



Vitrium Web Viewer Guide

Updated: June 2022



www.vitrium.com



TABLE OF CONTENTS

About Vitrium Web Viewer	3
Page Viewing Options	4
Page Transition, Orientation & Layout.....	7
Annotations: Highlighting & Underlines	10
Annotations: Notes, Comments & Text.....	13
Annotations: Drawing, Shapes & Measure ...	15
Undo, Redo & Erasing Functions	18
Print Feature.....	19
Search Feature.....	21
Offline Access.....	25
Your Notes.....	26

ABOUT VITRIUM WEB VIEWER

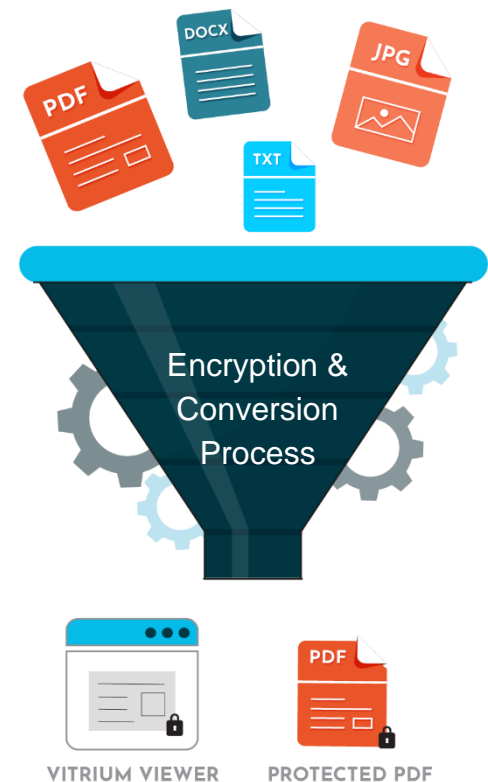
The Vitrium Web Viewer, also known as Vitrium Viewer, is a secure web viewer that can be accessed by users on any device on any major browser without any apps or plug-ins to download. The sleek, modern web viewer comes with offline access capabilities, numerous page-viewing features, highlighting, note-taking, and other annotation features.

How it Works

The Vitrium Viewer is one of 2 secure formats available with Vitrium’s DRM solutions for protecting documents and images.

When PDF documents, images, or other document formats get uploaded into a Vitrium solution, the content and all its fonts, images, and graphics get converted to a web format and protected with AES encryption. The resulting content is protected and cannot be edited.

The Vitrium Viewer user interface and functionality may differ slightly depending on which Content or DRM Policy Settings are applied. For example, if printing is not allowed, then the Print button will not appear. If annotations are not allowed, then the Annotate, Shape and Measure features will not be shown in the viewer.



Supported Input Formats

Documents	Images
PDF	JPG
Word	PNG
Excel	BMP
PowerPoint	TIFF
RTF	GIF
TXT	
OpenOffice formats	

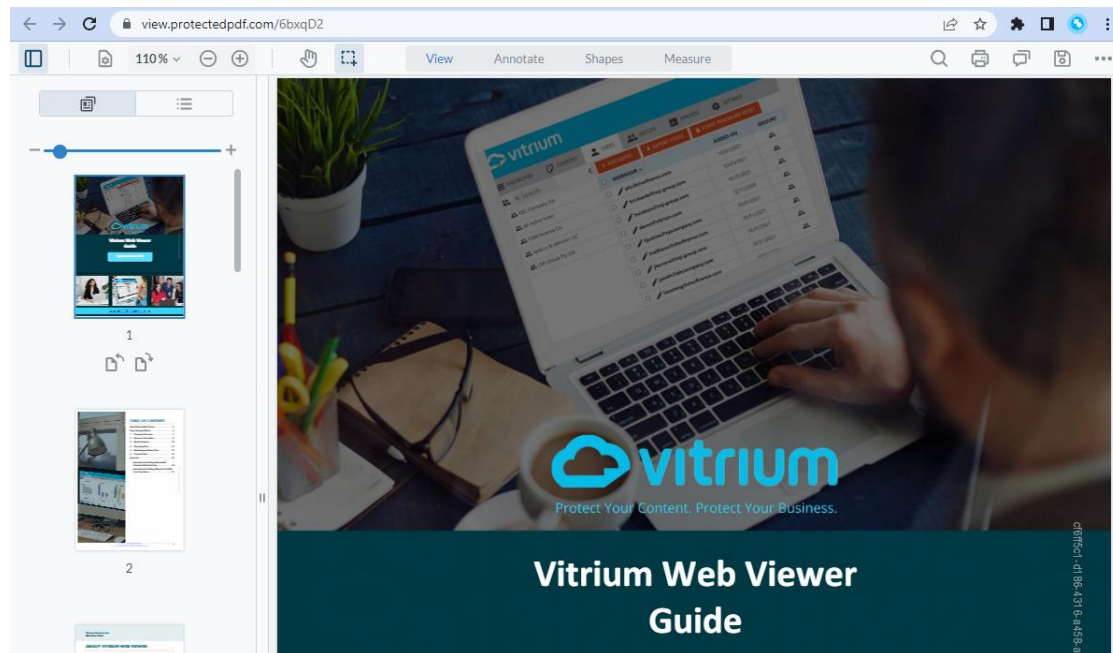
Supported Browsers

Desktop	Mobile
Chrome	Safari Mobile
Firefox	Chrome Mobile
Edge	Firefox Mobile
Safari	

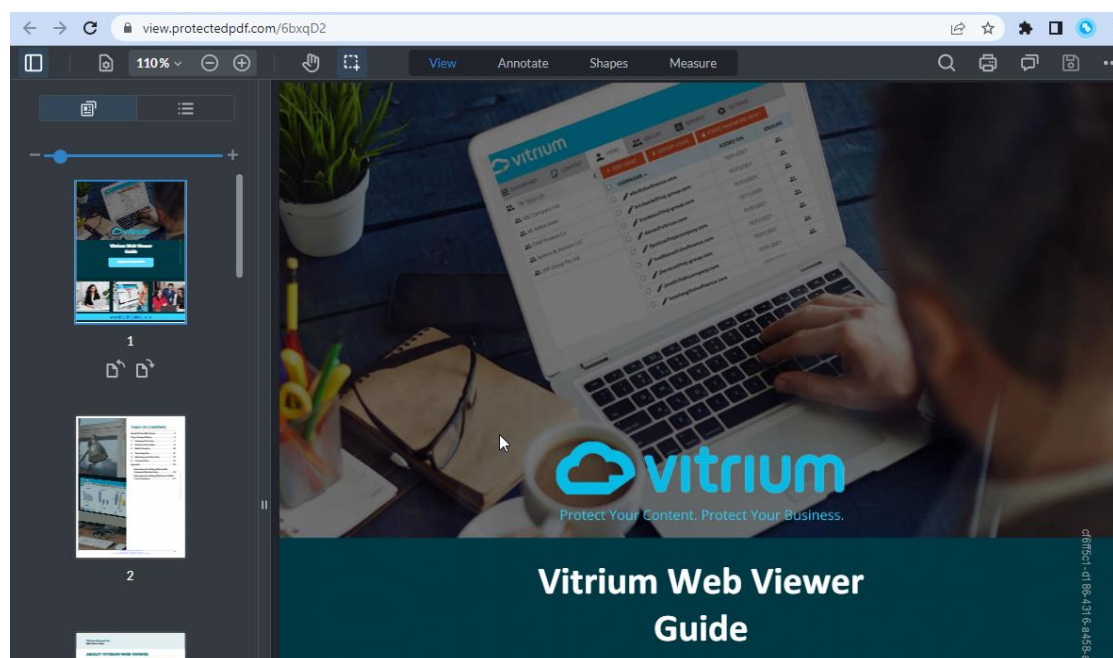
PAGE VIEWING OPTIONS

The web viewer has a variety of different page-viewing options including:

Light Mode

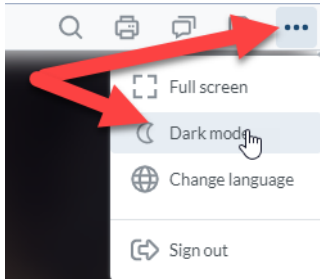


Dark Mode



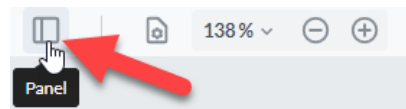
Switching Between Light & Dark Modes

Click the Menu button on the top right of the viewer and then select the mode you wish to use.

