

# Quick Look Guide:

## ImageNow Client

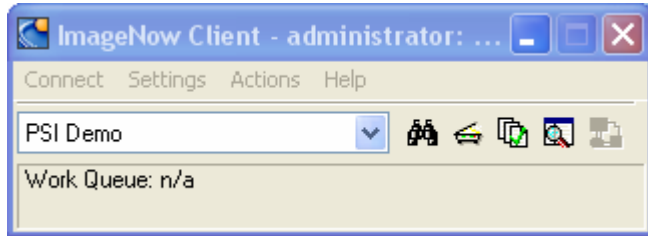
### 5.4 vs. 6.1






imagenow training



### ImageNow 5.4 - Control Bar Button Options

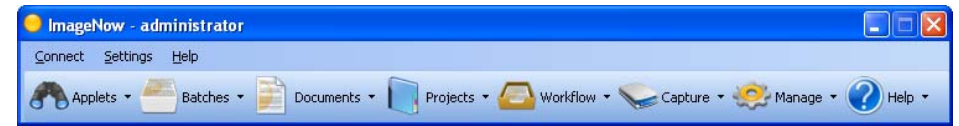
The following options are available, unless you do not have access to an option, in which case it is disabled. Workflow may also be disabled if it has not been configured:










Icon	Option	Description
	<b>View</b>	Performs Enabled View based on selected applet.
	<b>Capture</b>	Initiates capture process.
	<b>Batch</b>	Opens Batch View grid.
	<b>Search</b>	Opens Document Search grid.
	<b>Workflow</b>	Opens Workflow grid.

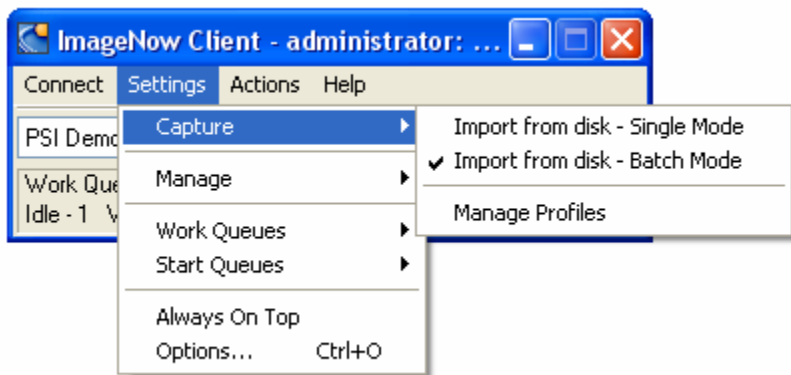
### ImageNow 6.1 - Tool Bar Button Options

The following options are available, unless you do not have access to an option, in which case it is disabled. Workflow may also be disabled if it has not been configured:

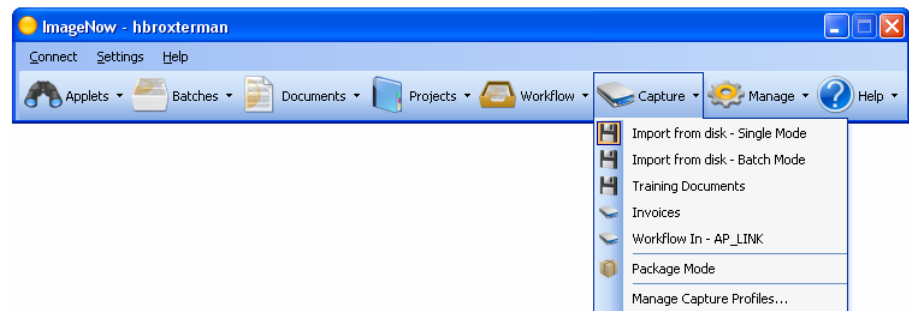


Icon	Option	Description
	<b>Applets</b>	Takes you to the Applet list in the ImageNow Explorer, which contains your applets that integrate information between ImageNow and your host application.
	<b>Batches</b>	Takes you to the Batches view in the ImageNow Explorer. You can quality assure and link your batches of scanned files in order to create ImageNow documents.
	<b>Documents</b>	Use this option to search for ImageNow documents.
	<b>Projects</b>	Takes you to the Projects view in the ImageNow Explorer.
	<b>Workflow</b>	Click this button to process workflow items in your workflow process, starting in the ImageNow Explorer grid.
	<b>Capture</b>	Set up your scanning devices and capture profiles using this entry point, and then click this Capture button anytime you want to scan or collect documents in some other mode.
	<b>Manage</b>	For administrators only, Manage lets you configure your security settings across ImageNow features, your users and groups, annotations and workflow process, and other custom properties.
	<b>Help</b>	Opens Help files.

