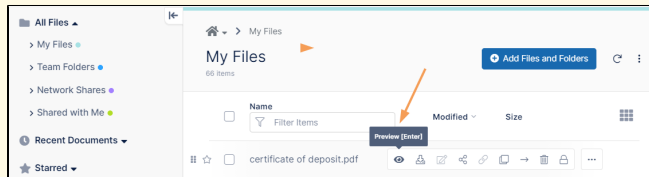


Document Preview

As an administrator, you can provide preview tools to your users so that they can quickly view a portion of a document to determine if it is the one they need to work with.

1. After selecting a file in the User Portal, a Preview button is available.



2. After clicking the Preview button, a separate window opens showing an image of the file.

This preview image cannot be edited.



There are three ways an administrator can provide preview tools in FileCloud:

- Enable Quick JS Preview (*FileCloud version 19.1 and later*)
- DocConverter with LibreOffice (*FileCloud version 18.2 and earlier*)
- WOPI - Web Application Open Platform Interface Protocol (*Supports online web editing features*)

FileCloud uses a Java-based service called FileCloud Document Converter to:

- Enable thumbs for all Microsoft Office documents (DOC, DOCX, PPT, PPTX, XSL, XSLX)
- Enable thumbs for Adobe documents (AI, PDF, PSD)
- Enable thumbs for TIFF images
- Interface with LibreOffice for document preview generation

For this FileCloud uses a java program based on Apache's [PDFBox](#). Document converter also will use LibreOffice libraries to convert documents to PDF.

➔ Need more help? If you have contacted support you can perform [Advanced Troubleshooting for Document Converter](#)

i FileCloud Server version 19.1 and later already includes the Doc Converter jar file and it is installed automatically.

- You do not need to download it as you did in earlier versions.

1. Start the Doc Converter service and configure it with FileCloud.

Linux: [LibreOffice Ubuntu/CentOS Instructions](#)

Windows: [LibreOffice Windows Instructions](#)

2. Enable thumbnail images on the Admin Portal.

➔ [Enable Document Thumbs](#)

Administrators can configure online editing to allow FileCloud users to select any supported document and edit the document from within the User Portal.

- FileCloud uses the WOPI (Web Application Open Platform Interface) protocol to support online web editing

To use WOPI, you must install or have already available one of the following to provide the web editing capability:

- Microsoft Office Online
- Collabora Code

 [Manage Online Web Editing](#)

You can choose which tool to use not only by the version of FileCloud you are using, but also by the functionality.

