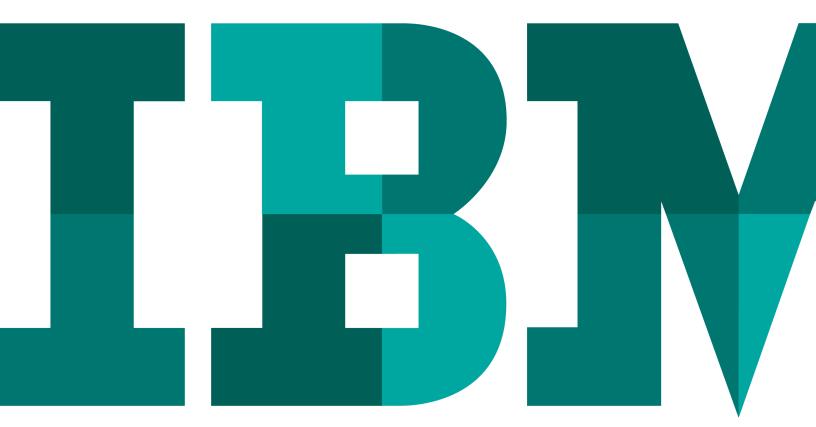
IBM Software An IBM Technology

Industry Solutions

ViewOne Pro Viewer

(FileNet Viewer)

Lab Exercises







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Overview

IBM FileNet Viewer, Daeja ViewOne Pro, (hereafter to be known as the Viewer) is the default viewer included with the IBM Content Navigator. This groundbreaking applet technology - a ready-to-run applet viewer which is extendable, without user installation routines enables businesses to view content everywhere using a standard Java enabled browser. There are over 300 file formats the Viewer supports.

The Viewer simplifies solutions by unifying access to content and tools across systems including:

IBM FileNet P8

Content Management Interoperability Services (CMIS) compliant repositories

The Viewer is a java applet image viewer that offers an inexpensive way to deliver viewing and annotation of your scanned documentation to the entire user base, both internally and externally, enabling global collaboration.

This lab focuses on some of the ways that the Viewer can be customized for users to meet their business requirements. Additionally, it will document basic features and functionality that may not be obvious.

By the end of these Labs, attendees will be able to use the Viewer to:

- Setup the IBM Content Navigator to use the Viewer as the default viewer
- Manipulate document and page views
- Use the Magnifier and Magnification tools
- Customize menus, icons, and other settings

In the first lab, View, you will create a new desktop that:

- Uses the Viewer for almost all content types as the default viewer.
- Familiarize yourself with the Viewer Page and Document manipulation

In the second lab, Magnify, you will customize the magnification options:

- Opening the Magnifier
- Familiarize yourself with the Viewer image magnification features

In the third lab you will learn about the sales plays and customize the viewer to:

- Top three Sales Plays
- Remove/Add the Print feature
- Add a custom Stamp (a text stamp)

At the end of these labs you will have a better understanding of the features and functionality of the Viewer and how to customize the viewer to meet your customer's needs.

Introduction

This lab is advanced and will use similar technical functions, products, and techniques as the others. Users of this lab should have completed labs on creating a new Content Navigator desktop. All terms will be explained as needed throughout the labs.

This lab walks you through customizing content display and more. Talk to your lab instructor if you are interested in learning other ways that Viewer can be customized and expanded.

Icons

The following symbols appear in this document at places where additional guidance is available.

Icon	Purpose	Explanation
	Important!	This symbol calls attention to a particular step or command. For example, it might alert you to type a command carefully because it is case sensitive.
i	Information	This symbol indicates information that might not be necessary to complete a step, but is helpful or good to know.
R.	Trouble- shooting	This symbol indicates that you can fix a specific problem by completing the associated troubleshooting information.

Creating the Custom Desktop

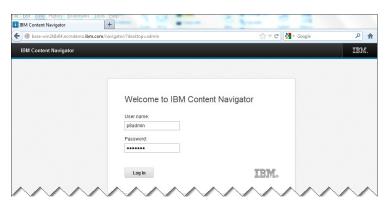
In this section, you'll create a new custom desktop in IBM Content Manager using the Admin Desktop. You'll create a new desktop that uses the Viewer as the default viewer.

