

Enabling Document Converter and Thumbs

The ability to enable document thumbs is available in FileCloud Server version 13.0 and later.

Administrators can enable thumbs for all office documents (DOC, DOCX, PDF, PPT, PPTX etc.).

💡 A thumb, also known as a thumbnail file, contains a small JPEG icon representing the application that created the document or the document type.

❗ To display thumbnails, FileCloud uses a document converter server.

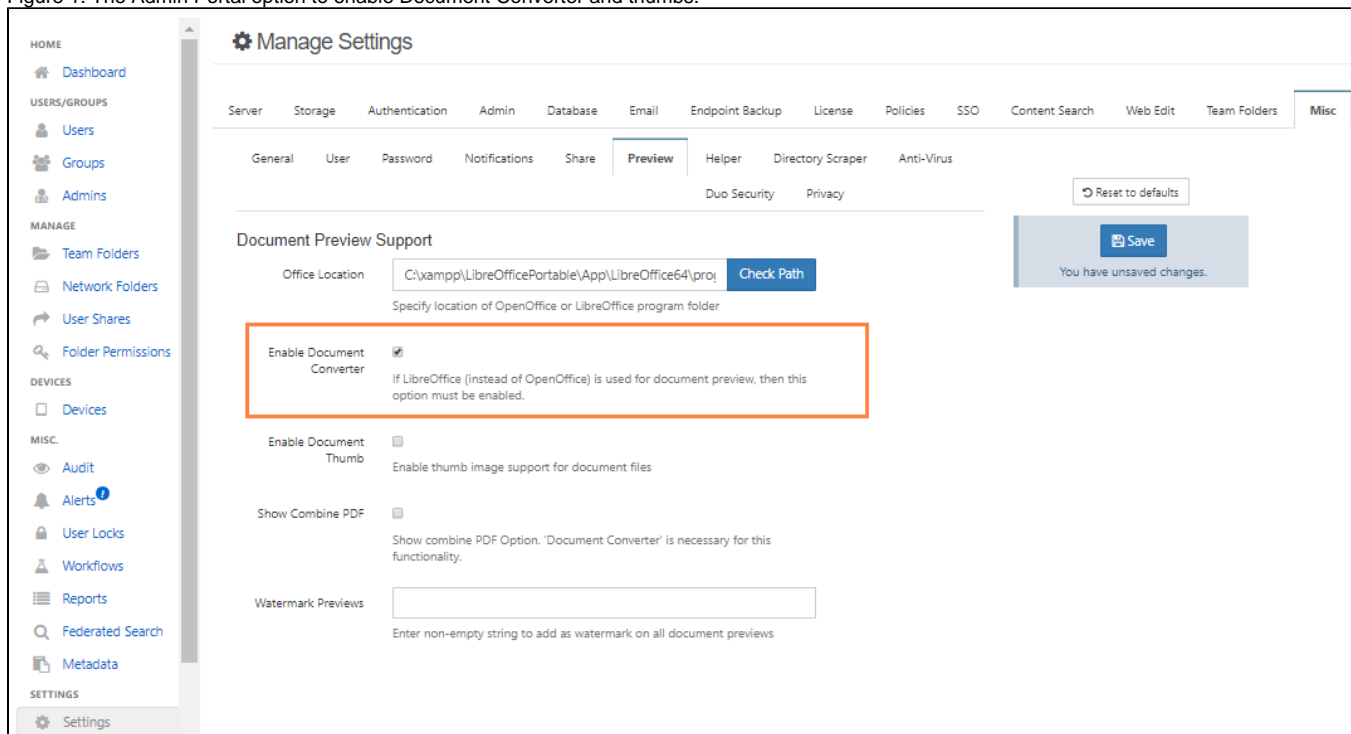
Before enabling the use of thumbnails you must:

➔ [Install and Run FileCloud Document Converter Server](#)

To enable thumbnails for a document in FileCloud:

1. Open a browser and log into the *Admin Portal*.
2. From the left navigation panel, click *Settings*.
3. Click the *Misc* tab.
4. Click the *Preview* sub tab.
5. Next to *Enable Document Converter*, select the checkbox.
6. Next to *Enable Document Thumb*, select the checkbox.

Figure 1. The Admin Portal option to enable Document Converter and thumbs.



Now when a user logs on to the User Portal, the file listing will show the thumbnail as seen in Figure 2.

Figure 2. User Portal display of thumbnails.

For Review

5 items

+ Add Files and Folders



Name

Modified

Size



	income statement.xls	May 29, 2020 1:17 PM by you	30 KB	
	customers.docx	Oct 09, 2020 1:46 PM by you	0 B	
	DE App Reg Form 201809 (002).pdf	Oct 03, 2020 5:36 PM by you	310 KB	
	Annuity3.docx	Nov 16, 2020 3:38 PM by you	61 KB	
	AA-Sharing Flows.pptx	Jul 13, 2020 1:17 PM by you	412 KB	