

# New Features in Web Access 7.2

*White Paper*

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**Laserfiche®**

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Web Access 7.2 introduces a variety of new and enhanced features to help you use Laserfiche to more effectively meet your needs. Web Access 7.2 allows you to use Web Access in most of the ways you would use the Laserfiche 7.2 Client. It also includes a full-featured version of Laserfiche Scanning designed for use over the internet.

## Enhanced Usability

The Web Access interface has been enhanced and streamlined to make it simpler and easier to work with the documents you need. Web Access 7.2 features expanded context menus, allowing you to quickly perform certain common procedures. Both the folder browser and document viewer also feature new toolbar buttons.

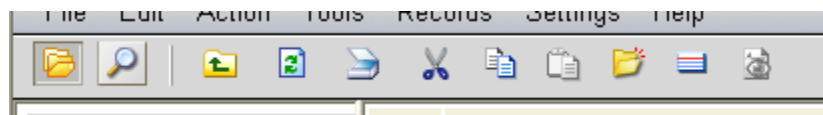


Figure 1: The Folder Browser toolbar.

The Web Access document viewer now offers ways to customize the way you view images. You can quickly skip to a particular page in the document, choose the size at which you want the page image displayed, or generate the document or a portion of the document as a PDF. You can also now move pages within and between documents by dragging and dropping thumbnail images without downloading an ActiveX control. Web Access 7.2 allows users to configure settings, such as the briefcase export settings or the image view quality, to suit their own use of the product. In addition, many dialogs and interfaces have been redesigned to make them more user-friendly.

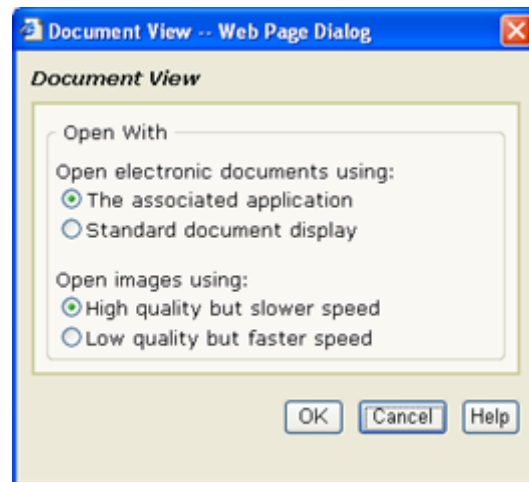


Figure 2: The new Document View settings dialog.

## Web Access Scanning

Users can download a version of Laserfiche Scanning that is compatible with Web Access 7.2. This grants users with the right to scan the ability to do so from Web Access, using the same powerful and flexible scanning program that is available with the Laserfiche Client. Administrators can choose whether they want to make this option available to users, and can customize the scan modes available to their users. For more information, please see [Enabling Scanning for Laserfiche Web Access 7.2](#).

## Check In/Check Out

Laserfiche Web Access 7.2 includes support for Check In/Check Out, an electronic document management feature that allows users to check out and

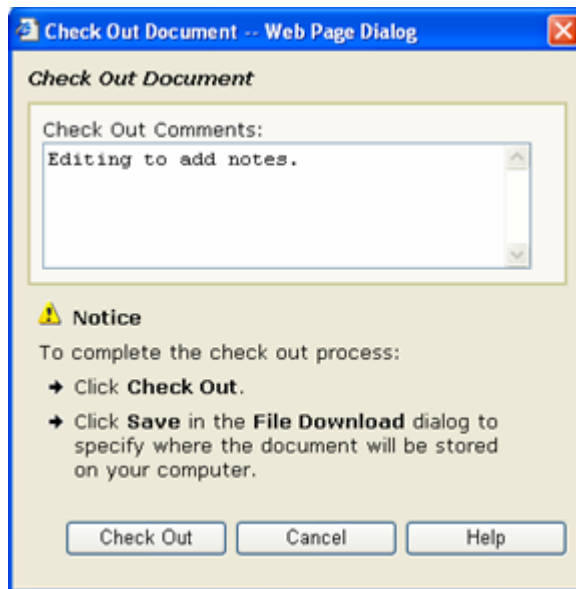


Figure 3: The Check Out dialog.

