Doc Rotation

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Uploaded sideways or upside down? Two clicks turn a doc the right way up, and it stays that way for everyone.

Introduction

A scanner feeds pages the way somebody put them in the tray, so half a stack arrives sideways and nobody notices until a broker opens the file to review it. The old fix was to download the document, turn it in some other program, and upload it again.

Rotating a doc in Pipeline is a click from the doc's own gear menu, and the change is saved rather than applied to your screen. The next person to open that transaction sees it the right way up too, which matters more than it sounds: a reviewer tilting their head at a signature page is a reviewer who is about to ask someone to re-send it.

The round trip is gone, and the document reads properly the first time somebody opens it. It's a small thing that removes a small irritation many times a week.

How It Works

Which Docs Can Be Turned

Rotation is a PDF feature. Image files and other formats are stored and open normally but can't be turned inside Pipeline, and docs of roughly 300 pages or more may not rotate reliably.

The Whole Doc Turns Together

The gear menu turns every page in the doc at once, so a stack that went through the scanner sideways comes out right in one pass.

The Corrected Version Is Saved for Everyone

Pipeline stores the rotated doc rather than turning it on your screen alone, so everyone who opens the transaction from then on sees it the right way up. The preview is rebuilt with it, which takes a moment.

Rotate a Doc

Turn a doc a quarter turn at a time from its gear menu; Pipeline saves the corrected version for everyone.

Who Can Do This: Admins, for any doc. Agents, for docs they uploaded themselves — until an admin assigns the doc to the transaction or marks it Reviewed.

To rotate a doc:

1. Go to the doc on the transaction or the Unassigned page.
2. Click the doc's [Gear].

3. Select [Rotate Right] or [Rotate Left]. Each click turns the doc 90 degrees, so click twice to flip an upside-down doc.

Pipeline saves the rotated doc in place. Give the preview a moment to catch up — it's rebuilt each time the doc changes.

Turn One Page the Right Way Up

Rotating from the gear menu moves everything at once, which is no use when nineteen pages are fine and page twenty went through the scanner sideways. A single page turns somewhere else, in the tool that opens a doc page by page.

One scanned stack, many documents. Break a doc apart to split it into separate docs, pull out the pages you need, and name each one as you go.

See Doc Break Apart

Frequently Asked Questions

A doc uploaded sideways. How do I fix it?

Click the doc's [Gear], then [Rotate Right] or [Rotate Left]. Each click turns it 90 degrees, and Pipeline saves the corrected version in place.

Is there a rotate 180 option?

Not as its own menu item — click rotate twice. Two clicks of either direction flips a doc, which is why a dedicated 180 option has never earned a place in the menu.

Does rotating change the doc for everyone?

Yes. Pipeline saves a rotated version of the doc, so everyone who opens the transaction afterward sees the corrected orientation.

Can I rotate a JPG or a PNG?

No — rotation works on PDFs. Other file types are stored and can be opened from the preview's [Open Doc] button, but they can't be turned inside Pipeline. Converting them to PDF before uploading keeps every doc tool available.

Can I rotate just one page?

Yes, in the Break Apart tool. Open the doc's break-apart view, hover over the page you want, and click [↻].

Why can't I rotate a doc someone else uploaded?

That's by design. Agents can rotate docs they uploaded themselves, up until an admin assigns the doc to the transaction or marks it Reviewed. After that — and for anything uploaded by someone else — an admin makes the change. You can email an admin straight from the transaction to ask.