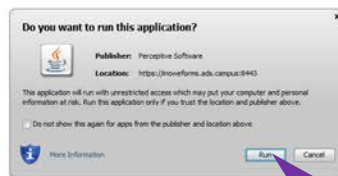# Viewing Scanned Documents Using WebNow
Department of Communications and Ag Education - Publishing

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.
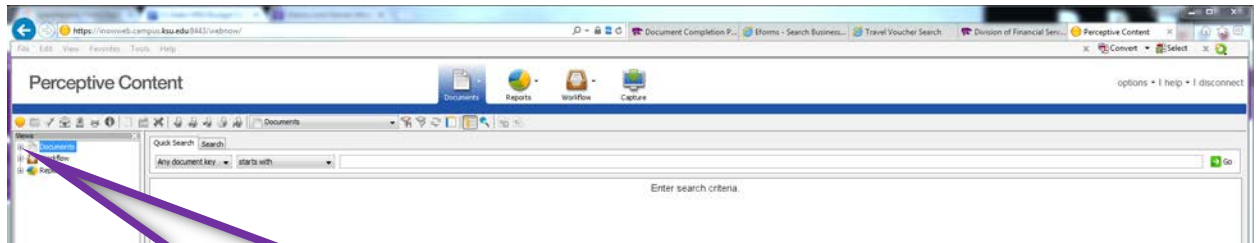

Click run

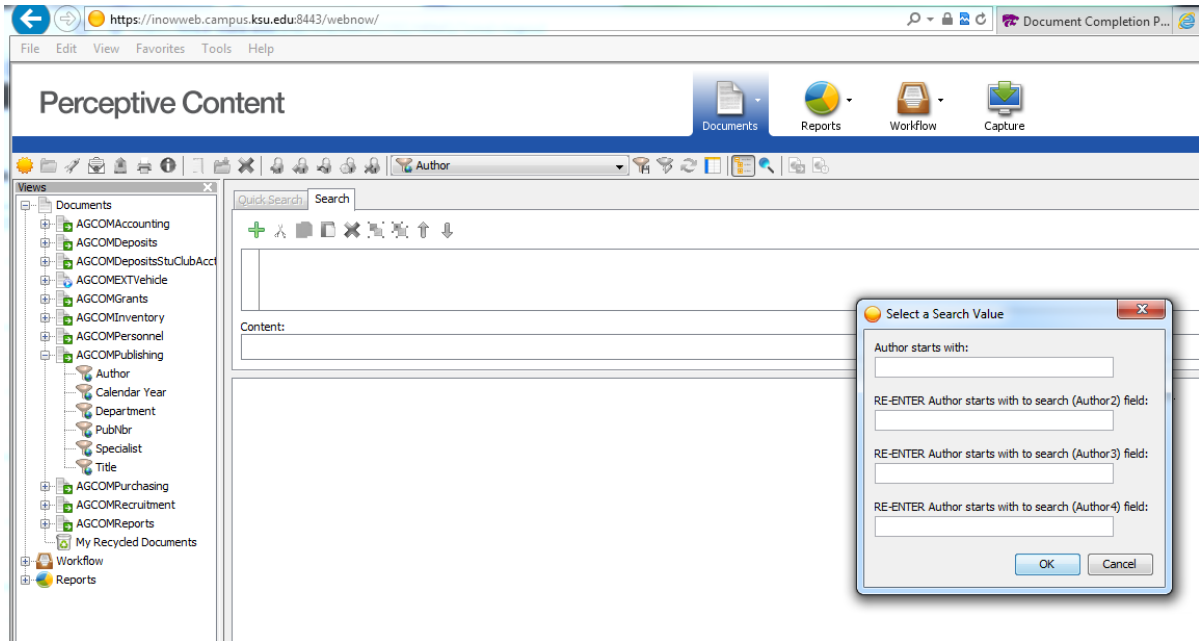Log in using your eID and password.

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.

