Digital Capture System

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Before using the image capture system

The Digital image capture system will capture and store pictures or video clips to the database on the hard drive, to a USB Memory stick, 3.5" floppy disk, to CD-RW and CD-R disk, or to a shared drive on the network. The image data is compressed and recorded in JPEG format. Extension of the picture files is JPG. Extension of movie clips is WMV. The database has basic fields to help you to keep track of clients and taken images.

Power sources

You can use your digital still image capture system in any country or area with the supplied AC power adaptor within 100V to 240 V AC, 50/60 Hz.

Precautions

Do not drop or strike the image capture system. Malfunctions, inability to record images in the Database, inability to use floppy disks, inability to capture images and damage or loss may occur.

Do not get the image capture system wet.

If the unit is brought directly from a cold to warm location, or is placed in a very damp room, moisture may condense inside or outside the unit. If this occurs do not start the unit until it has adjusted to the proper operating environment. This should take about an hour.

Operating environment recommendations

This unit will operate in temperature between 40F and 100 F. Do not use the unit in extreme climates.

Back up recommendations

To avoid the potential risk of data loss it is recommended to backup you Database onto CD-ROM periodically. Backups are recommended weekly however, depending on the use of your system you may want to backup more often.

Care of digitizer equipment

Care of floppy disks

Avoid storing floppy disks near magnets or magnetic fields.
Avoid dropping liquid on floppy disks
Avoid contact with the disk surface by opening the disk shutter plate.
**Care of CD-ROMs**

Avoid getting fingerprints, dust or smudges on the surface of the disks. Keeping the disks clean is very important for rewriteable media. The disks should not be exposed to excessive heat or direct sunlight.

**Care of the pointing device (track ball)**

Avoid getting dirt under the ball. To clean the pointing device, remove the screws and blow out the pocket using canned air or wipe with a cloth. Return the screws.

**Care of the keyboard**

Avoid getting dirt into the keyboard. To clean, blow out between the keys using canned air.
System Hardware

The pointing device (track ball)

Keyboard

Connecting the OtoPet-USA Image System

Please refer to Hardware Connections document connect the video cables to the Digitizer.
Using the OtoPet-USA Digitizer

General operations

The system can capture still pictures and short video clips.

The data can be saved in the internal database, on floppy disks, on CD-RW and CD-R disks, or transferred to remote locations over the network.

The front screen provides easy access to the system functions:

- **Capture** - opens live video where you can capture pictures and video clips.
- **View** - opens the storage for all transient data.
- **Database** - allows accessing the built-in database.
- **Setup** - gives access to system settings and
- **Exit** - shuts down the system.

**WARNING:** Always use the Exit button to shutdown the system. Turning off the power without proper shutdown may result in damaged data on the system disk.
Setup

The Setup screen allows to view and change system settings.

About - Displays information about the software, including the software version.
Time - Sets the date and time. The date and time is used when storing records.
System – System specific setup options.

Capture Mode:
  Sequence - When capturing, still pictures can be taken and placed into the Main View each time you activate the capture function until you exit the capturing screen.
  Single - When capturing, only one still picture will be taken per time when you activate the capture function. After taking a picture, the capture screen will exit.

Video Quality - allows change of compression quality for video clips. The higher is the quality, the larger will be the compressed file.

Hide Cursor When Capturing – if checked, the cursor will not be visible on the live video screen.

Audio View After Capturing – if checked, the program will automatically open the Main View screen to view the captured pictures after exiting the Capture Screen.

Auto Play Videos - if checked the video clips will start playing automatically upon entering the player screen. If not checked, the video playback will have to be started manually.

Mavica Compatibility Mode – if checked, pictures on floppy disks will be saved in compatibility mode so they can be read by older Sony Mavica systems. Setting this option is not recommended unless you need to share files with a Sony Mavica system.

Auto-Show Clients – if checked, the client list will appear automatically when entering the Client Selection screen. If not checked, the clients will not be shown until a search for particular clients is activated.

Auto-Deinterlace – if checked, pictures will pass a special filter to remove the interlace effect prior to opening or printing. Interlace effect happens when a picture is taken with a moving object or camera. In this case the two fields that make a full frame will be taken at slightly different times and be shifted against each other, therefore creating a blurry picture. The Deinterlace filter will remove the blurriness.