Setting the Viewer as the default viewer

The Admin Desktop is found at http://base-win2k8x64:9080/navigator/?desktop=admin

Open a NEW browser (you should have closed the last one) and navigate to that URL above.

The IBM Content Navigator login page is opened.



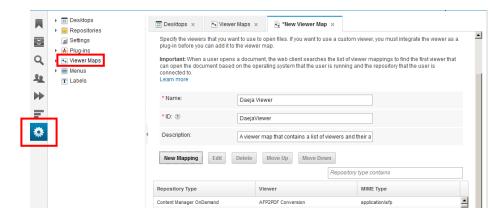
Enter filenetadmin for the User name.

Enter IBMFileNetP8 for the Password.

Click Log In.

The IBM Content Navigator Admin Desktop page is opened. On the left pane are the tools available to the administrator – note how it looks different than the feature panes in a regular desktop.

Select the Admin functions and click on the Viewer Maps and copy the Default Viewer



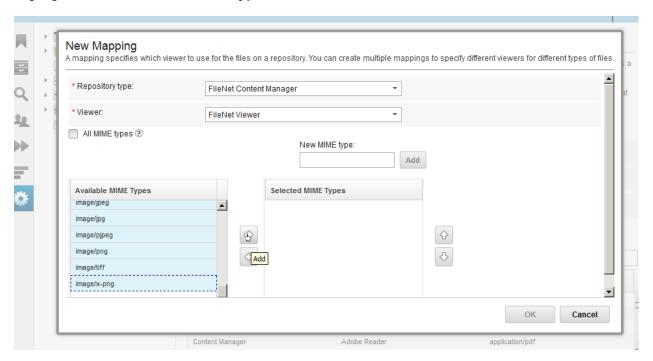
Enter Daeja Viewer for the new viewer map Name

Click on New Mapping

Change the Repository Type to FileNet Content Manager

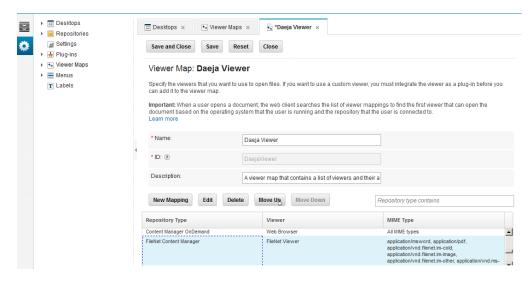
Change the Viewer to FileNet Viewer

Highlight all the **Available MIME Types** and click on the **Add** button

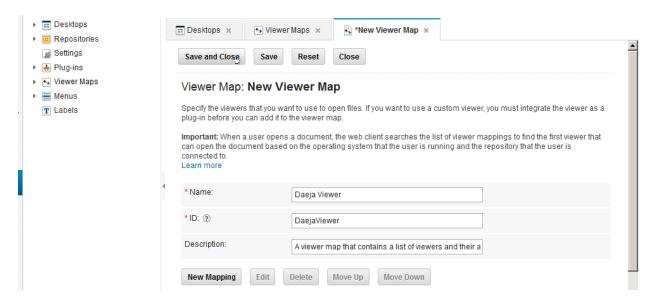


Click on the **OK** button

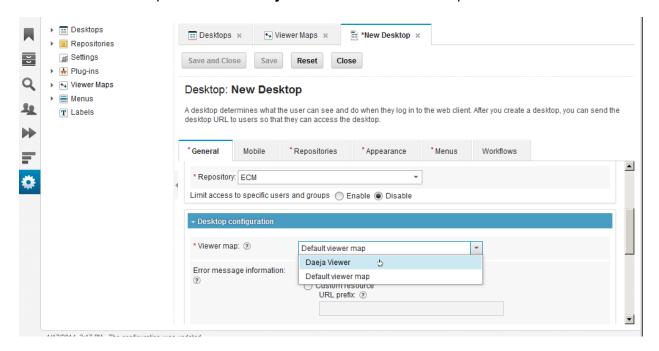
Locate and Select the **FileNet Content Manager** section of the new Daeja Viewer Map and click on the **Move Up** button until this is at the <u>top of the list</u>.



Click on the Save and Close button



Create a new Desktop and use the Daeja Viewer as the Viewer Map



Complete the desktop creation and click on the Save and Close button.