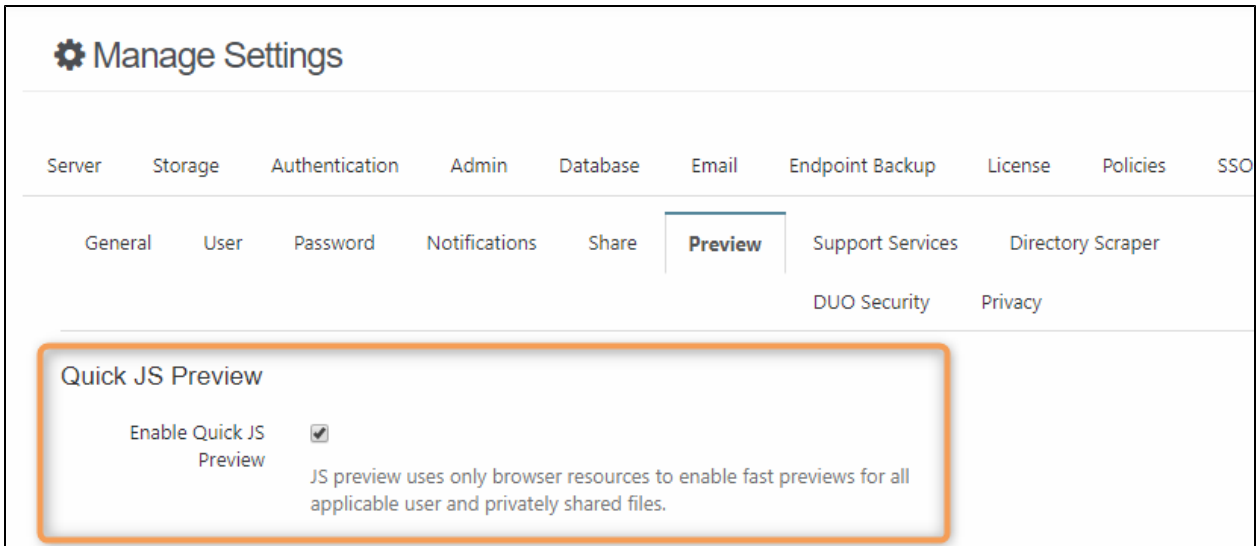
Tool	File Types Previewed	Preview Keys	Interactions with Other Tools
Quick JS Preview	<ul style="list-style-type: none"> • DOCX • PPTX • XLSX 	None	<ul style="list-style-type: none"> • If DocConverter is also in use, then previews can also be shown by using the SHIFT + Preview keys for a DocConverter view • If WOPI is also in use, then WOPI will override QuickJS functionality
DocConverter with LibreOffice	<ul style="list-style-type: none"> • DOC, DOCX • PPT, PPTX • XLS, XLSX • TXT • ODT (<i>LibreOffice</i>) • ODG (<i>Oasis graphic files</i>) • ODS (<i>Oasis Spreasheets</i>) 	SHIFT + Preview	<ul style="list-style-type: none"> • If Quick JS is also in use, then previews can also be shown without using any preview keys • If WOPI is also in use, then WOPI will override DocConverter functionality
WOPI	<ul style="list-style-type: none"> • DOC, DOCX • PPT, PPTX • XLS, XLSX 	SHIFT + Preview	WOPI will override any Quick JS or DocConverter functionality

 To configure document preview, click on a method to see the steps:

PRE-REQUISITES for Quick JS Previews:

1. You must be running FileCloud Server version 19.1 and later.
2. You must stop the Document Converter service according to the OS you are using.
 - a. For Windows, open the FileCloud Control Panel and stop the DocConverter Service if it is running.
 - b. For Linux, run the following command:


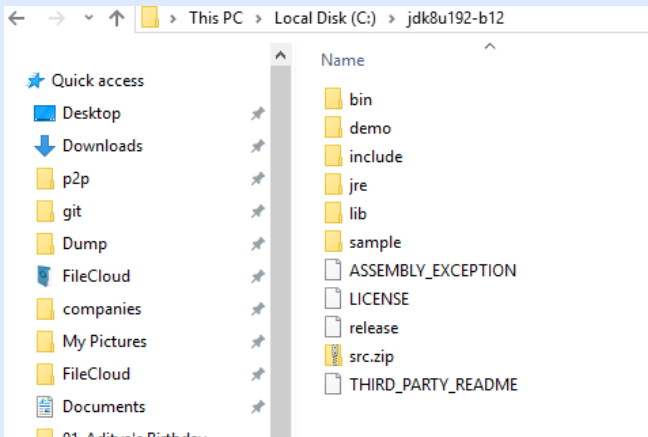
```
# sudo service fcdconverter stop
```



To provide a preview using Quick JS:

1. Open a browser and log in to the *Admin Portal*.
2. From the left navigation panel, under *SETTINGS*, click *Settings*.
3. On the *Manage Settings* window, select the *Misc.* tab, and then the *Preview* tab.
4. On the *Preview* screen, next to *Enable Quick JS Preview*, select the checkbox.

1. Install OpenJDK:

	<ol style="list-style-type: none"> 1. Download Open JDK 8 from https://adoptopenjdk.net/
	<ol style="list-style-type: none"> 2. Create a new folder in the C: directory. (In the example diagram, jdk8u192-b12 is the name of the new folder.) 3. Extract the Open JDK file you downloaded into the new folder.

