

Version 6.05

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Introduction:

FicheNet is confident that this software package has been developed in a manner that is very simple to use. It is our belief that the average user will understand the controls and the functionality of the program after only a few uses. However, we still are offering this complete help file about how to use Barracuda.

Important notes about how the help file is formatted:

- ◆ Several Screen Shots have been added to aid with understanding the functionality of this program. However ALL the screen shots were not necessary and in these cases the following rules apply:
 - Buttons are displayed as **ALL CAPS AND BOLD**.
 - Text or information boxes are displayed [In Brackets.]
 - Error or message boxes are shown *"Italic and in quotes"*.

Barracuda at this time does not include any Right Click mouse features or any Keyboard Shortcut keys other than <F1> for the help file.

Barracuda will work with the following types of files: .tiff, .tif, .jpg, .bmp, and .gif.

General Help / Tool Tips or Mouse-Overs:

The most significant Help related feature in this package is what is sometimes known as a “mouse-over” or a “tool tip.” To use a mouse-over or tool tip:

- ◆ Position the mouse pointer over the window, button or control of interest and a “tip” in the form of a small pop-up window next to the mouse will display a single line of text to further explain what function the particular item performs (see example below).
- ◆ The tip should stay visible as long as the mouse remains still. If by chance the tip disappears, simply position the mouse away from the item of interest and then re-position it over the item of interest for the tip to re-appear.

Example of a “mouse-over”

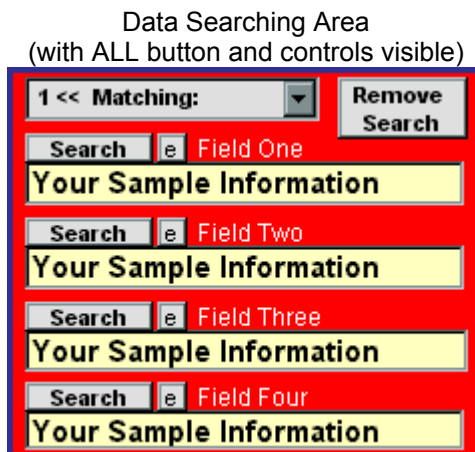


This “mouse-over” should answer most questions about each of the buttons or controls and their functions. Please note that in some cases this will be the only reference to a particular item or function.

Using Search:

The following contains information about the search features of Barracuda:

Note – When the program is open for the first time Barracuda defaults the data to sequential order based on the primary sort field (field one). On all successive openings, the program will open based on the last search performed (or last record opened) as well as any custom view settings.



This text area displays the number of matches within the searched parameters. This is also a drop down box, which displays all the searches in the order that they were performed during an advanced or multi-layered search. This text area is only visible after a search is performed.



Remove Search – This REMOVES ALL searched parameters. If this button is not visible then all search parameters are removed and all the data is displayed in default view (by the primary field in sequential order). If no search has been performed, this button is not visible.



Search - Starts a SEARCH within the corresponding field directly below each button. See below for more information on how to use search.



This is the EDIT button - this button PERMANENTLY changes the data in the corresponding field. THIS IS FOR ADVANCE USERS ONLY! In addition, is password protected. (Passwords are covered in Supervisor Functions.) (Some versions will not have this control enabled and therefore the button will not be visible.)

To use the EDIT button:

- Press the [e] button next to the field needing an update or edit.
- A message box appears asking for the password. The password must be correct or the field will not be editable.
- After typing the password pressing [OK] causes the message box to disappear and the cursor “ I ” will be in the text box (like the one below) allowing the data to be changed.
- After data changes are made either click on another area other than the text box or press tab to move to another control in the program and the data field will again be locked.
- The [e] button only unlocks the text box directly next to it. To make edits in other fields the [e] button must be pressed for each individual one.



This text box contains the data for each labeled field.

