



## How to Move and Delete Pages from a Document

\*Please note that Modifying a Document is an advanced Document Viewer permission mainly given to advanced PaperVision users/admins. Please leave your document viewer open throughout the process so that you can Check In/Undo the checkout once you are done. It is a powerful tool that can be used to fix mistakes in documents, unwanted pages, or simply to view say a Large Scale image in its native application for enhanced viewing. This feature is mostly not needed, but can be used by an advanced user to correct errors, or other mishaps that may have occurred during the document scanning/creation. This guide is specifically for modifying documents comprised of single page TIFF image comprised documents within the document viewer (This is mainly what we export when we can documents for clients).

1. Please search for the document you wish to modify the pages of, and hit the “Search” button once you have filled in your desired search criteria.

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**Search: TECHNICAL TEMPLATES**

Document Index Field Search Criteria

DOCUMENT TITLE:

TYPE:

ORGANIZATION:

YEAR:

AUTHOR(S):

Project Search Options

Search Type:

Sort By:

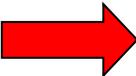
Include Recycled Documents:

Full-Text Search Criteria

Criteria:

Search Type:  Boolean Search (and, or, not, ...)  
 Natural Language

Query After Indices:



2. Please double click on and open the document that you wish to modify.

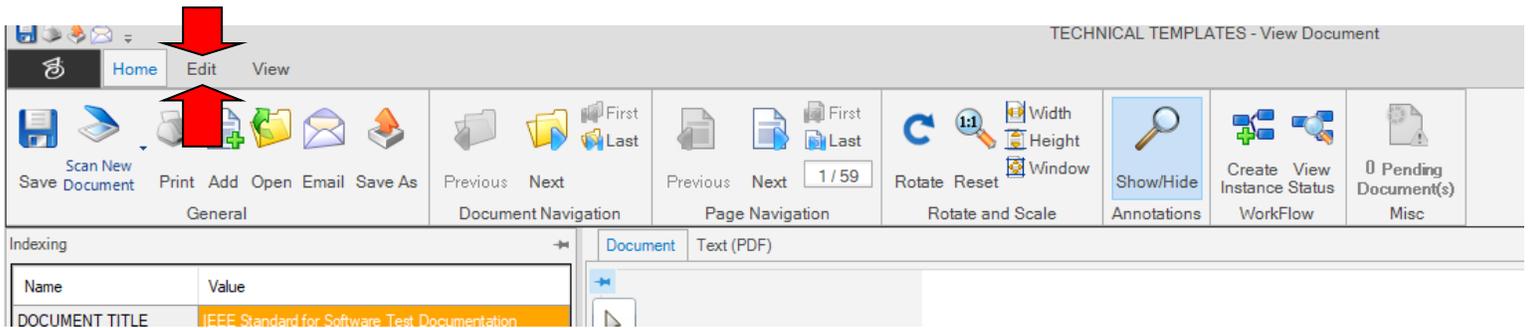
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TECHNICAL TEMPLATES (1 Document Displayed)

DOCUMENT TITLE	TYPE	ORGANIZATION	YEAR	AUTHOR(S)	Status
IEEE Standard for Software Test Documentation	SOFTWARE TESTING	IEEE	1998	IEEE-SA Standards Board	



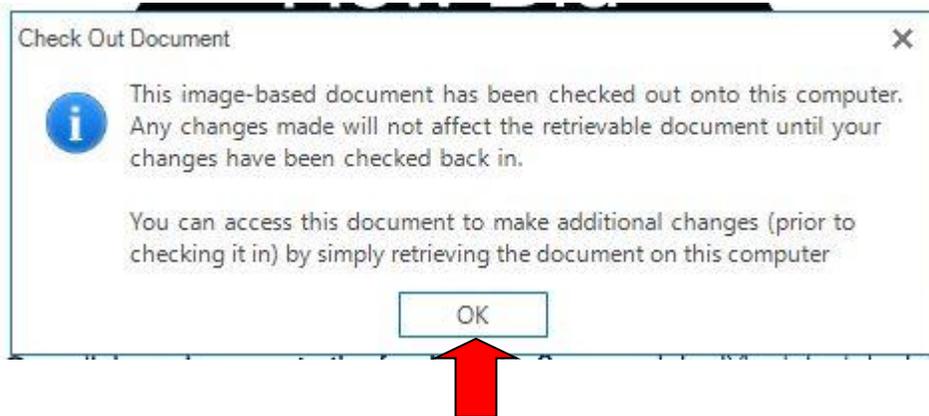
3. Now that the document is open in your PaperVision Document viewer, please click/select the “Edit” tab it will be between the Home and View tab at the top of your Document Viewer.



