

“Solutions” Image Services

Add or Remove Pages in Scan Console

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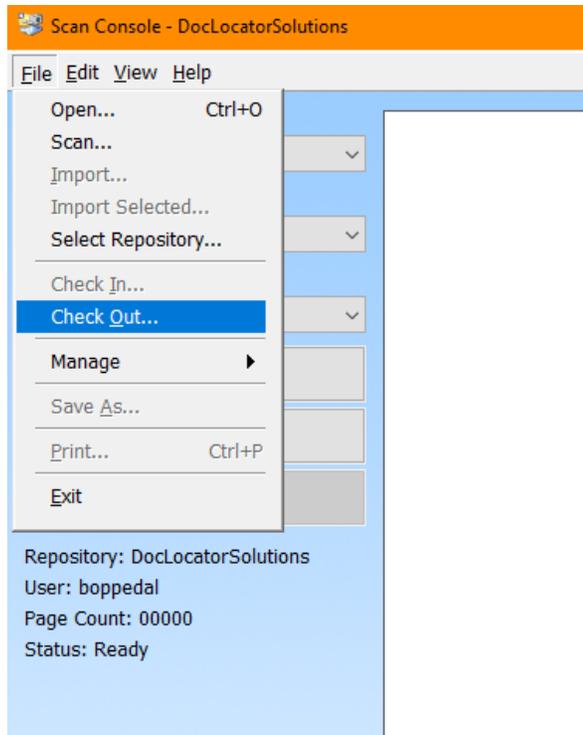
Introduction

This document will illustrate the process for adding or removing pages to existing PDF or TIFF documents using Scan Console.

Process

Check Out

Check out a document through Scan Console.
Select Check Out from the File drop-down.



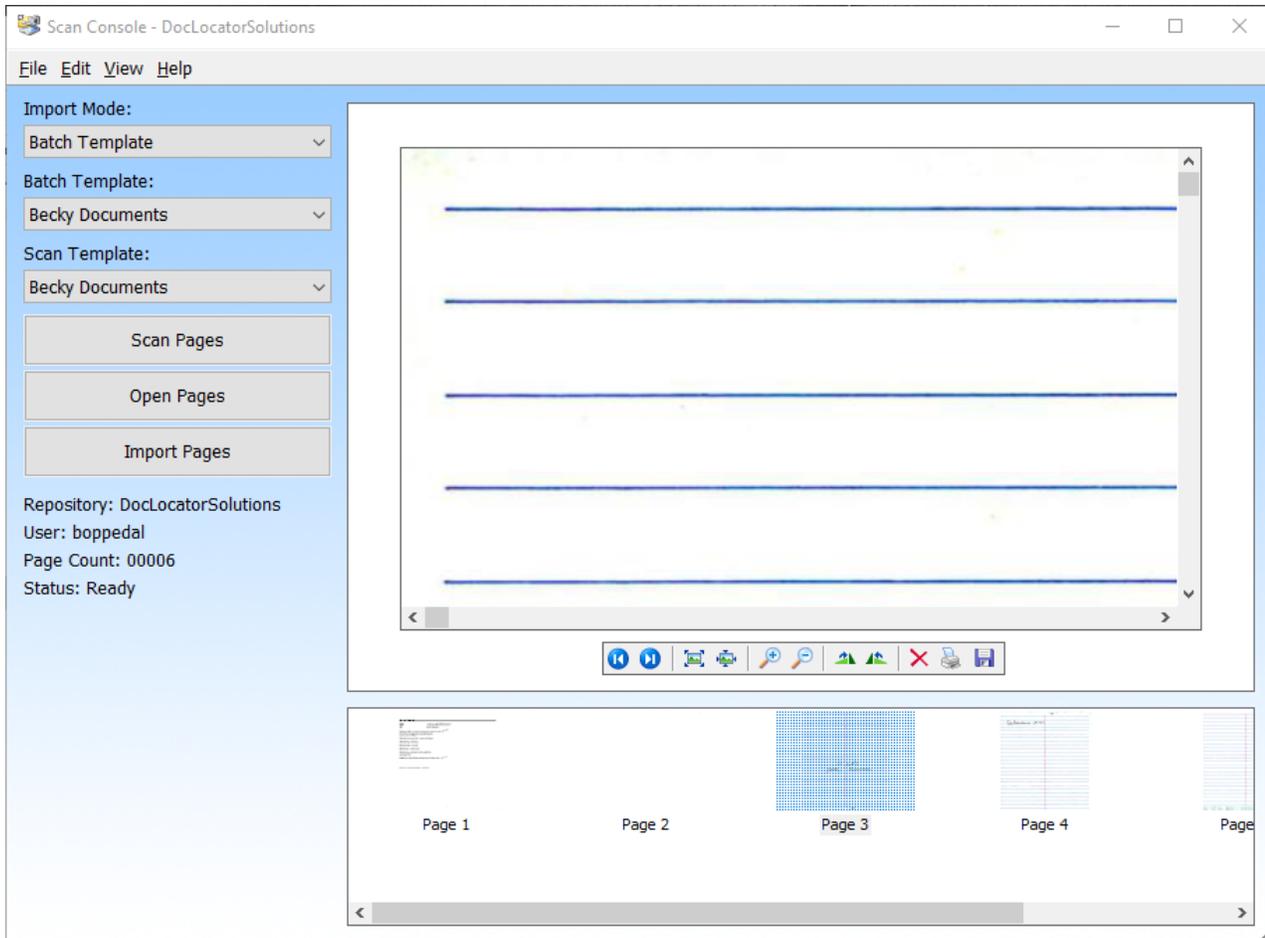
Once the file explorer opens you will need to drill down to locate the document, select it to check it out.

