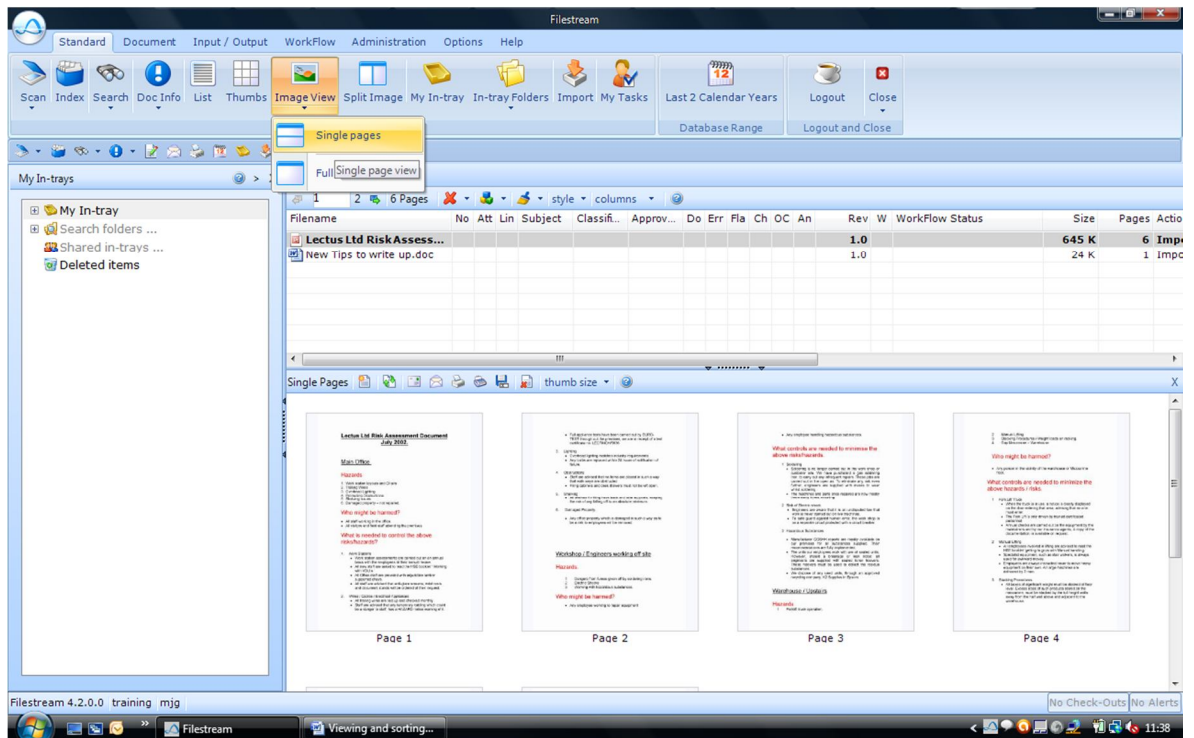


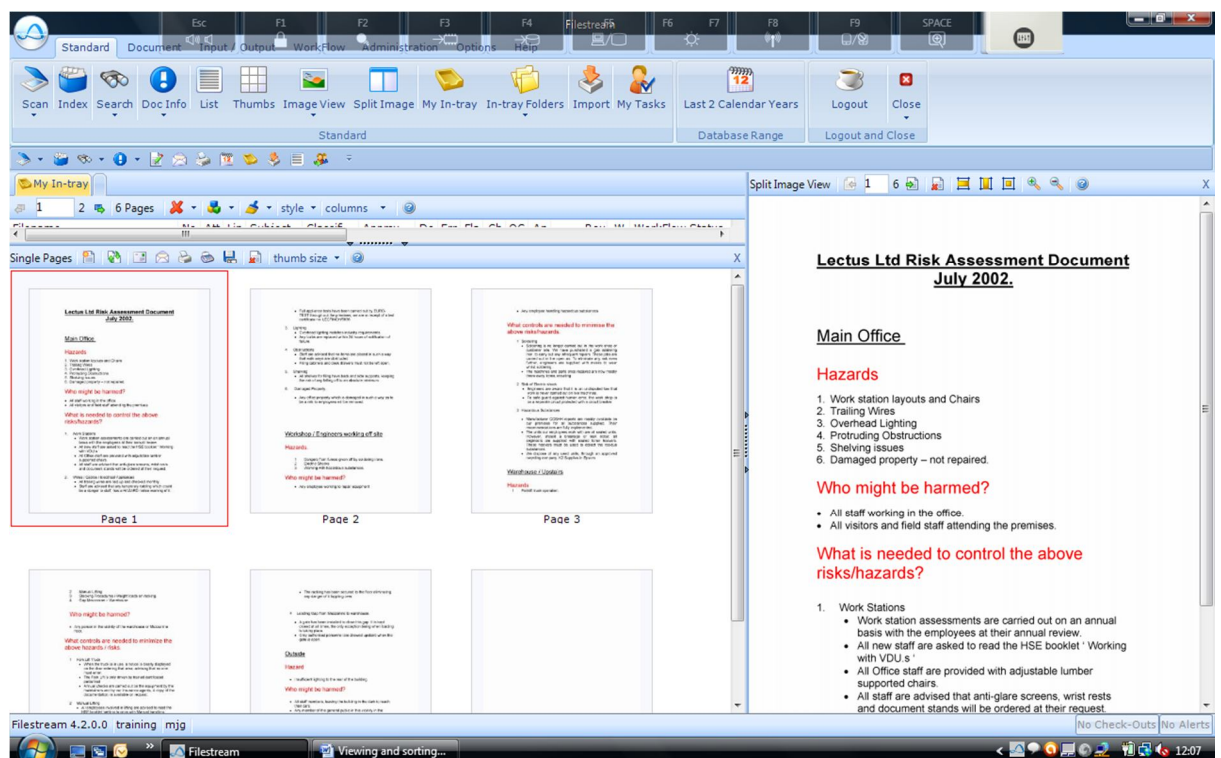
Viewing and sorting pages within multipage Image Document

