



**Solutions for information workers**

## **Document Preview for SharePoint Server 2013**



### **Administrator Guide**

Version S.2.1.9

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**It is essential that you thoroughly read this Guide in order to ensure the proper product installation and usage.**

### Overview

#### Document Preview:

- Provides graphical preview of the document content
- Integrates in the standard Document libraries and Search centers
- Supports multiple document formats
- Packaged as native SharePoint solution
- Does not contain ActiveX or COM objects.
- Creates thumbnails in the separated background process
- High security level – only users with at least read permission to the document are able to see the preview.
- Doesn't require the user to install a document viewer (Microsoft Office, PDF Viewer, etc.) on the server or on the workstation

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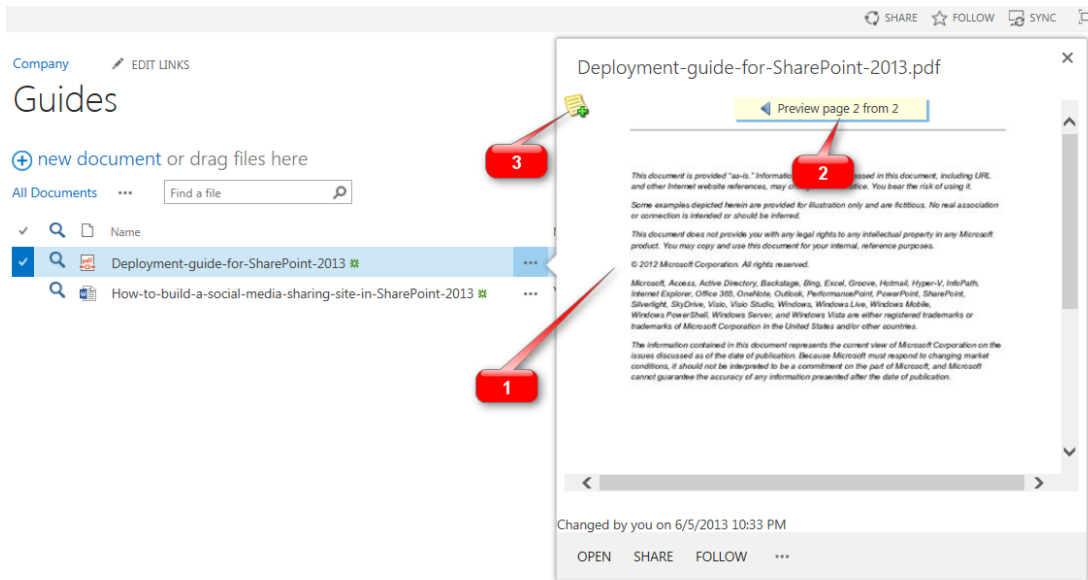
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### Preview modes

- I. Scrollable multipage preview integrated into standard SharePoint Preview pane for Document Libraries and Search Centers



1. Preview pane
2. Navigation between preview pages
3. Add Sticker button

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SharePoint

Newsfeed SkyDrive Sites

agreement

Everything People Conversations Videos

Result type

PDF

SharePoint Site

Team Site

Web page

Word

Author

Boris Yaroshevsky

System Account

SHOW MORE

Modified date

One Year Ago Today

All

Frontalix-Kalsoft Partner **Agreement**  
sps2013:3333/Documents/Frontalix-Kalsoft Partner **Agreement.pdf**

Frontalix-Kalsoft Partner **Agreement**  
sps2013:3333/subpublish/.../Frontalix-Kalsoft Partner **Agreement.pdf**

Quote #EV0587/1  
Standard Support **Agreement** for SharePoint Scanner Plug-in 2010 Professional ... The license is server based without limit of connected users/workstations/scanners ...  
sps2013:3333/.../SharePoint Scanner Plug-in 2010 Professional EV058...

Microsoft Support Contract  
be bound by the terms and conditions of the **Agreement** for Microsoft Services located here ... You should read and print the **agreement** in its entirety for your records ...  
sps2013/New documents/Microsoft Support Contract.docx

Frontalix-Kalsoft Partner **Agreement**  
sps2013/subsite1/.../Frontalix-Kalsoft Partner **Agreement.pdf**

subsite1  
SharePoint Scanner Plug-in 2010 Professional EV0587\_1 ... Frontalix-Kalsoft Partner **Agreement** ... Websio Partnership **Agreement** ...  
sps2013/subsite1

Proforma Invoice #EV0597  
Standard Support **Agreement** for SharePoint Scanner Plug-in 2010 Professional ...

Microsoft Support Contract

Microsoft Word

Preview page 1 from 3

**Microsoft Support Contract**

Dear valued Partner,

We are pleased to welcome you to Microsoft Support Services.

This email provides confirmation of the basis on which you are entitled to receive Microsoft Support Services. This email, together with any attachments, should be saved or printed out for your records. It also contains details of the support contracts and options available to you. Please note that you will need your **Contract ID** and your **Access ID** whenever you contact Microsoft in connection with your support.

Please also refer to the terms and conditions set out at the end of this email.

**1. Your contract details**

Contract Number	Contract ID: Q818178143
PSIC Access ID	Access ID: 0810064308 For new contracts the password is the Contract ID. For renewed contracts the password remains unchanged.
PSIC Details	Mark Shaller Websio Information Solutions Ltd 9090 Markham Road, Suite 100

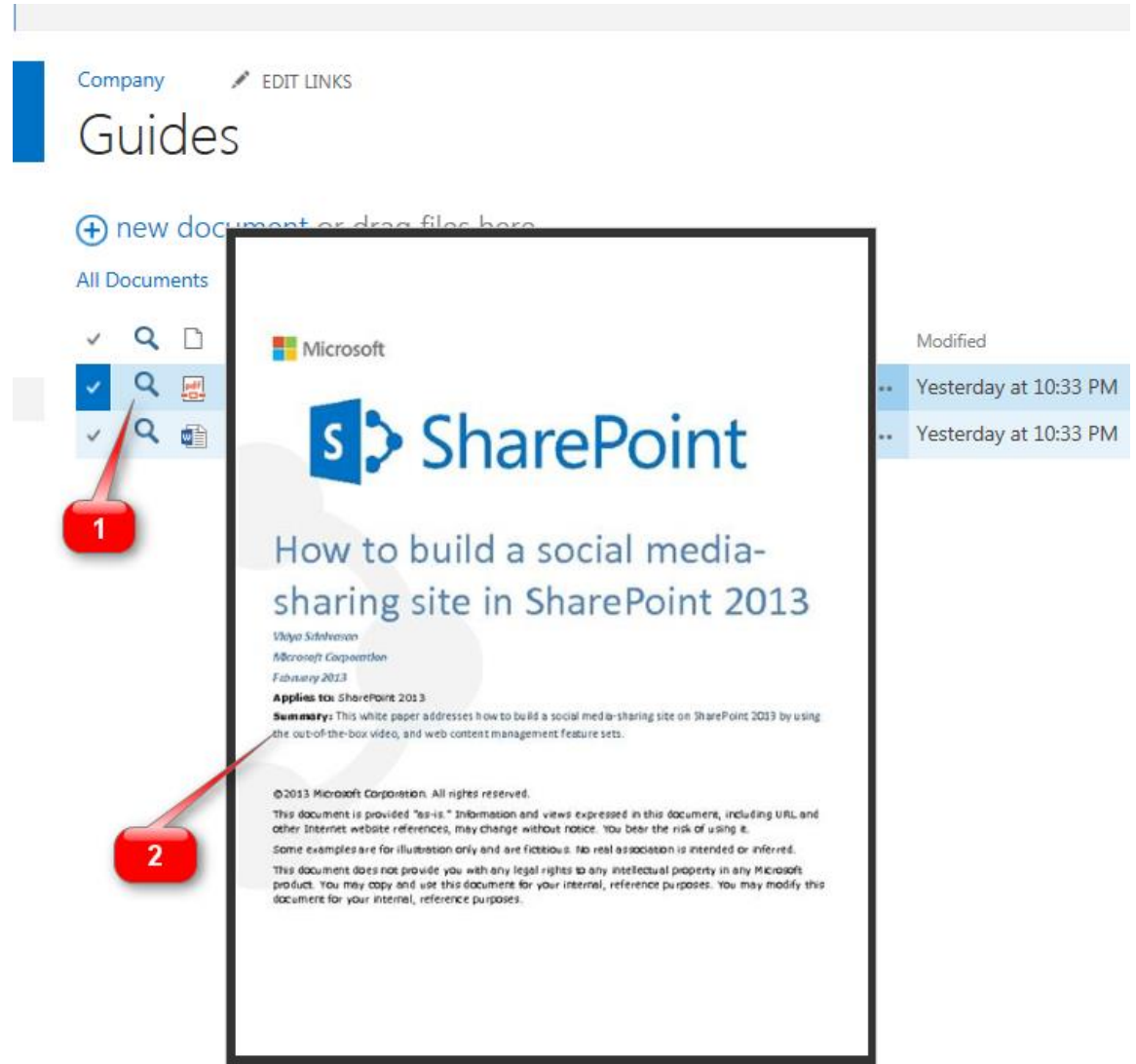
OPEN FOLLOW SEND VIEW LIBRARY

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### II. Quick preview

Quick preview has reduced quality and displays first page only



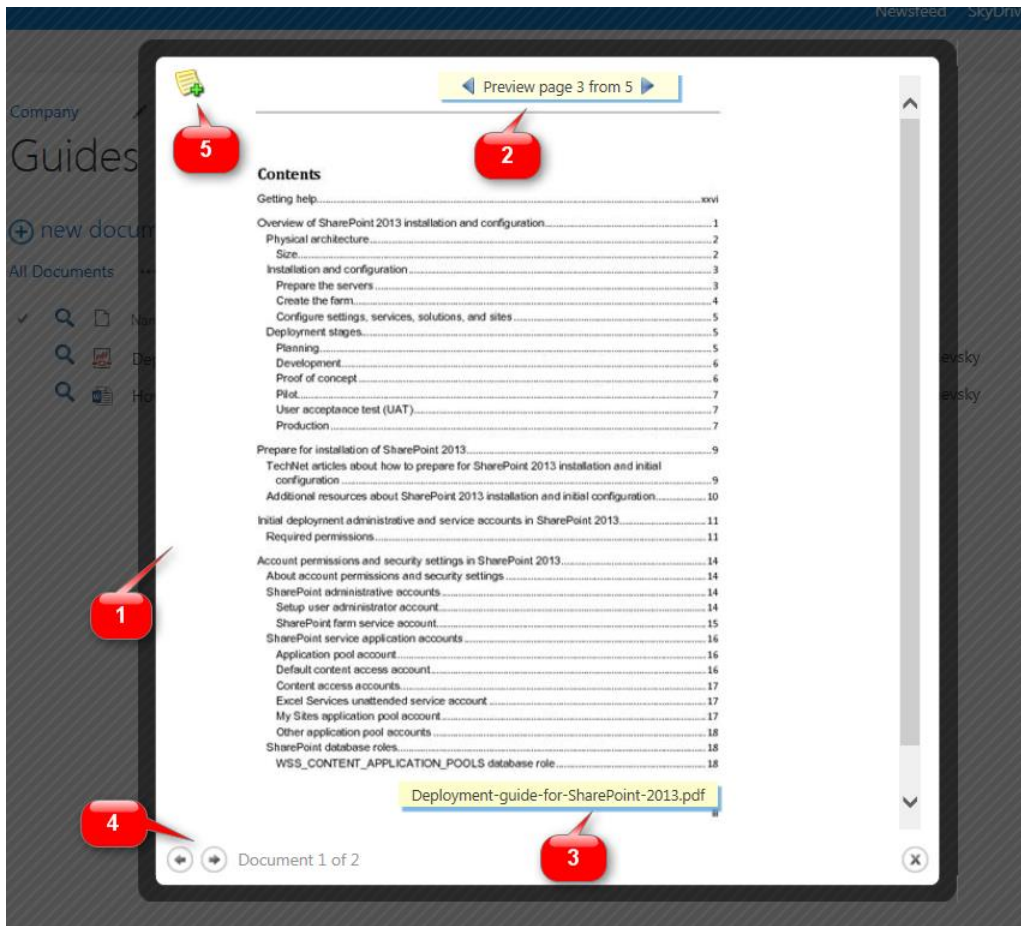
1. Move mouse over preview icon to open Quick Preview
2. Quick Preview pane



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### Full Preview

Click on the preview icon to open full preview window.



1. Preview pane
2. Navigation between preview pages
3. Current document
4. Navigation between documents
5. Add Sticker button

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### Stickers

Users with write permission can add stickers to the preview pane. Stickers do not affect content of the original document.