Test your new desktop (example: http://base-win2k8x64:9080/navigator/?desktop=<new desktop>)

Open any Microsoft Word document.

Note: if this does not automatically open the Daeja Viewer go back and make sure the FileNet Content Manager is at the top of the Viewer Maps in your new desktop).

The rest of this lab will focus on the Viewer.

View – Getting to know the Viewer

This lab section is similar to the content found in the Daeja ViewOne Pro User's Manual and the IBM Content Manager Administrator Manual. You will learn what features are available in the viewer, and look at two of the features there: document and page manipulation. This lab will focus on highlights of the following functionality:

- Viewing multiple document
- Manipulating document page viewing

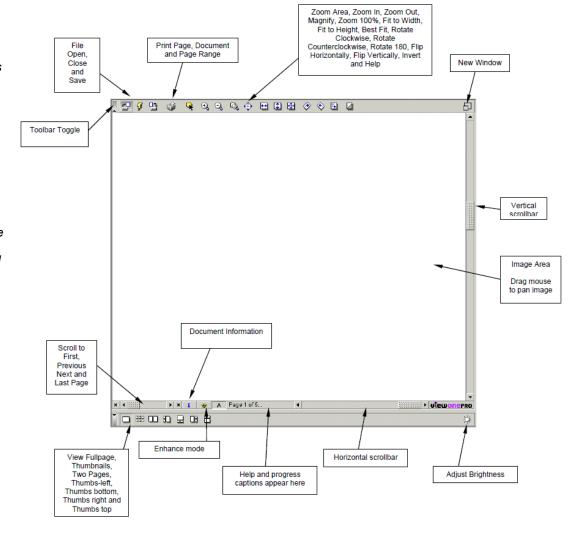
Using the custom IBM Content Navigator you just defined in the beginning of this lab walk through the remaining sections below to familiarize yourself with some of the Viewer features and functionality.

The viewer

Module-On-Demand[™] is another key feature of the Viewer that provides delivery of additional functionality - extra modules are downloaded by the user when first required, rather than within the main applet, to minimize wait times.

The Viewer supports the Daeja Advanced Cache Manager™ (ACM) - controllable caching outside of the browser cache, managing the module downloads.

(The ability to extend an applet's capabilities means ViewONE Pro represents a major breakthrough for webbased document management users. This extendability is due to the innovative Advanced Cache Manager™ (ACM). The ACM controls the caching of ViewONE Pro to a writable space and manages the download of additional modules for the user. By creating separate modules rather than embedding all the functionality inside the main applet, user wait times are minimized (you only have to wait for what you need). and there's no limit on the additional functionality that can be added for your users.)



Page Manipulation

The Viewer is a powerful in-browser viewer which offers a Module-on-Demand facility.

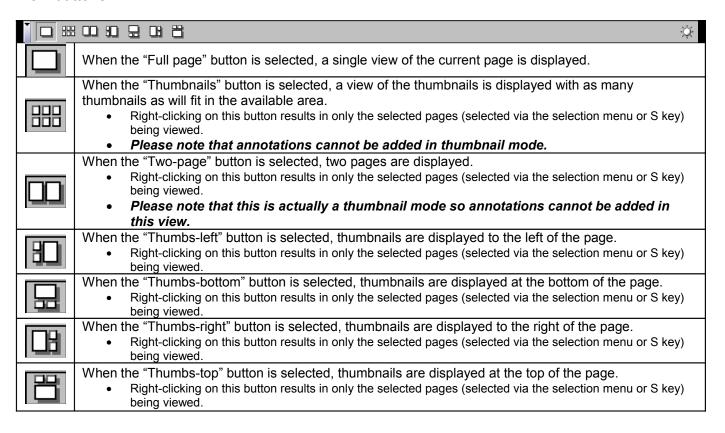
Page buttons:

The page buttons (in the statusbar) appear only for multi-page documents.

