Content Capture

User Guide

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HYLAND™

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What is Content Capture?

The Perceptive Experience Content Capture application allows you to capture items, such as pages and files, and review them before you save them as documents in Perceptive Content for further processing.

All items in a capture set become a single document in Perceptive Content with the same item properties. URL integration allows you to link application plan dictionary values and populate item properties during the capture process. You can modify item properties as needed before saving if allowed by your application plan.

To use the application, you must have a defined External User type application plan, External Scanner type source profile, and External Scanner type capture profile in Perceptive Content.

You select default scanner settings in the External Scanner type source profile in Perceptive Content. However, you can also select and change the scanner and scanner settings from within the application.

As you review captured items, you can adjust their width, height, and size for optimal viewing. You can rotate scanned pages left or right. You can change the order or delete items before saving them as a single document in Perceptive Content.

View package version information

To view the packages and dependencies installed, complete the following steps.

1. Select **Profile** .
2. Select **Settings** .
3. Select **About**.
   Under **Packages and Dependencies,** the name and version number of packages and dependencies are listed.

Launch and navigate between Apps

To launch and navigate between Apps, complete the following steps.

1. In the upper-left corner of the window, select the Experience icon .
   All Apps available to your system are displayed.
2. Select the name of the desired App. On mobile devices navigate to the list of all available Apps by selecting **Profile** > **Home**.
   The name of the active App displays at the top of the window.

Choose a logging level

To set the logging level for the current user, complete the following steps.

1. Select **Profile**.
2. Select **Settings**.
3. Under **Global** select one of the following logging levels.
   - To set the maximum logging level, select **All Messages**.
   - To set the default logging level, select **Warnings and Errors**.
   - To set the minimum logging level, select **Errors Only**.

View and clear a log

You can view and clear the log entries associated with the current user in a web browser. The system does not save log entries to disk. To view or delete the log entries, complete the following steps.

Prerequisite The administrator must configure the external window as the logging method in the *config.json* file to enable viewing and clearing logs with the following steps.

1. Select **Profile**.
2. Select **Settings**.
3. Under **Settings**, select **Global** and select **Show Log Window**.
4. Select **Clear**.

Note Refreshing the application web page clears the log file for the current session.

Log off from Perceptive Experience

The method you use to log off is determined by the device you use.

1. To disconnect from **Perceptive Experience**, complete one of the following actions.

Situation	Steps
Access Perceptive Experience on a mobile device.	1. In the lower-left corner of the window, select **Disconnect**.
Access Perceptive Experience on a desktop computer or web browser.	1. Select **Profile**. 2. Select **Disconnect**.

Set capture profile name to capture source mapping

You can add a property to the config.json file to map a capture profile name to a specific capture source identifier. The content capture application automatically uses the mapped capture source when capturing pages. To map a capture profile name to a capture source, complete the following steps.

1. Go to *[drive:]\Program Files\Apache Software Foundation\Tomcat<version>\webapps\<capture module folder>*.
2. Open the *config.json* file using a text editor.
3. If necessary, add the `contentCapture` section to the file.
4. In the **contentCapture** section, add the `profileNameToSource` property.
5. Under the property name, use a JavaScript regular expression to map a capture profile name to a capture source. In each line, the fields are separated by a colon.

URL integration formatting

URL integration for the capture application allows you to select a capture profile, link application plan dictionary values, and populate document properties during the capture process.

http://<host>:<port>/#captureModule?autocapture&captureprofile=<capture profile name>&<dictionary label>=<value>&<dictionary label>=<value>

Required parameters

Use the following required parameters for URL integration.

Note: Do not use parameter names such as *autocapture* and *captureprofile* as values in the application plan associated with the capture profile.

#captureModule

The name of the Perceptive Content application.

dictionary label

A dictionary label that has been defined in the application plan associated with the capture profile. You can use as many dictionary labels and corresponding values as necessary.

dictionary value

The dictionary value desired. You can use as many dictionary values and corresponding labels as necessary.

host

The server where the URL application resides.

port

The port of the server where the URL application resides.

Optional parameters

Optional parameters can be added to the URL by using a query string. The ? character denotes the beginning of the query string and the & character denotes the separation of query parameters.

autocapture

Automatically starts the capture.

Note: Depending on the configuration and the selected capture profile, enabling this setting may result in automatic scanning, the display of capture sources, or the display of the browse file dialog box.

captureprofile

Selects a capture profile.

enablePageReorder

Allows a user to reorder thumbnails. The default setting is TRUE.

showCaptureButton

Displays or hides the Capture button on the toolbar and the Scan button in the center pane. The default setting is TRUE.

showCaptureProfileList

Displays or hides the capture profile drop-down menu on the toolbar. The default setting is TRUE.

showDeleteButton

Displays or hides the Delete button. The default setting is TRUE.

showDocPropertiesToggleButton

Displays or hides the Show or hide document properties toggle button. The default setting is TRUE.

showInsertButtons

Displays or hides the Insert Above and Insert Below menu options in the Capture dropdown on the toobar. The default setting is TRUE.

showProperties

Displays or hides the Properties pane. The default setting is TRUE.

Example:*http://localhost:8080/#captureModule?Customer Name=John Doe&showproperties=true*

Example:*http://localhost:8080/#captureModule?showthumbnails=false&showproperties=false*

showReplaceButton

Displays or hides the Replace menu option in the Capture dropdown on the toolbar. The default setting is TRUE

showResetButton

Displays or hides the Reset button on the toolbar. The default setting is TRUE.

showRotateButtons

Displays or hides the rotate buttons. The default setting is TRUE.

showSaveButton

Displays or hides the Save button. The default setting is TRUE.

showSourceSettingsButton

Displays or hides the Settings button. The default setting is TRUE.

showThumbnails

Displays or hides the Thumbnails pane. The default setting is TRUE.

showThumbnailsToggleButton

Displays or hides the Show or hide thumbnails toggle button. The default setting is TRUE.

zoomvalue

Sets the zoom level for an item during the capture process. Values include FitToHeight, FitToWidth, FitToWindow, or any positive integer 1 to 500. The default value is FitToWindow.

Set page size mapping for source profile

Default page size mapping does exist between the Perceptive Content External Scanner source profile and your scanner. However, if your scanner returns page sizes that are not available in the source profile, you can add a property to the config.json file, and map page size values that allow you to use your available scanner page sizes. To set page size mapping for the source profile, complete the following steps.