OK - Saves the settings and returns to main menu.
Cancel - Discards the settings and returns to the main menu.
**System Setup**

The System Setup screen contains more setup options.

**Network** - allows set up of the network. Please let your Network Administrator set the networking options.

**Compact Database** – removes unused space from the database and runs re-index. Use this option if you delete clients or records often.

**Backup Database** – start database backup on CD-RW or CD-R disk(s). The disk(s) must be formatted prior to backup.

**Restore Database** – restores previously backed up database from CD-RW or CD-R disks(s).

**Update** – starts software update provided by OtoPet-USA, Inc. on a CD-ROM.

**Advanced Setup**

WARNING: Do not use these options unless necessary. Improper use of these options may result in compromised security and even loss of the database file. Please contact technical support before using these options.

**Database Folder Properties** – opens the properties for the folder where the database file is located. Use it only to enable or disable the sharing of the database file on the network.

**Change Database Folder** – allows change in the location of the database file. With this option, the database file can be moved to a remote machine (server) so that it can be shared on the network. Use this option with caution and only if necessary.

**Exchange Folder Properties** - opens the properties for the Exchange Folder. Use it only to enable or disable the sharing of the Exchange Folder on the network.

**Printing**

This screen allows to set printing options.

Note: This option is available only if a printer is installed in the system.

**Presets**

Presets are used to store most often used print layouts. Each preset has a name associated with it. The names are given when you create new presets.
Presets are stored separately for printing single pictures and multiple pictures. When printing single pictures, columns and Column Gap options are not available.

**Manage** presets lets you to create **new** presets based on *currently selected options*, **modify** existing presets and set them to currently selected options, **rename** presets, and **delete** presets.

**Options**

**Print Dates** – if checked, picture dates will be printed.

**Print Names** – if checked, picture names will be printed.

**Print Header** – if checked, the header will be printed.

**Columns** – number of columns on the paper for printing pictures.

**Colum Gap** – a horizontal distance in inches between columns.

**More** – click to see the following options.

**Margins** – left, top, right, and bottom margins. Note: The printer may already have non-printable margins, in inches. These options add to the printer’s own margins.

**Font Size** – size of the text font.

**Text** – text that appears in the header.

**Height** – size of the header, in inches. Can be used to increase the header if needed, for example when printing on a title head paper.

**Printer** – allows access to the printer device settings, including paper orientation (portrait or landscape.)
The Main View

The Main View, which is accessible from the front screen, acts as a temporary storage for all newly captured pictures and for pictures that have been loaded from a disk or the database and added to the Main View.

The list shows thumbnails of pictures or video clips. Each picture can be opened full-size for viewing, each video clips can be opened for playback.

Old (previously saved) pictures have time stamps showing the time when they were captured.

When saving new pictures, only those pictures will be saved that are located in the Main View.

Read more information in the Image Functions section of the document on how to use picture view.
Database Operations

The database allows storage and retrieval of client information and pictures.

When choosing the Database icon on the main screen, the program will display different screens depending on the current state of the program. The state depends on 1) has any client been opened, and 2) have any new pictures been taken.

If no client record has been opened and no pictures were taken, the Client List screen will appear when you choose the Database icon on the main screen.

Client List

This screen contains the list of clients stored in the database. The content of the list depend on the search criteria (see below.)
From this screen you may search for a client, open an existing client, or create a new client.

Search - Find a client in the database.
Open - Open a selected client.
New - Create new client record.
Back - Return to previous menu.

Hint: You may click on the columns in the list header to change the sorting order of the clients in the list.

Clicking the right button on a client will bring additional options. To delete a client with all the client’s records, right click on the client in the list and choose Delete.

New Client

The New Client screen allows creation of client records. The information is arbitrary and can be filled with what suits best in your office. For example, you may use one (preferably first as it is unique) information field to input code names that would link clients with your main accounting database.

First Name - first name of the client
Last Name - last name of the client
Key - unique client identification. This field can be used to efficiently track clients and link them to external databases or records. The database will not
allow create of a client with a Key value that already exists for some other client. Some examples of unique keys are an ID from an external client database, a telephone number, or an address. **Information** - any information you have decided is best for your office.

**OK** - return to previous screen.  
**Cancel** - return to previous screen without clearing the client record.

**Search for a client**

To search for a client, enter information into any of the fields and select OK. You may search on any or all of the fields. The search will return all records that match the search data. Partial information can be entered (i.e. first letter of a name).

