



The leader in handwriting recognition, form creation, and form processing technology.

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Quick Reference Guide

Notes: You must view the quick reference guide using EzData™ or EzDataLt™. This quick reference guide contains special hyperlinks in both text and toolbar icons that perform command actions as well as navigation. The command hyperlinks will not function properly in Mozilla, Internet Explorer or Netscape.

If you have a demo version of the software you will be unable to save new forms or database records. You must [purchase the product](#) to obtain a valid license key to fully enable all features of EzData™ or EzDataLt™. With EzDataLt™ (lite version) you cannot create new forms or modify the fields of existing forms.

Configure the automatic display of the quick reference guide page on application start: [Show On Startup](#) [Hide On Startup](#)

EzData™ allows you to quickly generate scannable business forms including an automatically generated database. Its superior handwriting recognition engines can automatically convert handprint from scanned forms into text. The use of multiple character recognition engines helps ensure reliable and accurate data capture.

Our primary character recognition engine has been trained on over 20,000 and writing samples and is extremely accurate for handprint recognition. The secondary, tertiary, and quad character recognition engines have been trained to recognize handprint and many standard fonts as well.

You can select to use any one of the 4 engines depending on the needs or you can use all of them for best results. Each individual field can have unique character recognition engine settings to allow optimum control and accuracy.

The database is automatically generated the first time you scan a new form or open the forms database. Data entry occurs when a form is scanned and processed. EzData™ allows batch, programmatic, and interactive scanning and processing, as well as manual database entry.

Interactive data verification is fast and easy with the data displayed on the actual form. Processed field images can also be displayed by clicking the right mouse button over any form field. Once the data is verified a simple click of the mouse saves it to the database.

EzData™ contains three main document types. Form documents are used for creating a new forms. Every form document has an additional database view which can be used to manage the data in the automatically generated database. Image documents display scanned images before or after processing. The HTML documents are used for displaying scanning reports, database reports and charts, as well as the quick reference guide.

To learn more about using EzData visit each of the following quick reference pages or click the next page link at the bottom of the page: [Forms](#) [Fields](#) [Database](#) [Scanning Report](#) [Command Line](#)

The standard toolbar can be used to perform many of the most common actions including creating new forms, saving documents and databases, printing, scanning, and processing images. Click on any of the icons below to perform the action on a currently active form or database.

Standard Toolbar (click on images to perform actions):



The [application preferences](#) dialog is used to set default preferences for scanning, form processing, image handling, report generation, analysis, and form creation.

You can use the HTML toolbar to navigate within HTML documents and reports.

HTML Toolbar (click on images to perform actions):



Many of the actions performed in this quick reference guide will switch you to an open form document. You can switch back to the quick reference guide by using the Window menu and selecting the document from the list of open documents at the bottom.

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Quick Reference - Forms

The first step in using EzData™ is to create a [new form](#).

To create a form use the file menu or standard toolbar new icon.



In addition there are several example forms that can be displayed and edited. Just click on the hyperlinks to display the forms. To perform a toolbar action click on the toolbar icon.

Form Toolbar (click on images to perform actions):



Example Forms (click on links to open form):

[Laptop Order Form](#) [Life Insurance Application](#) [Math Quiz](#) [Medical History](#)
[Registration Card](#) [School Attendance Sheet](#) [Warranty Card](#)

Once you have opened a form you can configure the basic [form attributes](#) including size, units, grid size, database name, database password and much more. The form identification number is a unique number used for registering scanned forms and by default is located in the top right corner of a new form. The form identification number and the database name must be unique. If you would prefer a different location for the form identification number you can simply drag it to a new location.

To display the form attributes dialog you can use the form menu or the toolbar icon.



After creating a form the next step is to decide what data you would like to capture. To learn more about the various data capture fields available click on the [next page](#) hyperlink below or navigate to the [fields page](#).

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Quick Reference - Fields

EzData™ supports 4 data capture fields types. They are [textbox](#), [checkbox](#), [barcode](#), and [image](#) fields. In addition you can add other form attributes including [text](#), [lines](#), [bitmaps](#), and [boxes](#).

Textbox

There are over 22 different types of [textbox](#) fields for capturing numbers, dates, time, and much more. By default textbox fields have a light blue outline box for each character. This default configuration and size insures the most accurate handprint recognition. However you can customize the character boxes or use a single box for multiple character entry.

