

User Guide

**VB-Index Image Indexing System
Version 1.5**

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Chapter 1. INTRODUCTION

1.1 Introducing VB-Index

The VB-Index is a customizable indexing system for the Windows environment designed to provide quality review and data input for both single-user and multi-user environments. The user creates a project file by defining fields and attaching a list of files and then by viewing each file in turn can populate the project database.

VB-Index can view the most popular raster formats. The viewer automatically opens and optionally can automatically zoom to a selected area of an image. Once an image is loaded, the viewer can also pan and zoom around the entire image.

1.1.1 File Types That Can Be Viewed

Type	Format	Extension(s)
CALS	Mono Raster	CAL
Tagged Image File Format	Mono Raster	TIF (All types, except LZW)
Tagged Image File Format	Color Bitmap	TIF (All types, except LZW)
Windows File Format	Color Bitmap	BMP
PC Paintbrush	Color Bitmap	PCX
Encapsulated Postscript		EPS
PNG Format		PNG
JPEG	Color Bitmap	JPG
Adobe Photoshop 3.0	Photoshop	PSD
Mac Format		PCT
Sun Raster		RAS
Windows Meta File		WMF
Targa		TGA
IOCA Format		ICA

1.2 The VB-Index Screen

The VB-Index screen is split into two sections.

The top section is the viewer. The viewer allows you to pan and zoom the drawing. It is also possible to automatically zoom into a certain portion of the image using the auto-zoom feature.

The bottom section is the data grid. The data grid displays the project data. It always has two columns: the filename (which includes the path) and the file creation date. As the cell cursor moves to each row in the grid, the image for that row is loaded and displayed in the viewer.

Chapter 2. THE PROJECT FILE

2.1 The Project File


The project file contains all the textual data that is entered in the database. The file does not contain the images. It only contains links or references to the image files and their locations. To make a backup of the entire project you must backup the VB-Index project file and the image files.

The VB-Index project file is an Access 2000 format file. This means that it can be opened and manipulated in Access 2000. If you use Access 2000, you must be very careful to only edit data in the user defined fields. Editing data in the Filename or File Creation Date fields or the Resource Table may make the project file unusable.


2.2 Creating a Project

Create a new Project file by using the Create Project Wizard or by creating the fields from scratch.

2.2.1 Creating a New Project File Using the Wizard

1. Click on the *New*  button, or select *File>New Project*.
2. Follow the on-screen directions.


2.2.2 Creating a New Project File Without the Wizard

1. Click on the *New*  button, or select *File>New Project*.
2. Select the second option and click *Finish* to go to the Project Editor.
3. Choose the name and location of the new Project file.
4. Create the Index Fields. You may create as many fields as you would like. However, you should not create more fields than necessary because they will not fit easily on the screen.
 - a. Click on the *Add* button.
 - b. Choose a name for the field. This will also serve as the heading for the column. Choose a field type. There are six options: Text, Decimal Number, Currency, Date/Time, Integer, and True/False.
 - c. Choose the number of characters for the field if it is a text field.
 - d. Optionally, you may choose a default value.
 - e. Click *OK* to proceed.
5. Add the files.
 - a. Choose the type(s) of files to add.
 - b. Type in, or Browse to the location of the files.
 - c. Mark whether the files are Active.
 - d. Select *Include all Child Folders* to include the files in the folders below the selected folder.
6. Click *OK*.

2.3 Editing a Project

After you have created the Project file, you may edit it using the Project Editor. Use the Project Editor to edit the field properties of the Project file. You can also use the Project Editor to add additional files to the Project file.

2.3.1 Editing Projects With the Project Editor

1. Click on the *Project Editor*  button, or select *File>Edit Project*.
2. Choose the Project to edit.

To add a new field....

1. Click the *New* button.
2. Choose a name for the field
3. Fill in the properties for that field.

To edit the properties of an existing field...

1. Highlight the field to edit
2. Click the *Properties* button.
3. Edit the field properties.
4. Click *OK*.


To add new files to the Project...

1. Click on the *Folders* tab.
2. Click the *Add* button.
3. Choose what type(s) of files to add.
4. Type in, or Browse to the location of the files.
5. Mark whether or not the files should be Active.
6. Mark whether or not to include all Child Folders.
7. Click *OK*.


2.4 Adding Files to a Project

There are two general ways to add and remove files to a Project. Files may be added from a folder that already has some files in the Project. Also, Files may be added from a new folder.

