University of Edinburgh
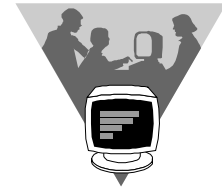
Library Systems Department

Using Arial

Document Status	*Awaiting Testing*
Document Type	*Systems Training*
Document Filename	*Train0065.doc*
Document Version	*1.0*
Latest Revision Date	*14th May 2001*
Author	*Keith Matheson*
Tested by	*Not Ready*

1   Document Control

1.1   Amendment History

Version	Date	Description	Initials
1.0	4/3/99	Current and Initial Version (awaiting testing)	KM

1.2   Filename Path

Document can be found at the following path:

\\lib-srv1\images\document\training\train0065.doc

MAIN ARIEL WINDOW

The Main Ariel window includes:

- The Menu Bar of Ariel commands

- The Toolbar, which lets you quickly carry out the most used commands by clicking an icon

- The Status Bar, which shows brief help for commands when they are selected from the menu bar and which includes indicators showing the status of printing, sending and receiving.

Within the main Ariel window you can display the Send queue, Received queue, and Archive in separate windows.
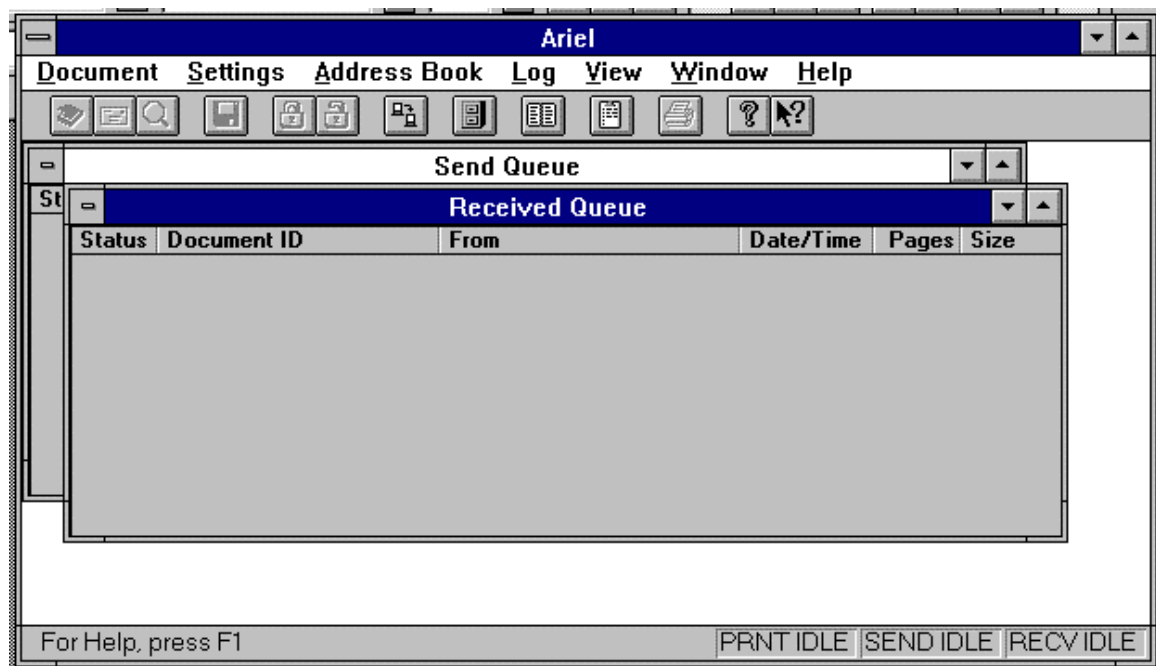
THE TOOLBAR

the Toolbar lets you carry out commands quickly by clicking on an icon rather than choosing from a menu.

- Open the Archive. - this option opens a window that shows a brief list of all archived documents.

- Open the Address Book - this opens the Address book dialogue box which shows you the aliases defined in your address book.

- Look at the Log file - Log Viewer window. The Log Viewer lets you see all entries in the log file or a restricted set of entries selected by starting date and type. You can also print all entries or a set of entries.

- Import Command - Use the Import command to import TIFF files created outside the Ariel program. Ariel imports only TIFF files with an image area no larger than one of these standard page sizes: letter (8.5 x 11 inches), legal (8.5 x 14 inches), or A4 (210 x 297 mm).

- Save the selected document in the Archive - Use the Save command to save a document from the Send or Received queue. Documents you save are kept until you act on them, for example, by sending them or deleting them.

