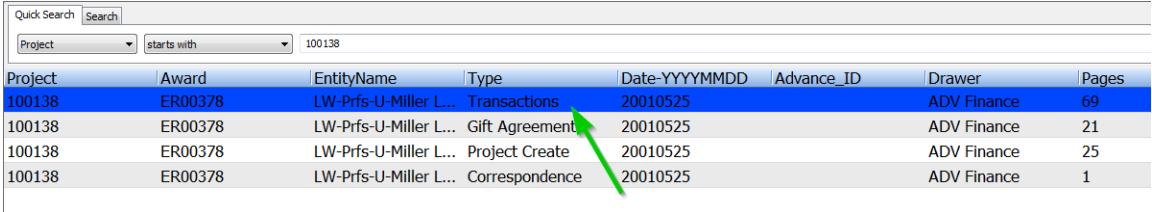
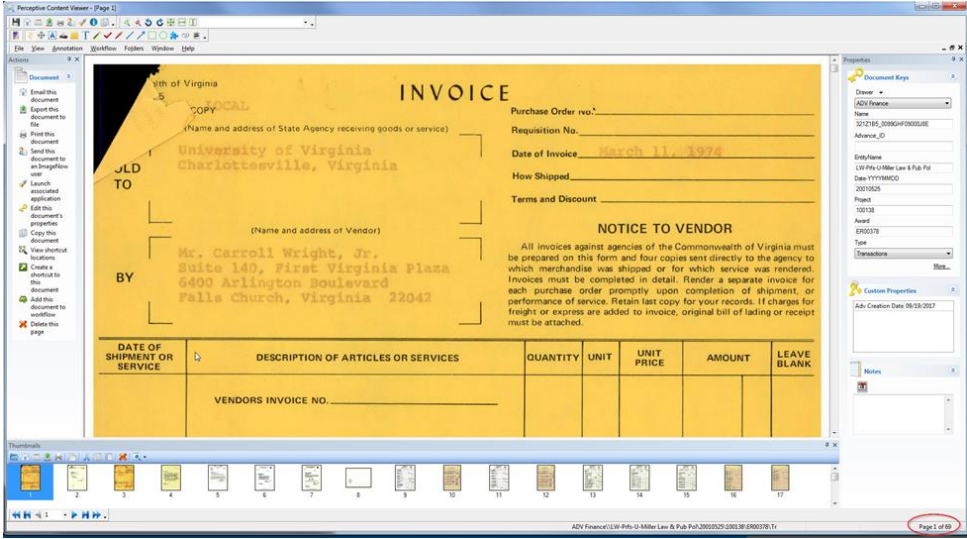


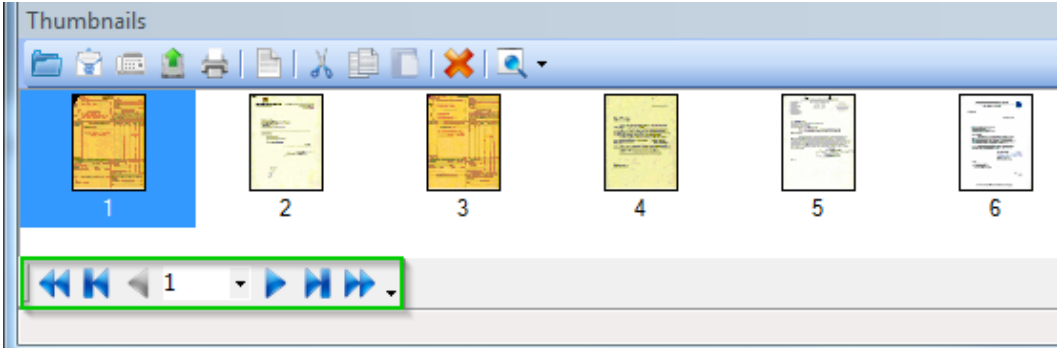
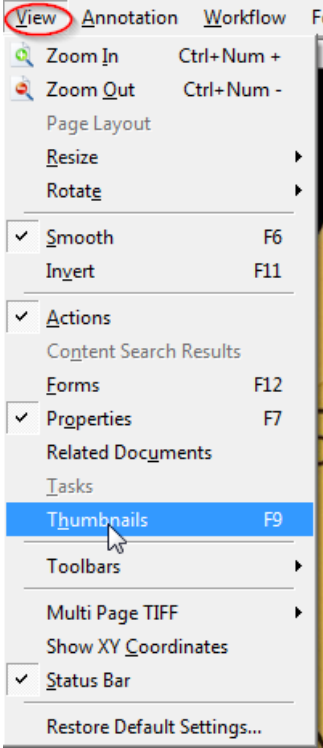
Gift & Endowment ImageNow – Viewing Documents

