

MST Windows Viewer .NET

Getting Started Guide

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If you find a typographical error in this manual, or if you have thought of a way to make this manual better, we would love to hear from you, feel free to share with us at info@ms-technology.com.

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Introduction

If you have just a few minutes or want to know just the basics, this is the place to start. This guide provides a basic overview of using MST Windows Viewer for .NET.

This guide has been designed in such a way that the user is able to understand the software in an efficient and effective manner. MST recommends users to carefully go through the guide before launching the product and keep it in a safe, easily accessible place for future reference.

Getting Started with MST Windows Viewer for .NET

This guide covers how to get start with MST Windows Viewer. After reading this guide, the reader will know:

- The general overview of MST Windows Viewer
- How to install MST Windows Viewer
- How to work with Graphical User Interface of MST Windows Viewer, the menu options that are available in the viewer, and the functions they perform
- How to open/view documents in the viewer
- How to work with Working Sets
- How to save documents in the viewer
- Overview of annotations

About MST Windows Viewer for .NET

MST Windows Viewer is a powerful and robust document viewing solution that allows users to view images and documents located in Enterprise Content Management (ECM) system. It enables users to view a number of document types from one application, providing collaboration and document manipulation tools, and enables for document distribution.

Install MST Windows Viewer for .NET

Before continuing further with the installation, please make sure that the system that the viewer will be deployed on meets the minimum system requirements. This section will guide the administrator on how to install and uninstall this product.

System Requirements

This section provides the minimum and recommended requirements for running MST Windows Viewer:

Operating System

- Windows XP
- Windows Vista (32 & 64 Bit Versions)
- Windows 7 (32 & 64 Bit Versions)
- Windows 8 (32 & 64 Bit Versions)

Pre-installed Components needed

- MSXML Parser 6.0

Minimum System Requirements

- Processor: Intel Pentium III 1.0 GHz or higher, AMD Athlon 1.0 GHz or higher
- RAM: 512 MB
- 100 MB of available hard-disk space for installation
- 500 MB of additional hard-disk space for cache

Recommended System Requirements

- Processor: Intel Pentium IV 2.0 GHz or higher, AMD Athlon 2.0 GHz or higher
- RAM: 2 GB
- 100 MB of available hard-disk space for installation
- 1 GB of additional hard-disk space for cache

Installation

Before starting the installation of the MST Windows Viewer, make sure that software installer file is available on the computer that the viewer will be deployed on. The following are the steps to help the administrator install the viewer:

1. Double click on the **setup.exe** file.
2. The **MST Viewer Setup Wizard** appears.
3. Click **Next**.
4. From the **Select Installation Folder** screen, either browse to the location to the desired location to save the program or allow at the default location. Also, indicate whether the administrator wants the software to be accessible to **'Everyone'** or **'Just me'**.

'Everyone' option allows all user accounts on the computer to have access to the viewer.