- Change to help mode to allow you to select an item to get help for - To use Help Mode
1. Click the Help Mode icon in the Toolbar

The mouse pointer changes to the Help Mode pointer .

2. Click the command, window, or tool bar icon you want help for.

If you want help for a command, open the menu that contains the command, then click the command term.

- Start Scanning a document - This command opens the Scan dialogue box in which you enter information about the document and can change scanner settings.

- Send the selected document - This command opens the Send dialogue box in which you record information about the document such as its destination.
Note: You cannot send documents that are already in the Send queue. If you want to send a document from this queue, save it in the Archive and send it from there.

- **View** the selected document - this allows you to view the scanned document.

- **Hold** the selected document - Use the Hold command to change the status of selected documents in the Send or Received queue to Held. You can select more than one document and hold all of them with a single command. Held documents are not sent or automatically printed. They stay in their current queue until you act on them, for example, by releasing or deleting them.

- **Release** the selected document - Use the Release command to change the status of selected documents in the Send or Received queue to "Ready", so they are sent (when Sending is turned on in the Send queue) or printed (when Auto Printing is turned on in the Received queue).You can select more than one document and release all of them with a single command.

- **Print** the selected document - This command allows you to print out the selected document (i.e. one just received or one from the archive)

SCANNING A DOCUMENT

To scan a document :

- Click the Scan button on the Toolbar (or choose Scan from the Document menu).

You see the Scan dialogue box.

- Change scanner settings or disposition if necessary.

For help with fields and settings, press F1 or choose Help. (Changes apply only to the current document).

Use the Scan Settings dialogue box to make permanent changes.

- Choose Scan or Preview Page to start scanning.

Scan scans a page without showing it to you.
Preview Page scans a page and lets you look at it, so you can decide whether or not to add it to your document.

If you choose Scan when Auto Scan Mode is selected, Ariel first lets you fill out the **Send or Save** dialogue box, depending on the disposition you have selected, then finishes scanning and sends or saves the document. Selecting Auto Scan Mode is particularly useful if you have an automatic document feeder.
If you do not have Auto Scan Mode selected, choose either Scan or Preview Page each
time you're ready to scan the next page.

- If Auto Scan Mode isn't selected, choose End when you finish scanning all pages in the document.

IMPORTING A DOCUMENT FILE

To import a document file:

- Choose Import from the Document menu.

The Import dialogue box opens. This dialogue box includes standard Windows list boxes that let you select the type of files to list or change to a different drive or directory. You can use several different ways to move through these list boxes.

- Select or type the name of the file you want to import.

Ariel can import only standard single-page or multi-page TIFF (Tagged Image File Format--the graphics format used in Ariel for Windows) files in any of the page sizes it supports: letter, legal, or A4.

- Choose OK to import the file.

You see the Save dialogue box.

- Fill in a Document ID, which is required, and add or change data in other fields if you wish.

Ariel uses the original file name in the File Name field. You can change the name if you wish.
(The file is saved with the extension .ARV).

• Choose OK to save the imported file in the archive.

TURNING SENDING ON OR OFF

To have Ariel Send documents from the Send queue

• Turn on Sending from the Settings menu.

This menu option is on when it is marked by a check.

To have Ariel start with Sending turned on or off

1.   Choose Preferences from the Settings menu.
       You see the Preferences sub-menu.
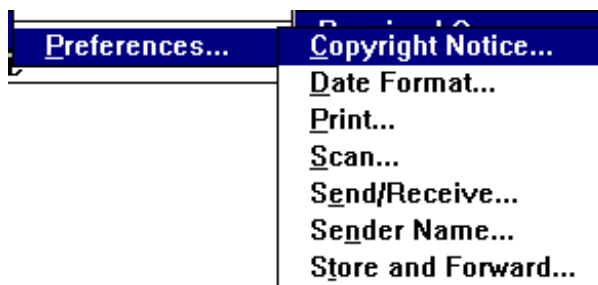
2.   Choose Send/Receive from the Preferences sub-menu.
       You see the Send/Receive Settings dialogue box.
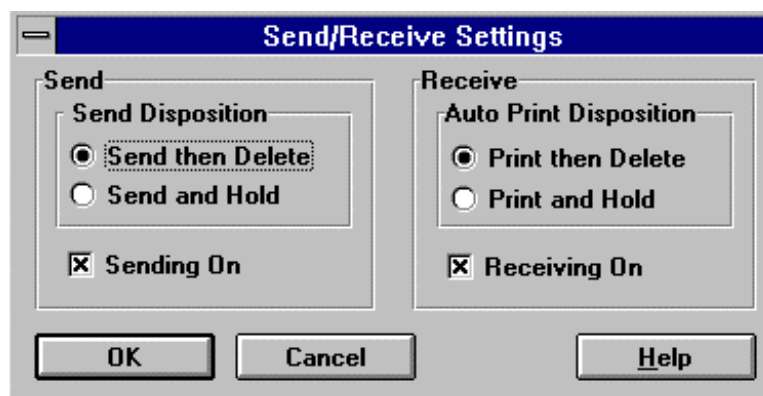
(Ariel uses the settings you save here both during your current session and as defaults when you start the program).

