

This document describes how to re-order pages in a scanned halFILE document or move pages to another halFILE document.

1. Begin by going into your basket using halFILE's Tools | Basket Status menu and determining the documents that need to be re-stapled.
2. For this exercise, let's say we have document number 00000020, an 8-page document (00000020.001 through 00000020.008). Lets say that pages 5 through 8 have been stapled incorrectly to the wrong document and need to be attached to the end of 00000021.
3. Make sure the basket holding these documents is displayed at the top of the halFILE screen then select the Tools | Move menu.
4. Buttons will be displayed from append to revert, click on the menu item File | Open which lists the documents in the basket.
5. From the list, click on the document that you wish to be re-stapled (00000021) and click the OPEN button.
6. A large document interface window will appear with the pages for the document in the original order side.

Note: If you are not moving pages to a different document but rather need to revise the order of the pages within the document you can use the Add to place the pages in the desired order in the revised order window. Also, in either window, you can multi-select pages by holding down the Shift key then clicking your mouse on the pages.

7. In this example, I shift-click on 00000020.005 and then shift-click on 00000020.008, which highlights pages 5 through 8.
8. To move the highlighted pages to the end of another document (in this case document 00000021), click the Move button.
9. A screen appears listing the selected pages and asking which document these pages are to be appended to.
10. Click the Select button and select document 00000021 from the list by clicking on the document number then clicking the Open button.
11. Leave the 'Delete After Moving' check box UNCHECKED. We will delete the pages later, once we have ensured they were moved properly.
12. Click OK, which moves the pages.
13. Click File | Exit to get out of Tools | Move.
14. Now check to make sure the pages were moved correctly. Go into Tools | Basket Status and find document 00000021. You should find that the pages from document 00000020 have been appended to the end of the document.
15. To remove the pages from document 00000020, stay in Tools | Basket Status and click on document 00000020. Display the page you wish to remove from this document and select Edit | Delete Page. Repeat for each page that you wish to delete.

NOTE: If you moved ALL the pages for a document to another document and you want to remove the document completely, you wouldn't use the Edit | Delete Page. Rather, in Tools | Basket Status, you would highlight the document to remove and from the menus select File | Remove Marked Documents.