Newsfeed OneDrive

Company New document

+ new document

All Documents

✓ 🔍 📁 Name: SLED SLED SLED

Print Form

**Bill TO:**

Business: Water Drinking Corporation

Name: Mr. Dolphin Shark

Address: Gulf Stream 5

City, ST Zip: Atlantic Town 862254

+1 (100) 988-8333

**Important note 1**

Accounts payable contacts

Phone: dolphin@gulfstream.atl

E-mail: dolphin@gulfstream.atl

**Ship To:** (site to be shipped to)

Name: Company: Address: City, State ZIP: Phone: eMail address:

P.O. DATE	REQUISITIONER	Contract name / Number	F.O.B. POINT	TERMS
			free	30 days

QTY	Part#	DESCRIPTION	UNIT PRICE	TOTAL
10,000	456	Salt Water	\$50.00	500,000
SUBTOTAL				500,000
TAX				
OTHER				
TOTAL				500,000

TAX ID# if not on file:

Authorized by: (PO must be signed and dated) Date:

SLED\_PO\_Template1.pdf

Document 2 of 2

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Company

EDIT LINKS

New documents

new document

 or drag files here

All Documents

Find a file

✓

Q

□

Name

✓

Q

□

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Microsoft Support Contract.docx

Preview page 1 from 3

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Dear valued Partner,

We are pleased to welcome you to Microsoft Support Services.

This email provides confirmation of the basis on which you are entitled to receive Microsoft Support Services. This email, together with any attachments, should be saved or printed out for your records, as it also contains details of the support contacts and options available to you. Please note that you will need your **Contract ID** and your **Access ID** whenever you contact Microsoft in connection with your support.

Please also refer to the terms and conditions set out at the end of this email.

**1. Your contract details**

Contract Number	Contract ID: 0218178143
PSC Access ID	Access-ID: 0210084355 For new contracts the password is the Contract-ID. For renewed contracts the password remains unchanged.
PSC Details	Mark Shaffer Websio Information Solutions Ltd 36/8 Mivissa Uvda Street

Changed by you on 6/10/2013 11:12 AM

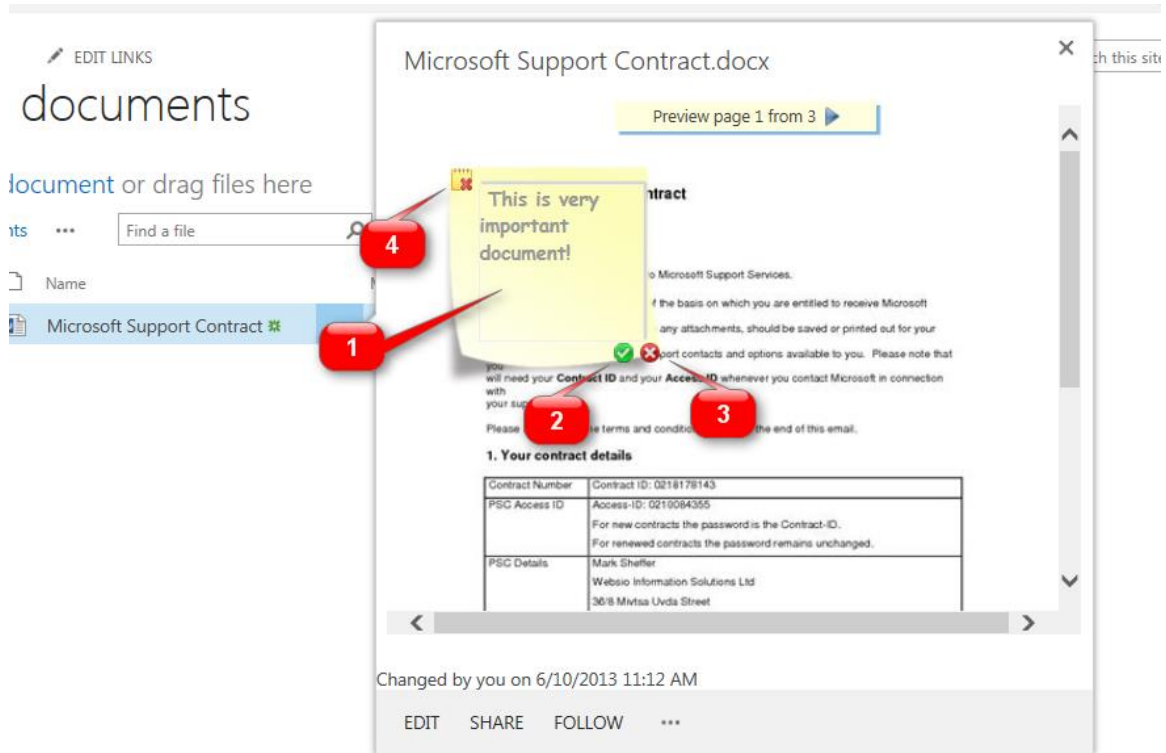
EDIT SHARE FOLLOW ...

Add sticker icon

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### Edit Mode



EDIT LINKS

# documents

document or drag files here

Find a file

Name

Microsoft Support Contract

### Microsoft Support Contract.docx

Preview page 1 from 3

This is very important document!

Microsoft Support Services.

If the basis on which you are entitled to receive Microsoft support contacts and options available to you. Please note that any attachments, should be saved or printed out for your use.

You will need your **Contract ID** and your **Access ID** whenever you contact Microsoft in connection with your support request.

Please refer to the terms and conditions at the end of this email.

#### 1. Your contract details

Contract Number	Contract ID: 0218178143
PSC Access ID	Access-ID: 0210084355
	For new contracts the password is the Contract-ID. For renewed contracts the password remains unchanged.
PSC Details	Mark Sheffer Websio Information Solutions Ltd 36/8 Mivtas Uvda Street

Changed by you on 6/10/2013 11:12 AM

EDIT SHARE FOLLOW ...

1. Text area
2. Button "Save"
3. Button "Cancel"
4. Button "Delete sticker"



LINKS

Documents

or drag files here

Find a file

Microsoft Support Contract

Microsoft Support Contract.docx

Preview page 1 from 3

This is very important document

6/10/2013 2:51 PM

Welcome to Microsoft Support Services.

Information of the basis on which you are entitled to receive Microsoft

together with any attachments, should be saved or printed out for your

as it also contains details of the support contacts and options available to you. Please note that

you will need your **Contract ID** and your **Access ID** whenever you contact Microsoft in connection

with your support.

Please also refer to the terms and conditions set out at the end of this email.

**1. Your contract details**

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PSC Details	Mark Sheffer Webiso Information Solutions Ltd 30/8 Mivva Uvda Street

Changed by you on 6/10/2013 11:12 AM

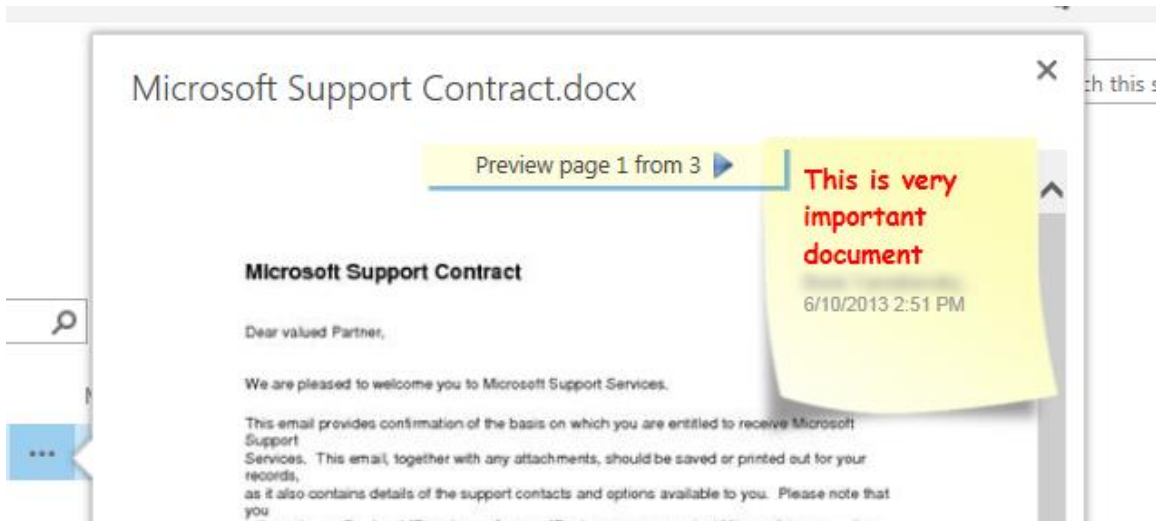
EDIT SHARE FOLLOW

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You can move sticker window inside the preview surface



Double-click on the text area to open the sticker in the [edit mode](#) (write permission is required).

**Important!**

You can save position of the sticker in the edit mode only. Double-click on the sticker, drag it to required position and press on the Save (V).

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### Software Requirements

SharePoint Server 2013 “on-premises”<sup>\*</sup>.

<sup>\*</sup> **On-premises software** is installed on computers on the premises (in the building) of the organization using the software, rather than at a cloud somewhere on the internet.

#### *Prerequisites*

1. Word Automation Services started and configured.

See Appendix B for instructions how to configure Word Automation Services.

Not required if you are going to use Document Preview in the [Mixed Mode](#) with Office Web Apps.

2. SharePoint Server Search configured (for Search Results Preview only).

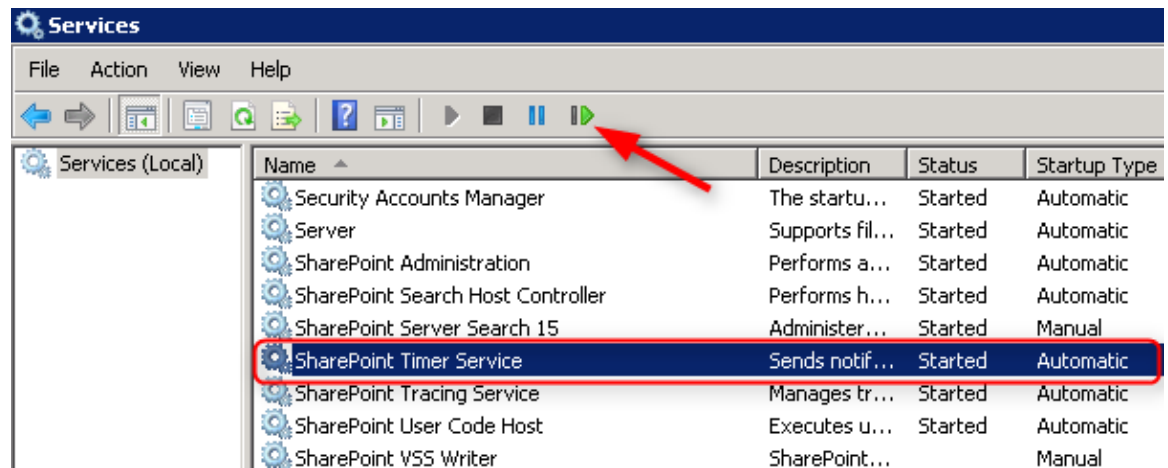


### How it works

1. Document Preview event receiver adds each new or modified document to the "thumbnail queue".
2. Document Preview Timer Job is responsible for "thumbnailing" process. It reads links to documents from the "thumbnail queue" and creates preview for each supported document.
3. By default, Document Preview Timer Job is scheduled to run each 5 minutes.  
Please do not change default job schedule if it is not necessary. Default settings are optimized for the best performance for sites containing up to millions documents.
4. Please [read Appendix A – "Technical Overview"](#) for more details.