1. Go to *[drive:]\Program Files\Apache Software Foundation\Tomcat<version>\webapps\<scan module folder>*.
2. Open the *config.json* file using a text editor.
3. If necessary, add the **contentCapture** section to the file.
4. In the **contentCapture section**, add the **sourceProfileToScannerPageSizeMapping** property.
5. Under the property name, use a JavaScript regular expression to map a page size from an External Scanner source profile to the string returned from your scanner. In each line, the fields are separated by a colon. The value in the first field is a fixed page size listed in your capture source. The value in the next field is a modifiable regular expression and is a possible page size string returned for a particular scanner.

```
"contentCapture": {
"sourceProfileToScannerPageSizeMapping": [
"letter:/letter|8.5 x 11/i",
]
}
```

Set the Perceptive Experience Web Scan parameter

The application requires that Perceptive Experience Web Scan be installed on the client to allow interaction with a scanner. To allow users to access the installer from within the application by specifying the Perceptive Experience Web Scan installer in the URL, complete the following steps. If you leave the parameter blank, the user must contact an administrator to complete the installation.

1. Go to *[drive:]\Program Files\Apache Software Foundation\Tomcat<version>\webapps\<content capture module folder>* on your computer.
2. Open the *config.json* file using a text editor.
3. Optional. If necessary, add the **contentCapture** section to the file.
4. In the **contentCapture** section, add the **toolkitDownloadLocation** property and define it.

Note: The location must be accessible from your web application.

```
"contentCapture": {
"toolkitDownloadLocation": "http://<web server>/<content capture
module folder>/web-capture-installer-2.0.0.zip"
}
```

Perceptive Experience Web Scan

For optimal Perceptive Experience Web Scan capabilities using internet browsers, confirm the specifications detailed below.

Hardware requirements

Item	Requirement
Processor	1 GHz 32-bit (x86) or 64-bit (x64) processor
Memory	1 GB RAM
Disk space	• 21 MB for installation files • 15 GB for application use

Operating system requirements

Operating System	Requirement
Microsoft Windows 10	Enterprise or Pro (32-bit or 64–bit), Initial Release
Microsoft Windows 8.1	Enterprise or Pro (32-bit or 64–bit), Initial Release or with Update 1
Microsoft Windows 7	Enterprise, Pro, or Ultimate (32-bit or 64–bit), Initial release or with Service Pack 1
Microsoft Windows Server 2016	DataCenter, Essentials, or Standard (64–bit), Initial Release
Microsoft Windows Server 2012 R2	DataCenter, Essentials, or Standard (64–bit), Initial Release
Microsoft Windows Server 2008 R2	DataCenter, Essentials, or Standard (64–bit), Initial Release or with Service Pack 1

Note To use a scanner with Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, or Windows Server 2012 R2, you must install Desktop Experience, which is a component of the operating system. Refer to the operating system documentation or the Microsoft website for instructions.

Web browser and application host requirements

Operating System Family	Requirement
Google Chrome, Mozilla Firefox	Supported browser versions are listed, however, we recommend that you upgrade to the latest patch of the supported browsers. Note that some browsers release automatic updates and some browsers no longer support version numbers. Browser versions that you update after you install Perceptive Experience are also assumed to work unless otherwise noted. Contact Enterprise Software Support if you find browser incompatibility.
Microsoft Internet Explorer	11.0 • Due to web browser limitations, file import, image processing filters, and cloning images functionality is not available in the Internet Explorer versions earlier than 10.0. • Importing files requires you to enable access to data sources across domains.

Additional third-party software requirements

Software	Requirement
Microsoft .NET Framework	• 4.7 • 4.6.1 • 4.6 • 4.5.2 • 4.5.1 • 4.5

About Perceptive Experience Web Scan and Windows authentication

Perceptive Experience Web Scan utilizes Windows authentication on Citrix environments. It is recommended that you enable Integrated Windows Authentication (IWA) if you use Internet Explorer to access Perceptive Content.

Windows authentication allows Perceptive Content to determine your proper file storage location when creating multiple sessions in the Citrix environment. You are prompted to enter your Windows user name and password to complete the authorization process.

IWA allows you to bypass the login prompt and automatically send your current Windows user information to Perceptive Experience Web Scan. For more information about configuring or enabling IWA, see Microsoft's online support.

Run a post-save iScript

As an administrator, you can create a Perceptive Content iScript that runs immediately after a user saves captured pages or files so that you can quickly process new documents. To run a post-save iScript for the Content Capture application, complete the following steps.

The post-save iScript properties are defined in the system *config.json* file under the contentCapture section. For more information about iScript, refer to *Developer Topics > Using iScrpit* in User Help.

1. Create an iScript file. The input parameter for the script is the `documentid`.
2. Optional. Enable your script to determine a status of success or failure and return a message to the user.
    1. Use `success` or `failure` as the first output parameter.
    2. Optional. Include a message as the second parameter.
3. Save the file to the *\inserver\script* folder on the server computer.

Result The script runs after you save a captured document to Perceptive Content.

```
var params = getInputParams();

printf(documentID: %s', params[0]);


var out = new Array;

var out[0] = "SUCCESS"; //status

var out[1] = "Action successful"; //message


setOutputParams(out);
```

config.json properties

The following list provides information about the properties defined in the *config.json* file. The *config.json* file contains runtime parameters that can be defined by an administrator.

Note
Ensure your config.json configuration file is in a valid JSON format. The application will fail to load if the format is invalid.

The default location for the system configuration file is *[drive:]\Program Files\Apache Software Foundation\[Tomcat Installation]\webapps\<subdirectory>*.

general-settings

helpPage

Specifies the help landing page for the active module. This page information is appended to the `helpUrl` to form a complete context sensitive URL address.

helpUrl

Specifies the URL for online help. Valid values include any URL.

pathDelimiter

Specifies the character used to separate values in the path that displays the folder location.

user-list-limit

Specifies the maximum number of users to return when using user lists. If the setting is not present the default number of users returned is 500.

framework-brand

productName

Specifies the abbreviated name of the product.

productFullName

Specifies the full name of the product.

loginLogo

Specifies the path to the logo that is displayed when logging into the desktop client.

loginLogoMobile

Specifies the path to the logo that is displayed when logging into the mobile client.

headerLogo

Specifies the path to the logo that is displayed in the application header.

headerBreadcrumbColor

Specifies the hexadecimal color for the application breadcrumbs.

headerBackgroundColor

Specifies the hexadecimal color for the application header background.

headerForegroundColor

Specifies the hexadecimal color for the application header foreground.

headerTitleColor

Specifies the hexadecimal color for the application header title.

