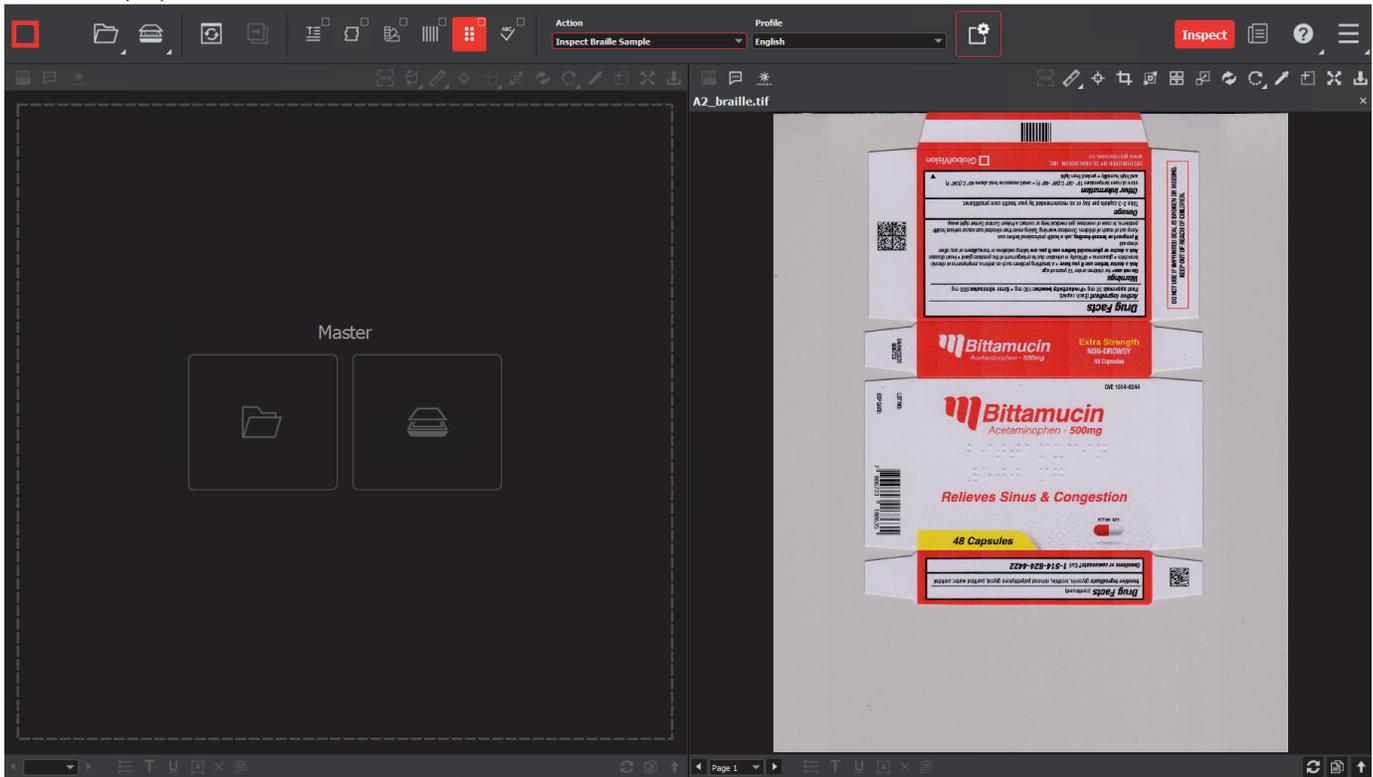
Note: A scanner must be connected in order for the 'scanner selection' window to choose from.

Or,

- Click on **Load from Scanner** then select **Scan Master** to scan the Master document. Once scanned, the image will load into the Master panel.

then,

- Click on **Load from Scanner** and select **Scan Sample** to scan the Sample document. Once scanned, the image will again load into the Sample panel.



Or,

- Single-click the scanner icon in the Master or Sample panel. Both options launch the scan.

Note: The Master and Sample files must be rasterized at the same DPI value. If that is not the case, then an error message will notify you about the discrepancy.

- If the selected **DPI** of a file you are trying to load is different than the **Desired DPI** value in the current profile being used, a message asking to change the DPI will appear.
 - Click **Yes** to change the DPI to the prescribed amount or,
 - **No** to move ahead with the value you had set.

5.9.0 - Job Wizard

Summary

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

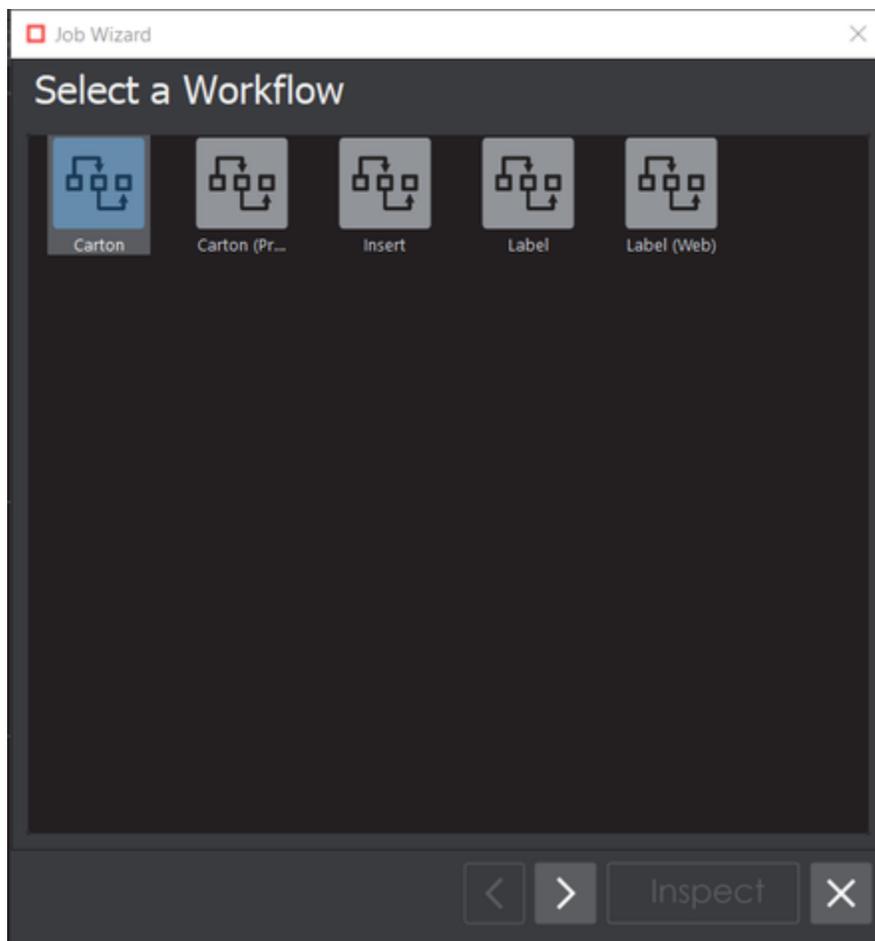
✔ Set your **Job Master Path** under **Preferences** before you begin.

Workflow

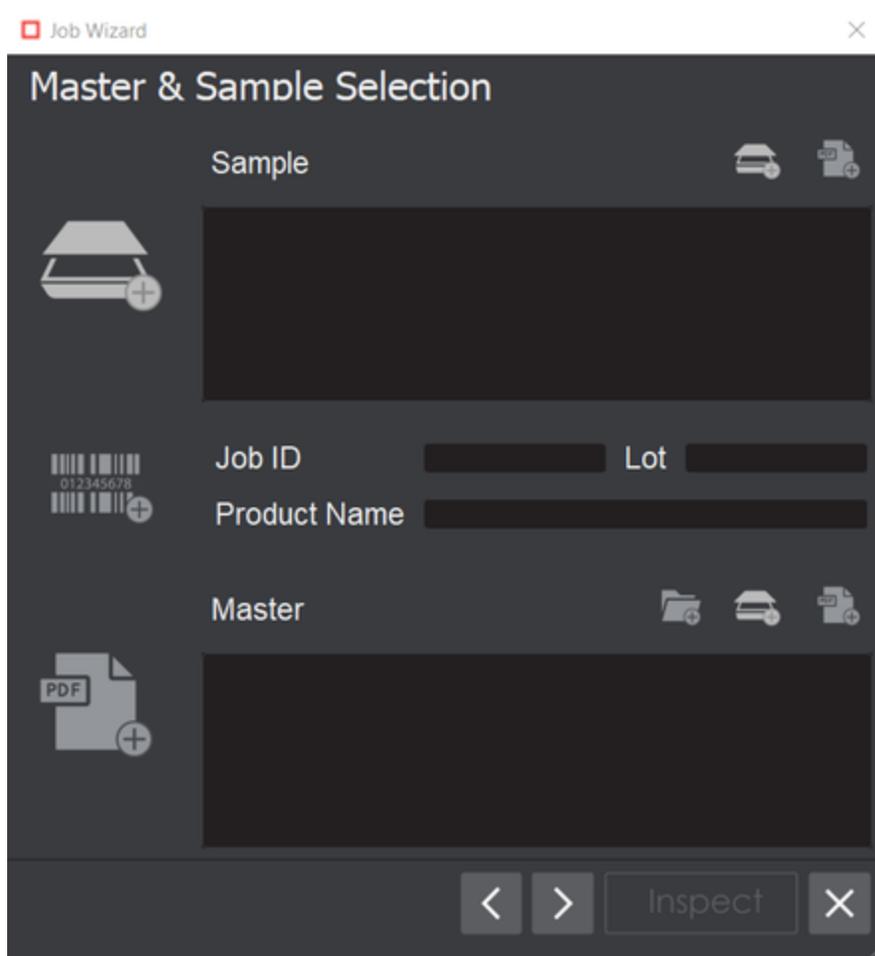
To create a job:

Click on the **File** icon on the top panel then select **New Job**.

⚠ **Note:** Enable the Show Job Interface checkbox in **Preferences** to launch the Job Wizard upon login/clicking Reset.



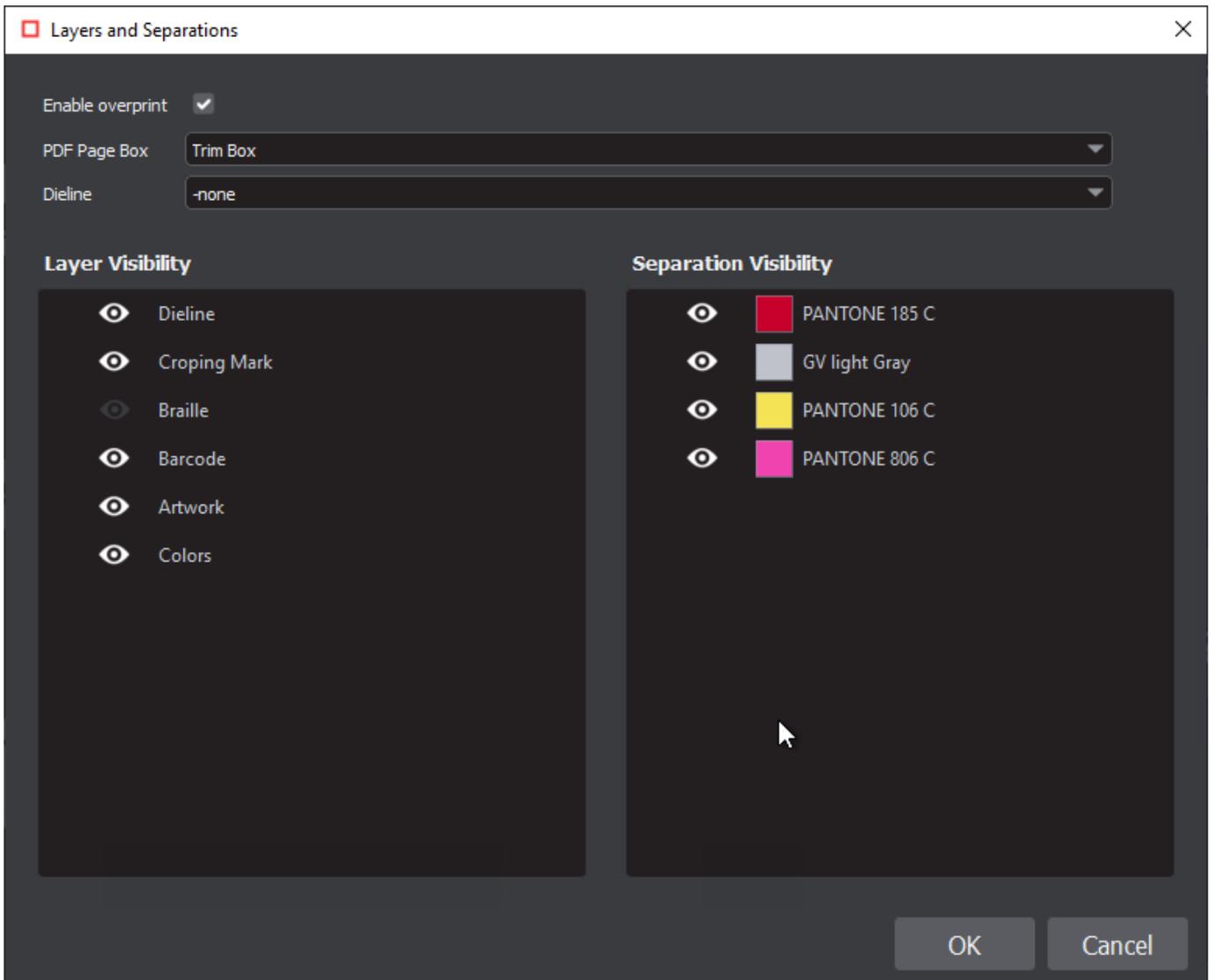
- Choose a workflow from default or *custom* (i.e. created by an administrator or user groups with Review Settings access) to continue.
- The **Master & Sample Selection** screen appears.



- Click on **Scan Sample** on the top-right corner to scan a hard copy or **Load Sample** to upload a digital file.

✔ **Note:** User can rotate the Sample file(s) if needed, by clicking the corresponding thumbnail at the bottom-right corner.

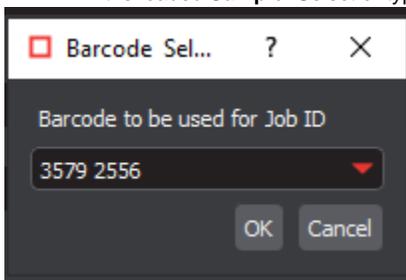
- Use the  thumbnail (*on non-scanned files*) to open the **Layers and Separations** window.
 - Click the **PDF Page Box** drop-down list to choose from **Media Box**, **Trim Box**, or **Crop Box** selections to automatically crop the file.
 - Set **Enable overprint** by checking the corresponding box.
 - Choose between Layers or separations or none from the Dieline drop-down.
 - Click the **eye icon** beside the layer(s) and/ or separation(s) to toggle on or off. Click **OK** to accept.

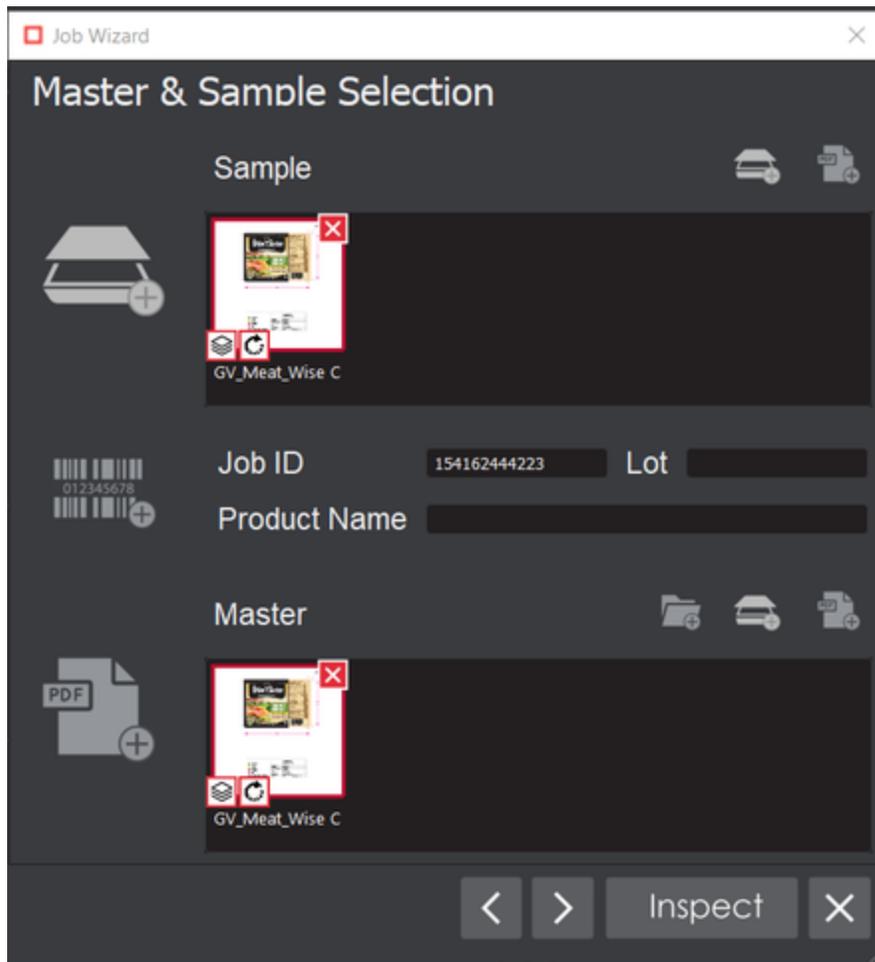


- Follow the same steps to load the **Master File**.

Or,

- Select the **Scan for Barcodes** button. The **Barcode Selection** window loads with a drop-down menu of the different barcodes contained in the loaded **Sample**. Select or type in the assigned barcode as Job ID.





- Next, click on the **Add from Job Path** button (*i.e. the folder icon beside scan and load master*) to open the **Job Path** window. This generates 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** field (if applicable). While a report is being generated, corresponding text entered to those field appears in the **Report Options** window (also inside the PDF report)
- Click **Next** to go to **Prepare Files** screen, to select the **die-line** color on the Master, for the shape extraction process.
- Use the **Marquee Selection** tool to select different regions for inspection. Choose the file and select the desired region. Resize the selection by scrolling over or clicking on its borders. Click on the tool again to reset.
- In the case of any multi-page file, a select page from the drop-down list directly below the **Marquee Selection** tool. This enables the new page to be displayed and adjusted. Click the **Next** button again to navigate to the next master file, in case more than one had been loaded.
- Click to close the **Job Wizard** and cancel the entire process at any stage.
- Click the **Inspect** button to load files in Master and Sample panels and run inspection.

Note: The process follows the same steps as a normal inspection at this point, with the file(s) loaded in the Inspection View.

Consult the Graphics, Barcode, Braille, Text, or Spelling Inspection chapters for more information.

5.9.0 - Text

Text Inspection Mode lets you compare either left-to-right, right-to-left, or Asian copy in master and sample files. The Master and Sample can be two different file types laid out differently or with similar layouts (revisions).

Text Inspection covers the following difference types:

- Insertion
- Deletion
- Change
- Color
- Space
- Hyphen
- Italic
- Bold
- Underline
- Subscript/Superscript
- Line Break Space
- Case
- Font Type
- Size
- Minimum Font Point Size
- Images

Note: Text Inspection is dependent on 'live text' to perform any inspection. A detailed description of 'Live Text/Inspectable Text' is covered under [Pre-Inspection Tools](#).

- [5.9.0 - Text Inspection - Step-By-Step](#)
- [5.9.0 - Text Inspection - Pre-Inspection Tools \(Master and Sample\)](#)
- [5.9.0 - Text Inspection - Actions and Profiles](#)
- [5.9.0 - Text Inspection - Post Inspection Results Viewing](#)
- [5.9.0 - Text Inspection - Post Inspection Tools](#)

5.9.0 - Text Inspection - Step-By-Step

Summary

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

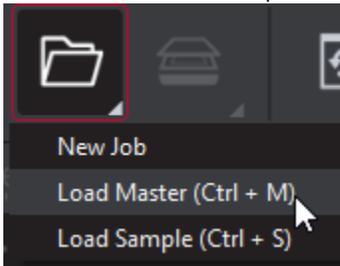
- [Steps](#)
 - [Step 1. Load Files for Text Inspection](#)
 - [Step 2: Select Profile](#)
 - [Step 3: Ensure proper Inspection Area is selected using the Pre-Inspection Tools](#)
 - [Step 4: Run the Inspection](#)
 - [Step 5: View the Results](#)
 - [Step 6: Go through differences to assign levels or comments](#)
 - [Step 7: Modifying/Resetting Inspection Results](#)
 - [Step 8: Generate the Report](#)

Steps

Step 1. Load Files for Text Inspection

To inspect Text:

- Click on the **File Menu** icon on the top panel then **Load Master** or click on the Master panel to select the file to load. The Master image loads in the Master panel.

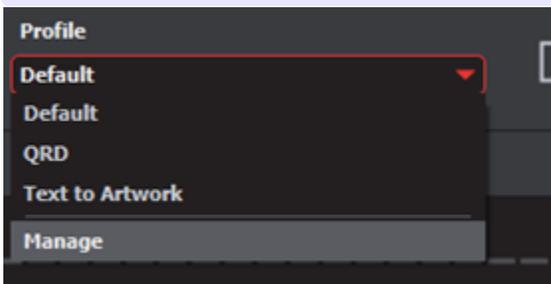


- Click again on the **File Menu** icon on the top panel then **Load Sample** or click on the Sample panel to start repeating the process to load sample files.
-

Step 2: Select Profile

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

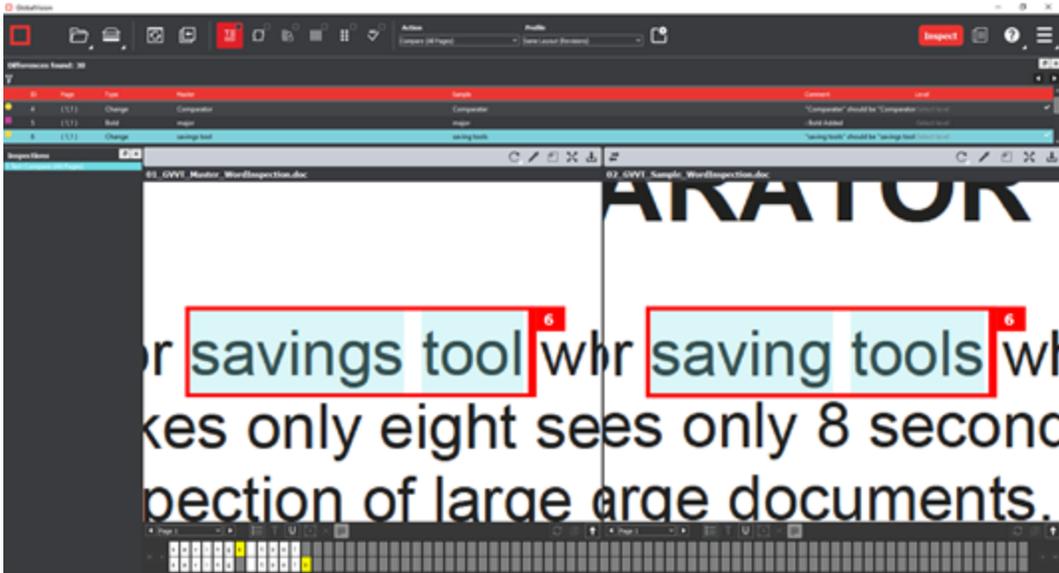
The following default profiles are installed with the system:



Step 3: [Ensure proper Inspection Area is selected using the Pre-Inspection Tools](#)

Step 4: Run the Inspection

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



Step 5: View the Results

To view the inspected file:

- To review the difference list navigate through them using either keyboard arrows or by clicking on each difference.
- Use the trackwheel to zoom in or out.
- Hold the left mouse button and move it around to pan the image.

Step 6: [Go through differences to assign levels or comments](#)

Step 7: [Modifying/Resetting Inspection Results](#)

Step 8: [Generate the Report](#)

- Click the **Report** icon.



- See the [Generating Reports](#) section for step-by-step instructions.

Report Options



Product ID Status Select Status

Product Name Lot

Inspected By Levels to include

Include:

- Signature field
- Master
- Only pages/repeats with differences
- Thumbnails

Report Path Select

Report File Name

PDF Attachment Select

Comments

View Save Cancel

5.9.0 - Text Inspection - Pre-Inspection Tools (Master and Sample)

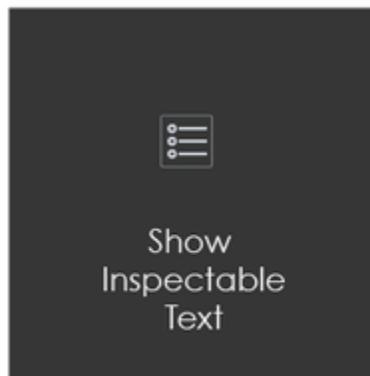
Summary

This section describes the Pre-inspection tools needed before running text inspection.

- [Pre-Inspection Tools](#)
 - [Show Inspectable/Live Text Tool](#)
 - [Cross-Out Text Tool](#)
 - [Underline Text Tool](#)
 - [Zoning Tool](#)
 - [Clear All](#)
 - [Show/Hide](#)

Pre-Inspection Tools

Show Inspectable/Live Text Tool



The 'live text' tool shows all live text (in **Text** or **Spelling Inspection** modules) in the Master or Sample panel:

To show live text:

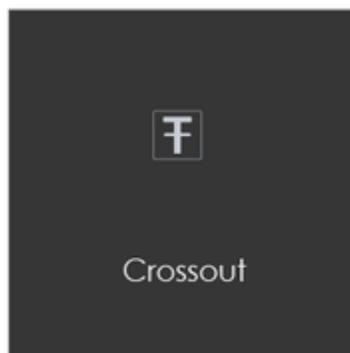
- Click on the corresponding **Live Text** icon.

To remove live text:

- Click the icon again.

Note: Text that is not live can still be inspected as part of a pixel-to-pixel comparison between two similarly laid-out files in **Graphics Inspection**.

Cross-Out Text Tool



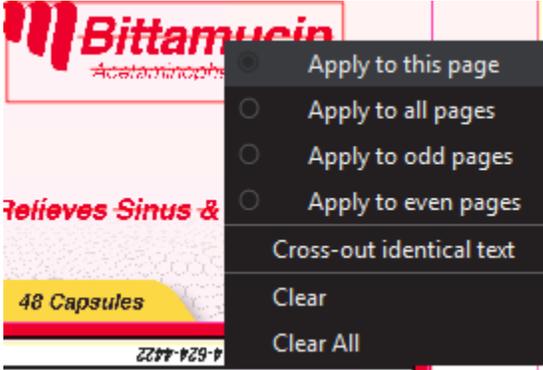
The Cross-out tool can be found at the bottom of the Master and Sample panel. **Cross-out** allows you to cross out a text to be excluded in the inspection. The text is crossed out in red.

To cross-out a Text:

- Click the 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. 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.



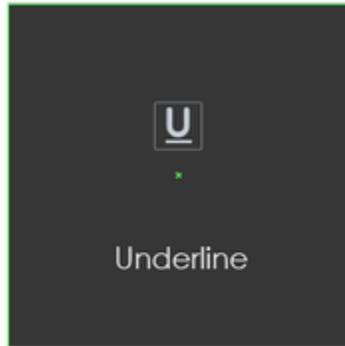
- **Clear** removes cross-outs that are selected, **Clear All** removes all cross-outs.

To cancel out 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 be applied together in the same file unless it is to cancel out the other.

Underline Text Tool



Underline Text lets you select text to be included in the inspection.

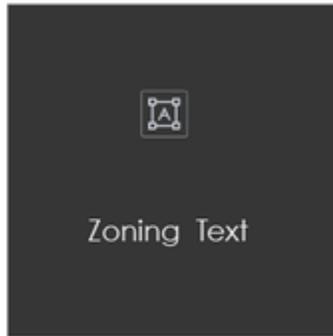
To underline a Text:

- Click Underline Text on the selection toolbar and then click and drag the cursor to select the desired text. The text is underlined in **green**.

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

- Right-click on underline 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.
- **Clear** removes underlined text that is selected, **Clear All** removes all underlined text.

Zoning Tool



Create Zones can be used to perform partial or targeted inspections. The user can 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.

To create a Zone:

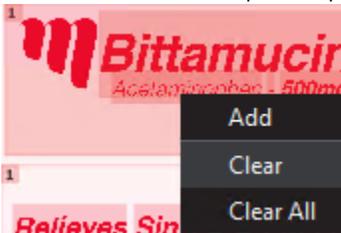
- Click the Create Zones icon below the Master.
- Click and drag the crosshairs icon that appears as the cursor over the text to be included. The text is highlighted and an ID is assigned.
- Highlight the corresponding text in the Sample. A corresponding ID is assigned.

Note: The Zoning sub-panel pops up in the Sample panel as a guide for which matches are available. Clicking on a match zooms in on that selection.

