

Laserfiche 8

User Quick Start

Welcome to Laserfiche

Laserfiche is a Windows application allowing you to store, organize, and access your organization's information. You have complete control over what type of information is stored, how long it is kept, and who can view the information. Laserfiche also allows you to create, modify, and delete content.

The screenshot displays the Laserfiche application interface. At the top, a window titled "Available Repositories" shows two options: "MyLaserficheRepository" (selected) and "OtherRepository". Below this window are three buttons: "OPEN", "ATTACH", and "REFRESH".

The main interface is divided into three panes:

- Left Pane:** A tree view showing a folder structure. The "2 Laserfiche Product News" folder is selected.
- Center Pane:** A table listing documents with columns for file name, size, type, and status.

File Name	Size	Type	Status
Laserriche YMCA Partnership	168	Document	2 Yes
State Elevator Safety Installa...	156	Document	2 Yes
Real Estate Installation	158	Document	1 Yes
NAWBO Hall of Fame	160	Document	1 Yes
Luminary of the Year Award	157	Document	2 Yes
Laserfiche Nashua Partnership	162	Document	2 Yes
Laserfiche eCopy Partnership	163	Document	2 Yes
Laserfiche 7.2 Launch	161	Document	1 Yes
Iraqi Government Installation	159	Document	2 Yes
Financial Services Installation	155	Document	2 Yes
Education Installation	165	Document	2 Yes
Agenda Manager 7.1 Launch	164	Document	1 Yes
- Right Pane:** A preview window showing the content of a selected document. The text includes:

The Luminary honors working mothers who have achieved greatness in their field. Given by the The Moms in Business Network™, the award is intended to inspire other women who balance both career and motherhood.

The gala event and ceremony was held May 7, 2005, at the Wynn Resort in Las Vegas.

In acknowledging the award, Nien-Ling Wacker said, "It is such an honor to be named Luminary of the Year by my peers - other women who have made a difference in the board room and in the home. This distinction comes at a wonderful point in my career. It is a true testament to Laserfiche's employees, my mentors, friends, and family who provided the support to achieve such an honor."

Ms. Wacker founded the certified minority business, Compulink Management Center, Inc. in 1974. Her success with the award-winning Laserfiche document management software is the culmination of nearly three decades of work with computer systems, information management and office automation. The company has more than 22,000 clients worldwide.

In 2001, Ms. Wacker won the Association for Information and Image Management's Pioneer Award, which described her as a "pioneer" and cited Laserfiche as "consistently among the leaders in developing solutions to international challenges."

Ms. Wacker's accomplishments have been chronicled in The Wall Street Journal, the Los Angeles Times and other major newspapers and industry publications. The Los Angeles Times described her integration of document imaging and full-text retrieval as "a big step closer to the paperless office."

Ms. Wacker was born in China and educated in Hong Kong, Australia and the United States. She is the mother of two sons.

The Create Your Dreams Gala™, hosted by Moms in Business Network and the International Association of Working Mothers™, is the only national award honoring the outstanding achievements of working mothers who are leaders in business, arts and the community.

At the bottom right, a "Metadata" window is open, showing a "Template: Press Articles" and an "Author" field containing "Laserfiche".

Laserfiche Concepts



Repository:

A repository is a place where your files are stored. It contains your documents, organized within folders, and additional information about those documents and folders.



Folder:

Folders aid the organization of your documents. They can contain imaged documents, electronic documents, shortcuts, and other folders.



Imaged Document:

When you create a document by scanning or importing pages into the repository, you create an imaged document.



Electronic Document:

An electronic document is a document that contains an electronic file, such as a Word document or PDF. Electronic documents can contain searchable text and metadata, and they open in their native applications through Laserfiche.



Document:

Laserfiche uses the term “document” to refer to an imaged document or an electronic document.



Fields:

Fields contain additional information about the document that you can use for reference or search and retrieval.



Template:

A collection of fields that can help categorize documents or folders.



Metadata:

Metadata is a general term used to refer to information associated with a document. Metadata consists of field data, tags, version information, and linked documents.



Volume:

Volumes reflect the way the Laserfiche Server organizes and manages files. When you create or import a document, you will specify the volume it will be stored in.



Briefcase:

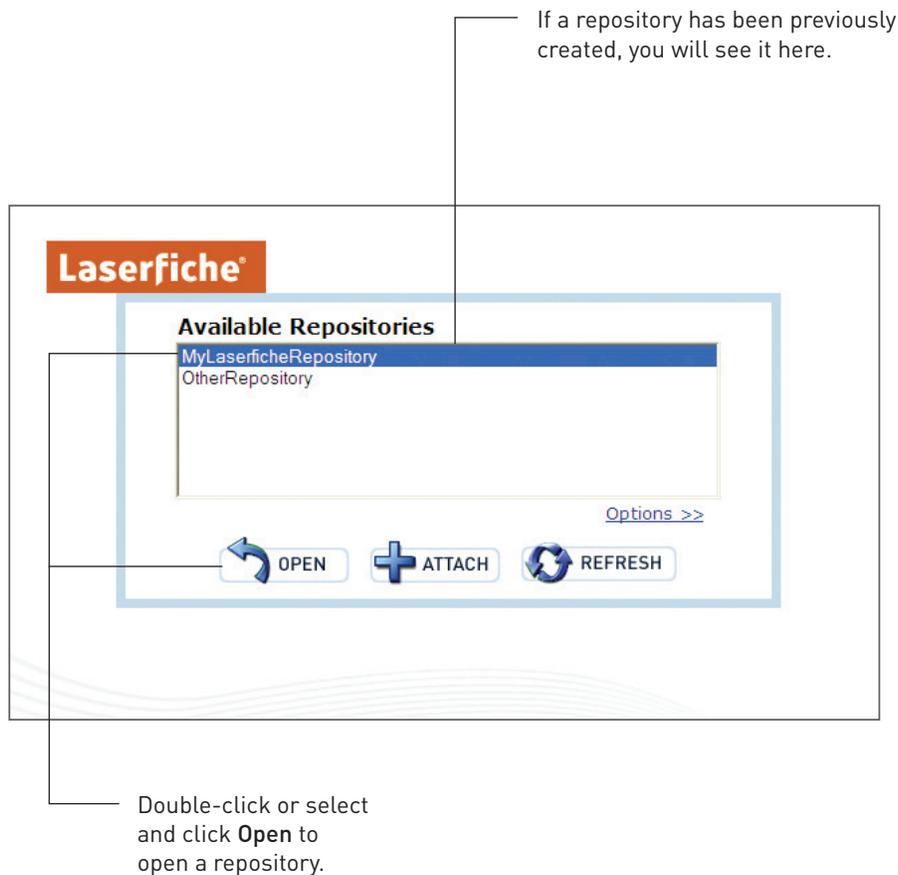
A briefcase is a single file that contains exported Laserfiche documents and folders. Documents will retain metadata, images, text, electronic files, and annotations.



Indicates new features in Laserfiche 8.