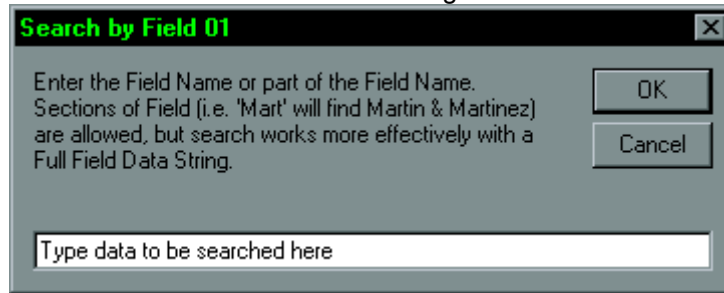
The basic program contains from (1) one up to (4) four searchable data fields. (The User Notes field in some cases may be labeled and used as field five see User Notes for more information.) Each version is customized to the requirements of the end users. Not all versions have all four fields enabled and therefore are not visible.

Search

How to use search:

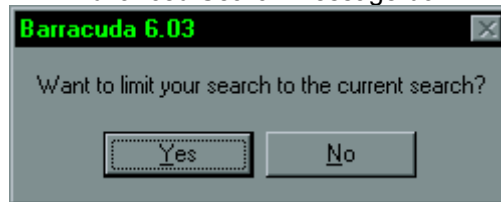
- ◆ ALL search fields allow for “fuzzy” or “partial” match searching. For instance, a search will find matches anywhere in the field specified for the search (i.e. searching for ‘19’ will return all numbers with the number ‘19’ in them: 1960, 2019 & 6198).

The search message box



- ◆ Advanced Searching. After the initial search is performed, pressing any **SEARCH** button again initiates Barracuda to ask the following question:

Advanced Search message box



YES = will only search the previously filtered records for the next data search.

NO = will remove all previous data search parameters and search ALL records.

- ◆ Advanced searching has an unlimited number of levels.
- ◆ If a non-exact match or no records are found matching the set search criteria the result will be an *error message* stating: *0 Found with: (your searched data) Remove: ?* This Message box shows all the levels of an advanced search and explains the options right in the message box.

Example of [0 found with]



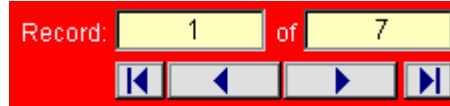
YES = will remove the last search and make no changes to previous filtered Searches.

NO = will remove ALL previous searches and return the data to the default order. (Same effect as pressing the **REMOVE SEARCH** button.)

- ◆ There is no cancel button for searching. If an incorrect search is performed, wait for the program to finish searching and press the **REMOVE SEARCH** button to start again.

- ◆ Once a search has been executed, **RECORD SELECTION** boxes located below the last data field and just above the User Notes. Use this area to scroll through the matches of searched criteria.

These are the **RECORD SELECTION** tools:



- ◆ This displays the current record being viewed as well as all the records matching the search criteria. (The program defaults to all records when first opened.)
- ◆ Buttons are available in this order from left to right: **MOVE TO FIRST RECORD, MOVE TO PREVIOUS RECORD, MOVE TO NEXT RECORD,** and **MOVE TO LAST RECORD.** Use the mouse-over tip to assist in defining which button relates to which action.

User Notes:

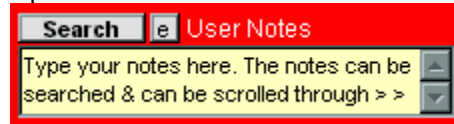
The User Notes field is has several options available and has the ability to be enabled as the only user-editable field in the program. This field can be used in two ways. However, once customized and installed by FicheNet cannot be changed. (Your version will match one of the following scenarios.)

1. Used as a fifth searchable data field.
 - In this configuration, the field will function exactly like the other four data fields. (see Using Search for more information) and will have password protection if so set up.
2. Use as User Notes for simple notes.
 - This configuration can be enable as a 'live' field meaning it is open for edits by ALL the users at ALL times with NO password protection.
 - Or the field can still remained locked and requires a supervisor password to type in any notes.

Other features of this field include:

- ◆ The field can hold up to 65,535 characters and any ascii character is allowed.
- ◆ The data is automatically saved in the database after typing, there is NO Save button.
- ◆ This data can searched. Information within each record is sorted in Ascending order so the most recent entries will show at the top.

Example of User Notes with all controls visible.



Search This is the search button and will always be visible. Using this button to begin your search with in the user notes field. Note – This search performs a search on all user notes for the matching criteria not just the one that is open at the time.

e This is the edit button. This button is only visible if the password protection is enabled.