- Create new zones by clicking and dragging separate portions of text in each panel and repeating the overall process.

To add to an existing zone:

- Right-click on a zone that has already been selected, prompting the "Context" menu to appear. Select **Add**.
- Click and drag the cursor over a new portion of text. The same number designation of the original zone should appear at the top of the new selection. Repeat the process in the other panel if necessary.

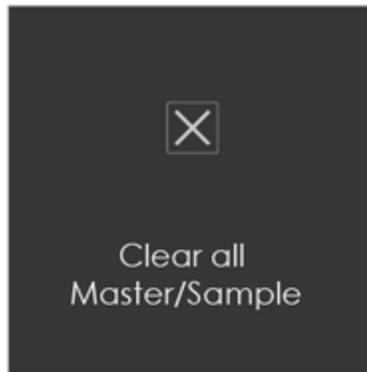


To clear a zone:

- Right-click on a zone that has already been selected, prompting the "Context" menu to appear.
- Select **Clear** to delete a zone on either panel and **Clear All** to delete all zones in both panels.

Note: **Clear** also deletes the original zone if you had right-clicked on an added portion.

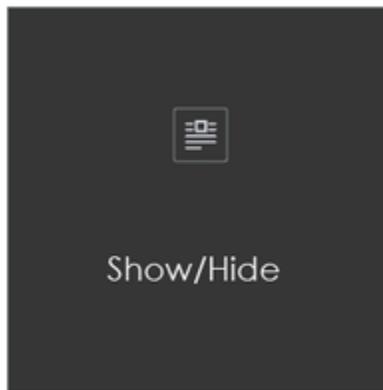
Clear All



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**.
-

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.
-

 **Note:** **OCR** tool has been removed for Text Inspection in **GVD version 5.9.0 and above**. Please refer to our [Archived Functions](#) section for details regarding this tool.

5.9.0 - Text Inspection - Actions and Profiles

Actions

Summary:

Actions dictate the type of inspection that is run, as requirements vary from use case to use case. Actions can be easily selected by all users via the **Action** drop-down list at the top of the user interface.

Inspection	Action	Description/ File Types
Text Inspection	Compare (All Pages)	Compare all pages in the Master panel to all pages in the Sample panel.

Profiles

Summary

Different inspection algorithms are used depending on the selected profile, which should be set based on the type of files inspected. Each profile has parameters that alter the way the inspection algorithm perceives and reports differences. Therefore, it is important the correct profile be selected for the best results.

The Application is installed with the default profiles listed in the table below, each featuring default parameter values. Administrators (or user groups with Manage profiles access) can add, rename, and delete profiles.

 However, Default profiles cannot be renamed or deleted, only Custom profiles can.

Inspection	Profile	Description/ File Types
Text Inspection	Default	Compare live text content for both different layouts and same layouts documents. A string of words on the Master will only be matched and compared with one element on the Sample.
	QRD	Compare a master document formatted as a QRD template with a sample document.
	Text to Artwork	Compare the text content of a line by line format document to an Artwork. A string of words on the Master can be matched and compared to multiple ones on the Sample.

Examples

Text to artwork

Profile
Inspect

Compare (All Pages)
Test to Addmark

Master_Book_Label.docx
Sample_Book_Label.pdf

Chocolate Chip Cookies

NET WT 8.9 OZ (252g)
Not actual size

Nutrition Facts

Per 1 Cookie (25g)

Amount	% Daily Value
Calories 90	Calories from fat 25
Fat 3g	5%
Carbohydrate 17g	6%
Protein 1g	

Not a significant source of saturated fat, trans fat, cholesterol, sodium, fibre, sugars, vitamin A, vitamin C, calcium or iron.
27042016

INGREDIENTS: BLEACHED ENRICHED WHEAT FLOUR, WATER, SUGAR, CHOCOLATE CHIPS (SUGAR, UNSWEETENED CHOCOLATE, COCOA BUTTER, DEXTROSE), SOY LECITHIN, NATURAL VANILLA EXTRACT), SOYBEAN AND/OR CANOLA OILS, LIQUID WHOLE EGGS, MODIFIED CORNSTARCH, LEAVENING (SODIUM BICARBONATE, SODIUM ALUMINUM PHOSPHATE, MONOCALCIUM PHOSPHATE), SALT, MONOGLYCERIDES, GUAR GUM, XANTHAN GUM, NATURAL FLAVOUR, WHEY POWDER (MILK), CORN SYRUP SOLIDS, ENZYME (AMYLASE).

MAY CONTAIN TRACES OF TREE NUTS, PEANUTS.

CONTAINS: WHEAT, SOY, EGGS.

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5.9.0 - Text Inspection - Post Inspection Results Viewing

Summary

This section describes the post-inspection results viewing process and steps, needed after running any text inspection.

- [Post Inspection Results](#)
 - [Difference List](#)
 - [Image Details Panel](#)

Post Inspection Results

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 the exception of 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.

<input type="checkbox"/> Group Duplicates	ID	Page	Type	Master	Sample	Comment	Level
<input type="radio"/>	1	(1,1)	Change	97%	87%	"87%" should be "97%" as in the origir	:Select level
<input type="radio"/>	2	(1,1)	Change	refrigerated	refirgeretad	"refirgeretad" should be "refrigerated"	:Select level
<input type="radio"/>	3	(1,1)	Change	oz.	oz	"oz" should be "oz." as in the original	:Select level
<input type="radio"/>	4	(1,1)	Change	5g	25g	"25g" should be "5g" as in the original	:Select level
<input type="radio"/>	5	(1,1)	Deletion	OR		:Select comments	:Select level
<input type="radio"/>	6	(1,0)	Unmatched Master Ima			:Select comments	:Select level
<input type="radio"/>	7	(0,1)	Unmatched Sample Ima			:Select comments	:Select level

To select a difference:

- Click on the difference in the **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: Hover on any character in the Change Grid to display its Unicode value and name.



To group duplicated differences, Select the **Group Duplicates option on the Top-right of the Differences panel.**

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: Hotkeys (F1 – F5) may be applied to assign levels. Select the difference and click the appropriate "F" key (see below):

1	Key	Function
2	F1	Reporting level - Critical
3	F2	Reporting level - Major

4	F3	Reporting level - Minor
5	F4	Reporting level - Ignore
6	F5	Reporting level – None

To assign a level to multiple differences:

- Hold down CTRL while selecting the differences, click the **Level** column in one of the selected rows, and select the level.

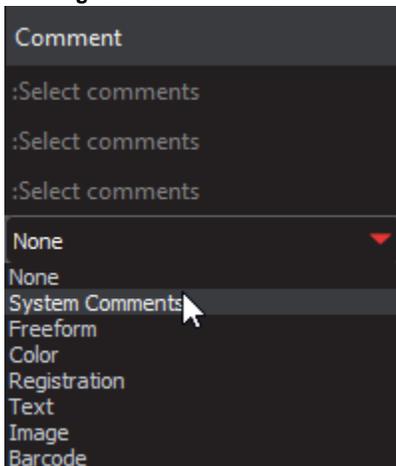


Note: On a Mac OS, to assign a level to multiple differences, hold down the COMMAND and SHIFT keys while selecting the differences, click the Level column, and select the level.

To remove a level assignment:

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

To assign a 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.

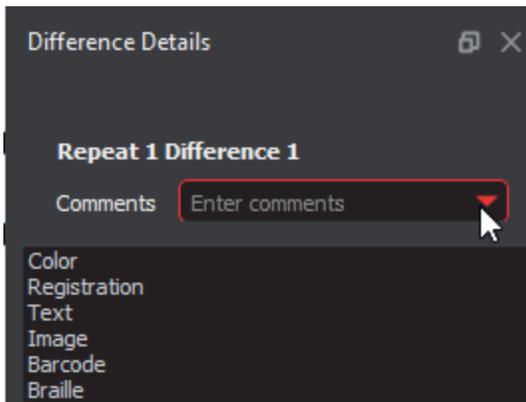
To assign a comment to multiple differences:

- Hold down the CTRL key while selecting the differences, click the **Comment** column, and select the comment.

Note: On a Mac OS, 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.



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 or user groups with Review settings access, can configure the Application to force the inclusion of all differences, in which case clicking F12 does not have an effect.

To filter Differences:

- Click the **Filter Differences** icon.
- Ensure the difference types desired to appear in the Difference List are checked by either checking/unchecking them individually, clicking **Select/deselect all**.

This will toggle all difference types on or off, or clicking **Defaults**, which resets the selections.

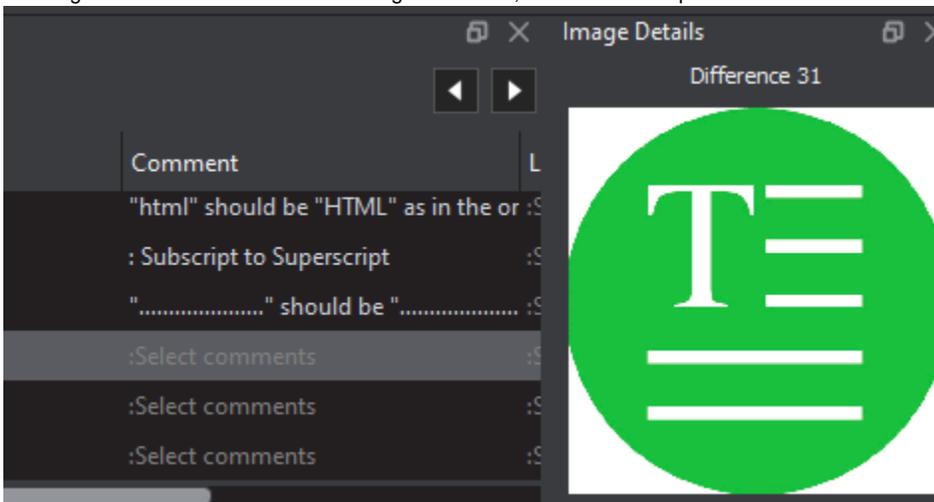
- Click **Filter** to return to the filtered **Difference List** and see the desired difference types or click **Cancel** to disregard the selections and close the window.

Note: Differences excluded from the **Difference List** via the **Filter** function still appear in the generated report.

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.



 **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 or user groups with '**modify profile**' access, can create new profiles with these options turned on. For more information, consult the Administration Guide.

To switch between displayed differences:

- Click on a new image difference in the **Difference List**.

To assign comments and levels to an image difference:

- Follow the same processes outlined for differences of other types.

 **Note:** **Image differences** only display when the **Images difference type** and the **Include Images** comparison option are toggled on in the selected profile.

Text Inspection profiles have **neither option checked**. Only administrators, managers, or user groups with '**modify profile**' access, can create new profiles with these options turned on.

5.9.0 - Text Inspection - Post Inspection Tools

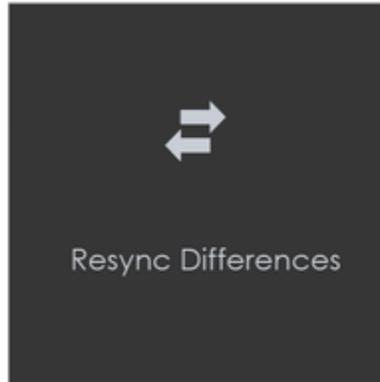
Summary

This section describes the Post-inspection tools needed to inspect any file after running a text inspection.

- [Post Inspection Tools](#)
 - [Resync](#)
 - [Show/Hide](#)

Post Inspection Tools

Resync



Click the **Resync Tool** icon 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 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 number of differences detected is re-numbered.

Note: If the differences are not identical, the difference type gets reclassified as **Change** and does not get removed; A resynced 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.

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.
-

5.9.0 - Graphics

Graphics Inspection lets you compare single or multi-page master and sample files pixel by pixel and detect differences in text, artwork, etc.

Differences are highlighted and levels and comments on each can be added for a more in-depth proofing and reviewing process.

- [5.9.0 - Graphics Inspection - Step-By-Step](#)
- [5.9.0 - Graphics Inspection - Pre Inspection Tools](#)
- [5.9.0 - Graphics Inspection - Actions and Profiles](#)
- [5.9.0 - Customizing Graphics Profile](#)
- [5.9.0 - Graphics Inspection - Post-Inspection Results Viewing](#)

5.9.0 - Graphics Inspection - Step-By-Step

Summary

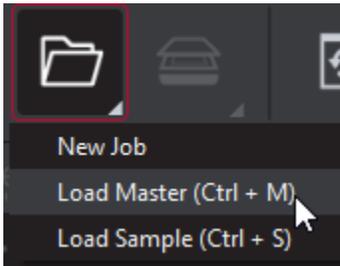
This section describes the steps to follow when running a graphics inspection.

- [Steps](#)
 - [Step 1: Load Electronic Files](#)
 - [Step 2: Load Scanned Files](#)
 - [Step 3: Ensure proper Inspection Area is selected using the Pre-Inspection Tools](#)
 - [Step 4: Select an Action](#)
 - [Step 5: Select Profile](#)
 - [Step 6: Run the Inspection](#)
 - [Step 7: View the Results](#)
 - [Step 8: Go through differences to assign levels and comments](#)
 - [Step 9: Modifying/Resetting Inspection Results](#)
 - [Step 10: Generate the Report](#)

Steps

Step 1: Load Electronic Files

Note: Users can *skip to Step 2* in case of Loading Scanned Files.



For Single-Page Inspections:

- Click the **File Menu** icon on the top panel then click **Load Master** or click in the Master panel to launch the load-file window. Select the Master file from the load-file window and click **Open**.

Or,

- You can also load a file by using "*drag and drop*."
- If the Master is either *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 Options tools*) to hide layers and/or separations, use shapes as regions for repeat detection, etc.

then,

- Again click the **File Menu** icon on the top panel then click **Load Sample** or click in the Sample panel to start repeating the process to load the Sample file.

For Multi-Page Inspections:

- Click the **File Menu** icon on the top panel then click **Load Master** or click in the Master panel to launch the load-file window. Select the Master file from the load-file window and click **Open**.

Or,

- You can also load a file by using "*drag and drop*."

✓ 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 Options tools*) to hide die lines, layers, and/ or separations, use shapes as regions for repeat detection, etc.

then,

- Again click the **File Menu** icon on the top panel then click **Load Sample** or click in the Sample panel to start repeating the process to load the Sample file(s).

For Multi-Files Inspections:

- Click the **File Menu** icon on the top panel then click **Load Master** or click in the Master panel to launch the load-file window. Select the Master file from the load-file window and click **Open**.

Or,

- You can also load a file by using "drag and drop."
- Repeat the same file upload process again, on top of the first file, to add a new master file.

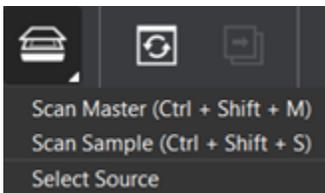
 Observe the Page numbers being increased as files keep getting added after the other.

then,

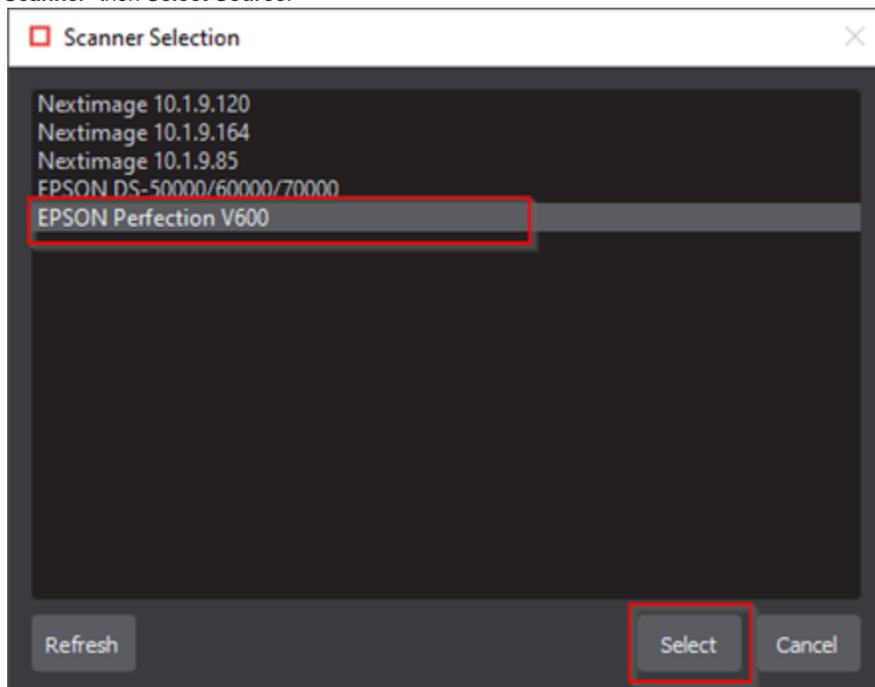
- Again click the **File Menu** icon on the top panel then click **Load Sample** or click in the Sample panel to start repeating the process to load the Sample file.
- Repeat the same process for Samples to add Multiple Sample files for your inspection.

Step 2: Load Scanned Files

 **Note:** Users can *skip Step 2* if Electronic File is being loaded.



- Click **Load from Scanner** then **Select Source**.



- Select the applicable scanner from the **Scanner Selection** window and click **Select**.

Or,

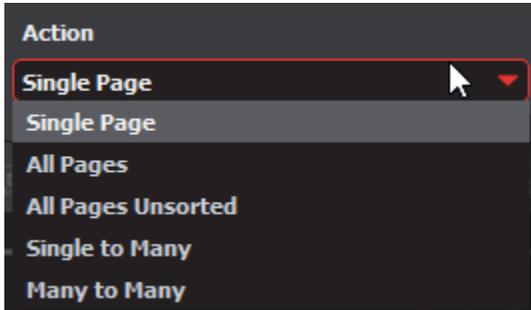
- Click **Load from Scanner** then **Scan Master** to scan the Master document. Once scanned the image loads in the Master panel.

then,

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

Step 3: Ensure proper Inspection Area is selected using the Pre-Inspection Tools

Step 4: Select an Action



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

Note: Only the displayed page on the Master and Sample panel would be inspected.

- Set **Action** then **Single Page**.

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

- Set **Action** then **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** then **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** then **Single to Many**.

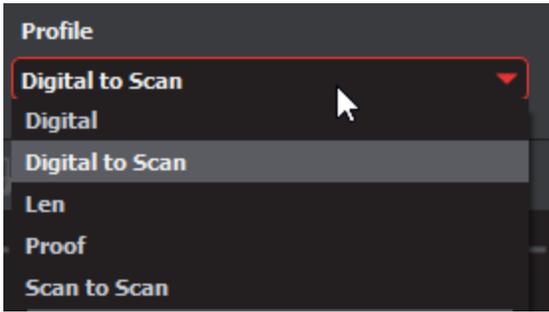
Note: This is useful for comparing a batch of press sheets against the Master or checking the number of instances the Master appears on the Sample side.

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

- Set **Action** then **Many to Many**.

Note: This is useful for comparing batches and for gang sheets. This action requires the most memory.

Step 5: Select Profile



- Click on **Profile**. Select the profile from the drop-down menu, that best suits your inspection needs to detect the required differences. There is also an option to create custom profiles, check our Administration Guide for more details.

The following default profiles are installed with the system:

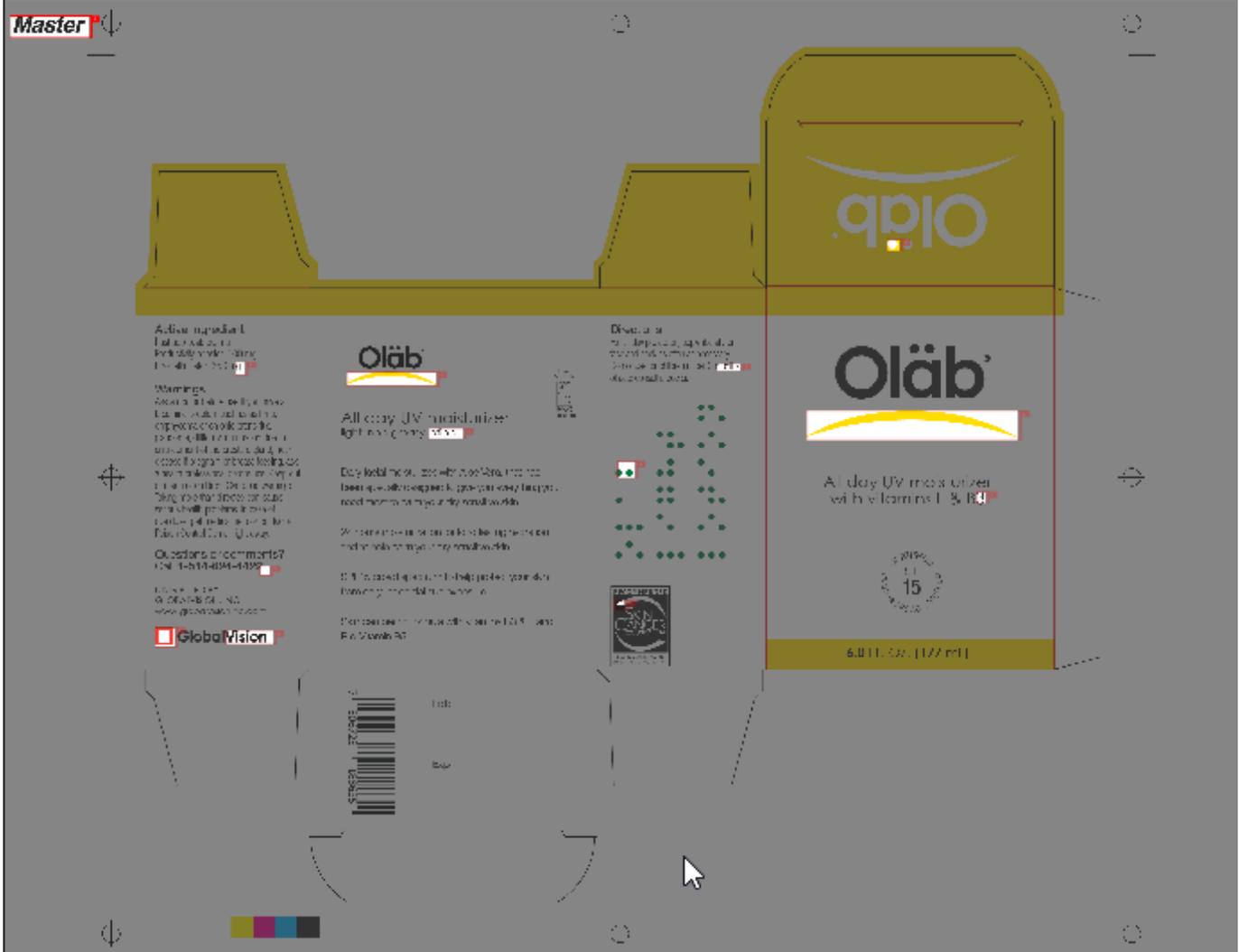
1	Profile	File Types (Master and Sample)
2	Digital	Electronic original artwork and a revised copy
3	Digital to Scan	Electronic original artwork and a scanned image
4	Len	Run Length Encoding bitmap file and a Run Length Encoding bitmap file
5	Proof	Electronic original artwork and a digital proof
6	Scan to Scan	Scanned image and a scanned image

Note: Please visit the [Profile Settings](#) to understand the process of adding, deleting or modifying a Profile.

Step 6: Run the Inspection

- Click on **Inspect**. The images are inspected and the differences display in the **Inspection View** panel.

Step 7: View the Results

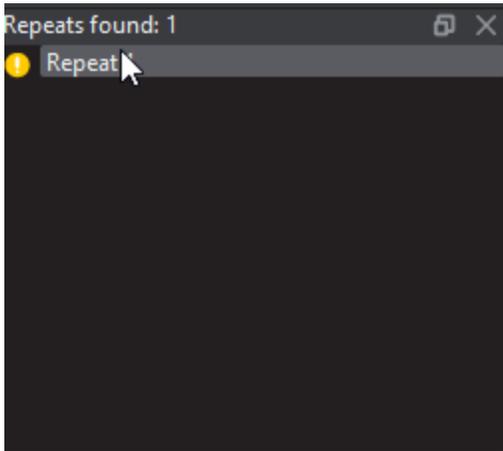


To view the inspected image or file:

- To review the difference list navigate through them using either keyboard arrows or by clicking on each difference. Use the trackwheel 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 the pages using the **Page Navigation** drop-down list at the bottom left of either panel.

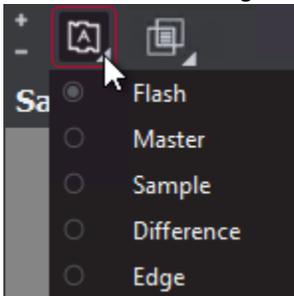
To view a repeat:

- Click the desired repeat in the **Repeats found** under the layout panel or your left. Repeats with differences are highlighted in **red**. Repeats without differences are highlighted in **green**.



In the Sample Panel, there are several ways to view differences:

- Click on **Image to display** the 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 on the '+' sign, beside the **Image to display** to increase the **Flash** rate.
 - Click on the '-' sign, beside the **Image to display** to decrease the **Flash** 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**.



Step 8: [Go through differences to assign levels and comments](#)

Step 9: [Modifying/Resetting Inspection Results](#)

Step 10: [Generate the Report](#)

Report Options ✕

Product ID	<input type="text"/>	Status	Select Status ▼
Product Name	<input type="text"/>	Lot	<input type="text"/>
Inspected By	admin		Levels to include ▾

Include:

<input type="checkbox"/> Signature field	<input type="checkbox"/> Master
<input type="checkbox"/> Only pages/repeats with differences	<input checked="" type="checkbox"/> Thumbnails

Report Path Select

Report File Name

PDF Attachment Select

Comments

View Save Cancel

- Click the **Report** icon.
-

5.9.0 - Graphics Inspection - Pre Inspection Tools

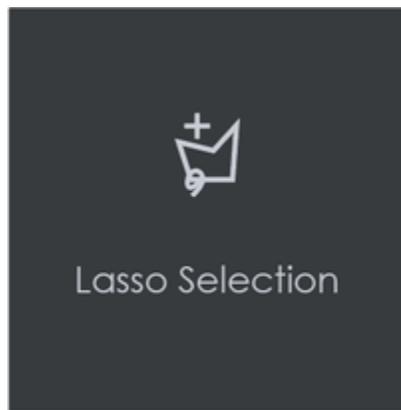
Summary

This section describes the Pre-inspection tools needed to inspect any file before running a graphics inspection.

- [Pre-Inspection Tools Master and Sample Panel](#)
 - [Lasso Selection](#)
 - [Region Mode](#)
 - [Crop to Contents](#)
 - [Color Picker](#)
 - [Measurement Tools](#)
 - [Crop Sample](#)
 - [Support Rotated Repeats](#)
 - [Match scale](#)

Pre-Inspection Tools Master and Sample Panel

Lasso Selection



Lasso Selection allows users to outline and select specific portions of the Master file which can either be included or excluded during a graphics inspection (shapes).

In order to add a portion of the Master to be inspected, using the Lasso Selection tool:

- Click the Lasso Selection icon to access the drop-down option. Select **Add to inspection**.
- Click on any point on the Master for the red dot to appear. This denotes the starting point. Now, drag and click and repeat again until you form the first segment. Once a segment is completed a yellow dot appears.

Note: To undo the last segment, click on the yellow dot and re-drag the segment.

- Repeat this process until the last line connects to the very first point and the shape contains the portion of the Master which can be now included in the inspection. Add, any additional separate portions of the Master in the same inspection (*if required*). The inspection when run, will only verify the selected shape(s).

Note: Red Dot to Signify Created Point; Yellow Dot to Signify Created Segment that Can Be Undone.

In order to remove a portion of the Master to be inspected, using the Lasso Selection:

- Click the **Lasso Selection** icon to access the drop-down option. Select **Remove from inspection**.
- Click on any point on the Master for the red dot to appear. This denotes the starting point. Now, drag and click and repeat again until you form the first segment. Once a segment is completed a yellow dot appears.

Note: To undo the last segment, click on the yellow dot and re-drag the segment.

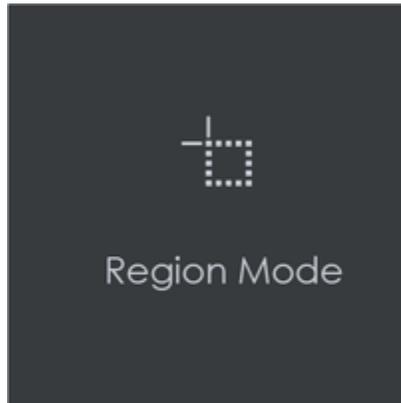
- Repeat this process until the last line connects to the very first point and the shape contains the portion of the Master which can be now excluded from the inspection. Add, any additional separate portions of the Master in the same inspection (*if required*). The inspection when run, will only verify the selected shape(s).

Note: If a separate shape has been selected (i.e., a dieline) via **Region Mode** or the **PDF Viewer** and the lasso-selected shape(s) appear within, the dieline and all of its contents, excluding any portions that have been lasso-selected, will be inspected.