Getting Started

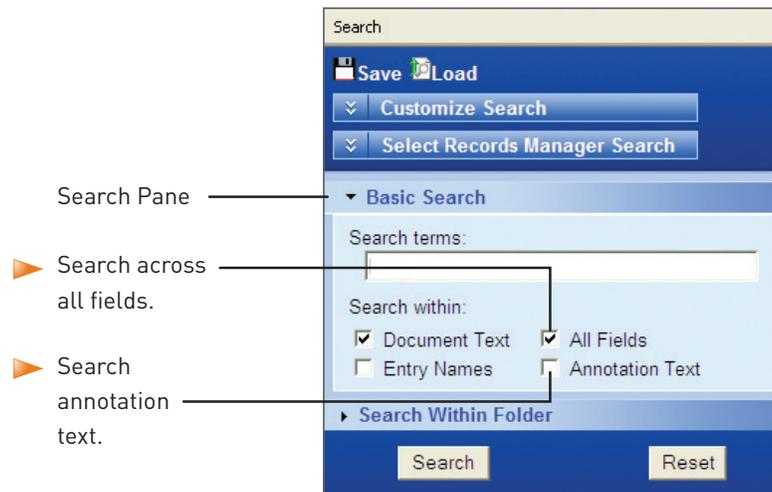
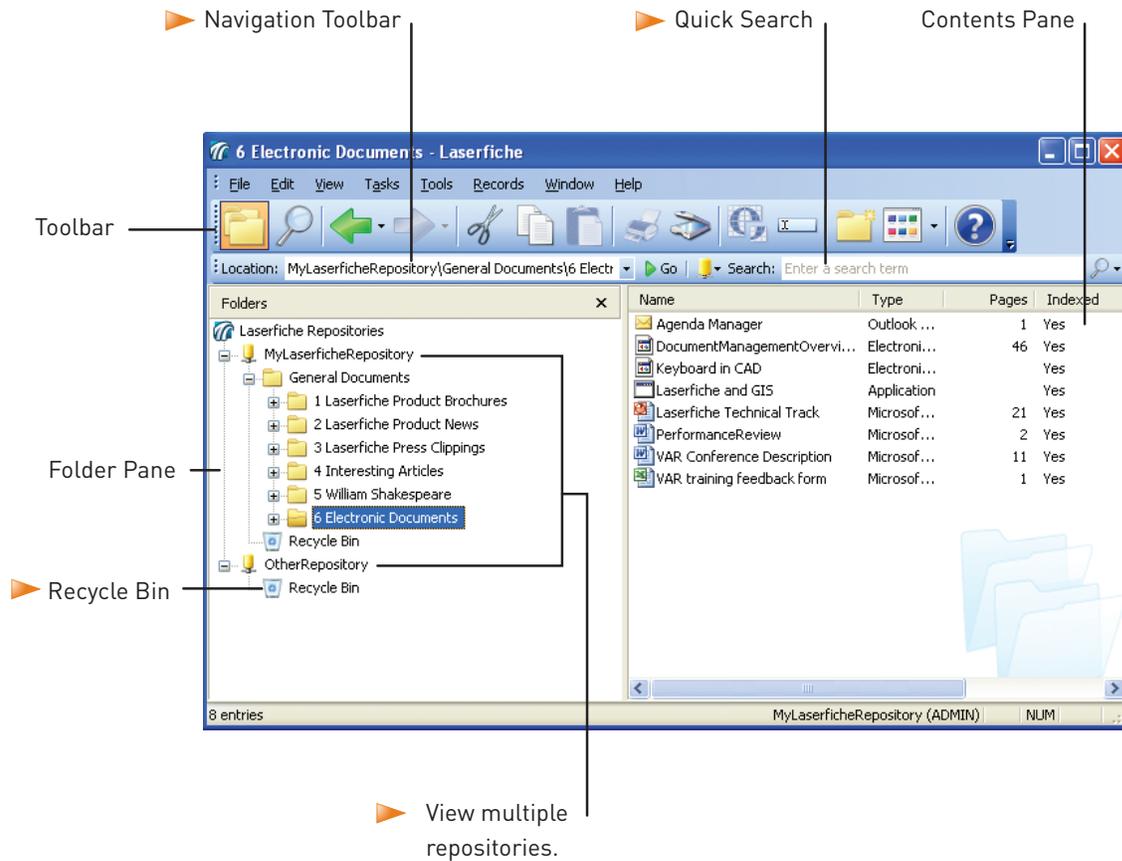
To view information stored in Laserfiche, you will need to open a Laserfiche repository. If a repository has already been created, it will be displayed on this Laserfiche Start Page. If you do not see a repository, contact your administrator for help creating or connecting to a repository.



■ For more information, see **Getting Started** in the Laserfiche Client help files.

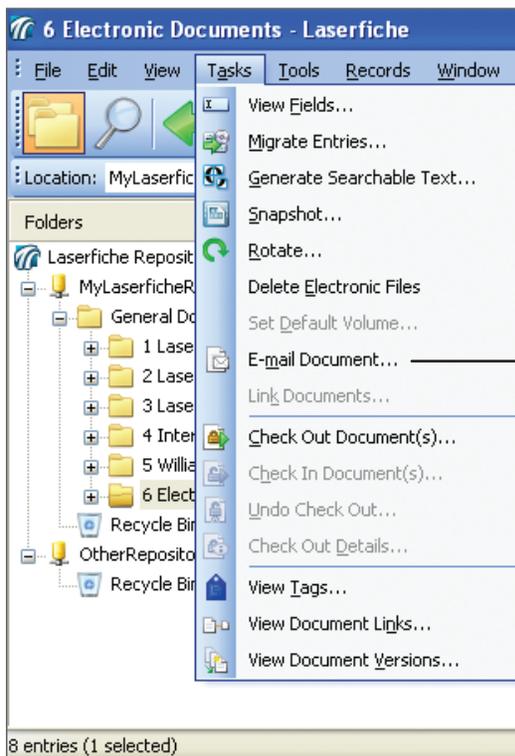
Folder Browser

The Folder Browser is the main workspace where you can work with and find your organization's information. The primary visual aspects in the Folder Browser are the toolbar and the panes.



Double-click a document icon to open the file.

Name	Type	Pages	Template Name
A letter from the Smithsonian	Document	2	General
Agenda Manager	Outlook Item	1	e-Mail
Declaration of Independence	Document	4	General (2)
DocumentManagementOvervi...	Adobe Acrobat 7.0 Document	46	Brochures
Emancipation Proclamation	Document	1	e-Mail
Keyboard in CAD	Electronic Document		General (2)
Laserfiche and GIS	Application		General (2)
Laserfiche Technical Track	Microsoft Office PowerPoint 97-2003 Presentation	21	General (2)
NASA Shuttle Launch	Document	1	Library Documents
PerformanceReview	Microsoft Office Word 97 - 2003 Document	2	General (2)
The Gettysburg Address	Document	1	Press Articles
VAR Conference Description	Microsoft Office Word 97 - 2003 Document	11	General (2)
VAR training feedback form	Microsoft Office Excel 97-2003 Worksheet	1	General (2)



To e-mail a document, select it, click **Tasks**, and select **E-mail Document**. Configure e-mail properties and compose your e-mail from the default e-mail application.

