

easygraphix

For the Technical Professional

Release: 10

Manual & Training Guide



easycopy

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1 Introduction

The philosophy behind EasyGraphiX is to provide EASY to use tools needed by the technical staff within E&P companies outside of the main geophysical packages. EasyGraphiX enables the user to work with files created in-house

or by partners/sub-contractors and with the included capture tools also permit direct connection to the in-house geophysical or CAD packages.

EasyGraphiX replaces the old EasyCopy Graphics Suite being an easy and robust technical publishing and presentation tool. It offers incredibly easy-to-use tools to add text, graphics sketch and more to an image or a screen capture; it also allows you to mount several images on a common canvas or multiple pages/slides, to add any kind of annotation and present.

EasyGraphiX is available for Microsoft Windows 64-bit and 64-bit Linux and consists of 8 major elements: Annotation, Capture, Conversion, Montage, Printing/Plotting, Vector Editing, Movie Creation and Presentation.

This Manual and Training Guide will introduce the concepts and processes available in EasyGraphiX and help you get started using the basic functionality of the product. The software is easy to learn, and this guide will assist you in meeting your requirements efficiently and creatively.

This Training Guide will explore features of the interconnected modules in the EasyGraphiX:

- Gain familiarity with the EasyGraphiX ribbon interface
- Learn how you can use EasyGraphiX in different modes depending on your needs and daily work processes.
- Choose whether you like to work on a canvas or on a single image.
- Discover your options for choosing your image source via capture and via import of text, graphic, and image files
- Use EasyGraphiX's tools to create your posters and multipage presentations and check the ease with which you can annotate and manipulate captures and/or imported images.
- Create layered files.
- Tour the options for file format conversion
- Try the advanced vector editing tools
- Get a view of the Printing/Plotting of your images, graphics, and posters
- Familiarize yourself with the Movie Creation tools
- Start using the EasyGraphiX CAD- and GeoPresenter.

2 Interface

2.1 Ribbon

You are probably familiar with the ribbon interface from other Windows applications. Most of the EasyGraphiX features have got their new position known from other applications and are therefore easily found. And of course, EasyGraphiX has a Capture Tab.



2.2 Quick Access

In the Quick Access bar, you will have access to the most common processes, just one click away.

2.3 Context Menu

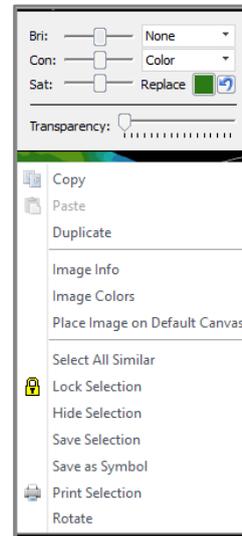
The enhanced context menu will offer you all relevant actions in the context. Also, the property menus are available here.

2.4 Format Tabs

You will see the relevant Format Tabs. Either Image Tools, Draw Tools, Text Tools or a combination, depending on your selection.



In the Image format tab, you are able to perform various modifications to the image. You can remove one or more background colors or perform a grey reversal on images with light text on dark background resulting in an image more appropriate for printing or inclusion in other packages.



2.5 Short Cut Overview

You will find predefined short cuts available for the most used tasks and more can easily be added if needed as the full list of actions is available in the system directory.

2.5.1 Align

Align Bottom	"Ctrl+Shift+B"
Align Center	"Ctrl+Shift+C"
Align Left	"Ctrl+Shift+L"
Align Middle	"Ctrl+Shift+M"
Align Right	"Ctrl+Shift+R"
Align Top	"Ctrl+Shift+T"

2.5.2 Copy/Paste

Copy	"Ctrl+C"
Cut	"Ctrl+X"
Paste	"Ctrl+V"
Duplicate	"Ctrl+D"
Duplicate in Place	"Ctrl+Shift+D"
Duplicate and move	"Ctrl+Drag"

2.5.3 Crop

Crop	"Ctrl+Return"
Crop and Keep	"Ctrl+K"
Crop and Splice	"Ctrl+Shift+Return"
Extract	"Ctrl+E"

2.5.4 Distribute

Distribute Horizontal	"Ctrl+Shift+H"
Distribute Vertical	"Ctrl+Shift+V"

2.5.5 Grid

Show Grid	"Shift+F9"
Snap to Grid	"Ctrl+Y"

2.5.6 Group and Edit

Edit Vector	"Ctrl+U"
Group	"Ctrl+G"
Ungroup	"Ctrl+U"

2.5.7 Getting Started

Help	"F1"
Undo	"Ctrl+Z"
Redo	"Ctrl+Shift+Z"

2.5.8 Layout

New Layout	"Ctrl+N"
Open Layout	"Ctrl+O"
Close Layout	"Ctrl+F4"
Open Recent Menu	"Ctrl+Shift+O"

2.5.9 Order

Order Bottom	"Alt+-"
Order Down	"-"
Order Top	"Alt++"
Order Up	"+"

2.5.10 Output

Save Layout	"Ctrl+S"
Save Selected	"F12"
Save Send	"Ctrl+Shift+S"
Print Interface	"Ctrl+P"

2.5.11 Page

New Page	"Ctrl+M"
Next Page	"PgDown"
Previous Page	"PgUp"

2.5.12 Rotate

Rotate 90 CCW	"Ctrl+Alt+R"
Rotate 90 CW	"Ctrl+R"

2.5.13 Selection

Pick Tool	"Space"
Select All	"Ctrl+A"
Select Next	"Tab"
Select Prev	"Shift+Tab"
Rubberband	"Ctrl+B"
Lock Selected	"Ctrl+L"
Delete Object	"Del"

2.5.14 Presentation

Start Current Page	"Shift+F5"
Start First Page	"F5"

2.5.15 View

Unzoom	"Ctrl+0"
Zoom	"Z"
Pan Tool	"H"

2.5.16 Scroll

Scroll to Bottom	"Ctrl+End"
Scroll to Top	"Ctrl+Home"

3 View

The EasyGraphiX viewer is offering a high-end viewing solution with full control.

3.1 Zoom

Zoom is an immensely helpful tool, particularly when you open a large or long file.

You can zoom in to select a magnified view of the area required.

This is done by selecting the zoom tool  and dragging a rectangle around the desired area. When you release the mouse, you will get the zoomed view.



The user can also use the combination of the Ctrl (Control) key and the mouse wheel to zoom in and out of the displayed file.

With EasyGraphiX's advanced zoom technology you can zoom into very large files and have a continuous view without redrawing.

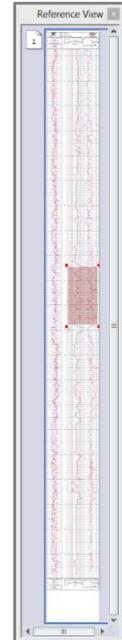
Very useful is the Fit Width option when you are working with logs and Fit Height when you work with wide seismic sections. 100% zoom is  perfect if you like to view your screen captures in the best quality.

3.2 Pan

You can use the scrollbars to pan to other parts of the image or simply use the unique EasyView Pan tool, that will keep the file visible and available for you all through the pan process offering you the best navigation and overview.

3.3 Reference View

With the Reference View it is easy to navigate long well logs by defining a box in the reference window and then moving it around the display.

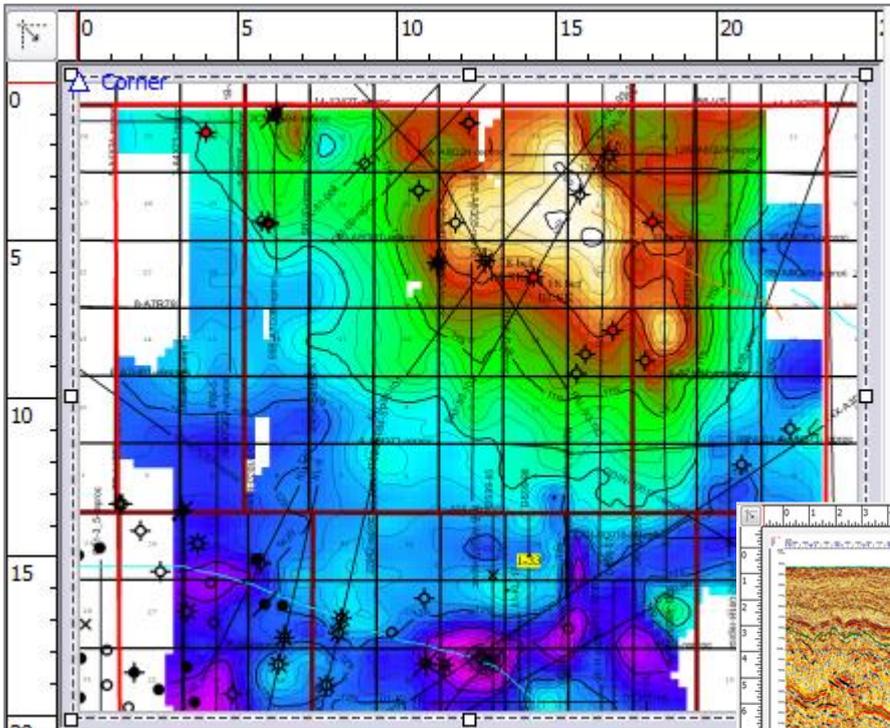


4 Single Image Mode – No Canvas



4.1 File Open

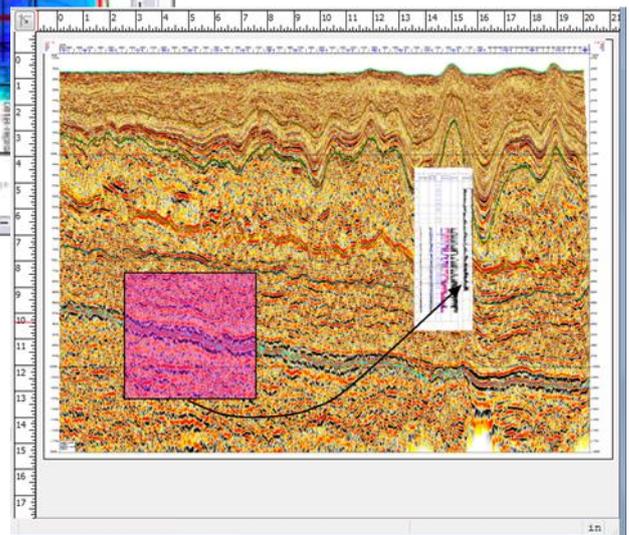
When you open a file from File > Open Images or from the File > Recent list you will work with EasyGraphiX without a canvas. The page size will be set



from this image. Each time you open a file or make a capture, an image will be displayed in the window. The image or capture will immediately appear in the window and replace the previously opened or captured image.

4.2 Mark-Up on a single image

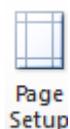
If you need to highlight and mark-up you have all the tools described later in this document available also in Single Image mode. Explore these features if you need more than viewing, converting, or printing a single file.



5 Montage / Canvas Mode

5.1 Page Setup

The canvas on which you work is not a pre-determined size. However, you have a default canvas size, and you can set up any canvas size in the Design tab. You may begin with either a Portrait or Landscape orientation and proceed to determine the canvas size.