In order to remove Lasso Selection:

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

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.

In order 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.
 - **Marquee:** Left click and use the crosshairs to create the area to be inspected. A red box will appear surrounding the selected area.
 - **Trim:** The largest bounding area of the image is selected. A red box will appear surrounding the selected area.

Note: You can also create a shape for repeat detection with the **Marquee** tool, by creating the shape and clicking **Crop to Contents** afterward.



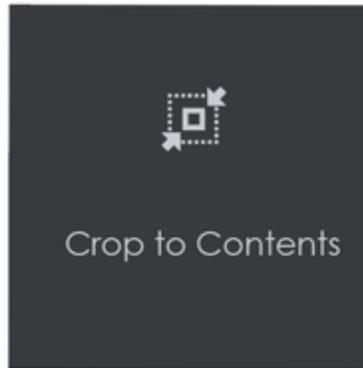
✔ If you right-click on a layer (e.g. dieline) and choose **Set as shape region & hide** or **Use as shape region** in the integrated PDF Viewer, it automatically gets set as the **Shape**. Selecting the shape is key when inspecting repeats.

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.



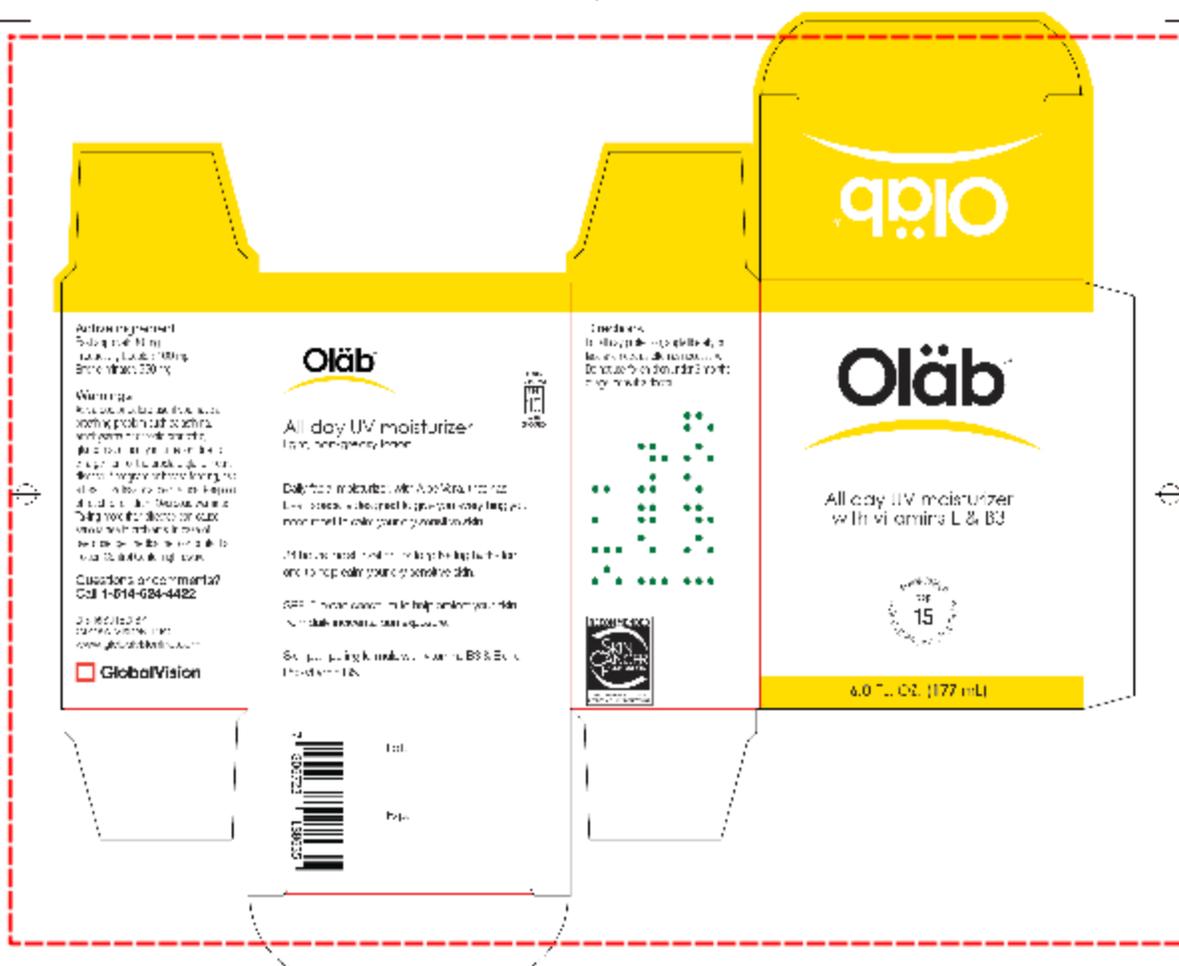
Crop to Contents



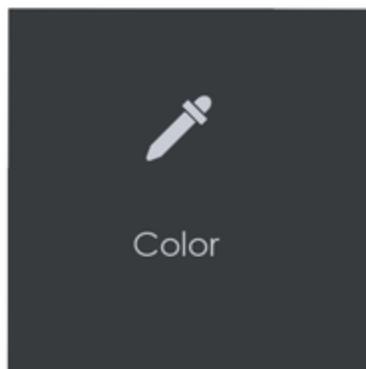
To tighten the crop selection so that it includes only the object:

- Click **Region Mode** and select **Marquee**. Select an area using the crosshairs by click and drag. A red box will appear surrounding the selected area.
- Click **Crop to Contents**.

Note: The crop selection adjusts so that it contains only the revised selection.



Color Picker



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

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

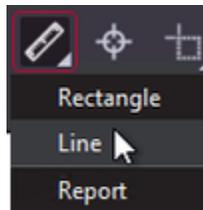
Measurement Tools



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**. This allows 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 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 on its borders and then dragging. Right-click to either delete the rectangle or select **Snap to the line** for a closer crop.

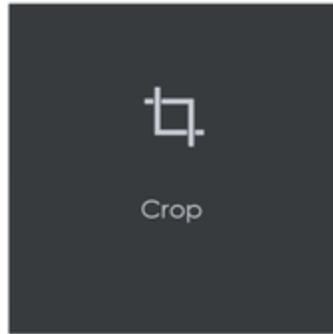
To generate a PDF report of the measurements (without inspecting the files):

- Click the **Measurement Tools** icon and select **Report**. When the **Report Options** window launches, fill in the fields as required.

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**.

Crop Sample



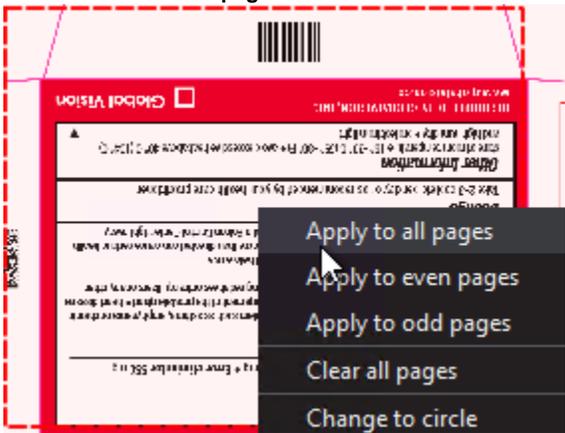
To select an area of the Sample image to be inspected:

- Click **Crop**. Left-click and select an area using the crosshairs that appear. A red dotted line surrounds the selected area.

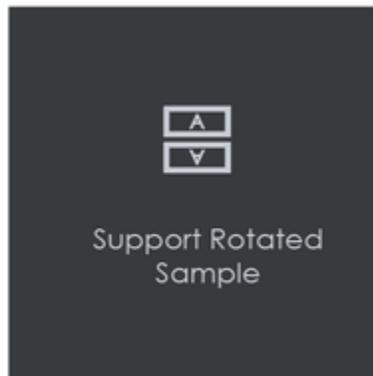
Note: The minimum cropping area is 100 X 100 pixels.

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.



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 without considering rotation.

Note: Enabling this option will **increase inspection time significantly**.

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.

To use Match Scale:

- In the Master panel, click Marquee and select the desired area
- In the Sample panel, click Crop and select the other 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.

5.9.0 - Graphics Inspection - Actions and Profiles

Summary

This section describes the default actions and profile associated with Graphics inspection.

Default Actions

Inspection	Action	Description/ File Types
Graphics Inspection	Single Page	Compare a single master page to a single sample page or press sheet.
	All Pages	Compare all master pages or files to all sample pages or files. It will necessarily compare Master page 1 with Sample page 1 and so on.
	All Pages Unsorted	Compare all master pages or files to all sample pages or files when they are in a different order. It will find and compare the corresponding page even not necessarily in the same order.
	Single to Many	Compare a single-page master file to a multi-page sample file with repeats.
	Many to Many	Compare unsorted multi-page master files to unsorted multi-page sample files with repeats.

Default Profiles

Inspection	Profile	Description/ File Types
Graphics Inspection	Digital	Compare electronic original artwork and a revised copy.
	Digital to Scan	Compare electronic original artwork and a scanned image.
	Len	Compare two Run Length Encoding bitmap files.
	Proof	Compare electronic original artwork and a digital proof.
	Scan to Scan	Compare two scanned images.

 **Note:** Please visit the [Profile Settings](#) to understand the process of adding, deleting or modifying a Profile.

5.9.0 - Customizing Graphics Profile

Summary

Before performing an inspection, the action and profile for the Graphics Inspection Mode must be set.

- [1. Adding Profiles](#)
 - [2. Repeat Detection](#)
 - [3. Pixel Shift and Kerning](#)
 - [4. Minimum Pixel Size](#)
 - [5. Adjusting Sensitivity](#)
 - [6. CTRL + D Function](#)
 - [7. Difference Grouping](#)
-

1. Adding Profiles

To create a profile from scratch:

- Select **Profile Manage**. Click **Add**. The **Edit Profile** window will display pre-populated (default) values.
 - Enter the new profile name in the **Profile Name** text box. Update the values as required.
 - Click **Apply**. The **Profile** window will display, featuring the new profile name
-

2. Repeat Detection

- Select **Profile Manage** and choose a profile.
 - Click the **Repeat Detection tab** in Edit Graphics Profile Window. Enter the custom parameters.
-

3. Pixel Shift and Kerning

- Select **Profile Manage** and choose a profile.
 - Click the **Text tab** in Edit Graphics Profile Window. Enter the custom parameters in Low or High contrast.
-

4. Minimum Pixel Size

- Select **Profile Manage** and choose a profile.
 - Click **the Text tab or Artwork** in Edit Graphics Profile Window. Enter the custom parameters in the Minimum detection size.
-

5. Adjusting Sensitivity

- Select **Profile Manage** and choose a profile.
 - Click the **Text tab or Artwork tab** in Edit Graphics Profile Window. Enter the custom parameters in Sensitivity.
-

6. CTRL + D Function

Use CTRL + D Function (developer mode) to identify wish parameter to Adjust

7. Difference Grouping

- Select **Profile Manage** and choose a profile.
 - Click **General** in Edit Graphics Profile Window. Enter the custom parameters in Difference grouping in pixels.
-
-

5.9.0 - Graphics Inspection - Post-Inspection Results Viewing

Summary

This section describes the post-inspection results viewing process and steps, needed after running a Graphics inspection.

- [Post Inspection Result Viewing](#)
 - [Difference List](#)
 - [Overview Panel](#)
 - [Repeats Found Panel](#)
 - [Master Panel](#)

Post Inspection Result Viewing

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**, **Type**, and **Level**.

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 to the **Difference List** to indicate it has been reviewed.

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

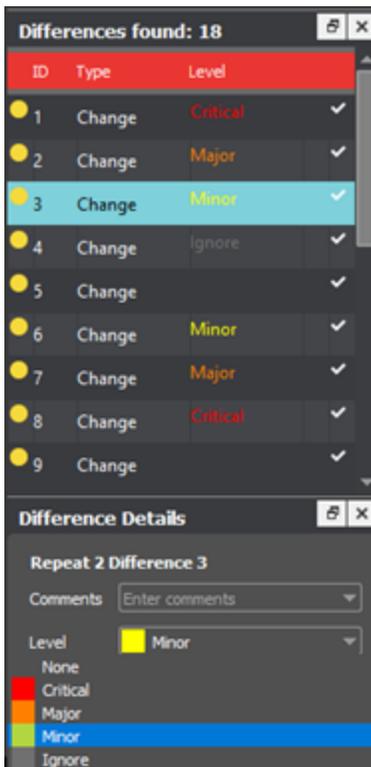
- Select the difference in the **Difference List**. Click the **Level** drop-down list in the **Difference Details** panel and select the level. The color-coded level displays to the right of the difference in the Difference List.

Alternatively,

- Double-click the difference in the Inspection View. The **Difference Found** 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**.

 **Note:** Hotkeys (F1 – F5) may be applied to assign levels. Select the difference and click the appropriate "F" key (see below):

1	Key	Function
2	F1	Reporting level - Critical
3	F2	Reporting level - Major
4	F3	Reporting level - Minor
5	F4	Reporting level - Ignore
6	F5	Reporting level – None



To assign a level to multiple differences:

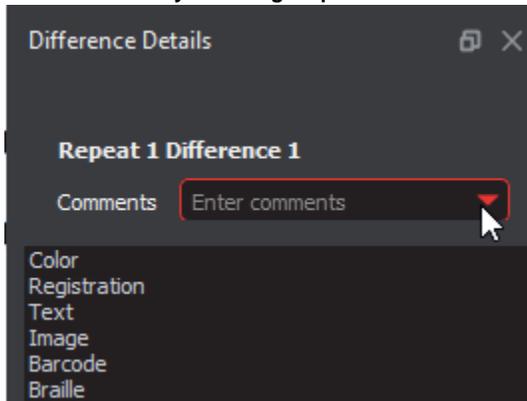
- Hold down the CTRL key while selecting the differences.
- Click the **Level** column in the **Difference List** or the **Level** drop-down list in the **Difference Details** panel, and select the level.

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:

- Click the **Level** column and select **None**. 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.

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.

Note: Include difference only needed if the difference was excluded first by accident.

To include the selected difference in the report:

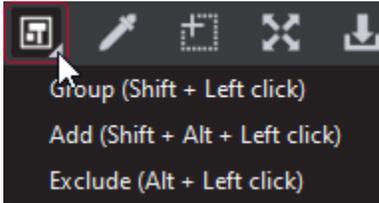
- Press **F11**

Or,

- Click **Include** in the **Difference Details** panel

To exclude the selected difference in the report:

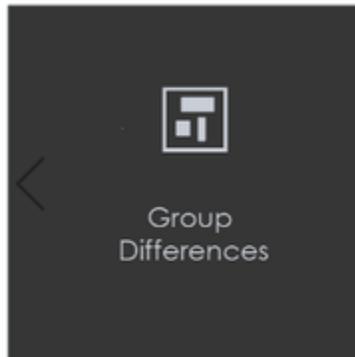
- Click the **Difference Review Actions** icon and then **Exclude**.
- Use the crosshairs that appear to select the difference in the Inspection View Sample panel to be excluded by left-clicking and drawing a red box around it. The difference gets crossed out in the **Difference List** and excluded in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



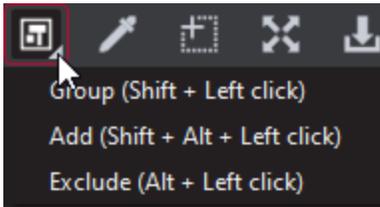
Note: You can alternatively select the difference in the **Difference List** and click **Exclude**. However, an administrator can configure the Application to force the inclusion of all differences, in which case the **Exclude** and **Include** options **do not** display in the **Difference Details**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

- For repeats, once you select the difference to be excluded as a difference, a message displays:

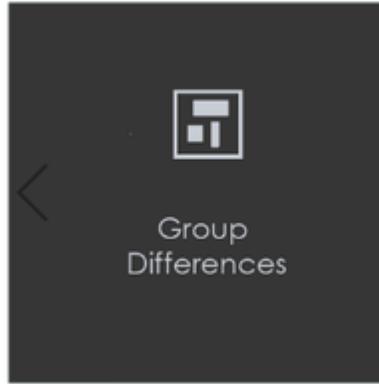
To add a difference:



- Click the **Difference Review Actions** 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**.

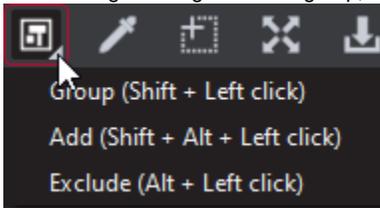


To group differences:



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

- Click the **Difference Review Actions** 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.

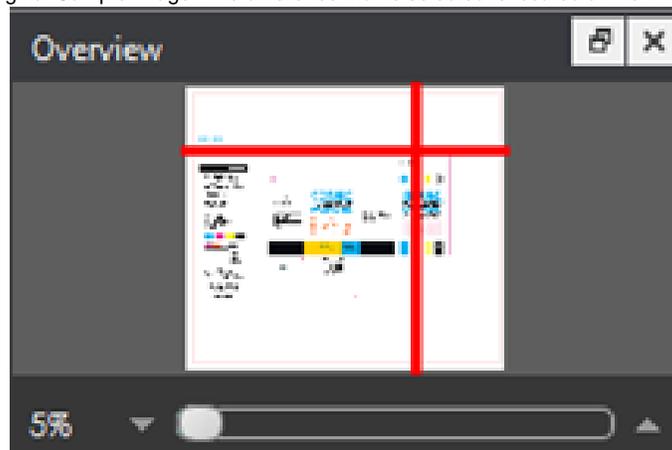


Note: The new difference is automatically included in the report. To exclude it, click **Exclude**.

- 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.

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.

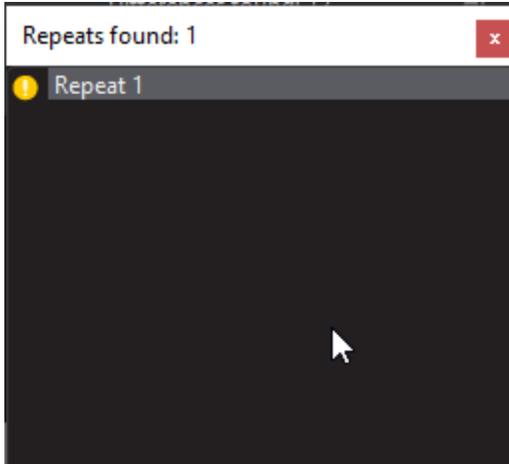


To zoom in or out of the Sample image in the Overview panel:

- Slide the button in the middle of the bar accordingly to navigate to the appropriate location.
-

Repeats Found Panel

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



To navigate between repeats:

- Click the desired number on the list. The selected repeat appears in the Sample panel.
-

Master Panel

5.9.0 - Color

Color Inspection Mode measures the color-space information of selected points on a master or sample or compares the color-space information *between* corresponding points on the two files.

Points that fall outside of a configurable E (Delta-E 2000) tolerance level are detected as differences that need more attention, for the purposes of improving or verifying color accuracy for printers and their clients.



The **Color Inspection Mode** icon is only accessible if it has been **enabled as an add-on** by an administrator.

- [5.9.0 - Color Inspection - Step-By-Step](#)
- [5.9.0 - Color Inspection - Pre-Inspection Tools](#)
- [5.9.0 - Color Inspection - Actions and Profiles](#)
- [5.9.0 - Color Inspection - Post-Inspection Results Viewing](#)

5.9.0 - Color Inspection - Step-By-Step

Summary

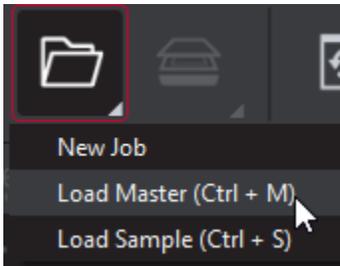
This section describes the steps to follow when running a color inspection.

- [Steps](#)
 - [Step 1: Load Electronic Files](#)
 - [Step 2: Load Scanned Files](#)
 - [Step 3: Select an Action](#)
 - [Step 4: Select Profile](#)
 - [Step 5: Select Colors to Measure](#)
 - [Step 6: Point to Point](#)
 - [Step 7: Create a Profile \(Optional\)](#)
 - [Step 8: Run the Inspection](#)
 - [Step 9: View the Results](#)
 - [Step 10: Go through differences to assign levels or comments](#)
 - [Step 11: Modifying/Resetting Inspection Results](#)
 - [Step 12: Generate the Report](#)

Steps

Step 1: Load Electronic Files

Note: Users can *skip to Step 2* in case of Loading Scanned Files.



- Click on the **File Menu** icon on the top panel then click **Load Master** or click in the Master panel to select the file to be loaded. The Master image loads in the Master panel.

Note: Only **PDF** and **TIFF** files with embedded ICC profiles are supported by **Color Inspection**.

- If the file is a PDF:
 - The integrated **PDF Options Panel** displays.
 - Prepare the Master image using the **PDF Options** tools, if required.

then,

- Click on the **File Menu** icon on the top panel then **Load Sample** or click in the Sample panel to start repeating the process to load sample files.
-

Step 2: Load Scanned Files

Note: Users can *skip Step 2* if Electronic File is being loaded.

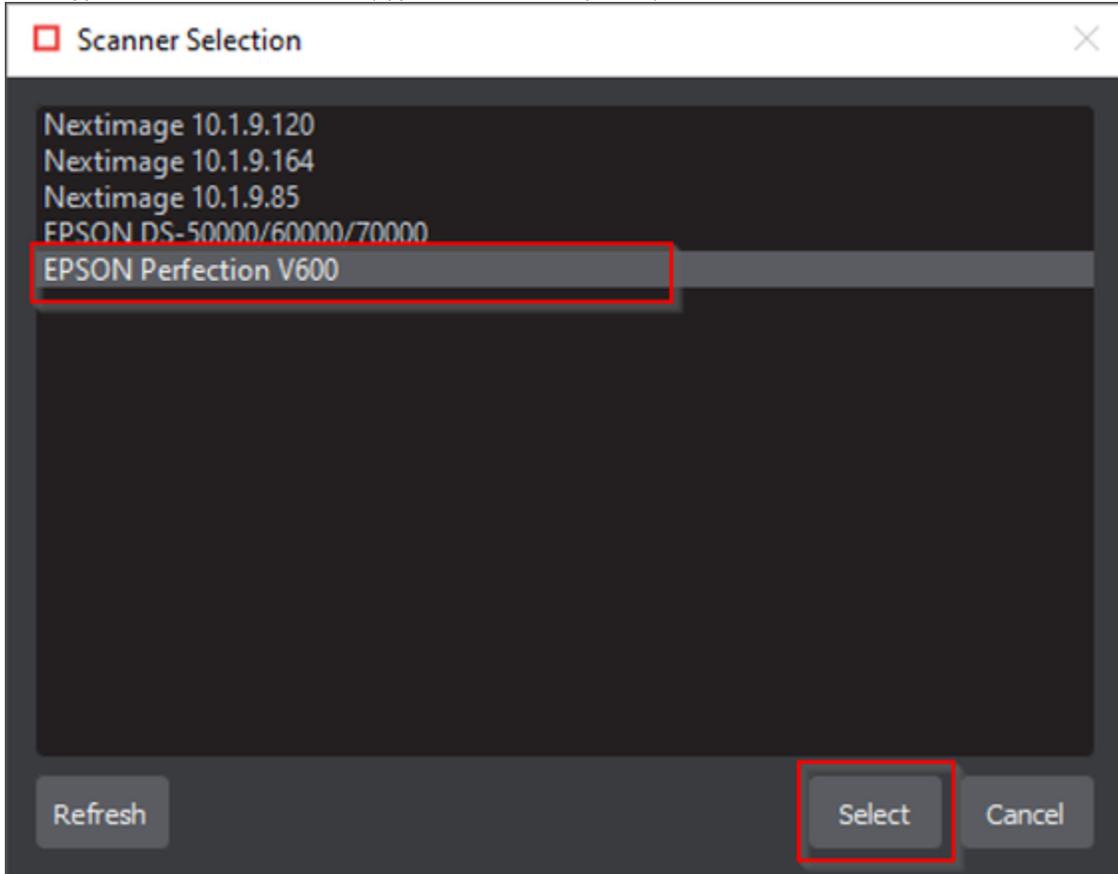
Ensure **Show Scanner Interface** is checked on in the **Preferences** window.

Place the "**ColorChecker Digital SG**" chart in the Color Inspection-approved scanner in such a way that the output is in a landscape layout.

- Click on **Load from Scanner** then **Select Source**.



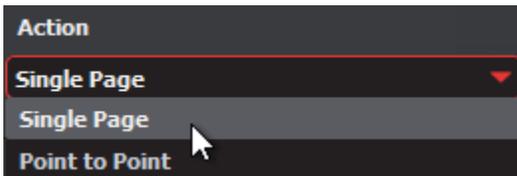
- Select the applicable GlobalVision scanner (approved for Color Inspection) from the **Scanner Selection** window and click **Select**.



Or,

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

Step 3: Select an Action



To compare points selected on a single master page to the same points on a single sample page or press sheet:

- Set Action **Single Page**.

To compare individual points selected on the Master with individual points selected on the Sample:

- Set Action **Point to Point**.

Note: Multi-page files are not supported in **Color Inspection Mode**.

Step 4: Select Profile

- Click the **Profile** drop-down menu to access the list of available profiles.

Note: **None** is the default profile. Users of any type (standard users, managers, or administrators) can easily create profiles, which consist of collections of points on a master (and sample, in the case of **Point to Point** inspections) to compare, just prior to running a color inspection. For more information, see Step 8 Create a Profile (Optional).

Step 5: Select Colors to Measure

Note: Users can *skip to Step 6* to select Colors to Inspect.

- Click on the **Color Inspector** icon to launch the **Color Inspector** window.

The screenshot shows the 'Color Inspector' window with the following components:

- Color Book:** A dropdown menu set to 'PANTONE+ Solid Coated-V3 LAB' and a search bar labeled 'Search for a Pantone'.
- Instructions for PDFs:** A text block stating: 'If Pantone color is specified in separations, it will be automatically detected with color picker. Otherwise, search manually above.'
- Color Point Selection:** A section with three controls: 'Add points' (with a plus icon), 'Sample size' (a dropdown menu set to '5x5 Pixel'), and 'Tolerance ΔE' (a text input field set to '3.5').
- Color Point Details:** A vertical list of color channels with corresponding value inputs:
 - L: 100
 - a: 0
 - b: 0
 - C: 0
 - M: 0
 - Y: 0
 - K: 0
 - R: 255
 - G: 255
 - B: 255
- Color Points:** A section at the bottom with a 'Quick Report' button and a download icon.

- Select the applicable Pantone color book from the drop-down list of the same name.

Note: To search the selected Pantone book for reference purposes, enter in a value in the **Search for a Pantone** prompt directly below the **Color Book** drop-down list. The closest Pantone values display in the field directly below.

- Select the sample size (**1x1 pixel, 2x2, 5x5**) using the drop-down list of the same name.

Note: When moving the cursor over the Master, click on a color to display its **LAB, CMYK, and RGB** values (along with the closest Pantone colors, which display directly underneath the **Search for a Pantone** prompt).

Alternatively,

- Click on the **Add points** icon and then on points on the Master, each of which gets listed under the **Color Points** heading, which appears.

Note: In the case of a PDF file, the **Color Inspector** automatically detects Pantone colors specified in the separations. Otherwise, the closest Pantone matches display. In the event no Pantone match to a selected point is found, click on one of the closest matches (or manually search for a Pantone and then click on it) to substitute it in under the Color Points heading.

To remove a Point:

- To **remove** a specific point under the Color Points heading, click the "X" that appears to its far-right, beside the selected E level and sample size.

To generate a Quick Report:

- Click on the **Quick Report** icon to launch the **Report Options** window and start the process of generating a report that includes all the **L AB, CMYK, RGB, and Pantone** information, bypassing the inspection (comparison) process.

Step 6: Point to Point

- Click on the **Add points** icon and then on different points on the Master and Sample to compare to one another.

The points can be added in any sequence, either one in the Master and then one in the Sample (one at a time) or all in the Master followed by all in the Sample, as long as the total numbers match. The selected points get listed under the **Color Points** heading that appears, while the individual LAB, CMYK, RGB, and Pantone values display above.