- For more information on navigating and customizing the Folder Browser, see **Learning About Laserfiche** in the Laserfiche Client help files.

Searching

After storing your documents in Laserfiche, you can retrieve them by using one of a variety of search types, or you can use the Quick Search in the Folder Browser to perform searches quickly without opening the Search Pane.

Quick Search

Search the full text of documents.

Search by name for a document, folder, or shortcut.

Search for specific fields and their values.

Search the text inside sticky notes, callout text, and text boxes.

Search Text

Search Entry Names

Search Fields

Search Annotations

Search Results - Laserfiche

Location: MyRepository\Search Results

Search: searchable

Name	Count
Measure For Measure	3
The Tempest	1
Two Gentlemen of Verona	1

Context Hits

#1 pg.1

My text is searchable.
My text is searchable.
My text is searchable.

Search Results - Laserfiche

Location: MyRepository\Search Results

Search: Enter a search term

Customize Search

- Basic
- Within Folder
- Field
- Text
- Modification Date
- Document/Folder Name
- Electronic Documents
- Tags
- Relationship
- Version
- User
- Within Volume
- Has Pages
- Advanced
- Close

Reset

Name	Count
Sonnets	190
Two Gentlemen of Verona	162
Romeo and Juliet	144
Love's Labour's Lost	119
As You Like It	118
A Midsummers Night Dream	113
Much Ado About Nothing	86
Twelfth Night	80
Othello	79
Venus and Adonis	73

Context Hits

#1 pg.2 e tomb Of his self-love, to stop

#2 pg.4 so destroys it. No love toward c

#3 pg.4 y that thou bear'st love to any,

#4 pg.5 lodged than gentle love? Be, as

#5 pg.5 e another self, for love of me, 1

#6 pg.5

Found: 48 entries, 2373 hit(s)

Frequently Used Search Types

▸ **Basic Search**

Search terms:

Search within:

Document Text All Fields
 Entry Names Annotation Text

Basic Search can perform the same searches as the Quick Search.

▼ **Modification Date**

Find documents or folders modified between these dates:

from 
to 

Modification Date Creation Date

Search by modification or creation date.

▼ **User**

Find documents and folders associated with the following user:

Created By Owned By
 Checked Out By

Search for entries created, checked out, or owned by a specific user.

▼ **Advanced Search**

Enter the phrase to search for:

```
{LF:LOOKIN="MyRepository\"}
&
{LF:Modified>="4/1/2008",
Modified<="4/15/2008"} &
({LF:Creator="admin"})
```

Include advanced search criteria in query

View or edit Advanced Search syntax.

- For more information about searching, see **Searching for Documents** in the Laserfiche Client help files, or search support.laserfiche.com.

Document Viewer

The Document Viewer allows you to view your document's images, text, thumbnails, and field data. With sufficient privileges and security rights, you can make changes to a document, apply annotations, set field data, modify the text associated with each page, manage the pages in the document, and print.

Image Pane

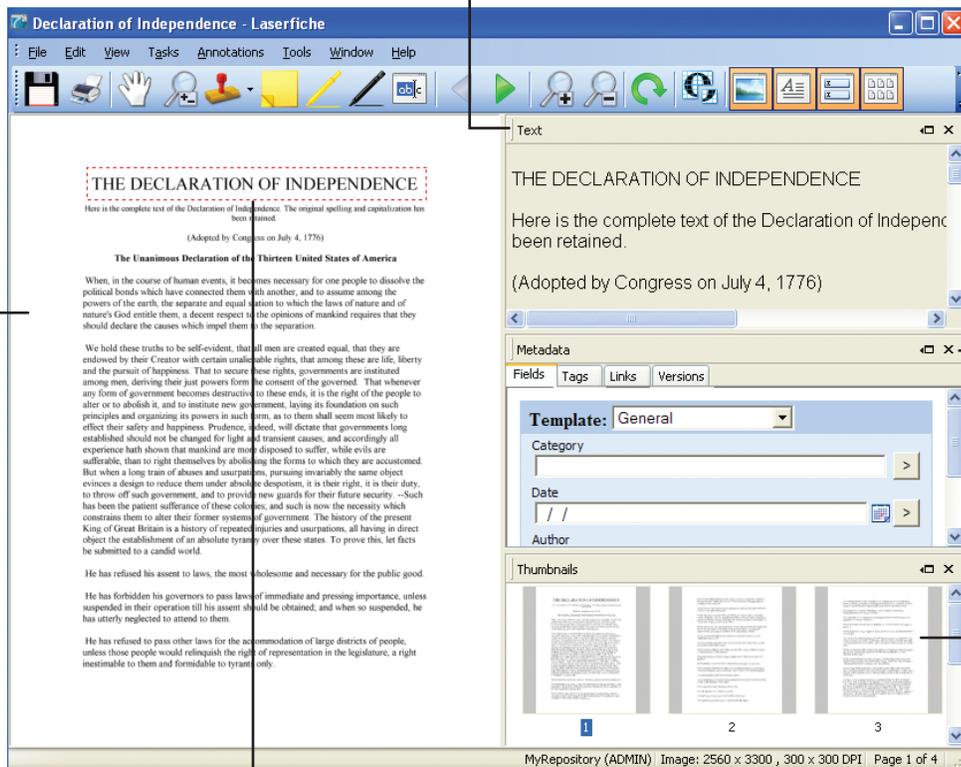
The document image.

Text Pane

Add or modify searchable text.

Metadata Pane

Add additional information to organize your documents.



To zoom to a specific region of a document, hold CTRL while drawing a rectangle around the area to zoom, then release the mouse.

