

KWizCom Corporation



SharePoint Quick Previewer

Admin Guide

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INTRODUCTION

GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Introduction
- Installation Guide
- Administrator Guide
- FAQ

PRODUCT OVERVIEW

GENERAL

The *SharePoint Quick Previewer* enables fast preview of documents and web pages. This enables end-users to easily find specific content without having to download the entire document, which also reduces the load from the server and consumes less bandwidth.

The SharePoint Quick Previewer is mostly needed in the following scenarios:

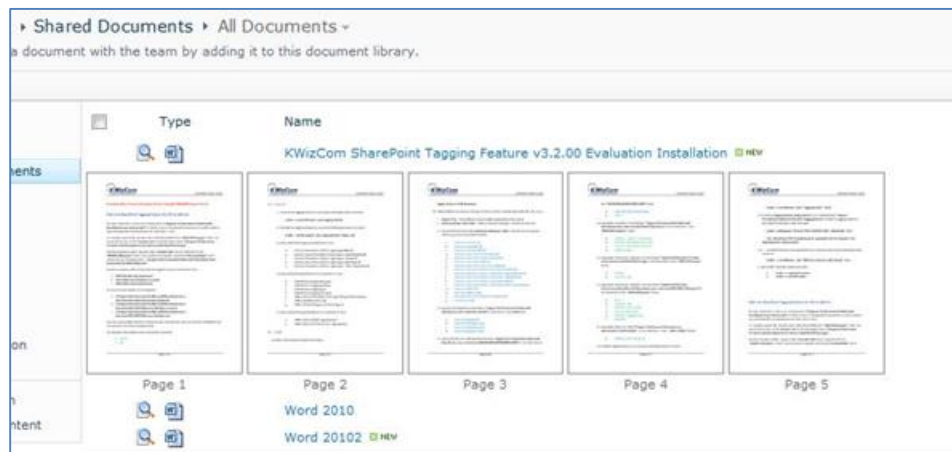
- **Limited network bandwidth**
Employees that are working in a distributed organization, trying to access documents that are located in a remote SharePoint farm, or mobile users that are trying to access the company's intranet from home/internet cafe'.
- **Missing various client software**
More and more companies are supporting BYOD (Bring your own device), so many times end-users may not have a client software which is required to display a required document type.
With the SharePoint Quick Previewer the documents are rendered on the server side, and the end-user get only image snapshot which do not require any special installed software.
- **Using your mobile device**
Easily use your smartphone/tablet to preview documents without downloading them and without spending extra money on your data plan.

SOLUTION CONCEPT

The Quick Previewer uses cached images that are produced for each previewed document. Image caching can be done in real-time (good for small/medium sized documents), or can be done offline by using a dedicated job (good for very large documents).

2 types of images are produced for a previewed document:

- **Thumbnail images** – these are displayed as thumbnails in a library view when a user previews a document:



- **Full-size images** – These large images are used to display a selected document page in a large window and enables the user to further zoom in.

PRE-CACHE PROCESS IMPLEMENTATION

Activating the farm-level feature adds a timer job that is responsible on pre-caching documents, according to the configuration in the SharePoint Quick Previewer settings page. As the farm administrator you can configure which sites, libraries and specific documents should be pre-cached overnight (or whenever you want that timer job to run) so when end-users try to preview these files they will benefit from a super-quick response time, regardless of the file size.

KEY FEATURES

Main key features of the product are:

Feature	SharePoint Quick Previewer	SharePoint 2010/2013 out-of-the-box
Document libraries and list file attachments previews	All SharePoint editions	Part of FAST
In-Document search with hit highlighting	√	
Various zoom & snap-to-screen width/length	√	
Pre-cache server job enables fast previews of very large documents	√	
Preview document on your Smartphone or Tablet using a mobile previewer	√	
Does not require Office Web Apps Server	√	

INSTALLATION GUIDE

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS

- SharePoint 2010/2013 Foundation/Server

CLIENT REQUIREMENTS

- Microsoft Internet Explorer 9+ , Firefox (latest version), Google Chrome (Latest version)

INSTALLATION PROCEDURE

SHAREPOINT 2010/2013

1. Log in as SharePoint administrator account to your SharePoint front-end server.
2. Browse the product's page on KWizCom's website and click the "Go" link under the "Install using our Web Installer" section.

This will start the KWizCom web installer.

Note: The KWizCom Web Installer will automatically offer you to upgrade other existing KWizCom products on your farm, in case you have old versions installed. You can check which products you wish to update at this time.

3. In case you prefer just to download the relevant .wsp packages and manually deploy them, then in the web installer UI check the "Download only" option (3rd page in the installer's wizard). When the installer finishes you will be able to go to the installer's folder on your server, and install the KWizCom packages by simply running the "SP-WSPInstaller" powershell script.

