

How to Navigate Through the Digital Storage System

Using
ViewWise
Online



Brought
to you
by



Go to: <http://hardinesc.org/>

Click on: "DSS" in the top navigation bar, then

Click on: "VIEWWISE ONLINE"

~ OR ~

Type in:

<http://alchemy.hardinesc.org/vwonline/VWApp.asp>

"ViewWise Online" appears

- You may need to install JAVA Security plug-in
- If you have Java, a JAVA Security Warning box appears, click **NO** and continue on ... or documents will not open

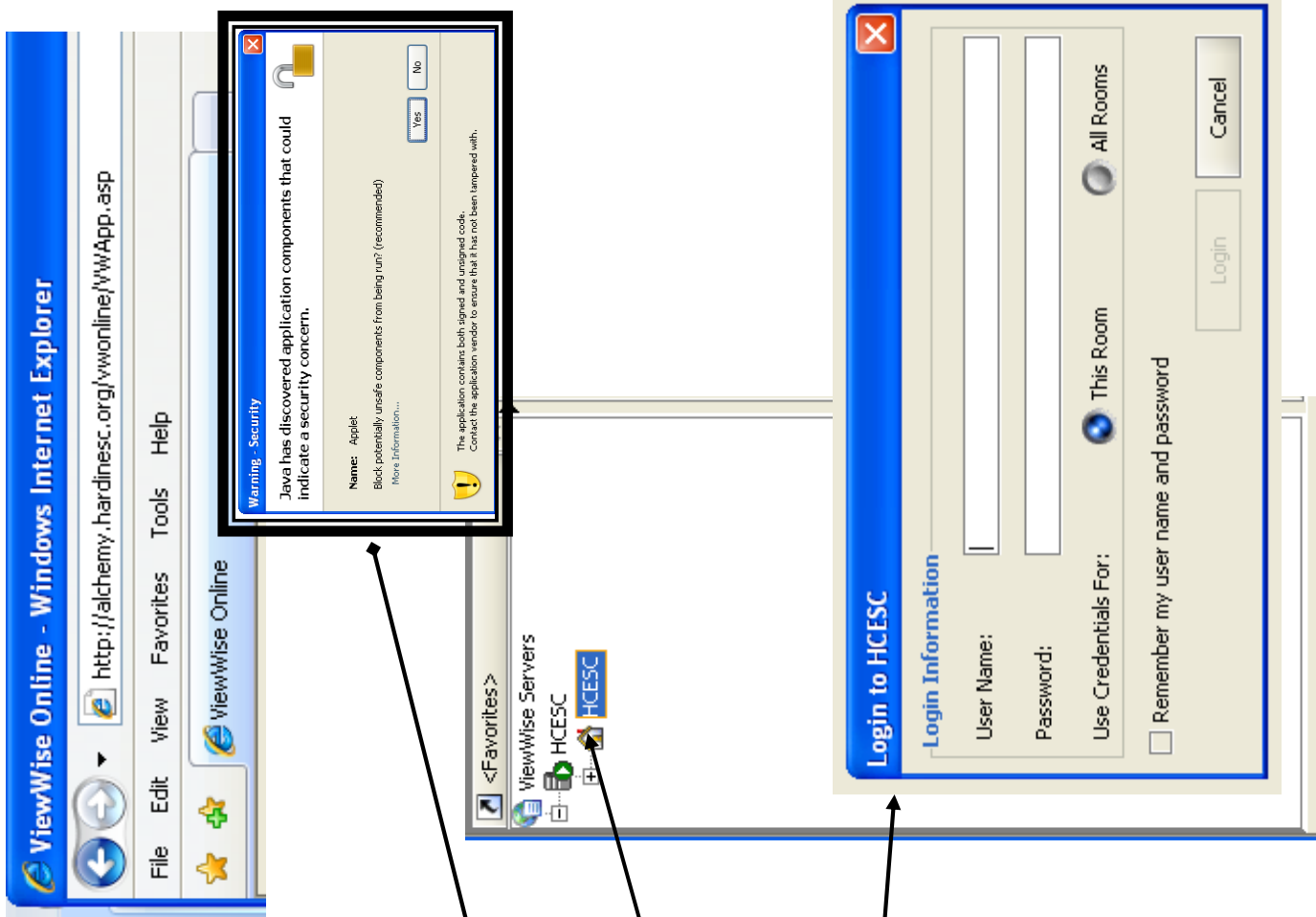
Double click on **HCESC** to access log in window

Login to HCESC window appears ...