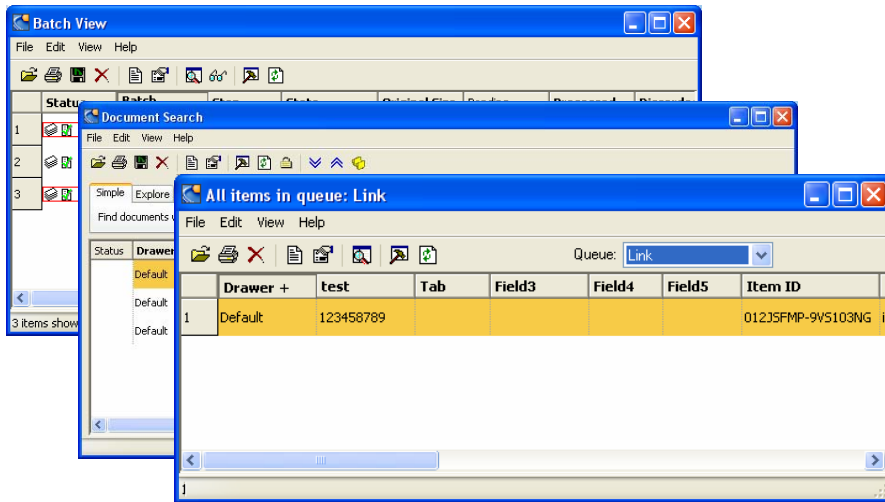
## ImageNow 5.4 - Capture Profiles



## ImageNow 6.1 – Capture Profiles



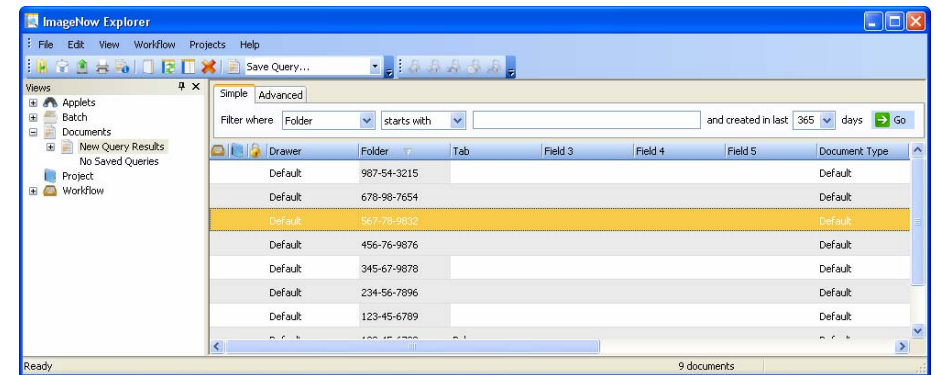
## ImageNow 5.4 - Batch Grid, Search Grid and Workflow Grid



Icon	Option	Function
	<b>Open</b>	Opens the selected document.
	<b>Print</b>	Opens the Print dialog box. This enables you to print a screen capture of the grid.
	<b>Export</b>	Opens the Export dialog box. This enables you to export the selected document to a remote location.
	<b>Delete</b>	Deletes the selected document.
	<b>Notes</b>	Opens the Document Keywords window. This enables you to enter notes about the selected document.
	<b>Properties</b>	Opens a detailed listing of information about the selected document.
	<b>Find</b>	Opens the Quick Search dialog box. This enables you to quickly search individual columns.
	<b>View</b>	Sorts and displays the listed documents by their status. (Batch View grid only)
	<b>Table Control</b>	Opens the Table Control dialog box. This enables you to customize the grid.
	<b>Refresh</b>	Re-displays document list including additions, changes, or deletions made since the last time the grid was opened.

## ImageNow 6.1 – ImageNow Explorer

The ImageNow Explorer lets you navigate through all of the grids, such as Search, Workflow, and Batch, from the same window. Using the Views pane, you can switch between all of the different areas of ImageNow quickly and easily. You can also open documents, batches and workflow items from this window.