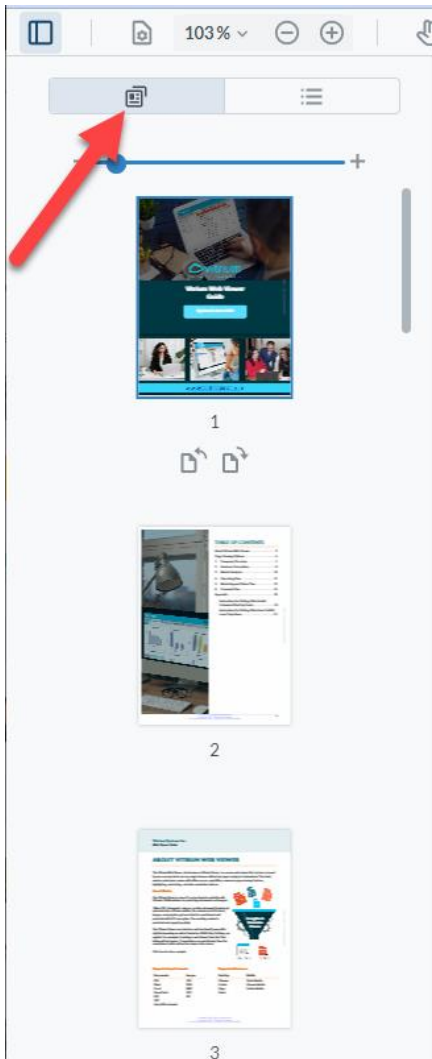


Page Thumbnails

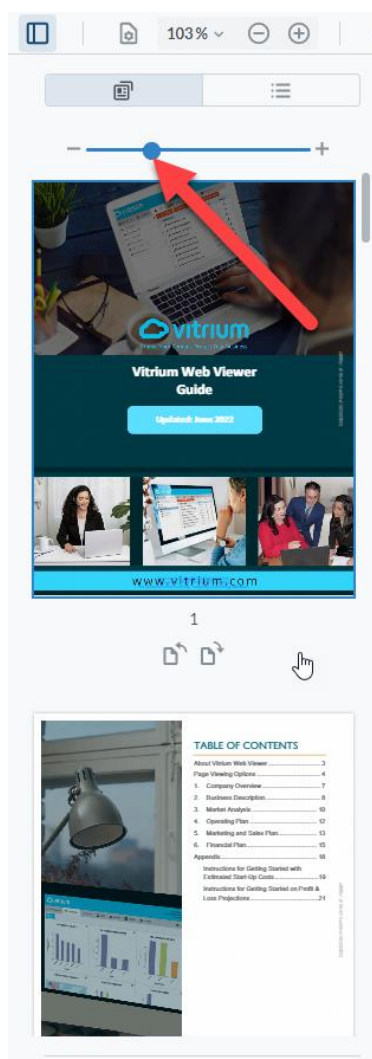
To view the page thumbnails, click the 'Panel' button, then you can choose to resize the page thumbnails



Smaller thumbnails

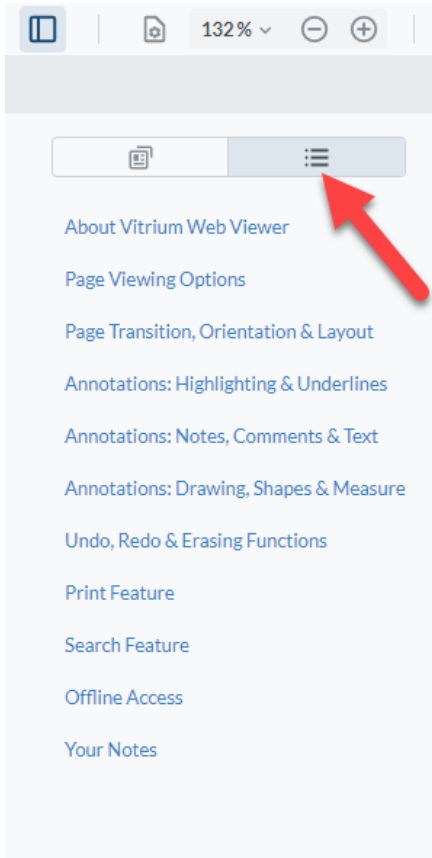


Larger thumbnails



Outlines / Table of Contents

To view the Outlines or Table of Contents, click the 'Panel' button and then click the Outlines icon:

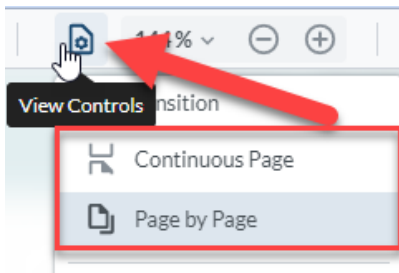


NOTE: Outlines will only appear in the web viewer if your original document had the outlines (or table of contents set up correctly). A good way to check is to open your original PDF file in Adobe Reader and click the Bookmarks feature – if you do not see your table of contents appear, then you may need to go back and fix the PDF settings in your original PDF, Word, InDesign, or Illustrator file.

PAGE TRANSITION, ORIENTATION & LAYOUT

Page Transition

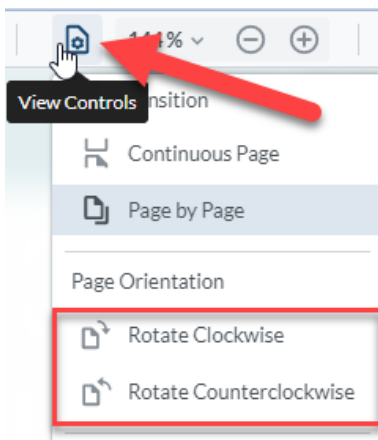
To change the way your pages transition in your content, click the “View Controls” button, then select Continuous Page or Page by Page to suit your preferred style:



- **Continuous Page:** ideal for desktop users who like to scroll continuously through pages of a document
- **Page by Page:** ideal for tablet and mobile users who like to swipe through pages one at a time with their finger

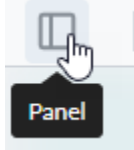
Page Orientation

To rotate ALL pages in your content, click the “View Controls” button, then select which way you want to rotate all pages:



- **Rotate Clockwise:** this will rotate all pages clockwise
- **Rotate Counterclockwise:** this will rotate all pages counterclockwise

To rotate a SINGLE page, click the “Panel” button and ensure you’re in the Thumbnails view.



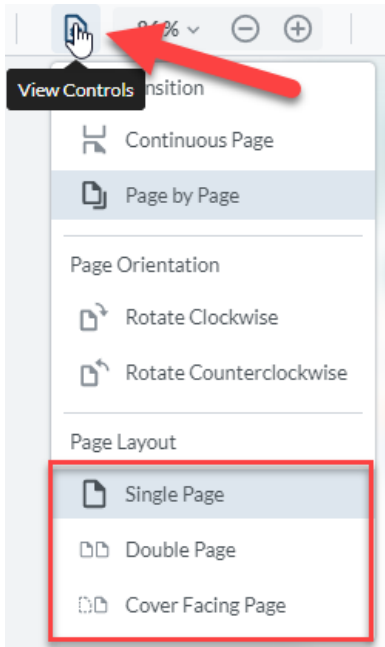
Click on the page you want to rotate, then click the Clockwise or Counterclockwise icon underneath the thumbnail.



Page Layout

This is a great feature, especially if you want that true eBook reading experience!

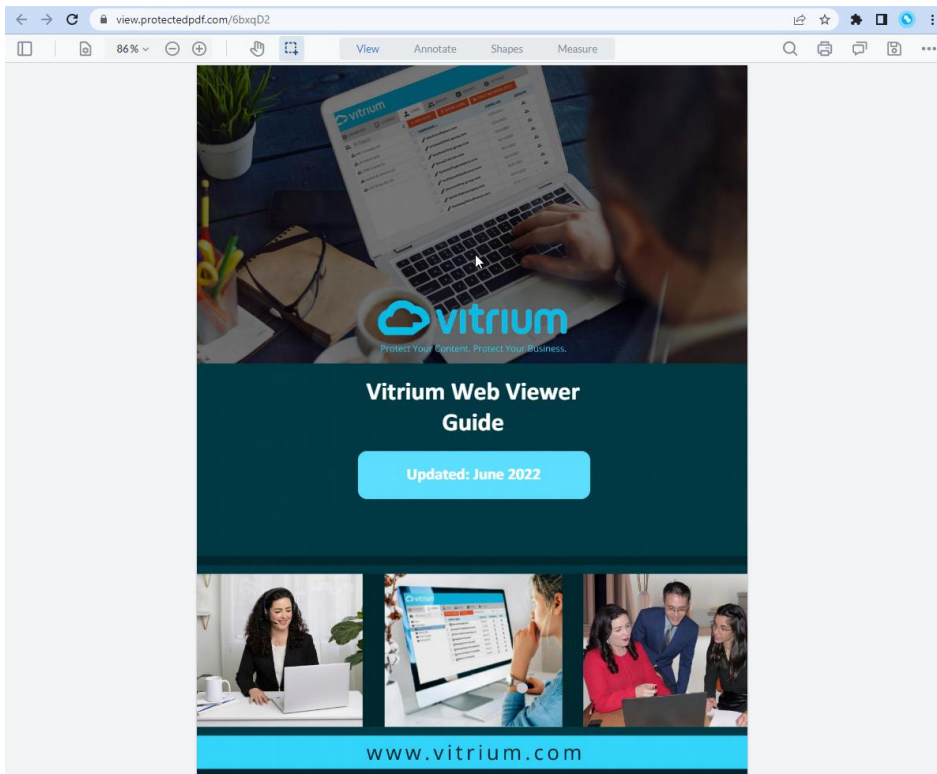
To change your page layout, click on the “View Controls” button, then select which layout you prefer:



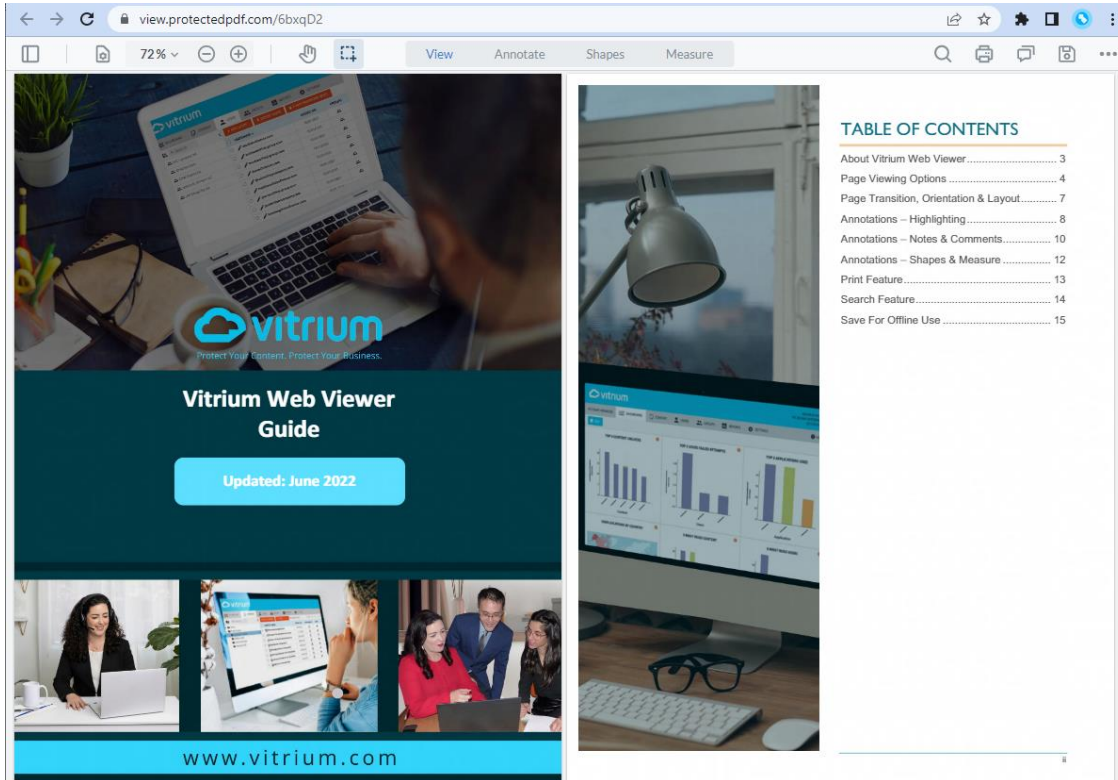
- **Single Page:** this will show 1 page at a time
- **Double Page:** this will show 2 pages side-by-side at a time
- **Cover Facing Page:** this will show your cover page first, then 2 pages side-by-side

NOTE: the Double Page and Cover Facing Page layouts work best with the Page by Page feature selected at the same time and is ideal for that true eBook reading experience, especially for iPad and tablet users!

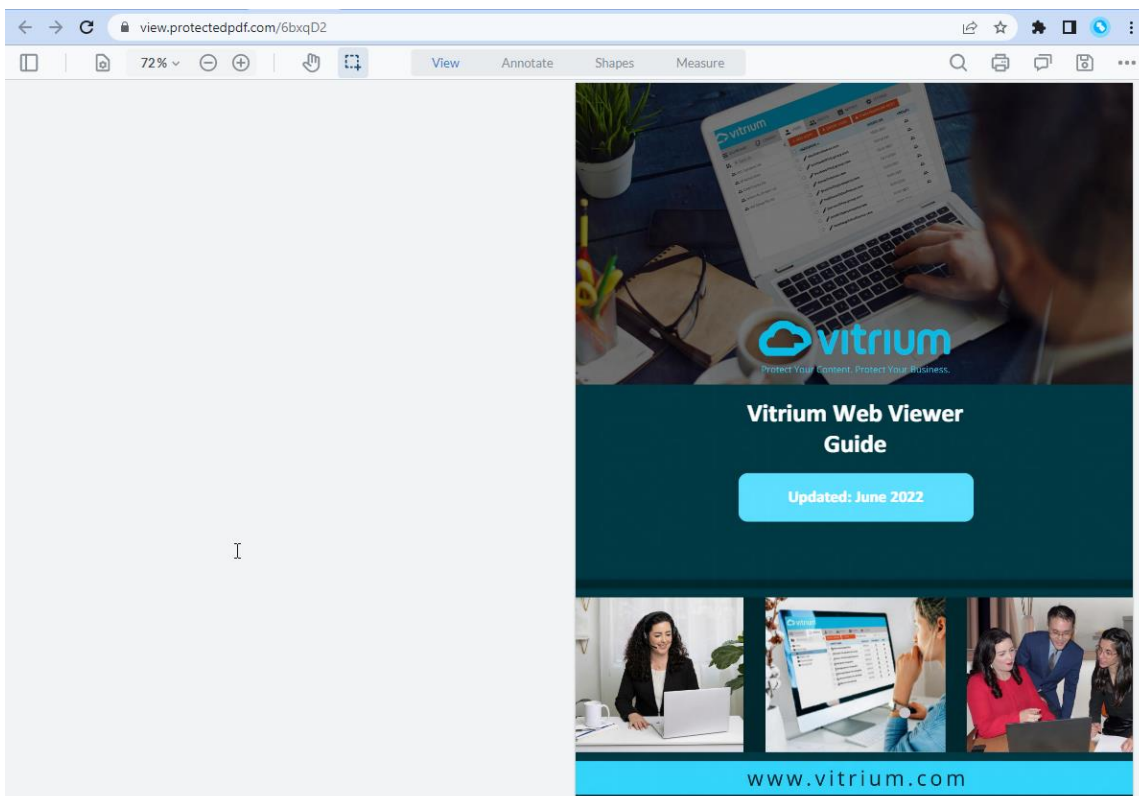
Single Page View



Double Page View



Cover Facing Page View



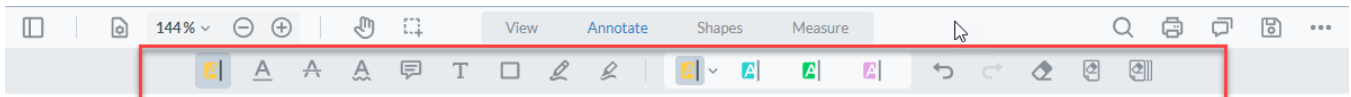
ANNOTATIONS: HIGHLIGHTING & UNDERLINES

The Vitrium web viewer’s annotation features are so extensive that we’ve split this into 3 sub-sections:

1. Section to focus on the Highlighting & Underline features
2. Section to focus on the Notes, Comments & Text features
3. Section to focus on the Drawing, Shapes & Measure features

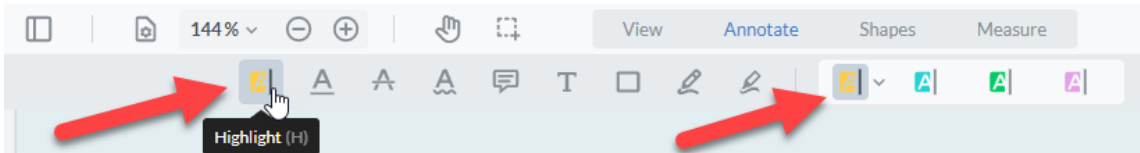
Highlighting

If you have annotations enabled in your web viewer, then you should see this “Annotate” ribbon in the web viewer interface:

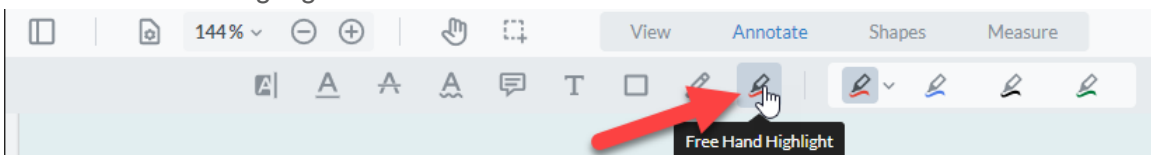


There are two ways to select the highlight feature:

1. **Highlight** – this allows you to select text to highlight. It’s ideal for highlighting specific sections of text.

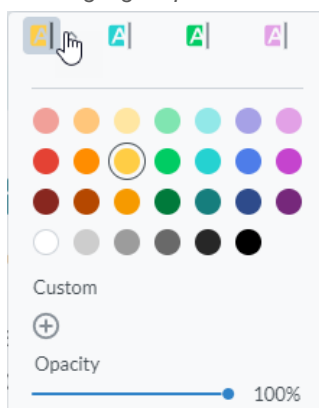


2. **Free hand highlight** – this allows you to highlight with your free hand (or mouse). It’s ideal for non-text areas to highlight.

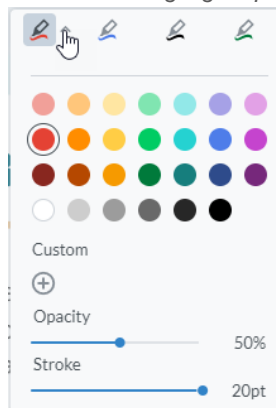


With both types of highlighting, you have 4 pre-set colors and opacity or stroke sizes to choose from:

Text Highlight options



Free Hand Highlight options



Sample Text Highlight with Yellow and 100% Opacity

The Vitrium Web Viewer, also known as Vitrium Viewer, is a secure web viewer that can be accessed by users on any device on any major browser **without any apps or plug-ins to download**. The sleek, modern web viewer comes with offline access capabilities, numerous page-viewing features, **highlighting, note-taking, and other annotation features**.