SEND

- **Send Disposition-** Select one of these options to indicate how Ariel handles documents after the receiving system acknowledges their receipt:
- **Send then Delete-** Select to make Ariel delete the document after the receiving system acknowledges its receipt.
- **Send and Hold** - Select to make Ariel keep a copy of a document on hold in the Send queue after the receiving system acknowledges its receipt.
- **Sending On** - Select this option to have Ariel turn sending on; clear this option to have Ariel turn sending off.
- **Sender -** Type in the name of your institution and department as you want it to appear on the header page.
- **Receive Auto Print Disposition** - Select one of these options to indicate how Ariel handles documents after they are printed automatically from the Received queue:
- **Print then Delete** - Select to make Ariel delete the document from the Received queue after it is printed.
- **Print and Hold** - Select to make Ariel keep a copy of a document on hold in the Received queue after it is printed.
- **Receiving On** - Select this option to have Ariel turn receiving on; clear this option to have Ariel turn receiving off.
- **Command Buttons** - Choose to close the dialogue box and save current changes. Choose to close the dialogue box and abandon current changes.

Choose to see this help topic.

3.   Select or clear Sending On.
        An option is selected if it is marked with an X.

4.   Choose OK to save the new setting.

HOLDING A DOCUMENT

To hold a document in a queue

1.   Select the document you want to hold.
2.   Choose the Hold command from the Document menu.

The status for the document changes to Held.

To release a Held document

1.   Select the document you want to release.
2.   Choose the Release command from the Document menu.

The status for the document changes to Active if it is being acted on immediately or Ready if it is waiting to be acted on.

Viewing a Document

To view a document from the Archive or a queue
1.   Select the document you want to view.
2.   Choose the View icon from the Toolbar (or the View command from the
        Document menu).

You see the document in a separate View window. Use the command buttons on the
right side of the window to move through a multi-page document, print the current
page, or change the scale or page orientation of the image. If you zoom in on the
image, use the scroll bars to scroll to different areas.

3.   When you finish viewing the document, choose Close to close the window.

To scan and preview a page

1.   Choose Preview Page in the Scan dialogue box.

The Preview window opens. Use the command buttons on the right side of the window
to print the current page, change its scale, or change its orientation.

2.   When you finish previewing the page, choose Accept to add it to the scanned
        document or Cancel to discard it.

The Preview window closes.

PRINTING A DOCUMENT

Use the Print Setup dialogue box to change the printer Ariel prints to and to set
options provided by the printer. Use the Print Settings dialogue box to set print
options that are specific to Ariel.

To test print a page while scanning

1.   Choose Page Preview in the Scan dialogue box.
        The Preview window opens

2.   Choose Print from the Preview window.

To print a document

1.   Select the document you want to print.
2.   Choose the Print icon from the Toolbar (or the Print command from the
        Document menu).

To have Ariel print received documents automatically

• Turn on Auto Printing from the Settings menu.

This menu option is on when it is marked by a check.

To have Ariel start with Auto Printing turned on

1.   Choose Preferences from the Settings menu
          You see the Preferences sub-menu.

2.   Choose Print from the Preferences sub-menu.
          You see the Print Settings dialogue box.

3.   Select Auto Printing On.
          An option is selected if it is marked with an **X**.

4.   Choose OK to save the new setting.
          Ariel uses the new setting both during your current session and as the default
          when the program starts.

DELETING DOCUMENTS

To delete a document automatically after it is sent

• Select Send then Delete under Disposition in the Send dialogue box.

Ariel deletes the document after the receiving system acknowledges its receipt.

To delete a document from the archive or a queue

1.   Select the document you want to delete.
2.   Press the Delete key or choose Delete from the Document menu.
3.   Press Enter or choose Yes when you're asked to confirm the deletion.

THE LOG FILE

To look at the log file

1.   Choose Display from the Log menu.
          The Log Viewer window opens and shows you entries selected by the filters
          you currently have set, starting with the earliest entry.

Note: If the log file exceeds the maximum size set in the WINARIEL.INI file,
entries are deleted from the beginning of the file.

