

eViewer HTML5

A MS Technology Product

Digital Imaging and Document Management Solution



User Manual

Version 2.11



Licensing and Copyright Information

The software described in this guide is furnished under license agreement and is used in terms of accordance only.

Product Version: eViewer HTML5 v 5.0.1_21

Document Version: 2.11

© 2012-2019 MS Technology. All rights reserved.

This guide and accompanying software are confidential and proprietary to MS Technology. No part of this document can be copied, modified, reproduced, republished, uploaded, or distributed in any form by any means without prior authorization of MS Technology. Unauthorized use of the information appearing here may violate copyright, trademark and other applicable laws, and could result in criminal or civil penalties.

The information provided in this document is used as a guide only and is subject to change without any notice. MS Technology reserves the rights to change and update their product or make changes in the context without any obligation to notify any person for such changes.

MS Technology,
P.O. Box 471843
Charlotte, NC 28247
USA

Tel: (704) 544-3403
Fax: (704) 544-0262
Email: info@ms-technology.com
Website: www.ms-technology.com

If you find a typographical error in this manual, or if you have thought of a way to make this manual better, we would love to hear from you, feel free to share with us at info@ms-technology.com.



Table of Contents

1. Getting Started.....	5
1.1 Brief about User Guide	5
1.2 Overview	5
1.3 Features	5
1.4 Benefits	6
1.5 Supported File Formats.....	6
2. Understanding User Interface (UI).....	8
2.1 The Ribbon	8
2.2 Toolbars and Tabs	10
3. Common Tasks	14
3.1 Opening Documents	14
3.2 Saving Documents.....	16
3.3 Printing Documents	17
3.4 Thumbnail Window.....	17
3.5 Zooming Text/Image in a Document	19
3.6 Searching Text in a Document	19
4. Annotations.....	20
4.1 Line.....	21
4.2 Rectangle.....	21
4.3 Circle	22
4.4 Arrow	23
4.5 Highlighter.....	24
4.6 Pen	25
4.7 Text	25
4.8 Stamp	27
4.9 PolyLine.....	31
4.10 Polygon.....	32
4.11 Arc	33



4.12	Angle	34
4.13	Ruler	35
4.14	Cross Product	36
4.15	Scratch Out.....	36
4.16	Cloud	37
4.17	Strikeout and Highlighter	38
4.18	Check Point	42
4.19	SideNote.....	44
4.20	Launching eViewer from ICN IBM Content Navigator	46
5.	Annotation Text Search.....	47
6.	Adding Watermarks	51
7.	Bookmarking Pages in a Document	52
8.	Search.....	54
9.	Smart Redaction.....	69
10.	Shortcut Keys.....	70



1. Getting Started

This section lets you get acquainted with various sections covered in this user manual which further helps you in understanding the product, eViewer HTML5 in a better way. You can also understand the purpose of developing such product. This user guide also contains key features with the system requirements for proper installation and use of product.

1.1 Brief about User Guide

Welcome to the user guide of eViewer HTML5 which is proficient, competent and result-oriented product. This user guide has been designed for users to understand the software in an efficient and effective manner. So we recommend you to carefully go through the user guide before launching the product and keep it in a safe, easy accessible place for future reference.

1.2 Overview

eViewer HTML5 is a very powerful, yet *hassle-free*, **Zero Footprint** viewer for viewing multiple formats including TIFF, JPG, PDF, MO:DCA and many others. It is a high-performance document viewing solution that enables users to view documents and images from a desktop or any mobile device within an internet browser. It uses HTML5, CSS, and JSP/Servlet to give your organization the *peace of mind* that the documents are safe yet provide a portable and dynamic viewing solution.

1.3 Features

eViewer HTML5 is loaded with rich features that make it complete and outstanding. Some of the features are listed below:

- Documents and images are directly retrieved and viewed through browsers.
- **Hassle-Free Integration:** No workstation installation or platform compatibility issues due to the use of Java, AJAX, and HTML5 technologies.
- **File Support:** Supports most of the file formats as supported by our flagship viewer, MST Viewer.
- **Annotation support:** Including PDF and MO:DCA annotations.
- **File Conversion:** Automatically converts files temporarily into an image format to display in an internet browser. Also, provides an option to save the converted file to PDF, TIFF, JPEG, GIF, BMP, or back to the original format.
- **Image Processing:** Performed on the server to deliver an extremely high-speed response.
- **Easy Navigation:** Go directly to any page on the document.
- **Printing:** Print single and multi-page documents with or without annotations.



1.4 Benefits

eViewer HTML5 provides a number of benefits including:

- ***Reduce Overhead and Increase Productivity***: Allows companies to reduce a number of applications to one efficient universal document and image viewer.
- ***Zero Footprint HTML5 Viewer***: Compatible with up-to-date internet browsers with zero client-side installation needed.
- ***Annotations***: Access to a number of different annotations including, but not limited to redaction, line, arrow, rectangle, circle, text, highlighter, pen, and stamps.
- ***Internal Development***: All file formats are developed by in-house MST developers and do not use any third party APIs. This gives you the ability to have customization, prompt resolutions to issues, and release control.

1.5 Supported File Formats

eViewer HTML5 supports following file formats:

IBM proprietary file formats

- MO:DCA (Mixed Object: Document Content Architecture)
- IOCA (Image Object Content Architecture)
- PTK (PTOCA)

Office file formats

- DOC (Microsoft Word Document)
- DOCX (Microsoft Word Document 2007 and above)
- XLS (Microsoft Excel Spreadsheet)
- XLSX (Microsoft Excel Spreadsheet 2007 and above)
- PPT (PowerPoint Presentation)
- PPTX (PowerPoint Presentation 2007 and above)
- VSD (Microsoft Visio)



Documents

- PDF (Adobe Portable Document)
- RTF (Rich Text)
- TXT (ASCII Text)

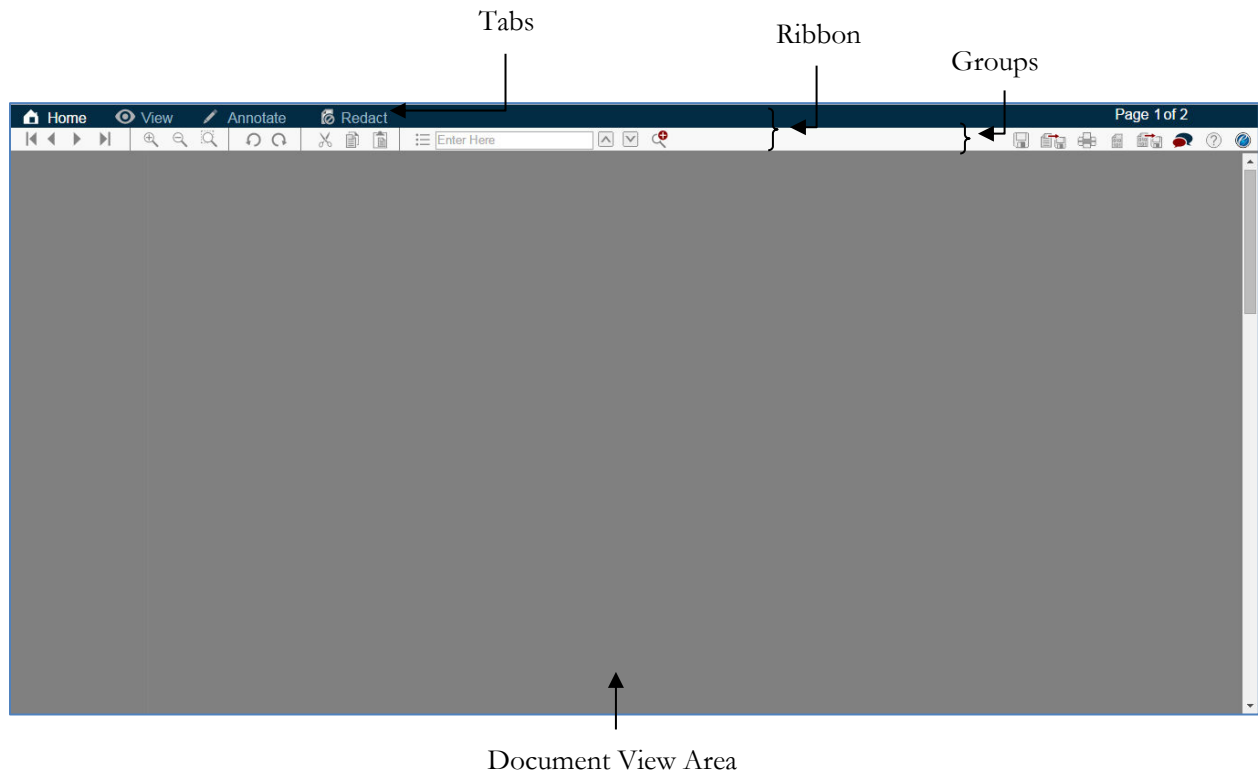
Image file formats

- ABIC
- BMP (Windows and OS/2 Bitmap Formats)
- CAL (CALS Raster)
- DCX (Paint Brush)
- DCM (DICOM)
- EMF (Windows Metafile)
- GIF(CompuServe GIF)
- JBG (JBIG)
- JB2 (JBIG2)
- JPG(Joint Photographic Experts Group (JPEG))
- JPEG-XR (Windows Media Photo / HD Photo (HDP))
- JPEG-LS (JPEG Lossless)
- J2K (JPEG 2000)
- JP2 (JPEG 2000 Compressed)
- JPM (JPEG 2000 Part 6)
- JPX (JPEG 2000 Part 2)
- PNG (Portable Network Graphics)
- PNM (Portable aNy Map)
- PPM (Portable PixMap)
- PBM (Portable Bitmap Utilities)
- PCX (Paint Brush)
- RAS (SUN Raster)
- TIFF (Tagged Image File)
- WBMP (Wireless Bitmap)
- WMF (Windows Metafile)
- XPM (XPicMap)



2. Understanding User Interface (UI)

eViewer HTML5 has a very user friendly and intuitive user interface that provide quick access to all important functions the user needs.



2.1 The Ribbon

Ribbon combines the menu bar and toolbar into a single floating pane. The purpose of the ribbon is to bring the most popular commands to the forefront, so you don't have to search for the most common commands in the viewer.

Additionally, the ribbon includes several tabs that are used to reveal different groups of commands. Since the ribbon contains both the program's menu options and toolbar commands, it cannot be removed from the screen.

The Ribbon offers ease of use and convenience, with all common actions shown at one place. The Ribbon has three parts – **tabs**, **groups**, and **commands**.



Tabs

The Ribbon has four basic tabs across the top with each tab representing an activity area with their own specified commands.



By default, the Home tab is displayed when the viewer is opened.

Groups




Commands are sectioned into **groups** within each tab.



Commands

A Command is a button or a box or a menu where you enter information. Commands are organized in logical groups that are collected together under tabs.



For example, in the above group **Zoom**, () , () , () are zoom commands.



2.2 Toolbars and Tabs

eViewer HTML5 has four tabs that allow modifying any type of file. Each tab has separate groups with specified commands performing their particular task.

Home Tab

This is the standard view tab that is comprised of the following groups: Page Navigation, Zooming, Rotation, Clipboard, and editing.

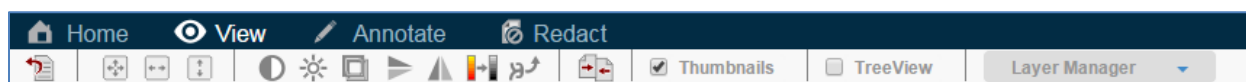









Commands	Command Description
 	<p>Zoom In: Increase the magnification percentage of the page</p> <p>Zoom Out: Decrease the magnification percentage of the page</p> <p>Rubber Band Zoom: Magnify specific area of the page</p>
 	<p>Rotate Counterclockwise: Rotate the page in an anti-clockwise direction</p> <p>Rotate Clockwise: Rotate the page in a clockwise direction</p>
 	<p>Cut: Cut the selected text or image or annotation from the page</p> <p>Copy: Copy the selected text or image or annotation from the page</p> <p>Paste: Insert the copied text or image or annotation at the insertion point (cursor)</p>



View Tab

This tab allows to change the view of the document that is comprised of the following groups: image scaling, image processing functions, window modification, and other viewing tools.

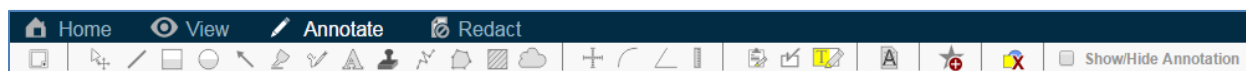


Commands	Command Description
  	<p>Fit to Window: Resize the document to fit entirely in the window</p> <p>Fit to Width: Resize the document to fit in the width of the window</p> <p>Fit to Height: Resize the document to fit in the height of the window</p>
   	<p>Invert: Invert the color of the page</p> <p>Flip Page: Flip page either horizontally or vertically</p> <p>Gray Scale: Range of shades of gray without apparent color</p> <p>Enhance: Enhances the page of a document</p>
<input type="checkbox"/> Treeview <input type="checkbox"/> Thumbnails	<p>Tree View: Display tree view structure of the document</p> <p>Thumbnails: Display thumbnail view of the document</p>



Annotation Tab

This tab contains the annotation tools available with the viewer with additional features - adding bookmarks and watermark.



Command	Command Description
	Color: Applies border color on the annotation
	Line: Draw horizontal and vertical lines at 45°
	Rectangle: Draws a rectangle
	Circle: Draws a circle
	Arrow: Draw horizontal and vertical or 45° arrows
	Pen: Draws freehand lines and shapes
	Highlighter: Highlight text on the document
	Text: Enter text on the page
	Stamp: Place images or text stamp anywhere on the document
	Polyline: Series of open and connected lines
	Polygon: Series of closed, connected straight lines with the last line connecting back to the first line to form a complete shape
	Scratch Out: Draw zigzag lines
	Cross Product: Draws “x” that is used to measure the distance horizontally and vertically between two points of the image
	Cloud: Draws cloud with a series of connected lines
	Arc: Draws an arc



	Ruler: Draws a line that is used to measure the distance between two points of the image
	Angle: Measure angle of the image to the nearest degree
	CheckPoint: Review and verify forms
	SideNote: Allow reviewers to step through each SideNote annotation in the opened documents or images
<input type="checkbox"/> Show/Hide Annotation	Show/Hide Annotation: Show or hide annotations made on the page
	Add Watermark: Add watermark on the page
	Add Bookmark: Add bookmark on the page
	Delete: Delete annotations drawn on the page

Redact Tab

This tab contains redaction functions available in the viewer including the groups for text search, redaction reason, and redaction option.





3. Common Tasks

This section lists the operations that can be performed by the eViewer document viewer.

3.1 Opening Documents

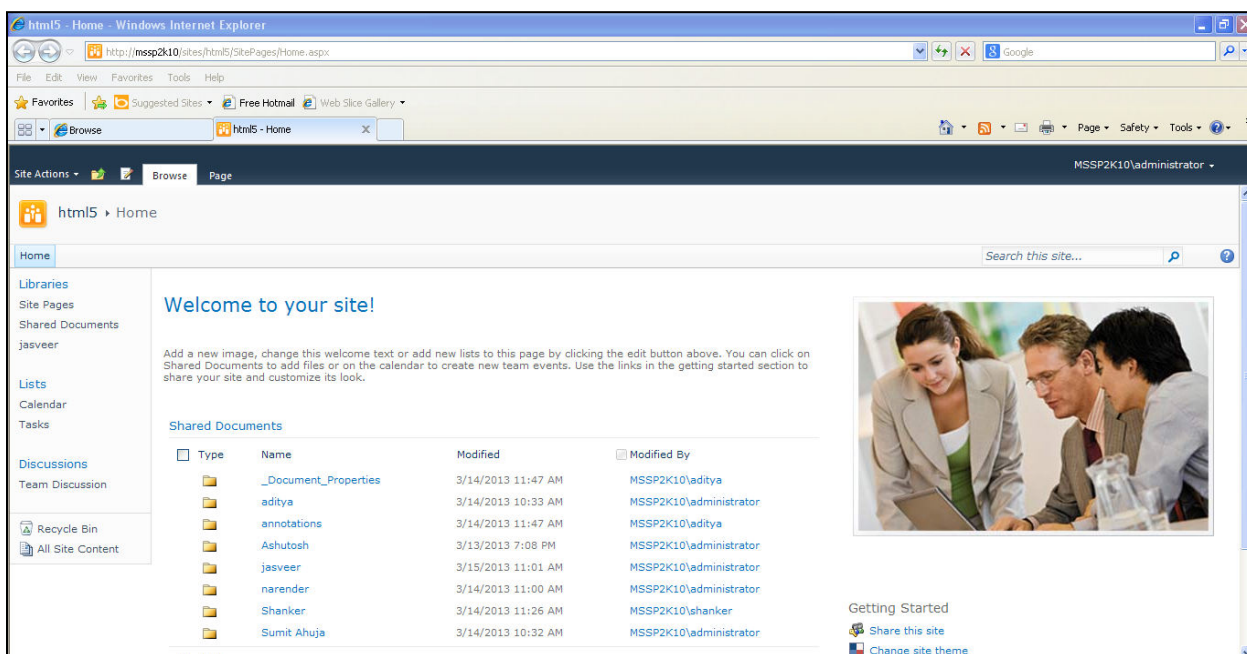
Documents can be opened in eViewer from the following ECMs:

- From Microsoft SharePoint
- From IBM FileNet P8
- From IBM Content Manager 8
- From EMC Documentum WebTop
- From another CMIS ECM system

Opening Documents from Microsoft SharePoint

Perform the following steps to open a document from the SharePoint repository:

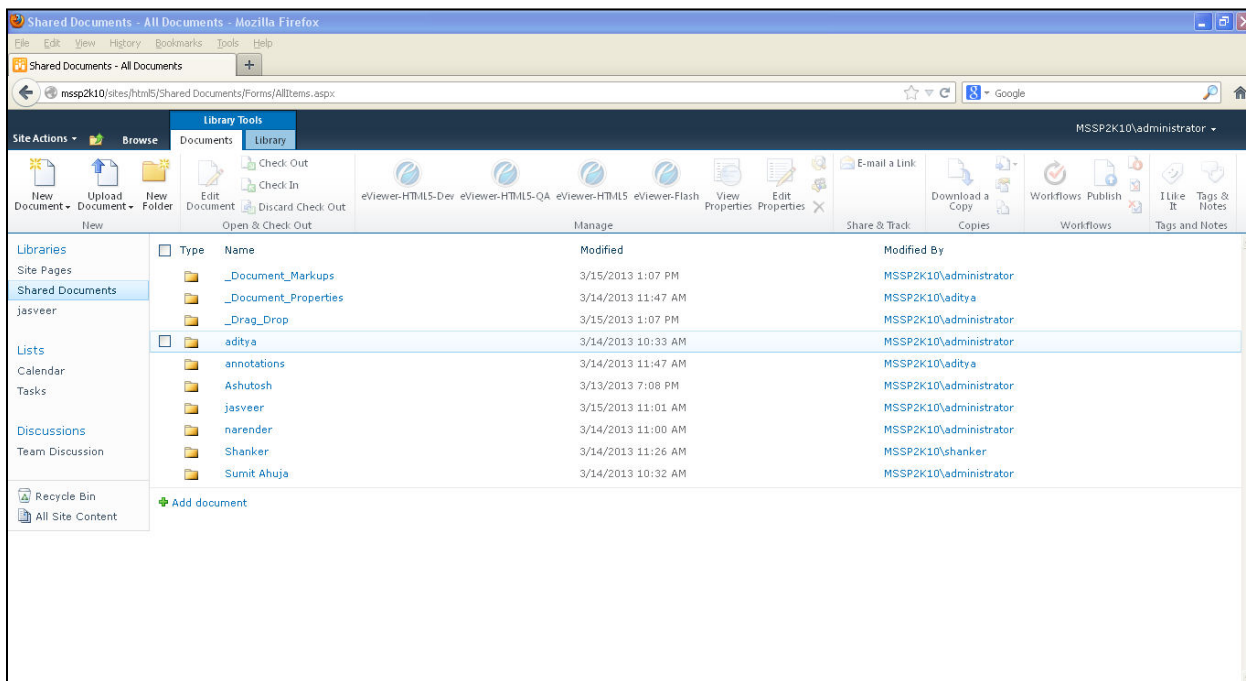
1. Open an Internet browser and enter in the SharePoint URL.
2. The login page appears.
3. Provide the user name and password.
4. After successfully logging in, the SharePoint Libraries and Lists will be displayed on the left side of the screen.