Sample Text Highlight with Yellow and 50% Opacity

The Vitrium Web Viewer, also known as Vitrium Viewer, is a secure web viewer that can be accessed by users on any device on any major browser **without any apps or plug-ins to download**. The sleek, modern web viewer comes with offline access capabilities, numerous page-viewing features, **highlighting, note-taking, and other annotation features**.

Sample Free Hand Highlight with Red and 100% Opacity and 10pt Stroke

Supported Input Formats

Documents	Images
PDF	JPG
Word	PNG
Excel	BMP
PowerPoint	TIFF
RTF	GIF
TXT	
OpenOffice formats	

Supported Browsers

Desktop	Mobile
Chrome	Safari Mobile
Firefox	Chrome Mobile
Edge	Firefox Mobile
Safari	

Sample Free Hand Highlight with Red and 60% Opacity and 5pt Stroke

Supported Input Formats

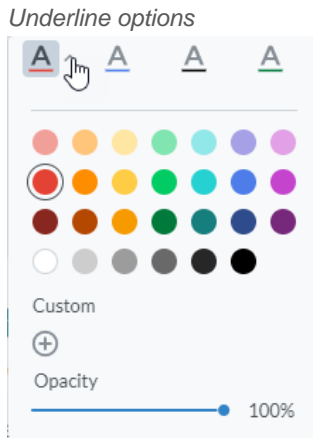
Documents	Images
PDF	JPG
Word	PNG
Excel	BMP
PowerPoint	TIFF
RTF	GIF
TXT	
OpenOffice formats	

Supported Browsers

Desktop	Mobile
Chrome	Safari Mobile
Firefox	Chrome Mobile
Edge	Firefox Mobile
Safari	

Underlines

Similar to the highlight feature, the underline feature comes with 4 pre-set colors and opacity choices:

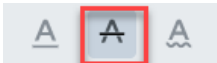


Underline Sample



The Vitrium Web Viewer, also known as Vitrium Viewer, is a secure web viewer that can be accessed by users on any device on any major browser without any apps or plug-ins to download. The sleek, modern web viewer comes with offline access capabilities, numerous page-viewing features, highlighting, note-taking, and other annotation features.

Strikeout Sample



The Vitrium Web Viewer, also known as Vitrium Viewer, is a secure web viewer that can be accessed by users ~~on any device on any major browser~~ without any apps or plug-ins to download. The sleek, modern web viewer comes with offline access capabilities, numerous page-viewing features, highlighting, note-taking, and other annotation features.

Squiggly Sample



The Vitrium Web Viewer, also known as Vitrium Viewer, is a secure web viewer that can be accessed by users on any device on any major browser without any apps or plug-ins to download. The sleek, modern web viewer comes with offline access capabilities, numerous page-viewing features, highlighting, note-taking, and other annotation features.

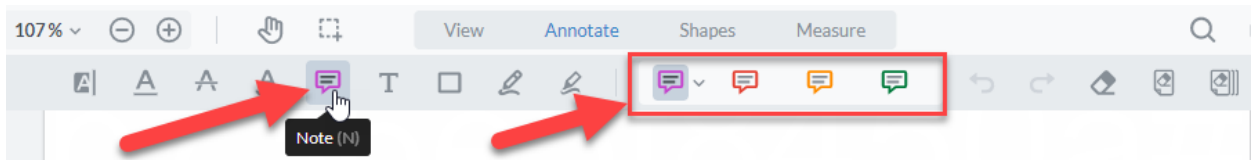
ANNOTATIONS: NOTES, COMMENTS & TEXT

Notes / Comments

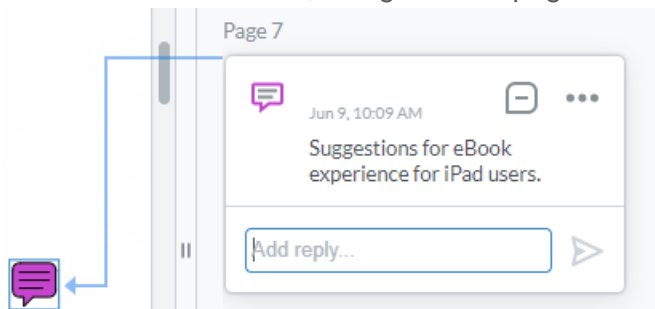
The Note feature in the Vitrium web viewer is similar to the Sticky Note in Adobe's PDF viewer, or the Comment feature in Microsoft Word.

To create a note or comment:

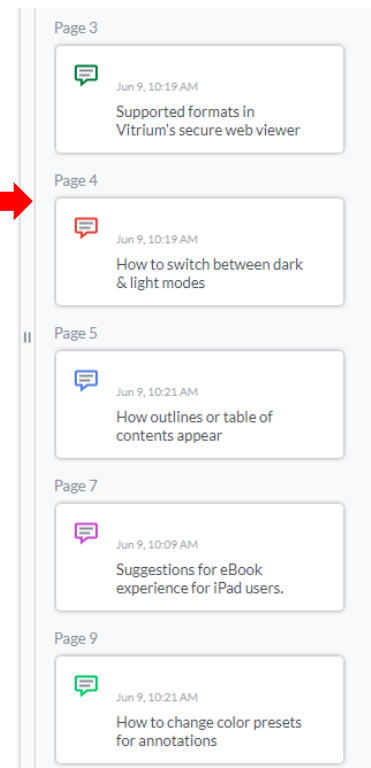
1. Click on the "Note" icon in the Annotate ribbon. As with other annotation features in the web viewer, you can have 4 pre-set colors for your note:



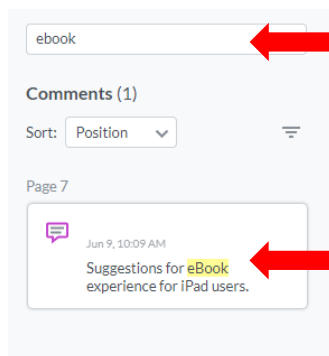
2. When you add your note or comment, it will appear on the right-hand side of the viewer under the 'Comments' section, along with the page number where it appears in the content:



3. If you have several notes and comments, here's how they will look on the right-hand side panel, known as the 'Comments' panel:
4. When you click on a note, it will jump to that page.



Searching Within Notes / Comments



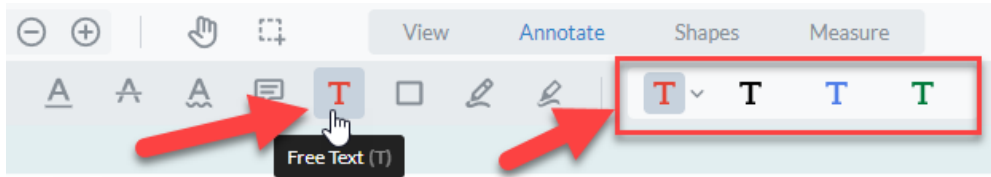
If you have a lot of notes and comments, you can type a search keyword into the search bar in the Comments section (not in the regular search) and you can find notes and comments related to that keyword.

Text Tool

Use the Text tool in the Vitrium web viewer to add some text or a whole paragraph onto your content.

To add Text to your content:

1. Click on the “Free Text” icon in the Annotate ribbon. As with other annotation features in the web viewer, you can have 4 pre-set colors for your text:



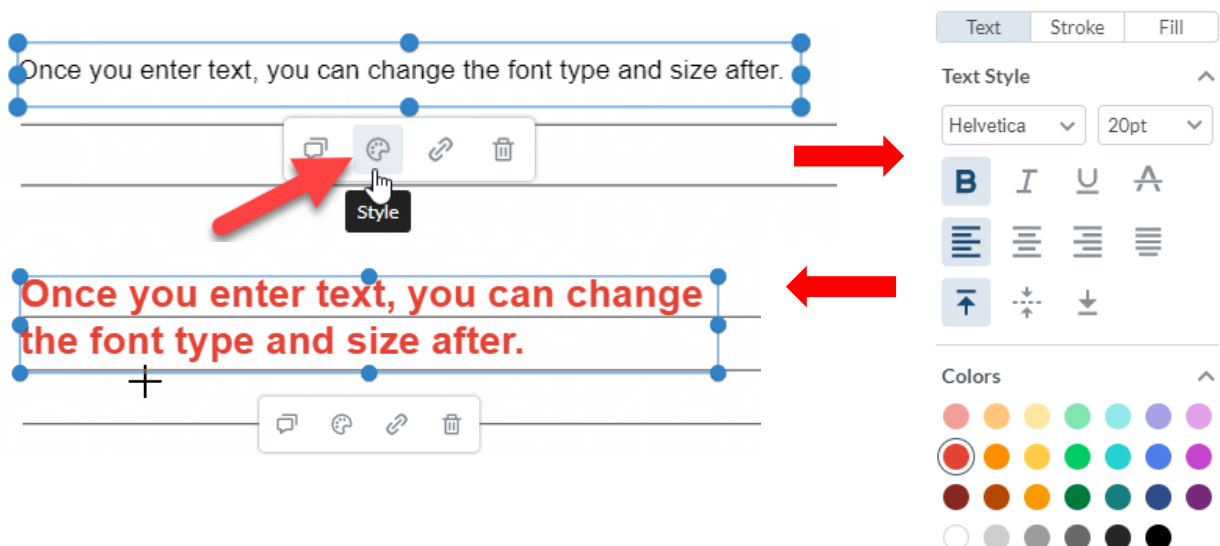
2. You can then draw a box where you'd like to add your text:

YOUR NOTES

Insert text here

NOTE: the lines above were already in the content itself. They were not added by the Text feature.

