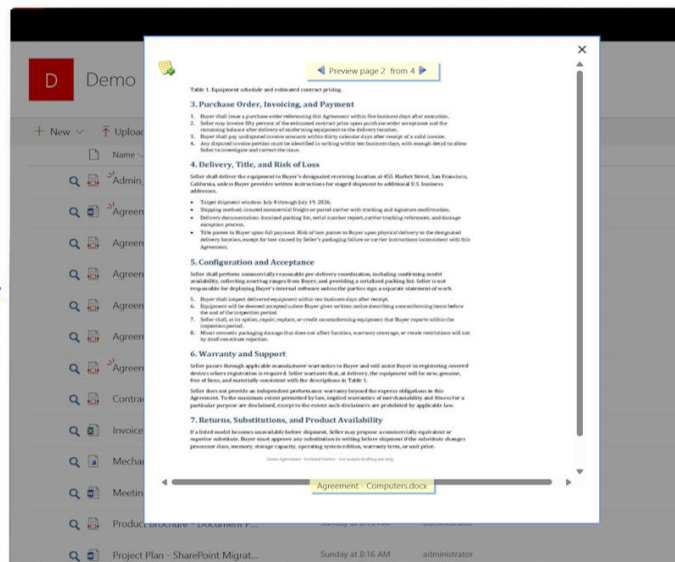
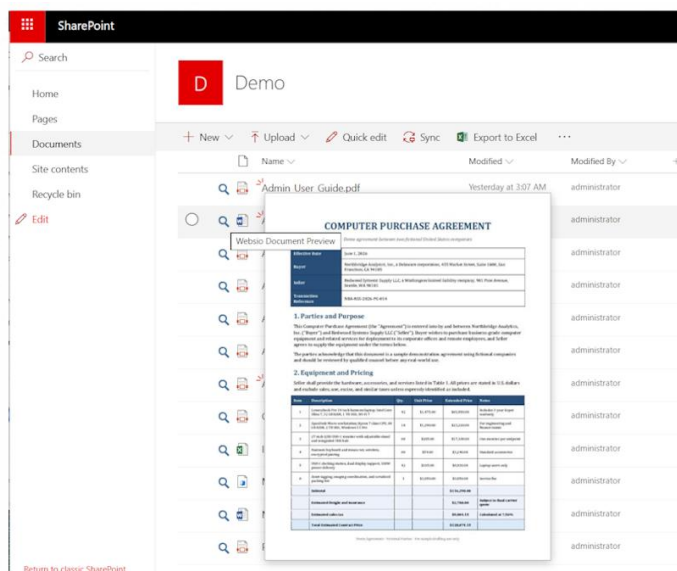


Webzio Document Preview 2026

User and Administrator Guide

For SharePoint SE / 2019 on-premises environments

This guide is written for business owners, SharePoint site owners, support teams, and farm administrators. It explains why Document Preview matters, how users work with it, and how administrators install, configure, monitor, and maintain it.



Preview documents directly inside SharePoint, without opening file after file.

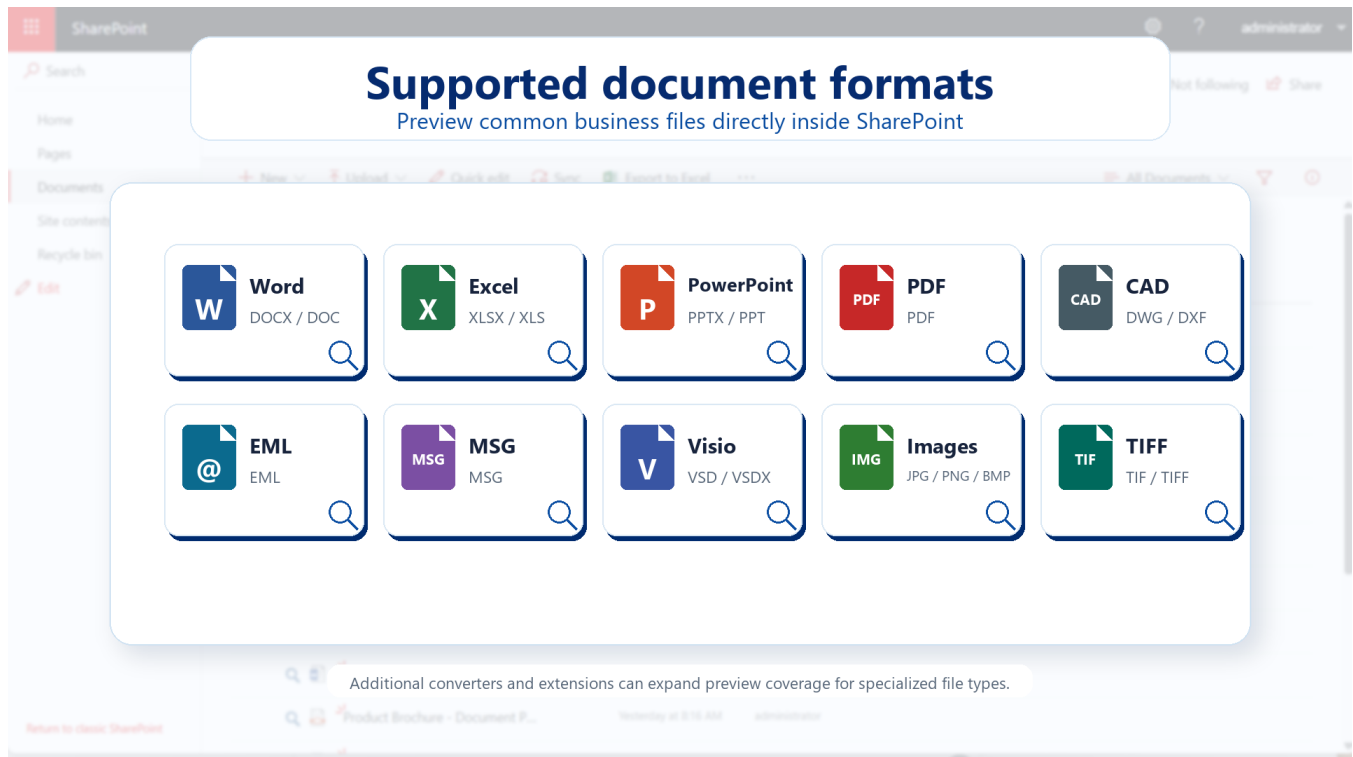
1. Why Document Preview

SharePoint document libraries often contain many files with similar names, versions, formats, and approval states. Users need to identify the right document quickly but opening each file wastes time and increases the chance of working with the wrong version.

Websio Document Preview adds a fast visual preview experience directly to SharePoint document libraries. Users can inspect content from the library row, open a full multi-page preview, add notes where supported, and keep the document inside the organization during the entire process.

