



fotopia

caters to all your organization's digital needs.

User Guide

Version: 2.8

Viewer

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TABLE OF CONTENTS

1.	Overview	2
1.1	Accessing Viewer	3
1.2	Changing Interface Language.....	5
2.	Document Management	6
2.1	Opening Documents	7
2.1.1	Supported File Formats	7
2.1.2	Opening Single/Multiple Documents	7
2.2	Saving and Closing Document(s)	8
2.3	Document Scanning.....	9
2.3.1	Scanning Requirements	9
2.3.2	Start Scanning Your Documents	10
2.4	Merging Documents	13
3.	Annotations Management	15
3.1	Annotations.....	16
3.1.1	Rectangles.....	17
3.1.2	Circles.....	18
3.1.3	Arrows.....	19
3.1.4	Lines	20
3.1.5	Text.....	21
3.1.6	Freehand.....	22
3.1.7	Tags	23
3.2	Stamps	25
3.3	Signature	27
3.4	Annotations Settings	29
3.4.1	General Settings	29
3.4.2	Text Settings	32
4.	Redactions	34

4.1	Adding Redactions to your document	36
4.2	Redaction Settings	37
5.	Page Management	39
5.1	View Panel	40
5.2	The Left toolbar Controls	41
5.3	Right Click Menu	44
5.4	Page Navigation	45
5.5	Page Rearrangement	45
6.	Metadata Handling	46
6.1	Manual Metadata Handling	47
6.2	Optical character Recognition (OCR)	48
7.	Publishing and Exporting a Document	50
7.1	Exporting a Document	52



1. OVERVIEW

Fotopia Viewer is a fully integrated SharePoint O365 on Office365 document management solution used to allow workforce to search, view, revise, and create documents on demand. It is a standalone application that is characterized by its easy-to-use versatile features and consistently reliable performance. As organizations turn to advanced business platforms such as Microsoft SharePoint O365 to improve knowledge sharing and collaborative work, they are in need to incorporate the right tools in order to maximize the effectiveness of their investment.

Fotopia Viewer enables users to significantly increase operational efficiency and improve overall performance. Fotopia Viewer allows users to access documents and images located anywhere within a secure, controlled environment; with the capability of displaying even poor-quality documents at the best-available resolution. Rather than an exceptional viewing tool, Fotopia Viewer is a user-friendly app that enables users to utilize a powerful store of precision tools to allow annotations, signatures, stamps, redactions, merging and notes to be securely added to documents without altering or impacting the basic document version.

This expands the scope of SharePoint O365 already extensive functionality repertoire by radically improving the ability to collaborate with fellow users across the working environment.


1.1 ACCESSING VIEWER

To use the application, you should surely have an account on Microsoft SharePoint O365 Workspace. And you must be logged in into your account.

On your home page of Microsoft SharePoint O365 Workspace, you are logged in.

➤ To open Fotopia Viewer:

1. From your **SharePoint O365** home page, select the required document(s); one or more.

2. Click  icon on top toolbar of your home page, you will be introduced to Viewer Home page, with the previously selected document open.

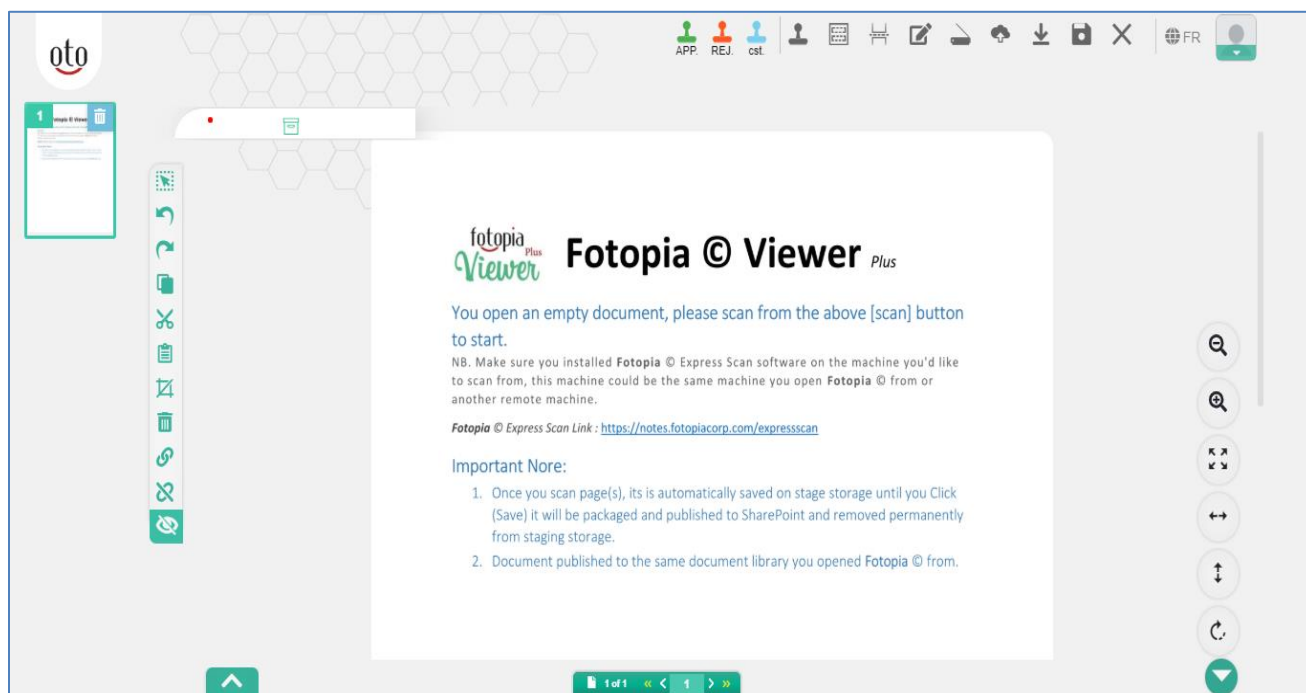
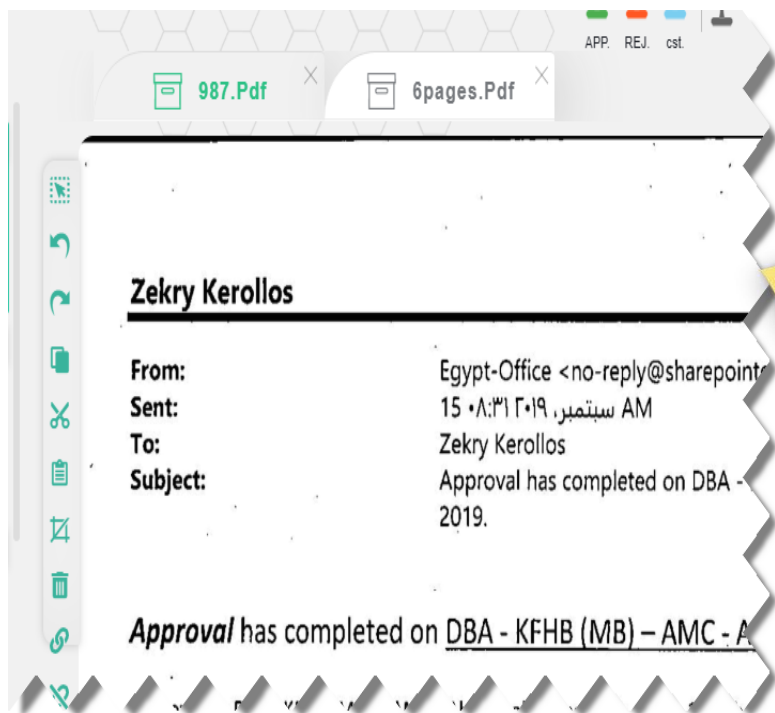



Figure 1: Fotopia Viewer Home Page



If you selected more than one document, all of them open in different tabs easily once you click the  Fotopia icon in tabs as shown in the adjacent figure

1.2 CHANGING INTERFACE LANGUAGE

Fotopia Viewer is available in two interface languages: English and French. Users can easily change from one language to another.

➤ **To perform this task, do the following:**

1. You have two available interface languages; English and French, to change from one to another, just click its related icon on top panel; for example, to change the UI language into

French, click  and vice versa.

2. DOCUMENT MANAGEMENT

Fotopia Viewer is a document imaging and capturing solution taking document management to a whole new level of efficiency and professionalism in addition to functionality and usability for its users taking you and your business to a whole new age of digitization.



In this chapter, you will be introduced into the steps you need to do manage your documents easily and simply.

2.1 OPENING DOCUMENTS

You can open documents easily from your SharePoint account, one or multiple, simply by selecting them and then open Fotopia Viewer.

2.1.1 SUPPORTED FILE FORMATS


There are various and varied multiple documents and images formats that are supported by Fotopia Viewer as listed below:

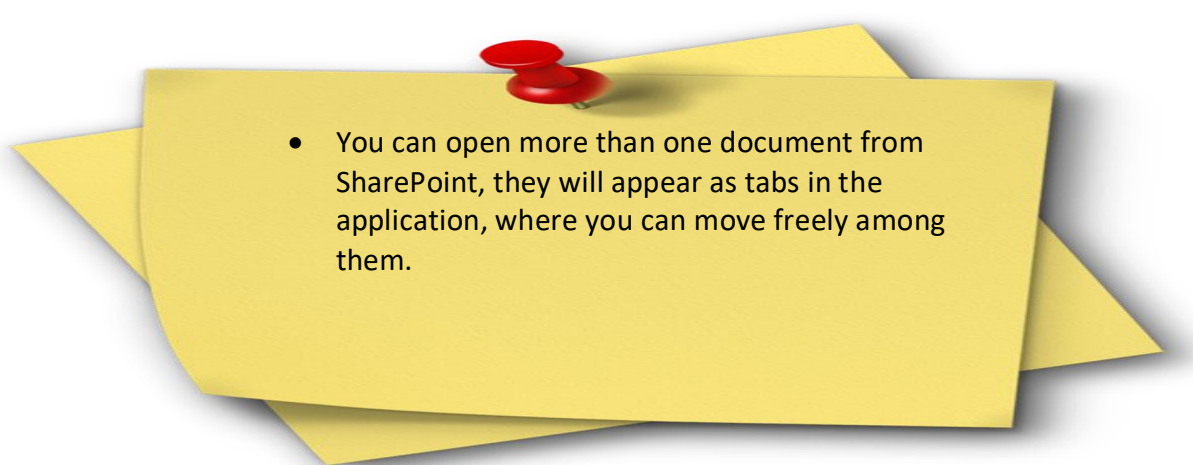
PDF, Doc/DOCX, XLS/XLSX, PPT/PPTX, VSD/VSDX, TXT, TIFF/TIF, PNG, JPG/JPEF, DWG, PSD, PS/EPS, MIL, EMF, IMG, GIF, HDP, JP2, WDP and WMF.

