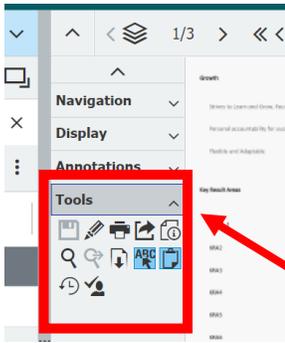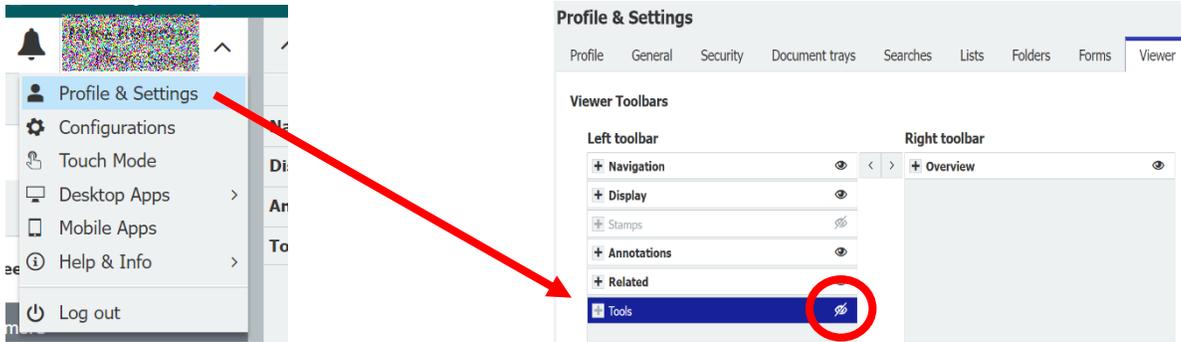# Top 10 Viewer Tools

Viewer Tools can be found along the left side of the Viewer pane:

If the individual tools are not displayed, click the "V" symbol

If the "Tools" header isn't displayed, it must be enabled in the Viewer tab in the "Profiles & Settings" option in the dropdown next to the User/Site name:

#1 – Copy text from a document

DocuWare Viewer: The most frequently used viewer tool is Copy text to Clipboard. This feature copies text from documents (PDFs, Word, Excel) for use in other documents.

#2 – Zoom into a document

The Zoom tool is another useful tool. It lets you conveniently zoom in and out, to see everything clearly.

#3 – Show whole page

This tool allows you to see the whole page. It's an easy way to make sure "that a document isn't cut off."

**#4 - Insert annotations and comments**

The annotation tool is also very popular, which is probably due to its versatility. This tool allows use of annotations to enhance documents with additional information, providing clarity for things like invoices or to pass on messages for the next person in a workflow."

#5 – Stamps, the All-Rounders

Stamps are another way to add annotations: Use a special stamp with a free text field for notes, so that the date and name of the person who added the note can be clearly identified.
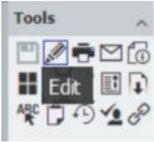
#6 – Send documents by email
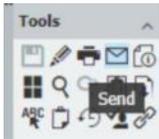
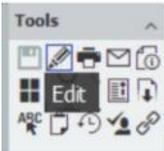The envelope icon allow a document to be emailed directly from your DocuWare system.
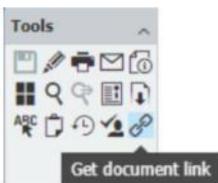
#7 – Edit documents

The edit feature allows in-line editing of documents if the native application (PDF editor, Word, Excel) is installed on the computer and it is running Desktop Apps.

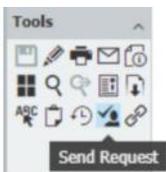**#8 – Work on documents together online**

If enabled, Online editing in Office for the Web can be selected with the same icon. The document doesn't have to be downloaded and is not locked to others.

#9 – Get link

Get document link allows links to documents to be shared internally.

#10 – Send a request

This will send a request to internal users to quickly get feedback or approval on a document.