Main benefits

Benefit	What it means
Fewer clicks	Users can verify a document from the library without opening multiple files.
Visual confidence	Preview images show the content, not only file names and metadata.
Modern and classic support	Preview works in modern document libraries and classic views, including document properties scenarios.
Multi-format coverage	Office documents, PDF, CAD, email, Visio, images, TIFF, and related business formats can be handled through the preview pipeline and optional extensions.
On-premises control	Preview generation runs inside SharePoint SE / 2019 on-premises. Documents do not need to leave the organization for preview generation.
Operational visibility	The Configurator and status screens help administrators configure libraries, prepare existing content, and monitor queues.



One preview experience for many business document formats

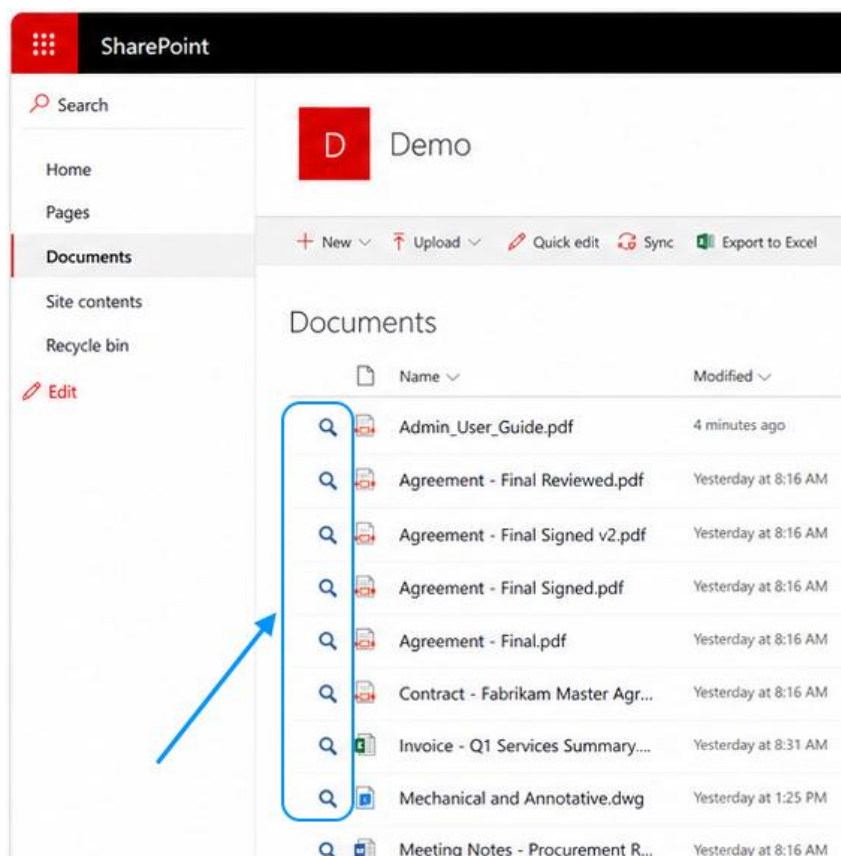
Key capabilities at a glance

- Preview column in SharePoint document libraries.
- Hover preview for a quick first look at document content.
- Full preview for multi-page review inside SharePoint.
- Navigation across generated preview pages.
- Preview support in modern and classic SharePoint experiences.
- Preview in document properties views in classic experience.
- Sticky notes / stickers in the preview frame when enabled.
- Site-level configuration through Site Settings > Document Preview Configuration.
- Library exclusion and selected-format controls.
- Configurator operations for installation, removal, preparation, conversion, recreation, logging, and queue status.

2. User experience

Preview directly in the library

After configuration, the library displays a compact preview column with a preview icon for supported documents. Users stay in the document library and use the icon to inspect content.



Hover preview

SharePoint

Search

Home

Pages

Documents

Site contents

Recycle bin

Edit

D

Demo

+ New
↑ Upload
 Quick edit
 Sync
 Export to Excel
...

	Name	Modified	Modified By
	Admin User Guide.pdf	Yesterday at 3:07 AM	administrator

Webso Document Preview

COMPUTER PURCHASE AGREEMENT

Demo agreement between two fictional United States companies

Effective Date:	June 1, 2020
Buyer:	Northbridge Analytics, Inc., a Delaware corporation, 455 Market Street, Suite 1400, San Francisco, CA 94105
Seller:	Redwood Systems Supply LLC, a Washington limited liability company, 901 Pine Avenue, Seattle, WA 98101
Transaction Reference:	NBA-RSS-2020-PC-014

1. Parties and Purpose

This Computer Purchase Agreement (the "Agreement") is entered into by and between Northbridge Analytics, Inc. ("Buyer") and Redwood Systems Supply LLC ("Seller"). Buyer wishes to purchase business-grade computer equipment and related services for deployment to its corporate offices and remote employees, and Seller agrees to supply the equipment under the terms below.

The parties acknowledge that this document is a sample demonstration agreement using fictional companies and should be reviewed by qualified counsel before any real-world use.

2. Equipment and Pricing

Seller shall provide the hardware, accessories, and services listed in Table 1. All prices are stated in U.S. dollars and exclude sales, use, excise, and similar taxes unless expressly identified as included.

Item	Description	Qty	Unit Price	Extended Price	Notes
1	LaptopBook Pro 14 inch business laptop, Intel Core i5-1135G7, 1 TB SSD, 16 GB RAM	52	\$1,475.00	\$80,800.00	Includes 3 year depot warranty
2	Specialized Mouse workstations, dyson T3 cable 1.9M, 64 GBRAM, 3 TB SSD, Windows 11 Pro	18	\$1,290.00	\$23,220.00	For registering and license transfer
3	27-inch QHD IPS-C monitor with adjustable stand and integrated USB hub	50	\$205.00	\$10,250.00	One monitor per employee
4	Headsets by headset and noise-reduction, wireless, encrypted pairing	60	\$74.00	\$4,440.00	Standard accessories
5	USB-C docking station, dual display support, 100W power delivery	52	\$105.00	\$5,460.00	Laptop users only
6	Cloud migration, onboarding, coordination, and centralized tracking fee	1	\$3,050.00	\$3,050.00	Service fee
Total				\$116,780.00	
Estimated freight and insurance				\$2,780.00	Subject to final carrier quote
Estimated sales tax				\$9,084.15	Calculated at 7.56%
Total Estimated Contract Price				\$128,644.15	

