

KWizCom Corporation



SharePoint Quick Previewer

User Guide

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INTRODUCTION

The *SharePoint Quick Previewer* enables you to preview documents that are stored in SharePoint much quicker.

When you need to read a document, compare between documents or look for something specific in documents you do not need to download each and every document!

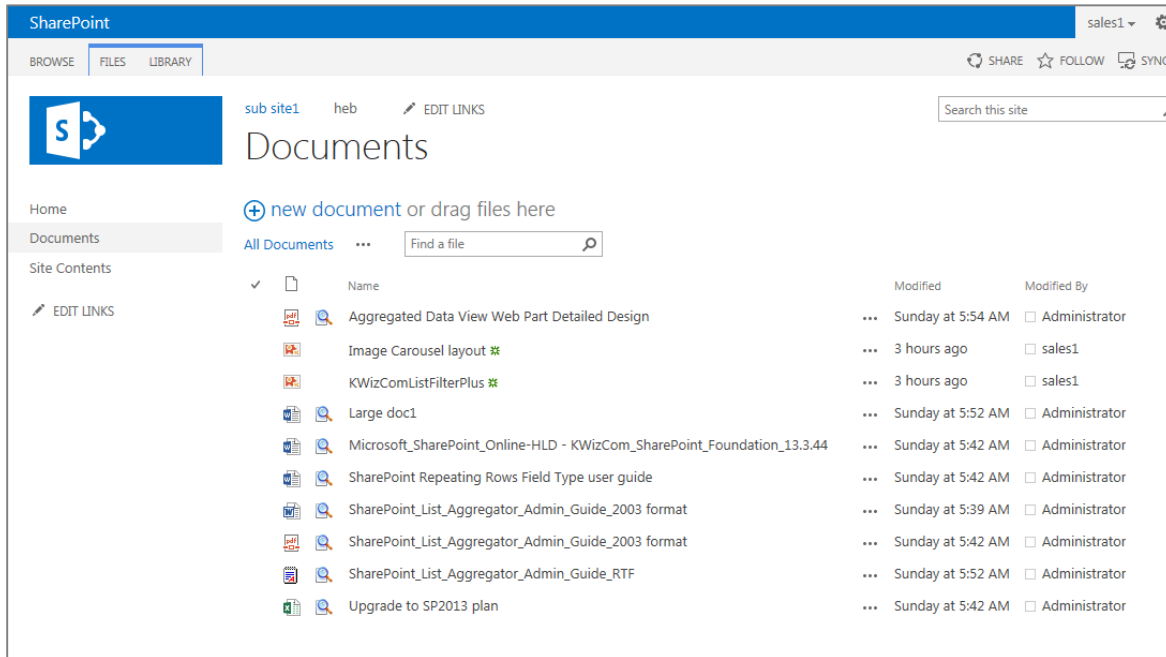
Instead of waiting a long time for a document to finish download, you can preview even very large documents in a few seconds!

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

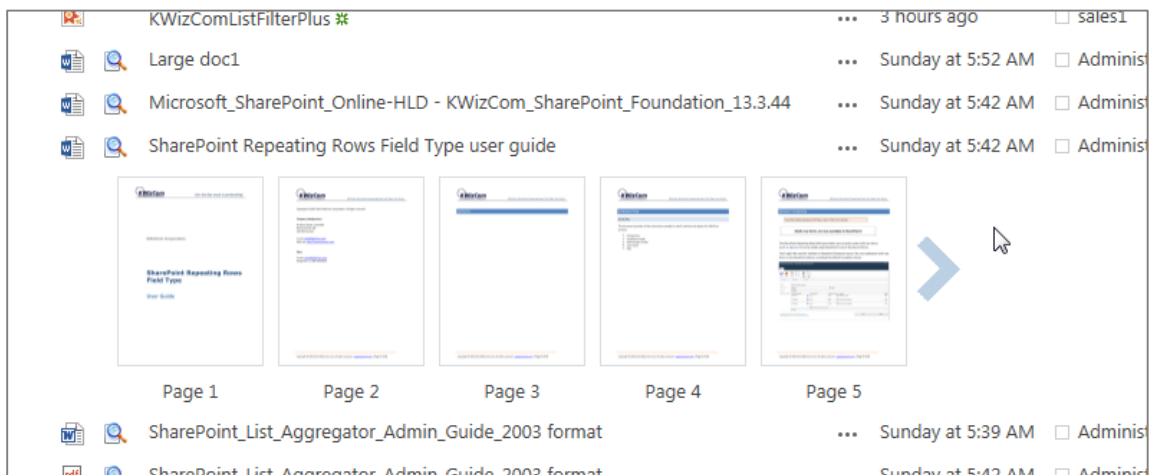
- **Limited network bandwidth**
Employees that are working in a distributed organization, trying to access documents that are located in a remote SharePoint farm, or mobile users that are trying to access the company's intranet from home/internet cafe'.
- **Missing various client software**
More and 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.

