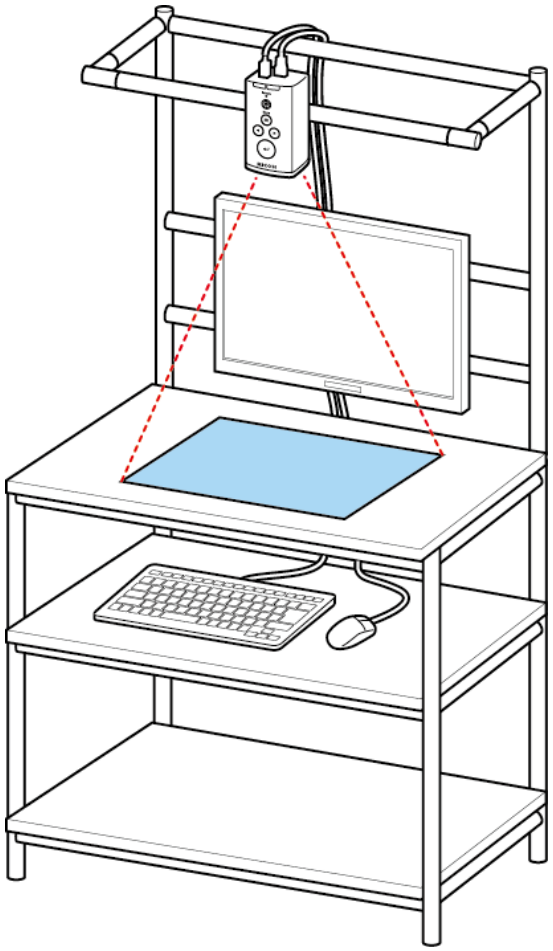
RICOH

RICOH SC-10 SERIES

Instructions Editor User's Guide



RICOH Industrial Solutions Inc.

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1) User infringes any of the provisions in this Agreement

2) User is subject to dispositions by exercise of authorities, such as attachment, provisional attachment, provisional disposition, auction, etc., or a petition for commencement of civil rehabilitation proceedings, or commencement of bankruptcy proceedings, or commencement of corporate reorganization proceedings (if the User is a sole proprietor, including a petition for commencement of individual rehabilitation proceedings or commencement of individual bankruptcy proceedings) was filed, or the User filed for a petition.

3) User is merged or dissolved (if the User is a sole proprietor, including the relevant person died or is declared to be missing).

7. Obligations after Termination of this Agreement

Immediately after termination or cancellation of this Agreement, the User shall destroy and dispose of this Software (including the copies thereof) at the cost and responsibility of the User so as to prevent from any unauthorized use.

8. Others

(1) This Agreement shall be governed by and construed in accordance with the laws of Japan.

(2) The Tokyo District Court shall have exclusive primary jurisdiction with respect to all disputes arising out or in connection with this Agreement.

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1. Before Use

Operating Environment

This application supports the following Windows® operating systems.

- Windows® 7 (32-bit/64-bit)
- Windows® 8 (32-bit/64-bit)
- Windows® 8.1 (32-bit/64-bit)
- Windows® 10 (32-bit/64-bit)

Requirements

The following programs must be installed to run the application.

- Microsoft® .NET Framework 4.5 or later version
- One of the following versions of Microsoft® Office applications (Microsoft® Office Word, PowerPoint®, and Excel®)
  - Microsoft® Office 2007
  - Microsoft® Office 2010
  - Microsoft® Office 2013
  - Microsoft® Office 2016
  - Microsoft® Office 2019

Hard disk

1.0 GB of free space

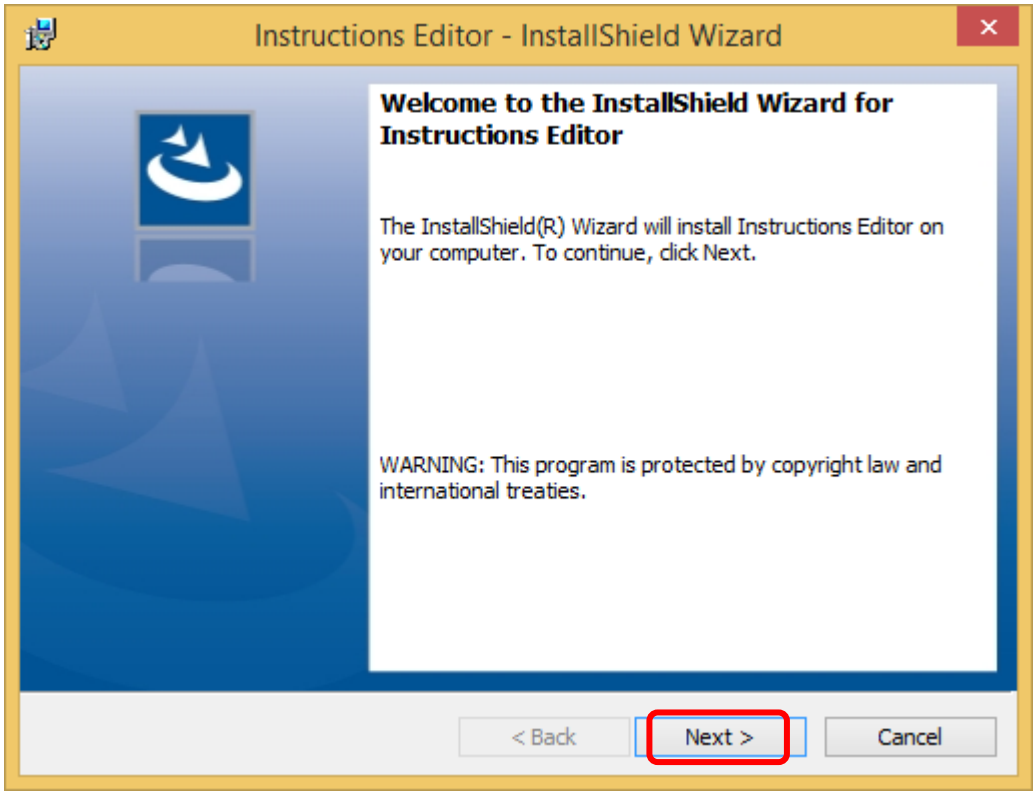
Display

Screen resolution of 1024x768

2. Installing the Software

Performing the Installation

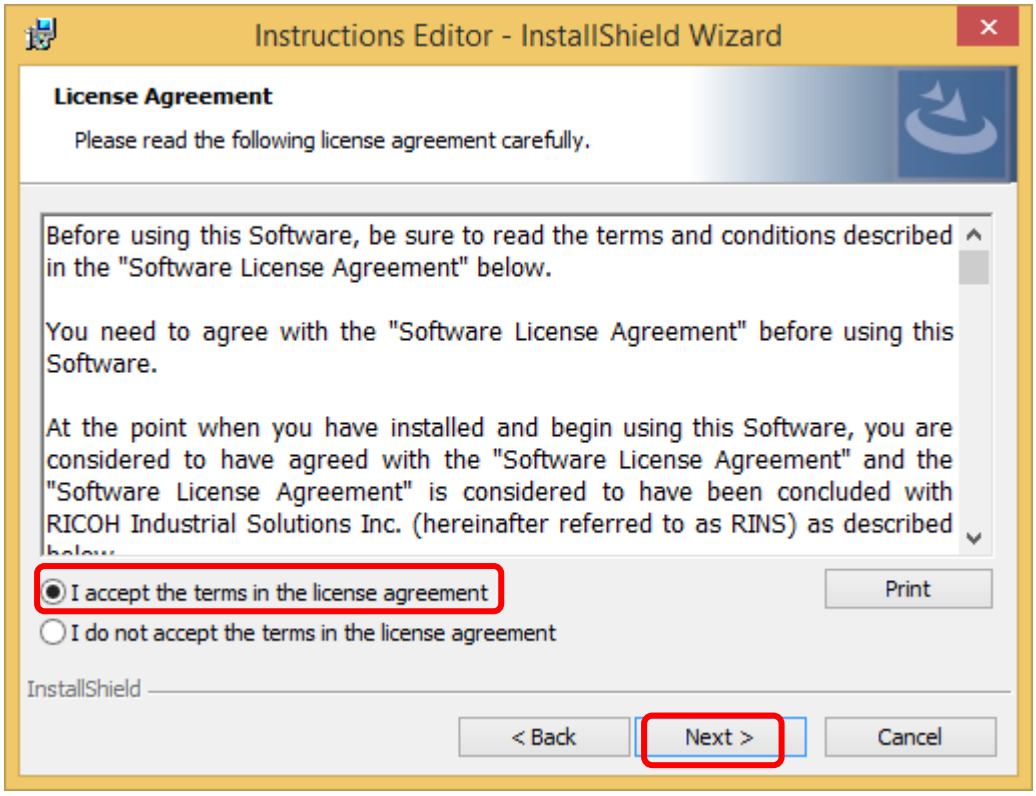
1. Log in to an account with administrator privileges and then double-click Setup.vbs in the setup folder.
2. Click the Next button in the displayed installation wizard.