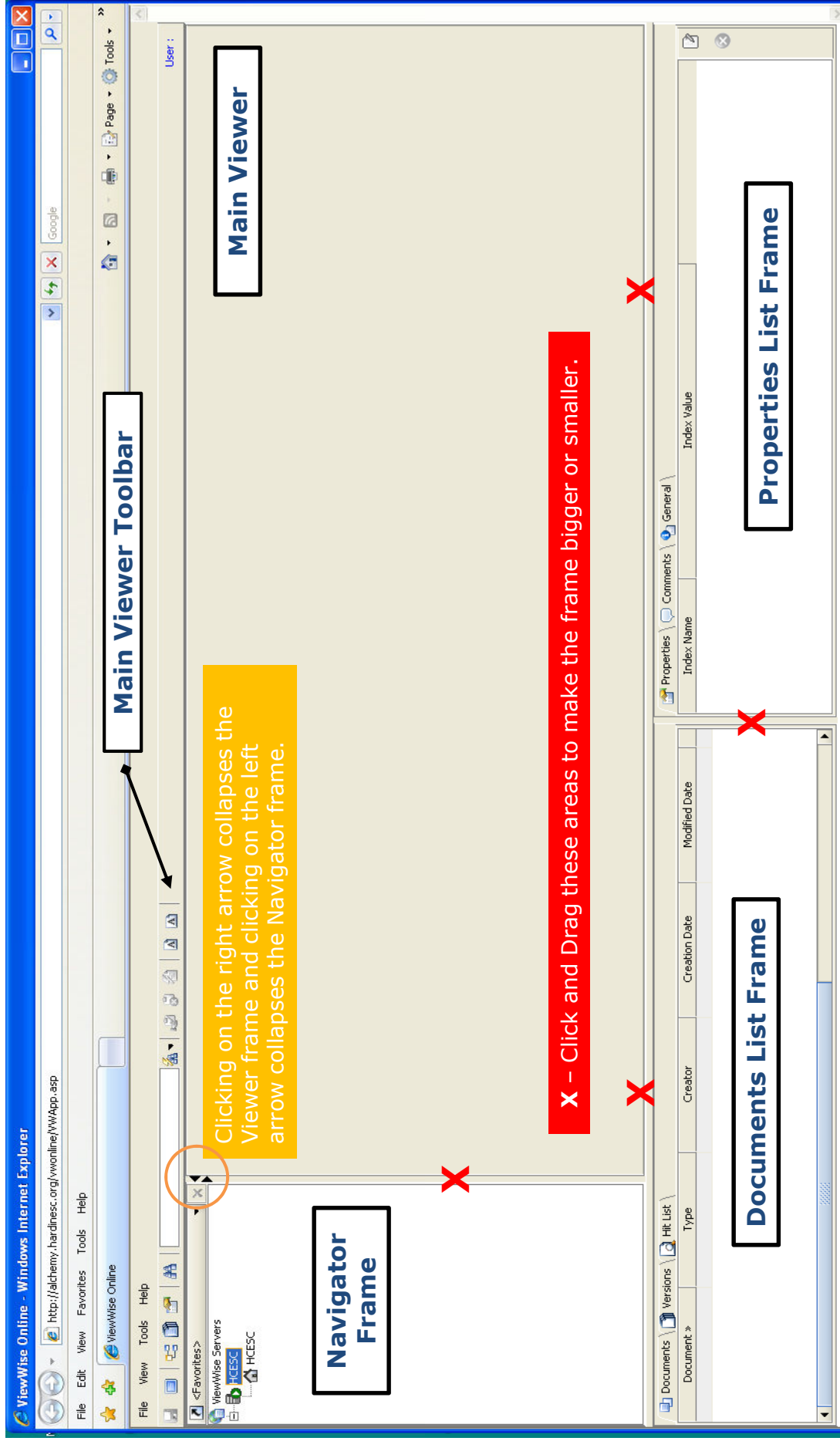
Type in your "**ASSIGNED SECURITY CODES**" in the username and password box, then click **Login**

NOTE: At this time we are not changing the school district passwords so continue to type in all lower case letters EXCEPT the "A" in Alchemy00-your 2 digit number

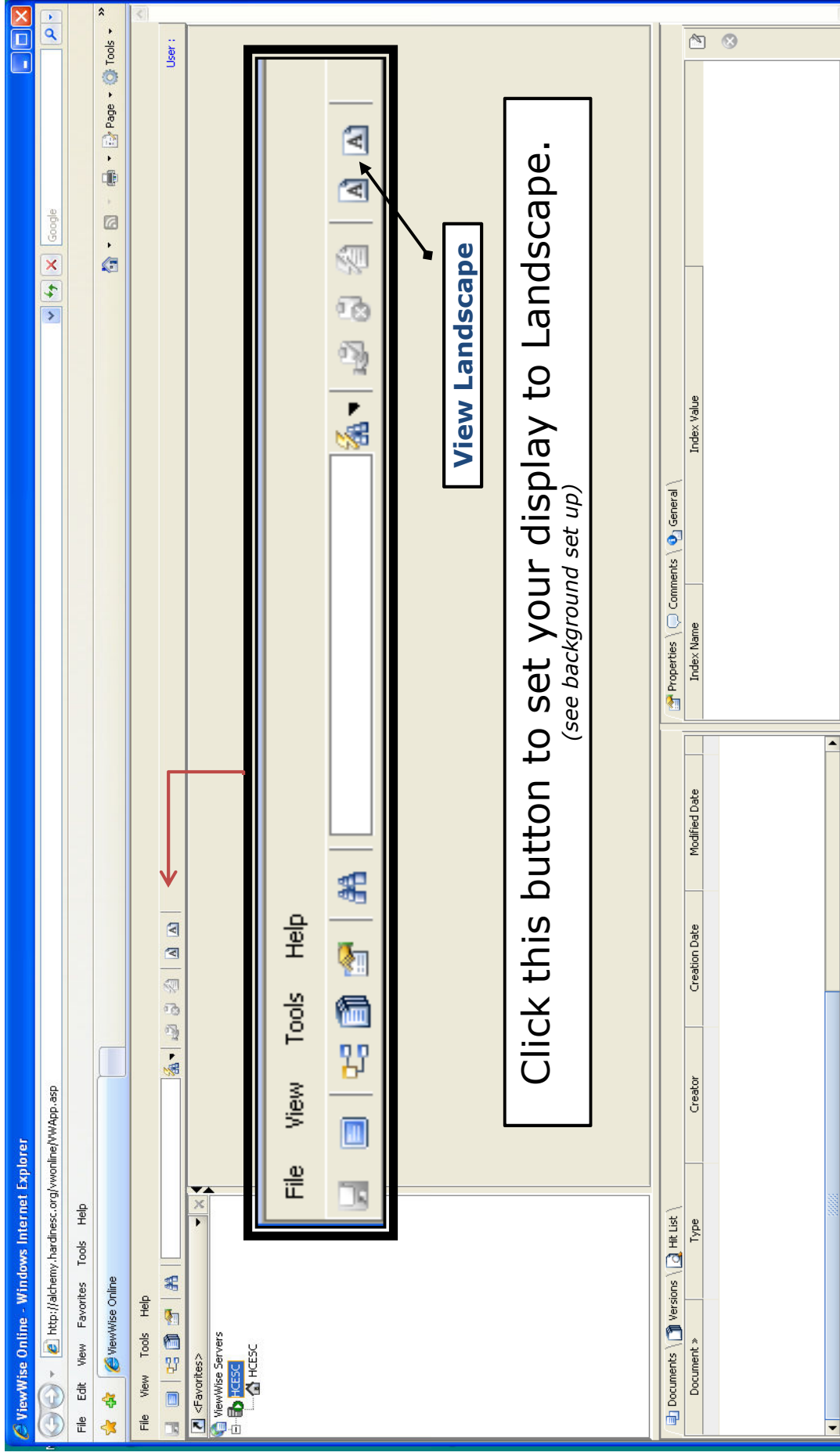
SPECIAL NOTE: You can add this web address to your favorites if you prefer.

