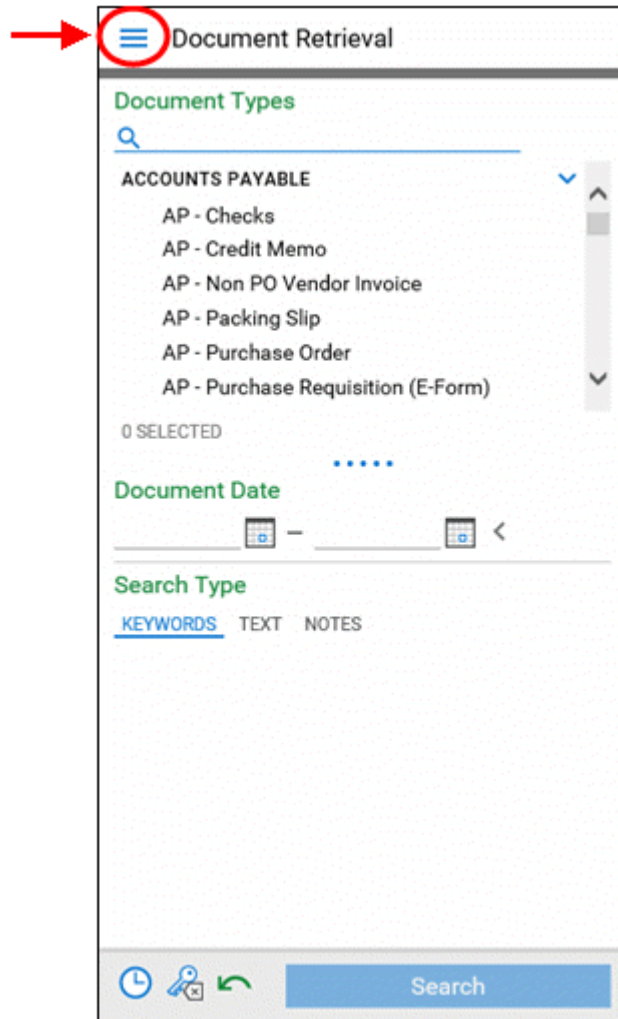


## Getting Around the Web Client

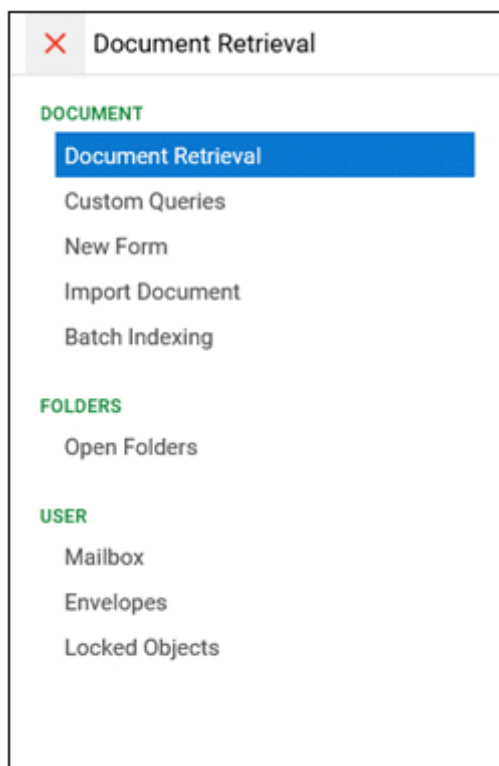
When the Web Client is launched, the Document Retrieval layout is typically displayed in the Navigation panel system's configuration, a different layout may be displayed upon launch.

Options that are displayed in the Navigation Panel are selected using the Main Menu button. The Main Menu button is used to navigate from one task to another. The default position of the Main Menu button is on the left side of the screen.

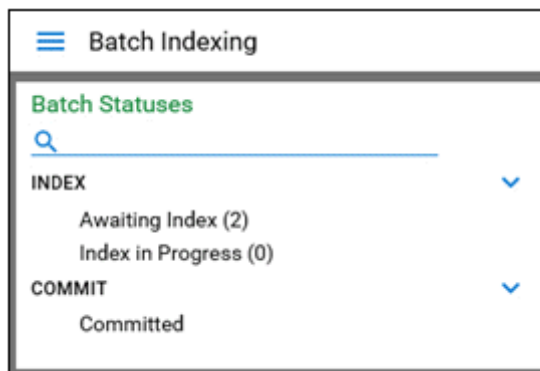


When the Main Menu button is selected, the menu is displayed, listing the options available in the Web Client. The menu is closed either by clicking the X on the Main Menu button or by clicking anywhere outside of the menu.

**Note:** Depending on your access privileges and product rights, you may have other options than those listed.



When you select an option from the Main Menu, the heading and content of the Navigation panel changes t



The following table lists options that are included in the Main Menu. You may have additional options if you modules. See your system administrator or first line of support for more information on additional modules

**Note:** If you are using a Limited Support browser (Microsoft EdgeHTML 14 or 15), you only have access to Document Handle, Custom Queries, New Form, and Import Document.

