

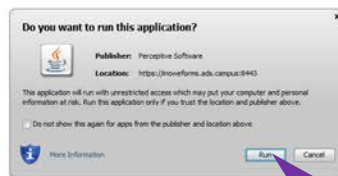
# Viewing Scanned Documents Using WebNow

## Department of Communications and Ag Education - Publishing

Last Updated: 3/15/2017

From **desktop computer** log into WebNow, using Safari or Internet Explorer.  
<https://inowweb.campus.ksu.edu:8443/webnow/>

You should see the screen below.  
If you do not see the screen below please go to the troubleshooting section on page 6.



Click run

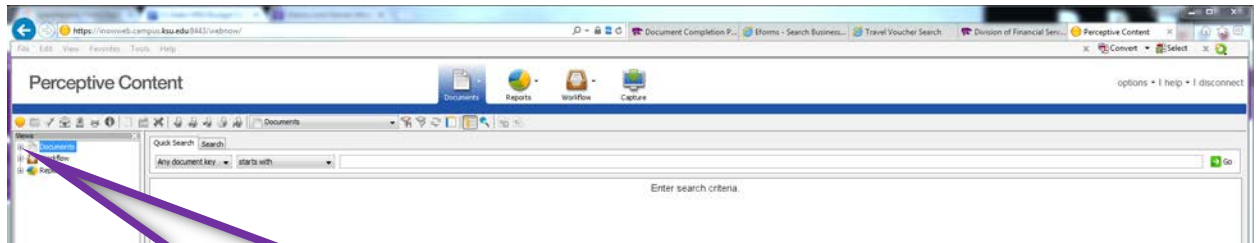
Log in using your eID and password.



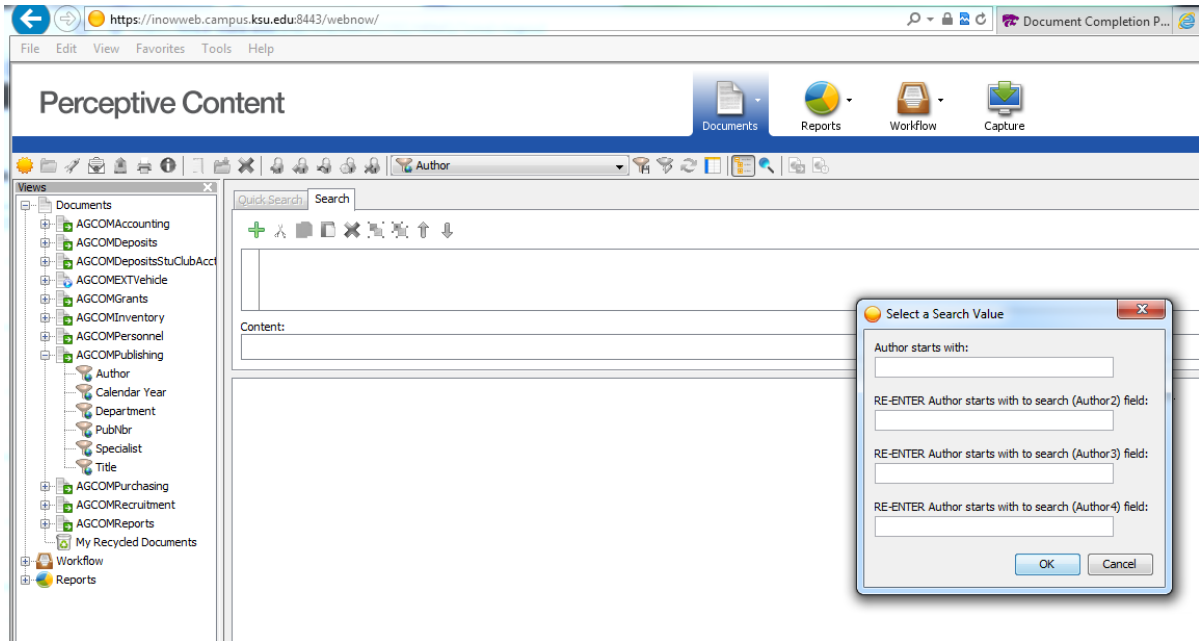
eID

eID password

You should see the screen below.  
Expand the Documents tab, then the Publishing tab.



Expand the Documents tab  
And the Publishing tab



The list above is based on your level of security access; you might not see all the options listed here.

Several search options are available. Click on your preferred search option, you will be prompted to input information.

Use % as a wildcard.

The search can take a few minutes; we have a large number of documents in our system.

If something does not make sense, please feel free to ask questions, we will be glad to explain.