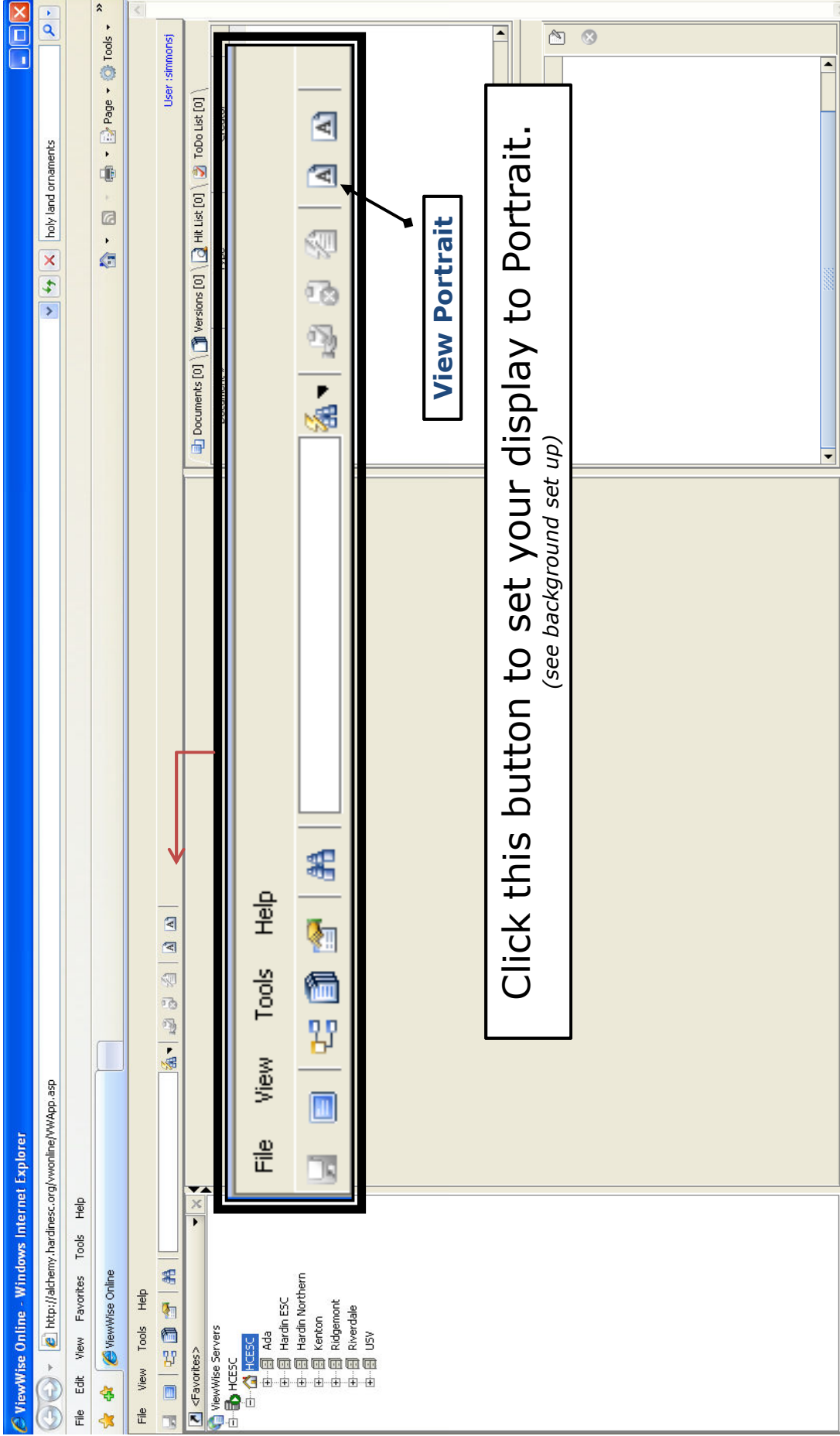


Main Viewer Display:



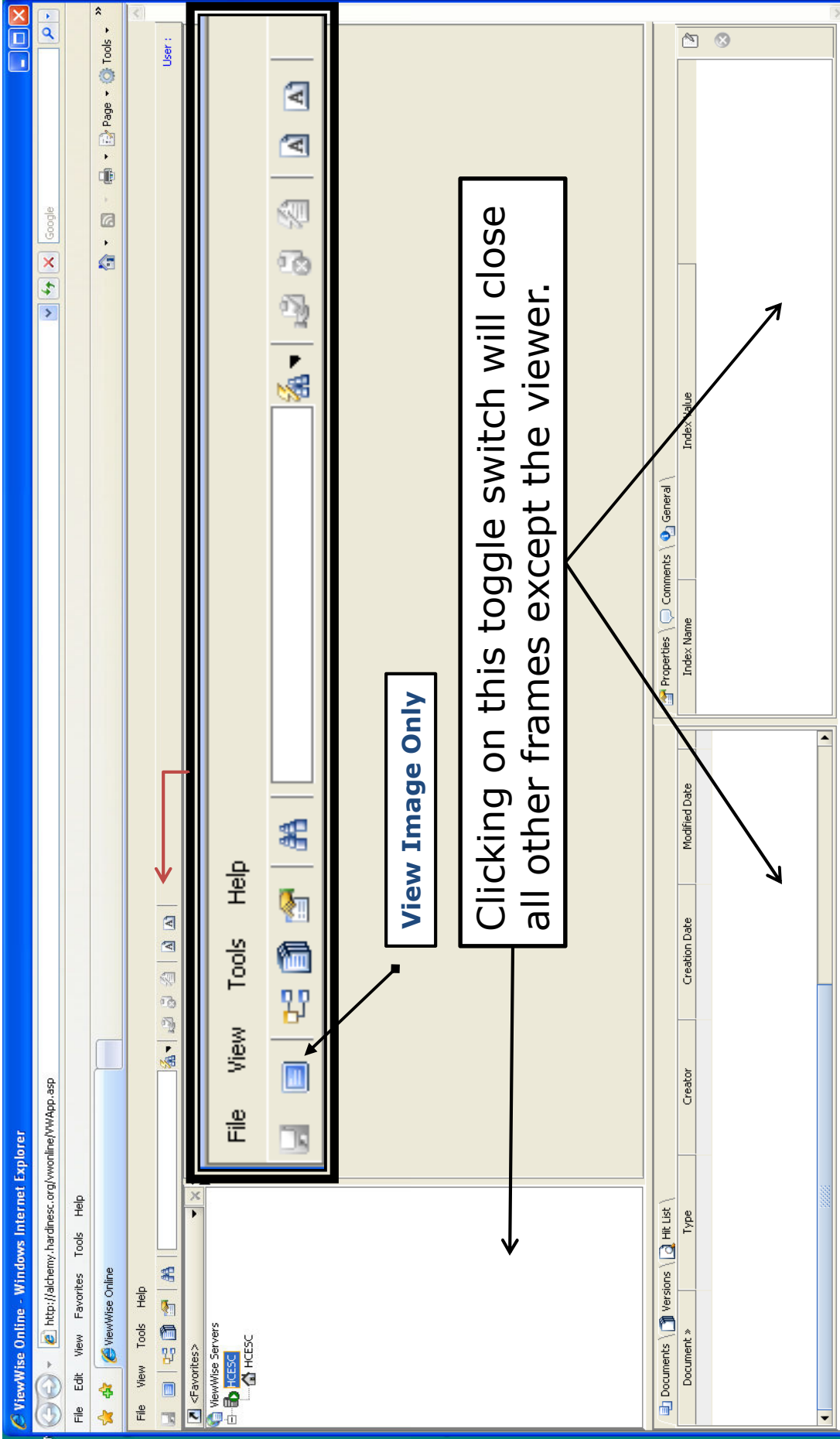
Main Viewer Toolbar Descriptions:





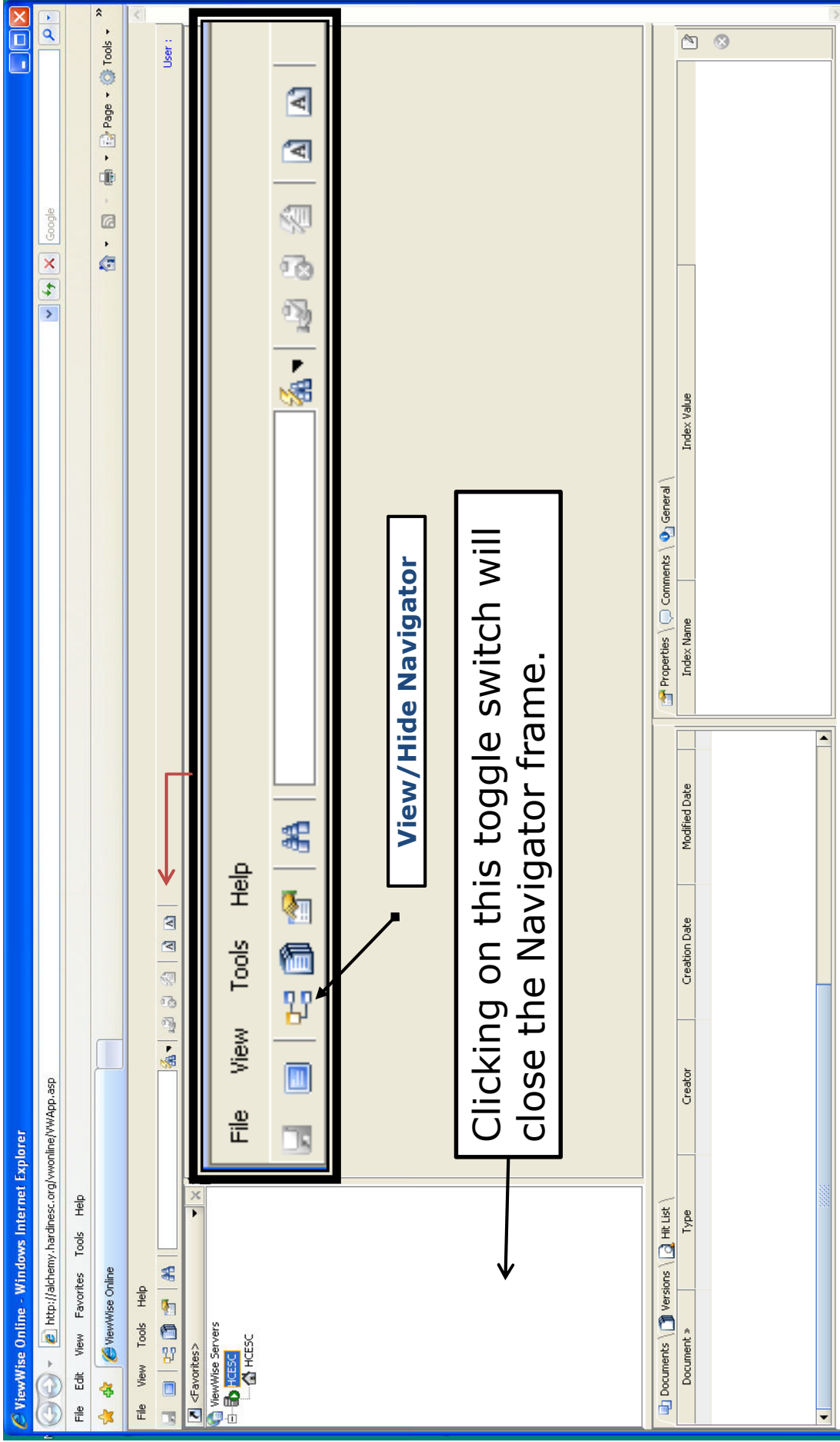
View Portrait

Click this button to set your display to Portrait.
(see background set up)



