

Log In

1. Open any major browser on a PC or Mac. (Nolij Web 6.7 supports PCs and Macs.) **It is not necessary to install software to access Nolij Web 6.7.** (However, the Nolij VPN software is required for wireless access.)
2. Navigate to <https://imaging.uakron.edu>.
3. Enter your UAnet ID and password and click on Log in. You are logged in with your default role.
4. The first time that you login, select a view from the Workflow/View tool.

Log Out

1. Log out before you close the browser window.
2. Click on the Logout tool in the toolbar.

Change Roles

1. On the user toolbar, click on the down arrow for the role tool.
- 2.

5. The Annotation tools are available from the Document Viewer toolbar.
 - a. Click on the Annotations tool to display and select an annotation type.
 - b. Drag to draw the annotation shape.
 - c. Right click on an annotation to display a menu that includes deleting the annotation or changing its properties.
 - d. When you are done using an annotation option, click on the Select mode tool on the Document Viewer toolbar.
 - e. To hide or show the annotations for a document, select the Annotation tool and click to mark or unmark the Hide box in the list of options. An example, of when this might be done, is to print the document without the annotations.
6. Use the Save tool on the Document Viewer toolbar to save the annotations.

File Explorer

Use the two columns in this area to access files on your computer and copy them to a student's folder.

1. Click on the to expand the area for use or to collapse the area when not in use.
2. Locate the file to copy.
3. Drag it to the list of documents for the student.

Index Documents (Name Documents)

1. To index (name) a document:
 - a. Right click on a document's icon in the Folder Objects area (document list). A shortcut menu displays.
 - b. If the index type needed is not on the menu, select either the Choose Index Type or More Types option. A box displays with a list of all the d