Icon	Option	Description
	<b>Applets</b>	Allows you to view the Applet list (based on permissions).
	<b>Batches</b>	Takes you to the Batches view.
	<b>Documents</b>	Use this option to search for documents.
	<b>Projects</b>	Allows you to view Projects.
	<b>Workflow</b>	Allows you to view workflow queues you have permission to.

Icon	Option	Description
	<b>Open</b>	Opens the selected document.
	<b>Email</b>	This enables you to email the selected document.
	<b>Export</b>	This enables you to export the selected document to a remote location.
	<b>Print</b>	This enables you to print.
	<b>Properties</b>	Opens a detailed listing of information about the selected document.
	<b>Notes</b>	This enables you to enter notes about the selected document.
	<b>Refresh</b>	Re-displays document list including additions, changes, or deletions made since the last time the grid was opened.
	<b>Table Control</b>	This enables you to customize the grid.
	<b>Delete</b>	Deletes the selected document.

## ImageNow 5.4 – PowerView

PowerView has several individual modes for viewing and processing objects. Each mode is designed for specific tasks and has its own toolbar. Though PowerView will always look similar, the options and toolbars available will change with each different mode. You do not need to select PowerView modes, specific modes of PowerView will automatically open based on the task you are performing.

**PowerView - Search Mode - [Page 1 - TIFF File]**

File View Annotation Window Help

ACCOUNT NUMBER 49-57611

TYPE OF ACCOUNT: ☒ NEW ☐ EXISTING ☐ CHECKING ☐ SAVINGS ☐ MONEY MARKET ☐ CERTIFICATE OF DEPOSIT ☐ NOW

ACCOUNT OWNER(S) NAME & ADDRESS: Sally Rogers, 12345 East 22nd St., Columbus, OH 43560

OWNERSHIP OF ACCOUNT - CONSUMER PURPOSE: ☒ INDIVIDUAL ☐ JOINT - WITH SURVIVORSHIP (AND NOT AS A TENANCY BY THE ENTIRETY OR AS TENANTS IN COMMON) ☐ JOINT - AS TENANTS IN COMMON WITHOUT SURVIVORSHIP (AND NOT AS A TENANCY BY THE ENTIRETY) ☐ TRUST - SEPARATE AGREEMENT

TRUST OR PAY-ON-DEATH BENEFICIARIES - NOT SUBJECT TO THE NONPROFIT TRANSFER LAW OF MISSOURI: Rosetta Sprouse, 144 South Mulberry St., Chicago, IL 43112

REGISTRATION IN BENEFICIARY FORM - THIS ACCOUNT IS SUBJECT TO THE NONPROFIT TRANSFER LAW OF MISSOURI. NOTE: ALL OWNERS SIGN BELOW TRANSFER ON DEATH TO BENEFICIARIES: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

OWNERSHIP OF ACCOUNT - BUSINESS PURPOSE: ☐ SOLE PROPRIETORSHIP ☐ CORPORATION ☐ FOR PROFIT ☐ NOT FOR PROFIT ☐ PARTNERSHIP

BUSINESS SPECIALIZATION AUTHORIZATION: DATE OPENED 6/24/92 BY Joann Hedges INITIAL DEPOSIT \$ 25,000 ☐ CASH ☒ CHECK ☐ BUSINESS PHONE # 614-345-6789 HOME TELEPHONE # 614-987-1234 DRIVING LICENSE # OH 456-23-9843 EMPLOYER Smith, Jodie and Hannah Law Firm MOTHER'S MAIDEN NAME Sprouse

BACKUP WITHHOLDING CERTIFICATIONS: TIN 337-69-9976 TAXPAYER I.D. NUMBER 337-69-9976 ☒ BACKUP WITHHOLDING - I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding. ☐ EXEMPT RECIPIENTS - I am an exempt recipient under the Internal Revenue Service Regulations. ☐ NONRESIDENT ALIENS - I am not a United States person, or if I am an individual, I am neither a citizen nor a resident of the United States. SIGNATURE: X Sally Rogers 4/24/92