Perceptive Content

Click on a header to sort by that column

Column widths can be adjusted

Double Click on line to view document

ALL Calen...	Pub Nbr	Specialist	Title	AGCOM DeadFi...	AGCOM Deapar...	AGCOM Author1	AGC...
2016	4H1025	Mack, Dianne	4H Join the Club Letterhead	08/01/2016	4H	Adams, Jim	
2016	EP49	Hollis, Larry	Bovine Virus Diarrhea	03/30/2016	ASI	Hollis, Larry	
2016	4H933	Mack, Dianne	4H Fact Folder	08/16/2016	4H	Adams, Jim	
2016	4HMK10	Mack, Diane	Join the Club Fans	08/01/2016	4H	Adams, Jim	
2016	4HMK11	Mack, Diane	Join the Club Color-Changing Cup	08/01/2016	4H	Adams, Jim	
2016	4HMK12	Wilson, Mandy	Join the Club Bookmarks	04/04/2016	4H	Unknown	
2016	4HMK13	Wilson, Mandy	Join the Club Display	04/04/2016	4H	Unknown	
2016	4HMK14	Mack, Diane	Join the Club Poster (English)	08/01/2016	4H	Adams, Jim	
2016	4HMK16	Wilson, Mandy	Join the Club Pos...	04/04/2016	4H	Unknown	
2016	4HMK17	Mack, Diane	Join the Club			Adams, Jim	
2016	4HMK18	Mack, Diane	Join the Club			Adams, Jim	
2016	4HMK19	Wilson, Mandy	Biscuit Join			Unknown	
2016	4HMK2	Wilson, Mandy	4H Word Ma			Unknown	
2016	4HMK20	Wilson, Mandy	Butterfly Ba			Unknown	
2016	4HMK21	Wilson, Mandy	City Kids Ba			Unknown	
2016	4HMK22	Wilson, Mandy	Cooking Banner	04/04/2016	4H	Unknown	
2016	4HMK23	Wilson, Mandy	Dog Eating Banner	04/04/2016	4H	Unknown	
2016	4HMK24	Wilson, Mandy	F Stops Banner	04/04/2016	4H	Unknown	
2016	4HMK25	Wilson, Mandy	Love Horses Banner	04/04/2016	4H	Unknown	
2016	4HMK26	Wilson, Mandy	Your Kids Banner	04/04/2016	4H	Unknown	
2016	4HMK27	Wilson, Mandy	Love Fashion Banner	04/04/2016	4H	Unknown	
2016	4HMK28	Wilson, Mandy	How do Rabbits Banner	04/04/2016	4H	Unknown	
2016	4HMK29	Mack, Diane	Join the Club Poster: "Curious H...	08/01/2016	4H	Adams, Jim	
2016	4HMK30	Mack, Diane	Join the Club Poster: "Wonder ...	08/01/2016	4H	Adams, Jim	
2016	4HMK31	Mack, Diane	Join the Club Poster: "Dream of ...	08/01/2016	4H	Adams, Jim	

Once you have opened the document, you should see something similar to this.

Publications Deadline Directive

TITLE Join the Club Display PUB. NO. 4HMK13

Author(s) \_\_\_\_\_

Person requesting deadfiling of publication Mandy Wilson

Reason Deadfiled \_\_\_\_\_

Deadfile printed material  Deadfile electronic version

Deadfile all copies (printed and electronic)  Keep electronically  Reviewed by Specialist  
Date Reviewed \_\_\_\_\_