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Add/Scan, Remove Pages

Once you have selected the document, it will open in Scan Console with the existing pages as thumbnails.



To Add Pages: Scan them into Scan Console. You can also drag and drop if already scanned to desktop.

To Remove Pages: Highlight the pages you want removed and click the Red "X" or right click and removed.

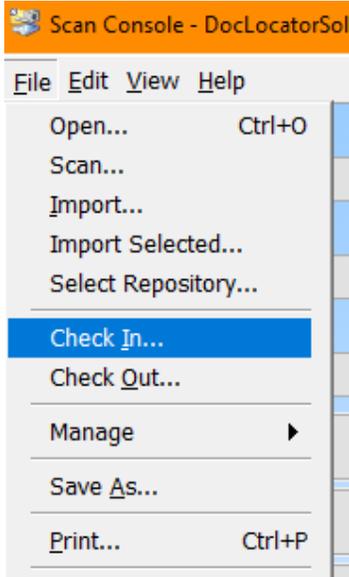
To Rearrange Pages: Drag and drop pages into their proper placement.

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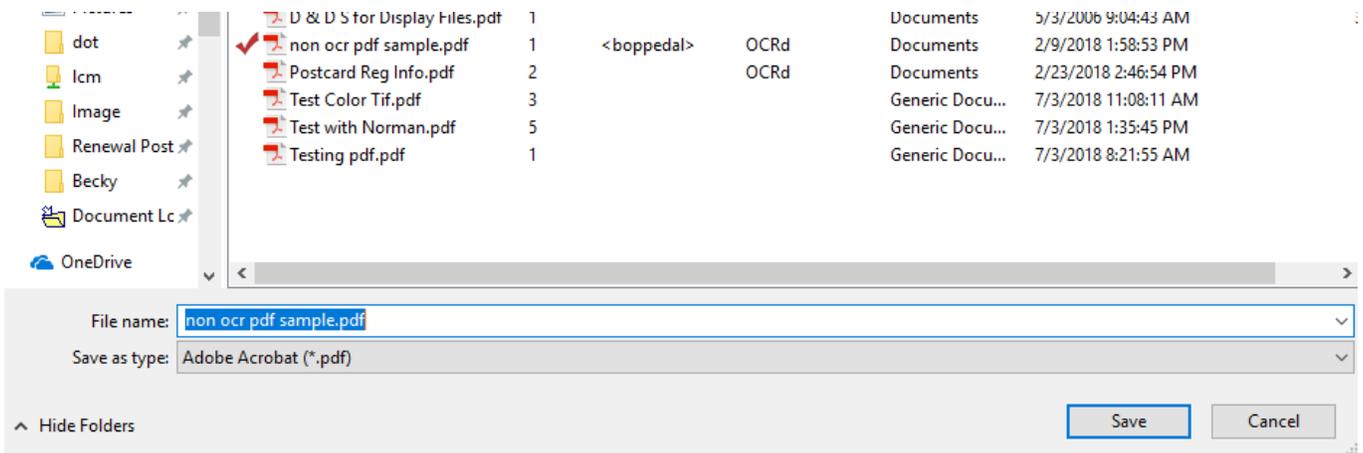
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Check In