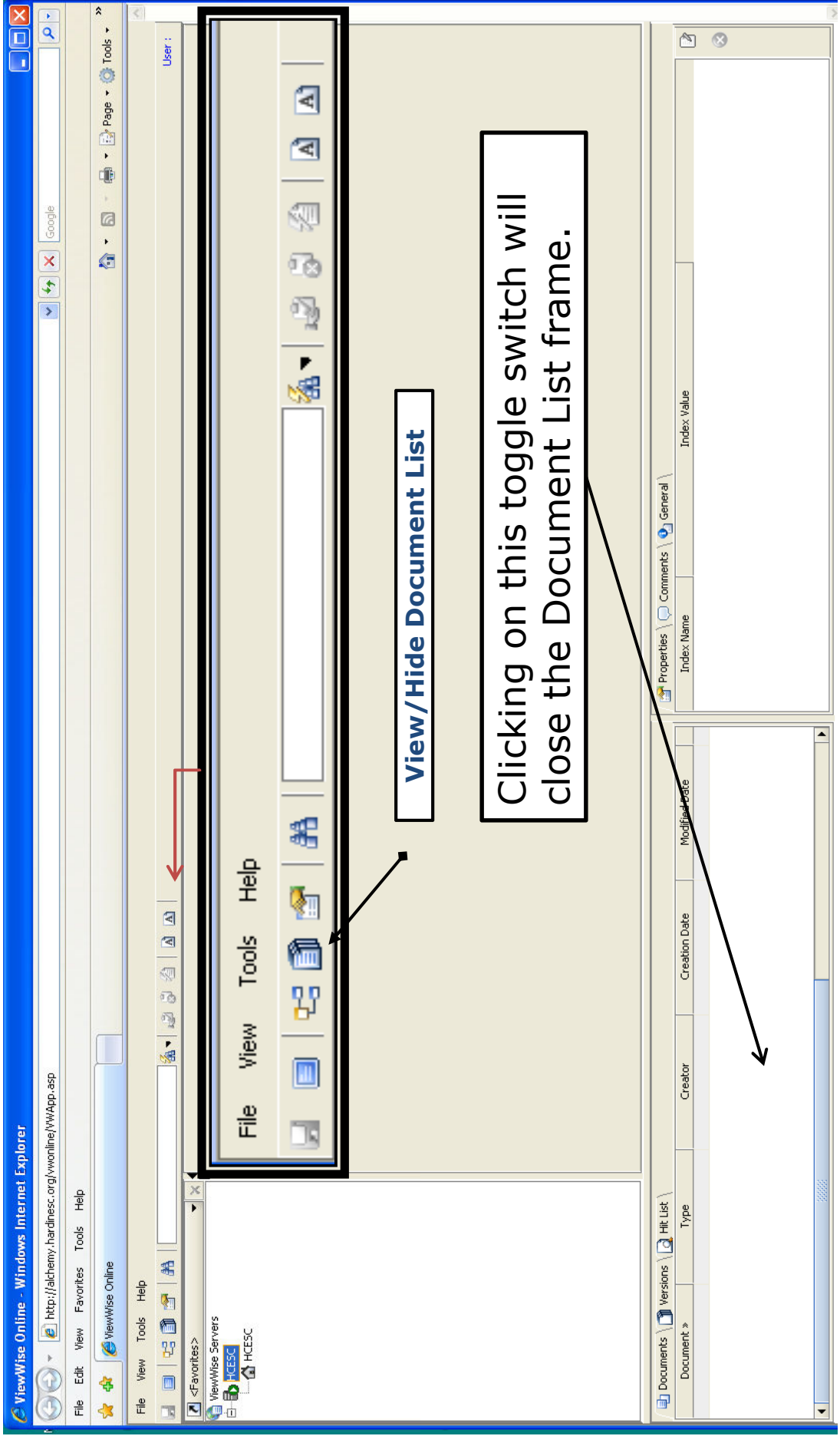
View Image Only

Clicking on this toggle switch will close all other frames except the viewer.



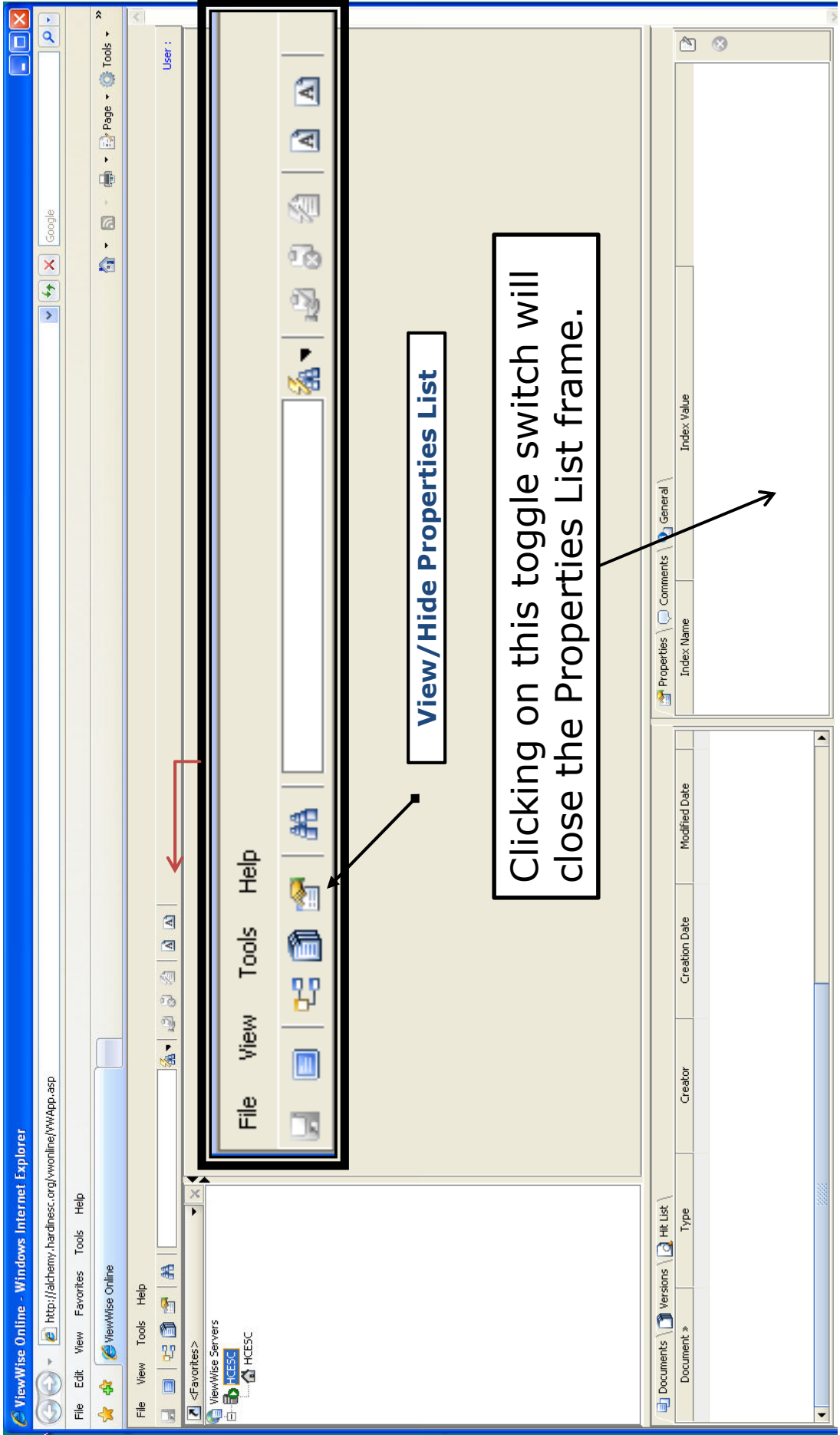
View/Hide Navigator

Clicking on this toggle switch will close the Navigator frame.