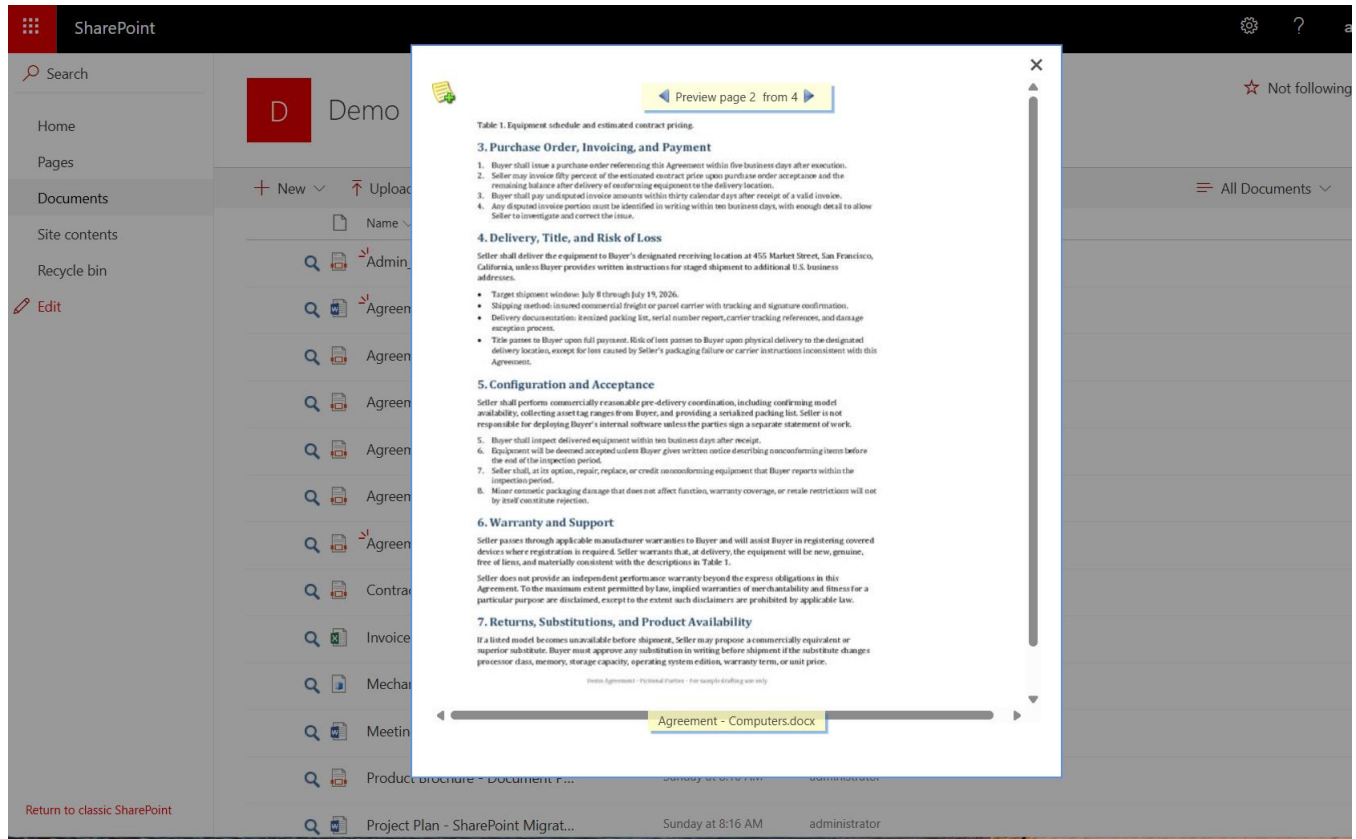
Source: Agreements - Fictional Entities - For sample drafting use only.

Return to classic SharePoint

Webzio Document Preview 2026 User and Administrator Guide | SharePoint SE / 2019 | support@webzio.com

Full preview

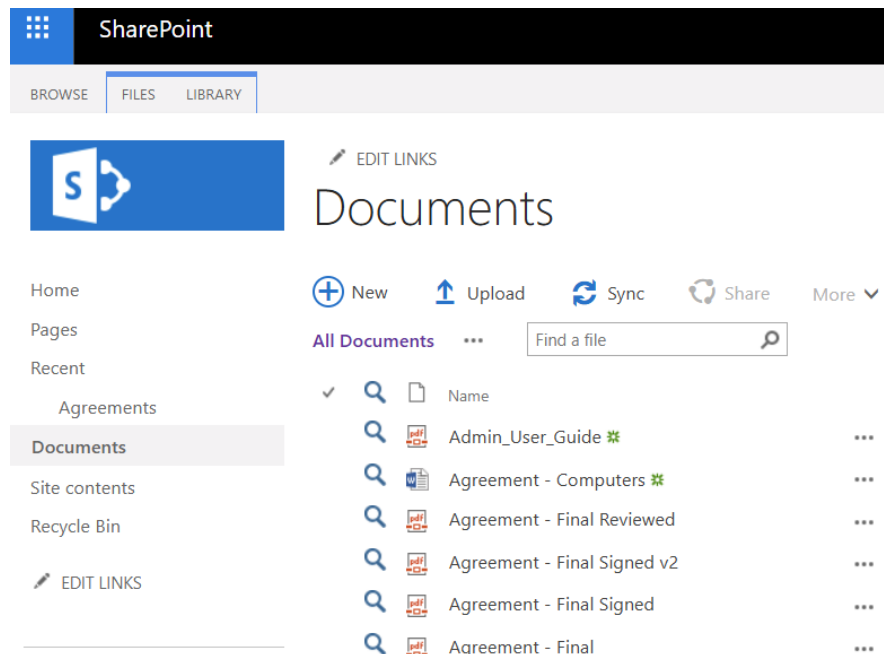
Full preview opens a larger preview frame inside SharePoint. It is useful when the user needs more space, multiple pages, or review controls. Users can browse generated preview pages without launching a desktop application.



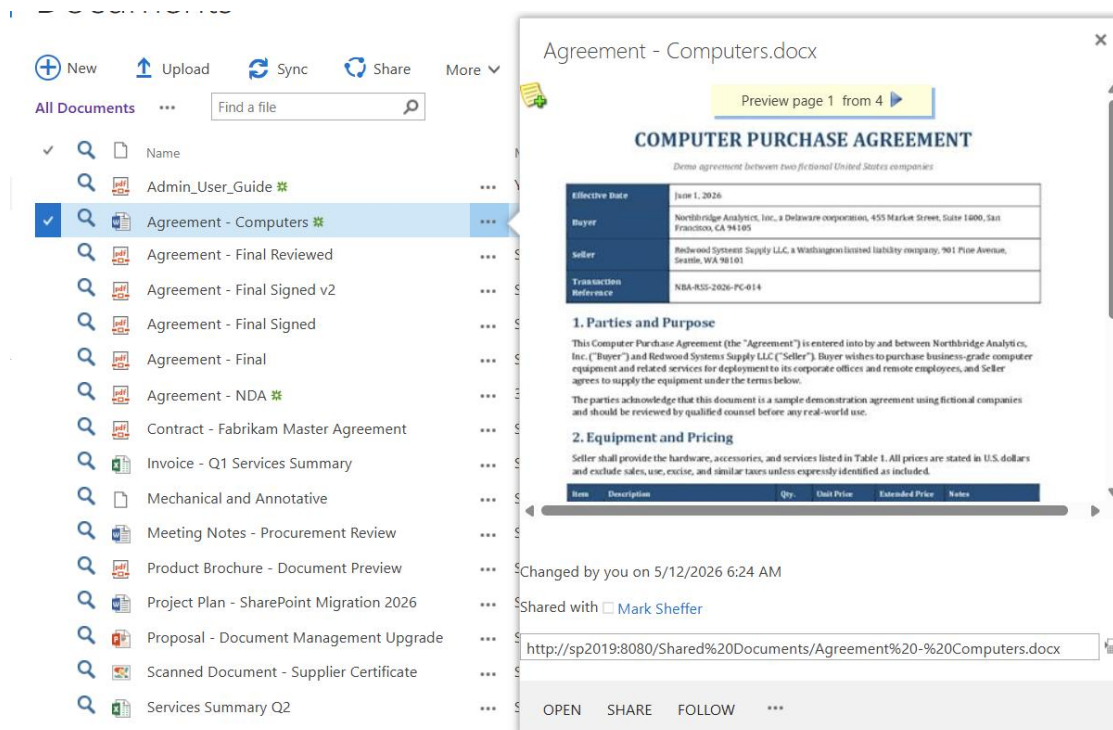
Full preview: multi-page review inside SharePoint