POST INSTALLATION

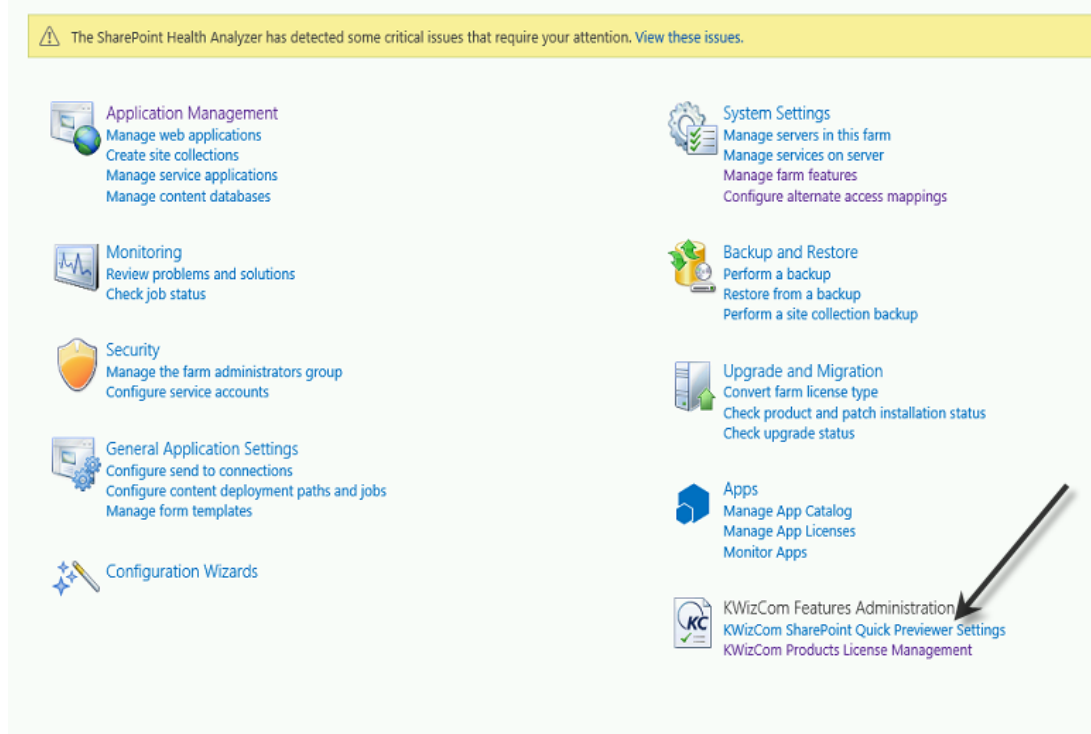
SHAREPOINT 2010/2013

1. After you have successfully deployed the required .WSP packages, a new feature is added both to the farm level and to site collection level. By default the Farm level feature should be active, enabling you to start using this feature immediately:



Activating this farm-level feature will make the quick previewing functionality available across your farm, which includes:

- a. A farm-level settings page becomes available in Central Admin page, below “KWizCom’s Features Administration” section:



- b. A new “KWizCom SharePoint Quick Previewer Cleanup Job” timer job is added. This daily job is responsible over bulk caching of documents’ snapshots (which provide the

end-users with extremely-fast Preview functionality), and for clearing the cache according to the configured settings.

2. You are now ready to go ahead and configure the SharePoint Quick Previewer, using the settings page available in Central Admin home page.

For more information please refer to “Farm Level Product Administration” section.

UN-INSTALLATION PROCEDURE

SHAREPOINT 2010/2013

1. Retract and delete the solution using SharePoint central admin or by using stsadm/powershell command line.

ADMINISTRATION GUIDE

This section describes all administration activities, including: product localization, product configuration and customization.

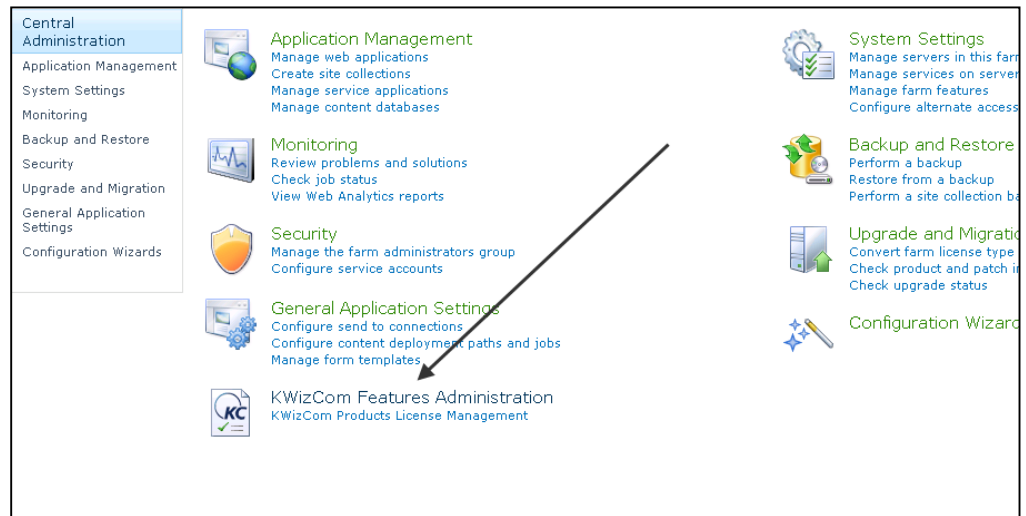
PRODUCT ACTIVATION

KWizCom components are available for evaluation prior to purchase. This way you can try our components and verify that they indeed meet your needs. An evaluation version for each KWizCom component contains all features of the component's production version. The only difference is that an evaluation version is time-limited, and will operate for a period of one month.