5. Click on the library from the list of libraries, displayed in the Libraries group.



6. The list of folders and documents exist in the selected library are populated on the right side of the screen.



7. Perform one of the following:

- **For documents listed in library:** Hover the mouse over the document that you want to view in the eViewer. A checkbox will appear at the beginning corresponding to the document. Select the checkbox and click **eViewer HTML5** icon displayed on the ribbon. The selected document will be opened in the viewer in a separate window.
- **For folders listed in library:** Double click on the folder. The list of document exist in the folder were populated on the screen. Hover mouse over the document that you want to view in the viewer. A checkbox will appear at the beginning corresponding to the document. Select the checkbox and click **eViewer HTML5** icon displayed on the ribbon. The selected document will be opened in the viewer in a separate window.

Opening Documents from FileNet P8

Perform the following steps to open a document from FileNet P8 repository:

1. Open the browser and enter the FileNet P8 URL.
2. The login page appears.
3. Provide the user name and password.
4. The FileNet object stores page appears.



5. Select the object stores from the existing list.
6. The list of folders exists in the object stores were populated on the screen.
7. Click on the folder whose documents that you want to view in the viewer.
8. The list of documents exist in the selected folder were displayed on the screen.
9. Right click on the document that you want to view in the viewer and select Open in MST viewer.
10. The selected document will be opened in the viewer in a separate window.

Opening Documents from IBM Content Manager 8

Please contact us to assist you with the integration with Content Manager 8.

Opening Documents from EMC Documentum WebTop

Please contact us to assist you with the integration with EMC's Documentum for WebTop.

Opening Documents from another CMIS ECM System

Please review the developer's guide on the available exposed APIs for connecting to other applications.

3.2 Saving Documents

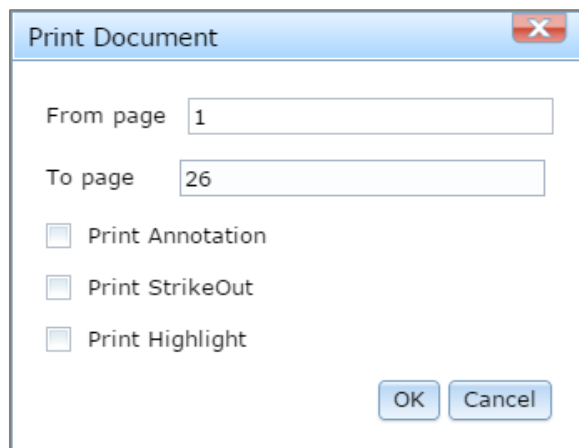
To save the document, click **Save** () displayed at the upper right corner of the viewer.



3.3 Printing Documents

The document can be printed by performing the following steps:

1. Click ()
2. The **Print Document** dialog box will appear.



3. Provide the range of page numbers to print in **From Page** and **To Page** respectively.
4. Select or clear **Print Annotation** checkbox to print or not to print annotations made on the page.
5. Select or clear **Print Strike Out** checkbox to allow strikeout comments to be print or not to print on the page.
6. Select or clear **Print Highlight** checkbox to allow highlighted text to be print or not to print on the page.
7. Click **OK**.
8. The **Print** dialog box appears.
9. Under **Printer** group, select the printer to use (if it is not selected).
10. Under **Copies** group, select the number of copies to print

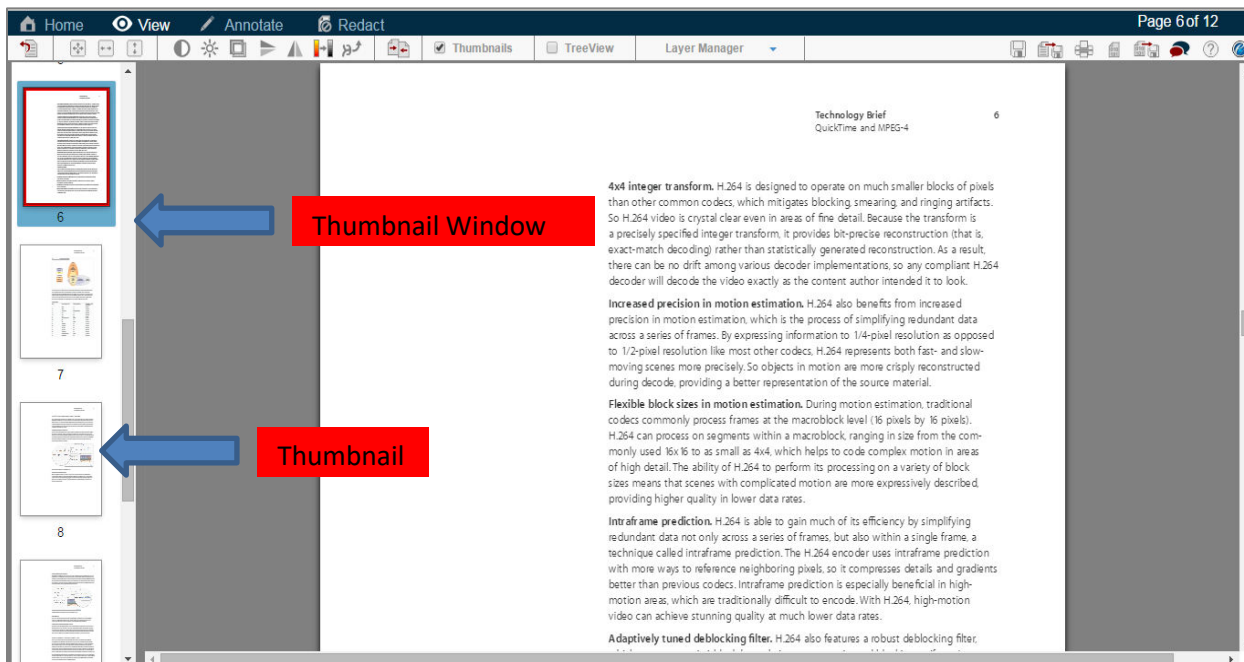
3.4 Thumbnail Window

The Thumbnail Window displays a miniature representation of the document pages that allows easily navigating multi-page documents. Perform the following steps to view thumbnail view of a document:

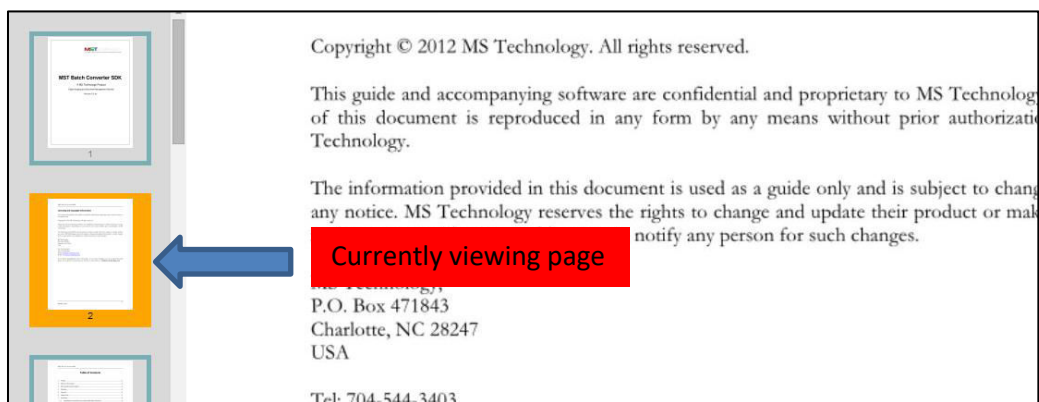
1. On the **View** tab, select **Thumbnails** check box.



2. The Thumbnail Window will display at the left side of the viewer.



The document can be viewed in the document view area of the viewer by scrolling the bar of the thumbnail window. Click on the thumbnail image (page) and the selected thumbnail will get open in the right side, that is, in the document viewer area of the viewer. The thumbnail that is currently viewed in the document view area of the viewer will be highlighted in the different color – signifying that this page is currently being viewed in the document view area of the viewer.





The sequence of the pages of the document can be changed in the thumbnail window. The most convenient way to move or copy a page of the document is to select and drag it to the desired location on the document. The same works here. Just hold the mouse button down over the page, scroll it through the thumbnail window and release the mouse, drop the page, where the page is to be copied at or moved to.




3.5 Zooming Text/Image in a Document

Zoom is a feature that either increases or decreases the size of a page or the size of all the text displayed in a page (Text Zoom) in order to improve readability. You can zoom in to get a close-up view of the file/document or zoom out to see page at a reduced size. Perform the following steps to zoom text/image:

1. On the **Home** tab, click () to increase the magnification percentage of the page.
2. On the **Home** tab, click () to decrease the magnification percentage of the page.




Rubber Band Zoom

Another type of zoom that eViewer HTML5 provides is the **Rubber Band Zoom** that magnifies the selected image or text area in order to improve the readability of the image or text. Perform the following steps to perform rubber band zoom on the text or image:

1. On the **Home** tab, click the **Rubber Band Zoom** ().
2. Select an area on the page. For this, hold down the left mouse button and drag the mouse pointer diagonally.
3. A box forms between the starting and ending positions of the mouse pointer.
4. Release the left mouse button when the area has been defined.
5. The rubber-banded magnified area will display in the center of the screen.

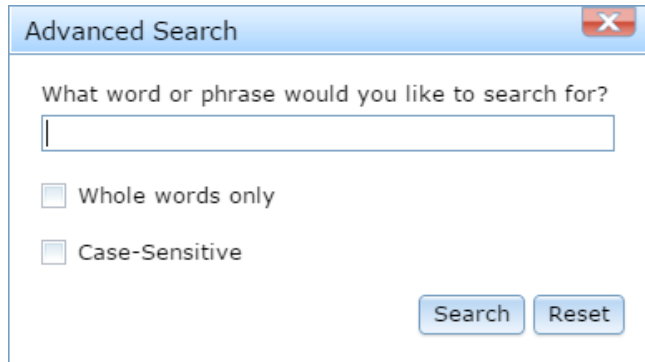
3.6 Searching Text in a Document

The eViewer provides text search functionality to enable users to quickly find text information in a document. Perform the following steps to search text in a document.

1. On the **Home** tab, type the text to search in **Search Text** box.
2. Press **Enter**.
3. If the result is found, the searched text will be highlighted in the document.
4. Click   arrows to go to the previous and next matched text.
5. Select or clear **Highlight All** checkbox to display all the searched text found in the document.
6. Select or clear **Match Case** checkbox to search only for words that match the case of the word or phrase that has been typed in the text box. This means that the search becomes case-sensitive. For example, if you search **menu**, the result includes all instances of **menu** with this exact spelling but not **Menu** or **MENU**.
7. Click **Advanced Search** () to search the text with other advanced search options.



8. The **Advanced Search** dialog box will appear.

The image shows a dialog box titled "Advanced Search" with a close button (X) in the top right corner. Inside the dialog, there is a text input field with the placeholder text "What word or phrase would you like to search for?". Below the input field, there are two checkboxes: "Whole words only" and "Case-Sensitive", both of which are currently unchecked. At the bottom right of the dialog, there are two buttons: "Search" and "Reset".

9. Type the text to search and select the option as per your need.

- **Case-Sensitive:** If selected, searches only for words that match the case of the word or phrase that has been typed in the text box. This means that the search becomes case-sensitive. For example, if you search **menu**, the result includes all instances of **menu** with this exact spelling but not **Menu** or **MENU**.
- **Whole words only:** If selected, restricts the search to whole words only. Whole words are words separated, on both sides, by a space. For example, if you search for **edit**, the result includes instances of edit only not editing, editor, editorial, and edited.

10. Click **Search**.

11. All the matched text will display in the window.

12. Click on the desired matched text.

13. The application will bring to the page on which the match was found.

4. Annotations

Annotations are comments, notes, markups, explanations, or other types of external remarks that can be added to a selected part of the document to point out, explain or illustrate an area or item on the document.

eViewer provides tools to enable users to freely write their comments, sticky notes and add markups on documents to help with collaborating with others. Additionally it provides the ability to add digital stamps, and other markups to make the eViewer an ideal solution for a business workflow environment.


Annotation marks are saved as annotation data that is stored on a separate file and not on the original document. Whenever a user makes an annotation, a file with the same name as the document with an extension .xml is created in the current directory. The annotations can also be printed with the document if the user chooses.



The following are the available annotations that are provided by the eViewer:

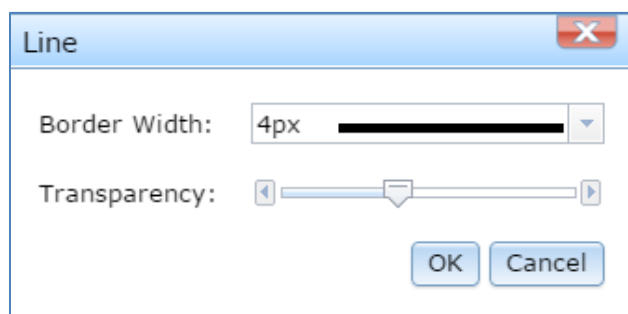
4.1 Line

The Line annotation tool provides the user with the ability to draw a horizontal, vertical, or lines at 45° with the following adjustments: color, thickness, and transparency. The user can perform the following steps to create a line annotation:

1. On the **Annotate** tab, click **Line** ().
2. Click where the line to begin, and then drag the mouse to the place where it should end, and release the mouse button.

Edit Properties of Line


1. Select and right click on the annotation.
2. The **Line Properties** dialog box will appear.



3. **To set the color of the line:** Select the color displayed from the **Color** group in the **Annotations** tab.
4. **To set the width of the line:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency of the line:** Slide the bar to adjust the transparency of the line from **Transparency** field.
6. Click **OK**.

4.2 Rectangle

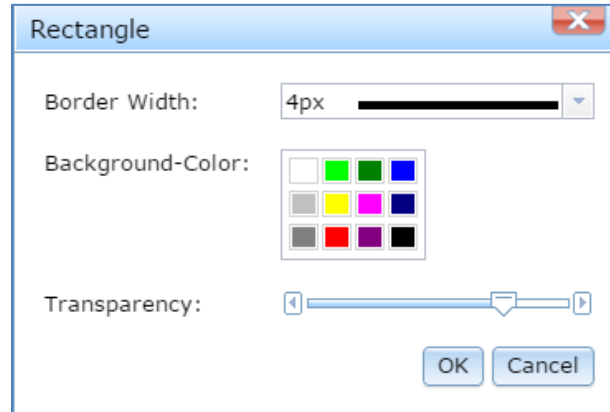
The rectangle annotation tool draws a rectangle with the following available adjustments: line and fill color, thickness, and transparency. The user can perform the following steps to create a rectangle annotation:

1. On the **Annotate** tab, click **Rectangle** ().
2. Click and drag diagonally on the screen and release the mouse button.



Edit Properties of Rectangle


1. Select and right click on the annotation.
2. The **Rectangle Properties** dialog box will appear.



3. *To set the color of the border of the rectangle:* Select the color from the **Color** group in the **Annotations** tab.
4. *To set the width of the rectangle:* Select the width from the **Border Width** drop down box.
5. *To fill color inside the rectangle:* Select the color from the list of colors displayed in the **Background-Color**.
6. *To adjust the transparency of the rectangle:* Slide the bar to adjust the transparency of the rectangle from **Transparency** field.
7. Click **OK**.

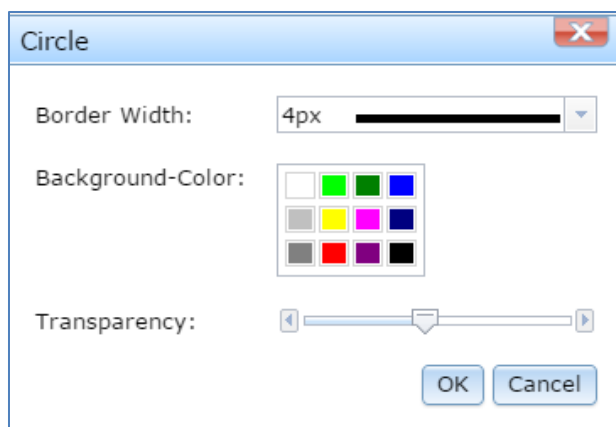
4.3 Circle

The circle annotation tool draws a circle with the following adjustments: line and fill color, thickness, and transparency. The user can perform the following steps to create a circle annotation:

1. On the **Annotate** tab, click **Circle** (.
2. Click and drag diagonally on the screen and release the mouse button.

Edit Properties of Circle


1. Select and right click on the annotation.
2. The **Circle Properties** of dialog box will appear.



3. **To set the color of the border of the circle:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the circle:** Select the width from the **Border Width** drop down box.
5. **To fill color inside the circle:** Select the color from the list of colors displayed in the **Background-Color**.
6. **To adjust the transparency of the circle:** Slide the bar to adjust the transparency of the circle from **Transparency** field.
7. Click **OK**.

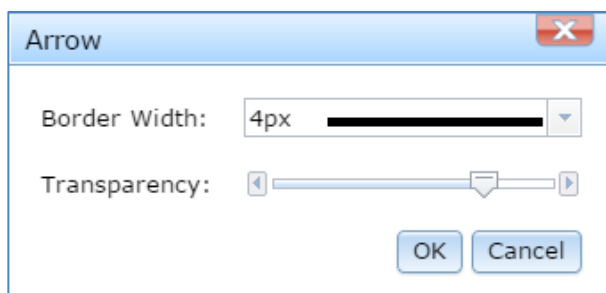
4.4 Arrow

The arrow annotation tool draws a horizontal, vertical or 45° arrow with the following adjustments: color, thickness, and transparency. The user can perform the following steps to create an arrow annotation:

1. On the **Annotate** tab, click **Arrow** ().
2. Click and drag diagonally on the screen and release the mouse button.

Edit Properties of Arrow

1. Select and right click on the annotation.
2. The **Arrow Properties** dialog box will appear.






3. **To set the color of an arrow:** Select the color from the **Color** group in the **Annotation** tab.
4. **To set the width of an arrow:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of an arrow from the **Transparency** field.
6. Click **OK**.

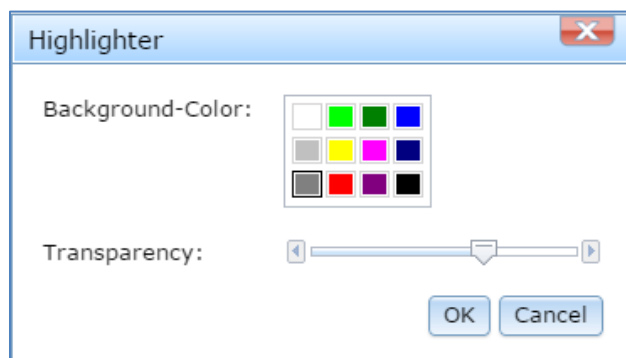
4.5 Highlighter

The highlighter annotation tool provides the user with the ability to provide highlight markups with the viewer. The user can perform the following steps to create a highlight annotation:

1. On the **Annotate** tab, click **Highlighter** (.
2. Click and drag diagonally on the screen and release the mouse button.

Edit Properties of Highlighter

1. Select and right click on the annotation.
2. The **Highlighter Properties** dialog box will appear.




3. **To fill color inside the highlighter:** Select the color from the list of colors displayed in the **Background-Color**.
4. **To adjust the transparency:** Slide the bar to adjust the transparency of the highlighter from the **Transparency** field.
5. Click **OK**.



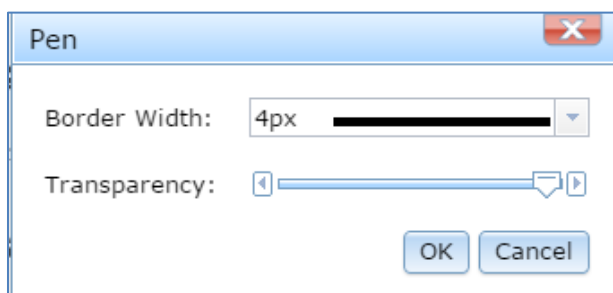
4.6 Pen

The pen annotation tool draws freehand lines and shapes with the following available adjustments: color, thickness, and transparency. The user can perform the following steps to create a freehand line annotation:

1. On the **Annotate** tab, click **Pen** ().
2. Click on the screen and drag the mouse. The mouse will follow your moves. Release the mouse button to end your drawing.

Edit Properties of Pen


1. Select and right click on the annotation.
2. The **Pen Properties** dialog box will appear.



3. **To set the color of the freehand line:** Select the color from the **Color** group in the **Annotation** tab.
4. **To set the width of the freehand line:** Select the desired width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of the freehand line from the **Transparency** field.
6. Click **OK**.

