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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.

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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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ImageRight Desktop is the gateway to managing documents and the flow of images in your organization. Using Desktop, you can view documents throughout your organization and use several tools to complete work related to the documents and workflow.

For many people, ImageRight Desktop is a familiar friend, a regular part of their daily business routine. Whether you are using Desktop for the first time or you have used ImageRight for some time, you will be pleased to learn that you have the tools you need. Using mouse-based or keyboard-based techniques, you can:

 Open, close, and navigate files.

 Page through files, documents, sections, and pages quickly and effortlessly.

 Cut and paste pages if they are out of order.

 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.

 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.

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