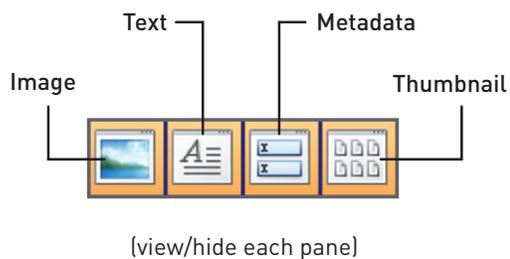
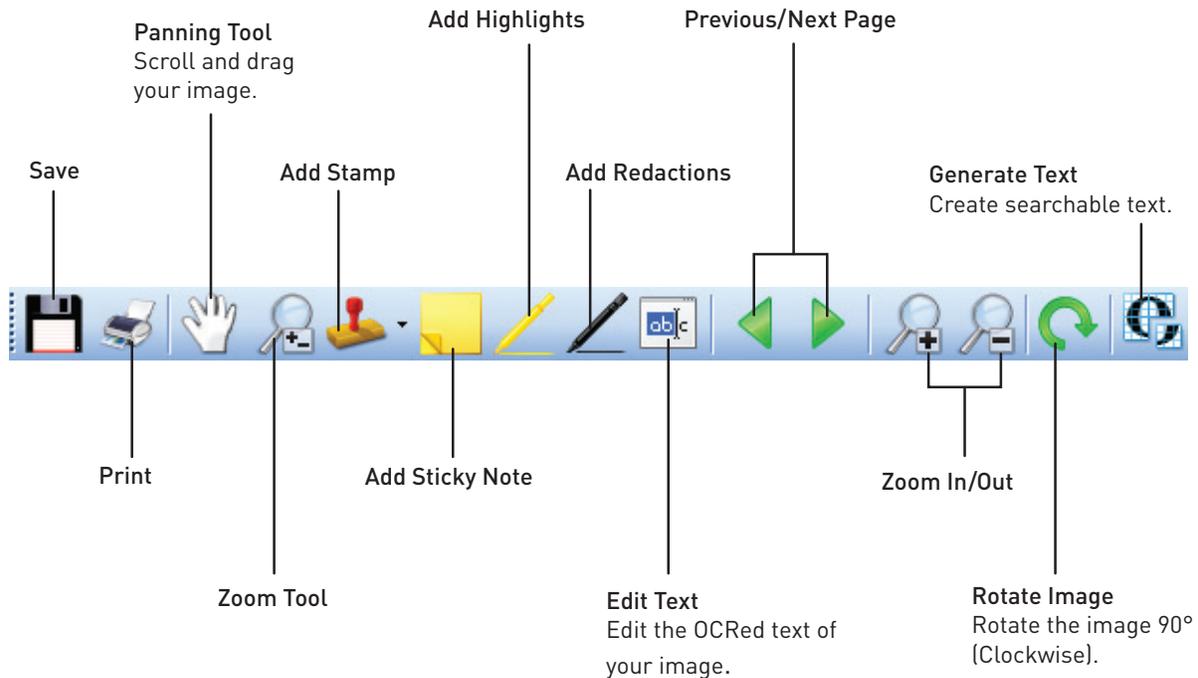
Thumbnail Pane

View pages at a smaller scale for easier navigation.

THE DECLARATION OF INDEPENDENCE

Document Viewer Toolbar

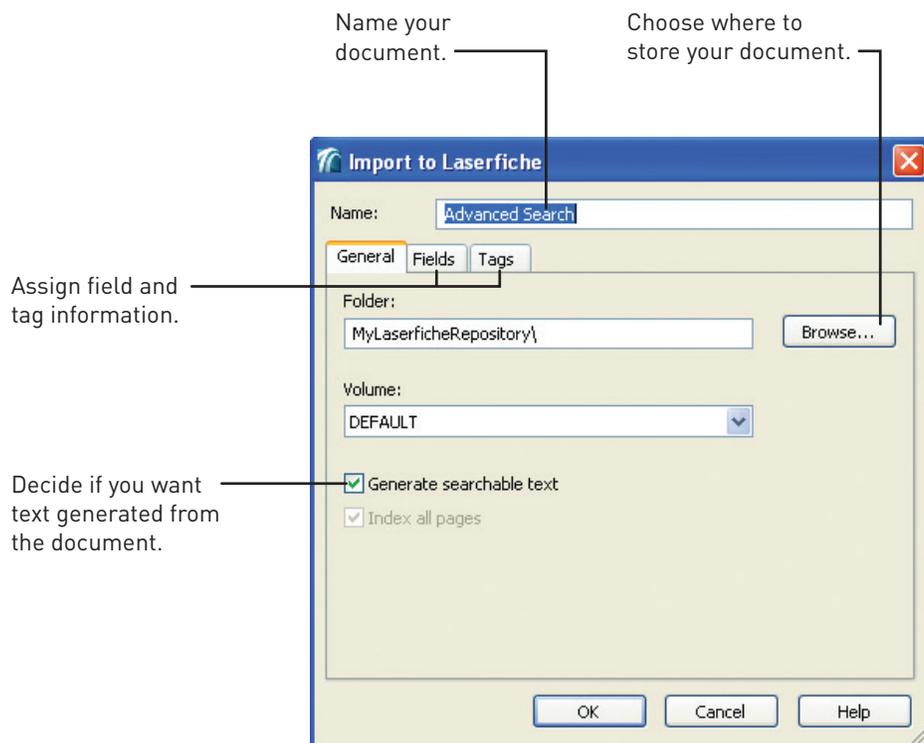
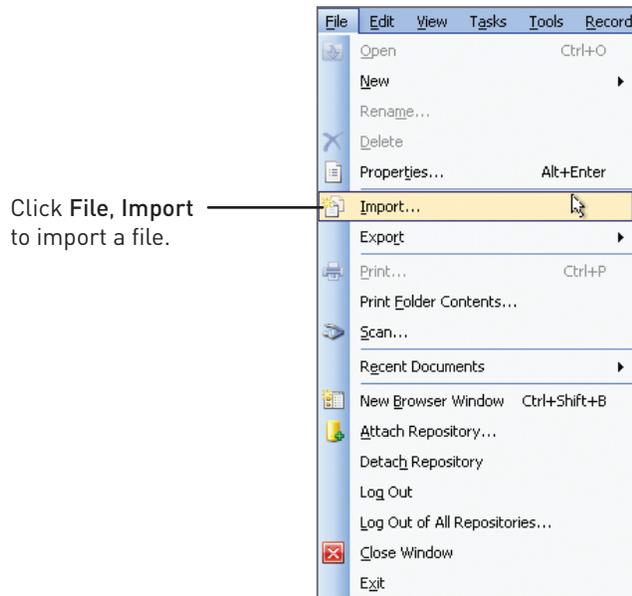
The Document Viewer toolbar allows you to perform basic operations, such as adding image and text annotations, zooming in and out of the image, and determining what type of information is displayed.



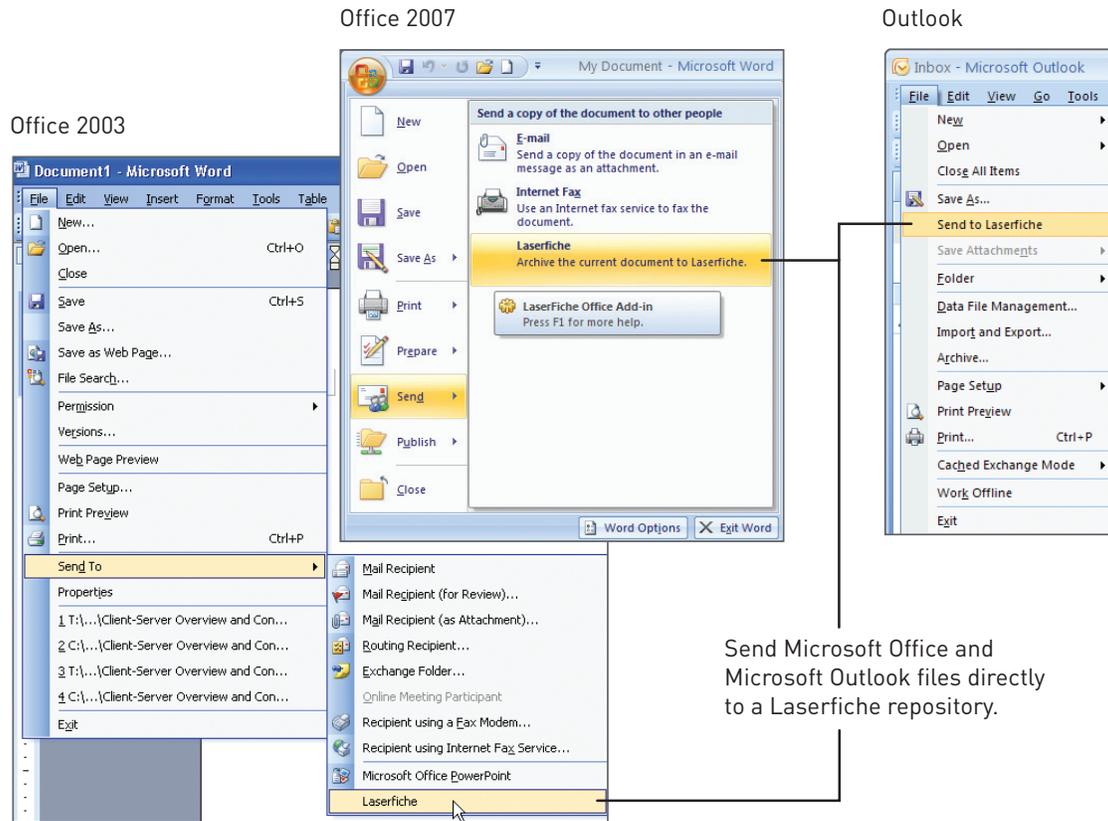
- For more information about the Document Viewer and Toolbar, see **Visual Elements (User Interface)** in the Laserfiche Client help files.