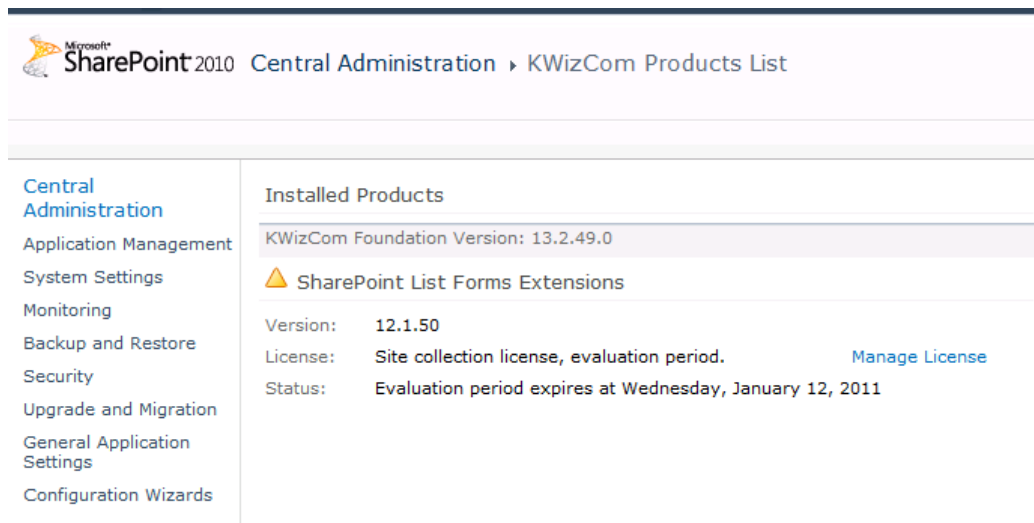
Once you decide to order a KWizCom component, you will need to follow the following steps:

SharePoint 2010/2013

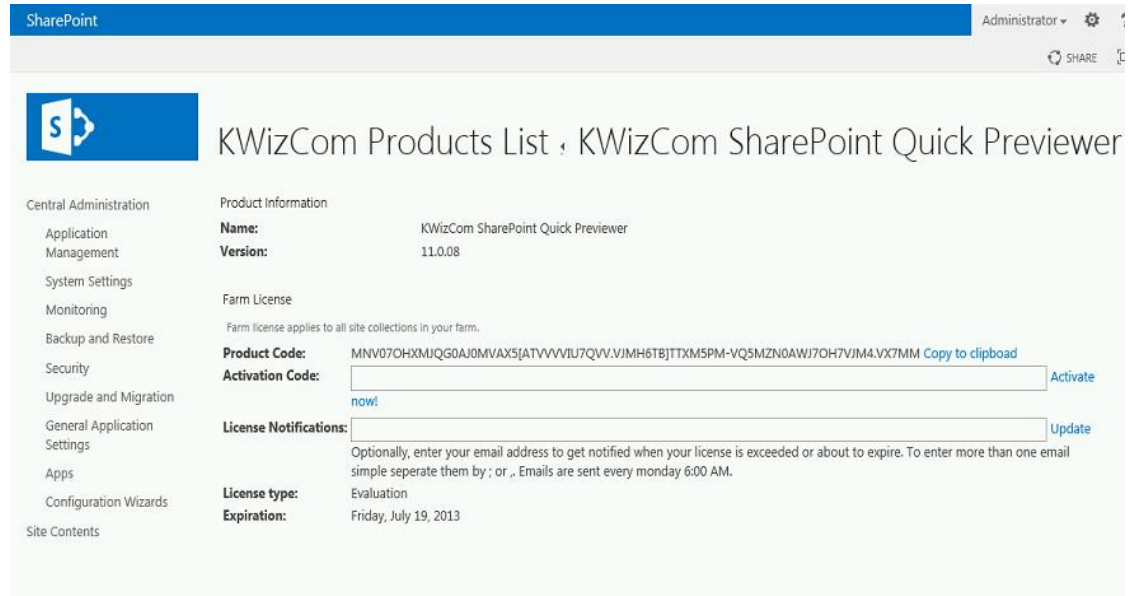
1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.
2. After the order was made, you can activate your installed evaluation version. Activation is done by the following steps:
 - a. Open SharePoint Central Admin. On the main “Central Administration” page, you will see the “KWizCom Features Administration” icon:



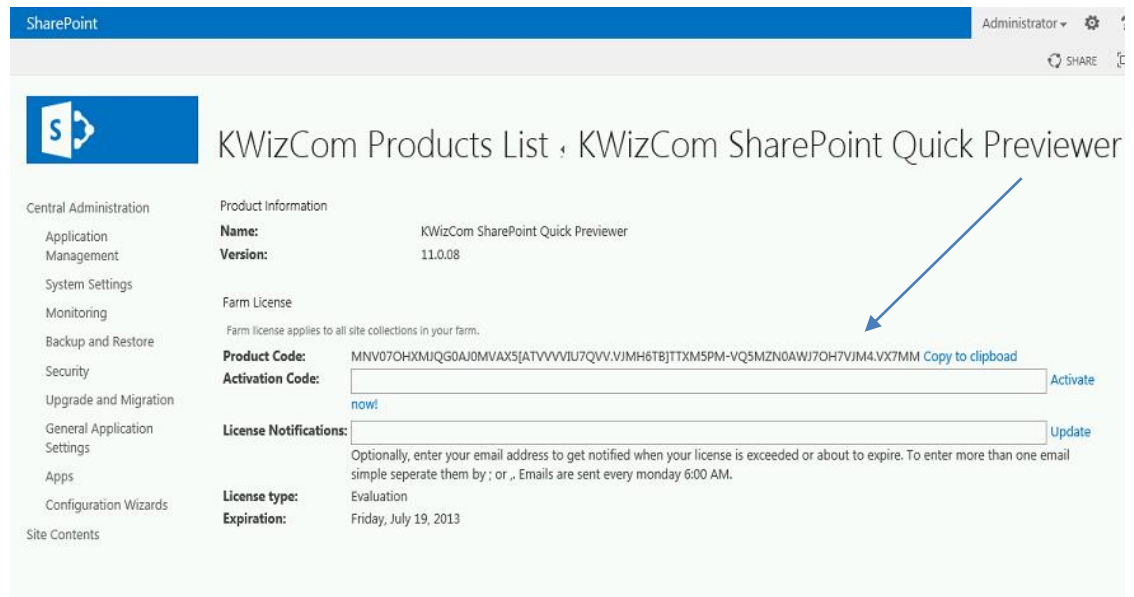
- b. Click the KWizCom Features Administration icon. You will be redirected to a page that allows you to manage all your installed KWizCom products' licenses:



- c. Click the "Manage License" link next to the product that you wish to activate. You will be redirected to that product's license management page:



d. Copy the product code



e. Browse the *Product Activation Request page* on KWizCom’s web site:
<http://www.kwizcom.com/ProductReg>.

Product Activation Request

In order to deactivate a product please [click here](#).

This Product Activation Form is used to get your product activation key after you have purchased the product.

Please fill out the following form. Once we get your product activation request, a product activation key will be sent to you by email, along with the activation process description.

*Customer Name:

*E-mail address:

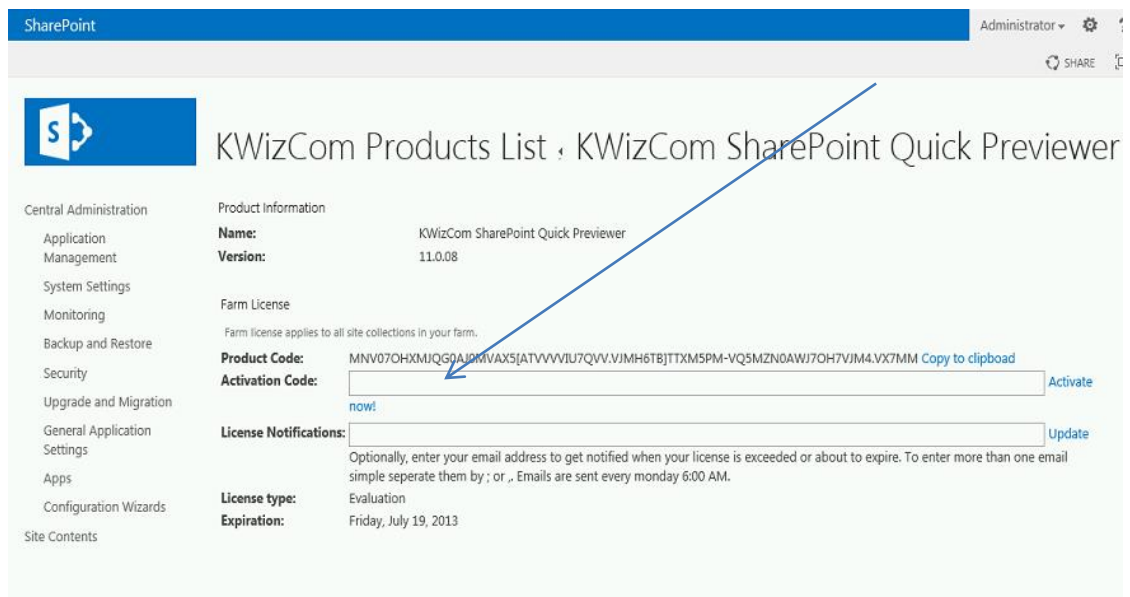
*Share-It Order/Invoice Number:

*Product Code:

*License Type:

Copy your *Product Code* into the “Product Code” field, and after you fill-out all other form fields, click “Send Activation Request button.

- f. Once your order is confirmed, you will receive the Activation Code for your product by email.
- g. Copy the activation code into the “Activation Code” field in the product’s license management page and click “Activate now!” link.



The screenshot shows the SharePoint Admin Center interface. On the left is a navigation menu with options like 'Central Administration', 'Application Management', 'System Settings', etc. The main content area displays 'Product Information' for 'KWizCom SharePoint Quick Previewer' (Version 11.0.08). Under 'Farm License', the 'Product Code' is 'MNV07OHXMIJQGAJ9MVA5JATVWVILU7QV.VJM6TBJTXXM5PM-VQ5MZN0AWJ7OH7VJM4.VX7MM'. The 'Activation Code' field is empty, and there is a 'Copy to clipboard' link next to the product code. Below the activation code field is an 'Activate now!' link. The 'License Notifications' field is also empty, with an 'Update' link. The 'License type' is 'Evaluation' and the 'Expiration' date is 'Friday, July 19, 2013'.

That’s it! Your product is now fully activated.

