

### Log In

1. Open any major browser on a PC or Mac. (Nolij Web 6.7 supports PCs and Macs.) **It is not necessary to install software to access Nolij Web 6.7.** (However, the Nolij VPN software is required for wireless access.)
2. Navigate to <https://imaging.uakron.edu>.
3. Enter your UAnet ID and password and click on Log in. You are logged in with your default role.
4. The first time that you login, select a view from the Workflow/View tool. 

### Log Out

Log out before you close the browser window by clicking on the Logout tool in the toolbar.

Academic Advisors - University College



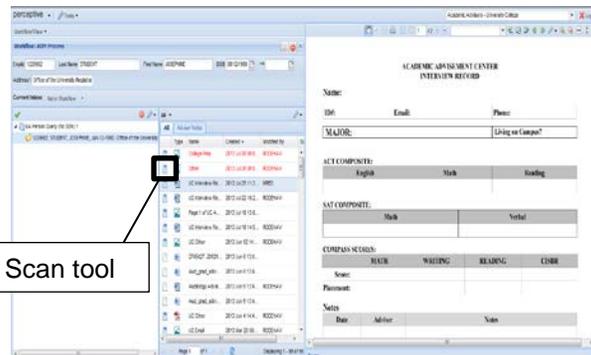
### Basic Scanning Process

**Note: The Scan tool is not active until a folder is selected.**

1. Review the hard copy pages of the document to be certain that the pages are ready to scan. The pages should be staple free, relatively crease-free, and legible.
2. Search for and select the appropriate batch or student folder.
3. Click on the down arrow of the Scan tool to set any options. 
4. Click on the Scan tool to begin scanning.
5. When scanning is completed, review the document to ensure that it is legible, in the correct folder, and the pages are in the correct order.
6. Right click on the document name and index it.

### Index Documents (Name Documents)

1. To index (name) a document:
  - a. Right click on the document's name in the document list area. A shortcut menu displays.
  - b. If the index type needed is not on the menu, select either the Choose Index Type or the More Index Types option. A box displays with a list of all the document index types (names) to which you have access.
  - c. Select an index type and click on OK.



2. For frequently used document index types, add the index types (names) to the shortcut menu.
  - a. Right click on the document's name in the document list area. A shortcut menu displays.
  - b. Select More Index Types from the menu. A box displays.
  - c. Right click on an index type (name) and select Lock. A lock icon displays.
  - d. Click on OK.

### Scan Single Page Documents

1. In the Query Results, click on the folder that is to hold the scanned document.
2. Click on the Scan tool.
3. A prompt may display to select a default scanner, when the Scan tool is selected for the first time. Select a scanner.
4. The document is scanned into the folder and stored on the Nolij Web server.
5. Right click on the document name and index it.

### Scan Multi Page Documents

1. In the Query Results, click on the folder that is to hold the scanned document.
2. Click on the down arrow of the Scan tool and mark the Multi Page checkbox.
3. Click on the Scan tool to begin scanning.
4. A prompt may display to select a default scanner, when the Scan tool is selected for the first time. Select a scanner.
5. The document is scanned into the folder and stored on the Nolij Web Server.
6. Right click on the document name and index it.

**Note:** If the document is multi paged and the Multi Page checkbox is not selected, each page will scan as a separate document.

### Scan Using Blank Page Detection

Nolij Web can detect blank pages, which can function as document separators. Several documents may be scanned at one time to a single folder using a blank page between each document. Nolij detects the blank pages and creates separate documents.

1. Place a blank sheet of paper between each of the documents.
2. Click on the folder that is to hold the scanned document.
3. Click on the down arrow of the Scan tool and mark the Multi Page checkbox.
4. Click on the down arrow of the Scan tool and mark the Enable Blank Page Detection checkbox.
5. Click on the down arrow of the Scan tool and select Enable Blank Page Detection and select Set Threshold.



6. In the Blank Page Threshold box, drag the slider to set the threshold that Nolij Web is to use to determine if a page is blank. Even blank pages have dots in the background. Use lower values between 40 and 50 for newer scanners. Select higher values for older scanners.
7. Click OK.
8. Click on the Scan tool.
9. A prompt may display to select a default scanner, when the Scan tool is selected for the first time. Select a scanner.
10. The documents are scanned into the folder and stored on the Nolij Web server.
11. Right click on the document name and index it.

**Note:** The blank pages used as separators are not kept as part of any document. For double-sided documents, Nolij Web does not use blank pages on the back sides of the pages as page separators. These blank pages are considered regular pages and are added to the document.

### Rescan Pages

Use the Rescan tool to rescan and replace a page displayed in the Document Viewer.

1. In the Document Viewer, use the page tools or the mouse wheel to navigate to the page of the document that is to be replaced.
2. Right click on the page and select Rescan Page from the shortcut menu.



3. At the beginning of each log in session, a prompt may display to select a default scanner, when the Scan tool is selected for the first time. Select a scanner.
4. The selected page in the Document Viewer is removed from the document and the scanned page or pages replace it. The removed page is no longer available in the folder.

**Note:** Also, use these steps to replace one page in a document with several pages.

### Insert a Page

Follow the Rescan Pages instructions, but scan both the displayed page and any pages to insert after it.

### Append Pages

Append means to add pages to the end of the document.

1. In the Document Viewer, display the document to which pages will be appended.
2. Right click on any page of the document and select Scan Append from the shortcut menu.
3. At the beginning of each log in session, a prompt may display to select a default scanner, when the Scan tool is selected for the first time. Select a scanner.
4. The scanned pages are added to the end of the document.

### Merge (Staple) Documents

The image documents (TIFF documents) may be "stapled" together.

1. CTRL + click on each of the documents in the order in which they are to be placed in the new document.
2. Right click on one of the selected documents and choose Merge Selected from the shortcut menu.
3. The documents are merged into one document, using the index type (name) of the first document selected. The new document will have the properties of the first document.

### Extract (Remove) a Page

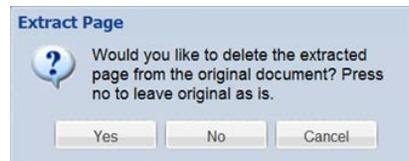


1. Use the page tools in the Document Viewer toolbar or the wheel of the mouse to move from page to page of a document.
2. The Extract tool  removes or copies the currently viewed page from the Document.
  - a. Display the page to be removed from the document.
  - b. Select the Extract tool.
  - c. Select one of the options that display.

Extract Current Page

Extract All Pages

- d. A dialog box displays.



- Select Yes to remove the page from the current document. The removed page is placed in the document list as a new document, where it can be indexed for deletion, if appropriate.
- Select No to make no changes to the document.
- Select Cancel if the Extract tool was selected in error.

### Rotate a Page

In the Document Viewer toolbar, the rotation tools are used to rotate a page in 90 degree increments.



### Move Documents between Folders

If a document is in the incorrect student folder:

1. In the Query Results, click to open the student folder, which incorrectly contains the document.
2. Click on the down arrow on the Query Results header. 
3. Select to "stack" student folders by unmarking the checkbox for Clear All Results Before Each Query. 
4. Search for the correct student folder. Both of the student folders display in the Query Results.
5. Drag the document to be moved to the correct student's folder in the Query Results area.

Go to <http://www.uakron.edu/training> for additional documentation.