Importing

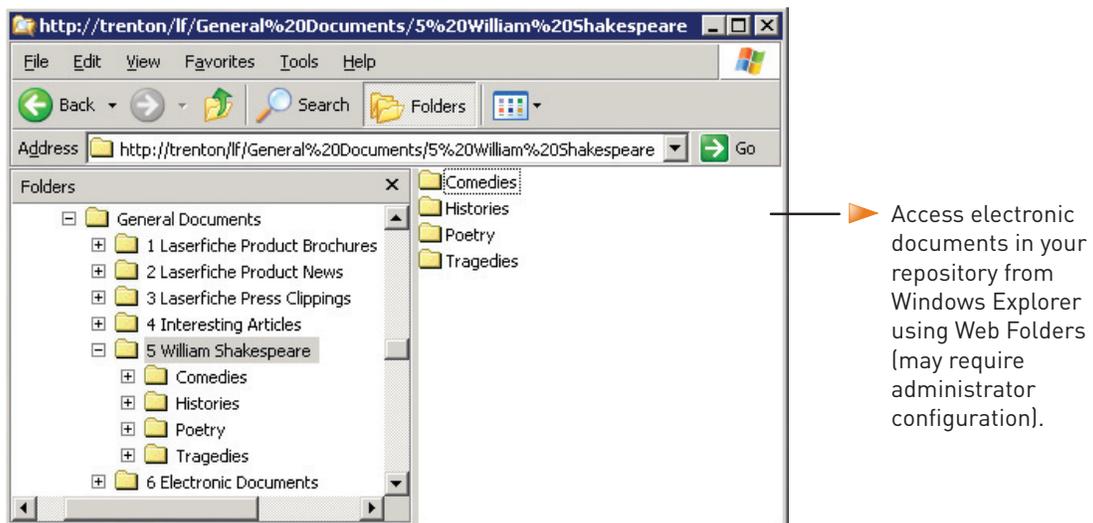
Any file can be imported into a Laserfiche repository. For example, you can import previously scanned images, PDFs, Word documents, and other electronic files. When importing files, you can set basic document properties such as the name of the document, the folder where it will be stored, and field data. You can also send documents from Microsoft Office, Microsoft Outlook, and Windows Explorer directly to a Laserfiche repository.



Microsoft Office Integration

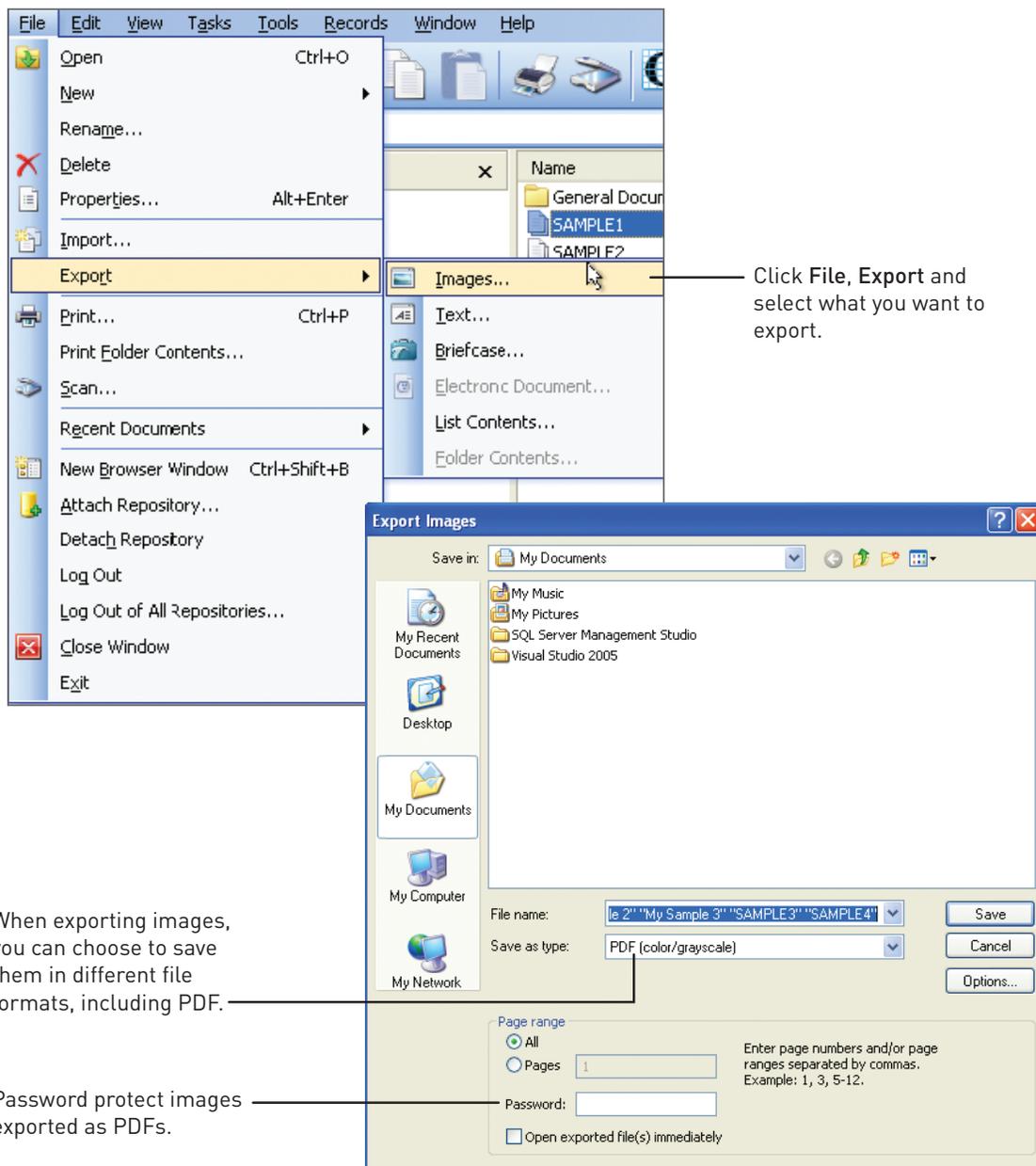


Web Folders



Exporting

You can export images, text, briefcases, electronic documents, folder contents lists, and search results lists.