2.1.2 OPENING SINGLE/MULTIPLE DOCUMENTS

➤ To perform any of these tasks, do the following:

1. Open your **SharePoint O365** home page.
2. Select the required document(s); one or multiple.

3. Click  icon on top toolbar of your home page, you will be introduced to Viewer Home page, with the previously selected document open.


- 
- A graphic of a yellow sticky note with a red pushpin at the top, containing a bullet point.
- You can open more than one document from SharePoint, they will appear as tabs in the application, where you can move freely among them.

2.2 SAVING AND CLOSING DOCUMENT(S)



After opening the document, one or more, you can close a single document or multiple at a time.


If you have only one document opened, you will be directed to the library page again for another on file selection. And if you have more than one documents opened, the current will be closed, and you will be directed to the second document tab.

➤ **To perform any of these tasks, do the following:**

1. To close an opened document, if one document only is open, click  on top left ribbon of Viewer.

In both cases, you will be driven back to the SharePoint home page to select other documents as preferred.

2. To close multiple opened documents, either click  next to the title of each document repeatedly on top of each document, otherwise click  on top left ribbon of Viewer, all documents will be closed on the spot. And you will be driven back to the SharePoint Document Library to select other documents as preferred.

3. To save the document, click  to save the document(s), and after any change you apply, you'd better click this icon.

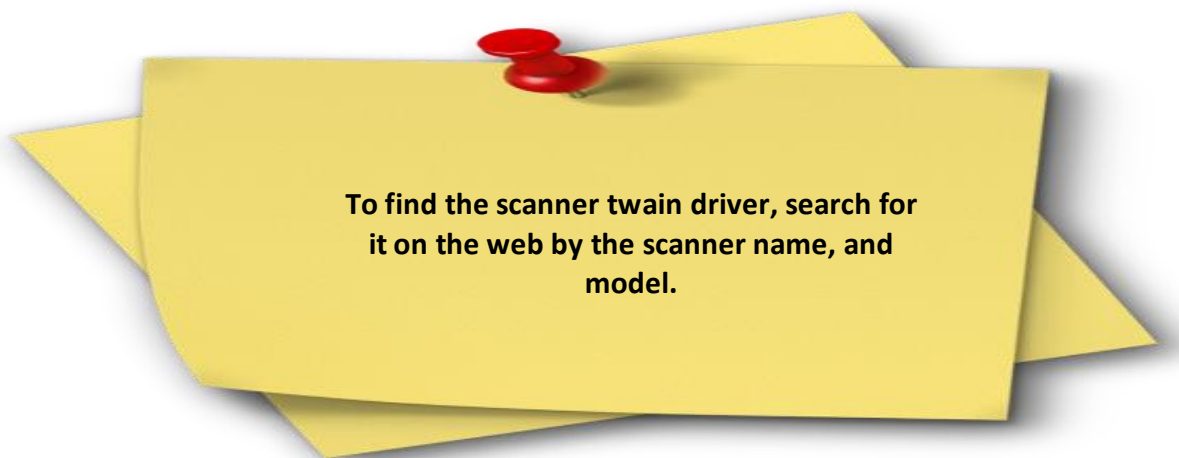
2.3 DOCUMENT SCANNING

With Fotopia© Viewer users can apply all features of Fotopia© Viewer while they only have hard-copy documents. They can web-scan those documents, and have all needed annotations inserted, and eventually have them all packaged and published on SharePoint O365.

2.3.1 SCANNING REQUIREMENTS


For users to be able to run the web-scanning feature successfully, they need to have:

1. A scanner physically attached to the machine from which users run the scanning process, with scanner driver software and scanner twain driver installed.
2. **Fotopia Viewer Scan Client Installer** installed on the machine connected to the scanner.



2.3.2 START SCANNING YOUR DOCUMENTS

➤ To perform this task, do the following:

1. Log in to your Microsoft **SharePoint O365** Workspace.
2. From the left-hand side menu, click **Documents**.
3. From Microsoft SharePoint O365 top tool pane click  **Fotopia**, to open the Fotopia© Viewer home page. Note that you shouldn't select any document from the document list in the SharePoint O365 workspace in web-scanning mode.

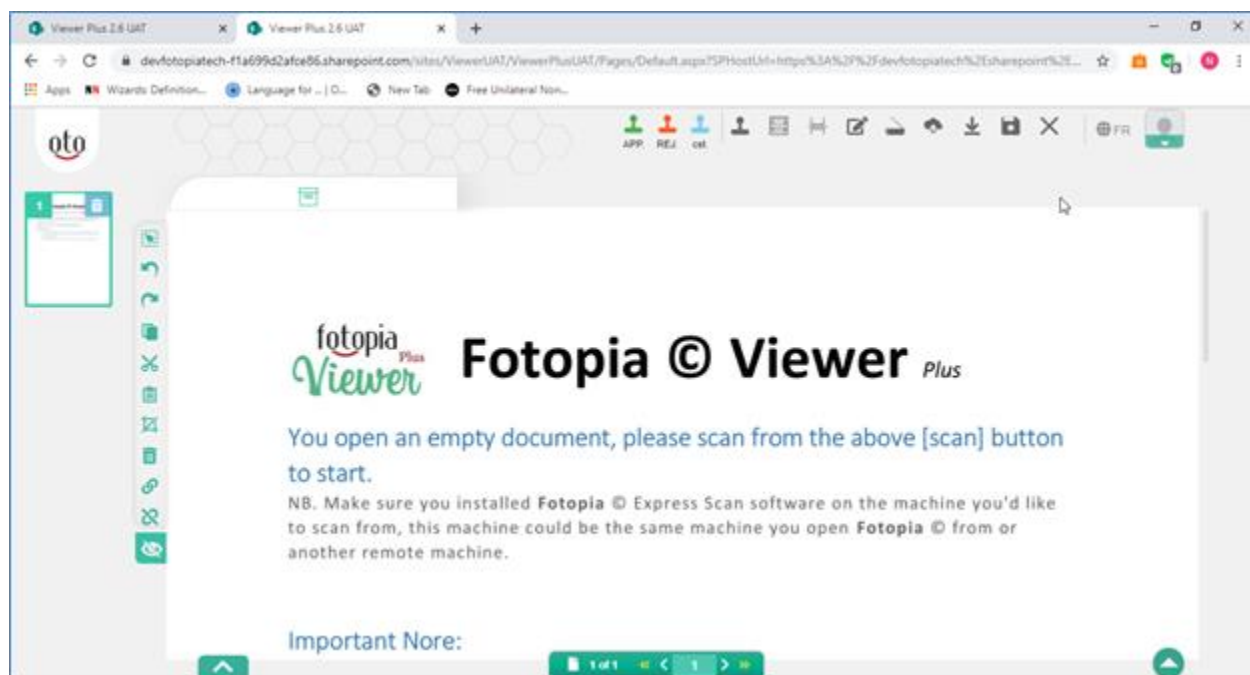



Figure 2: Fotopia© Viewer

4. Place the document you want to scan inside the connected scanner.
5. Click **Scan** , noting that your scanner should be connected and running. The **Open Fotopia Viewer Scan Client** dialog box is opened. Make sure you have Fotopia © Scan Client installed on your machine.

Refer to the Installation Guide for more details on this issue.

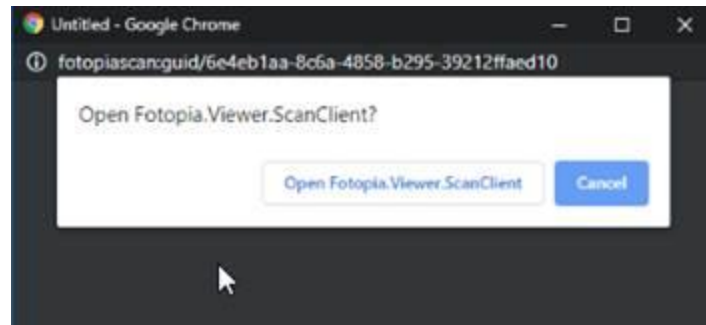



Figure 3: Open Fotopia Viewer Scan Client

6. Click **Open Fotopia Viewer Scan Client** button, the scan process starts immediately if scanner is connected, and hardcopies are put there.
7. Once you scan page(s), it is automatically saved on stage storage until you click it will have packaged and published to SharePoint and removed permanently from stage storage.
8. Click  to enter the name of the document, as you want it to appear on SharePoint library.