- ◆ See Using Search in this help file for more details about how to use the Search and Edit features

View Toolbox:

The View toolbox has several features for viewing and manipulating the images. Mouse-over tips work very good for this area. (These controls are for viewing only and DO NOT make any changes to the original files.)

1. The images in this program can single-page or multi-page files and this display area shows the total number of images in each file as well as which page of this file is being viewed.

Example of **MOVE TO PAGE** tools:



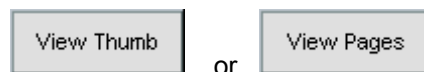
- ◆ **MOVE TO PREVIOUS PAGE** and **MOVE TO NEXT PAGE** action buttons are located directly below the 'Page_of_' display. These buttons are only enabled in "View Pages" mode.

2. **ROTATE LEFT** and **ROTATE RIGHT** buttons execute based on a 90-degree clockwise rotation per click. To the left of these buttons is located a check box and an orientation arrow. While clicking on either **ROTATE LEFT** and **ROTATE RIGHT** or the small orientation arrow will align with the page direction. Once the desired orientation is achieved, place a check in the white check box by clicking in it. This will customize the page orientation for all subsequent images and pages.

Example of **ROTATE** and custom orientation tools.

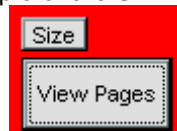


3. **VIEW THUMB / VIEW PAGES** is a toggle button that activates either page or thumbnail view. The default view is View Pages. Printing and Searching can be performed in either **VIEW** mode.

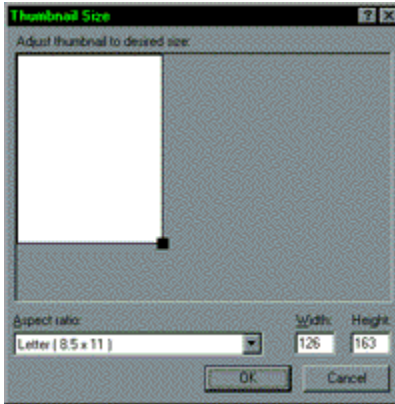


- ◆ When in **VIEW THUMB** mode, two events happen:
 1. A small button labeled **SIZE** will appear near the parent button. This button allows for almost unlimited sizing of the thumbnail images. To change thumbnail size:

Example of the **SIZE** button:



- Click on the **SIZE** button. This will open this thumbnail sizing box.



- Drag the corner of the thumbnail to make it larger or smaller. To change the shape of thumbnails, click the Aspect ratio box or manually key in Width and Height settings.
 - Click O.K. to apply the new parameters. The program will remember these settings until Barracuda is closed. The customization must be reapplied each time the program is closed and re-opened.
2. All of the other page manipulation controls are disabled. They are only enabled while in View Pages.

◆ To select an image while in **VIEW THUMB** mode:

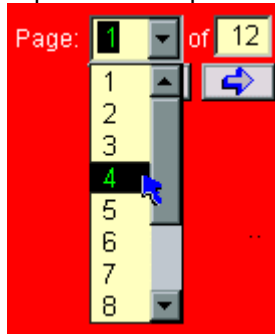
- Taking note of the image number below the page you wish to view.

Sample images in thumbnail view



- Use the drop down box located in the **MOVE to PAGE** controls to select the number of the image to view.

Example of the drop down box



- Next click on **VIEW PAGES** to re-activate the full page mode and view the selected page. (in this example page 4)

4. There are three customized default zoom percentage or page fit controls and one customization button. Each of these controls use a **CUSTOM CONTROL**:

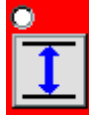
- ◆ **CUSTOM CONTROL** – The Custom Control consists of a radio button that is an On/Off switch for the related page fit control. There are three radio buttons, one of these buttons will be enabled at all times. Clicking on one will disable the others so one is always set to On. This control locks the view setting of the button directly next to it as the default **VIEW PAGES** setting. Barracuda will remember this setting from page to page, file to file and search to search etc... as long as the program is opened. However, the setting must be re-applied each time the program is closed and reopened.

