

# Document Viewer Basics

## Types of Documents

Laserfiche stores two basic types of documents:

- **Imaged documents:** image pages and text. Laserfiche uses the TIFF (Tagged Image File Format) image encoding format, a non-proprietary file type that can be opened in most image viewing programs. Imaged documents will always be viewed in the Document Viewer and can contain metadata.
- **Electronic documents:** a file of another format, such as a Word document or Excel spreadsheet. Laserfiche users can choose to view electronic documents in the native (third-party) format or in the Document Viewer. Electronic documents can also have associated image pages, text pages, and metadata.

## The Laserfiche Client Document Viewer

Jason Hunter - Admission Application - Laserfiche

File Edit View Tasks Annotations Tools Window Help

Image Pane

Thumbnail Pane

Metadata Pane

Business Process Pane

Text Pane

**Laserfiche**  
Run Smarter

**ADMISSION APPLICATION**

**I. CONTACT INFORMATION**

Family (Last) Name:	First Name:	Middle Name:	Please Type or Print
Hunter	Jason	David	

**Current Mailing Address and Contact Information** where CIPUSA Documents should be sent:

Street & Number	City and State/Province	Postal Code	Country
1827 Perspective Ave.	Los Angeles, CA	90006	United States

Telephone (please include country and city codes): 213-555-4655 Social Security Number: 265-45-7895 E-mail: Jason@Hunter.com

**Permanent Mailing Address and Contact Information** for CIPUSA Files:

Street & Number	City and State/Province	Postal Code	Country
1827 Perspective Ave.	Los Angeles, CA	90006	United States

Telephone (please include country and city codes): 213-555-4655 Fax: E-mail: Jason@Hunter.com

**II. BIOGRAPHICAL DATA**

Date of Birth (Month/Day/Year)	Birth City/State	Birth Country
05/17/1980	Los Angeles, CA	United States

Country of Citizenship: United States Country of Residency: United States

Gender: ☒ Male ☐ Female Marital Status (list date of marriage): ☒ Single ☐ Married Number of Children (if applicable list ages):

**Business Process**

Interview Process - 12-20-2012 4:42:19 PM [co]

**Business Process: Interview Process**

Status: Completed

**Text**

ADMISSION APPLICATION

Processed on 12/20/2012

I. CONTACT INFORMATION Please Type or Print

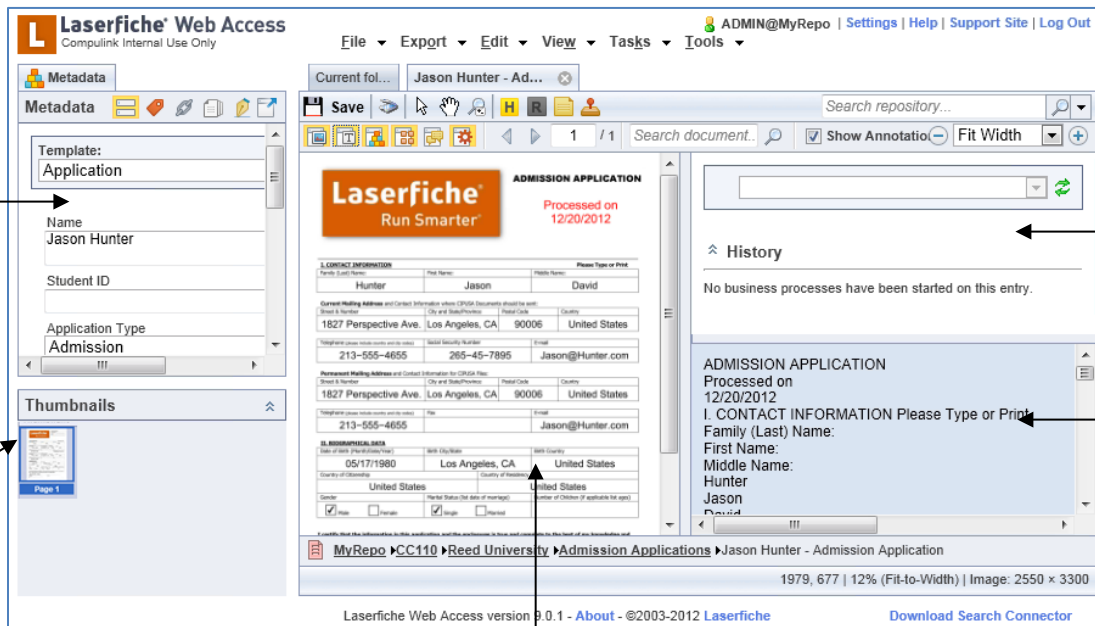
Family (Last) Name:

First Name:

Middle Name:

MyRepo (ADMIN) Page 1 of 1

# The Web Access Document Viewer



## Image Pane

You can view the TIFF images associated with a document in the Image Pane. The Image Pane displays one page at a time, and shows both the image itself and any annotations—such as highlights or sticky notes—that users previously applied to the image.

## Text Pane

The Text Pane contains text associated with the document. Most of the time, this will be text that has been read from the image pages by an optical character recognition (OCR) process (“OCR’d”) or extracted from an electronic document. Some annotations, like redactions and highlights, can be added directly to text, just as they can be added to the image.

## Business Process Pane

The Business Process Pane displays information about each business process that ran (or is running) on an entry. You can see the business process instance, the name of the business process, the current status of the business process, the amount of time it has been running, the average amount of time it generally takes for it to run, the next steps that need to be taken in order to advance the business process, and the business process’s history (changes that have occurred in the business process thus far).

## Metadata Pane

The Metadata Pane displays additional information relevant to the document. It contains five tabs: Fields, Tags, Links, Versions, and Signatures.

## Thumbnail Pane

The Thumbnail Pane provides a larger-scale view of your document. You can see several pages at once and can scan through your entire document quickly. The Thumbnail Pane is useful for quickly locating and opening pages. You can also use it to modify individual pages in certain ways.

To open a page from the Thumbnail Pane, double-click the thumbnail image.

## Annotation List Pane

The Annotation List Pane allows you to view and manage annotations that have been applied to your document. Available annotations for the document are visible in the list. You can display information about the annotations, sort them, and jump to, modify or delete individual annotations.

Annotations			
Type	Page	Date Modified	
H Highlight	1	12/20/2012 5:09:17 PM	
R Redaction	3	12/20/2012 5:09:43 PM	
S Strikethro...	4	12/20/2012 5:09:53 PM	

## Electronic File Pane

The Electronic File Pane allows you to view electronic files of the PDF file type directly within the Document Viewer. It also allows you to zoom, pan, print, or export the PDF, just as you would in Adobe Reader.