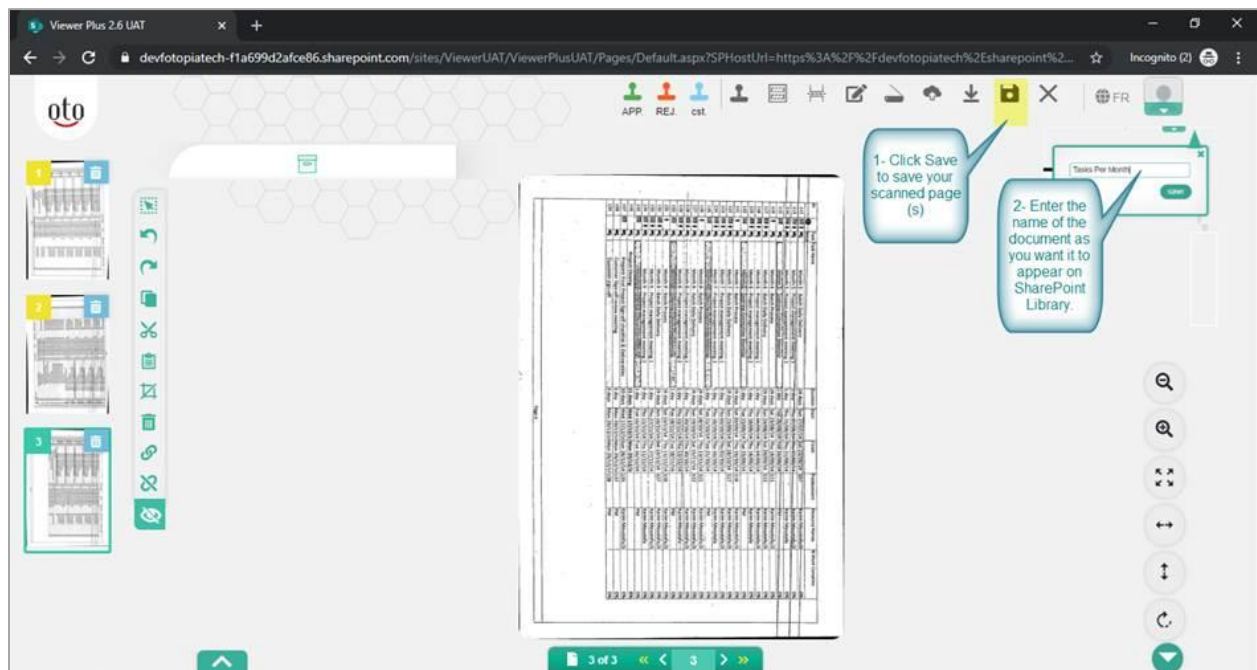


Figure 4: Open Fotopia Viewer Scan Client

9. The document will be published to the same library you open **Viewer** application from.

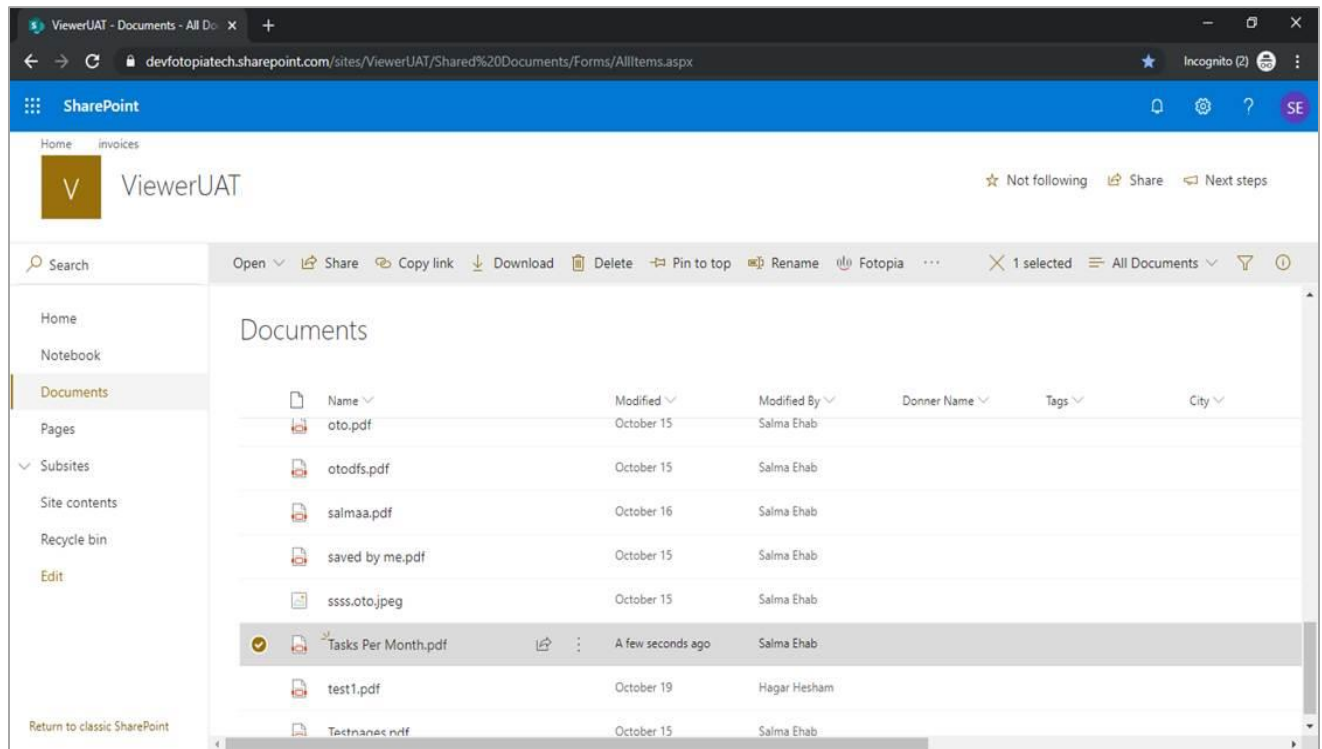


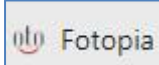
Figure 5: Open Fotopia Viewer Scan Client

Scanned documents are published to the same SharePoint O365 document library from which you launched Fotopia® Viewer.

2.4 MERGING DOCUMENTS

You can merge more than one document using this distinguished feature of **Fotopia Viewer**. You can set one of them as main document and merge the rest of the selected document with it.

➤ **To Merge Documents:**

1. From your **SharePoint O365** home page, select the required document(s) to be merged.
2. Click  icon on top toolbar of your home page, you will be introduced to **Fotopia Viewer** Home page, with the previously selected documents open.

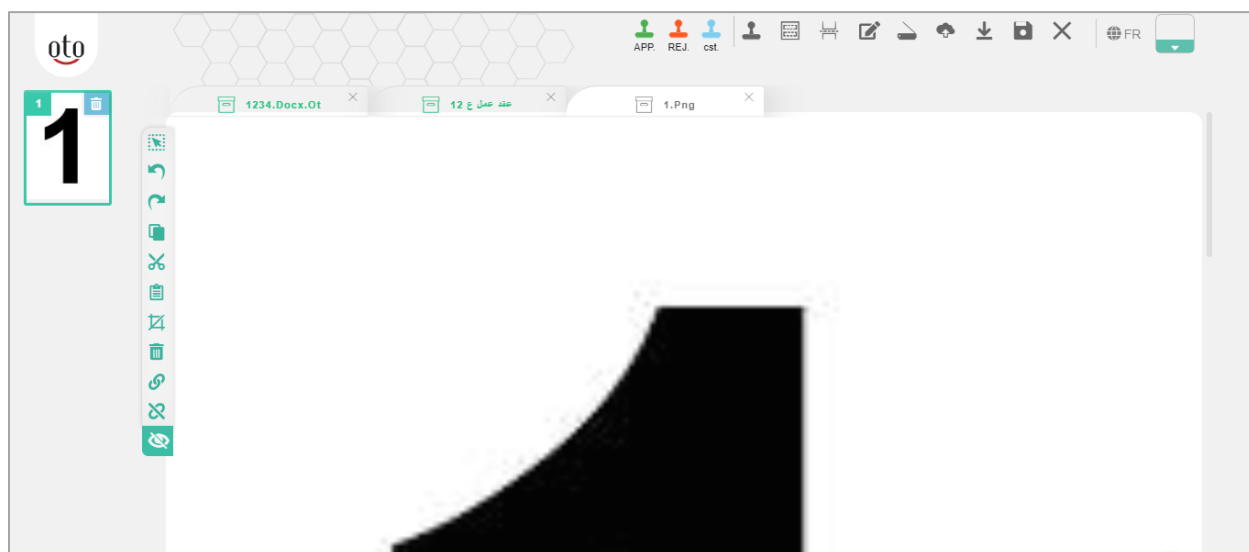
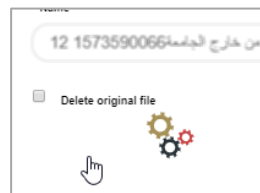


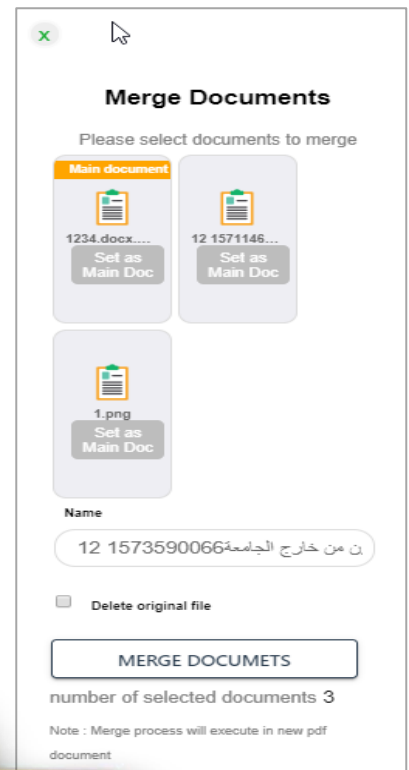
Figure 6: Adding Signature to Application

3. Click  the **Merge Documents** dialog box is opened.

4. Select the main document and check the **Set as Main Document** box.
5. Then select the documents to be merged with the main one; one by one.
6. Select the **Delete Original File** checkbox, if you want to delete the original file(s) and keep the merged file only
7. Click the **Merge Documents** button.
8. The wheels keep circulating till files are finished merging.



