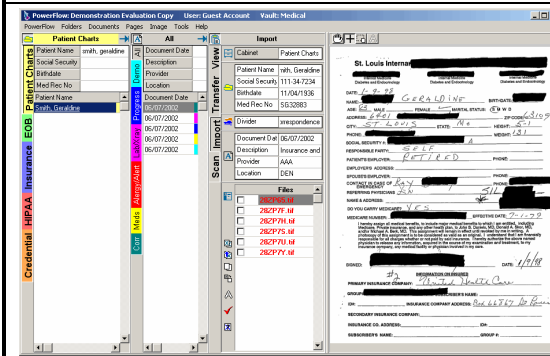


Manual Indexing

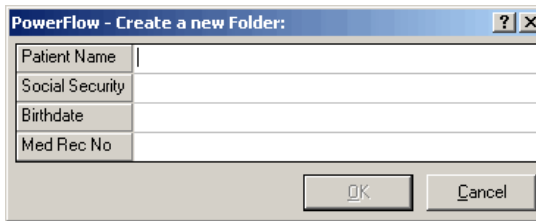
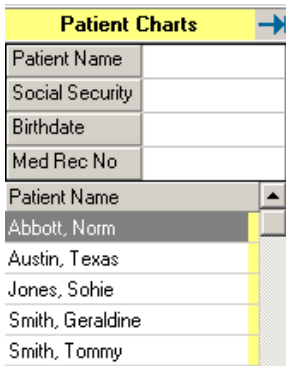
Quick-start

To index images, you must have *Edit* privileges in **Vaults|Security**. If you do not, please ask your supervisor to assist you.

1. Locate an Indexed Folder



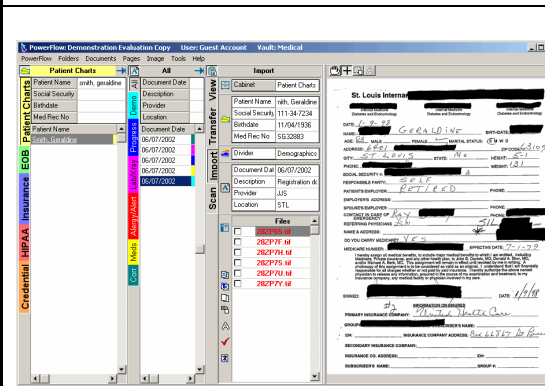
- Input search criteria; multiple criteria can be entered.
- Press **Enter** to activate the search and display a list meeting the criteria.
- Locate the folder using the up-down arrow keys and press **Enter** to select or double mouse click on the desired entry in the list.
- You will advance to the document panel. The folder panel may slide from view unless it is "pinned" open. If you want to return to the folder panel, press **Escape** to return focus to the folder panel.



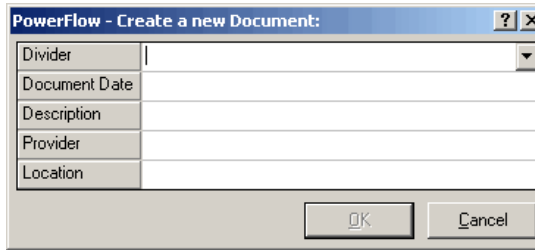
Create new folder

- If the folder lookup was not successful, press **Insert** on the keyboard (or right-click for Insert option) to create a new folder.
- Enter the appropriate folder index identification information.
- Press **Enter**, or click **OK**.

2. Create Document Index or Add to an Existing Document



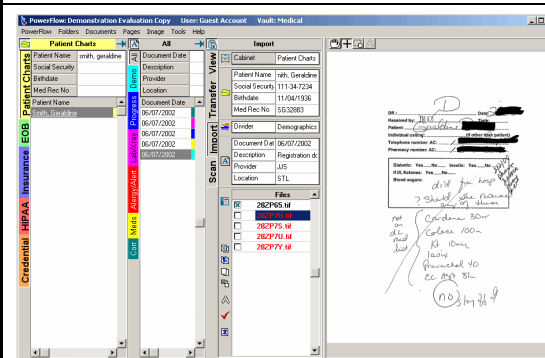
- If the folder already exists, you may wish to attach images to an existing document.
- If an appropriate document already exists, select the document and press **Enter** to accept it and move the dark blue focus highlight into the View and Indexing panel.



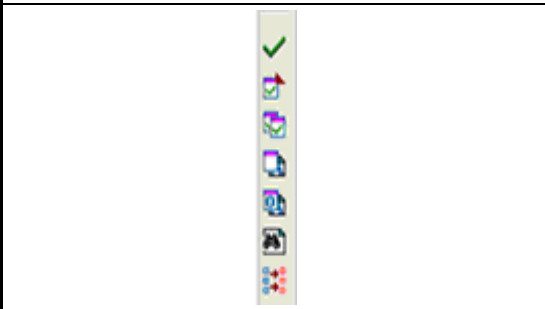
Create a new document

- If you want a *new* document, click anywhere in the Documents panel to establish focus.
- Press **Insert**.

3. Assign Pages to the Indexed Folder and Document



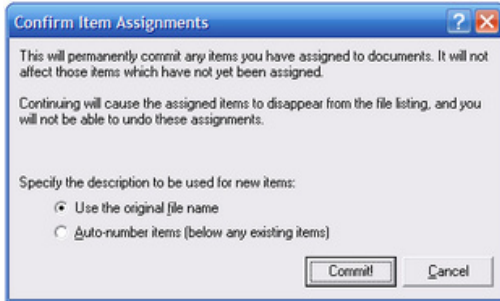
- Locate the focus (dark blue highlight) in the View and Indexing panel on the red text of unassigned images; press **Enter** to assign the currently displayed image to the current Cabinet\Folder\Document. The focus will then automatically shift to the next image to be indexed.
- Repeat the process for each image, once an image is visible that does not apply to the current document and/or folder, locate or create the appropriate folder and/or document and begin anew repeating the process from Step 1.



You can use shortcuts, including:

- **Ctrl+Space** - Select all.
- **Ctrl+Shift+Space** - Assign all unassigned items from this item up.
- **Ctrl+Shift+U** - Un-assign all assigned items.
- **Ctrl+U** - Un-assign items associated with the current document.

4. Commit the Assigned Pages to the Database



- Be sure to commit the indexed images by selecting the green check mark or pressing **Ctrl+Enter**.
- Click **Yes** when the verification dialog appears.

