

# “Solutions” Image Services

## Add or Remove Pages in Black Ice

### Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>Summary Process .....</b>	<b>1</b>
<b>Open the document to verify the additional pages are includedDetail Process.....</b>	<b>1</b>
Add Pages .....	1
Insert from File Browser .....	1
Insert from Scanner .....	3
Scan.....	3
Batch Scan.....	4
Remove Pages.....	8
<b>Check In and Add Version Notes .....</b>	<b>8</b>

### Introduction

This document will illustrate the process for adding or removing pages to a TIFF document using Black Ice.

### Summary Process

Check out the document in Black Ice.

Choose one of the following:

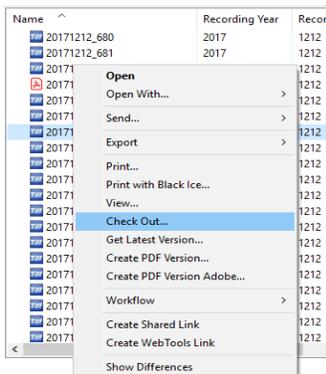
- insert pages--browse to a separate file and insert those pages;
- scan to append pages one at a time, one side at a time to the document;
- batch scan to scan in multiple pages at once to be cut and pasted into the existing document or merged;

Once all pages are scanned or inserted in, rearrange the thumbnails as necessary

Close the document to check it back in.

### Open the document to verify the additional pages are includedDetail Process

Locate your document, right click and select Check Out.

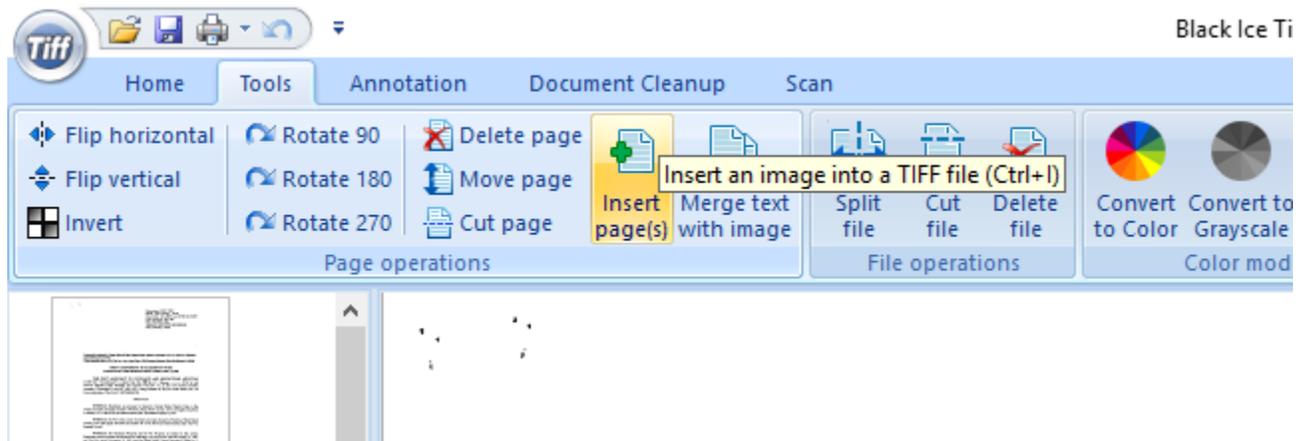


### Add Pages

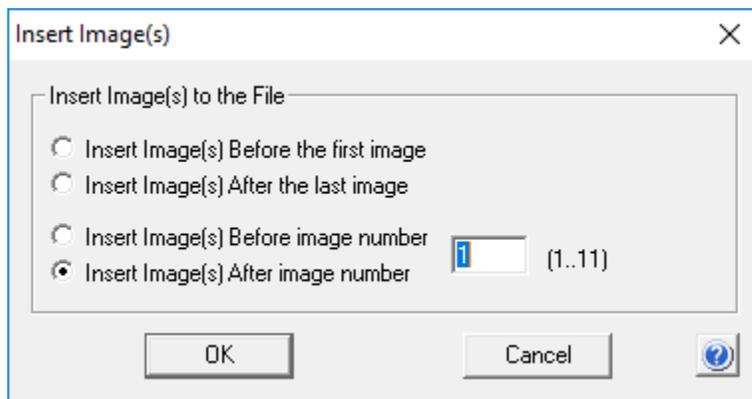
#### Insert from File Browser

Under the Tools tab select Insert Pages to pull pages from a file folder or desktop.

