

- APPLICABLE TO:
- Admin

Manager


Editor

Reader

eTMF

Study Start-Up

Page Manipulation refers to a suit of tools that allow users to change the appearance of documents filed in the eTMF, by altering the pages that make up a document.

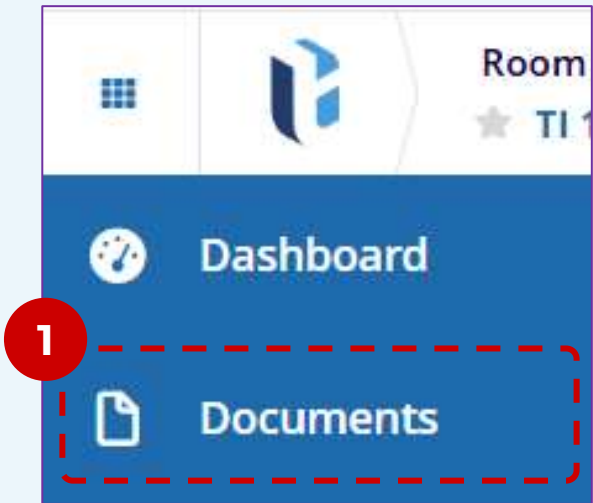


Page Manipulation is available in rooms where redaction is enabled.

Non-Admin users will be able to perform this function if the action Page Manipulations is assigned to their profile.

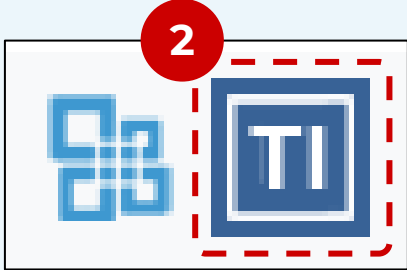
1

Log in to a room, and navigate to the Documents module.



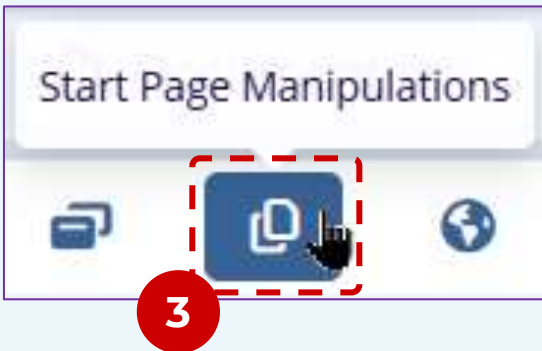
2

Locate a document and open it with the TI Viewer (if this does not open by default, use the button in the lower-right corner of the Document View area).



3

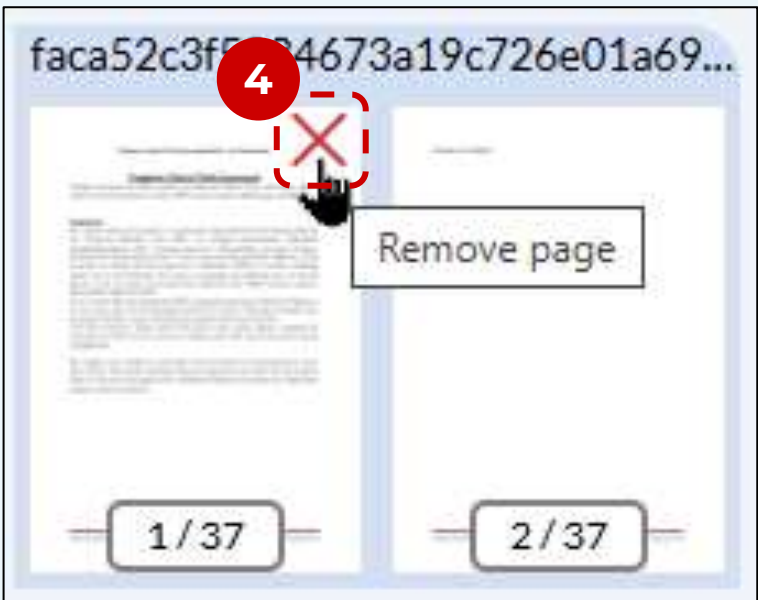
In the ribbon above the document, click **Start Page Manipulations**.