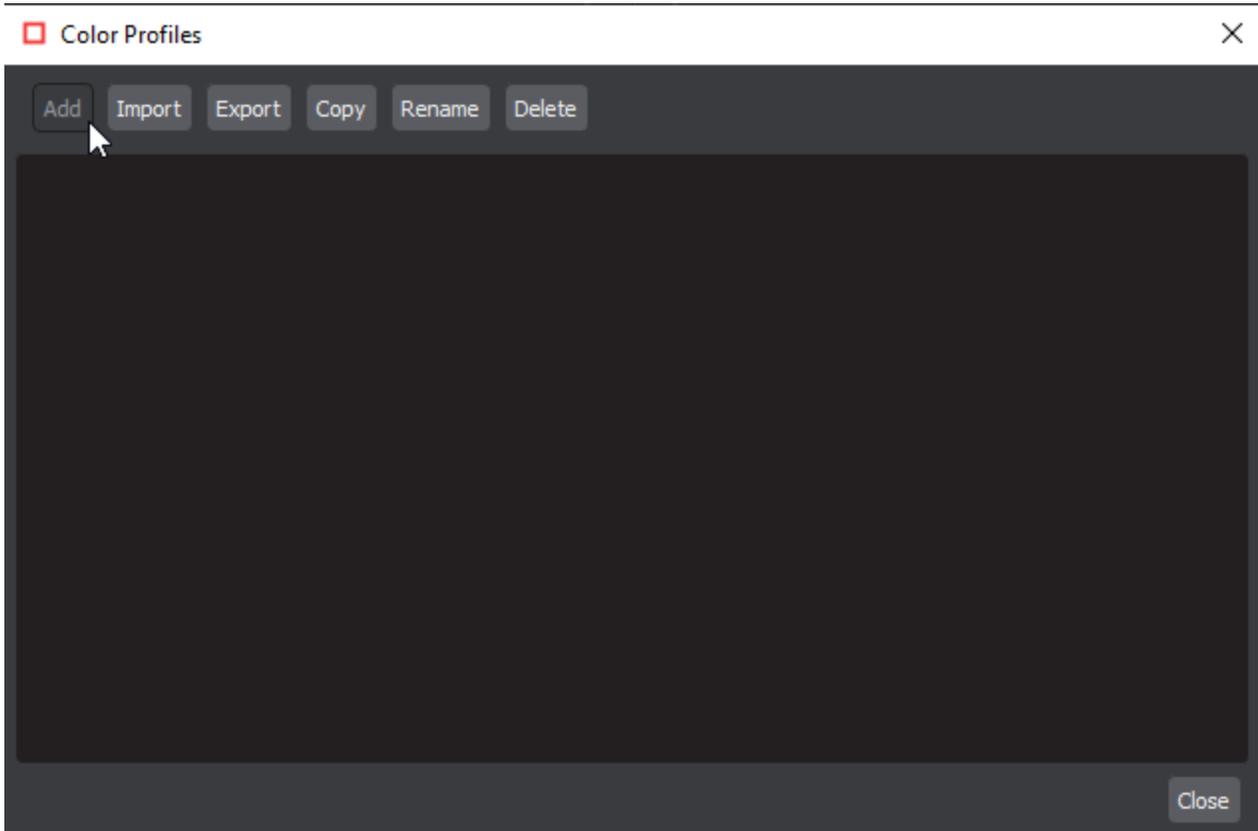
In the case of a PDF file, the **Color Inspector** automatically detects Pantone colors specified in the separations. Otherwise, the closest Pantone matches display. In the event no Pantone match to a selected point is found, click on one of the closest matches (or manually search for a Pantone and then click on it) to substitute it under the Color Points heading

To remove a Point:

- To remove a specific point from under the Color Points heading, click the "X" that appears to its far-right, beside the selected E level and sample size.

Step 7: Create a Profile (Optional)

- Select **Manage** from the **Profile** drop-down list. Click **Add** and a prompt appear, requesting a name.
- Enter the name of the profile and click **OK**.



- Select the newly created profile from the **Profile** drop-down list for the previously selected color points to take effect, prior to any subsequent inspection (for repeat jobs with the same Master, for example).

Note: If a **Point to Point** profile is selected, the application automatically switches to the appropriate action if it had previously been set to **Single Page** or **One to One**.

Step 8: Run the Inspection

- Click **Inspect**. The images are inspected and the differences display in the Inspection View Sample panel.

Step 9: View the Results

To view the inspected file:

- Use the trackwheel to zoom in or out.
- Hold the left mouse button and move it around to pan the image.

To view a repeat:

- Click on the desired repeat that appears in the **Repeats found** panel. It appears in the Inspection View Sample panel.

Step 10: Go through differences to assign levels or comments

Step 11: Modifying/Resetting Inspection Results

Step 12: Generate the Report

- Click the **Report** icon.

Report Options



Product ID Status Select Status

Product Name Lot

Inspected By Levels to include

Include:

- Signature field
- Master
- Only pages/repeats with differences
- Thumbnails

Report Path Select

Report File Name

PDF Attachment Select

Comments

View Save Cancel

5.9.0 - Color Inspection - Pre-Inspection Tools

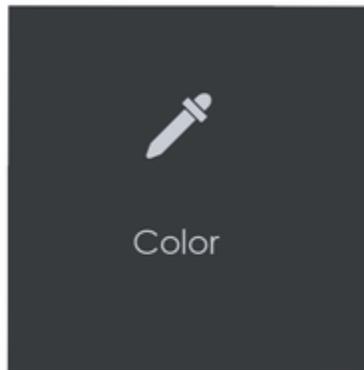
Summary

This section describes the Pre-inspection tools needed to inspect any file before running a Color inspection.

- [Pre Inspection Tools](#)
- [Color Picker](#)

Pre Inspection Tools

Color Picker



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

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

5.9.0 - Color Inspection - Actions and Profiles

Summary

This section describes the default actions and profile associated with Color inspection.

Default Actions

Inspection	Action	Description/ File Types
Color Inspection	Single Page	Compare a single master page to a single sample page or press sheet.
	Point to Point	Master with individual points selected on the Sample.

Default Profiles

N/A

Custom Color Profiles

5.9.0 - Color Inspection - Post-Inspection Results Viewing

Summary:

This section describes the post-inspection results viewing process and steps, needed after running a color inspection.

- [Post Inspection Results](#)
 - [Difference List](#)
 - [Overview Panel](#)
 - [Repeats Found Panel](#)
 - [Master Panel](#)
 - [Inspections Panel](#)

Post Inspection Results

Difference List

To select a difference:

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

There are two primary 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 to load the **Level** drop-down list and select the level. The color-coded level displays to the right of the difference.

Alternatively,

- 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: Hotkeys (F1 – F5) may also be applied to assign levels. Select the difference and click the appropriate "F" key (see below):

1	Key	Function
2	F1	Reporting level - Critical
3	F2	Reporting level - Major
4	F3	Reporting level - Minor
5	F4	Reporting level - Ignore
6	F5	Reporting level – None

To assign a level to multiple differences:

- Hold down the CTRL key while selecting the differences.
- Click the **Level** drop-down list, 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 drop-down box, and select the level.

To remove a level assignment:

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

To assign a comment to a difference:

- Select the difference in the **Difference List**. Click the **Comments** drop-down list and select one of the predefined comments that appear. The selected comment displays whenever the difference is re-selected.

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.

To assign a customized comment to a difference:

- Select the difference in the **Difference List**, click in the **Comments** text box, and type in the comment.

To delete a comment from a difference:

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

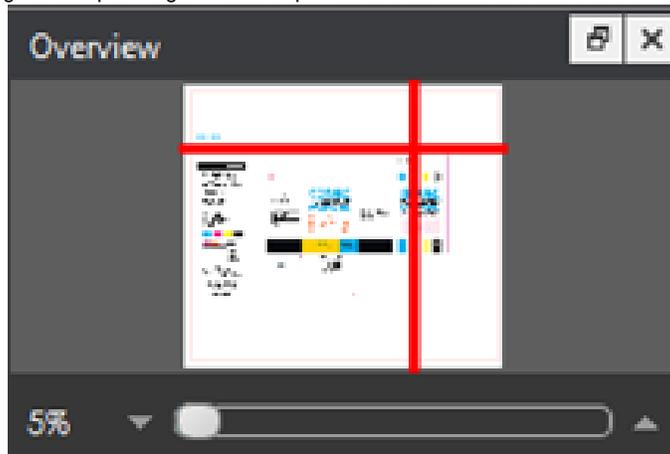
To exclude a difference:

- Select the difference in the **Difference List** and click F12.

Note: An administrator or user groups with Review settings access can configure the Application to force the inclusion of all differences, in which case clicking F12 does not have an effect.

Overview Panel

The **Overview** panel displays the original Sample image. The color point 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 to navigate to the appropriate location.

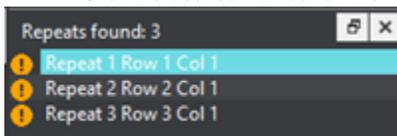
Repeats Found Panel

The **Repeats found** panel lists the number of repeats of the Master image that were found in the Sample file after the inspection has been run.

Note: This option is only applicable if the 'Single Page' action is selected.

To navigate between repeats:

- Click the desired number on the list. The selected repeat appears in the Sample panel.



Master Panel

Inspections Panel

5.9.0 - Barcode

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.

Only administrators, managers, or user groups with '**modify profile**' access, can create custom profiles that enable the feature or additional parameters like grade output format (*letters* vs. *numbers*). For more information, see our Administration Guide.

 Please note, our Barcode Modules follow **ISO standards**:

- Linear ISO/IEC 15416:2000
- Data Matrix and QR ISO/IEC 15415:2011

1. **Overview Linear:** Linear barcodes (1D barcodes) encode data by varying the widths and spacings of parallel lines to create specific patterns. They contain a sequence of vertical black bars and white spaces that define a set of numbers or letters or characters. Because of their limited storage space, these barcodes are used to retrieve information stored in a database.
 2. **Overview Data Matrix:** DataMatrix is a matrix (2D) barcode that may be printed as a square or rectangular symbol made up of individual dots or squares. This representation is an ordered grid of dark and light dots bordered by a "*finder pattern*". The data is encoded using a series of dark or light dots based upon a pre-determined size. The square form is the most commonly used and enables the encoding of the largest amount of data. The rectangular form with its limited height is better suited to some high-speed printing techniques and unusual printing spaces.
 3. **Overview QR:** Quick Response (QR) Code is a type of matrix barcode (or two-dimensional barcode) used to store a variety of types of data. It consists of black modules (square dots) arranged in a grid of white background. The required data is extracted from the patterns present in both horizontal and vertical components of the symbol. QR codes are primarily used for marketing and advertising campaigns and typically used a smartphone to read also enable the device to perform an action such as opening up a URL for a specific site.
- [5.9.0 - Barcode Inspection - Step-By-Step](#)
 - [5.9.0 - Barcode Inspection - Pre-Inspection Tools](#)
 - [5.9.0 - Barcode Inspection - Actions and Profiles](#)
 - [5.9.0 - Barcode Inspection - Post-Inspection Results Viewing](#)

5.9.0 - Barcode Inspection - Step-By-Step

Summary

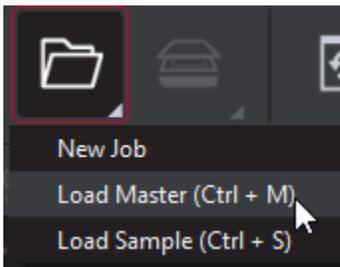
This section describes the steps to follow when running a barcode inspection.

- [Steps](#)
 - [Step 1: Load Electronic Files](#)
 - [Step 2: Load Scanned Files](#)
 - [Step 3: Select an Action](#)
 - [Step 4: Select Profile](#)
 - [Step 5: Run the Inspection](#)
 - [Step 6: View the Results](#)
 - [Step 7: Go through differences to assign levels and comments](#)
 - [Step 8: Modifying/Resetting Inspection Results](#)
 - [Step 9: Generate the Report](#)

Steps

Step 1: Load Electronic Files

Note: Users can *skip to Step 2* in case of Loading Scanned Files.



To inspect barcodes in a master file:

- Click on the **File Menu** icon on the top panel then click **Load Master** or click in the Master panel to launch the load-file window. The Master image loads in the Master panel.

Or,

- You can also load a file by using "drag and drop."
- If the file is a PDF:
 - The integrated **PDF Options Panel** displays.
 - Prepare the Master image using the **PDF Options Panel** tools, if required.

then,

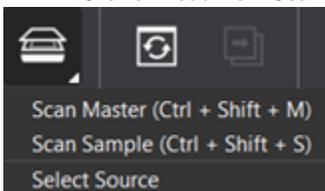
- Click on the **File Menu** icon on the top panel then **Load Sample** or click in the Sample panel to start repeating the process to load sample files.
-

Step 2: Load Scanned Files

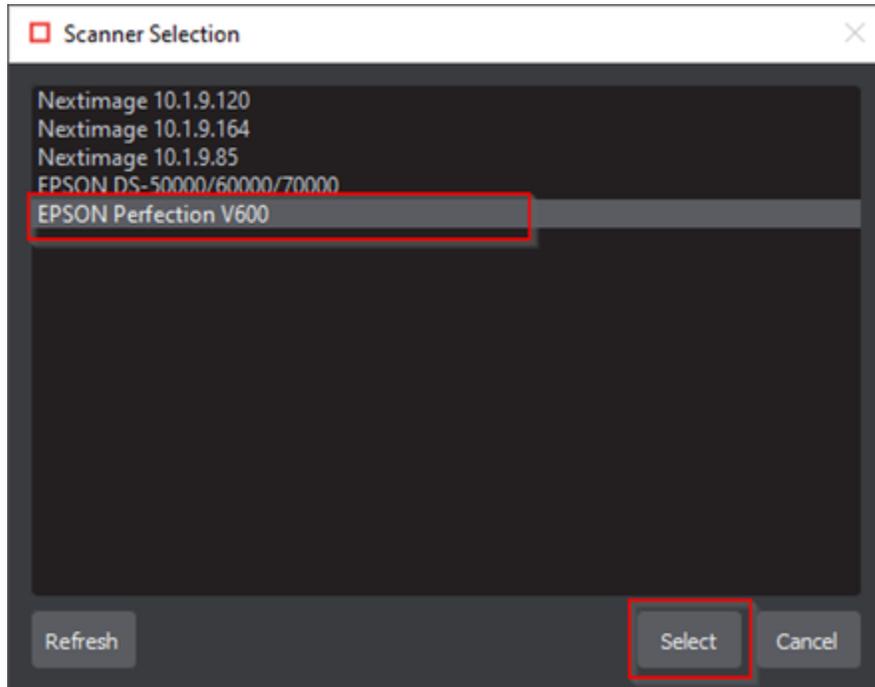
Note: Users can *skip Step 2* if Electronic File is being loaded.

Ensure **Show Scanner Interface** is checked on in the **Preferences** window.

- Click on **Load from Scanner** then **Select Source**.



- Select the applicable scanner from the **Scanner Selection** window and click **Select**.



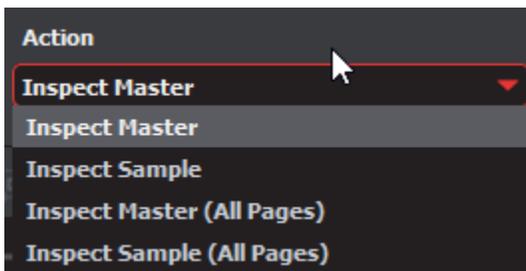
Or,

- Click on **Load from Scanner** then **Scan Master** to scan the Master document. Once scanned the image loads in the Master panel.

then,

- Click on **Load from Scanner** then **Scan Sample** to scan the Sample document. Once scanned the image loads in the Sample panel.

Step 3: Select an Action



To inspect a master file for barcodes:

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

To inspect a sample file for barcodes:

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

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

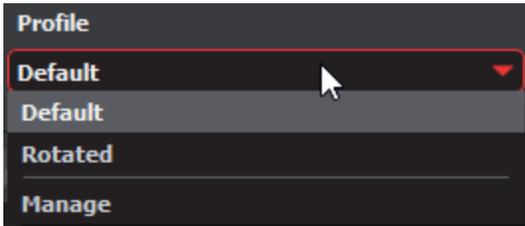
- Click **Action** then **Inspect Master (All Pages)** (for masters placed in the Master panel).
- Click **Action** then **Inspect Sample (All Pages)** (for samples placed in the Sample panel).

Step 4: Select Profile

Before performing an inspection, the action and profile for the Barcode Inspection Mode must be set.

- Click the arrow on the **Profile** drop-down menu to access the different options, each of which has its parameters configured a certain way to best accommodate specific scenarios.
- Click **Profile**. Then select the profile that best suits your inspection needs from the drop-down menu.

The following default profiles are installed with the system:



1	Profile	Description
2	Default	Inspect master or sample files with barcodes in horizontal or vertical orientations
3	Rotated	Inspect master or sample files with rotated barcodes; Detection speed is slightly slower

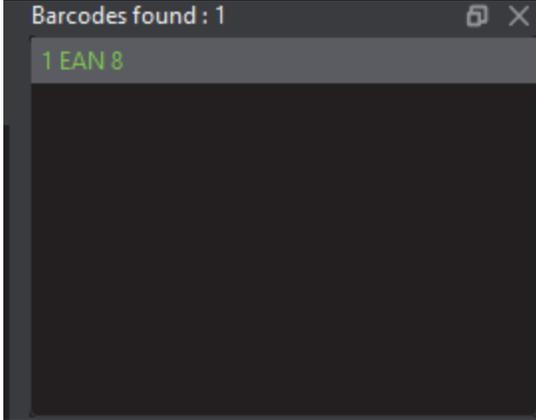
Users can also choose to have their own **customized profiles**. In order to customize your Barcode profile:

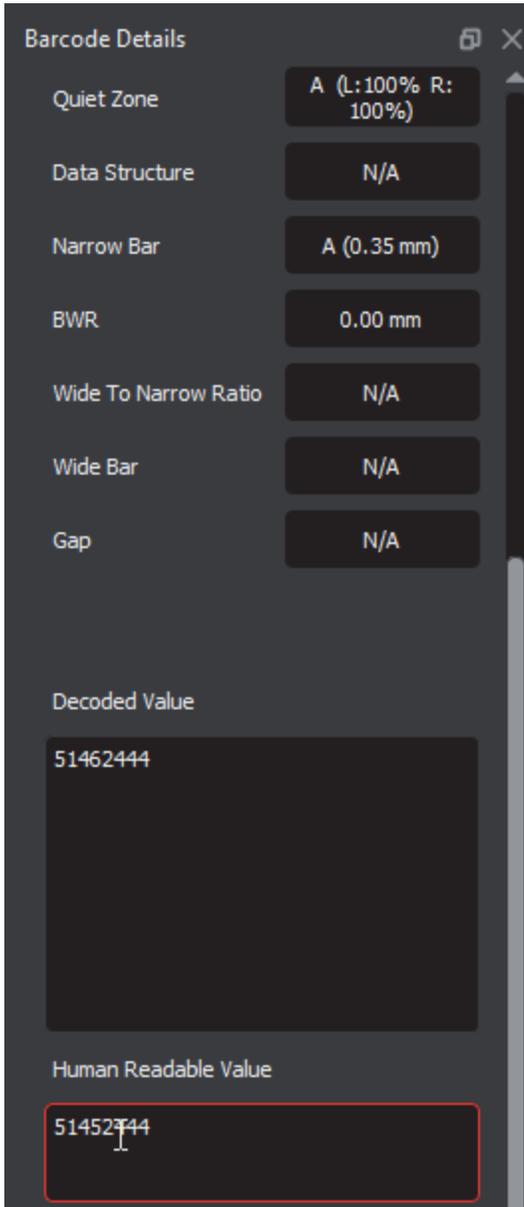
- Select on **Profile** then click on **Manage**.
- Click **Add** in Barcode Profiles and enter the custom parameters.

Note: For EAN-13, UPC-A, and UPC-E barcodes the height of the symbol at the nominal size is 22.85 millimeters (0.900 inches). The nominal size is 100% magnification. Therefore, at 300 dpi, the height should be less than 300 pixels. If not, this can result in separate magnification values for Default and Rotated profiles.

Step 5: Run the Inspection

- Click Inspect and the results display in the Inspection View.





Step 6: View the Results

To view the inspected file:

- To review the difference list navigate through them using either keyboard arrows or by clicking on each difference.
- Use the trackwheel to zoom in or out.
- Hold the left mouse button and move it around to pan the image.

Step 7: [Go through differences to assign levels and comments](#)

Step 8: [Modifying/Resetting Inspection Results](#)

Step 9: [Generate the Report](#)

- Click the **Report** icon.

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.

Report Options ✕

Product ID	<input type="text"/>	Status	Select Status ▼
Product Name	<input type="text"/>	Lot	<input type="text"/>
Inspected By	admin	Levels to include ▾	

Include:

<input type="checkbox"/> Signature field	<input type="checkbox"/> Master
<input type="checkbox"/> Only pages/repeats with differences	<input checked="" type="checkbox"/> Thumbnails

Report Path Select

Report File Name

PDF Attachment Select

Comments

View Save Cancel

5.9.0 - Barcode Inspection - Pre-Inspection Tools

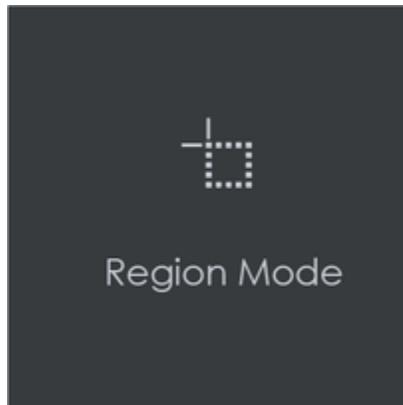
Summary

This section describes the Pre-inspection tools needed to inspect any file before running a barcode inspection.

- [Pre Inspection Tools](#)
 - [Region Mode](#)
 - [Crop to Contents](#)

Pre Inspection Tools

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.

In order 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.
 - **Marquee:** Left click and use the crosshairs to create the area to be inspected. A red box will appear surrounding the selected area.
 - **Trim:** The largest bounding area of the image is selected. A red box will appear surrounding the selected area.

Note: You can also create a shape for repeat detection with the **Marquee** tool, by creating the shape and clicking **Crop to Contents** afterward.



WAR
Each
Prodi
Error

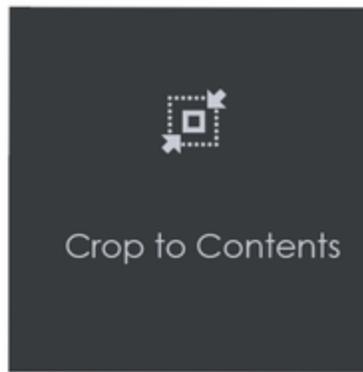
USU
Reco
healt
Store

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

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.

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 by click and drag. A red box will appear surrounding the selected area.
- Click **Crop to Contents**.

Note: The crop selection adjusts so that it contains only the revised selection.

5.9.0 - Barcode Inspection - Actions and Profiles

Summary

This section describes the default actions and profile associated with Barcode inspection.

Default Actions

Inspection	Action	Description/ File Types
Barcode Inspection	Inspect Master	Inspect a master file for barcodes.
	Inspect Sample	Inspect a sample file for barcodes.
	Inspect Master (All Pages)	Inspect multi-page files or multiple files in the Master panel for barcodes.
	Inspect Sample (All Pages)	Inspect multi-page files or multiple files in the Sample panel for barcodes.

Default Profiles

Inspection	Profile	Description/ File Types
Barcode Inspection	Default	Inspect master or sample files with barcodes in horizontal or vertical orientations. Default will find and grade/decode barcodes at 0, 90, 180, 360 degrees (Multiples of 90 degrees)
	Rotated	Inspect master or sample files with rotated barcodes. Rotated will find barcodes oriented outside of those 90 degrees multiples.

Note: At 300 dpi, the magnification tolerance is 1% and BWR tolerance is 0.01mm.

As a rule, increase the *Resolution (Measurements)* in Barcode Profile Settings for *Default* Barcode profile, to a higher dpi value, to get more accurate results.

5.9.0 - Barcode Inspection - Post-Inspection Results Viewing

Summary

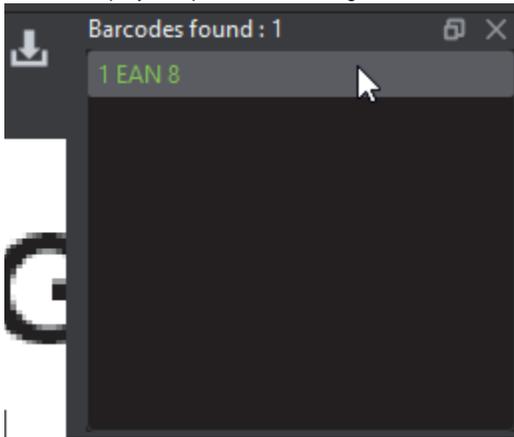
This section describes the post-inspection results viewing process and steps, needed after running a Barcode inspection.

- [Post Inspection Results](#)
 - [Review and Proof the Differences](#)
 - [Barcodes Found Panel](#)
 - [Barcode Details Panel](#)
 - [Overview Panel](#)
 - [Master Panel](#)

Post Inspection Results

Review and Proof the Differences

- 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.



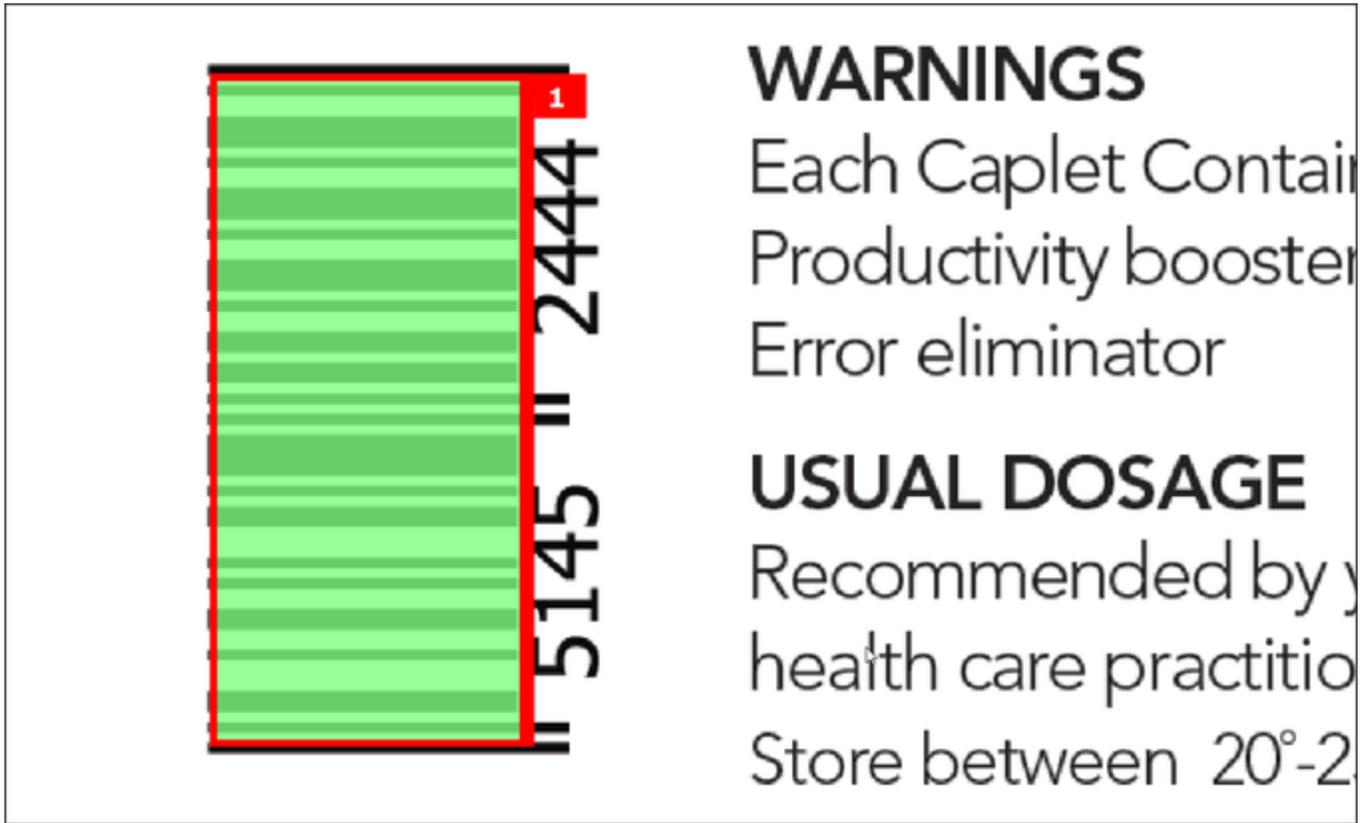
Barcode Details	
Barcode 1	
Grade	A
Decodability	A (81)
Magnification	107.00 %
Symbol Contrast	A (97.26)
Min Edge Contrast	A (97.25)
Modulation	A (100)
Defects	A (0.00)
Decode	A (4.00)
Min Reflectance	A (2.74)
Max Reflectance	100.00
Quiet Zone	A (L:100% R:100%)
Data Structure	N/A
Narrow Bar	A (0.35 mm)
BWR	0.00 mm
Wide To Narrow Ratio	N/A
Wide Bar	N/A
Gap	N/A

- 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.
- 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.