3. Type your text in as you normally would. You can change the font style, size and other details by selecting your text, then clicking on the ‘Style’ icon:



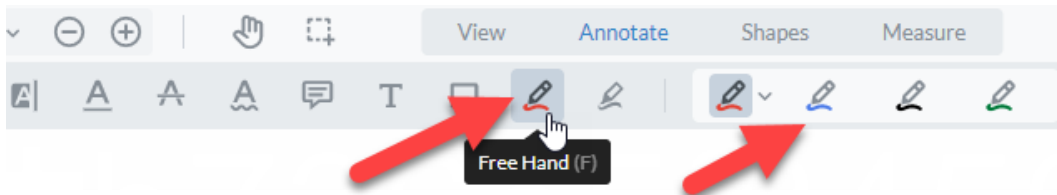
ANNOTATIONS: DRAWING, SHAPES & MEASURE

Drawing / Free Hand Tool

Use the Free Hand tool in the Vitrium web viewer to draw anything you'd like in your content.

To draw something in your content:

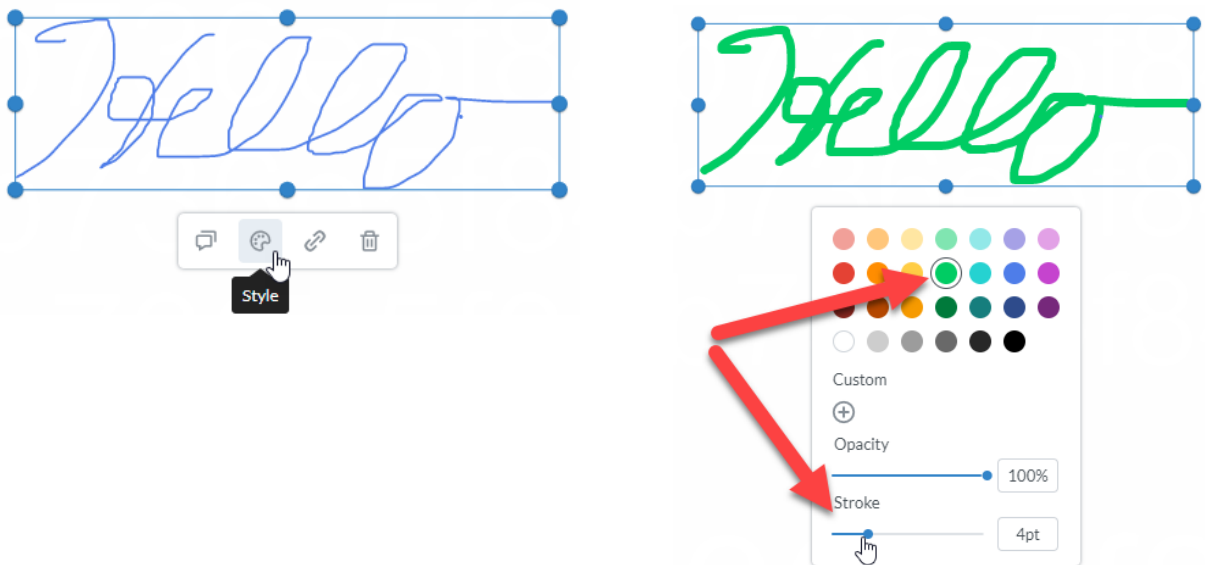
1. Click on the "Free Hand" icon in the Annotate ribbon. As with other annotation features in the web viewer, you can have 4 pre-set colors for your drawing:



2. Draw what you like in your content:

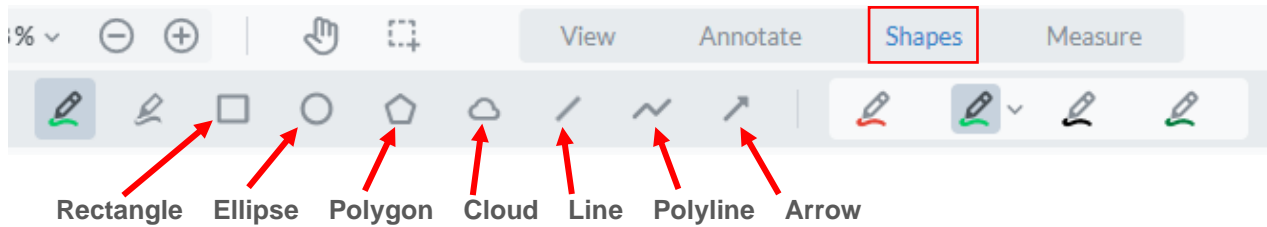


3. If you wish to change the color or stroke size, click your drawing to select it, then click the Style icon and change it to what you like:



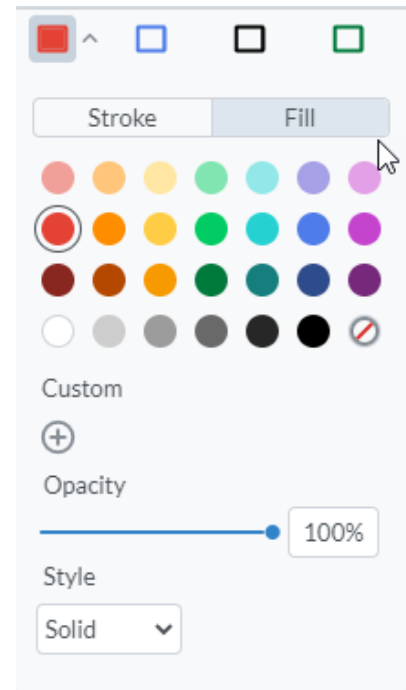
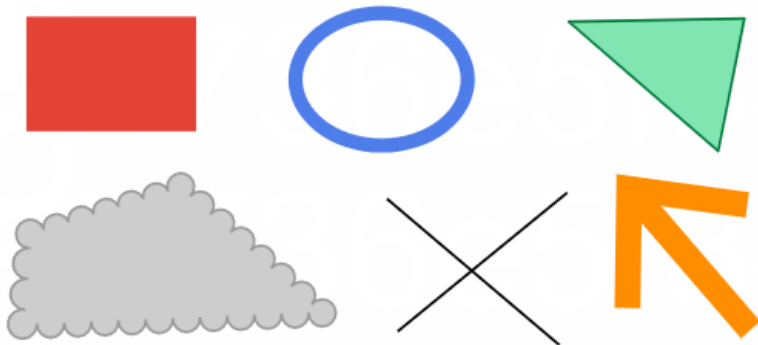
Shapes

There are different shapes you can add to your content in the Shapes section of the Vitrium web viewer:



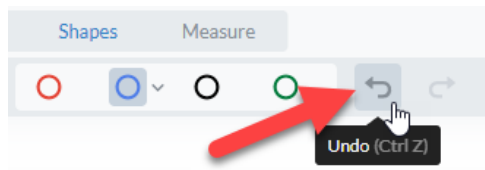
As with other annotation features in the web viewer, you can have 4 pre-set colors for your shapes, and you can select whether you want a shape with an outline or filled in. You can also change the stroke size (thickness).

Here are various samples:

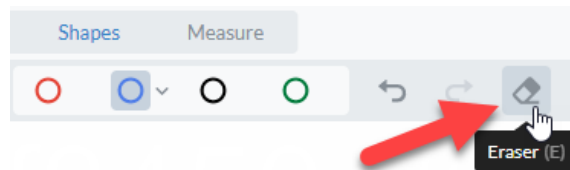


If you make a mistake with your shape, you can always click 'Undo' or use the 'Eraser' button:

