Viewing and Printing Images

Document Viewer Panel:

- Opens automatically in Indexing and Searching Workspaces.
- Displays scanned images and documents.
- Multi-page documents will display thumbnails for each page for easy selection.
- Document Viewer displays one page at a time in the full size viewer screen.
- The *Open in New Window* and *View as PDF* commands allow for multiple images to be open and displaying at the same time.
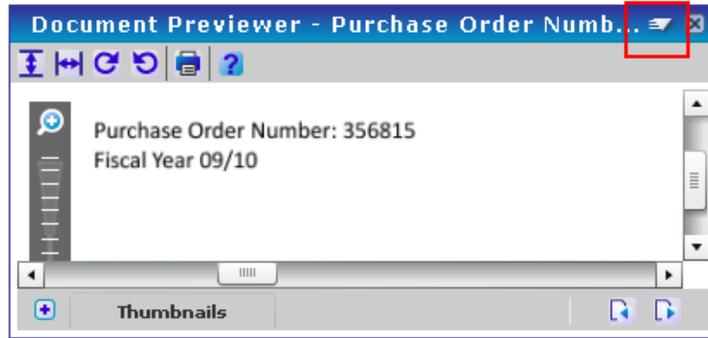
Document Viewer:

Documents can be resized to fit the screen display, rotated and zoomed as needed. Original document is not altered by these display commands.
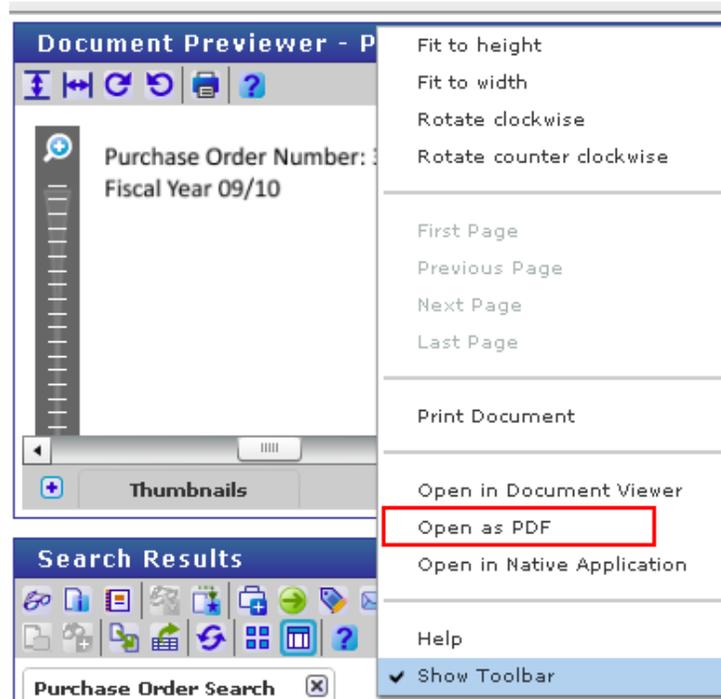
Thumbnail display can be closed or opened using the control button. ⊟ or ⊕

Print Document:

1. Click drop down **Menu** button. *See screen shot below*.

2. Click **Open as PDF**. *See screen shot below.*

3. In PDF window use the **Print** command.

Document Viewer Buttons and Commands:

Panel Menu		Viewer options. Options vary depending on a user's Feature Rights.
Fit to Width		Adjust the image to fill the entire width of the viewer pane.
Fit to Height		Adjust the image to fill the entire height of the viewer pane.

Rotate Counter Clockwise		Rotate the image 90 degrees counter-clockwise.
Rotate Clockwise		Rotate the image 90 degrees clockwise.
Zoom In		Magnify the image.
Zoom Out		Shrink the image.
Thumbnails		Toggle display of thumbnail of document.