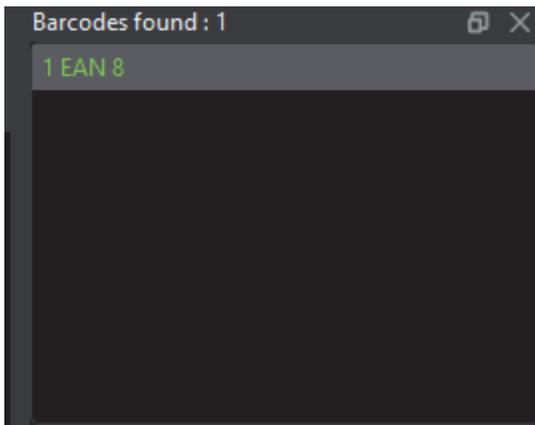
Letters are the **default** setting, while the **Grade output format** must be set to **Numbers** in the selected Barcode Inspection profile. Standard users cannot create a new profile with the changed setting. Consult our Administration Guide for more information.



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.



Barcode Details Panel

When inspecting **UPC** or **EAN** barcodes, the Application determines whether a decoded value matches the Human Readable Value.

A match displays in **green**. A non-match displays in **red**. The panel's upper portion lists each of the selected barcode's individual parameters. The remainder of this section describes each of them in detail.

Barcode Details 🔒 ✕

Quiet Zone	A (L:100% R:100%)
Data Structure	N/A
Narrow Bar	A (0.35 mm)
BWR	0.00 mm
Wide To Narrow Ratio	N/A
Wide Bar	N/A
Gap	N/A

Decoded Value

51462444

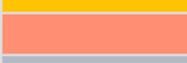
Human Readable Value

51452744

1 1D/Composite Barcode Parameters	
2	Type Barcode type detected
3	Grade Overall grade for the barcode; See the table below for a list of barcode grades
4	Decodability Ease of barcode identification; The Application assigns a grade from A-F (100-0%)
5	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
6	Symbol Contrast Difference in the contrast between the darkest and the lightest parts of a barcode; The system assigns a grade from A-F (100-0%)
7	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%)
8	Modulation The ratio between symbol contrast and minimum edge contrast; The Application assigns a grade from A-F (100-0%)
9	Defects Amount of discrepancies in the reflectance of a barcode; The Application assigns a grade from A to F (100-0%)

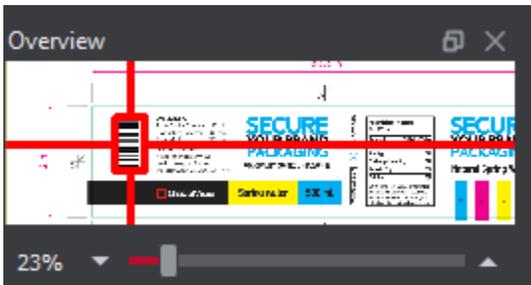
10	Decode	Determination of whether the barcode was generated correctly, with sufficient spacing between bars; The system assigns a pass-or-fail grade (A or F; 4 or 0)
11	Min Reflectance	Minimum reflectance value (darkest part of the barcode); The Application assigns a pass-or-fail grade (A or F)
12	Max Reflectance	Maximum reflectance value (the lightest part of the barcode); The Application assigns a rating from 100-0
13	BWR	A measure of the decrease in bar width needed to compensate for print gain; The Application assigns a measurement in mm
14	Decoded Value	The decoded value of the selected barcode
15	Quiet Zone	Blank margins bordering a barcode; The Application assigns a pass-or-fail grade (A or F; Left% and Right %)
16	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)
17	Narrow Bar	Width of the narrow bars comprising the barcode in mm; Higher DPI values yield more precise results; The Application assigns a pass-or-fail grade (A or F)
18	Wide Bar	Width of the wide bars comprising the barcode in mm; Higher DPI values yield more precise results; The Application assigns a pass-or-fail grade (A or F)
19	Wide to Narrow Ratio	The ratio that determines narrow and wide bar widths (NB: WB); The Application assigns a pass-or-fail grade (A or F)
20	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)

1	2D Barcode Parameters	
2	Type	Barcode type detected
3	Grade	Overall grade for the barcode; See the table below for descriptions
4	Symbol Contrast	Difference in the contrast between the darkest and the lightest parts of a barcode; The Application assigns a grade from A-F (100-0%)
5	Modulation	The ratio between symbol contrast and minimum edge contrast; The Application assigns a grade from A-F
6	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)
7	Axial Non-Uniformity	Difference in length of the two axes of the barcode; The Application assigns a grade from A-F (0-100%)
8	Grid Non-Uniformity	Vector deviation of the barcode from an ideal position; The Application assigns a grade from A-F (0-100%)
9	Fixed Pattern Damage	Damage done to the pattern; The Application assigns a grade from A-F
10	Unused Error Correction	Amount of unused error correction embedded in the barcode; The Application assigns a grade from A-F
11	Decoded Value	The decoded value of the selected barcode
12	BWR Horizontal	A measure of the decrease in horizontal bar width needed to compensate for print gain; The Application assigns a measurement in mm
13	BWR Vertical	A measure of the decrease in vertical bar width needed to compensate for print gain; The Application assigns a measurement in mm
14	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)
15	Cell Size	Height and width of a cell comprising the data matrix (QR code); The Application assigns a measurement in mm
16	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	Color Code	Description
A		#8BC53F	Overall grade of 3.5 or higher; The barcode should scan easily the first time with most barcode scanning equipment
B		#08C8F4	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		#FFFB00	Overall grade of 1.5 - 2.5; The minimum most barcodes should achieve
D		#FFC920	Acceptable only if the barcode is printed on fiberboard
F		#FF4C3F	Failing grade
N/A		N/A	The verification grade of the barcode symbol is not supported

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 to navigate to the appropriate location.

Master Panel

Inspections Panel

5.9.0 - Braille

Braille Inspection Mode lets you inspect and translate Braille regions on separate master or sample files. The Application supports digital documents and scanned copies of files containing Braille of either plateau, dome, or bell dot types.

We follow **Marburg Medium Braille Specification**, with Dimensions:

- 2.5mm horizontal dot to dot
- 2.5mm vertical dot to dot
- 6.0mm from cell to cell
- 12.0mm from cell to cell with a single space in between
- 10.0mm line spacing
- Tolerances: $\pm 0.1\text{mm}$; Dot diameter: 1.3-1.6mm

Both frontside and backside scans are in turn supported, with Braille height information displayed following inspections of the former.

 **Note:** High-gloss samples may require an additional finish for the Application to properly support scans of them.

There are four default actions (inspection types) available:

Translate Master inspects a loaded master file, providing a translation of its Braille and a list of measured parameters.

Inspect Braille Sample inspects a scanned sample file (frontside), providing a translation of its Braille and a list of measured parameters. Braille height information does display when a scanned sample is inspected.

Compare PDF to Scan (Backside) compares Braille regions detected on the scanned Sample (backside) against detected Braille regions on the loaded Master.

Compare PDF to Scan (Frontside) compares Braille regions detected on the scanned Sample (frontside) against detected Braille regions on the loaded Master. Braille height information does display in this scenario.

 The system marks individual Braille dots as missing or extra (**Compare**) while letting the user modify the translation by adding/ removing dots (**Translate/ Inspect**).

Braille Standard and Guidelines

- Master file must be original artwork in PDF, BMP, or TIFF format
- Braille dots must be on top-most layer
- Braille dots must be solid-filled
- Braille dots must be a unique color
- Braille dot spacing should follow Marburg Medium Standard

- [5.9.0 - Braille Inspection - Step-By-Step](#)
- [5.9.0 - Braille Inspection - Pre-Inspection Tools](#)
- [5.9.0 - Braille Inspection - Actions and Profiles](#)
- [5.9.0 - Braille Inspection - Post-Inspection results Viewing](#)

5.9.0 - Braille Inspection - Step-By-Step

Summary

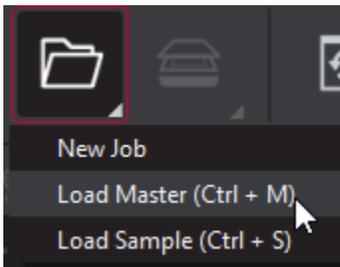
This section describes the steps to follow when running a Braille inspection.

- [Steps](#)
 - [Step 1: Load Master Files for Braille Translation](#)
 - [Step 2: Scan Sample Files for Braille Inspection](#)
 - [Step 3: Load/Scan Files for Braille Compare](#)
 - [Step 4: Select an Action](#)
 - [Step 5: Select Language](#)
 - [Step 6: Run the Inspection](#)
 - [Step 7: View the Results](#)
 - [Step 8: Review and Proof Differences](#)
 - [Step 9: Modifying/Resetting Inspection Results](#)
 - [Step 10: Generate the Report](#)

Steps

Step 1: Load Master Files for Braille Translation

Note: Users can *skip to Step 2* for *Sample Inspection*.



To inspect a file in the Master panel:

- Click on the **File Menu** icon on the top panel then click **Load Master** or click in the Master panel to select the file to load. The Master image loads in the Master panel.

Or,

- You can also load a file by using "*drag and drop*."
- If the file is a PDF:
 - The integrated **PDF Options Panel** displays.
 - Prepare the Master image using the **PDF Options Panel** tools, if required.
- If a file has multiple pages, ensure the one with the *Braille regions displays prior to the inspection*.

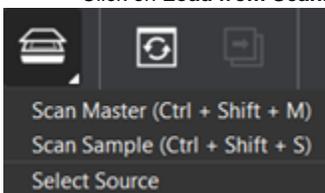
Step 2: Scan Sample Files for Braille Inspection

Note: Users can *skip Step 3* for *comparison*.

To inspect a file in the Sample panel:

Ensure **Show Scanner Interface** is checked on in the **Preferences** window.

- Click on **Load from Scanner** then click **Select Source**.



- Select the applicable scanner from the **Scanner Selection** window and click **Select**.

Note: It is recommended to select **Calibrate Scanner** before making your first scan and whenever the device has been calibrated independently of the system. Restart the Application for the **Calibrate Scanner (Braille)** option to appear at the bottom of the same menu.

then,

- Place the front side of the sample on the scanner. Click on **Load from Scanner** then click **Scan Sample**. The Sample image loads in the Sample panel.

Step 3: Load/Scan Files for Braille Compare

Note: Users can *skip to Step 4 if Files are already loaded/scanned.*

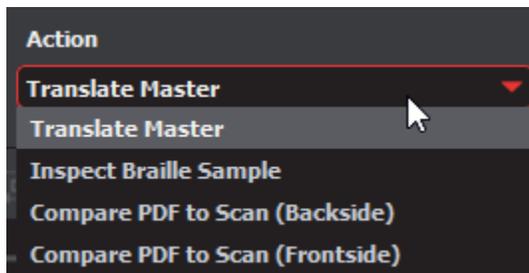
To Load file for comparison:

- Click on the **File Menu** icon on the top panel then click **Load Master** or click in the Master panel to select the file to be loaded. The Master image loads in the Master panel.
- If the file is a PDF:
 - The integrated **PDF Options Panel** displays.
 - Prepare the Master image using the **PDF Options Panel** tools, if required.
- If the file has multiple pages, right-click on the Master page featuring the Braille regions in the

then,

- Again click the **File Menu** icon on the top panel then click **Load Sample** or click in the Sample panel to start repeating the process to load the Sample file.

Step 4: Select an Action



To translate a master file:

- Click on **Action** then select **Translate Master**.

To inspect a Braille sample file:

- Click on **Action** then select **Inspect Braille Sample**.

To compare Braille regions on a digital master to their counterparts on the backside of a Braille scan:

- Click on **Action** then select **Compare PDF to Scan (Backside)**.

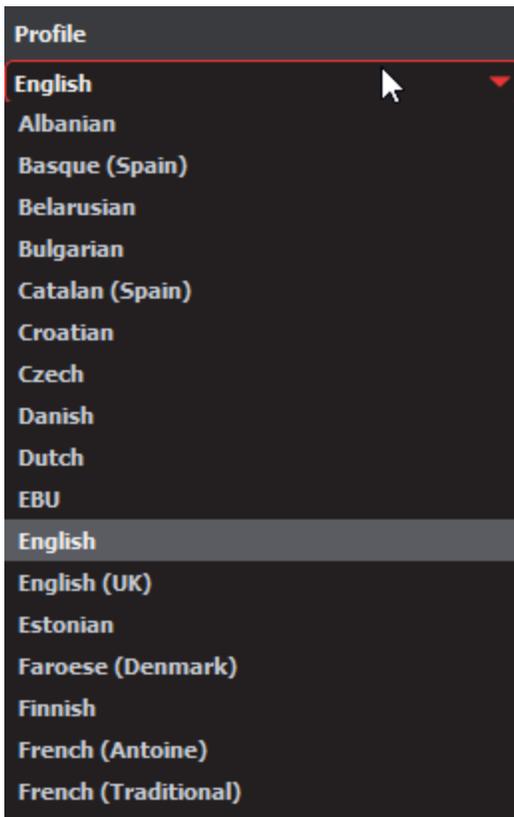
To compare Braille regions on a digital master to their counterparts on the frontside of a Braille scan:

- Click on **Action** then select **Compare PDF to Scan (Frontside)**.

Note: The settings for each action can be browsed by clicking **Action Settings**.

Individual settings may be modified by users with administrative privileges, while additional actions can also be created. For more information see our Administration Guide.

Step 5: Select Language



- Click the **Profile** drop-down menu to access the *Application's library of available languages*. Select the language that best suits your inspection needs from the drop-down menu.
-

Step 6: Run the Inspection

- Click for the results to display in the Inspection View.

Master_Cosmetic_Carton.pdf

Braille Regions found: 1
Region 1

Master

Active Ingredient
SPF 15
Broad Spectrum UVA/UVB
Water Resistant (40 min)
Non-Greasy Formula

Warnings
For external use only. Do not
use if you have a known allergy
to any of the ingredients.
Avoid use if you have a known
allergy to any of the ingredients.
Do not use if you have a known
allergy to any of the ingredients.
Do not use if you have a known
allergy to any of the ingredients.

Directions
Apply liberally to clean, dry skin
before sun exposure. Reapply
every 2 hours, or more often if
sweating or swimming.

6.0 Fl. Oz. (177 ml)

Braille Detection Options
If the braille dots have not been
CTRL+Click on a cell to add/remove
If the braille region has not been
marquee tool. Alternatively, a ba

Step 7: View the Results

To view the inspected file:

- To review the difference list navigate through them using either keyboard arrows or by clicking on each difference.
- Use the trackwheel to zoom in or out.
- Hold the left mouse button and move it around to pan the image.

Step 8: Review and Proof Differences

Step 9: Modifying/Resetting Inspection Results

Step 10: Generate the Report

- Click the **Report** icon.

Report Options



Product ID Status Select Status

Product Name Lot

Inspected By Levels to include

Include:

- Signature field
- Master
- Only pages/repeats with differences
- Thumbnails

Report Path Select

Report File Name

PDF Attachment Select

Comments

View Save Cancel

5.9.0 - Braille Inspection - Pre-Inspection Tools

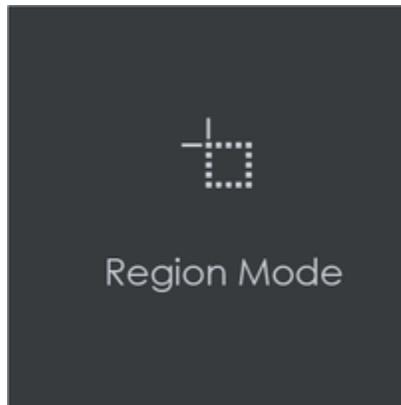
Summary

This section describes the Pre-inspection tools needed to inspect any file before running a Braille inspection.

- [Pre Inspection Tools](#)
 - [Region Mode](#)
 - [Crop to Contents](#)

Pre Inspection Tools

Region Mode



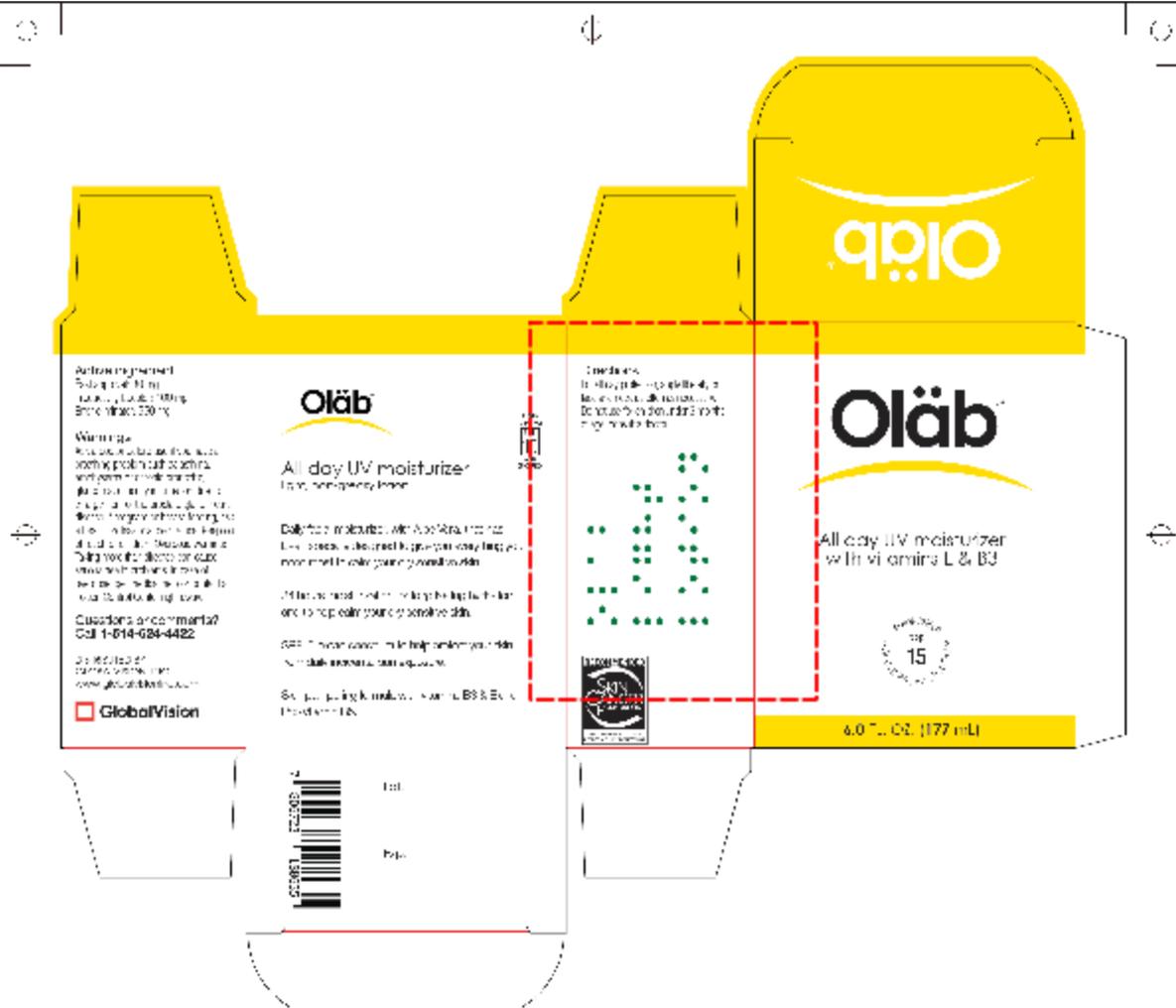
Region Mode lets you select an area in the image to be inspected.

Note: The minimum cropping area is 100 x 100 pixels.

In order 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.
 - **Marquee:** Left click and use the crosshairs to create the area to be inspected. A red box will appear surrounding the selected area.
 - **Trim:** The largest bounding area of the image is selected. A red box will appear surrounding the selected area.

Note: You can also create a shape for repeat detection with the **Marquee** tool, by creating the shape and clicking **Crop to Contents** afterward.

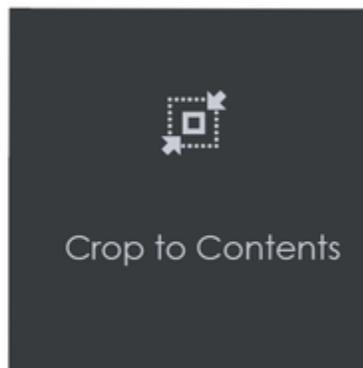


- ✔ If you right-click on a layer (e.g. dieline) and choose **Set as shape region & hide** or **Use as shape region** in the integrated PDF Viewer, it automatically gets set as the **Shape**. Selecting the shape is key when inspecting repeats.

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.

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 by click and drag. A **red** box will appear surrounding the selected area.
- Click Crop to Contents.

 **Note:** The crop selection adjusts so that it contains only the revised selection.

5.9.0 - Braille Inspection - Actions and Profiles

Summary

This section describes the default actions and profile associated with Braille inspection.

Default Actions

Inspection	Action	Description/ File Types
Braille Inspection	Translate Master	Translate the Braille in a digital master file.
	Inspect Braille Sample	Inspect the frontside Braille in a(scanned) sample file.
	Compare PDF to Scan (Backside)	Compare Braille regions on a digital master to their counterparts on the backside of a Braille scan.
	Compare PDF to Scan (Frontside)	Compare Braille regions on a digital master to their counterparts on the frontside of a Braille scan.

Note: Only Braille Inspection actions can be added to the mode's drop-down list.

Users with administrative privileges possess the unique ability to add, rename, and delete Braille actions as well as modify their respective individual parameter values.

Default Profiles

Inspection	Profile	Description/File Types
Braille Inspection	Language	Braille languages to choose from when inspecting master or sample files or comparing the two. Custom Braille Language is also supported.

5.9.0 - Braille Inspection - Post-Inspection results Viewing

Summary

This section describes the post-inspection results viewing process and steps, needed after running a Braille inspection.

- [Post Inspection Results](#)
 - [Review the Differences](#)
 - [Modify the Dots \(if Necessary\)](#)
 - [Braille Regions Found Panel](#)
 - [Braille Details Panel](#)
 - [Master Panel](#)
 - [Overview Panel](#)

Post Inspection Results

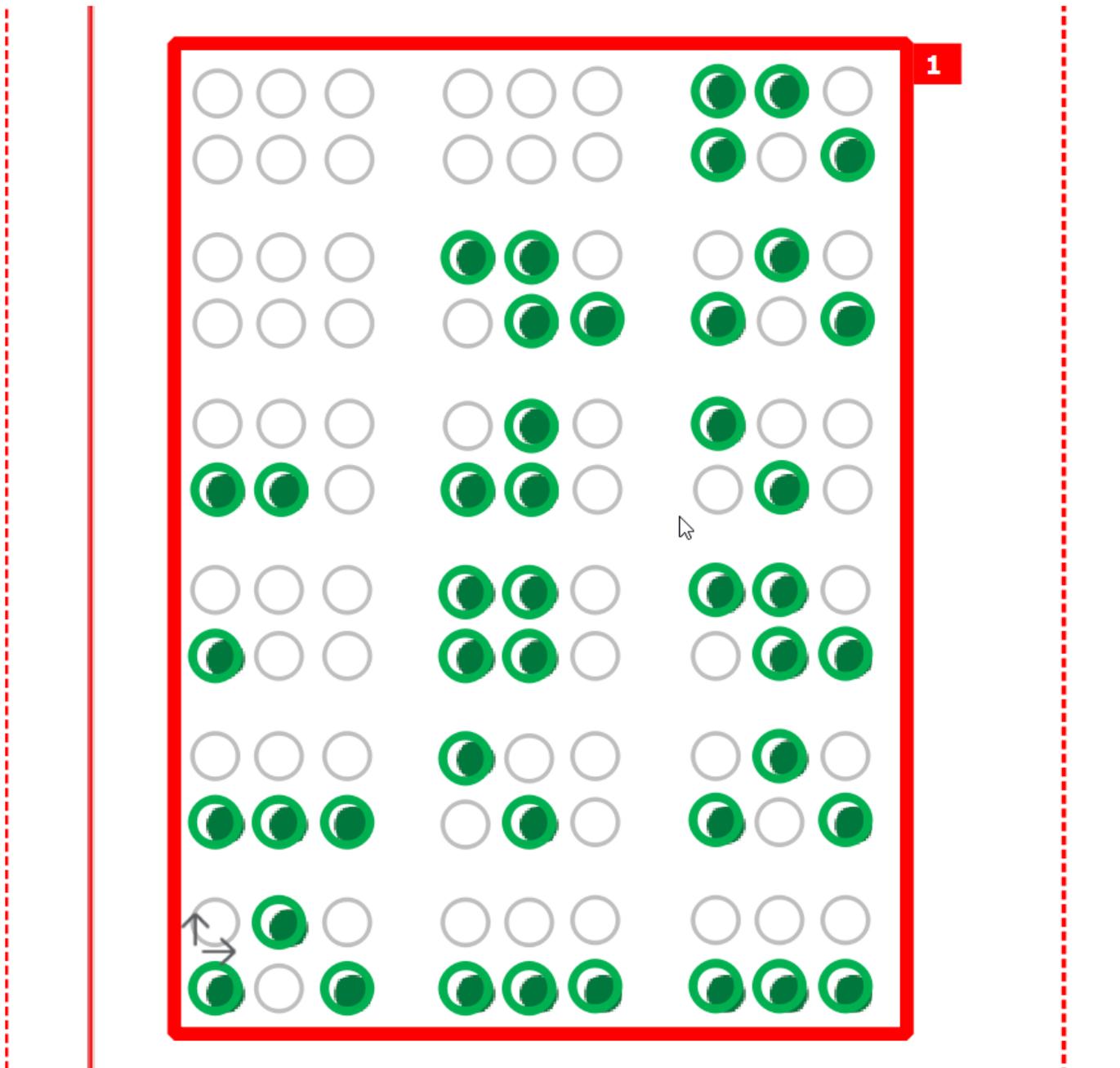
Review the Differences

- Click on the Braille region to be inspected in the **Braille Regions found** panel. It gets highlighted and displayed in the Inspection View.



When running Braille comparison, **missing** (*highlighted with a “minus” sign*) and **extra dots** (*highlighted with a “plus” sign*) get identified accordingly.

Modify the Dots (*if Necessary*)



To add a Braille dot:

- Select the Braille region in the **Braille** panel. CTRL-left-click on the dot that is missing. A **black "+"** displays in the dot and the translation gets modified in the **Braille Details** panel, highlighted in **red**.

To remove a Braille dot:

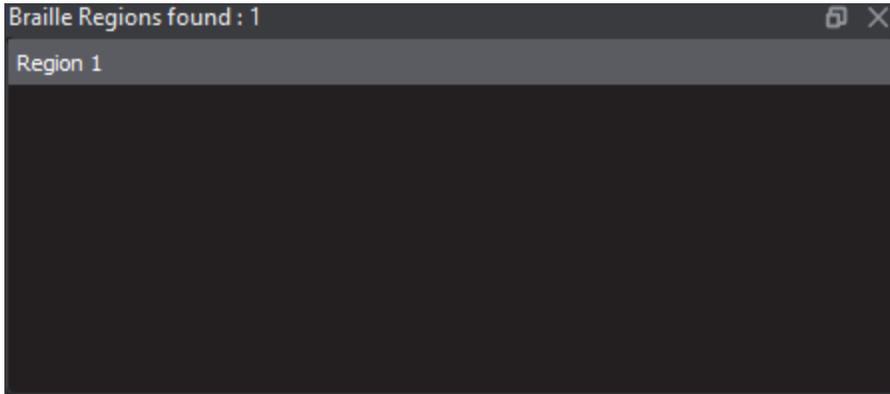
- CTRL-left-click on the extra dot in the Inspection View. A **black "-"** displays in the dot and the translation gets changed accordingly in the **Braille Details** panel, highlighted in **red**.

To cancel the Braille dot modification:

- CTRL-left-click on the dot. The added "+" or "-" is removed from the dot and the translation gets changed accordingly in the **Braille Details** panel with the highlight removed.

Braille Regions Found Panel

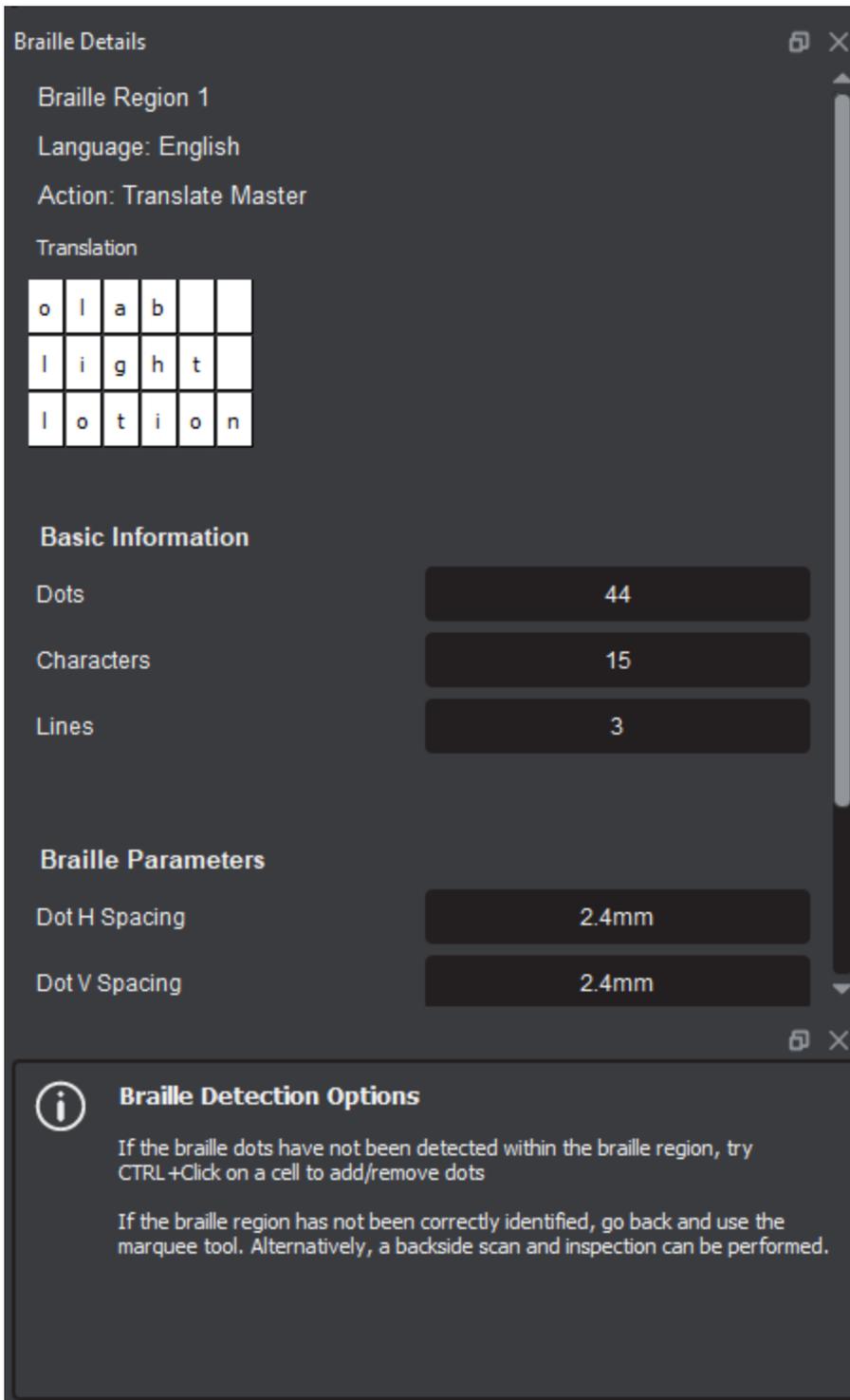
To navigate to a Braille region, click on it in the **Braille** panel. The **Braille Details** panel displays its translation and different parameters. The region itself gets highlighted in the Inspection View.



Braille Details Panel

The selected region's details display in the **Braille Details** panel for further review, with any differences between the Master and Sample files (during Braille **Compare PDF to Scan** inspections) highlighted.

 If one of the Braille Parameters appears in **red**, it has failed the **ISO Standard 17351:2013** for dot diameter and spacing.



The following table describes the individual parameters found in the **Braille Details** panel:

1 Braille Details	
2	Braille Region Region selected
3	Language Language of translation
4	Action Selected action of inspection
5	Translation Translation of Braille in the selected language; When the Master and Sample files are being compared, separate Master/ Sample Translation fields display Note: Unrecognized Braille characters are represented by an underscore.

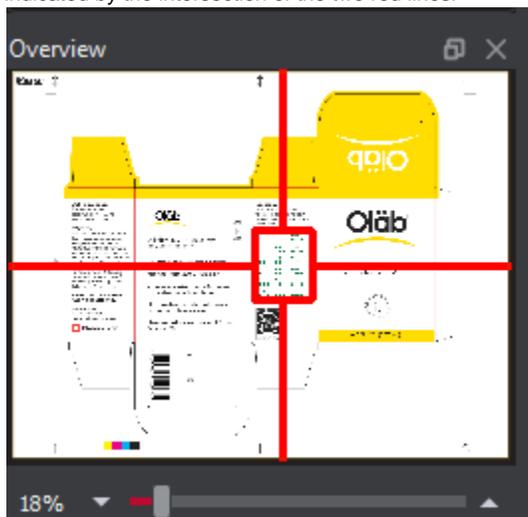
6	Dots	Number of dots
7	Characters	Number of characters
8	Lines	Number of lines detected
9	Height Information (inspections w/ frontside scans only)	
10	Dot Type	Type of dots detected (dome, bell, plateau)
11	% Acceptable	Percentage of detected dots above the set threshold (%)
12	Mean Height	The average height of detected dots (mm)
13	Min/Max Height	The Minimum and the maximum height of detected dots (mm)
14	Standard Deviation	Standard deviation in height of detected dots (mm)
15	Braille Parameters	
16	Dot H Spacing	Average horizontal spacing between dots (mm)
17	Dot V Spacing	Average vertical spacing between dots (mm)
18	Character Spacing	Average spacing between characters (mm)
19	Word Spacing	Average spacing between words (mm)
20	Line Spacing	Average spacing between lines (mm)

Master Panel

Inspections Panel

Overview Panel

The **Overview** panel displays the image or inspection currently being viewed in the Inspection View. The Braille region currently selected is indicated by the intersection of the two red lines.



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

- Slide the button in the middle of the bar accordingly to navigate to the appropriate location.

5.9.0 - Spelling

Spelling Inspection Mode checks the spelling of a loaded file or scanned document. 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.

- [5.9.0 - Spelling Inspection - Step-By-Step](#)
- [5.9.0 - Spelling Inspection - Pre-Inspection Tools](#)
- [5.9.0 - Spelling Inspection - Actions and Profiles](#)
- [5.9.0 - Spelling Inspection - Post-Inspection Results Viewing](#)

5.9.0 - Spelling Inspection - Step-By-Step

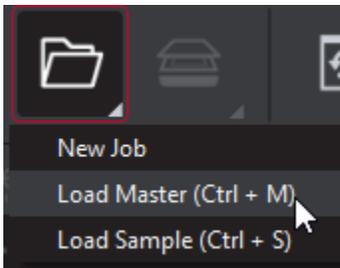
Summary

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

- [Steps](#)
 - [Step 1: Load Files for Spelling Inspection](#)
 - [Step 2: Load Scanned Files](#)
 - [Step 3: Select an Action](#)
 - [Step 4: Select a Language](#)
 - [Step 5: Ensure proper Inspection Area is selected using the Pre-Inspection Tools](#)
 - [Step 6: Run the Inspection](#)
 - [Step 7: View the Results](#)
 - [Step 8: Go through differences to assign levels and comments](#)
 - [Step 9: Modifying/Resetting Inspection Results](#)
 - [Step 10: Generate the Report](#)

Steps

Step 1: Load Files for Spelling Inspection



To inspect spelling:

- Click on the **File Menu** icon on the top panel then **Load Master** or click in the Master panel to launch the load-file window. The Master image loads in the Master panel.

Or,

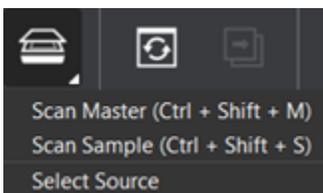
- You can also load a file by using *drag and drop*.
- If the file is a PDF:
 - The integrated **PDF Viewer** displays.
 - Prepare the Master image using the **PDF Viewer** tools, if required. Click **Inspect** for the results to display in the Inspection View.

then,

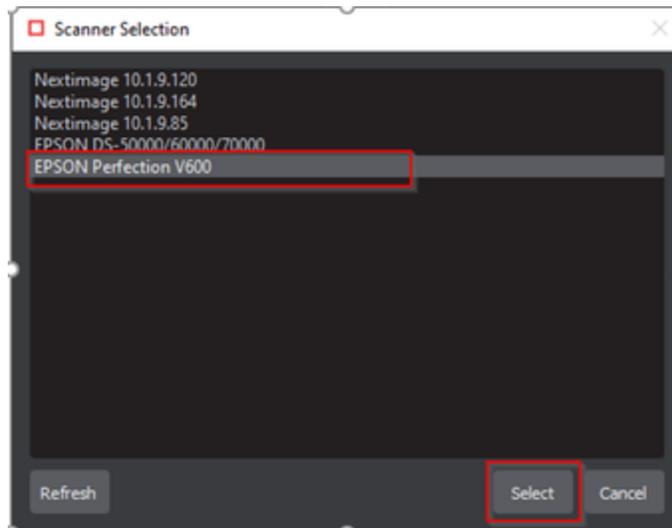
- Click on **File Menu** then **Load Sample** or double-click in the Sample panel and follow the same steps as above.
-

Step 2: Load Scanned Files

Note: Users can *skip Step 2* if *Electronic File* is being loaded.



- Click on **Load from Scanner** then **Select Source**.



- Select the applicable GlobalVision scanner from the **Scanner Selection** window and click **Select**.

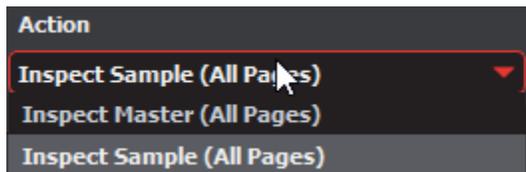
Or,

- Click on **Load from Scanner** then **Scan Master** to scan the Master document. Once scanned the image loads in the Master panel.

then,

- Click on **Load from Scanner** then **Scan Sample** to scan the Sample document. Once scanned the image loads in the Sample panel.

Step 3: Select an Action



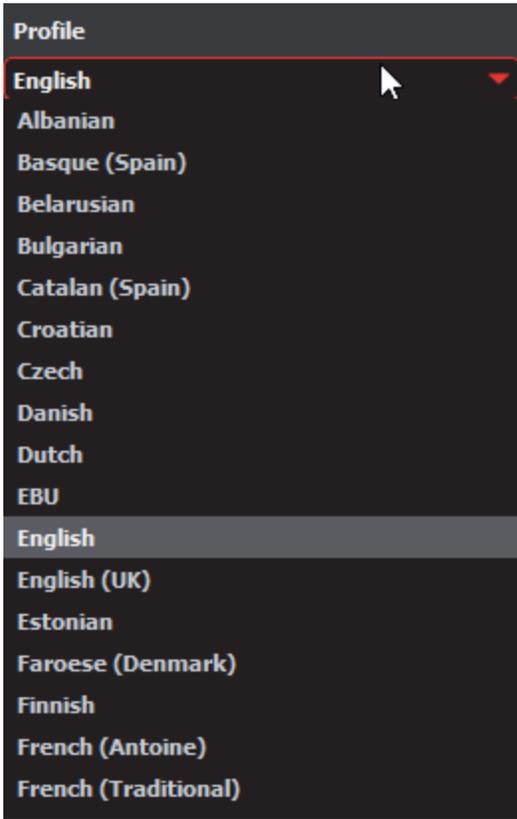
To inspect the file in the Master panel for spelling:

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

To inspect the file in the Sample panel for spelling:

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

Step 4: Select a Language

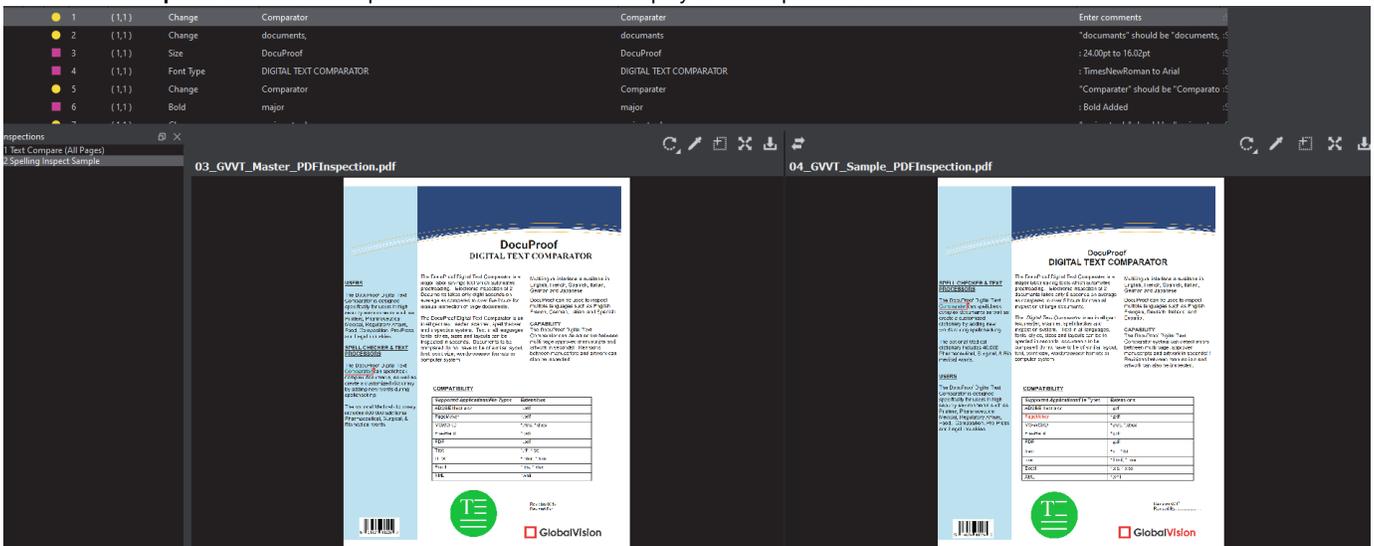


- Click the **Profile** drop-down menu to access the Application's library of available languages. Select the language that best suits your inspection needs from the drop-down menu.

Step 5: Ensure proper Inspection Area is selected using the Pre-Inspection Tools

Step 6: Run the Inspection

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



Step 7: View the Results

To view the inspected file:

- To review the difference list navigate through them using either keyboard arrows or by clicking on each difference.

- Use the trackwheel to zoom in or out.
- Hold the left mouse button and move it around to pan the image.

Step 8: Go through differences to assign levels and comments

Step 9: Modifying/Resetting Inspection Results

Step 10: Generate the Report

- Click the **Report** icon.

Report Options ×

Product ID	<input type="text"/>	Status	Select Status
Product Name	<input type="text"/>	Lot	<input type="text"/>
Inspected By	admin		Levels to include

Include:

<input type="checkbox"/> Signature field	<input type="checkbox"/> Master
<input type="checkbox"/> Only pages/repeats with differences	<input checked="" type="checkbox"/> Thumbnails

Report Path	C:\Users\smukherjee\Documents	Select
Report File Name	Report.pdf	
PDF Attachment	<input type="text"/>	Select

Comments

View Save Cancel

5.9.0 - Spelling Inspection - Pre-Inspection Tools

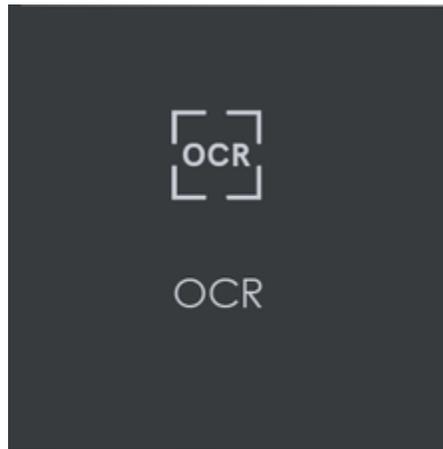
Summary

This section describes the Pre-inspection tools needed to inspect any file before running a Spelling inspection.

- [Pre-Inspection Tools](#)
 - [OCR](#)
 - [Show Inspectable/Live Text Tool](#)
 - [Cross-Out Text Tool](#)
 - [Underline Text Tool](#)
 - [Clear All](#)
 - [Show/Hide](#)

Pre-Inspection Tools

OCR



OCR stands for *Optical Character Recognition*. Assuming that you have an internet connection, the tool can transform 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 use OCR when running a text or spelling inspection on files featuring non-live text:

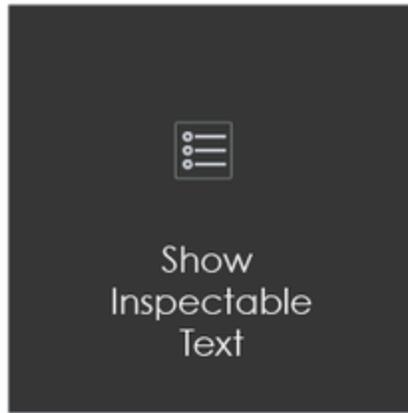
- Click the Region Mode icon and select Marquee.
- Left-click and use the crosshairs that appear to select the desired non-live text. A red box surrounds the selected area. Resize/ move it as necessary by clicking and dragging its borders.
- Click OCR to process the text. If applicable, crop the corresponding text in the Sample panel (for Text Inspection).

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.

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 marqueeed text gets checked. In contrast, during a spelling inspection, all live text gets verified.

Show Inspectable/Live Text Tool



The 'live text' tool shows all live text (in Text or Spelling Inspection modules) in the Master or Sample panel:

To show live text:

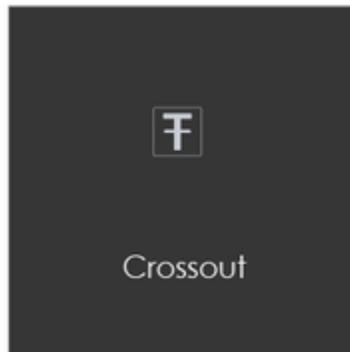
- Click on the corresponding **Live Text** icon.

To remove live text:

- Click the icon again.

Note: Text that is not live can still be inspected as part of a pixel-to-pixel comparison between two similarly laid-out files in **Graphics Inspection**.

Cross-Out Text Tool



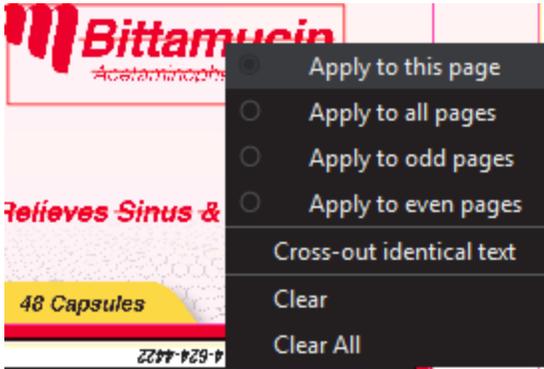
The Cross-out tool can be found at the bottom of the Master and Sample panel. **Cross-out** allows you to cross out a text to be excluded in the inspection. The text is crossed out in red.

To cross-out a Text:

- Click the 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. 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.



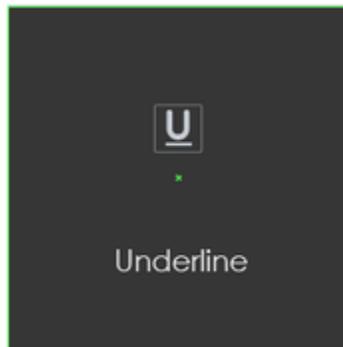
- **Clear** removes cross-outs that are selected, **Clear All** removes all cross-outs.

To cancel out underlined text using Cross-out 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

Underline Text Tool



Underline Text lets you select text to be included in the inspection.

To underline a Text:

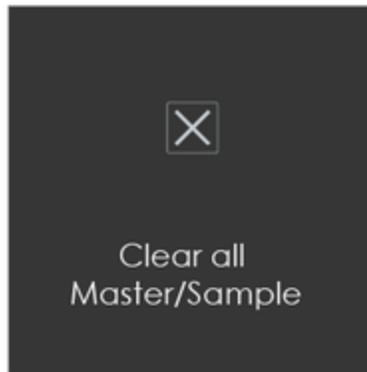
- Click Underline Text on the selection toolbar and then click and drag the cursor to select the desired text. The text is underlined in **green**.

Note: **Clear** removes the currently selected underlined text. **Clear All** removes all underlines.

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

- **Clear** removes underlined text that is selected, **Clear All** removes all underlined text.

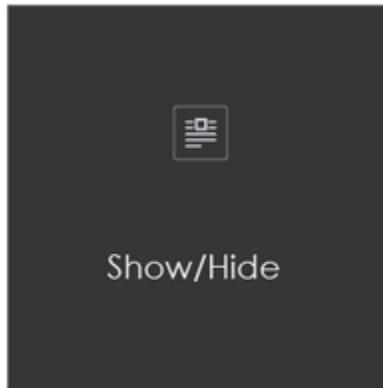
Clear All



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**.
-

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.
-

5.9.0 - Spelling Inspection - Actions and Profiles

Summary

This section describes the default actions and profile associated with Spelling inspection.

Default Actions

Inspection	Action	Description/ File Types
Spelling Inspection	Inspect Master (All Pages)	Inspect the file in the Master panel for spelling.
	Inspect Sample (All Pages)	Inspect the file in the Sample panel for spelling.

Default Profiles

Inspection	Profile	Description/ File Types
Spelling Inspection	Language	Languages to choose from when inspecting master or sample files for spelling. <i>Custom wordlist is also supported.</i>

5.9.0 - Spelling Inspection - Post-Inspection Results Viewing

Summary

This section describes the post-inspection results viewing process and steps, needed after running a Spelling inspection.

- [Post-Inspection Results](#)
 - [Difference List](#)
 - [Master Panel](#)
 - [Inspections Panel](#)

Post-Inspection Results

Difference List

The **Difference List** displays the differences between the Master and Sample files for easy reviewing and proofing. The column headings include **ID**, **Page**, **Type**, **Sample** (the difference as it appears in the Sample), **Comment**, and **Level**.

To select a difference:

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

Differences found: 32

	ID	Page	Type	Sample	Comment	Level
■	1	1	Spelling	DocuProof	:Select comments	:Select level
■	2	1	Spelling	DocuProof	:Select comments	:Select level
■	3	1	Spelling	Comparater	:Select comments	:Select level
■	4	1	Spelling	documants	:Select comments	:Select level
■	5	1	Spelling	documants	:Select comments	:Select level
■	6	1	Spelling	documants	:Select comments	:Select level
■	7	1	Spelling	documants	:Select comments	:Select level

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: Hotkeys (F1 – F5) may be applied to assign levels. Select the difference and click the appropriate "F" key (see below):

1	Key	Function
2	F1	Reporting level - Critical
3	F2	Reporting level - Major
4	F3	Reporting level - Minor
5	F4	Reporting level - Ignore
6	F5	Reporting level – None

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 a 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.

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, managers, or user groups with 'modify profile' access 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.

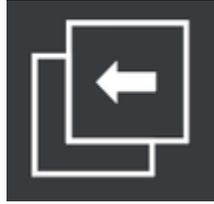
Note: An administrator or user groups with Review settings access can configure the Application to force the inclusion of all differences, in which case clicking F12 does not have an effect.

Master Panel

Inspections Panel

5.9.0 - Modifying/Resetting Inspection Results

Retain Inspection Results and Run a New Inspection

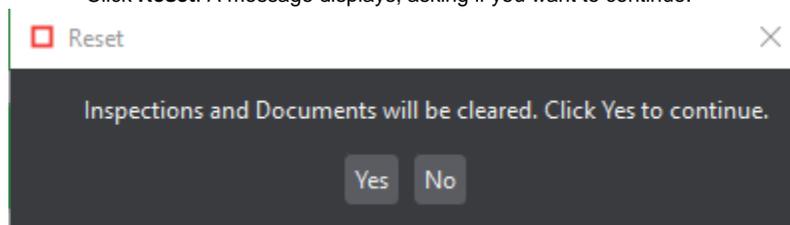


- Click **Back**. The Main View displays with the Master and Sample images loaded. To load new files, follow the steps described under the *Step-by-Step* section.
 - Click **Inspect**. The files are inspected, and the differences display in the Inspection View. Each subsequent retained inspection gets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

Clear Inspection Results and Run a New Inspection



- Click **Reset**. A message displays, asking if you want to continue.



- Click **Yes** to clear inspection results and documents. The Main View displays.
-

5.9.0 - Report Generation

Summary

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.

- [Report Generation](#)
 - [Generate a report](#)
 - [Include Inspections in Report](#)

Report Generation

Generate a report



- Click **Report**. The **Report Options** window displays. 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)
Product 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 **View** or **Save**.
- Click on either **Pass** or **Fail** to set the inspection status.

Or,

- Click **Cancel** to return to the **Report Options** window.

i If the licensed option to **Enable Electronic Signatures** has been checked by the administrator in the **Settings** window (via the **Menu**), the **Electronic Signature** window displays.

- In case **Save** had been selected in the **Report Options** window, the report is saved in the selected (or default) report path.
 - In case **View** 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).
 - Fill in the **User Name** and **Password** fields (*as you would log in*) and click **Sign**. Or, click **Cancel** to return to the **Report Options** window.
-

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.

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.
-

Exclude the inspection from the report:

- Right-click on the inspection name in the **Inspections** panel. Click **Exclude from the report**.
 - The inspection name gets crossed out in the **Inspection Panel**. The inspection is not included in the next generated report.
-

5.9.0 - Tools and Profile Settings

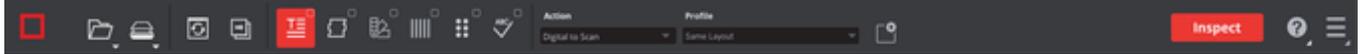
This section includes toolbars, tools, profile settings, and any other associated settings applicable to each inspection type.

- [5.9.0 - Main Toolbar](#)
- [5.9.0 - Tools \(Master & Sample\)](#)
- [5.9.0 - Page Selection Toolbar](#)
- [5.9.0 - Document Viewer](#)
- [5.9.0 - Profile Settings](#)

5.9.0 - Main Toolbar

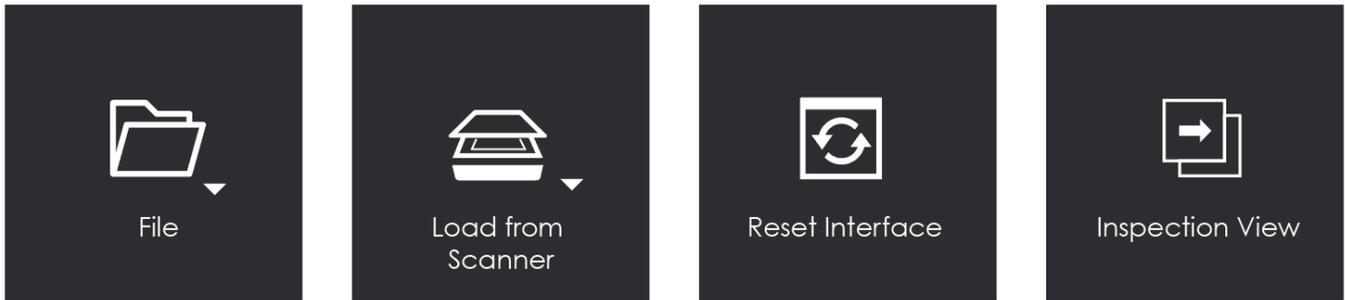
Summary

The Main toolbar is the first element visible on top of the application interface once the user logs into the system and prepares for any Inspection.



It is comprised of several significant tools required to successfully load a file either as a PDF or from a scanner directly into the system.

It also shows details on each type of Inspection module available to the user, Report options, Help, and Menu options. Each of these modules is explained with their available options below and covered in more detail over different upcoming sections.



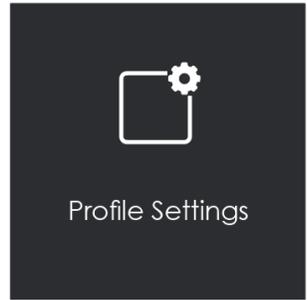
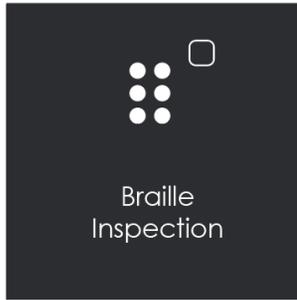
Available Options under each Menu

- **File:**
 - New job
 - Load Master, and
 - Load Sample.
- **Load from Scanner (Print Inspection Only):**
 - Scan master,
 - Scan Sample, and
 - Select Source.
- **Reset:**
 - Clear all inspection results, and
 - Return to the main view.
- **Forward:** Return to the inspection view.



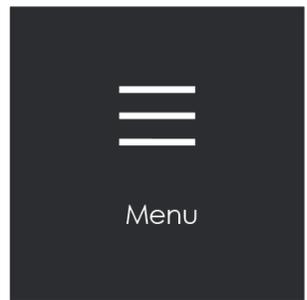
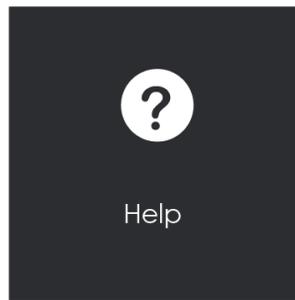
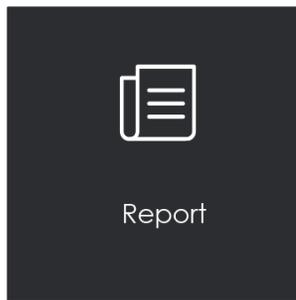
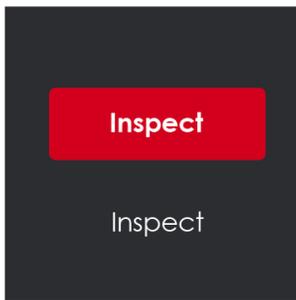
Available Options under each Menu

- **Back:** Retain all inspection results, and return to the main view.
- **Text Inspection:** Text inspection performed when selected.
- **Graphics Inspection:** Graphics inspection performed when selected.
- **Color Inspection:** Color inspection performed when selected.



Available Options under each Menu

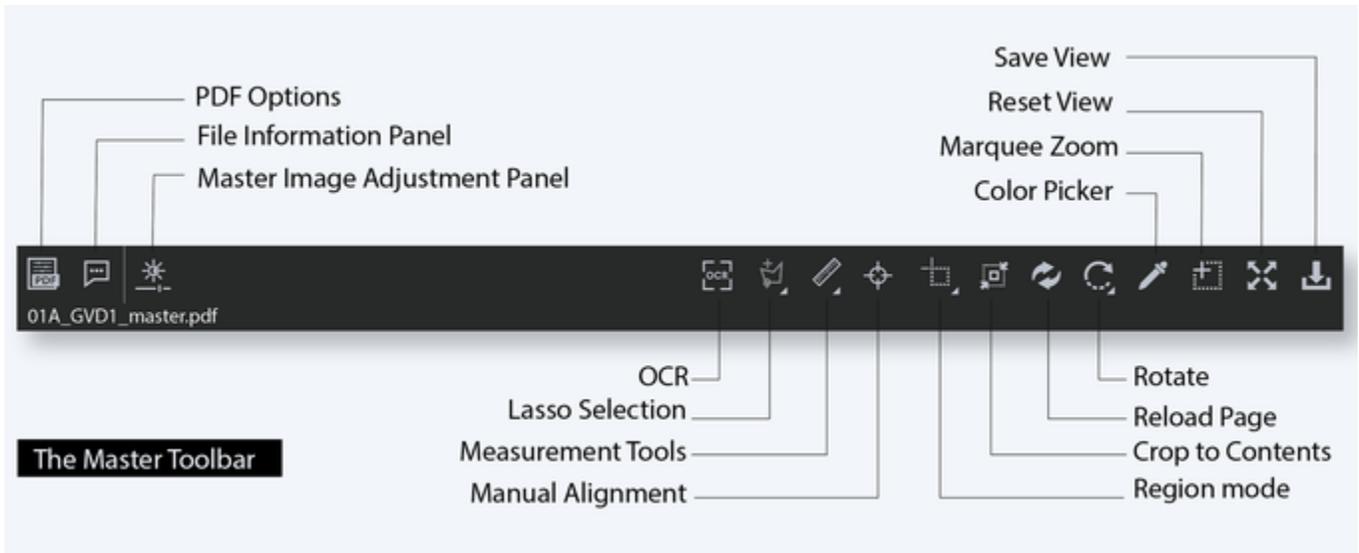
- **Barcode Inspection:** Barcode inspection performed when selected.
- **Braille Inspection:** Braille inspection performed when selected.
- **Spelling Inspection:** Spelling inspection performed when selected.
- **Profile Settings:** Manage inspection profiles for the selected inspection mode (available admin accounts only).



Available Options under each Menu

- **Inspect:** Run the selected inspection mode.
 - **Report:** Generate inspection report(s).
 - **Help:** Licensing, give feedback, support, shortcuts, about.
 - **Menu:** Resolution (300, 400, 600,800, 1200, Custom), administration (settings, audit trail, user maintenance, reporting levels, comments, workflows, backup, force review of all differences, force inclusion of all differences) change password, layout, preferences, logout.
-
-

5.9.0 - Tools (Master & Sample)

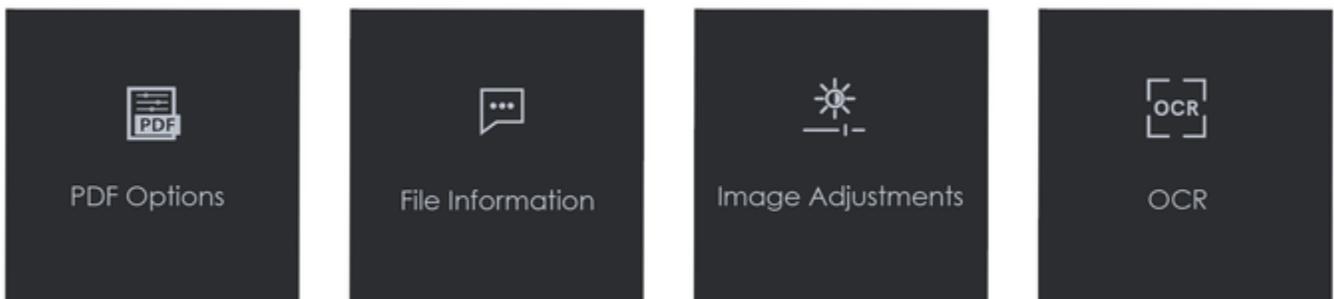


Summary

The toolbar at the top of the Master panel or Sample Panel is known as the Master/Sample Toolbar. It contains several tools needed for a successful Inspection. Each of them is covered in detail below.

- [Toolbar](#)
 - 1. [PDF Options](#)
 - 2. [File Information Panel](#)
 - 3. [Image Adjustment Panel](#)
 - 4. [Reload Page](#)
 - 5. [Crop to Contents](#)
 - 6. [Rotate Page](#)
 - 7. [Marquee Zoom](#)
 - 8. [Reset View](#)
 - 9. [Save View](#)

Toolbar



1. PDF Options

If a PDF or AI file is loaded in the Master panel, the **PDF Options** icon can be checked, or unchecked to set it on or off.

2. File Information Panel

To display information about the Master file:

- Click **File Information**.

The following information becomes available:

- **File Type:** The originating file format.

- **Rastered DPI:** The DPI at which the file was rasterized.
 - **Image Size:** The size of the image (in pixels).
 - **Memory Size:** The amount of physical memory the rasterized image uses (in MB).
-

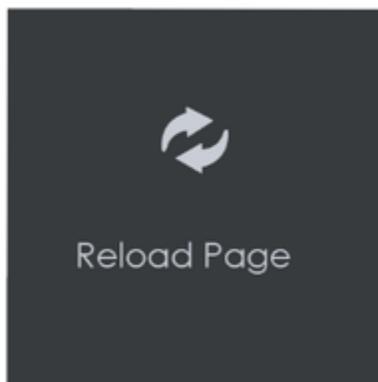
3. Image Adjustment Panel

To adjust the Master image's brightness, contrast, or gamma value:

- Click **Image Adjustments**. Click the button in the center of the bar and slide to right or left.

Alternatively,

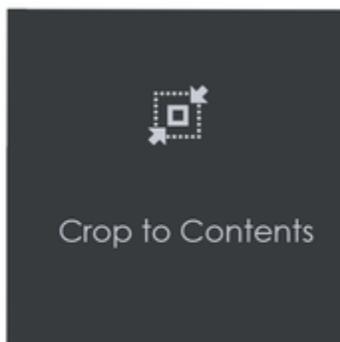
- Click on the arrows on either end of the fields or manually type-in values for each of them.
 - Click **Apply** to make the changes or click **Cancel** to close the panel.
-



4. Reload Page

To reload the Master:

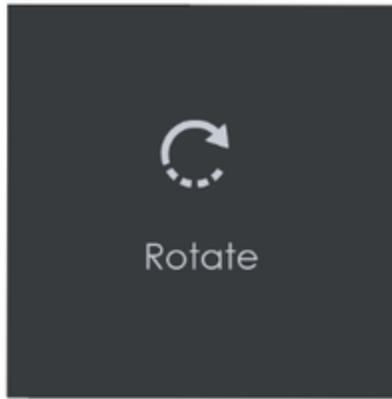
- Click **Reload Page**. The image reloads in the Master panel.
-



5. 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.
-



6. Rotate Page

1. To rotate the Master 90° clockwise: Click on **Rotate** then select **Rotate 90 CW**.
2. To rotate the Master 90° counter-clockwise: Click on **Rotate** then select **Rotate 90 CCW**.
3. To rotate the Master 180° clockwise: Click on **Rotate** then select **Rotate 180**.
4. To specify the angle to rotate the Master: Click on **Rotate** then select **Arbitrary rotate**.

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.

5. To mirror-rotate the Master horizontally: Click on **Rotate** then select **Mirror Horizontally**.

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

6. To mirror-rotate the Master vertically: Click on **Rotate** then select **Mirror Vertically**.

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



7. Marquee Zoom

To magnify the image:

- Place the cursor in the Master panel. Scroll upward with the trackwheel.

Note: On a Mac operating system, scroll downward with the trackwheel 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 trackwheel.

Note: On a Mac operating system, scroll downward with the trackwheel if the Scroll Direction: Natural setting is **ON**.

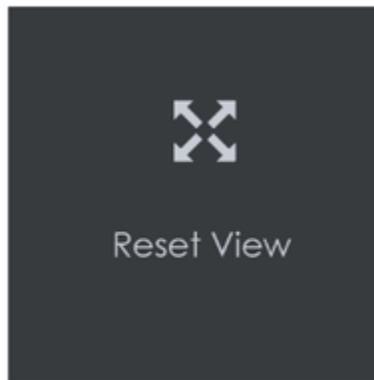
To reduce the magnification:

- Place the cursor in the Master panel. Scroll downward with the trackwheel.

Note: On a Mac operating system, scroll upward with the trackwheel if the Scroll Direction: Natural setting is **ON**.

To pan:

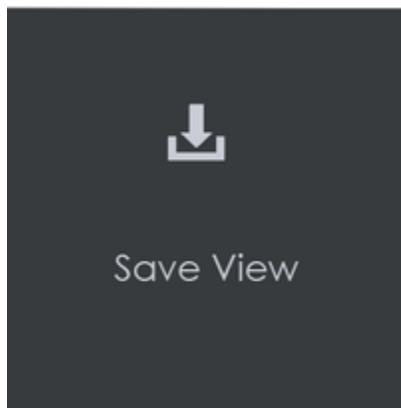
- Left-click in the Master panel. Hold and move the mouse around the panel.



8. Reset View

To restore the image to its original size:

- Click **Reset View**

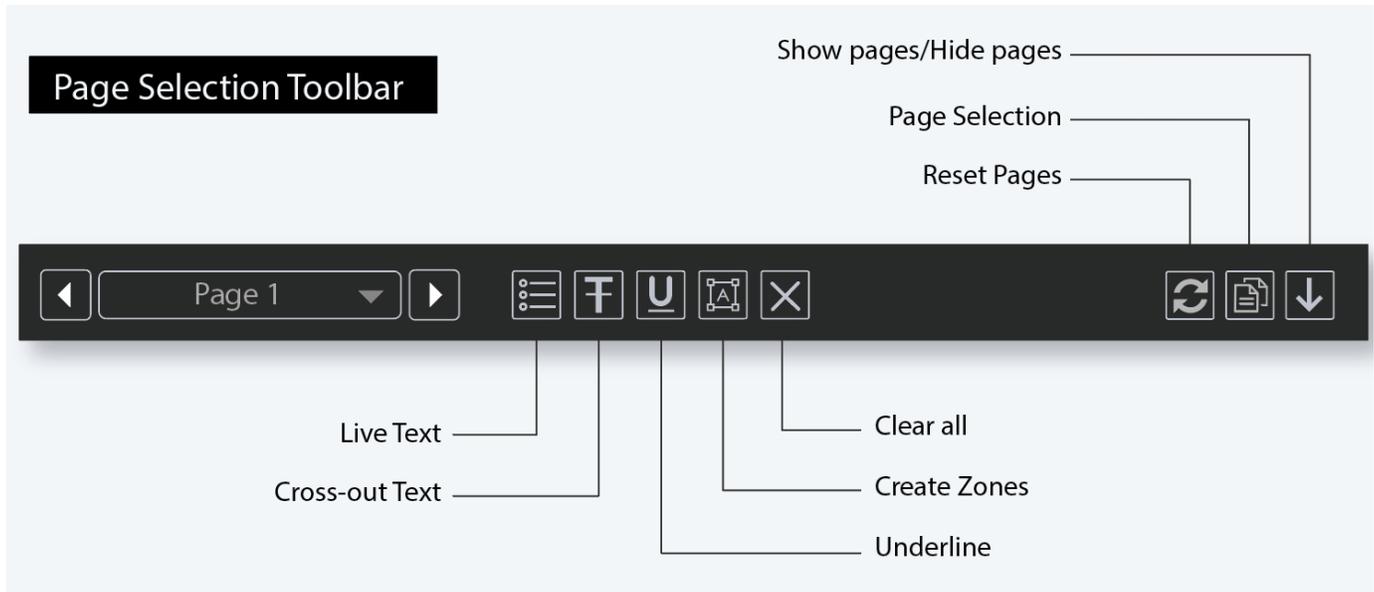


9. Save View

To save the Master image view:

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

5.9.0 - Page Selection Toolbar



Summary

The Master/Sample Page Selection toolbar on the bottom of both Master and Sample panels contains the following tools:

- [Page Selection Toolbar](#)
 - 1. [Page Navigation](#)
 - 2. [Page Selection](#)
 - 3. [Show Pages](#)

Page Selection Toolbar

1. Page Navigation

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

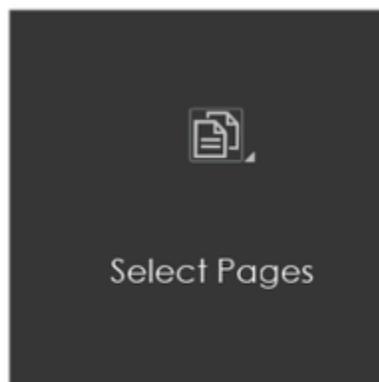
- Click the left or right arrows on either side of the **Page Navigation** tool.

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.

2. 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.

Or,

- When clicking the icon in the Sample panel, the **Select Sample Pages** window pops up instead.

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

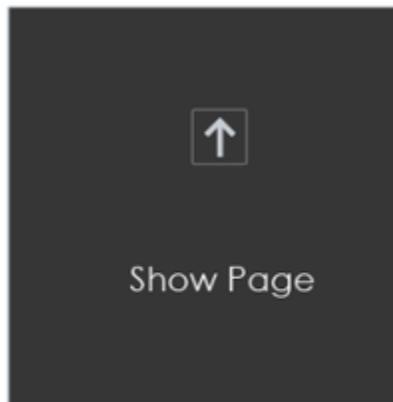
- Click **Include** or **Exclude** on the left side of the window.
- Click either **All Pages**, **Even Pages**, or **Odd Pages**, or enter a custom range on the right side.
- Select **Apply to Master/ Apply to Sample**, depending on the panel in which the **Page Selection** icon was first clicked, to 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. 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.

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 trackwheel 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:

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.

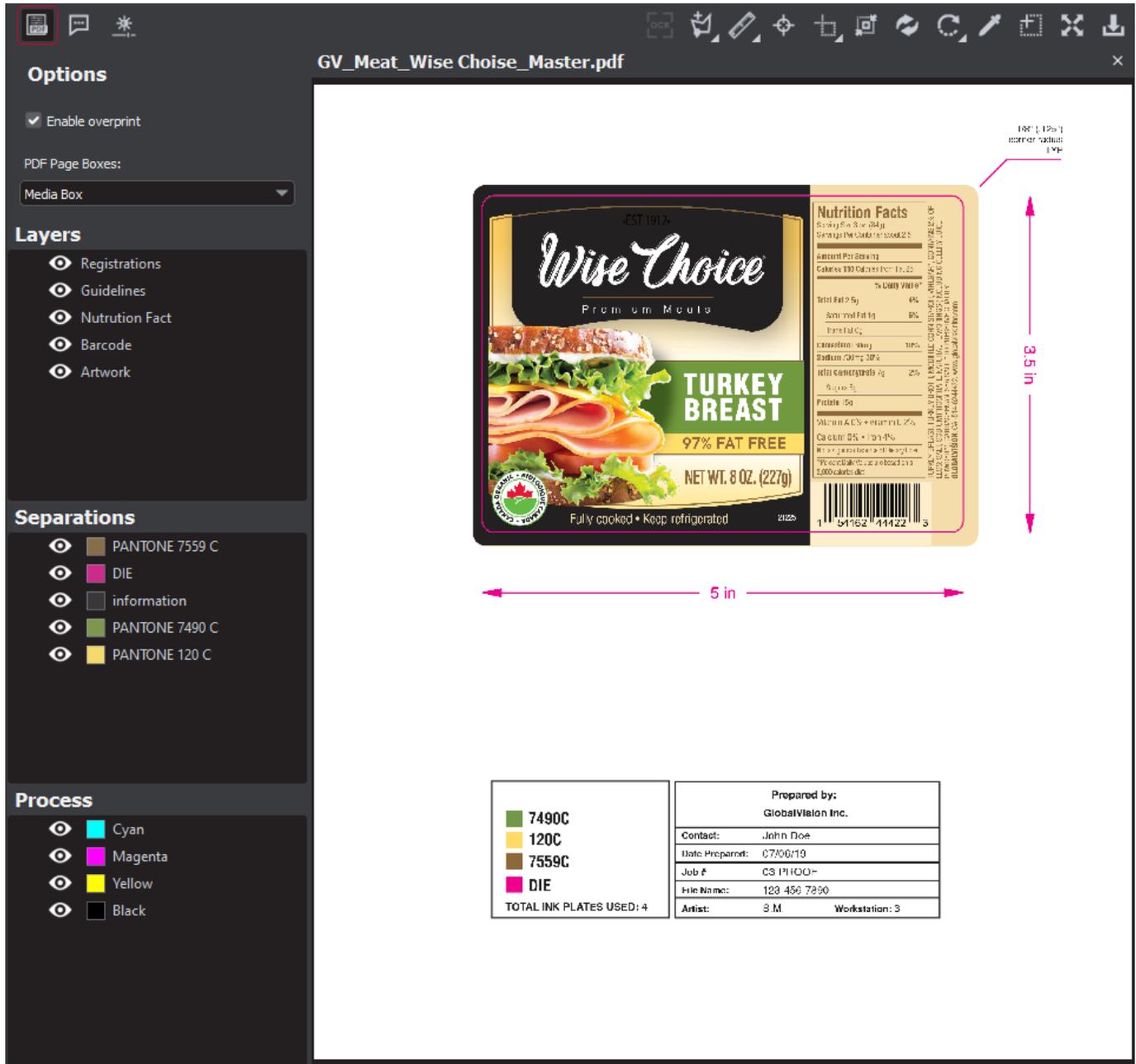
Alternatively,

- Click the **Reset Pages** icon to reset all pages.
-
-

5.9.0 - Document Viewer

Summary

The integrated **Document Viewer** launches when you load a PDF 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.



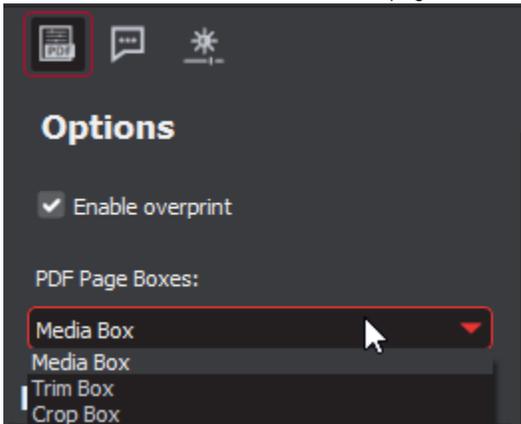
- Document Viewer
 - 1. PDF Options Panel
 - 2. Layers Panel
 - 3. Separations Panel
 - 4. Layers and Separations Sub-Menu
 - 5. Process Panel

Document Viewer

1. PDF Options Panel

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

- **Enable overprint:** Provides an onscreen simulation that approximates how blending and overprinting appear in color-separated output. The initial default is set to check, 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.

2. Layers Panel

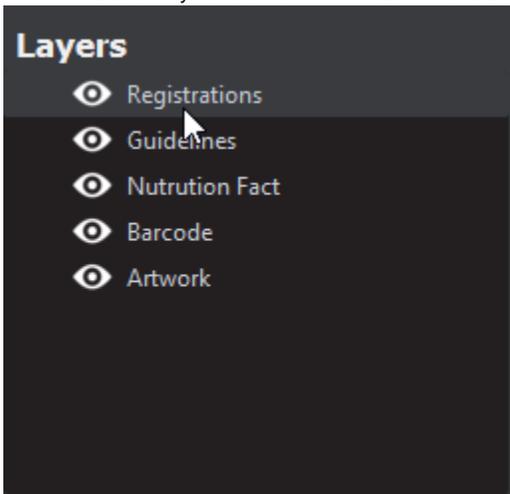
The **Layers** panel displays a list of the layers present in the PDF file.

To hide a layer:

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

To unhide a hidden layer:

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



3. Separations Panel

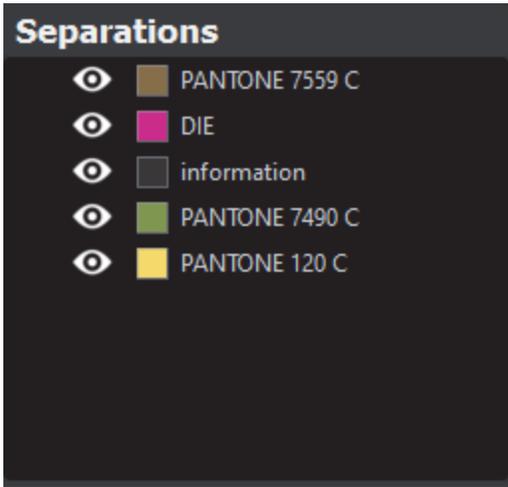
The **Separations** panel displays the color separations present in the PDF file.

To hide a separation:

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

To unhide a separation:

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

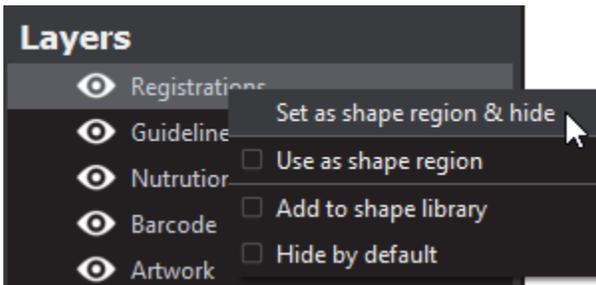


4. Layers and Separations Sub-Menu

To select a sub-menu option:

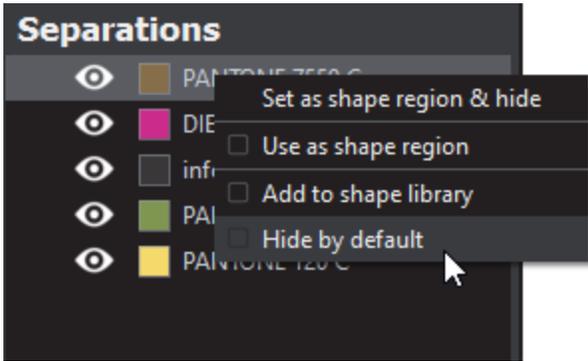
- Right-click on a layer or separation to display the sub-menu. Click to select an option:
 - **Set as shape region & hide:** The layer or separation is detected as a shape and hidden when the image is loaded into the Master/ Sample panel (with the shape outlined).
 - **Use as shape region:** The layer 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.
 - **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.
 - **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: 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 **Document Viewer**.



Note: Add to shape library takes effect at the next load. For the shape to be set, reload the file.

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.



5. Process Panel

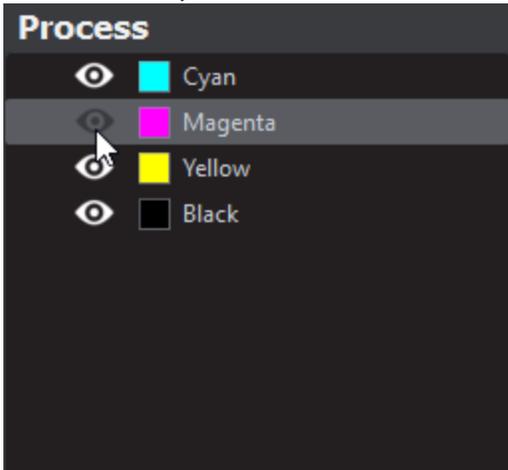
The Process panel displays the process colors that are present in the PDF image.

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.



5.9.0 - Profile Settings

Summary

This section covers the details of how administrators can add, modify, copy, import, export, delete, and manage a Profile.

- [Profile Settings](#)
 - [1. Manage Profiles](#)
 - [2. Add a Profile](#)
 - [3. Copy a Profile](#)
 - [4. Import a Profile](#)
 - [5. Export a Profile](#)
 - [6. Rename a Profile](#)
 - [7. Delete a Profile](#)
 - [8. Modify a Profile](#)
 - [8.1. Via the Profiles Window](#)
 - [8.2. Via the Main View](#)
 - [8.3. Via Hot Key](#)

Profile Settings

1. Manage Profiles

Each of the profiles spanning the different inspection modes, with the exception of Spelling, can be accessed and modified from the **Profiles** window.

To load the **Profiles** window:

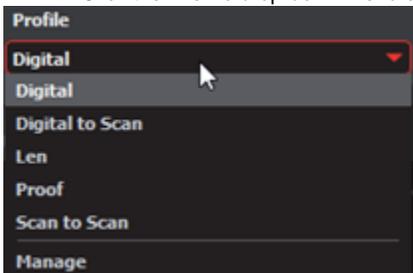
- Select the mode to which you would like to add a profile:

1. **Graphics Inspection**
2. **Color Inspection**
3. **Barcode Inspection**
4. **Braille Inspection**
5. **Text Inspection**

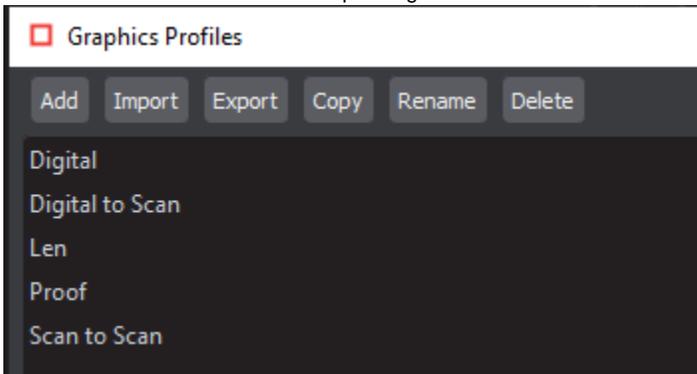
Note: A Braille license is required to add a language to the Braille profile.

Note: **Spelling Inspection dictionaries** can only have words added to them via the Main View or hotkey.

- Click the **Profile** drop-down menu on the main toolbar and select **Manage**.



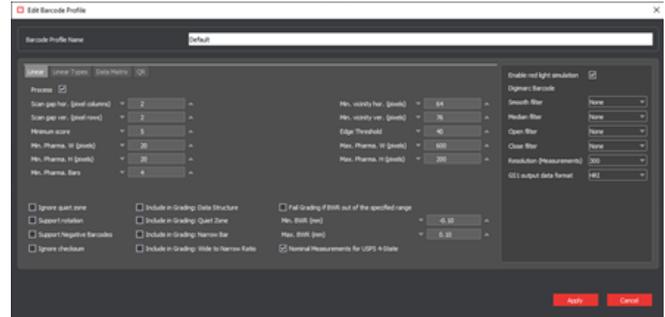
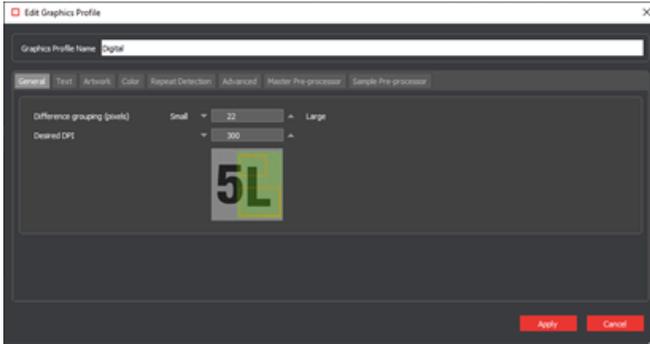
- The **Profiles** window corresponding to the selected mode launches.



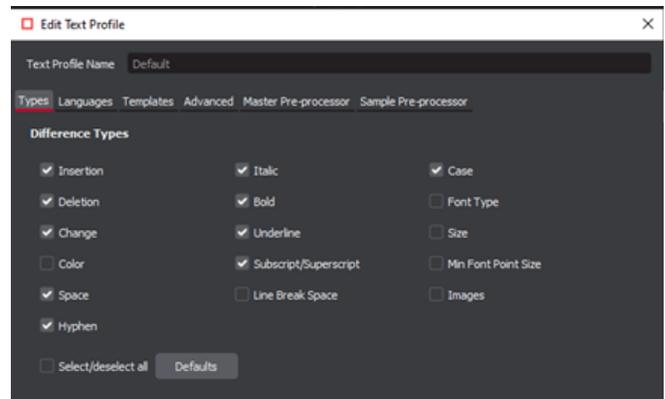
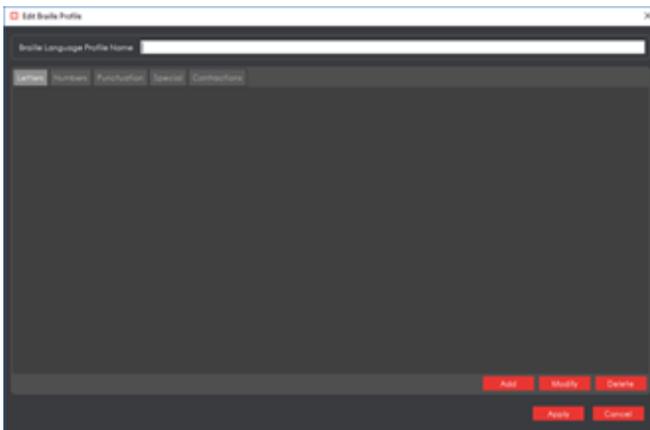
2. Add a Profile

To create a profile from scratch:

- Click **Add**. The **Edit Profile** window displays prepopulated (default) values.



Edit Profile Window (Graphics Inspection) Edit Profile Window (Barcode Inspection)



Edit Profile Window (Braille Inspection) Edit Profile Window (Text Inspection)

- Enter the new profile name in the **Profile Name** text box.
- For **Graphics**, **Barcode**, and **Text Inspection** modes:
 - Update the values as required.

Note: Digimarc Barcode support is only available as a licensed module. To enable it, check the box that appears beside the feature in the **Barcode Inspection Edit Profile** window.

- For **Braille Inspection**:
 - Click **Add** to make an addition by entering a new dot pattern in the prompt that appears.
 - Click **Modify** after choosing an already created dot pattern to edit your selection. Then make the desired changes in the prompt that appears.
 - Click **Delete** after selecting an already created dot pattern to delete it from the profile.
- Click **Apply**. The **Profile** window displays, featuring the new profile name.

Note: **Spelling Inspection** profiles (dictionaries) cannot be added; Information on **Color Inspection** profiles, which can be added by regular users, can be found in the User Guide.

3. Copy a Profile

To create a profile based on an existing profile:

- Click on the profile of your choice in the **Profiles** window and then **Copy**. Enter the new profile name in the text box that appears and click on **OK**.
- The new profile name displays in the Profiles window.

Note: **Spelling Inspection** profiles (dictionaries) cannot be copied.

4. Import a Profile

To import a profile:

- Select **Import** in the **Profiles** window to load the **Open** window. Browse for the file to import and click **Open**. The loaded profile appears in the Profiles window.

Note: Spelling Inspection profiles (dictionaries) cannot be imported.

5. Export a Profile

To export a profile:

- Select the profile to be exported in the **Profiles** window and click **Export**. The **Save As** window displays with <profile name>.ini in the **File name** field for **Graphics Inspection Mode** profiles (or .xml for **Barcode, Braille, Color, and Text Inspection** modes).
- Select the desired folder location and enter the desired file name. Click **Save**.

Note: Spelling Inspection profiles (dictionaries) cannot be exported.

6. Rename a Profile

To rename a profile:

- Select the profile to be renamed in the **Profiles** window and click **Rename**.

Note: Default and Spelling Inspection profiles (dictionaries) cannot be renamed.

- Enter the name in the text box that appears and click on **OK**. The Profiles window displays with the new profile name listed.

7. Delete a Profile

To delete a profile:

- Select the profile to be deleted in the **Profiles** window and click **Delete**.

Note: Default and **Spelling Inspection** profiles cannot be deleted.

- The following message displays: “Are you sure you wish to delete the profile [name]?”
- Click **Yes** to confirm the deletion.

8. Modify a Profile

8.1. Via the Profiles Window

To modify parameter values from the Profiles window:

- Double-click on the profile you would like to change in the loaded **Profiles** window to display its **Edit Profile** window. Click **Apply** to finalize your changes.

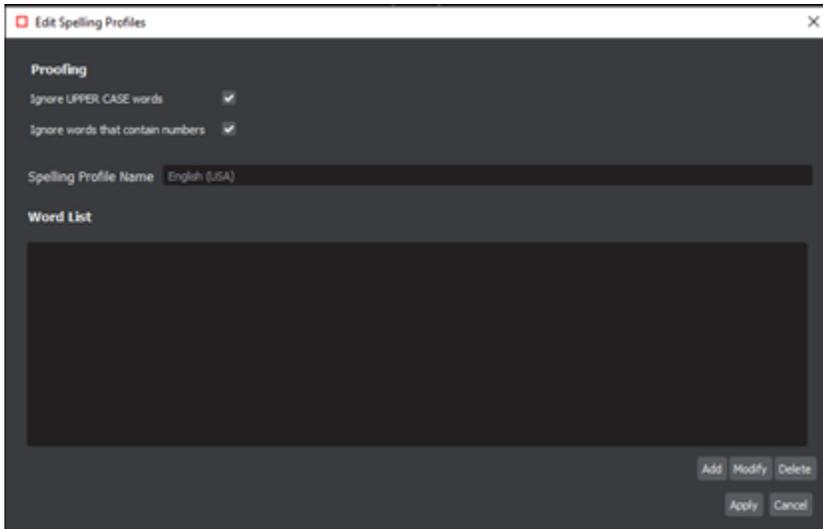
Note: Default profiles *cannot* be modified.

8.2. Via the Main View

To modify parameters from the Main View:

- Ensure the profile you would like to edit displays the selected one in the **Profile** drop-down menu at the top of the screen. Click on the **Profile Settings** icon at the top of the Application.
- If it is not a default profile, you can update the values as required in the **Edit Profile** window once it loads.
- If a **Spelling Inspection** profile (dictionary) is selected, the **Edit Spelling Profiles** window displays.

- Click **Add** to create a new entry in the selected dictionary or **Modify** or **Delete** to modify or delete a selected entry that has already been created.



Edit Spelling Profiles Window

- Click **Apply** to finalize your changes.

Note: If an inspection has just been run, it runs again based on the modified parameters.

8.3. Via Hot Key

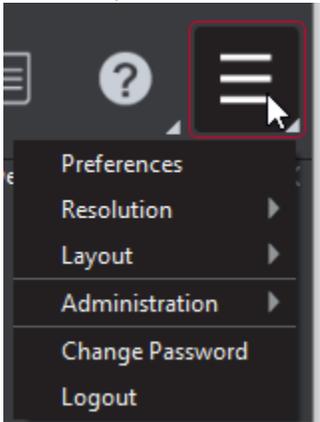
To modify parameters via hotkey:

- Ensure the profile you would like to edit displays the selected one in the **Profile** drop-down menu at the top of the screen.
- Press CTRL + P to launch its **Edit Profile** window.
- If it is not a default profile, you can update the values as required (see Section 4.2.2 Add a Profile).
- If a **Spelling Inspection** profile (dictionary) is selected, the **Edit Spelling Profiles** window displays.
- Click **Add** to create a new entry in the selected dictionary or **Modify** or **Delete** to modify or delete a selected entry that has already been created.
- Click **Apply** to finalize your changes.

Note: If an inspection has just been run, it runs again based on the modified parameters.

5.9.0 - Application Settings

The menu options contain the following settings:

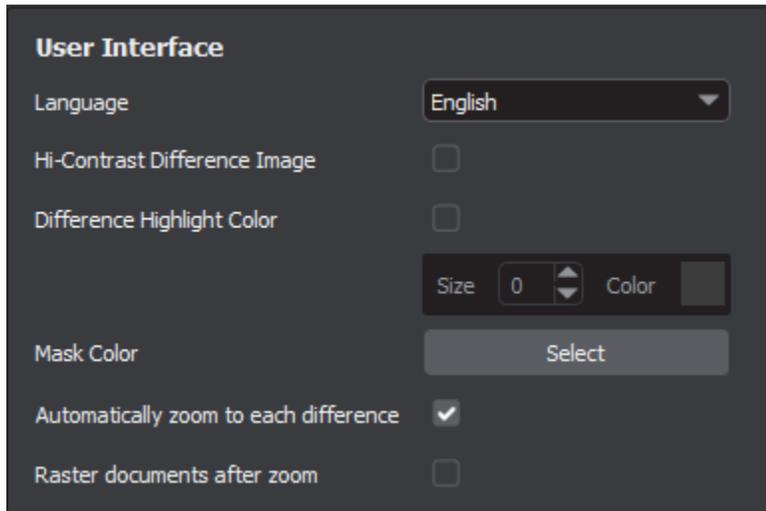


1. **Preferences**
 2. **Resolution:** Select the DPI value or set a custom value.
 3. **Layout**
 4. **Administration:** (*Administrators, Managers, and users with 'Modify Profile' access Only*)
 5. **Change Password**
 6. **Logout:** Log out from the Application and display the Login window.
-

5.9.0 - Preferences

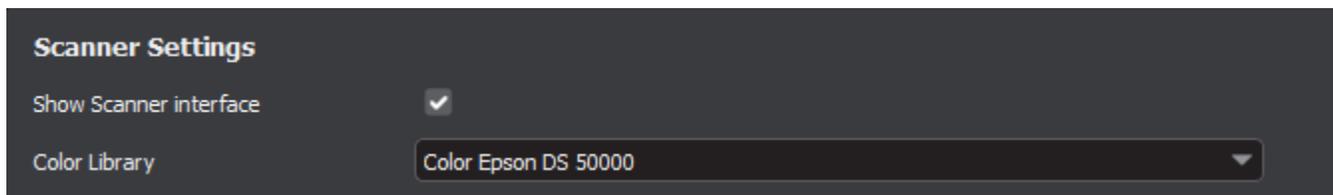
- [User Interface](#)
- [Scanner Settings](#)
- [Measurement](#)
- [Color Profiles](#)
- [Job Settings](#)
- [System Paths](#)

User Interface



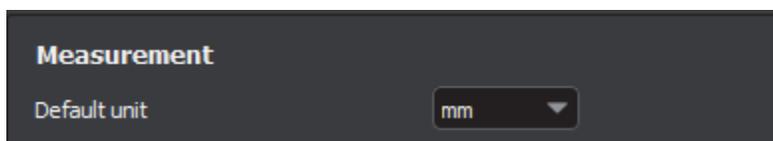
- **Language:** Default is English, also GlobalVision also supports Chinese, Czech, French, German, Italian, Japanese, Korean, Polish, Portuguese (Brazil), Russian, Slovenian, and Spanish.
- **Hi-Contrast Difference Image:** Displays differences between Master and Sample images in high contrast.
- **Difference Highlight Color:** If checked, this option highlights Graphics Inspection differences in the mask of customizable color and size. Re-inspect for the changes to take effect.
- **Mask Color:** This option lets the user set the mask color, with the ability to pick screen or custom colors.
- **Automatically zoom to each difference:** If checked, the selected difference, barcode, or Braille region is zoomed in, instead of just highlighted.
- **Raster documents after zoom:** If checked, Barcode, Text, or Spelling Inspection files raster automatically to add clarity and less pixelation.

Scanner Settings



- **Show Scanner interface:** If checked, the application goes through the scanner software while scanning. If un-checked, the scanner software is not displayed.
- **Color Library:** Select the preferred color library from the list, based on the connected color-calibrated GlobalVision scanner.

Measurement



- **Default unit:** Choose your unit in which lines or rectangles shall be drawn using the **Measurement Tool**.

Color Profiles

Color Profiles

RGB	AdobeRGB 1998.icc	Select
CMYK	USWebCoatedSWOP.icc	Select
NextImage		Select
GlobalVision C8		Select

- **RGB Profile:** RGB Profile is used to display the color space in the user interface. The default profile is **AdobeRGB1998.icc**.
- **CMYK Profile:** CMYK Profile is used to display the color space in the user interface. The default profile is **USWebCoatedSWOP.icc**.
- **NetImage Profile:** The color calibration file for the connected NextImage scanner (to be used in conjunction with Color Inspection Mode).
- **GlobalVision C8 Profile:** The color calibration file for the connected GlobalVision C8 scanner (to be used in conjunction with Color Inspection Mode).

Job Settings

Job Settings

Show Job interface

Job Master Path C:\Users\smukherjee\Documents Select

- **Show Job Interface:** If checked, this option automatically loads the **Job Wizard** whenever the application is opened, or the interface is reset.
- **Job Master Path:** Set default path loaded when selecting master files on the Master & Sample Selection screen of the **Job Wizard**.

System Paths

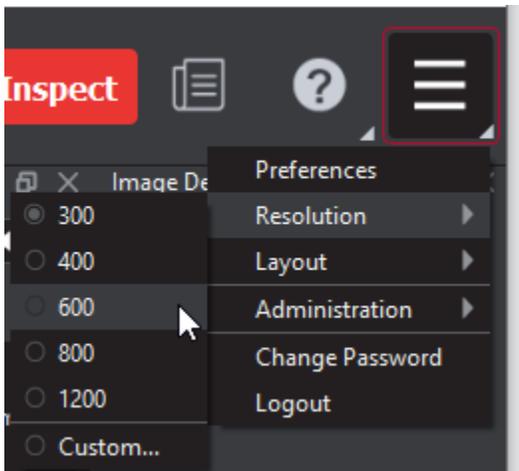
System Paths

Cache Path		Select
Report Path	C:\Users\smukherjee\Documents\	Select
Image Save Path		Select

Show font substitution notifications

- **Cache Path:** Set where data is stored by the application.
- **Report Path:** Set the location of where generated reports are to be saved.
- **Image Save Path:** Set default path while saving images.
- **Show font substitution notifications:** Ability to show or hide the font substitution popup message from the UI. By default, set to show.

5.9.0 - Resolution



In order to set the resolution of a master or sample file:

- Click on **Menu** then **Resolution**. Choose between the options available (**DPI: 300, 400, 600, 800, 1200, or Custom.**)
- If the selected DPI of any file you load is different than the **Desired DPI** setting in the profile being used. Click **Yes** to change the DPI to the suggested amount or **No** to go ahead with the initial value.

Note: PDFs are automatically rastered to the set application DPI, hence the Master and Sample files must be set at the same DPI value. If they do not match, a message will appear when you try to run any inspection.

In order to set a custom value in DPI:

- Click on **Menu** then select **Resolution** then **Custom**.
 - Type in your custom value or press the arrows to increase or decrease any value. Click **OK**.
-

5.9.0 - Layout

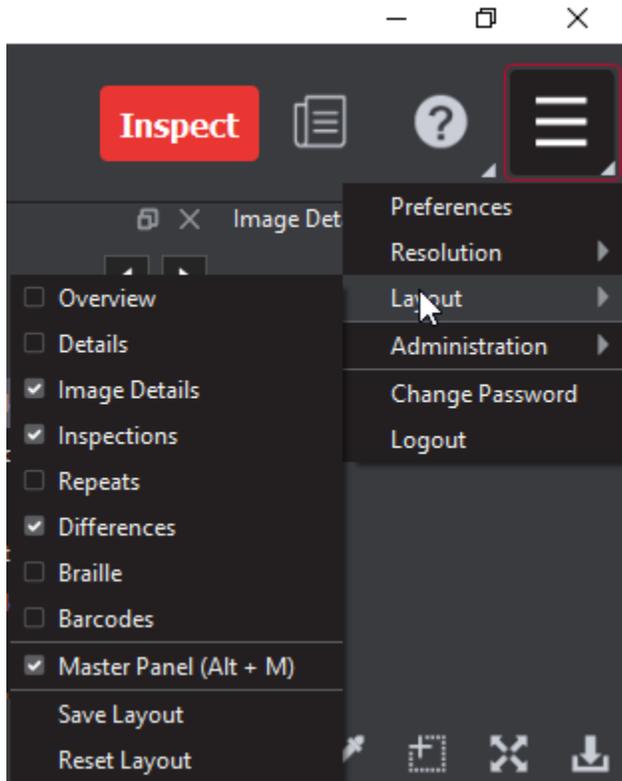
- [Layout Settings](#)
- [Master Panel](#)
- [Inspections Panel](#)

Summary

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 Settings

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 on **Menu** then **Layout**.



To display/ hide the panels:

- Uncheck the panel name in the **Layout** drop-down menu or click on **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 on its title bar, hold down, and shift it to one of the empty areas in the margins of your screen.

To save your layout for it to re-appear as is, upon closing and re-opening the Application:

- Click **Save Layout**.

To reset your layout to the default:

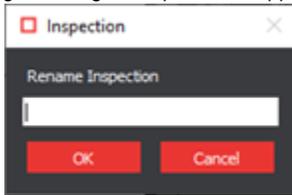
- Click **Reset Layout**.

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 .

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.



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 the report**.
 - The inspection name gets crossed out in the **Inspection Panel**.
 - The inspection is not included in the next generated report.
-

5.9.0 - User Account

1. Account Creation

Once your administrator creates any account, this process generates an email with a subject line.

Auto-Generate Email Example

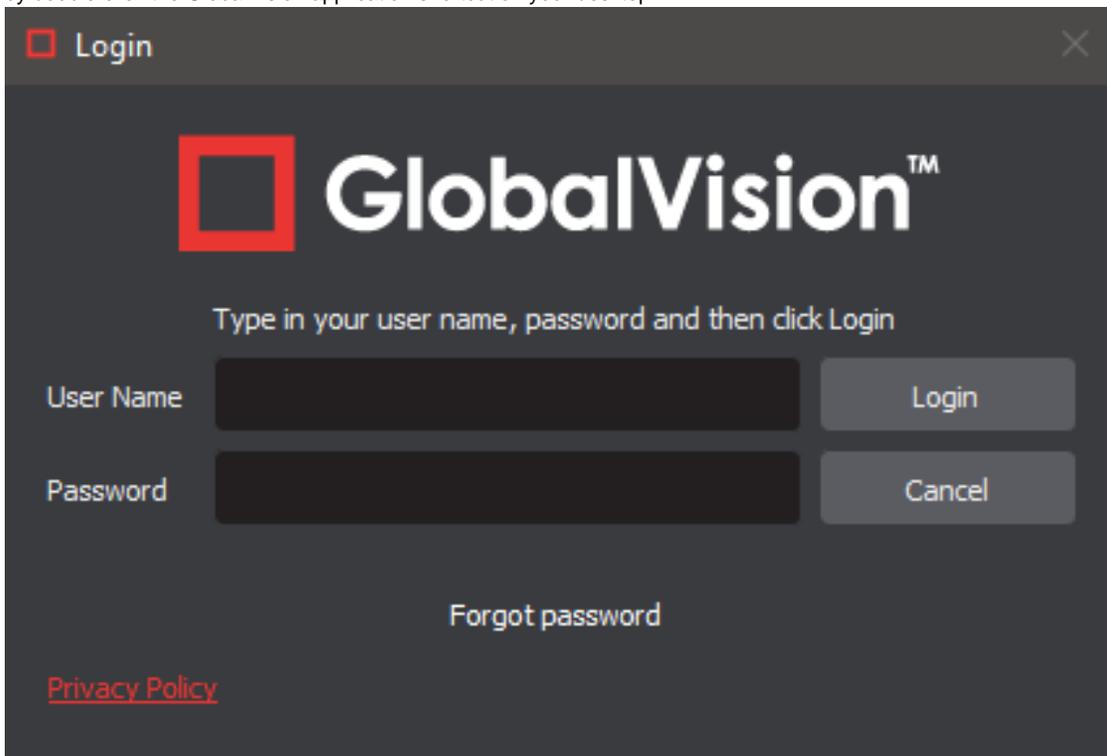
✓ "GlobalVision user account created"

It contains the new user's **Username** and **temporary password**, if SMTP settings have been configured as required. The email also contains the next steps for how to login and create a new password.

Note: For more information on creating user accounts, please consult the *Administrator Guide*.

2. Logging In

- Start by double-click the GlobalVision application shortcut on your desktop.

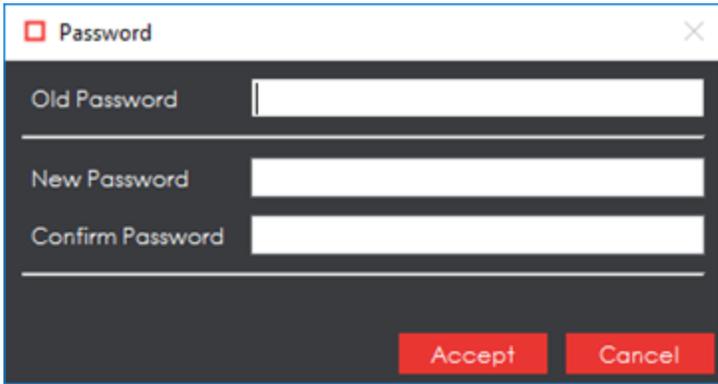


- Enter your **User Name** and **Password** and click **Login**.

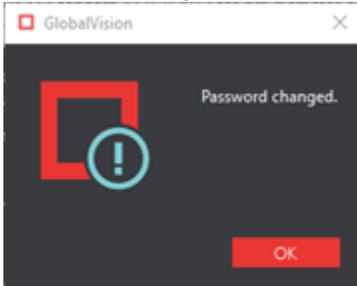
Note: In case of first-time login or Password Reset, a Temporary password message window displays.

3. First-Time Login

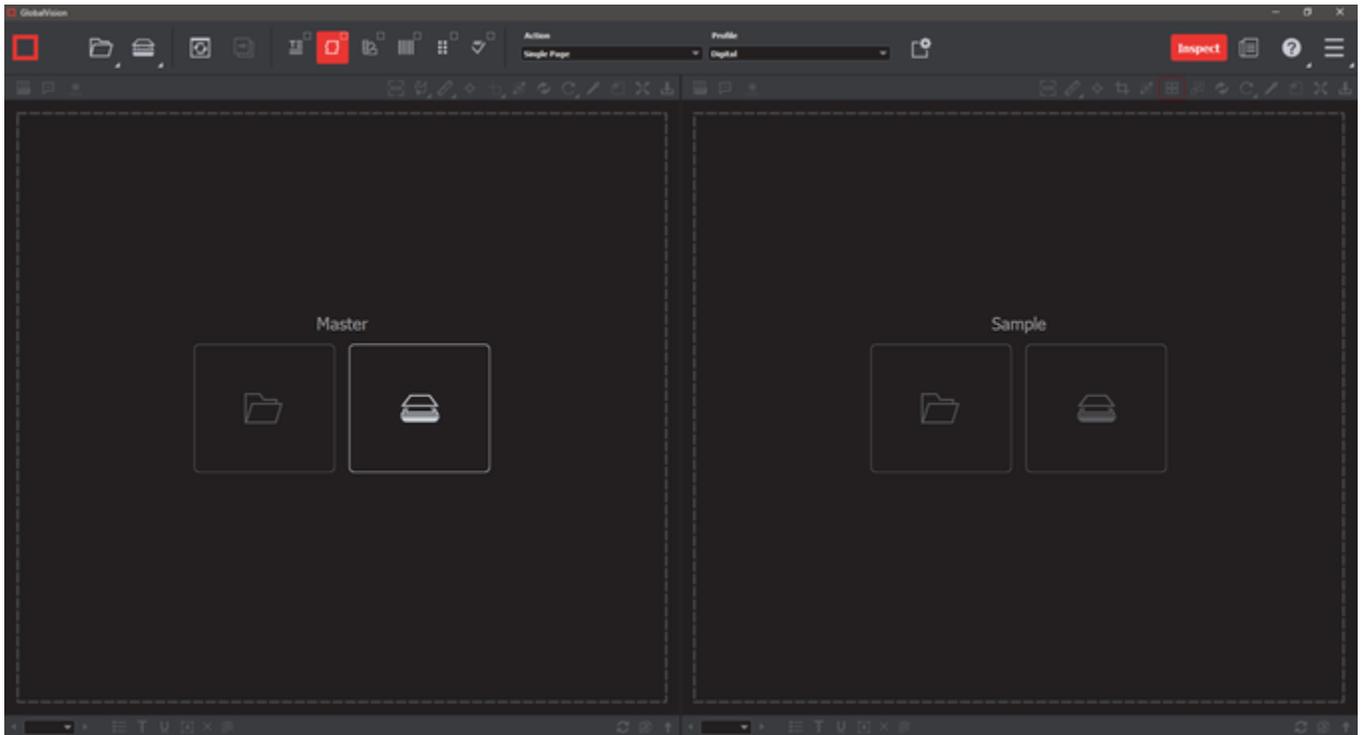
- Enter the temporary password received via email or from your administrator.
- Enter your new password for the **New Password** field and reenter to **Confirm Password**.

A dark-themed dialog box titled "Password" with a close button (X) in the top right corner. It contains three input fields: "Old Password", "New Password", and "Confirm Password". At the bottom, there are two red buttons: "Accept" and "Cancel".

- Click **Accept** and **OK** on the notification window.



Note: The application saves the current session upon logout which will be displayed at your next login.



4. Logging Out

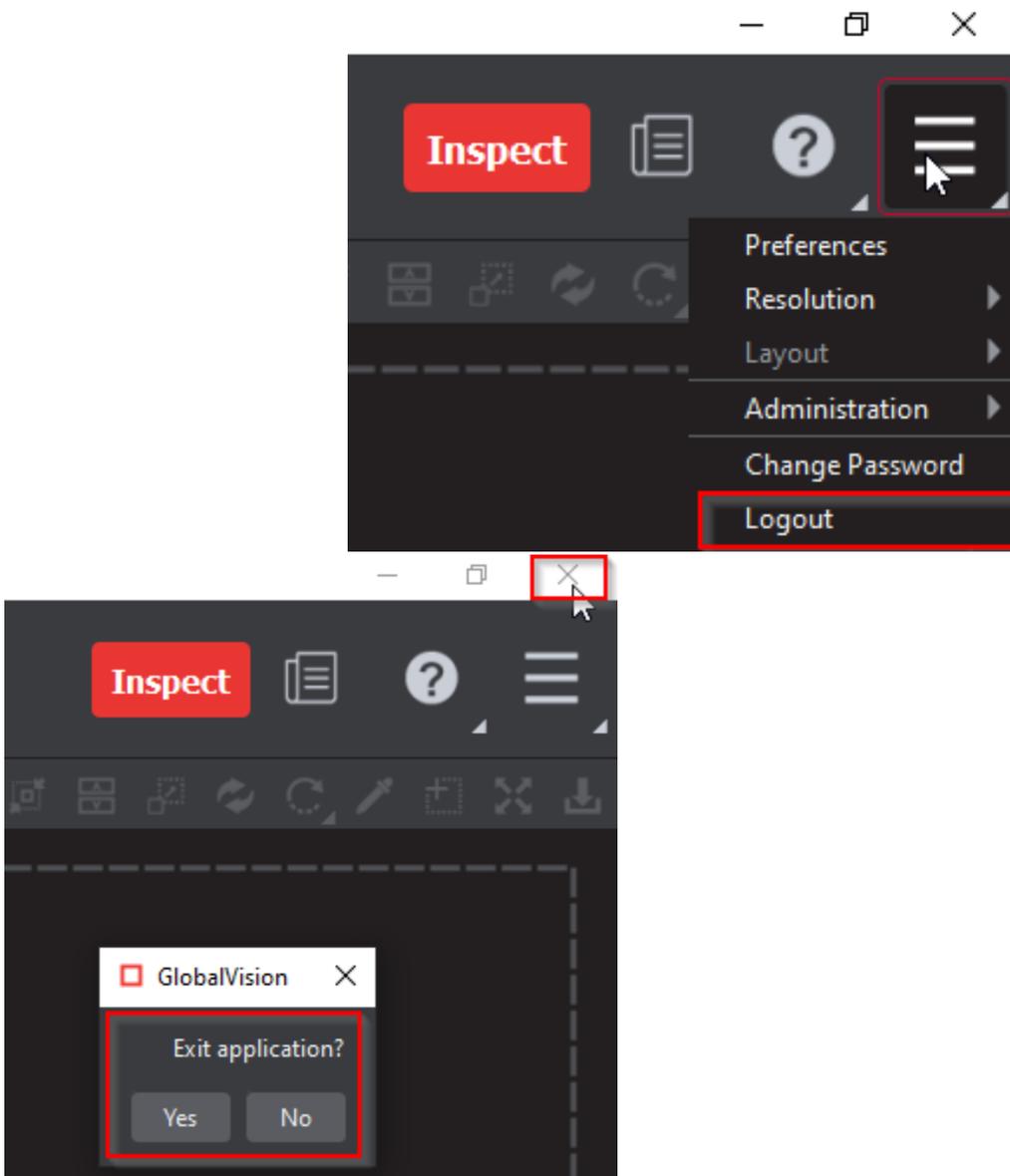
To logout of the system:

- Click on **Menu** then **Logout**. This will save your session and return you back to the **Login** window.

Or,

- Click the **X** on the top-right corner of the window to simply exit the application.

Note: On a Mac® operating system, click **X** on the top-left corner of the window to exit the Application.



5. Changing Password

To change your password:

- Click on **Menu** then **Change Password**. The **Password** window will display for you to create your new password.
- Enter your **Old Password** and **New Password** in the respective fields.
- Click **Accept** and **OK** on the notification window.