### Installation

1. **Important!** You must be logged on to the server by using an account that is a member of the Server Administrators group and SharePoint Farm Administrators
2. Unzip docpreview2013.zip file on your SharePoint 2013 front-end server.
3. **Right-click** on the setup.exe and select "Run as Administrator" in order to begin the installation wizard.
4. **Highly recommended!** Restart IIS and SharePoint Timer Service after installation:
  - Restart IIS. Open command prompt as Administrator and run `iisreset /noforce`
  - Restart SharePoint Timer service. Open Windows Services, select SharePoint Timer Service and click on the "Restart"



5. Standard SharePoint deployment is not enough, repeat steps 2-4 on each SharePoint WFE (front-end) server.



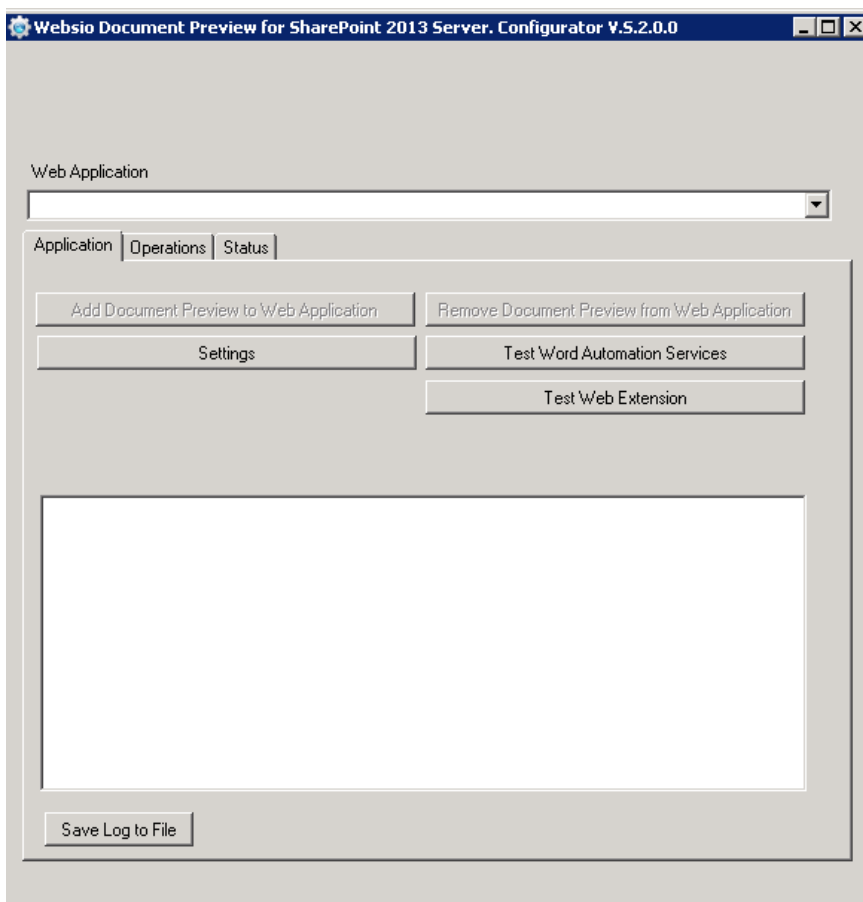


# Configuration

### *Initial Configuration*

If you are interested to preview web pages and InfoPath web enabled forms, install Web Extension for Document Preview first. See section “[Document Preview Extensions](#)” for installation instructions.

Launch Document Preview Configurator from “All programs -> Websio -> Document Preview Configurator” on your SharePoint server.

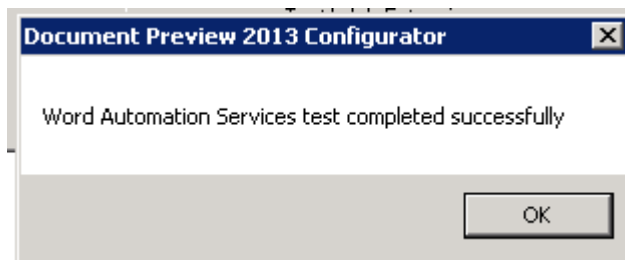




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On the first run:

1. Test Word Automation Services. Avoid this step if you are going to use the Preview in the [Mixed Mode](#)
  - Select one of your Web Applications
  - Click on the "Test Word Automation Services" button
  - The Configurator will test SharePoint Word Automation Services. You'll see the next message when the test will be passed successfully:



Otherwise configure SharePoint Word Automation Service as shown in the "[Appendix B](#)" of this document and/or SharePoint documentation, then run this test again

2. Test Web Extension (see section "[Document Preview Extensions](#)"). Avoid this step if you are not going to use Preview for web pages and InfoPath forms.

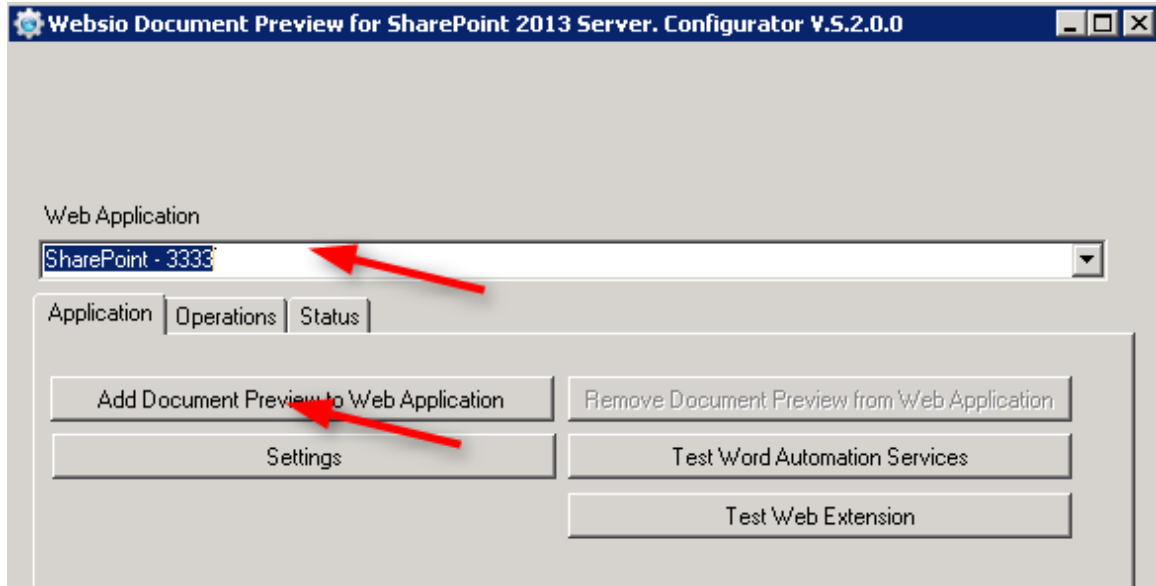
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3. Select Web Application from the drop down list and press "Add Document Preview to Web Application".



4. The Configurator will execute the following steps:
  - 4.1. Activate Document Preview features on all site collections in the selected Web Application.
  - 4.2. Add custom field "Websio Preview Field" to the site columns collection and to the base content type "Document".

**Important!** Do not add this field to your content types / lists manually.
  - 4.3. Add new SharePoint Timer jobs to the Web Application level:
    - 4.3.1. Document Preview Timer Job
    - 4.3.2. Document Preview Field Library Assignment job
  - 4.4. Add Websio Preview Field to all existing document libraries views.
5. After initial configuration, all new and/or modified documents will be included in the "thumbnailing" process.

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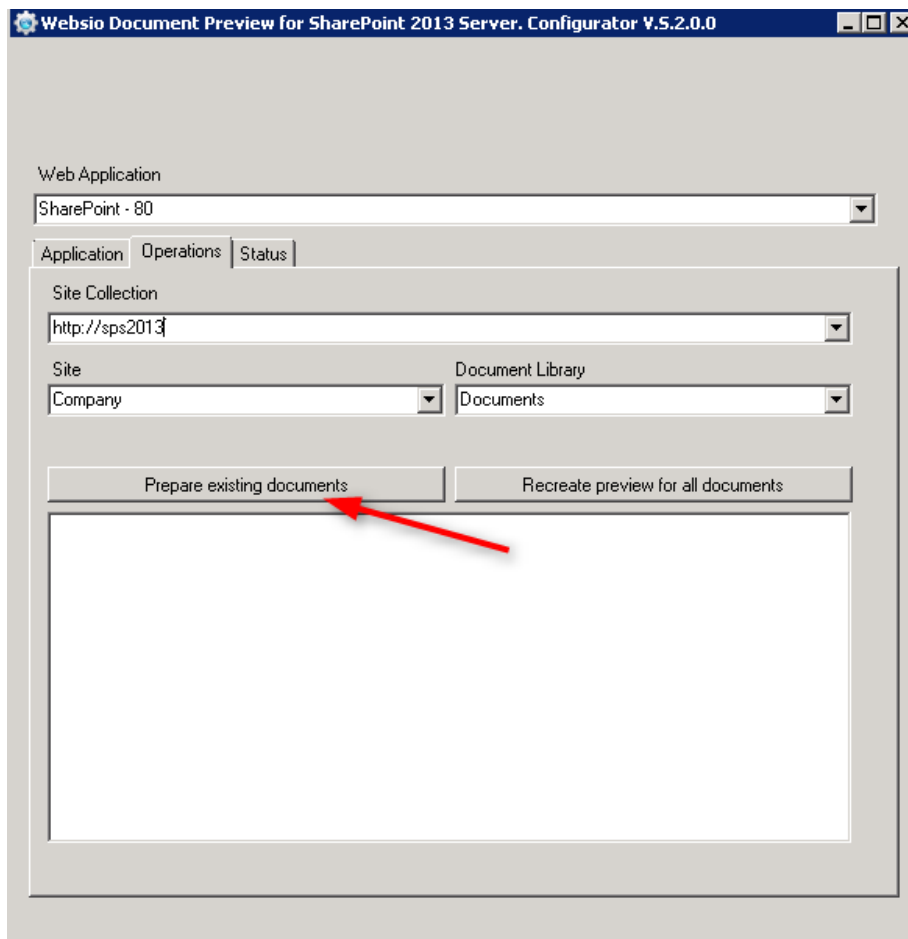
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*Add preview to existing documents (created before Document Preview installation).*

1. Configure Web Application as described in the section "Initial Configuration"
2. Open tab "Operations" and press button "Prepare existing documents"



3. "Document Preview Timer Job" at the next run time will add preview to all supported documents, which does not contain preview.

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### Search results configuration

There are two configuration procedures for search results:

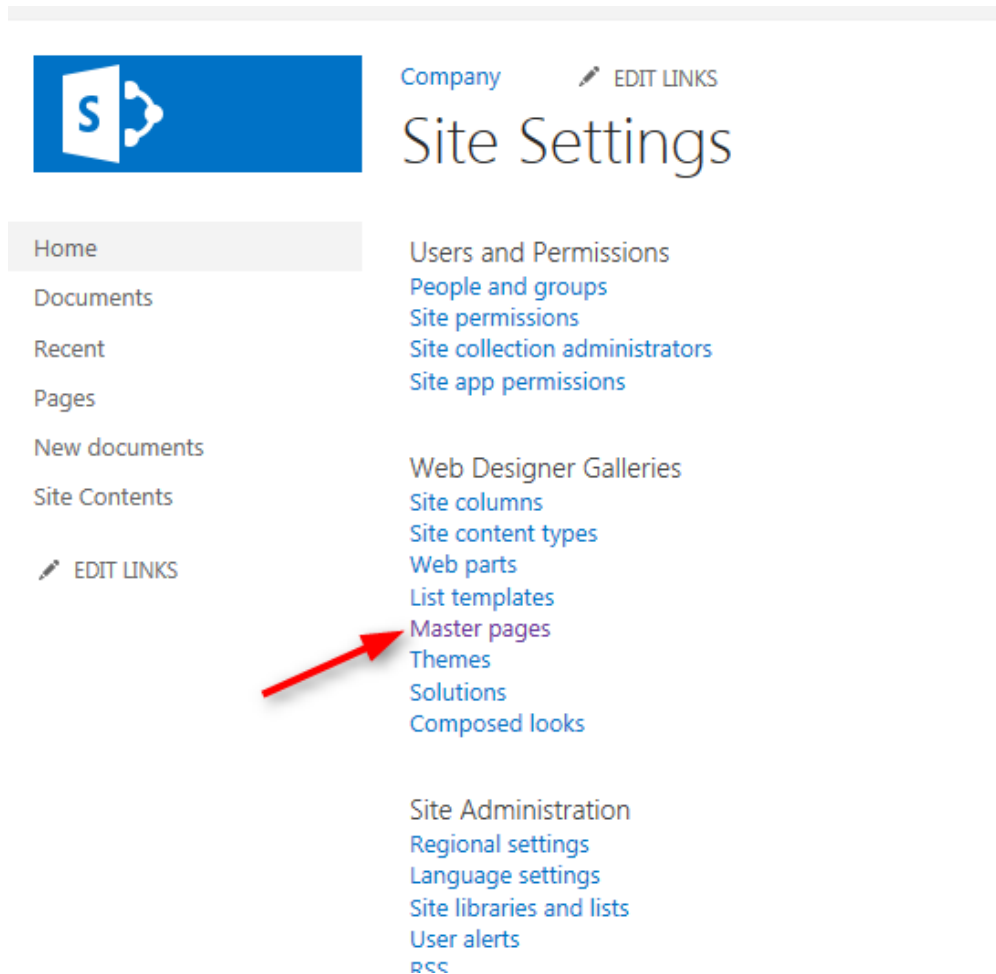
- [Standard site search results page "osssearchresults.aspx"](#)
- [Search Center](#)



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### *Standard site search results page “osssearchresults.aspx” configuration*

1. Open Site Settings
2. Select “Master Pages”



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### 3. Open "Display Templates"