Example of **CUSTOM CONTROL**.



- ◆ **1 - FIT TO HEIGHT** - displays the full height of the page in the window. Just to the upper left of this button is located its radio **CUSTOM CONTROL** button. This button customizes all pages and files viewed to the **FIT TO HEIGHT** view.

Example of **FIT TO HEIGHT** controls.



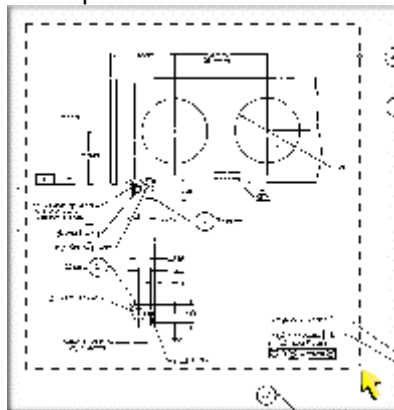
- ◆ **2 - FIT TO WIDTH** - displays the full width of the page in the window. Just to the upper left of this button is located its radio **CUSTOM CONTROL** button. This button customizes all pages and files viewed to the **FIT TO WIDTH** view.

Example of **FIT TO WIDTH** controls With the **CUSTOM CONTROL** selected.



- ◆ **3 - CUSTOM ZOOM** – this is a very powerful feature that allows Barracuda to remember a custom view setting from image to image and record to record. The program will even remember these settings after closed and reopened. To use:
 - The image must be in the **FIT TO HEIGHT** setting before beginning for this feature to work correctly.
 - Draw a stretch box over an area of the image to be zoomed in on.
 - How to use use: **ZOOM TO STRETCH BOX** – this enables a custom zoom to an area of a page. On the image left click and hold down, then drag the cursor to box for the area to be zoomed on. The top left corner of the stretch box aligns with the top left corner of the viewing window, and the area selected is enlarged to fill the height or the width of the window. An unselected portion of the image might fill the rest of the window.

Example of a drawn **STRETCH BOX**



- Click on the **ZOOM TO STRETCH BOX** button to apply the zoom.

STRETCH BOX ZOOM BUTTON



- Click on the **CUSTOM ZOOM** radio button to activate the zoom control.

- Click on the **CUSTOM ZOOM** button to apply these zoomed parameters. Once applied, the four boxes representing the parameters of the zoom will fill in with the corresponding pixel settings.
- To edit apply **FIT TO HEIGHT** control and begin again.
- **IMPORTANT** - the program will remember these settings even when not applied, the user must click the **CUSTOM ZOOM** button each time zoom area values are edited.
- All successive pages and files will be zoomed to these parameters each time they are opened.

Example of the **CUSTOM ZOOM** controls.



IMPORTANT - To switch from or remove any of the previous view settings to another, select the new desired setting and click on **MOVE TO PREVIOUS RECORD**, **MOVE TO NEXT RECORD**, **MOVE TO NEXT PAGE** or **MOVE TO PREVIOUS PAGE** to refresh the viewer window.

Print Toolbox:

Print toolbox area contains the controls needed for printing pages.



The [Page Selection] tools show a selection for the start number of the page to be printed and last page number of image to be printed. Some rules have been applied here to avoid problems.

- Use the up and down arrows to adjust to the pages to be printed.
- The default set up shows all pages 1 through last page in file.
- The first page to be printed can never be larger than the last page to print.
- The last page to be printed can never be smaller than the first page to print.



Opens the windows default printer setup screen. Selecting printer, print quality etc... can all be selected here.



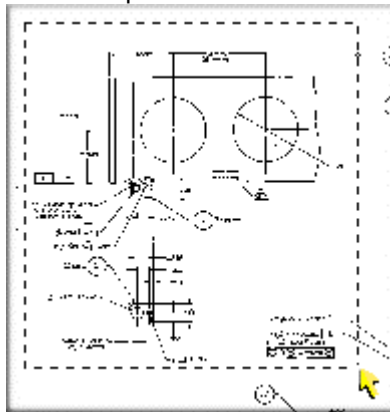
This button sends the data in the [Pages __ - __] area directly to the printer.