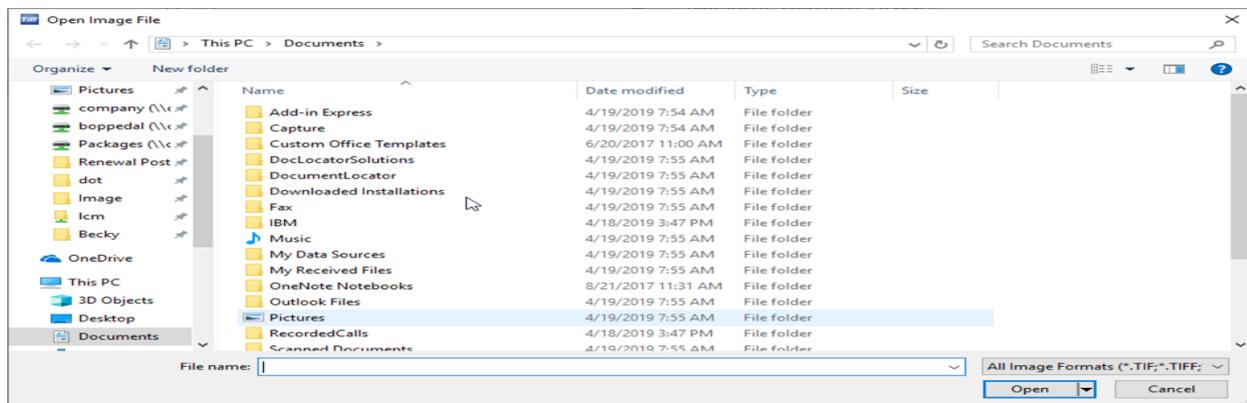
## “Solutions” Image Services Add or Remove Pages in Black Ice



Once selected, an Insert Image(s) window will open to determine the placement of the new page/s. You can also rearrange pages by dragging the thumbnails of the existing pages into place.



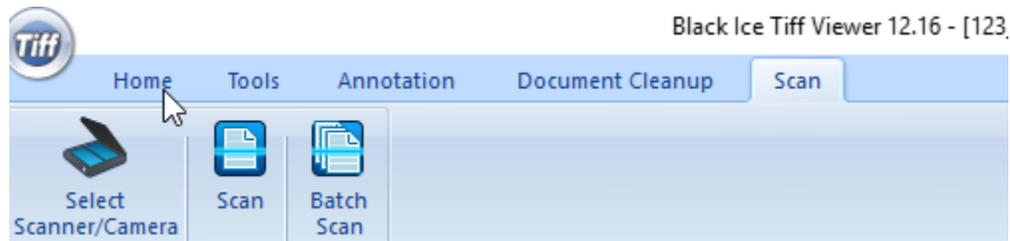
Specify where the additional page is to be inserted and click ok to browse for the file. The type of items that can be inserted depends on the extensions specified in Black Ice options.