BROWSE FILES LIBRARY

Company EDIT LINKS

# Master Page Gallery ⓘ

Home Documents Recent Pages New documents Site Contents EDIT LINKS

<input type="checkbox"/>	Type	Name	Modified
<input type="checkbox"/>	Folder	Display Templates	11/14/2012 8:03 PM
<input type="checkbox"/>	Folder	Editing Menu	6/2/2013 4:37 PM
<input type="checkbox"/>	Folder	en-us	6/2/2013 4:37 PM
<input type="checkbox"/>	Folder	Preview Images	11/14/2012 8:03 PM
<input type="checkbox"/>	Folder	Themable	6/2/2013 4:37 PM
<input type="checkbox"/>	File	__DeviceChannelMappings.aspx	6/2/2013 4:37 PM
<input type="checkbox"/>	File	AdvancedSearchLayout.aspx	11/14/2012 8:03 PM
<input type="checkbox"/>	File	ArticleLeft.aspx	6/2/2013 4:36 PM

### 4. Open "Search"

Company EDIT LINKS

# Master Page Gallery ▶ Display Templates ⓘ

<input type="checkbox"/>	Type	Name	Modified	Modified By	Checked Out To
<input type="checkbox"/>	Folder	Content Web Parts	11/14/2012 8:04 PM	System Account	
<input type="checkbox"/>	Folder	Filters	11/14/2012 8:04 PM	System Account	
<input type="checkbox"/>	Folder	Language Files	11/14/2012 8:04 PM	System Account	
<input type="checkbox"/>	Folder	Search	11/14/2012 8:03 PM	System Account	
<input type="checkbox"/>	Folder	Server Style Sheets	11/14/2012 8:04 PM	System Account	
<input type="checkbox"/>	Folder	System	11/14/2012 8:04 PM	System Account	

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### 5. Search templates list:

[Demo](#)   [Search Center](#)   [EDIT LINKS](#)  

### Display Templates ▸ Search ⓘ

<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/> Modified By	<input type="checkbox"/> Checked Out To	Compatible UI Version(s)
<input type="checkbox"/>		Control_Blank.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Control_SearchBox.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Control_SearchBox_Compact.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Control_SearchResults.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Group_Default.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Item_BestBet.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Item_CommonHoverPanel_Actions.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Item_CommonHoverPanel_Body.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15
<input type="checkbox"/>		Item_CommonHoverPanel_Header.js	8/26/2013 10:14 PM	<input type="checkbox"/> System Account		15

### 6. Find Item\_PDF.js and select “Edit properties”

### 7. Copy value of the field “Managed Properties Mappings” to the clipboard

page.

Template Level

Select the level of data that this display template expects and is designed to display. This determines where this template will appear as a selectable option in configuration UIs.

Managed Property Mappings

`'Title':'Title','Path':'Path','Description':'Description','EditorOWSUSER':'EditorOWSUSER','LastModifiedTime':'LastModifiedTime','CollapsingStatus':'CollapsingStatus','DocId':'DocId','HitHighlightedSummary':'HitHighlightedSummary','HitHighlightedProperties':'HitHighlightedProperties','FileExtension':'FileExtension','ViewsLifeTime':'ViewsLifeTime','ParentLink':'ParentLink','FileType':'FileType','`

Enter the slots and the managed properties that map to the slots. This field will be used to determine which managed properties are retrieved from SharePoint Search when you are using this Display Template. Use the format "slot name":"property name", separated by commas.

Compatible Search Data Types ☐ Text ☐ Integer ☐ Decimal ☐ DateTime

### 8. Click “Cancel” and return to the Display Templates list

### 9. Upload “Item\_Webzio.js”. You can find this file in the downloaded

docpreviewfoundation2013.zip under directory “Search Scripts” or on your

SharePoint server: “\Program Files\Webzio Information Solutions\Document

Preview 2013\Search Scripts\”.

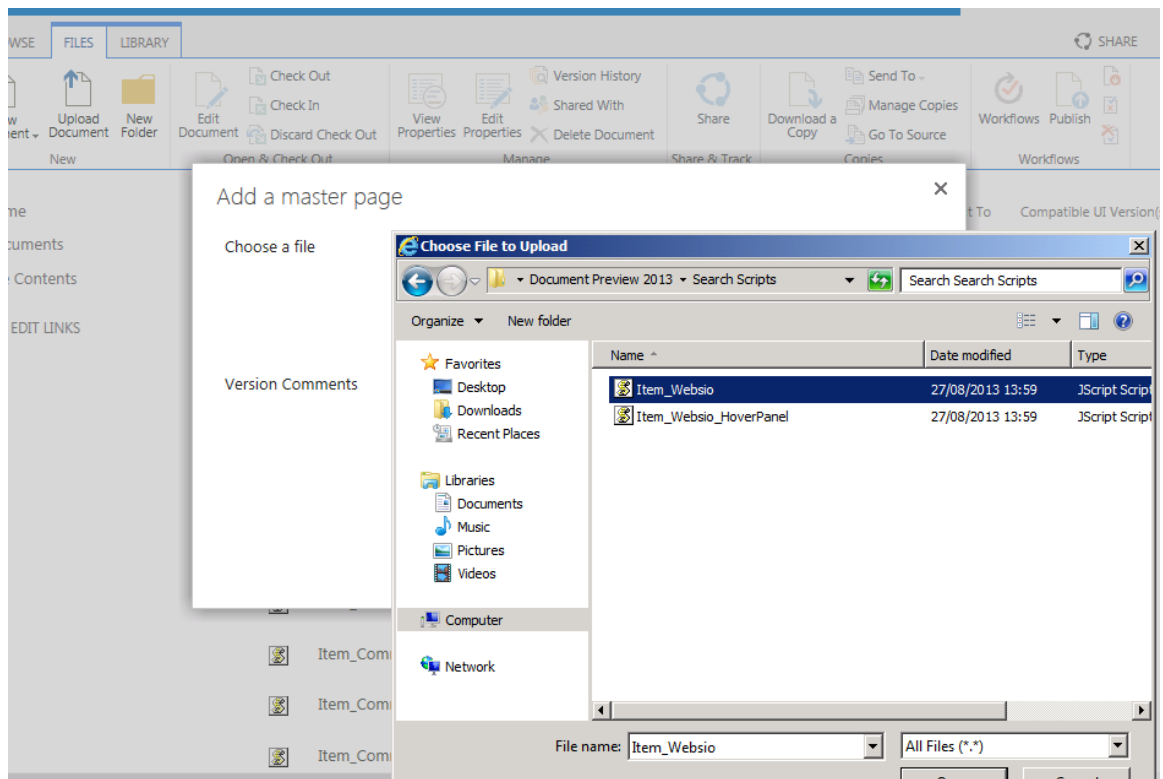
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10. Properties window will be shown. Set field values:

#	Property name	Value
1	Content type	Display Template Code
2	Title	Websio Item
3	Target Control Type (Search)	SearchResults
4	Template Level	Item
5	Managed Property Mappings	Paste value previously copied from "Item_PDF.js"

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Result:

Commit		Clipboard		Actions	
			Cut Copy	Delete Item	
Home		Content Type		Display Template Code	
Documents				Display Template Code javascript that registers and executes Display Template rendering logic.	
Site Contents		Name *		Item_Websio.js	
EDIT LINKS		Title		Websio Item	
		Description		<div></div>	
		Hidden Template		<input type="checkbox"/>	
				Hide this Display Template where people select from an available list of search Display Templates.	
		Target Control Type (Search)		<input checked="" type="checkbox"/> SearchResults	
				<input type="checkbox"/> SearchHoverPanel	
				<input type="checkbox"/> Content Web Parts	
				<input type="checkbox"/> Refinement	
				<input type="checkbox"/> SearchBox	
				<input type="checkbox"/> Custom	
				Select the search controls that will use this Display Template.	

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Crawler XSL File

Type the Web address: ([Click here to test](#))

http://

Type the description:

Add an XSL file to be used to generate HTML when crawlers are viewing the page.

Template Level

Item

Select the level of data that this display template expects and is designed to display. This determines where this template will appear as a selectable option in configuration UIs.

Managed Property Mappings

ummary':'HitHighlightedSummary','HitHighlightedProperties':'HitHighlightedProperties','FileExtension':'FileExtension','ViewsLifeTime':'ViewsLifeTime','ParentLink':'ParentLink','FileType':'FileType','IsContainer':'IsContainer','SecondaryFileExtension':'SecondaryFileExtension','DisplayAuthor':'DisplayAuthor','ServerRedirectedURL':'ServerRedirectedURL'

Enter the slots and the managed properties that map to the slots. This field will be used to determine which managed properties are retrieved from SharePoint Search when you are using this Display Template. Use the format "slot name":"property name", separated by commas.

Compatible Search Data Types

- ☐ Text  
☐ Integer  
☐ Decimal  
☐ DateTime  
☐ YesNo

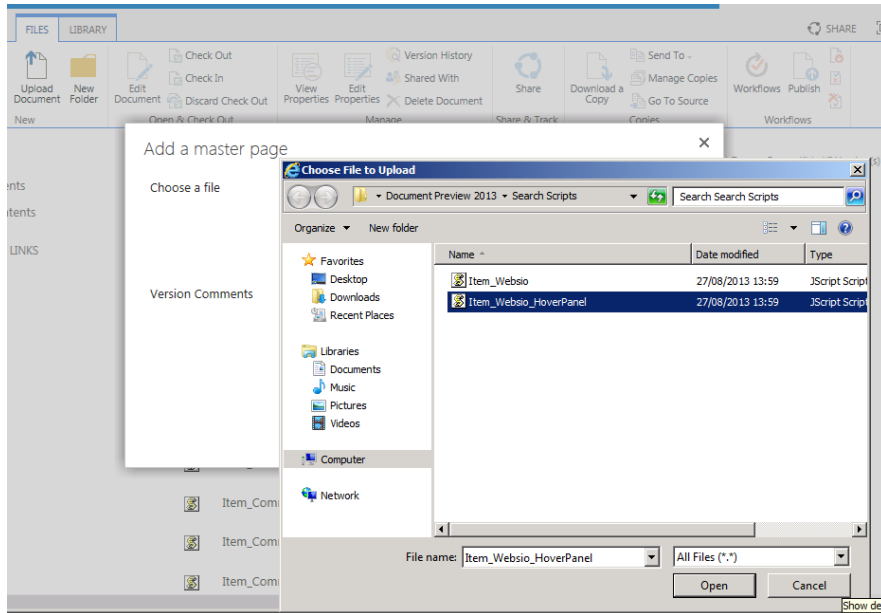
Select the Search managed property data types that this Filter Display Template will be used with. If you don't enter any values, the Display Template will be available for all data types.

Compatible Managed Properties

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11. Upload “Item\_Webzio\_HoverPanel.js”. You can find this file in the downloaded docpreviewfoundation2013.zip under directory “Search Scripts” or on your SharePoint server: “\Program Files\Webzio Information Solutions\Document Preview 2013\Search Scripts\”.



12. Properties window will be shown. Set field values:

#	Property name	Value
1	Content type	Display Template Code
2	Title	Webzio Hover Panel
3	Target Control Type (Search)	SearchHoverPanel
4	Template Level	Item
5	Managed Property Mappings	Paste value previously copied from “Item_PDF.js”



## Solutions for information workers

### 13. Result:

BROWSE		EDIT	
Save	Cancel	Paste	Cut
Commit		Clipboard	Actions

Home	Content Type	Display Template Code
Documents		Display Template Code javascript that registers and executes Display Template rendering logic.
Site Contents	Name *	Item_Websio_HoverPanel.js
EDIT LINKS	Title	Websio Hover Panel
	Description	
	Hidden Template	<input type="checkbox"/>
		Hide this Display Template where people select from an available list of search Display Templates.
	Target Control Type (Search)	<input type="checkbox"/> SearchResults
		<input checked="" type="checkbox"/> SearchHoverPanel
		<input type="checkbox"/> Content Web Parts
		<input type="checkbox"/> Refinement
		<input type="checkbox"/> SearchBox
		<input type="checkbox"/> Custom
		Select the search controls that will use this Display Template.