For example:

```
"framework-brand": {
    "en": {
        "productName": "perceptive",
        "productFullName": "Perceptive Experience Content Apps 2.4.0",
        "loginLogo": "./resources/images/perceptive_login_258.png",
        "loginLogoMobile": "./resources/images/perceptive_login_
258.png",
        "headerLogo": "./resources/images/perceptive_header_96.png",
        "headerBreadcrumbColor": "#000000",
        "headerBackgroundColor": "#ffffff",
        "headerForegroundColor": "#000000",
        "headerTitleColor": "#118dcd"
    }
}
```

framework-core

cookieSameSitePolicy

Specifies the SameSite policy for cookies.

Valid values are *Unset*, *None*, *Lax* and *Strict*. If you do not define a value, *Unset* is used. If you define any value besides *Unset*, the *Secure* attribute is also set on the cookie.

For example, `"cookieSameSitePolicy":"Unset"`

sessionTimeoutInSeconds

Specifies the duration of time, in seconds, that a session can remain inactive before the system logs the current user out of the application.

Valid values are any integer. If set to 0 or -1, the system disables automatic logout.

loggingMethod

Specifies the way users can review log contents.

Valid entries include the following values.

- `externalwindow` - Use this property for web-based applications to display the log in a new browser tab or window.
- `console` - Use this property for web-based applications to display the log in the browser console.

loggingLevel

Specifies the messages that displays to the user in the application log.

Valid entries include the following values.

- VERBOSE
- INFO
- WARNING
- ERROR
- CRITICAL

logoutRedirect

Specifies the URL for the IDP end session page. For example, *https://<idpserver>/IdentityProvider/connect/endsession*.

framework-runtime

preloadModules

These entries are required system settings. Do not modify entries in the `preloadModules` section of the *config.json* file.

modules

Specifies the modules currently loaded into the application that users can access from the launcher.

inactiveModules

Specifies any Apps that should not be available to users from the Experience Home page. If you do not want the icon for an App that is provided by default at installation to appear on the Home page, move the full name of the desired package from the `modules` section to this section.

framework-shell

defaultHomeRoute

Specifies the default home route for URL navigation. If unset, the value is `home`.

disableSslWarning

By default, this property is not defined. Add this property and populate it with a `true` value to disable the warning that displays when the application uses a non-secure connection. Setting this property to `true` transmits unencrypted user names and passwords.

routeTimeout

Specifies the time in milliseconds to wait before determining navigation has failed. If unset, the value is `5000`.

lesrdl-content-actions-output

The properties you can define in the lesrdl-content-actions-output section of the config.json file are listed below.

output-actions-group

The default for *priority* is `1100`.

email-action

This action allows the user to email a link to a Perceptive Content document, task or workflow item.

The default for *priority* is `400`.

The default for *groupId* is `output-actions-group`.

The default for *isVisible* is `true` for desktop and `false` for mobile.

mobileWebServerUrl

Specifies the URL to the web application server and configures the email-action for mobile.

> **Note**
> You can configure the following email link settings for each content type, document, task, workflow and folder.

to

Specifies the email address of the recipient.

cc

Specifies a carbon copy of an email when the user wants to include someone other than the direct recipient.

bcc

Specifies a blind carbon copy of an email when the user does not want the other recipients to see who else is included in the email.

subject

Specifies a subject of an email where the user can add a short description of the main content.

preBody

Specifies the section where the user can add any content before a document or a workflow item link.

postBody

Specifies the section on complimentary closure, such as “Thanks & regards”.

export-grid-action

This action allows the user to export the currently selected grid items.

The default for *priority* is `500`.

The default for *groupId* is `output-actions-group`.

The default for *isVisible* is `true`.

export-native-action

This action allows the user to convert a document to its native file format.

The default for *priority* is `100`.

The default for *groupId* is `output-actions-group`.

The default for *isVisible* is `true`.

export-pdf-action

This action allows the user to convert a document to PDF.

The default for *priority* is `200`.

The default for *groupId* is `output-actions-group`.

The default for *isVisible* is `true`.

print-document-action

This action allows the user to print a document.

The default for *priority* is `300`.

The default for *groupId* is `output-actions-group`.

The default for *isVisible* is `true`.

preferenceWindow

Specifies the printing preferences. Displays a window for taking print preferences from the user. The default value is `true`.

Note Other print configuration options are overlooked if preferenceWindow value is `true`.

pdfConversion

Converts all the pages into a single PDF file and displays it in your web browser. The default value is `false`.

enableAnnotations

Specifies if the annotations are printed. Valid values include `true` or `false`.

hideAnnotationTypes

Hides the annotations where the user has “hide” privilege. Expected values are `all` or `false`. When `hideannotationtypes = all`, annotations where the user has “hide” privilege are hidden. Setting any other value defaults to `false` and displays all annotation types.

coverPage

Specifies if the cover page of a document is to be printed. The default value is `false`.

pageSize

Specifies the paper size printed. The default value is `letter`.

width

Specifies the width of the image rendition in pixels.

height

Specifies the height of the image rendition in pixels.

send-to-sharebase-action

This action allows the user to upload a document to ShareBase and then share that document with other users.

The default for *priority* is `450`.

The default for *groupId* is `output-actions-group`.

The default for *isVisible* is `false`.

