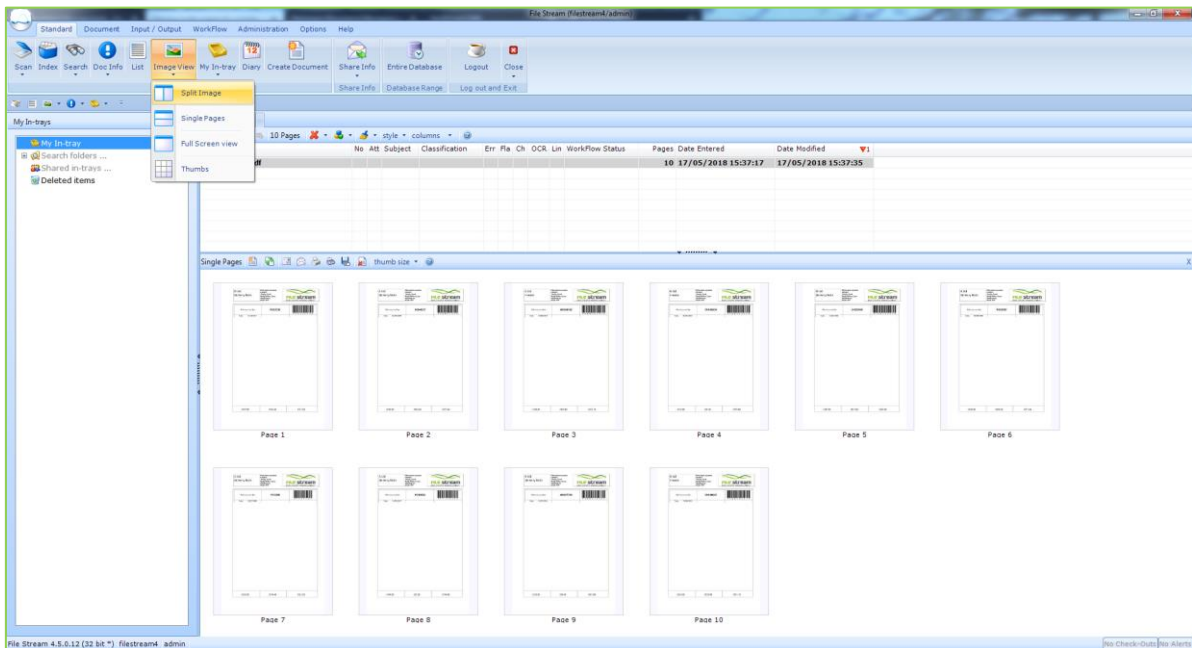


File Stream Multipage Documents

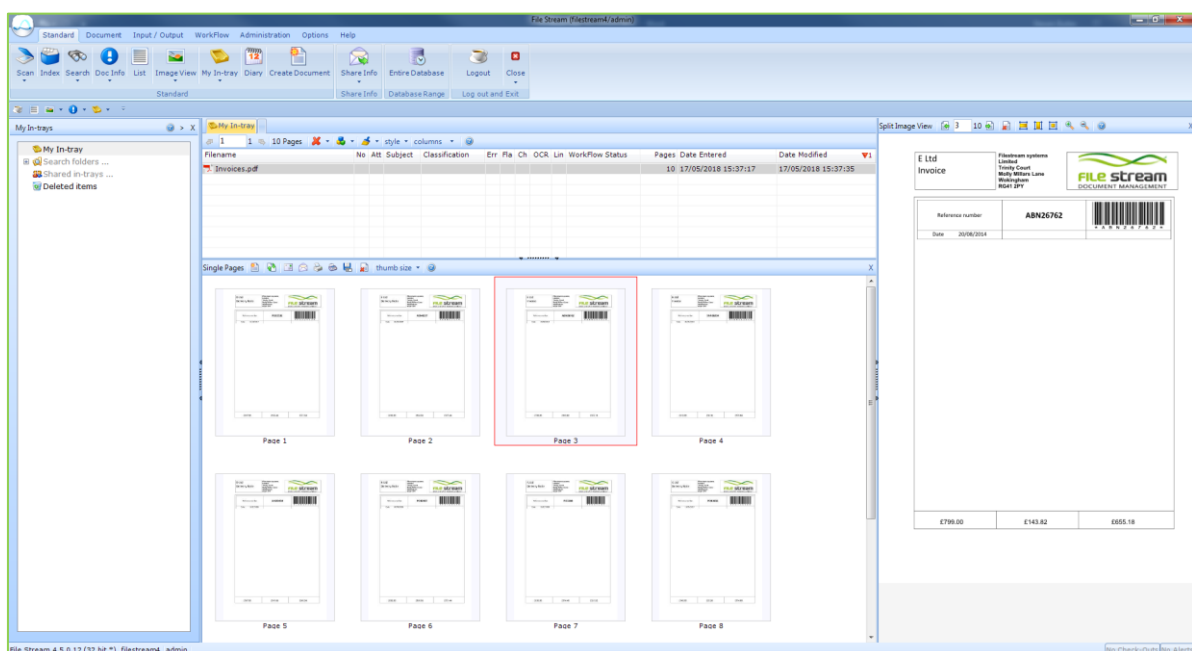
www.filestreamsystems.co.uk

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.



File Stream Multipage Documents

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- The tool bar at the top of the Single Pages panel allows you to:
 - Save highlighted pages as new documents
 - Send to, Print, Email, Fax selected pages
 - Delete selected pages
- Selecting the 'Change page order' option will bring up a new window. Allowing you to edit the order of the pages in the document.