**Clear** – will clear the search fields.

Note: Search will remain active until cleared. If you want to see all of the clients in your Database list, you must clear the search.

Note: If Auto-Show Clients option is not checked (see Setup), but you want to see the whole client list, type an ‘*’ (asterisk) in any search field.

**Selecting a client**

To open an existing client record, highlight the client by clicking on the client name and then click on the Open icon, or just double click on the name.
**Image Record**

This screen shows the current client image record. The information at the top contains the client information. The list contains image records stored in the database.

**Open** - Open the highlighted image record and shows pictures.

**Open All** - Opens all image records and shows all client images on the same screen

**Add** - Adds each selected image to the Main View.

**Edit** - Allows editing the client information.

**Back** - Returns to previous menu.

Clicking the right button on a record will bring additional options. To **delete** a record, right click on it in the list and choose Delete. To add a **summary** to a record, right click on it in the list and choose Summary.

**Storing New Images (no client selected yet)**

This screen appears when you choose the Database icon on the main screen and when 1) no client record has been selected yet, and 2) there are new data in the Main View.

**Store In** - Takes you to the Client List to select a client to store the images.

**Browse** - Takes you to the Client List to select a client for loading pictures.

**Back** – returns to the previous menu.

**Client Record Screen (no new data)**

This screen appears when you choose the Database icon on the main screen and when 1) a client record has been selected, and 2) there is no new data in the Main View.

The screen shows the information for the current client.

**Open** - displays the current client Image Record screen, from which client pictures can be viewed and added to the Main View for comparison.

**Close** - closes the client record and clears all pictures from the Main View. If there is unsaved data in the Main View, a prompt will appear.
**Browse** - displays the Client Selection screen from which a new client record can be opened.

**Edit** - allows editing of client information.

**Back** - returns you to the previous screen.

If you have captured additional images you will receive the following screen.

**Client record screen (with new data)**

This screen appears when you choose the Database icon on the main screen and when 1) a client record has been selected, and 2) new data exists in the Main View.

**Store** - saves the new images from the Main View to the current client record.

**Open** - displays the Image Record screen for the current client, from which client pictures can be viewed and added to the Main View for comparison.

**Close** - closes the client record and clears all pictures from the Main View. If there is unsaved data in the Main View, a prompt will appear.

**Browse** - displays the Client Selection screen from which a new client record can be opened.

**Store In** - opens the Client Selection screen to save new images for a different (not current) client.

**Back** – returns to the previous screen.
Image Functions

Capture Images

The Capture screen is accessed from the Main Screen by choosing the Capture button. When you enter the capture screen you will be viewing a live image.

Captured pictures are added to the Main View. To see them, exit the capturing and choose View icon on the Main Screen.

Note: After capturing of a picture, the program will either stay on the Capture Screen or exit to the Main Screen depending on the Sequence or Single setting in the Setup. See the Setup Screen for more information.

Using the pointing device

Main Button - grab a picture and place in to the Main View.
Second Button - exit the Capture Screen.
Special Function 1 - grab a picture and place it to the Main View (same as Main Button).
Special Function 2 - freeze/unfreeze a picture. Frozen picture can be captured the same way as a live picture.

Using the foot pedal

When you press on the foot pedal, the image will be toggling between frozen and live. Frozen picture can be captured the same way as a live picture.

Capture toolbar

If you roll the track-ball on the pointing device to the left, a toolbar will appear with the following options:

Capture - grab a picture and place in to the Main View.
Video - open the Video Capturing Screen.
Back - return to Main Screen.
Capturing Video Clips

To start capturing a video, click on the Video button on the Capture screen. The screen will change to Video Capture Screen. To start capturing a video, click on the Start button.

Start - starts capturing.
Stop/Exit - stops capturing and/or exits the Video Capture screen.
Settings - shows video capture settings.
Keep Visible - keeps the toolbar visible. If the toolbar is not visible, roll the pointer to the top of the screen until the toolbar appears.

Foot Pedal (if connected) as well as Special Function 1 or 2 buttons on the pointing device may be used to start/stop video capturing. Second Button on the pointing device may also be used to abort capturing and exit to the Main Screen.

During capturing, the status line shows the current progress of the capturing. The progress includes time of captured video, number of frames, and number and percent of dropped frames. Percent of dropped frames should not exceed 1%-2%.