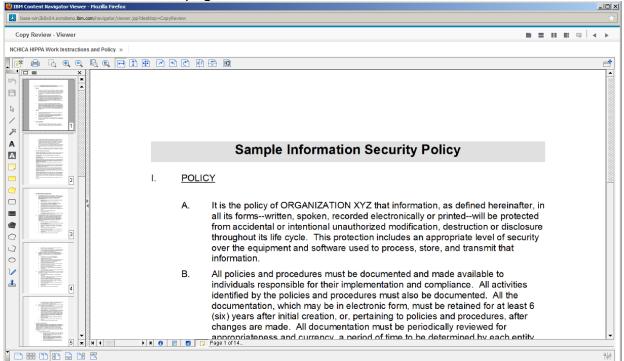
H	The First page button displays the first page of the document
•	The "Previous page" button displays the previous page of the document. This button only functions when the current page is two or greater.
•	The "Next page" button displays the next page of the document. This button only functions when the current page is not the last page.
H	The "Last page" button changes the page to the last page of the document.
	The drag bar allows an individual page to be selected. As the bar is dragged, the caption in the statusbar will indicate which page will be selected when the bar is released.

It is also possible to use the left and right arrow keys to adjust the position of the scrollbar once the bar has been clicked on with the mouse.

View buttons



View Thumbnails of multi-page document



View Multiple Documents Side-by-Side

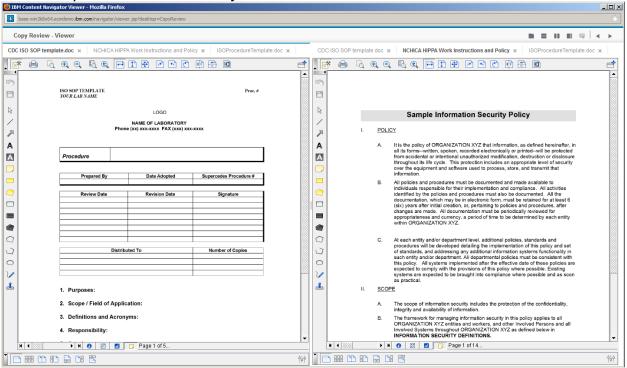


Image adjustment bars

All, some or none of these bars may be visible depending on the applet's configuration parameters. The adjust bars are accessible from the adjustment button (in the lower toolbar):

Adjust Luminance, Adjust Contrast, Adjust Brightness.

Adjust Luminance

When the "Luminance" scrollbar is moved, the luminance properties of the display are altered. When the icon at the end of the bar is clicked, the scrollbar goes to its center.

The scrollbar can be moved with the mouse or the up and down arrow keys on the keyboard.

Adjust Contrast

When the "Contrast" scrollbar is moved, the contrast properties of the display are altered. When the icon at the end of the bar is clicked, the scrollbar goes to its center.

The scrollbar can be moved with the mouse or the up and down arrow keys on the keyboard.

Adjust Brightness

When the "Brightness" scrollbar is moved, the brightness properties of the display are altered. When the icon at the end of the bar is clicked, the scrollbar goes to its center.

The scrollbar can be moved with the mouse or the up and down arrow keys on the keyboard.

Image Sizing and Manipulation buttons



The Viewer provides a full page view "fit to window" that adjusts the document display to fit fully within the Viewer window. There is also fit Horizontal "fit to widow width", adjusting the displayed document to fit fully in the Viewer window horizontally, and a fit Vertical "fit to window height" which adjusts the displayed document to fully fit in the Viewer widow vertically.

The Viewer provides rotation in 90° increments in either direction as well as full left to right and top to bottom flips.

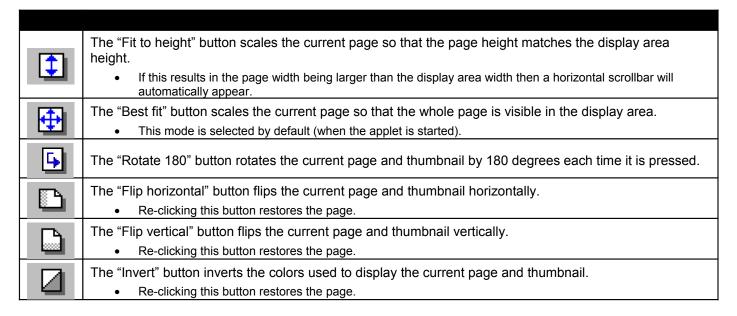


The "Rotate clockwise" button rotates the current page and thumbnail by 90 degrees each time it is pressed. Note: You can right-click this button to apply the rotate operation to all pages in the document (rather than just the current page).