SIGNATURE(S) - THE UNDERSIGNED AGREE(S) TO THE TERMS STATED ON PAGES 1 AND 2 OF THIS FORM, AND ACKNOWLEDGE(S) RECEIPT OF A COMPLETED COPY ON TODAY'S DATE. THE UNDERSIGNED ALSO ACKNOWLEDGE(S) RECEIPT OF A COPY OF AND AGREE(S) TO THE TERMS OF THE FOLLOWING DISCLOSURES: ☒ Decent Account Disclosure ☐ Funds Availability Disclosure ☐ Electronic Funds Transfer Disclosure ☐ TIS Disclosure

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## ImageNow 5.4 - PowerView Toolbars










The following actions are available:

Icon	Option	Description
	<b>Print</b>	Prints the selected document.
	<b>E-mail</b>	Attaches copy of the selected document in an e-mail message (requires appropriate e-mail configuration).
	<b>Image Info</b>	Opens <b>Properties</b> dialog box on the selected document.
	<b>Save As</b>	Exports the selected document to be saved under a different name.
	<b>Launch Associated Application</b>	Launches associated application of selected document, such as Microsoft Word, Excel, and Access (if the programs are installed).

## ImageNow 6.1 – ImageNow Viewer Toolbars



The following actions are available:

Icon	Option	Description
	<b>Save</b>	Saves any actions performed on the selected document.
	<b>Email</b>	Attaches copy of the selected document in an email.
	<b>Print</b>	Prints the selected document.
	<b>Export</b>	Exports the selected document to be saved under a different name.
	<b>Launch Associated Application</b>	Launches associated application of selected document, such as Microsoft Word, Excel and Access (if the programs are installed).
	<b>Properties</b>	Opens Properties dialog box on the selected document.
	<b>Copy Document</b>	Opens Properties dialog box on the selected document.

## ImageNow 5.4 - PowerView Toolbars



The following actions are available:

Icon	Option	Description
	<b>Stamp</b>	Stamps various messages (Approved, Confidential, and so forth.) on the document image. Can be used to create customized stamps.
	<b>Sticky Note</b>	Places a "note" (text box) on the document image to which comments can be added.
	<b>Text</b>	Enters text on the document image.
	<b>Highlight</b>	Highlights selected areas of the document image.
	<b>Check</b>	Places a checkmark on the document image.
	<b>Redline</b>	Draws a line on the document image.
	<b>Arrow</b>	Draws an arrow on the document image.
	<b>Solid Mask</b>	Blocks out selected areas of the document image.
	<b>Hollow Mask</b>	Highlights selected areas of the document image with a rectangular outline.
	<b>Hollow Circle Mask</b>	Highlights selected areas of the document image with a circular outline.
	<b>OLE Item</b>	Embeds sounds, pictures, or any other object supported by your system into the document image.
	<b>Toggle Show Annotations</b>	Shows or hides annotations made on the document image.
	<b>Move/Resize</b>	Moves or resizes annotations placed on the document image.
	<b>Annotation Off</b>	De-selects the currently selected annotation.

## ImageNow 6.1 – ImageNow Viewer Toolbars



The following actions are available:

Icon	Option	Description
	<b>Show/Hide</b>	Shows or hides annotations made on the document image.
	<b>Navigate</b>	Allows user to navigate the selected document image.
	<b>Select</b>	Selects, moves or resizes annotations placed.
	<b>Stamp</b>	Stamps various messages on the document image.
	<b>Sticky Note</b>	Places a "note" (text box) on the document image.
	<b>Text</b>	Enters text on the document image.
	<b>Highlight</b>	Highlights selected areas of the document image.
	<b>Check</b>	Places a checkmark on the document image.
	<b>Pen</b>	Enables a user to draw on the document image.
	<b>Line</b>	Draws a line on the document image.
	<b>Arrow</b>	Draws an arrow on the document image.
	<b>Rectangle</b>	Highlights a selected area with a rectangle outline.
	<b>Circle</b>	Highlights a selected area with a circle outline.
	<b>OLE</b>	Embeds sounds, pictures, or any object.
	<b>Hyperlink</b>	Creates a hyperlink.
	<b>Redaction</b>	Creates a redaction.

ImageNow 5.4 - PowerView Toolbars



The following actions are available:

Icon	Option	Description
⏪	Previous Document	Opens previous document.
⏮	First Page	Opens first page of document.
⏴	Previous Page	Opens previous page of document.
#	GoTo Page	Opens a specified page.
⏵	Next Page	Opens next page of document.
⏭	Last Page	Opens last page of document.
⏩	Next Document	Opens next document.

