How to Rotate Multiple Pages in a Document

TI version 10.8

TRIAL INTERACTIVE

APPLICABLE TO:

- ● Admin
- ● Manager
- ● Editor
- ○ Reader
- ● eTMF
- ● Study Start-Up

Rotating one or all pages can be done with the standard process described in 'How to Perform Page Manipulations'. However, to rotate a selection of multiple pages at the same time, the process is slightly different.

⚠️ 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.
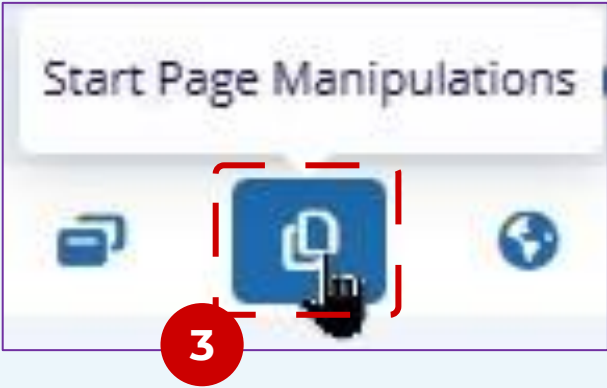
1 Log in to a room, and navigate to the **Documents** module.
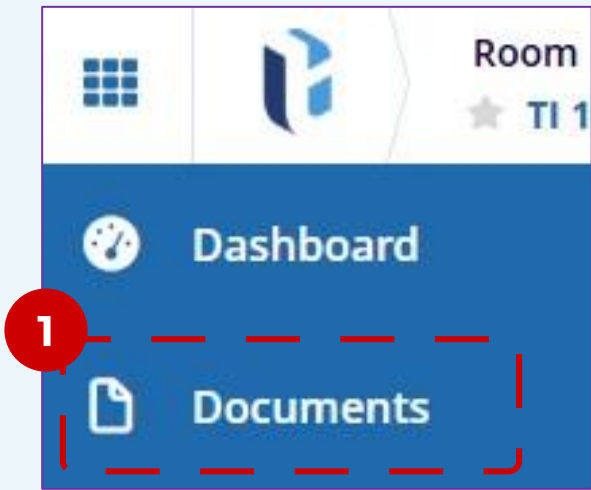
2 Locate a document and **open** it with the TI Viewer (if this does not open by default, use the button in the lower-right corner of the Document View area).
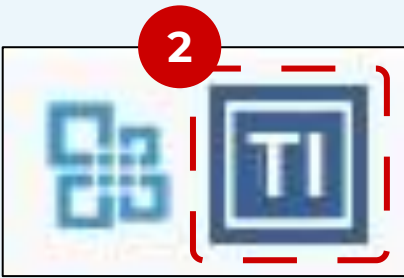
**3** In the ribbon above the document, click **Start Page Manipulations**

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4 Locate and expand the secondary thumbnails panel.
To do so, first place your pointer on the grey vertical line located to the left of the page thumbnails. A semicircle button will appear, and if lingering on it, a tooltip will disclaim 'Expand'.
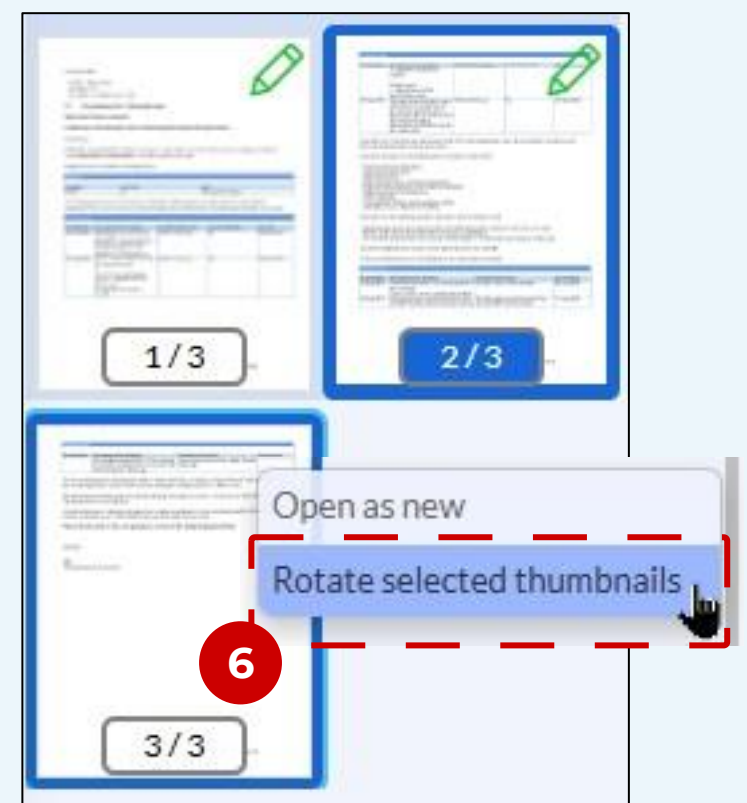Click on the semicircle to open the panel.
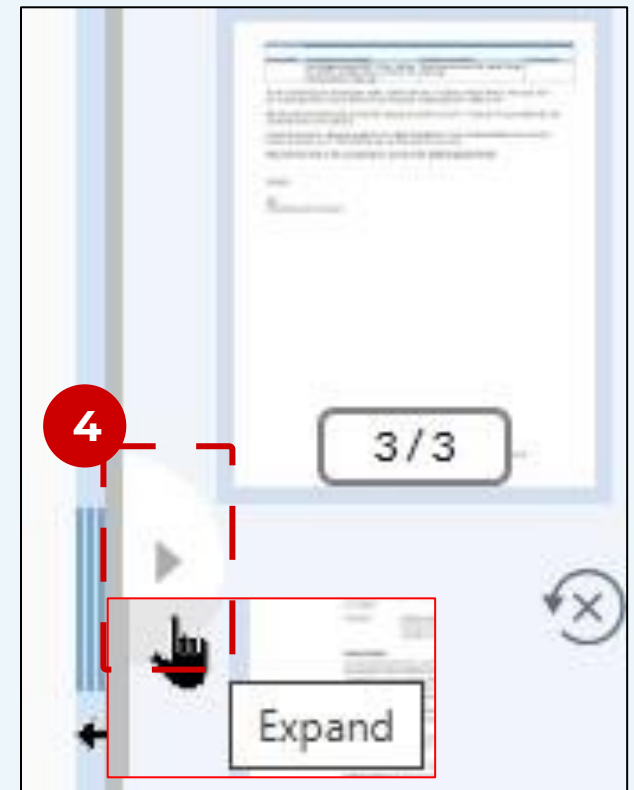
5 In the newly-opened panel, **select multiple** thumbnails. You can use Shift+click or Ctrl+click.
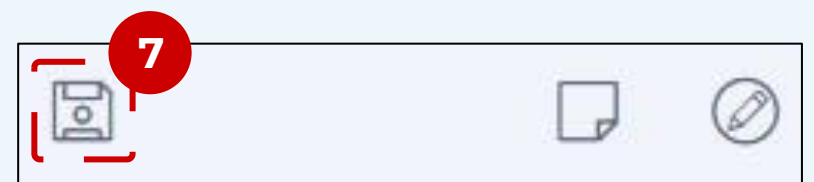Pages you select will be highlighted in blue.

6 Right-click on any of the highlighted thumbnails. Selected **Rotate selected thubmnails**
The pages rotate 90-degrees clockwise with each click. Click as many times as needed.

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.