The "Rotate counterclockwise" button rotates the current page and thumbnail by 90 degrees counterclockwise each time it is pressed. Note: You can right-click this button to apply the rotate operation to all pages in the document (rather than just the current page).

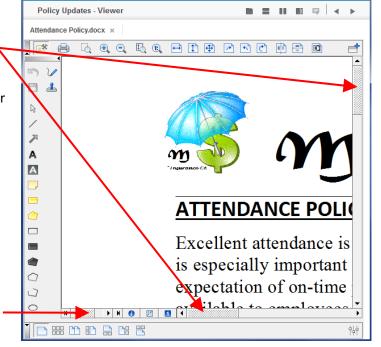
Additional Image Manipulation Buttons



The **document position sliders** provides the user the ability to move the view of the document from left to right, right to left, top to bottom, and bottom to top when the document expands beyond the Viewer window. These sliders are available only when the document within the viewer is zoomed to a size greater than the existing Viewer widow, otherwise the document position sliders are not visible. Only the appropriate document positioning slider will be displayed depending on the document size within the Viewer. For example, if the document fits horizontally within the Viewer window but not vertically, only the vertical slider will be displayed.

The page slider.

The document page selection slider allows the user to quickly move between document pages by simply moving the slider from left to right or by selecting the first page or last page buttons.



Summary of Lab 1

As you have seen, it is easy to customize the IBM Content Navigator Desktops to utilize the Viewer as the default image viewer using the ICN Admin Desktop.

You are now familiar with how easy it is to use the Viewer to:

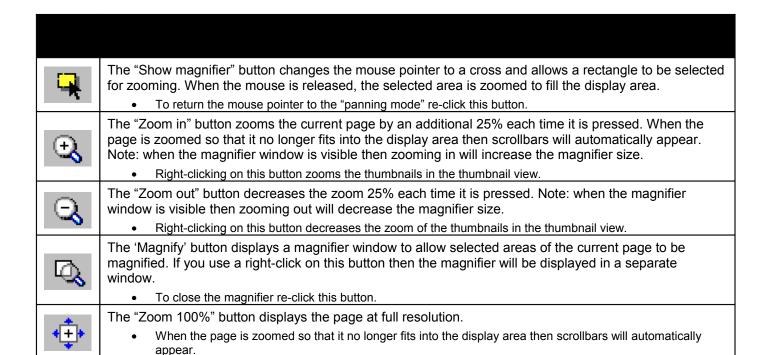
- Easily configure the ICN Desktops to utilize the Viewer as the default image viewer
- View and manipulate the documents and pages in the Viewer
- Magnify the images within the Viewer
- Add a custom Annotation (Stamp) to be used in the Viewer (ICN fix in process)

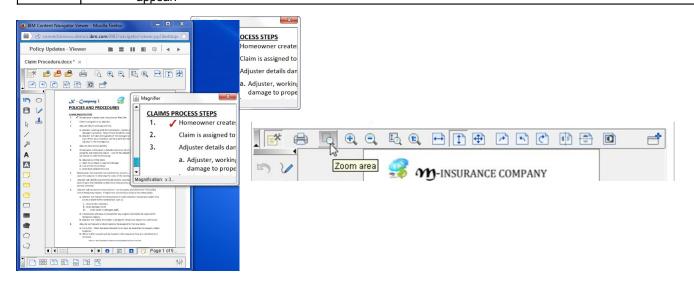
Magnify - Manipulating the magnification features

Using the same custom desktop you designed in Lab 1 you will retrieve documents from ICN and magnify the document or specific sections of the document in the Viewer.

This will show your customers and prospects how they can manipulate the Viewer to emphasize specific areas of their documents.









Customize – Remove/Add features

In this lab you will remove the **Print feature** of the Daeja Viewer.

Print Options:

Print button

The "Print" button (in the top toolbar)





The "Print" button displays a print dialog from which you can select a printer to print the current document. When this button is clicked while holding the shift-key the print operation will print the current page only of a multi-page document (additional print options are available using menus).

Print menu

The print menu provides options to print the current page, all pages (document), a page range or pages selected (selected via the select menu).