ImageNow 6.1 – ImageNow Viewer Toolbars



The following actions are available:

Icon	Option	Description
⏪	Previous Document	Opens previous document.
⏮	First Page	Opens first page of document.
⏴	Previous Page	Opens previous page of document.
1	Go To Page	Opens a specified page.
⏵	Next Page	Opens next page of document.
⏭	Last Page	Opens last page of document.
⏩	Next Document	Opens next document.

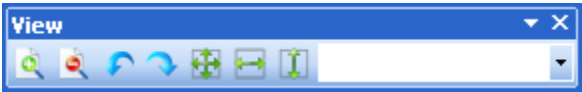
ImageNow 5.4 - PowerView Toolbars



The following actions are available:

Icon	Option	Description
	Zoom In	Increases the magnification of the selected page by 2x.
	Zoom Out	Decreases the magnification of the selected page by 1/2x.
	Rotate Left	Rotates the selected page counterclockwise 90°.
	Rotate Right	Rotates the selected page clockwise 90°.
	Fit Window	Resizes the selected page to fit in the window.
	Fit Width	Resizes the selected page to fit the entire width in the window.
	Fit Height	Resizes the selected page to fit the entire height in the window.
	Zoom Regions	Selects zoom regions, or saves new zoom regions.

ImageNow 6.1 – ImageNow Viewer Toolbars



The following actions are available:







Icon	Option	Description
	Zoom In	Increases magnification of the selected page by 2x.
	Zoom Out	Decreases magnification of the selected page by 1/2x.
	Rotate Left	Rotates selected page counterclockwise 90 degrees.
	Rotate Right	Rotates selected page clockwise 90 degrees.
	Fit Window	Resizes selected page to fit in the window.
	Fit Width	Resizes selected page to fit the entire width of the window.
	Fit Height	Resizes selected page to fit the entire height in the window.
	Zoom Regions	Selects zoom regions or saves new zoom regions.

ImageNow 5.4 – PowerView Batch QA

The Batch Q/A toolbar will display when a batch is opened in PowerView Batch Q/A Mode.

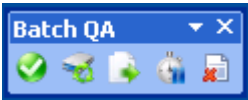


The following actions are available:






Icon	Option	Description
	<b>Page OK</b>	Approves the selected page as Q/A complete.
	<b>Discard Page</b>	Removes the selected page from a batch.
	<b>Commit Batch</b>	Approves all the pages in the batch as Q/A complete.
	<b>Suspend Batch</b>	Suspends current batch for later processing and allows you to choose another batch to process.
	<b>Stop Batch Processing</b>	Stops batch processing. All work is saved and PowerView is closed.
	<b>Rescan</b>	Replaces existing page with a newly scanned page.

ImageNow 6.1– ImageNow Viewer Batch QA

The Batch Q/A toolbar will display when a batch is opened in ImageNow Viewer – Batch QA mode.



The following actions are available:








Icon	Option	Description
	<b>Mark Page OK</b>	Approved the selected page as QA complete.
	<b>Rescan Page</b>	Replaces existing page with a newly scanned page.
	<b>Commit Batch</b>	Approves all the pages in the batch as QA complete.
	<b>Suspend Batch</b>	Suspends current batch for later processing and allows you to choose another batch to process.
	<b>Delete Batch Page</b>	Removes the selected page from a batch.

ImageNow 5.4 – PowerView Batch Link

The Batch Link toolbar will display when a batch is opened in PowerView Link mode.



The following actions are available:






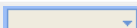
Icon	Option	Description
	Link Page	Links the selected page to the application record (as defined in the LearnMode Applet).
	Group and Link	Links the selected page using the same DockKeys as the previous page.
	Link Commit	Links the selected page with the DockKeys from the <b>Document Keys</b> window.
	Discard Page	Removes the selected page from the batch.
	Hold Page	Places the selected page on hold for later processing.
	Suspend Batch	Suspends batch for later processing and allows you to choose another batch to process.
	Stop Batch Processing	Stops batch processing. All work is saved and PowerView is closed.

ImageNow 6.1– ImageNow Viewer Batch Link

The Batch Link toolbar will display when a batch is opened in ImageNow Viewer Link mode.