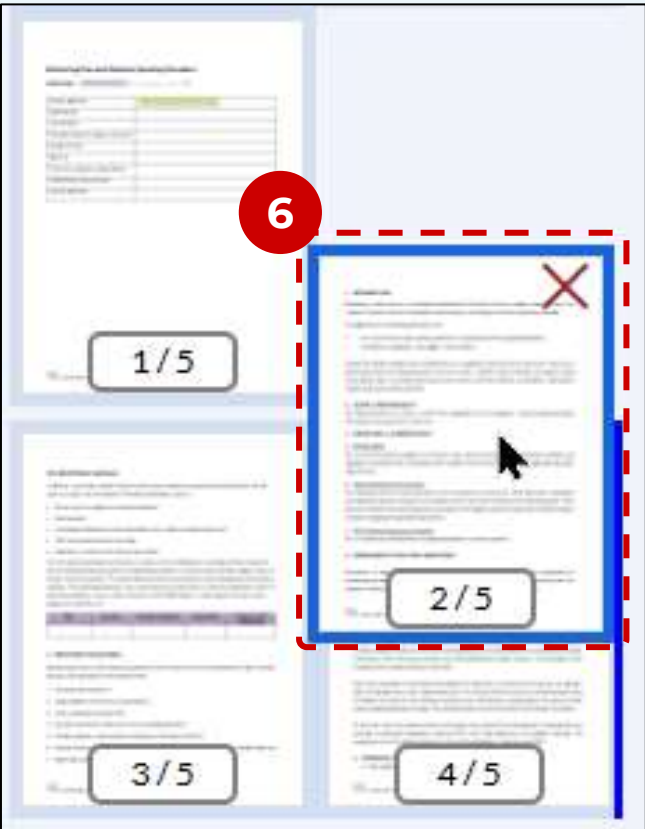
4

There are multiple types of manipulation: removing pages; page order changes; and rotating pages.

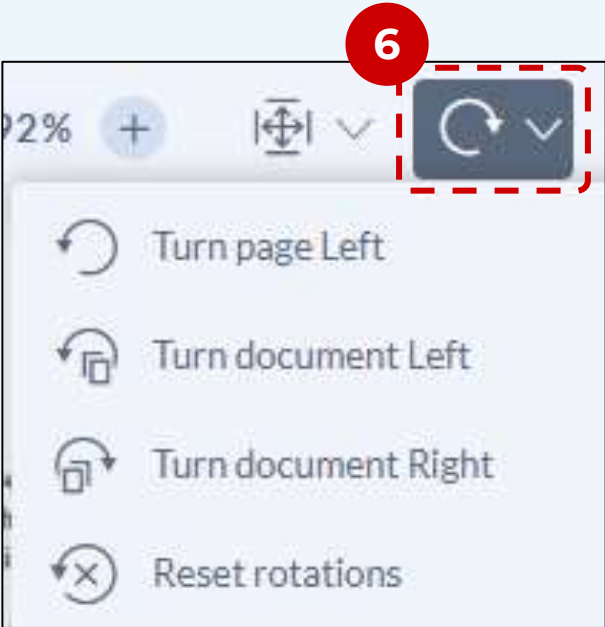
Click on the **red X** at the top of any page to **remove** it from the document.



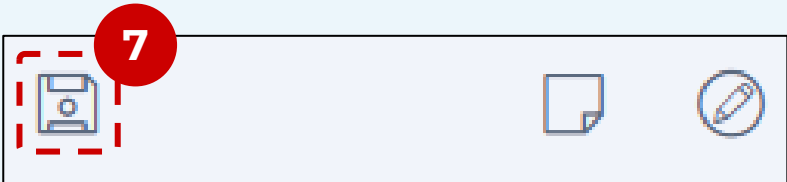
- 5** To change page order, simply **drag and drop** a page in the position you prefer.
A blue vertical line marks where the page is going to fit (the original page number is also displayed for reference).



- 6** You may also rotate pages orientation. Select a page, then expand the **rotations** menu in the toolbar (upper right) and choose from the available options.



- 7** **Save** your changes clicking the floppy-disk button above the pages sorter.



- 8** Finalize the process by clicking on the **Stop Page Manipulations** button in the ribbon.