Example

```
...
"les-content-actions-output": {
    "output-actions-group": {
        "desktop": {
            "priority": 1100,
        "phone": {
            "priority": 1100,
        }
    },
    "email-action": {
        "mobileWebServerURL": "https://locationHost:8443/pathname",
        "desktop": {
            "priority": 400,
            "groupId": "output-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 400,
            "groupId": "output-actions-group",
            "isVisible": false
        },
        "document": {
            "cc": "cc_recipient@domain.com",
            "to": "to_recipient@domain.com",
            "subject": "Perceptive Content Document",
            "bcc": "bcc_recipient@domain.com",
            "postBody": "\nRegards,",
            "preBody": "\n\nBelow are links to the documents:\n\n"
```

```
        },
        "task": {
            "cc": "cc_recipient@domain.com",
            "to": "to_recipient@domain.com",
            "subject": "Perceptive Content Document",
            "bcc": "bcc_recipient@domain.com",
            "postBody": "\nRegards,",
            "preBody": "\n\nBelow are links to the documents:\n\n"
        },
        "workflow": {
            "cc": "cc_recipient@domain.com",
            "to": "to_recipient@domain.com",
            "subject": "Perceptive Content Workflow Item",
            "bcc": "bcc_recipient@domain.com",
            "postBody": "\nRegards,",
            "preBody": "\n\nBelow are links to the workflow
items:\n\n"
        },
        "folder": {
            "cc": "cc_recipient@domain.com",
            "subject": "Perceptive Content Folder Content",
            "to": "to_recipient@domain.com",
            "preBody": "\n\nBelow are links to the folder
contents:\n\n",
            "bcc": "bcc_recipient@domain.com",
            "postBody": "\nRegards,"
        }
    },
    "export-grid-action": {
        "desktop": {
```

```
            "priority": 500,
            "groupId": "output-actions-group",
            "isVisible": true
        }
    },
    "export-native-action": {
        "desktop": {
            "priority": 100,
            "groupId": "output-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 100,
            "groupId": "output-actions-group",
            "isVisible": true
        }
    },
    "export-pdf-action": {
        "desktop": {
            "priority": 200,
            "groupId": "output-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 200,
            "groupId": "output-actions-group",
            "isVisible": true
        }
    },
```

```
    "print-document-action": {
        "desktop": {
            "priority": 300,
            "groupId": "output-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 300,
            "groupId": "output-actions-group",
            "isVisible": true
        },
        "preferenceWindow": true,
        "enableAnnotations": true,
        "pageSize": "letter",
        "width": "720",
        "height": "1080",
        "hideAnnotationTypes": "",
        "coverPage": true,
        "pdfConversion": false
        }
    },
    "send-to-sharebase-action": {
        "desktop": {
            "priority": 450,
             "groupId": "output-actions-group",
             "isVisible": false
        }
    }
}
```

```
...
```

les-rdk-fpa-action-version-control

version-control-action

This action allows the user to add a document to version control.

The default for *priority* is `200` for desktop and `600` for mobile.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

Example

```
...
"les-rdk-fpa-action-version-control": {
    "version-control-action": {
        "desktop": {
            "priority": 200,
            "groupId": "additional-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 600,
            "groupId": "additional-actions-group",
            "isVisible": true
        }
    }
}
...
```

les-rdk-fpa-indocumentviewer

page-actions-group

The default for *priority* is `400`.

add-page-action

Allows the user to add pages to an existing document.

The default for *priority* is `400` for desktop and `600` for mobile.

The default for *isVisible* is `true`.

create-annotation-action

Allows the user to add an annotation to an existing image.

The default for *priority* is `300` for desktop and `500` for mobile.

The default for *isVisible* is `true`.

delete-page-action

Allows the user to delete pages in an existing document.

The default for *priority* is `900`.

The default for *groupId* is `page-actions-group` for phone.

The default for *isVisible* is `true`.

download-page-action

Allows the user to download a page in its original format from the viewer.

The default for *priority* is `800`.

The default for *groupId* is `page-actions-group` for phone.

The default for *isVisible* is `true`.

removeFormsPane

Optional. Removes the Forms pane from the viewer. The default value is `false`. Note, if you set the value to `true`, the system will not display form on form-centric documents.

removePropertiesPane

Optional. Removes the Properties pane from the viewer. The default value is `false`.

removeRelatedDocumentsPane

Optional. Removes the Related Documents pane from the viewer. The default value is `false`.

removeRelatedTasksPane

Optional. Removes the Related Task pane from the viewer. The default value is `false`.

removeThumbnailsPane

Optional. Removes the Thumbnails pane from the viewer. The default value is `false`.

zoom-best-fit-action

Allows the user to find the optimal fit of a page in a document.

The default for *priority* is `200`.

The default for *groupId* is `page-actions-group` for phone.

The default for *isVisible* is `true`.

zoom-fit-to-height-action

Allows the user to adjust the page to the height of the pane.

The default for *priority* is `300`.

The default for *groupId* is `page-actions-group` for phone.

The default for *isVisible* is `true`.

zoom-fit-to-width-action

Allows the user to adjust the page to the width of the pane.

The default for *priority* is `400`.

The default for *groupId* is `page-actions-group` for phone.

The default for *isVisible* is `true`.

zoom-one-hundred-action

Allows the user to immediately reset the document size its original size of 100%.

The default for *priority* is `500`.

The default for *groupId* is `page-actions-group` for phone.

The default for *isVisible* is `true`.

rotate-clockwise-action

Allows the user to rotate the page 90 degrees to the right.

The default for *priority* is `700` for desktop and `300` for mobile.

The default for *groupId* is `page-actions-group`.

The default for *isVisible* is `true`.

rotate-counter-clockwise-action

Allows the user to rotate the page 90 degrees to the left.

The default for *priority* is `600` for desktop and `200` for mobile.

The default for *groupId* is `page-actions-group`.

The default for *isVisible* is `true`.