The following actions are available:

Icon	Option	Description
	Link Page	Links the selected page to the application record (as defined by the selected LearnMode Applet).
	Save Batch Page	Saves the selected page with the DockKeys.
	Hold Page	Places the selected page on hold for later processing.
	Suspend Batch	Suspends batch for later processing and allows you to chose another batch to process.
	Delete Batch Page	Removes the selected page from the batch.
	Add to Queue	Places the selected page in the selected queue.

## ImageNow 5.4 – PowerView Workflow

The PowerView Workflow toolbar will display when a document is opened in PowerView Workflow mode.



The following actions are available:

Icon	Option	Description
	<b>Next Item</b>	Displays the next item in the workflow queue.
	<b>Choose Any Item</b>	Allows you to choose any item in the workflow queue.
	<b>Choose Hold Item</b>	Allows you to choose any item previously placed on hold.
	<b>Re-link</b>	Links (or re-links) the selected item to an application record.
	<b>Route Back</b>	Sends the selected item back to the queue from which it came.
	<b>Route</b>	Sends the selected item to the next workflow queue. If there is more than one possible subsequent queue, you are prompted to choose.
	<b>Hold</b>	Places the selected item on hold for later processing.
	<b>Cancel</b>	Quits workflow processing.
	<b>Delete</b>	Deletes the selected item from the queue.
	<b>History</b>	Displays the selected item's workflow history.
	<b>Forms</b>	Displays a list of workflow items associated with the current queue (not available in all installations).
	<b>Pending</b>	Changes the selected item's status to "pending."
	<b>Recent Orders</b>	Displays recently routed items.

## ImageNow 6.1– ImageNow Viewer Workflow

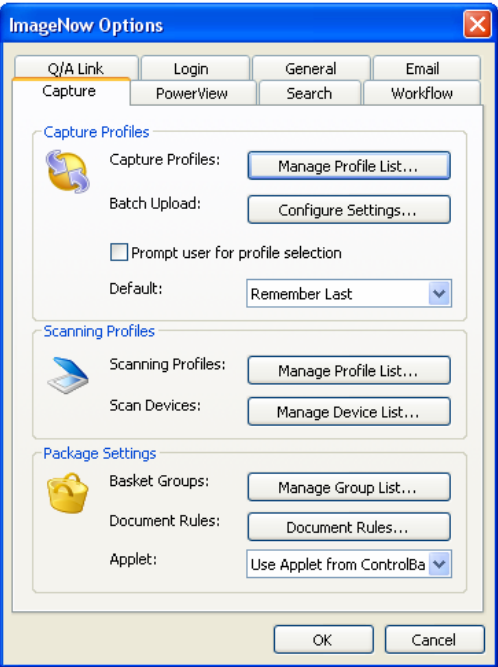
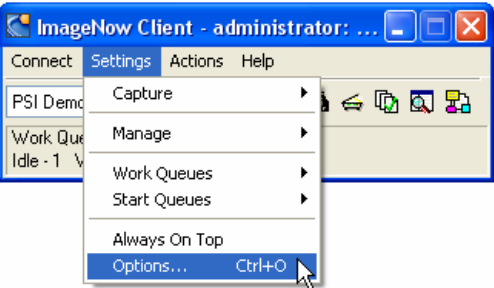
The ImageNow Viewer Workflow toolbar will display when a document is opened in ImageNow Viewer Workflow mode.