The image shows two parts of a software interface. The top part is the 'File' menu, which is open and shows the 'Export' option highlighted. A sub-menu is visible, listing options like 'Images...', 'Text...', 'Briefcase...', 'Electronic Document...', 'List Contents...', and 'Folder Contents...'. A line points from the 'Images...' option to a text box that says 'Click File, Export and select what you want to export.' The bottom part is the 'Export Images' dialog box. It shows the 'Save in' location as 'My Documents'. The 'File name' field contains 'le 2""My Sample 3""SAMPLE3""SAMPLE4"'. The 'Save as type' is set to 'PDF (color/grayscale)'. There are 'Save', 'Cancel', and 'Options...' buttons. Below these, there are options for 'Page range' (All, Pages) and a 'Password' field. A line points from the text 'When exporting images, you can choose to save them in different file formats, including PDF.' to the 'Save as type' dropdown. Another line points from the text 'Password protect images exported as PDFs.' to the 'Password' field.

Click File, Export and select what you want to export.

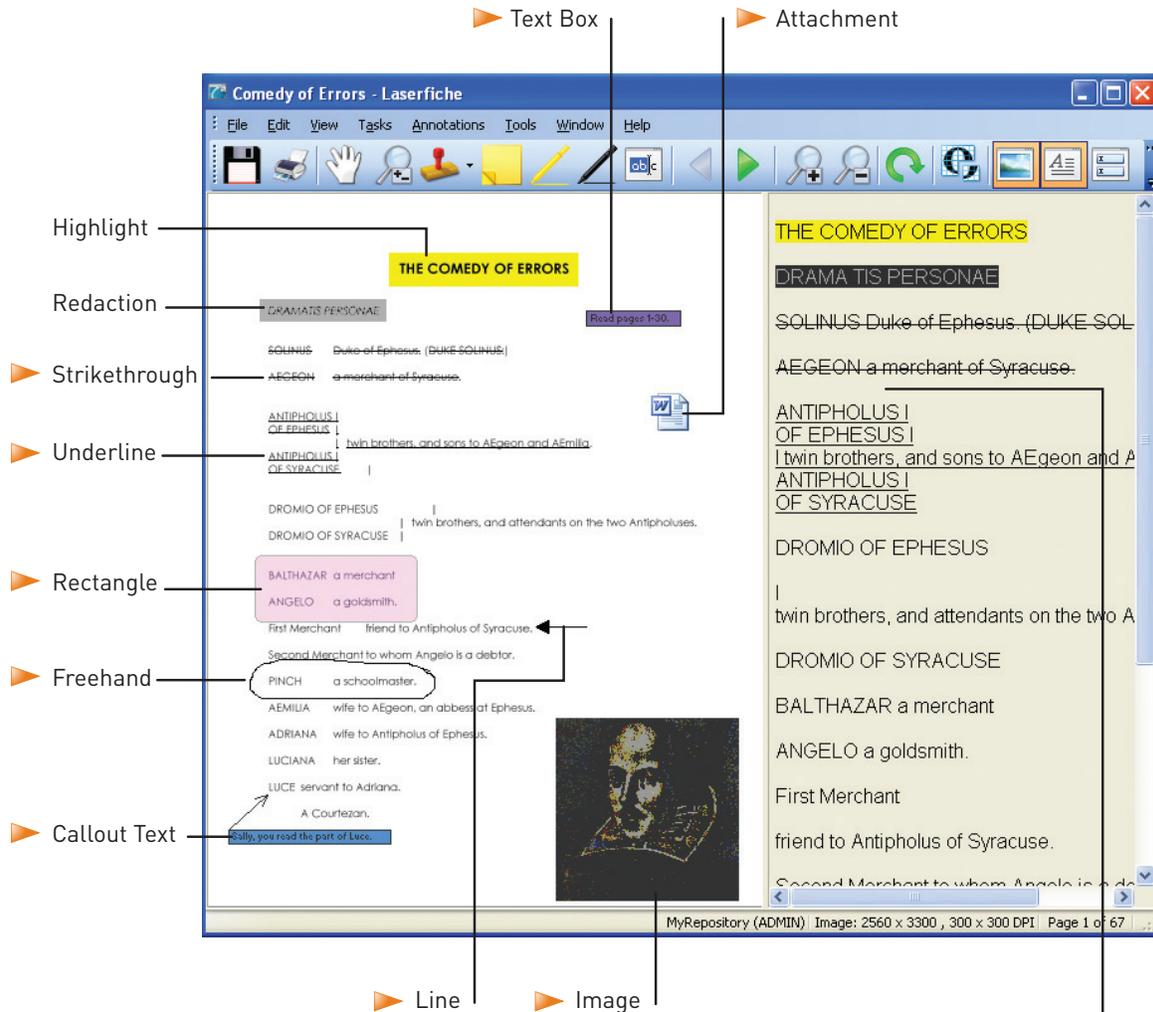
When exporting images, you can choose to save them in different file formats, including PDF.

Password protect images exported as PDFs.

- For more information about importing and exporting documents, see **Creating Documents and Exporting From Laserfiche** in the Laserfiche Client help files, or search support.laserfiche.com.

Annotations

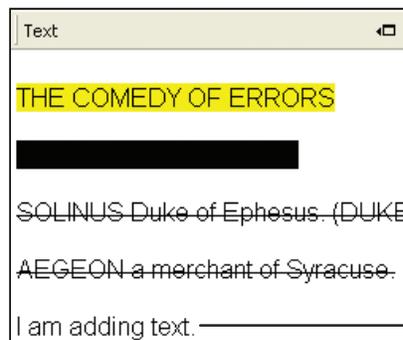
A wide variety of annotations can be applied to your documents, some to either an image or text, and others only to an image. Text can be added to a document in the Text Pane.



To edit text, right-click in the Text Pane and select **Edit Text**. You can also click the **Edit Text** button on the toolbar.