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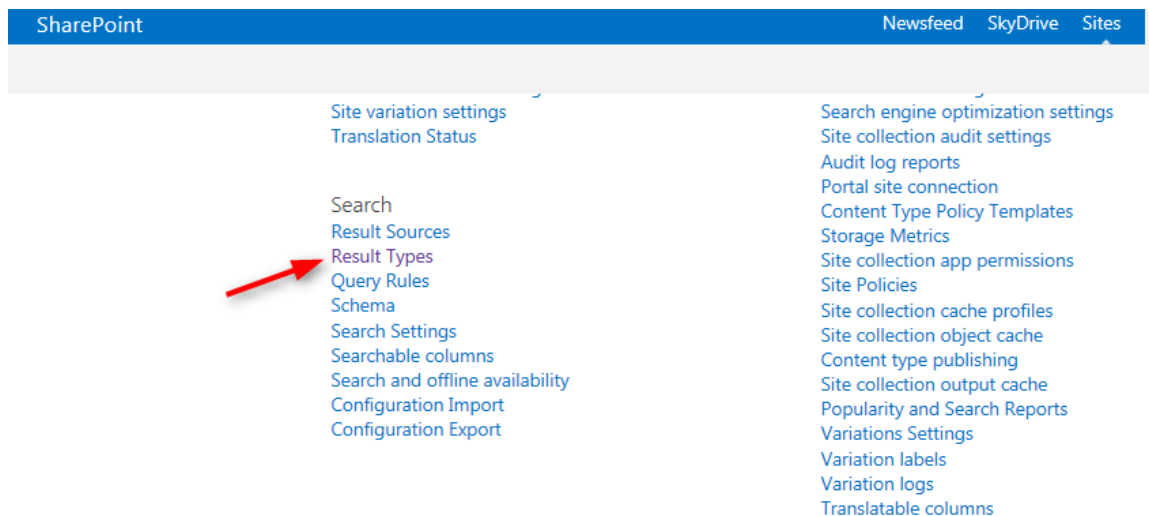
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## Solutions for information workers

Crawler XSL File	Type the Web address: ( <a href="#">Click here to test</a> ) <input type="text" value="http://"/> Type the description: <input type="text"/> Add an XSL file to be used to generate HTML when crawlers are viewing the page.
Template Level	<input type="text" value="Item"/> Select the level of data that this display template expects and is designed to display. This determines where this template will appear as a selectable option in configuration UIs.
Managed Property Mappings	<input type="text" value="ummary':'HitHighlightedSummary','HitHighlightedProperties':'HitHighlightedProperties','FileExtension':'FileExtension','ViewsLifeTime':'ViewsLifeTime','ParentLink':'ParentLink','FileType':'FileType','IsContainer':'IsContainer','SecondaryFileExtension':'SecondaryFileExtension','DisplayAuthor':'DisplayAuthor','ServerRedirectedURL':'ServerRedirectedURL'"/> Enter the slots and the managed properties that map to the slots. This field will be used to determine which managed properties are retrieved from SharePoint Search when you are using this Display Template. Use the format "slot name":"property name", separated by commas.
Compatible Search Data Types	<input type="checkbox"/> Text <input type="checkbox"/> Integer <input type="checkbox"/> Decimal <input type="checkbox"/> DateTime <input type="checkbox"/> YesNo Select the Search managed property data types that this Filter Display Template will be used with. If you don't enter any values, the Display Template will be available for all data types.
Compatible Managed Properties	<input type="text"/>

### 14. Return to the Site Settings and select "Result Types" again



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## Solutions for information workers

### 15. Click on the “New Result Type”

Search Center

# Site Settings › Manage Result Types

Tailor the look of important result types by crafting a [display template](#) in HTML and defining a rule that controls when to show it. Rules higher in the list take priority. [Learn more](#) about how to configure result types.

 **New Result Type** Manage site collection result types

Priority	Name	Modified	Result Conditions	Result Actions
<b>Provided by the search service (31)</b>				
1	Person	6/2/2013	Returned from result source Local People Results  Always matches for this source	Display results with this template People Item
2	Microsoft Access	6/2/2013	Match these types of content Microsoft Access	Display results with this template Office Document Item


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## Solutions for information workers

16. Add Result Type window will be opened.



[Demo](#) [Search Center](#) [EDIT LINKS](#)

# Site Settings ▸ Add Result Type

General Information

Conditions

▸ Show more conditions

Actions

Give it a name

Result with Preview

Which source should results match?

All Sources

What types of content should match? You can skip this rule to match all content

Select a value

[Add value](#)

What should these results look like?

Websio Item

Note: This result type will automatically update with the latest properties in your display template each time you visit the Manage Result Types Page.

Display template URL

~sitecollection/\_catalogs/masterpage/Display Templates/Search/Item\_Websio.js

☐ Optimize for frequent use

Save

Cancel

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## Solutions for information workers

- Use link “Add value” to add supported types of content.

What types of content should match? You can skip this rule to match all content

Email	▼	
Image	▼	Remove
Microsoft Excel	▼	Remove
Microsoft PowerPoint	▼	Remove
Microsoft Word	▼	Remove
PDF	▼	Remove
Text	▼	Remove
XML	▼	Remove
<div>Add value</div>		

- Important! Leave values of the both dropdowns under section “Conditions” unchanged as shown on the picture above.
- Select “Websio Item” in the dropdown “What should these results look like?”
- Select checkbox “Optimize for frequent use.”
- Save changes.
- Result types list now looks like on the picture below:

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## Solutions for information workers

Tailor the look of important result types by crafting a [display template](#) in HTML and defining a rule that controls when to show it. Rules higher in the list take priority. [Learn more](#) about how to configure result types.

 [New Result Type](#)

[Manage site collection result types](#)

Priority	Name	Modified	Result Conditions	Result Actions
<b>Defined for this site (1)</b>				
1 ▼	<a href="#">Result with Preview</a>	12/19/2013	Match these types of content Email; Image; Microsoft Excel; Microsoft Power...	Display results with this template Websio Item
<b>Provided by the search service (31)</b>				
1 ▼	<a href="#">Person</a>	6/2/2013	Returned from result source Local People Results  Always matches for this source	Display results with this template People Item

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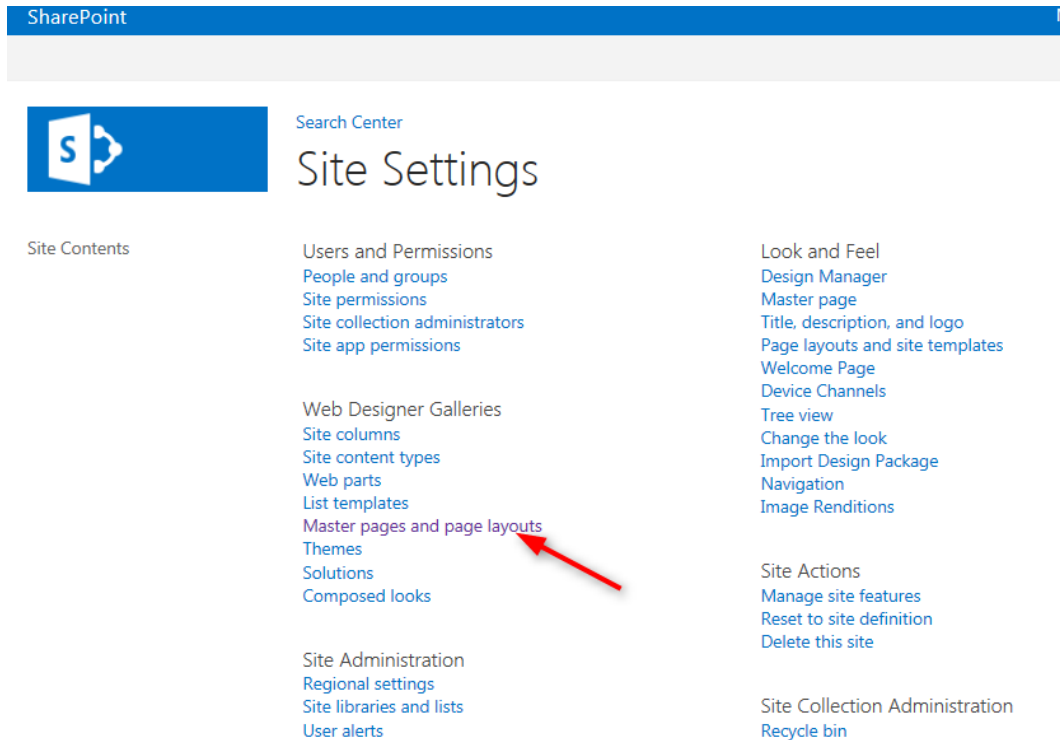
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## Solutions for information workers

### Search Center configuration

1. Open Site Settings of the Search Center Site
2. Select "Master pages and pages layouts"



3. Navigate to "Display Templates -> Search"
4. Upload Preview templates "Item\_Websio.html" and "Item\_Websio\_HoverPanel.html".

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## Solutions for information workers

BROWSE FILES LIBRARY									
SHARE ☆ FOI									
Search Center									
Search Everything									
Display Templates ▸ Search ⓘ									
Site Contents									
<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/> Modified By	<input type="checkbox"/> Checked Out To	Compatible UI Version(s)	<input type="checkbox"/> Contact	Hidden Page	Associat
		Control_Blank.html	6/2/2013 5:44 PM	<input type="checkbox"/> System Account					
		Control_Blank.js	6/2/2013 5:43 PM	<input type="checkbox"/> System Account		15			
		Control_SearchBox.html	6/2/2013 5:44 PM	<input type="checkbox"/> System Account					
		Control_SearchBox.js	6/2/2013 5:43 PM	<input type="checkbox"/> System Account		15			

You can find these files in the downloaded docpreview2013.zip under directory Search Templates or on your SharePoint server: “\Program Files\Websio Information Solutions\Document Preview 2013\Search Templates\”.

### 5. Return to Site Settings and select “Result Types”

SharePoint		Newsfeed	SkyDrive	Sites
Site variation settings		Search engine optimization settings		
Translation Status		Site collection audit settings		
Search		Audit log reports		
Result Sources		Portal site connection		
Result Types		Content Type Policy Templates		
Query Rules		Storage Metrics		
Schema		Site collection app permissions		
Search Settings		Site Policies		
Searchable columns		Site collection cache profiles		
Search and offline availability		Site collection object cache		
Configuration Import		Content type publishing		
Configuration Export		Site collection output cache		
		Popularity and Search Reports		
		Variations Settings		
		Variation labels		
		Variation logs		
		Translatable columns		

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## Solutions for information workers

### 17. Click on the “New Result Type”

Search Center

# Site Settings › Manage Result Types

Tailor the look of important result types by crafting a [display template](#) in HTML and defining a rule that controls when to show it. Rules higher in the list take priority. [Learn more](#) about how to configure result types.

 **New Result Type** Manage site collection result types

Priority	Name	Modified	Result Conditions	Result Actions
<b>Provided by the search service (31)</b>				
1	Person	6/2/2013	Returned from result source Local People Results  Always matches for this source	Display results with this template People Item
2	Microsoft Access	6/2/2013	Match these types of content Microsoft Access	Display results with this template Office Document Item


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## Solutions for information workers

18. “Add Result Type” window will be opened.



[Demo](#) [Search Center](#) [EDIT LINKS](#)

# Site Settings ▸ Add Result Type

General Information

Conditions

▸ Show more conditions

Actions

Give it a name

Result with Preview

Which source should results match?

All Sources

What types of content should match? You can skip this rule to match all content

Select a value

Add value

What should these results look like?

Websio Item

Note: This result type will automatically update with the latest properties in your display template each time you visit the Manage Result Types Page.

Display template URL

~sitecollection/\_catalogs/masterpage/Display Templates/Search/Item\_Websio.js

☐ Optimize for frequent use

Save

Cancel

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- Use link “Add value” to add supported types of content.

What types of content should match? You can skip this rule to match all content

Email	▼	
Image	▼	Remove
Microsoft Excel	▼	Remove
Microsoft PowerPoint	▼	Remove
Microsoft Word	▼	Remove
PDF	▼	Remove
Text	▼	Remove
XML	▼	Remove
<div>Add value</div>		

- Important! Leave values of the both dropdowns under section “Conditions” unchanged as shown on the picture above.
- Select “Websio Preview Item” in the dropdown “What should these results look like?”
- Select checkbox “Optimize for frequent use.”
- Save changes.
- Result types list now looks like on the picture below:

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Tailor the look of important result types by crafting a [display template](#) in HTML and defining a rule that controls when to show it. Rules higher in the list take priority. [Learn more](#) about how to configure result types.

[New Result Type](#)

[Manage site collection result types](#)

Priority	Name	Modified	Result Conditions	Result Actions
<b>Defined for this site (1)</b>				
1 ▼	<a href="#">Result with Preview</a>	12/19/2013	Match these types of content Email; Image; Microsoft Excel; Microsoft Power...	Display results with this template Websio Item
<b>Provided by the search service (31)</b>				
1 ▼	<a href="#">Person</a>	6/2/2013	Returned from result source Local People Results  Always matches for this source	Display results with this template People Item

Test you settings:

- Search for any document.
- Move mouse over result items:

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## Solutions for information workers

how to deployment guide



Everything People Conversations Videos

### Company - Documents

SiteID=5acef3c6-f972-43ea-80c4-c4cc640ee714 **Deployment-guide-for-SharePoint-2013** ... SiteID=5acef3c6-f972-43ea-80c4-c4cc640ee714 **How-to-build-a-social-media-sharing-site-in** ...

[sps2013/Shared Documents/Forms/AllItems.aspx](#)

### Company

**How-to-build-a-social-media-sharing-site-in-SharePoint-2013** ... house design for two family with common staircasedwg ... **Deployment-guide-for-SharePoint-2013** ...

