

January 11, 2012

## **Index Books Most Frequently Asks Questions**

### **1. How to do a File Search:**

- a. Enter the Description for the file you are searching, then **“ENTER”**.
- b. Once you have located the correct file, a display screen will appear.
- c. **Double click** on the **“File”** you would like to view.
- d. Once you have completed your inquiry, click on **“BACK”** to return to the File list (repeat the process if you need to view another file).

### **2. How to do a Folder Search:**

- a. Enter the Folder Description you are searching, then **“ENTER”**.
- b. Once you have located the correct folder, a display screen will appear.
- c. **Double click** on the **“Folder”** you would like to view.
- d. Once you have completed your inquiry, click on **“BACK”** to return to the Folder list (repeat the process if you need to view another file).

### **3. How to View a Scanned Document:**

- a. Located the document within the list displayed.
- b. **Double click** on the **“document”** you would like to view.
- c. Once you have completed your inquiry, click on **“BACK”** to return to the document list (repeat the process if you need to view another document).