After capturing, the video will have to be compressed. Compression may take from few seconds to few minutes, depending to the length of the captured video. By default, the compression is run in the background so you can continue to work with the system. If you want to run the compression interactively, uncheck the Detached Compression option on the Video Settings.

By default, the time of video clips is limited to 30 seconds. You may change the time limit in the Video Settings.

Videos take much more disk space than still pictures. On the average, 10-second video takes about 1 MB of disk space.

Frames of captured videos have less resolution comparing to still pictures, therefore the overall quality of video clips is lower.
**Viewing Images**

There are several image list screens in the program. All of them show thumbnails of pictures and allow opening pictures full-size, but some of the functionality is different.

**Main View**

The Main View is accessed from the Main Screen. It contains a list of images or video clips combined from several sources, i.e. newly taken pictures, pictures loaded from the database (even from different client records), and pictures loaded from a disk. The Main View also acts as a place to prepare a record for saving in the database or on a disk.

**View** – opens selected image full screen.
**Delete** – deletes selected image from the list.
**Back** – returns to the previous screen.

If you click on the right (second) button, a popup menu with more options will appear. Some of them duplicate the toolbar. The new options are:

- **Rename** – renames the selected image.
- **Delete All** – removes all pictures from the view.

If a printer is installed in the system, printing options will appear on the popup menu, which will allow you to print, print preview a single or multiple pictures, and change print layouts.

**Database Images**

The Database Images view is accessed after opening a client record. It shows images only for the current client.

The **Delete** button extends to removing the selected image from the list and the database. The **Add** button adds the selected image to the Main View (for comparison with new pictures or for saving on a disk). On the popup menu the **Add All to View** option adds all pictures from the record to the Main View.
File Images

The File Image View is accessed when opening a pictures form a disk. The view is similar to the Database Image View, except that the **Delete** button removes the file related to the selected picture from the disk, and that the **Rename** button renames the file.

**Viewing Full Size Pictures**

This screen is accessed from any of the image list screens by choosing the View option.

Roll the track-ball on the pointing device all the way to the left to open a toolbar with the following options:

- + - zoom the image in.
- - - zoom the image out.
- Arrows - move to the next or previous picture in the list (if available.)
- Back - return to previous screen.

**Using the pointing device:**

- **Special Function 1** – show previous picture from the list (if exists).
- **Special Function 2** – show next picture from the list (if exists)
- **Double Click** - exit to the previous screen (same as back.)
- **Second (right) Button** – opens a popup menu with more options.

If you click on the **right** (second) button, a popup menu with more options will appear. Some of them duplicate the toolbar. The new options include the **Process** option, which allows you to **sharpen**, **smoothen**, or **Deinterlacing** of the viewed picture. If Auto-Deinterlace option is selected, all pictures will be Deinterlaced automatically upon opening or printing.

Note: **Interlace** effect happens when a picture is taken with a moving object or camera. In this case the two fields that make a full frame will be taken at slightly different times and be shifted against each other, therefore creating a blurry picture. The Deinterlace filter will remove the blurriness.

If a printer is installed in the system, **printing** options will appear on the popup menu, which will allow you to print or print preview the viewed picture, and change print layouts.
Note: The picture will be processed for viewing or printing only. The original picture in the file will not change.

Note: When a picture is zoomed in so it goes outside of the screen, it can be scrolled by pointing at scroll bars that appear at the sides of the screen, clicking and holding the Main (left) button on the pointing device, and rolling the ball.

**Playing Videos**

When opening a video from any image list screen, the Video Playback screen will appear. The Video Playback screen contains a toolbar and played back video clip.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Starts video playback.</td>
</tr>
<tr>
<td>Stop</td>
<td>Stops video playback and rewinds the video to the beginning.</td>
</tr>
<tr>
<td>Pause</td>
<td>Pauses video playback</td>
</tr>
<tr>
<td>Step Forward</td>
<td>Steps forward one frame at a time.</td>
</tr>
<tr>
<td>Auto Repeat</td>
<td>If pressed, video will be re-played after the end.</td>
</tr>
<tr>
<td>Keep Visible</td>
<td>Keeps the toolbar visible. If the toolbar is not visible, move the pointer to the top of the screen to make it appear.</td>
</tr>
<tr>
<td>Capture Frame</td>
<td>Captures a single frame from the video stream. The picture will be placed in the Main View.</td>
</tr>
</tbody>
</table>

Note: Due to high compression and its properties, arbitrary seeking inside video clips, although may work for some clips, is not supported.