To create a textbox you can use the form menu or click on the form toolbar icon.



Try creating a new textbox field for capturing a person's heart rate. To do this first create a new [textbox](#). When the textbox dialog is displayed use the format drop-down list and select number for the format type. Then change the number of characters to 3 since we only need three digits for heart rate monitoring.

Enter a meaningful name like "HeartRate" for the database field name. This will insure that when viewing database reports and charts you'll understand the data you are viewing.

Also enter a meaningful field title to display on the form then press OK to close the dialog and add the field to the form. Press and hold the left mouse button when over the selected field to drag the it to the desired location.

You may also specify a suggested value that will be displayed in the light blue dropout color. This is useful to demonstrate to users what data is expected to be entered. For example in a date field it makes it obvious which boxes are for the month vs. the day.

Checkbox

There are two main checkbox field formats, single selection and multiple selection. Single selection is useful when only one answer is valid to the question or field. Multiple selection is useful when several selections make are possible. By default checkbox fields have a light blue outline box for each entry. This default configuration and size insures the most accurate recognition. However you can customize the boxes to make your form look more appealing.

To create a checkbox you can use the form menu or click on the form toolbar icon.



Try creating a new checkbox field for tracking the number of times a person exercised in a week. To do this we must first create a [checkbox](#). When the dialog is displayed enter a meaningful database field name like "DailyExercise". Also enter a meaningful field title like "Number of days exercised" to display on the form.

Now enter "1" in the checkbox label field then press the "Add Box" button to add the item to the list of checkbox items to display. Repeat this process adding 2,3,4,5,6, and 7 to the checkbox items to be displayed. Now press OK to close the dialog and add the field to the form. Press and hold the left mouse button when over the selected textbox field to drag the field to the desired location.

If you would like to have the checkbox field bemulti-line or a grid layout you can change the "Boxes/Line" field to the number of boxes you would like to be displayed on each line. In this example if you changed "Boxes/Line" to 4 the first line would contain 4 checkbox fields the second would contain the remaining 3.

Image Box

That image box field allows you to capture a picture and save it to the database. This is useful for capturing information like signatures or drawings that may be entered on a form.

To create a image box you can use the form menu or click on the form toolbar icon.



Barcode Box

That bar-code field allows you to process up to 16 standard bar-code formats and save it to the database. This is useful for capturing information in a bar-code formats that may be entered on a form.

To create a bar-code you can use the form menu or click on the form toolbar icon.



Form Field Templates

The use of templates, or predefined sets of fields, can greatly decrease the amount of time required to create a new form. Under the form menu you can select [add form template](#) to bring up the add templates dialog. After placing a template on the form press and hold the left mouse button when over the selected set of fields to drag the selected set to the desired location.

You can press on any of the default templates below to add them to your form. To create a new template simply select a set of items on a form. Then under the form menu select [save custom template](#) and provide a unique name for your new template.

Standard Templates Available (click on links to add templates to a form):

[Account Number](#) [Address](#) [Age](#) [Age Range](#) [Apartment Number](#) [BarCode ID](#) [Cell Phone Number](#) [City](#) [Contact Information](#) [Country](#) [Date Euro](#) [Date of Birth](#) [Date US](#) [Daytime Phone](#) [Distance](#) [Education](#) [Education Level](#) [E-mail address](#) [Evening Phone](#) [Fax Number](#) [First Name](#) [Found Us By](#) [Full Name](#) [Height](#) [Household Income](#) [Income](#) [Last Name](#) [Marital Status](#) [Middle Initial](#) [Middle Name](#) [Occupation](#) [Pager Number](#) [Percentage](#) [Personal Information](#) [Phone Number](#) [Sex](#) [Signature](#) [Social Security Number](#) [State](#) [State Abbreviation](#) [Street Address](#) [Time](#) [Title](#) [Weight](#) [Zip Code](#) [Zip Code Long](#)

Medical Templates Available (click on links to add templates to a form):

[Allergies](#) [Drinking](#) [Exercise](#) [Medical Conditions1](#) [Medical Conditions2](#) [Smoking](#)

Insurance Templates Available (click on links to add templates to a form):

[Beneficiary](#) [Coverage](#) [Relationship](#)

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Quick Reference - Database

EzData™ automatically creates a Microsoft Jet 4.0 database for each form created. The database stores information for all of the field types that support data capture such as textbox, checkbox, bar-code, and image fields.