4. You will now click/select the “Check Out” button at the top of the Edit tab in order to begin the document editing process.



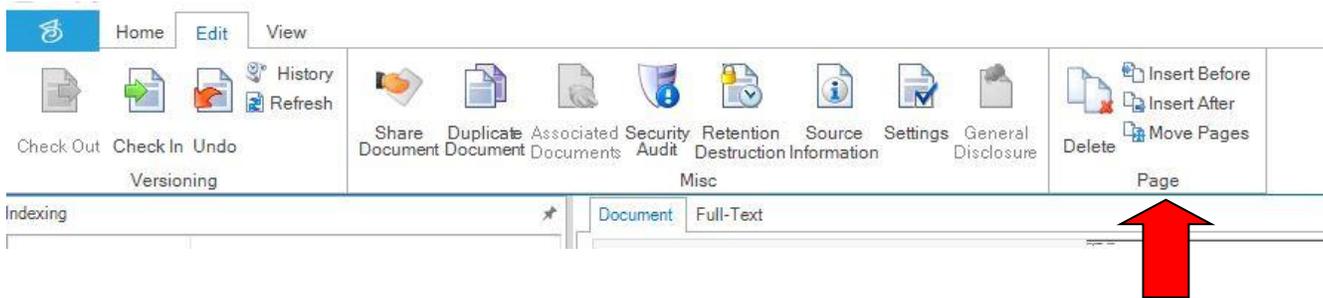
5. The popup below will appear titled “Check Out Document”, which will state “Check out document?”; please click/select the “Yes” button to continue the process and check out the document.



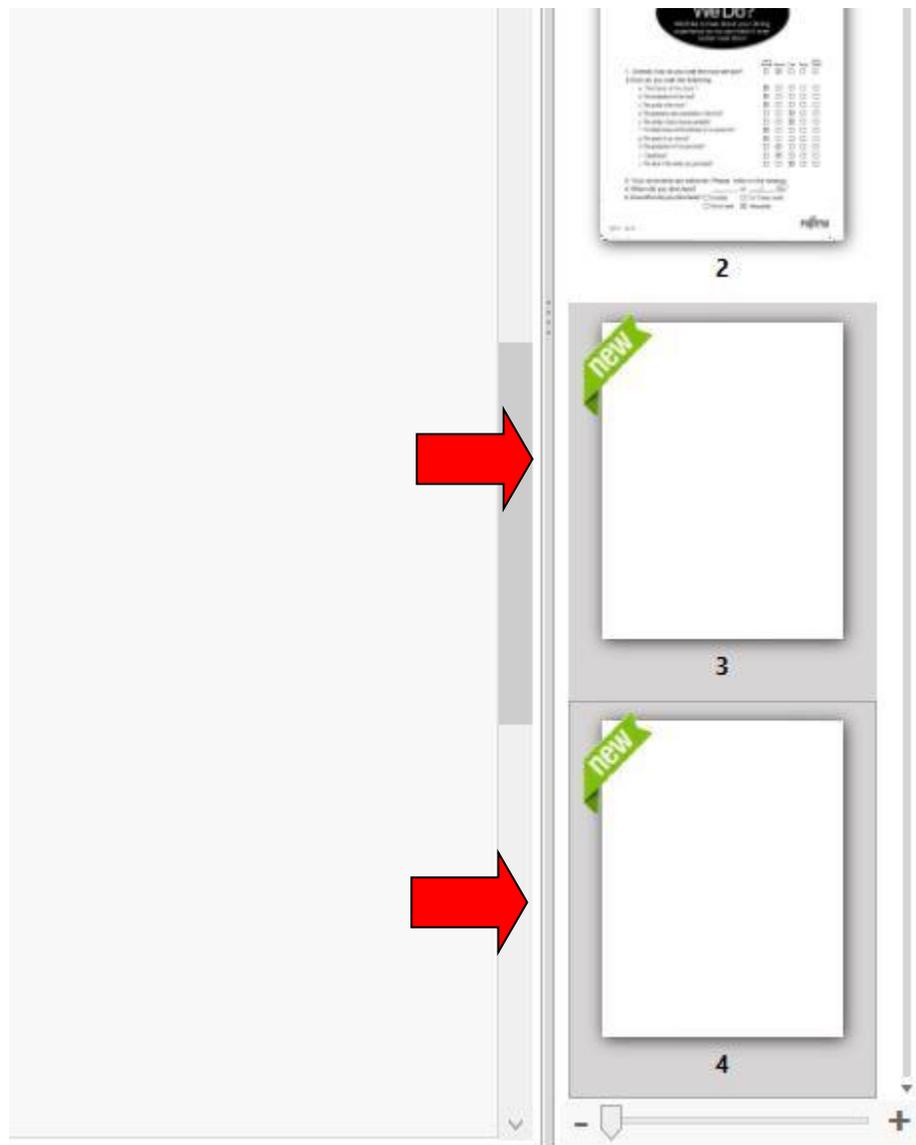
6. After hitting the “OK” button on the last prompt, a confirmation message will appear at the top of your document viewer saying “Success: Document is checked out successfully!”, and you will see the “Check In” and “Undo” buttons now selectable at the top, these will come into play later.