[sps2013](#)

### Deployment-guide-for-SharePoint-2013

9 TechNet articles about **how to** prepare for SharePoint 2013 installation and initial ...

10 Initial **deployment** administrative and service accounts in SharePoint 2013 ...

[sps2013/Shared Documents/Deployment-guide-for-SharePoint-2013.pdf](#)

3 results

[Alert Me](#)

[Preferences](#)

[Advanced Search](#)

Deployment-guide-for-SharePoint-2013

PDF

Preview page 6 from 10

Removing a database server from a SharePoint farm .....9

Remove a database server, web server, or application server from a SharePoint farm by using Central Administration .....9

Uninstall SharePoint 2013 .....10

Before you begin .....10

Uninstall SharePoint 2013 .....10

Install and configure a virtual environment for SharePoint 2013 .....10

TechNet articles about SharePoint 2013 virtualization with Hyper-V .....10

Additional resources about Hyper-V installation and initial configuration .....10

Use best practice configurations for the SharePoint 2013 virtual machines and Hyper-V environment .....10

Introduction and scope .....10

Article scope .....10

Review the general best practice guidance for virtualization .....10

Best practice guidance for virtualization .....10

Configure the Hyper-V host computer .....10

Install and configure virtual networking .....10

Hyper-V virtual networks .....10

Virtual network types .....10

Virtual local area networks (VLANs) .....11

Network adapters and virtual network switches .....11

Create and configure the virtual machines .....11

Configure the memory for the virtual machines .....11

Configure the processors for the virtual machines .....11

OPEN

FOLLOW

SEND

VIEW LIBRARY

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## Solutions for information workers

### Document Preview Settings

1. Open site settings of the top-level site
2. Select Document Preview Configuration

Search  
Result Sources  
Result Types  
Query Rules  
Schema  
Search Settings  
Searchable columns  
Search and offline availability  
Configuration Import  
Configuration Export


Portal site connection  
Content Type Policy Templates  
Storage Metrics  
Site collection app permissions  
Site Policies  
Content type publishing  
Popularity and Search Reports  
Variations Settings  
Variation labels  
Variation logs  
Translatable columns  
Suggested Content Browser Locations  
HTML Field Security  
Help settings  
SharePoint Designer Settings  
Site collection health checks  
Site collection upgrade


Websio Information Solutions  
Document Preview Configuration





## Solutions for information workers



Company  EDIT LINKS

### Document Preview Configuration

Home

Documents

Recent

Pages

New documents

Site Contents


 EDIT LINKS



















Image Max.Side Size (px)

Jpeg Quality Factor (1-100)

Max. count of preview pages per document

Stickers enabled ☒

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

  Microsoft Word	  Microsoft Excel
<input checked="" type="checkbox"/> .docx <input checked="" type="checkbox"/> .doc	<input checked="" type="checkbox"/> .xlsx <input checked="" type="checkbox"/> .xlsm
<input checked="" type="checkbox"/> .docm <input checked="" type="checkbox"/> .dotx	<input checked="" type="checkbox"/> .xltx <input checked="" type="checkbox"/> .xltm
<input checked="" type="checkbox"/> .dot <input checked="" type="checkbox"/> .rtf	<input checked="" type="checkbox"/> .xls <input checked="" type="checkbox"/> .csv
<input checked="" type="checkbox"/> .mht <input checked="" type="checkbox"/> .mhtml	
  Microsoft PowerPoint	 Email
<input checked="" type="checkbox"/> .pptx <input checked="" type="checkbox"/> .pptm	<input checked="" type="checkbox"/> .eml <input checked="" type="checkbox"/> .msg
  Acrobat	 Text files
<input checked="" type="checkbox"/> .pdf	<input checked="" type="checkbox"/> .txt
  Web Pages *	 InfoPath web-enabled forms *
<input checked="" type="checkbox"/> .aspx <input checked="" type="checkbox"/> .asp	<input checked="" type="checkbox"/> .xml
<input checked="" type="checkbox"/> .html <input checked="" type="checkbox"/> .htm	
  CAD files **	 Microsoft Visio ***
<input checked="" type="checkbox"/> .dwg <input checked="" type="checkbox"/> .dxf	<input checked="" type="checkbox"/> .vsd <input checked="" type="checkbox"/> .vdx
	<input checked="" type="checkbox"/> .vss <input checked="" type="checkbox"/> .vst
	<input checked="" type="checkbox"/> .vtx <input checked="" type="checkbox"/> .vsx
  Image files	
<input checked="" type="checkbox"/> .bmp <input checked="" type="checkbox"/> .emf	
<input checked="" type="checkbox"/> .exif <input checked="" type="checkbox"/> .gif	
<input checked="" type="checkbox"/> .ico <input checked="" type="checkbox"/> .jpg	
<input checked="" type="checkbox"/> .jpeg <input checked="" type="checkbox"/> .png	
<input checked="" type="checkbox"/> .tif <input checked="" type="checkbox"/> .tiff	
<input checked="" type="checkbox"/> .wmf	

☐ Generate preview for selected above file formats only

\* Requires Web Extension for Document Preview

\*\* Requires CAD Extension for Document Preview

\*\*\* Requires Visio Extension for Document Preview

Excluded Libraries

Save

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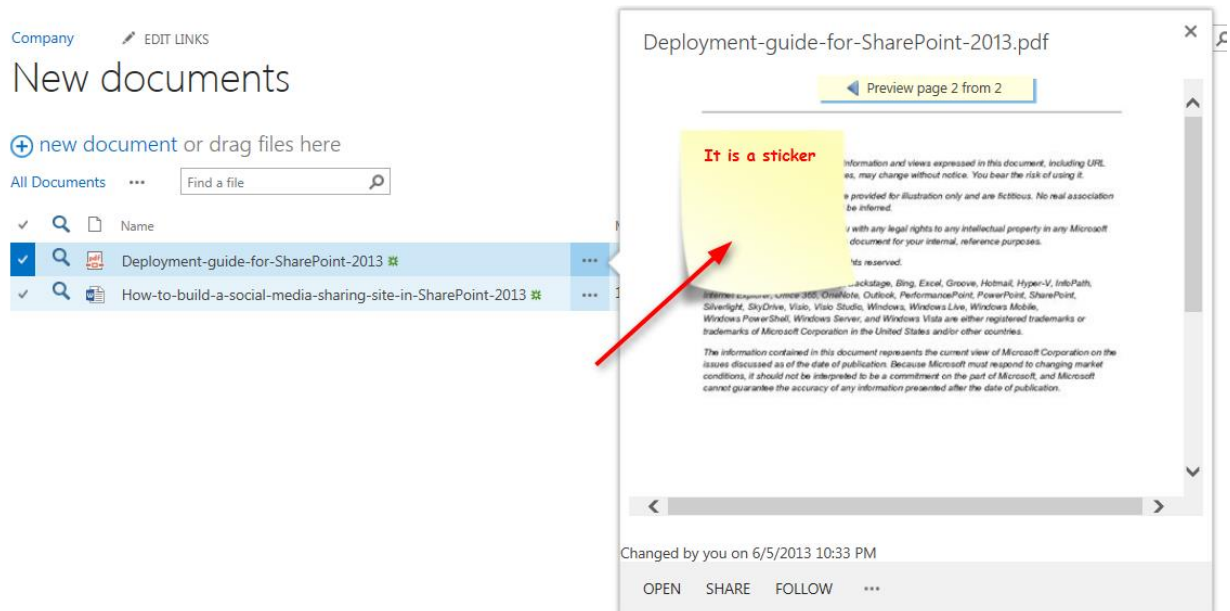


## Solutions for information workers

1. Maximal size of the preview image side. Default value: 1200px
2. Jpeg quality factor. This parameter defines preview image quality. Default value: 100%
3. Max. count of preview pages per document. Default value: 5.

**Important!** Changing parameters above (side size, quality factor and preview pages count) will affect new or modified documents only. Use option “[Recreate preview for all documents](#)” of the Configurator to affect documents with existing preview.

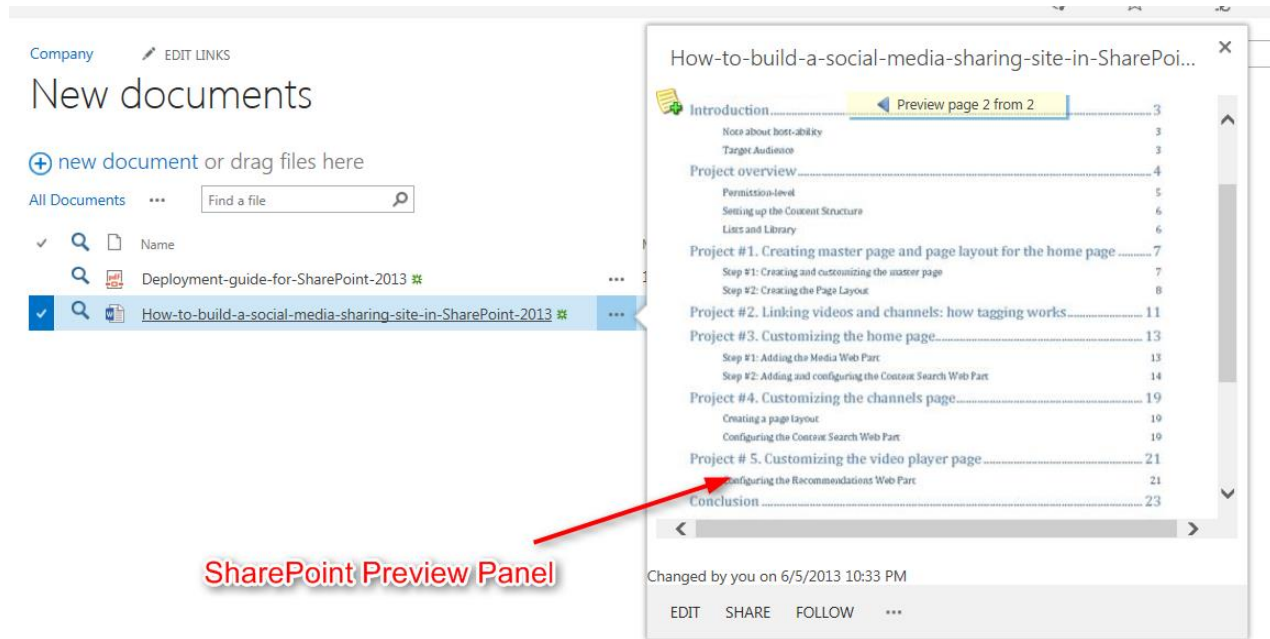
4. Stickers enabled. When this option is selected, users with write permissions to the document can add stickers to the preview pane:



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- Integrate Document Preview into SharePoint preview panel. Document Preview integrates into SharePoint Preview panel for the selected document formats.



This parameter affects Document Libraries only. See section [“Search Results templates”](#) for instructions how to configure Preview Panel for the Search Center.

- “Generate preview for selected above file formats only”. By default, preview is generated for all supported documents. If you do not want to create preview for one or more file formats, use this option.



### Excluded Libraries

1. You can exclude specific libraries from “thumbnailing” process
2. Open Document Preview Settings as described in the previous paragraph and click on the “Excluded Libraries”

Company EDIT LINKS

### Excluded Libraries

Web Company List Documents Add to excluded libraries

Excluded Libraries		
ID	Web	Library
0	Company	New documents

EDIT LINKS

Delete selected Item Return to Preview Configuration

3. Select web and library names and click on the button “Add to excluded libraries”  
The Preview will not be added to the new or modified documents in excluded libraries. Preview icon will be removed from previously created documents in the next 24 hours.



### Document Preview Extensions

Document Preview Extensions are required to create preview for the next document formats:

#	Document Format	Extension name
1	Web pages and InfoPath web-enabled forms	Web Extension
2	Visio files	Visio Extension
3	CAD files	CAD Extension

#### *Extension installation*

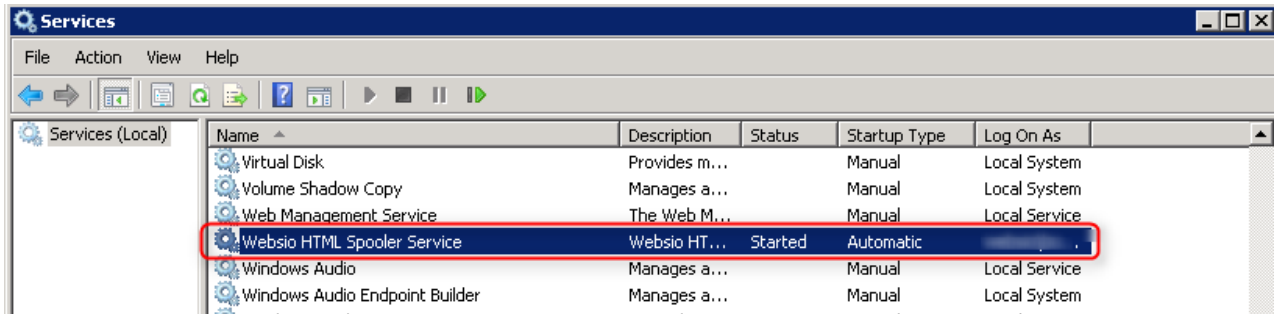
1. Download required Extension from the Document Preview page:  
<http://www.websio.com/product.aspx?ID=133>
2. Extract zip on your SharePoint server
3. Right-click on the setup.exe and select "Run as Administrator" in order to begin the installation wizard.
4. Repeat steps 1-3 on each SharePoint front-end server

#### *Extension Configuration*

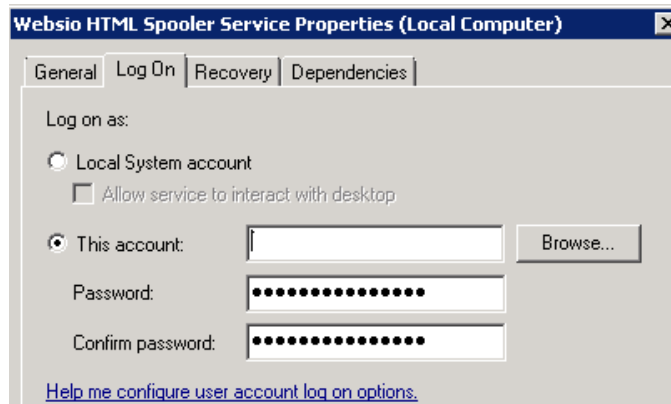
Visio and CAD Extensions do not require additional configuration steps.