This button prints the stretch box area on the image. Carefully draw a stretch box around the area to be printed as the program will crop out all the information outside the stretch box. Please take note - this feature has some limitations.

- Barracuda will only print the area inside the dotted stretch box area. Not what the screen shows but the area inside the stretch box only. The screen readjusts according to the stretch box, but the printing function reads the box edges exactly.

Example of a stretch box



- If a very small area is selected, the program will print that area in the upper left-hand corner of the page. It will be zoomed in, but will not fill the entire printing area.

We are currently working on a patch to fine tune the very small zoom and print problem.

Contact Information:

FicheNet 2004

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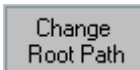
ficherus@fichenet.com

Supervisor Functions:

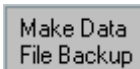
WARNING – These features are for administrative purposes only. Changing these settings may adversely affect the performance of the software, and can destroy the integrity of the data. For this reason, these features have had password protection added to them.



Use this function to import new data and new image files for new volumes of .tif file images. The features here allow the program to properly access these new data and image files. The image files need to be copied from the CD-ROM manually into the desired directory before running this function, as there is no function designed to do this here. See below for more details.



Use this feature if .tif image directories have been changed or moved. This function will select a new root path for all image volumes or for each individual .tif file volume. This allows for changes in network settings, drive letters or changes in file paths without the need to reinstall or re-import all the records and data again.



It is important to retain any notes or edits that may have been added to the data file.

This will create a backup non-accessed copy of the data records only and compact the working database at the same time. This does not backup any of the image files as they are already backed up on the original CD-ROMs and Barracuda does not allow for any direct editing of these images. To backup and compact:

- Click **MAKE DATA FILE BACKUP**.
- Enter "Input ID for this backup" information into the message box. This will be added to the end of this file name: "Barracuda_" (i.e. a date or some specific information about this backup "12-01-2000" etc...)
- Click **O.K.** to open the Save As browser window to select the directory (location) for the backup file.
- Click **SAVE**
- When finished and completed successfully, a message box will display the full path and file name of the backup file as well as the full path of the in use database and it's compacted status.
- Click **O.K.** to finish.

The backup file will be placed in the directory chosen by the user and the original data file and will be named "Barracuda_(user input).mdb".

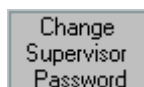
Note – Due to the size of the data file it may not be possible to backup to a floppy disk, and the backup does not allow for a multi-disk backup at this time.



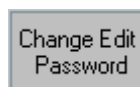
This allows for the backup copy to be restored. Use this if the data becomes corrupted or is lost due to hardware or software failure. To **RESTORE DATA FILE BACKUP**:

- Click **RESTORE DATA FILE BACKUP**.
- Using the file browser locate the file named "Barracuda(user input).mdb" to be restored.
- Click **OPEN** to begin the restore process.
- The database will be restored by default to it original location.
- When complete the Supervisor Function screen will display "Done!" next to the **RESTORE DATA FILE BACKUP** button when finished successfully.

PASSWORD PROTECTION has been added to protect the integrity of the data and image files. Consult your administrator for further help.



or

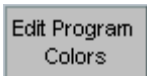


- ◆ The Supervisor Password is the password that accesses the supervisor function screen, which controls the previous commands.
- ◆ The Edit Password is the password that accesses the searchable data records for edits and the User Notes data. (not enabled in all versions)
- ◆ BOTH **PASSWORDS** are Case Sensitive!

To edit a password:

- Select either the **Change ‘Supervisor** or **‘Edit’ Password** to be changed.
- Enter the new password in the Enter new password message box. (limited to 20 characters)
- Press {OK}
- The program will display another message box with the new password and offer a second chance to [OK] or [Cancel] this change.
- Press [OK] Password is now changed.