7. At this point you will also see Page editing options become selectable in the Page section of the Edit tab, this is what we will utilize to move, insert, or delete a page from the document as seen below.

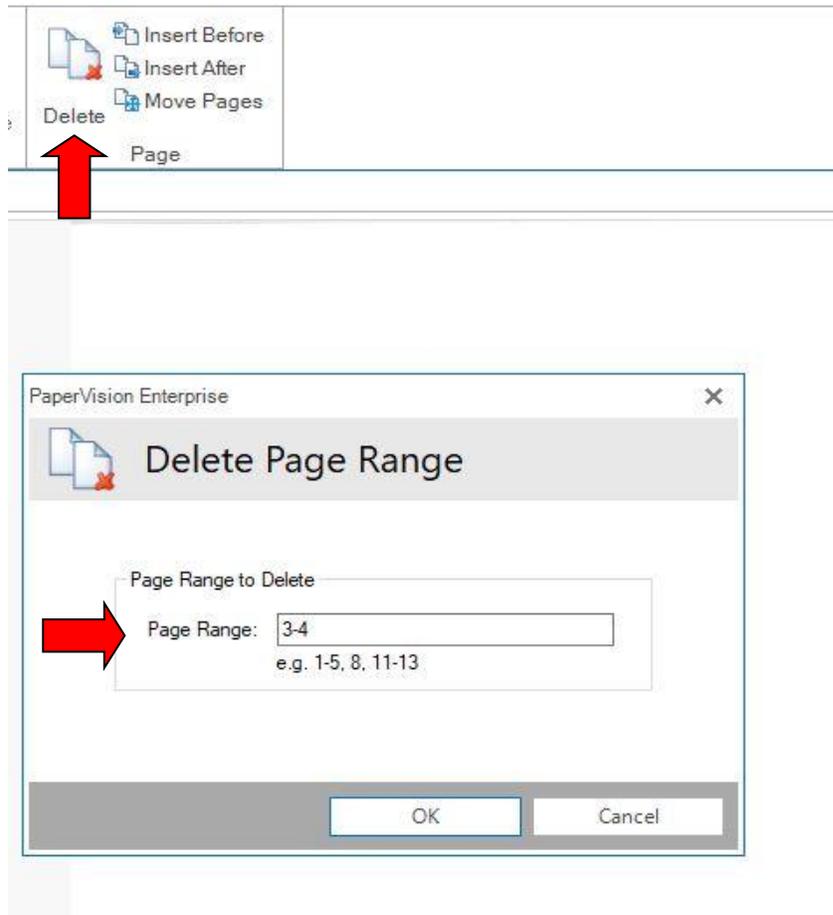


8. First we will go over how to Delete a page out of the document if say for instance a blank page was scanned into the document that you do not wish to keep, or a duplicate page was scanned in that you do not want.
9. In order to illustrate this, I inserted two blank page single page .tiff files at the end of the sample document I had open.