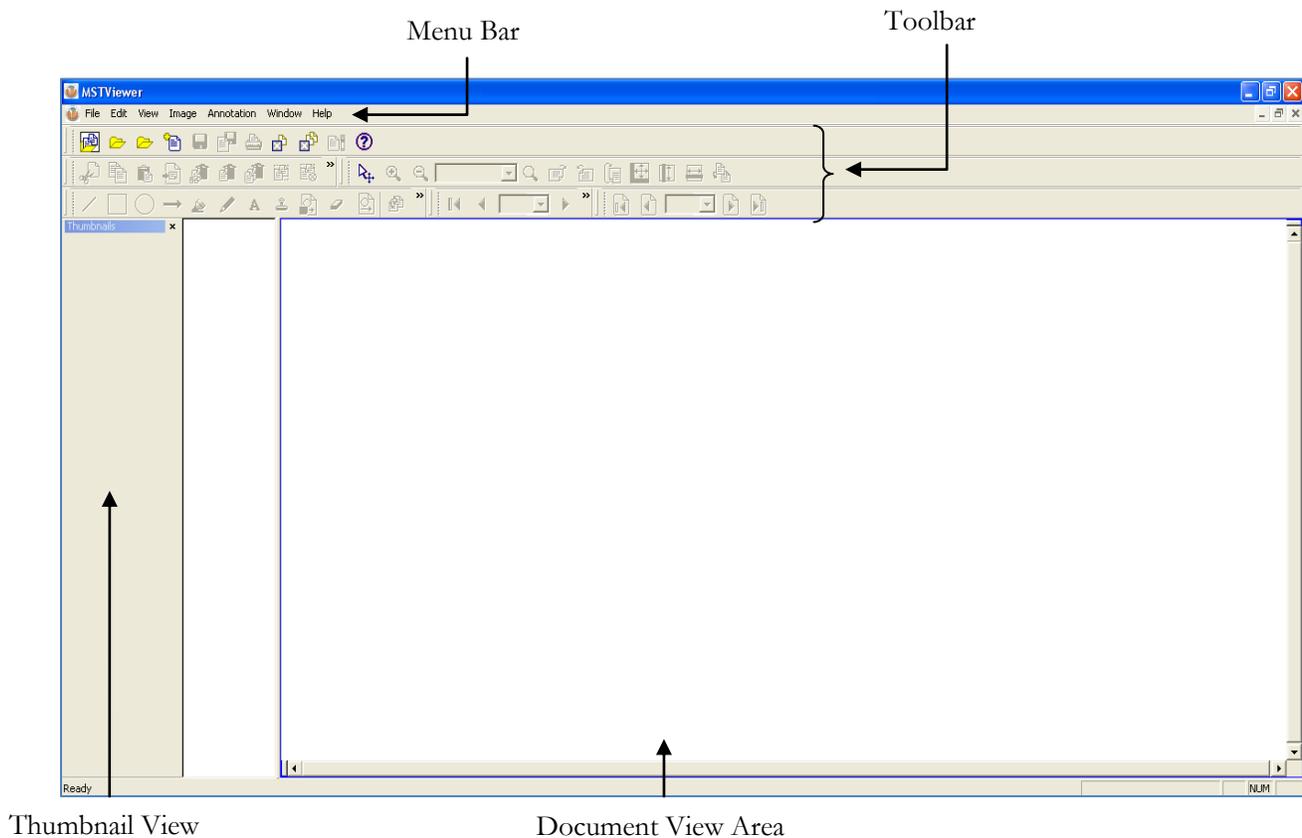
'Just me' option means that viewer will install and available to this particular user account only.

 It is recommended to select the "Just Me" option.

5. Click **Next**.
6. The setup starts installing the viewer.
7. Once done, click **Next**.
8. Click **Close**.

Understanding Interface

The MST Windows Viewer interface is user friendly, and provides quick access to all important functions the user needs.



The following are the components of the application's user interface.

- **Menu Bar:** It is the top most bar of the application interface that contains all the available features of the application. It has seven menu options:
 - File Menu
 - Edit Menu
 - View Menu
 - Image Menu
 - Annotation Menu
 - Window Menu
 - Help Menu