Viewing Documents

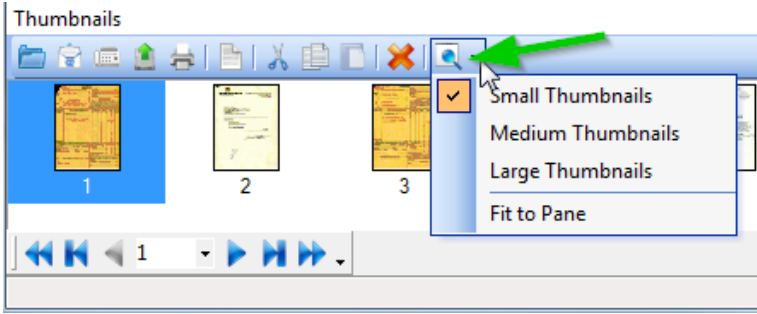
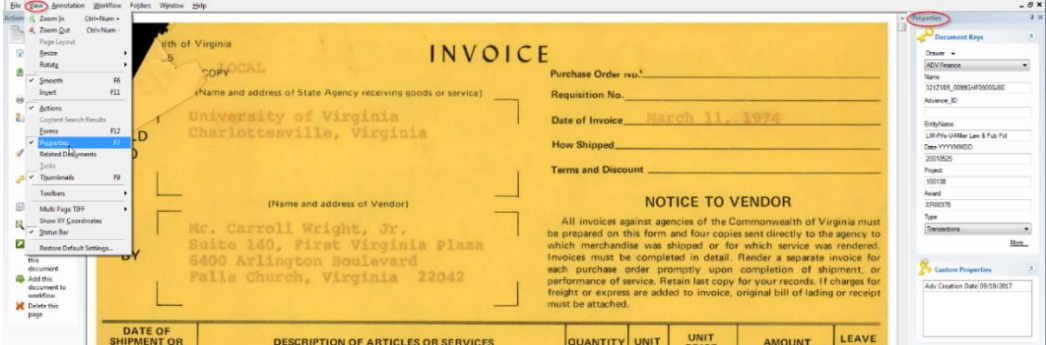
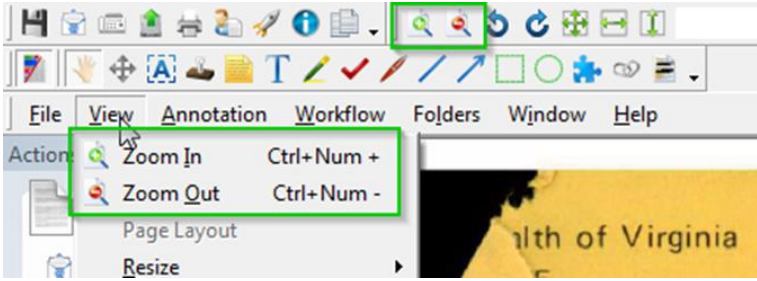

ImageNow provides a number of useful options to meet user viewing needs. The demo below will pick up after a single condition search has been executed and show how to open informational viewing panes and utilize other navigational and viewing features (i.e., rotate, zoom, etc.).

Step	Action																																								
1.	<p>Once a search has been executed, double-click on the desired content.</p>  <table border="1"> <thead> <tr> <th>Project</th> <th>Award</th> <th>EntityName</th> <th>Type</th> <th>Date-YYYYMMDD</th> <th>Advance_ID</th> <th>Drawer</th> <th>Pages</th> </tr> </thead> <tbody> <tr> <td>100138</td> <td>ER00378</td> <td>LW-Prfs-U-Miller L...</td> <td>Transactions</td> <td>20010525</td> <td></td> <td>ADV Finance</td> <td>69</td> </tr> <tr> <td>100138</td> <td>ER00378</td> <td>LW-Prfs-U-Miller L...</td> <td>Gift Agreement</td> <td>20010525</td> <td></td> <td>ADV Finance</td> <td>21</td> </tr> <tr> <td>100138</td> <td>ER00378</td> <td>LW-Prfs-U-Miller L...</td> <td>Project Create</td> <td>20010525</td> <td></td> <td>ADV Finance</td> <td>25</td> </tr> <tr> <td>100138</td> <td>ER00378</td> <td>LW-Prfs-U-Miller L...</td> <td>Correspondence</td> <td>20010525</td> <td></td> <td>ADV Finance</td> <td>1</td> </tr> </tbody> </table>	Project	Award	EntityName	Type	Date-YYYYMMDD	Advance_ID	Drawer	Pages	100138	ER00378	LW-Prfs-U-Miller L...	Transactions	20010525		ADV Finance	69	100138	ER00378	LW-Prfs-U-Miller L...	Gift Agreement	20010525		ADV Finance	21	100138	ER00378	LW-Prfs-U-Miller L...	Project Create	20010525		ADV Finance	25	100138	ER00378	LW-Prfs-U-Miller L...	Correspondence	20010525		ADV Finance	1
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2.	<p>The Viewer screen opens displaying the first page in the document. The number of pages in a document displays in the lower right corner of the screen.</p> 																																								

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Step	Action
3.	<p>Use the arrows at the bottom of the page to navigate to the next or previous page OR the next or previous document.</p>  <p>Note:</p> <ul style="list-style-type: none">• The single arrow icon to the right will display the next page• The single arrow icon to the left will display the previous page• The right arrow with solid bar navigates to the last page in the document• The right double arrows navigates to the next document in the ImageNow Explorer• The left arrow with solid bar navigates to the first page in the document• The left double arrow navigates to the previous document in ImageNow Explorer <p>You may also double-click on any thumbnail page to open that page in the ImageNow Viewer.</p>
4.	<p>If Thumbnails do not display the first time you open the ImageNow viewer, select the “View” menu in the toolbar and the select “Thumbnails.”</p>  <p>Note: F9 on your keyboard is a shortcut to enabling the Thumbnails window pane.</p>

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Step	Action
5.	<p>The magnifying glass icon dropdown arrow provides options for viewing thumbnails in different sizes.</p> 
6.	<p>On the ImageNow Viewer screen, click “View” in the menu to open or close the Properties (this window shows Document Keys and Custom Properties).</p>  <p>Note: F7 on your keyboard is a shortcut to enabling the Properties window pane.</p>
7.	<p>The “Zoom In” or “Zoom Out” options on the View menu (or the magnifying glass icons) may enhance your viewing.</p> 
8.	<p>If a document was imported incorrectly, the rotation icons on the Viewer toolbar may be used to reorient the page.</p> 
9.	<p>End Demo.</p>