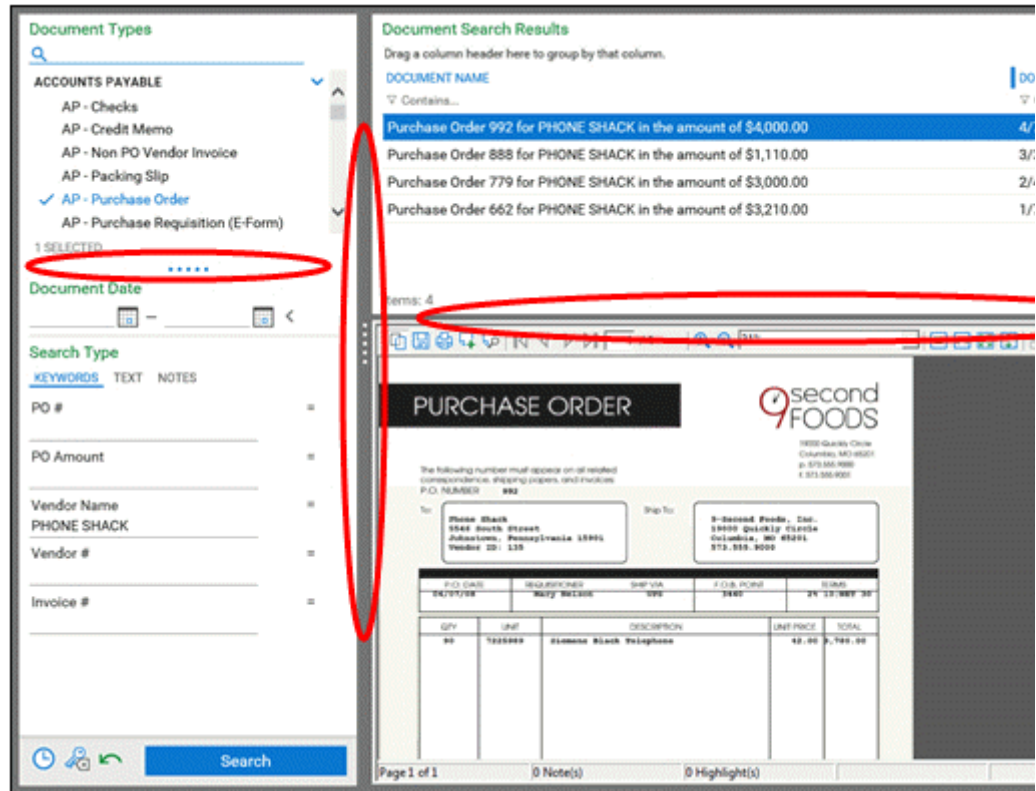
Option	Description
<b>Document</b>	Retrieve documents, perform Custom Queries, create new forms, import and index documents, view documents that have been checked out, and view items in the briefcase. (Briefcase is available only if EDM Briefcase has been implemented.)
<b>Folders</b>	Open folders and view any documents within folders.
<b>User</b>	View the user's mailbox, envelopes, any locked objects, and the import history for the user.
<b>Admin</b>	

Perform administrative duties on users, web diagnostics, and logging profiles. This is available only if you are an administrator of the Web Client.

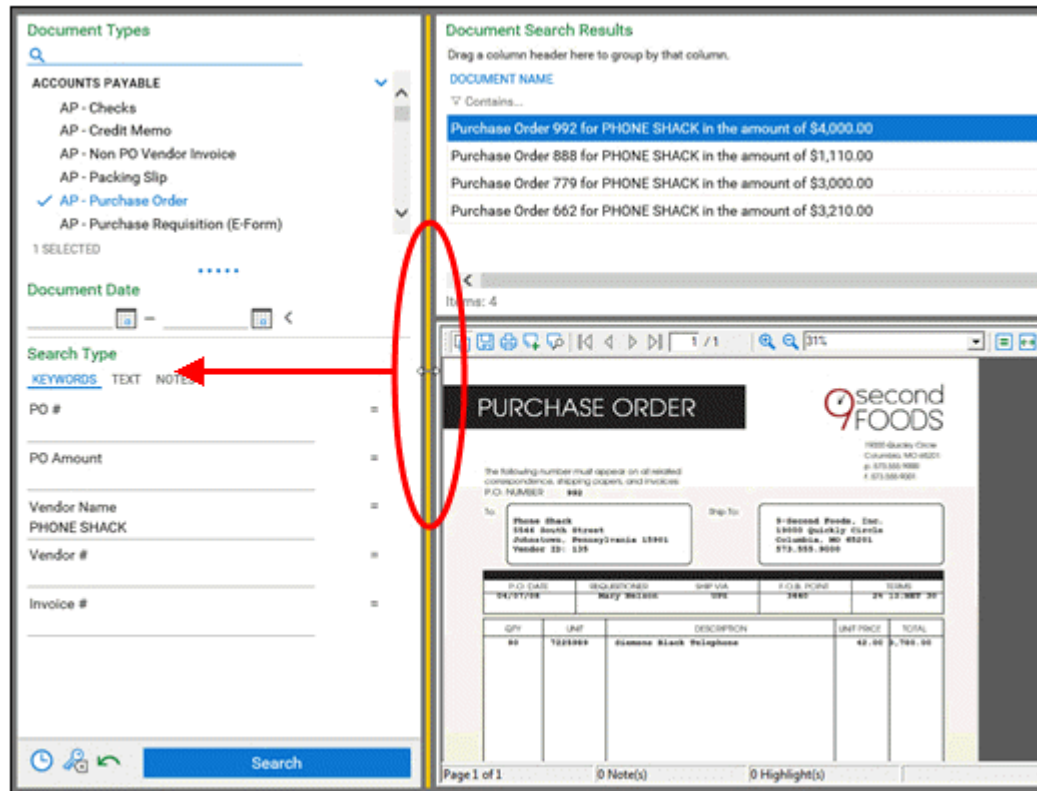
### Resizing the Navigation Panel and Document Search Results List