Classic experience and document properties

Weblio Document Preview also supports classic SharePoint library views. In classic experience, the preview icon appears in document libraries and can also be available from document properties pages, allowing users to inspect content while reviewing metadata.



Works in classic SharePoint views too.



Preview in document properties

Notes / stickers

When Stickers are enabled in Document Preview Configuration, users can add visual notes in the preview frame.

Notes are stored inside SharePoint and are associated with the document item. They are useful for review remarks, lightweight internal comments, or marking pages that need attention.

- Use the note/sticker button in the preview frame to add a note.
- Place the note on the preview page where the remark is relevant.
- Edit or delete notes from the preview frame when permissions and UI state allow it.

The screenshot shows the SharePoint interface with a document preview window open. The document is titled "COMPUTER PURCHASE AGREEMENT" and is a preview of page 1 from 4. A yellow sticky note is placed over the document content, reading: "Please pay attention, VIP customer administrator". The document content includes sections for "1. Parties and Purpose", "2. Equipment and Pricing", and a table of equipment items. The table has columns for Item, Description, Qty., Unit Price, Extended Price, and Notes. The total estimated contract price is \$128,874.15.

Item	Description	Qty.	Unit Price	Extended Price	Notes
1	LemnaBook Pro 14-inch laptop, Intel Core Ultra 7, 32 GB RAM, 1 TB SSD, 90W, 90W	42	\$1,475.00	\$61,950.00	Includes 3-year depot warranty
2	AgendaBook Ultra workstation, Ryzen 7, 16GB RAM, 1 TB SSD, Windows 11 Pro	18	\$1,290.00	\$23,220.00	For engineering and design teams
3	27-inch QHD 1440p monitor with adjustable stand and integrated USB hub	60	\$235.00	\$14,100.00	One monitor per endpoint
4	Business keyboard and mouse set, wireless, ergonomic design	60	\$54.00	\$3,240.00	Standard accessories
5	USB-C docking station, dual display support, 100W power delivery	42	\$105.00	\$4,410.00	Laptop users only
6	Asset tagging, imaging coordination, and customized packing list	1	\$2,050.00	\$2,050.00	Service fee
Subtotal				\$116,290.00	
Estimated freight and insurance				\$2,704.00	Subject to third carrier quote
Estimated sales tax				\$9,880.15	Calculated at 7.50%
Total Estimated Contract Price				\$128,874.15	

Notes help reviewers leave context directly on the preview.

3. Requirements and planning

Area	Requirement / planning note
SharePoint platform	SharePoint SE or 2019 on-premises.
Permissions	Installation and configuration require a farm administrator and local administrator on the SharePoint server. Site-level configuration requires appropriate SharePoint permissions.
External services	Preview generation is intended to run inside the organization; documents are not sent to external cloud resources for preview generation.

4. How Document Preview works

The product adds a SharePoint preview field and rendering logic to document libraries. When documents are processed, preview images and related runtime data are generated and stored inside SharePoint-managed locations. Users see the resulting previews through the library field, hover popup, and full preview frame.

Component	Role
Preview field	Adds the preview icon and user entry point in document libraries. In the 2026 architecture, the field is added directly to document libraries rather than polluting the base Document content type.
Modern Preview Field	SPFx field customizer used by modern document library views.
Classic JSLink	Renders preview behavior in classic document library views.
Timer jobs	Generate and assign previews in the background. Current job names are docPreviewJob2026 and docPreviewAssignmentJob2026.
Converters and extensions	Create preview images for supported formats and optional extension formats such as CAD, Visio, web/email scenarios depending on installed components.
Runtime lists/data	Store generated previews, queue data, notes, and other runtime data. These are separate from configuration settings.

Webzio Document Preview 2026 Installation Guide

Important upgrade instruction

This installation section is for a new installation. If Webzio Document Preview is already installed, use Webzio Document Preview 2026 - Client Upgrade Installation Guide instead.

Product	Webzio Document Preview 2026
Installer version	2026.0.x
Target platform	SharePoint SE / 2019

1. Installation Package Contents

2. Before You Begin

- Log on to the SharePoint server as a Local Administrator and SharePoint Farm Administrator.
- Confirm that the SharePoint farm is healthy and Central Administration is available.
- Confirm that SharePoint Timer Service is running.

3. Install Webzio Document Preview 2026

1. Open the install 2026 folder on the SharePoint server.
2. Double-click docPreviewSetup.msi.
3. Follow the installation wizard and accept the license agreement.
4. Wait until the installer finishes copying files and deploying the SharePoint farm solution.

During installation

The MSI copies product files, adds WebzioPreviewField.wsp to the SharePoint farm, and deploys it as a farm-scoped global solution.

4. Verify the SharePoint Farm Solution

In Central Administration, go to System Settings > Manage farm solutions and confirm that:

- websiopreviewfield.wsp is present.
- Status is Deployed.
- There are no pending solution deployment jobs.

5. Restart IIS and SharePoint Timer Service

After the MSI completes, restart IIS and SharePoint Timer Service before configuring site collections.

Restart IIS

Open Command Prompt as Administrator and run:

```
iisreset
```

Wait for the confirmation message that Internet services restarted successfully.

Restart SharePoint Timer Service

Option A: restart it from Windows Services.

- Open services.msc.
- Find SharePoint Timer Service.
- Click Restart.

Option B: restart it from elevated PowerShell:

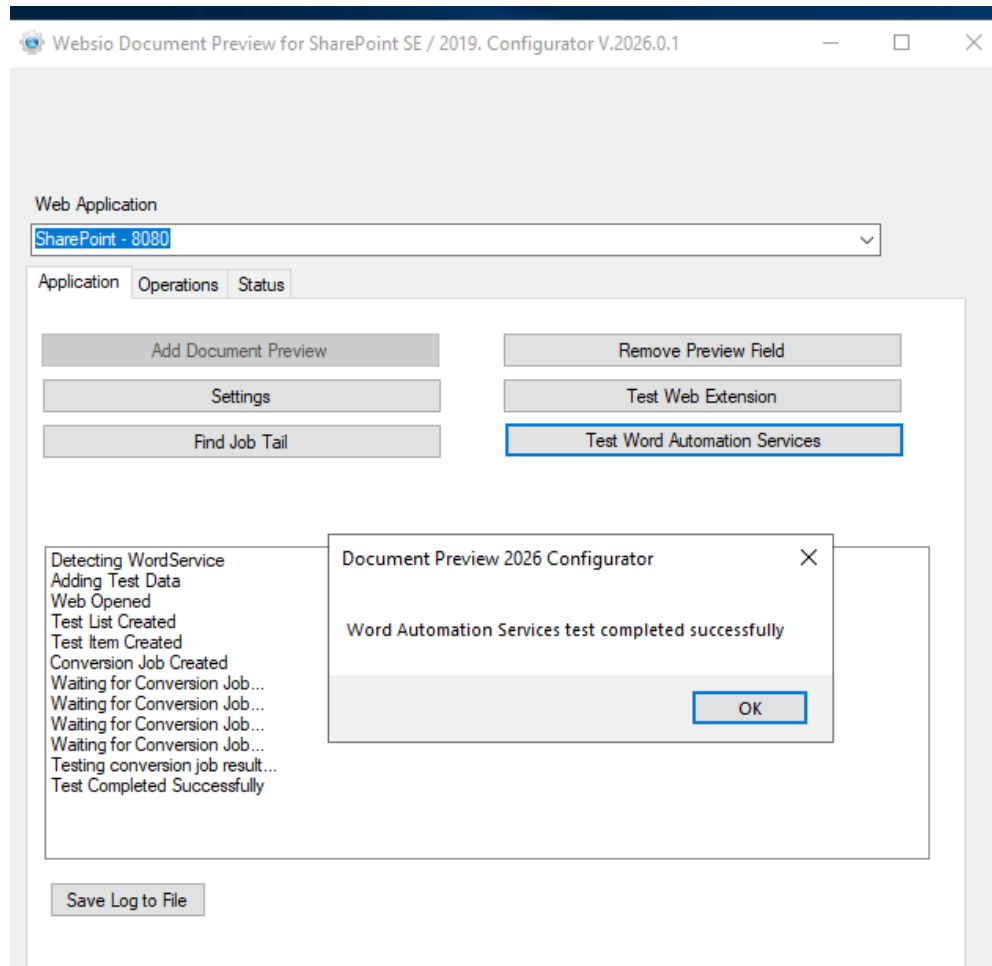
```
Restart-Service SPTimerV4  
Get-Service SPTimerV4
```

Expected status: Running.

6. Run the Websio Document Preview Configurator

1. Start Configurator as Administrator from the Desktop shortcut or from Start Menu > Websio Document Preview > Configurator.

2. Use **Test Word Automation Services** to verify that Word Automation Services are working correctly in the SharePoint farm. Word Automation Services is a native SharePoint service application used by SharePoint for server-side Word document conversion. If Word Automation Services is not working correctly, it is recommended to fully remove the Word Automation Services service application, add it again, and configure it according to the official SharePoint documentation.



3. Run Add Document Preview for the required web applications.

4. Review the Configurator output and confirm that the required site collections and document libraries were processed.

5. Restart IIS and SharePoint Timer Service again after configuration is complete.

7. Deploy Modern Preview Field for Modern Experience

This step is extremely important for document libraries that use the SharePoint Modern experience. The WSP installs the server-side solution, but modern document library views also require the Modern Preview Field SPFx app to be deployed and added to each site where modern document libraries must show the preview column correctly.

Modern experience requirement

If the Modern Preview Field app is not deployed and added to the site, classic/server-side installation can succeed while the preview column still does not render correctly in modern document library views.

Add the package to the App Catalog

1. Open the SharePoint App Catalog site.
2. Open Apps for SharePoint.
3. Upload Modern Preview Field.sppkg from the installed solutions folder: C:\Program Files\Webzio Information Solutions\Webzio Document Preview 2026\solutions.

Deploy the package

1. When SharePoint prompts you to deploy the package, click Deploy.
2. Wait until the package is shown as deployed in the App Catalog.

Add the app to each required site

For every site that contains document libraries using the Modern experience, add the app to the site. This is required even after the package is deployed in the App Catalog.

1. Open the target SharePoint site.
2. Open Site Contents.
3. Click New > App.
4. Find Modern Preview Field in Apps From Your Organization and click it.
5. Wait until the app is added to the site.
6. Repeat this Add App step for every site where modern document libraries must display Webzio Document Preview.

8. Troubleshooting

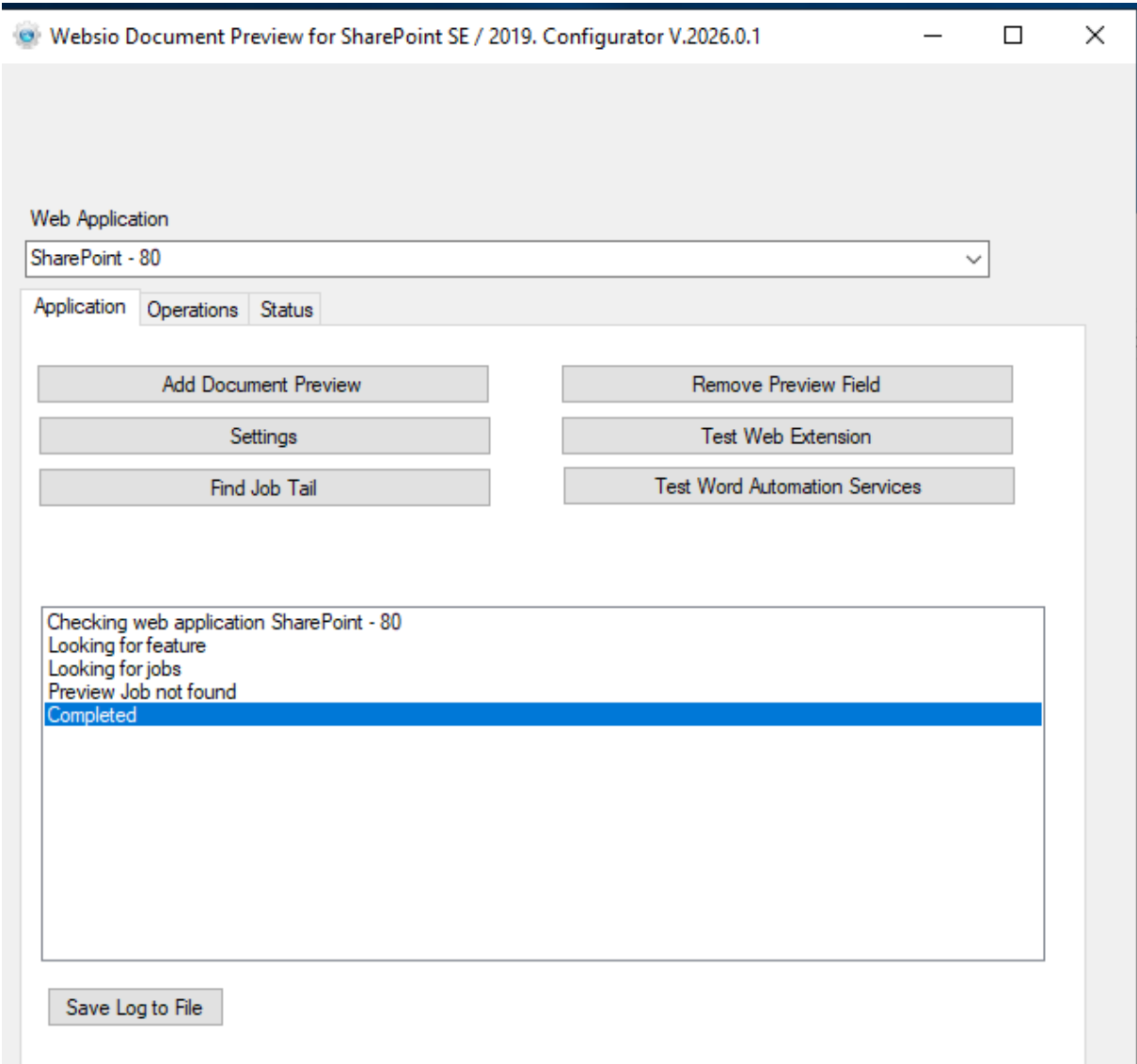
Symptom	Likely cause	Recommended check
MSI installation fails	Installer was not elevated, Data1.cab is missing, or the SharePoint PowerShell snap-in cannot be loaded.	For support diagnostics, rerun the MSI from an elevated Command Prompt with verbose logging: <code>msiexec /i "C:\Path\To\install 2026\docPreviewSetup.msi" /L*v "C:\Temp\WebzioPreview2026-install.log".</code> Confirm the full install 2026 folder was copied.
WSP deployment fails	SharePoint Timer Service is stopped, stuck, or the account lacks farm permissions.	Restart SPTimerV4, confirm the account is Farm Administrator, then check Manage farm solutions.
websiopreviewfield.wsp is not listed	The MSI custom action did not add the farm solution or SharePoint PowerShell could not run.	Collect the MSI log and check the product installation folder for Install-WebzioPreviewSolution.log.
Configurator cannot update sites	Insufficient SharePoint permissions or blocked site collections.	Run Configurator as Administrator under a Farm Admin account and review skipped site collections.