The database toolbar and menu provide access to all of the database features including manually entering, editing, and deleting data. Use the next and previous arrow icons on the toolbar to navigate through records in the database. The database record information will be displayed on the form. The current record number is displayed at the bottom right of the application.

Database Toolbar (click on images to perform actions):



Example Databases (click on links to open database):

[Math Quiz](#) [Medical History](#)

To edit a field just click on it with the left mouse button to bring up an editor for changing the value. If you are manually validating a processed form that has not yet been saved to the database you may also click on the right mouse button to display the actual processed field images. This provides a fast and efficient way to verify what the user actually entered.

The [find record](#) dialog can be accessed using the database menu or toolbar icon and allows you to search the database for a particular field value or record number.

You can also import data into any application that can read a Microsoft access database. Under the data menu in Microsoft Excel, you can select get external data, then new database query to load a database created by EzData™. All databases created are stored in the program installation directory under the folder "Databases".

In addition you can [print records](#) using the file menu or command line options. You can select the fields you would like to printed allowing you to populate only certain fields of a form from the database. This allows forms to be printed that are partially completed with information from the database.

EzData™ also supports [import](#) and [export](#) of data from a the database to a textual format. This provides a simple mechanism for transferring data between applications that cannot read Microsoft Access databases.

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Quick Reference - Scanning

We recognize that before purchasing EzData™ you may wish to see a demonstration of the recognition capabilities. We provide several example forms as well as images that can be used for this purpose. To load an example image for processing use the help menu and select [example images](#) or click on the example image hyperlinks below. Note registering the form image may take a few seconds.

Once the image is displayed use the file menu and select [process the image](#) or click on the toolbar icon. This will process the form and display the results in a database view for validation and saving to the database. Notice that the database view is identical to the form only with data displayed in the fields. This provides a simple and natural way to validate and view the data.

You can also process an image by using the toolbar icon.




Example Images (click on links to open image for processing):

[Math Quiz](#) [Medical History](#)

Clicking on fields in the validation/database view with the left mouse button will allow you to change the values and correct any errors. You can use the Tab key and Shift Tab key to navigate forward and backward through the fields. Press the Esc key or click the mouse on an empty part of the form to return to the normal display canceling any edits. To apply the edits press the enter key, tab to the next field, or simply click the mouse over any blank area in the form.

Clicking on fields in the validation/database view with the right mouse button will allow you to view the actual images processed for that field. You can use the Tab key and Shift Tab key to navigate forward and backward through the fields. Press the Esc key or click the mouse on an empty part of the form to return to the normal display.

After validating the results use the database menu and select "[Save Record](#)" to record the processed form to the database. You can view the current database record number at the bottom of the application in the status bar.

You can also save records by using the toolbar icon. 

The [application preferences](#) dialog is used to set default preferences for scanning, form processing, image handling, report generation, analysis, and form creation. You can configure EzData™ to function in a batch mode where forms are automatically scanned, processed, and stored. If desired a processing report can be generated for the batch of scanned images. The report can be viewed at a later time to check for possible errors in the processing. In addition scanning can be configured to be run interactively where each form processed is viewed and validated for accuracy before getting saved to the database.

If you need more control over the scanning process or are having trouble doing it automatically you can also choose to use your scanners application interface for scanning. Just check "Display scanner control interface" in the application preferences dialog. If you choose this option is important to choose a scanning resolution of 300 DPI, and the image mode should be set to black and white, or fax.

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Quick Reference - Report/Graph

Use the commands under the analysis menu to generate HTML reports and charts from form databases. Select the desired database from the [report dialog](#) or [chart dialog](#). Then choose the field(s) that you wish to be displayed in the output.

In addition you can also view scanning reports which are automatically generated when using batch scanning commands. To view a scanning report simply click on the open icon. Then navigate to do report directory and select the HTML file for the report you would like to view.

You can import EzData™ databases into any application that can read a Microsoft access database. Under the data menu in Microsoft Excel, you can select get external data, then new database query, to load a database. All EzData™ databases are stored in the program installation directory under the folder "Databases".

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Quick Reference - Command Line Control

EzData supports the standard Microsoft command line options. In addition you can also perform command line batch scanning, custom record printing, and exporting the data via command line options.