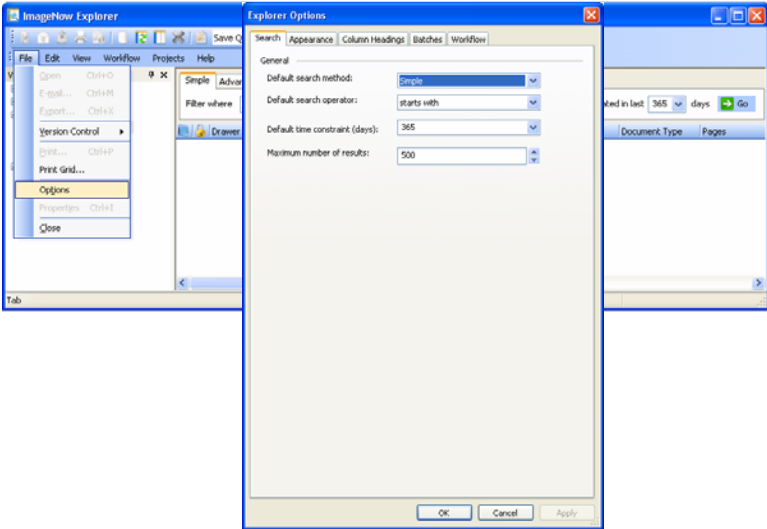
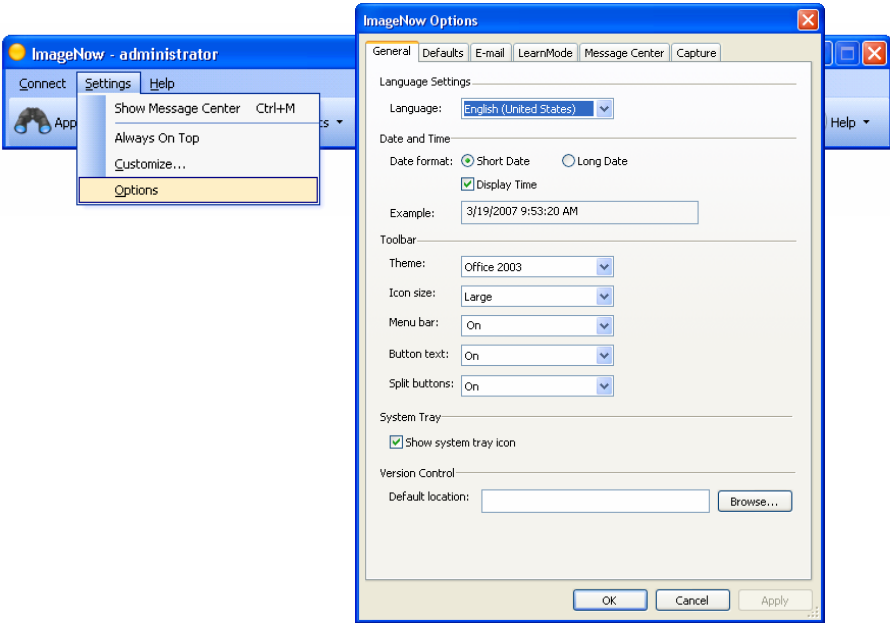
The following actions are available:

Icon	Option	Description
	<b>View Next Item</b>	Displays the next item in the workflow queue.
	<b>Relink</b>	Links (or relinks) the selected item to an application record.
	<b>Route Up</b>	The user can send the selected item up the workflow process.
	<b>Route Back</b>	Sends the selected item back from which it came.
	<b>Route Forward</b>	The user can send the selected item to the next workflow queue.
	<b>Route Anywhere</b>	The user can send the selected item anywhere in the workflow process.
	<b>Recall Workflow Item</b>	Recalls the workflow item.
	<b>Mark Item As On Hold</b>	Places the selected item on hold for later processing.
	<b>Mark Item As Pending</b>	Changes the selected item's status to pending.
	<b>Archive this Item</b>	Allows user to archive the item.
	<b>Remove Item from Workflow</b>	Allows user to remove the item from workflow.
	<b>View Workflow History</b>	Displays the selected item's workflow history.
	<b>View Recently Routed Items</b>	Displays recently routed items.

ImageNow 5.4 – Options/Settings



ImageNow 6.1– Options/Settings



## ImageNow 5.4 Shortcut Keys

### General PowerView

Shortcut	Description
Ctrl + P	Print
Ctrl + + (number pad)	Zoom In
Ctrl + - (number pad)	Zoom Out
F2	Resize Fit Image
F3	Resize Fit Width
F4	Resize Fit Height
Alt + Left Arrow	Rotate Left
Alt + Right Arrow	Rotate Right
Up Arrow	Pan Image Up
Down Arrow	Pan Image Down
Ctrl + Up Arrow; Home	Top of Image
Ctrl + Down Arrow; End	Bottom of Image
Ctrl + Left Arrow	Left Margin
Ctrl + Right Arrow	Right Margin
Ctrl + G	Go to Page
Ctrl + Page Down	Next Page
Ctrl + Page Up	Previous Page
Ctrl + Home	First Page
Ctrl + End	Last Page
F6	Scale To Gray (Toggle)
Alt + End	Reset Pointer (Disable Current Annotation)
Ctrl + Click	Select Annotation
F7	Show Document Keys
F8	Show Keywords
F9	Show Pager