4.7 Text

The text annotation tool enters text on a page with the following available adjustments: size and color of the font and the text box. The user can perform the following steps to create and place any text annotation:

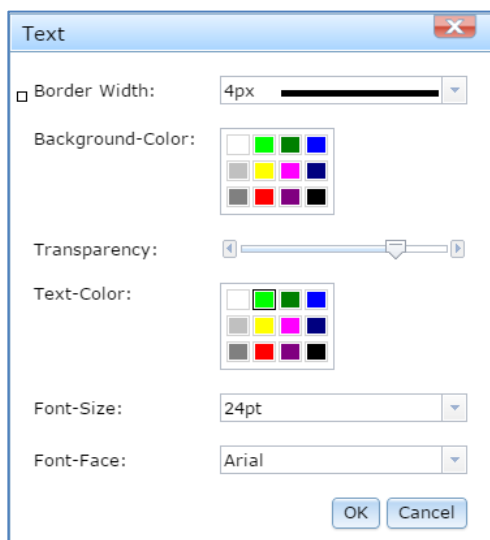
1. On the **Annotate** tab, click **Text** ().
2. Click and drag diagonally on the screen and release the mouse button.



3. Double click on the text box to type text in the box.
4. A cursor will appear on the screen allowing you to type in text.
5. To finish editing text, click anywhere outside the text box.
6. To edit the text later, double click on the text.
7. The text box can be repositioned by dragging the text box border and the size of the text box can be adjusted by dragging the selection handles.

Edit Properties of Text

1. Select and right click on the annotation.
2. The **Text Properties** dialog box will appear.




3. **To set the border color of the text box:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the text box:** Select the width from the **Border Width** drop down box.
5. **To fill color inside the text box:** Select the color from the list of colors displayed in the **Background-Color**.
6. **To adjust the transparency:** Slide the bar to adjust the transparency of the box from the **Transparency**.
7. **To set the color of the text:** Select the color from the list of colors displayed in the **Text Color**.
8. **To set the font size of the text:** Select the size from **Font-Size** drop down box field.
9. **To set the font family of the text:** Select the font family from **Text Font Face** drop down box field.
10. Click **OK**.



4.8 Stamp

This tool allows adding wide variety of readymade or custom made stamps on the document. You can place images and/or text stamps anywhere on the document. The user can choose either from a list of predefined stamps or create their own stamps. The user can perform the following steps to create and place a stamp annotation on the document:

1. On the **Annotate** tab, click **Stamp** (.
2. Select the stamp from the list of available stamps.

For creating
new stamps

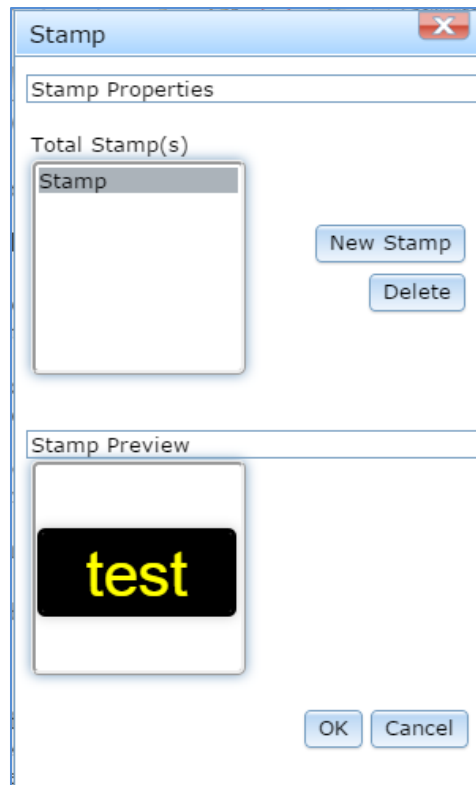


Predefined stamps

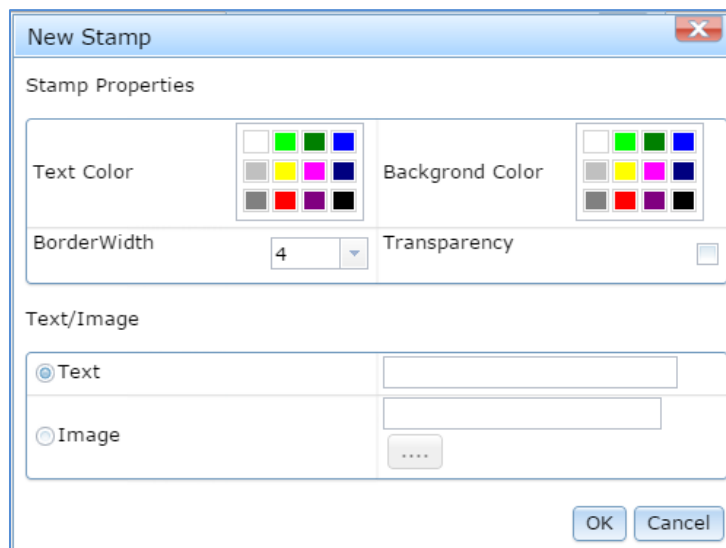
Create New Stamp

All the existing stamps are located in the list of predefined stamps. To create a new stamp, perform the following steps:


1. Click .
2. The **Stamp** dialog box will appear.



3. Click **New Stamp**

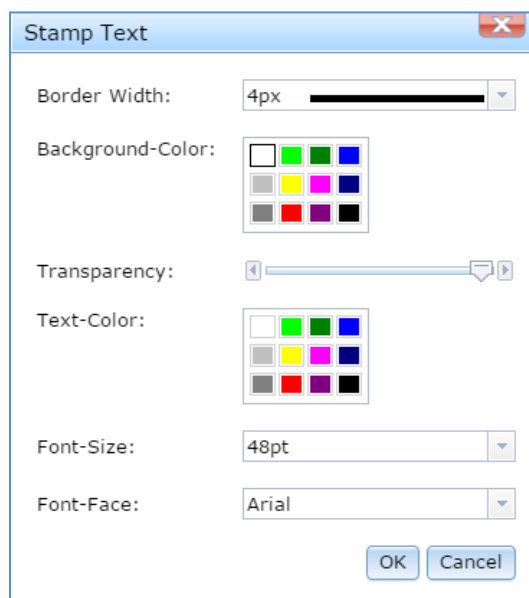




4. Under **Stamp Properties** group, for the new stamp, select the border and text color, thickness and transparency in the **Background-Color and Text-Color, Border-Width** and **Transparency** fields respectively.
5. Under **Text/Image** group, select from the available options the type of new stamp either **Text** or **Image**. For Text stamp, type the name of the stamp in the text box. For Image stamp, click  and explore the image to display. Click **OK**.
6. The newly created stamp will be listed in the **Total Stamp(s)** list box.
7. The preview of the newly created stamp will display in the **Stamp Preview** group.
8. Click **OK**.

Edit Properties of Stamp

1. Select and right click on the stamp.
2. The **Stamp Text** dialog box will appear.



3. **To set the border color of the stamp:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the stamp:** Select the width from the **Border Width** drop down box.
5. **To fill color inside the stamp:** Select the color from the list of colors displayed in the **Background-Color**.





6. **To adjust the transparency:** Slide the bar to adjust the transparency of the stamp from the **Transparency** field.
7. **To set the text color of the stamp:** Select the color from the list of colors displayed in the **Text-Color**.
8. **To set the font size of the text of the stamp:** Select the size from the **Font-Size** drop down box field.
9. **To set the font family of the stamp:** Select the font family from the **Font-Face** drop down box field.
10. Click **OK**.

Delete the Stamp

Perform the following steps to delete any existing or predefined stamps:




1. Click .
2. The **Stamp** dialog box will appear.
3. Select the stamp to delete from the list of available stamps.
4. Click **Delete**.

 You cannot delete all the stamps. There must be at least one stamp available in the list.



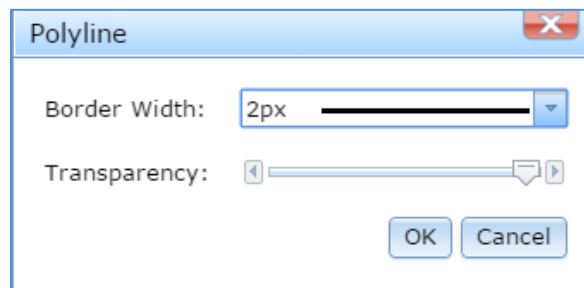
4.9 PolyLine

The polyline annotation is a series of open, connected straight lines. User can perform the following steps to create a polyline annotation:

1. On the **Annotate** tab, click **PolyLine** ()
2. Move the pointer to the place to begin drawing. Click the left button to create the start point, move the pointer, and click to create each segment.
3. To exit, double click the left mouse button.

Edit Properties of PolyLine:

1. Select and right click on the annotation.
2. The **Polyline Properties** dialog box will appear.




3. **To set the color of the polyline:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the polyline:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of the polyline from the **Transparency**.
6. Click **OK**.



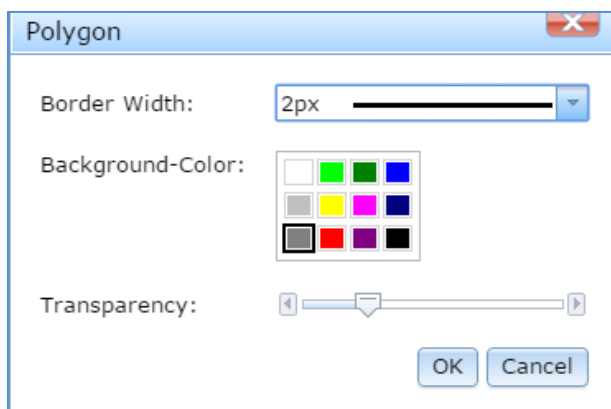
4.10 Polygon

The polygon is a series of closed, connected straight lines with the last line connecting back to the first line to form a complete shape. The polygon can be filled with a color or be transparent. This tool gives you more control and flexibility in creating the desired annotation shape needed by the user. The user can perform the following steps to create a polygon annotation:

1. On the **Annotate** tab, click **Polygon** ()
2. Move the pointer to the place to begin drawing. Click the left button to create the start point, move the pointer, and click to create each segment.
3. To exit, double click the left mouse button.

Edit Properties of Polygon

1. Select and right click on the annotation.
2. The **Polygon Properties** dialog box will appear.




3. **To set the color of polygon:** Select the color from the Color group in the **Annotations** tab.
4. **To set the width of the polygon:** Select the width from the **Border Width** drop down box.
5. **To fill color inside polygon:** Select the color from the list of colors displayed in the **Background-Color**.
6. **To adjust the transparency:** Slide the bar to adjust the transparency of the polygon from the **Transparency**.
7. Click **OK**.



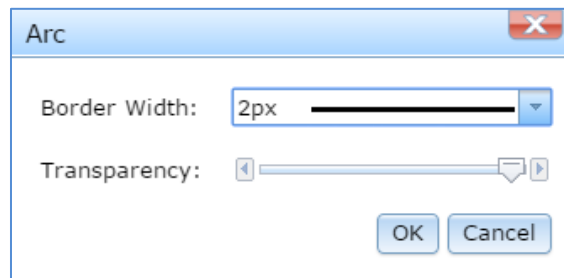
4.11 Arc

The arc annotation tool draws an arc with the following available adjustments: color and thickness. The user can perform the following steps to create an arc annotation:

1. On the **Annotate** tab, click **Arc** (.
2. Move the pointer to the place to begin, and then drag the mouse; create an angle by joining two lines at a vertex.
3. To exit, double click the left mouse button.

Edit Properties of Arc

1. Select and right click on the annotation.
2. The **Arc Properties** dialog box will appear.




3. **To set the color of an arc:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of an arc:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of an arc from the **Transparency**.
6. Click **OK**.



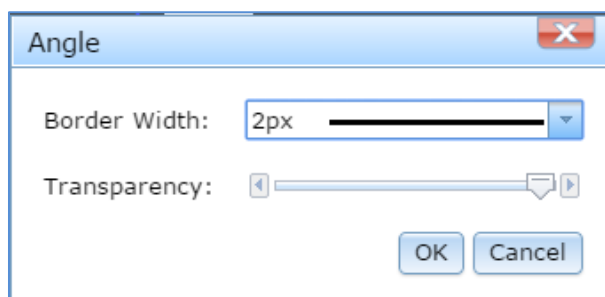
4.12 Angle

The angle annotation tool easily and quickly measures the angle of the image to the nearest degree with the following available adjustments: color and thickness. It consists of two simple lines joined at a vertex to create an angle. The user can perform the following steps to create an angle annotation:

1. On the **Annotate** tab, click **Angle** ().
2. Move the pointer to the place to begin, and then drag the mouse; create an angle by joining two lines at a vertex.
3. To exit, double click the left mouse button.

Edit Properties of Angle

1. Select and right click on the annotation.
2. The **Angle Properties** dialog box will appear.




3. **To set the color of an angle:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of an angle:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of an angle from the **Transparency**.
6. Click **OK**.



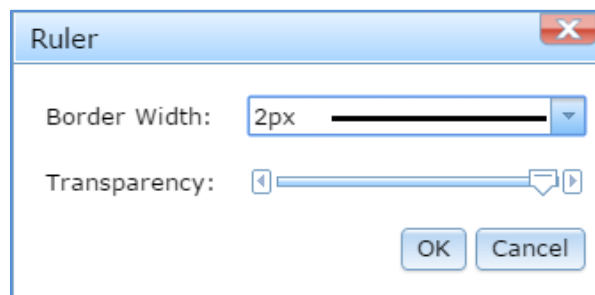
4.13 Ruler

The ruler annotation tool draws a line that is used to measure the distance between two points of the image with adjustments: color and thickness. The user can perform the following steps to create the ruler annotation:

1. On the **Annotate** tab, click **Ruler** (.
2. Move the pointer to the place to begin, and then drag the mouse to the place where it should end, and release the mouse button.

Edit Properties of Ruler

1. Select and right click on the annotation.
2. The **Ruler Properties** dialog box will appear.




3. **To set the color of the ruler:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the ruler:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of the ruler from the **Transparency**.
6. Click **OK**.



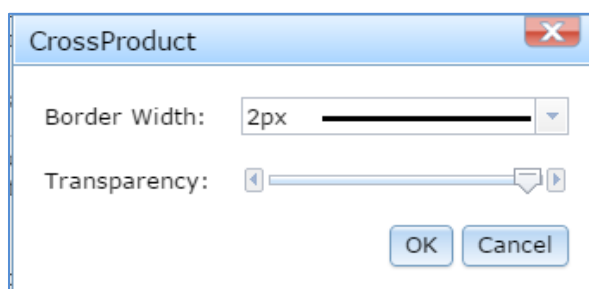
4.14 Cross Product

The cross product annotation tool draws “x” to measure the distance horizontally and vertically between two points of the image with the following available adjustments: color and thickness. The user can perform the following steps to create the cross product annotation:

1. On the **Annotate** tab, click **Cross Product** ().
2. Move the pointer to the place to begin, and then drag the mouse to the place where it should end, and release the mouse button.

Edit Properties of Cross Product


1. Select and right click on the annotation.
2. The **Cross Product Properties** dialog box will appear.



3. **To set the color of the Cross Product:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the Cross Product:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of the cross product from the **Transparency**.
6. Click **OK**.

4.15 Scratch Out

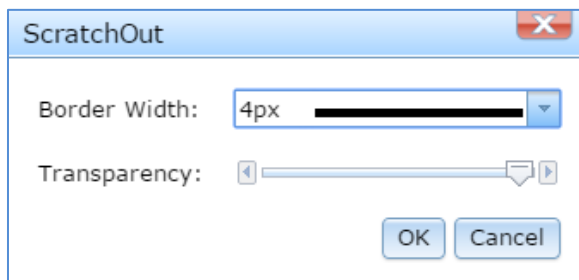
The scratch out annotation tool draws zigzag lines with the following available adjustments: color and thickness. The user can perform the following steps to create the stretch out annotation:

1. On the **Annotate** tab, click **Scratch Out** ().
2. Move the pointer to the place to begin, and then drag the mouse to the place where it should end, and release the mouse button.



Edit Properties of Scratch Out


1. Select and right click on the annotation.
2. The **Scratch Out Properties** dialog box will appear.



3. **To set the color of the Scratch Out:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the Scratch Out:** Select the desired width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of the Scratch Out from the **Transparency**.
6. Click **OK**.

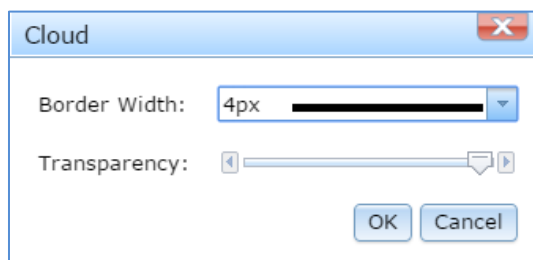
4.16 Cloud

The cloud annotation tool draws cloud with a series of connected lines with adjustments: color and thickness. The user can perform the following steps to draw the cloud annotation:

1. On the **Annotate** tab, click **Cloud** (.
2. Move the pointer to the place to begin, and then drag the mouse to the place where it should end, and release the mouse button.

Edit Properties of Cloud

1. Select and right click on the annotation.
2. The **Cloud Properties** dialog box will appear.






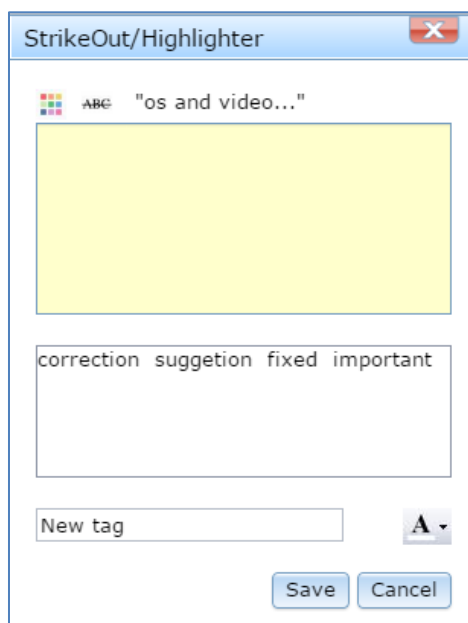
3. **To set the color of the Cloud:** Select the color from the **Color** group in the **Annotations** tab.
4. **To set the width of the Cloud:** Select the width from the **Border Width** drop down box.
5. **To adjust the transparency:** Slide the bar to adjust the transparency of the cloud from the **Transparency**.
6. Click **OK**.

4.17 Strikeout and Highlighter

eViewer provides two commenting tools, strike out and highlight, designed for different commenting tasks. Most comments include two parts: the markup or icon that appears on the page, and a text message that appears in a pop-up note when you select the comment.


Strikeout: The ability to cross out words. After you use this feature, the word remains, but a line is drawn horizontally through the midsection of the letters. Perform the following steps to strike out text in a document:

1. On the **Annotate** tab, click **Strikeout/Highlight** ().
2. Select the text to display with strikeout marks. To do this, place your cursor at the beginning of the text, hold down the left mouse button, drag the mouse across the word or sentence and then release the mouse button.
3. The dialog box will appear.




4. Type the comments in the comments text box area.



5. Click () to change the color of the comment area. The color palette will appear. Select the color from the list of available colors.
6. Select the tag for comments – *correction*, *suggestion*, *fixed* or *important*.

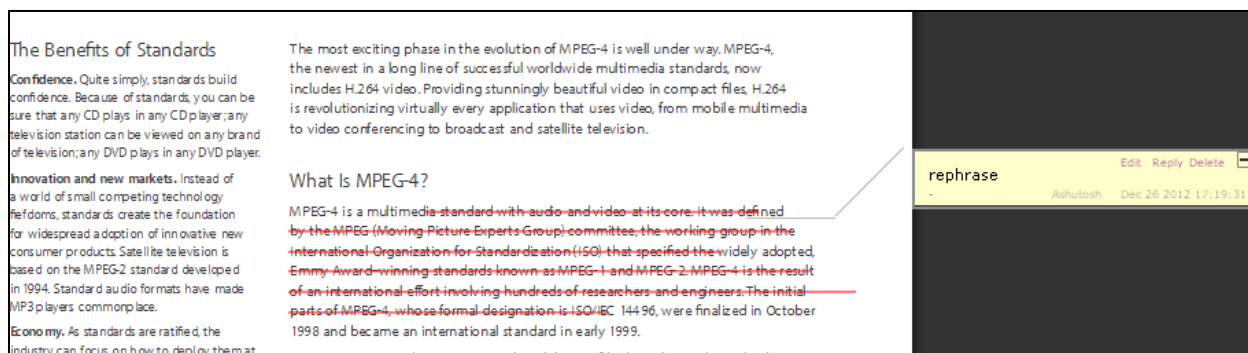
- To provide the new tag to the comment, click **New tag** text box.