Note: The quality of pictures captured from live video is not as good as those captured directly as still pictures. The size will be only ¼ of a regular picture, and motion compression artifacts may introduce some noise.
Quick Reference for Digital Storage

**Capture**
To capture still and video images.

Attach foot pedal to “CAPTURE” cable. This will automatically place images into the temporary file called “VIEW”.
If foot pedal is attached to freeze cable, you will have to push on the pedal and then press the LOWER LEFT button on the trackball to put image into “VIEW”.

**View**
To annotate and delete images and videos.

This is where you can add information to the image: Highlight the desired image, then “LOWER RIGHT” button to “RENAME” the image (file). You can also delete images by highlighting the image and clicking on the “DELETE” button. **IMAGES IN “VIEW” ARE ACTIVE. YOU MUST CHOOSE TO PUT THEM INTO THE DATABASE OR ONTO A DISK (FILE).**

**Database**
Where images are stored and maintained for recall and addition of new images for the patient.

Images in “VIEW” are correct and “RENAMED”.
Create a “NEW” record:  
| First Name: | Patient |
| Last Name:  | Client  |
| Information| File # or Phone # (must be for this file ONLY) |
| Line 3:     | Breed of Animal |

**This is the file for THIS animal. You can add info as needed. The information is dated and time stamped for matching up with written or computer records.**

You can take images from the “DATABASE” and place them into “VIEW” by highlighting the image, and clicking on the “ADD” button. This reactivates the image so you can place it on a disk.
Printing
What is on the monitor is what you get.

Locate the image or images that you wish to print. Bring to full image by double-clicking on image. “CAPTURE” image into printer, “PRINT” image.

MULTIPICTURE: For placing 2 or 4 images onto one print.
Press the “MULTIPICTURE” button on the printer to bring up menu. Press button again to change the highlighted # to desired images per print. “CAPTURE” image into printer, then press “SOURCE/MEMORY” to go back to live. Now use the top buttons on the trackball to scroll to the next desired image. REPEAT UNTIL YOU HAVE THE SCREEN FULL WITH THE IMAGES THAT YOU WANT, THEN PRESS “PRINT”. PRESS “SOURCE/MEMORY” TO RETURN TO USE WHILE THAT IS PRINTING.

DELETE ANY IMAGES IN “VIEW” BEFORE GOING TO THE NEXT PATIENT. THIS WILL AVOID ANY CONFUSION WITH MULTIPLE PATIENT IMAGES IN “VIEW” AT THE SAME TIME.
Digitizer Operations – How to Capture an Image

Looking at the main menu – the sequence to capture and store images is 1,2,3 from left to right **Capture, View, Database.** Still images or video - once captured – are moved to the **View** area for editing. Here you may name images, delete images and magnify images to review them. Once edited – you store the images in the **Database.**

To capture still images – main menu – left click on **Capture.** Left click to capture images or use the foot pedal – must be plugged into capture side of mouse. To exit – right click or move the pointer to left side of screen for pop out menu and left click on **Back** to get to the main menu.

To film – main menu – left click on **Capture.** Move pointer to left side of screen and click on **Video.** Move pointer to the top of the screen and click on the **green ball** to start and **black box** to stop. Filming is preset to stop after 30 seconds at the factory – may be set up to five minutes with icon on left side of tool bar. If finished – left click on **Back** to get to the main menu.

To edit - now your images are in the **View** area. Left click on **View.** Still images and video clips that were captured will be displayed here. You double left click the image to enlarge it or play the video, or you may highlight an image in red by left clicking it once. Use the buttons on the left side of the screen. There is a pop menu on the left side of the screen for stills to enlarge or step through the open images. Once opened – you may use the back mouse buttons to also step through the open images. Right click returns you to normal or **Back** key. Double click on your captured video images as well – there is a pop out menu on the top of the screen to play video etc. To return - right click or left click **Back.** If you right click the images or videos in the view area you may name them etc by left clicking selections.