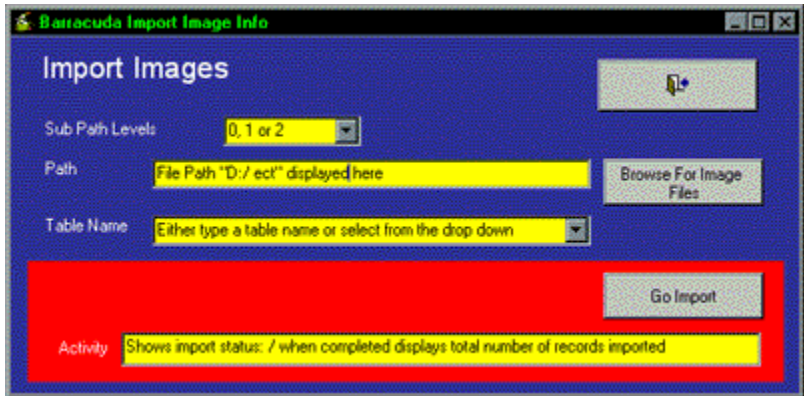
NOTE - The old password is not displayed and the program offers no help as to what the passwords are if they are lost, forgotten or misplaced contact FicheNet for further help.



This feature allows for the three main background colors of the program to be edited to any color available on the system pallet. Please note that only the background colors can be edited the font or text colors can NOT be changed. FicheNet has offered a “Set system defaults” button to help correct any mistakes.

IMPORT RECORDS

Follow step by step on how to use:



Sub Path Levels (Some versions are customized with only the method that applies to the specific job) However, there are three custom levels

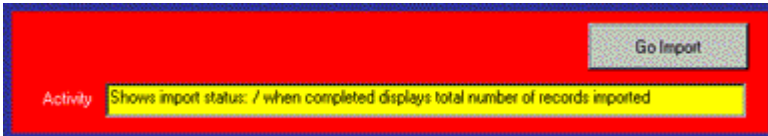
- 0 - Requires that all the image file reside in a single directory or folder
- 1 – Allows for 1 level of sub folders inside a single folder.
- Uses FicheNet’s special path and sub path breakdown, which has been established by FicheNet to maximize searching and windows operation.



Browse For Image Files – This opens a file browser to select the location of the images files to be imported.



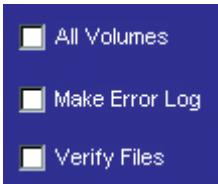
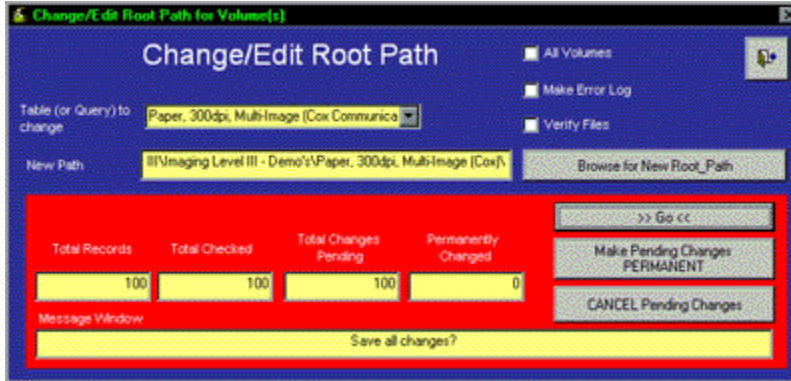
Table Name – Either type a new table name for a new volume of data or most likely select a data table from one in the drop down box that coincides with the image files. (i.e. table named “Volume_001” holds the data for the images files labeled “Volume_001”)



Go Import – Only click this button after all the previous fields have the correct information in them. The Activity window displays the work in progress and when completed displays the total number of records imported.

CHANGE ROOT PATH

Follow step by step on how to use:



Check boxes options:

- All Volumes – will change the root path for all volumes in a particular table. Used for large volumes of data that span several CD-R Volumes of image files. If this box is left unchecked the tables (usually entire CD volumes must be “Edited/Changed” one at a time.
- Make Error Log – makes a .txt file named “ChangeRootPathErrorLog.txt” located in the Barracuda program directory that displays line by line each file and displays a summary of the number of files checked and lists any errors that were encountered.
- Verify Files – Checks each image file to verify that it exists in the proper directory. This can significantly slow down this process.