Example

```
...
"les-rdk-fpa-indocumentviewer": {
    "page-actions-group": {
        "desktop": {
            "priority": 400
        },
        "phone": {
            "priority": 400
        }
    },
    "add-page-action": {
        "desktop": {
            "priority": 400,
            "groupId": ""
            "isVisible": true
        },
        "phone": {
            "priority": 600,
            "groupId": "",
            "isVisible": true
        }
    },
    "create-annotation-action": {
        "desktop": {
            "priority": 300,
            "groupId": "",
            "isVisible": true
        },
```

```
        "phone": {
            "priority": 500,
            "groupId": "",
            "isVisible": true
        }
    },
    "delete-page-action": {
        "desktop": {
            "priority": 900,
            "isVisible": true
        },
        "phone": {
            "priority": 900,
            "groupId": "page-actions-group",
            "isVisible": true
        }
    },
    "download-page-action": {
        "desktop": {
            "priority": 800,
            "isVisible": true
        },
        "phone": {
            "priority": 800,
            "groupId": "page-actions-group",
            "isVisible": true
        }
    },
    "zoom-best-fit-action": {
```

```
        "desktop": {
            "priority": 200,
            "isVisible": true
        },
        "phone": {
            "priority": 200,
            "groupId": "page-actions-group",
            "isVisible": true
        }
    },
    "zoom-fit-to-height-action": {
        "desktop": {
            "priority": 300,
            "isVisible": true
        },
        "phone": {
            "priority": 300,
            "groupId": "page-actions-group",
            "isVisible": true
        }
    },
    "zoom-fit-to-width-action": {
        "desktop": {
            "priority": 400,
            "isVisible": true
        },
        "phone": {
            "priority": 400,
            "groupId": "page-actions-group",
```

```
            "isVisible": true
        }
    },
    "zoom-one-hundred-action": {
        "desktop": {
            "priority": 500,
            "isVisible": true
        },
        "phone": {
            "priority": 500,
            "groupId": "page-actions-group",
            "isVisible": true
        }
    },
    "rotate-clockwise-action": {
       "desktop": {
            "priority": 700,
            "groupId": "page-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 300,
            "groupId": "page-actions-group",
            "isVisible": true
        }
    },
    "rotate-counter-clockwise-action": {
        "desktop": {
            "priority": 600,
```

```
            "groupId": "page-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 200,
            "groupId": "page-actions-group",
            "isVisible": true
        }
    }
}
...
```

les-rdk-fpa-inpageviewer

The properties you can define in the les-rdk-fpa-inpageviewer section of the *config.json* file are listed below. These properties are not defined by default but can be set when an app utilizes the les-rdk-fpa-inpageviewer package.

maxWidth

Specifies the width of the image rendition in pixels.

maxHeight

Specifies the height of the image in pixels.

Note The values of `maxHeight` and/or `maxWidth` can only be positive integers.

noRenditionFileTypes

Helps bypass rendition calls for certain file types. You may not use rendition calls for some browser-supported file types as they can utilize the browser capabilities.

Note Browsers such as Microsoft Internet Explorer, Microsoft Edge, and Safari natively support the rendering of TIFFs. Use the latest version of file-image-service when using the latest version of Perceptive Content.

In the example mentioned below, rendition call is bypassed for JPEG and JPG files.

```
"noRenditionFileTypes" : ["JPEG", "Jpg"]
```

Note Values of this property are not case-sensitive.

pageCacheSize

Specifies the cache size that the viewer holds.

The default value of `pageCacheSize` is "`50`". If `pageCacheSize` is set lower than the default value, the viewer renders the specified value. For example, `"les-rdk-fpa-indocumentviewer" : {"pageCacheSize" : 25}`.

If `"pageCacheSize"` is set higher than the default value, the viewer overlooks the value and considers the default value of `50`.

If `"pageCacheSize"` is set higher than the default value, the viewer overlooks the value and considers the default value of `50`.

les-rdk-fpa-outofoffice

The properties you can define in the les-rdk-fpa-outofoffice section of the *config.json* file are listed below.

enableDelegate

Displays a list of users, when creating or editing an out of office event, that allows a user to designate another user as a delegate to complete task actions on their behalf. If set to `false`, the system does not display the list of users.

The default for *enableDelegate* is `true`.

lesrdl-content-actions-workflow

additional-actions-group

The default for *priority* is `1200`.

add-to-workflow-action

Allows the user to add an item to workflow.

The default for *priority* is `300`.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

open-in-workflow-action

Allows the user to open an item in the workflow environment.

The default for *priority* is `400`.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

remove-from-workflow-action

Allows the user to remove an item from workflow.

The default for *priority* is `500`.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

route-back-action

Allows the user to send a queue item back to the previous queue.

The default for *priority* is `1400` for desktop and `800` for mobile.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

route-forward-action

Allows the user to send a queue item to the next queue in the workflow process flow.

The default for *priority* is `1500` for desktop and `900` for mobile.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

workflow-hold-action

Allows the user to place a queue item on hold for a duration that you specify.

The default for *priority* is `1300` for desktop and `700` for mobile.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

Example

```
...
"lesrdl-content-actions-workflow": {
    "additional-actions-group": {
        "desktop": {
            "priority": 1200
        },
        "phone": {
            "priority": 1200
        }
    },
    "add-to-workflow-action": {
        "desktop": {
            "priority": 300,
            "groupId": "additional-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 300,
            "groupId": "additional-actions-group",
            "isVisible": true
        }
    },
    "open-in-workflow-action": {
        "desktop": {
            "priority": 400,
            "groupId": "additional-actions-group",
            "isVisible": true
        },
```

```
        "phone": {
            "priority": 400,
            "groupId": "additional-actions-group",
            "isVisible": true
        }
    },
    "remove-from-workflow-action": {
        "desktop": {
            "priority": 500,
            "groupId": "additional-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 500,
            "groupId": "additional-actions-group",
            "isVisible": true
        }
    },
    "route-back-action": {
        "desktop": {
            "priority": 1400,
            "groupId": "",
            "isVisible": true
        },
        "phone": {
            "priority": 800,
            "groupId": "",
            "isVisible": true
        }
```

```
        },
        "route-forward-action": {
            "desktop": {
                "priority": 1500,
                "groupId": "",
                "isVisible": true
            },
            "phone": {
                "priority": 900,
                "groupId": "",
                "isVisible": true
            }
        },
        "workflow-hold-action": {
            "desktop": {
                "priority": 1300,
                "groupId": "",
                "isVisible": true
            },
            "phone": {
                "priority": 700,
                "groupId": "",
                "isVisible": true
            }
        }
    }
    ...
```

lesrdl-content-contenttree

openInNewTab

Specifies whether content opened from the folder viewer opens in a new browser tab.

The default value for *priority* is 100.

The default value for *isVisible* is true.

edit-page-label-action

This action allows the user to edit the label on a page.

The default for *priority* is `100`.

The default for *groupId* is blank.

The default for *isVisible* is `true`.

Example

```
...
"lesrdl-content-contenttree": {
    "openInNewTab": false,
    "edit-page-label-action": {
        "desktop": {
            "priority": 100,
             "groupId": "",
             "isVisible": true
        }
    }
}
...
```

lesrdl-content-folders-core

move-content-action

This action allows the user to move a document to a drawer or folder.