Click on a header to sort by that column

Column widths can be adjusted

Double Click on line to view document

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

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

Click on view tab

- Select Properties.
- Repeat for Actions and Thumbnails
- Uncheck boxes to turn them off
- WebNow should default to this view the next time you use it.
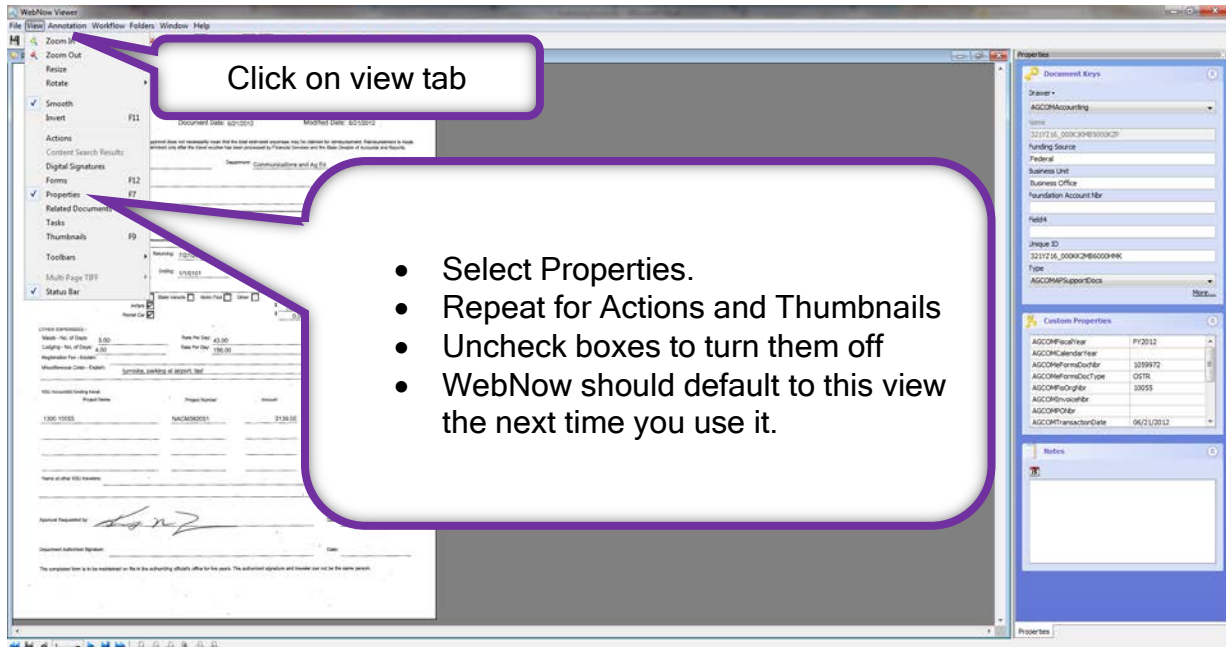
You can scroll through documents in search