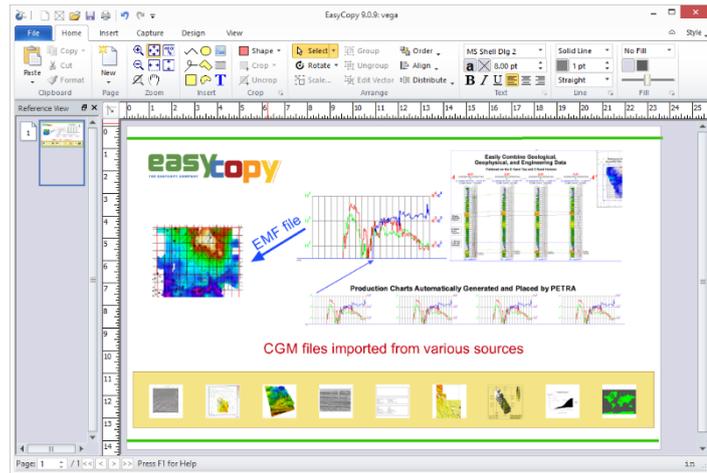
There are many criteria you may use to determine the size of canvas on which you want to work, but the most common is the paper you have in your printer. There are no canvas size limitations.

If you have inserted a file and like to match the canvas to this image instead, in the context menu Set Canvas from Image.



5.2 Templates

You can create a template layout which you use for each poster that you create, particularly valuable if your company has guidelines. For example, a logo together with the horizontal green lines could be a template. Create your template, go to *File > Save As Layout*, name it & save it. Next time you create a poster, you will have the template as your starting point. Open it, Lock it if needed, work on it, and save it with a different layout name.



5.3 Grid, Guidelines and Snap

The EasyGraphiX features grid, guidelines and snap. This is really going to help you position and align objects, images and text. It surely also helps you structure your page layout.

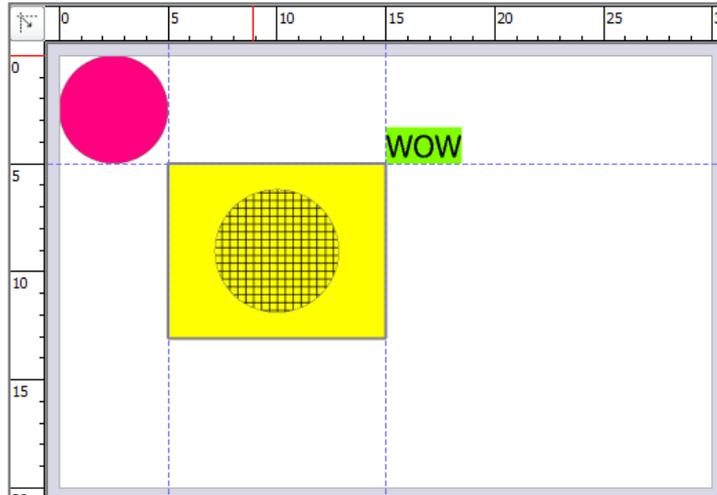
5.3.1 Grid

In the Design tab you can set a grid, Snap to Grid and make a Grid Offset. The keyboard shortcut Ctrl+Y toggles on/off the Snap to Grid.

5.3.2 Guidelines

1) Auto Guidelines will appear when "Snap to Objects" and "Snap Info" are toggled on. (See Snap) Auto Guidelines will assist you easily in placing images and other objects aligned if you have less than 100 objects on your canvas.

2) To set manual Guidelines just go to the top or left ruler with your pick tool. From the top ruler you can then drag horizontal guidelines and position them where you want. From the left ruler you drag the vertical guidelines the same way. You can also specify the coordinate for your horizontal and vertical guidelines in the Design tab or in the Context menu. You can select whether you want to see the guidelines or not and you can move or delete the guidelines. What helps you keep your objects and images in place and stay lined up is the Snap feature.



5.3.3 Snap

Toggling the "Snap to Objects" and the "Snap to Guidelines" in the Design tab you can snap to object and manually set guidelines, left, right, top, and bottom. The "Snap to Grid, Margins or Page" helps you position images and objects accurately to the grid, margin or page. With View -> Snap Info toggled on you will get information about your snap points and auto Guidelines.

5.4 File Insert

When you like to work on a canvas you need to Insert files or Captures. Drag & Drop will also insert images on a canvas.

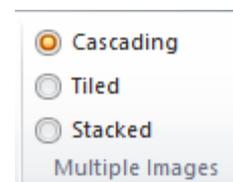
5.5 Insert Multiple Images

5.5.1 Cascading

Per default, images will be inserted cascading on a canvas for easy selection and re-positioning.

5.5.2 Tiled

If you like to see the inserted images positioned in tiles for a fast overview of the inserted files you should select Tiled. If you have 1:1 toggled on this option is unavailable.



5.5.3 Stacked

This option is introduced for files you need to compare or overlay. There will be no offset and equal sized files will be positioned exactly on top of each other. Ex. Log files with a transparent background.

5.6 Image Insert Options

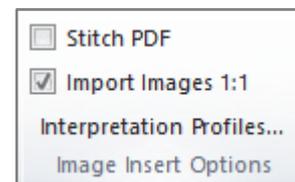
The Image Insert options are relevant for images being Opened and Inserted.

5.6.1 Stitch PDF

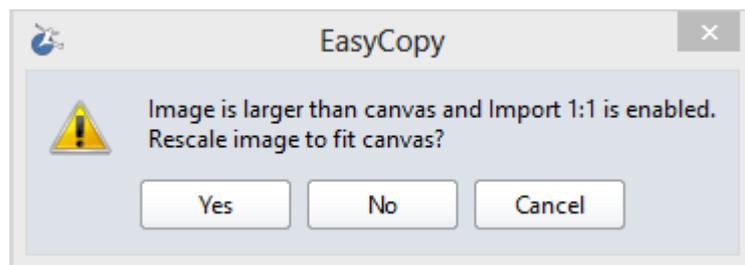
Concatenating multi-page PDF files for viewing, converting or printing is available and described in detail in a separate section.

5.6.2 Import images 1:1

Images that are Opened will always come in 1:1, but Inserted Images can either be inserted 1:1 or as a percentage of the canvas.



If an inserted file is too large for the Montage canvas and Import Images 1:1 is selected, the following message will be displayed, the user has the choice of either disabling 1:1 scale under Insert\Import Images 1:1 or changing the Montage canvas size to accommodate the file.



5.6.3 Interpretation Profiles

This option is only relevant for Vector files and only if you like to tweak the way the file has been generated. You can change the font, modify the way lines are represented etc.

5.7 Image layout

If at any time the user changes the size of an image and wishes to revert back to its true metric dimensions, select 1:1 in the Image layout dialog found in the Context menu or in the Image Format tab.

5.8 Group

The Group tool can be of great assistance when there are several items that must be kept together, so that they become one easily moveable image. To group objects, select the first one, hold down the Shift key, and click on each one in order. Finally, go to *it Home > Group* or use the *Ctrl G*. You may also ungroup using *Ctrl U*, should you need to change an image, etc.

5.9 Lock

To lock a selection of one or more objects or even a template is very useful if you want to make sure that these elements will not by accident be moved, deleted or in any way changed. In the Context menu choose Lock Selection. Any object or group can be locked in position. There are 2 options for unlocking – unlock all or select and unlock. Using select and unlock will ask the user to select the object or group that is to be unlocked.

6 Single Page and Multi-Page

6.1 Single Page

You can work with EasyGraphiX as a single page with one or more files, annotation, graphics etc. You can create a Montage or a Poster of any size.

6.2 Multi-Page

If you like to create a multi-page document, you can do that by adding a New Page when required. You can also utilize the Insert Album mode, that will bring the images in, each on a separate page. Drag and Drop will allow you to do the same.



7 Capturing with EasyGraphiX

One of the functions of EasyGraphiX is to capture images, or graphics from your screen. You may capture a window, a scroll window, the full screen, a region or a fixed region from any application including those using the OpenGL graphics system.

The Capture tab gives you a simple and direct way to manage your capturing needs.

7.1 Import Modes

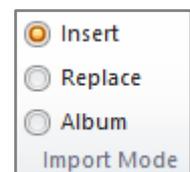
First you choose the way you like your Screen Captures to appear.

7.1.1 *Replace*

With *Replace*, each capture you will make will be replaced by the new capture you are doing.

7.1.2 *Insert*

If you like to use screen captures on top of a file or on a montage / presentation you should select *Insert*.



7.1.3 Album

If you like to see/keep your captures in a history list you can use the Album mode as each capture will come in on a new page, which you can see in the Reference View

7.2 Capture Types

Second you select the capture type of your choice, i.e., Window, Scroll Window, Region, etc.

An often-used capture is that of a region. Click on *Capture* and then click on *Region*. When the crosshair appears, drag the cursor over the area you want to capture. Then, release the button.



You may select from among several options, such as whether or not you want to hear a beep when the capture is complete, if you want to include the cursor or want to capture directly to clipboard. You can also set the size of your 'Fixed Region' or set a Capture Delay.

7.3 Capture Setup

7.3.1 Hotkeys

Most common types of screen capture are easily configured in the 'Hot Keys' dialog. With your personal key assignments, you can efficiently capture the right and perfect window, region or screen. We like to believe that regardless of your hardware configuration EasyGraphiX will always capture what you want.

Go to *Capture > Hot Keys* to assign any or all Hot Keys. Select one of the functions in the list by clicking in the circle beside it, for example, *Full Screen*. Now, press the key combination you wish to assign, such as *Ctrl+Alt+S*. You have now assigned your first Hot Key. Make certain that you toggle on *Enable Hot Keys* so that it will work when you do captures.

7.3.2 Delay

The ability to set a delay before capture is most useful when drop-down menus are involved in the area to be captured.



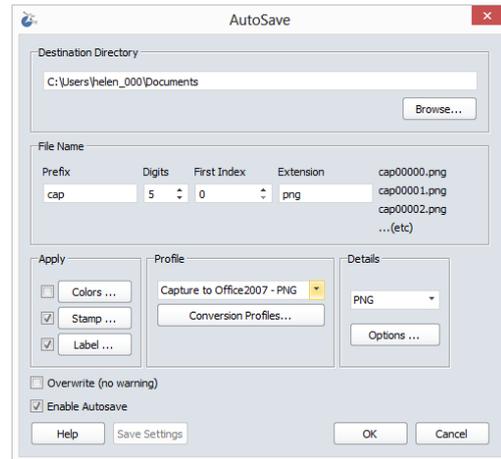
If the image does not appear immediately after making a capture, please make sure that the capture delay is set to zero.

7.3.3 AutoSave

The AutoSave feature can be used when the user wishes to save captures with sequential names without needing to enter the file name manually. Set up your *AutoSave* profile for your captures and decide whether you want *AutoPrint* toggled on.

Several profiles are possible and the subject of profiles will be discussed in a separate section.

Enter the Destination Directory where you will save your captures, decide on the file name protocol, and select the file format for your captures. In Options & Image Size dialogs, you may refine the output results. **Note:** You may toggle AutoSave on or off as you wish.