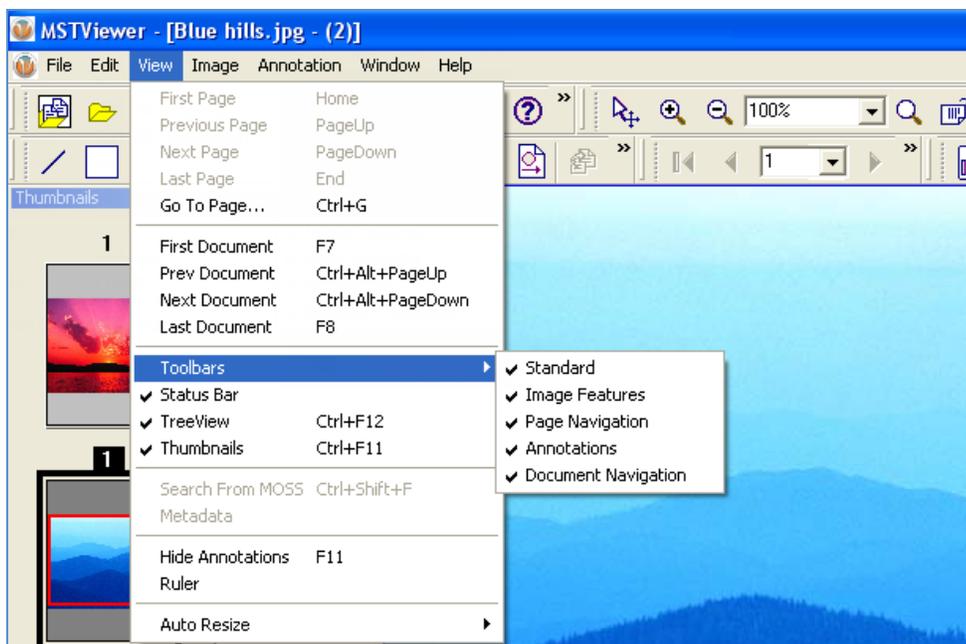
Menu	Options	Options Description
File	Open... Ctrl+O Open Working Set... Append in Working Set... New Working Set Scan Document Fax Document Send Document	<p>Open: Opens a previously saved file or document.</p> <p>Open Working Set: Opens documents in a Working Set</p> <p>Append in Working Set: Appends multiple documents in an opened Working Set</p> <p>New Working Set: Creates a new Working Set</p>
	Close Ctrl+W Close All Ctrl+ Shift + W Save Ctrl+S Export F12 Upload	<p>Scan Document: Scan a document</p> <p>Fax Document: Fax a document</p> <p>Send Document: Send any document to other person via mail</p> <p>Close: Closes an active document but does not quit application</p>
	Print Ctrl+P Print Selected Area Print Preview Print Setup Print Configure	<p>Close All: Closes all opened documents</p> <p>Save: Saves an active document with its current filename and location</p> <p>Export: Saves an active document to another location with the same or different filename</p>
	Preferences ...	
	Table Of Contents	
	1 300px-DuckTales_(Main_title) (Copy).jpg 2 Blue hills.jpg 3 Sunset.jpg 4 DSR.xls	<p>Print: Prints an active document</p> <p>Print Selected Area: Prints the selected portion of an active document</p> <p>Print Preview: Shows how the file will look when it is printed</p>
	Exit	<p>Print Setup: Shows various printing options such as paper size, orientation, etc.</p> <p>Print Configure: Shows configuration settings of the printer</p>
		<p>Exit: Closes all opened documents and quit application</p>

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		<p>Thumbnails: Displays the thumbnail view of the documents opened in a Working Set</p> <p>Hide Annotations: Allows the user to toggle the visibility of annotations</p> <p>Ruler: Displays ruler on the file</p> <p>Auto Resize: Resize the file or document either vertically or horizontally</p>																																				
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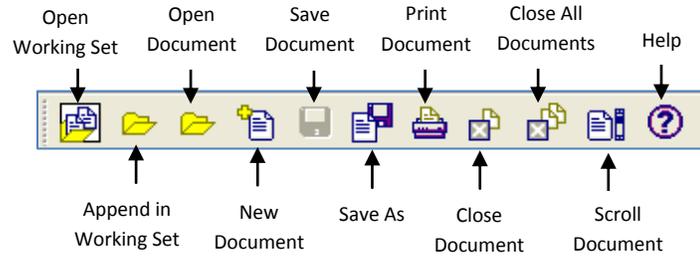
<p>Window</p>		<p>clipboard</p> <p>New Window: Opens another window with a copy of active documents</p> <p>Cascade: Arrange (open windows) in such a way so that they overlap each other, with the title bars visible</p> <p>Open Documents List: Displays list of all opened documents. An active document has a check mark besides it.</p>
<p>Help</p>		<p>Help: Open user manual for assistance</p> <p>About MST Viewer: Check the product version and licensing information</p>