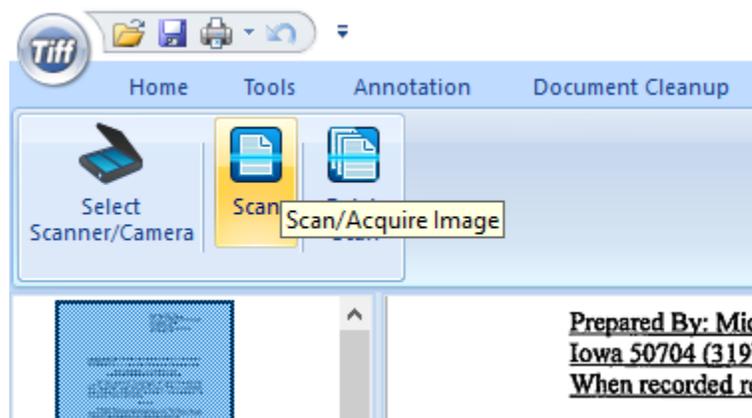
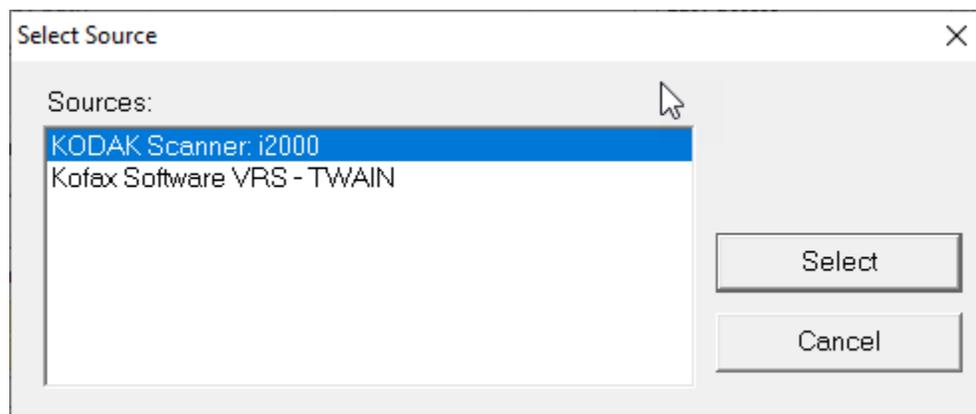
## “Solutions” Image Services Add or Remove Pages in Black Ice

### Insert from Scanner

Select the Scan tab at the top.



Verify the scanner is selected. Once selected, it should remain selected.



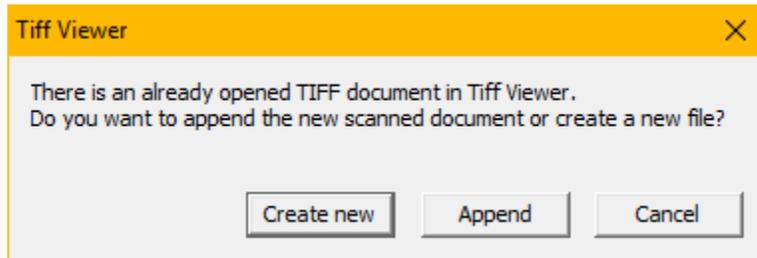
### Scan

Click on the Scan icon to scan in an additional page/s.  
Scan does single sided and one page at a time.

## “Solutions” Image Services

### Add or Remove Pages in Black Ice

#### Append



Selecting append will place the page/s at the end of the existing document. Once scanned in, click and drag the thumbnail page/s where necessary or click on Tools and move the page/s. Close the document to check it in. The document should automatically check in. If not, right click on the document and check in. Reopen the document to verify the additional pages are included.

Create new will create a new separate tiff document that would need to be merged with the existing document and is typically not recommended.

#### Batch Scan

Batch Scan allows for the scanning of multiple pages-front and back. These pages will appear in a new tiff window that can then be merged with the existing tiff file or the thumbnails can be copied and pasted to the existing document.

#### Batch Scan Options Dialog

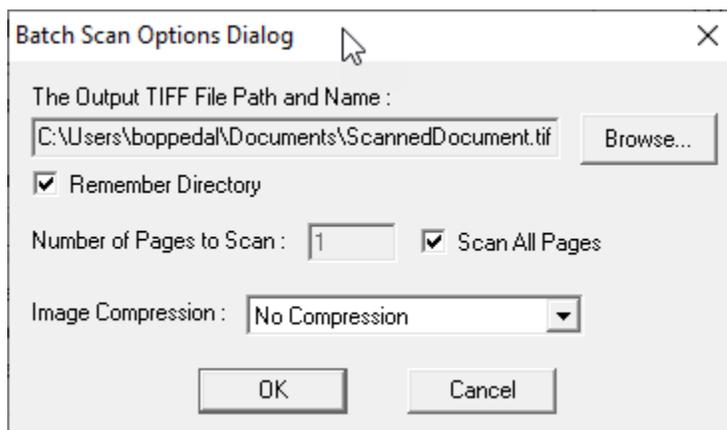
Can specify where to save the new tif that will be created—the desktop is fine.

Check the box to remember the directory so that you will not need to fill it in each time.

Typically, will check the box to scan all pages.

Leave the image compression as no compression.