Once you are finished making changes to the document, check it back in by dropping down the File menu and selecting “Check In.”

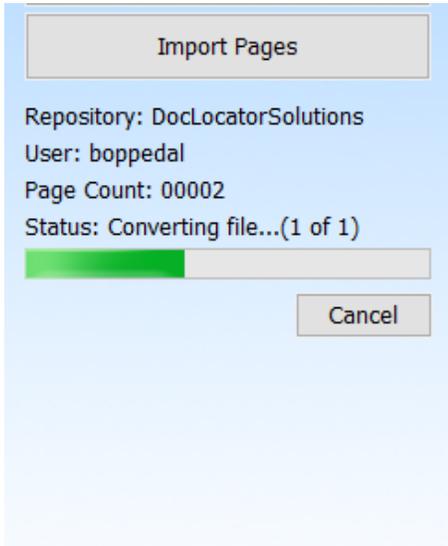


A new window will appear asking you to save the document, select “Save.”

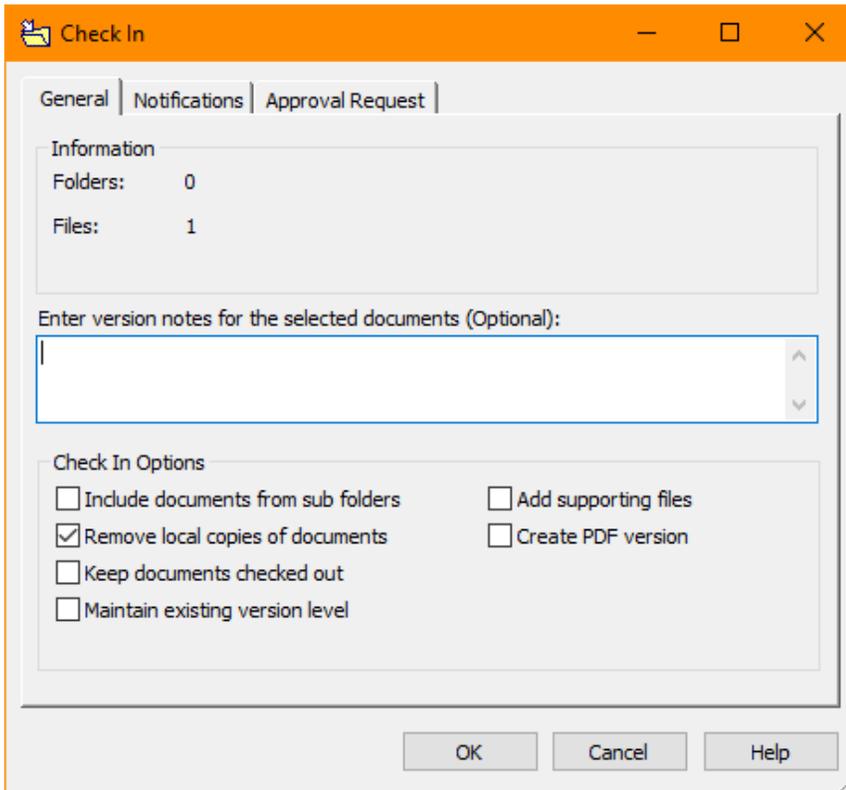


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After Clicking “Save,” Scan Console will process the document.



The Check In dialog box will appear.



Input version notes if applicable, select OK.

Once checked in, reopen your document and verify the changes were saved correctly.