The default for *priority* is `200`.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

delete-content-action

This action allows the user to delete a document or a folder.

The default for *priority* is `250`.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

Example

```
...
"lesrdl-content-folders-core": {
    "move-content-action": {
        "desktop": {
            "priority": 200,
            "groupId": "additional-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 200,
            "groupId": "additional-actions-group",
            "isVisible": true
        }
    },
    "delete-content-action": {
        "desktop": {
            "priority": 250,
            "groupId": "additional-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 250,
            "groupId": "additional-actions-group",
            "isVisible": true
        }
    }
}
...
```

lesrdl-content-forms

The property you can define in the psw-content-forms section of the *config.json* file is listed below.

loadByDefault

Specifies whether the first form in the list displays by default when viewing the Forms pane. The default setting is false.

lesrdl-content-integrationserver

clientSession

By default, this property is not defined. Specifies the current server connection that the application is using.

Valid values for `clientSession` include `framework-core:SsoClientSession` , `lesrdl-content-integrationserver:ClientSession` and `lesrdl-content-integrationserver:OidcClientSession` .

openIdProfile

Specifies the name of the profile you configured to support OIDC in the integrationserver.ini configuration file.

serverUrl

Specifies the URL to Integration Server, which should be a relative path.

heartbeatIntervalInSeconds

Specifies how often, in seconds, the application verifies its connection to ImageNow Server.

lesrdl-content-preferences

applicationId

Allows your administrator to change the application ID that Experience uses for the Hyland Preferences Service. This property is only useful if you have multiple instances of Experience. If this property is not defined, it defaults to `content-apps`.

lesrdl-content-properties

displaySettings:

These optional settings are divided into subsections that correspond to the App presenting the Properties pane such as Documents, Folders, Tasks or Workflow. Modify settings in the appropriate subsection. additonalPageMetadata defaults to `hidden`, pageProperties and pageLabel default to `enabled`, and the rest default to `disabled`.

This version of Perceptive Experience Content Apps implements the Properties pane display settings as defined in the config.json file regardless of the current user's privileges. User privileges are enforced when a document is saved.

Property values

Valid values for all properties include `enabled`, `disabled` and `hidden`.

- enabled- The input is visible on the user interface and can be modified by the user
- disabled- The input is visible on the user interface but cannot be modified by the user.
- hidden - The input is not visible on the user interface.

name

Specifies the display of the Name field in the Document Properties and Folders Properties panes.

The default value is `disabled`.

location

Specifies the display of the Drawer or Path field in the Document Properties and Folders Properties panes.

The default value is `disabled`.

keys

Specifies the display of the Field1 through Field5 fields in the Document Properties pane.

The default value is `disabled`.

type

Specifies the display of the Type field in the Document Properties and Folders Properties panes.

The default value is `disabled`.

customProperties

Specifies the display of the Custom Properties pane in the user interface.

The default value is `disabled`.

notes

Specifies the display of the Notes pane in the user interface.

The default value is `disabled`.

pageProperties

Specifies the display of the Page Properties pane in the user interface.

pageProperties is always disabled unless the value is set to hidden.

additionalPageMetadata

Specifies the display of additional page metadata under Page Properties on the Properties pane in the user interface.

The default value is `hidden`.

lesrdl-content-retention-holds

retention-holds-action

This action allows the user to apply a retention hold to a document that is currently under a retention policy.

The default for *priority* is `100`.

The default for *groupId* is `additional-actions-group`.

The default for *isVisible* is `true`.

Example

```
...
"lesrdl-content-retention-holds": {
    "retention-holds-action": {
        "desktop": {
            "priority": 100,
            "groupId": "additional-actions-group",
            "isVisible": true
        },
        "phone": {
            "priority": 100,
            "groupId": "additional-actions-group",
            "isVisible": true
        }
    }
}
...
```

lesrdl-content-search-controls

vsl-any-key-condition-enabled

Specifies whether Perceptive Content Apps includes the *Any Document Key* condition in the list of search conditions.

The default value is `true`.

Note The use of the *Any Document Key* condition in searches could result in slow query times.

vsl-extended-operators-enabled

Specifies whether Perceptive Content adds the “contains” and “ends with” operators in the list of search operators.

The default value is `false`.

Note The use of the *contains* or *ends with* operators in searches could result in slow query times.

lesrdl-content-views

show-search-controls

Specifies the display of filter controls in the Views grid

The default value is `true`.

lesrdl-framework-capturesource-file

max-file-size

Specifies the maximum file size, in MB, that you can upload when capturing a document. If the value is left blank then there is no maximum size limit.

The default value is blank.

contentCapture

The properties you can define in the contentCapture section of the config.json file are listed below.

postSaveScriptName

Specifies the post-save iScript file.

sourceProfileToScannerPageSizeMapping

Specifies the Perceptive Content source profile page size available for mapping.

profileNameToSource

Specifies mapping between a capture profile name and capture source identifier.

groupSeparation

Specifies group separation options.

- **eachScan** - A new group is created on each capture or scan.
- **eachPage** - A new group is create for capture file or image scanned.
- **blankPage** - A new group is create for each blank image scanned. Source profile filters and blank page detection must be enabled in the source profile in order for blank pages to be detected.

groupKeyGenerator

Specifies the key values as a string when a new group is created. The field names available are the same as those specified in docKeys for updateGroupDocumentContext, except for properties. Use property: and then the property id for generating keys for properties. There are two special keywords that can be used when generating the key value, uniqueId and groupNumber. uniqueId() is a function that generates a 23 character identifier, groupNumber is the one-based index of the group for which the key will be generated.