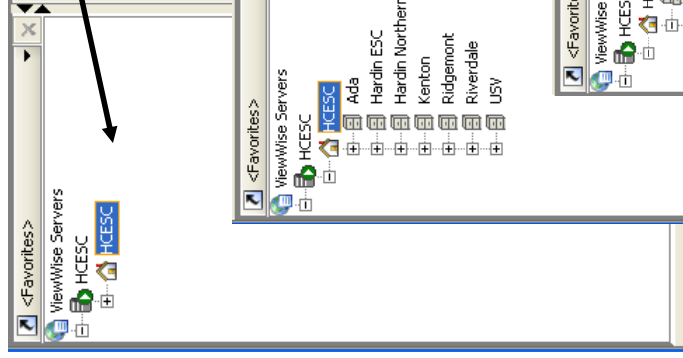
View/Hide Document List

Clicking on this toggle switch will close the Document List frame.

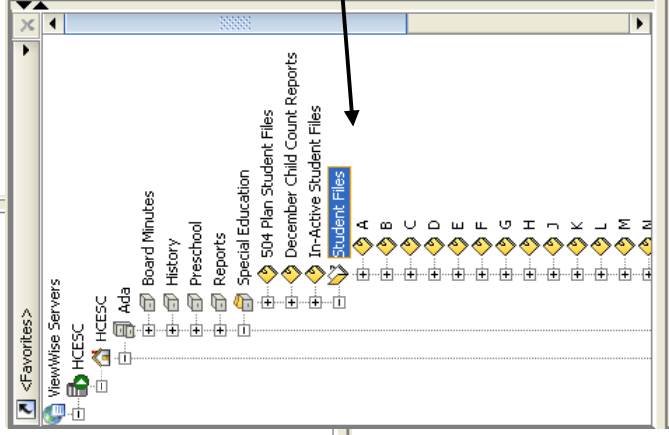
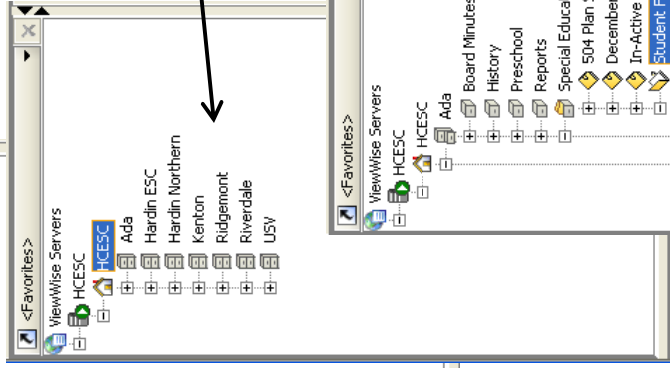


View/Hide Properties List

Clicking on this toggle switch will close the Properties List frame.

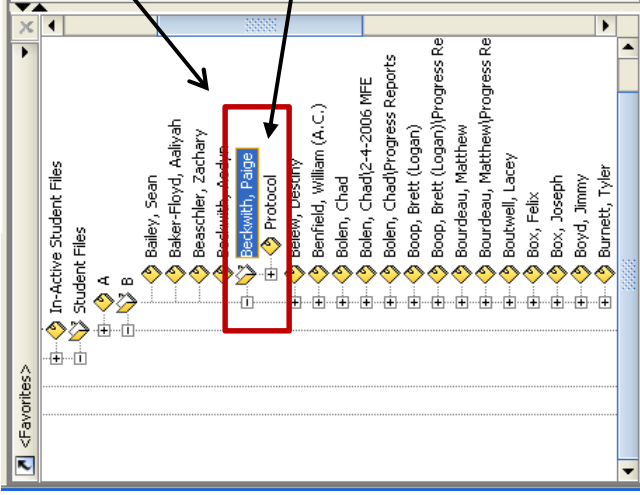


Once you have logged into ViewWise, click once on the **+** symbol beside **HCEESC** or double-click on the words **HCEESC** to open your secure file cabinet.



Click once on the **+** (plus) symbol or double-click on the **words/phrases** to open your secure file drawers for access to your file folders, etc.

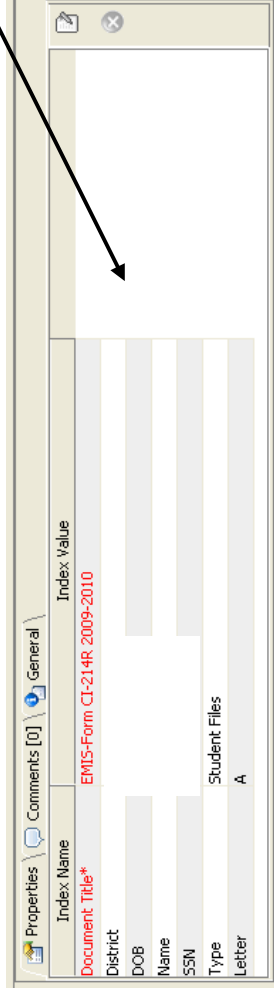
NOTE: when you click on the **+** (plus) symbol or double-click on the **words/phrases** all sub-folders within that folder will appear.



When you click on the folder all documents within that folder will display in the "Documents List" frame at the bottom or right of your screen depending on your display set up.

