

SMARTdoc User Guide-Layer

SMARTDOC LAYER

WHAT IS THE LAYER?

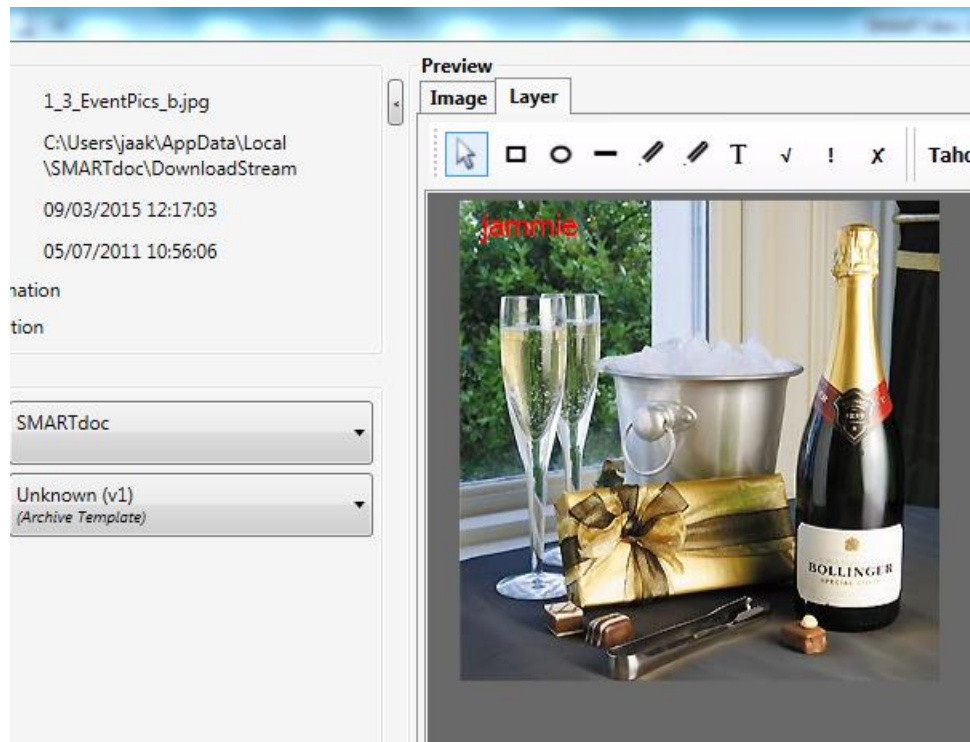
When you add a document to SMARTdoc, you can add indexes on the update part of the screen (left side).

When you purchased the Layer module you can add comment directly on the preview screen.

You can add comment to any kind of document, Word, PDF, Picture,...

HOW TO USE THE LAYER?

When adding or updating a document in SMARTdoc you can add comments on the Layer. Click the Layer tab in the preview part.



LAYER OPTIONS

When you activate the Layer, you get a toolbox on the top of your screen.

To add information on the Layer you select the tool you want: 'T' for text for example. To add text you draw a rectangle and start typing.

You can select the font and the size for the text.

You can also draw rectangles, circles, lines, add acceptance signs or crosses.

You even have a 'highlighter' to highlight text.

When you want to use a symbol more than once, you click twice the desired symbol.

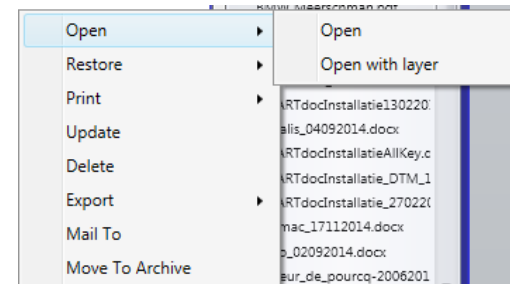
SEARCH OPTIONS

When you add text to a Layer, that text can be used to search for it.

This means that you can add text to an image and use that text afterwards to find that document. The text is used in full text search.

OPEN WITH LAYER

When you found a document and double click it, it will open without the Layer. When you used the Layer and you click with the right mouse button on the document, you can ask SMARTdoc to open it with the Layer.



PRINT WITH LAYER

When you have a document with a Layer, you can print it with the Layer on it.