Undo

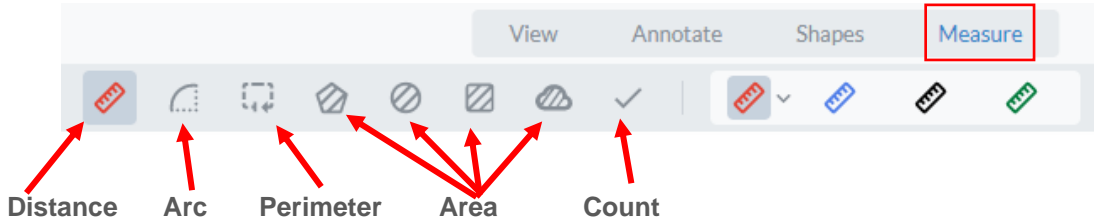


Eraser

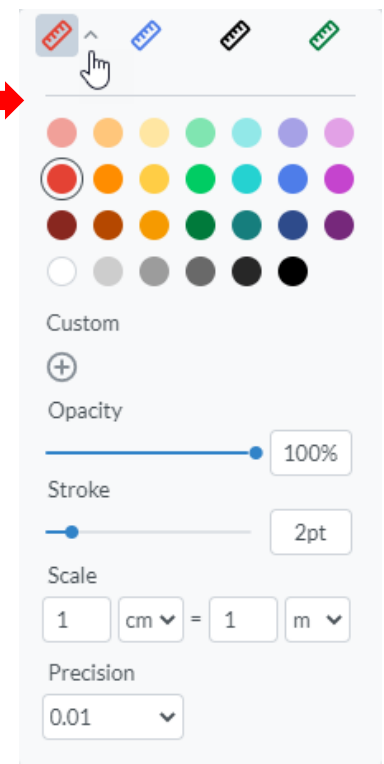


Measure

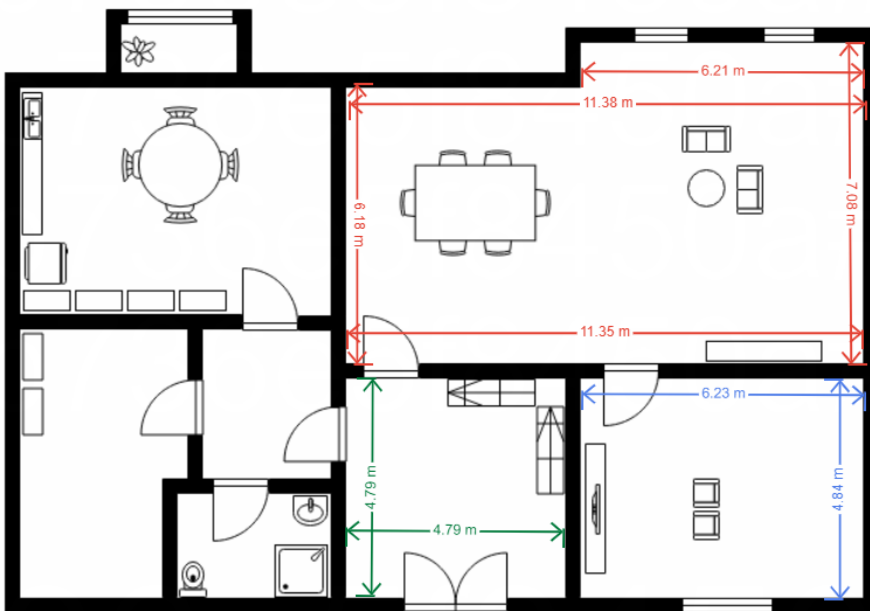
There are different types of measuring you can do in your content with the Measure feature:



As with other annotation features in the web viewer, you can have 4 different pre-set colors for your measurement, and you can select different opacities, stroke sizes (thicknesses), and scale and precision.



Sample of distance measurement with a scale of 1cm = 1m



UNDO, REDO & ERASING FUNCTIONS

Undo

If you wish to Undo whatever highlight, note, comment or other annotation you just made to your content, you can click the Undo button on the web viewer toolbar:



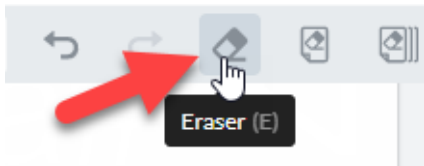
Redo

If you wish to Redo whatever you undid, you can click the Redo button on the web viewer toolbar:



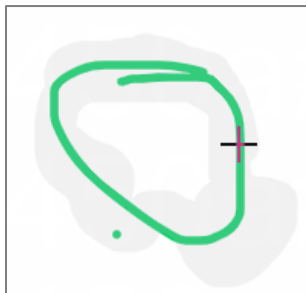
Eraser

If you wish to erase any annotations you have just made to your content, you can click the Eraser button on the web viewer toolbar:

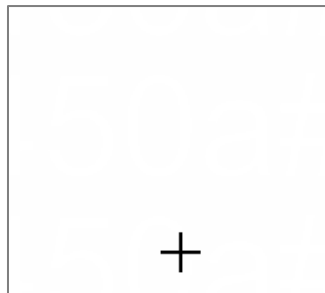


You then erase your annotation as you would with a normal eraser:

How eraser looks while erasing



How it looks after erasing!



Erase Annotations from Single Page

If you wish to erase all annotations from a single page, click this button on the toolbar:



Erase Annotations from All Pages

If you wish to erase all annotations from all pages of the content, click this button:



PRINT FEATURE

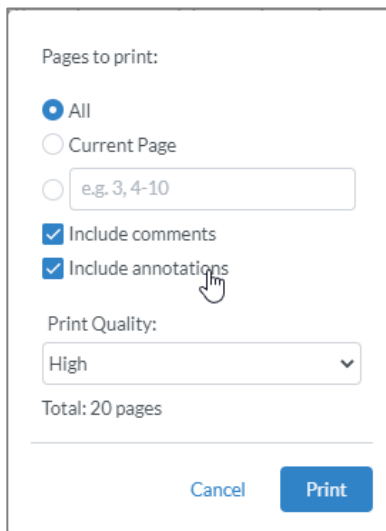
Printing

If you have printing enabled in the web viewer, you will see a Print icon on the web viewer toolbar:

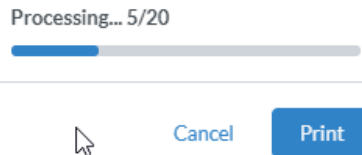


To print your content:

1. Click the Print button or use your normal keyboard commands (i.e. Ctrl-P)
2. The following print box will appear:

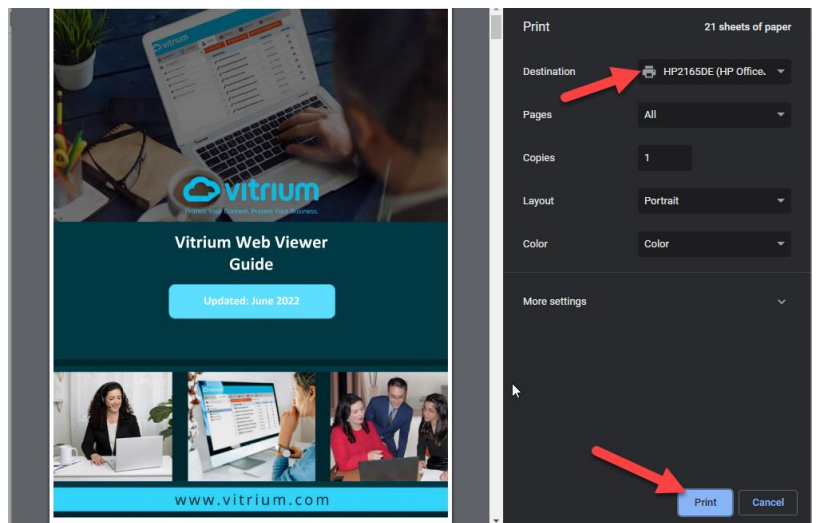


- a. Select whether you want to print 'All' or 'Current Page'
- b. Select whether you want to 'Include comments' and / or 'Include annotations'
- c. Keep the Print Quality set at High
- d. Click Print
- e. You will see a Processing status bar as the content gets converted to high-quality for printing