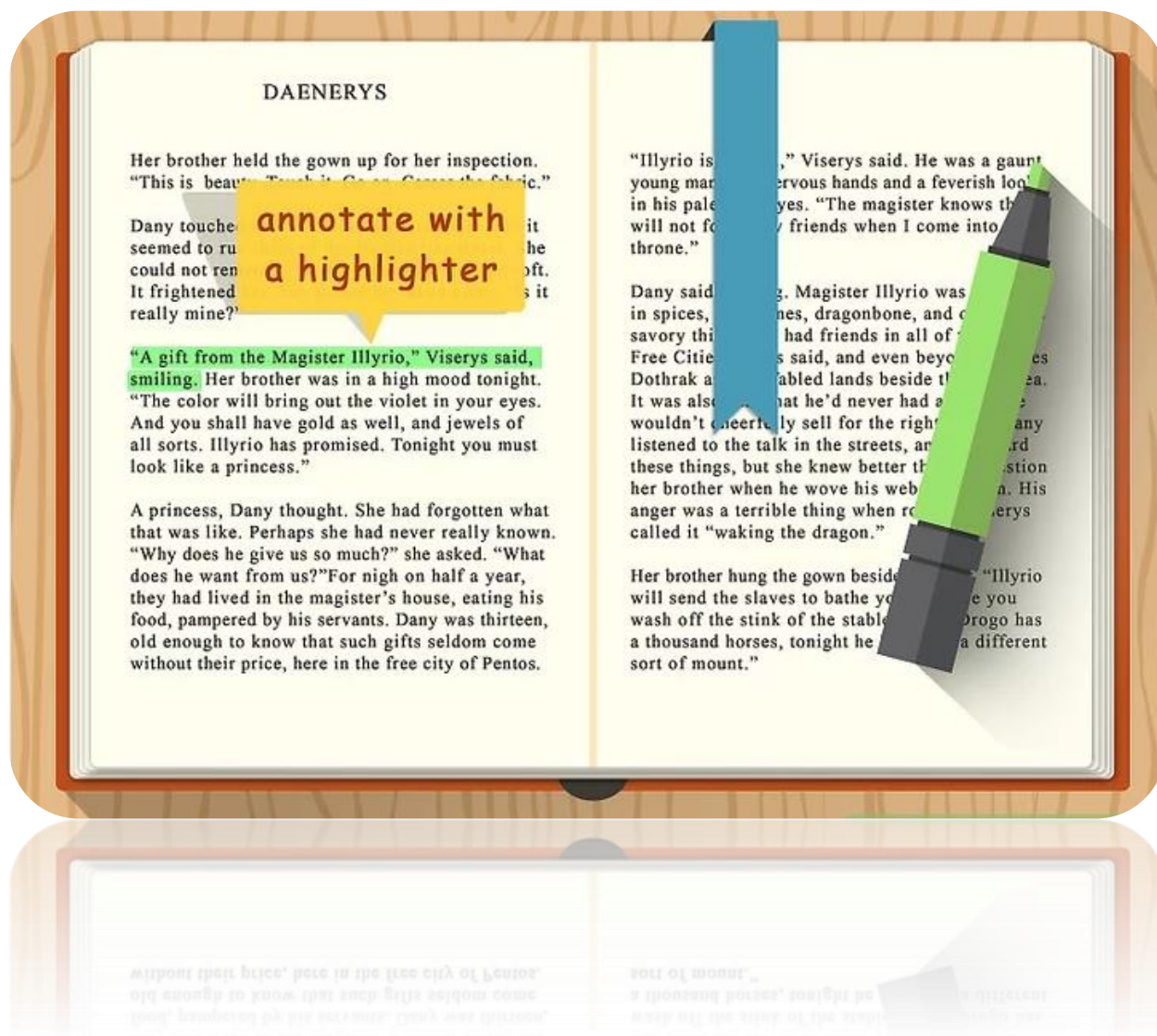
9. The new merged document has a new PDF file format.



- The number of the selected documents is displayed in the bottom of the **Merge Document(s)** dialog box, except for the main one.
- The name of the document you stop on to select is displayed in the box below.
- The new merged document appears in your SharePoint library immediately and you can open it using **Fotopia Viewer** again to work on it.

3. ANNOTATIONS MANAGEMENT

Editing options in **Fotopia Viewer** facilitates to the user manipulating the items, annotations, text he/she added easily like delete, clone, cut, paste, redo, undo, group, ungroup, etc. In this chapter, you will get acquainted to how to edit your documents easily using the left tool bar that covers all the related actions.



3.1 ANNOTATIONS

Annotations are meant to be of different shapes such as rectangle, circle, line, arrow, and tags.

➤ **To perform this task, do as follows:**

1. Click using your mouse within the page where you want to add the annotation. The Smart wheel appears.





Figure 7: Smart Wheel


2. You can spin around it selecting any annotation you want to add.

3.1.1 RECTANGLES

➤ To add a Rectangle to your document:

- a. Click  to draw a rectangle. The red dotted border rectangle appears with the mouse pointer on its top left corner,  for you to drag it anywhere in the page.



- b. Release the mouse, the rectangle is drawn  with borders points where you can resize it easily using them.
- c. Move the mouse pointer on the rectangle borders till it changes to a doubled arrow then drag either to expand the square or minimize it.

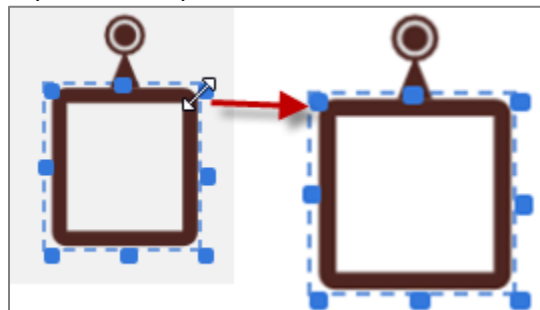



Figure 8: Re-size the Rectangle



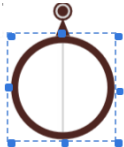
- d. Click the black circle  on top of the shape to open the annotation pop-up menu to manage the rectangle.

*You can drag the shape drawn anywhere in the page.

*Click outside the wheel to release and choose another shape.

3.1.2 CIRCLES

➤ **To add a circle to the document:**

- Click  on the smart wheel mentioned above. The dotted border Circle appears with the mouse pointer inside,  for you to drag it anywhere in the page.
- Release the mouse, the circle is drawn  with borders points where you can resize it easily using them.
- Use the mouse pointer to expand the circle or minimize it.

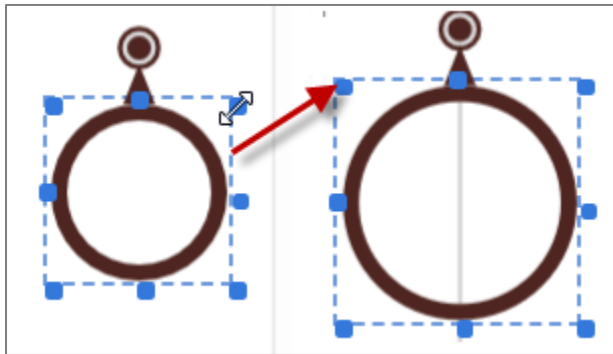



Figure 9: Re-size the Circle

- d. Click the black circle  on top of the shape to open the annotation pop-up menu to manage the circle.



*You can drag the shape drawn anywhere in the page.

*Click outside the wheel to release and choose another shape.

3.1.3 ARROWS

➤ To add an arrow to the document:


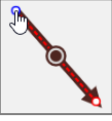

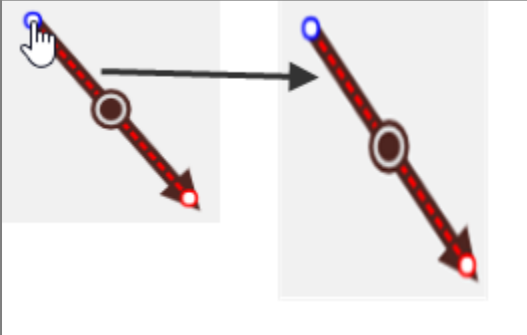

- Click  on the smart wheel mentioned above. The dotted arrow appears,  whereas you can drag anywhere in the page using the mouse pointer.
 - Release the mouse, the arrow is drawn  with two circle-ended points where you can resize it easily using them.
 - Use the mouse pointer to increase the length of the arrow or decrease it.
- 

Figure 10: Re-size the Arrow

- Click the black circle  on top of the arrow to open the annotation pop-up menu to add any comment to the arrow you have just drawn.



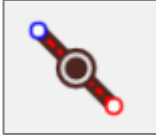


*You can drag the shape drawn anywhere in the page.

*Click outside the wheel to release and choose another shape.

3.1.4 LINES

➤ To add a Line to the document:

- Select  from the smart wheel. The dotted line appears,  the red dotted line appears with the mouse pointer on its top for you to drag it anywhere in the page.
- Release and click the mouse, the line is drawn  with two circled end points where you can resize it easily using them.
- Use the mouse pointer to increase the length of the line or decrease it.

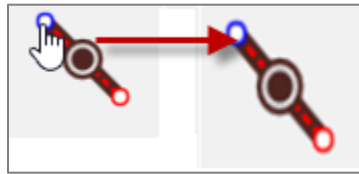



Figure 11: Re-size the Line

- Click the black circle  on top of the line to open the annotation pop-up menu to add any comment to the arrow you have just drawn.



*You can drag the shape drawn anywhere in the page.

*Click outside the wheel to release and choose another shape.

3.1.5 TEXT

Fotopia© Viewer enables its users to add text to the document, edit and format it in the easiest way possible.

➤ **To perform this task, do the following:**

- 1 Click anywhere in the page in any opened document to have the **Smart Tag** tool shown.
- 2 From the **Smart Tag** tool, click the **Text** icon to open. A red pointed rectangle text box shows up with a mouse pointer on top of it to move anywhere in the page.
- 3 Click where you want your text to be inserted.

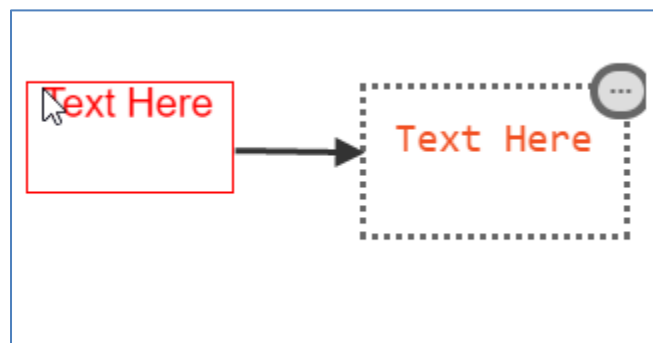


Figure 12: Text Settings






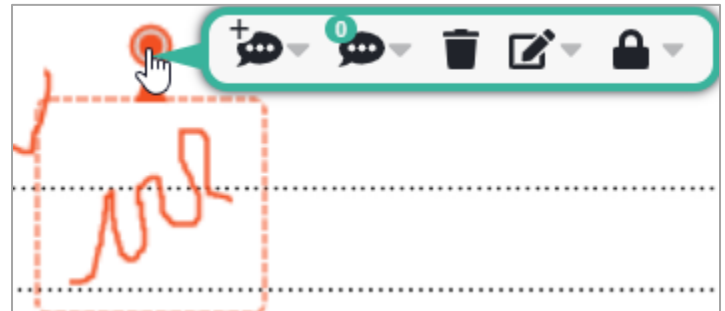
For more information on Text Settings, refer to [Text Settings](#) below.

