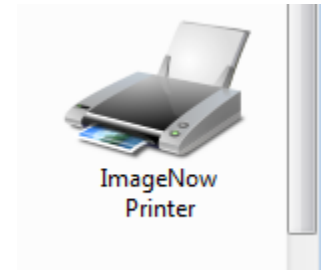


Perceptive Content

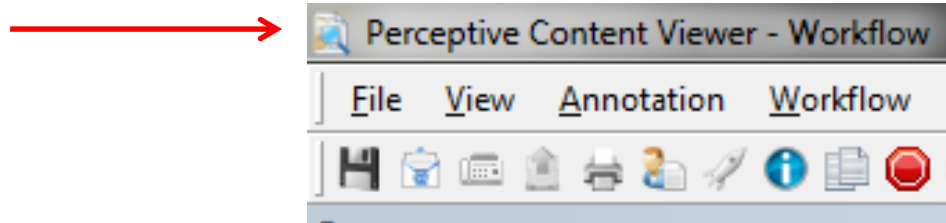
ImageNow printer – adding a page to an existing document

Adding a page

- The ImageNow printer must be installed



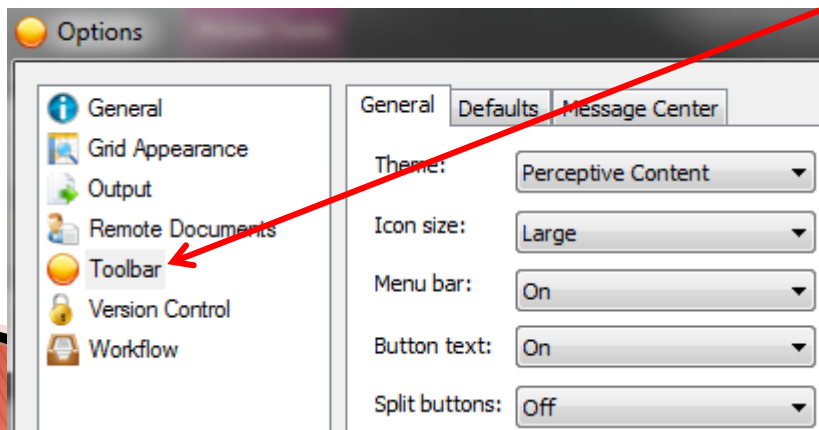
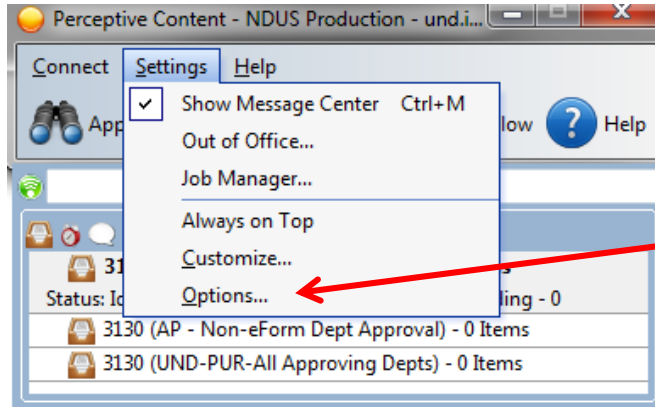
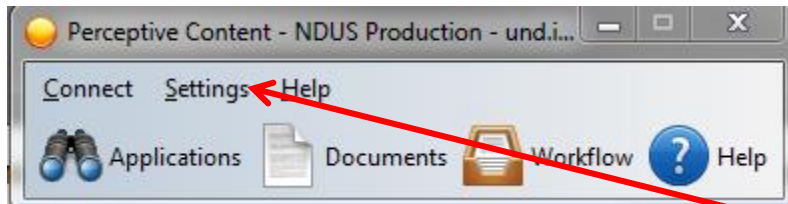
- You must be in workflow to attach



