

**Cheat Sheet Topic: Using the WebCenter Viewer**

**Purpose:** To outline the tools available in the WebCenter Viewer.

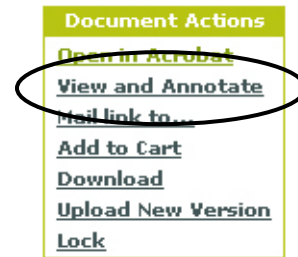
**Applications Needed:** Internet Browser *[with Java]*

1. There are a handful of different ways to open a document in the viewer:

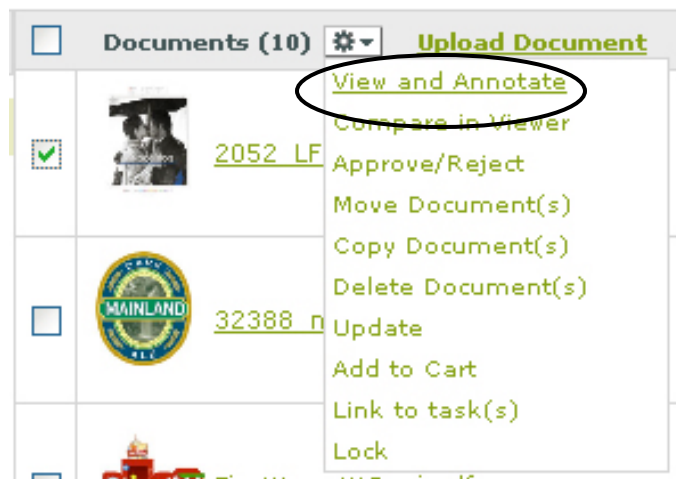
- a. From anywhere in WebCenter, click the document's thumbnail.



- b. From the Document Details page, click View and Annotate under Document Actions.



- c. From the project folder, check the box next to a document, go to the action button, and choose View and Annotate.



2. In the viewer, you have several tools available to help you inspect areas of the document.

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### 1. Document information


### 2. Document display window


### 3. Viewer functions:


 Print
  Start a collaboration session
  Viewer help
  Exit the viewer

### 4. Basic tools:

 Zoom tool: Click anywhere in the document window to zoom in  
 Click + drag around an area of the document you wish to zoom in on  
 Ctrl + click in the document window to zoom out  
 Double-click on the zoom tool to fit document in window

 Hand tool: Click + drag in the document window to pan to different areas of the document


 Ruler tool: Click two points in the document window for point-to-point distance measurement  
*(May be used in conjunction with the zoom tool for precise measurement)*

 Densitometer: Click in an area of the art to measure the ink percentages in that area

**5. Navigator:** Drag the red box to view different areas of the art at the same zoom level

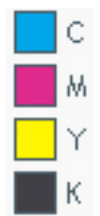
**6. View tools:**


 and  : Cycle backward and forward through the last views of the document


 Rotate: Rotates the document clockwise in 90-degree increments

 Mirror: Mirrors the document


**7. Channels:**


 Each color in the document listed with swatch and name  
Click on any color swatch to change its display color


 Toggle a color on or off


 View a single color in black

**8. Annotations:**

 Marquee: Click + drag around an area of the document you wish to comment on

 Single: Click on a single point of the document you wish to comment on

 Delete: Deletes the currently highlighted annotation  
*(Note: you will not be able to delete annotations made by other users)*

 Commit: Saves your annotations

**9. Size information:** Page size and view resolution of the current document