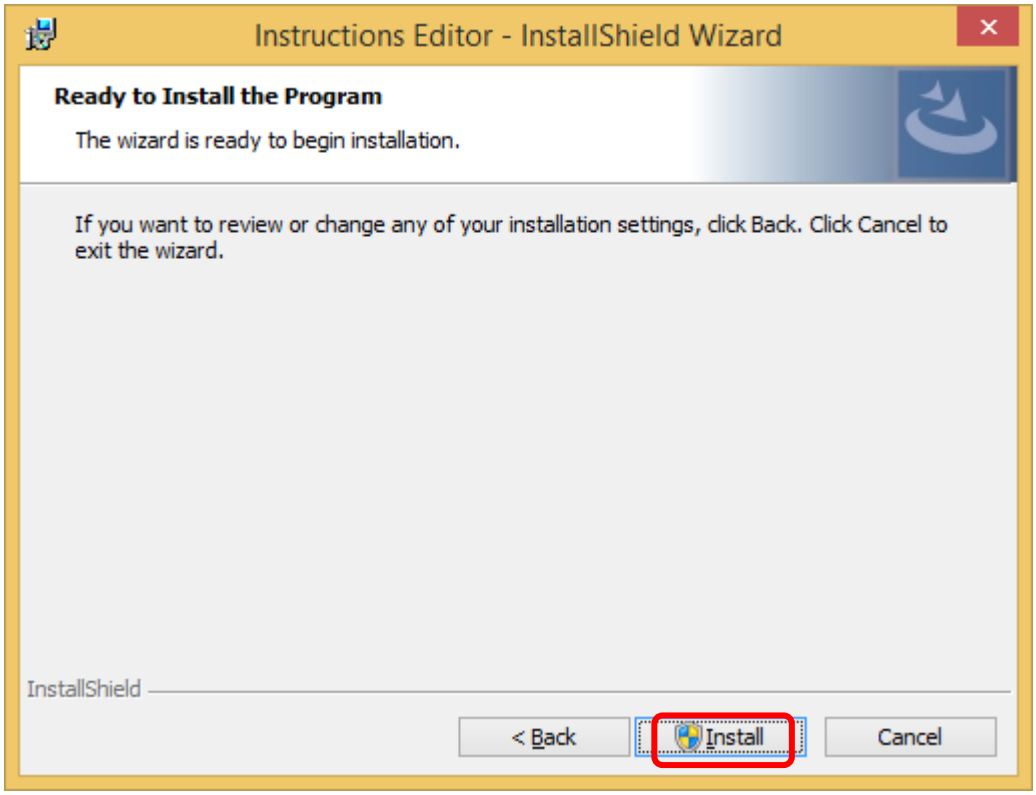
* If the required Microsoft® .NET Framework is not installed, the Microsoft® .NET Framework 4.5 Full Package installation screen will be displayed first (→P.8). After installation of Microsoft® .NET Framework 4.5 Full Package is completed, the above installation wizard is displayed.

* The installation will fail if Microsoft® Office is not installed. Install it and then perform the installation.

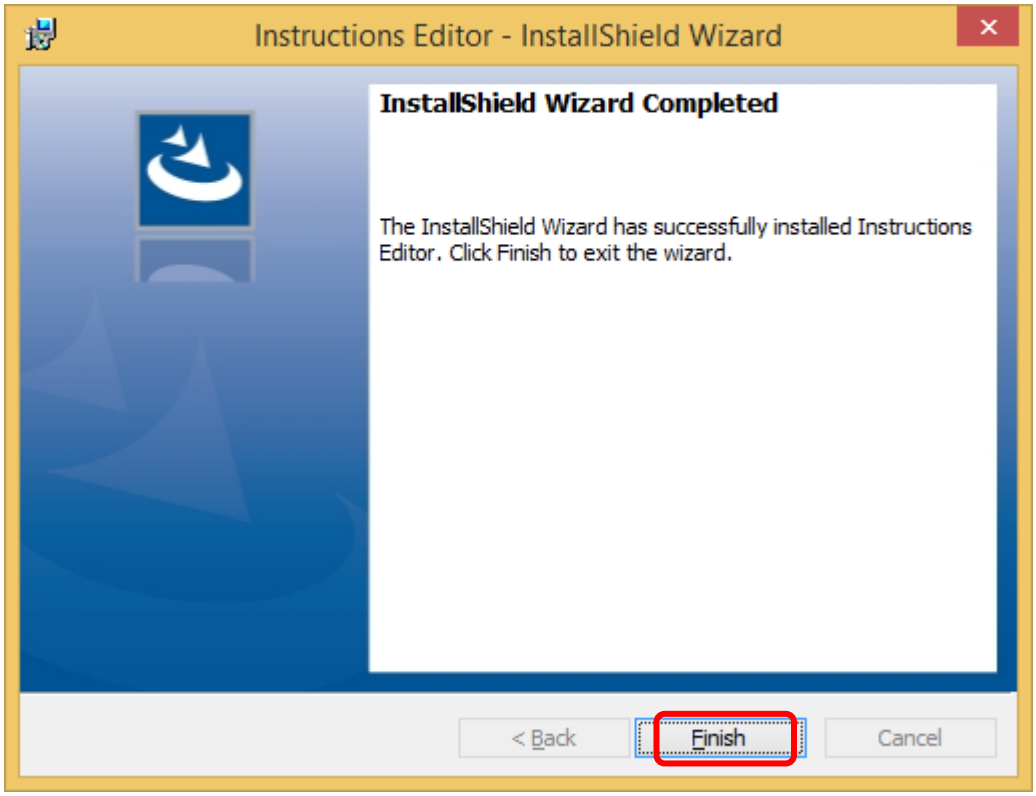
3. Confirm the license agreement, select "I accept the terms in the license agreement," and then click the Next button.



4. Click the Install button.



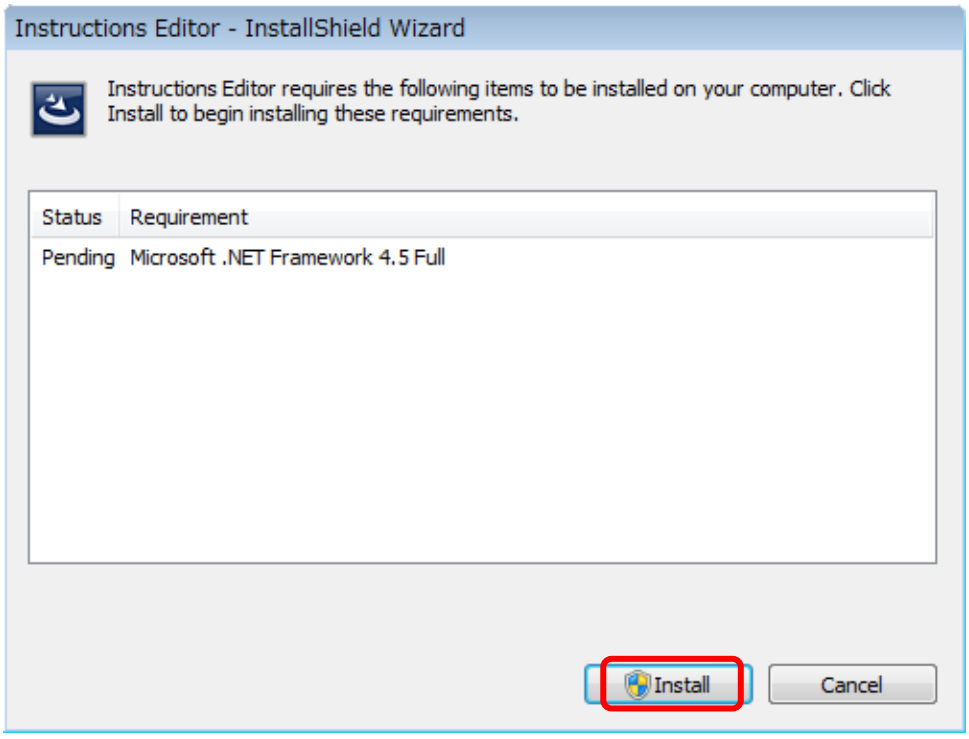
5. The installation completes and shortcuts are added to the program list and desktop.



Microsoft® .NET Framework installer screen

If the required Microsoft® .NET Framework is not installed, the installation screen for Microsoft® .NET Framework 4.5 Full Package is displayed.

