



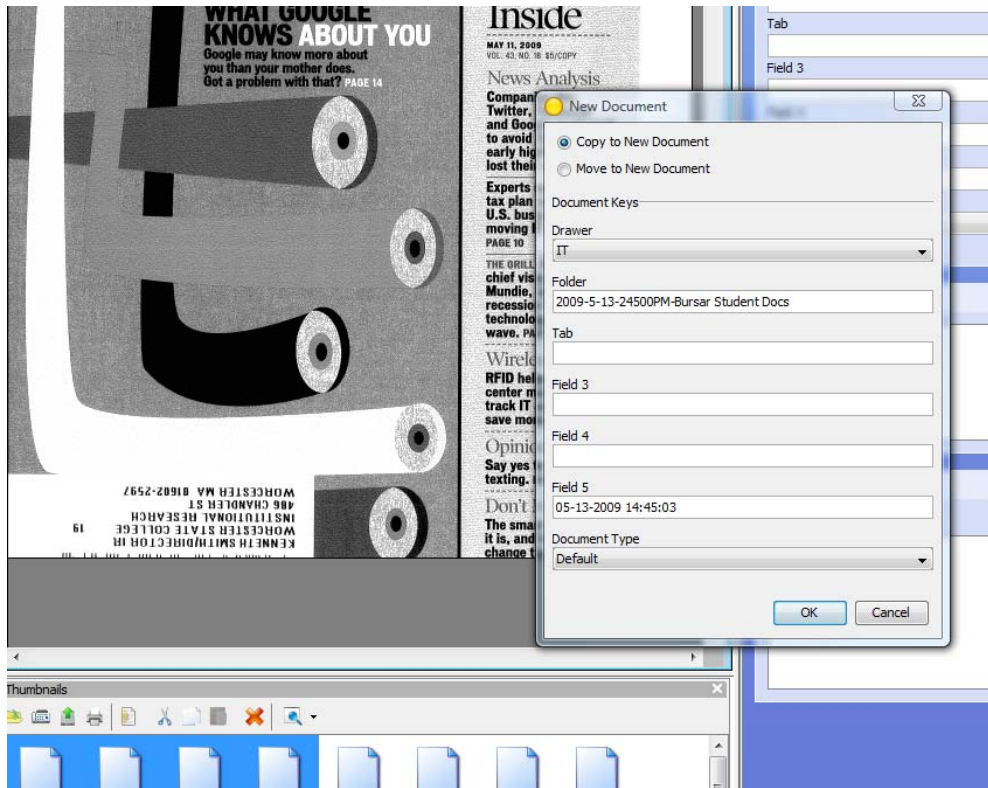
### ImageNow Document Management

#### **How to - Separate a document with Indexing:**

You can perform this task in ImageNow or in WebNow. *Note:* that the screen selections will be slightly different. Because of license limitations please use WebNow whenever possible.

1. Log into the application using your current WSC Network USER/PASS information [reminder- **never** share this information].
2. Find and Open the document you wish to Index/split. (if at first you don't see the file listed select "GO" in the Search screen or choose F5 from your computer's keyboard)
3. Open the document.
4. Enable the **Thumbnails** screen (select *View>Thumbnails* or F9) and **Properties** screen (select *View>Properties* or F7). What you see in Properties are the 'Indexed properties' for the Original Document.
5. Next, select pages from the Thumbnails screen that you wish to group/split from the original document and into one Index. (*You can select multiple individual intermittent pages by holding the Ctrl key down while you make your selections or you can choose pages in a row by selecting the first page + hold down the shift key and select the last page*)
6. RIGHT mouse click over the group selected and choose "New Document" [*Note:* this screen may take a few seconds to open]
7. Change each of the parameters on the New Document screen as you wish – *Note:* that if the parameters exactly match those of another Index you will be asked whether you wish to APPEND these pages to the existing set. Also, the parameters used are what you will utilize to search on in the future so keep that in mind...
8. If you select "Move to New Document"(in WebNow) or check the "Remove Selected Pages from current Document"(in ImageNow) this will DELETE the specified pages from the original document, PERMANENTLY. If you choose COPY (WebNow) or do not check (ImageNow) they will be indexed separately AND remain in the original document.

## (New Document Screen in WebNow application)



## (New Document Screen in ImageNow application)