2. Use the scroll bar at the side of the window to move through the file to later entries. Use the scroll bar at the bottom of the window to move across any lines that extend beyond the edge.

3. Choose Refresh from the Window menu to update information, for example, if you sent or received a file after you opened the Log Viewer

4. When you finish viewing the log file, close the window by double-clicking its control menu button or by choosing Exit from the File menu.

To print the log file

• Choose Print from the File Menu.

Ariel prints the entries currently selected by the filters you have set.

To change the set of entries you see

1. Choose Set from the Filters menu.
The Filters dialogue box opens.

2. Make any changes you wish to the filter settings.
You can use the various filter settings to limit entries by date, type of event, or search string. For help with settings, press F1 or choose Help.

3. Choose OK to save the new settings.
The Log Viewer shows you only the entries that match your new filter settings.

THE ADDRESS BOOK

To open and close the address book

1. Choose Entries from the Address Book menu.
The Address Book dialogue box opens. Under Aliases, you see a one-line listing of aliases defined on your system.

2. Use the mouse or cursor control keys to move the highlight bar through the listing.
The details panel shows complete information for each highlighted alias.

3. When you finish viewing the address book, close the dialogue box by double-clicking its control menu button or by pressing Alt-F4.

To add a new alias

1.   Choose Add in the Address Book dialogue box.
The Update Address Book dialogue box opens.

2.   Fill in the fields you want to use. An alias and at least one address are required.
Comments are optional.
For help with fields, press F1 or choose Help.

3.   When you're finished, choose OK
The Update Address Book dialogue box closes and your new alias is saved. If you   want to close the dialogue box without saving a new alias, choose Cancel instead   of OK.

To edit an alias

1.   Highlight the alias you want to edit.

2.   Choose Edit
The Update Address Book dialogue box opens.

3.   Make any changes to the Alias, Comments, or Addresses fields.
For help with fields, press F1 or choose Help.

4.   When you're finished, choose OK
The Update Address Book dialogue box closes and your changes are saved. If you want to close the dialogue box without saving changes, choose Cancel instead of OK.

To delete an alias

1.   Highlight the alias you want to delete.
2.   Press the Delete key or choose Delete.
3.   Press Enter or choose Yes when you're asked to confirm the deletion.
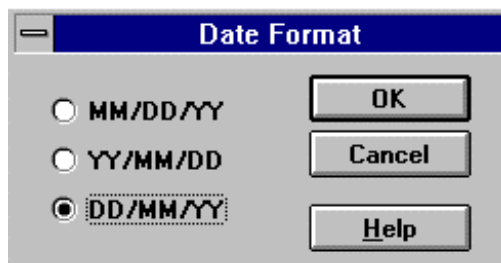
SETTING PREFERENCES

Setting a Copyright Notice:

1.   Choose Preferences from the Settings menu.
You see the Preferences sub-menu.

2.   Choose Copyright Notice from the sub-menu.
You see the Copyright Notice dialogue box.

3. In the Copyright Notice field, type in the copyright statement you want to appear

on the header page of the Ariel documents you send.

4. Choose OK to save the new setting and close the dialogue box.
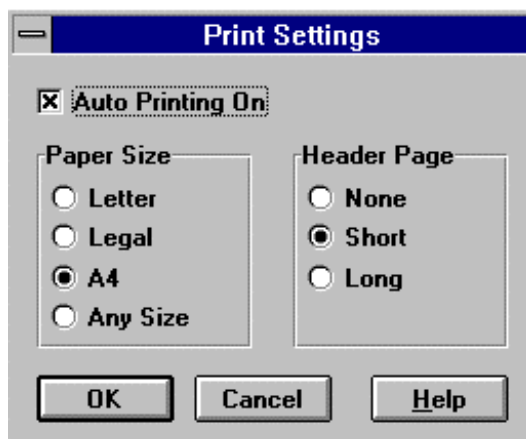

Setting the Date Format:

1. Choose Preferences from the Settings menu.
You see the Preferences sub-menu.

2. Choose Date Format from the sub-menu.
You see the Date format dialogue box:

3. Select one of the Date Format options.
For help, press F1 or choose Help. Ariel uses the format you select here for

dates that appear in records and log entries.