Properties table

Actions table

Thumbnails table
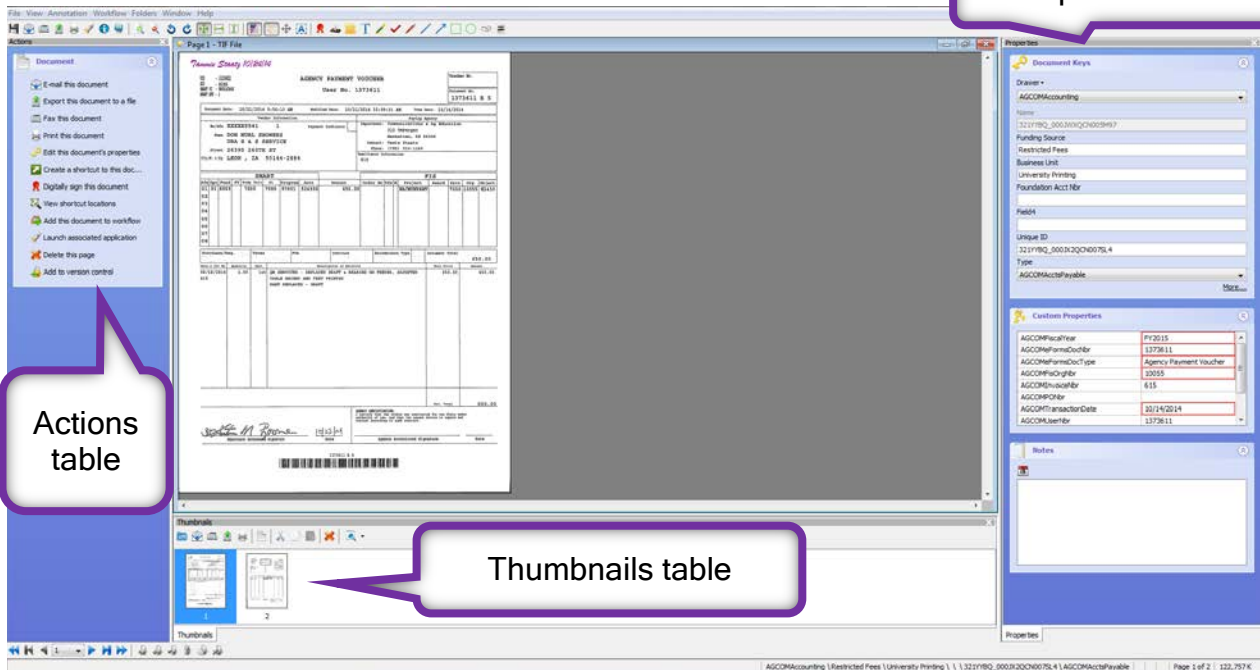
To email a document

Select E-mail this document
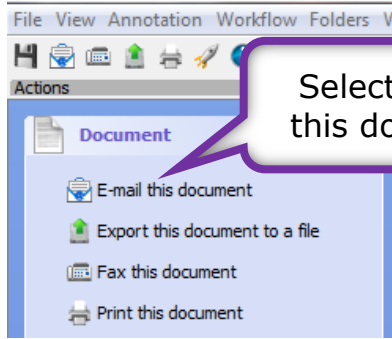
Document
- E-mail this document
- Export this document to a file
- Fax this document
- Print this document

This box will appear

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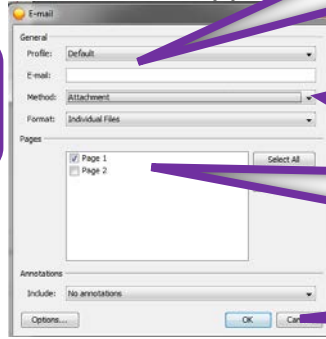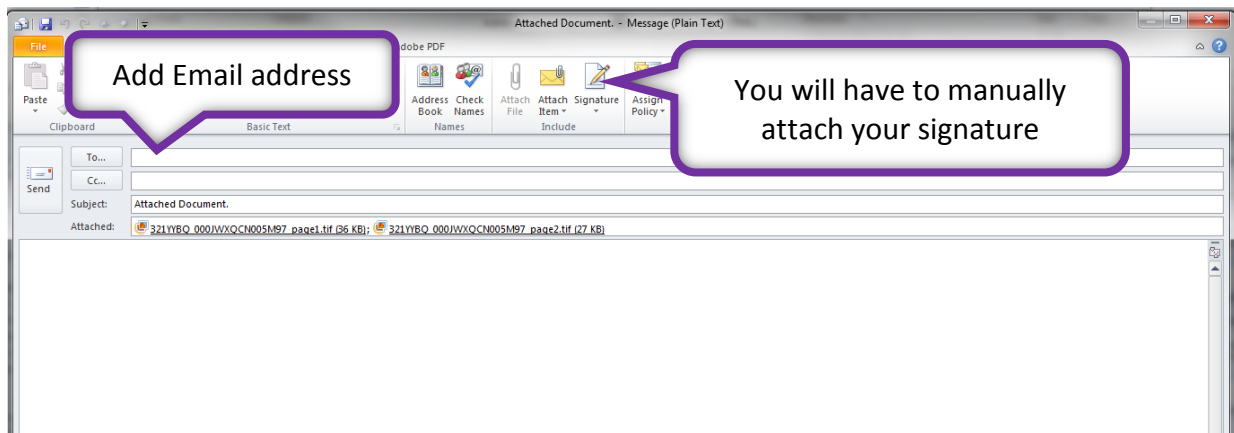
MUST say attachment