HOW DOES IT WORK

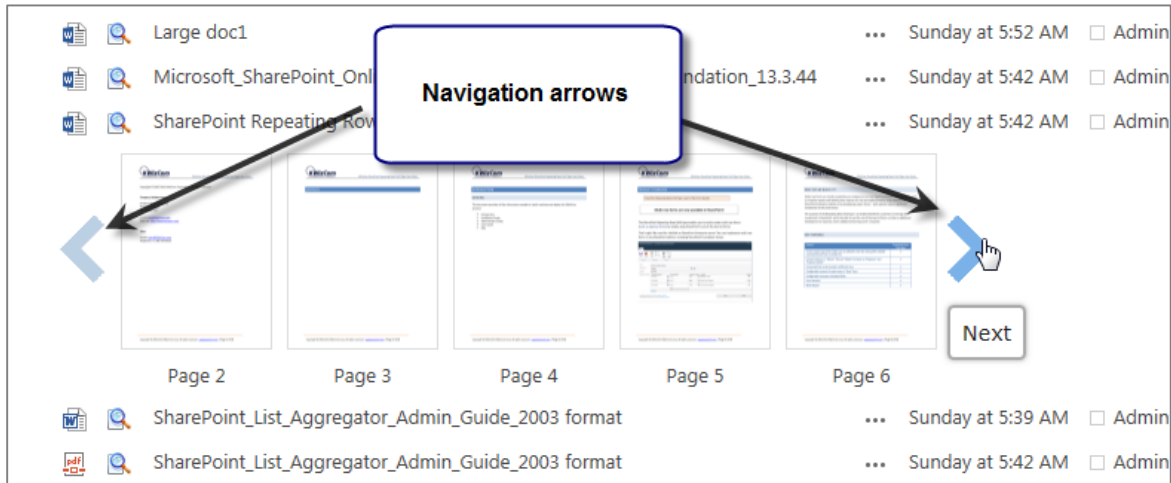
After the SharePoint administrator has enabled and configured the product, when viewing a document library you will notice a new magnifying glass icon next to each item:



To preview a required document's content, simply click the magnifying glass icon:

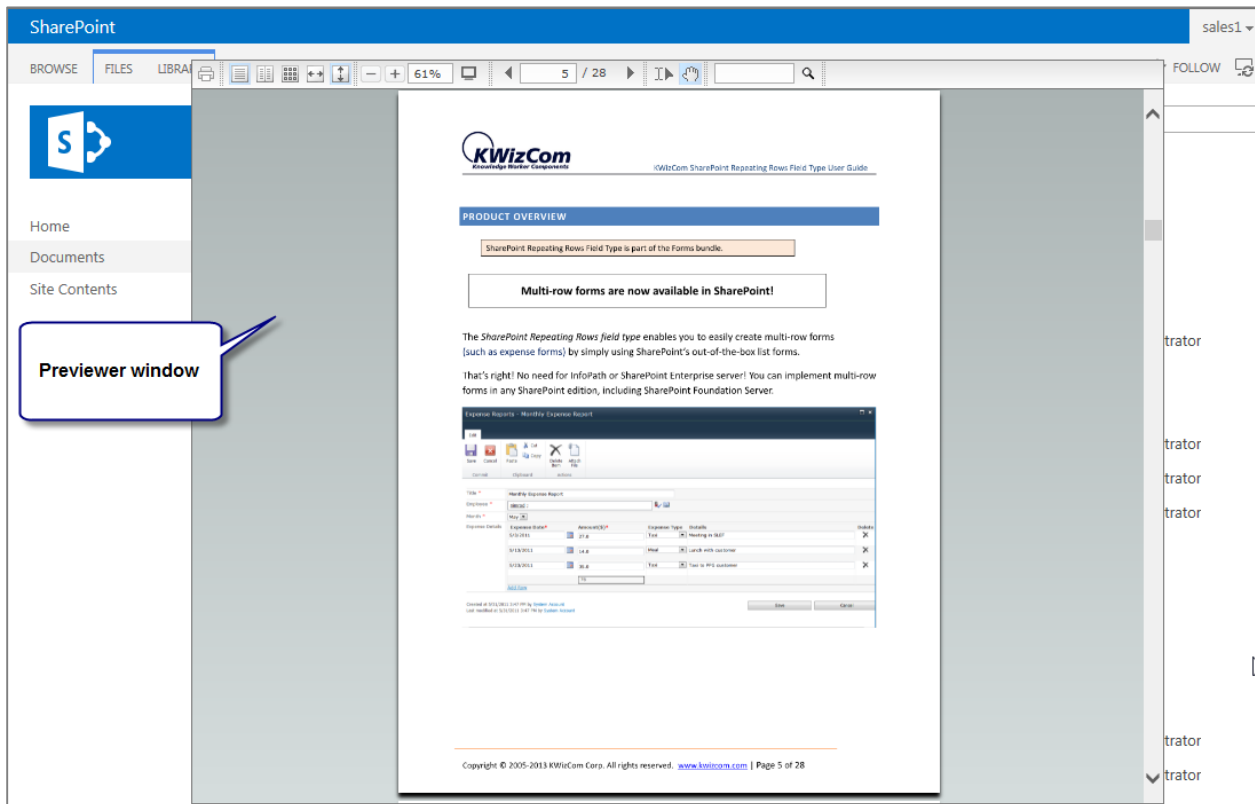


As you can see in the screenshot above, clicking the "Preview" icon displays its content as page thumbnails. You can navigate to next/previous pages by clicking the Next/Previous navigation arrows:



You can also preview multiple documents at the same time.

To view a page's content in normal size window, simply click the required thumbnail to open the previewer window:



The Previewer window allows you to quickly review the document, find specific terms using the Search textbox and print the document.

The SharePoint Quick Previewer works quite the same with list attachments; next to each attachment you'll see the "Preview icon" (the magnifying glass). Clicking it will open the previewer window.

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	✓	

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.