4. Choose OK to save the new setting and close the dialogue box.
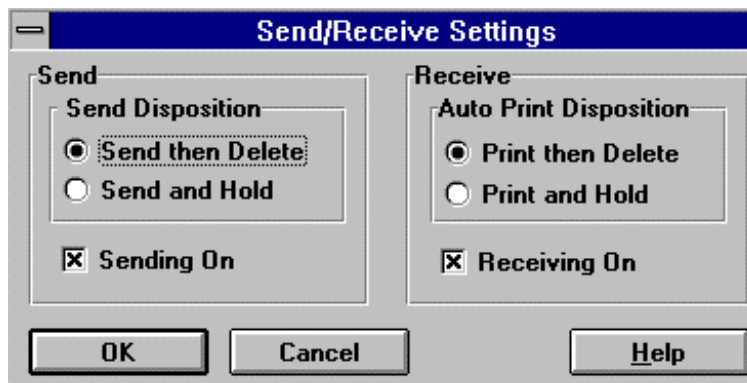

Setting Print Preferences:

1. Choose Preferences from the Settings menu.
You see the Preferences sub-menu.

2. Choose Print from the sub-menu.
You see the Print Settings dialogue box:

3.   Change the settings as you wish
        For help, press F1 or choose Help.

4.   Choose OK to save the new settings and close the dialogue box.
        Ariel uses these settings both during your current session and as the defaults
when   the program starts.

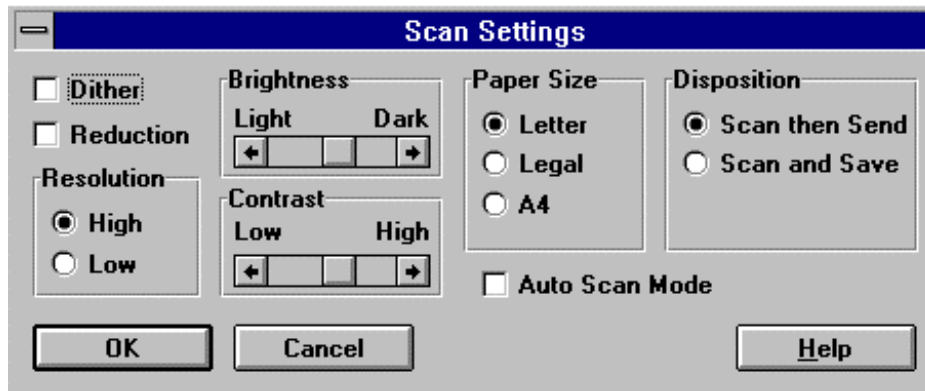*Setting Receive Preferences:*

1.   Choose Preferences from the Settings menu.
        You see the Preferences sub-menu.

2.   Choose Send/Receive from the sub-menu.
        You see the Send/Receive Settings dialogue box:

3.   Change the settings as you wish.
        For help, press F1 or choose Help.

4.   Choose OK to save the new settings and close the dialogue box.
        Ariel uses these settings both during your current session and as the defaults
when   the program starts.

Setting Scan Preferences:

1.   Choose Preferences from the Settings menu.
        You see the Preferences sub-menu.

2.   Choose Scan from the sub-menu.
   You see the Scan Settings dialogue box:

3. Change the settings as you wish.
For help, press F1 or choose Help.

4. Choose OK to save the new settings and close the dialogue box.
Ariel uses these settings both during your current session and as the defaults
when the program starts.

Setting Send Preferences:

1. Choose Preferences from the Settings menu.
You see the Preferences sub-menu.

2. Choose Send/Receive from the sub-menu.
You see the Send/Receive Settings dialogue box:

3. Change the settings as you wish.
For help, press F1 or choose Help.

4. Choose OK to save the new settings and close the dialogue box.
Ariel uses these settings both during your current session and as the defaults
when the program starts.

Setting the Sender Name:

1. Choose Preferences from the Settings menu.
You see the Preferences sub-menu.

2. Choose Sender Name from the sub-menu.
You see the Sender Name dialogue box:

Sender Name

Sender Name: [   ]

[OK]   [Cancel]   [Help]
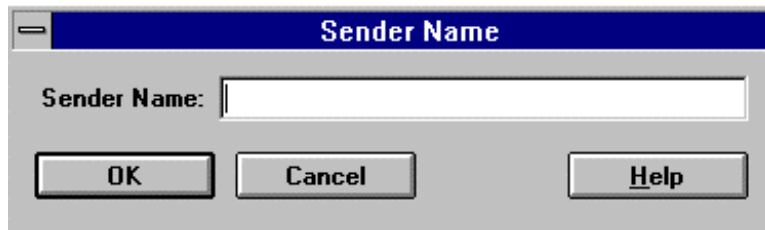
3. In the Sender Name field, type in the name of your institution and department as

you want it to appear on the header page of the Ariel documents you send.

4. Choose OK to save the new setting and close the dialogue box.