### Batch Q/A

Shortcut	Description
Ctrl + Spacebar	Page OK
Ctrl + D	Discard Page
Esc	Cancel

### Batch Link

Shortcut	Description
Ctrl + L	Link Page
Ctrl + Enter	Link Commit
Ctrl + K	Group and Link
Ctrl + D	Discard Page
Ctrl + H	Hold Page
Esc	Cancel

### Batch Grid

Shortcut	Description
Enter	Process Selected
Del	Delete Selected
Page Down	Scroll Down
Page Up	Scroll Up
Ctrl + R; F5	Refresh
Ctrl + T	Table Control
Ctrl + I; Alt + Enter	Properties
Ctrl + N	Notes

### Search Grid

Shortcut	Description
Enter	View Selected
Del	Delete Selected
Page Down	Scroll Down
Page Up	Scroll Up
Ctrl + Page Down	Page Down
Ctrl + Page Up	Page Up
Ctrl + R; F5	Refresh
Ctrl + F	Find
Ctrl + T	Table Control
Ctrl + I; Alt + Enter	Properties
Ctrl + K	Keywords (Notes)
Ctrl + Right Arrow	Column Select Right
Ctrl + Left Arrow	Column Select Left
Ctrl + Up Arrow	Sort Ascending
Ctrl + Down Arrow	Sort Descending

### Workflow

Shortcut	Description
Ctrl + Spacebar	Route Item
Ctrl + L	Relink Item
Ctrl + H	Hold Item
Ctrl + N	Next Item
Ctrl + I	Item History

### Workflow Item List

Shortcut	Description
Enter	Process Selected
Page Down	Scroll Down
Page Up	Scroll Up
Ctrl + R; F5	Refresh
Ctrl + T	Table Control
Ctrl + I; Alt + Enter	Properties

## ImageNow 6.1 Shortcut Keys

### ImageNow Explorer

Shortcut	Description
Ctrl + O	Open File
Ctrl + M	Email File
Ctrl + X	Export File
Ctrl + P	Print File
Ctrl + I	File Properties
Ctrl + D	Duplicate
Ctrl + E	Edit Document Keys
Ctrl + A	Select All
Del	Delete
F5	Refresh
F11	Views
F1	Help

### ImageNow Viewer

Shortcut	Description
Ctrl + P	Print
Ctrl + + (number pad)	Zoom In
Ctrl + - (number pad)	Zoom Out
F2	Resize Fit Image
F3	Resize Fit Width
F4	Resize Fit Height
Alt + Left Arrow	Rotate Left
Alt + Right Arrow	Rotate Right
Up Arrow	Pan Image Up
Down Arrow	Pan Image Down
Ctrl + Up Arrow; Home	Top of Image
Ctrl + Down Arrow; End	Bottom of Image
Ctrl + Left Arrow	Left Margin
Ctrl + Right Arrow	Right Margin
Ctrl + G	Go to Page
Ctrl + Page Down	Next Page
Ctrl + Page Up	Previous Page
Ctrl + Home	First Page
Ctrl + End	Last Page
F6	Scale To Gray (Toggle)
Alt + End	Reset Pointer (Disable Current Annotation)
Ctrl + Click	Select Annotation
F7	View Properties
F8	Show Keywords
F9	Thumbnails
F11	Invert

### Batch Q/A

Shortcut	Description
Ctrl + Spacebar	Page OK
Ctrl + D	Discard Page
Esc	Cancel

### Batch Link

Shortcut	Description
Ctrl + L	Link Page
Ctrl + Enter	Link Commit
Ctrl + K	Group and Link
Ctrl + D	Discard Page
Ctrl + H	Hold Page
Esc	Cancel

### Batch Grid

Shortcut	Description
Enter	Process Selected
Del	Delete Selected
Page Down	Scroll Down
Page Up	Scroll Up
F5	Refresh
Ctrl + I; Alt + Enter	Properties

### Documents Grid

Shortcut	Description
Enter	View Selected
Del	Delete Selected
Page Down	Scroll Down
Page Up	Scroll Up
Ctrl + Page Down	Page Down
Ctrl + Page Up	Page Up
F5	Refresh
Ctrl + F	Find
Ctrl + I; Alt + Enter	Properties
Ctrl + K	Keywords (Notes)
Ctrl + Right Arrow	Column Select Right
Ctrl + Left Arrow	Column Select Left
Ctrl + Up Arrow	Sort Ascending
Ctrl + Down Arrow	Sort Descending