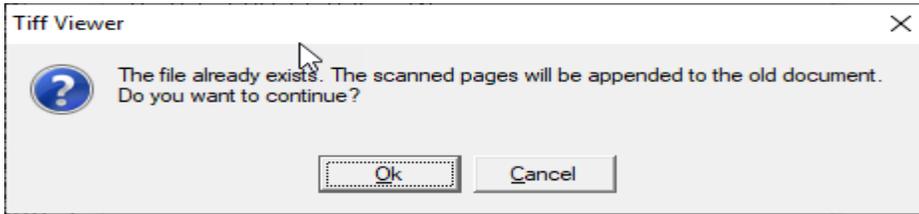
Click ok.



## “Solutions” Image Services

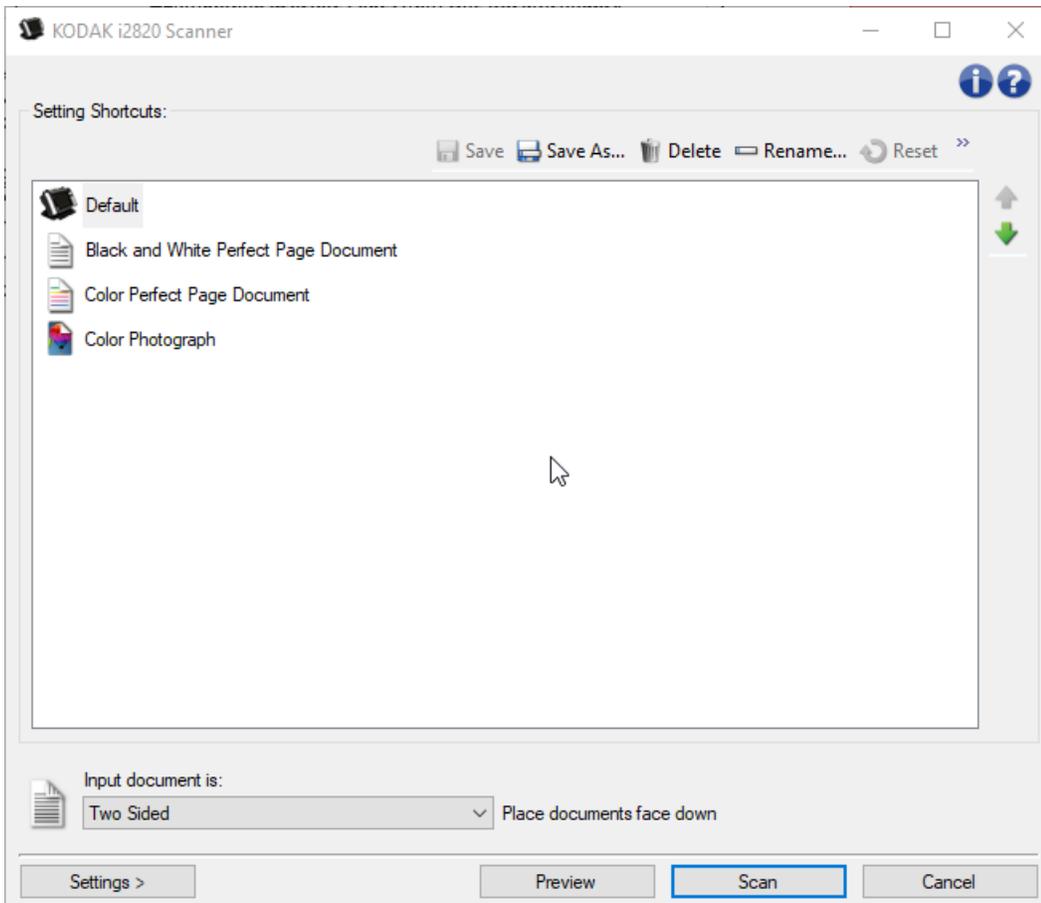
### Add or Remove Pages in Black Ice

If the Batch Scan has already been used with the same path/directory, the following msg will appear. Click ok.



The scanner's dialogue box will appear. Chose the settings accordingly per your scanner.

Ex.