Print Visible -

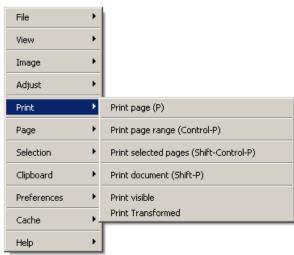
This feature will print the portion of the image that is currently displayed in the viewer's main display area. All rotations, inverts, flips, etc. will also be included in the print.

Print Transformed -

This feature will print the current page with all the rotations, inverts, flips, etc. included. The feature is only available to MS Windows, ViewONE print accelerator users.

Clicking on the Print button will display the following message.





Printing and downloading documents

Supported on the following repositories: IBM Content Manager Enterprise Edition, IBM Content Manager OnDemand, IBM FileNet P8 If you want to work with content when you are not connected to the web, you can print or download documents from the web client.

Removing the Print Options:

In order to remove the print button from the Viewer you must modify the Viewer Properties file used by the IBM Content Navigator. This is done by accessing the filenetViewer_properties.jsp file found in the applets directory.

C:\Program

Files\IBM\WebSphere\AppServer\profiles\AppSrv01\installedApps\P8Node01Cell\navigator.ear\navigator.war\applets

Here is a copy of the default file:

```
<%
  response.setHeader("Cache-Control", "no-cache"); //HTTP 1.1
  response.setHeader("Pragma","no-cache"); //HTTP 1.0
  response.setDateHeader ("Expires", 0); //prevents caching at the proxy server
%>
var filenetViewerParameters = {
  // annotateEdit: "true".
  // annotationTrace: "false",
  // annotationUnits: "inches",
  // customAnnotationToolTip: " Created By: <creator>, Created On: <createdate>",
  // fileButtons: "false",
  // fileKeys: "false",
  // fileMenus: "false".
  // filenetAlwaysRubberband: "true",
  // flipOptions: "true",
  // helpURL: "",
  // invertButtons: "true",
  // Photometric: "true",
  // printButtons: "true",
  // routeDocs: "true",
  // scale: "ftow",
  trace: "false",
  traceNet: "false"
};
```

To remove the print button from the Viewer you must locate the line: // printButtons: "true", Delete the two "//" marks at the beginning of the line that makes this line a comment. Change the value true to false.

The line should now look like this: printButtons: "false",

Save this file and test it by opening a document in ICN using the Viewer.

You should **not** see the Print button on the top of the Viewer toolbar.

Remove the Print Menu and Print Keys

Now that you have removed the Print button you will want to remove the Print Menu option. To do this you will need to edit the filenetViewer properties.jsp file again.

Open the filenetViewer properties.jsp file in the Notepad editor.

Add the following lines:

PrintMenus: "false", PrintKeys: "false,

Note: I would recommend you place these lines directly under the printButtons line you just modified.

Save the file.

Test your changes.

Add the File buttons

Now try to add the file buttons to the Viewer. Follow the steps you used to remove the Print Button but this time you want to add the File Buttons.

Note: Remember to **edit** the filenetViewer properties.jsp file and **disable** the file buttons.

Add a custom Text Stamp

Many customers want their own custom stamps not the default stamps we supply. You can use the same file we have been working in to create a custom stamp.

Adding a custom Text Stamp

Using the same filenetViewer_properties.jsp file add the following parameters:

```
annotationStamp1: value="Some text here", annotationStampProperties1: "<menu=New Stamp>",
```

You can add your own text in the value field above.

Viewer Preferences

The viewer includes a "preferences" feature which allows the viewer to store particular settings on a user-by-user basis and these are saved to a preferences file stored locally in the viewer's working folder at the point the user quits the viewer.

These preferences are then reloaded and used next time the user starts up the viewer although it is important to note that any stored preferences will be over-ridden by any HTML parameters in the code that specify a different setting.

The preferences file is named "p.v1" and is stored in the root working folder of the viewer named "viewone" (note: for IBM\FileNet users, this folder will be named differently according to the particular system in use e.g. FileNet JavaView) and typically located under the designated Windows temporary folder (note: this can be over-ridden with use of the "cachePath" HTML parameter)

Note that preferences only apply and are stored if the relevant modules are enabled in the license file and a user makes use of the functionality that is pertinent to the particular preference (ie changes the preference setting).

Available Shortcut Keys

The Viewer provides the user the ability to quickly execute many of the button commands by using the specific keys on the keyboard. These are known as the shortcut keys.