3.1.6 FREEHAND

Users are empowered to use Freehand text and insert them to documents. Freehand text is used as a real pen inserted to an opened document.

➤ To perform this task, do the following:

- 1 Click  to add a freehand text to your document, once you click, you can use the mouse freely as if it was a pen.
- 2 Click  to exit it.
- 3 Select the freehand text you entered, click  on top of the freehand dotted box after selecting it to open its pop-up menu.
- 4 For more details on the popup menu click [Annotation Popup Menu Functionalities](#)






3.1.7 TAGS




The smart tag includes a group of quick one-click tags such right and left tags and Text tags.

Once your selected document is wide open in the home page, all what you need is to click anywhere for the smart tag to show up as displayed above. You can change the place where the smart tag exists by clicking in the area you want to have it there.

➤ **To add a left tag to the document:**

- For a left tag, select  from the smart wheel. The left tag appears in pink  with the mouse pointer on its top for you to drag it anywhere in the page.
- Release and click the mouse, the tag is drawn  It can be resized after entering its related text.
- Click the red circle on its end to open the [annotation pop-up menu](#) to enter its [text](#) or to write any comment next to the tag you have just added.

➤ **To add a right tag to the document:**



- For a right tag, select  from the smart wheel. The right tag appears in pink  with the mouse pointer on its top for you to drag it anywhere in the page.
- Release and click the mouse, the tag is drawn  It can be resized after entering its related text.
- Click the red circle on its end to open the [annotation pop-up menu](#) to enter its [text](#) or to write any comment next to the tag you have just added.


*You can drag the shape drawn anywhere in the page.

*Click outside the wheel to release and choose another shape.



➤ **To add a regular text tag to the document:**

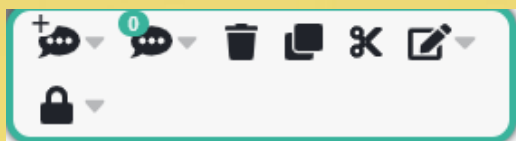
- d. For a right tag, select  from the smart wheel. The right tag appears in pink  with the mouse pointer on its top for you to drag it anywhere in the page.


- e. Release and click the mouse, the tag is drawn.  It can be resized after entering its related text.
- f. Click the red circle on its end to open the annotation pop-up menu to enter its text or to write any comment next to the tag you have just added.



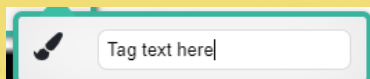
Entering Text on Tag

1. By clicking the red circle on the tag, the pop-up menu is opened



2. Click  to open the text box of all tags mentioned above.

3. Click the arrow next to the icon, enter the required text in the popup text box



*For more details on the rest of the icons, refer to [Annotations Pop-up menu functionalities](#).

3.2 STAMPS

Users are empowered to use electronic stamps and insert them in documents. Electronic stamps are added to the application database and then inserted into open documents.

➤ To perform this task, do the following:



1. From the top ribbon in the home page, click to open its related dialog box.

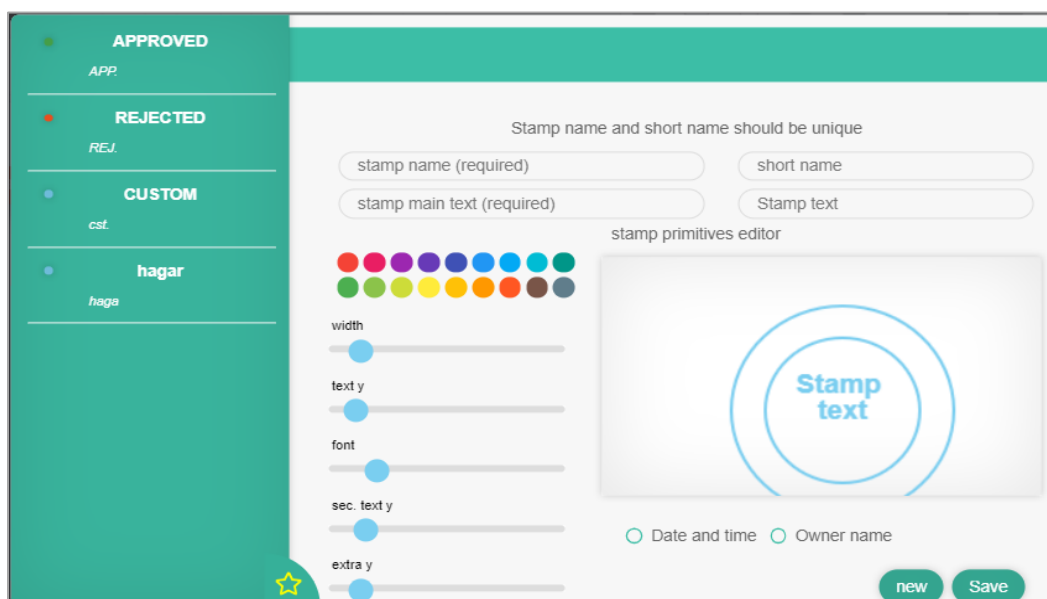



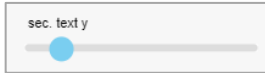


Figure 13: Stamps

2. Click **New** and then enter a name for the new stamp, a unique short name.
3. Enter the stamp main text in the corresponding field, "HR Section" for example as shown in the adjacent figure.
 
4. Enter the secondary text, "Custom Stamp" for example as shown in the adjacent figure.
 
5. Change the color of the whole stamp as preferred from the color palette available.
6. Under the Stamp Primitives Editor section:
 - a. Adjust the width using the Width scroll to the right and left to increase the size of the stamp.

- b. Scroll **Text Y** to the far left  to raise the stamp main text you have just entered to the top of the stamp and vice versa.
- c. Scroll the **Font** scale to the left to decrease the font of the stamp main text and vice versa.



- d. Scroll **Sec. Text Y** to the far left  to raise the stamp secondary text to the top of the stamp as the word "Staff" in the adjacent figure, and vice versa.




7. Select the check boxes below to show date and time and/or owner (user) name.

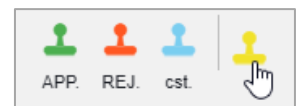
8. Back to the Primitive Editor, scroll to the right and left the **Extra Y**



scale to adjust the location of the username and date if you have chosen in the previous step to show them as shown in the adjacent figure.



9. Click  to show the newly added stamp in the favorite stamps panel at the top of the home page to the application database as shown in the adjacent figure showing 3 custom stamps.



10. Click **Save**.
11. While you are in the same dialog box, from the left pane, you can modify one or more of the available stamps following the steps from 3 to 9.
12. Click **Delete** to delete the selected stamp.

3.3 SIGNATURE

Users are empowered to use electronic signatures and insert them to documents. Electronic signatures are added to the application database and then inserted to open documents.


➤ **To perform this task, do the following:**

1. From the top ribbon in the home page, click the **Add/Edit Your Signatures** icon




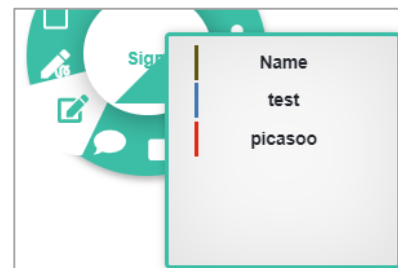
to open its related dialog box.

Figure 14: Adding Signature to Application

1. In the **Add/Edit Your Signatures** dialog box click **New** and then enter a name for the new signature, a unique short name, and browse to the attached electronic signature image needed.
2. Under the **Signature Primitives Editor** section, adjust the width and height of the displayed signature as you wish moving the scroll in the adjacent figure to the right and left and click **Save**.
3. Exit the dialog box, and then click anywhere in the page to open the smart wheel then click the signature icon .





- 4 The popup menu shows the saved signatures available for you to select from, select one.
- 5 Click where you want to insert it in the page, it will be inserted immediately.
- 6 Select the signature you entered,  on top of it after selecting it to open its pop-up menu.
- 7 For more details on the popup menu click [Annotation Popup Menu Functionalities](#)





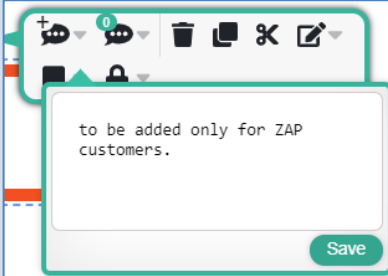


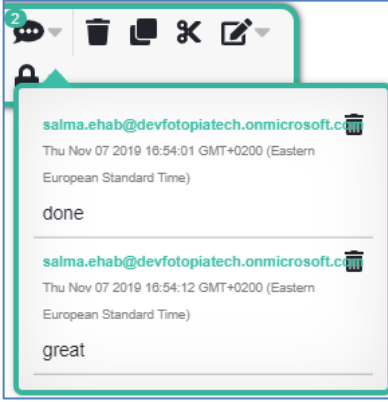
3.4 ANNOTATIONS SETTINGS











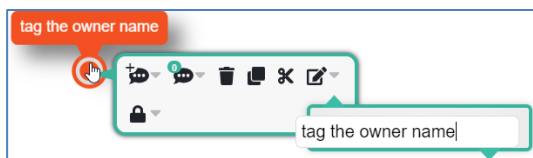
The Popup menu that pops up from the different shapes, redactions, texts and signatures that you draw on your documents have different and common functionalities. You will be introduced to General Settings and Text special settings in the sections below:

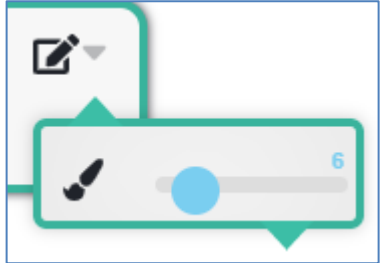


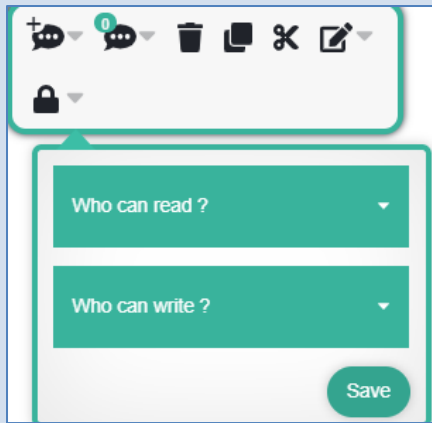


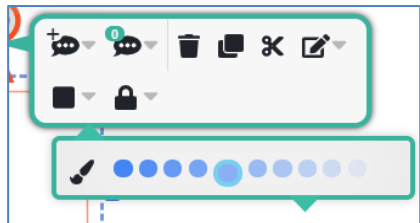
3.4.1 GENERAL SETTINGS

* Click , or  on top of the annotation after selecting it to open its pop-up menu.