SOLUTION STRUCTURE

The solution includes the following components:

- **Farm feature**
Activating this feature will make the Quick Previewer available across the entire farm.
- **Timer Job**
Once you activate the SharePoint Quick Previewer farm-level feature the “*KWizCom SharePoint Quick Previewer Cache Maintenance*” timer job becomes active. This job takes care of pre-caching documents (according to your farm-level settings), and for cache cleanup.
- **Farm-level settings page**
This is where the farm administrator configures the product.
- **Site-Collection feature**
activating this feature enables configuring the Quick Previewer behavior in the site collection level and in list/library level to override the farm-level settings.
Activate this feature only if you want to enable site administrators to configure the Quick Previewer and override the farm-level settings.
- **Site-collection settings page**
Use this page to configure the Quick Previewer in the S.C level. By doing so you will override the farm-level settings.
- **List/Library settings page**
User this page to configure the Quick Previewer in the List/Library level. By doing so you will override the S.C. settings.

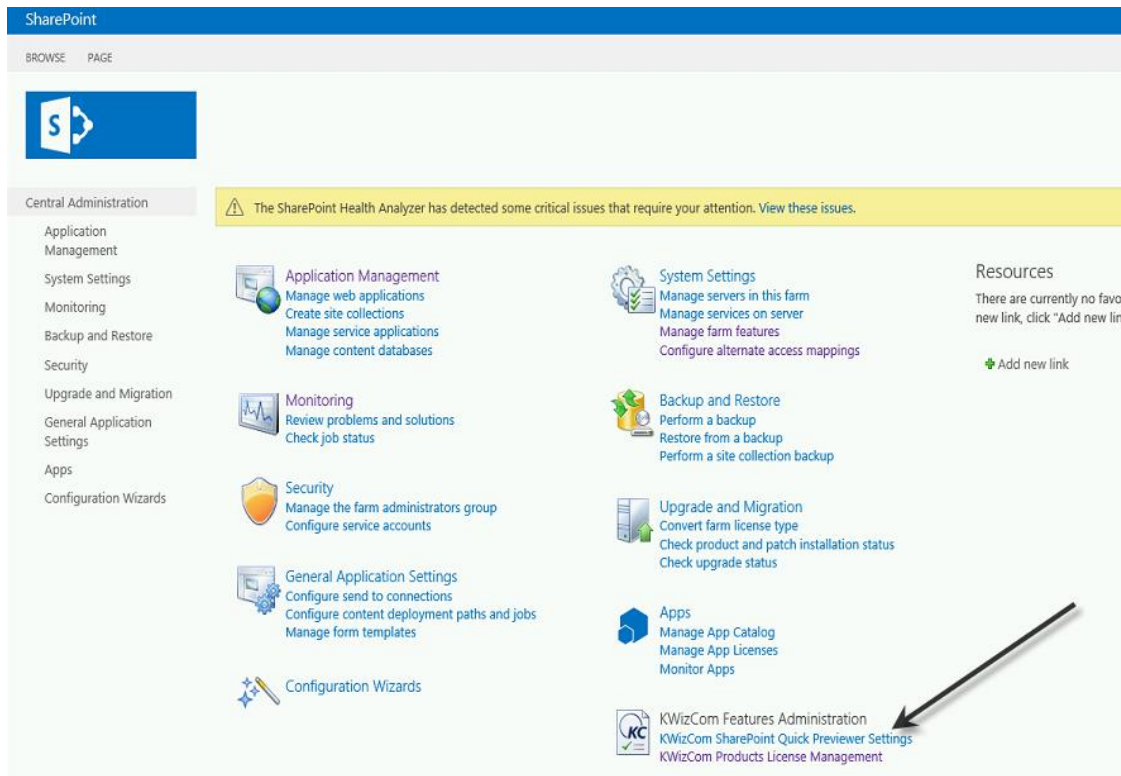
FARM LEVEL PRODUCT ADMINISTRATION

GENERAL

Before end-users can start using the previewing functionality you first have to configure the product. Configuring the product includes:

- Enabling the previewing functionality across your entire farm, or manually enabling it only in selected site collections, libraries and lists.
- Defining various visual aspects of the previewing functionality
- Configuring pre-cache settings.
This is the most important thing to set-up. Pre-caching documents enables end-users to preview large documents much faster (because the preview snapshots are already available so response is immediate).

The SharePoint Quick Previewer administration is done from Central Admin, by clicking the “KWizCom SharePoint Quick Previewer Settings” link:



SHAREPOINT QUICK PREVIEWER – FARM-LEVEL SETTINGS PAGE

The SharePoint Quick Previewer farm-level settings page includes the following properties:

KWizCom SharePoint Quick Previewer Farm Settings

Cache Settings
Use this section to configure the cache that is used to store previewer images.

Delete cached images by the clean-up job after days

Display Settings
You can define how many pages will be displayed as thumbnails when an end-user clicks a document's "Preview" icon. You can also configure how many new pages will be displayed when the end-user clicks the "Next" icon.

Preview thumbnail size
Width: px
Height: px

Displayed document pages

Pages to slide when clicking "Next"/"Previous" link

Batch Previewer Activation
Use this section to enable the Quick Previewer functionality in all the list/libraries in this farm.

Batch Document Conversion
Use this section to enable the Quick Previewer to perform batch conversions of files regularly using a timer job. This is useful when you have large files that takes longer to convert on user request. You can enter the address of a site, a list, a list view, a library a folder or a list item, and it will affect all items under that address. Please enter one address per line. When the timer job processes these addresses, it will log information about each address that detail how it was processed. You will need to set the SharePoint logging to verbose to see that information.