This lab is designed simply to get you acquainted with the available shortcut keys. You should open the Viewer and try some or all of these shortcut keys so you are familiar with them.

View keys		Page Keys		e Keys Print Keys	
View page:	F2	Next page:	Page Down	Print page:	Р
View thumbnails:	F3	Previous page:	Page Up	Print document:	Shift P
View two page:	F4	First page:	Home	Print page range:	Ctrl P
View thumbnails Left:	F5	Last page:	End	Print selected pages:	Ctrl Shift P
View thumbnails Bottom:	F6	Goto page:	G		
View thumbnails Right:	F7				
View thumbnails Top:	F8				

Image keys	
Fit to window width:	F9
Fit to window height:	F10
Fit to window:	F11
Zoom in:	+or Shift =
Zoom out:	–or Shift –
Magnifier:	M
Increase magnifier size:	+or Shift =
Decrease magnifier size:	–or Shift –
Increase magnifier width:	Shift Right Arrow
Decrease magnifier width:	Shift Left Arrow
Increase magnifier height:	Shift Up Arrow
Decrease magnifier height:	Shift Down Arrow
Increase magnifier factor:	*or Shift 0
Decrease magnifier factor:	/or Shift 9
Zoom to 100%:	Z
Zoom area:	Α
Rotate clockwise:	R
Rotate counterclockwise:	L
Enhance:	E
Invert:	I

Note: When the magnifier window is visible then zooming in and zooming out will increase and decrease the magnifier size. However, if, while the magnifier window is visible, you hold down Shift while using the + or – keys then the viewer will zoom in or zoom out of the document instead.

Select keys		Clipboard keys	Scrolling keys	
Select page:	S	Copy page to clipboard: Ctrl C	Scroll right:	Right Arrow
De-select all pages:	Ctrl S		Scroll left:	Left Arrow
			Scroll up:	Up Arrow
			Scroll down:	Down Arrow

Toolbar keys

These keys can be used on any of the toolbars found in the Viewer

Toolbar	
Go to start of toolbar:	HOME
Go to end of toolbar:	END
Go to center of toolbar:	INSERT

When the focus is on a vertical scrollbar the up and down arrow keys move the scrollbar up and down. When it is on a horizontal scrollbar the left and right arrow keys move the scrollbar left and right.

Troubleshooting

Daeja supplies Java based parameters to help in the debugging of the Viewer. One of these java parameters is annotationTrace, used to trace the information pertaining to annotations.

Tracing the annotation for debugging

When this parameter is set to "true", ViewONE will output a trace to the Java Console to display annotation file processing. This may be useful for checking whether your annotations file has been processed or defined correctly, and to locate general problems when saving annotations.

To see this trace you will need to enable the Java Console (if you have not already done so) and have it visible while viewing annotations.

The default value for this parameter is "false".

Note 1: The trace will degrade performance as a result of having to output the additional information to the console (some Java Consoles perform better than others). For this reason it is best only to enable this parameter when debugging.

Note 2: When "annotationTrace" is set to "false" the applet will still output some error messages to the Java Console to assist you when problems are detected.

Note 3: To enable the Java console...

Using a Windows Browser (e.g. Internet Explorer or Firefox) with the Sun JRE 1.5+:

- 1) Select Java in the Windows Control Panel and go to the Advanced Tab.
- 2) Click on the plus sign next to the Java console.
- 3) Make sure the option "Show console" is selected.

When the ViewONE applet starts the Java Console will appear in a separate window.

Using a Windows Browser with Sun JRE 1.4.2:

- 1) Select Java Plug-in in the Windows Control Panel.
- 2) On the Basic Tab, make sure the option "Show console" is selected.

When the ViewONE applet starts the Java Console will appear in a separate window.

Using Browsers on other Linux/Unix/Solaris:

See Sun's Java Plug-in documentation, available from their site at http://java.sun.com.