Document	Type	Creator	Creation Date	Modified Date
EMIS-Form CT-214R ...	Special Ed Student Files	Administrator	09-13-2010 08:27:04	11-05-2010 09:13:45
ETR 4-2-2008	Special Ed Student Files	carrigo	11-05-2010 09:27:21	11-05-2010 09:27:27
ETR 5-1-2002	Special Ed Student Files	Administrator	09-13-2010 08:27:03	11-05-2010 09:13:32
IEP 2002-2003	Special Ed Student Files	Administrator	09-13-2010 08:27:03	11-05-2010 09:10:38
IEP 2003-2004	Special Ed Student Files	Administrator	09-13-2010 08:27:02	11-05-2010 09:11:46
IEP 2004-2005	Special Ed Student Files	Administrator	09-13-2010 08:27:02	11-05-2010 09:11:54
IEP 2005-2006	Special Ed Student Files	Administrator	09-13-2010 08:27:02	11-05-2010 09:12:15

To view the contents of a document, simply double-click on the document in the "Documents List" frame.



Each documents properties will appear in the "Properties List" frame.

Main Viewer:

The Main View displays one page at a time

Thumbnails may be displayed as a single page or multiple pages

Single Page Thumbnail

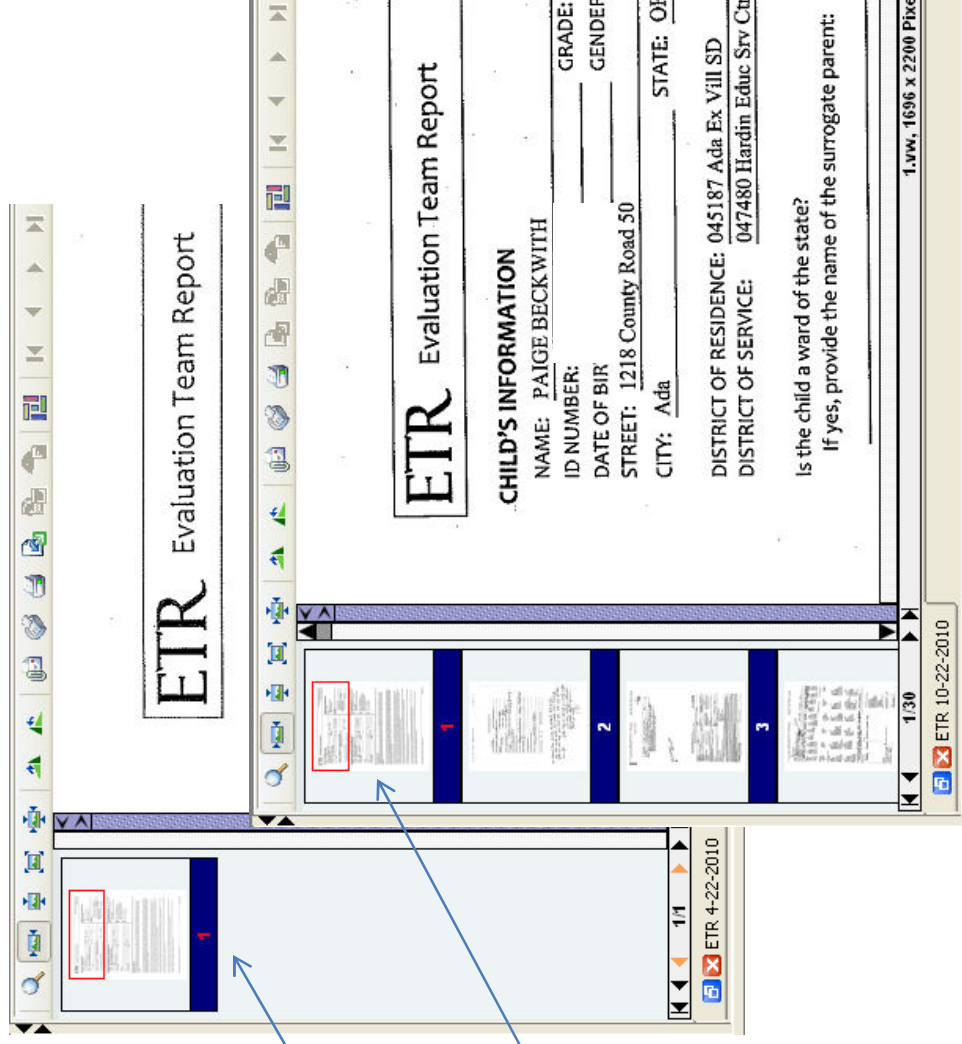
Navigate to other pages using the **orange** arrows located at the bottom of the "thumbnail frame"

Multiple Pages Thumbnail

Navigate by using the scroll or **black** arrows

You can eliminate all frames and see the main viewer only by clicking on the **blue** maximize button, bottom left, located directly under the pages.

To close the maximized viewer, simply click on the **X** in the upper right corner of the maximized screen.



The Viewer Toolbar:

The Viewer Toolbar enables the user to quickly affect page view changes, and various output options, such as e-mail, fax, print, and export. These options only appear when a document is open.



1. Activate the magnifying glass for zooming in and out of portions of a page.
2. Resize the selected page to fit inside the Viewer window based on its width.
3. Resize the selected page to fit inside the Viewer window based on its height.
4. Resize the selected page to fit proportionally inside the Viewer window.
5. Resize the selected page to its original size.
6. Rotate the selected page to the right 90°.
7. Rotate the selected page to the left 90°.
8. Email a reference to the selected ViewWise Document, or the selected page(s) as images.
9. Fax the selected page(s) (*requires third-party fax software / hardware*).
10. Print the selected page(s) to a Windows compatible printing device.
11. Each click will reposition the thumbnail bar to a different edge of the Viewer window.

Print:

All documents are printable. There are a couple of different ways to print.