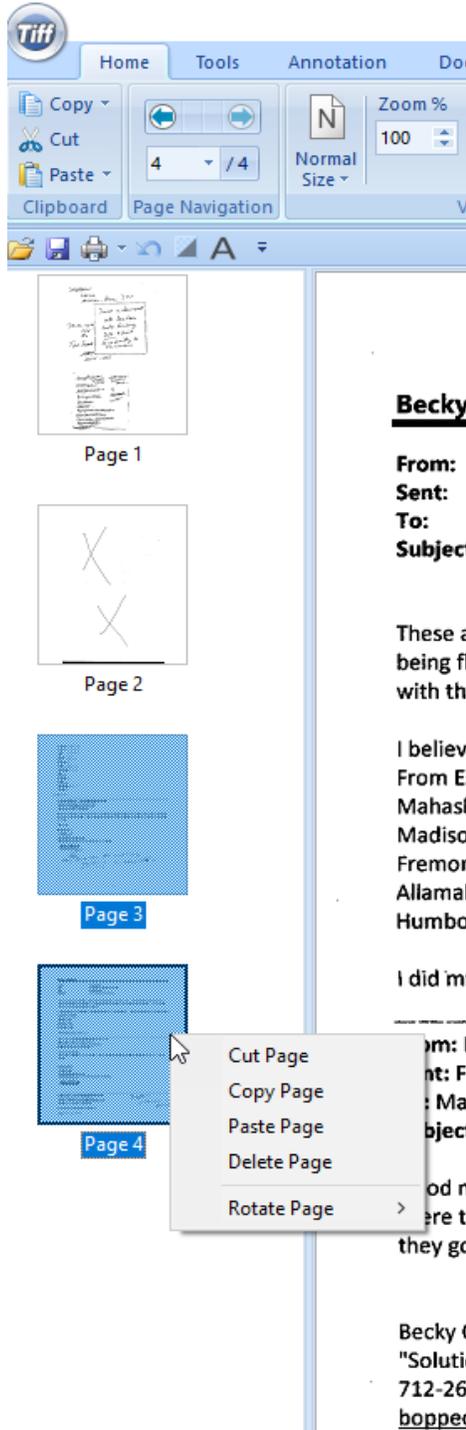


Click scan.

# “Solutions” Image Services

## Add or Remove Pages in Black Ice

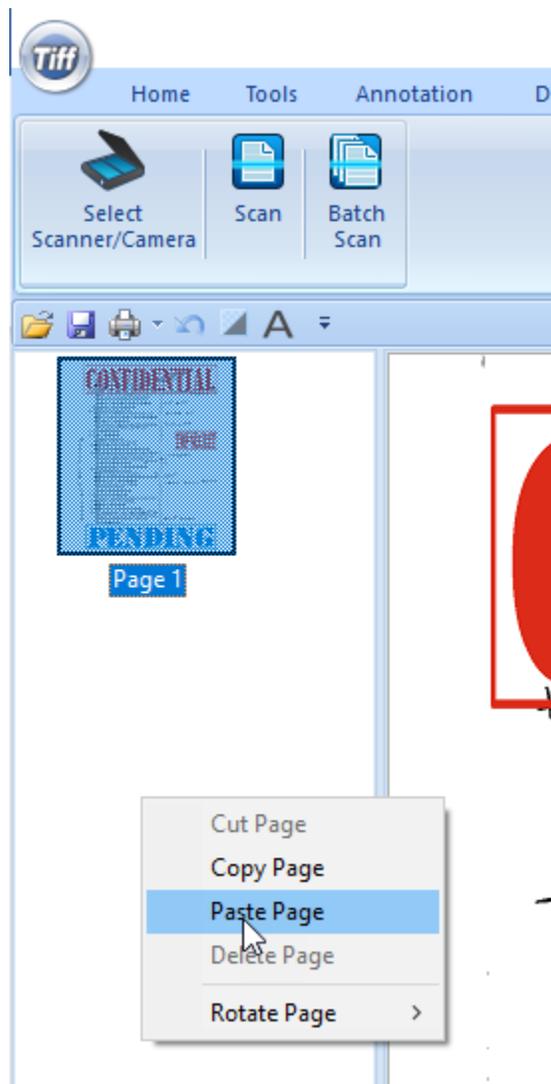
The new pages will be shown in a new window. Right click on the appropriate thumbnails and select cut or copy.