### Web Extension Configuration:

Web Extension is realized as Windows Service named “Websio HTML Spooler Service”.



1. Double-click on the service name, open tab “Log On” and select account, which will be used to access web pages and InfoPath Forms. The account has have at least SharePoint Reader role for all crawled content.



2. Restart the service

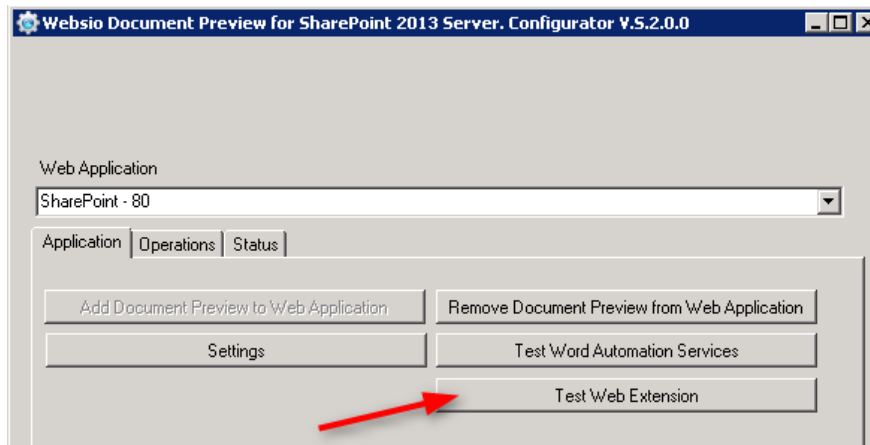




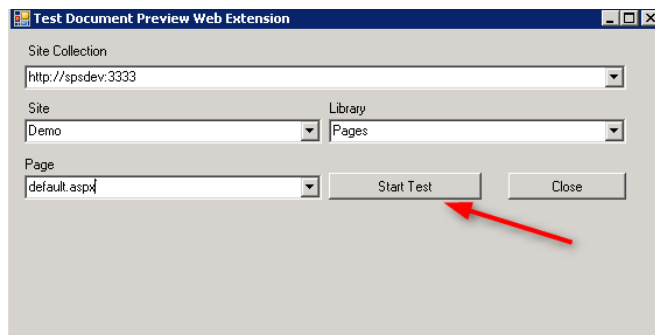
## Solutions for information workers

### Test Web Extension:

1. Open Document Preview Configurator, select Web Application and click on the “Test Web Extension”



2. In the new opened window select one of your web pages and click on the “Start Test”



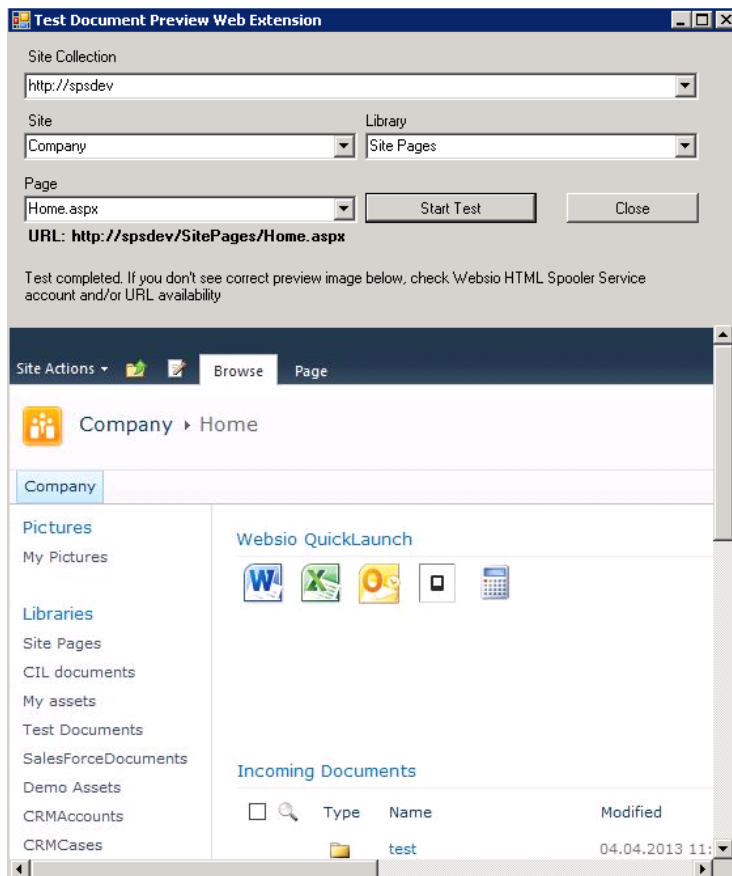
3. When the test will be completed preview image will be displayed in the bottom part of the screen

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## Solutions for information workers



4. If the preview is not displayed correctly, use another service account and/or test page URL availability from the server.

Repeat Web Extension installation and test steps on each SharePoint front-end server.

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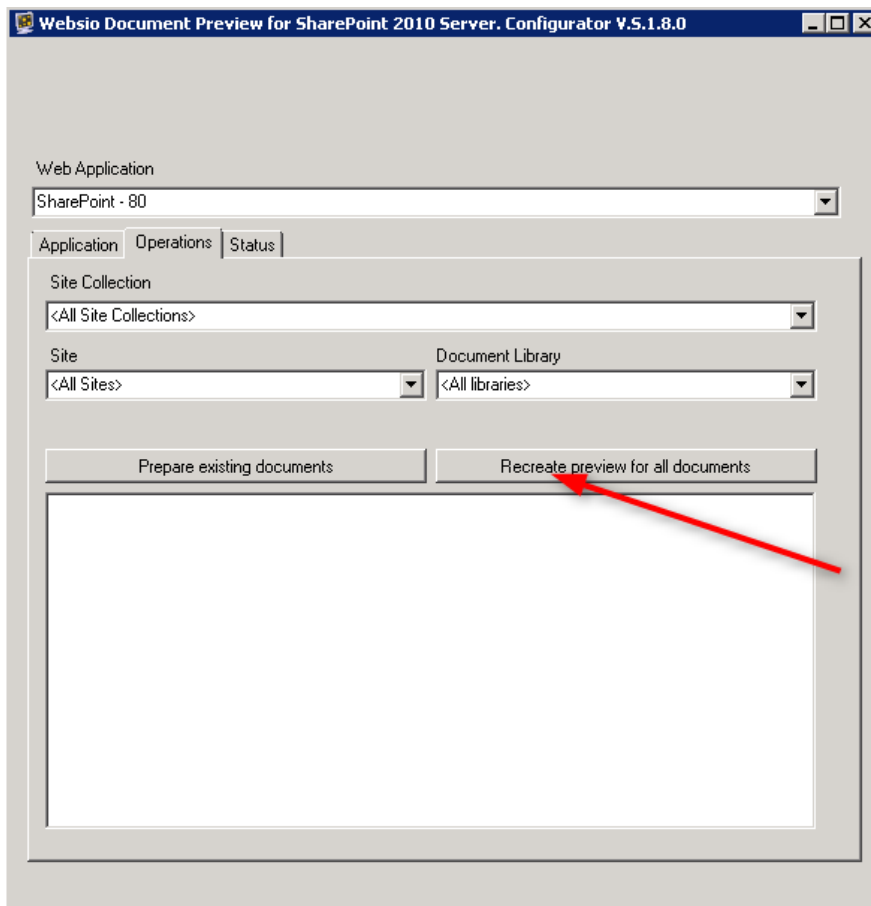
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### Advanced options

#### *Recreate preview for all documents*

1. This option will place all existing document with or without generated thumbnail to the Preview Job queue. Use this option after changing preview settings (see section Document Preview settings).
2. Open tab "Operations" and press button "Recreate preview for all documents"





## Solutions for information workers

3. "Document Preview Timer Job" will add preview to all supported documents at the next run time.

### *Special case - Content Deployment Configuration*

**Source server(s) installation** – regular installation and configuration (as described above)

Destination server(s) installation:

1. Install Document Preview as described above
2. Run the Configurator.
3. Do not use any Configurator button! Simply close the Configurator.
4. If both Source and Destination sites belong to the same SharePoint farm, you have to run Web Application of the Destination site under account that has no rights to the Source site.

### *Special case - Content Type HUB Configuration*

1. Install and configure Document Preview as described above.
2. Remove Websio Preview Field from the content type "Document" on all your site-collections to avoid problems with Content Type Hub.

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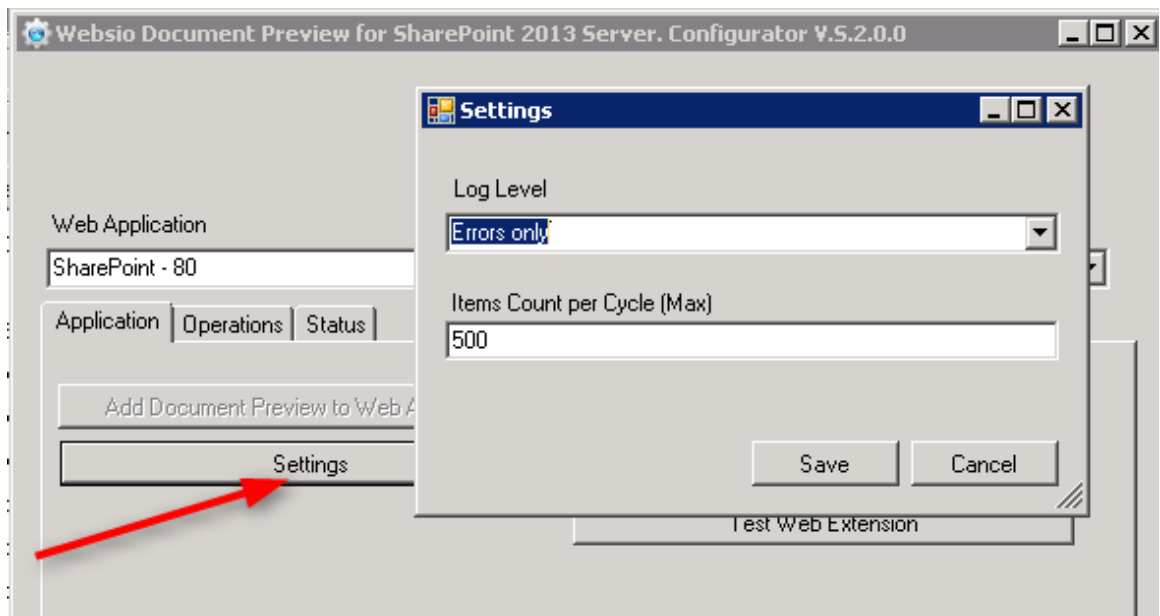
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## Solutions for information workers

### *Configurator advanced settings*

1. Log Files. Document Preview creates log files in the folder "\\Program Files\\Websio Information Solutions\\Document Preview 2013\\Log". You can select to log error messages only or all messages.
2. Items Count per Cycle. This parameter defines maximal items count to "thumbnail" per one Document Preview Timer Job run cycle. Please don't change this value if it is not really necessary. Default settings are optimized for the best performance for sites containing up to millions documents.