2.4.1 Adding more files from a folder:

1. Click on the *Project Statistics*  button on the Project Toolbar.
2. Click on the *Synchronization* tab.
3. Click on the *File Synchronization* tab.
4. Select the Project Folder where the new files are. Files in the Project Folder, which are not in the Project, will be displayed in the File List. This can take time to update for large Project files. If necessary, click on the *Refresh* button to update the list.
5. Select the files to add by marking the check box for the files. Click on the *Select All* or *Deselect All* buttons to change all the check boxes.
6. Click the *Add Selected Files to Project* button. The files will be added to the Project.
7. Click *Close* to close the window and return to the program.
8. Click the *Refresh Data* button to update the Grid

2.4.2 Adding files of a new folder:


1. Click on the *Project Statistics*  button on the Project Toolbar.
2. Click on the *Folders* tab.
3. Click the *Add* button.
4. Enter the path of the new folder.
5. Check *Include all Child Folders* to include the files from all child or sub folders on the path.

6. Check the *Active* box to make the folder active.
7. Select the file type(s) to include.
8. Click *OK*. Repeat the steps to add all the folders required.
9. Click on the *Process New Folders* button to search for and add the new files to the Project.
10. Click *Close* to close the window and return to the program.
11. Click the *Refresh Data* button to update the Grid


2.5 Remove Files From a Project

There are two general ways to add or remove files from a Project. A Project may have files from several folders. Files may be removed from the Project by removing some of the files from a folder or by removing the entire folder.


2.5.1 Removing files from an existing Project:

1. Click on the *Project Statistics*  button on the Project Toolbar.
2. Click on the *Synchronization* tab.
3. Click on the *Record Synchronization* tab.
4. Select the Project Folder with the files to be removed. Files in the Project Folder, which are already in the Project, will be displayed in the File List. This can take time to update for large Project files. The first column, called 'Exits', will display Yes or No to show whether the file still exists in the Windows Folder. If necessary, click on the *Refresh "File Exists" Status* button to update the list.
5. Select the files to remove by clicking in the selection column on the very left of the File List window. Click on the *Select All* or *Deselect All* buttons to change all the check boxes.
6. Click the *Remove Selected Files from Project* button. The files will be removed from the Project.
7. Click *Close* to close the window and return to the program.
8. Click the *Refresh Data* button to update the Grid


2.5.2 Removing a folder:

1. Click on the *Project Statistics*  button on the Project Toolbar.
2. Click on the *Folders* tab.
3. Highlight the folder to be removed.
4. Click the *Remove* button.
5. A warning message will be displayed that shows how many records (files) will be removed from the Project. Click *OK* to remove the folder.
6. Click *Close* to close the window and return to the program.
7. Click the *Refresh Data* button to update the Grid

3.1 Opening a Project File

1. Click on the *Open*  button, or select *File>Open Project*.
2. Find the location of the file.
3. Click on the file
4. Click *OK*.

3.2 Closing a Project File

Click on the *Close*  button, or select *File>Close Project*.



3.3 Exporting Data

Data entered into the Grid can be exported into several formats. Exporting data is handled by the Report writer.

Export File Formats:

Character-separated values
Comma-separated values (CSV)
Crystal Reports (RPT)
Rich text format
Text



To Export Data:

1. Adjust the column widths, if necessary. Some formats require that the size of the fields be adjusted in order to transfer all the data. If some data is not exported properly, then adjust the column widths and try again.
2. Click on the *Export Data*  button. The Report Preview window will be displayed. Not all the data may be displayed in the report window. Most formats do not require that all the data be visible in this view.
3. Click on the *Export*  button.
4. Select the Format to save to.
5. Select the Destination.
6. Click *OK*. You might be asked some questions for the file format.
7. Select the filename and click *Save*.

3.4 Generate a Report

There are several ways to print reports. Because the Project file is in the Microsoft Access 2000 format, it is possible to use Access 2000 to print a custom report. It is also possible to export the data into another format and then use another program to adjust the data and print the report. Follow the instructions below to print a simple report.

To Report Data:


1. Adjust the column widths on the Grid.
2. Click on the *Report Data*  button. The Report Preview window will be displayed.
3. If the data is not displayed properly, then click on the *Close Report*  button and readjust the column widths and try again.

4. Click on the *Print*  button to print the report.

3.5 Printing an Image

You can print images to the default Windows printer. You can print either the entire image or the displayed portion of the image.