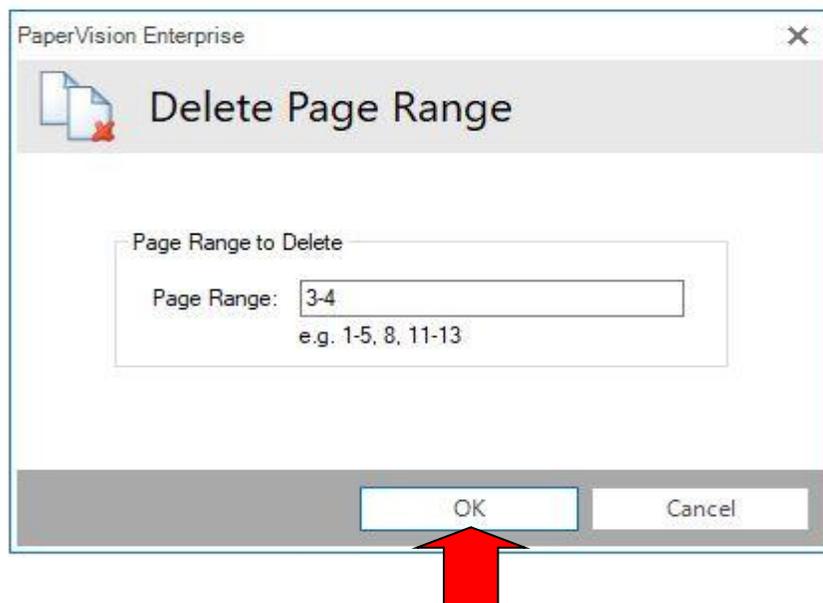


10. In order to delete these pages, we will hit the “Delete” button at the top, and it will give us the option to delete a specific page, or page range, for this example I will delete both of the blank pages 3 and 4 by inserting the range “3-4” as seen below.