- Toolbar:** The MST Windows Viewer has floating toolbars with several buttons that can be easily accessed to quickly perform any action. The toolbars can be dragged to any location to prevent obstructing the view of the document. The toolbars can be temporarily hidden by going to: **View -> Toolbars**.

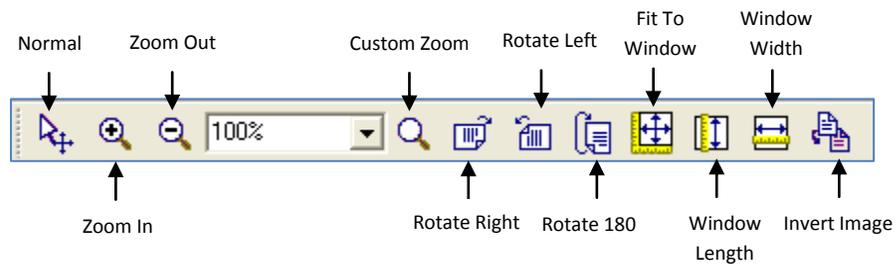


There are 5 toolbars available in MST Windows Viewer:

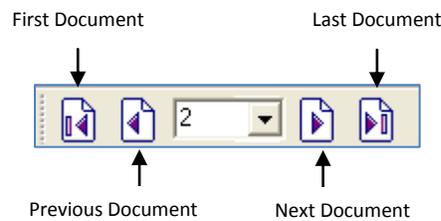
1. Standard Toolbar



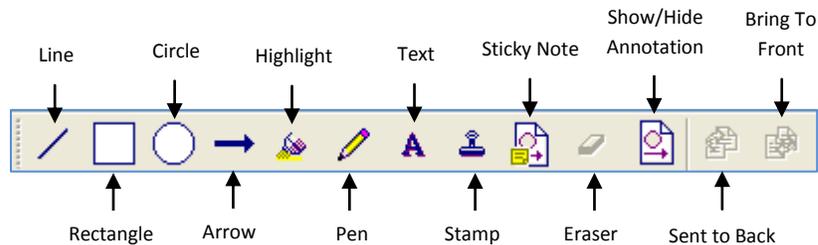
2. Image Features Toolbar



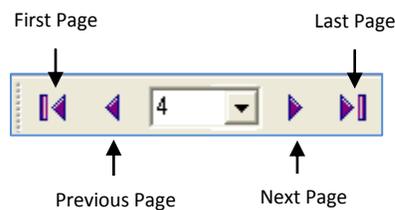
3. Page Navigation Toolbar



4. Annotation Toolbar



5. Document Navigation Toolbar



Open Document

The document can be opened in the MST Windows Viewer in the following two ways:

- Using the **Menu** option
- Using the **Open** icon

Open a Document Using the Menu Option

Perform the following steps to open a document using menu option:

1. From the **File** menu, click on **Open**.
2. Navigate to find the desired file and click **Open**.
3. If the selected file is supported will open in the viewer.

