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Document Management

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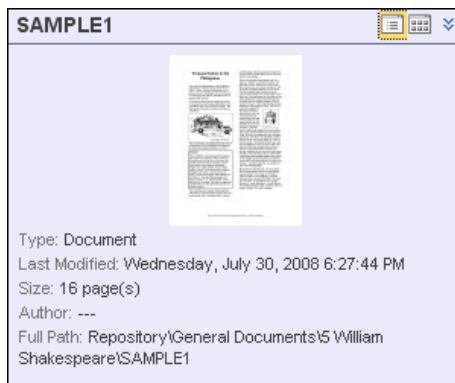
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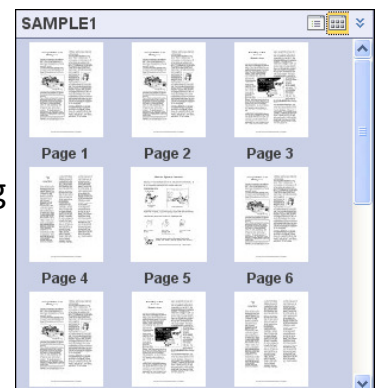
Web Access 8: New Preview Pane and Thumbnail Enhancements

Web Access 8 offers a new Preview Pane in the Folder Browser that gives you more information about an entry. By default, this pane is located in the bottom left corner of the Folder Browser under the Folder Tree. When an entry is selected, this pane will display the entry's type (document or folder), when it was last modified, its size, author, and full path. This makes it easy to quickly view information about an entry without navigating to the entry's properties dialog box. In addition, if you have a document selected, it will display a thumbnail of the first page of the document. This helps users see



what document they are working with without having to open it.

You can also display thumbnails of the selected document in this pane by clicking the Thumbnails button. Thumbnails can be rotated or used to create new documents by right-clicking on the desired thumbnail and selecting the appropriate action from the context menu. They can also be rearranged or moved to another document by dragging and dropping them in the desired location. In addition, double-clicking a thumbnail will open the corresponding page of the document.



Have You Been Keeping Up with Laserfiche Blogs?

Laserfiche customers and staff regularly share their experiences and thoughts in their Laserfiche Luminary and Staff Blogs, posted on the [Laserfiche News Portal](#). Haven't been reading? Here's what you've been missing!

[Laserfiche Luminary](#) and [Laserfiche User Group Leader Rosalind Collins](#) shared news from the Central VA User Group, including information about their [upcoming September 30th meeting](#).

[Laserfiche Luminary](#) and Laserfiche User Group Leader [Alondo McClees](#) of the Hampton Roads, VA, User Group shared what happened at their August 20th meeting. Alondo also shared a link to their [User Group Website](#), for anyone outside of the area who's interested in what's going on!

Laserfiche Presales Supervisor Pieter Nauta discussed what happened when the Laserfiche Institute hit the road for [Regional Training in Ghana, West Africa](#).

Laserfiche Account Manager Morgan Wheeler shared news from the [Wisconsin Municipal Clerks Association](#)

Getting Answers to your Laserfiche Questions

The following are a few tips regarding getting answers to your Laserfiche questions. If you are seeking general information about the Laserfiche software (i.e. product compatibility), information about properly installing and configuring the software, have "how to" or "is it possible" type questions, or are unsure of certain processes and how to properly perform them. Also remember that EU training is just a click away, STG can provide Remote End User Training and End User Training Videos are available. For more information please contact Bob McCoy at sales@stgp.com or Call 256 532 1991 ext. 201.

[Annual Convention](#) – an event typified by the state's new slogan, "Live Like You Mean It!"

Don't forget you can get new blog entries – along with all the articles posted on the News Portal – delivered directly to your e-mail account by [signing up for e-mail updates](#).

Would you like to contribute to the Luminary Blog? It's a great way to share your experiences with the rest of the Laserfiche community. Contact Melissa Henley at melissa.henley@laserfiche.com for more information.