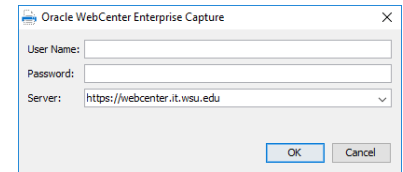


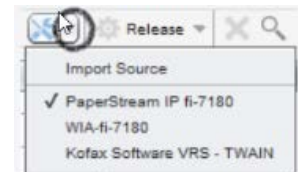
**Scanning Instructions:**

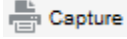
1. Grab the stack of documents that need to be scanned. Remove all staples from the documents.
2. Make sure scanner is turned on and place documents into the automatic feeder.
3. Open the WebCenter Enterprise Capture Client. There should be an icon on the desktop.
4. Sign-in using your Network ID credentials (same as myWSU).  
Make sure that <https://webcenter.it.wsu.edu> is entered in the Server line.

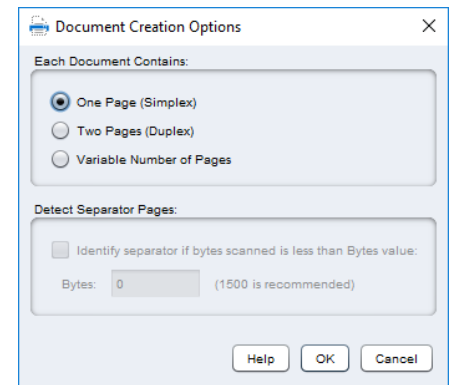


5. Once the app is done initializing, click the dropdown arrow next to the tools icon on the left-hand side of the application window and make sure that either PaperStream Twain (Your Scanner) or Kofax Software VRS - TWAIN has been selected before proceeding on.

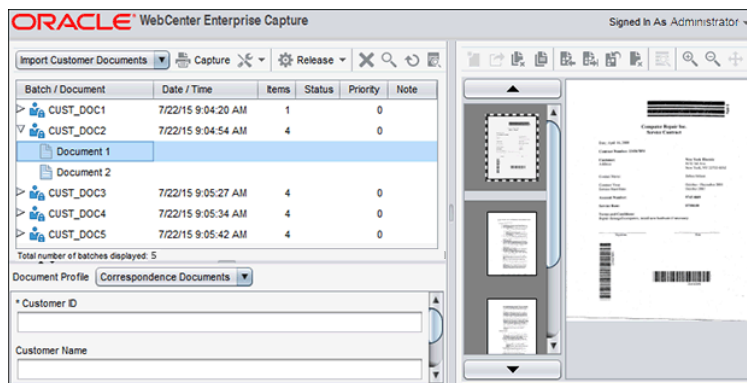
**Note:** PaperStream comes with Fujitsu fi scanners and is a free product to use with new imaging. Not all scanners are PaperStream compatible. If PaperStream isn't an option, use Kofax.



6. When everything is ready, click Capture  icon.
7. Choose your scanning for the documents. If you are scanning a single sided document, use the **One Page (Simplex)** option. If you are doing a lot of 2 page double sided, choose **Two Pages (Duplex)** option. If it is a lot of pages belonging to one student, chose **Variable Number of Pages** and then click Ok.



8. Your window should look something like this once all items have been scanned. Now it is time to review the scanned images and arrange them for indexing. Here you can delete any blank pages, merge pages



into their corresponding documents. These buttons are located on the right-hand side of the application window. Each line or document break is a new document. When you drag a page to merge with a document, the page moved will automatically be placed at the top of the page; simply, drag it to its'

proper place.























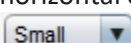
A complete explanation of each icon above is available at the end of this document.

9. Once everything has been scanned, it is time to index. The first field most of the time is the UniqueID field which is the WSUID. Once you enter the ID and tab off the field, the Name fields, SSN, Date of Birth, etc will fill in automatically. If something goes wrong with this, please contact the Imaging team by writing us at [crimsonservedesk@wsu.edu](mailto:crimsonservedesk@wsu.edu).
10. If you do not finish indexing the batch or need to delay it, make sure your batch is selected and then click "Unlock" (again on the left-hand side of the application window) ... this way if you are unable to finish the process by the end of your shift, you or someone else can work on it/complete it later.

**Note:** If you scan and never unlock the batch, it runs the risk of corrupting the batch.

**Document View Pane Buttons and Keyboard Shortcuts:**



-  Create New Document - Ctrl+E- Create a new document, using the current page and all pages below it, until the next document.
-  View document in associated application - View a non-image document/attachment in its native application.
-  Remove/Delete Documents - Ctrl+Alt+D- Depending on your selection, either:
  - Remove the selected document, adding its pages to the end of the previous document. (If the selected document is the first document in the batch, only an option to delete the document displays.) Note that removing a document also removes its metadata values.
  - Delete the selected document, including all of its pages, from the batch.
-  Duplicate - Ctrl+U - Duplicates the selected document, page, or pages.
-  Insert Pages - Scan or import new pages into the batch, inserting them before the selected page.
  - If scanning, prompts you to scan one page or all pages in the feeder.
  - If importing, prompts you to specify files to import.
-  Append Pages - Ctrl+Alt+A - Scan or import pages to add to the batch.
  - If scanning, prompts you to scan one page or all pages in the feeder.
  - If importing, prompts you to specify files to import, and to add them to the end of the selected document or to create a new document.
-  Replace Page - Delete the selected page and replace it with the page you scan or import.
-  Delete Pages - Ctrl+D - Delete one or more selected pages.
-  Database Lookup - Ctrl+L - Perform a database search for the selected metadata field. This button is active only when configured for the metadata field. Enter a search value and click the **Database Lookup** toolbar button or press Ctrl+L. If multiple matching values display in a results list, select a value.
-  Zoom In - Ctrl+I - Increases the magnification of the selected page view. Click repeatedly to further zoom in.
-  Zoom Out- Ctrl+O - Decreases the magnification of the selected page view. Click repeatedly to further zoom out.
-  Fit to Window - Ctrl+W - Changes the page display so that the entire page fits in the window.
-  Fit to Height - Changes the page display so that the entire height fits in the window.
-  Fit to Width - Changes the page display so that the entire width fits in the window.
-  Rotate Left - Rotates the selected page to the left 90 degrees. The page is saved as last rotated (applies to images only).
-  Rotate Right - Ctrl+R - Rotates the selected page to the right 90 degrees. The page is saved as last rotated (applies to images only).
-  Flip - Rotates the selected page upside down 180 degrees. The page is saved as last rotated (applies to images only).
-  Print Page - Prints the selected page to the selected printer.
-  Show File Information - Displays file information for the selected document.
-  View thumbnails horizontally/vertically - Switches the thumbnail display between a vertical and horizontal orientation.
-  Thumbnail size - Displays thumbnails using a small, medium, or large view.