1. Click the Install button.

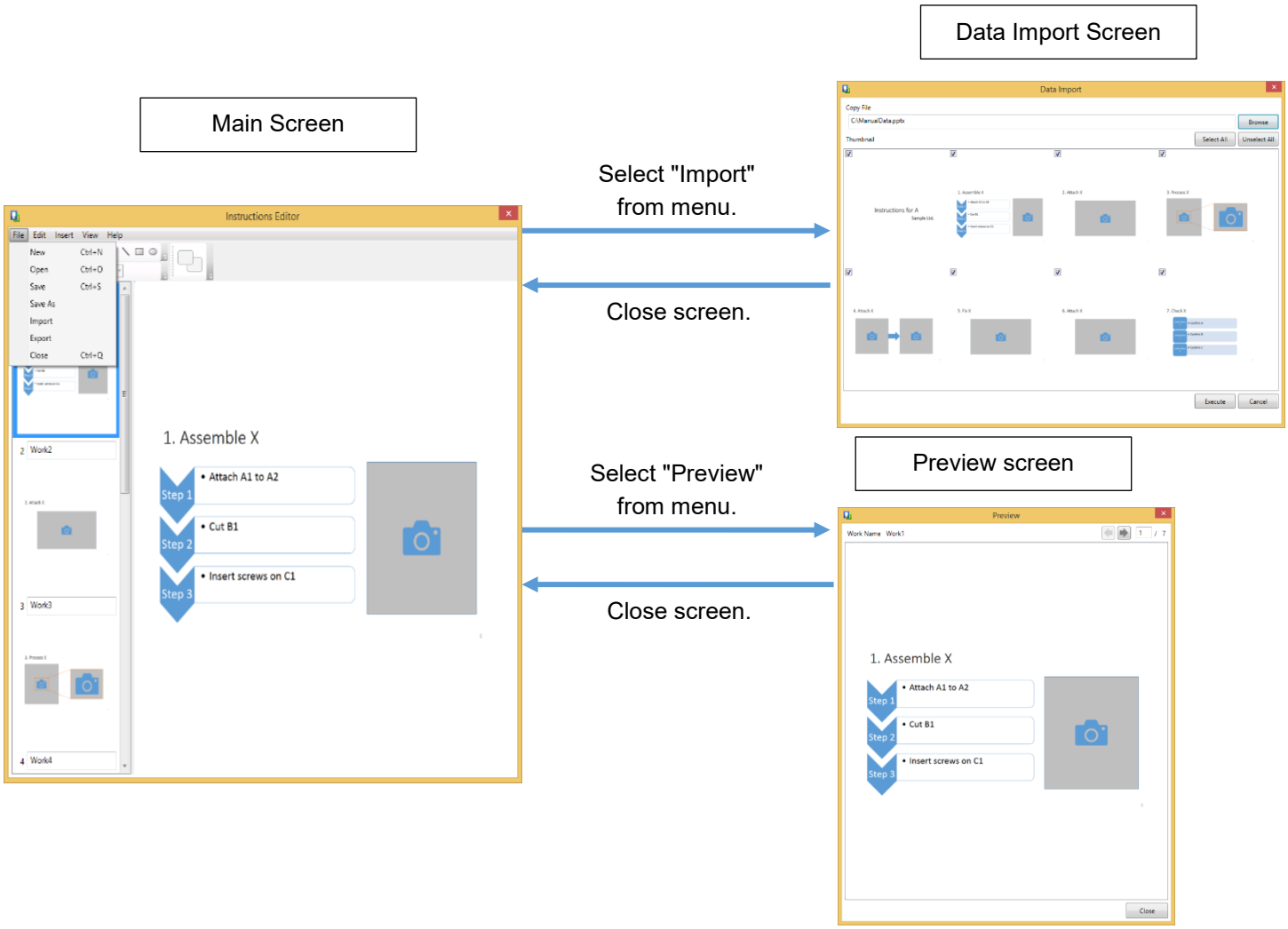


3. Basic Operations

This tool is for creating operating procedure images for the SC-10 series. It allows you to import operating procedure files in Microsoft Office file or image file format and then output the data in the optimal format for image display in the SC-10 series application. At present, the following file formats are supported for data import.

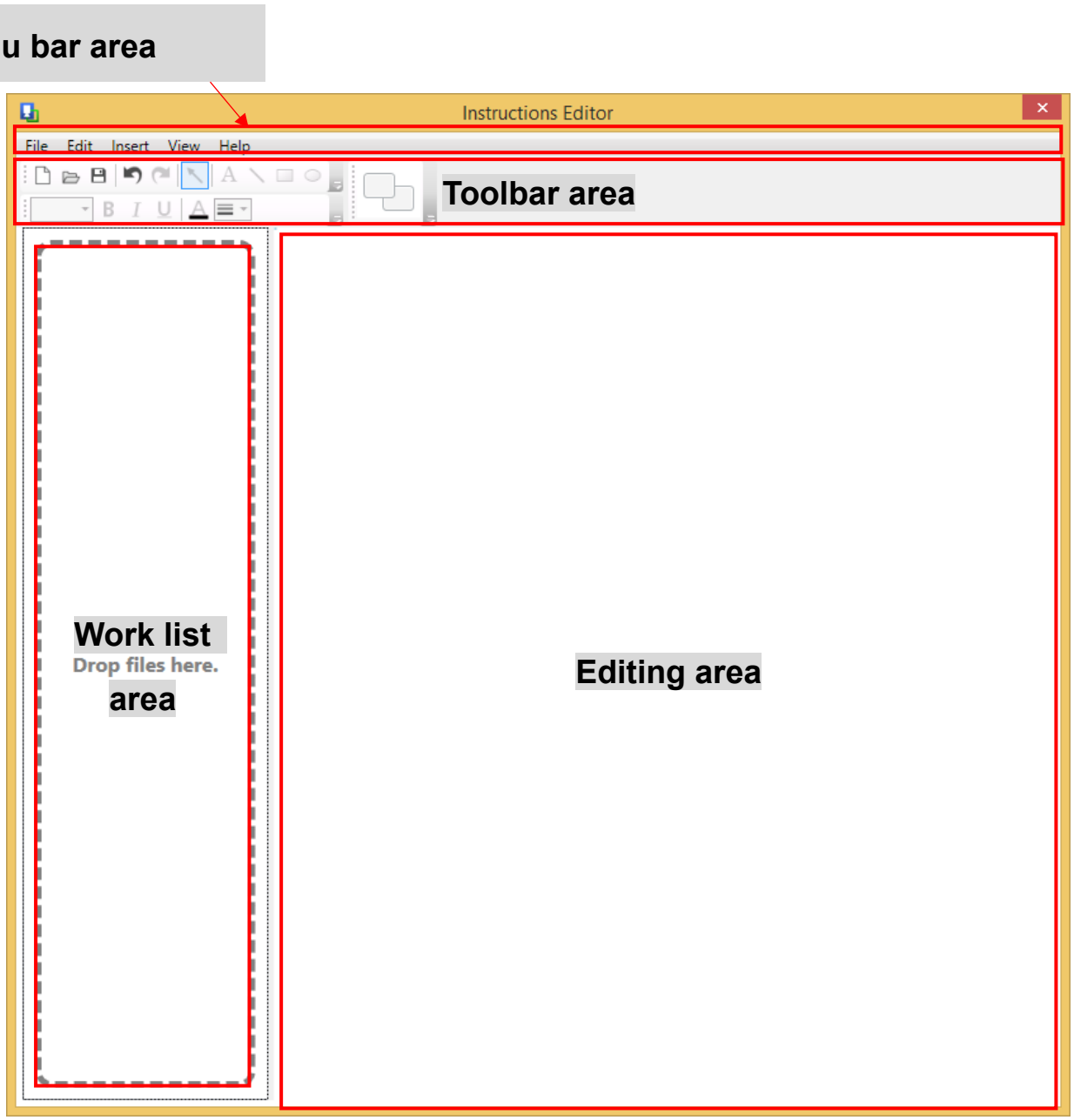
- Microsoft® Office Word documents (.docx)
- Microsoft® Office Excel® documents (.xlsx)
- Microsoft® Office PowerPoint documents (.pptx)
- Bitmap images (.bmp)
- PNG images (.png)
- JPEG images (.jpg/.jpeg)

Screen Transition



Screen Layout

Main Screen



1. Menu bar area

This displays the application menus. Menu items are dimmed and cannot be operated when they are in an unavailable state.

2. Toolbar area

This displays the application tool button panel. Tool buttons are dimmed and cannot be operated when they are in an unavailable state.

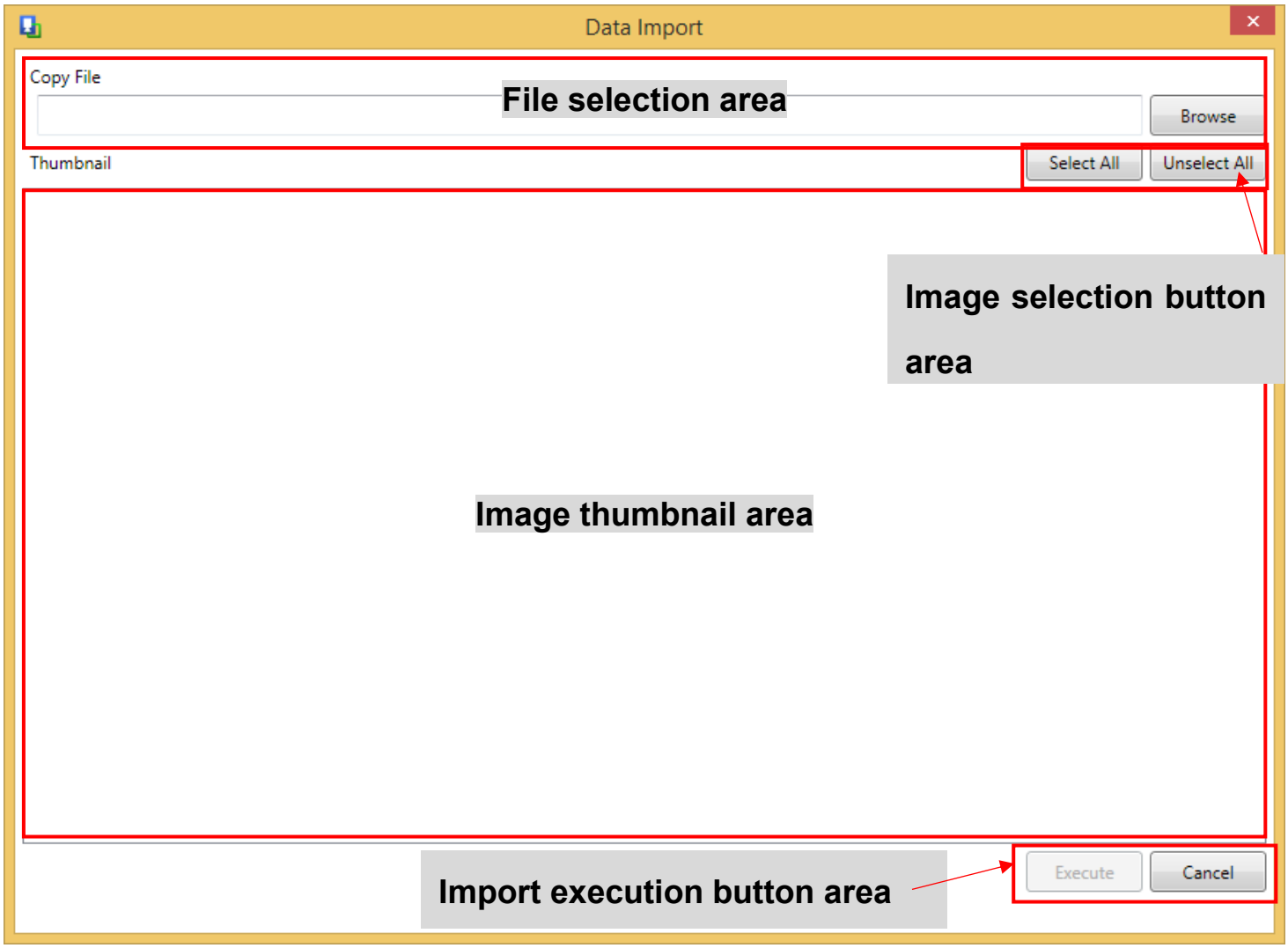
3. Operating procedure list area

This displays a list of thumbnails of the operating procedure images being edited.

