7 **Customizing Image Titles, Toolbar, and Menu**

◆ **To modify the image title bar**

`1 : Color - 155,648 bytes`

The title bar lists the image name, size, and number. New scans are assigned a number and file size, but you can customize this information by renaming an image.

1 Right click on the image title bar.
2 Select Image Properties.
3 Type in the new title information (file name, description, etc.) into the text box.
4 Click Ok. The new title will appear.

◆ **To show/hide the toolbar**
From the Options menu, select Tool Bar.

◆ **To show/hide the menu bar**
From the Options menu, select Menu Bar.

◆ **To view the menu as single button**
From the Options menu, select Single Button Menu.

◆ **To view the menu as a full menu**
1 From the Single Button Menu, go to the Options menu.
2 Select Full Menu.

◆ **To view large or small icons**
From the Options menu, select Large Icons or Small Icons.

◆ **To choose the language for Kofax Scan Demo**
The default language is English, but Kofax Scan Demo is equipped with an optional language function.
1 From the toolbar or the File menu, select the flag icon for the desired language.
-or-
Press the shortcut keys Alt + L and select the icon.

8 **Shortcuts**

1 Image Display	1
2 Image Display	2
4 Image Display	4
6 Image Display	6
12 Image Display	T
Advanced Settings (Scanning)	Ctrl + A
Copy Image Area to Clipboard	A
Copy Image to Clipboard	C
Delete Image	Del
Display First Screen button	Home
Display Last Screen button	End
Document menu	Alt + D
Edit menu	Alt + E
File menu	Alt + F
First Image	Home
Go to Image	G
Help menu	Alt + H
Horizontal Fit	H
Image Scanning Properties	Ctrl + I
Last Image	End
Load Default Demo Images	Ctrl + D
Move Image	M
Next Screen	Page Down
Options menu	Alt + O
Page Fit	P
Previous Screen	Page Up
Rotate 90	Shift + Right Arrow
Rotate 180	Shift + Up Arrow
Rotate 270	Shift + Left Arrow
Save Document	Ctrl + S
Scan 1 Page	Space
Scan Document	Enter
Scanner menu	Alt + S
Scanner Settings	Ctrl + S
Scroll Images to Bottom	Down Arrow
Scroll Images to Left	Left Arrow
Scroll Images to Right	Right Arrow
Scroll Images to Top	Up Arrow
Scroll Tool	S
Select Display Mode	1, 2, 4, 6, T, or W
Select Fit Mode	H, V, or P
Select Language	Alt + L
Stop	Esc
Tools menu	Alt + T
Vertical Fit	V
View menu	Alt + V
Zoom on Rectangle	R
Zoom In	+
Zoom Out	-
Zoom with Magnifying Glass	Z

Quick Reference

◻ **Main Functions**

1 **Tool Tips**
2 **Scanning**
3 **Loading Images/Select and Change Scanner**
4 **Adjusting the Image Display**
5 **Zoom and Scroll Tools**
6 **Printing Images**
7 **Customizing Menu, Toolbar, and Image Titles**
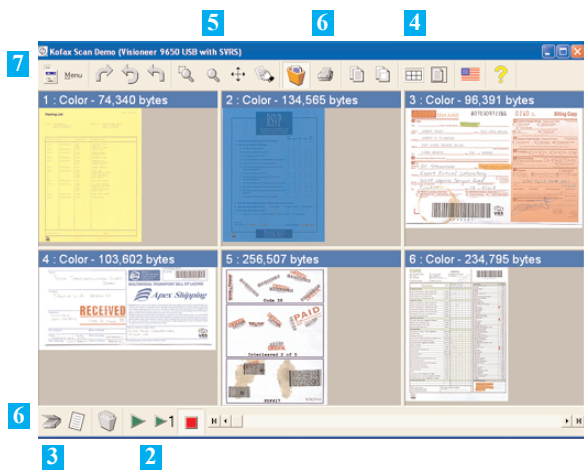**8** **Shortcuts**
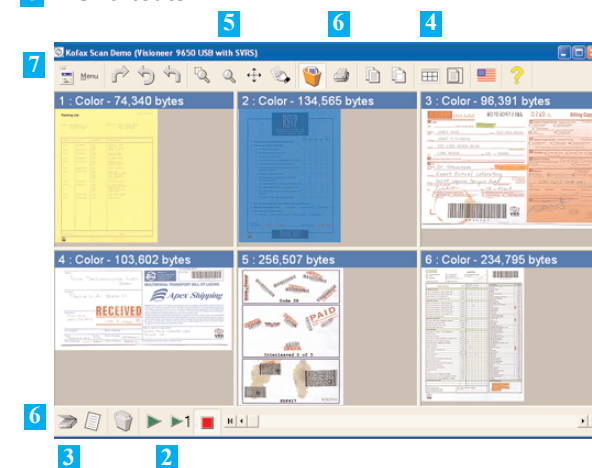
1 **Tool Tips**