- The following table shows the user all the available functionalities of the different pop-up menus to know what he/she can do with each:

Icon	Action Steps	Supporting Screens
 <p>Adding Comments</p>	<ol style="list-style-type: none"> 1. Click  to add your comment on the item you have added in the page. 2. Click Save to save your comment with this annotation. 	
 <p>Viewing/ deleting Comments</p>	<ol style="list-style-type: none"> 1. Once one or more comments are added as shown above, the icon changes to give you the number of comments included, . 2. Click on the down arrow to view all comments included. Note: information on the commenter and the insertion date is displayed. 3. Click Delete next to the comment to delete it. 	

Icon	Action Steps	Supporting Screens
 Delete	<ol style="list-style-type: none"> 1. Select the annotation by just stopping on it. 2. Click , the whole annotation is deleted, along with its comments. 	
 Cloning	<ol style="list-style-type: none"> 1. Select the annotation or just stop on it, 2. Click , from the sub-menu the shape is cloned. <p>Note: This feature applies to all annotations; rectangle, circle, line and arrow, in addition to the signature, text and tags, except for the stamp.</p>	
 Cut	<ol style="list-style-type: none"> 1. Select the annotation or just stop on it, click , or  to open the pop-up menu. 2. Click , the annotation is cut, go wherever you want to paste it in the page, and click  to paste it on top of the left toolbar controls. 	
 Editing	<ol style="list-style-type: none"> 1. Select the tag, circle or square, click  to open the pop-up menu. 2. Click . <ol style="list-style-type: none"> a. In case of tags, the adjacent editing box pops up to enter the text you want to add on top of the tag. 	<p>This feature applies only on tags and the circle and rectangle.</p> 

Icon	Action Steps	Supporting Screens
	<p>b. In case of circle and rectangle, the adjacent maximize and minimize bar pops up to change the thickness of the border of both the circle and square.</p>	
 Locking	<ol style="list-style-type: none"> Click the down arrow beside  lock icon to open the drop-down list including the users to define can only see the annotation and other users who can even modify it. Click the either the list of Who can read? or the list of Who Can Write to open and see its listed users who are by default enabled to read/ or write your annotation. To allow/disallow read/write privileges to certain users to your annotation, clear the All can read radio button, to start selecting the users who can read or write you annotation by clicking the radio buttons before their names and then click Save. 	
 Change Color	<ol style="list-style-type: none"> Click  to change the color of the shape 	

3.4.2 TEXT SETTINGS

You can add comments to your inserted text, you can view your comments as well as others'. You can specify who can see the redaction and who can't.

➤ To change the Redaction Settings, do the following:

- 1 Click  to have its Settings pop-up menu opened.

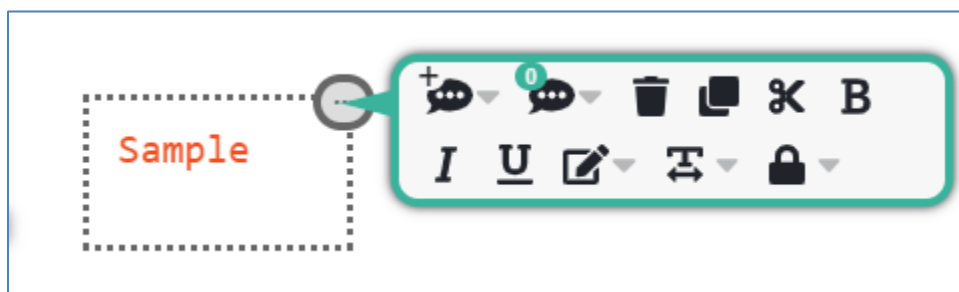








Figure 15: Text Settings

- 2 You can easily add [Annotations Settings](#) to your text, [view or delete](#) them.

- 3 To [clone](#) your text, click .

➤ To Edit/Format your text:

- 1 Click  to have the selected text and then you can paste it anywhere else using the [Paste](#) icon in the left toolbar.
- 2 To underline the inserted text, click .
- 3 To make text bold, click .
- 4 To make text Italic, click .
- 5 To change text size, click the arrow next to the icon , a scaling bar opens with a scale from 1-99. Move right to minimize font and left to maximize it as shown in the figure below.

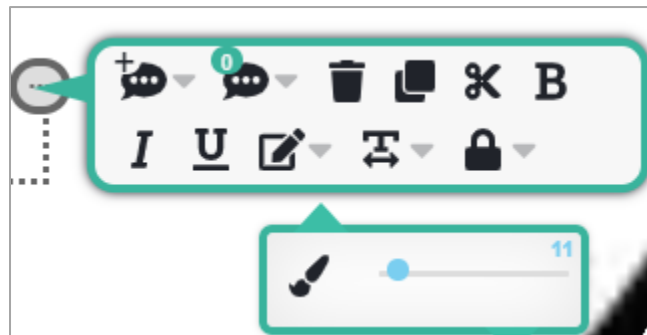



Figure 16: Maximize & Minimize Text

- 6 To change the size of the text box, click the arrow next to , a scaling bar opens with a scale from 100-1650. Move right to decrease the text box size and right to increase it. It is decreased/increased from width and height proportionally, as shown in the figure below.

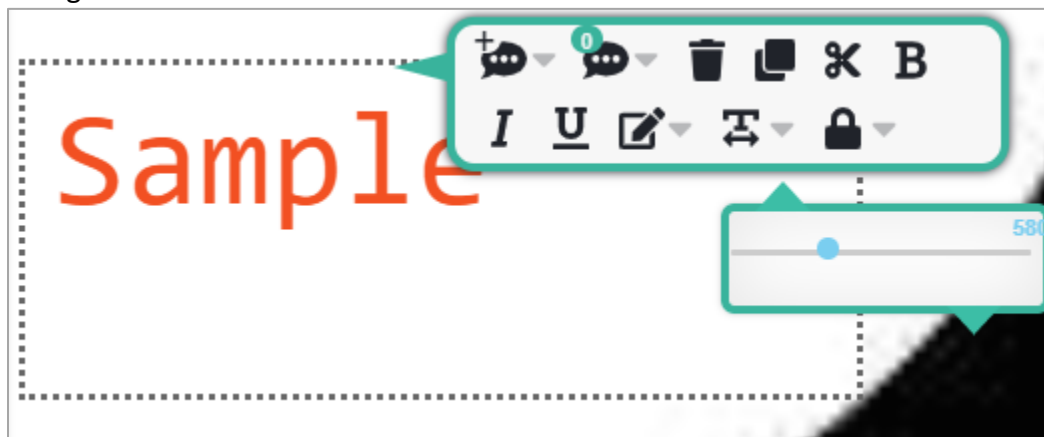



Figure 17: Changing the size of the Text Box

- 7 Click  to specify the [Access Locking Rights](#) who can read this text and who can edit/write it from the available users' list.

4. REDACTIONS

Fotopia© Viewer enables users to hide parts of their documents and to allow only selected people to have access to those hidden parts of documents.



4.1 ADDING REDACTIONS TO YOUR DOCUMENT

➤ **To perform this task, do the following:**

- 1 Click anywhere in the page in any opened document to have the **Smart Tag** tool shown.
- 2 From the **Smart Tag** tool, click the **Redaction** icon to open. A grey rectangle redaction shows up with a mouse pointer on top of it to move anywhere in the page.
- 3 Click where you want your redaction to be inserted. A warning message appears.

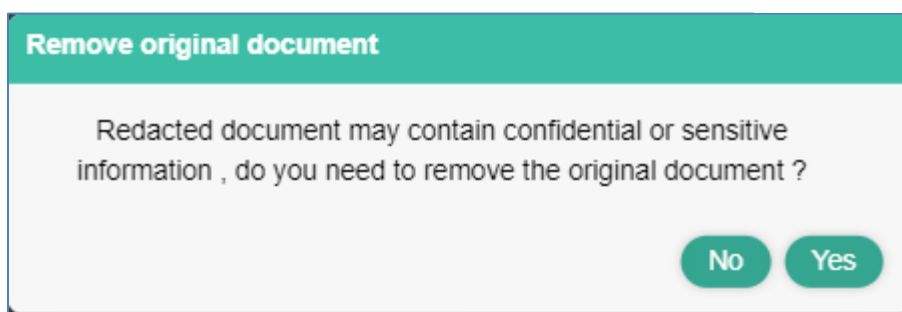
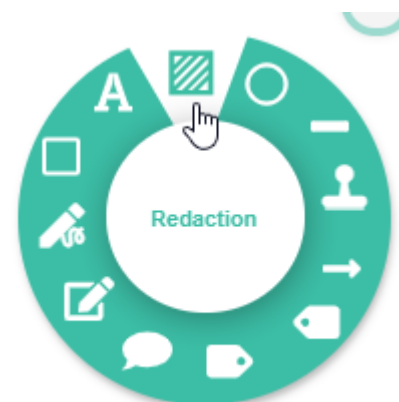



Figure 18: Redaction Warning Message

- 4 Click **Yes** if you want to remove the original document and **No** to insert the redaction in the current one.
- 5 The borders surrounding the redaction with various end points, you can use to resize it easily once the mouse pointer changes to doubled arrow on any of these points as shown in the adjacent figure.