Open a Document Using Open Icon

Perform the following steps to open a document using the Open icon:

1. Click the **Open** button displayed on the Standard toolbar.



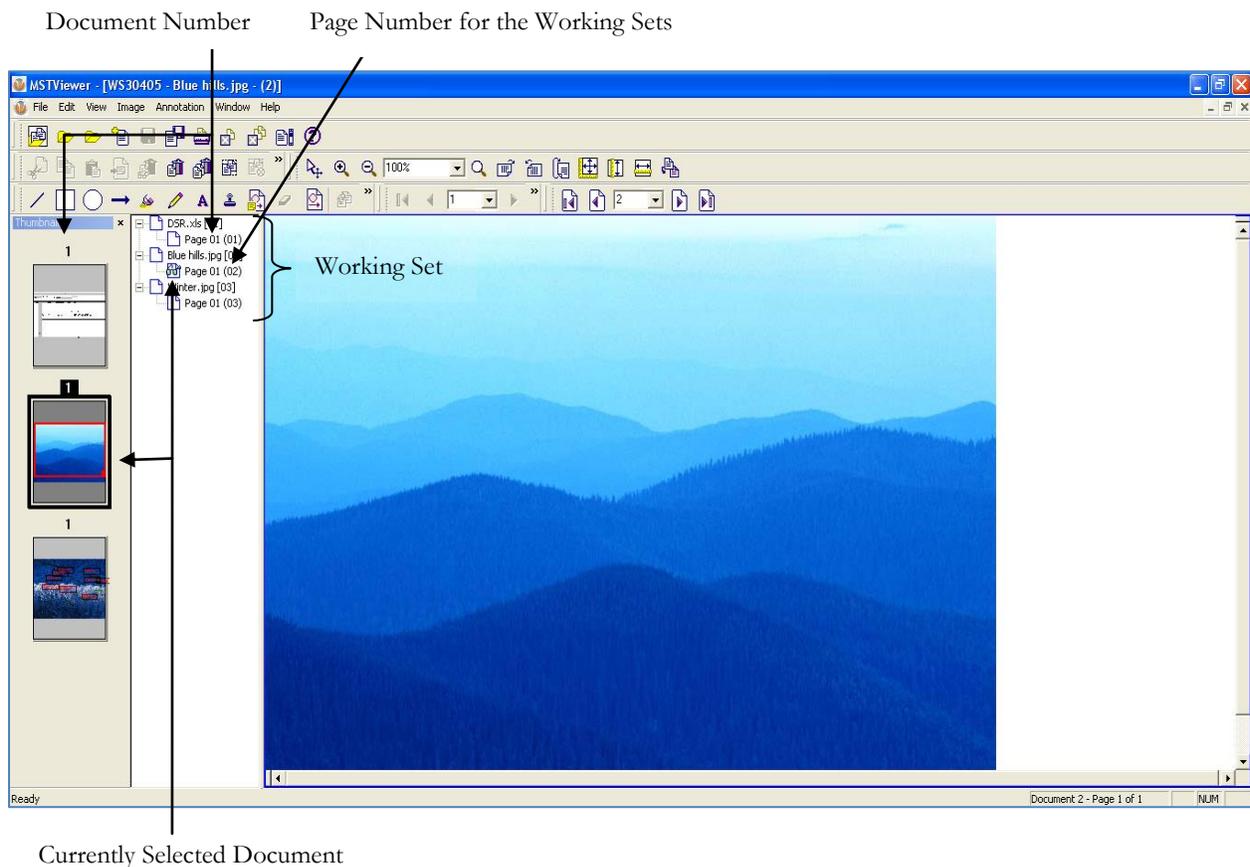
2. Navigate to find the desired file and click **Open**.
3. If the selected file is supported will open in the viewer.

 To open multiple documents, press CTRL key and select multiple documents.

Working with Working Sets

A Working Set is a collection of documents that can be viewed as one continuous document. Working Sets enable users to:

- View multiple documents in a single document window.
- Browse documents and pages from Tree-View or Thumbnail.
- Scan documents and add them into a working set.
- Create custom documents in a working set which can be converted to single or multi-page documents.



Open Document in Working Sets

In a working set, one or more documents can be opened in a tree-view or in the thumbnail view by performing the following steps:

1. From the **File** menu, click **Open Working Set**, or simply click the **Open Working Set** button displayed in the Standard toolbar.
2. The **Open Working Set** dialog box is displayed.
3. Navigate to find the desired file and click **Open**.
4. If the selected file is supported will be opened in the viewer.

Append Document in a Working Set

Within a working set, documents can be appended to the current working set by performing the following steps:

1. On the **File** menu, click **Append in Working Set** or click the **Append in Working Set** button displayed on the Standard toolbar.
2. The **Append in Working Set** dialog box is displayed.
3. Navigate to find the desired file and click **Open**.
4. If the selected file is supported will be opened in the viewer.
5. Repeat the process to append another document to the working set.

Save Document

The document can be saved in a number formats to the user's workstation (if they have permission), to a folder on a network drive, or back to the ECM repository. MST Windows Viewer supports saving files to the following formats:

- Plain Text (ASCII)
- TIFF
- JPEG
- GIF
- Bitmap
- MODCA
- IOCA
- PDF

Perform the following steps to save a document:

1. From the **File** menu, click **Save** or click the **Save** button displayed in the Standard toolbar.

Perform the following steps to save a document in a different format:

1. Click **Save As** button displayed on the Standard toolbar or select **Save As** from the File Menu
2. From the dialog box, in the navigation pane (the left pane), select the folder to where the document needs to be saved to.
3. In **File Name** box, enter the name of the file.
4. From **Select as type** drop down box, select the new file format type of the document.
5. Select one of the following required save options from the list:
 - **Current Page:** Save the current page only.
 - **Current Document:** Save all pages of the current document.
 - **Pages:** Save some specified pages, then enter the page numbers using arrow keys.
6. Select the **Save Annotation** checkbox to save annotations made to the document.
7. Select the **Save Watermark** checkbox to save watermarks imprinted to the document.
8. Once done, click **Save** to save the document in a different format

Print Document

Documents can be printed by performing the following steps:

1. While viewing a document, from the **File** menu, click **Print**.
2. Once the **Print** dialog box is displayed, from the **Printer** group, select the printer to use (if it is not selected).
3. From the **Print Range** group, specify the portion of the document that the user wants to print. If the user clicks on **Pages**, they have to enter the page numbers or range to print.
4. From the **Copies** group, select the number of copies of the document to print.
5. Once done, click **OK**.

To print selected area:

1. From the **File** menu, click **Print Selected Area**
2. Once the **Print** dialog box is displayed, from **Printer** group, select the printer to use (if it is not selected).
3. From the **Copies** group, select the number of copies of the document to print.
4. **Once** done, click **OK**.

 To see how your document looks before you print it, go to the **File** menu and select **Print Preview**. This will generate a preview of how your document will look like when it's printed on paper.

To adjust various Printer Settings:

1. From the **File** menu, click **Print Setup**
2. Once the **Print Setup** dialog box is displayed, select the printer to use (if it is not selected) under **Printer** group.

3. From the **Paper** group, select the paper size in **Size** dropdown menu. The Size dropdown menu lists all paper sizes supported by the current printer.
4. From the **Orientation** group, the user can specify the paper orientation as portrait or landscape for printing.
5. If the printer is available on the network, click on the **Network** button and connect to the printer.
6. Once done, click **OK**.

Annotations

Annotations are comments, notes, explanations, or other types of external remarks that can be added to a document to provide additional information or emphasis.

The MST Viewer provides tools to enable the user to freely write their own comments to the document to collaborate with others. It provides the ability to add comments via sticky notes, apply digital stamps, and much more, making MST Viewer an ideal solution for business workflows. It also allows the user to save, copy, paste and print annotations.

Annotation marks are saved within a unique file that stores the annotation data. When the user makes an annotation, a file with the same name, with an extension `.t_l` is created in the same directory. Any annotation that is NOT burned-in (embedded) is put into this file. The `.t_l` file is a GOCA type file. These marks can also be merged with the image data in a process known as “burned-in”. Once annotations are burned-in a document, they become part of the base image and cannot be manipulated by the annotation functions.