File Stream has a lot of flexibility to manipulate the pages which make up a multipage document. To access these features:

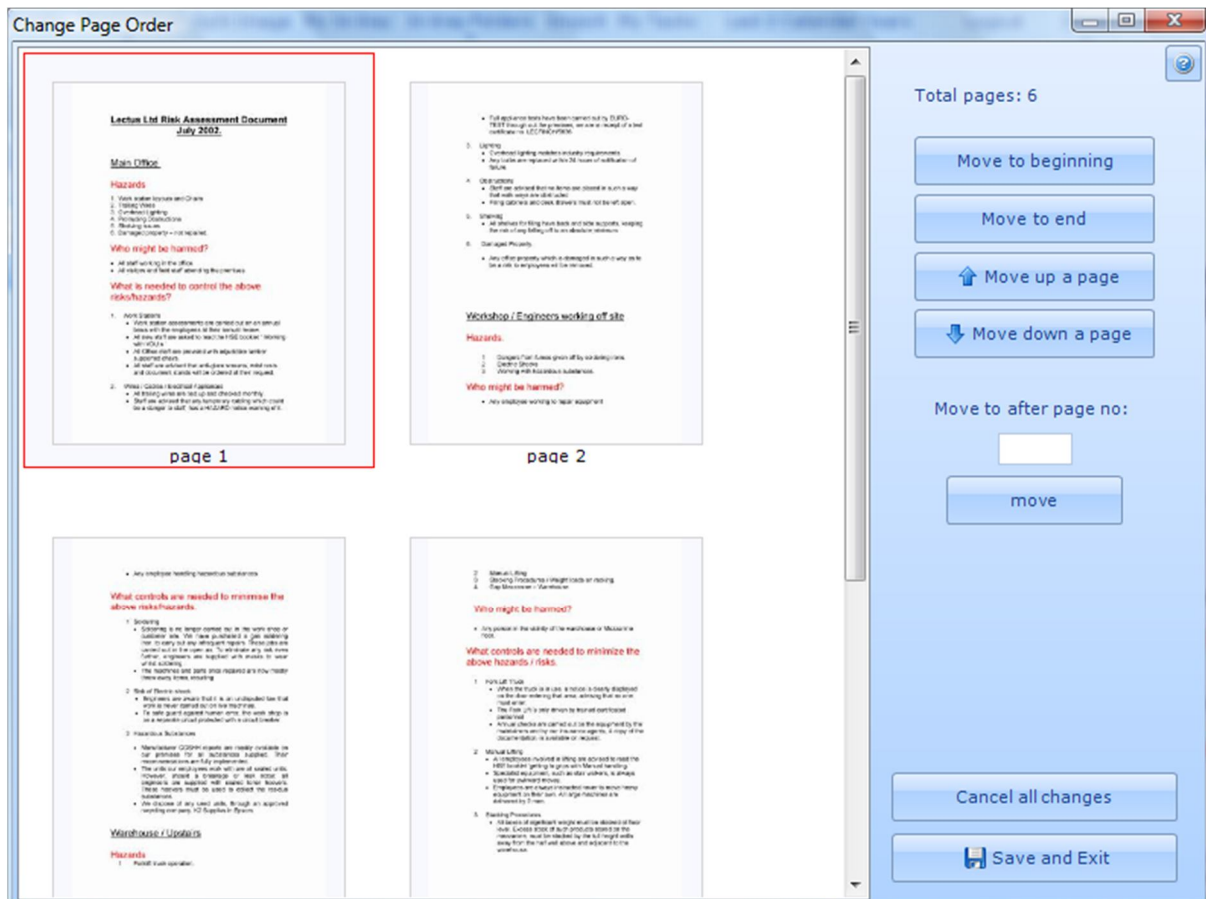
- Firstly Highlight your document and from the 'Standard' Ribbon open the dropdown arrow under the 'Image View' icon and select the 'Single Page View' option



- The individual pages are displayed; you can adjust the size of the window to display more pages if required and close any panels you do not need. You may also want to open the 'Split Image' view option which makes it clear which page you have highlighted.



- The tool bar at the top of the Single Pages window allows you to:
 - Save highlighted pages as new documents
 - Change the page order
 - Sent to, Print, Email, Fax selected pages
 - Delete selected pages



NB. It is worth remembering that the 'Convert to Image' feature found on the 'Document' Ribbon allows non image type documents to be converted to image files which can then be manipulated as detailed above.