To use this feature you will need to add the following to the filenetViewer_properties.jsp: annotationTrace: "true",

Migrate from ViewONE Standard to ViewONE Pro

Add high value features to IBM ECM users of

- Image Services
- FileNet Content Manager without Content Navigator
- Case Manager
- Records Manager
- Cross industry use cases include eDiscovery, mergers & acquisitions
- View and annotate PDF documents with better performance

Migrating from ViewOne Standard to ViewOne Pro provides the following value differences

ViewOne Standard	ViewOne Pro
TIFF, GIF, JPEG, BMP, PNG, FileNet Image	TIFF, GIF, JPEG, BMP, PNG, FileNet Image
Services File Types	Services File Types
Annotations Module	ACM (Advance Cache Manager™) increases performance and speed
Printing Module	PDF Module
Basic Viewer	Annotations Module
	Printing Module
	Universal Viewing Module
	Document Streaming Module
	Options
	Permanent Redaction Module
	Office Module

Redaction Module Add-On

Add redaction to IBM ECM users of:

- Images Services and FN CM Users licensed for ViewONE Pro
- Content Navigator Users
 - FileNet CM
 - Case Manager
 - Records Manager
- For compliance with HIPAA and Sarbanes-Oxley and for secure collaboration across the enterprise and across the firewall

The Permanent Redaction Server Module enables users to:

- Deliver the permanent "burning-in" of redactions onto any document format supported by ViewONE Pro
- Output a new TIFF file for storage within your ECM or RM system for safe distribution outside the organization
- Allows the original version of the document to remain un-redacted, while a non-editable redacted version can be made available

Office Module Add-On

Add MS Office document viewing to IBM ECM Users of:

- Image Services and FN CM Users licensed for ViewONE Pro
- Content Navigator Users
 - FileNet CM
 - Case Manager
 - Records Manager
- Improve MS Office document fidelity and mapping.
- Improve performance of MS Word documents with Document Streaming.
- View email Attachments in the viewer

The Microsoft Office Module enables users to:

- Provide high-fidelity rendering of Microsoft Office file formats, with no need to have Microsoft Office on the user's computer
- Users can apply the full range of annotations, text mark-ups, highlights, and redactions* available with the ViewONE Pro Annotations Module
- · File Streaming allows for large MS Office files to be delivered more quickly
- · View email attachments directly in the viewer
- Use Cases include
 - Customer service applications where MS Office documents require viewing exactly the same as other image file formats
 - User applications where users only need to view MS Office Documents
 - Use when opening large Office documents to leverage streaming

*Redaction requires the proper licensing

Summary

Thank you for joining us for the IBM FileNet Viewer, Daeja ViewOne Pro lab. This lab has been a brief look at a few ways that the Viewer can be customized, but there is much, much more you can do.

In this lab, you've seen that:

- Web-based administration makes your job easier, and more powerful
- Customization is fast and easy
- Customization of the Viewer will help you drive faster and cheaper solutions

Additional Notes

Some common configuration options requested by customer (in no particular order and not always as applicable to FileNet users):

- 1. How to watermark a document
 - a. use annotations module and annotation Template parameter with page property set to -1
- 2. How to add custom stamps
 - a. can be made to working in all FileNet systems except ICN right now
- 3. How to configure the viewer for better performance (not really applicable as something we can do but it gets asked a lot!!)
 - a. we have a technical whitepaper that talks about all aspects of this, currently being bluewashed
- 4. How to display text documents
 - a. requires setting up of parameters as detailed in the HTML manual chapter on "text file handling"
- 5. How to disable file\printing functionality in the viewer
 - a. with use of parameters as detailed in the HTML manual
- 6. How to optimize streamer performance
 - a. generally discussed in the streamer manual itself but is entirely dependent on the use case
- 7. How to save and restore zoom levels for pages in a single doc or across different documents
 - use of "keepScroll" parameter for pages of same doc or Java Script for maintaining across documents
- 8. How to load multiple documents in the viewer, and\or "whitespace" area where they can have multiple docs loaded in one "space"
 - a. use of Doc<N> parameter (HTML manual) and thumbnail configurations (ViewONE Pro manual)
- 9. How to apply transformations to all pages of a document
 - a. right hand click on the button instead of left hand click (eg will apply rotation to ALL pages of document) useful tidbit this as most users I've encountered have never been aware of it
- 10. Batch printing
 - a. we have some sample JS code that shows how this can be done
- 11. How to use specific fonts for annotations
 - a. This has been available in the viewer for a while but documentation only provided on request as it was never tested and passed by IBM\FileNet so not "officially" released

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