- Default application plan must be selected

Adding a page

- To set the default application plan



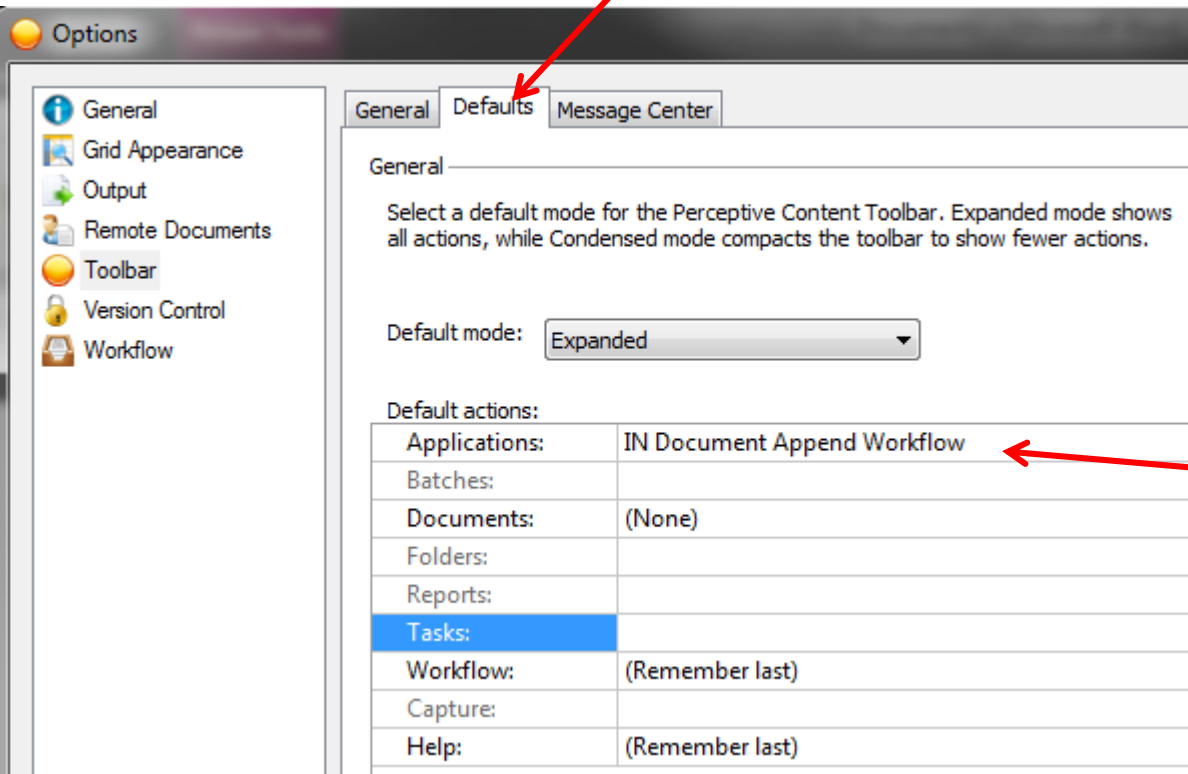
- Click Settings
- Choose Options
- Select the Toolbar

Adding a page

- Select the Defaults tab

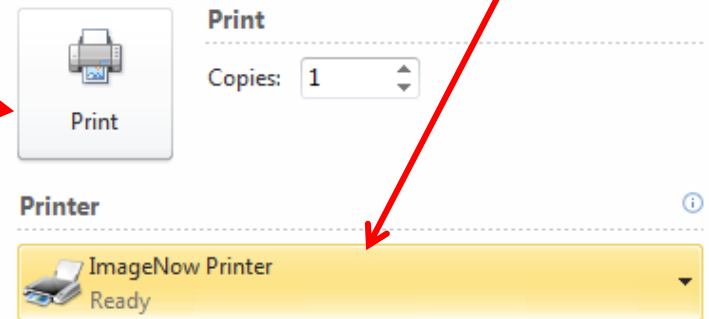
- Set the default action of Applications to :

IN Document Append Workflow



Adding a page

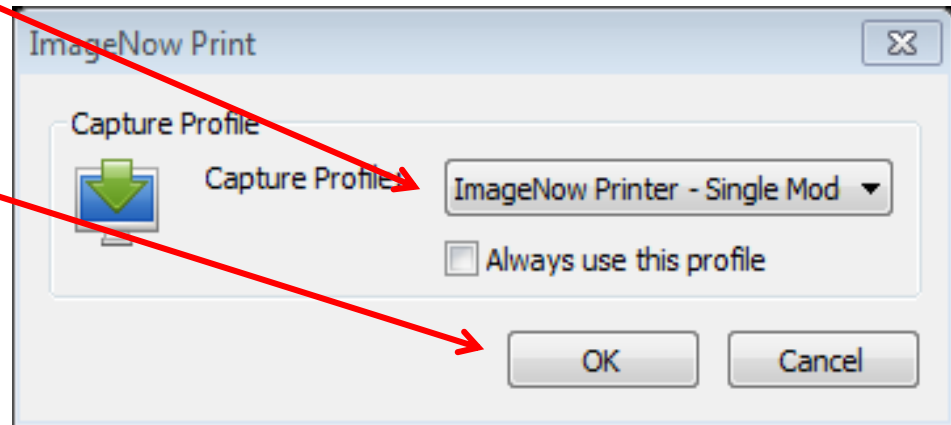
- Open the Perceptive Content (PC) document in workflow
- Open the page/document to be added
 - May be an email, a pdf, a MS Word document, etc.
- While in the page/document you are ADDING, select print from the file menu
- Select the ImageNow Printer as your printer
- Click print