Other \_\_\_\_\_  Contact me for disposal information

4/4/2016 \_\_\_\_\_

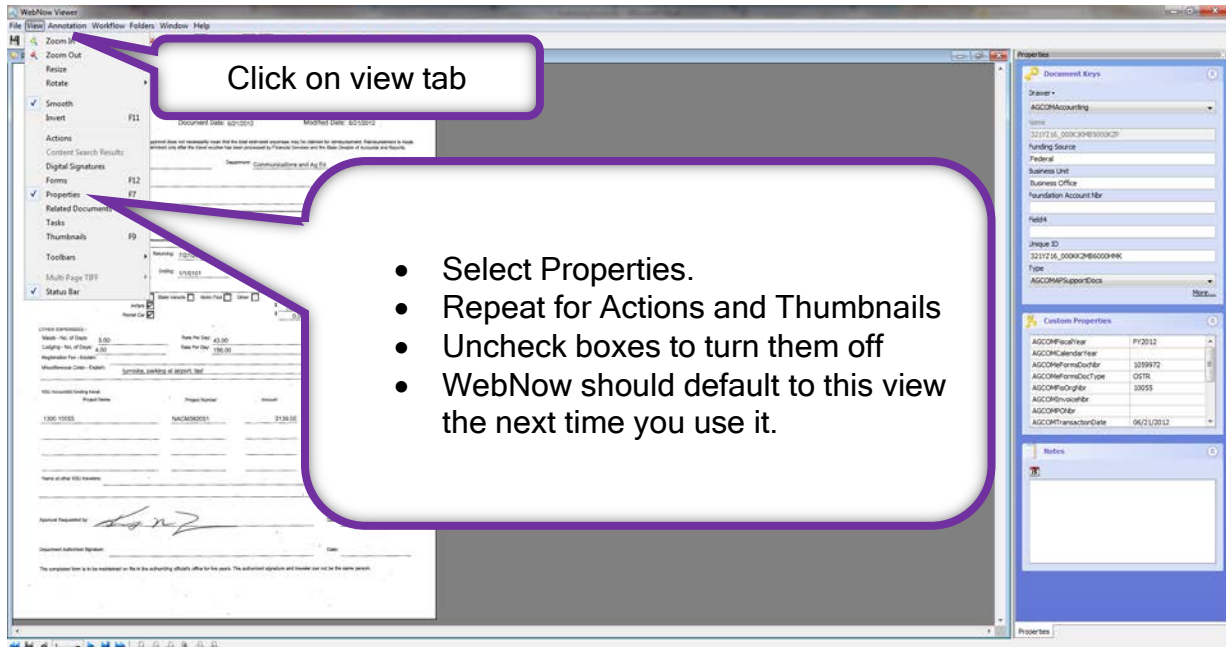
Date \_\_\_\_\_ Requestor signature \_\_\_\_\_

4/5/2016 \_\_\_\_\_ Publications editor signature \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_\_

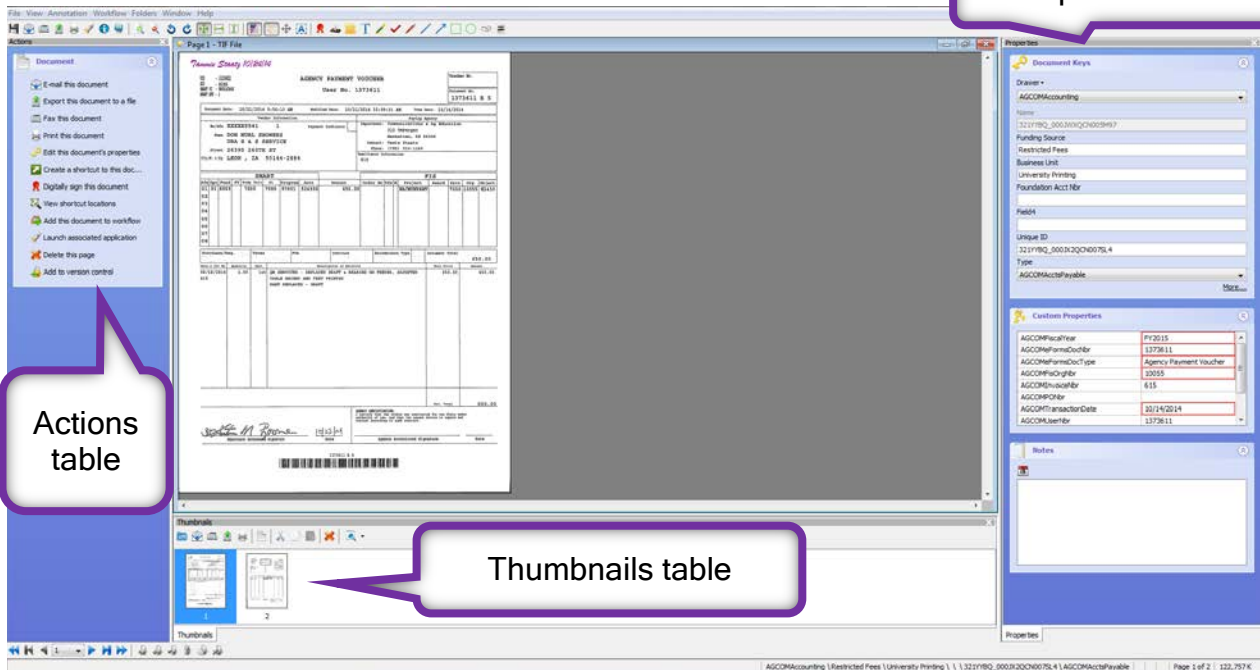
PLEASE RETURN THIS FORM TO PUBLICATIONS OFFICE WHEN DEADFILING IS COMPLETED

Tables can be turned on/off by clicking on view tab.