Select specific pages or all of them

Click OK

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

Add Email address

You will have to manually attach your signature

Subject line can be changed.
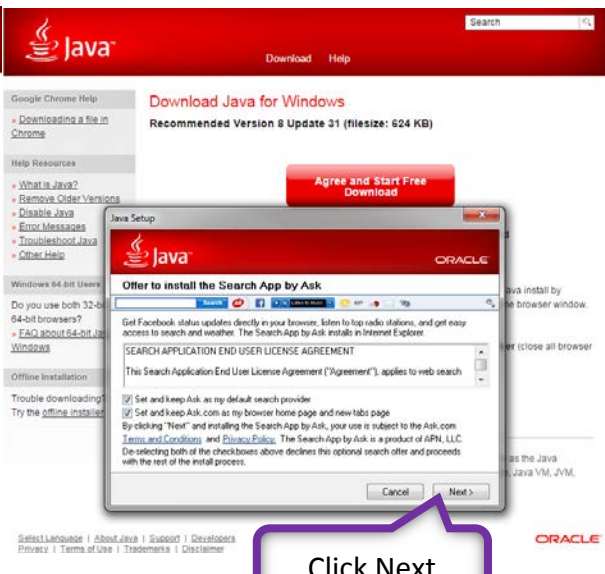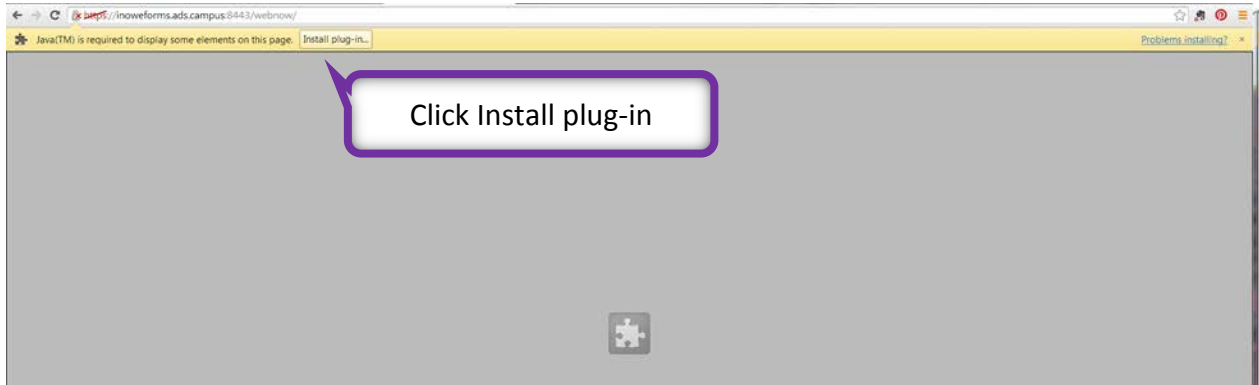Text can be added to the body of the email message.

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

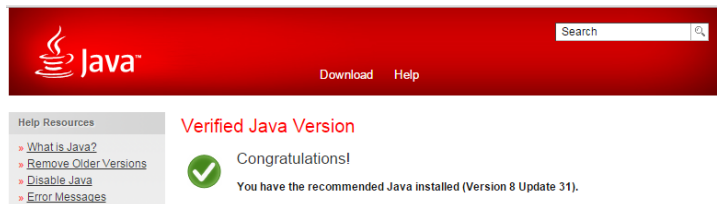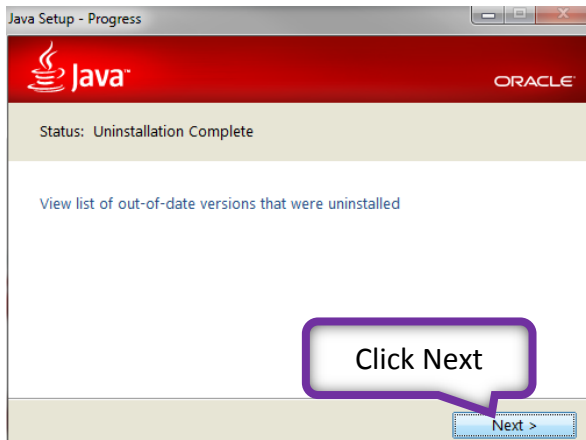If you get this screen when you try access WebNow page.

Click Install plug-in

Click Free Java Download

Click Agree and Start Free Download

Click Install

Click Next

This box will appear

Click yes to uninstall previous versions

Click Next

Click Close

Click Verify Java Version
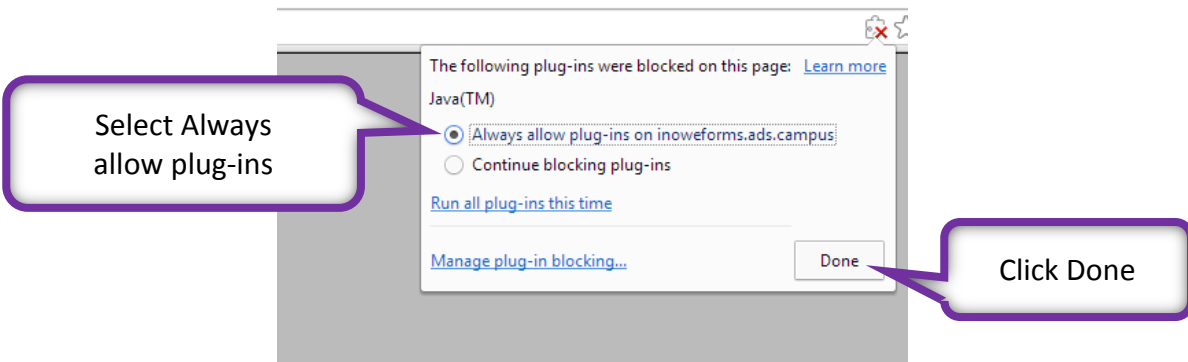

Click Run

You should be able to access the webpage now.

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

Click on X

Select Always allow plug-ins

Click Done

You should be able to access the webpage now.