4. Editing area

This displays the operating procedure image being edited. Drawing elements such as text and lines can be edited.

Data Import Screen



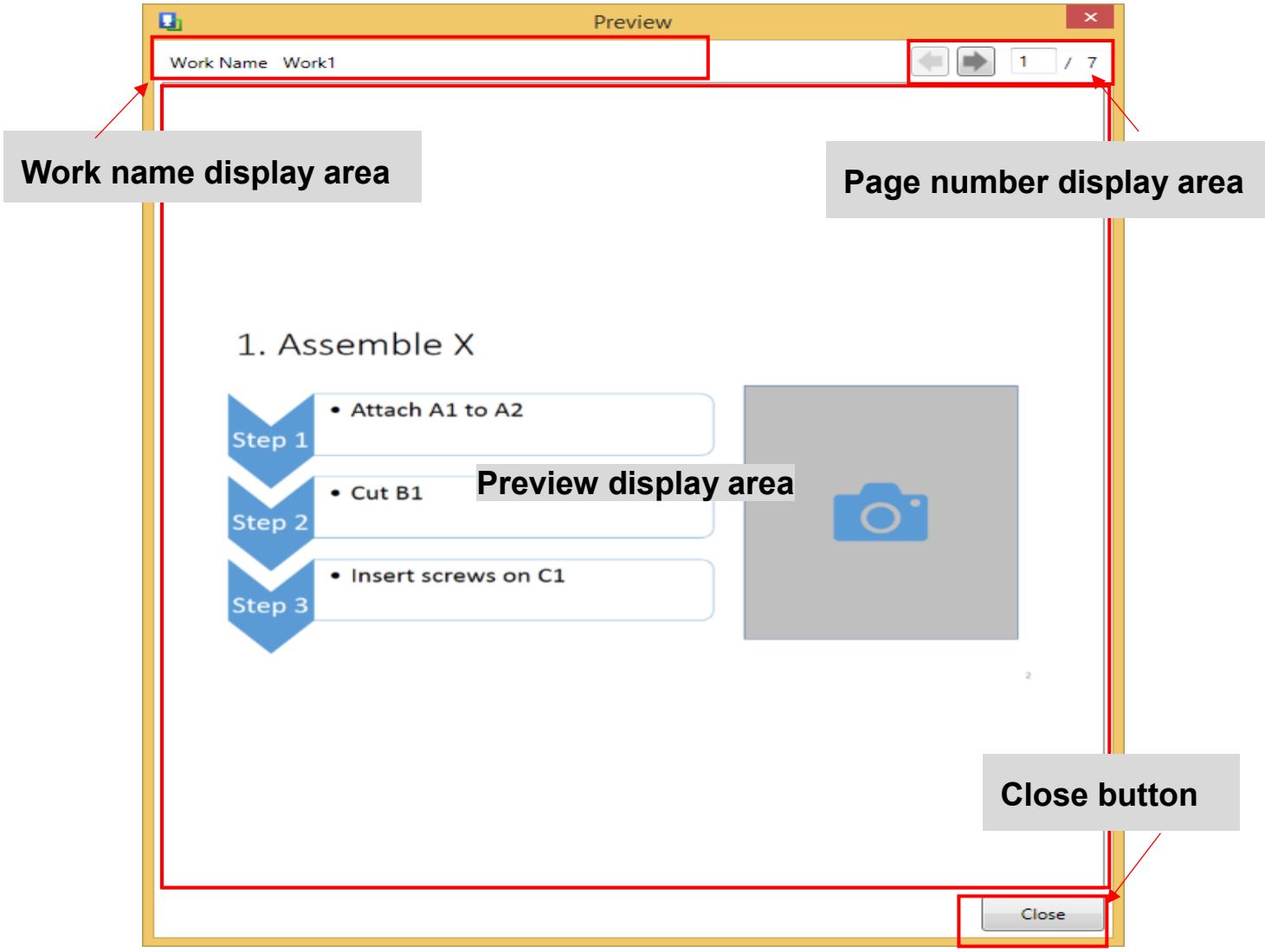
1. File selection area
   Select the files to import data. The file path of a selected file is displayed.

2. Image selection button area
   These buttons are for switching the selection state of import images.

3. Image thumbnail area
   This displays the editing operating procedure image candidates as thumbnails.

4. Import execution button area
   These buttons are for deciding whether to execute the import operation. The Execute button is dimmed and cannot be operated if not even one image is in a selected state.

Preview Screen



1. Work name display area
This displays the work name of the currently selected operating procedure.

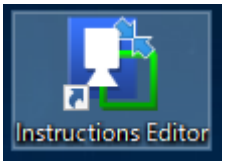
2. Page number display area
This displays the page number of the currently selected operating procedure and allows you to change pages.

3. Preview display area
This displays a preview of the currently selected operating procedure.

4. Close button
This button closes the screen.

Starting the Application

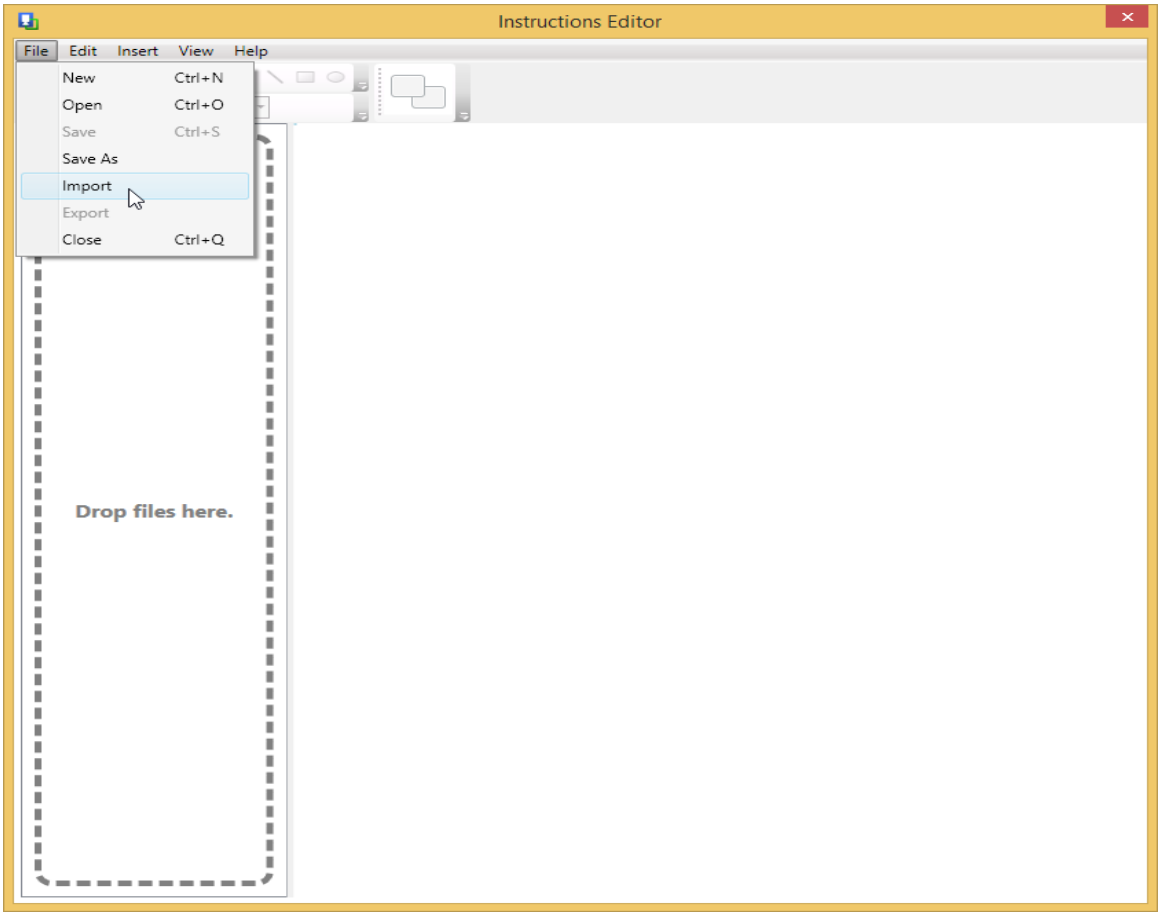
1. Double-click the Instructions Editor shortcut on the desktop to start the application.