7.4 AutoCapture

The AutoCapture feature can be configured to capture at a pre-defined rate for a specified time or number of captures. These files can be used later in the Movie Creator section.

8 Image & Graphics Files

Capture is an important source of images for some of your work but not for all of it.

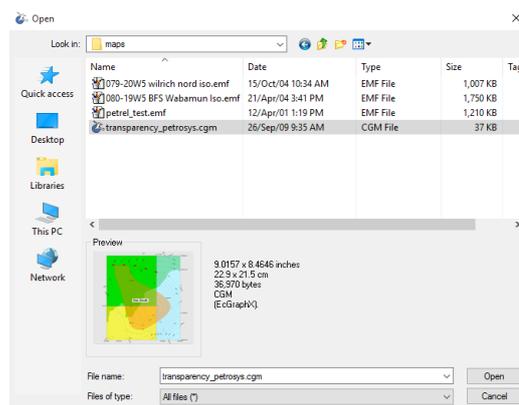
8.1 Supported Formats

EasyGraphiX supports many file formats that you can open or insert, annotate, manipulate, convert, and print. You may import all of the standard raster file formats as well as the vector formats CGM, CGM+, CGM PIP, EMF, PDF, PS, SVG, XPS.

On our web site www.myeasycopy.com, you can review the full list of supported file formats.

8.2 File Open

EasyGraphiX provides an easy method for viewing and browsing your files to discover the correct file to open. Simply go to *File > Open Images* or click on the Quick Access bar and as you browse through your database of images, a small preview window displays the image or graphic file so that you can open the correct file. Information pertinent to the image displayed is also shown.



When you open the file that you see in the Preview window, there are some options that would be excellent to discuss now.

8.3 Recent

The File > Recent provides 3 lists. Files and places can be pinned, so that you will keep them at the top of the Recent list.

8.3.1 *Recent Layouts*

EasyGraphiX layout files are .lay or .layz files, which could be your Templates, Montage, Slides, Mark-up etc.

8.3.2 *Recent Images*

Recent Images is a list of recently opened images (CGM, EMF, PDF, TIFF...)

8.3.3 *Recent Places*

Recent Places is available for easier navigation to often used directories.

8.4 Image Information

When working with any image, you always have access to all of the data related to that image by going to Image Format tab or in the Context menu > *Image Information*. Information on cropping, file format, size, whether you have modified any of the color, etc. Selecting Display will show a list of the fonts that are used in that file. (**Note:** The original file always retains its integrity, regardless of changes on the canvas).

9 Crop

Crop can be used at any time in your work whether you work on a canvas or on a single image.

Crop is most valuable when you want to retain the resolution of the original file and when a specific area of your image draws attention to or visually focuses attention on a particular feature or aspect. Use the default Box Shape and with the image

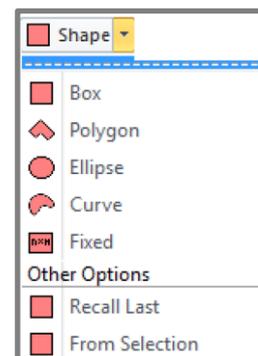
cursor  drag a rectangle around the desired area, and use the crop tool  to perform the crop.



9.1 Shapes

Crop is an excellent tool for detail, attention, focus, clarity. You have the choice of many different shapes or a fixed region that defines your crop area.

The crop Shapes can be resized and modified at any time during the process and if you have lost your shape Recall Last to get the Shape recreated.



9.1.1 From selection

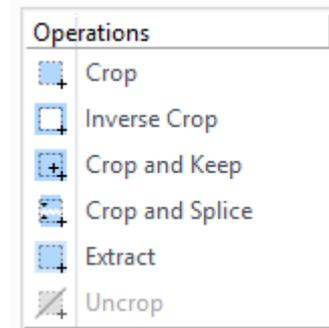
From Selection means that you can draw a shape, select a shape from an edited file, get a shape from another application when pasted into EasyGraphiX and use this as your Crop Shape.

9.2 Crop Operations

Cropping as well as Inverse Crop, Crop and Keep, Crop and Splice and Extract.

Crop of rotated images as well as grouped images are also included.

Note that you find options for Fixed Box Crop and Crop and Splice in the Home tab > Crop group's Corner button.



9.2.1 Crop and keep

This tool saves you time as you automatically keep your original file and get the new crop area.

9.2.2 Crop and Splice

This tool is developed to handle long well logs, where a certain part of the log is having no interest. You can use the Box shape to cover the width of the log and crop one or more area(s) to minimize the length, still keeping the correct metric size.

Crop and splice can be used on any file, combination of files, text, drawings, where you need the capability to inverse crop a certain area and stitch the remaining parts.

9.2.3 Extract

You can extract part of an image/images, text, and other objects and edit properties inside/outside the extracted area.

10 Tools

10.1 Switch easily between tools

To switch easily between the Selection, Zoom and Pan tools you can use the Space key to get to the selection tool, the letter H to switch to the Pan tool and the letter Z to switch to the Zoom tool.

10.2 Sticky Tools

When any of the drawing objects are double clicked (rectangles, lines) they become sticky so that when an object is complete, the software will

automatically assume the same type of object is to be created again. Choosing the object selector tool cancels the operation.

10.3 Rotation

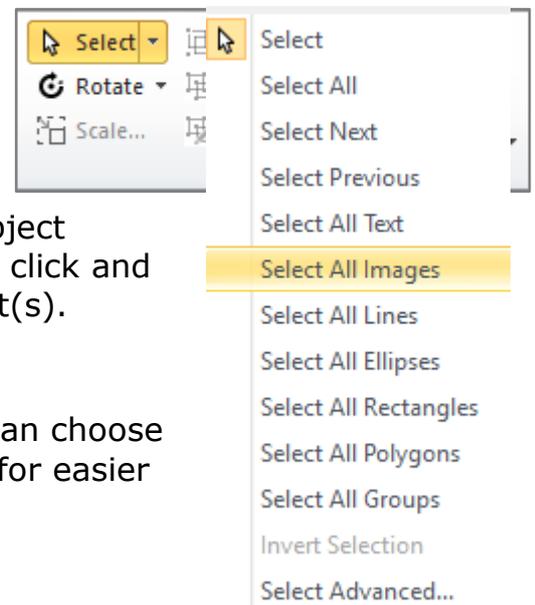
The arbitrary rotation tools  allow you to freehand rotate any object or image (90-degree increments are available in the Home tab > Rotate, as is the ability to specify a rotation up to 2 decimal points).

You can rotate an image, or any objects and you can mirror it horizontally or vertically. Try different angles and mirroring. When the correct orientation is achieved, you can then save the image so that it will hold the angle or the mirrored image.

11 Selection

11.1 Object Selection

The object selection icon is shown in the Home tab. It can be used in several ways. Click on the object required or anywhere inside a rectangle or ellipse or click and drag a rubber band that encloses the required object(s).



11.1.1 Select All

In the Home tab > Selection drop-down menu you can choose which object type to select e.g. Lines, Text, Groups for easier editing.

11.1.2 Select Multiple Objects

To select multiple objects on top of an unlocked larger object, for example a border rectangle, hold down the Ctrl (control) key while drawing the selection box.

11.1.3 Select and Duplicate

Select one or more objects holding Ctrl down will duplicate your selection..

11.1.4 Select Locked or Grouped Objects

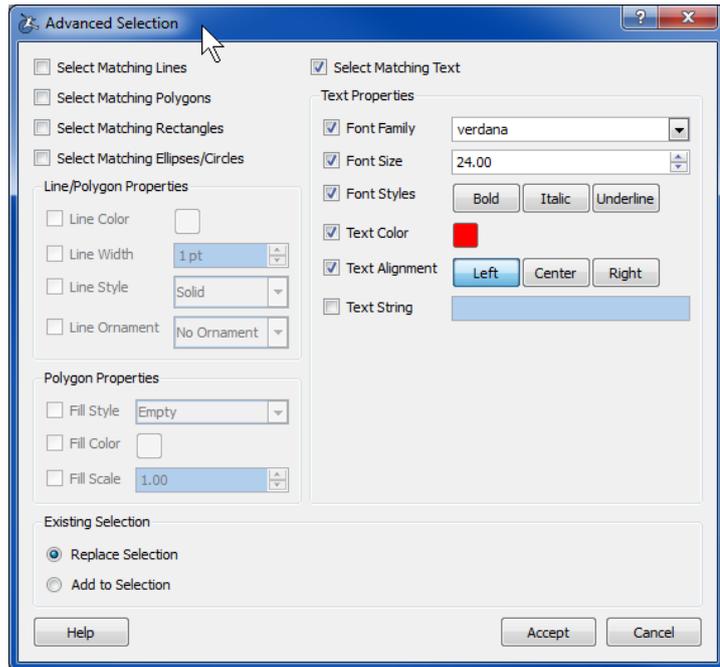
You can select locked objects or groups and unlock only the selected objects by choosing the Edit/Select and Unlock option.

11.1.5 Select Advanced

With complex graphics including many solid colors and hundreds of objects. You can select an object, then select all similar objects with that property – and change them all simultaneously. You can even select multiple attributes for the matching.

11.1.6 Restricted selection

Restrict Selection lets you make changes only inside the selection. Right-click an object in the selection and choose Restrict Selection to Similar



12 Text

12.1 Plain Text Tool

12.1.1 Insert Plain Text **T**

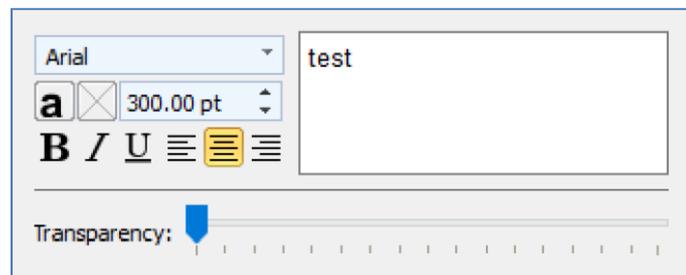
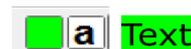
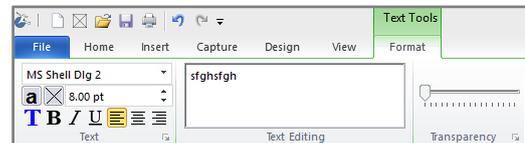
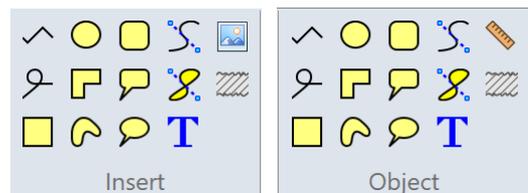
You can insert Plain Text using the text tool from the Home or Insert tab.

12.1.2 Modify Plain Text

You may change the fonts, the size of the text, the color of the text and a background color for the text.

You also have access to the Text tool in the Format tab.

In the Context menu you will find all the relevant properties for the text and also access to the large text editing dialog Edit Text...



Note: For Plain Text all changes will have effect on all the text in the text box.