Lists for records and fields can be separated by a ",", or ":", or ";". Lists for suggested value fields can contain a "," or ":" as a separator but not a ";" because multiple selection checkbox fields use a ";" as a separator.

You can use the "-start" command to start an instance of EzData that stays running until you run a "-stop" command. All other commands will be forwarded to the single running instance. If you have not started a single instance using "-start" then a new instance of EzData runs for each command and exits when the command is complete.

Start/Stop EzData Command Arguments

| | |
|--------|--|
| -start | Starts a single instance of EzData running. This allows you to issue multiple script commands without running a new instance of EzData for each command. |
| -stop | Stops a single instance of EzData |

Scan Command Arguments

| | |
|-------|--|
| -scan | required, starts tool and does scanning for manual verification, user closes tool after saving to database |
|-------|--|

Batch Scan Command Arguments

| | |
|------------|---|
| -batchscan | required, starts with tool hidden, performs scanning, auto saves to database, generates a report, closes the tool |
|------------|---|

| Batch Process Command Arguments | | |
|--|------------------|--|
| -batchprocess | | required |
| -filelist | <file list> | optional if -dirlist specified otherwise required |
| -dirlist | <directory list> | optional if -filelist specified otherwise required |

| Print Records Batch Command Arguments | | |
|--|---------------------|---|
| -printrecords | <form name> | required |
| -dbpassword | <password> | optional, unless database has a password specified |
| -records | <record list> | required |
| -fields | <field list> | optional, default = all |
| -usesugvalues | <fiel list[=value]> | optional (use suggested values default or specified on field) |
| -copies | integer | optional, default = 1 |

| Print Form Batch Command Arguments | | |
|---|--------------------------|---|
| -printform | <form name> | required |
| -fields | <field [=value], ...> | optional, (print form with field values prefilled) |
| -usesugvalues | <field [=value], ...> | optional (use suggested values default or specified on field) |
| -copies | integer | optional, default = 1 |

Export Data Batch Command Arguments

| | | |
|-------------|---------------|--|
| -exportdata | <form name> | required |
| -dbpassword | <password> | optional, unless database has a password specified |
| -records | <record list> | required |
| -fields | <field list> | optional, default = all |
| -exportfile | filename | required |
| -delimiter | <delimiter> | default is a "," |

Import Data Batch Command Arguments

| | | |
|-------------|-------------|--|
| -importdata | <form name> | required |
| -dbpassword | <password> | optional, unless database has a password specified |
| -importfile | filename | required |
| -delimiter | <delimiter> | default is a "," |

Clear Database Batch Command Arguments

| | | |
|----------|-------------|----------|
| -cleardb | <form name> | required |
|----------|-------------|----------|

Examples:

```
echo "Starting a single instance of EzData to send multiple commands to."  
start "EzData Server App" "ezdata.exe" -start  
ezdata.exe -exportdata "Medical History.crf" -fields "First_Name, Last_Name" -  
exportfile "exportMedicalHistory.txt"  
ezdata.exe -stop
```

```
ezdata.exe -scan
```

```
ezdata.exe -batchscan
```

```
ezdata.exe -batchprocess -dirlist "C:\My Documents\My ICR Images 1;C:\My
```

Documents\My ICR Images 2"

```
ezdata.exe -batchprocess -filelist "Medical History 01.fim;Medical History 02.fim"
```

```
ezdata.exe -exportdata "Medical History.crf" -records "1,2" -fields "First_Name,MI,Last_Name" -exportfile exportdata1.txt
```

```
ezdata.exe -importdata "Medical History.crf" -importfile exportdata1.txt
```

```
ezdata.exe -cleardb"Medical History.crf"
```

```
ezdata.exe -printrecords "Medical History.crf" -records 1 -fields "First_Name,MI,Last_Name" -copies 1
```

```
ezdata.exe -printform "Medical History.crf" -fields "First_Name=John,MI=R,Last_Name=Smith" -usesugvalues "Exercise=2, Medical_Conditions=Arthritis;Angina" -copies 1
```

```
ezdata.exe -printrecords "Medical History.crf" -records 1 -fields "First_Name,MI,Last_Name" -usesugvalues "First_Name=John, MI=L, Last_Name=Smith,Allergies=Soy;Egg;Peanuts"
```

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