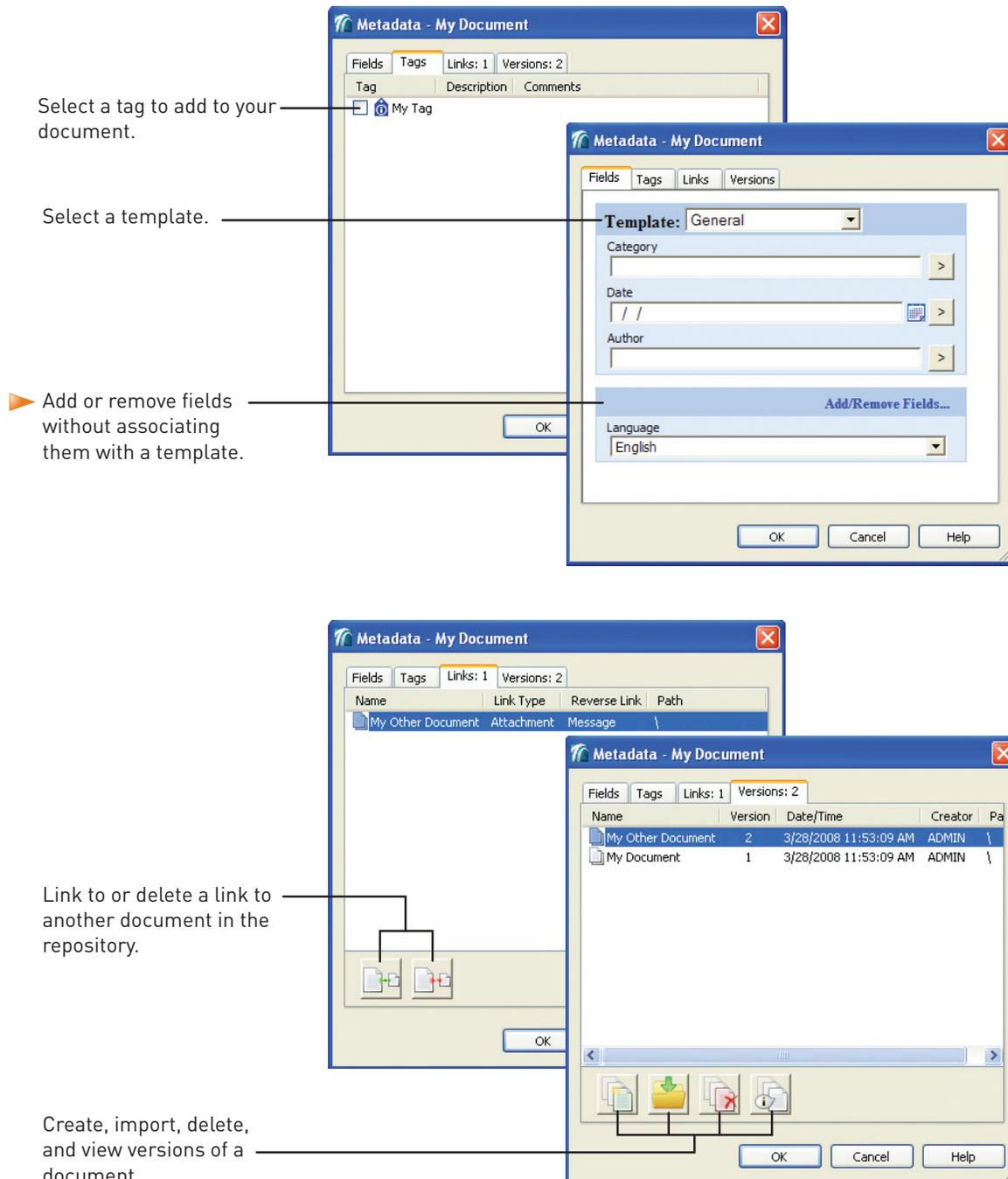


Edit Text button



Metadata

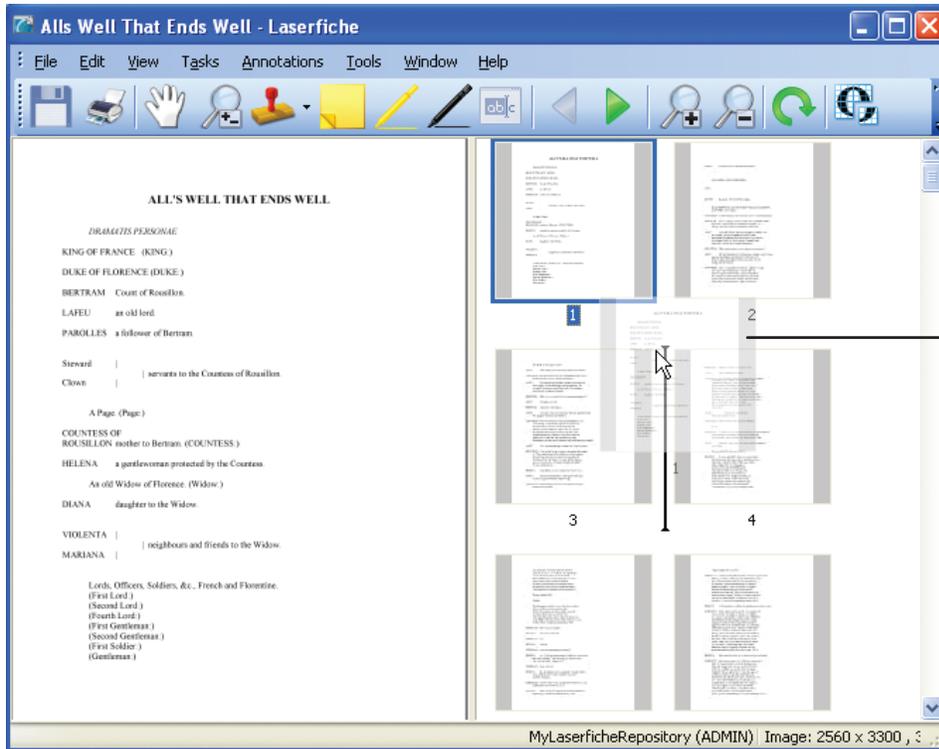
Metadata is information associated with a document and consists of fields, tags, links, and versions. Metadata helps you organize and find documents and folders.



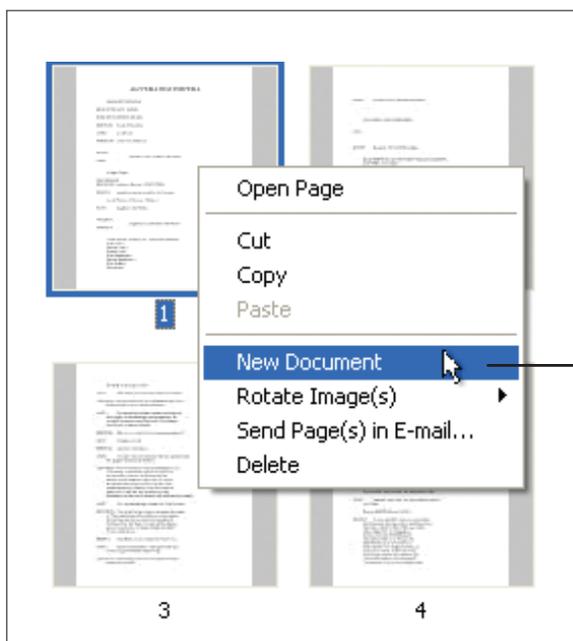
■ For more information about annotations and adding information to documents, see **Viewing and Working with Documents and Assigning Information to a Document** in the Laserfiche Client help files, or search support.laserfiche.com.

Moving Pages

Pages can be rearranged within a document or selected to create a new document.



Rearrange pages by dragging the thumbnail to the new location.



To create a new document from an existing page, right-click the thumbnail and select New Document.