Adding a page

- Verify Capture Profile : ImageNow Printer – Single Mode

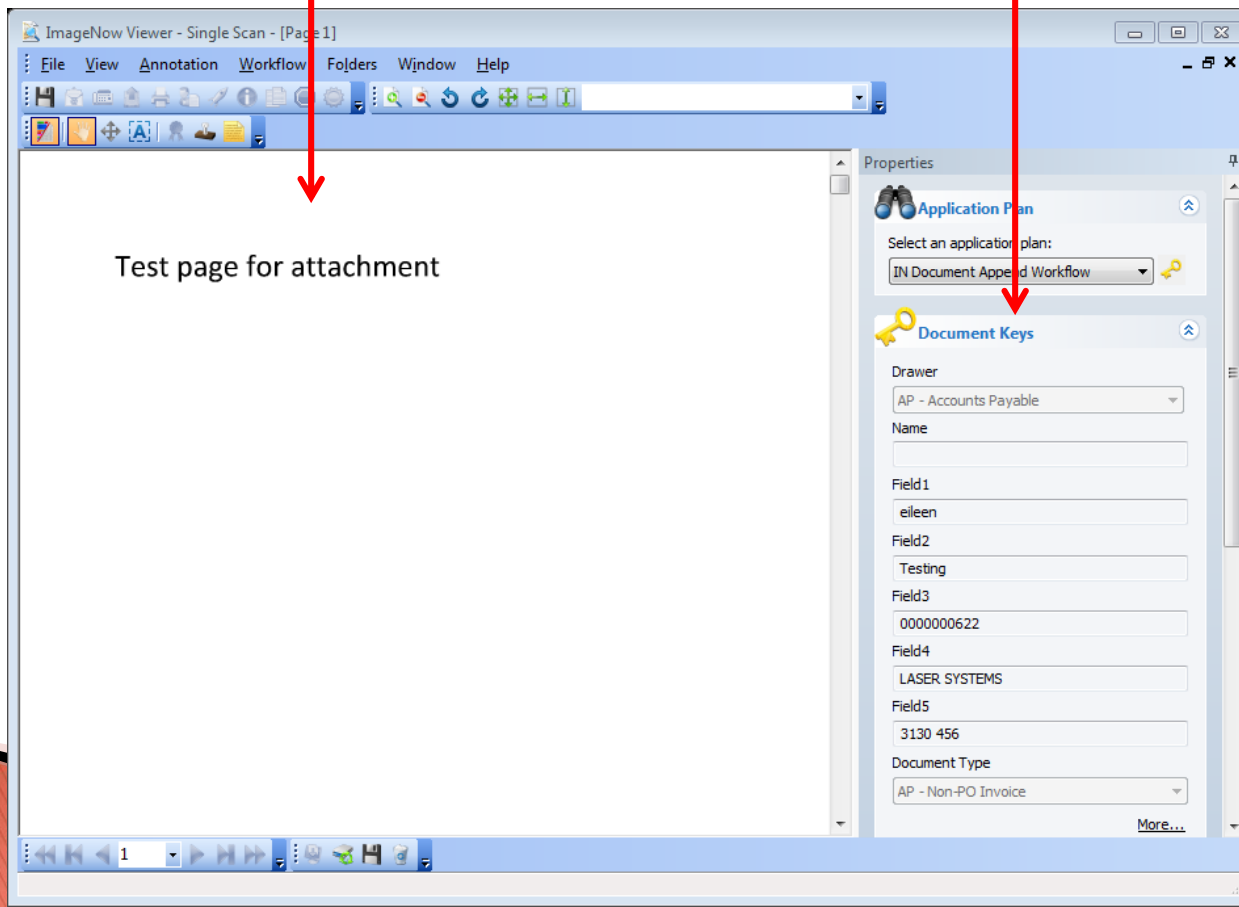
- Click OK



- A screen will open showing the page that you are adding. It will also show the properties of the Perceptive Content document you are attaching to.

