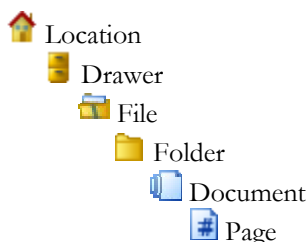


# ImageRight V. 5 File Retrieval


## Levels of ImageRight

It is important to understand the ImageRight file structure so you can find what you need.



## Open File

You can open files without leaving your desk, and multiple people can open the same file at the same time.

1. Click the Open File icon – .
2. Enter the file number, file name, search by wildcard (%), or click the Recent Files tab.











## File Tree Navigation

Navigating the file tree in ImageRight helps you quickly find the documents and pages you are looking for.

Move up/down	↑ or ↓
Previous page	Ctrl+ Page Up
Next page	Ctrl+ Page Down
Expand folder in file tree	Double-click or →
Collapse folder in file tree	Double-click or ←
Top of file tree	Home Key
Bottom of file tree	End Key


## Image Viewer

You can manipulate the image viewer to help you see the image.

Zoom in		Ctrl+I or mouse
Zoom out		Ctrl+O
Reset the image		Ctrl+R or double-click
View the image full screen		Ctrl+M
Rotate the image 90°		Ctrl+S
Flip the image 180°		Ctrl+F
Rotate the image 270°		Ctrl+G
View the Negative		Ctrl+N
Move image to the right		Ctrl+L
Move image to the bottom		Ctrl+T


## View in New Window

This option is useful if you need to compare two images.

1. On the Annotation toolbar, click  View in New Window.

## Adding Annotations

Annotations are similar to highlighters and sticky notes. All annotations except the sticky note are permanent.

1. Select the annotation tool you want to use from the annotation toolbar, for example, .
2. Point your mouse to the area of the image where you want to place the annotation.
3. Drag to draw the annotation.

## Edit Sticky Notes


1. Select the sticky note (a blue border appears), and then double-click inside the note.
2. When the insertion point appears, edit the text of the note.
3. Click outside the sticky note when changes are complete.

## Delete Sticky Notes

1. Select the sticky note you want to delete (a blue border appears).
2. Right-click the sticky note and click Delete.


## Change Page Descriptions

Page Descriptions can help you identify a page in a large document.

1. Select the page description you want to change.
2. On the Edit menu, click  Information Update or press F2.
3. Type the new description and press Enter.

## Mark Pages

Marked pages are similar to flagging a page so you quickly find it.

1. Select the page you want to mark.
2. On the Edit menu, point to  Page Marks, and then click the desired color.

## Print Into a File


Most electronic documentation that needs to be added to the file can be printed directly into ImageRight.

1. In a program external to ImageRight, click the Print command.
2. Choose ImageRight Printer and click OK.
3. To exclude pages, select the pages and click Reject.
4. Click the Import Into tab and choose the filing options.
5. Click Import when the selections are correct.

## Attach Files

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Attaching files is useful for color photos or working copies of files.

1. On the Edit menu, point to  Attach, and then click Files.
2. In the Open dialog box, locate the file to be attached.
3. Select the file and click Open (open the Import dialog box).
4. To exclude files from the attach process, select the files and click Reject.
5. On the Import Into tab, choose the appropriate filing options.
6. Click Import when the selections are correct.

## Add File Notes


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File Notes keep a running log of activity on the file.

1. Open the file to which you want to add the note.
2. On the Edit menu, point to  Notes, and then click Insert File Note.
3. Type your note in the Add File Note dialog box.
4. Click OK or Apply when the note is complete.


## Print

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1. Select the level you want to print. Select multiple items by using Shift+click or Ctrl+click.
2. On the File menu, click  Print.
3. Select the print options.
4. Review the number of pages to print and click Print.



## E-Mail

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1. Select the level to send via e-mail, for example, the documents or pages.
2. On the File menu, point to Send To, and click  Mail Recipient.
3. Select the options on the Preview tab.
4. Click the Message tab and complete the message. The options are similar to other e-mail programs.
5. Type your message, and then click Send.
6. Select the filing options for the e-mail.

## Fax





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1. Select the level to fax, for example, documents or pages.
2. On the File menu, point to Send to, and click  Fax Recipient.
3. Select the options on the Preview tab including Cover Page.
4. Click the Recipients tab. To enter a fax recipient you can select a number from the address book by clicking To or type in the fax number and add it to the recipients.
5. Click the Message tab, and then complete the recipients' information, subject, and select the cover page.
6. Check the fax status.
  - On the File menu, point to Send To, and click  Fax Status.

## Change Page Order

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You can rearrange pages if they get out of order.

1. Select the page you want to move. If you want to move more than one page, select the first page, hold the Ctrl key, and then click each page.
2. On the Edit menu, click  Cut.
3. Select the place where pages should be placed.
4. On the Edit menu, click one of the following:
  -  Paste Insert to paste before the selected page.
  -  Paste Append to paste after the selected page.
  -  Paste Special to create a new document.

## Copying Pages

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You can copy pages in the same file or across files.

1. Select the page you want to copy.
2. On the Edit menu, click one of the following:
  -  Physical Copy to copy the page with annotations.
  -  Physical Copy without Annotations to copy the page without annotations.
  -  Linked Copy to make a virtual copy of the page so any changes made to one will appear on the other.
3. Follow the directions for pasting to place the copy in the desired location.

## Refresh

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Refresh is helpful to get the most recent copy of the file.

1. On the View menu, click  Refresh File Tree


## Delete

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Pages that you delete are never actually deleted from the file. The Delete command simply hides the pages from view. This is useful for duplicate pages.

1. Select the page you want to delete. If you want to delete more than one page, select the first page, press and hold the Ctrl key, and then click each page.
2. On the Edit menu, and click  Delete.


Restore Deleted Content

1. Open the file to which you would like to restore content.
2. On the File menu, click  Restore Deleted Content.
3. Select the items to be restored, and click Restore this Item.

## Bookmarks


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Bookmarks are similar to your internet favorites

1. Open the file you wish to bookmark.
2. On the Bookmark menu, click  Add and click OK.

## Help

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Additional help is available by selecting  ImageRight Help on the Help menu or by pressing F1.