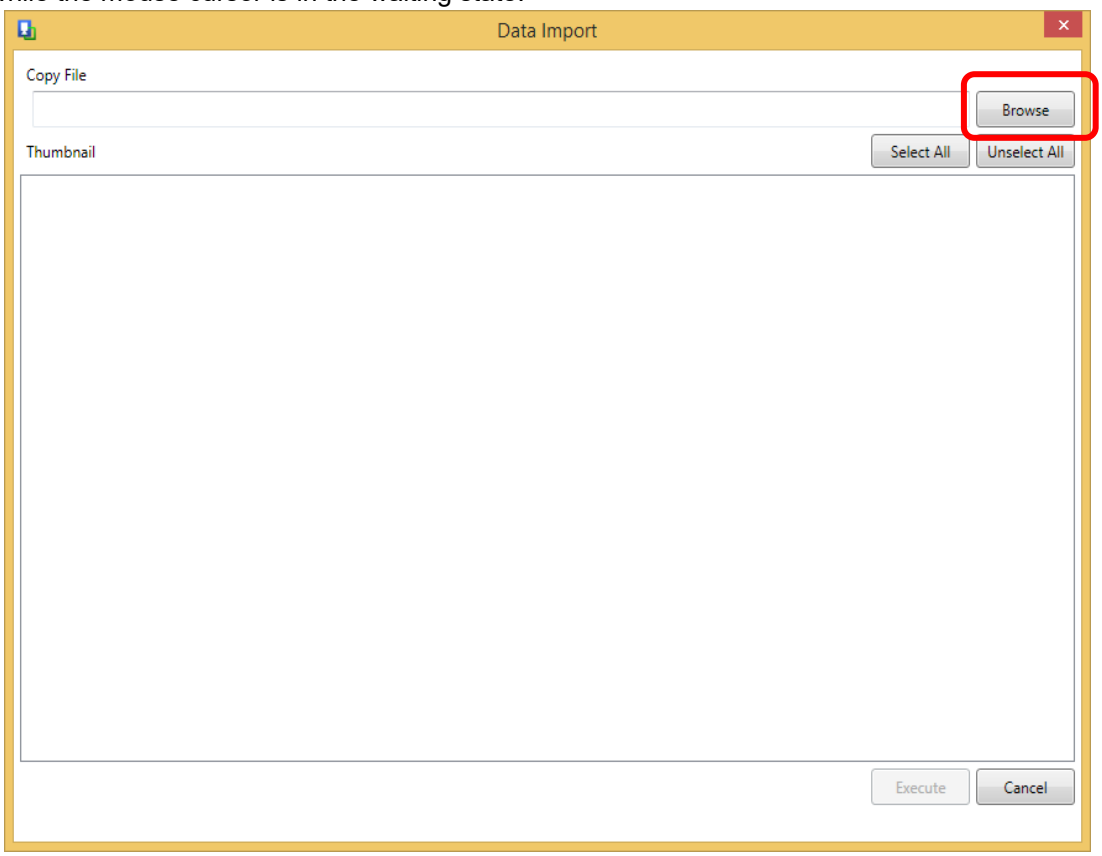
Importing Operating Procedure Data

This section describes how to import an Office file or other operating procedure file as images.

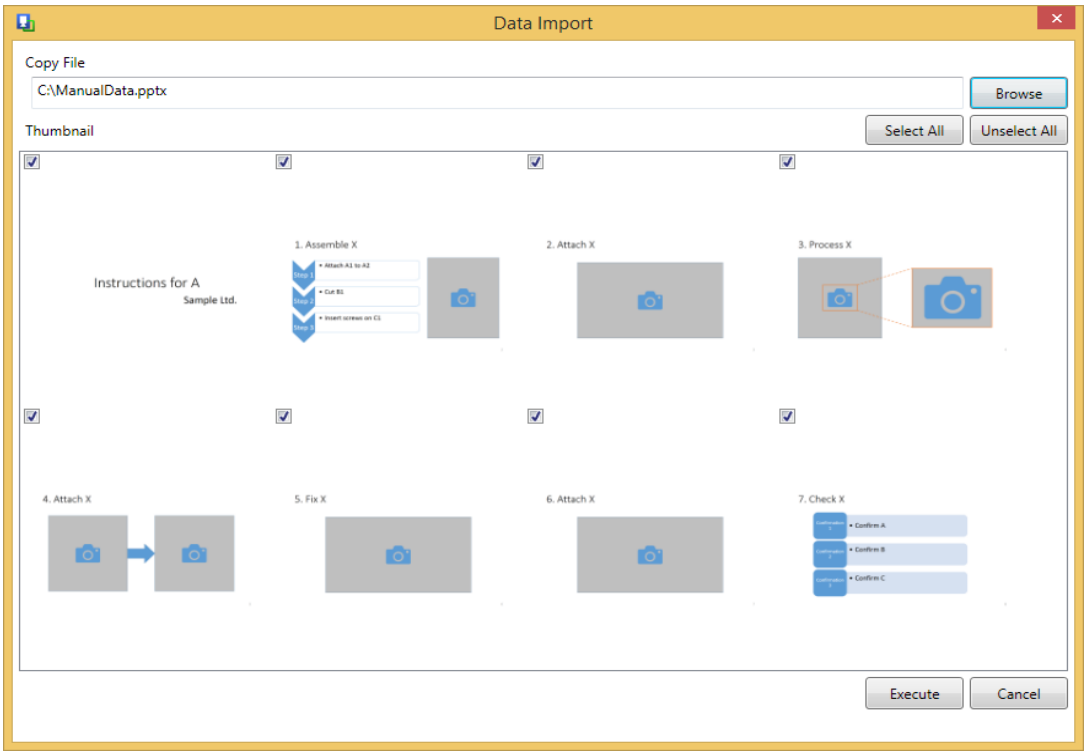
1. Select "_Import" from the "_File" menu to display the Data Import screen.



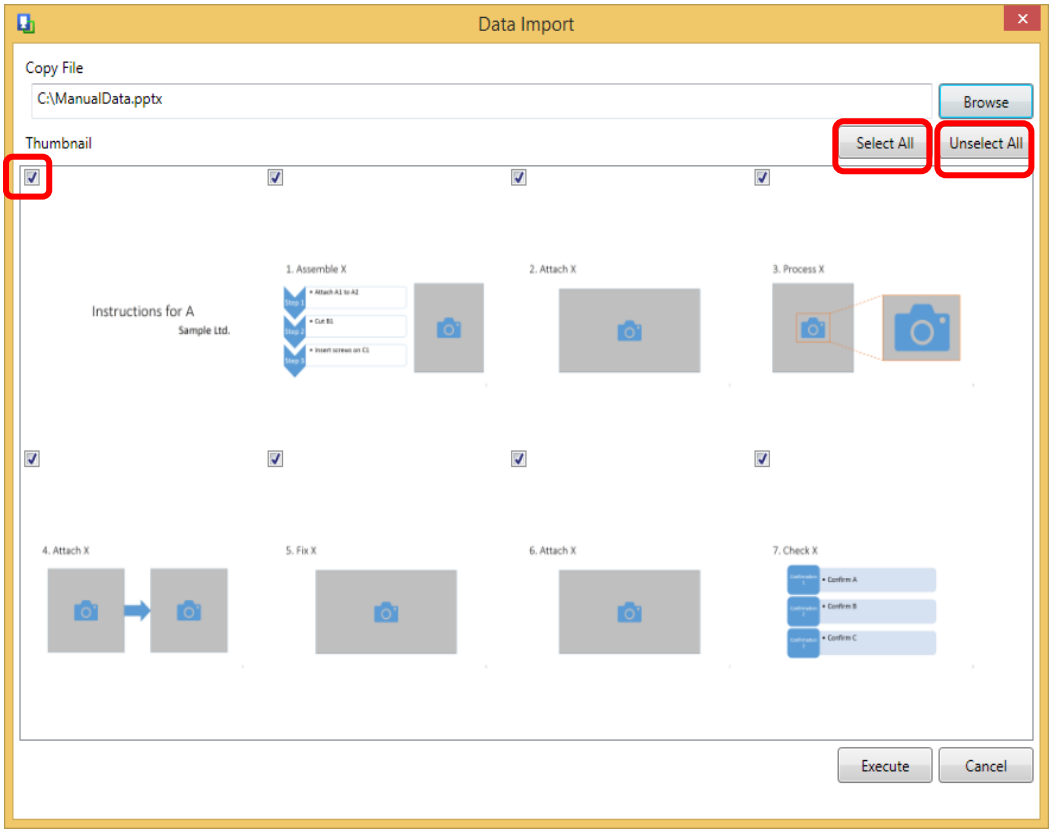
2. Click the Browse button and select the file to import. Importing of the file may take a while so please wait while the mouse cursor is in the waiting state.



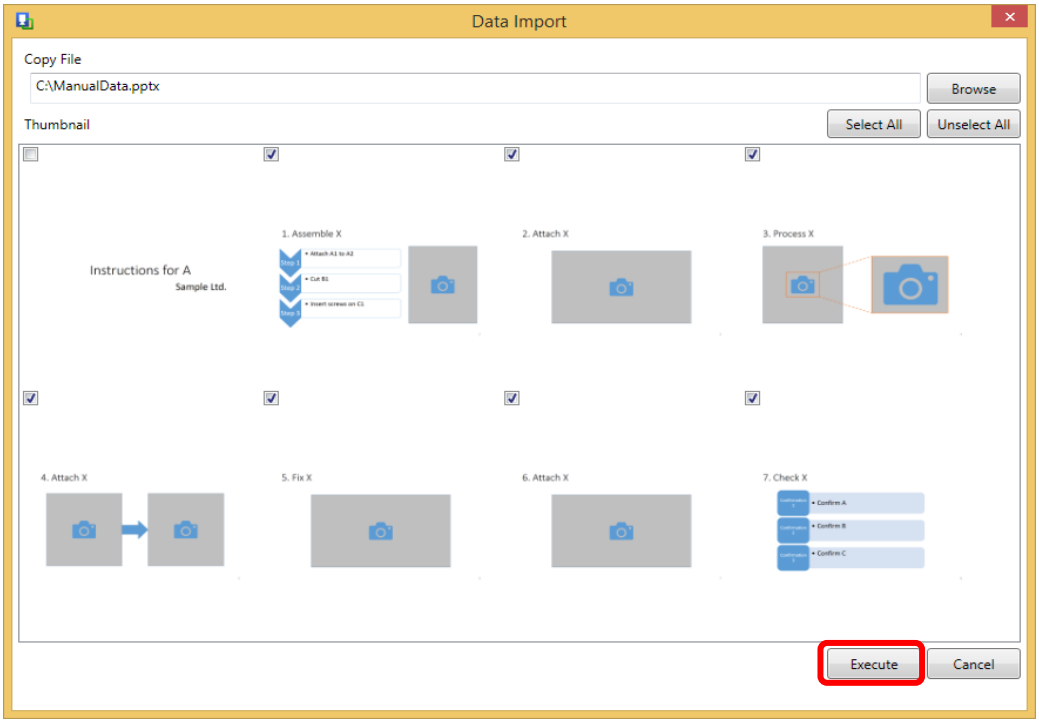
3. If importing is successful, images appear in Thumbnail on the screen. In the initial state, all images are checked as import targets.



4. Select the check boxes of only the images to be imported. Clicking the Select All button selects the check boxes of all images. Clicking the Unselect All button clears the check boxes of all images. Clicking the check box at the top left of each image selects or clears it.