[Access 7.2.](#)

modify an electronic document. Check In/Check Out uses persistent locks to maintain a particular user's hold on an electronic document. Users can check out an electronic document and save it locally, make whatever changes they wish to it, and then check it back in to apply those changes to the repository. Check In/Check Out is also integrated with the version system. While a user has a document checked out, other users can view it, but cannot modify it; when it is checked back in, the document becomes available to other users for modification. For more information, see [Check In/Check Out in Web](#)

## Enhanced Electronic Document Viewing

You can choose whether you want electronic documents to open in their own application by default, or whether you would prefer to open them in the Document Viewer; in this case, you will see the document's metadata, its extracted text, and its images if it has been printed with Snapshot. From the **Settings** menu, select **Document View**. Select **The associated application** to open electronic documents in their native application, or **Standard document display** to open them as pages in the Document Viewer. By default, electronic documents will open in their native application.

## Annotation Enhancements

Several new enhancements to annotations were added in Web Access 7.2. Sticky notes now support hyperlinks. If you type the URL to a website (for instance, beginning with http://, ftp:// or www), the URL will automatically be changed into a clickable hyperlink. This allows you to click directly on the link and have the page open up. You can also customize the color of a sticky note or highlight, or set the color of a redaction to white instead of black.

## New Metadata Display Features

All four types of document metadata – template fields, tags, links, and versions – can now be viewed in the same metadata dialog. The individual tabs for the different types of metadata have also been updated, allowing you more options for modifying those metadata types directly from this dialog.

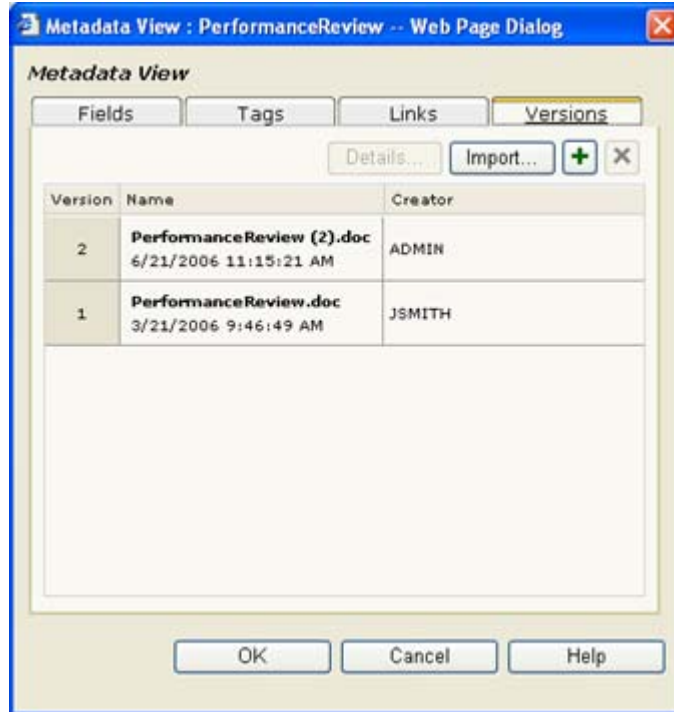


Figure 4: The Metadata dialog, with the Versions tab open.

## Expanded Text Extraction

Web Access can now extract text from a much wider variety of documents including PDFs with associated text. This allows you to generate searchable text for many kinds of documents. To do this, Laserfiche takes advantage of iFilters, which are utilities that can generate text from many different types of electronic documents. Generally, the same company that develops a particular document type will also create iFilters for those document types – for instance, iFilters for PDFs are created and distributed by Adobe. If you install a particular iFilter on your web server, you will be able to extract text from document types that correspond to that iFilter using Web Access. For more information, see [Expanded Text Extraction in Web Access 7.2](#).

## Versions

The ability to create and track multiple versions of a document has been expanded with Web Access 7.2. You can now add comments to new versions – for instance, you can note the differences between the original version and the new version. Laserfiche automatically tracks which user created the new version. You can access the **Detailed Version Information** dialog either by selecting a document in the Folder Browser and selecting **View Versions** from the **Action** menu, or by expanding the **Versions** option in the Document Viewer. Select the version for which you want to view detailed information, and click the **Details** button.