12.1.3 Scale Plain Text

You can scale plain text simply by dragging the corner and the font size will change accordingly.

12.1.4 Copy/Paste of Plain Text

If the user wants to copy/paste editable text from applications such as Word or Excel, use the text tool as above to point to, where the text should be and then Ctrl V (paste) into the Text editing box. This results in an editable text object on the Canvas. Pasting directly onto your canvas you will see the text formatted as the original.

12.2 Rich Text Tool

12.2.1 Insert Rich Text

You can insert Rich Text by selecting a drawing object (a circle, a box, a call out...) and start typing.

12.2.2 Edit Rich Text

All the above text modification options described above are also available for Rich Text but will have effect on the selected part of the text only.

12.2.3 Scale Rich Text

You can scale rich text only by selecting the text and changing the font size.

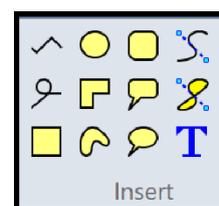
12.2.4 Rotate Plain and Rich Text

Use the Rotate tool  to rotate the text by any angle. Further Rotate options can be found in the Home tab > Arrange group.

13 Drawing Tools

You have the following drawing tools available:

- Line Tool
- Curve Tool
- Box Tool
- Ellipse Tool
- Polygon Tool
- Closed Curve Tool
- Rounded Box Tool
- Call-Outs
- Bezier



The user can experiment with the line options for such items as weight, tail and line style.

13.1 Node editing

You have the ability to add/delete nodes on an existing Polyline or Soft Curve. With the polyline or soft curve selected to add a new node use Ctrl left click where you want the new node to be. If the object is a Polyline single

clicking will add 'sharp node' and double clicking will add a 'soft node'. If the object is a smooth curve single clicking will add 'soft node' and double clicking will add a 'sharp node'. Double clicking on a node, switches between soft and sharp node. To delete any node point at it and use Ctrl right click.

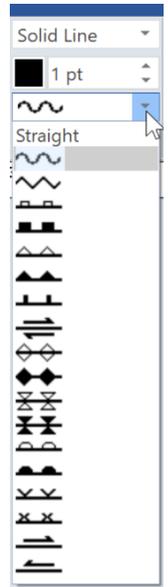
Details are available in the Status Bar.

13.2 Geological Line types

Another feature is the ability to draw Geological line types including Unconformity types and also the option to fill between two or more selected lines. Draw a polyline or soft curve and thicken as appropriate. In the Line Options section, you can now select the Geological line style required and use this line style in conjunction with the mirror checkbox.

The Amplitude and Period slider can be used to get the right Wavelength and Amplitude of the line attributes.

Choose between many ornaments, change amplitude and period. Create unconformity lines. Hold down the 'Shift Key' while drawing a line with 15 degrees increments which makes horizontal and vertical lines easy to draw.



13.3 Arrowheads

Arrowheads & tails will assist in the focus of attention or point to a specific detail.

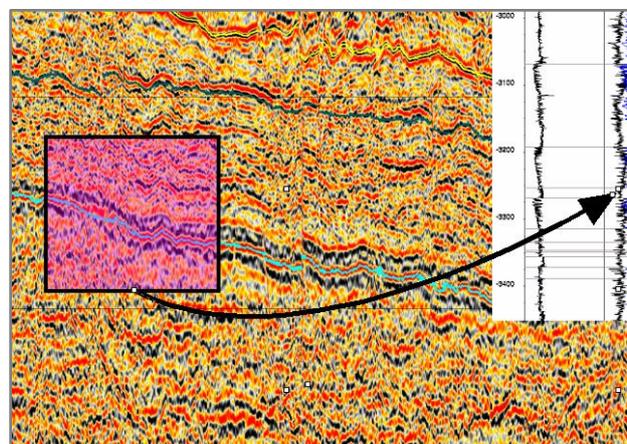
13.4 Change to

When a line or curve is selected it can be changed to open, closed, smooth or jaggy by using the Draw Tools Format tab or Context menu > Change To.

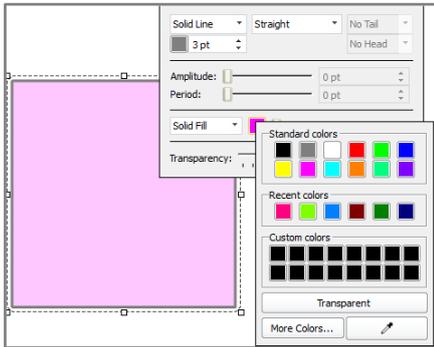


13.5 Area Fill

In the example the bottom image is a piece of seismic. The top image is a piece of log correlation. The corresponding part of the map has been highlighted by means of a semi-transparent light magenta rectangle.

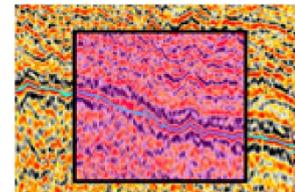


You can specify line and area attributes. You can, for example, set the color of the rectangle in several ways.



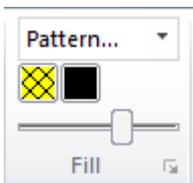
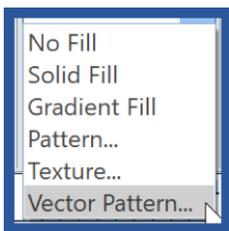
Select one of the most common or most recently used colors or specify an exact color or pick  a color anywhere on the desktop.

13.5.1 Transparency Tool

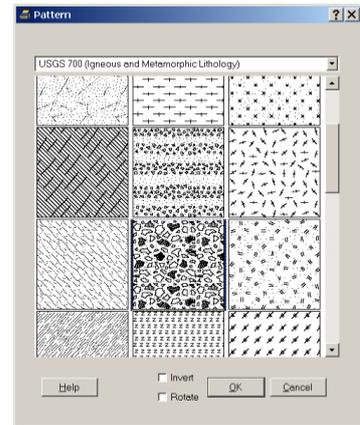


Use the transparency slider to specify a semitransparent area fill. The slider gives you the necessary versatility to focus on an area without obscuring it.

13.5.2 Pattern Fill



EasyGraphiX gives you the option of filling an area with a pattern. There is a choice among



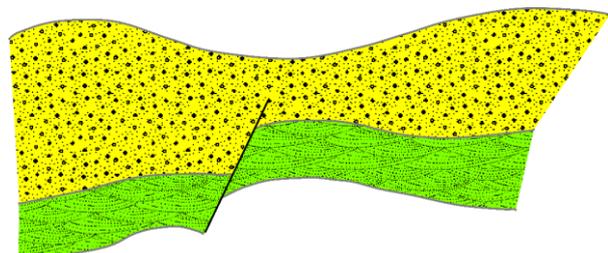
a wide variety of standard patterns from USGS as well as support for any vector patterns you may have, including the EasyCore installed patterns. You can select any color for the pattern foreground and the pattern background – including transparency.

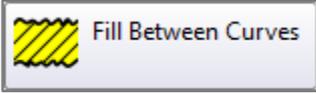
13.5.3 Texture Fill

You can also select texture fill.

13.6 Fill Between Curves

Fill between 2 or more selected curves or lines will allow you to fill an area with a semi-transparent color or a hatch or lithological pattern. Don't forget to play with the Pattern Spacing slider.





14 Mapping

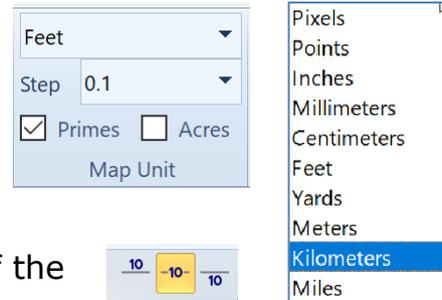
14.1 Set up

Select a Canvas of the required size in Page Set Up (Design Tab) or open a map or a technical drawing and it will automatically define the canvas size.

Vector formats, like CGM, EMF, PDF as well as TIFF will most often include metric information, that EasyGraphiX will read.

14.1.1 Map Unit

Select the required unit for your region and Unit Primes if you prefer for Inches and Feet.



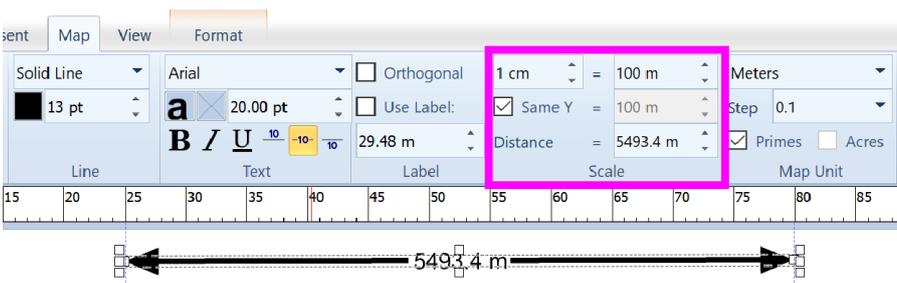
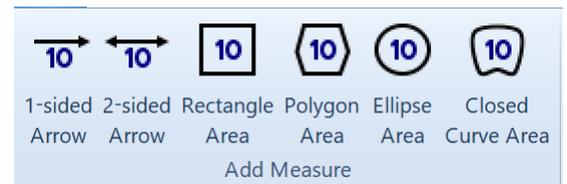
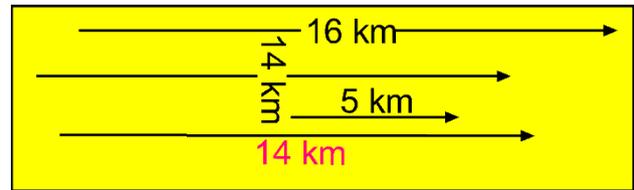
14.1.2 Text

Choose the font size, font color and the position of the measurement text. Toggle on/off Orthogonal.



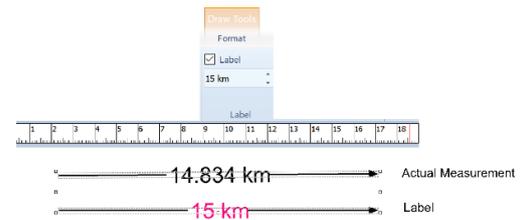
14.1.3 Scale

If you open a file that has a certain scale, enter this scale in the Mapping Tab. Decide whether the scale is different in the X/Y directions or the same. Or the opposite way around type in the distance and get the scale.



14.2 Adding Measurements

With the mapping tools, you can measure distances and areas on a map, a technical drawing etc. Prepare presentations of your well planning for unconventional drilling. You can also add new measurements to a map.

