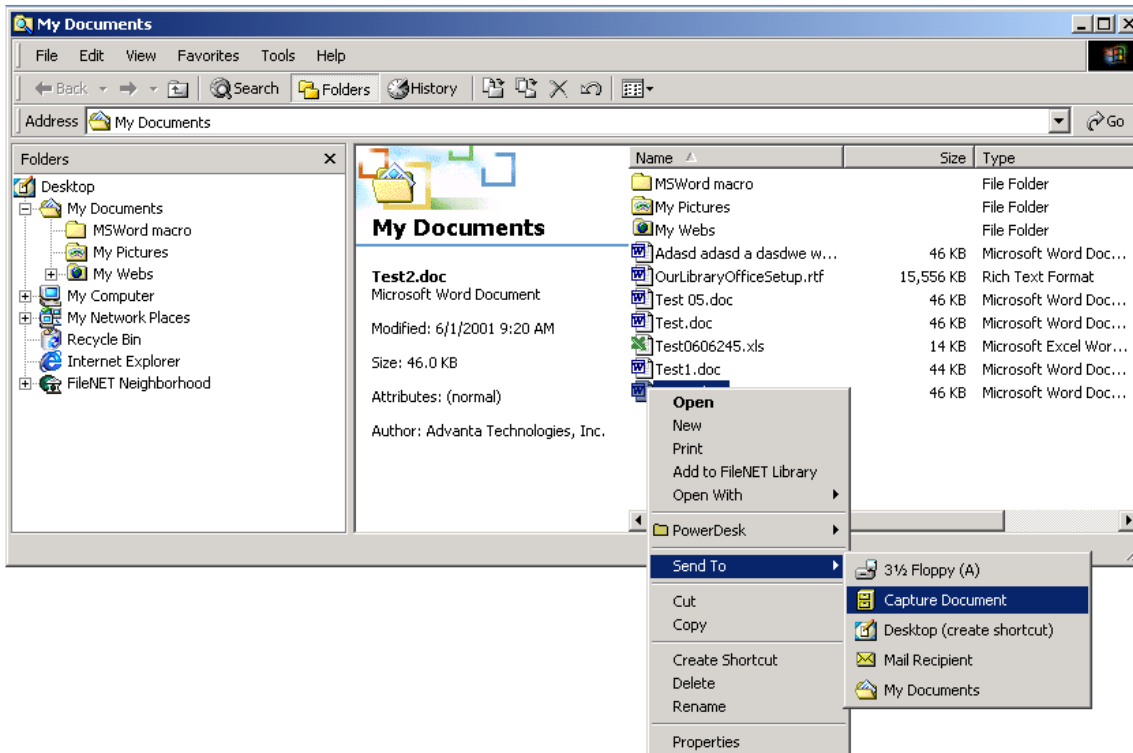


CAPTURE DOCUMENT

This application is used to save a single electronically generated document (Word, WordPerfect, Excel, etc.) to *OurLibrary* server.

From the Explorer:

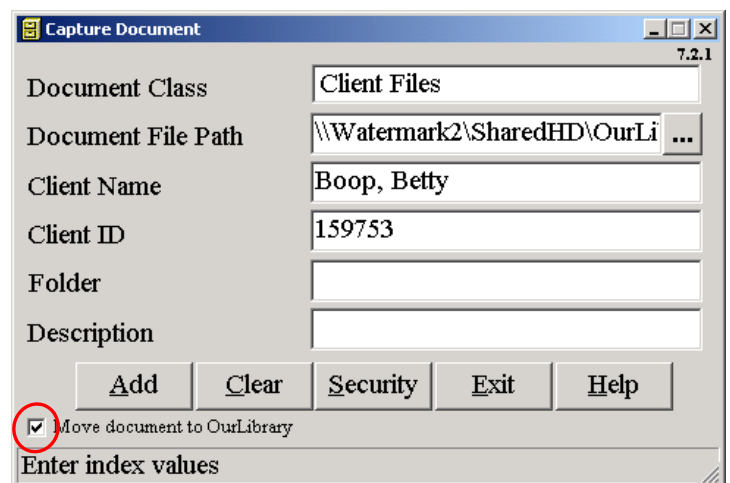
1. Locate the document on either your local machine or from anywhere on your network.
2. Right mouse click choice **Send To / Capture Document**



3. The following screen will appear with the document File Path completed
4. As the **Client Name** is entered, the user will notice that a drop-down list appears. At this point the user can click on the name in the list or continue typing until the unique information forces the list of show only one entry
5. After all indexing information has been entered, click **Add**

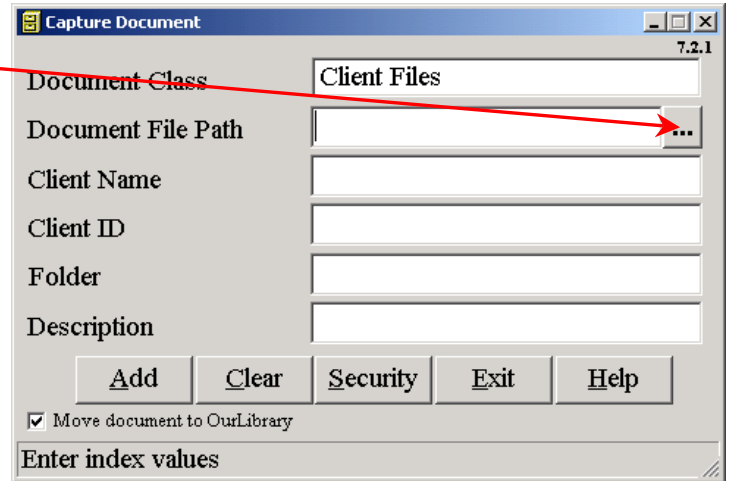


Note: *If this box is checked – a copy will no longer be available on your computer once the document has been added to the library.*



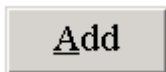
From the Desktop:

1. Double-click on the **Capture Document** icon on the desktop. The following window will appear:
2. Click
3. The **Save As** window will appear
4. Locate the document you wish to add to the library and click **Save**



Note: *If you double-click on the document, automatically the Document File Path will be completed and indexing of the document can continue*

The buttons



Click to **add** a document to the library



Click to **clear** all information from the form



Click to change the **security** for the document – **who can see the document and who cannot**

The default security is that EVERYONE can see the document.

If only specific individual need to access (see the document) remove EVERYONE and add the user(s) from the list below – **remember to add yourself !!**



Note: *Members of the Administrators group have access to ALL documents.*



Click to **close (exit)** the application



Click to get **help**