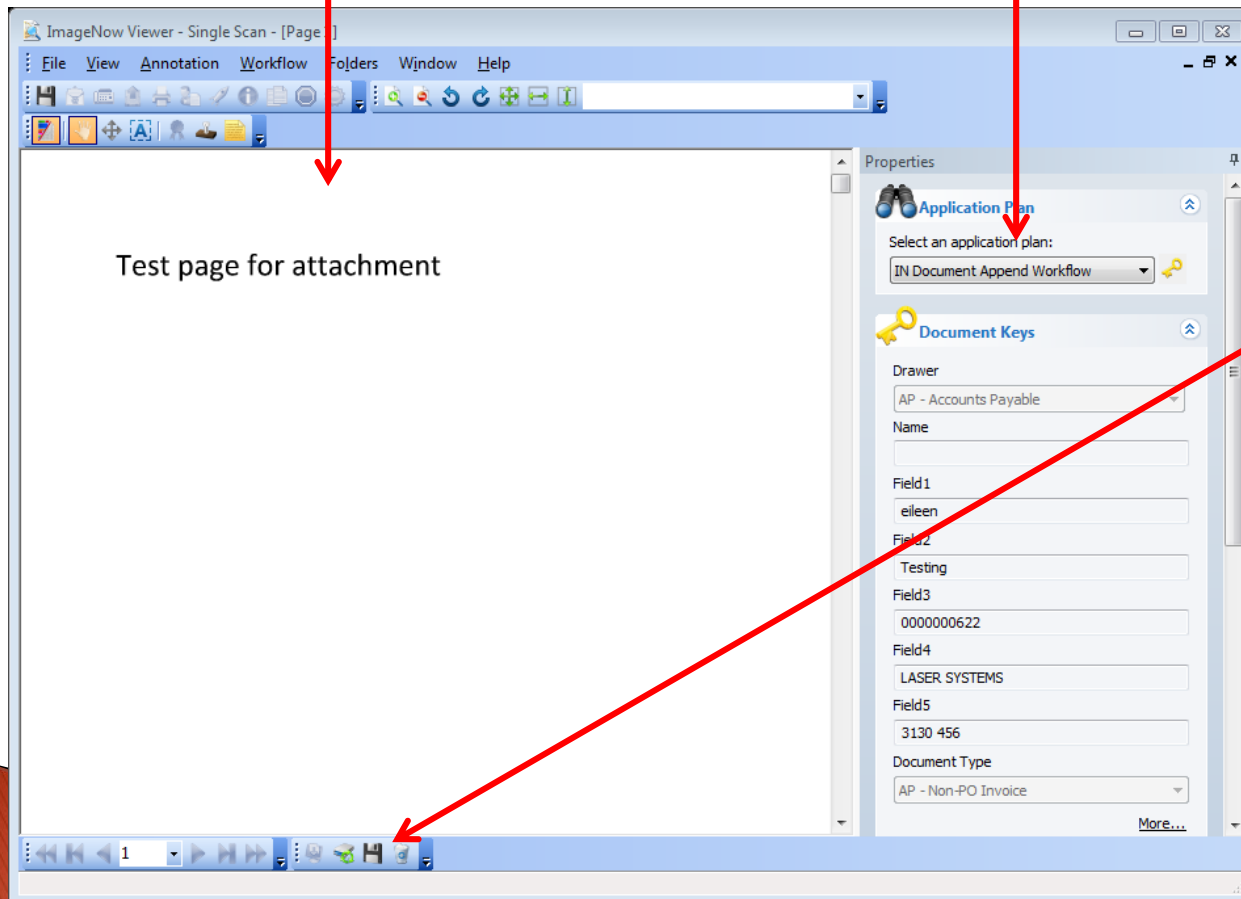
Adding a page


- Page/document you are adding
- Document keys of Perceptive Content document you are attaching to



Adding a page

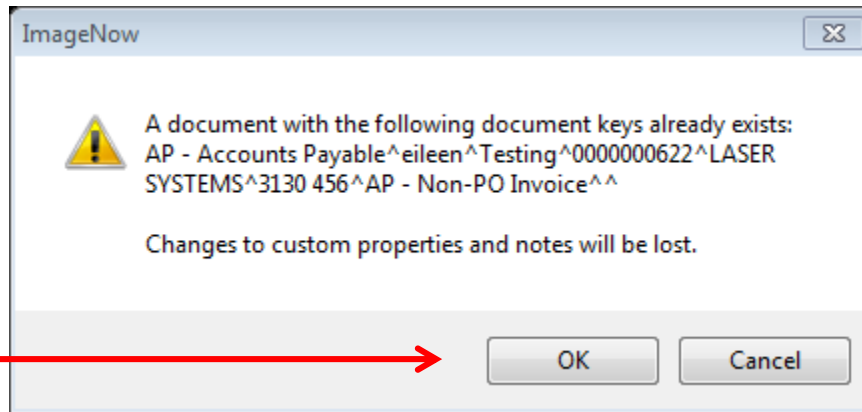
- Page/document you are adding
- Document keys of the Perceptive Content document



- Click the save  icon at the bottom of the document to save the page to the existing document.


