How to Perform Page Manipulation

TI version 10.7

TRIAL INTERACTIVE

APPLICABLE TO:

- ● Admin
- ● Manager
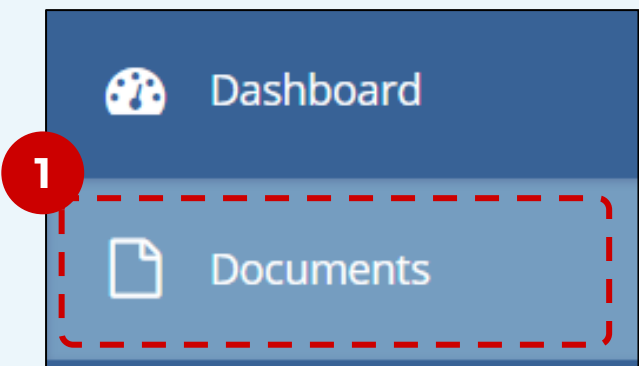- ● Editor
- ○ Reader

- ● eTMF
- ● Study Start-Up

⚠️ Page Manipulation is available in rooms where redaction is enabled.

Users will be able to perform this function if the action Page Manipulations is assigned to their profile.
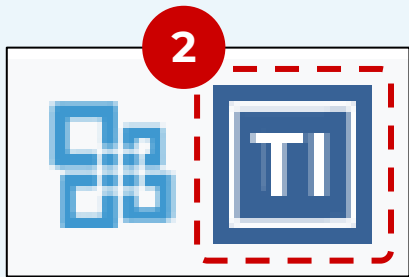
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1 Log in to a room, and navigate to the Documents module.

2 Locate a document and open it with the TI Viewer (this is default in many rooms, but may be manually selected using the button in the lower right corner of the Document View area).
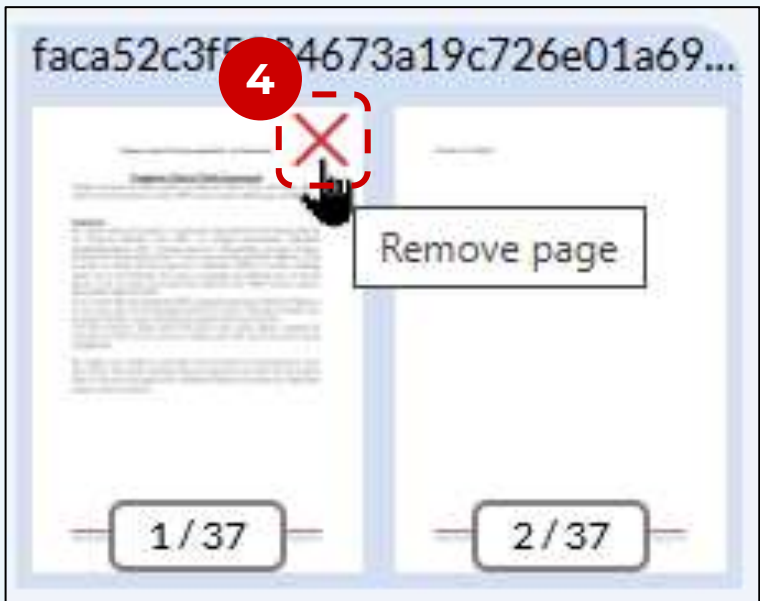
**3** In the ribbon above the document, click **Start Page Manipulations**.

4 There are two types of manipulation: removing pages; and position changes.

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

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5 To change page order, simply drag and drop a page in the position you prefer. A blue indicator guid will display where the page is going to fit (the original page number is also displayed for reference).
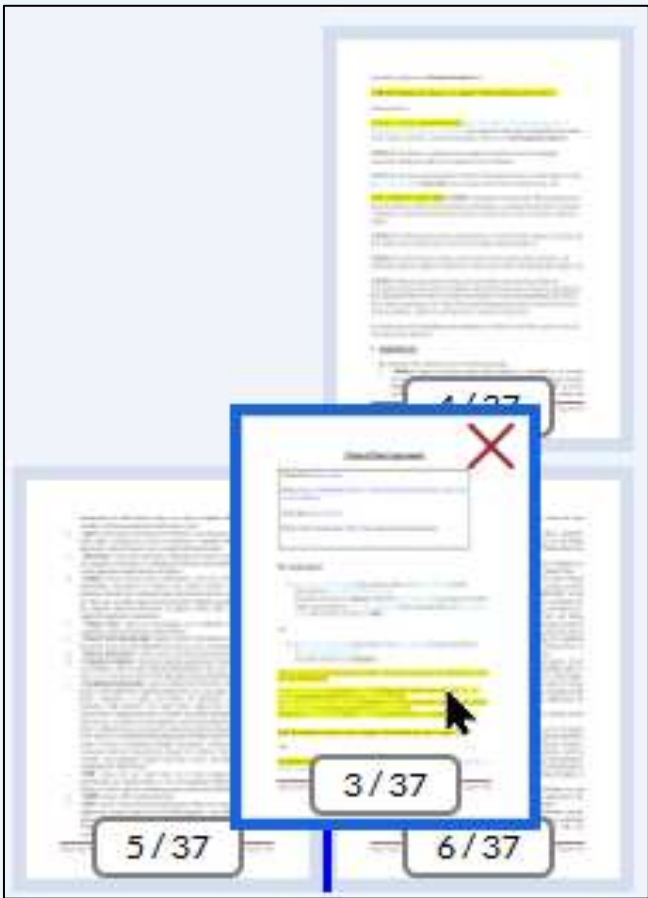
6 You may also <u>rotate</u> pages orientation. In the upper toolbar, expand the **rotations** menu and choose from the available options.
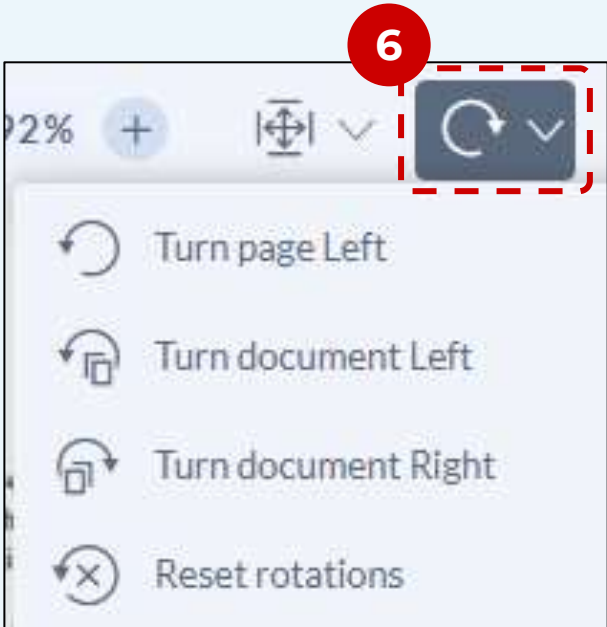
7 **Save** your changes clicking the floppy-disk button above the pages sorter.
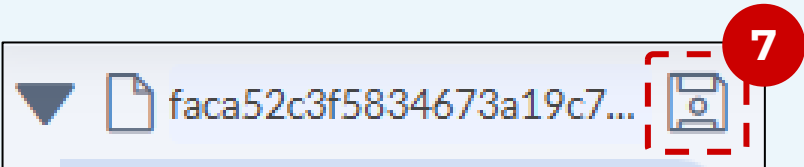
8 Finalize the process by clicking on the **Stop Page Manipulations** button in the ribbon.