To store the images – left click on **Database.** Left click **Store In** and you may now select an existing account or a new account. To select an existing account – left click once on the account to make it green or active. Now left click the **Store** icon and answer **Yes** to store the images. This makes them permanent. Now, back at the main menu – again left click on **Database** - and left click **Close.** This closes the file, and empties the **View** area so you are ready for your next exam. If you don’t **Close** – you must delete the images in the **view** so client pictures don’t get mixed up. Also, if you don’t close the client file – when you store the next client images – you will see an active client screen. At this point you may left click **Store** or **Store In** to get to a different account. If you are storing to a new account – repeat the sequence and left click the **New** icon – fill in the four fields and finish the sequence.

Now – try it. Main menu – left click **Capture.** Left click images to capture or use your foot pedal. If finished – right click or left click **Back** on left pop out menu. Main menu – left click **View** to edit. Right click to name etc or double left click images to open. Pop out menu is on left to magnify etc. Right click or left click **Back** to main menu. Left click **Database** to store and select **Store In.** Left click **New** or left click once existing client to make it green or active. Left click **Store** and complete the sequence. Back at the Main menu – left click **Database** and left click **Close** – and you are done.
File Operations

The File Screen is accessed from the Main Screen by choosing the File icon.

The active path is shown at the bottom of the screen. It can be a USB memory stick, floppy disk, CD-ROM, network folder, or a local exchange folder.

**Path** – select a new path (see below)
**Open** – open disk of folder for loading images
**Save** – save images
**Browse** – display all folders on the selected path
**Format** – format the selected disk (available only for floppy disks and CD-ROMs)
**Eject** – eject the CD-ROM disk (available only for CD-ROMs)
**Back** – return to previous menu

**Path**

This screen allows so select new path for saving/loading images. The path can be a floppy disk, CD-ROM, network share, or local exchange folder.

The Exchange Folder is used for temporarily saving images so that they can be loaded over the network from other computers. If the system is networked, you may allow sharing of the Exchange Folder (see advanced setup) and give access to it to remote machines.

**Saving Images**

To save images, choose the Save button on the File screen. The program will save only those images that are located in the Main View. If the disk cannot hold all images, you will be prompted to insert another disk.

When saving, the program will create a new folder (directory) on the disk, and save image files inside this folder. If there is no client record opened, the folder name will consist of the current date and time. If a client record is opened, the folder will be named after the client name, and another sub-folder will be created within this folder with the name consisting of current date and time.
**File List**

The File List screen is accessed after choosing the Open icon on the File screen. The screen shows a list of files or folders (directories) on the disk. Image files can be opened for viewing. Folders have to be opened to access files that are stored inside them. To open files or folders, either select the desired file in the list and click on the Open icon, or double click on the file.

**Open** – open highlighted image or folder  
**Open All** – opens all images in the folder  
**Add** – add the selected file to the Main View. If a folder is selected and it has pictures stored in it, all pictures will be added to the Main View.  
**Back** – return to previous menu

Pointing at an image file clicking the second (right) button on the pointing device will bring a popup menu from which you can Add the image to the Main View or Add All images in the current folder to the Main View. You can also delete the file from the disk or rename it by choosing the appropriate menu selection.

When you Open an image or Open All images from the folder, the File Images screen will appear. See Viewing Images topic in Image Functions section of the document.

Hint: clicking on a item in the list with the right button on the pointing device will bring more options, such as delete or rename.

**Disk Format**

The Format option allows formatting a floppy disk, CD-RW, or CD-R disk.

Formatting a disk may be necessary if the disk is unformatted (some new disks are sold unformatted, refer to the disk package), or if the disk becomes unreliable for reading and writing. CD-R (W) disks always have to be formatted initially.

**Format Type**

Quick Erase will just erase the information without actually formatting the disk.  
Full will format the disk, verify its integrity, and try to correct disk errors. This option is recommended for new CD-RW disks or disks that became unreliable.
**Browse**

The Browse screen displays full content of the disk. Use this option to verify disk content before formatting. Right-click on the files to display more file management options.
**Using CD-ROM recorder**

The system supports writing to **CD-RW** and **CD-R** disks. The recorder is operating in packet-writing (UDF) mode, which allows modifying data on the disk - adding new files, deleting files, and renaming files.

A regular CD-R (W) disk can hold up to 700MB of data, comparing to 1.4MB of a floppy disk. Take good care of CR-R (W) disks. Avoid scratches and any disk surface damage, as it may lead to making the disk unreadable.