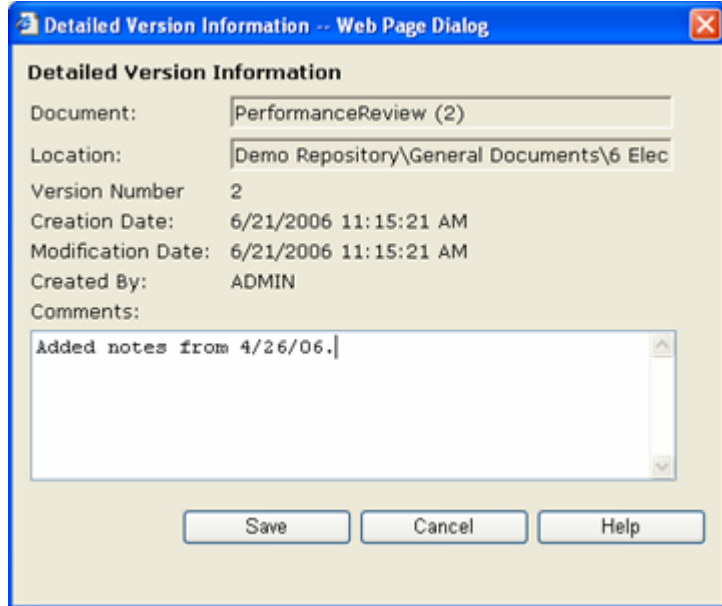


Figure 5: Version Information dialog.

## Comments on Tags

You can now add comments to tags that have been applied to a document. To view detailed tag information or set tag comments, open the **Tags** dialog by selecting a document and selecting **View Tags** from the **Action** menu, or by expanding the **Tags** option in the Document Viewer. Select a tag and click **Details** to open the **Detailed Tag Information** dialog, where you can view information about the tag or type comments. You can also perform searches on tag comments.

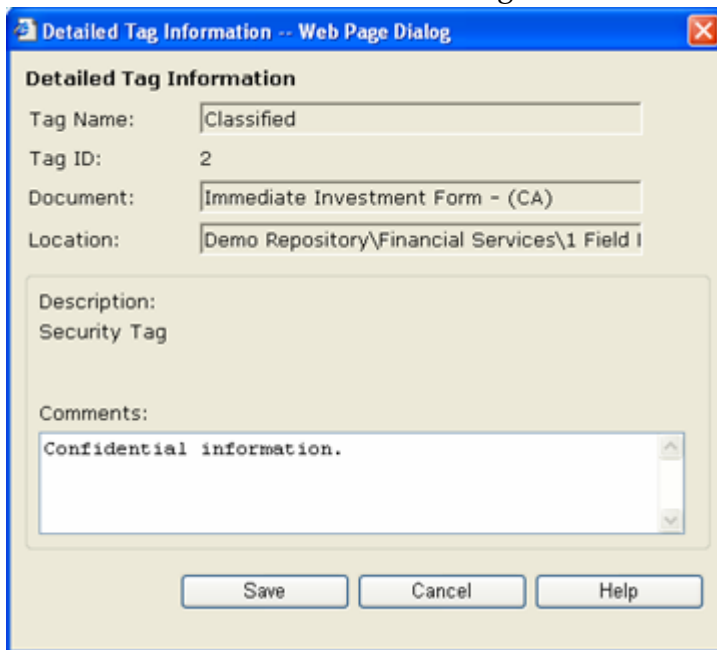


Figure 6: Adding a comment to a tag.

## Folder-Specific Column Headings

You can customize your folder browser display so that each individual folder displays their specific browser columns. To do so, open the **Settings** menu and select **Browser Columns**. Under **Columns displayed should be** choose **Remembered for each folder** to maintain different column displays for different folders. (**The same for all folders** will keep all folder displays consistent.) Then, when you modify the column display within a folder, it will be saved for that folder only.



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Author: Constance Anderson

Compulink Management Center, Inc.  
Global Headquarters  
3545 Long Beach Blvd.  
Long Beach, CA 90807  
U.S.A

Phone: +1.562.988.1688  
[www.laserfiche.com](http://www.laserfiche.com)

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