## “Solutions” Image Services

### Add or Remove Pages in Black Ice

Click back on your original document’s thumbnail area, right click and select paste.



Once pasted, rearrange the thumbnails as necessary.  
Close the document to check it in.  
Reopen the document to verify the pages are correct.

Close the secondary document.

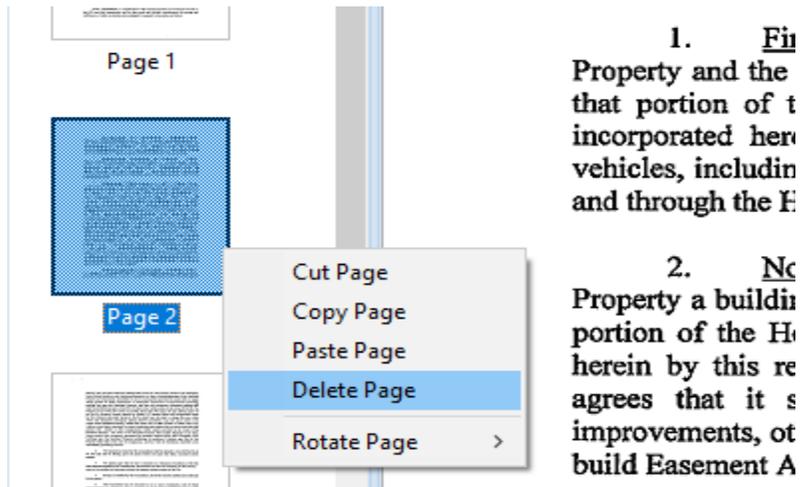
# “Solutions” Image Services

## Add or Remove Pages in Black Ice

### Remove Pages

Check out the document.

To remove a page, right click on a thumbnail, select Delete Page. Or click Delete Page on the Tools Tab.



Close the document to check it in.

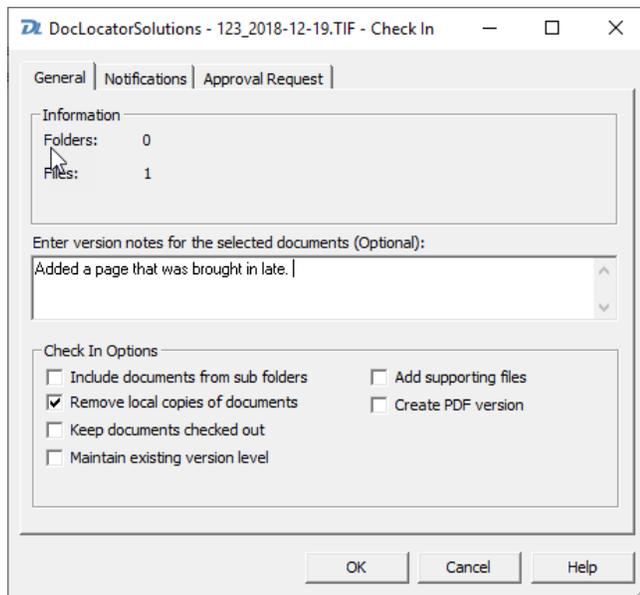
Reopen the document to verify the pages are correct.

### Check In and Add Version Notes

When adding or deleting pages, you may wish to add notes explaining the action.

When the check in dialog box appears, type in a version note.

Click ok.



## “Solutions” Image Services

### Add or Remove Pages in Black Ice

Version Notes are searchable and appear in the hover box of the document.

 123_2018-12-19.TIF	2		Documents	5/7,
 12345.pdf		<b>Name</b>	123_2018-12-19.TIF	\$ 4/3,
 12345 (1).pdf		<b>Description</b>		\$ 1/5,
 12345 (2)-DEL20180216.pdf		<b>Version Notes</b>	Added a page that was brought in late.	\$ 1/5,
<input checked="" type="checkbox"/> Alison Herman on 2-8-2019...		<b>Size</b>	823 KB	\$ 2/8,
 blueprints 11x14 (002) 1.pdf		<b>Profile</b>	Documents	\$ 3/1,
 Citizen Access Project Mtg....		Reference	123	\$ 12/
 color document test.ann		Dated	12/19/2018	cu... 5/1,
 Color Document Test.tif		Doc Description	00000009	cu... 5/1,