2. Install Document Preview

- a. Open FileCloud Control Panel.
- b. To install Document Preview, click *Install*.

FileCloud Control Panel

FileCloud Control Panel
v: 17.3.0.37634, Base Components: 17.3.0.37625
Webserver Ports: 80,443 Database Port: 27017

Initial Setup: [Install Check](#)

Web Portal: [Admin Portal](#) [User Website](#)

Servers

Webserver:	Running SVC	Start	Stop	Config	Make Service
Database:	Running	Start	Stop	Config	Make Service
Cron Task:	Running SVC	Start	Stop	Config	Install

Optional

FileCloud Helper:	Running SVC	Start	Stop	Install	Config
Memcache:	Not Running	Start	Stop	Make Service	
Document Preview:	Running SVC	Start	Stop	Install	
Content Search:	Running SVC	Start	Stop	Install	

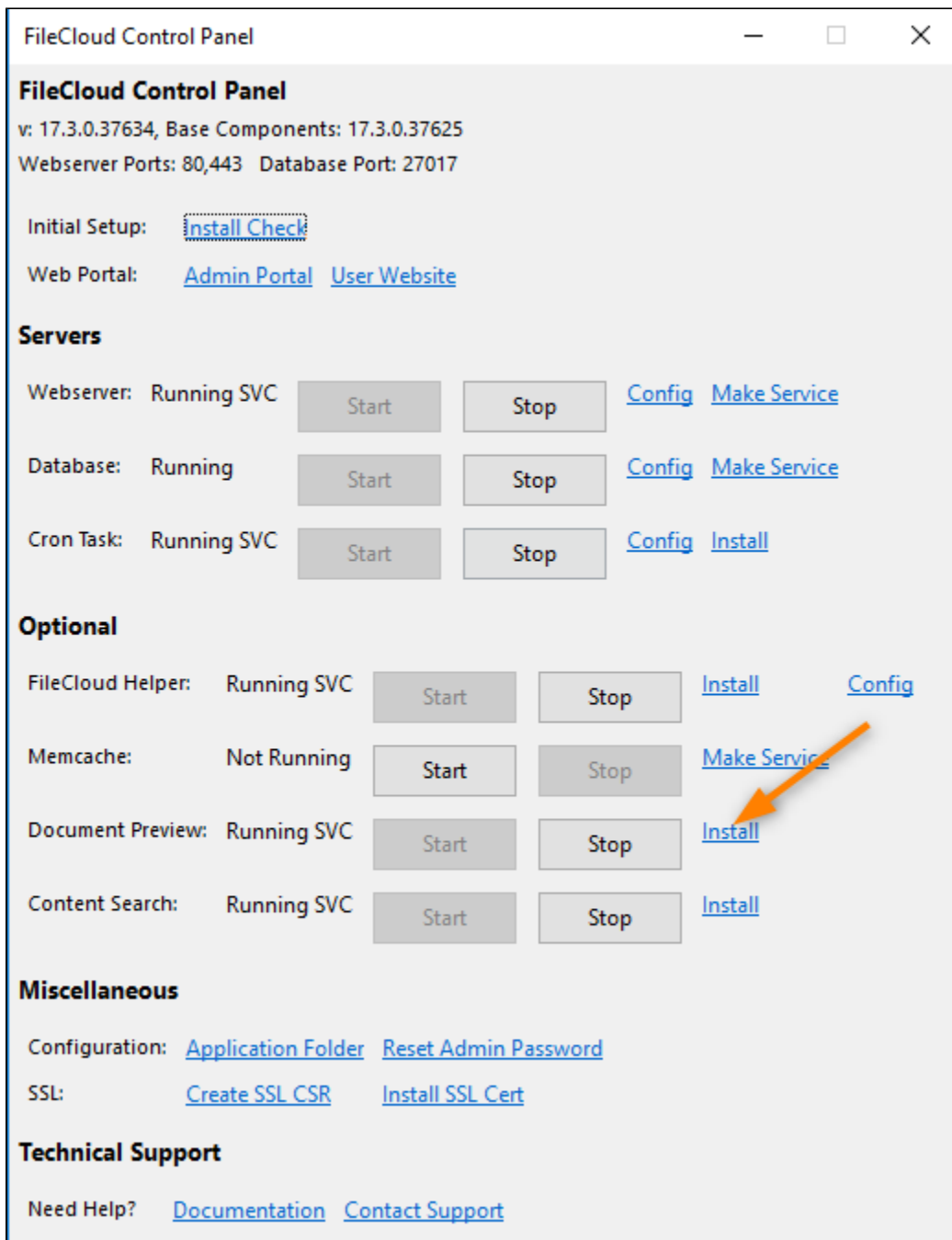
Miscellaneous

Configuration: [Application Folder](#) [Reset Admin Password](#)

SSL: [Create SSL CSR](#) [Install SSL Cert](#)

Technical Support

Need Help? [Documentation](#) [Contact Support](#)

The screenshot shows the FileCloud Control Panel interface. It includes sections for Servers, Optional services, Miscellaneous, and Technical Support. An orange arrow points to the 'Install' link for the Document Preview service in the Optional section.

3. Start the Service:
 - a. Open FileCloud Control Panel.
 - b. To start the Document Preview service, click *Start*.

FileCloud Control Panel — □ ×

FileCloud Control Panel
v: 17.3.0.37634, Base Components: 17.3.0.37625
Webserver Ports: 80,443 Database Port: 27017

Initial Setup: [Install Check](#)

Web Portal: [Admin Portal](#) [User Website](#)

Servers

Webserver:	Running SVC	<input type="button" value="Start"/>	<input type="button" value="Stop"/>	Config	Make Service
Database:	Running	<input type="button" value="Start"/>	<input type="button" value="Stop"/>	Config	Make Service