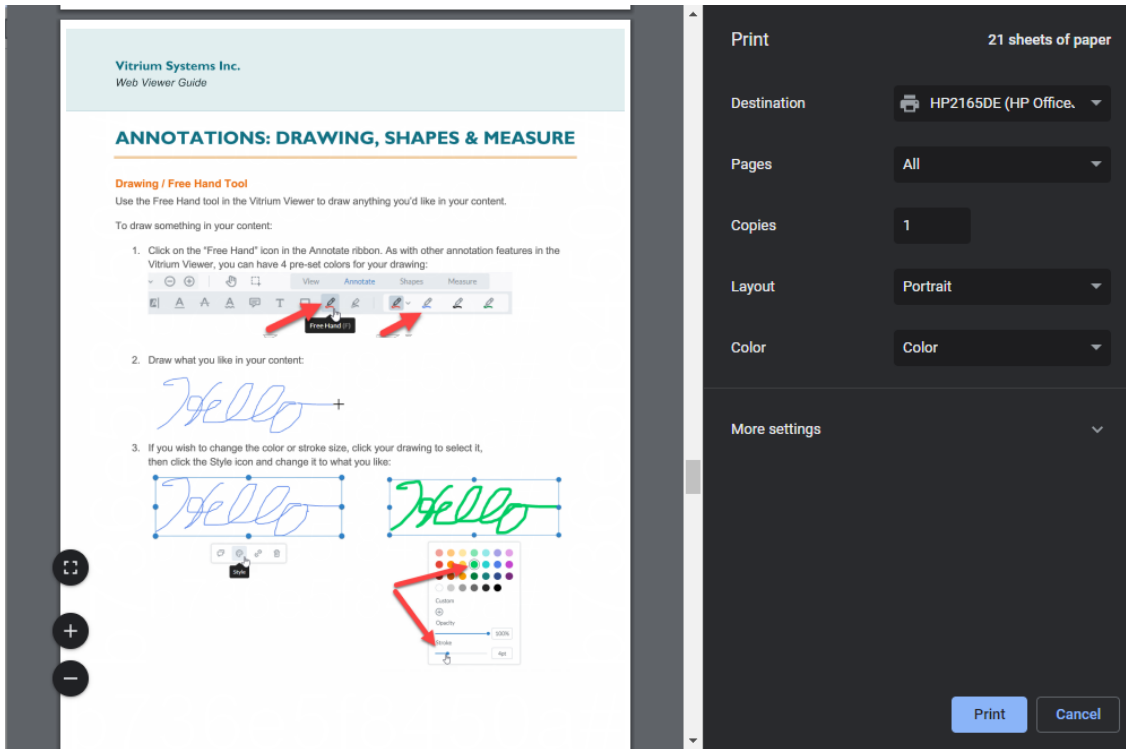


3. You will then see another print dialog box and you can hit Print again.

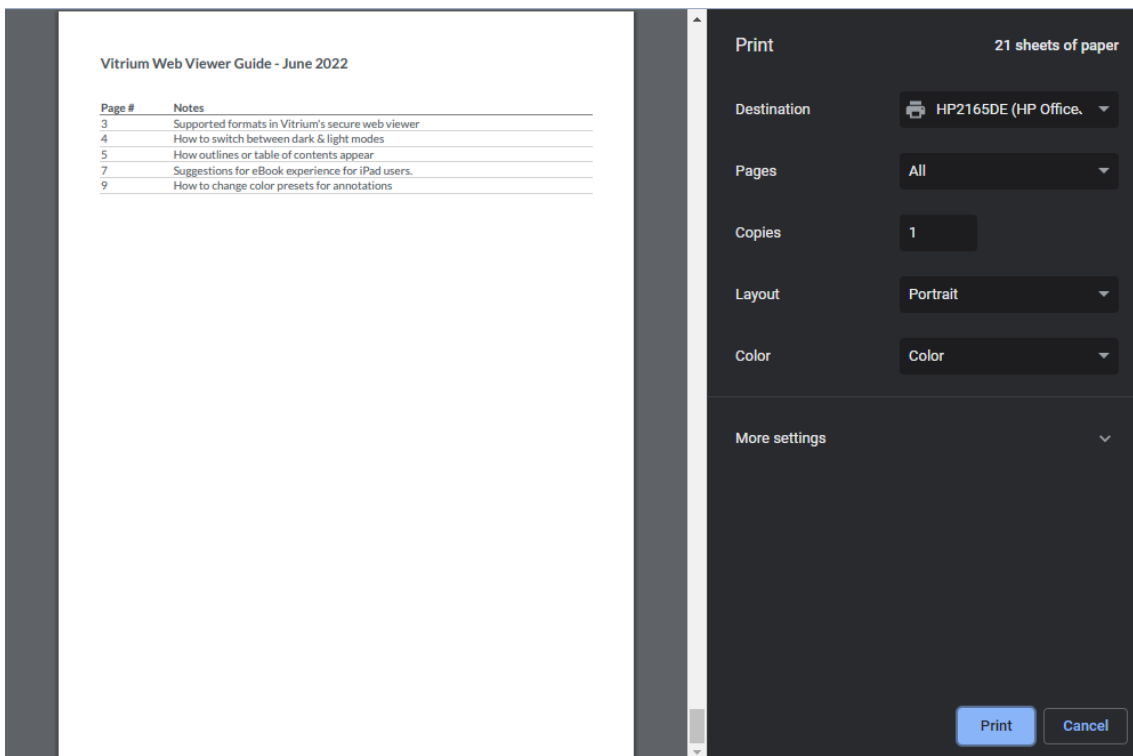
This final step will print your content!



If you selected Include annotations, you'll see these appear directly on the pages of your content:



If you selected Include comments, you'll see these appear on the last page of your content:



SEARCH FEATURE

Regular Search Function

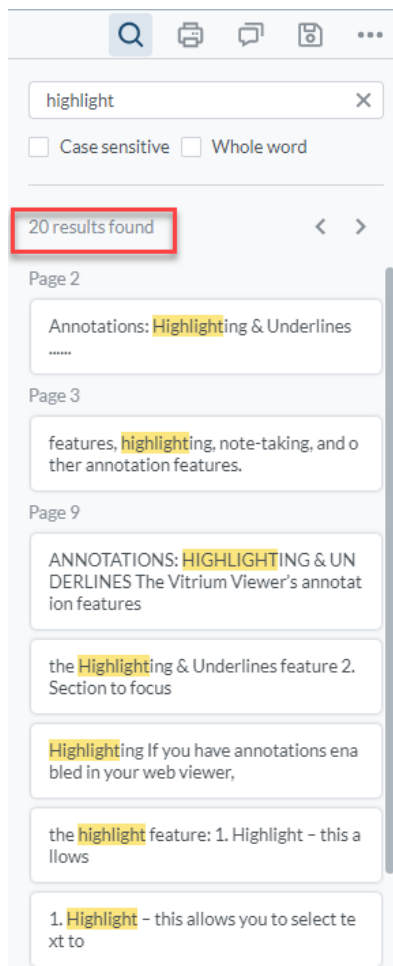
To search for a word or phrase in your document, click on the “Search” icon:



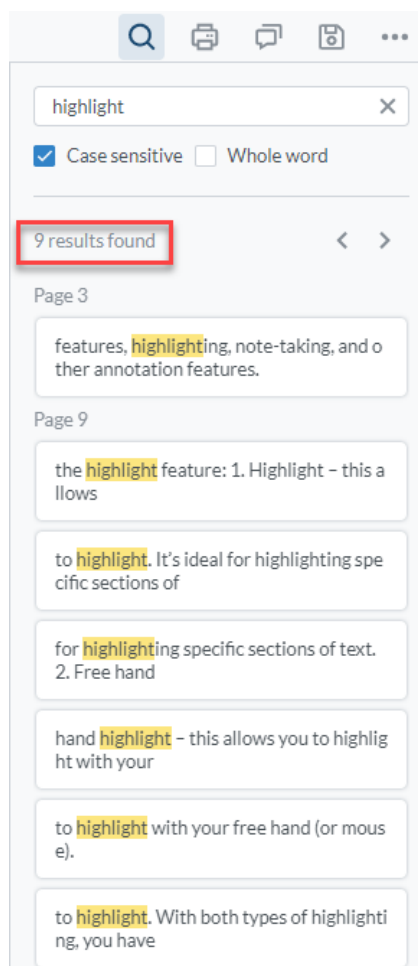
Type in your search word or phrase and you'll see all results of that word in the document within the context of that page, including which page it appears on.

NOTE: you can select 'Case sensitive' or 'Whole word' to narrow your search further.

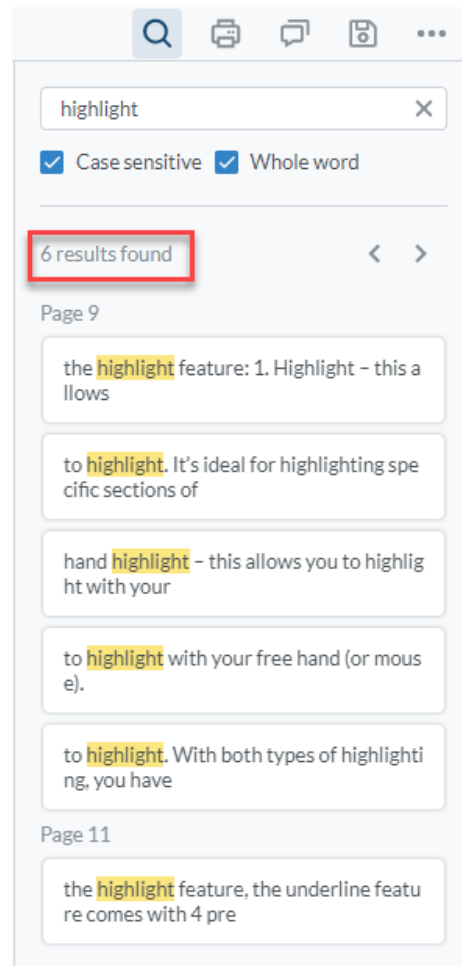
Search 'highlight'



Search 'highlight' with Case sensitive



Search 'highlight' with both options

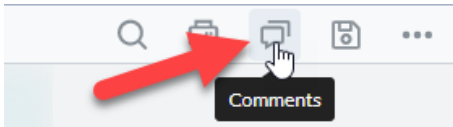


Comments & Annotations Search

Another advanced search feature in the web viewer is the Comments & Annotations Search.

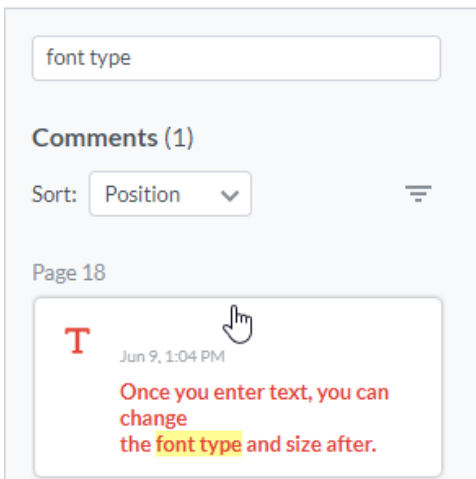
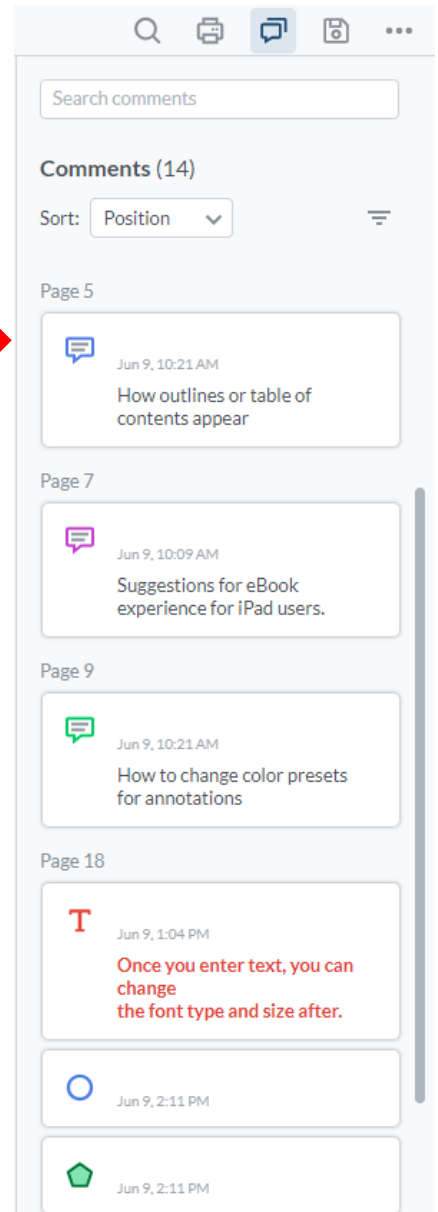
To search for a comment, note, highlight, shape, or other annotation in your content:

1. Click the Comments icon at the top right of the viewer:



2. If you have a variety of different comments and annotations, this is what will appear on the right side in the Comments panel, sorted by Position (page number) as the default

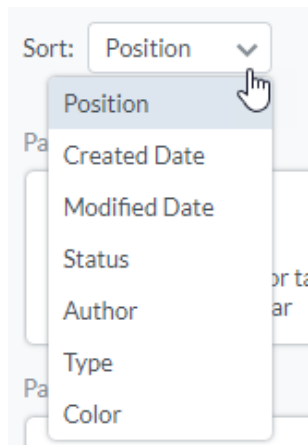
3. If you type a word in the "Search comments" field, it will narrow down your search:



Sorting & Filtering Comments & Annotations

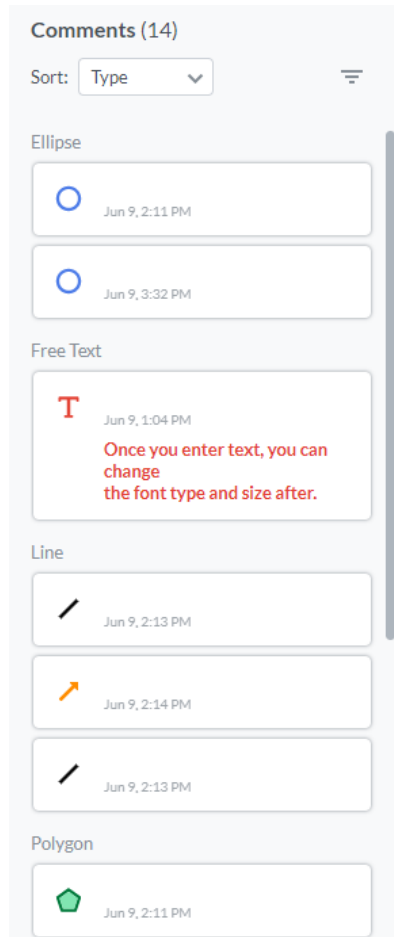
Instead of searching for comments or annotations, you can also sort or filter them by different options.

Click the 'Sort' box and select from different options:

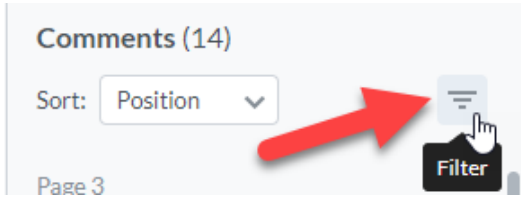


- Position – sorts by what page number the annotation is on
- Created Date – sorts by the date when the annotation was created
- Modified Date – sorts by the last date when the note or annotation was modified
- Status – sorts by whether the comment was Accepted, Rejected, Cancelled, Completed, and so on
- Author – this one is not applicable since this content is exclusive to you
- Type – sorts by the type of annotation (see sample below)
- Color – this sorts by colors in alphabetical order

Sample of annotations sorted by "Type"

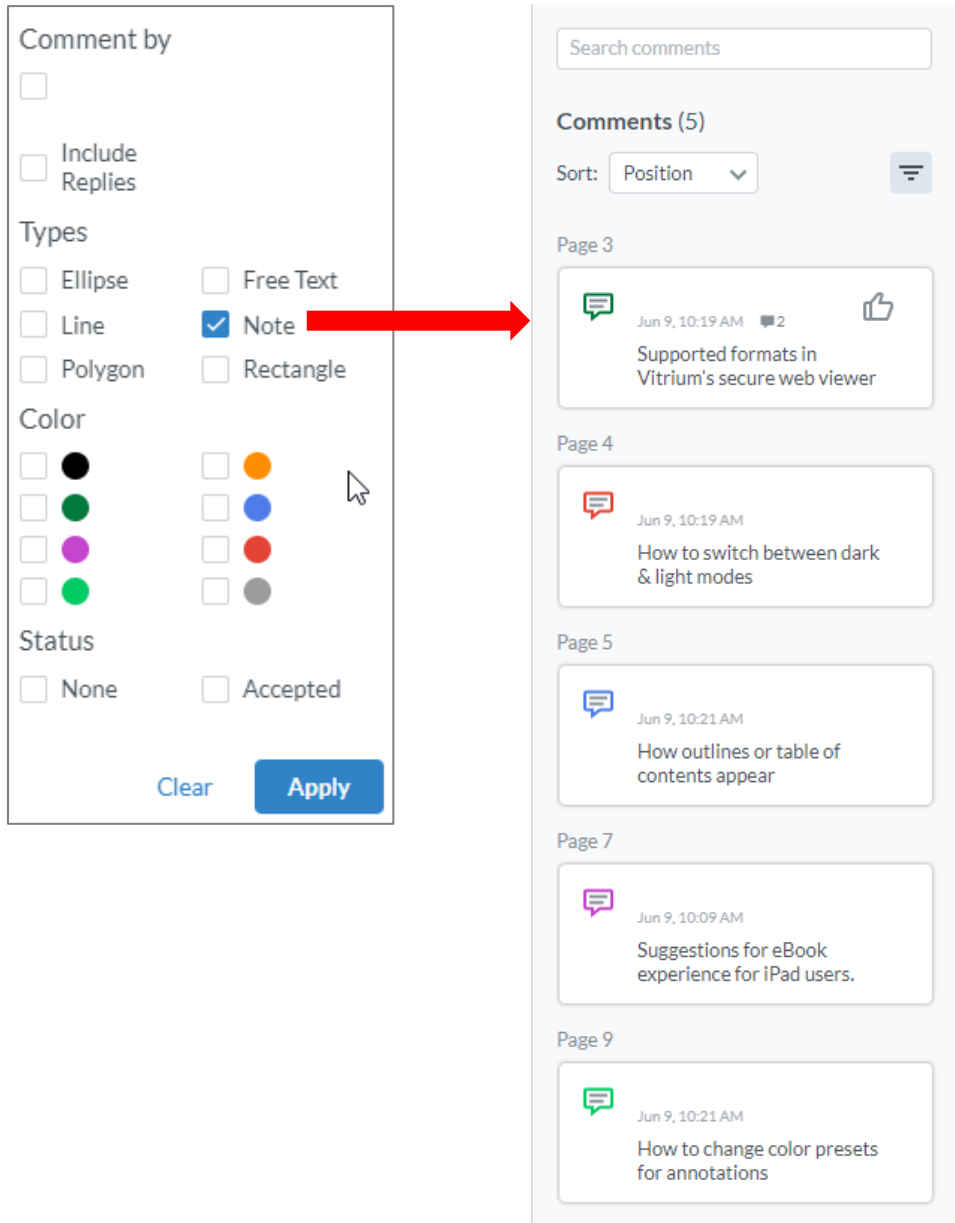


Click the 'Filter' icon and select from different options:



The options that appear in the 'Filter' box will only show what you've added to your content.

Sample of filtering by 'Note'

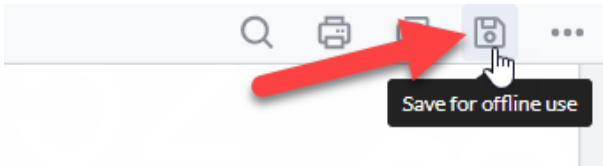


OFFLINE ACCESS

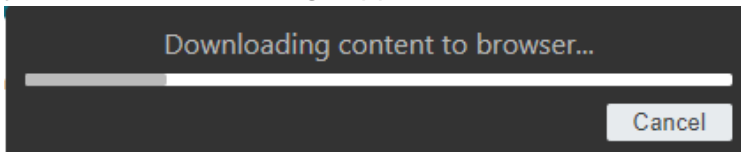
To view your content offline when you're in airplane mode or disconnected from Internet or WiFi, you'll need to click the "Save for offline use" icon. This was previously known as "Save to Browser".

Steps to Connect for Offline Access:

1. Click the "Save for offline use" icon at the top right of the web viewer toolbar:

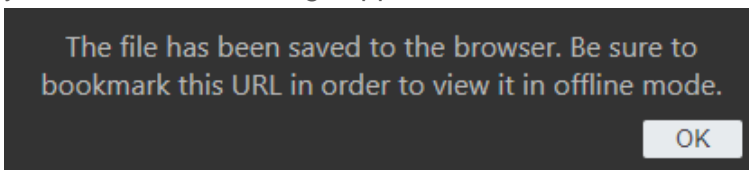


2. The content will start 'downloading' or effectively saving to your browser's memory/cache and you will see this message appear:



NOTE: the content is NOT being downloaded to your desktop.

3. When the download/save process is complete, you should bookmark the web viewer URL and you will see this message appear:



4. You can now safely disconnect from the Internet and access your content!
5. To remove the content from your browser's memory/cache later, you can click the "Delete" icon from the top right of the viewer:

