

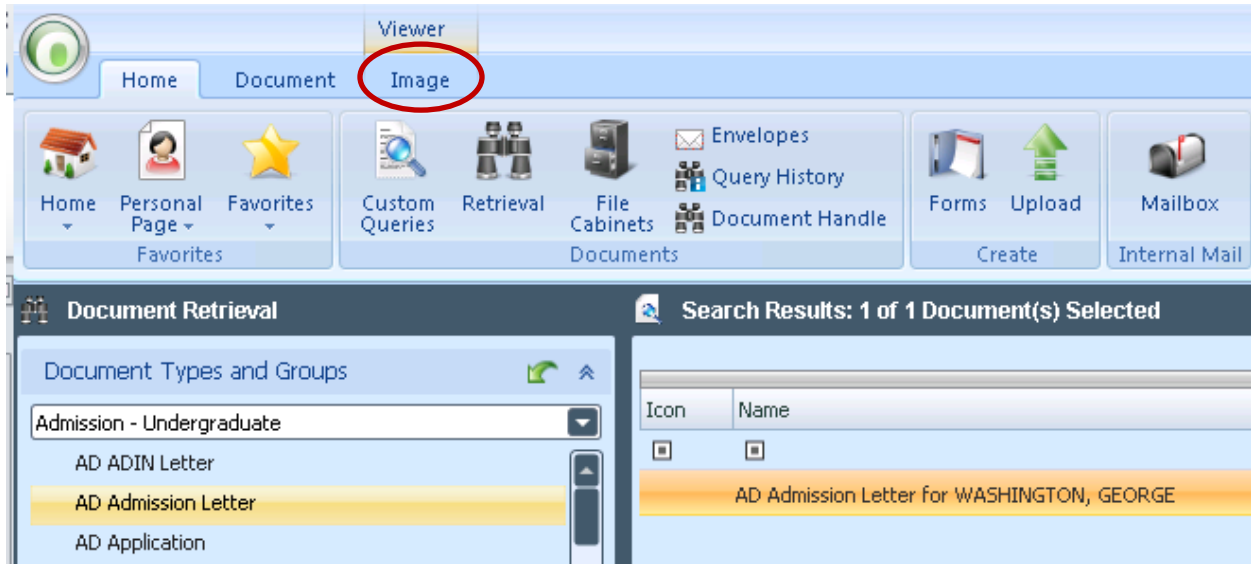
# Quick Reference Guide

## Edit Pages: Rotate Image

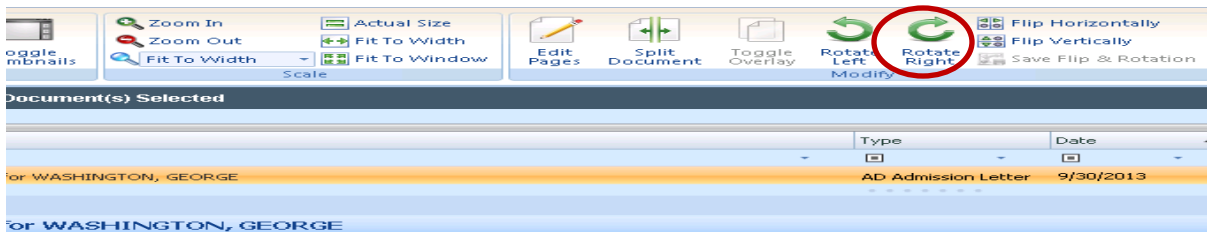
### Introduction:

If a document is scanned into OnBase incorrectly, you can easily fix it using the “Image” tab. In this example, you will learn how to rotate an image.

1. Once you open the document, make sure you are on the “Image” tab.



2. As you can see, the image is not correctly orientated. Click on “Rotate Right”



**HYLAND**  
**SOFTWARE**

Response for

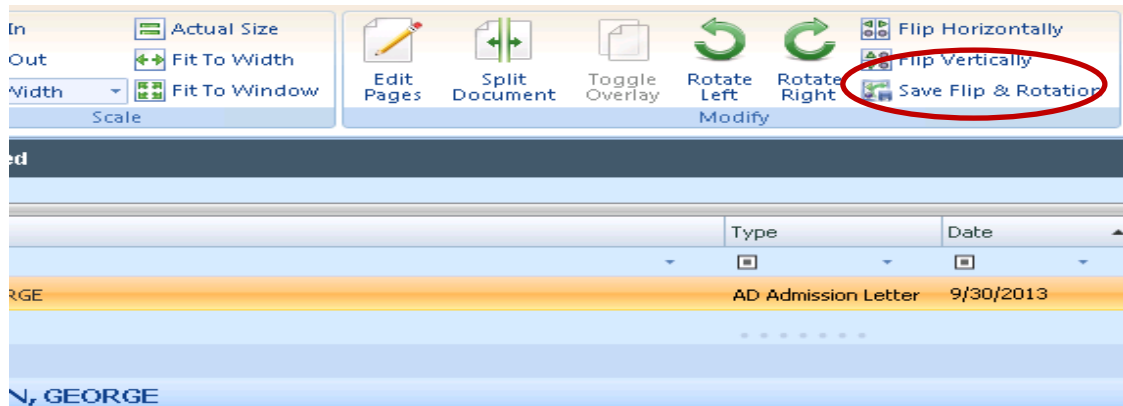
**Wyersville University**  
**Enterprise Content Management Solution**

**September 9, 2011**

Prepared by:

Beth Weiler

- Once the image is correctly rotated, click "Save Flip & Rotation". **If you do not save your changes then you will lose all your work.**



**HYLAND  
SOFTWARE**

**Response for**

**You have completed the steps for rotating images in OnBase.**