Cron Task:	Running SVC	<input type="button" value="Start"/>	<input type="button" value="Stop"/>	Config	Install

Optional

FileCloud Helper:	Running SVC	<input type="button" value="Start"/>	<input type="button" value="Stop"/>	Install	Config
Memcache:	Not Running	<input type="button" value="Start"/>	<input type="button" value="Stop"/>	Make Service	
Document Preview:	Running SVC	<input type="button" value="Start"/>	<input type="button" value="Stop"/>	Install	
Content Search:	Running SVC	<input type="button" value="Start"/>	<input type="button" value="Stop"/>	Install	

Miscellaneous

Configuration: [Application Folder](#) [Reset Admin Password](#)

SSL: [Create SSL CSR](#) [Install SSL Cert](#)

Technical Support

Need Help? [Documentation](#) [Contact Support](#)

4. Configure FileCloud

- ⚠ If you are running the multi-site configuration, please follow these steps on the root site.
- a. Open a browser and log in to the *Admin Portal*.
 - b. From the left navigation panel, under *SETTINGS* click *Settings*.
 - c. On the *Manage Settings* screen, select the *Misc.* sub-tab.
 - d. In *Office Location*, type in the correct path for the Libre Office portable installation. Normally you would type in the following path:

C:\xampp\LibreOfficePortable\App\LibreOffice64\program

- e. Next to *Enable FC Document Converter*, select the checkbox.

Administrators can configure online previewing using WOPI for any supported document from within the User Portal.

1. In the Admin UI, go to Settings > Web Edit tab.
2. Configure online editing using WOPI at [Microsoft Office Online Cloud For Web Edit](#)
3. During your configuration, check **WOPI Preview**.

To include watermarks on previewed documents, see [Enabling Watermarks On Previews](#)