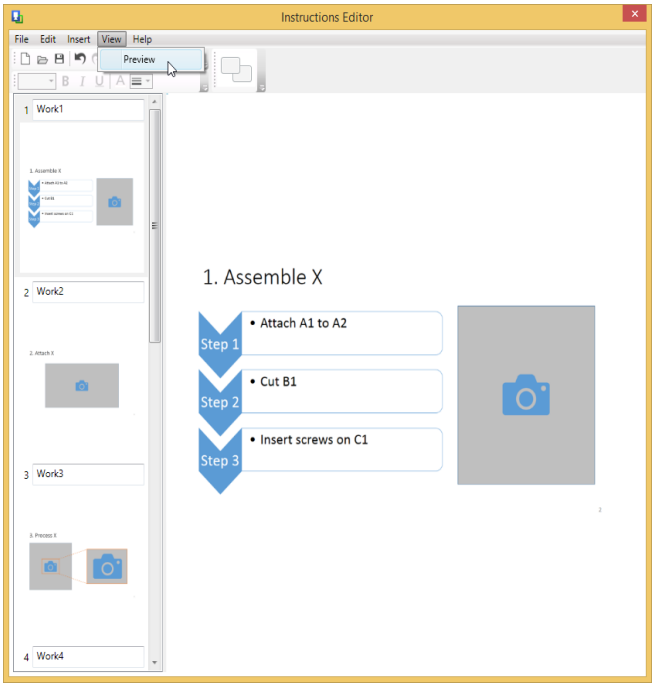
5. Click the Execute button to execute importing of the data.



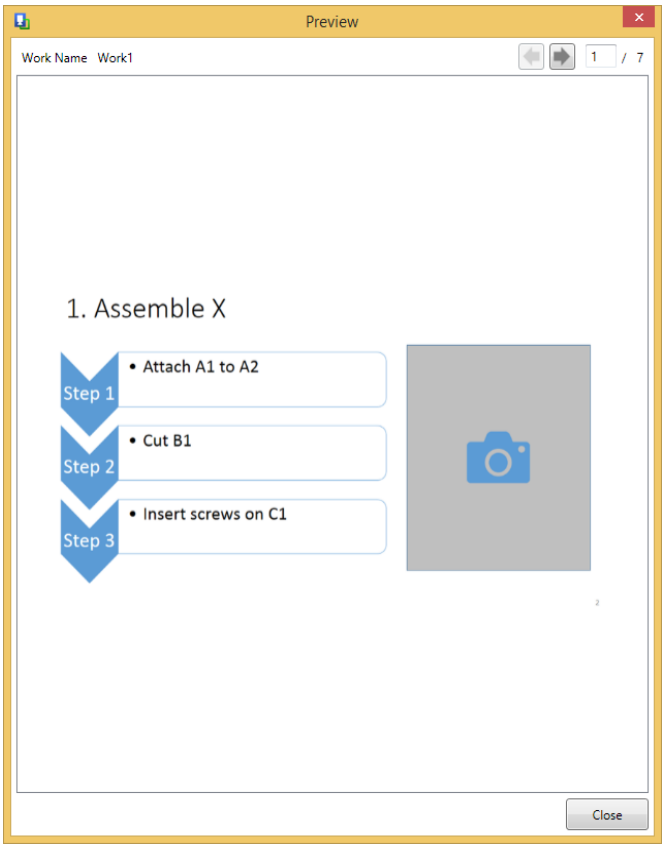
Preview

This section describes how to display a preview of the operating procedure image being edited in the SC-10 series application.

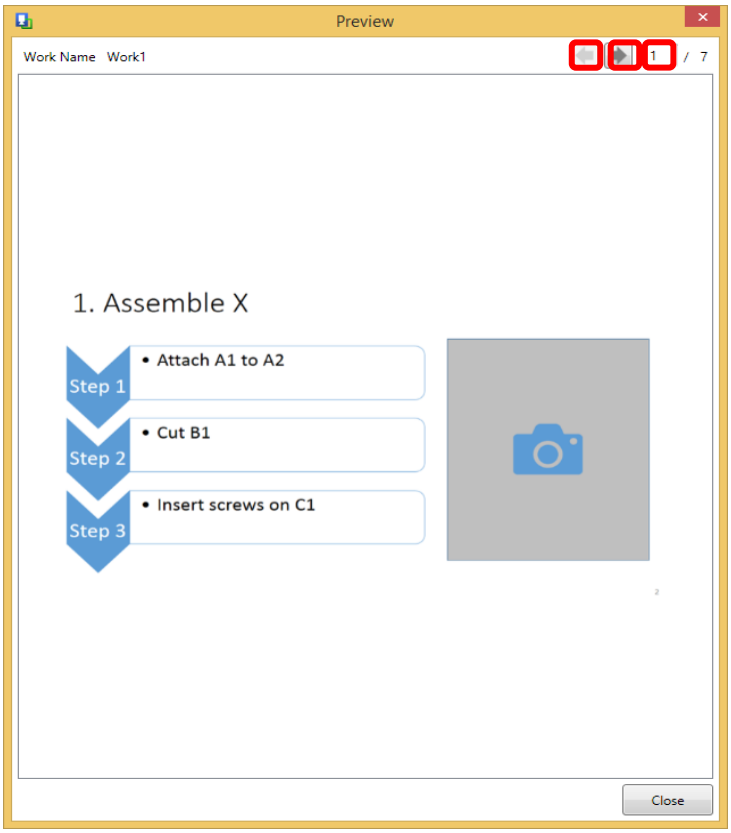
1. Select "_Preview" from the "_View" menu.



2. A preview of the current operating procedure image is displayed in the operating procedure area of the SC-10 series.



3. The preview image can be changed with the left and right arrow buttons and the keyboard left and right arrow keys or by entering a page number.

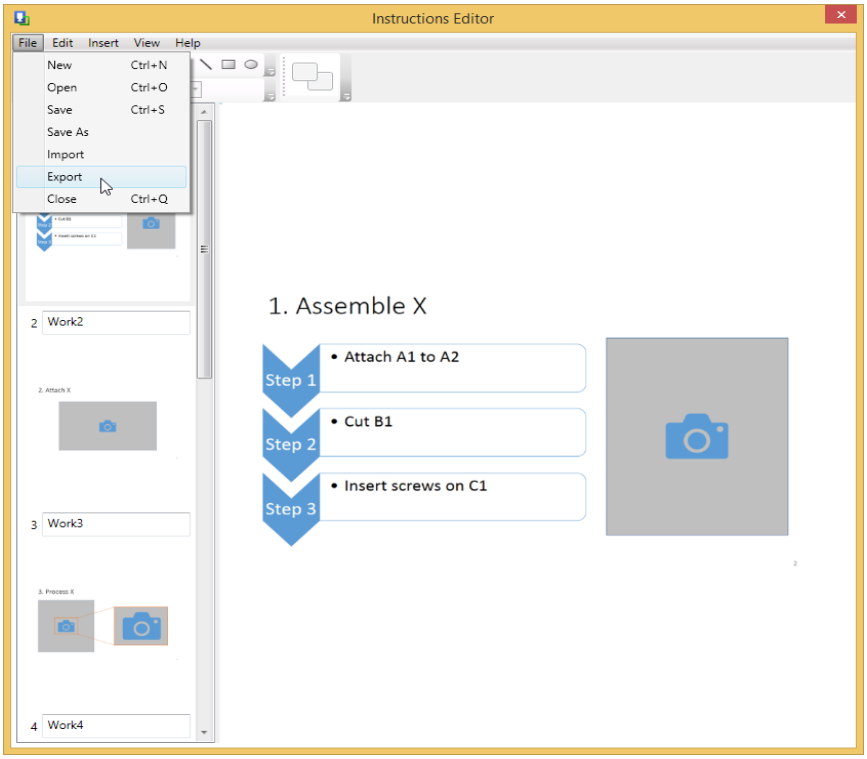


4. Click the Close button to return to the main screen.

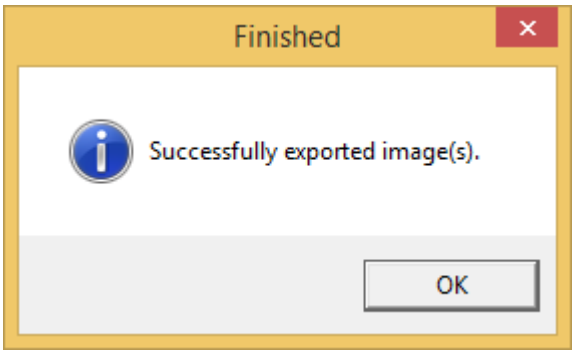
Outputting Operating Procedure Data

This section describes how to output optimal operating procedure images for the display in the operating procedure area of the SC-10 series.

1. Select "_Export" from the "_File" menu and specify the empty folder to output the data.



2. When exporting is succeeded, the following dialog box appears.



3. All operating procedure images are output to the specified folder. The output file names are Work1, Work2, Work3, and so on by default, but the file names can be changed by changing the names in the work list area. Single-byte alphanumeric characters and single-byte symbols (except for <, >, |, :, *, ?, \, /, %, ., and {white space}) can be used for file names. Furthermore, duplicate names cannot be specified.

4. File Operations

Starting and Exiting the Application

This section describes how to start and exit the application.

Starting from Desktop Shortcut

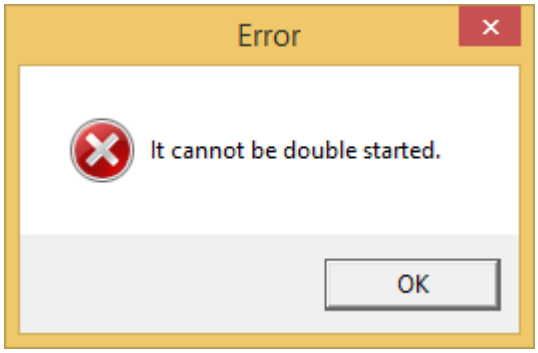
Refer to the preceding section "Starting the Application."