Escalation data to collect

If the installation still fails, collect the MSI log, Install-WebzioPreviewSolution.log, a screenshot from Manage farm solutions, the current SPTimerV4 status, and the exact Windows account used to run the installer.

Document Preview Configurator reference

The Websio Document Preview Configurator is the farm-side administration tool used to add, remove, test, prepare, and monitor Document Preview for selected SharePoint web applications and their site collections. Start it as Administrator under an account with the required SharePoint farm and site permissions.



Configurator: Application tab

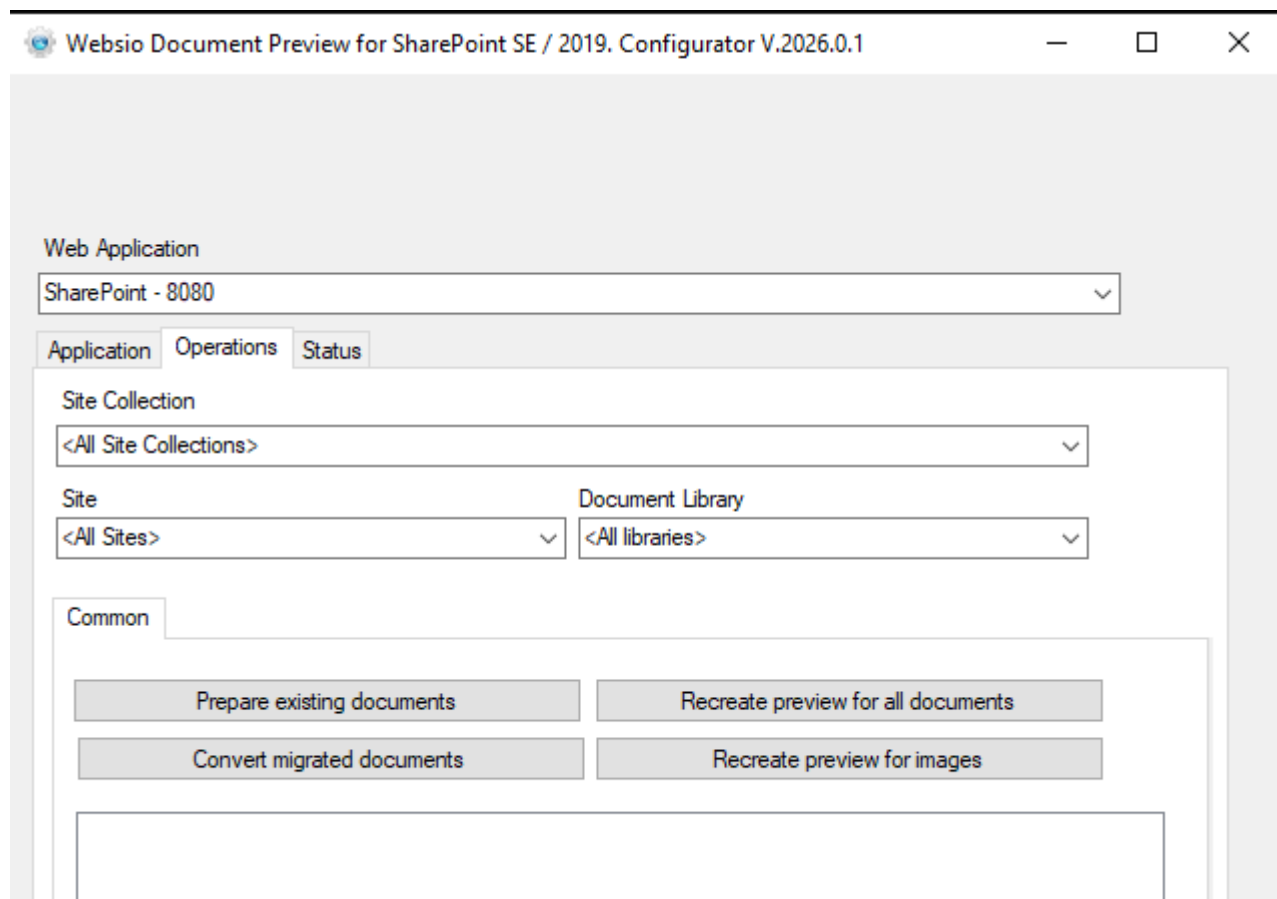
Application tab

Control	Purpose
Add Document Preview	Adds or updates Document Preview for the selected web application. This is also the normal upgrade path for the 2026 architecture because it ensures

	the site column, updates modern rendering properties, and adds/updates preview fields directly in document libraries.
Remove Preview Field	Removes preview field artifacts broadly for the selected web application. Use carefully and only when removing Document Preview functionality is intended.
Settings	Opens farm-level settings such as logging/options used by the Configurator and product diagnostics.
Test Web Extension	Tests the Web Extension for Document Preview where applicable.
Test Word Automation Services	Checks Word Automation Services availability for conversion scenarios that depend on it.
Find Job Tail	Helps diagnose timer job persistence issues when a job name appears to be unavailable even though the normal collection lookup does not show it. For use by Websio Support team only!
Save Log to File	Exports the Configurator log shown in the Application tab.