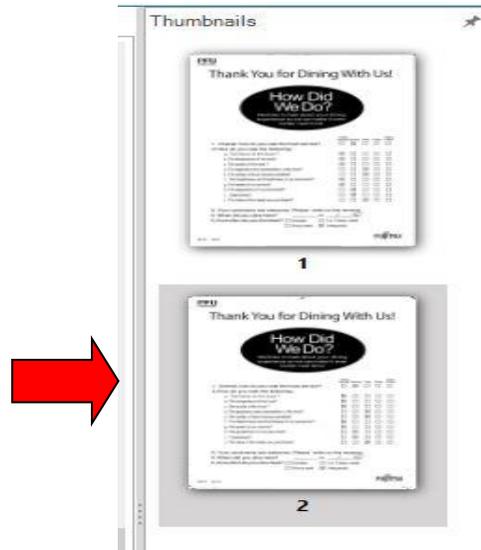
MERGE AND MOVE PAGES - View Document



11. To complete the page deletion process, hit the “OK” button, and the deletion process will complete.

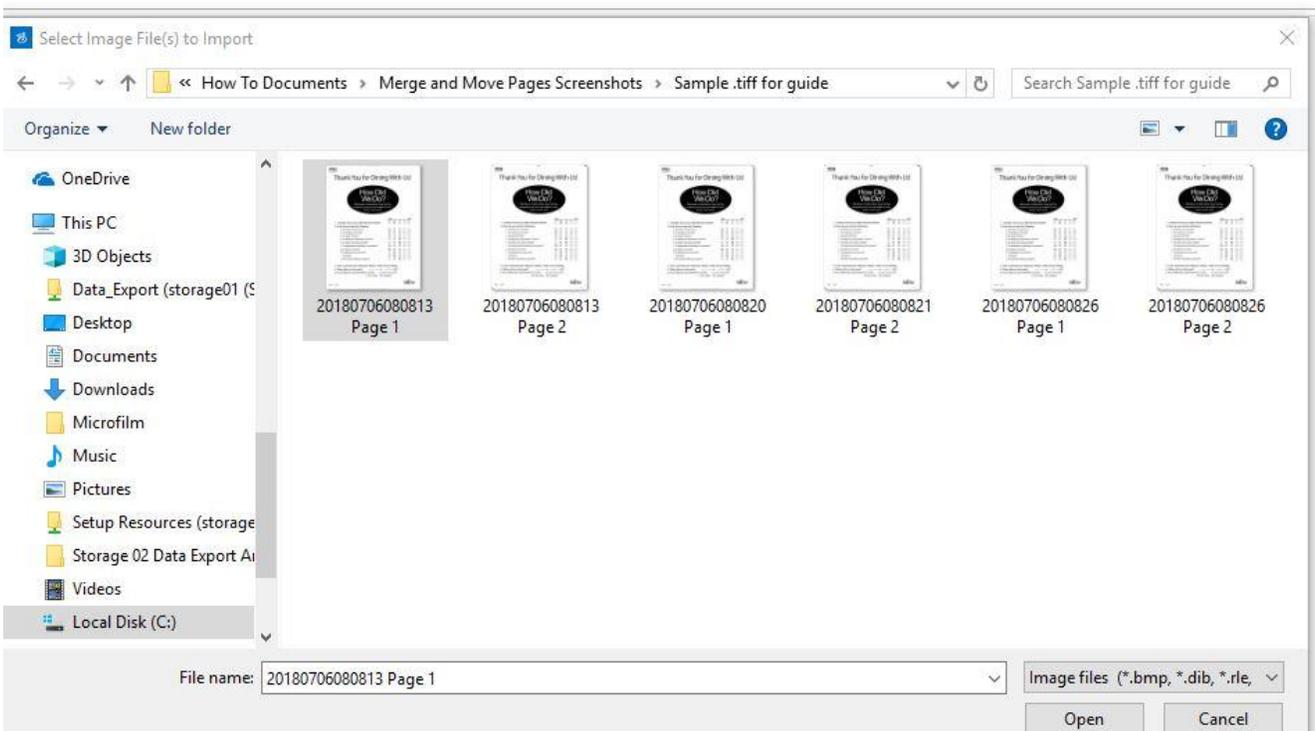
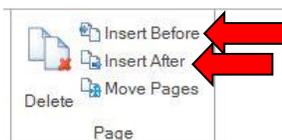


12. Now that the pages unwanted in the document have been deleted, we will insert a page that was accidentally scanned into a separate document, but needs to be added to the document that is open. To begin the process, select the page you want to insert a page before or after, either by clicking on it in the thumbnails, or navigating to it in the document.