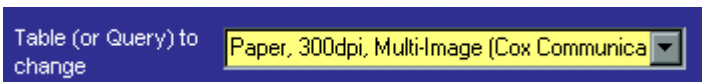
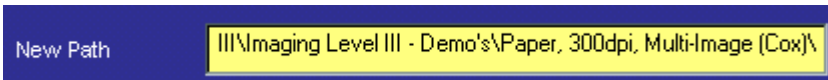


Table (or Query) to change – Select the table from the drop down box that needs to be “Edited/Changed” If the “All Volume” check box above is checked this will disappear and all the data found in the table that was selected at the Splash Screen will be changed at one time.



Browse for New Path – Using the browse button locate the new directory containing the image files that coincide with the data table selected directly above.



Go – After all the previous data is correct clicking go will begin the process.

Total Records	Total Checked	Total Changes Pending
100	100	100

Progress boxes – After pressing go these three boxes will begin to crunch out the data records. When all data and image files are intact, all these numbers will be equal. If so there is still the option to cancel these changes and start again.

Make Pending Changes PERMANENT
CANCEL Pending Changes

Make Pending Changes Permanent or Cancel the pending changes listed in the previous step. This is a safety feature and will cancel all the previous steps and allow to start all over from step #1. Once permanent the data can still be changed again by exiting and starting over.

Permanently Changed
0

Permanently Changed – This displays the total number of records changed. Verify that this number matches the number of files in the box to the left labeled “Total Changes Pending”

Message Window

Message Window – This box shows the activity of the feature “working” or “Done” when finished.

Administrators please contact FicheNet for further help on these features if needed.

Install / Uninstall:

Barracuda is dependent on a program called "Imaging For Windows" This program is standard on Windows 95 OS 2 and newer, Win98, Win 2000, Win ME & Win NT. Check to make sure you have this program installed BEFORE INSTALLING Barracuda. If not it's located on your original Windows installation CD-Rom in the "Accessories."

Windows XP Users will require the purchase and install of a the program "ei Stream Imaging for Windows" (it is the same program, however for some reason Microsoft did no include this program on Windows XP.) This program can be downloaded on the internet by searching for "ei Stream Imaging for Windows" the program cost is around \$169.00 US Dollars. This program MUST BE INSTALLED BEFORE installing Barracuda.

The Barracuda Program itself only needs 10mb of Hard Disk Space to operate. However be warned that when installing the images to a hard disk that each full CD-Rom of image files will require up to 700mb minimum of hard disk space for storage.

Install:

- Close any running applications to avoid possible file conflicts.
- Insert the CD-ROM into the CD-ROM drive for the Installation program to begin automatically.
- If the program doesn't start automatically: Go to the **Barracuda** directory on the CD and run **Setup.exe**
- After a few seconds, the Barracuda Installation screen appears.
- Follow the instructions on the screen.
- After the software is copied to the system, the Setup Complete screen appears.
- After the software is copied to the system, the Setup Complete screen appears.
- Click Finish to end the installation.
- Although not required, it is recommended that a **Restart** be performed at this time.

Installation Notes:

- **IMPORTANT** - This installs the Basic Barracuda program only - before **VIEWING IMAGES** the supervisor function **IMPORT RECORDS** or **CHANGE ROOT PATH** must be run to link the data and image files.
- If a newer Barracuda release is installed after older version of Barracuda, the older version is not removed automatically. The older version must be removed manually before starting the new installation to avoid any conflicts.

Installation Error Messages:

- During the installation you may get error messages:

VERSION CONFLICT

"A file being copied is older than the file currently on you system... Do you want to keep this file?
We recommend [YES] in all cases. You may get several of these errors during the process.

AN ERROR OCCURED WHILE REGISTERING THE FILE

'C:\WINDOWS\System32\Imgadmin.ocx'

'C:\WINDOWS\System32\Imgedit.ocx'

'C:\WINDOWS\System32\Imgthumb.ocx'

Select [IGNOR] in all three cases

Uninstall:

Open the **Add/Remove Programs Properties** dialog box by clicking **Start**, pointing to **Settings**, clicking **Control Panel**, and then double-clicking **Add/Remove Programs**.

Select **Barracuda** (version to be removed) from the list, and click on **ADD/REMOVE** and follow the instructions on the screen.

Uninstall Notes

*This will remove the Barracuda and the associated database files only. The image files will need to be deleted manually.