

# Titan – Replacement for Perceptive Content

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Documents

Titan is now connected to Cal Lutheran's two-factor sign-on. To access documents click on the Documents Tile

Choose a document view from the left navigation. You will be prompted to enter search criteria.

Click on search in "your view name" to see search options.

## DOCUMENT VIEWS

View Name



Search in View Name

Search

## Finding Documents

Add Constraint

Type

Normal



Field

Name

Operator

starts with



Value

Add

Cancel

Any document key

- Change Name to Any document key
- Type in your search value and click the blue search button to see a list of documents
- Single click anywhere on the document row to open it ( **note:** the check box is for selecting multiple documents for output)
- To return to the home page click on the Word Hyland in the title bar

## Document Tools

- Options

o



Annotate page Add text, stamps or arrows to a document

Output Options

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Download Document Export document in the native TIF format

- 



Export to PDF

- Print

## • Keyboard Shortcuts

- P • Properties      Show / Hide index key values
- T • Thumbnails      Show/Hide page images

## • Navigation

- CTRL ALT / • Next Page
- CTRL ALT M • Previous Page
- SHIFT ALT , • Rotate Left
- SHIFT ALT . • Rotate Right