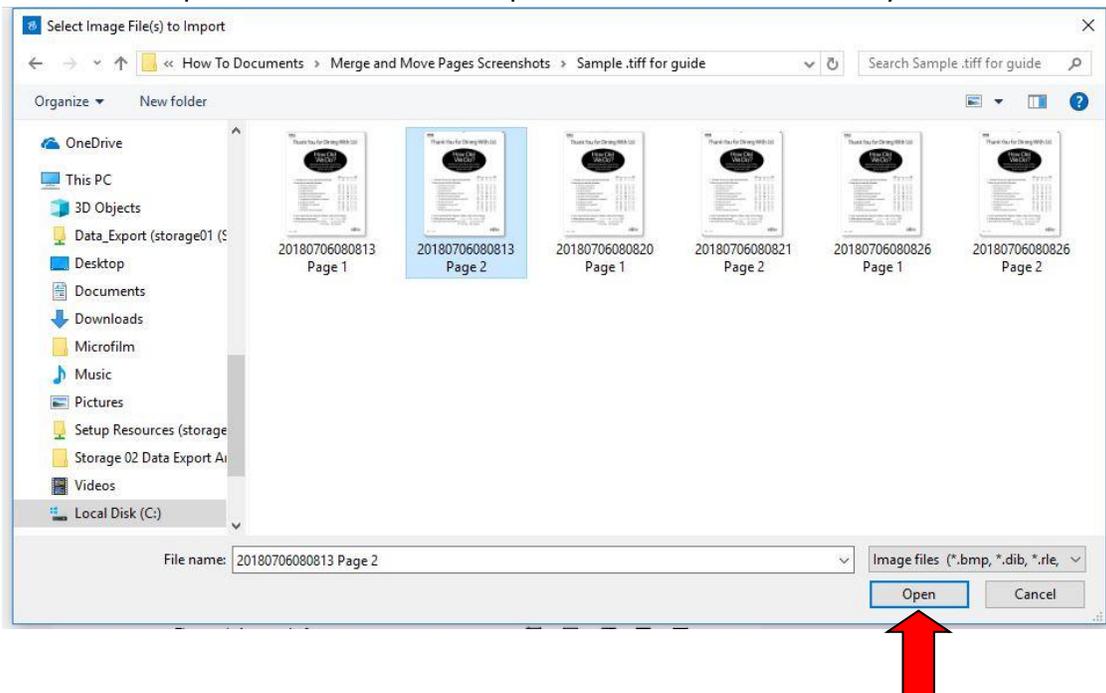


13. Now that we have navigated/selected the page that we want to insert pages before or after, you will not hit the either "Insert Before", or "Insert After" button in the page section of the Edit tab, and this will bring up a choose file dialog from which you can select the file you wish to insert.

MERGE AND MOVE PAGES - View Document



14. After you have selected the Image that you wish to insert either before or after, you will hit the “Open” button in order to open the file and insert it into your document.



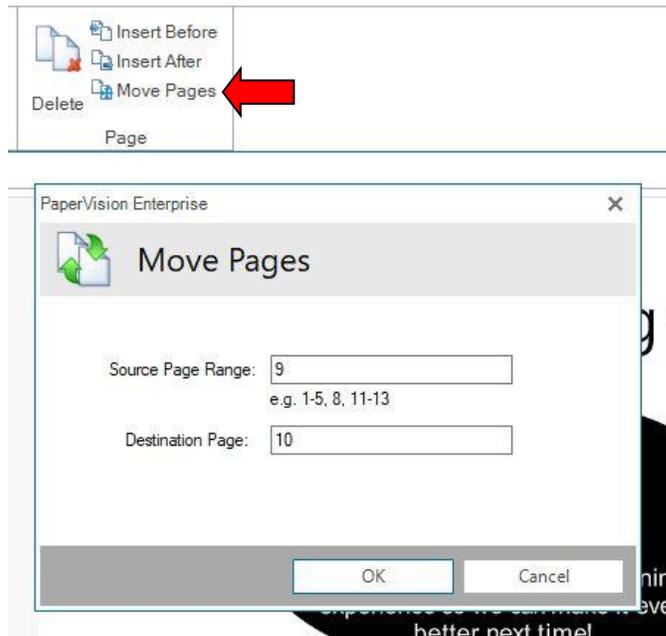
15. After hitting the “Open” button, the document will reload, and the page that you inserted will have a green ribbon with the word “New” in the top left corner of it in the thumbnails tab.



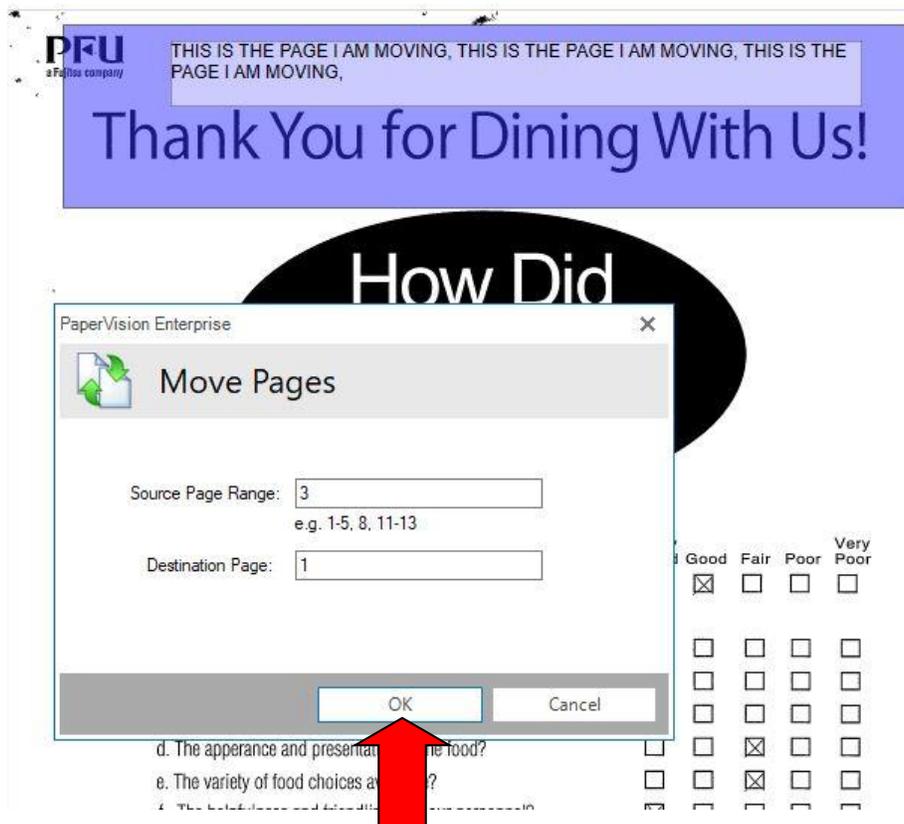
16. The last functionality we will go over is the ability to Move Pages within a document, if they were somehow scanned out of order, or another mistake occurred.