- Clicking the box will bring the text box in an editable mode.
- Provide the new tag name.
- Click .
- The new tag has been added in the tag list.

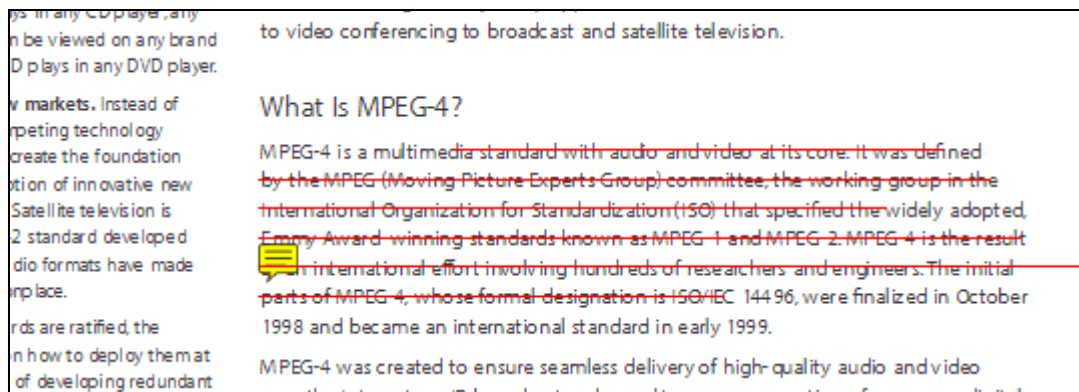
7. Click **Save**.


8. The comment is displayed at the right hand side of the viewer within the comment box.



The screenshot shows a document titled 'The Benefits of Standards' and 'What Is MPEG-4?'. On the right side, there is a comment box with the text 'rephrase' and a timestamp 'Ashutosh Dec 26, 2012 17:19:31'. The comment box has buttons for 'Edit', 'Reply', and 'Delete'.

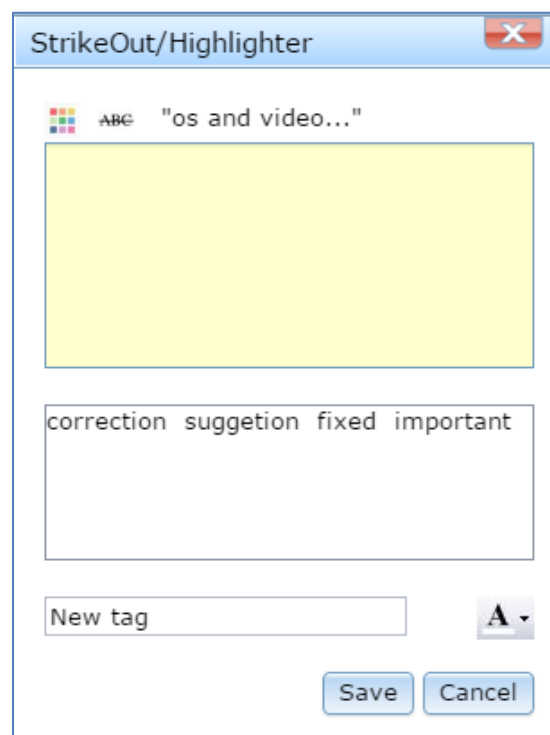
9. Click **Edit** to re-edit the comment.
10. Click **Reply** to reply with your valuable feedback on the existing or reviewed comments.
11. Click **Delete** to delete the comment.
12. Click () to minimize the comment box.
13. The () icon is displayed at the strike out text.



14. Click () to read the strikeouts comment.

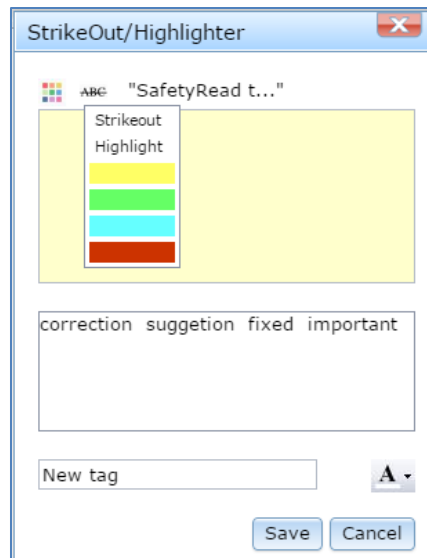
Highlight text: The user can perform the following steps to highlight text in a document.

1. Select the text to display with the highlighted color. To do this, place the cursor at the beginning of the word, hold down your left mouse button, drag the mouse across the word or sentence and then release the mouse button.
2. The box will appear.





3. Click (ABC).
4. The pop up window will appear.



5. Click **Highlight** and select the color from the list of available colors to highlight text with the selected color.

If you do not select color, the text will be highlighted with the default selected color.

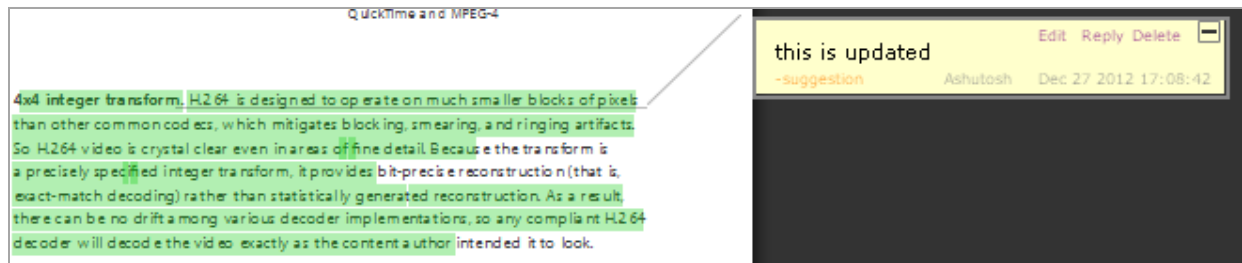
6. Provide the comments in the comment area.
7. Click (ABC) to change the color of comment area. The color palette will appear. Select the required color from the list of available colors.
8. Select the tag for the comments – *correction*, *suggestion*, *fixed* or *important*.




- To provide new tag to the comments, click **New tag** text box.



- Clicking the box will bring the text box in an editable mode.
- Type the new tag name.
- Click .
- The new tag has been added in the tag list.


9. Click **Save**.
10. The comment has been highlighted in the page and is displayed in the right hand side of the viewer within a comment box.

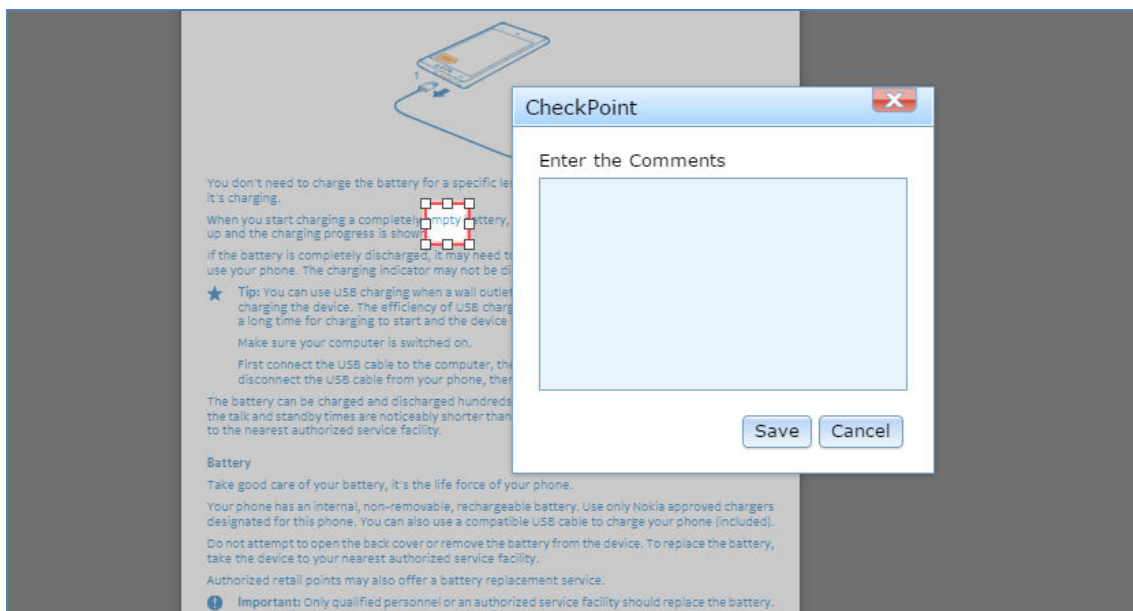


11. Click **Edit** to re-edit the comment.
12. Click **Reply** to reply with your valuable feedback on the reviewed comments.
13. Click **Delete** to delete comment.
14. Click () to minimize comment box.
15. The () icon is displayed at the highlighted text.
16. Click () to read the comment of the highlighted text.

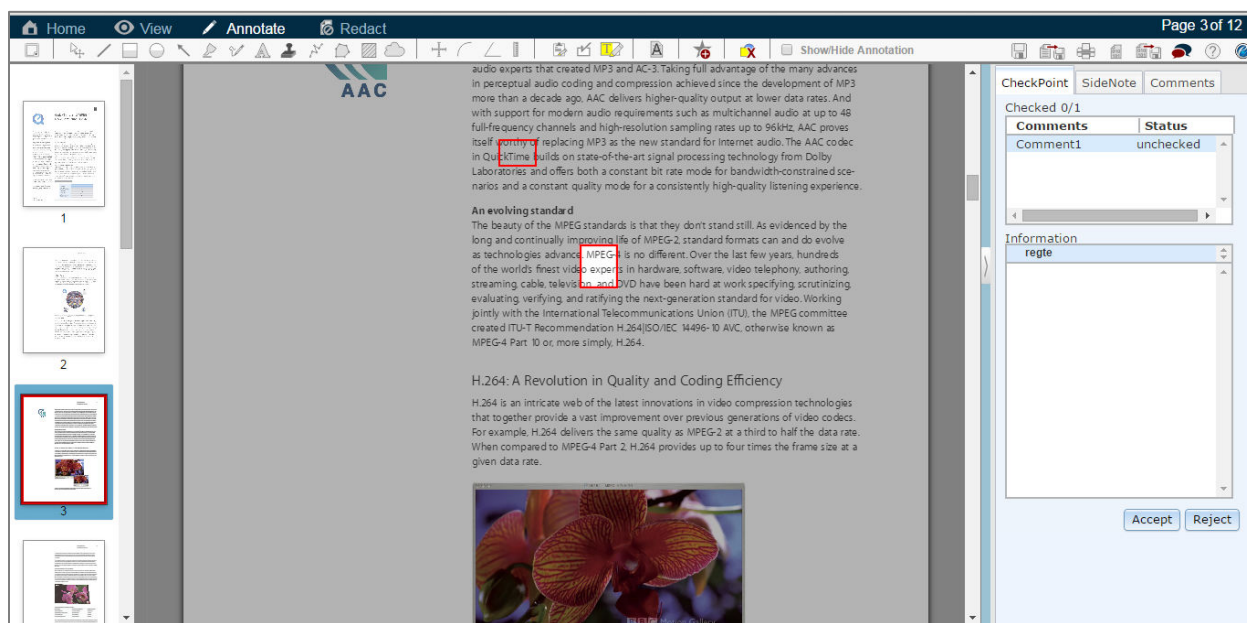
4.18 Check Point

The Check Point annotation is a great tool to assist users in reviewing and verifying forms. Users open the Check Point pane to quickly jump from area to area, verifying the information according to the instructions and mark each item as “Approved” or “Rejected”. The user can perform the following steps to add a checkpoint annotation on any specific area of the document:

1. On the **Annotate** tab, click **Check Point** () annotation tool.
2. The pointer will change to tick mark.
3. Move the pointer to the place to begin. Click and drag diagonally on the screen and release the mouse button.
4. The comments dialog box will appear.



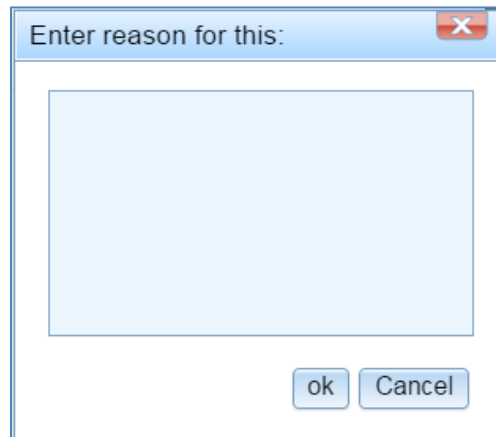
5. Type the comments for the checkpoint in the text box and click the **Save**.
6. The CheckPoint dialog box will pop up from the right hand side with your comments and two buttons – **Accept** and **Reject**.



7. The reviewer will review the comments and if agree, will '**Accept**' the comments otherwise '**Reject**'. Upon Accepting, the status will change from **unchecked** to **Approved** and other requisite information such as Approver's name with date and time will appear in the **Information** section.




8. On rejecting, the pop up will appear asking the reason of rejection. Type the reason in the provided text box and click **OK**.

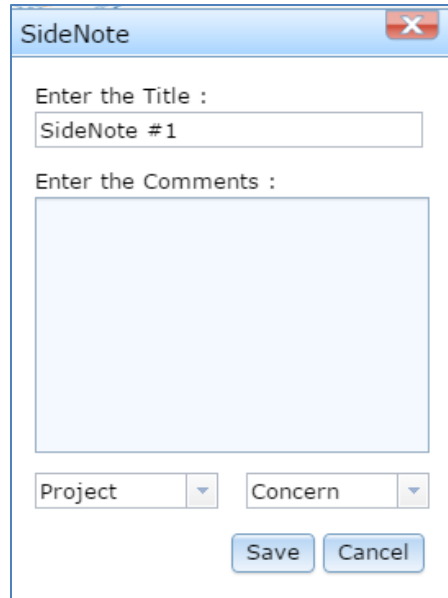


9. On Rejecting, the status will change from **unchecked** to **Rejected** and other requisite information such as Rejecters name with date and time and the reason of rejecting will appear in the **Information** section.

4.19 SideNote

The SideNote annotation enables reviewers to step through each Note annotation in the opened documents or images, review and add additional information and comments regarding an annotation, along with a complete audit trail of the comments. The user can perform the following steps to add a sidenote on any specific area of the document:

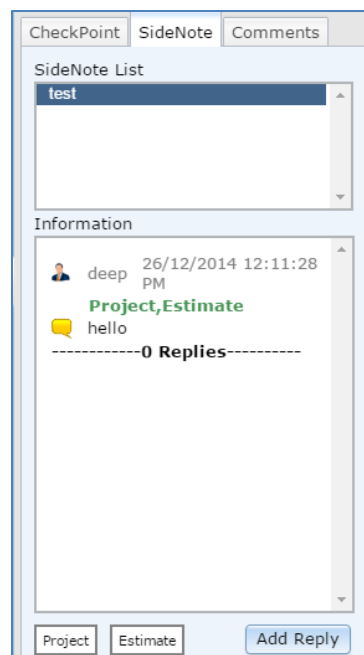
1. On the **Annotate** tab, click **SideNote** () annotation tool.
2. Move the pointer to the place where you want the sidenote to begin. Click and drag diagonally on the screen and release the mouse button.
3. The comments dialog box will appear.



A dialog box titled "SideNote" with a close button (X) in the top right corner. It contains the following fields and controls:

- Enter the Title :** A text input field containing "SideNote #1".
- Enter the Comments :** A large, empty text area for comments.
- Project :** A dropdown menu with a downward arrow.
- Concern :** A dropdown menu with a downward arrow.
- Save** and **Cancel** buttons at the bottom right.

4. Type the title name of the side note in **Enter the Title**.
5. Type the comments in the comments area.
6. Select the option from the list of available options in both the drop down boxes.
7. Click **Save**.
8. The SideNote dialog box will pop up from the right hand side with your comments and the selected options.



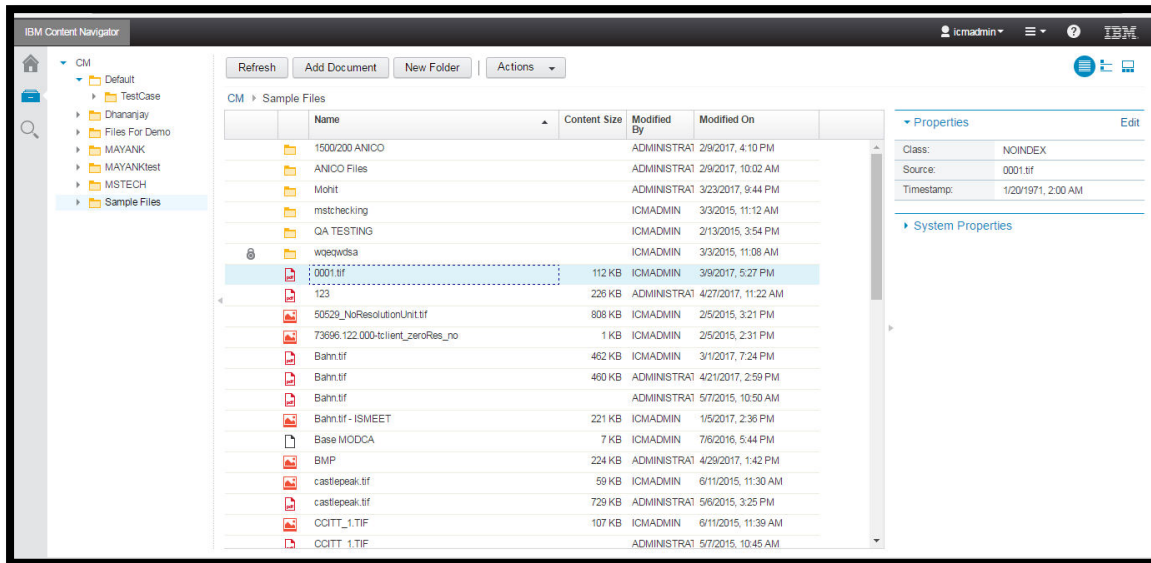
A panel with three tabs: "CheckPoint", "SideNote", and "Comments". The "SideNote" tab is active. It displays the following information:

- SideNote List:** A list box containing the item "test".
- Information:** A section showing a comment by user "deep" on "26/12/2014 12:11:28 PM". The comment text is "Project, Estimate" (in green) followed by "hello" (in blue). Below the comment, it says "-----0 Replies-----".
- Buttons:** At the bottom, there are buttons for "Project", "Estimate", and "Add Reply".

9. Click **Add Reply** to reply the comments.



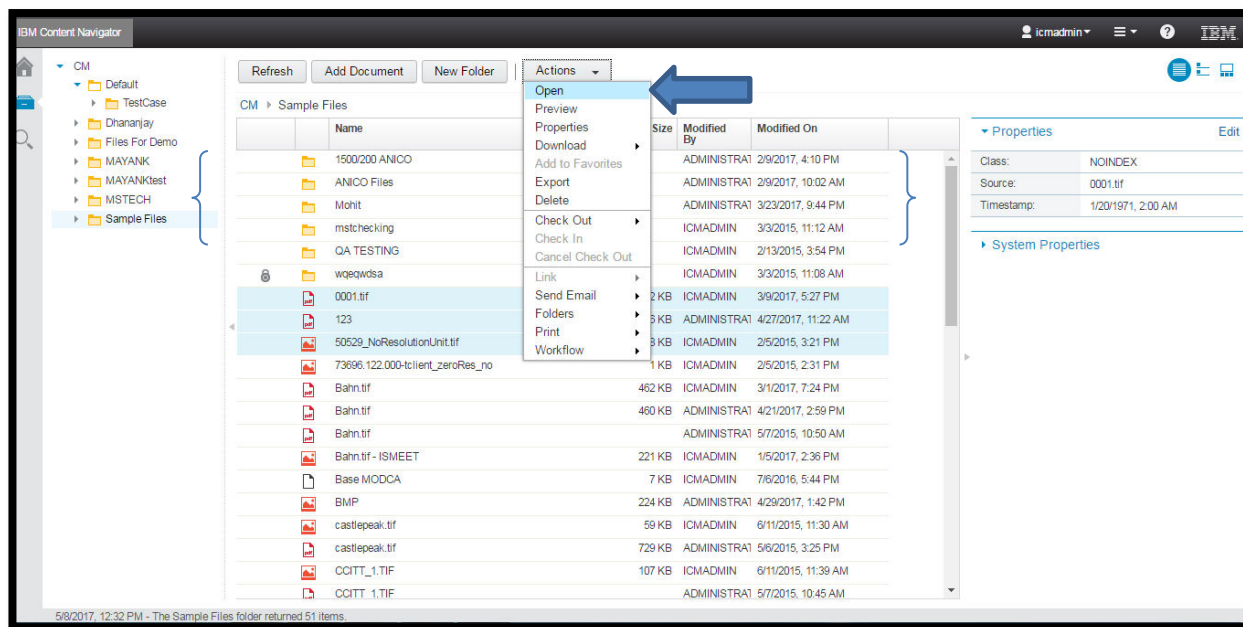
4.20 Launching eViewer from ICN IBM Content Navigator



In ICN (IBM Content Navigator), the 'Open Browse View' contains various files and folders. The user can select document to meet the desired purpose in 'eViewer'. It customizes user interface and offers usability enhancements for developers, administrators, and users alike. The viewer contains vivid fields like 'Refresh', 'Add Document', 'New Folder', and 'Actions' – to help user with editing and other related tasks.