Example

```
...
"contentCapture": {
    "postSaveScriptName": "post-save-actions.js",
    "toolkitDownLoadLocation":
"http://127.0,0,1:8090/cloud/PerceptiveWebCapture.zip",
    "sourceProfileToScannerPageSizeMapping": [
        "letter:/letter/i",
        "legal:/legal/i",
        "a4:/a4/i",
        "a5:/a5/i",
        "a6:/a6/i ",
        "b5:/b5/i",
        "b6:/b6/i",
        "executive:/executive/i",
        "us check:/check/i",
        "custom:/custom/i",
        "business card:/card/i",
        "scanner maximum:/maximum/i"
    }
    "profileNameToSource": {
        "/scan/i:/lesrdl-framework-capturesource-scanner/",
        "/file/i:/lesrdl-framework-capturesource-file"
    },
    "groupSeparation": {
        "eachScan": false,
        "eachPage": false,
        "blankPage": true
    },
```

```
    "groupKeyGenerator": {

        "documentName": "'group_' + _.padStart(groupNumber,2,'0') + '-
' + new Date(Date.now()).toLocaleTimeString()",

        "field2": "uniqueId()",

        "property: 321Z1BD_00007FC3G000001" : "'property' + _.padStart
(groupNumber,2,'0')"

        }

    }

}
```

contentCapture configuration properties

The properties you can define in the contentCapture section of the *config.json* file are listed below.

postSaveScriptName

Specifies the post-save iScript file.

toolkitDownloadLocation

Specifies the URL of the Perceptive Experience Web Scan installer.

sourceProfileToScannerPageSizeMapping

Specifies the Perceptive Content source profile page size available for mapping.

These are valid entries.

```
"contentCapture": { "sourceProfileToScannerPageSizeMapping": [
"letter:/letter/i", "legal:/legal/i", "a4:/a4/i", "a5:/a5/i", "a6:/a6/i",
"b5:/b5/i", "b6:/b6/i", "executive:/executive/i", "us check:/check/i",
"custom:/custom/i", "business card:/card/i", "scanner maximum:/maximum/i"
] }
```

profileNameToSource

Specifies mapping between a capture profile name and capture source identifier.

Hide properties

You can configure application plan maps to hide user modifiable document properties and custom properties. To hide properties, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department.
2. In the left pane, expand **Application Plans** and select an application plan type.

Note:
The hide functionality is only available within the **External User** application plan type.

3. On the **Applications** tab, double-click a plan from the list.
4. In the **Application Plan Designer** window, on the **Map** tab, double-click the property you want to hide.
5. In the **Attributes** dialog, in the **General** section, select a source from the drop-down menu and complete any related fields.
6. In the **Advanced** section, click the checkbox next to **Hidden** and then click **OK**.

Unsupported application plan features

You can view and select the following features in an External User application plan. However, when you include folder levels in your application plan map, these features are not supported in Perceptive Experience Content Capture.

Sources

Sources for Folder Name Attributes

- User Entry
- Predefined List
- Username (Select)

Sources for Folder Type Attributes

- Folder Type List

Sources for Folder Custom properties

- User Entry
- Predefined List
- Username (Select)

Image Processing Filters

Image processing allows for a scanned image to be manipulated, either to improve the quality of the incoming image, or to gather data from the image itself. You can centrally manage image processing for your scanners by setting options in an External Scanner source profile.

Autocrop

Mode

The following values are possible.

- 0 (default): Auto
- 1: Fixed margins
- 2: Detection only

Vertical Align

Used when mode is set to 1. The following values are possible.

- 0: Center
- 1: Top
- 2: Bottom

Horizontal Align

Used when mode is set to 1. The following values are possible.

- 0: Center
- 1: Left
- 2: Right

Width

Used when mode is set to 1.

Height

Used when mode is set to 1.

Units

Used when mode is set to 1. The following values are possible.

- 0: Inches
- 1: Pixels

Blank Page Detection

The Blank Page Detection filter can be used to detect blank pages. Use the Sensitivity property to specify noise tolerance during detection.

Dirty Level

The following values are possible.

- 0: Pristine white
- 1 (default): Dirty white
- 2: Very dirty white
- 3: One line OK
- 4: Two lines OK

Color Transformation

The Color Dropout filter takes a color image and transforms specified colors into other colors. The filter maintains a list of color mappings that it should make when the filter is run. The Color Dropout Properties dialog allows the user to manage a list of colors that will be transformed.

Brightness

Possible values range between 0 - 255. Zero or 127 means that the brightness is not changed.

Contrast

Possible values range between 0 - 255. Zero or 127 means that the contrast is not changed.

Convert Mode

The following values are possible.

- 0: Do not convert
- 1 (default): Convert to binary
- 2: Convert to 8-bit grayscale

Crop

The Crop filter can be used to set image margins and to remove white space around the edge of the image. You can set different values for the Top, Left, Bottom, and Right properties, or you can use the Force Symmetry property to lock the top/bottom and left/right margins to the same values.

Rectangle

Specifies a rectangle for manual cropping.

Deskew

The Deskew filter can be used to straighten an image that shows a slant from its correct orientation. Skewing can occur if the original document was skewed when it was fed into the scanner, fax machine, or photocopier. The Deskew filter examines the image and determines the skew angle. The skew angle is measured between the actual edge of the image data and the horizontal or vertical axis. The image data is then rotated to correct the skew angle. Deskewing an image makes the image contents more legible and can improve OCR results.

Fill Color

The following values are possible.

- 0,0,0:
- 255,255,255:

Despeckle

Speckles on an image are groups of black pixels surrounded by white pixels, or white pixels surrounded by black pixels. You can remove unwanted speckles with the Despeckle filter.

Note: The Despeckle filter will convert the image to black and white before removing the speckles.

Line Removal

The Line Removal filter can be used to remove lines from a form-based image, or to reconstruct lines. Removing lines can reduce the image file size and improve OCR results.

Note: The Line Removal filter will convert the image to black and white before removing lines.

Black Overscan Removal

The Black Overscan Removal filter can be used to remove the black area around an image when a page is scanned using an overscan option. Unlike the Border Removal filter, which inverts the black pixels and makes them white, and the Crop filter which removes white space from around the edge of the image, the Black Overscan removal filter removes the overscan area from your image. This filter reduces the physical size of the scanned image and the image file size by eliminating the black border generated by scanners with black backgrounds. For best results, deskew images with black fill before applying this filter. The Black Overscan removal filter has no configurable settings.

Transformation

The Transformation filter allows you to adjust image orientation through ninety-degree incremental rotation, mirroring, and height and width scaling.

Rotation

The following values are possible.