4.2 REDACTION SETTINGS

You can add comments to your inserted redaction, you can view your comments as well as others'. You can specify who can see the redaction and who can't.

➤ To change the Redaction Settings, do the following:

- 1 Click the redaction and then click  to have its pop-up menu opened.

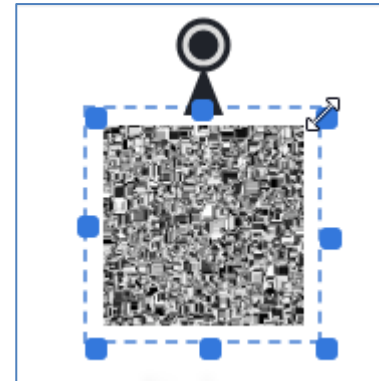



Figure 19: Redaction Settings

- 2 You can easily add [comments](#) to your redaction, [view or delete](#) them.

- 3 Click the down arrow beside  to open a drop-down list of **three locking options**:





Click to set a password to unlock redaction. Enter the Password and then click **Save**.



Click to manage the privileges of the users to view the redaction to allow certain users to unlock redaction



Click to do both; set a password and allow certain users to view the redaction

- 4 Click the Unlock icon  and then enter the unlock password in case it was required.
- 5 Click  to delete the redaction along with its comments.

5. PAGE MANAGEMENT


After opening your document(s), you can easily manipulate its pages by using the zoom tool for high zooming levels and to bring you and out of the page and reset it back to the default view. Moreover, specific areas of the document can be magnified using the magnifier tool. In addition to rotating the page clockwise.









5.1 VIEW PANEL

➤ To open the View Panel:



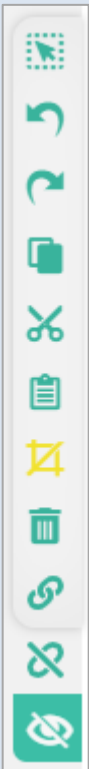
- ✓ Click  at the bottom left part of the current opened document, the **View Panel** is opened, which icons will be explained in the following table:






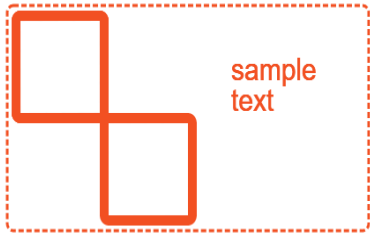









Icon	Description	Function
	Zoom In	It enables users to zoom in to get a close-up view of the open document.
	Zoom Out	It enables users to zoom out to see more of the page at a reduced size.
	Fit	It enables users to shrink the displayed document at a reduced size.
	Fit Width	It enables users to expand the displayed document wide to fill the whole workspace.
	Right Height	It enables users to expand the displayed document high to fill the whole workspace.
	Rotate	It enables users to choose either portrait (vertical) or landscape (horizontal) orientation for the display of the open document. It rotates the document clockwise.




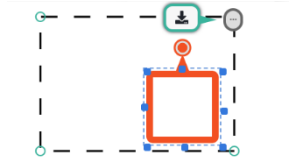







5.2 THE LEFT TOOLBAR CONTROLS

It includes main control elements like delete, clone, cut, paste, redo, undo, group, ungroup, etc.

All icons are in **green**, and changes into **yellow** when pressed.

Function	Description
	<p>The left toolbar includes icons that are related to editing your documents; selection, do, undo, cloning, cutting and pasting, etc. all will be explained in detail below.</p>

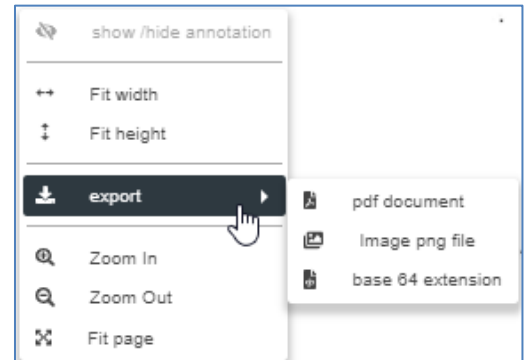
Function	Description
	<p>This Selection for Grouping icon is used to select any shapes inserted of the annotations that you added to your document, these annotations are rectangle, line, arrow, and circle in addition to the sample text, to be later cloned. You use the grouping item after that to keep a group of items together.</p> <ol style="list-style-type: none"> 1. Click  then get to the page you are in where you want to group some items. 2. The available annotations are selected for later actions to be applied on. 3. Click  to group them together. 4. Click  to ungroup them. 5. You may click  to clone the group. 
	<p>This is used to undo any procedure you have applied on your document.</p>
	<p>This is used to redo any procedure you have undone on your document.</p>
	<p>This is used to copy/clone any item or group of items grouped together.</p> <ol style="list-style-type: none"> 1. Insert any annotation; stamp or signature or even grouped annotations. 2. Click  the item/group you have just stopped at, the item/group is cloned next to the previous one. 3. You may drag it anywhere.
	<p>This is used to cut any item or group of items grouped together.</p> <ol style="list-style-type: none"> 1. Select an item using the mouse. 2. Click , it is done, then click  to paste it anywhere in your page or in another opened document.
	<p>This is used when you have previously cut an item, click  to paste it anywhere in your page or in another opened document.</p>

Function	Description
	<p>This is used to crop a certain area in your page including any inserted items.</p> <ol style="list-style-type: none"> 1. Click , a dotted rectangle appears in your page. 2. Drag its edges till you cover the area of your page that you want to crop. 3. Click  on top of the crop rectangle to download an image of the cropped area. 4. The image downloaded file appears below, you may click on it to open it. 
	<p>This is used to delete any item/group, just select it and click .</p>
	<p>This is used to group several inserted shapes in addition to text.</p>
	<p>This is used to ungroup several grouped shapes in addition to text.</p>
	<p>This is used to hide/unhide annotations excluding grouped items.</p> <ol style="list-style-type: none"> 1. Click  to hide annotations in the current file. 2. Click  once more to unhide it.

5.3 RIGHT CLICK MENU

➤ To open the Right-Click Menu:

1. Right click anywhere in the page to open the Right-Click menu.
2. The right click menu is opened.
3. Click **Show/Hide Annotation** menu option; either to show or hide the available annotations
4. Select **Fit Width** to enable you to expand the displayed document wide to fill the whole workspace.
5. Select **Fit Height** to enable users to shrink the displayed document at a reduced size.
6. Select **Zoom In** to enable users to zoom in to get a close-up view of the open document.
7. Select **Zoom Out** to enable users to zoom out to see more of the page at a reduced size.
8. Select **Fit Page** to fit the document to page size.
9. Click **Export** to publish the document, a sub menu opens with few options representing means of publishing a document.
 - a. Select PDF document to publish the document as a pdf.
 - b. Select Image png file to publish the document as an image.
 - c. Select Base 64 extension to publish the document, using this option makes your published file roughly comparable in file size to standard binary (jpg/png). As Base64 uses 6 bits per byte to encode data, whereas binary uses 8 bits per byte.



The Show/Hide annotations menu option is not enabled until you adjacent figure

5.4 PAGE NAVIGATION

You can easily navigate through the document pages, using the navigation bar below:

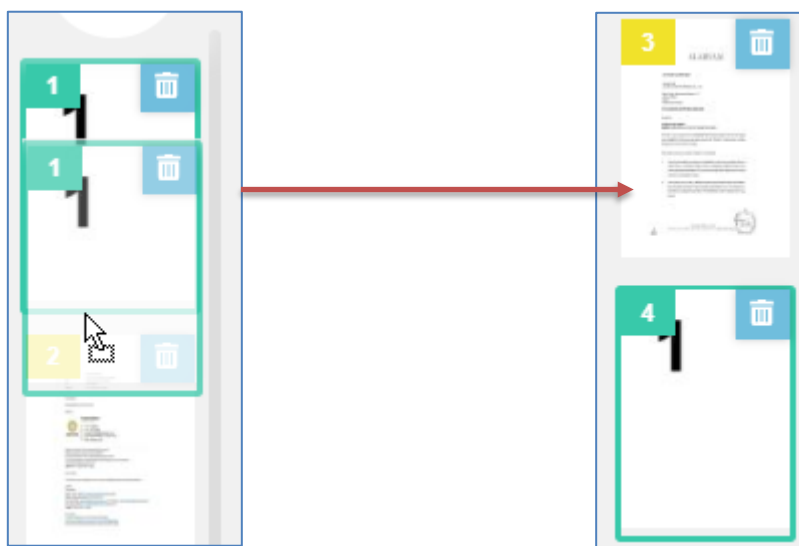


- It displays the number of the current page you are stopping at.
- It also displays the total number of pages as shown above, “1 of 7” whereas 1 is the number of the current page and 7 the total number of pages.
- The doubled yellow arrows take you to the first and last pages.
- The single white arrows move you one page backward and forward.

5.5 PAGE REARRANGEMENT

You can easily rearrange endless number of pages according to your preferences, using the page thumbnails on the left pane of the document page.

- Stop on the page you want to move and then drag it where you want while you are still in the left pane area.
- Release the mouse where you want to put the page as shown below.
- Click the **Delete** icon on top left of the page to delete current page from the opened document.



6. METADATA HANDLING


Fotopia Viewer enables users to easily handle the metadata making use of the summarized basic information about your files, which can make tracking and working with specific data easier and more functional. Metadata can be created manually to be more accurate, or automatically and contain more basic information.



6.1 MANUAL METADATA HANDLING

The Manual Metadata handling is a unique feature of **Fotopia Viewer**, giving it a more usable factor that helps the user add some metadata to their documents manually and used for later search and retrieve of data from these files or folders binding documents together.