Hold the pointer over a tool or menu item to see brief text that explains how to use it.

2 **Scanning**

These key functions relate to scanning:

◆ **To scan multiple documents**
Select the Scan document icon to begin.

◆ **To scan one page only**
Select the Scan 1 Page icon.

◆ **To stop scanning**
Select the Stop Scanning button.

Kofax Scan Demo Quick Reference

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③ Loading Images/ Select and Change Scanner

◆ **To select/change the scanner**
1   From the scanner bar, click on the Scanner menu.
2   On the Select Scan Source dialog box, click on the drop down arrow and select the name of the scanner.
3   Click OK.

◆ **To load default demo images**
1   From the scanner bar, click on the Scanner menu.
2   Select Load Default Demo Images.

◆ **To import images**
1   From the scanner bar, click on the Scanner menu.
2   Click Load File(s).
3   Find and select the file(s) to import.
4   Click Open.

④ Adjusting the Image Display Area

◆ **To go to the first or last image**
1   Select buttons next to the arrows on the navigation slider bar.
-or-
1   Press the Home or End keys.

◆ **To go to the previous screen or next screen**
1   Click on the navigation bar arrows.
-or-
1   Press the Page Up or the Page Down key.

◆ **To change the number of images displayed on the screen**
1   Go to the Select Display Mode menu.
2   Select the number of images.
-or-
1   Press the 1, 2, 4, 6, T, or W key.

◆ **To modify the fit mode**
1   From the Select Fit Mode menu, select Horizontal, Vertical, or Page Fit.
-or-
1   Press the H, V, or P key.

◆ **To rotate images**
1   Select the tool for the amount of rotation: 90, 180, or 270 degrees.
2   Click on the image to rotate.

◆ **To delete a single image**
1   Select the Delete Image tool. The cursor will change to a waste can.
2   Click on the image to delete.
3   At the dialog box, select OK to confirm the deletion.

◆ **To delete all images**
1   Select Delete Current Document from the scanner bar.
2   Click OK.

⑤ Zoom and Scroll Tools

◆ **To use Zoom on Rectangle**
1   Select the Zoom on Rectangle tool.
2   Click and drag across an area.
3   To fit the entire image back into the viewing area, press P.

Quick Reference

◆ **To use Zoom with Magnifier**
1   Select the Zoom with Magnifier tool.
2   Click on an image and hold the mouse button down.
3   Use the mouse like a magnifier.
4   Release the mouse button to stop.

◆ **To set magnifier properties**
1   Select the Magnifier tool and right click on any image.
2   Select the amount of magnification.
3   Use the slider to select the magnifier shape.
4   Click OK.

◆ **To zoom in or out**
1   Navigate to the desired images.
2   Press the plus sign (+) or minus sign key (-) to reach the image size.
3   To fit the entire image into the viewing area, press P for Page Fit.

◆ **To use the Scroll tool**
1   Select an area using the Zoom on Rectangle tool.
2   Select the Scroll tool.
3   Click and drag the image so the desired area is visible.
4   To fit the entire image in the window, press P for Page Fit.

◆ **To scroll images to the same position**
1   Use the Zoom on Rectangle tool to select an image area.
2   Right click on the image.
3   Select Scroll Images to Same Position.

⑥ Printing Images

◆ **To print an image**
1   From the Tools menu, select Print. The cursor will change to a printer.
2   Click on the image to print.

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