- 0: No rotation
- 1: Rotation by 90 degrees clockwise
- 2: Rotation by 180 degrees clockwise
- 3: Rotation by 270 degrees clockwise (same as 90 degrees counterclockwise).
- 4: No rotation. Mirroring
- 5: Rotation by 90 degrees clockwise and mirroring
- 6: Rotation by 180 degrees and mirroring
- 7: Rotation by 270 degrees clockwise (same as 90 degrees counterclockwise) and mirroring

Width

The width of the retrieved image, in pixels. Specify 0 to leave the width unchanged.

Height

The height of the retrieved image, in pixels. Specify 0 to leave the height unchanged.

Auto Rotation

The auto rotation filter can be used to correct the orientation of scanned or imported images. It can rotate binary and color images in 90-degree increments.

Mode

The following values are possible.

- 0 (default): Auto-detect portrait and landscape
- 1: Portrait only
- 2: Landscape only

Select scanner settings

Before scanning a page, you select default scanner settings in an External Scanner source profile in Perceptive Content; however, to select or modify scanner settings from within the application, or to change to a different scanner, complete the following steps.

1. Select **Settings** .
2. If using a cloud certified ISIS driver instead of Perceptive Experience Web Scan, in the **Scanner Access** dialog box, select **Allow**.

   Note: To prevent the Scanner Access dialog box from appearing the next time you access scanner settings, in the Scanner Access dialog box, select Do not show this dialog again.
3. In the **Select Scanner** dialog box, select the scanner you want to use and then select **OK**.

4. In the **Scanner Settings** dialog box, choose settings as necessary according to the options available with your scanner.
5. Optional. To display additional settings for your scanner when you scan, select **Display property dialog at scan time**.
6. Select **Close**.

Capture a file

You can capture files and review them before you save them as a document in Perceptive Content for further processing. To capture a file, complete the following steps.

Prerequisite You must have a defined External User application plan, External Scanner source profile, and External Scanner capture profile in Perceptive Content.

1. From the application launcher, select **Capture**.
2. In the toolbar, select a capture profile from the list and then select **Capture**.
3. In the **Source** dialog box, select **File** and then select **OK**.
4. In the **Select Files** dialog box, select **Browse** and navigate to the desired files, or drag and drop the desired files into the dialog box.
5. Select **Done**.
6. Select **Save**.

   To add additional files to the capture set before saving, select **Capture** in the toolbar and repeat the capture process.

Note: To remove all captured content, in the tool bar, select **Reset**. The document properties update with the values from the capture profile and its associated application plan. Any modified values will change.

Scan a page

You can scan pages and review them before you save the pages as a document in Perceptive Content for further processing. To scan a page, complete the following steps.

Prerequisite You must have a defined External User application plan, External Scanner source profile, and External Scanner capture profile in Perceptive Content.

1. From the application launcher, select **Capture**.
2. In the toolbar, select a capture profile from the list and then select **Capture**.
3. In the **Source** dialog box, select **Scanner** and then select **OK**.
4. In the **Select Scanner** dialog box, select the scanner you want to use and select **OK**.

Note:

The last scanner used is the default scanner.

5. Select **Save**.

   To add additional pages to the scan set before saving, add more pages to the scanner, select **Capture** in the toolbar, and repeat the scan process.

   Note: To remove all captured content, in the tool bar, select **Reset**. The document properties update with the values from the capture profile and its associated application plan. Any modified values will change.

Review a captured item

You can review a captured item before you save it as a document in Perceptive Content. To review an item, complete the following steps.

1. Select the thumbnail of the item you want to review, or scroll through the items with the **Previous Page** and **Next Page** controls.

   Note: If you do not see thumbnails, select **Thumbnail**.

   Note: To increase or decrease the size of the viewer pane, drag the edges of the pane left or right.

2. Complete any of the following options.
   - To zoom in or out on an item, move the slider right or left.
   - To resize an item to the width or height best for viewing it in its entirety, select **Best Fit**.
   - To adjust the width of an item for viewing, select **Fit to Width**.
   - To adjust the height of an item for viewing, select **Fit to Height**.
   - To view an item at its original size, select **Original Size**.
   - To rotate a scanned page left, select **Rotate Left**. Content Capture supports multi-select for rotating pages.
   - To rotate a scanned page right, select **Rotate Right**. Content Capture supports multi-select for rotating pages.
3. If you are ready to save your capture set, select **Save**.

   Note: Content Capture saves scanned pages with their new orientation if you rotated them, but does not save any adjustments to size.

Delete a captured item

To delete a captured item before it is saved as part of a document in Perceptive Content, complete the following steps.

Prerequisite The document properties update with the values from the capture profile and its associated application plan; any modified values will change. To reset a capture, complete the following steps.

1. Select an item in the thumbnail pane.

   Note: The capture application supports multi-select for deleting items.

2. Select **Delete**.

   Note: To remove all captured content, in the tool bar, select **Reset**. The document properties update with the values from the capture profile and its associated application plan. Any modified values will change.

Reorder captured items

You can reorder captured items before you save them as a document in Perceptive Content. To change the order of the captured items, complete the following steps.

1. In the thumbnail pane, complete one of the following procedures.
   - To move one item, drag its thumbnail to a new position.
   - To move multiple items, press the `CTRL` key or the `SHIFT` key and click on each thumbnail you want to move, then drag them to the new position.
2. If you are ready to save your capture set, select **Save**.

Replace a page

To replace an existing captured page with a new page, complete the following steps.

1. Select the existing page to be replaced.

   A page is replaced using the same capture method used to capture the selected existing page.
2. Select the down arrow to the right of **Capture** and then select **Replace**.

Insert a new page

To insert a new captured page or pages before or after an existing page, complete the following steps.

1. Select the existing page where the new page will be inserted.

2. Select the down arrow to the right of **Capture** and then select either **Insert Before** or **Insert After**, depending on where the new page or pages will be located.
3. Select the desired capture method.
4. Select **OK**.

Keyboard shortcuts

You can use the following keyboard shortcuts for screen-reader accessibility in Content Capture. These shortcuts are used to reorder captured items.

Keyboard Input	Action Performed
Up and down arrows	Move up or down in captured item list
Space	Single selection
Ctrl + space	Non-contiguous multiple selection
Shift + space	Contiguous multiple selection
Ctrl + M (after selection)	Confirms selection is complete
Ctrl + M (after arrow key to new location in list)	Completes move of item(s) to new location