Starting from Program List

1. Press the Windows logo key to display the Start menu.
2. Enter "Instructions Editor" in the Search programs and files box and open the application.
3. The application starts.

If Application Fails to Start

- Multiple instances of the application cannot be started. If the following error dialog box appears, close the instance of the application that is already open and then start the application again.

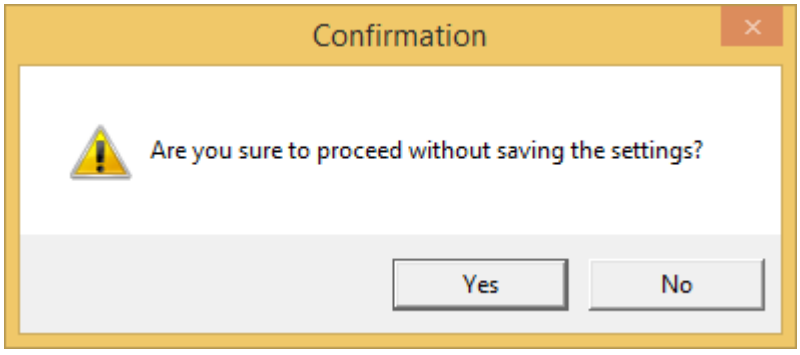


Exiting the Application

The application can be exited by performing one of the following operations.

No.	Operation	Remark
1	Select "_Close" from the "_File" menu.	The same operation can be performed by pressing the Alt key, F key, and C key.
2	Press Ctrl+Q on the keyboard.	-

If you attempt to exit a project while changes are not saved, the following Confirmation dialog box appears. To discard the changes and continue the operation, click "_Yes." To cancel the operation, click "_No."



Creating, Opening, and Saving Projects

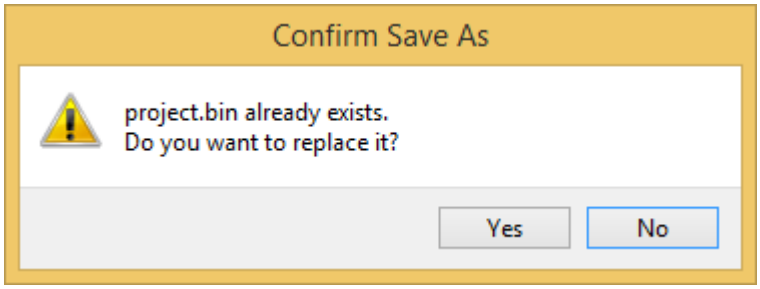
This section describes how to save the editing state of edited operating procedure images as a file and then restore it.

Creating a New Project

A new project can be created by performing one of the following operations.

No.	Operation	Remark
1	Select "_New" from the "_File" menu.	The same operation can be performed by pressing the Alt key, F key, and N key.
2	Press Ctrl+N on the keyboard.	-
3	Click the tool button.	-

If you attempt to create a new project while changes are not saved, the following Confirmation dialog box appears. To discard the changes and continue the operation, click "_Yes." To cancel the operation, click "_No."

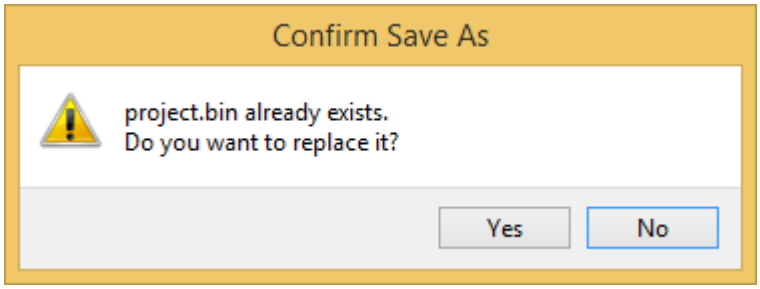


Opening a Project

A saved project can be opened by performing one of the following operations.

No.	Operation	Remark
1	Select "_Open" from the "_File" menu.	The same operation can be performed by pressing the Alt key, F key, and O key.
2	Press Ctrl+O on the keyboard.	-
3	Click the tool button.	-

If you attempt to open a project while changes are not saved, the following Confirmation dialog box appears. To discard the changes and continue the operation, click "_Yes." To cancel the operation, click "_No."



Saving a Project

The project currently being edited can be saved by performing one of the following operations. When saving the project for the first time, specify a file name and then save the project.

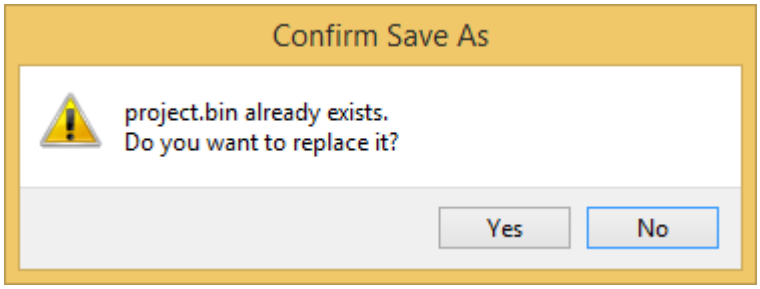
No.	Operation	Remark
1	Select "_Save" from the "_File" menu.	The same operation can be performed by pressing the Alt key, F key, and S key.
2	Press Ctrl+S on the keyboard.	-
3	Click the tool button.	-

Saving a Project Under a Different Name

The project currently being edited can be saved under a different name by performing one of the following operations.

No.	Operation	Remark
1	Select "Save As" from the "_File" menu.	The same operation can be performed by pressing the Alt key, F key, and A key.

If you attempt to save a project under a different name while changes are not saved, the following Confirmation dialog box appears. To continue the operation, click "_Yes." To cancel the operation, click "_No."



Importing Operating Procedure Data

This section describes how to import operating procedure data.

Differences in Operation When Data Imported Depending on the File Format

There are differences in the operation when data is imported depending on the target file format. For example, when a Microsoft® Office Word document is imported, an operating procedure image is created for every page of the document, so if the target Word document has three pages, three images are imported. In contrast, when a bitmap image is imported, the image file is imported as is so there is always one image imported.

File format	Extension	Range of image imported	No. of images
Microsoft® Office Word document	.docx	Document pages	Same as number of pages
Microsoft® Office Excel® book	.xlsx	Sheets (range in which data input) If a print range is set, the print range	Same as number of sheets If a print range is set, (number of sheets) x (number of print pages)
Microsoft® Office PowerPoint® presentation	.pptx	Slides	Same as number of slides
Bitmap image	.bmp	Entire image	1
PNG image	.png	Entire image	1
JPEG image	.jpg .jpeg	Entire image	1

* If the characters are small, they may blur and become difficult to read. In that case, blurring is reduced by setting the background color.

Importing Data from the Data Import Screen

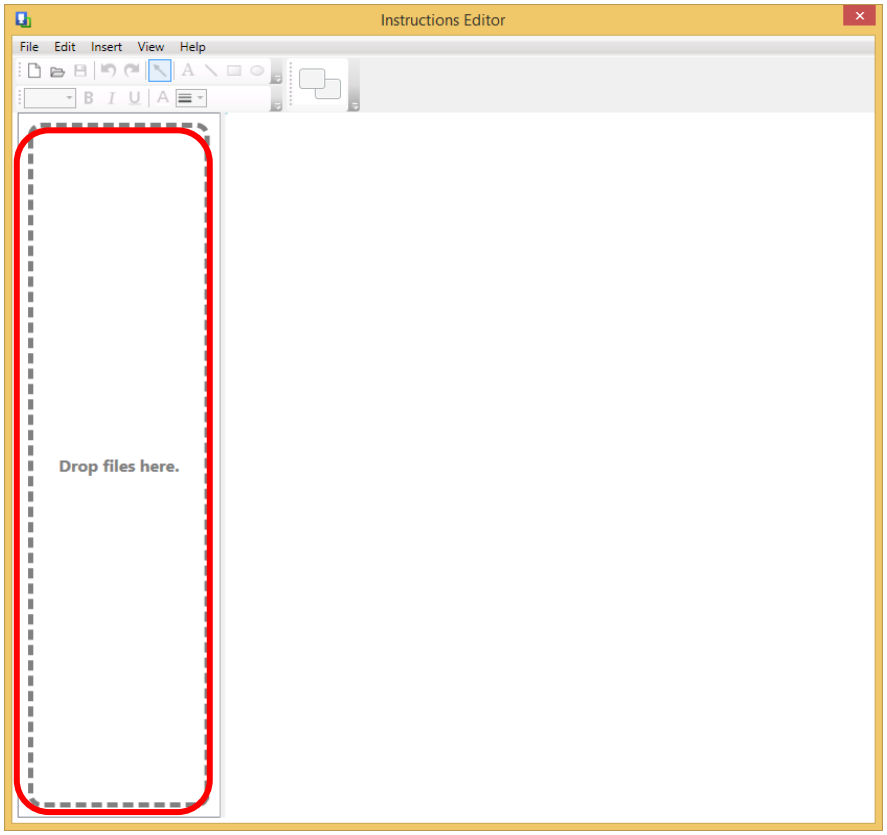
Refer to the preceding section "Importing Operating Procedure Data."

The Data Import screen can be displayed by performing one of the following operations.

No.	Operation	Remark
1	Select "_Import" from the "_File" menu.	The same operation can be performed by pressing the Alt key, F key, and I key.

Importing Data by Dragging and Dropping a File

Data can be imported by dragging a file from File Explorer and dropping it into the work list area indicated in the following figure. This operation is the same as when the operation of the preceding section "Importing Operating Procedure Data" is performed while all check boxes are selected.