Further to add, the user can select multiple files and get it uploaded in eViewer, all at the same time. The user can select desired number of files; by and by press the open button. This provides support of seamless viewing to the user. The phenomenon is clearly illustrated in the below placed figure, where three files are selected and 'Open' button is pressed to view the selected file in viewer at the same time.

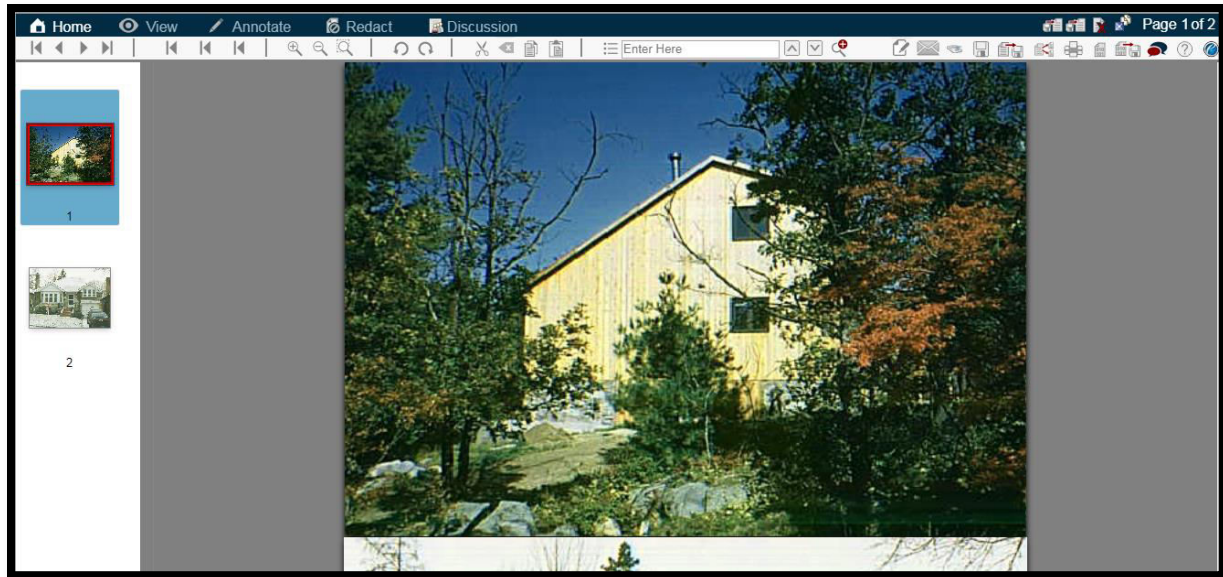


5. Annotation Text Search

A quick and customized 'annotation text search' contributes immensely in delivering the efficient output. This is an advance search to harness, offerings of annotations that exists in one form or another. Its major highlights include,

- The user will find full text search capabilities with index based processing.
- The user can instantly reach at annotation - containing selective text written in search button.

The first step for user is to click at an icon of annotation text search. An icon is marked by arrow sign in the below placed figure.

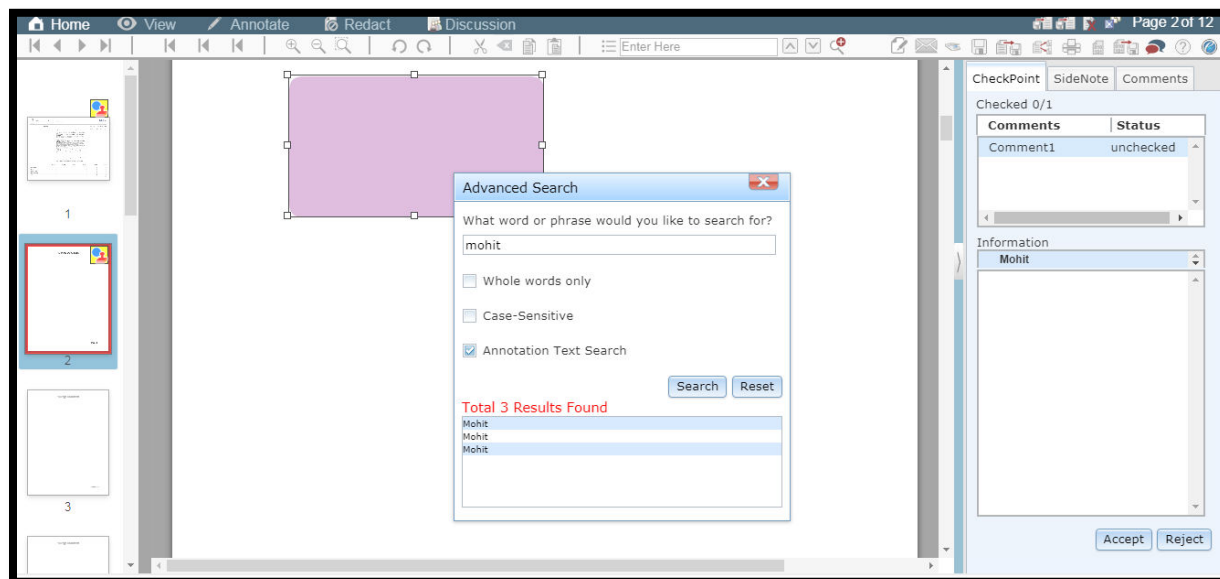
**Illustration:**

The vivid annotations are drawn with requisite text in the uploaded document – at eViewerHTML5. The user can easily search the text written in annotations by clicking the search icon, exclusively meant for annotations text searching.



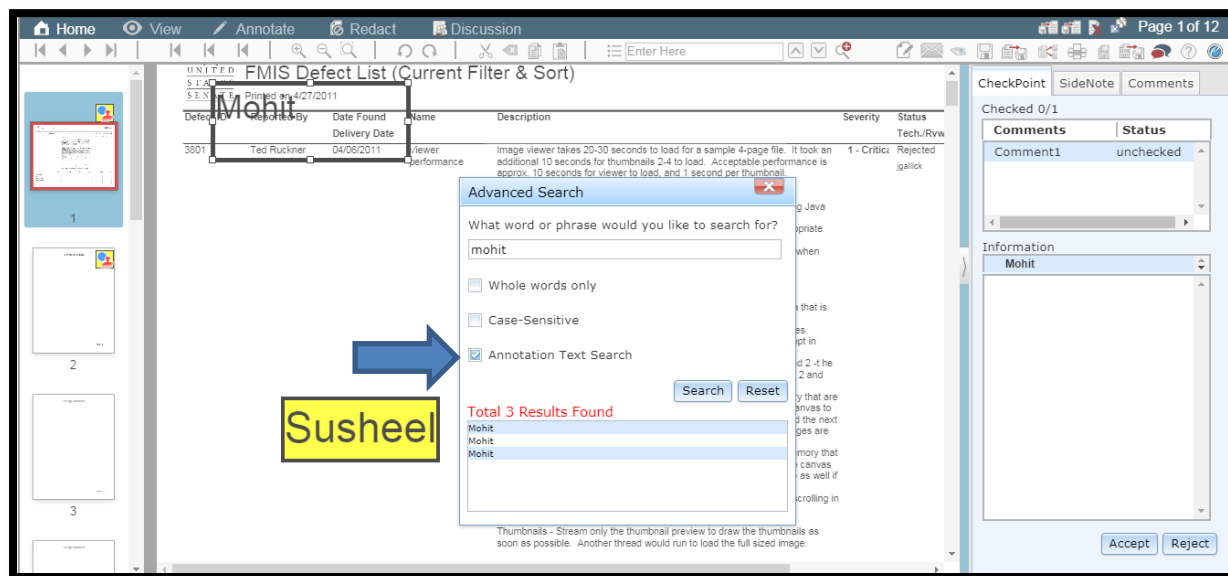
Text searching

There are vivid annotations drawn, available in eViewer HTML5 – where, user can easily find the text in annotation by using annotating text search. The click at icon will display the window of advance search containing features like 'Whole words only', 'Case sensitive', and 'Annotation text search' – to meet the user needs. Here, it is required from user side to click the checkbox with desired features to get the desired results. The phenomenon is figuratively illustrated underneath:

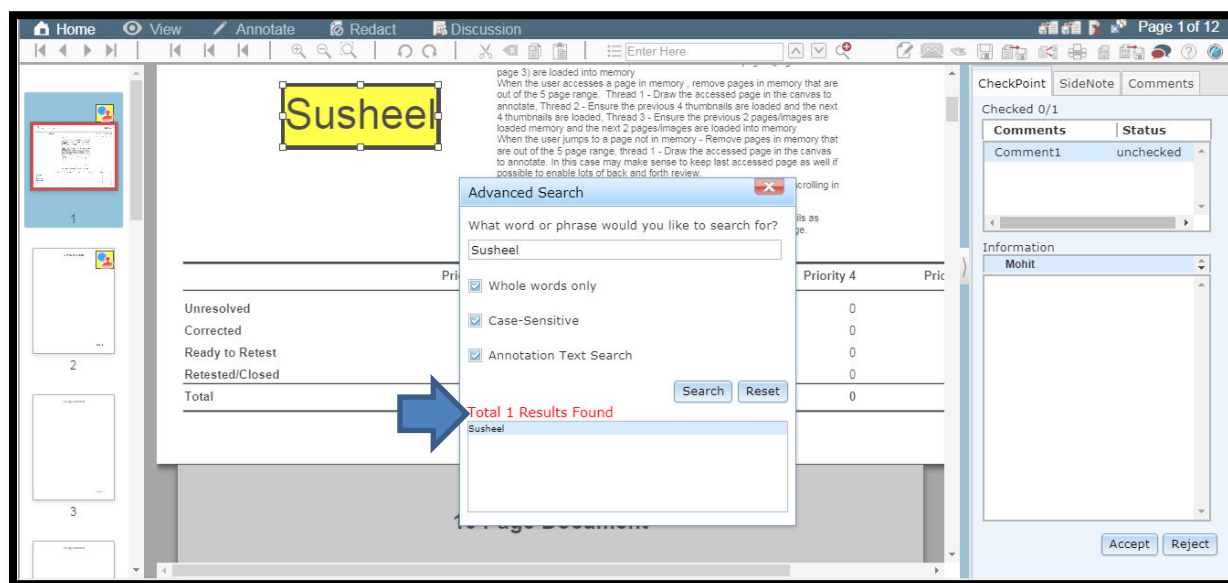




- In case, the user has clicked the checkbox of annotation text search - the corresponding results will be found. The output obtained is figuratively illustrated underneath. Here, you can see that three results are found with the provided user input (i.e., mohit).



- In another case, user has selected all the three available features (i.e., Whole words only, Case-sensitive, and Annotation text search) – then, accordingly the corresponding results will be found. The explanation is figuratively illustrated underneath. Here, you can see that only one result is found with the provided user input (i.e., Susheel).




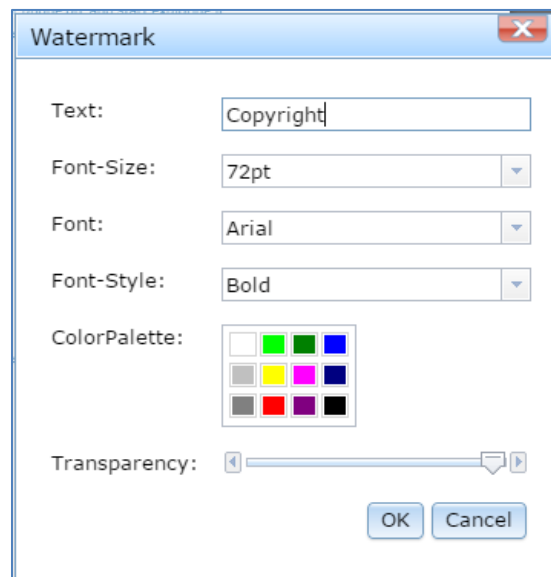


6. Adding Watermarks

Watermarks are text or pictures that appear behind the document text. They often add interest or identify the document status, such as marking a document as a Draft, Confidential, and Urgent.

eViewer provides a list of standard watermarks, or the user can create their own custom watermark, such as company logo. The user can perform the following steps to create a watermark:

1. On the **Annotate** tab, click **Add Watermark** ().
2. The **Watermark** dialog box will appear.





3. Provide the details of the watermark corresponding to each field.
4. Click **OK**.
5. The watermark will be added on each page of the document.



7. Bookmarking Pages in a Document

A user working with a large document needs to return to a specific location in the document for any purpose, Bookmark feature can prove invaluable. Rather than having to scroll through the pages of the document, user can quickly jump to the marked page with this feature. The user can perform the following steps to add bookmark:

1. Go to the Thumbnail Window that lists all the pages of the document. If it is not open, go to the **View** tab, select **Thumbnail** check box.
2. Hover mouse on the desired pages to place bookmark.
3. The blue color icon () will display at the top left corner of the page.
4. Click ().
5. The selected page has been bookmarked successfully.
6. Repeat the above steps to add multiple bookmarks in the document.

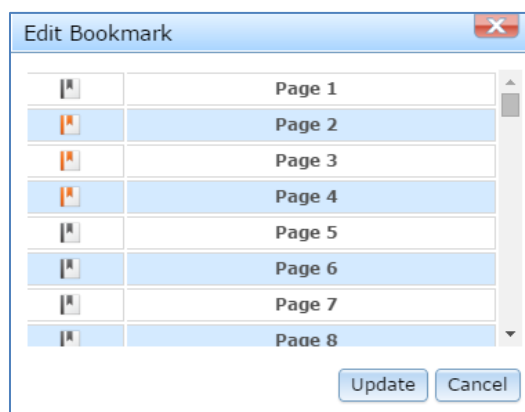
Edit/remove bookmark pages:

Bookmarks can be edited/removed by one of the following ways:


- Menu option
- Thumbnail Window option







Through Menu Option:

1. On the **Annotate** tab, click **Add Bookmark** ().
2. The **Edit Bookmark** dialog box listing bookmarked and unbook marked pages of the document will appear.







The icon () corresponding to the pages are bookmark pages.

3. To remove bookmark from any specific page, click () icon corresponding to that page.
4. The () icon will become () signifies that bookmark has been removed successfully from the selected page.
5. To add bookmark on the page, click () icon corresponding to the page. The () icon will become () signifies that bookmark has been added successfully on the selected page.
6. Click **Update**.

Through Thumbnail Window:

1. Go to the Thumbnail Window that lists all the pages of the document. If it is not open, go to the **View** tab, select **Thumbnail** checkbox.
2. The pages marked with blue color icon () are bookmark pages(s).
3. To remove bookmark from the page, click () icon corresponding to that page.
4. The icon will disappear from the selected page, signifies that the bookmark has been removed successfully from the page.



8. Search

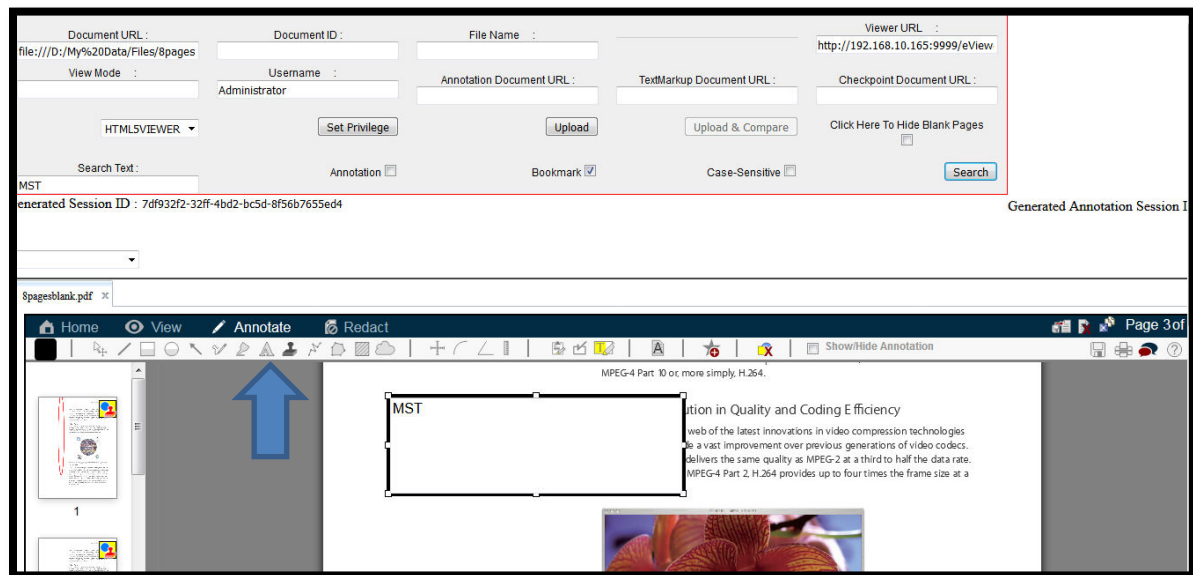
The user will get search functionality for bookmark and annotation. It also includes the feature of 'Case-Sensitive' to give specified, precise and quick search.

8.1 Bookmarks

It comprises of the following steps.

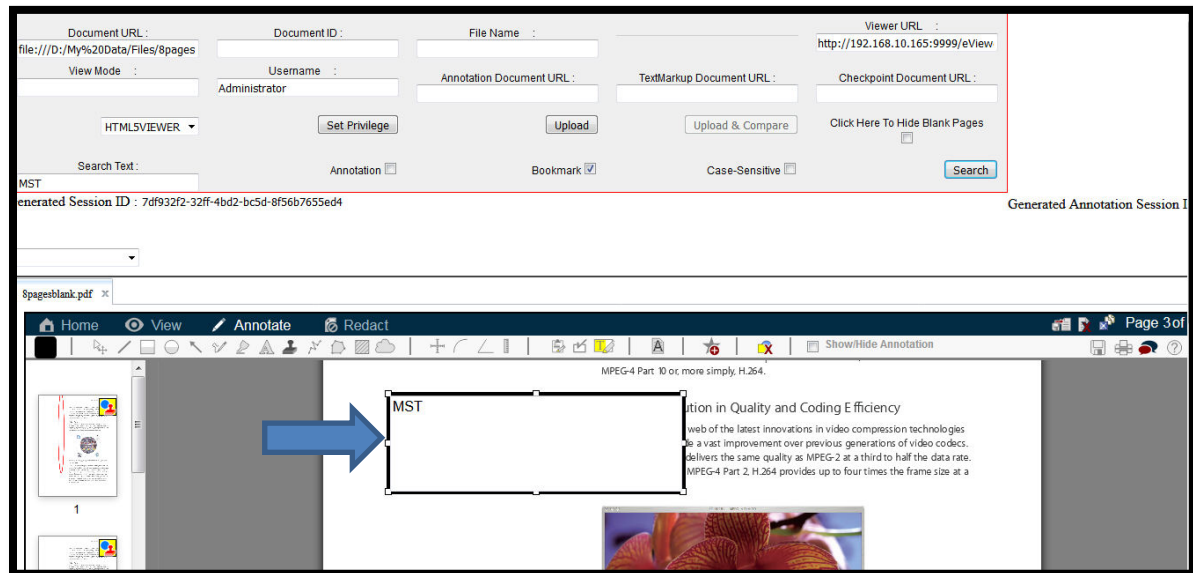
Step 1: Upload the document

Step 2: Select the text annotation to bookmark the text. It is highlighted with the arrow mark in the below placed figure.