This page allows you to configure the following settings:

Section	Property	Description
Cache Settings	Delete cached images by the clean-up job after	The SharePoint Quick Previewer Maintenance timer job deletes old document cached images after this defined amount of days, to get rid of obsolete cached documents' snapshots.
	Delete Now	Click this button to delete all cached snapshots that are older than the defined amount of days.
	Empty entire cache	Click this button to delete All content from the SharePoint Quick Previewer's cache.
Display Settings	Preview thumbnail size	Type the document page thumbnail sizes (width and height) in pixels.
	# Displayed document pages	The number of page thumbnails displayed when end-user clicks a document's Preview icon.
	# Pages to slide when clicking "Next"/"Previous" link	When an end-user views document's pages' thumbnails, he can use the Next/Previous navigation arrows to navigate to next/previous pages. Set this property to configure the number of pages to slide when clicking Next/Previous arrows.
Batch Previewer Activation	Enable/Disable	This property is a toggle. Click the "Enable" button to enable the previewing functionality in all lists and libraries* across the entire farm. Click "Disable" to disable the previewing functionality in all lists and libraries except those who have been set-up manually to override the farm-level settings.
Batch Document Conversion		Type in this text area urls of documents, libraries/lists or sites that you wish to pre-cache by the SharePoint Quick Previewer's timer job. Each url should be typed in a separate line.

SUPPORTED FILE TYPES

The SharePoint Quick Previewer supports previewing of the following file types:

File Type	Extension
OpenOffice.org XML	SXW, STW, SXC, STC, SXI, STI, SXD, STD, SXM
Microsoft Word for Windows 2	DOC, DOT
Microsoft Word 6.0/95	DOC, DOT
Microsoft Word 4/5/95	DOC, DOT
Scalable vector graphics	SVG
Microsoft Word 2003 XML (WordprocessingML)	XML
Microsoft Excel 4/5/95	XLS, XLW, XLT
Microsoft Visio	VSD
Microsoft Excel 97–2003	XLS, XLW, XLT
DocBook	XML
WordPerfect	WPD
WordPerfect Suite 2000/Office 1.0	WPS
StarOffice StarWriter 3/4/5	SDW, SGL, VOR
Ichitaro 8/9/10/11	JTD, JTT
ApportisDoc (Palm)	PDB
Hangul WP 97	HWP
Microsoft Pocket Word	PSW
Microsoft Pocket Excel	PXL
Microsoft RTF	RTF
Plain text	TXT
Portable Document Format	PDF
Comma-separated values	CSV, TXT

File Type	Extension
Microsoft Excel 2003 XML	XML
Lotus 1-2-3	WK1, WKS, 123
Lotus Word Pro	
Data Interchange Format	DIF
StarOffice StarCalc 3/4/5	SDC, VOR
dBase	DBF
SYLK	SLK
HTML	HTML, HTM
Quattro Pro 6.0	WB2
Microsoft PowerPoint 97–2003	PPT, PPS, POT
StarOffice StarDraw/StarImpress	SDA, SDD, SDP, VOR
Computer Graphics Metafile	CGM
StarOffice StarMath	SXM
MathML	MML
BMP file format	BMP
JPEG	JPG, JPEG
PCX	PCX
PhotoShop	PSD
SGV	SGV
Windows Metafile	WMF
AutoCAD DXF	DXF
MET	MET
Netpbm format	PGM, PBM, PPM
SunOS Raster	RAS

File Type	Extension
SVM	SVM
X BitMap	XBM
Enhanced Metafile	EMF
HPGL plotting file	PLT
SDA	SDA
Truevision TGA (Targa)	TGA
X PixMap	XPM
Encapsulated PostScript	EPS
PCD	PCD
Portable Network Graphic	PNG
SDD	SDD
Tagged Image File Format	TIF, TIFF
Graphics Interchange Format	GIF
PCT	PCT
SGF[clarification needed]	SGF
Software602 (T602)	TXT
Unified Office Format	UOF, UOT, UOS, UOP
Microsoft Office 2007/2010/2013 Office Open XML	DOCX, XLSX, PPTX
Microsoft InfoPath web forms	XSN
Email files	MSG, EML

SKIPPED LIST TYPES

The SharePoint Quick Previewer Maintenance timer job pre-caches document image snapshots in sites, libraries and lists that were configured in the farm-level settings page.

However, there are lists that the timer job should not waste time on trying to find any files in them. Those lists are ignored by the timer job to improve its running time.