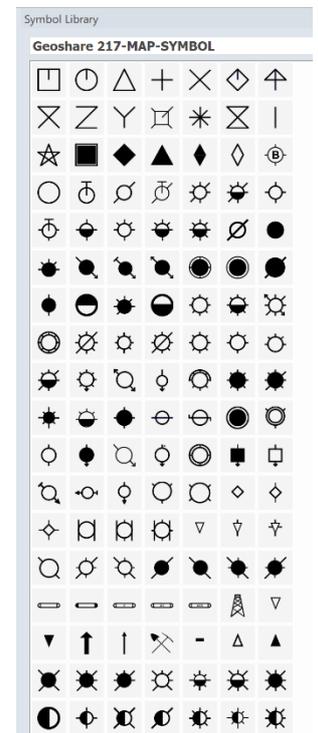
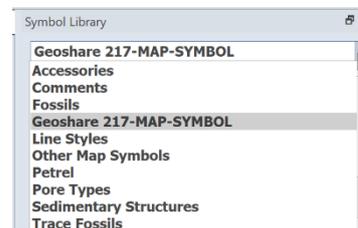


14.3 Adding Labels

If you need to add an exact number, no matter the actual length or Area size, you need to toggle on Label and set the number. Toggle on/off Orthogonal.

15 Symbols

You have a variety of symbols available in the EasyGraphiX installation and you can easily copy/paste the EasyCore symbols from the EasyCore installation to the EasyGraphiX installation. You can add new symbol groups and have your own personal symbols along with the factory symbols and company symbols.



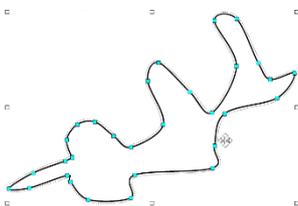
15.1 Insert Symbols

You have a symbol library available in Insert > Symbol. And for convenience you can have your Symbol Library on the right or left side of your canvas. Toggle it on the View Tab.

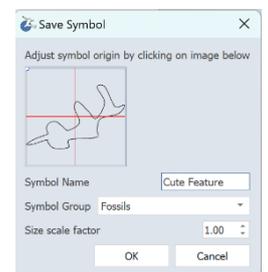


You can decide whether this tool needs to be sticky or not.

15.2 Create Symbols



You have an interface for choosing the right anchor point. The flexibility includes customization of symbols. You can draw an object or import graphics and then save your work or the graphic as a symbol. In the Context menu you will find Save as Symbol.



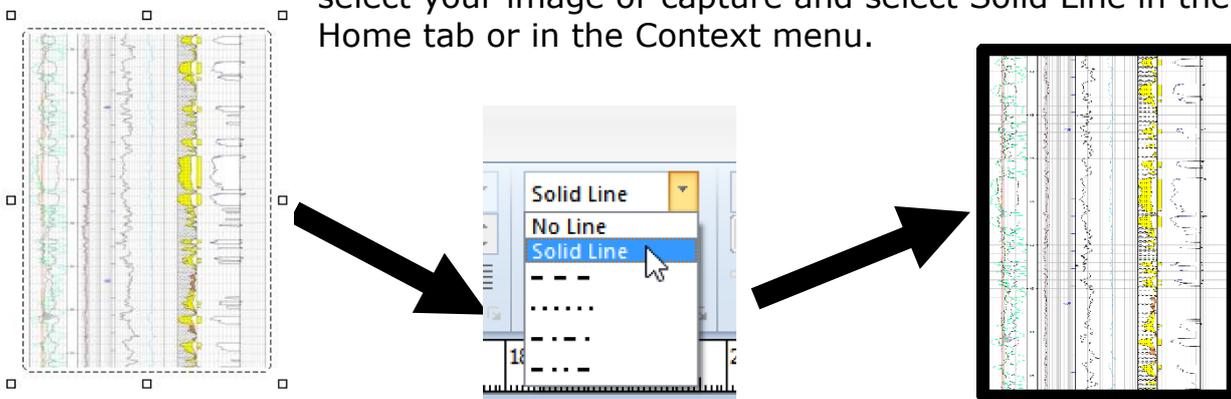
16 Editing

There is an extensive list of editing tools for drawings, images, and text.

16.1 Image Editing

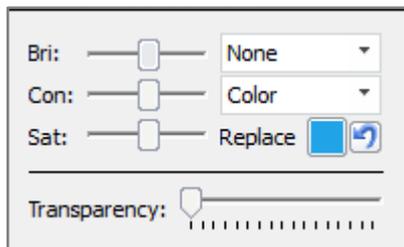
16.1.1 Image Frames

In the Image Format tab and in the Context menu you can easily add frames to your captures and images on your Montage or Presentation slide. Simply select your image or capture and select Solid Line in the Home tab or in the Context menu.



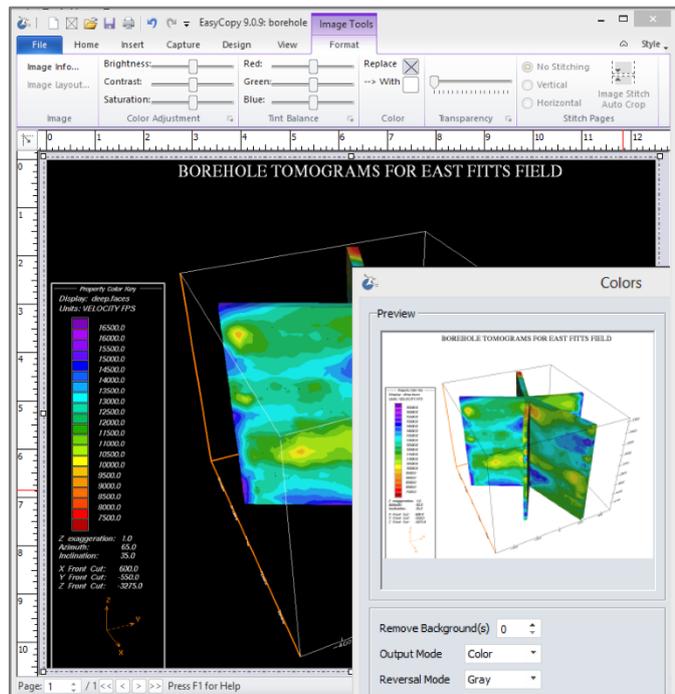
16.1.2 Color adjustments

The Image Format tab or the Context property menu allows you to adjust the Brightness, Contrast, or Saturation of the image. It also allows you to adjust the balance between colors.

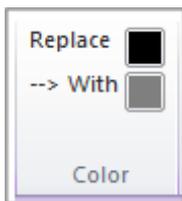


16.1.3 Background removal

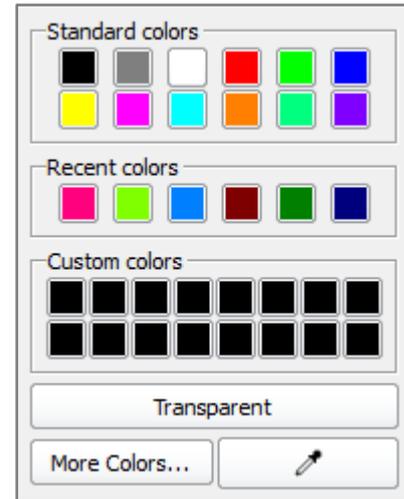
You can remove one or more background colors, for example in order to avoid excessive use of ink.



16.1.4 Replace Color



You can select any color in an image and replace it with another or you can make it transparent or semi-transparent. The eye drop tool will also allow you to select any color on your screen.



Point at the color you want to replace and expand the selection area to select a new.

16.2 Edit Vector

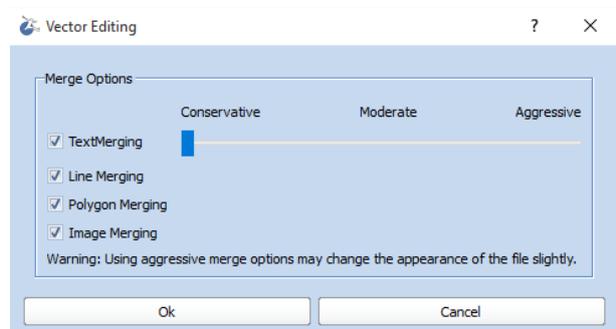
If true Editing of CGM, EMF, PDF, PDS or SVG files is needed as opposed to Markup, EasyGraphiX is the answer. The EasyVect module allows you to Edit a selected Vector CGM, EMF, PDF, PDS.. In the Home tab or in the Context menu choose *Edit Vector* and the file will be *ungrouped for editing*.



A dialog will pop up as follows:

16.2.1 Merge Similar vectors

Having toggled on Merging and selecting "OK" will result in the file being converted to separate elements with elements such as line strings and touching polygons being joined to create a simplified file. Only line strings where the last vertex on one line segment matches the start vertex on the next segment will be joined. Similarly, only polygons that have the same attributes and touch will be joined. Toggle off Merging will result in the file being converted to separate elements without any simplification.

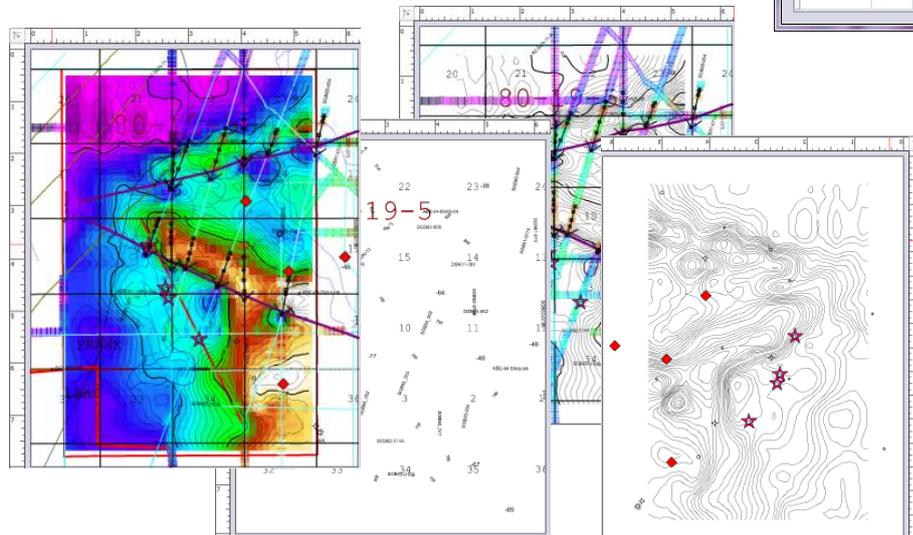
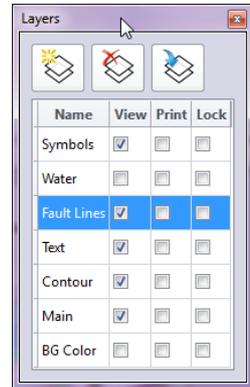


Files that contain seismic information will always have the seismic stripes joined so that the seismic can be saved as a separate image. In this way the vector data (lines, text etc. can be saved as a vector CGM or EMF and the seismic as an image for subsequent combining in packages such as Corel or Microsoft Office.

17 Layers

You can work on a file and add your annotation in a separate layer. You can edit a file and split the different elements into different layers. Text layer, contour layer...

You can add and delete layers, move from one layer to another, order the layers and toggle on /off view, print and lock.



