Copy Pages Between Image Documents in Unity 12

Through the Unity 12 **Page Editor** users with appropriate permissions can copy pages between existing image documents.

Launching the Page Editor

- Log into the OnBase Unity client
- Open two multiple page Image documents.
- Select the Image tab. In the Modify section select Edit Pages for each document.

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- The red ribbon indicates that both documents are now in edit mode.
- Drag the Image thumbnail you wish to copy from Document A into Document B. Note, this will create a <u>COPY</u> of the page. Be sure to delete the page from Document A if it needs to be removed!

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• Once all editing has been done be sure to elect Save!