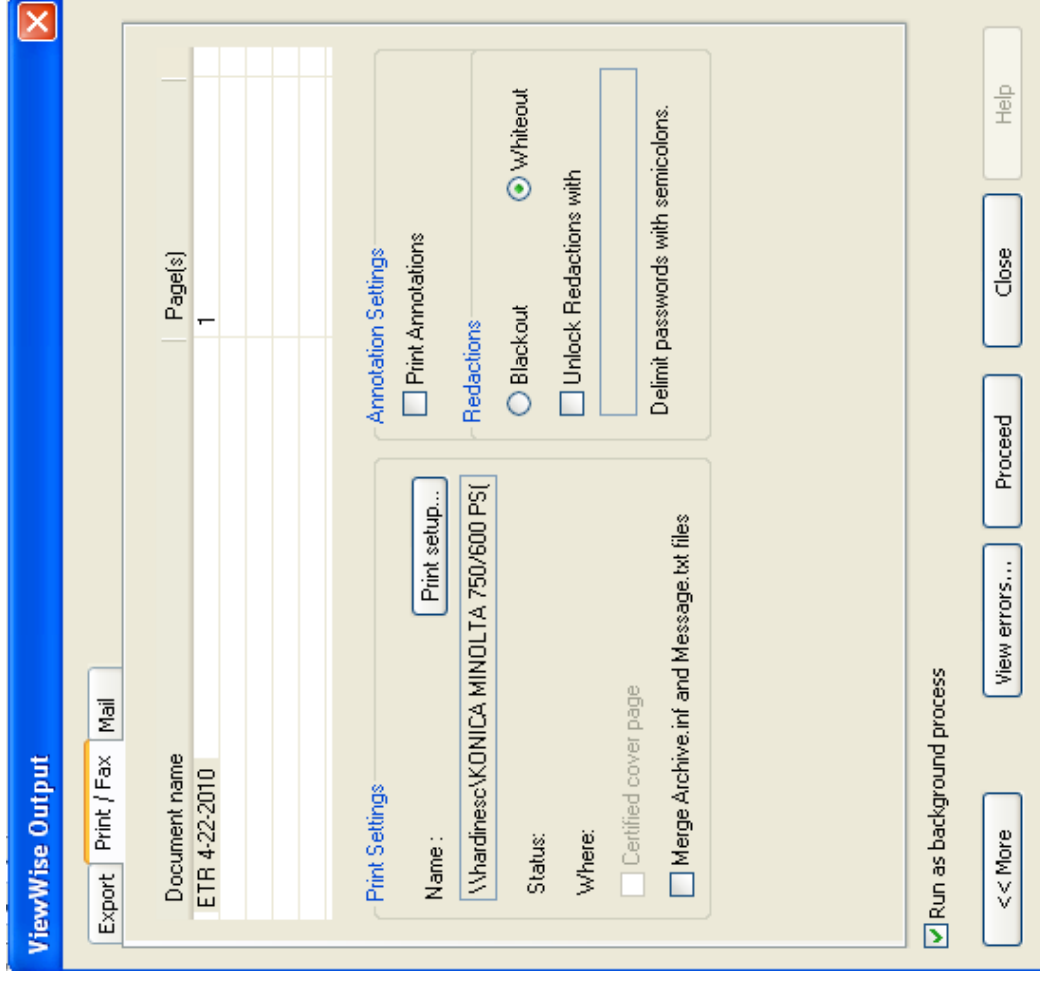
Printing the complete document:

If your Thumbnail frame shows only one page of the document, use the PRINT icon located at the top of the Navigator frame and all pages will print.

If your Thumbnail frames shows multiple pages of the document, highlight the first page, hold the shift key and highlight the last page, then right-click, go to SEND TO: PRINT....

Printing certain pages of a document:

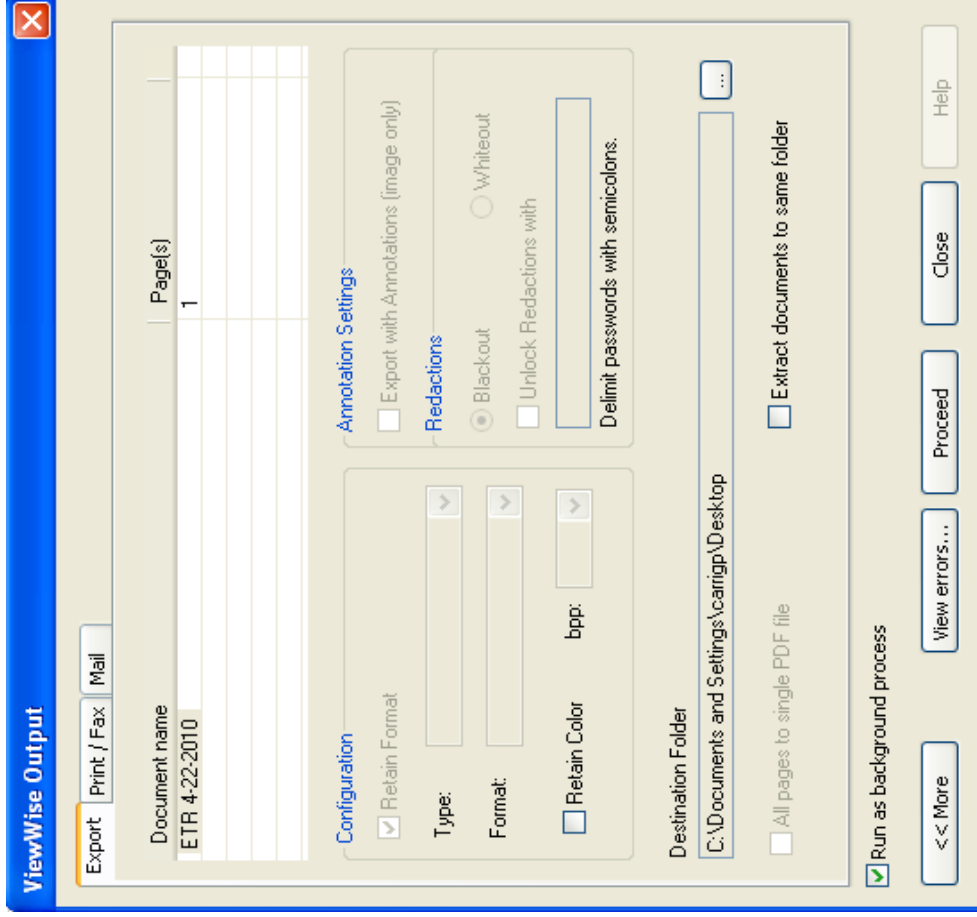
Highlight each page wanted, then right-click, go to SEND TO: PRINT....



Email:

Emailing a document can **NOT** be done with any “web-based email accounts”. Outlook, Outlook Express, etc. are good systems to email documents with ViewWise Online.

You can email a document using the **EXPORT** feature (see below).



Export:

Obtain document by one of the options below:

1. Open document in viewer by double-clicking on the document title in the Document List frame, then right-click
2. Right-click on the document title directly in the Document List frame

Go to SEND TO: EXPORT

Change your “Destination Folder” if needed

System will create a folder with the document inside to destination you specified

Closing / Exiting ViewWise Online:

Right click on **HCEESC** and click on "**Disconnect**".

Then click **FILE / EXIT** or click on the **X** in the upper right corner of the window.

