

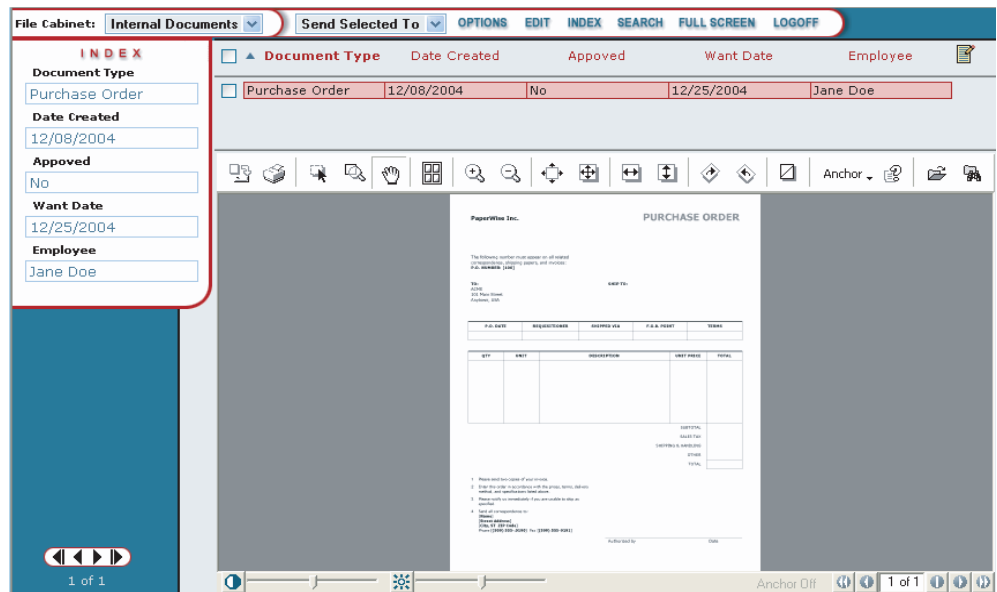
WebWise

The WebWise module of the PaperWise suite provides for Internet or intranet access to the Information Management System through a web browser. WebWise resolves the issue of allowing web access to a company's files, while maintaining a high level of information security. The rich functionality available through WebWise ensures the same degree of functionality out of the office as well as in the office. WebWise establishes global reach and accessibility to a company's document archive.

Upon accessing a WebWise site, you must log in with a User ID and Password. User accounts and passwords are controlled through the PaperWise Management Console. After login, you are prompted to select a File Cabinet. Upon selection of a File Cabinet the main retrieval screen will display.

The main components of WebWise are:

- Searching Tools
- Options Menu
- Document List
- Viewer Window



Features

Searching Tools

WebWise provides both Standard and Advanced search mechanisms for retrieving documents.

- Standard Search – This is the default search used in WebWise. The Search pane on the left side of the screen is selected and index information appears. The search may be accomplished using one or multiple fields of the index. You may search for exact index matches or initiate a wildcard search.
- Advanced Search – Allows you to create custom, powerful retrieval queries. You may also choose to limit the number of results returned by the search.

Options Menu

The Options Menu allows selection of other options available in the WebWise module.

- Standard Search – Opens the Standard Search pane and clears the Index fields in preparation for a new search.
- Advanced Search – Opens the Advanced Search window. This allows you to customize and execute powerful retrieval queries.
- View Index - Displays the index information associated with the currently displayed document.
- Edit Index - Selection of this tool allows authorized users

to modify the index information associated with the current document.

- View/Add Notes - Selection of this tool allows authorized users to view notes that have been added to the currently displayed document or to add new notes.
- View/Add Favorites - Selection of this tool allows authorized users to view their favorites list or add the current document to their list for quick retrieval of information.
- Change Password – Allows you to easily change your password.
- Edit Preferences – Opens a Preferences window allowing you to configure your personal WebWise settings.
- Logout – Logs you out of WebWise.

Document List Features

The Document List displays search results. Clicking on a selection in the Document List triggers the selected image to be displayed in the Viewer Window.

- Index Sort - The items in the Document List may be sorted by clicking on the various index column headings. The index column headings may be clicked subsequent times to toggle from sorting in ascending order or descending order.
- Send Selected To – The “Send Selected To” dropdown list at the top of the WebWise window allows you to send selected documents to the system default printer or to an email recipient.

Viewer Window Features

The Viewer Window is on the lower right side of the screen. Documents will appear in the Viewer when selected.

- Export – Exports the document in the Viewer to the user's computer in a variety of standard image formats.
- Print – Prints the document in the Viewer to the user's default printer exactly as it is displayed in the Window.
- Rubber-band Zoom – Zooms the Viewer to an area defined by a mouse click-and-drag.
- Magnify – A click of the mouse opens a magnification cursor that is zoomed in on the defined area just like a magnifying glass.
- Toggle Hand Panning – Pans the document in the Viewer with a mouse click-and-drag.

- Thumbnails – Displays thumbnail images of the current document's pages in a small, movable window.
- Zoom In – Zooms in on the document.
- Zoom Out – Zooms out on the document.
- View Image Actual Size – Resizes the document to its actual size.
- Fit to Window – Resizes the document to best fit the Viewer window.
- Fit to Viewer Width – Resizes the document to fit the Viewer's width.
- Fit to Viewer Height – Resizes the document to fit the Viewer's height.
- Rotate Right – Rotates the document clockwise in 90 degree increments.
- Rotate Left – Rotates the document counter-clockwise in 90 degree increments.
- Invert – Changes black to white and white to black.
- Anchor – Anchors document in a specific area of the Viewer. Position is maintained when using zoom tools.
- View Image Information – Displays information about the document.
- Open With Default – Allows opening of the document with the default application.
- Open With – Allows opening of the document with an application other than the default.

At the bottom of the Viewer Window there are three features available.

- Contrast – Modifies the contrast of the document in the viewer utilizing a sliding scale.
- Brightness – Modifies the brightness of the document in the viewer utilizing a sliding scale.
- Multi-Page Navigation – Navigates between pages of multiple page documents.