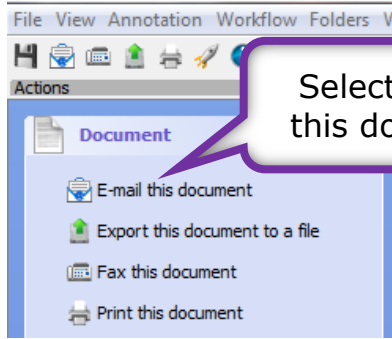


You can scroll through documents in search

Properties table

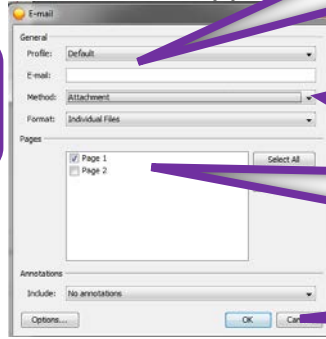


To email a document



Select E-mail this document

This box will appear



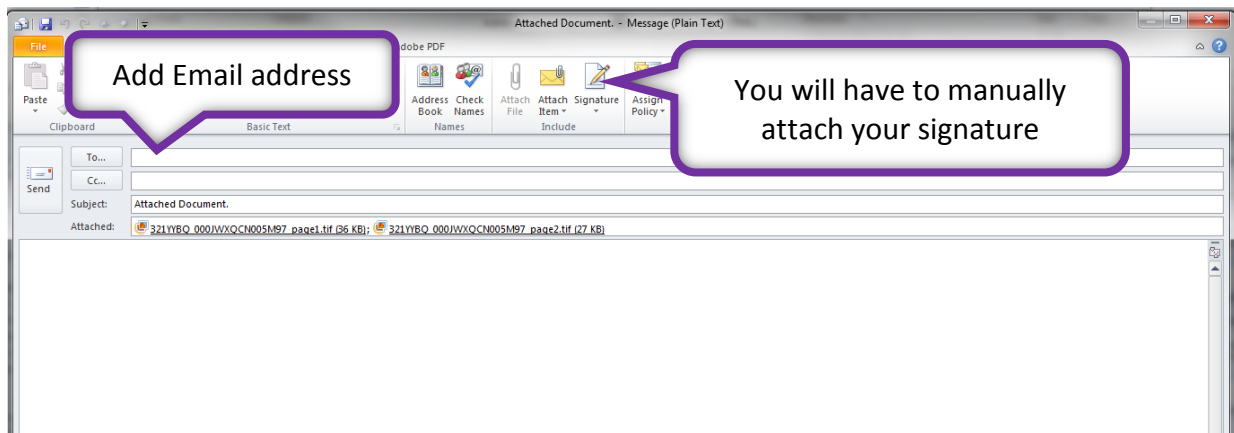
Leave blank-Process will NOT work if you add email address right now

MUST say attachment

Select specific pages or all of them

Click OK

It might take a few minutes before the email appears, be patient.



Subject line can be changed.

Text can be added to the body of the email message.