➤ **To manually insert metadata into a document:**

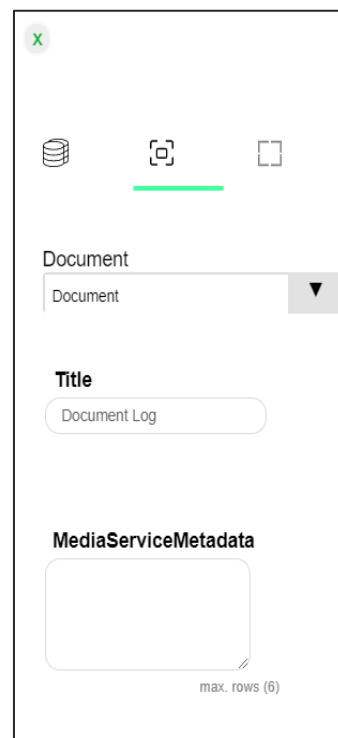
- 1 While you are working on an opened document, click , the **Metadata** dialog box is opened.
- 2 Select for example *Document* or *folder* from the drop-down list on top. They are metadata fields related to the SharePoint document library which is “Folder” in this case.
- 3 The metadata if exists appears in the fields.

6.2 OPTICAL CHARACTER RECOGNITION (OCR)

OCR is the use of technology to distinguish printed or handwritten text characters inside digital images. Now it is a new feature added to **Fotopia Viewer**, to give it a more unique and usable factor that helps the user add some metadata to their documents that help later to search and retrieve some major data from these files or folders of physical documents, such as a scanned paper document.

➤ **To automatically detect text to transfer into metadata fields:**

- 1 While you are working on an opened document, click , OCR panel is opened.
- 2 Click  to go to the **OCR** tab.
- 3 Select for example *Document* or *folder* from the drop-down list on top. They are metadata fields related to the SharePoint document library which is “Folder” in this case.
- 4 Stop in the title field and then go to the document area and use your mouse to draw a rectangle surrounding the title you want to include the text of the part you have selected appears in the **Title** text box.



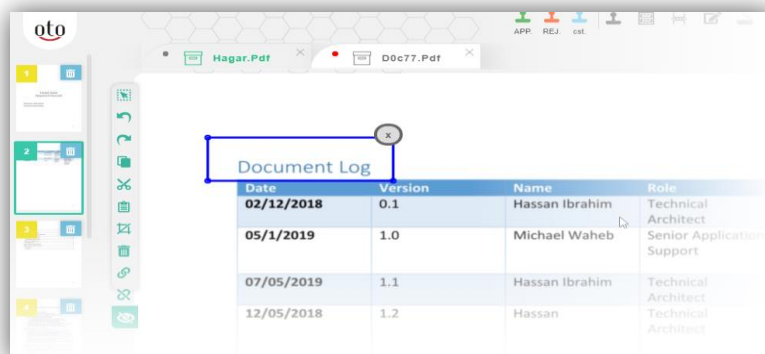
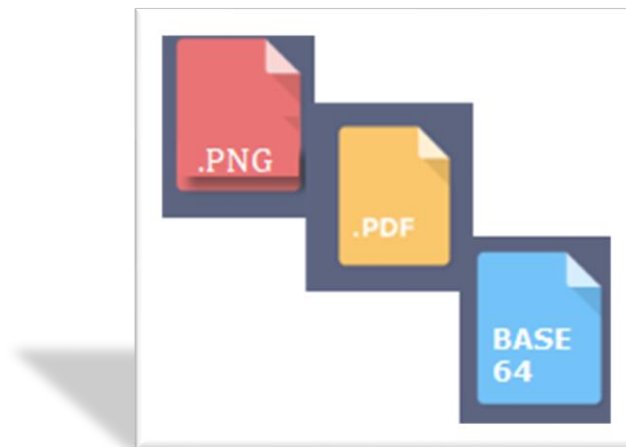


Figure 20: Redaction Settings

- 5 Do the same for the rest of the fields, stop on each and select the required area from your document.

7. PUBLISHING AND EXPORTING A DOCUMENT

Want to publish your document? You can do that directly from Viewer. You can also export your work to different formats, such as PDF, for publishing or using in other apps and services. You can email, message, and print your documents later using the available publishing formats.



7.1 PUBLISHING A DOCUMENT

You can use the top toolbar to work on your document(s) easily, and can save, close, scan the document(s) you are working on. Also, you can also publish it.



1. While your document is opened, click  on the top toolbar, the PDF download status appears below, you can click to open.

7.2 EXPORTING A DOCUMENT

You can use the **Exporting** feature in Viewer to export your documents in the various available formats.


➤ **To Export a document, do the following:**

While you are in the home page of Viewer having an opened document,

1. Click .

OR

2. Click Export from the Right Click menu.

3. You can; click  to publish the current page of the document. The adjacent sub menu appears.
 - Select the required format, a dialog box opens at the bottom of the page.

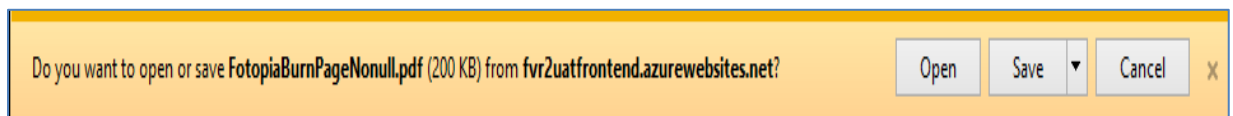
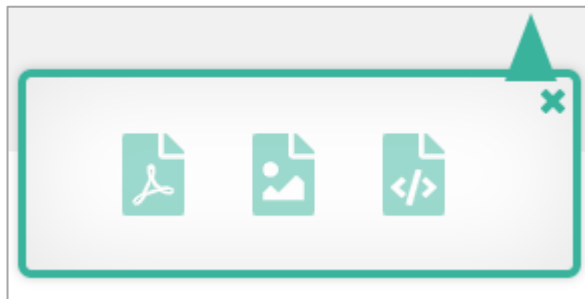
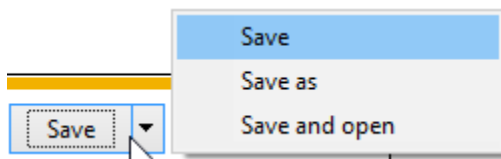


Figure 21: Open/Save a document

- In the opening dialog box, select either to open or save the document in the selected format and then click **OK**.
- You may select **Save as** from the **Save** button.



These steps appear upon using **Internet Explorer** but not when using **Chrome**.

It may also change according to your browser.

- The Windows regular Save as dialog box appears.

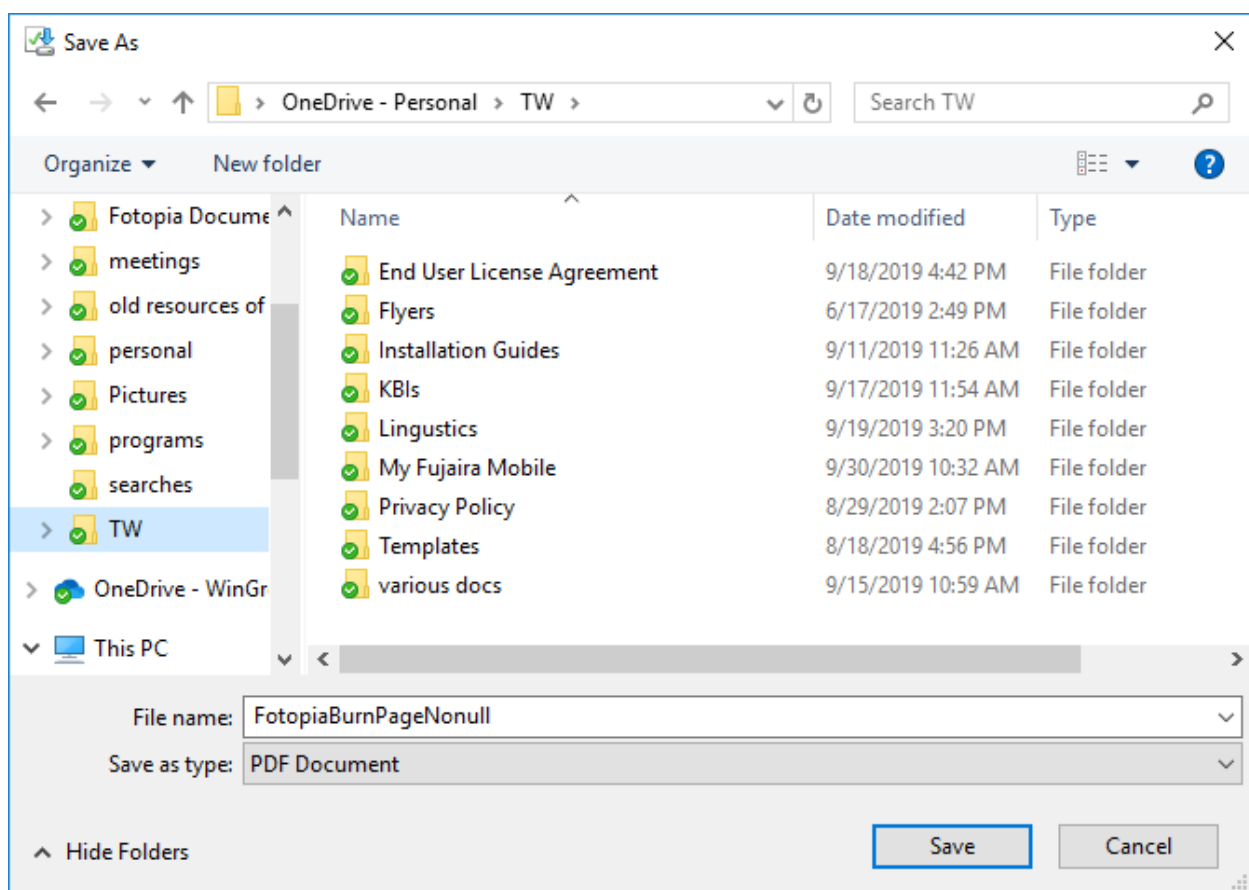


Figure 22: Windows Regular Save As Dialog Box

- Select the type from the **Save As Type** field.
- Enter the name required or leave as is.
- Click **Save** button, your document is saved as you defined.

Or

1. Right click anywhere in the page to open the Right- Click menu. Then, click **Export** to publish the document, a sub menu opens with few options representing means of publishing a document.

- a. Select PDF document to publish the document as a pdf.
- b. Select Image png file to publish the document as an image.
- c. Select Base 64 extension to publish the document, using this option makes your published file roughly comparable in file size to standard binary (jpg/png). As Base64 uses 6 bits per byte to encode data, whereas binary uses 8 bits per byte.

