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 Separate combined documents without having to delete them and rescan the pages.

 Create e-mail messages.

 Create fax cover sheets and messages.

 Attach files, folders, document, or pages to messages and faxes.

 Set diaries.

 Create task notes.

 Process workflow tasks.

 Zoom in and out on pages.

 Rotate pages.

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 Create e-mail messages.

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 Set diaries.

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 Create e-mail messages.

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 Set diaries.

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 Create e-mail messages.

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 Set diaries.

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 Create e-mail messages.

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 Set diaries.

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 Create e-mail messages.

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 Set diaries.

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 Create e-mail messages.

 Create fax cover sheets and messages.

 Attach files, folders, document, or pages to messages and faxes.

 Set diaries.

 Create task notes.

 Process workflow tasks.

 Zoom in and out on pages.

 Rotate pages.

 Mark pages, files, and file jackets to make them easy to locate.

 Create bookmarks for frequently used files.

 Add annotations, such as highlighting, stamps, arrows, and sticky notes.

 Create file and folder notes.