Outputting Operating Procedure Data

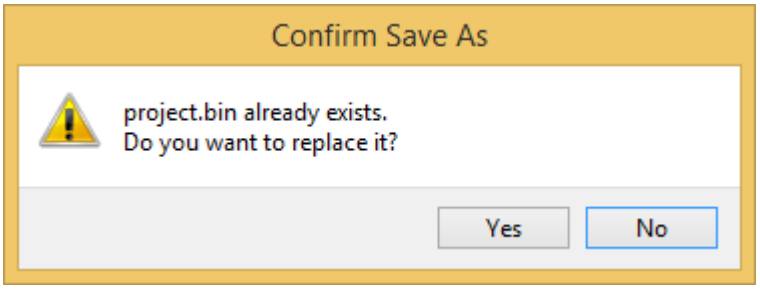
This section describes how to output operating procedure data.

Data Output

Refer to the preceding section "Outputting Operating Procedure Data."
The Data Export screen can be displayed by performing one of the following operations.

No.	Operation	Remark
1	Select "_Export" from the "_File" menu.	The same operation can be performed by pressing the Alt key, F key, and E key.

If the selected output destination folder is not empty, the following confirmation dialog box appears.
To continue the operation, click "_Yes". To cancel the operation, click "_No".



5. Editing Operations

This chapter describes the editing operations of the application.

Undoing and Redoing Operations

The following operations are applicable for "Undoing Operations" and "Redoing Operations." Please note that an operation can no longer be undone or redone once another file operation is performed.

No.	Category	Operation	Remark
1	Work list	Adding to work list	-
2	Work list	Deleting work list	-
3	Work list	Renaming work list	-
4	Drawing elements	Adding element	-
5	Drawing elements	Deleting element	-
6	Drawing elements	Changing element position	-
7	Drawing elements	Resizing element	-
8	Drawing elements	Changing text string	-
9	Drawing elements	Changing font size	-
10	Drawing elements	Switching to bold	-
11	Drawing elements	Switching to italic	-
12	Drawing elements	Switching to underline	-
13	Drawing elements	Changing text color	-
14	Drawing elements	Changing line thickness	-
15	Drawing elements	Changing line color	-
16	Drawing elements	Changing background color	-
17	Drawing elements	Bringing element forward or sending element backward	-

Undoing Operations

The last executed operation can be undone by performing one of the following operations.

No.	Operation	Remark
1	Select "_Undo" from the "_Edit" menu.	The same operation can be performed by pressing the Alt key, E key, and U key.
2	Press Ctrl+Z on the keyboard.	-
3	Click the  tool button.	-

Redoing Operations

An undone operation can be redone by performing one of the following operations.

No.	Operation	Remark
1	Select "_Redo" from the "_Edit" menu.	The same operation can be performed by pressing the Alt key, E key, and R key.
2	Press Ctrl+Y on the keyboard.	-
3	Click the  tool button.	-

Deleting of Work List

A work list can be deleted by performing one of the following operations.

No.	Operation	Remark
1	Press the Delete key on the keyboard while the image to be deleted is selected in the work list.	-

Editing Work List

Renaming Work List

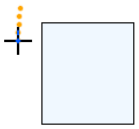
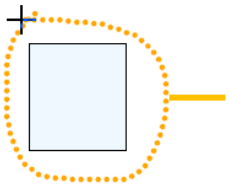
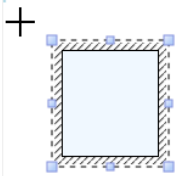
A work list can be renamed by performing one of the following operations.

No.	Operation	Remark
1	Rename the work list to be renamed.	-

Editing Drawing Element

Selecting Drawing Element to Edit

The drawing element to edit can be selected by performing one of the following operations.

No.	Operation	Remark
1	Click on the drawing element.	-
2	Enclose the target drawing element by dragging in the editing area.	"+" will appear and starts enclose the target when dragging the mouse out of the drawing element.  Enclose the selected drawing element by dragging.  Orange dotted line will appear. The drawing element is selected inside the orange dotted line when the mouse is released. 

Deleting Inserted Element

An inserted element can be deleted by performing one of the following operations.

No.	Operation	Remark
1	Press the Delete key on the keyboard while the drawing element to be deleted is selected in the editing area.	-

Changing Position

The position of a drawing element can be changed by performing one of the following operations.

No.	Operation	Remark
1	Drag the border line of a selected drawing element and drop it in the move destination.	-

Resizing element

The size of a drawing element can be changed by performing one of the following operations.

No.	Operation	Remark
1	Drag a handle of the border line of a selected drawing element and drop it in the change destination.	-

Changing text string

The text string of a drawing element can be changed by performing one of the following operations.

No.	Operation	Remark
1	Enter the new string while the text to be changed is selected.	-

Changing font size

The font size of a drawing element can be changed by performing one of the following operations.

No.	Operation	Remark
1	Select the font size from the drop-down box on the toolbar while the text to be changed is selected.	-

Switching to bold

A drawing element can be made bold by performing one of the following operations.

No.	Operation	Remark
1	Click the B tool button while the text to be changed is selected.	-

Switching to italic

A drawing element can be made italic by performing one of the following operations.

No.	Operation	Remark
1	Click the *I* tool button while the text to be changed is selected.	-

Switching to underline

A drawing element can be underlined by performing one of the following operations.

No.	Operation	Remark
1	Click the U tool button while the text to be changed is selected.	-

Changing text color

The text color of a drawing element can be changed by performing one of the following operations.

No.	Operation	Remark
1	Click the A tool button while the text to be changed is selected, select a new color in the displayed dialog box, and click the OK button.	The color of the icon changes according to the selected color.

Changing line thickness

The line thickness of a drawing element can be changed by performing one of the following operations.

No.	Operation	Remark
1	Click the  tool button while the drawing element to be changed is selected.	-

Changing line color

The line color of a drawing element can be changed by performing one of the following operations.

No.	Operation	Remark
1	Click the tool button shown in the figure below while the drawing element to be changed is selected, select a new color in the displayed dialog box, and click the OK button. 	The color of the icon changes according to the selected color.

Changing background color

The background color of a drawing element can be changed by performing one of the following operations. To change the background color to transparent, select "No Fill" from the menu displayed by right-clicking while the drawing element is selected. (For details on the procedure, refer to No. 3.)

No.	Operation	Remark
1	Click the tool button shown in the figure below while the drawing element to be changed is selected, select a new color in the displayed dialog box, and click the OK button. 	The color of the icon changes according to the selected color.
2	Right-click the mouse while the drawing element to be changed is selected, select "Fill" - "Solid Color" from the displayed menu, select a new color in the displayed dialog box, and click the OK button.	The color of the icon changes according to the selected color.
3	Right-click the mouse while the drawing element to be changed is selected and then select "Fill" - "No Fill" from the displayed menu.	The color of the icon changes to transparent.

Bringing forward or sending backward

A drawing element can be brought forward or sent backward by performing one of the following operations.

No.	Operation	Remark
1	Right-click the mouse while the drawing element to be changed is selected and then select "Bring Forward," "Bring to Front," "Send Backward," or "Send to Back" from the displayed menu.	If the selected drawing element is at the front, "Bring Forward" and "Bring to Front" are unavailable. If the selected drawing element is at the back, "Send Backward" and "Send to Back" are unavailable.

6. Insertion Operations

This chapter describes how to insert text and line drawing objects into the editing area.

Inserting Drawing Elements

Inserting Text

Text can be inserted by performing one of the following operations.

No.	Operation	Remark
1	Select "Text" from the "_Insert" menu and then drag and drop the size to create in the editing area.	-
2	Click the A tool button and then drag and drop the size to create in the editing area.	-

Inserting Line

A line can be inserted by performing one of the following operations.

No.	Operation	Remark
1	Select "Line" from the "_Insert" menu and then drag and drop the size to create in the editing area.	-
2	Click the tool button and then drag and drop the size to create in the editing area.	-

Inserting Square

A square can be inserted by performing one of the following operations.

No.	Operation	Remark
1	Select "Square" from the "_Insert" menu and then drag and drop the size to create in the editing area.	-
2	Click the tool button and then drag and drop the size to create in the editing area.	-

Inserting Circle

A circle can be inserted by performing one of the following operations.

No.	Operation	Remark
1	Select "Circle" from the "_Insert" menu and then drag and drop the size to create in the editing area.	-
2	Click the tool button and then drag and drop the size to create in the editing area.	-

7. View Operations

This chapter describes how to display a preview in SC-10 of the edited operating procedure image.

Previewing Operating Procedure Image

Refer to the preceding section "Preview."

The Preview screen can be displayed by performing one of the following operations.

No.	Operation	Remark
1	Select "_Preview" from the "_View" in the menu bar.	The same operation can be performed by pressing the Alt key, V key, and P key.

8. Help

This section describes the Help menu of the application.

Displaying the Version Information

The version information can be displayed by performing one of the following operations.

No.	Operation	Remark
1	Select "_About" from the "_Help" in the menu bar.	The same operation can be performed by pressing the Alt key, H key, and A key.

9. Troubleshooting

Installation Failed
Perform the setup work as a Windows user with administrator privileges. Also, refer to "Requirements" and then check that the requirements for running the application are met.

Cannot Read Office Document
Check that the document to be read is in the latest format. A document in the Office 97-2003 file format cannot be read, so save it in the latest format and then try reading the file in the latest format.

Cannot Read Image File
Check that the image is not in an invalid format. Also, opening the file may fail if the image size is large, so use an image editor such as Paint of Windows to change the image size to 3600x3600 pixels or less and then try reading the file again.

10. Restrictions

None in particular

11. Licenses

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13. Inquiries

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Revision History

Rev.	Date	Changes	Note
1.00	2016/03/25	New issue	
2.00	2019/10/29	1.Before Use • Modification: Requirements 2.Installing the Software • Modification: Performing the Installation • Addition: Microsoft® .NET Framework installer screen 4. File Operations • Addition: Differences in Operation When Data Imported Depending on the File Format 13.Inquiries • Modification: Contact • Modification: Business hours	