17. In order to move pages, please hit the “Move Pages” button in the Page section of the Edit tab, and it will pop up the Move Pages dialogue box as seen below.

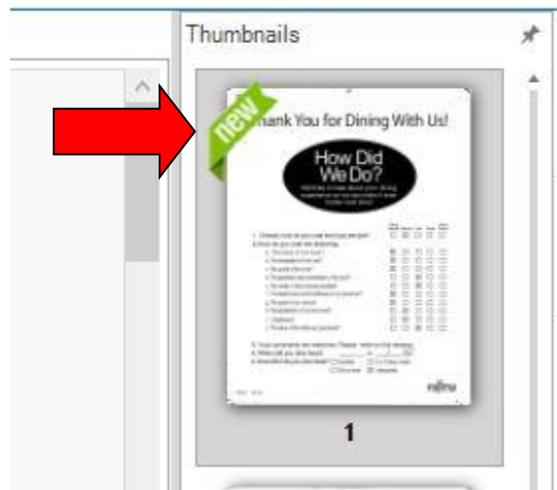
MERGE AND MOVE PAGES - View Document



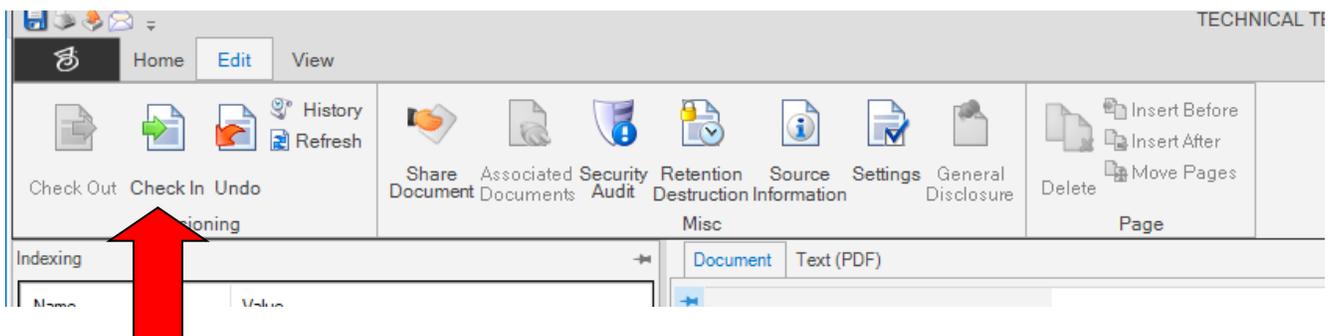
18. The “Source Page Range” value will be that of the page that you want to move, the “Destination Page” value will be set to the page # you want to move the page to. For this example, I have set my Source Page to “3”, and the Destination Page to “1”, once these values are set hit the “OK” button to accept and carry out the changes.