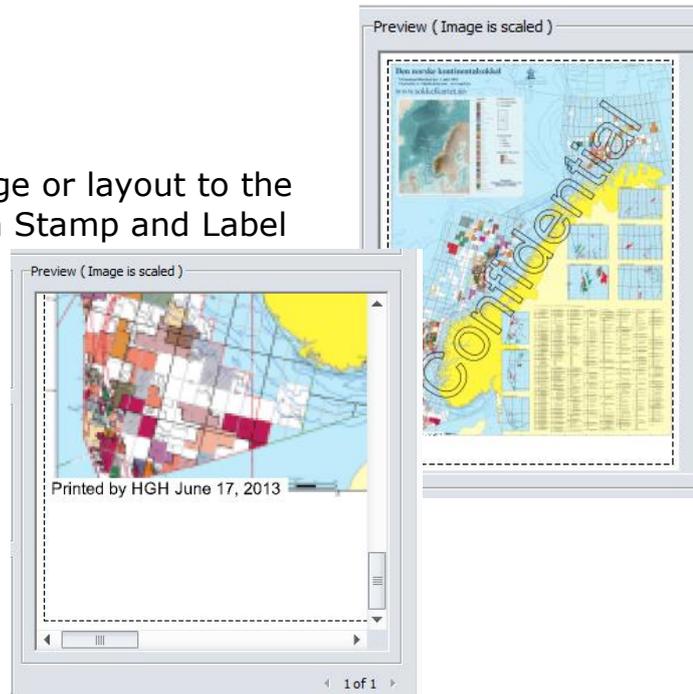
18 Stamp and Label

18.1 Stamp

Before you save or send your image or layout to the plotter, you may use either or both Stamp and Label functions. You can specify a stamp or watermark to be printed diagonally across the image.

18.2 Label

A label can be positioned on the edge of the image to indicate who, what, where etc.



19 File Format Conversion / Save & Send

There will be many times when you need to:

- Save an image in a different file format to export it to a specific application.
- Change the resolution of an image for plotting purposes or for export to another application.
- Adjust the colors and save it with the manipulations.
- Adjust the image to the exact output size that is required and in an acceptable file format.

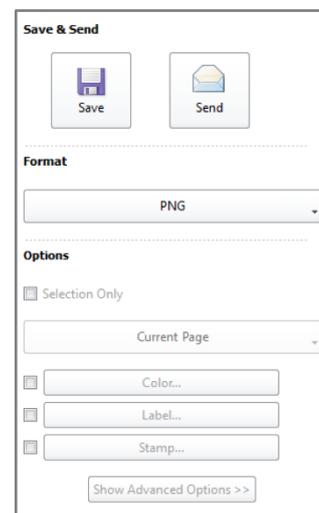
Many times, when you also need to:

- Save a vector file to another vector format while maintaining the vector information for scalability as opposed to converting to raster.

EasyGraphiX allows you to convert from/to vector CGM, CGM+, CGM Clear Text and multipage CGM, EMF, EMF+, PDF, PDS and SVG files.

The settings under the Advanced Tabs will in most cases be ok with the default settings but may need to be changed in some cases.

In EasyGraphiX, the saving/converting of an image file begins when you go to File > Save & Send.



19.1 Select Profile

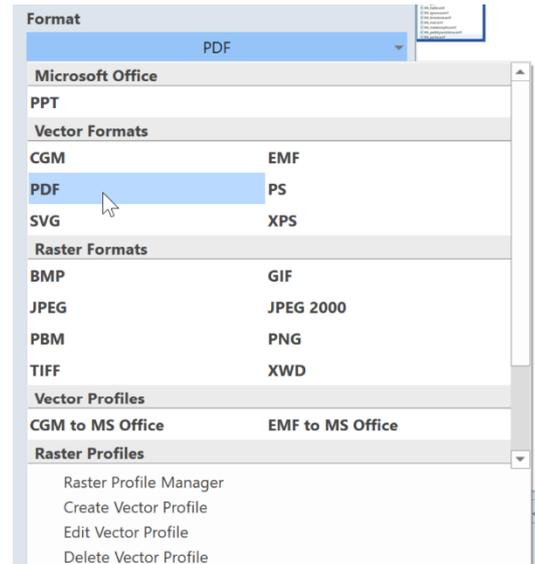
If you have created a profile or wish to use a supplied profile, you will select it at this stage. We will discuss Profiles in a bit more depth shortly.

19.2 Select File Format

Click on the Format button and choose the format that is required for the application, size restrictions, compression methods, etc.

19.3 Show Advanced Options

In the Advanced Options you can refine the options specifically available to that format, such as Mode, Mapping, Compression, etc.



19.4 Size for Raster Formats

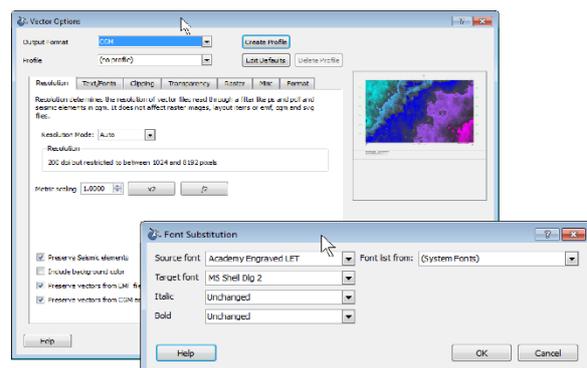
In the Size tab, aspects of size and resolution are available to you. Change the units of measurement, alter the width/height, increase the resolution, and consider checking the Keep Original Aspect Ration box.

19.5 Advanced Option for Vector Files

There are some vector element types in the supported formats that cannot be usefully converted to an equivalent in the save-as format type. In these cases, the Resolution setting controls the quality they are rendered at in the output file. An example of this is gradient fills in an EMF when converting to CGM or the seismic contents of a CGM file converted to raster.

19.5.1 Text /Font

One of the most useful options is under Text/fonts, the default setting is to leave Text and Fonts unchanged but in this dialog the user can re-map fonts (to see which fonts are used in the opened file use the Image Information/Display function). An example would be to map CGM Triumvirate to Arial in an output EMF file. The attributes Bold and Italic can be forced on/off.



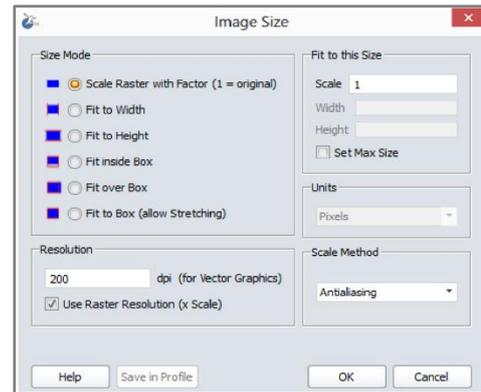
To see which fonts are used in the opened file use the Image Information/Display function, this will display a list of the fonts used within the file (if any). When creating the mapping we recommend that you use the full names that are shown eg, NBS Hershey:Simplex_roman. Alternatively, you can use *Hershey* but this would affect all font names that contain the word Hershey.

19.5.2 Constraints

In the Constraints dialog, the adjustments made here are generally made in conjunction with the Profile Specification.

19.5.3 Colors

Regarding the **Colors** dialog, please refer to the discussion under Color Options in this document. This feature may be accessed in File > Print if you do not want your changes to be saved.



19.5.4 Save

Click on Save. You then proceed to the window that confirms the file name and destination directory (the file format extension will automatically be included). Once you click on Save, the conversion is complete.

19.6 Save Selection

If you like to save only part of your canvas, in the Context menu you can Save Selection, which will bring you to Save & Send with the toggle Selection Only on. Otherwise, you can toggle it on in File > Save & Send.

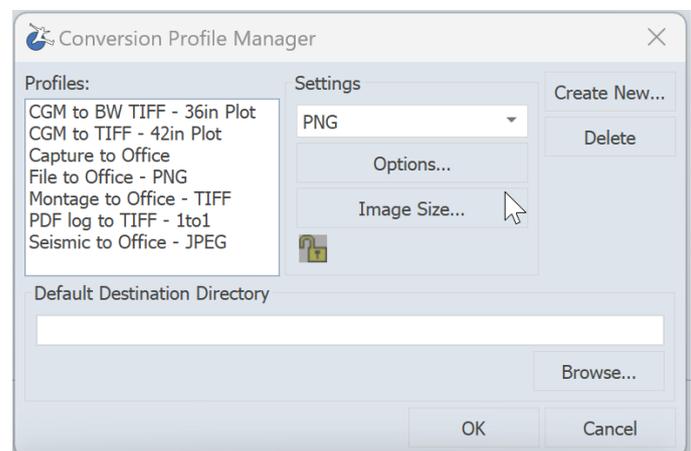
20 Save As Profiles

In the *Conversion Profile Manager* window, you may choose one of the supplied template formats or create a new Profile, by modifying an existing Profile. The idea behind profiles is to be able to save the settings used for operations such as 'Capture to Office' or 'PDF log to TIFF' or other operations being used frequently. Adding a destination directory will save a lot of time and clicks. Next time around you do not have to worry about the settings used the last time the operation was performed; you just select the raster or vector profile in the Save & Send > Format drop down menu.

20.1 Create a new Raster Profile

To create a personalized Raster Profile, follow these steps:

- 1) Select Create New
- 2) Give it a name. For example, Capture to Office
- 3) Go to *Options* & specify particular settings for Mode & Mapping &, possibly Compression.
- 4) Next, open the *Image Size* dialog and determine the resolution and other size



information that you wish to have defined for this profile.

- 5) Select Default Destination Directory
- 6) Click OK to save your new profile.

We have created some popular profiles that can be found in the Profile list:

20.2 Popular Profiles

- Capture to MS Office
- CGM to BW Tiff -36in Plot – modify to match the paper width of your plotters
- CGM to Tiff – 42in Plot – modify to match the paper width of your plotter.
- Seismic to MS Office
- File to MS Office – used when a single file needs to be converted for use in MS Office products.
- Montage to MS Office - used when an EasyGraphiX Montage needs to be converted for use in MS Office products.
- PDF log to TIFF – used when a joined PDF log or a log in another vector format such as CGM or EMF needs to be converted typically to TIFF.

20.3 Create a Vector Profile

Common settings can be saved in a Vector Profile, which can be selected for subsequent use. Some commonly used profiles are available for use when saving as CGM for CorelDraw or MS Office and when saving as EMF for different MS Office versions.

21 Present

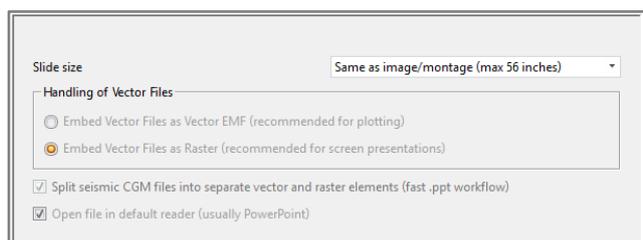
21.1 Save as PPT

This feature is available on Windows and gives the ability to directly create a PowerPoint presentation and optionally automatically open PowerPoint, when the file has been created. Saving to PowerPoint begins when you go to

File > Save Send > Format > PPT.