MST Viewer has a full range of annotation tools for users. The following is a list of the annotation and markup tools included in MST Viewer, with a brief description of their functionality.

Line

This annotation tool draws a horizontal, vertical, or lines at 45° with adjustments: color, thickness, and transparency.

Rectangle

This annotation tool draws a rectangle with adjustments: line and fill color, thickness, and transparency.

Circle

This annotation tool draws a circle with adjustments: line and fill color, thickness, and transparency.

Arrow

This annotation tool draws a horizontal, vertical or 45° arrow with adjustments: color, thickness, arrowhead length and angle.

Highlighter

This annotation tool provides the ability for the user to highlight an area or text of a document.

Pen

This annotation tool draws freehand lines and shapes with adjustments: color, thickness, and transparency.

Text

This annotation tool enters text with adjustments: size and color of the fonts and the text box.

Stamp

The user can stamp images and/or text anywhere on a document. The user can choose either from a list of predefined stamps or create their own stamps.

Sticky Note

Post notes to documents that stand out to other users. Sticky Notes enable users to create text notes for easier collaboration between team members.

Mask

This annotation tool is used to hide certain part of a file or document.

Shortcut Keys

Short Cut keys provide an easier and quicker method of navigating and using software. Short Cut keys are commonly accessed by using **ALT**, **CTRL**, or **SHIFT** in conjunction with a single letter.

The following shortcut keys that will work with all PC compatible computers and software programs and it is highly recommended that all users keep a good reference of them.

Command	Short Cut Key
Open	Ctrl + O
Close	Ctrl + W
Close All Documents	Ctrl + Shift + W
Save As	F12
Print	Ctrl + P
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Insert Page	Insert
Delete Selected	Delete
Delete Document	Ctrl + Delete
Delete All Document	Ctrl + Shift + Delete
Select All Pages	Ctrl + Shift + A
Deselect All Pages	Ctrl + Shift + D
Crop Page	Ctrl + Shift + C
First Page	Home
Previous Page	Page Up
Last Page	End
Next Page	Page Down
Go To Page	Ctrl + G
First document	F7
Next Document	Ctrl + Page up
Last Document	Ctrl + Page Down
Previous Document	F8
Thumbnails	Ctrl + F11
Hide Annotations	F11
Enhance	Ctrl + E
Zoom In	+
Zoom Out	-
Custom Zoom	Ctrl + M
Actual Size	Shift + A
Fit in Window	Shift + F
Fit to Width	Shift + W
Fit to Height	Shift + H
Rotate Right	Ctrl + Arrow Right
Rotate Left	Ctrl + Arrow Left
Rotate 180	Ctrl + Arrow Down
Invert	Ctrl + Alt + I
Magnifying Lens	Alt + L
Image Properties	Ctrl + Alt + Enter
Pen	Ctrl + Alt + P
Highlighter	Ctrl + Alt + H
Rectangle	Ctrl + Alt + R
Circle	Ctrl + Alt + C
Line	Ctrl + Alt + L

Arrow	Ctrl + Alt + A
Sticky Note	Ctrl + Alt + N
Stamp	Ctrl + Alt + S
Text	Ctrl + Alt + T

Advantages

- **Reduce Overhead and Increase Productivity:** Allows companies to reduce a number of applications to one efficient universal document and image viewer.
- **File Formats:** Supports over 75 common and proprietary file formats.
- **Email and Fax:** Email and/or fax images and documents directly from MST Viewer application.
- **Annotations:** Access to a number of different annotations including, but not limited to redaction, line, arrow, rectangle, circle, text, note, highlighter, pen stamp, watermark and eraser.
- **Internal Development:** All file formats are developed by in-house MST developers and do not use any third party APIs. This allows MST to provide customizations, prompt resolutions to issues, and release control.
- **Individual Release Control:** Reduces deployment and upgrade cost. Every customer has their own release version of the product.