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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.

Name ^		Recording Year	Reco
20171212	680	2017	1212
20171212	681	2017	1212
70171 20171 70120171 70120171 70120171 70120171	Open Open With Send		1212 1212 1212 1212 1212
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20171	Workflow		1212
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	Show Differences		

Add Pages

Insert from File Browser

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

Page 1 Copyright © 1986, 2019 "Solutions", Inc.

"Solutions" Image Services Add or Remove Pages in Black Ice							
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Home Tools Annotation	Document Cleanup Scan						
Image: Pripe horizontal </td <td>lete page we page t pag</td> <td>Convert Convert to to Color Grayscale</td>	lete page we page t pag	Convert Convert to to Color Grayscale					
Page operations	File operations	Color mod					
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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.

-> · · · 🛅 > Th	his PC > Documents >			~ 0	Search Documents		م
anize 👻 New fold	er						?
📰 Pictures 🛛 🖈 ^	Name	Date modified	Туре	Size			
🛫 company (\\c🖈	Add-in Express	4/19/2019 7:54 AM	File folder				
🛫 boppedal (\\< 🖈	Capture	4/19/2019 7:54 AM	File folder				
🛖 Packages (\\c 🖈	Custom Office Templates	6/20/2017 11:00 AM	File folder				
Renewal Post 🖈	DocLocatorSolutions	4/19/2019 7:55 AM	File folder				
dot 🖈	DocumentLocator	4/19/2019 7:55 AM	File folder				
Image of	Downloaded Installations	4/19/2019 7:55 AM	File folder				
lange /	- Fax	4/19/2019 7:55 AM	File folder				
icm 🖉	IBM	4/18/2019 3:47 PM	File folder				
Becky 🖈	Music	4/19/2019 7:55 AM	File folder				
OneDrive	My Data Sources	4/19/2019 7:55 AM	File folder				
	My Received Files	4/19/2019 7:55 AM	File folder				
This PC	OneNote Notebooks	8/21/2017 11:31 AM	File folder				
3D Objects	Outlook Files	4/19/2019 7:55 AM	File folder				
Desktop	Pictures	4/19/2019 7:55 AM	File folder				
Documents	RecordedCalls	4/18/2019 3:47 PM	File folder				
- ~	Scanned Documents	4/19/2019 7·55 AM	File folder				
File n	ame:			~	All Image Formats (*.T	IF;*.TIFF;	
						Constant	

Insert from Scanner

Select the Scan tab at the top.



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

Select Source		×
Sources:	\searrow	
KODAK Scanner: i2000		
Kulax Sullware VAS - TVVAIN		
		Select
		Cancel



Scan

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

Append

Tiff Viewer		×
There is an already opened TIFF docum Do you want to append the new scanne	nent in Tiff Viewer. ed document or crea	ate a new file?
Create new	Append	Cancel

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.

Batch Scan Options Dialog	×
The Output TIFF File Path and Name :	
C:\Users\boppedal\Documents\ScannedDocument.tif	Browse
Remember Directory	
Number of Pages to Scan : 1 🔽 🔽 Scan All Pag	jes
Image Compression : No Compression 💌	[
OK Cancel	

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

Tiff View	er >	~
?	The file already exists. The scanned pages will be appended to the old document. Do you want to continue?	
	Ok Cancel	

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

atting Shortoute:				0(
aung shortcuts.	📊 Save 🔒 Save As 🍿 Delete 📼 Rename	🕢 Res	et »	•
Default				1
Black and White Perfect Page Document				-
Color Perfect Page Document				
📔 Color Photograph				
	3			
Input document is:				

Click scan.

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



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

Tiff					
	lome	Tools	Anr	notatio	n D
Select Scanner/Ca	t amera	Scan	Batch Scan		
📂 🚽 🖨	i = 🗠 🖇	A -			
PEN	BENTIAL IFUE DING ge 1				
	Ci	ut Page			
	Co	opy Page			
	Pa	iste Page			-
	De	elete Page	2		
	Ro	otate Page	2	>	

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.

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.

	2010-12-19.1	ir - check in			
General Notifications Approv	al Request				
Information					
Folders: 0					
Files: 1					
Enter version notes for the selec	ted document	s (Optional):			
Added a page that was brought i	n late.				~
					~
-Check In Options					~
-Check In Options	b folders	☐ Add su	pporting files	5	~
Check In Options	b folders uments	☐ Add su	pporting files PDF version	5	~
Check In Options Include documents from su Remove local copies of doc Keep documents checked o	b folders uments uut	☐ Add su ☐ Create	pporting files PDF version	5	~
Check In Options ☐ Include documents from su ✔ Remove local copies of doc ☐ Keep documents checked o ☐ Maintain existing version le	b folders uments out vel	☐ Add su ☐ Create	pporting files PDF version	5	~
Check In Options Include documents from su Remove local copies of doc Keep documents checked o Maintain existing version le	b folders uments out vel	☐ Add su ☐ Create	pporting files PDF version	5	
Check In Options Include documents from su Remove local copies of doc Keep documents checked o Maintain existing version le	b folders uments out vel	☐ Add su ☐ Create	pporting files PDF version	5	~
Check In Options Include documents from su Remove local copies of doc Keep documents checked o Maintain existing version le	b folders uments uut vel	☐ Add su ☐ Create	pporting files PDF version	5	
Check In Options Include documents from su Remove local copies of doc Keep documents checked o Maintain existing version le	b folders uments uut vel	Create	pporting files PDF version	S H	elp

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

123_2018-12-19.TIF	2		Documents	5/7
12345.pdf	Name	123 2018-12-19.TIF	5	4/3
실 12345 (1).pdf	Description		5	1/5
3 12345 (2)-DEL20180216.pdf	Version Notes	Added a page that was broug	ght in late. 💡	1/5
☐Alison Herman on 2-8-2019	Size	823 KB	5	2/8
blueprints 11x14 (002) 1.pdf	Reference	123	5	3/1,
Citizen Access Project Mtg	Dated	12/19/2018	cu	12/
color document test.ann	Doc Description	0000009	cu	5/1
Color Document Test.tif			cu	5/1