Scanning: Basic Mode

One way to bring documents into a repository is by using Laserfiche Scanning. You can scan images, perform image processing, and create standard documents from processed images. Basic mode provides a fast and simple interface requiring minimal configuration.

Click the **Scan** button on the Folder Browser toolbar.

Choose the desired scanning mode.

Laserfiche Scanning Mode

Choose a layout for scanning images:

- Basic mode**
This mode provides a quick and easy way to scan a Laserfiche document. This option is recommended for beginning to intermediate users with basic scanning needs.
- Standard mode**
This mode provides maximum flexibility when scanning Laserfiche documents. It allows users full control over how images are processed into Laserfiche documents.

Don't ask me again

OK Cancel Help

MyLaserficheRepository - Laserfiche Scanning

File Edit View Help

Stop Scanning Done Rescan New Document OCR Scanning

Search Directory: C:\Program Files\Laserfiche\Client 8 File Type: *.tif

16%

Transportation in the Philippines

are little longer (with bench space for about 14 people) and are usually shiny chrome with day-glo trim and detailing.

Here's my attempt at describing a ride on a jeepney. There's two benches in back. The ride starts out OK, without too many people. But at every stop, more and more get on, until it's packed. But there always room for more. The fare collector gets a board across the back, and two ladies sit on it, with a girl on one lady's lap. My long legs grow achy and my butt gets painfully sore. My pocket knife digs into my thigh, and my daypack creates a pool of sweat on my lap. I can't really change position because it's too packed to move. All I can do is shift my weight from the back of my butt bones to the front. My arm hangs from the handrail overhead and not only helps me from getting thrown around when the jeepney turns or brakes, I can also use it to take some weight off my sore bottom, and maybe develop big biceps in the process. Sucky, all that every happens is that my fingers just start to ache also. Occasionally, my head bumps into the roof or the railing, so I need to crutch as I sit. This makes my back sore, so I try to straighten up every once in a while. But somehow the driver always notices this and aims for a big pothole when I do this as to provide entertainment for the other passengers. Actually, I just made that part up. I think I have a sixth sense that predicts potholes and makes me sit straight up seconds before we hit them. At any rate, my head bumps the roof every few minutes. It doesn't really hurt, it's just that it's one more annoying thing.

But before you think that all I can do is gripe about transportation, there is one good thing I can say about it. It is cheap. In the city, a jeepney costs P1.50 (US\$0.06). Traveling

Document Properties

Document name: Transportation in the Philippines

Fields Tags Settings

Template

General

Category: Transportation

Date: 04/03/2008

Subject: Philippines

Author: Jeff Crain

More Options:

- Create Document
- Store
- New Document
- Rescan

Page 1 of 4 Image: 2560 x 3300, 300 X 300 DPI

Scanned image

The properties associated with the scanned document.

Scanning: Standard Mode

Standard mode offers all the features of Basic Mode, plus the ability to perform advanced image enhancements, scan multiple documents, customize the organization and storage of documents, and configure default document properties to be applied to future documents.

Image enhancements and processes assigned to the scanned document.

The properties associated with the scanned document.

Scanned images

Thumbnail Pane

Image enhancements and processes

Enhancements

- Border Padding
- Border Removal
- Color Smoothing
- Crop
- Deskew
- Despeckle
- Dynamic Thresholding
- Invert
- Line Removal
- Resize
- Rotate
- Smooth

Processes

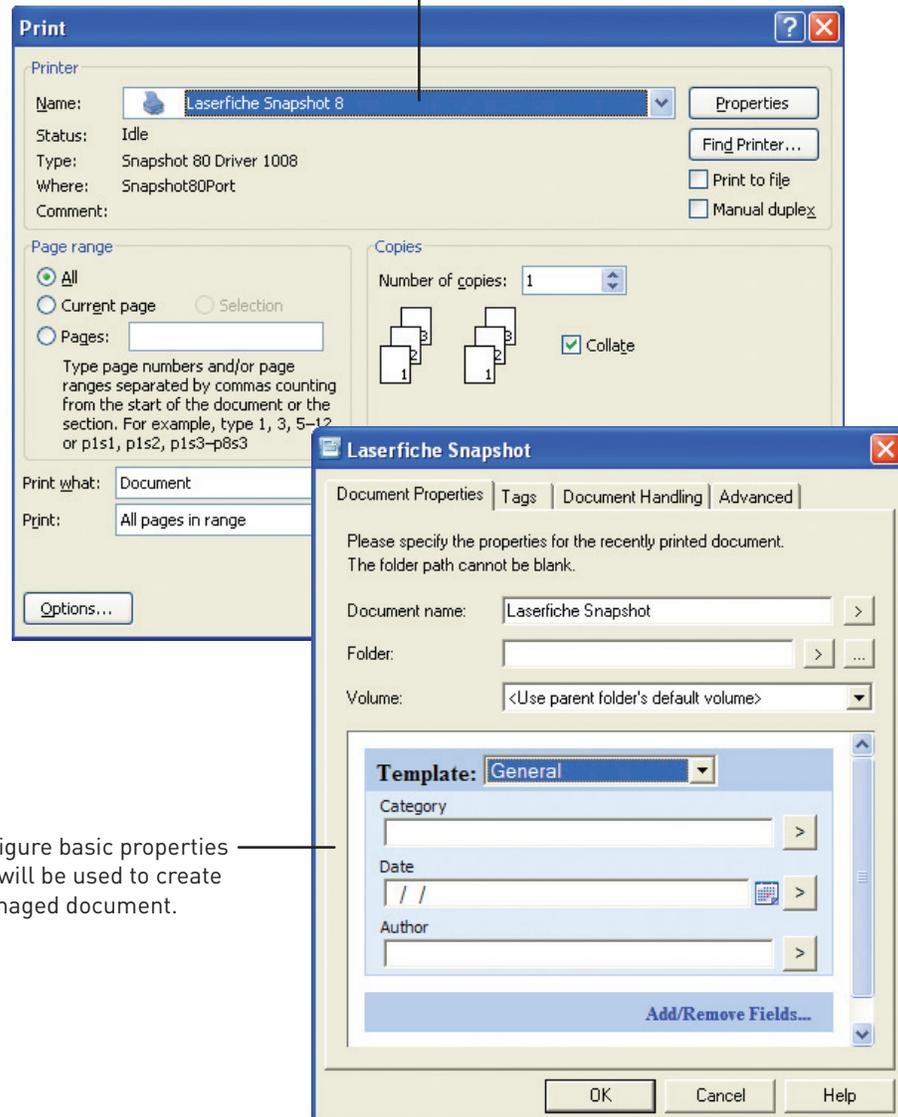
- OmniPage OCR
- Page Removal

- For more information on scanning, see **Laserfiche Scanning** in the Laserfiche Client help files.

Snapshot

Laserfiche Snapshot can generate images and text from an electronic file. This eliminates the need to print electronic files and scan them into Laserfiche. Snapshot can process any electronic file that can be opened with a Windows application with printing capabilities.

When printing from a Windows application, select Laserfiche Snapshot.



Configure basic properties that will be used to create an imaged document.

- For more information on Laserfiche Snapshot, see **Laserfiche Snapshot** in the Laserfiche Client help files.

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