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To Open A Document

To open a document, perform the following steps:

1. Choose File ► Open.
2. In the Open Document dialog, select the file you want to open.
3. Click Open. *Xreader Document Viewer* displays the name of the document in the titlebar of the window.

To open another document, choose File ► Open again. *Xreader Document Viewer* opens each file in a new window.

If you try to open a document with format that *Xreader Document Viewer* does not recognize, the application displays an error message.

To Navigate Through a Document

You can navigate through a file as follows:

- To view the next page, choose Go ► Next Page.
- To view the previous page, choose Go ► Previous Page.
- To view the first page in the document, choose Go ► First Page.
- To view the last page in the document, choose Go ► Last Page.
- To view a particular page, enter the page number or page label in the text box on the toolbar, then press .

To Scroll a Page

To display the page contents that are not currently displayed in the display area, use the following methods:

- Use the arrow keys or space key on the keyboard.
- Drag the display area by clicking with the middle mouse button somewhere in the document and then moving the mouse. For example, to scroll down the page, drag the display area upwards in the window.

- Use the scrollbars on the window.

To Change the Page Size

You can use the following methods to resize a page in the *Xreader Document Viewer* display area:

- To increase the page size, choose View ► Zoom In.
- To decrease the page size, choose View ► Zoom Out.
- To resize a page to have the same width as the *Xreader Document Viewer* display area, choose View ► Fit page width.
- To resize a page to fit within the *Xreader Document Viewer* display area, choose View ► Best Fit.
- To resize the *Xreader Document Viewer* window to have the same width and height as the screen, choose View ► Full Screen. To resize the *Xreader Document Viewer* window to the original size, click on the Exit Full Screen button.

To View Pages or Document Structure

To view bookmarks or pages, perform the following steps:

1. Choose View ► Sidebar or press F9.
2. Use the drop-down list in the side-pane header to select whether to display document structure or pages in the side pane.
3. Use the side-pane scrollbars to display the required item or page in the side pane.
4. Click on an entry to navigate to that location in the document. Click on a page to navigate to that page in the document.


To View the Properties of a Document

To view the properties of a document, choose File ► Properties.

The Properties dialog displays all information available

To Print a Document

To print a Document, choose File ► Print.

 If you cannot choose the Print menu item, the author of the document has disabled the print option for this document. To enable the print option, you must enter the master password when you open the document. See [To Work With Password-Protected Documents](#) for more information about password-protected files.

The Print dialog has the following tabbed sections:

- Job
- Printer

- [Paper](#)

Job

Print range

Select one of the following options to determine how many pages to print:

- All

Select this option to print all of the pages in the document.

- Pages From

Select this option to print the selected range of pages in the document. Use the spin boxes to specify the first page and last page of the range.

Printer

Printer

Use this drop-down list to select the printer to which you want to print the document.



The Create a PDF document option is not supported in this version of *Xreader Document Viewer*.

Settings

Use this drop-down list to select the printer settings.

To configure the printer, click **Configure**. For example, you can enable or disable duplex printing, or schedule delayed printing, if this functionality is supported by the printer.

Location

Use this drop-down list to select one of the following print destinations:

CUPS

Print the document to a CUPS printer.



If the selected printer is a CUPS printer, CUPS is the only entry in this drop-down list.

lpr

Print the document to a printer.

File

Print the document to a PostScript file.

Click **Save As** to display a dialog where you specify the name and location of the PostScript file.

Custom

Use the specified command to print the document.

Type the name of the command in the text box. Include all command-line arguments.

State

This functionality is not supported in this version of *Xreader Document Viewer*.

Type

This functionality is not supported in this version of *Xreader Document Viewer*.

Comment

This functionality is not supported in this version of *Xreader Document Viewer*.

Paper

Paper size

Use this drop-down list to select the size of the paper to which you want to print the document.

Width

Use this spin box to specify the width of the paper. Use the adjacent drop-down list to change the measurement unit.

Height

Use this spin box to specify the height of the paper.

Feed orientation

Use this drop-down list to select the orientation of the paper in the printer.

Page orientation

Use this drop-down list to select the page orientation.

Layout

Use this drop-down list to select the page layout. A preview of each layout that you select is displayed in the Preview area.

Paper Tray

Use this drop-down list to select the paper tray.

To Copy a Document

To copy a file, perform the following steps:

1. Choose File ► Save a Copy.
2. Type the new filename in the Filename text box in the Save a Copy dialog.
If necessary, specify the location of the copied document. By default, copies are saved in your home directory.
3. Click Save.

To Work With Password-Protected Documents

An author can use the following password levels to protect a document:

- User password that allows others only to read the document.
- Master password that allows others to perform additional actions, such as print the document.

When you try to open a password-protected document, *Xreader Document Viewer* displays a security dialog. Type either the user password or the master password in the Enter document password text box, then click Open Document.

To Close a Document

To close a document, choose File ► Close.

If the window is the last *Xreader Document Viewer* window open, the application exits.