Operations tab

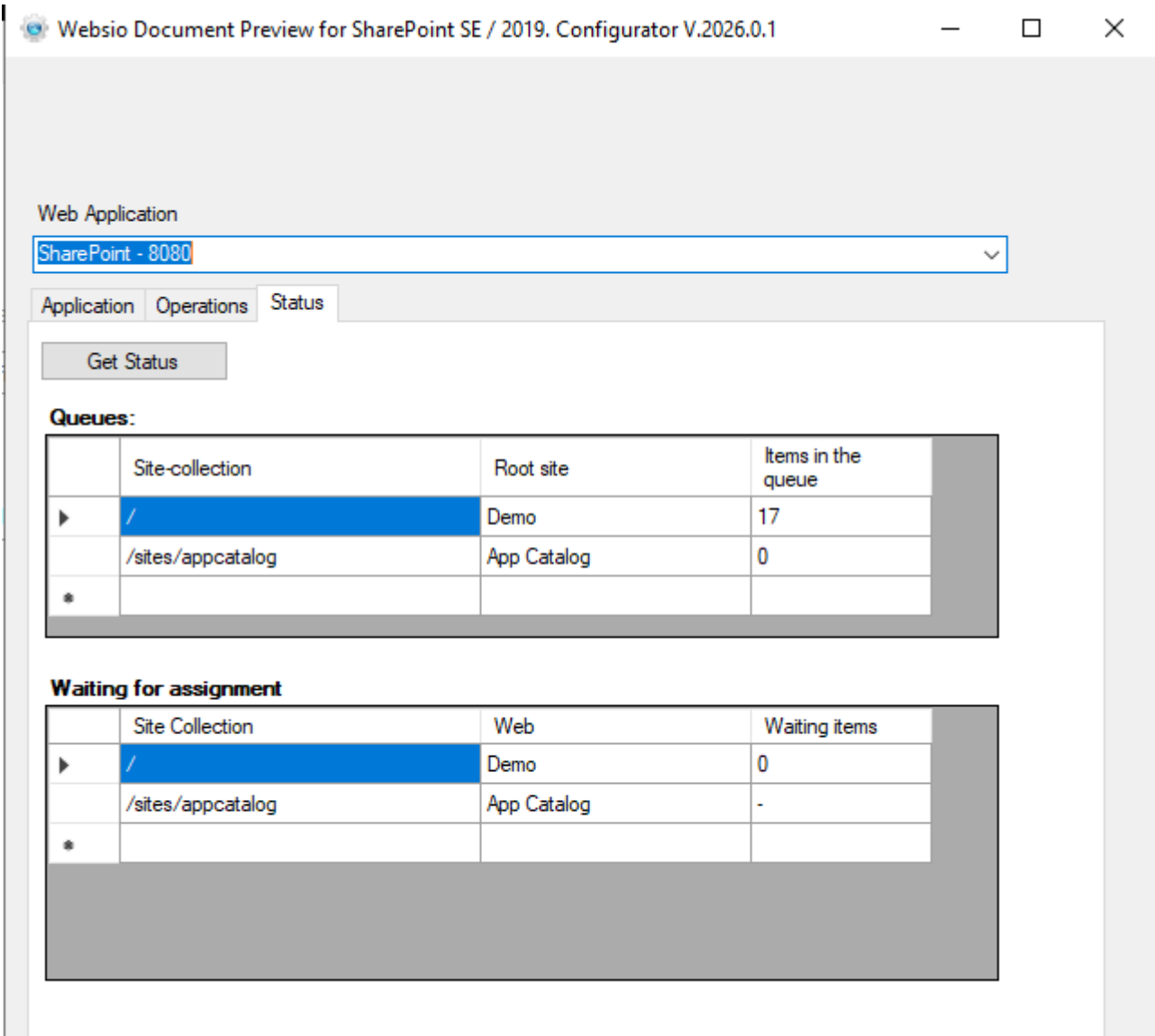
The Operations tab is scoped by Site Collection, Web, and Document Library selectors. It contains operational actions for existing content and migration scenarios.



Operation	When to use it
Prepare existing documents	Use after enabling Document Preview for a library that already contains documents, so existing items are queued/prepared for preview processing.
Recreate preview for all documents	Use when preview output must be regenerated, for example after changing quality/page settings or converter behavior.
Convert migrated documents	For use by Websio Support team only!
Recreate preview for images	Use when image previews need to be regenerated separately.

Status tab

The Status tab provides a queue-oriented view of preview processing. Use Get Status to refresh queue data and waiting-for-assignment data. This helps administrators see whether work is queued, assigned, or stuck.



Status area	How to use it
Queues	Shows preview processing queues and helps identify pending or active conversion work.
Waiting for assignment	Shows items waiting to be assigned for background preview processing.

7. Site-level configuration

Site owners or administrators can configure preview behavior from the top-level site settings page. Open Site Settings > Document Preview Configuration. The settings are stored in the Websio Preview Configuration list.

Image Max.Side Size (px)	<input type="text" value="1200"/>
Jpeg Quality Factor (1-100)	<input type="text" value="100"/>
Max. number of preview pages per document	<input type="text" value="5"/>
Stickers enabled	<input checked="" type="checkbox"/>
URL Prefix	<input type="text"/>

Integrate Document Preview into SharePoint preview panel for the next file formats:

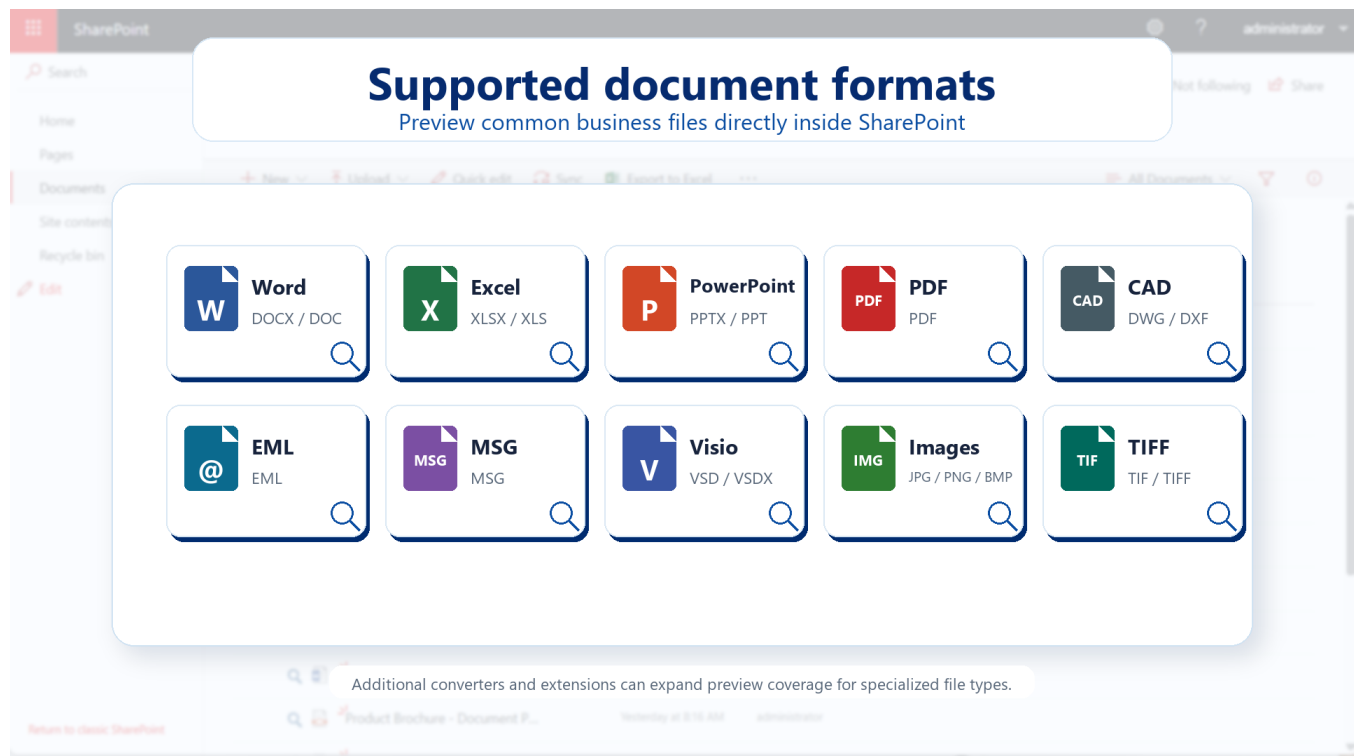
<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Microsoft Word</u> <input checked="" type="checkbox"/> .docx <input checked="" type="checkbox"/> .doc <input checked="" type="checkbox"/> .docm <input checked="" type="checkbox"/> .dotx <input checked="" type="checkbox"/> .dot <input checked="" type="checkbox"/> .rtf <input checked="" type="checkbox"/> .mht <input checked="" type="checkbox"/> .mhtml	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Microsoft Excel</u> <input checked="" type="checkbox"/> .xlsx <input checked="" type="checkbox"/> .xlsm <input checked="" type="checkbox"/> .xltx <input checked="" type="checkbox"/> .xltm <input checked="" type="checkbox"/> .xls <input checked="" type="checkbox"/> .csv
<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Microsoft PowerPoint</u> <input checked="" type="checkbox"/> .pptx <input checked="" type="checkbox"/> .pptm	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Email</u> <input checked="" type="checkbox"/> .eml <input checked="" type="checkbox"/> .msg
<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Adobe</u> <input checked="" type="checkbox"/> .pdf <input checked="" type="checkbox"/> .eps <input checked="" type="checkbox"/> .ai	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Text files</u> <input checked="" type="checkbox"/> .txt
<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Web Pages *</u> <input checked="" type="checkbox"/> .aspx <input checked="" type="checkbox"/> .asp <input checked="" type="checkbox"/> .html <input checked="" type="checkbox"/> .htm	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>InfoPath web-enabled forms *</u> <input checked="" type="checkbox"/> .xml
<input checked="" type="checkbox"/> <input type="checkbox"/> <u>CAD files **</u> <input checked="" type="checkbox"/> .dwg <input checked="" type="checkbox"/> .dxf	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Microsoft Visio ***</u> <input checked="" type="checkbox"/> .vsd <input checked="" type="checkbox"/> .vdx

Setting	Description
Jpeg Quality Factor (1-100)	Controls generated preview image quality. Higher values may improve readability but can increase storage and processing cost.
Max. number of preview pages per document	Limits how many pages are generated per document. Use this to balance review needs and processing/storage cost.
Stickers enabled	Enables or disables Notes/Stickers in the preview frame.

URL Prefix	Optional URL prefix used by the preview configuration when the environment requires a specific server URL behavior.
Integrate Document Preview into SharePoint preview panel	Selects the file formats for which Document Preview integrates with the SharePoint preview panel. Some groups require optional extensions.
Generate preview for selected above file formats only	When selected, preview generation is restricted to the selected formats. When not selected, the selected integration options do not act as a strict generation allow-list.
Excluded Libraries	Opens the page used to exclude specific libraries from preview processing.

8. Supported formats and extensions

Document Preview is designed for mixed-format SharePoint libraries. Exact coverage depends on installed converters and optional extensions. The configuration page groups formats and marks extension requirements where applicable.



Format group	Examples / notes
Microsoft Word	DOC, DOCX and related Word document formats.
Microsoft Excel	XLS, XLSX and related spreadsheet formats. Excel preview remains HTML-converter based in the current architecture.
Microsoft PowerPoint	PPT, PPTX and related presentation formats.
PDF	PDF documents and generated PDF-based preview flows.
CAD	DWG and CAD-related formats when the CAD Extension for Document Preview is installed.
Email	EML and MSG where the corresponding converters are installed.
Visio	Visio formats when the Visio Extension for Document Preview is installed.
Images and TIFF	Common image formats and scanned TIFF documents.
Web pages / HTML	Requires Web Extension for Document Preview where marked in the configuration UI.

9. Security and on-premises behavior

On-premises document handling

Websio Document Preview for SharePoint SE / 2019 is designed to generate previews inside the organization. Documents do not need to be sent to external cloud services for preview generation.

- Users see previews through SharePoint and remain subject to SharePoint permissions.
- Generated previews and runtime data are stored in SharePoint-managed locations in the farm.

10. Upgrade and migration guidance

For upgrade from an older Websio Document Preview version, use Websio Document Preview 2026 - Client Upgrade Installation Guide. Do not run the new-installation procedure as a substitute for the upgrade guide.

11. Removal

Tool / action	Scope
Configurator > Remove Preview Field	Broad removal of preview field artifacts and app instances for the selected web application. Use when removing Document Preview functionality.

12. Troubleshooting

Symptom	Likely cause	Recommended action
Preview icon missing in modern library	Modern Preview Field app is not deployed to the App Catalog or not added to the site.	Deploy Modern Preview Field.sppkg and add the app to each required site. Then run Add Document Preview again if needed.
Existing documents do not have previews	Documents were present before preview generation was prepared.	Use Operations > Prepare existing documents, then monitor Status.
Queue does not move	Timer service, timer job assignment, or conversion error.	Restart SPTimerV4, check timer job status, use Status tab, and review logs.
Specific file does not convert	Unsupported format, converter issue, permissions, or malformed source file.	
Notes are not available	Stickers disabled or full preview UI/context does not support notes.	Enable Stickers in Site Settings > Document Preview Configuration and test in full preview.