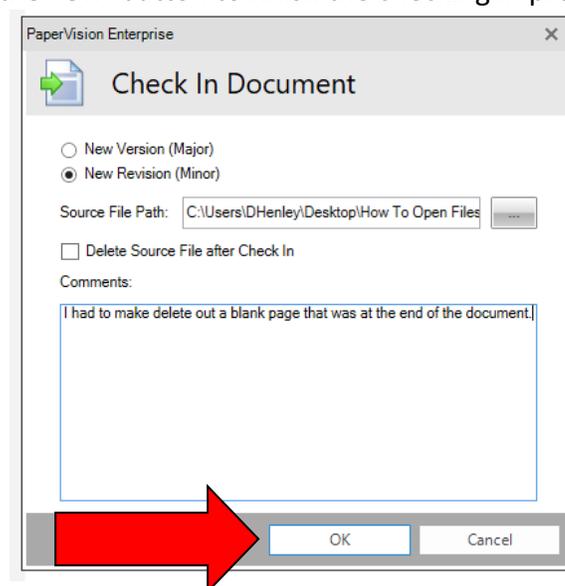
19. You will once again see the green ribbon with the word “New” within in the top left corner of the thumbnails showing you the page moved successfully.



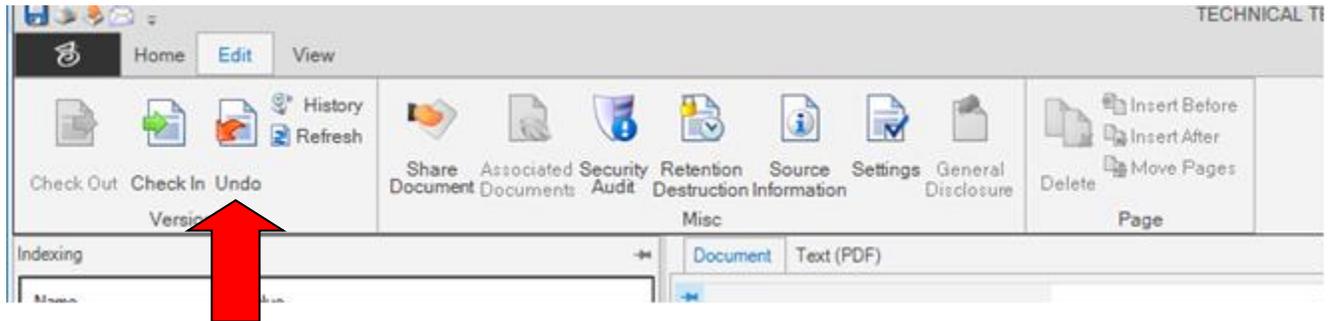
20. After you are done viewing or editing the document outside of PaperVision. The final step is to either “Check In” the document if you want to save the changes made. This button is located in the “Edit” tab of the settings in the document viewer.



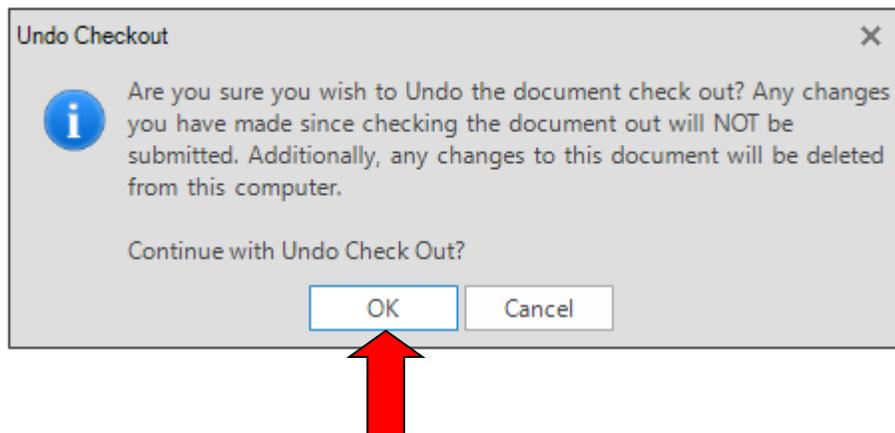
21. After hitting the “Check In” button, check the appropriate radial option for if it is a new version of the document, or just a revision, verify the Source File Path, and please select/click on the “OK” button to finish the checking in process.



22. If you made no changes to the document from the “Edit” tab you will select/click on the “Undo” button to undo the document check out, and leave the document in its original form.



23. Once you have selected/clicked on the “Undo” button, the following popup will appear, notifying you that no changes made will be submitted, and that the copy that you saved on your computer will be deleted for security. Click on/Select the “OK” button to complete and Undo the Check Out leaving the document in its original form.



24. The document will reload into PaperVision after you finish the Check In process, and any changes you made will be visible.