

EDMS Document Viewer Features



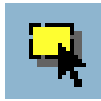
Print: Prints the file or selected items.



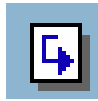
Rotate left: Rotates the image 90° to the left (counterclockwise).



View thumbnails: Right: Displays thumbnails of the document on the right.



Zoom Area: Selects an area of the image to be magnified.



Rotate 180°: Rotates the image 180°.



View thumbnails: Top: Displays thumbnails of the document on top.



Zoom In: Magnifies the image by 10%.



Mirror: Flips the image backwards.



Adjust: Adjusts the brightness of the image.



Zoom out: Reduces the image by 10%.



Flip: Flips the image over.



Previous page: Goes back one page in the document.



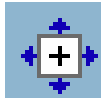
Show magnifier: Magnifies an area within the image.



Invert on: Reverses the colors in an image.



Next page: Goes forward one page in the document.



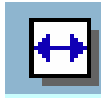
Whole page: Magnifies the image area to 100%.



View page: Displays one page of the image at a time.



First page: Jumps to the first page of the document.



Page width: Scales the image to fit the width of the window.



View thumbnails: Displays all of the pages in a document.



Last page: Jumps to the last page of the document.



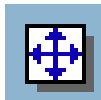
Page height: Scales the image to fit the height of the window.



View two pages: Displays two pages of the document simultaneously.



Change enhance mode: Optimizes the appearance of the document.



Fit to window: Displays the entire image in the window.



View thumbnails: Left: Displays thumbnails of the document on the left.



Hide Toolbar : Removes toolbar from the screen.



Rotate right: Rotates the image 90° to the right (clockwise).



View thumbnails: Bottom: Displays thumbnails of the document on the bottom.



Unhide Toolbar: Adds the toolbar back to the screen.

EDMS Document Viewer Shortcuts

Keyboard Shortcuts to Use:

Print: Shift + P

Zoom Area: A

Zoom In: +

Zoom out: -

Show magnifier: M

Page width: F9

Page height: F10

Fit to window: F11

Rotate right: R

Rotate left: L

Select pages: Designate pages for use with other functions.
Keyboard shortcuts: **S** selects current page; pressing **S** a second time will deselect a document. **Ctrl+S** clears all selections.

Go to page: Keyboard shortcut: **G** opens dialog box allowing you to skip to a specified page number.

Printing: Keyboard shortcuts: **P** prints current page. **Ctrl+P** prints pages in a specified range. **Shift+Ctrl+P** prints selected documents.
Popup Menu Options: **Print→Print Visible** prints the portion of the document visible on screen. **Print→Print Transformed**, prints current page with any image alterations.

Copying: Keyboard shortcut: **Ctrl+C** copies current page to clipboard.
Popup Menu Options: **Clipboard** allows you to select an area of the screen to copy.