The skipped lists are:

- Hidden lists/libraries
- Lists that do not have attachments enabled
- Web page libraries
- Site Assets library
- Discussion Board lists
- KWizCom's Wiki Plus libraries

SITE COLLECTION-LEVEL PRODUCT ADMINISTRATION

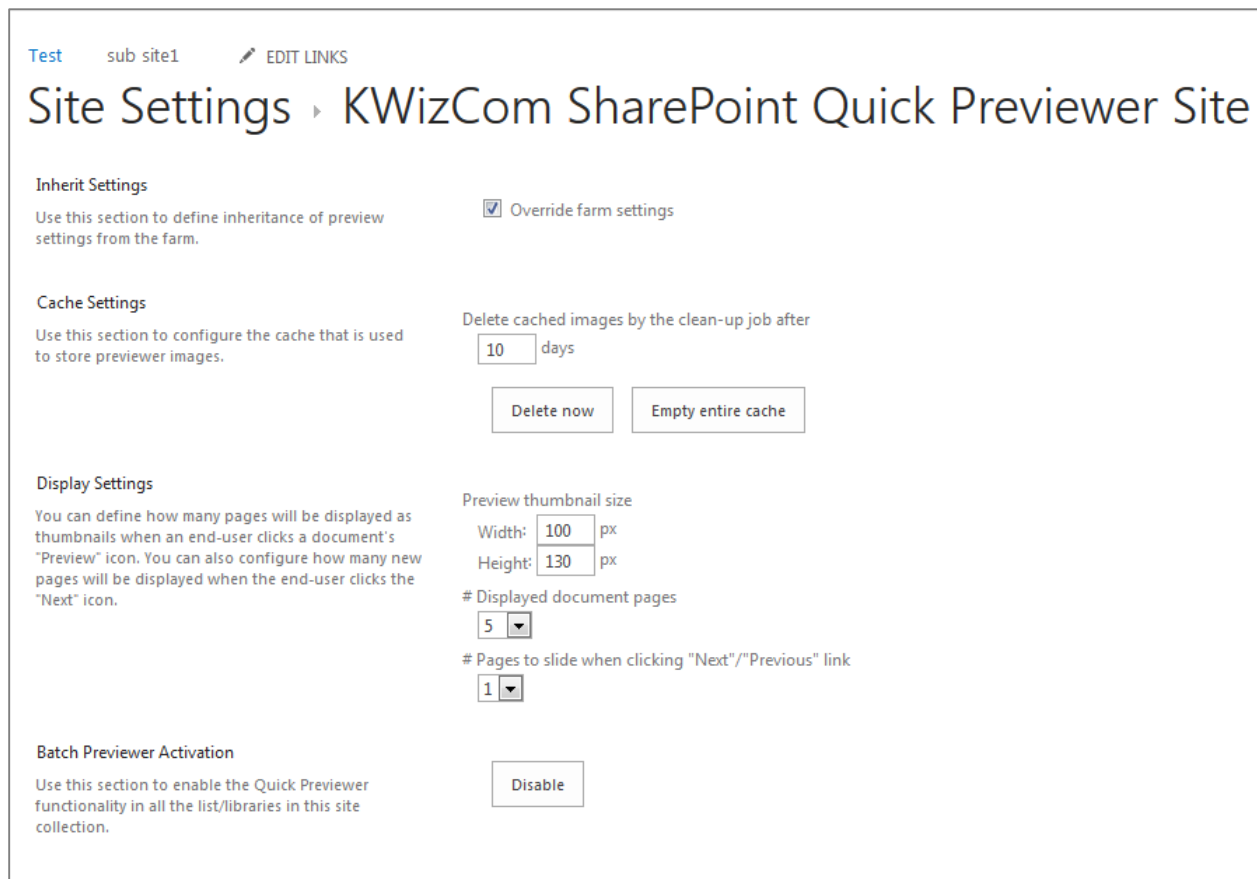
GENERAL

The SharePoint Quick Previewer includes also a S.C feature. You should activate this S.C feature if you want to be able to override the farm-level settings in the S.C level and enable site owners to configure the SharePoint Quick Previewer settings for their site/list (and override the S.C-level settings).

Once you activate the S.C-level feature, the “[KWizCom SharePoint Quick Previewer settings](#)” link will be visible in the S.C settings page and in every list and library settings page.

S.C-LEVEL SETTINGS

The SharePoint Quick Previewer S.C settings page includes the following properties:



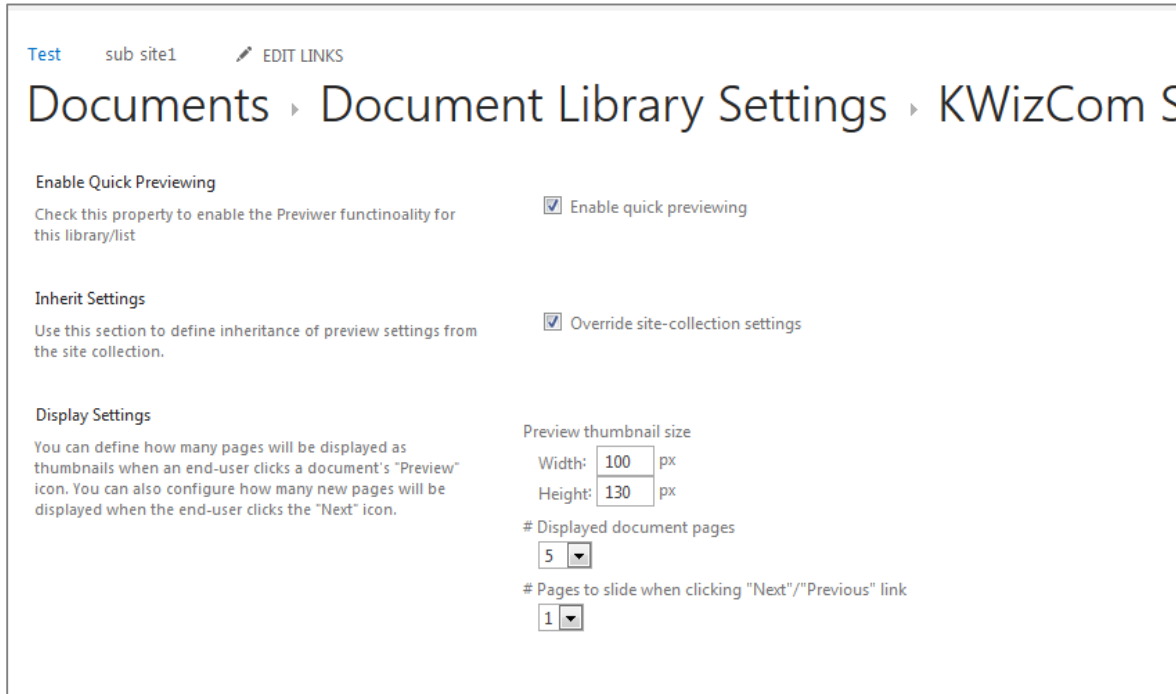
The screenshot shows the 'Site Settings' page for 'KWizCom SharePoint Quick Previewer Site'. The page is titled 'Test sub site1' and has an 'EDIT LINKS' button. The settings are organized into several sections:

- Inherit Settings:** Includes a checkbox for 'Override farm settings' which is checked. Description: 'Use this section to define inheritance of preview settings from the farm.'
- Cache Settings:** Includes a text input for 'Delete cached images by the clean-up job after' set to '10' days. Below this are two buttons: 'Delete now' and 'Empty entire cache'. Description: 'Use this section to configure the cache that is used to store previewer images.'
- Display Settings:** Includes fields for 'Preview thumbnail size' (Width: 100 px, Height: 130 px), '# Displayed document pages' (set to 5), and '# Pages to slide when clicking "Next"/"Previous" link' (set to 1). Description: 'You can define how many pages will be displayed as thumbnails when an end-user clicks a document's "Preview" icon. You can also configure how many new pages will be displayed when the end-user clicks the "Next" icon.'
- Batch Previewer Activation:** Includes a 'Disable' button. Description: 'Use this section to enable the Quick Previewer functionality in all the list/libraries in this site collection.'

Section	Property	Description
Inherit Settings	Override farm settings	Check this property if you want to override the SharePoint Quick Previewer farm settings for this S.C.
Cache Settings	Delete cached images by the clean-up job after	The SharePoint Quick Previewer Maintenance timer job deletes old document cached images after this defined amount of days, to get rid of obsolete cached documents' snapshots.
	Delete Now	Click this button to delete all cached snapshots that are older that the defined amount of days.
	Empty entire cache	Click this button to delete All content from the SharePoint Quick Previewer's cache.
Display Settings	Preview thumbnail size	Type the document page thumbnail sizes (width and height) in pixels.
	# Displayed document pages	The number of page thumbnails displayed when end-user clicks a document's Preview icon.
	# Pages to slide when clicking "Next"/"Previous" link	When an end-user views document's pages' thumbnails, he can use the Next/Previous navigation arrows to navigate to next/previous pages. Set this property to configure the number of pages to slide when clicking Next/Previous arrows.
Batch Previewer Activation	Enable/Disable	This property is a toggle. Click the "Enable" button to enable the previewing functionality in all lists and libraries* across the S.C. Click "Disable" to disable the previewing functionality in all lists and libraries in the S.C except those who have been set-up manually.

LIST/LIBRARY-LEVEL SETTINGS

The SharePoint Quick Previewer List settings page includes the following properties:



Section	Property	Description
Enable quick previewing	Enable quick previewing	Check this property if you want to enable quick previewing functionality for the current list/library.
Inherit Settings	Override site collection settings	Check this property if you want to override the SharePoint Quick Previewer S.C. settings.
Display Settings	Preview thumbnail size	Type the document page thumbnail sizes (width and height) in pixels.
	# Displayed document pages	The number of page thumbnails displayed when end-user clicks a document's Preview icon.
	# Pages to slide when clicking "Next"/"Previous" link	When an end-user views document's pages' thumbnails, he can use the Next/Previous navigation arrows to navigate to next/previous pages. Set this property to configure the number of pages to slide when clicking Next/Previous arrows.

FAQ

WHAT DOES THE SHAREPOINT QUICK PREVIEWER DO?

It dramatically increases end-user productivity by enabling users to view and find content in documents much faster, without having to download those documents.

HOW FAST?

For example, you can preview a 100MB .RTF file over the Internet (let's say you are at home trying to view a document located in your company's SharePoint portal), in less than 5 seconds!

DO I NEED TO INSTALL ANY PREVIEWER SOFTWARE ON MY LAPTOP?

No. All you need is an Internet Browser (Such as IE, Firefox or Chrome).

WHAT SHAREPOINT EDITION DO I NEED?

Any edition will do, including SharePoint Foundation. The product is available both for SharePoint 2010 and SharePoint 2013.

TECHNICAL SUPPORT

You can obtain technical support using any of the following methods:

The KWizCom Web site

The KWizCom website: www.KWizCom.com contains up-to-date, valuable information, including:

- Answers to frequently asked questions (FAQ's) about our products – usability and technical questions.
- Product updates, which provide you with bug fixes and new features.

The Web Form

For technical support through the Internet, please complete and submit our [support web form on our web site](#).

For more information on technical support, please review our [support programs page](#).

KWizCom's global network of experts is always standing by, waiting to provide a rapid response for each customer query.