There are differences in operations between CD-RW and CD-R disks.

**CD-RW**

Information can be re-written many times to the same place of the disk. Deleting files does not take away the available space, as it can be reused again.

CD-RW disks have to be formatted before usage.
- *Full Format* takes 15-30 minutes and tries to repair some errors by preventing data from being written on damaged sections of the disk.
- *Quick Format* takes about one minute. Will not repair disk errors.

The **CD-RW** media must match the writing speed of the CD recorder. To find the speed of the recorder, look at the logo located on the drive’s front panel. For High Speed drive use High Speed disks. For Ultra Speed drive use Ultra Speed disks. Some Ultra Speed disks may also work for High Speed drives, but not vice versa.

CD-RW media written in UDF format is compatible with many, but not all CD-ROM drives. To read CD-RW disks, the drive must support MultiRead standard. Older CD-ROMs manufactured before the MultiRead specification are unable to read CD-RW discs or UDF written discs.

**CD-R**

Information cannot be rewritten to the same place of the disk. Any changes to the disk, such as deleting files, renaming files, or making the disk compatible (see below), make the previously allocated space unusable. Consecutive writings and deletions will eventually deplete the disk space so it cannot be written to anymore.

CD-R disks have to be formatted before usage. The format is fast and generally takes less than one minute. Formatting of CD-R's does not check the disks so errors will not be repaired.

CD-R disks written in UDF format may not be readable on some CD-ROMs, but they can be made compatible.
Making CD-R disks compatible

The Make Compatible feature makes CD-R discs readable by virtually any computer's CD-ROM drive, even if UDF Reader (see below) is not installed. Making a disk compatible usually takes about one minute.

Make Compatible closes the session on CD-R discs. You will be able to add data to a CD-R disc once the operation has completed, but you will need to run Make Compatible again before this new data can be shared. Because each Make Compatible operation consumes disc space, the maximum number of times Make Compatible can be run on a single CD-R disc is approximately 15.

When using discs formatted by Make Compatible on computers that do not have UDF Reader installed, long file names may be shortened and directories nested more than 30 folders deep will not be readable. Also, discs created with Make Compatible cannot be read by computers running in DOS mode.

UDF Reader

When trying to read CR-R (W) disks recorded with OtoPet-USA Digitizer on other machines running Windows 95, Windows 98, or Windows 2000, it may be necessary to install the UDF Reader software package. Please install the included UDF Reader software if you have troubles reading disks on some machines. The UDF Reader software is located on the Digitizer Setup CD-ROM. Windows XP has internal support for UDF-formatted disks; therefore the installation of the UDF Reader is not required.

Viewing pictures and videos on another computer

The image data recorded with the digital system is compressed and stored as JPEG format. This data can be viewed using a personal computer if the computer has the ability to display JPEG formats. Microsoft Windows has built-in abilities to view JPEG files with Internet Explorer. To view a file, just open the floppy disk and double click on the desired JPEG file.

The videos are compressed using Microsoft Media tools and have WMV extensions when saved as files. These files can be played with Microsoft Media Player.
Re-Ghosting your Digitizer

In the event that your Digitizer needs to be Re-Ghosted, follow the steps below.

To Re-Ghost Your Digitizer

Note: If You Ever Need To Re-Ghost Your Digitizer Using The C-Partition Disk (1 & 2) You Will Need To Follow These Steps After The Ghost Process Has Finished

1. Click on “Next”
2. Click on “Yes, I accept” Click “Next”
3. Type In Product Key Number (Located on the bottom of your Digitizer) Click on “Next”
4. Click on “Skip”
5. Click on “Skip”
6. Click on “No” Click “Next”
To Re-Ghost Your Digitizer  Continued

7. Click on “Skip”

8. Click on “Skip”

9. Click on “No, Remind me...”
   Click “Next”

10. Type in “Digitizer” into “Your Name Box”
    Click on “Next”

11. Click on “Finish”
Activating Windows XP™ Product Key

1. Click on "Setup"
2. Click on "System"
3. Click on "Advanced"
4. Click on "Ok"
5. Click on "Activate Windows"
6. Click on "Yes, let’s activate..."
   Click on "Next"
Activating Windows XP™ Product Key

1. Click on “No, I don’t…”
   Click “Next”

2. Click “Ok”

Note: You can either activate Windows through internet connection or over the phone

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