Adding a page

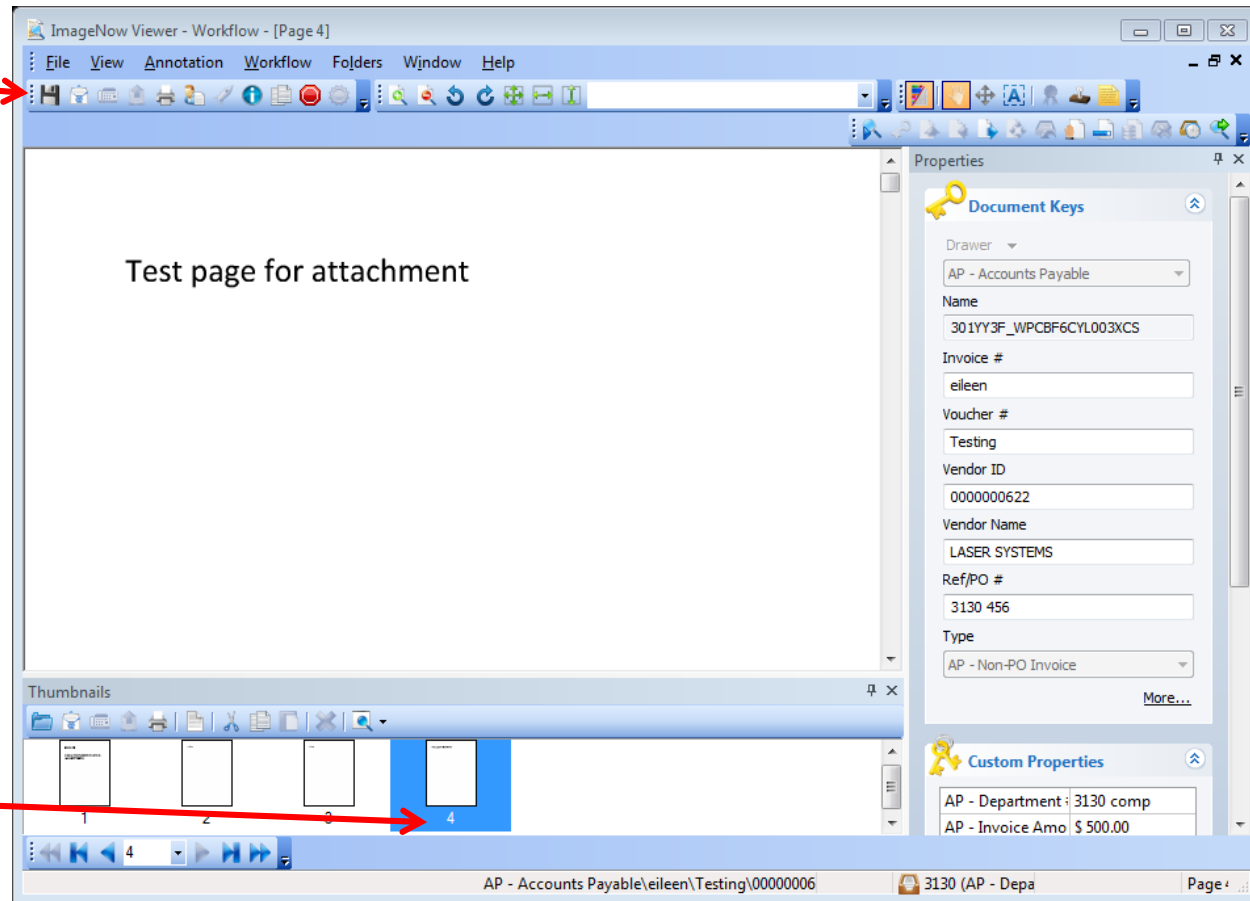
- If the below notification appears, click OK



- If you receive any other message or error notification, especially with different click options (i.e. append, replace), please contact Accounting Services **before** clicking anything but cancel.

Adding a page

- Click the save icon  at the top of the workflow document to “refresh” your document pages. The page you added will be the last page of the document.



Adding a page

- You have now successfully added a page to your existing document. If the page did not add successfully, please check these troubleshooting areas
 - ImageNow printer is installed and available
 - Only one document was open in Perceptive Content
 - PC document was open in the workflow view

Please feel free to contact Accounting Services for assistance with troubleshooting this process