

WebNow Toolbars















Overview

Use any of the following toolbar options to save, print, alter the display of the document, and add annotations. Access determines which functions are available.

Note: The Tasks and Version Control toolbars may be visible in WebNow. However, this functionality is not currently available.









WebNow Explorer Toolbar



Icon	Option	Description
	Open	Opens a file.
	Launch Associated Application	Launches the native application associated with this document.
	E-mail	Creates an email that includes a WebNow link.
	Export to File	Saves a local copy of the displayed page.
	Print	Prints the displayed page.
	Properties	Displays the properties of the displayed document, including document ID, created and modified information, index keys, workflow history, file type, and other properties.
	Notes	Allows you to type a message in a text box and attach it to a document.
	Delete	Deletes the selected page.
	Views and Filters	Changes the View and Filter being used.
	Save Private Filter	Allows you to save a filter you built so it can be used again without being rebuilt.
	Edit Private Filters	Allows you to edit an existing saved filter.
	Refresh	Updates/renews an image or screen.
	Columns	Allows you to select the columns you want to display. Columns can be reordered and used to sort results.
	Hide Views Pane	Displays and hides the Views pane.








WebNow Viewer – File Toolbar



Icon	Option	Description
	Save	Saves modifications to the document.
	E-mail	Creates an email that includes a WebNow link.
	Fax	The fax feature is not currently available.
	Save As	Saves a local copy of the displayed page.
	Print	Prints the displayed page.
	Launch Associated Application	Launches the native application associated with the document.
	Properties	Displays the properties of the displayed document, including document ID, created and modified information, index keys, workflow history, file type, and other properties.
	Capture	Allows you to import a document and append it to the end of the current document.

















WebNow Viewer – View Toolbar



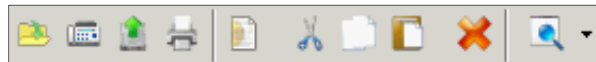
Icon	Option	Description
	Zoom In	Increases the magnification of the displayed page.
	Zoom Out	Decreases the magnification of the displayed page.
	Rotate 90° Left	Rotates the displayed page counterclockwise 90 degrees.
	Rotate 90° Right	Rotates the displayed page clockwise 90 degrees.
	Fit Window	Resizes the displayed page to fit in the window.
	Fit Width	Resizes the displayed page to fit the entire width in the window.
	Fit Height	Resizes the displayed page to fit the entire height in the window.

WebNow Viewer – Annotations Toolbar



Icon	Option	Description
	Hide Annotations	Hides annotations made on the displayed page.
	Navigate Page	Deselects the currently selected annotation. Allows you to move the page.
	Select Annotation	Selects an annotation so that you can move or resize any annotations on the displayed page.
	Digital Signature	Adds a digital signature to the displayed page.
	Stamp	Stamps various messages (e.g., Approved, Confidential, Draft) on the displayed page. Right-click the button to select a message.
	Sticky Note	Inserts a note on the displayed page into which you can type text.
	Text	Adds a text box and enter text on the displayed page.
	Highlight	Highlights selected areas of the displayed page. Right-click the button to select a highlight color.
	Check	Inserts a checkmark on a selected area of the displayed page. Right-click the button to select a Red or Green check.
	Pen	Allows you to draw text in any direction on the displayed page. Right-click the button to select a Black or Red pen.
	Line	Allows you to draw a line on the displayed page. Right-click the button to select a Black or Red line.
	Arrow	Allows you to draw an arrow on the displayed page. Right-click the button to select a Green or Red arrow.
	Rectangle	Highlights a selected area of the displayed page with a rectangular outline. Right-click the button to select a red-outlined rectangle or a solid red rectangle.
	Oval	Highlights a selected area of the displayed page with a circular outline. Right-click the button to select a red-outlined rectangle or a solid red oval.
	URL	Creates a URL link. A name and URL can be added.
	Redactions	Allows you to cover up sensitive information. After covering the area, Select File > Generate Redacted Document to save the Redacted copy and maintain the original file with the sensitive information showing.

WebNow Viewer – Thumbnails Toolbar



Icon	Option	Description
	Open	Opens a window to select a file to open.
	Fax	The fax feature is not currently available.
	Save As	Saves a local copy of the displayed page.
	Print	Prints the selected page.
	New Document	Copies or moves selected pages to a new document.
	Cut	Cuts the selected page.
	Copy	Copies the selected page.
	Paste	Pastes the selected page.
	Delete	Deletes the selected page.
	Views	Allows you to select either small or large thumbnails.

WebNow Viewer – Navigation Toolbar



Icon	Option	Description
	Previous Document	Navigates to the previous document in the filter results.
	First Page	Navigates to the first page of the open document.
	Previous Page	Navigates to the previous page of the open document.
	Page Selection Menu	Allows you to select the page number from a drop-down list or type the page number to go to in that window.
	Next Page	Navigates to the next page of the open document.
	Last Page	Navigates to the last page of the open document.
	Next Document	Navigates to the next document in the filter results.

WebNow Viewer – Workflow Toolbar



Icon	Option	Description
	Next Workflow Item	Displays the next workflow item.
	Route Up	Allows you to select any previous queue to which to route the displayed document.
	Route Back	Routes the displayed document back one queue in the workflow.
	Route Forward	Routes the displayed document to the next queue in the workflow.
	Route Anywhere	Allows you to select any queue to which you want to route the displayed document.
	Recall Workflow Item	Recalls the displayed document back from the queue to which it was just routed.
	Hold	Marks the displayed document as on hold. The document is hidden from all users except the document owner.
	Pending	Allows authorized users to open and route the displayed document.
	Archive	Archives the displayed document.
	Remove From Workflow	Removes the displayed document from the workflow.
	View History	Allows you to view the workflow history of the displayed document.
	View Recently Routed Items	Displays a list of recently routed items.