

## 20.1 Preview a File in the User Dashboard



The User Dashboard is where you can see a document preview.

➔ How Do I [Access the User Dashboard?](#)

You can quickly see if a file is the one you want before opening it for editing.



If you do not see the [Preview](#) button on your dashboard, contact your Administrator.



If you are an administrator, enable [Document Preview](#).

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

2. After click  
This preview ir

**BROWSE**

Files

**SHARING**

Shared Files

**SHORTCUTS**

Favorites

**SEARCH**

Search

**MEDIA**

Player

**MISC**

Settings

Upload Queue

Install Drive app to mount your cloud space as local disk.

Powered by FileCloud

My Files / Cherry Road Real ...ate

Preview Share

Files

- AdamSmall MLS23790.png Jun 17, 2019 2:09 PM 817 KB
- Condos MLS12415.jpg Jun 17, 2019 2:09 PM 200 KB
- KellerWilliams.jpg Jun 17, 2019 2:09 PM 59 KB
- LakeTahoe MLS8989054.png Jun 17, 2019 2:09 PM 651 KB
- PS Property MLS9087.jpg Jun 17, 2019 2:09 PM 73 KB
- assignment\_deed\_of\_trust.doc Jun 17, 2019 2:09 PM 51 KB
- declaration\_of\_homestead.pdf Jun 17, 2019 2:09 PM 57 KB**
- fee\_schedule\_disclosure\_formula.xlsx Jun 17, 2019 2:09 PM 962 KB
- loan\_comparison.xls Jun 17, 2019 2:09 PM 22 KB

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Document preview allows you to view the following document types directly in the User Portal via your web browser:

	Extension	Registered To	Available in FileCloud Server Version	Description
	.AI	Adobe	18.2	An Adobe Illustrator format is a proprietary file format developed by Adobe Systems for representing single-page vector-based drawings in either the EPS or PDF formats.
	.DICOM	DICOM	18.2	Medical files such as X-rays, CT scans, Ultrasounds and MRIs.
	.DOC	Microsoft	4.0	Microsoft WORD files created in versions 2003 and earlier.

	.DOCX	Microsoft	4.0	Microsoft WORD files created in versions 2007 and later.
	.PDF	Adobe	4.0	Portable Document Format (PDF) is a file format used to present documents in a manner independent of application software, hardware, and operating systems. Each PDF file encapsulates a complete description of a fixed-layout flat document, including the text, fonts, graphics, and other information needed to display it.
	.PPT	Microsoft	4.0	Microsoft PowerPoint files created in versions 2003 and earlier.
	.PPTX	Microsoft	4.0	Microsoft PowerPoint files created in versions 2007 and later.
	.PSD	Adobe	18.2	 Java 10 and above is required for PSD viewing.  A .PSD file is a layered image file used in Adobe PhotoShop. PSD, which stands for Photoshop Document, is the default format that Photoshop uses for saving data. PSD is a proprietary file that allows the user to work with the images' individual layers even after the file has been saved.
	.XLS	Microsoft	4.0	Microsoft Excel files created in versions 2003 and earlier.
	.XLSX	Microsoft	4.0	Microsoft Excel files created in versions 2007 and later.

For everything besides the DICOM files, FileCloud Server uses LibreOffice to do the document conversion so that you can see the preview. You can store, view and share medical files such as X-rays, CT scans, Ultrasounds and MRIs securely in FileCloud Server.

- You can upload a medical file with a file extension of .DICOM.
- In the dashboard, you can select a file with the .DICOM extension, and then click the Preview button.
- In Preview mode, the medical file is rendered as an image with special viewing options that are exclusive to viewing .DICOM files.

When you open the preview, you have the following options:

	Option	Keys	Description
	Drag	 hold down the left mouse button	moves the image around in the preview window
	Zoom In	 scroll the mouse wheel forward  OR  hold down the right mouse button and drag forward	enlarges the image in the preview window

	<p>Zoom Out</p>	 <p>scroll the mouse wheel backwards</p> <p>OR</p>  <p>hold down the right mouse button and drag backwards</p>	<p>reduces the image in the preview window</p>
	<p>Lighten the Image</p>	 <p>hold down the mouse wheel and drag forward</p>	<p>increases the contrast to lighten the image</p>
	<p>Darken the Image</p>	 <p>hold down the mouse wheel and drag backwards</p>	<p>decreases the contrast to darken the image</p>

These options are only available for .DICOM image types.