To Print an Image:

1. Select *Print Image* from the File pulldown menu or click on the *Print Image*  button. The Print dialog box will open.
2. The selected printer will be whatever printer is currently selected as the Windows default printer. If you need to print to another printer, exit the program, open the Printers window, change the default printer to the desired printer.
3. Select *Print Entire Image* or *Print Displayed Portion*.
4. Select *Fit to Page* or *Scale*. If you select *Scale*, enter a scale value.
5. Select a paper size or enter a size. The program will attempt to set the printer to the new size. If the paper size is too large or the printer does not respond, the image will be printed at the size specified but the paper size may be too small or too large.
6. Click on *Print*

3.6 Zooming to a View

There are many different views you can set for viewing the files. You may fit to Height, Width, Best Fit, or Actual Size. You may also zoom to one of the pre-selected Zoom percentages. Finally, you can choose an area you want to focus on for each drawing, using the Zoom Window feature.

Choosing a Zoom View

1. Under the Zoom menu, click on the view you would like to activate.

Automatic Zooming:

1. Go to Zoom>Establish a Magnification Area.
2. Select choose area to magnify.
3. Draw a box around the area you would like to zoom into.


Deselecting an Automated Zoom

1. Go to Zoom>Establish a Magnification Area.
2. Select Choose Entire Image.

3.7 Set File Launch Option

Each time that you move from one row to the next on the Grid the corresponding image will be displayed. Sometimes, it is not necessary to view the image when entering the data. It is possible to turn off the automatic viewing of the files by setting the File Launch Option.

To Set The File Launch Option

1. Click on the *Set File Launch Option*  button
2. Mark the check box next to "Launch image in viewer during file navigation" to see the files while you are indexing.

3.8 Hiding the Toolbar

You can hide the toolbar to give you more room on the screen.

To Hide the Toolbar

1. Click the *Hide Toolbar*  check box.

Chapter 4. USING THE DATA GRID

4.1 Copy and Paste Cells

There are two ways to copy and paste cells. You can use the Copy and Paste button, or you can use the shortcut keys F4 (to copy) and F5 (to paste).


4.1.1 Copying One Cell

1. Click on the Cell to copy.
2. Click on the *Copy and Paste For a Range of Cells*  button.
3. Click *Copy*.

- OR -

1. Click on the cell to copy.
2. Press the *F4* key.


4.1.2 Copying a Range of Cells

1. Highlight the range of cells to copy by dragging the mouse over the cells.
2. Click on the *Copy and Paste For a Range of Cells*  button.
3. Click *Copy*.

-OR -

1. Highlight the range of cells to copy by dragging the mouse over the cells.
2. Press the *F4* key.


4.1.3 Pasting One Cell

1. Click on the cell to Paste.
2. Click on the *Paste and Paste For a Range of Cells*  button.
3. Click *Paste*.

- OR -

1. Click on the cell to Paste.
2. Press the *F5* key.

4.1.4 Pasting a Range of Cells

1. Highlight the range of cells to Paste by dragging the mouse over the cells.
2. Click on the *Paste and Paste For a Range of Cells*  button.
3. Click *Paste*.



- OR -

1. Highlight the range of cells to Paste by dragging the mouse over the cells.
2. Press the *F5* key.

4.2 Sorting Cells

You can sort the Grid based on any one of the columns. All columns will be sorted in the order of the selected column.

To Sort Cells in Ascending or Descending Order

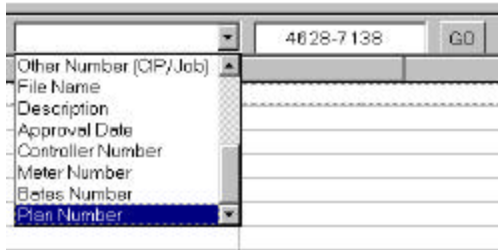
1. Click in the column to sort by.
2. If you want to sort by ascending order, click the *Sort by Ascending Order*  button.
3. If you want to sort by descending order, click the *Sort by Descending Order*  button.

4.3 Searching a Project File

You can use the search function to find a keyword in a particular column inside a Project file.

To Search a Project file

1. Choose the column to search.



The screenshot shows a search interface. At the top, there is a text input field containing the number '4628-7138' and a 'GO' button to its right. Below the input field is a dropdown menu that is currently open, displaying a list of project file columns: 'Other Number (CIP/Job)', 'File Name', 'Description', 'Approval Date', 'Controller Number', 'Meter Number', 'Notes Number', and 'Plan Number'. The 'Plan Number' option is highlighted with a blue background. To the right of the dropdown menu is a table with several empty rows, representing the search results.

2. Type in the word(s) to find.
3. Click Go.

4.4 Refreshing Data

When multiple users are entering information in the same file, you will not see the data entered by the other users until you refresh the grid.

To Refresh Data

1. Click on the *Refresh Data*  button.