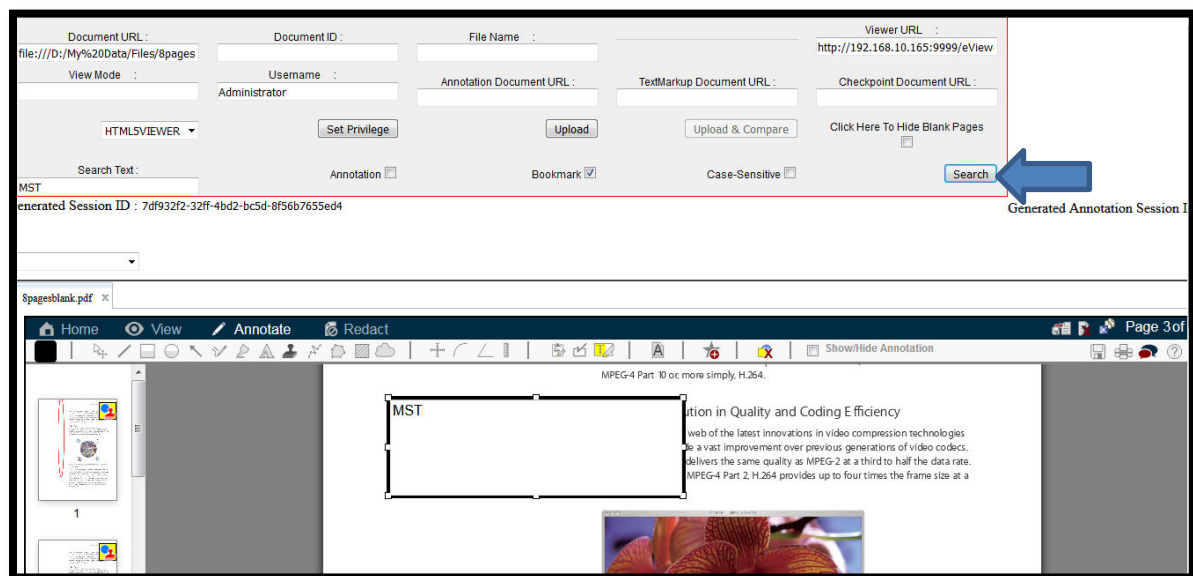




Step 3: Draw the annotation and write the text (e.g., MST). It is highlighted with the arrow mark in the below placed figure.

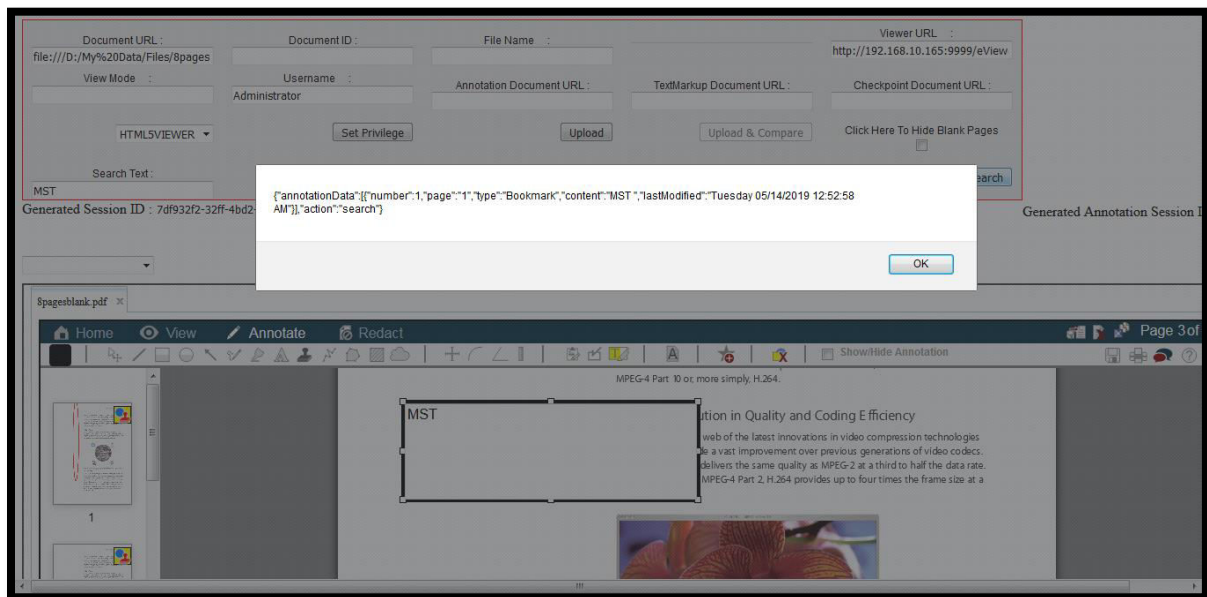


Step 4: Press the search button. It is highlighted with the arrow mark in the below placed figure.





Step 5: The output result will be as displayed below.



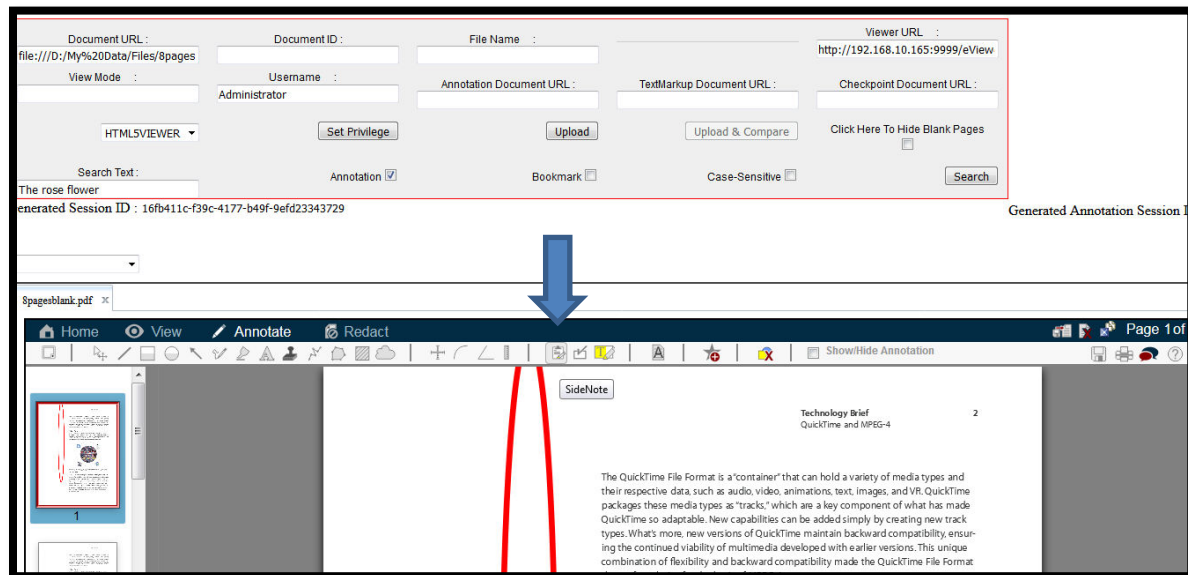


8.2 Annotation

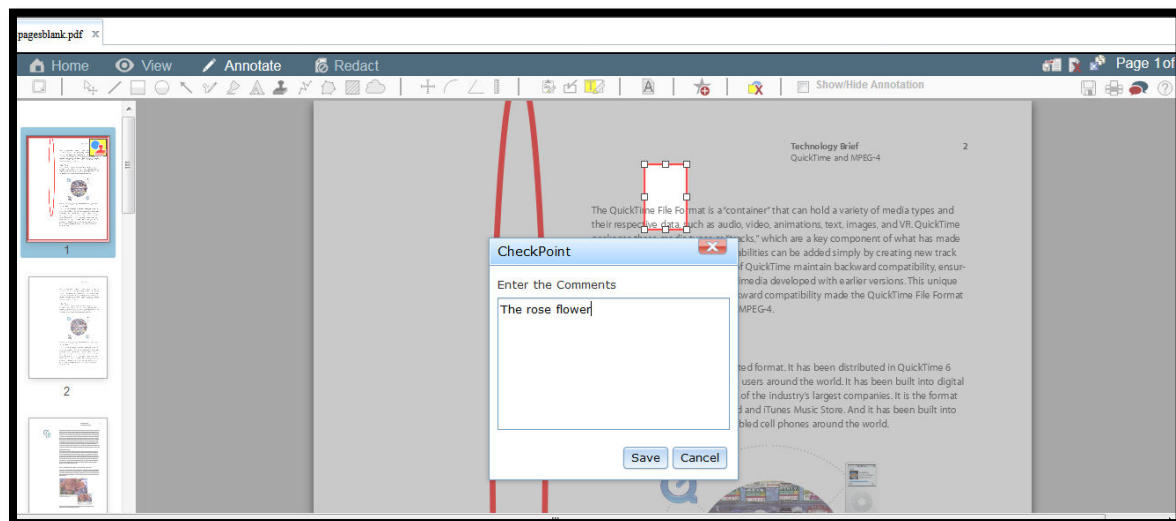
The application supports four annotations (i.e., SideNote, Check Point, Strikeout/Highlight, and Stamp).

1.1 SideNote annotation

Step 1: Click at SideNote annotation. It is highlighted by arrow mark in the below placed figure.

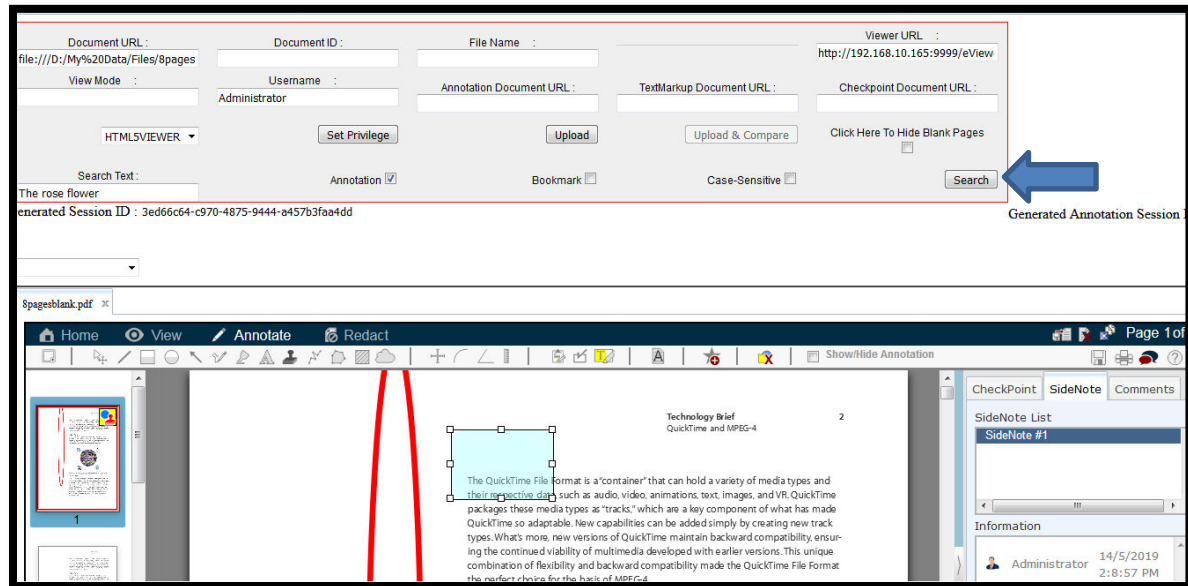


Step 2: Enter the comment in the form displayed and click at save button. This is figuratively illustrated underneath.

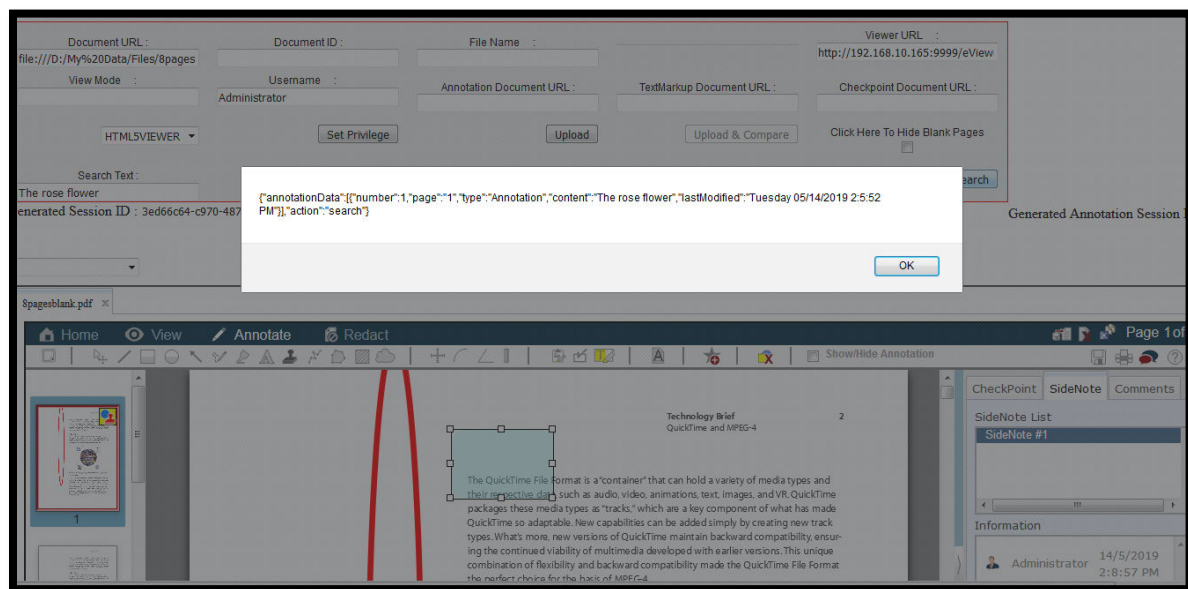




Step 3: Click at search button. It is highlighted by arrow mark in the below placed figure.



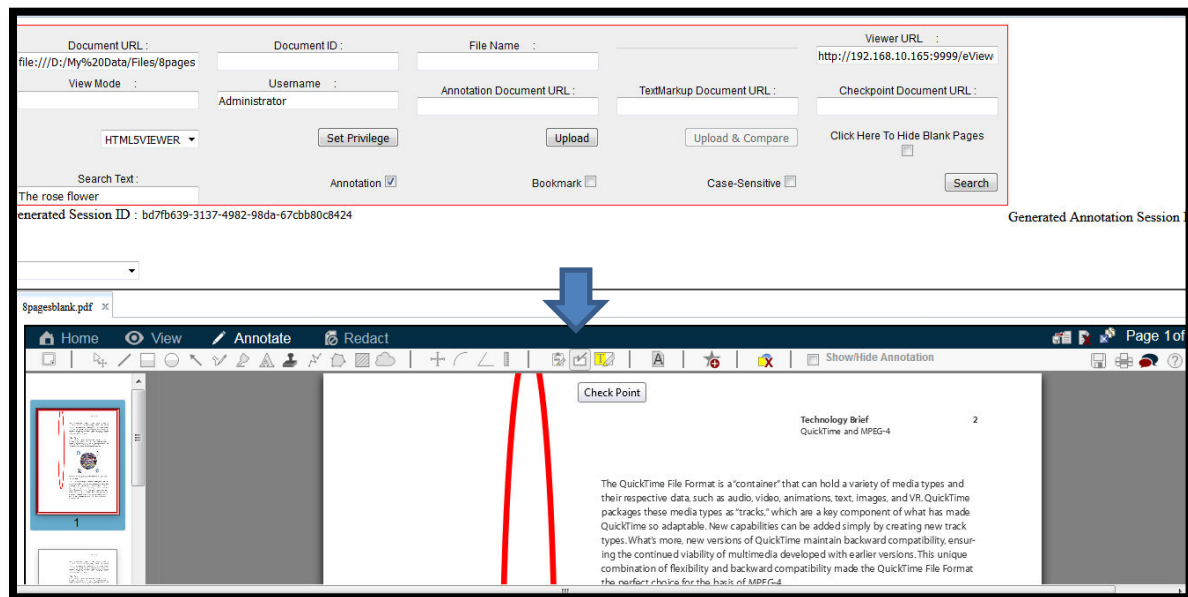
Step 4: The output is obtained. Press the 'OK' button. This is figuratively illustrated underneath.



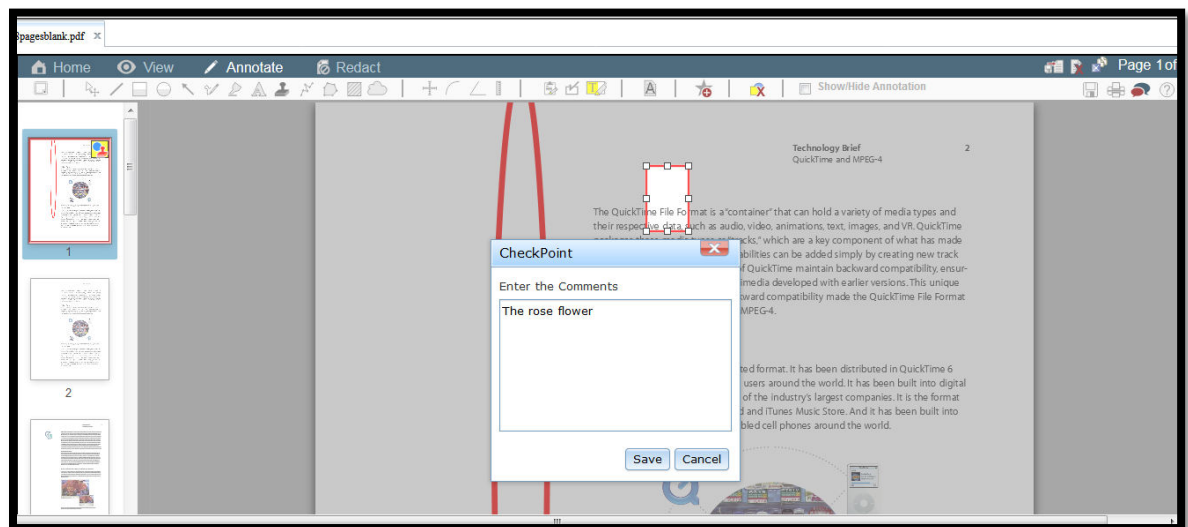


1.2 Check Point

Step 1: Click at 'Check Point' annotation. It is highlighted by arrow mark in the below placed figure.

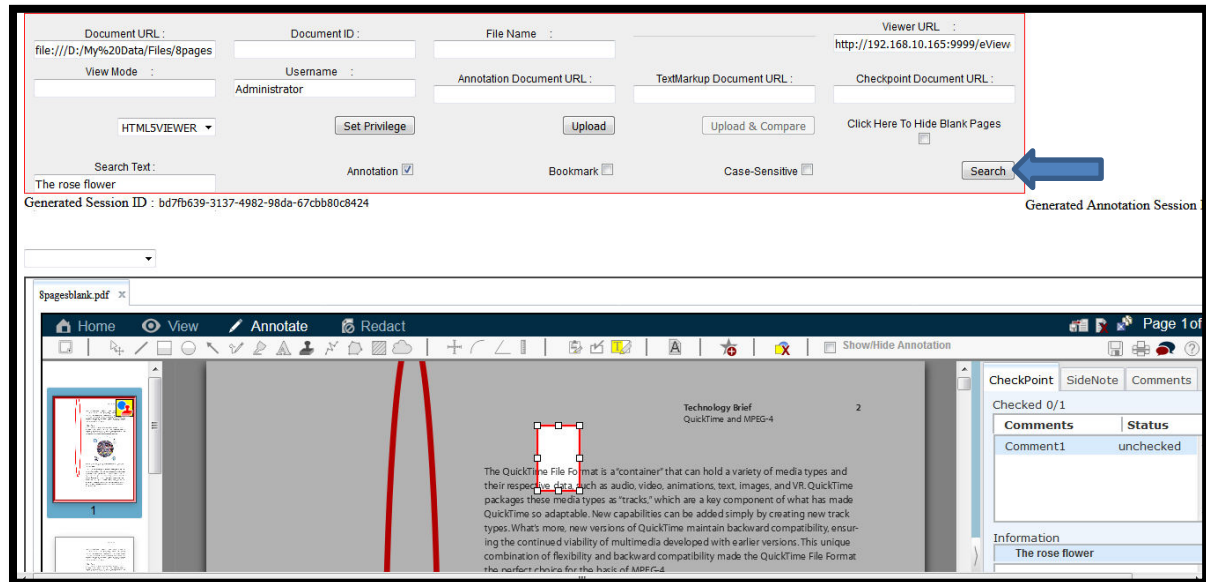


Step 2: Enter the comment in the form displayed and click at save button. This is figuratively illustrated underneath.