You can resize sections of the Navigation Panel and Document Search Results list by dragging the borders to perform the following actions:

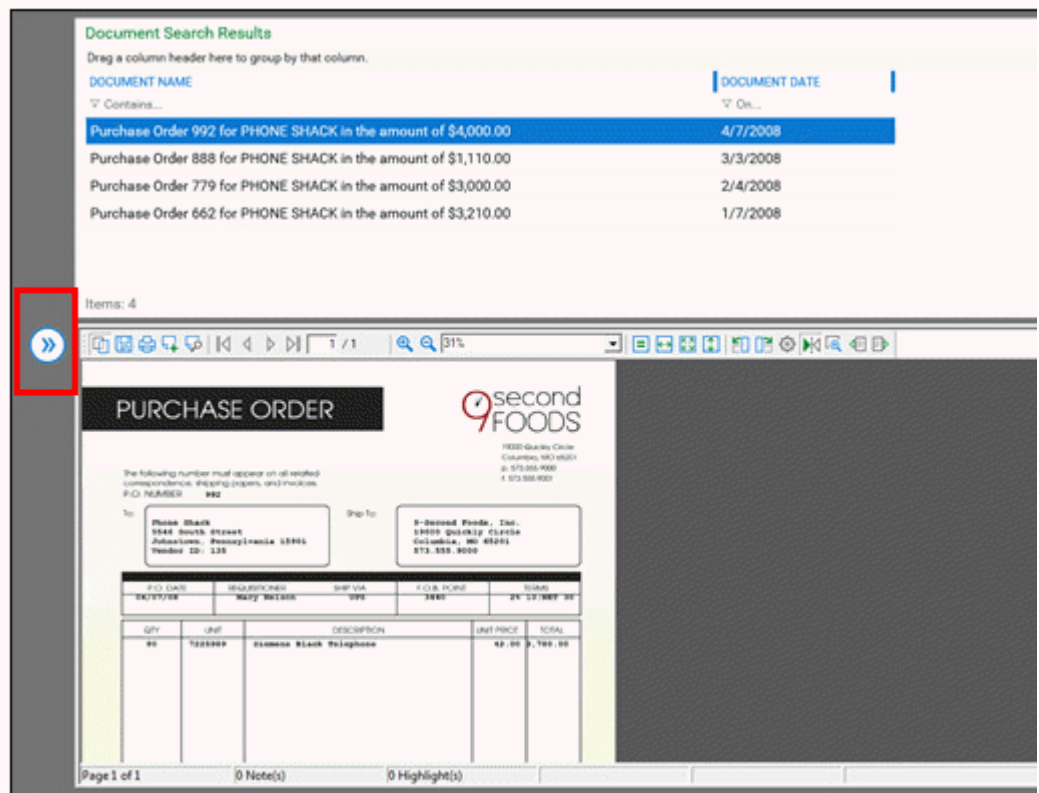
- To resize the Navigation Panel and Document Search Results list, click and drag the handle to your preferred width or height.



- To collapse the Navigation Panel, either double-click the vertical handle or drag the handle to the left.



- Click the expand button to re-open the collapsed Navigation Panel. The width of the re-opened panel is the same as how you had previously collapsed it:
  - If you double-clicked the vertical handle to close the panel, the panel is re-opened at its previous width.
  - If you dragged the vertical handle until the panel closed, the panel is returned to its default width.



## Web Client Interface Text

The Web Client interface does not display multiple consecutive empty spaces in textual labels. This includes names and Keyword Type names, Custom Query or Folder names, Auto-Name strings in Document Search that are part of the Web Client interface. Any consecutive spaces in these labels are displayed as a single space. For example, a Keyword Type name "AP Invoices" would be displayed as "AP Invoices". This only affects how the Web Client displays text; the database still contains consecutive spaces.

When viewing a document's Keyword Type data values in the **Add/Modify Keywords** dialog box, any Keyword Type spaces are displayed exactly as entered. To confirm the spacing in a Keyword Type value, view the document [Access a Document's Keyword Values](#).