Show advanced Options allow you to select the PowerPoint slide size to be created, whether to use Vector or Raster picture export and how any seismic or raster in multiple files in Montage is treated. The default is to split CGM files containing seismic into individual vector and raster elements to get the best Power Point performance. The vector and raster parts will get into a .ppt slide placed exactly on top of each other, why no manual alignment of the raster/vector parts is necessary in Power Point.

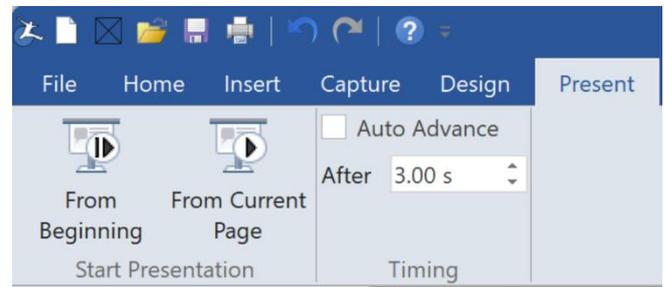
Show Advanced Options >>



The opposite way around if you like to go from Power Point to EasyGraphiX you will be able to open the Power Point generated EMF+ file and work with that ungrouped in EasyGraphiX

21.2 Present directly in EasyGraphiX

Our multi-page support, which allows presentations to be prepared inside EasyGraphiX before saving as PPT, now also allows you to stay in EasyGraphiX while actually presenting. You also have a timing option available.

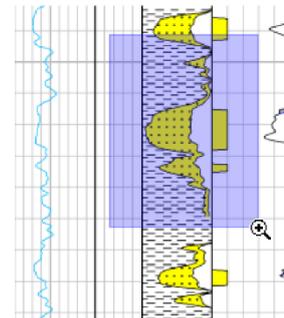


If you are used to PowerPoint you will enjoy working with the EasyGraphiX GeoPresenter providing support for Seismic CGM, PDF, TIFF..., strong scaling and unlimited zooming capabilities.

F5 is your shortcut for the slide show view, when you like to present your pages/slides without the GUI. Alternatively, you can go to the Present tab to start your presentation. Navigate with the arrow keys or left click for the next slide and use the standard short cuts for further navigation.

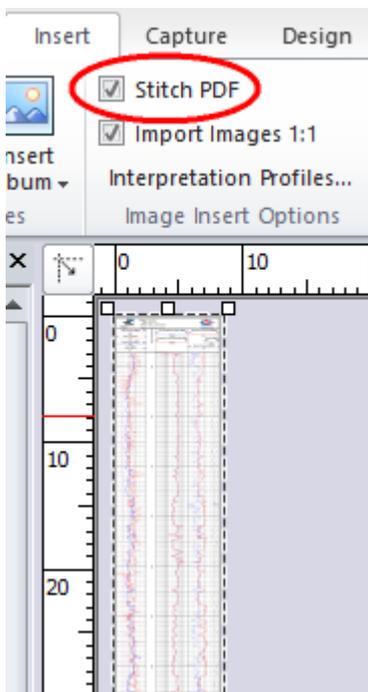
21.2.1 Zoom and Pan

While in presenter mode (F5) your mouse cursor provides an unlimited and precise zoom tool. Focus on an exact detail by 1) drawing a zoom rubber band by left clicking and zooming out by right clicking or 2) by Ctrl + mouse wheel. *The "h" key will change your mouse cursor to the pan tool and the "z" key back to the zoom tool. For a temporary switch, hold down Shift.*



22 Stitch PDF Well Logs

You have the ability to concatenate multi-page PDF well logs into a single display with any white space removed. The joined log can then be printed or by using the save-as function converted to for instance a TIFF file.



If you have Stitch PDF toggled on in the Insert tab your multi-page PDF 's will be opened stitched. If this function is not enabled the multi-page PDF file will be opened as page 1-9, with page 1 visible. You can then to to page 2 etc. by using the arrows in the status bar. You can revert to Stitch by selecting Stitch Current PDF from the Context menu.



22.1 Viewing

Viewing the combined log is very easy with the Reference View and Fit to Width.

22.2 Converting

Save your Multi-page PDF as one long continuous Tiff file..

22.3 Crop and Splice

One of the crop features Crop and Splice let you keep the important parts to let you focus on relevant information in your presentations, save paper and ink.

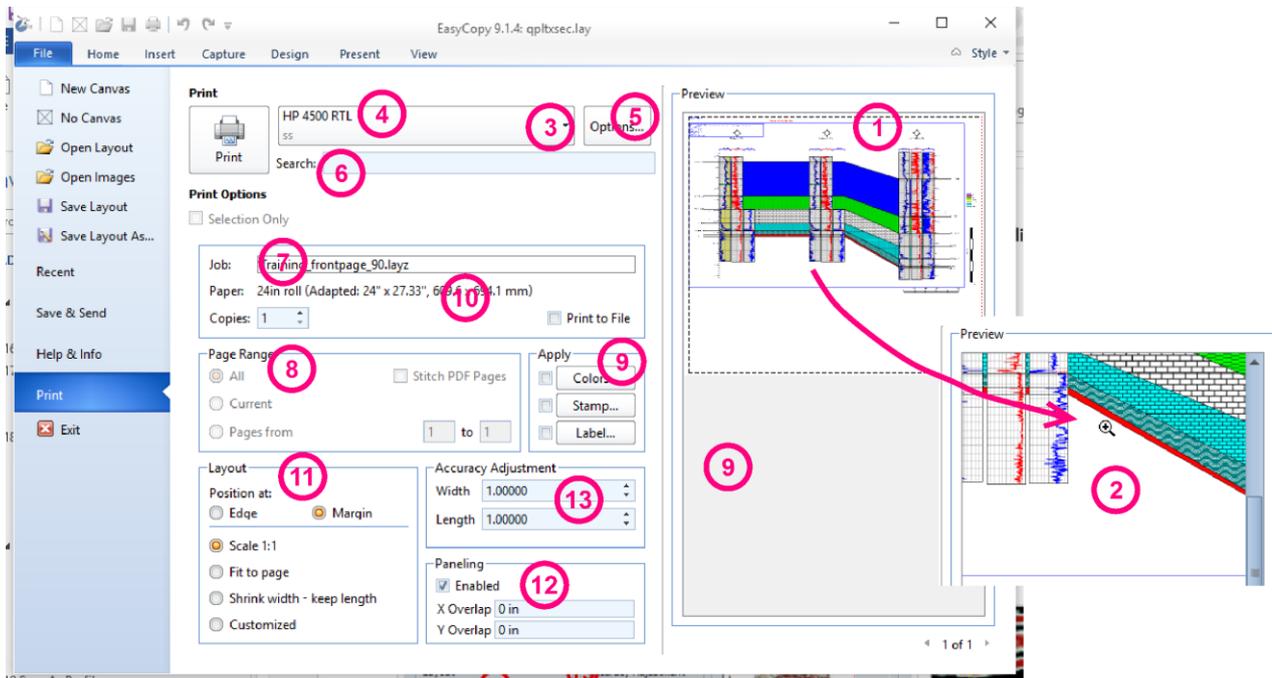
22.4 Unlimited Printing

With the EasyCopy printer drivers, you have no limitations and even very long log files can be printed 1:1.



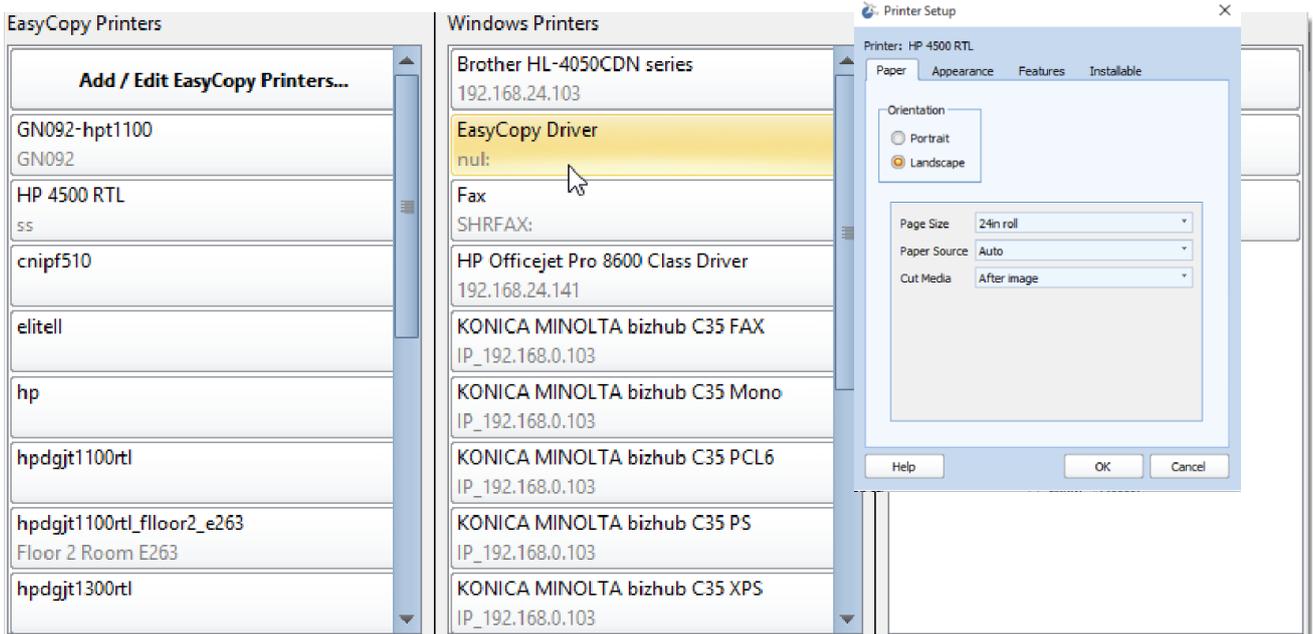
23 Printing/Plotting of Images & Layouts

When you are ready to print, EasyGraphiX will ensure that you get the best result. If on Windows, you need to choose the EasyCopy printers to take advantage of EasyGraphiX's printing features like Adaptive Page Size, Paneling, accuracy adjustment etc.



1. **Preview** Window. Shows what you will be printing, margins, automatic rotation, paneling..
2. **Zoom** capability using Ctrl + mouse wheel.
3. Choose between **EasyCopy Printers**, **Windows Printers** and **Format Printers**. For large print files, we recommend the use of EasyCopy Printers for their quality and speed.

4. **Printer Choice.** If the printer listed is fine, continue to #5. If not, press the arrow to select the printer/plotter desired.

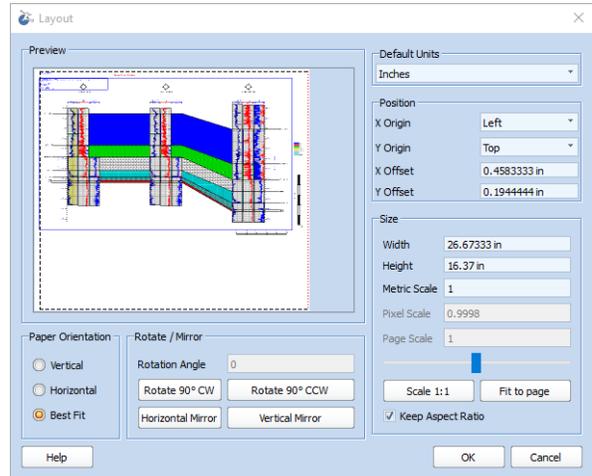


5. **Printer Setup.** Set or re-set specific capabilities of your printer of choice, such as paper, appearance & features. The maximum roll size of the plotter is automatically chosen as the default.
6. **Find** the right printer fast using Search
7. **Output Details.** The file name, paper size & number of copies are shown for your review.
8. **Page Range.** Specify which pages are to be printed and here you can also toggle on/off Stitch PDF.

