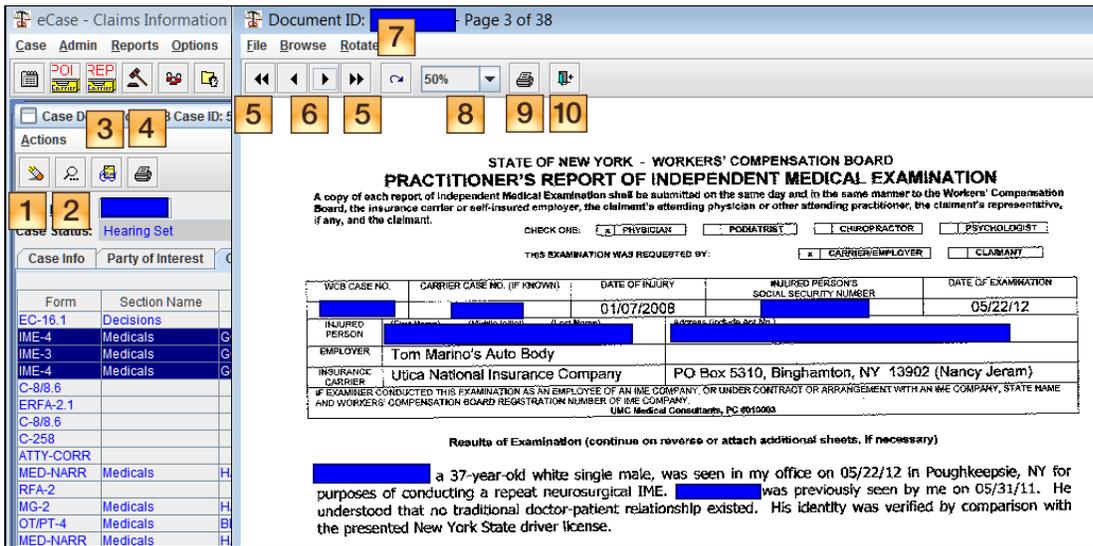


Viewing Documents

Highlight and double-click on a document row to view or open a document. Or, using the Shift or Ctrl keys, select several documents to open at the same time. See three document rows highlighted below.



To view, double-click on row(s) or click on the **View** icon .

- 1** Erase or clear all entries on screen.
- 2** Retrieve case information by clicking this icon after entering a **Case ID**.
- 3** **View** — click to open documents.
- 4** **Print** — click to print documents.
- 5** **Navigation arrows:** The outside double arrows are active (as they are in the image above) when more than one document is open. Use the arrows to go from one document to another.
- 6** **Navigation arrows:** The inside single arrows allow navigation from one page to another within a multi-page document.
The image above shows one page showing and at least another page to go to in the document—at the top of the screen you will see that you are on page 3 of a 38-page document.
- 7** Clicking this icon rotates the document 90°.
- 8** Drop-down list offers views of 25%, 33%, 50%, 75%, 100%, and 200%.
- 9** Click here to bring up print options screen.
- 10** Click this icon to exit document view.

Note: Another way to navigate between documents—go to Browse and choose **Select Document** to see a list of the open documents.

The list shows **Document ID**, **Form ID** and **Received Date**. On that list, highlight the document you wish to view and click on **OK**.