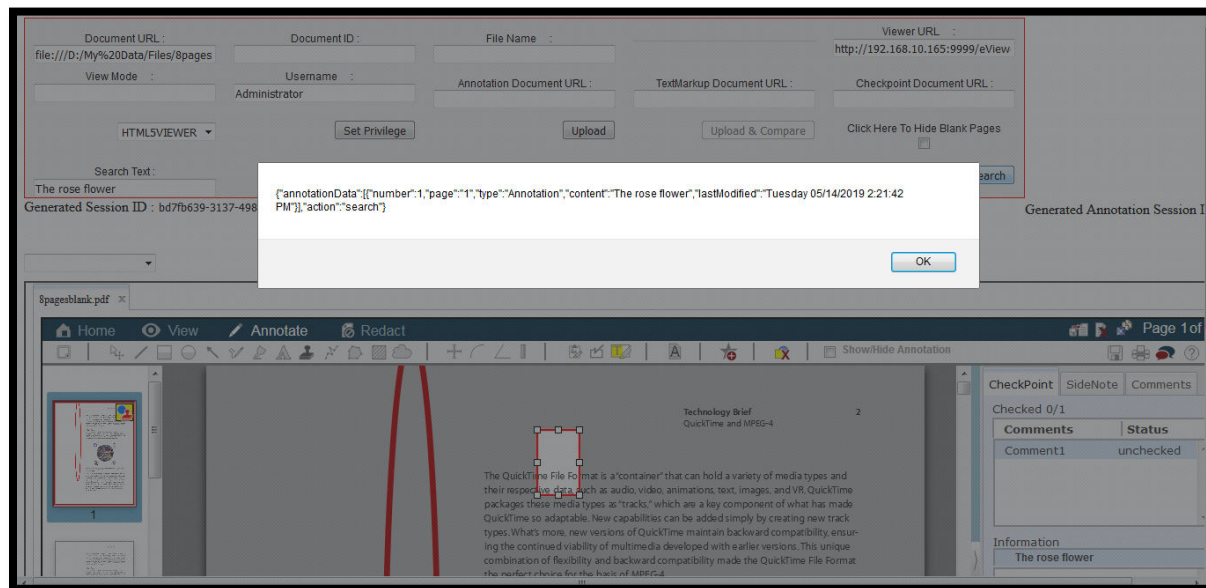




Step 3: Click at search button. It is highlighted by arrow mark in the below placed figure.



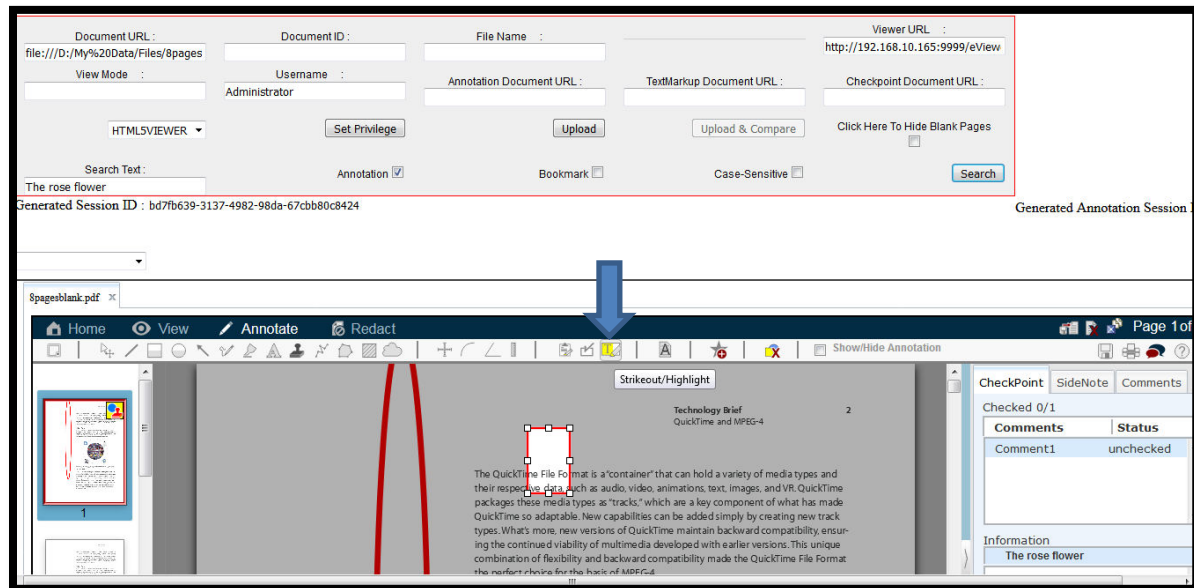
Step 4: The output is obtained. Press the 'OK' button. This is figuratively illustrated underneath.



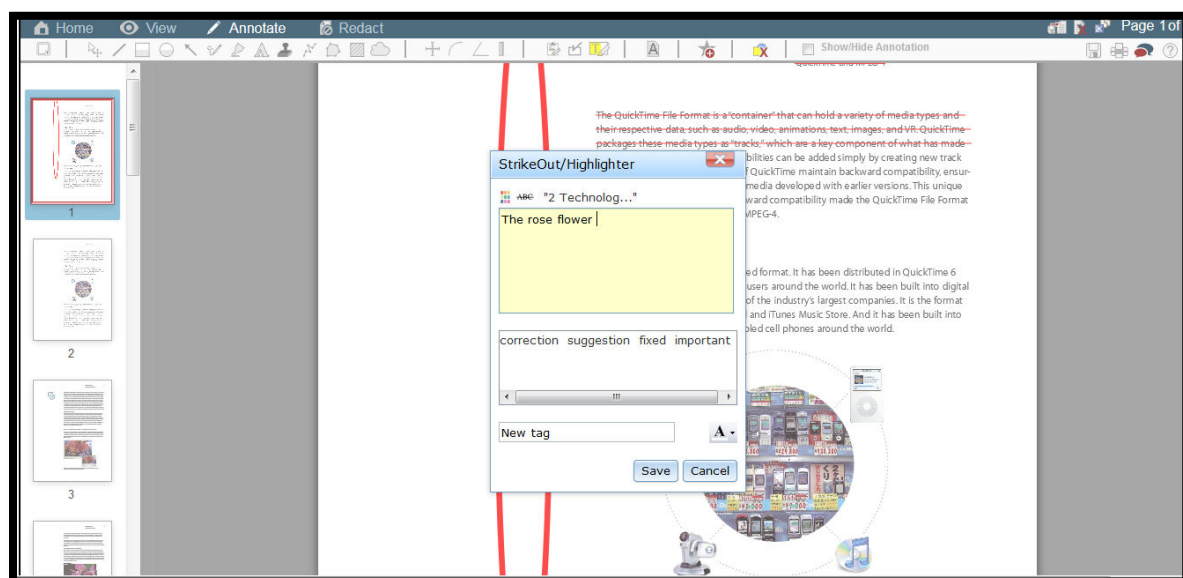


1.3 Strikeout/Highlight

Step 1: Click at 'Strikeout/Highlight' annotation. It is highlighted by arrow mark in the below placed figure.

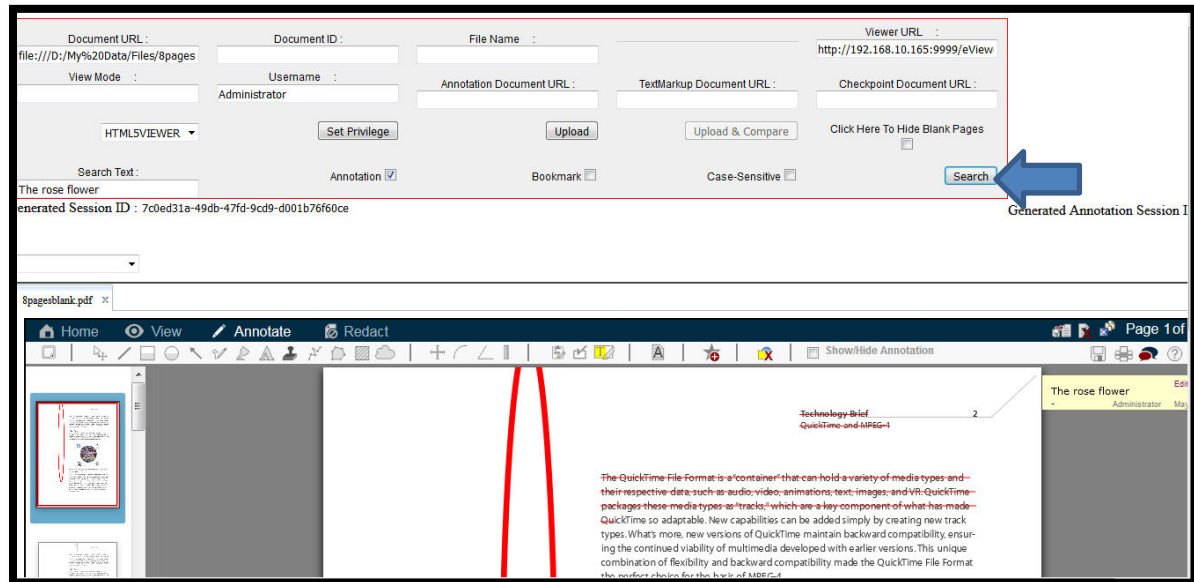


Step 2: Enter the comment in the form displayed and click at save button. This is figuratively illustrated underneath.

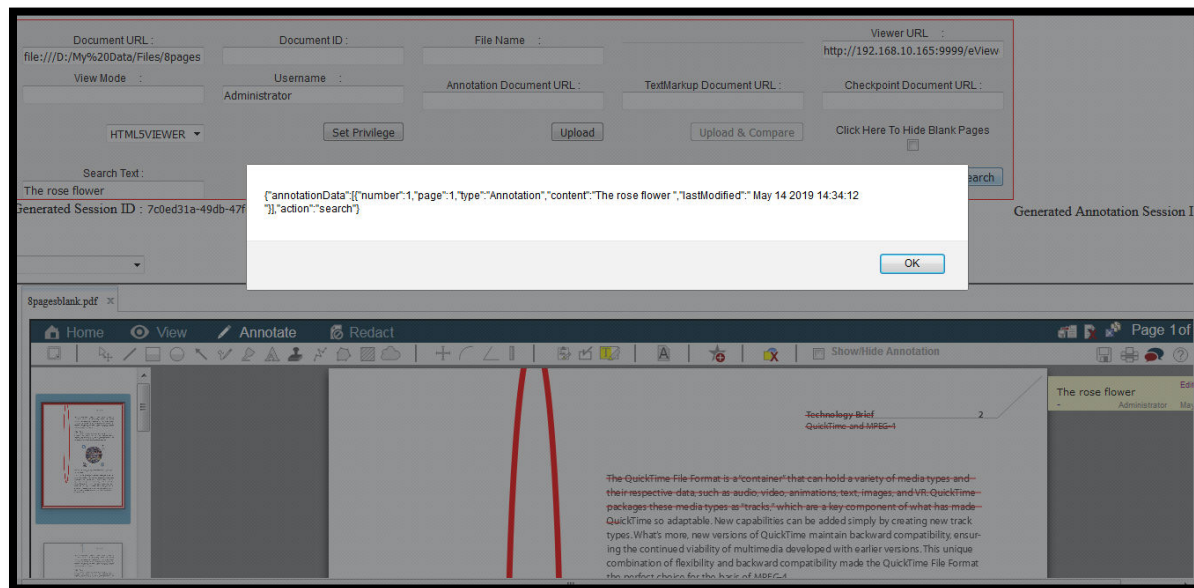




Step 3: Click at search button. It is highlighted by arrow mark in the below placed figure.



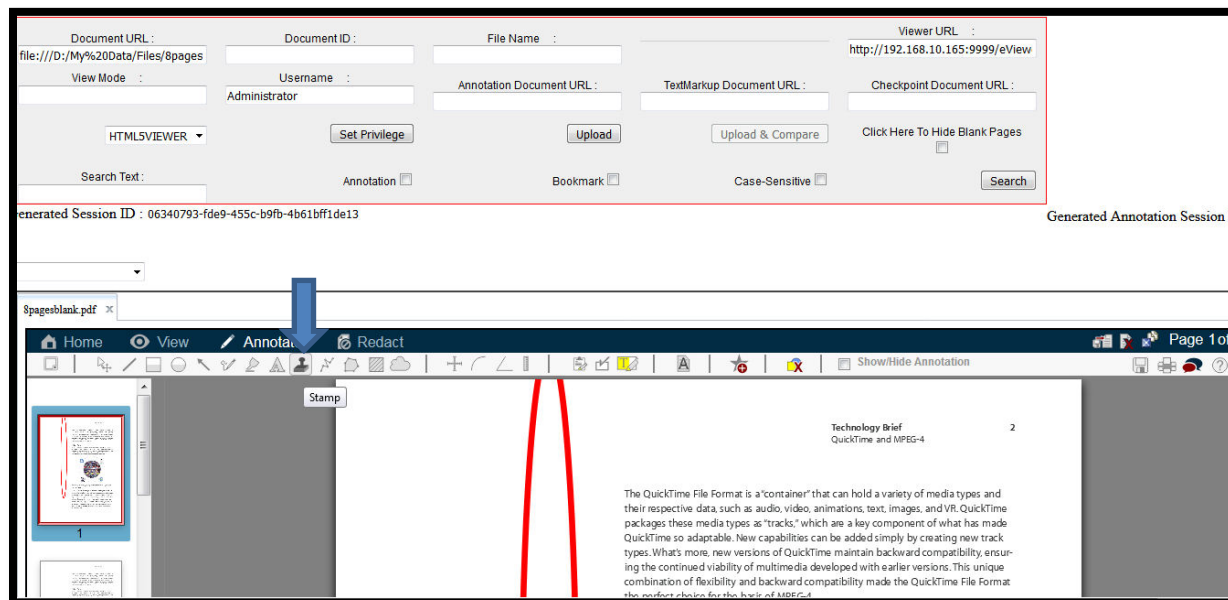
Step 4: The output is obtained. Press the 'OK' button. This is figuratively illustrated underneath.



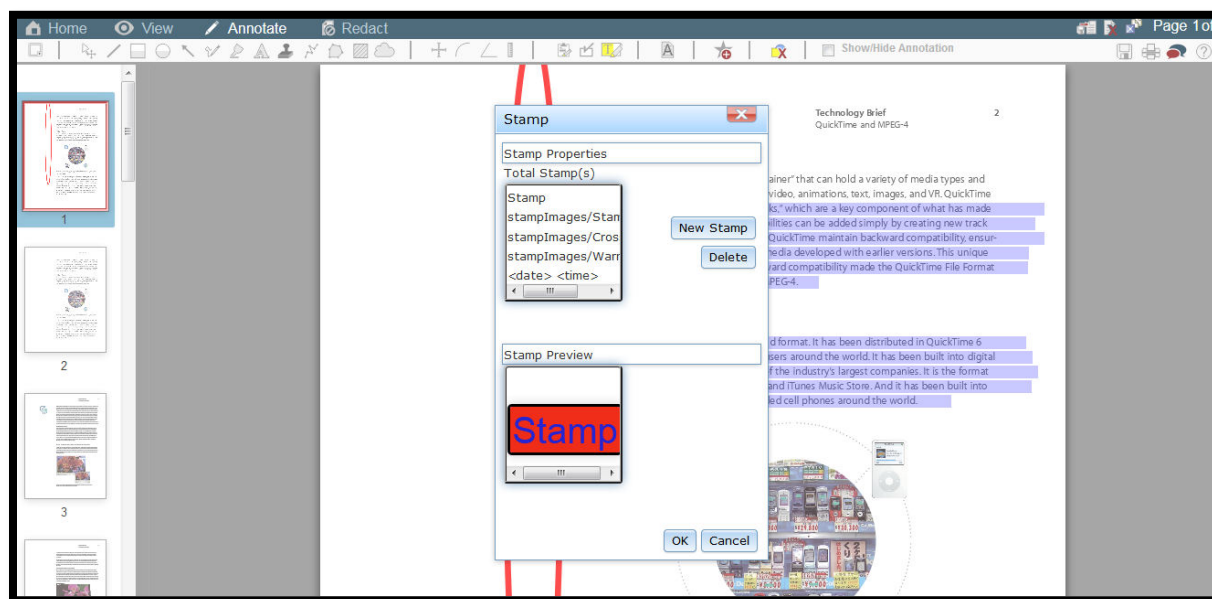


1.4 Stamp Annotation

Step 1: Click at 'Stamp' annotation. It is highlighted by arrow mark in the below placed figure.

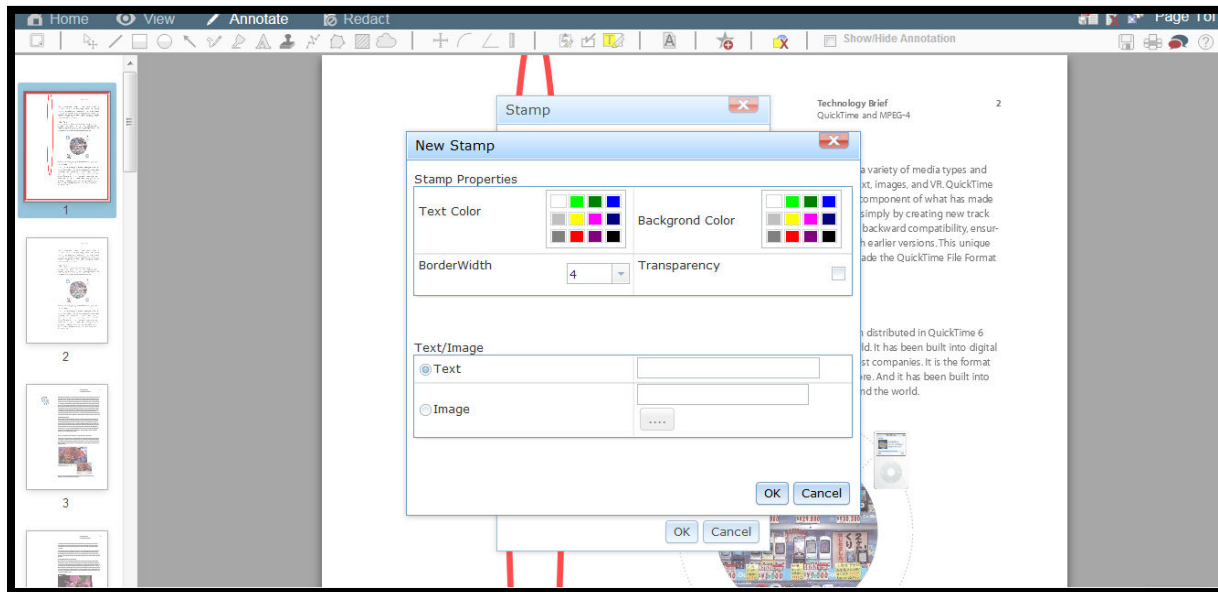


Step 2: The dialog box for stamp creation will appear on the screen; click at 'New Stamp'. This is figuratively illustrated underneath.

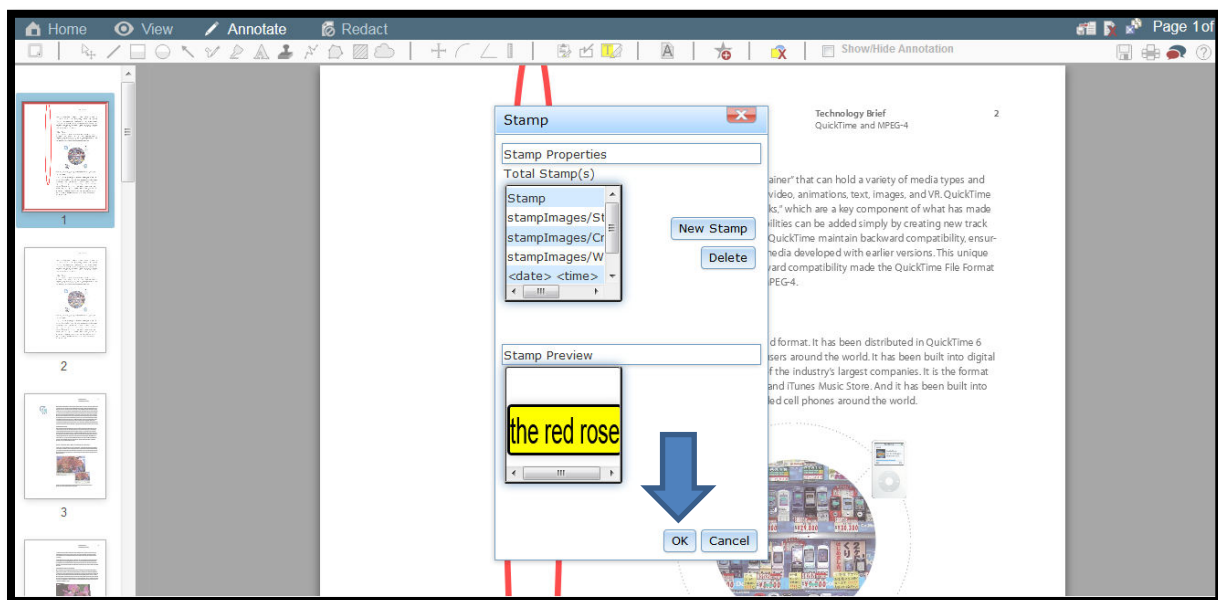




Step 3: Write the desired text and put image in the field provided and press the 'OK' button. This is figuratively illustrated underneath.