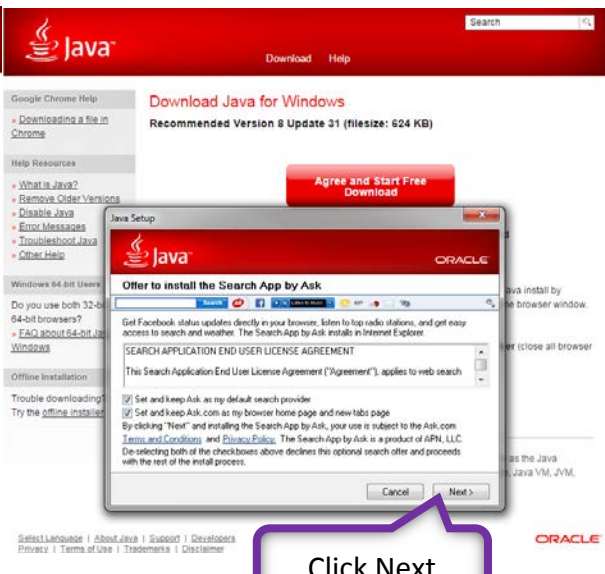
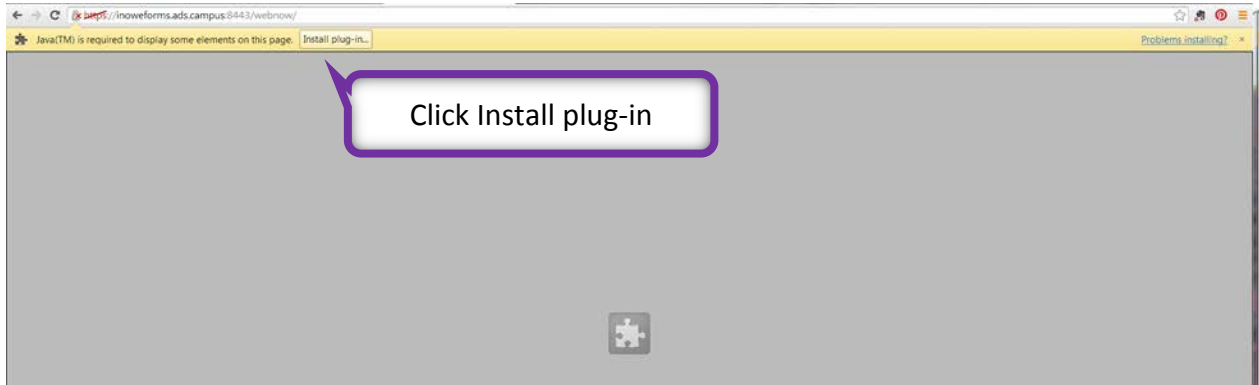
You can also print a copy of document by selecting Print this document.

If you have questions or need more help, please call Debbie Webb at 2-1319.

All mistakes are correctable. If you notice an error, please email Deb McClain Williams.

# Troubleshooting

If you get this screen when you try access WebNow page.

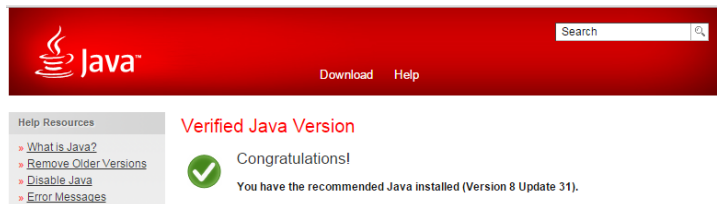
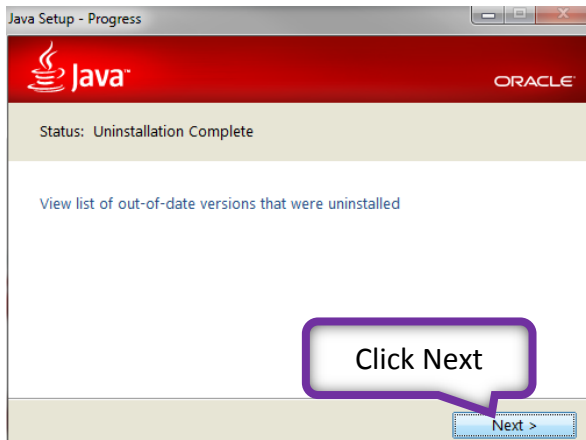




This box will appear

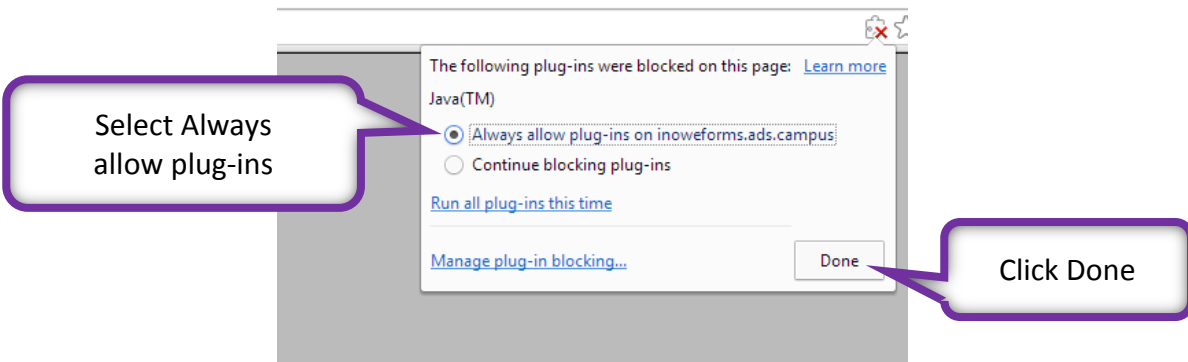


Click yes to uninstall previous versions



You should be able to access the webpage now.

If you get this screen when you try access WebNow page.



You should be able to access the webpage now.