9. **Color, Stamp, Label.** Color adjustments, Stamp and Label were discussed earlier.

10. **Adapted Page Size.** This feature is automatically enabled when 'Use EasyCopy Printers' is selected and a roll fed device is chosen. Whenever an EasyCopy printer roll device is selected the software will automatically calculate the correct paper size for plotting.

11. **Layout.** Per default the 1:1 option is selected, but you have the choice of scaling the image with the Fit to Page option or any preferred size. You can also toggle on Shrink the Width of a log file while maintaining the correct metric length. If selecting Customized the layout dialog will appear. You are given several choices related to Page Orientation, Position, Size & Scale.



You may also perform rotation and mirroring at this time. If nothing else is changed the plot will start at the top left corner of the paper.

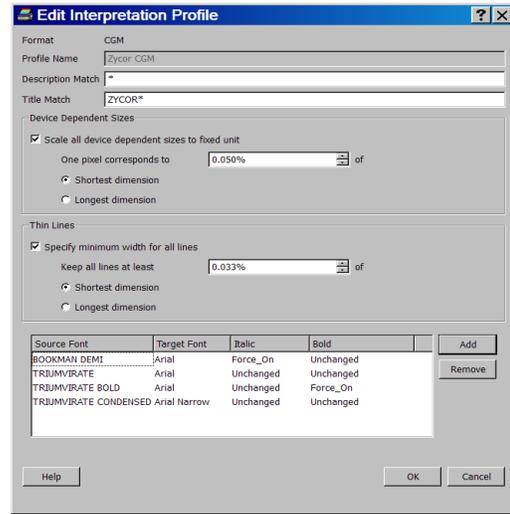
When plotting logs to fanfold paper it may be desirable to center and introduce a top offset, so that a plot will start at a complete fold. To achieve this, use the Page Layout tool and preview how the plot will look. If necessary, adjust the position.

12. **Paneling.** When this toggle is ON a plot will be paneled if the image is larger than the actual paper in the plotter/printer. An overlap can be set to make it easier to stitch the pages manually as precisely as possible. Available both for EasyCopy printers and Windows printers

13. **Accuracy Adjustment.** This is used when the plotted scale is affected by atmospheric conditions which result in the actual plot being incorrect. The width and length values may be set to compensate for this. The values are absolute multipliers.

24 Interpretation Profiles

With an Interpretation Profiles (Vector Files) you can apply interpretation settings when opening Vector EMF, CGM and PDF files. As in other areas of the software, Profiles can be created for subsequent use. The purpose of the interpretation settings is to allow the user to map fonts in the input file to fonts installed under Windows or in the case of Linux fonts supplied with EasyGraphiX or installed by the X-Server. This feature can be found under *Insert > Interpretation Profiles*.



24.1 Fonts

A typical example would be for Zycor generated CGM files where we want the following mapping:

- Bookman Demi mapped to Arial and forced to Italic
- Triumvirate mapped to Arial
- Triumvirate Bold mapped to Arial and forced to Bold
- Triumvirate Condensed mapped to Arial Narrow

The Title/Description fields need to be completed to determine which files the interpretation is used on, in this case any CGM with the word Zycor in the CGM Title. The * after Zycor forces any Zycor CGM. To see the Title information in the file use *Format* tab or *Context > Image Information* to see the font list *Image Information > Display Fonts*.

24.2 Thin Lines

The Thin Lines setting is used in cases where a CGM has lines so thin that they become invisible when printed or converted. In the case shown above the line thickness is set to be 0.033% of the CGM line's shortest dimension. We have found this to be a good general setting.

24.3 Undefined Sizes

Scale all Undefined Sizes are ONLY used when a line is defined as being 1 pixel wide. Usually, an undefined line is specified as "1 pixel" which can really be any width since 1 pixel on a screen is very different from 1 pixel on a plotter. The width specified is not a cap but rather fixes the size of "1 pixel" to a certain percentage of the total dimension (shortest or longest as specified). If an undefined line in a CGM file has a size in pixels different than 1 it will be scaled to preserve the relative differences between line widths.

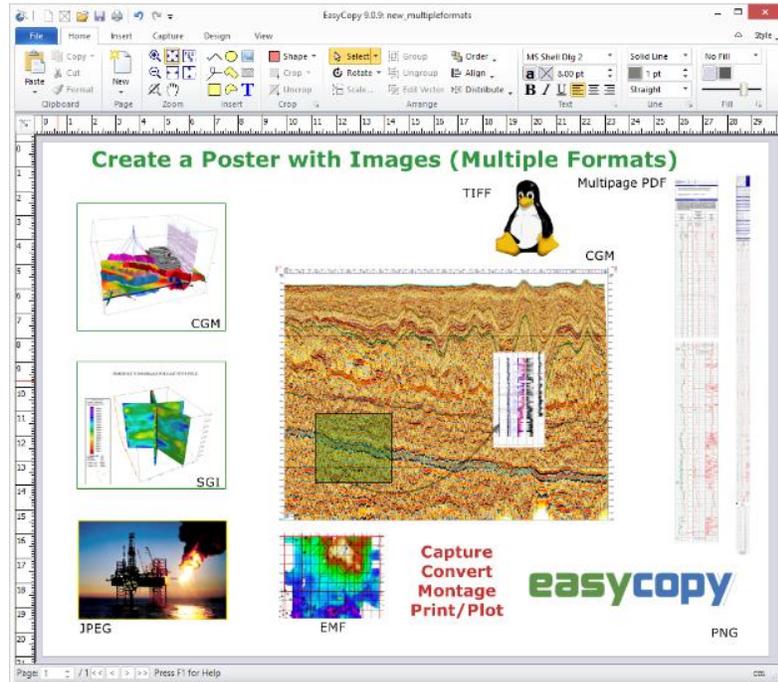
25 Save/Convert a Montage

There are several options for saving your layout.

25.1 Layout

Save your layout as Layout (.lay format).. Your poster with all of the links to the images you have imported is saved as a layout. A .lay file is a very small xml based file with references to the files in the system. If a file in your system has been updated – it will be updated in your Montage.

Note: If source images are moved, then EasyGraphiX will ask you for the new path.



25.2 Archive

Save your layout as Archive (layz format). When you save your poster as an archive, you are saving the layout and all relevant images in one file. Tomorrow, next week, or next month, you can open that layout and add, subtract, or modify the document. In your document management system or in the day to day moving of images and folders, etc., you can retain this historical record of that handout. Saving your layout as an archive is especially helpful as well if you need to make the total package available to another user at another location.

25.3 Vector

Save your layout as **CGM, EMF, EMZ, PDF, PS, SVG or SVGZ**. Saving your layout in one of the above-mentioned vector formats is beneficial for scalability and when any of these formats are required formats for import in other applications, archiving, plotting etc.

25.4 Layered PDF

If you have created a Montage with layers, you will be able to output the layered Montage as a Layered PDF to be viewed in the Adobe Acrobat Reader.

25.5 Save as PPT

Save as PPT from EasyGraphiX will offer you the easiest and best solution when a Power Point presentation is required.

25.6 Save your layout as an image

Save your layout as an image. Go to *File > Save & Send > Raster Formats*. Once converted to an image file, it is fixed and you may not move, add, or change the contents. Nevertheless, should you email your work with some frequency, you can save your layout as an image, email it, and it can be printed out by the recipient.

25.7 Save as a movie

In the EasyGraphiX movie creator, described below, you will be able to generate .avi files based on any of the supported file formats or screen captures. The AVI file you can insert in your Power Point presentations or view it in a media player.

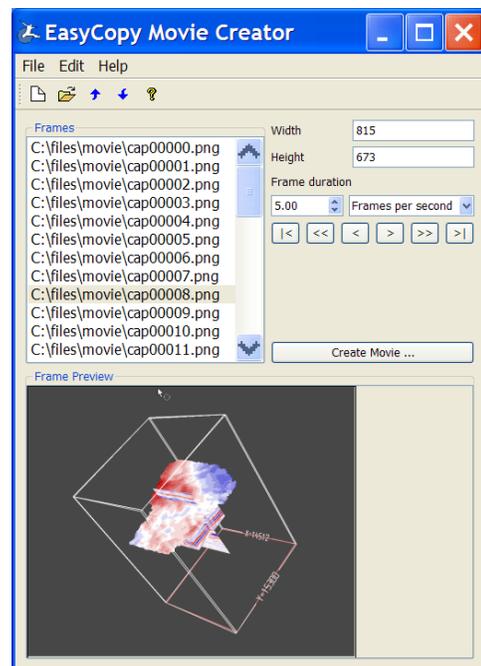
26 Movie Creator

With the Movie Creator you can open, and preview series of frames saved in any of the formats supported by EasyGraphiX. You can delete or duplicate frames and add frames. When finished you save your selected frames as an AVI data stream which can be used in office products or viewed with a media player.

The preview window lets you view all the files or captures and delete unwanted frames. Inserting a new selection of frames is easily done with the arrows for up and down. You can move selected blocks of frames and individual frames. The movie sequence list can be saved as a Playlist for subsequent editing.

The default will select your original image or capture size for the frames, but you can also set your preferred width and height for the frames. The user can also set the playback mode using nn frames per second or seconds per frame.

When clicking the 'Create Movie' button an information window will appear. After a short while, you are ready to view your Movie in Windows Media Player or PowerPoint or other application.



27 Frame Viewer

Where interactivity in a presentation is required the Movie Creator can be resized to get a larger viewport. You can even tear off the Frame Preview Window and resize it to get a viewport as large as your screen. A user-friendly interactive Frame Viewer has this way become available for presentation purposes including zoom (mouse scroll wheel).

Controls that allow the user to scroll through the frames.

The |< and >| controls take the user to the first or last frame.

The << and >> controls allow fast scroll while the mouse button is depressed.

The < > controls allow slow scroll while the mouse button is depressed.

The Space key can alternatively be used to press the key if no mouse action is preferred during a presentation. Your Frames per second setting will have influence on the frame view speed, which is why you may need to increase the number to get the speed you need.

If you need additional information or assistance, you can e-mail your questions to support@myeasycopy.com or contact your EasyCopy representative. We are eager to assist.

Thank you for reading the Training Guide.

We hope you have now become aware of features that will make you more productive using **EasyGraphiX**.

We would appreciate receiving **feedback** from you in order to make EasyGraphiX even better. Send us an e-mail - Write *easycopy* in the subject and mail to info@myeasycopy.com

www.myeasycopy.com

The EasyCopy Company ApS
Denmark

AutoGraph International Inc
USA