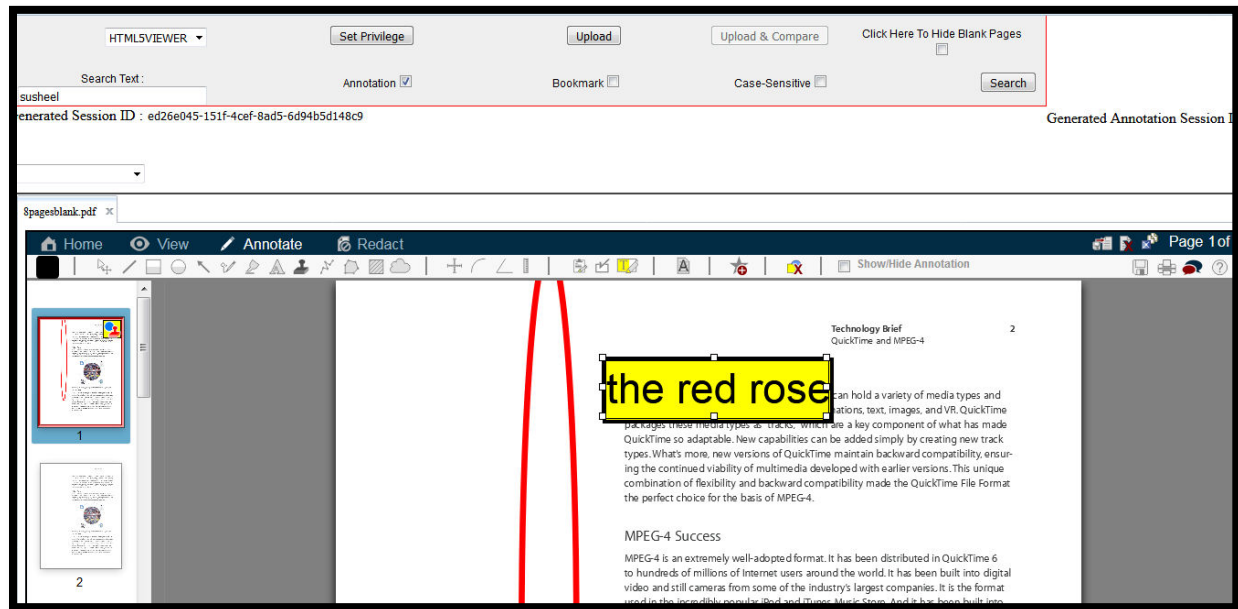


Step 4: The stamp preview of the text (e.g., the red rose) will appear. Click at 'OK' button. It is marked by arrow sign in the below placed figure.

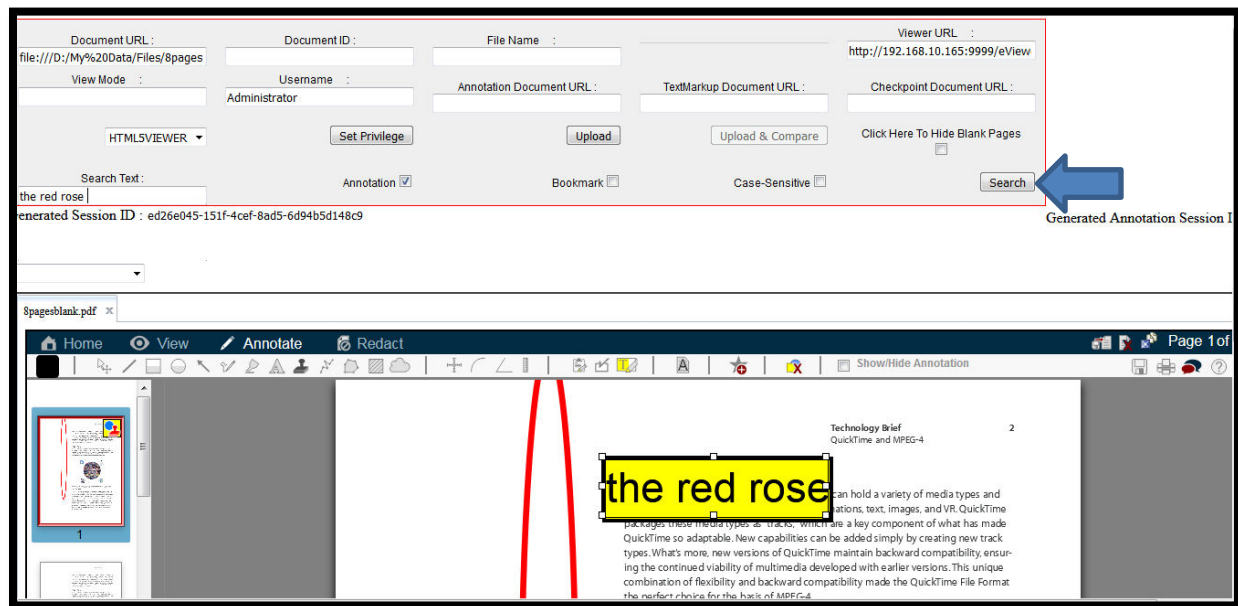




Step 5: The newly created stamp (i.e., the red rose) is ready for the function and operation. The user can place images or text stamp anywhere on the document.

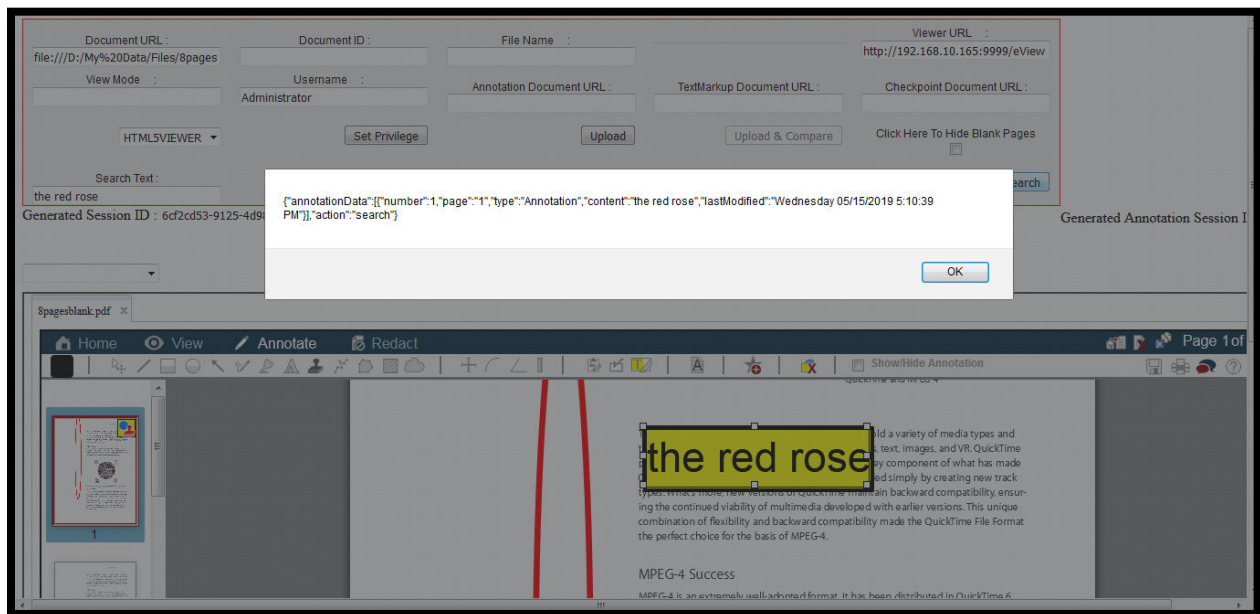


Step 6: Click at search button. It is highlighted by arrow mark in the below placed figure.



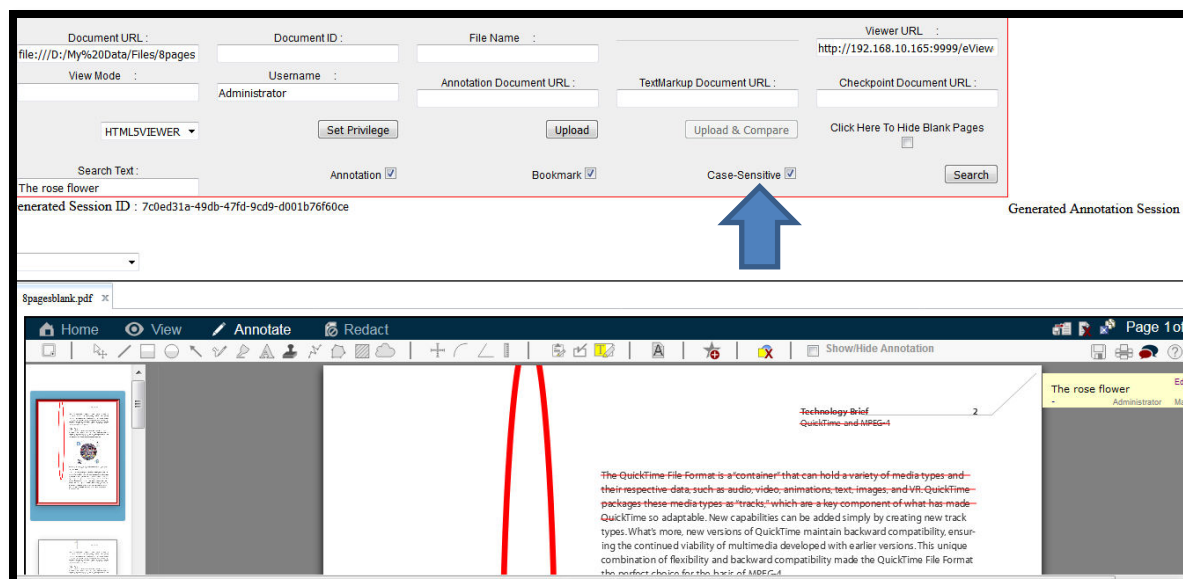


Step 4: The output is obtained. Press the 'OK' button. This is figuratively illustrated underneath.

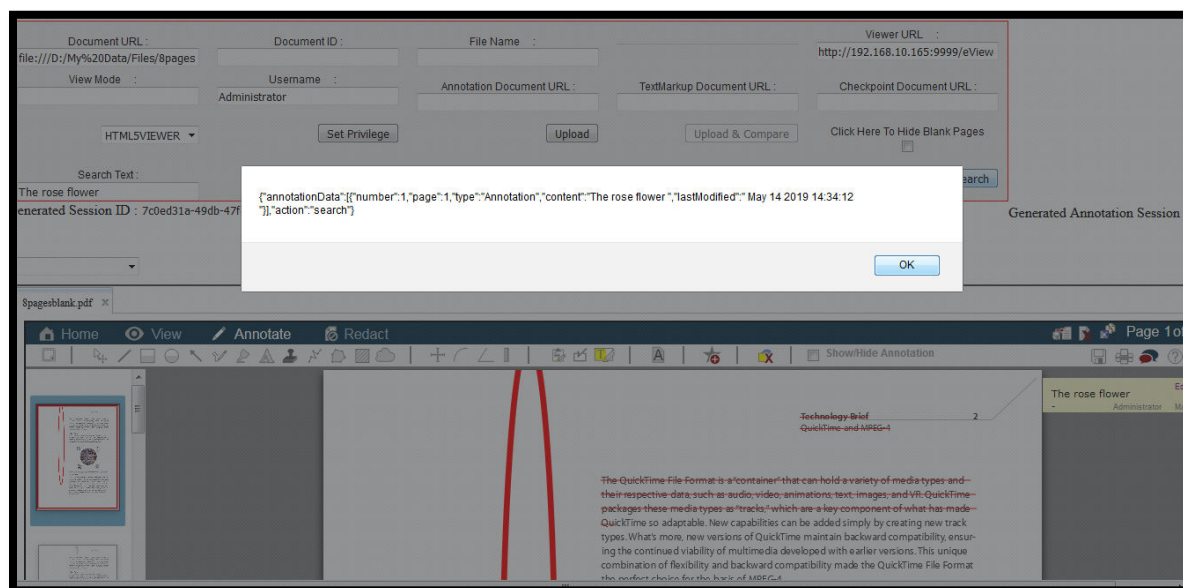




Note: The search application contains the feature of 'Case Sensitive'. This helps user in obtaining the specified search. It is highlighted by arrow mark in the below placed figure.



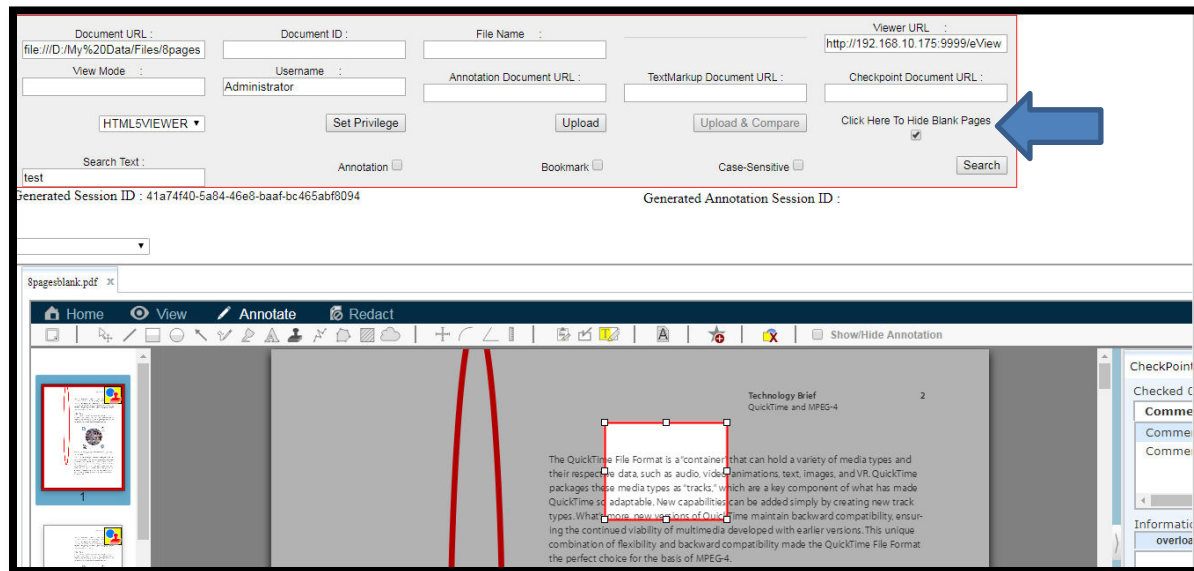
Here, the output of the illustration is as follows:





8.3 Hide the Blank Page

The feature (Click Here to Hide Blank Page) will hide all the blank pages present in the uploaded document. For example, if the document contains nine pages and in which, three pages are blank. Now, only six pages will be displayed as output and the three blank pages will hide. It is highlighted with arrow mark in the below placed figure.









9. Smart Redaction

Several type of confidential information comes in the form of text patterns (Social Security numbers, account numbers, Date of Births, passport numbers, names) that needs to be removed from the documents. The eViewer provides a text pattern search capability that allows fast and easy identification of predefined text patterns in the documents and files. The Smart Redaction™ provides numerous powerful predefined text search pattern options to automatically find and highlight the matching searches and then redact them.

Smart Redaction works on all file formats supported by the eViewer including: Word, Excel, PDF, and TIFF. Redacted files can be published in any formats including PDF, TIFF, and any other image format. In the published file, anything redacted is permanently removed and cannot be found in a search and can't be copied.

Perform the following steps to redact any specific text pattern in the document:

1. On the **Redact** tab, select the category to redact text from the list of existing categories.
 2. Click ()
 3. The matched text based on the selected category will get highlighted in the document.
 4. To search the specific pattern of text, type the text in the text box, select the option as per the need - Case sensitive and Whole word and click ()
- **Case Sensitive:** If selected, searches only for words that match the case of the word or phrase that has been typed in the text box. This means that the search becomes case-sensitive. For example, if you search **menu**, the result includes all instances of **menu** with this exact spelling but not **Menu** or **MENU**.
 - **Whole Word:** If selected, restricts the search to whole words only. Whole words are words separated, on both sides, by a space. For example, if you search for **edit**, the result includes instances of edit only not editing, editor, editorial, and edited.
- To redact the text, click () and drag over the text.
 5. The solid rectangle will display over the redacted text.
 6. To change the color of redaction, click () . The color palette appears. Select the color.



10. Shortcut Keys

Home Menu

Feature	Shortcut key
First Page	Shift+Home
Previous page	Alt+Pageup
Next page	Alt+Pagedown
Last Page	Shift+End
First Bookmark	Ctrl+Alt+<
Previous Bookmark	Ctrl+Shift+<
Next Bookmark	Ctrl+Shift+>
Last Bookmark	Ctrl+Alt+>
Zoom In	Shift++/ Shift+=
Zoom Out	Shift+-(dash)/ Shift+-
RubberBand Zoom	Shift+M
Rotate 90 ClockWise	Ctrl+Arrow Right
Rotate 90 Anti-ClockWise	Ctrl+Arrow Left
Cut Page	Alt+Delete
Delete Page	Shift+Delete
Copy Page	Shift+C
Paste Page	Shift+V
Search	Shift+F
Search+Match Case	Ctrl+Shift+F
Previous Search	Shift+Enter
Next Search	Enter
Advance Search	Shift+A
Advance Search +Whole Word Only	Ctrl+Shift+A



View Menu

Feature	Shortcut key
Reset	Shift+Z
Actual Size	Shift+1
Fit to window	Shift+3
Fit to width	Shift+2
Fit to height	Shift+0
Invert	Ctrl+Alt+I
Flip Vertical	Ctrl+ Shift +V
Flip Horizontal	Shift+H
Enhance	Shift+E
Grey Scale	Alt+G
Thumbnails	Ctrl+Shift +B
TreeView	Shift +T
PDF Outline	Shift +O
Create BookMark	Ctrl+B



Annotation Menu

Feature	Shortcut key
Color	Ctrl+Alt+K
Normal	Ctrl+Alt+Z
Line	Ctrl+Alt+L
Rectangle	Ctrl+Alt+R
Circle	Ctrl+Alt+C
Arrow	Ctrl+Alt+O
Pen	Ctrl+Alt+P
Highlighter	Ctrl+Alt+H
Text	Ctrl+Alt+T
Stamp	Ctrl+Alt+S
PolyLine	Ctrl+Shift+Y
Polygon	Ctrl+Alt+N
Scratch-Out	Ctrl+Shift+S
Cloud	Ctrl+Alt+D
Cross Product	Ctrl+Alt+X
Arc	CTRL+SHIFT+K
Angle	Ctrl+Alt+E
Ruler	Alt+Shift+R
SideNote	Alt+S
Check Point	Ctrl+Shift+E
Strikeout/Highlight	Shift+L
Add Watermark	Ctrl+Alt+W
Add Bookmark	Shift+B
Delete Annotation	Delete
Show/Hide Annotation	Ctrl+M



Redaction Menu

Feature	Shortcut key
Advance Redaction	Alt+P
Redact Option	Alt+Y
Redact Option+Whole Word	Ctrl+Alt+Y
Redact Option+Case Sensitive	Shift+Alt+Y
Search & Redact	Enter
Previous Search	Alt+<
Next Search	Alt+>
Reset Redaction	Ctrl+Z
Redact Selected Area	Shift+Alt+Delete

File Menu

Feature	Shortcut key
Edit	Ctrl+F2
Save	Shift+S
Print	Shift+P
Comments	Ctrl+/,
Viewer Info	Shift+I
Version Number	Alt+I

Annotation Drawing

Feature	Shortcut key
Draw Annotation	Ctrl+Enter
Resize +ve X	Shift+Arrow Right
Resize -ve X	Shift+Arrow Left
Resize +ve Y	Shift+W
Resize -ve Y	Shift+X
Move +ve X	Alt+Arrow Right
Move -ve X	Shift +<
Move +ve Y	Alt+W
Move -ve Y	Shift+J
Properties	Shift+Enter