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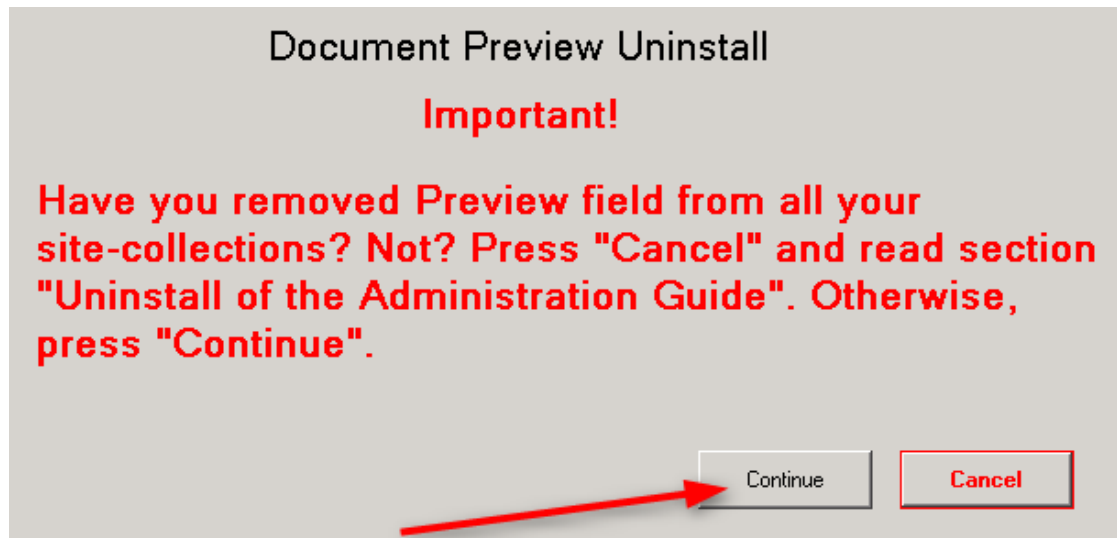
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### Version Upgrade

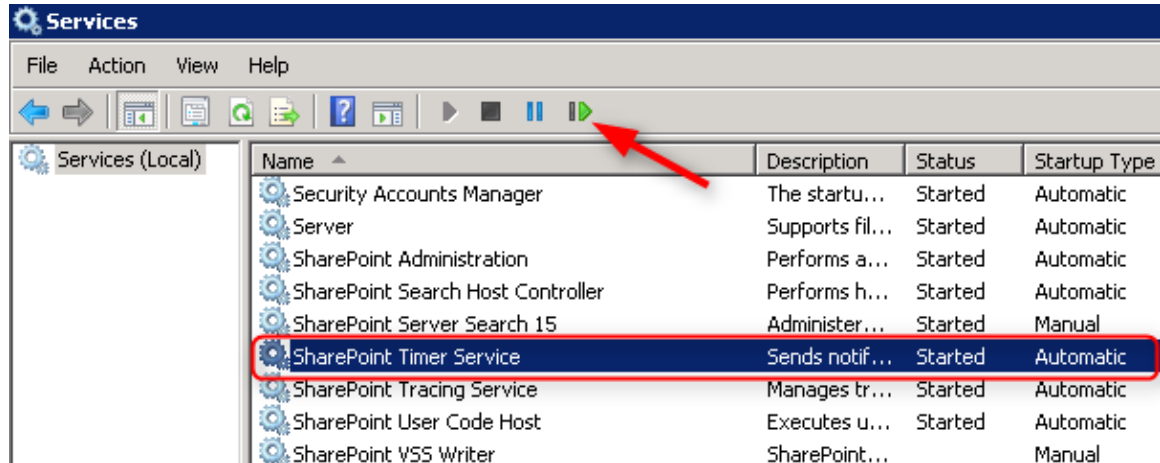
Steps order is very important!

1. Download latest version from our site <http://websio.com/product.aspx?ID=133>
2. Logon to your SharePoint server as a member of the Server Administrators group and SharePoint Farm Administrators
3. Open Control Panel
4. Uninstall Document Preview
5. Do not use option "Remove Preview" of the Preview Configurator during uninstall! Select "Continue":



6. Restart IIS using command "iisreset /noforce"

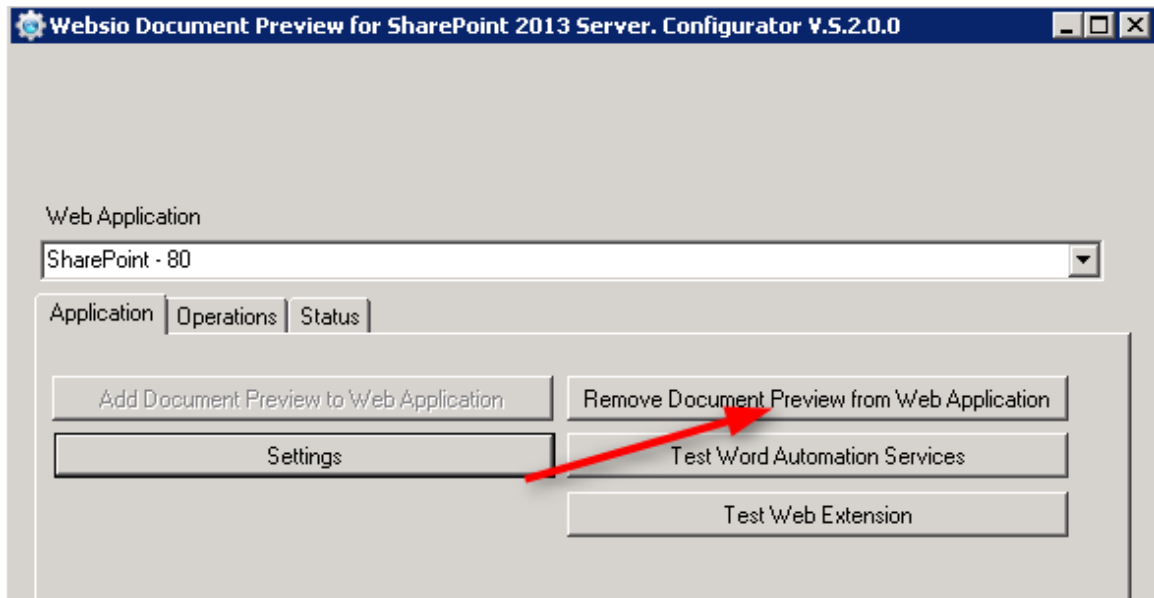
### 7. Restart SharePoint Timer Service



8. Repeat steps 2-6 on each your SharePoint Server
9. Install new version as described in the section "[Installation](#)" above. Existing preview thumbnails will stay untouched during upgrade process.
10. Upload new [Search Templates](#)

### Uninstall Document Preview

1. Open Document Preview Configurator.
2. Select Web Application
3. Press button "Remove Document Preview from Web Application"



4. Repeat steps 2-3 for each Web Application.
5. Close Configurator
6. Uninstall Document Preview using "Add/Remove Programs" from each SharePoint server.





### Document Preview and Office Web Apps.

#### Comparison Table

	Document Preview	Office Web Apps
Installation	Realized as standard SharePoint wsp, installed on the SharePoint front-end server.	Requires its own server and cannot be installed on the same machine with SharePoint 2013
Supported formats	Word, Excel, PowerPoint and dozens other formats like PDF, InfoPath, web pages, Visio, CAD, etc. See section " <a href="#">Supported formats</a> ".	Word, Excel and PowerPoint
Preview generation	<p>Creates preview in background, saves link to the preview in the item field.</p> <p>When user clicks on the preview icon, previously prepared preview image is displayed immediately.</p>	<p>Creates preview on fly. It is time and system resources consuming process:</p> <ol style="list-style-type: none"><li>1. User requests SP2013 for preview</li><li>2. SP2013 sends request to Office Web Apps server</li><li>3. Office Web Apps server requests SP2013 for the document content, converts the content to image and returns preview image(s) to SP2013</li><li>4. SP2013 returns preview image to the end-user</li></ol>



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User Interface	Three preview modes, navigation between documents in the current view from the preview pane.	One preview mode, no navigation between documents from the preview pane
Edit in browser	Not supported. You can configure Document Preview in the <a href="#">Mixed Mode</a> with Office Web Apps to edit documents in browser.	Supported. You must purchase an editing license to use the editing features of Office Web Apps with SharePoint 2013.
Stickers	Supported	Not supported

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### Mixed Mode

If you want to combine browser-editing capability provided by Office Web Apps with Document Preview functionality, you can configure Document Preview to run in the mixed mode.

Open Document Preview settings, clear formats supported by Office Web Apps and save your settings:

Company EDIT LINKS

### Document Preview Configuration

Home Documents Recent Pages New documents Site Contents EDIT LINKS

Image Max.Side Size (px) 1200

Jpeg Quality Factor (1-100) 100

Max. count of preview pages per document 5

Stickers enabled ☒

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

Microsoft Word	Microsoft Excel
<input type="checkbox"/> .docx <input type="checkbox"/> .doc	<input type="checkbox"/> .xlsx <input type="checkbox"/> .xlsm
<input type="checkbox"/> .docm <input type="checkbox"/> .dotx	<input type="checkbox"/> .xltx <input type="checkbox"/> .xltm
<input type="checkbox"/> .dot <input checked="" type="checkbox"/> .rtf	<input type="checkbox"/> .xls <input type="checkbox"/> .csv
<input checked="" type="checkbox"/> .mht <input checked="" type="checkbox"/> .mhtml	

Microsoft PowerPoint	Email
<input type="checkbox"/> .pptx <input type="checkbox"/> .pptm	<input checked="" type="checkbox"/> .eml <input checked="" type="checkbox"/> .msg

Acrobat	Text files
<input checked="" type="checkbox"/> .pdf	<input checked="" type="checkbox"/> .txt

In this mode standard SharePoint 2013 preview pane will use Office Web Apps for Word, Excel and PowerPoint. Document Preview will be used for all other supported formats.

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The image shows a screenshot of a SharePoint search results page on the left and a presentation slide on the right. The search page has a search bar with the word "project" entered. Below the search bar are tabs for "Everything", "People", "Conversations", "Videos", and "Reports". Three search results are listed, each with a document icon, a title, a snippet of text, and a thumbnail image. The first result is "2012 Packaging project", the second is "Contoso Electronics Packaging Project", and the third is "Contoso Electronics 2010 Marketing Campaign". The presentation slide on the right is titled "Contoso Electronics Packaging Project" and features a central graphic with the text "CONTOSO ELECTRONICS PACKAGING PROJECT" and "PLANNING OVERVIEW AND MARKETING IMPLICATIONS". The slide also includes a circular diagram with three nodes: "It's about the person, not the packaging", "Encourage rationality", and "Improve emotional connection". The slide is labeled "SLIDE 1 OF 4" at the bottom.

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# Appendix A. How it works. Technical Overview

### *Supported formats*

#### 1. Microsoft Word

- Open XML File Format Document (.docx)
- Open XML File Format Document with code (.docm)
- Open XML File Format Template (.dotx)
- Open XML File Format Template with code (.dotm)
- Word 97-2003 Document (.doc)
- Word 97-2003 Template (.dot)
- Rich Text Format files (.rtf).
- Single File Web Pages (.mht, .mhtml).

#### 2. Microsoft Excel

- Excel Workbook (.xlsx)
- Excel Workbook with code (.xlsm)
- Excel Template (.xltx)
- Excel Template with code (.xltn)
- Excel 97- Excel 2003 Workbook (.xls)
- Excel 97- Excel 2003 Template (.xlt)
- Microsoft Excel 5.0/95 Workbook (.xls)
- Comma delimited (.csv)

#### 3. Microsoft PowerPoint

- PowerPoint Presentation (.pptx)



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- PowerPoint Presentation with code (.pptm)
- 4. Web Pages (.html, .aspx) \*\*\*\*
- 5. InfoPath Forms (web enabled) \*\*\*\*
- 6. Text files (.txt)
- 7. Microsoft Visio \*
  - Visio Drawing (.vsd)
  - Visio Drawing XML File (.vdx)
  - Shapeware Visio Smartshapes File (.vss)
  - Visio Template (.vst)
  - Visio Template XML File (.vtx)
  - XML for Visio Stencil File (.vsx)
- 8. Image files
  - Bitmap (.bmp)
  - Extended (Enhanced) Windows Metafile Format (.emf)
  - Exchangeable Image Information File (.exif)
  - Graphic Interchange Format (.gif)
  - Icon (.ico)
  - JPEG (.jpg, .jpeg)
  - Portable Network Graphic (.png)
  - Photoshop Format (.psd) \*\*
  - Tagged Image Format File (.tif, .tiff)
  - Windows Metafile (.wmf)

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### 9. Adobe

- Acrobat files (.pdf)
- Adobe Illustrator files (.ai)
- Encapsulated PostScript files (.eps)

### 10. Email files (.msg, .eml)

### 11. CAD Files (.dwg, .dxf) \*\*\*

\* Visio Extension for Document Preview is required

\*\* Photoshop Extension for Document Preview is required

\*\*\* CAD Extension for Document Preview is required. List of supported CAD objects can be found here:

<https://www.woutware.com/cadLib/4.0/features> .

\*\*\*\* Web Extension for Document Preview is required.

You can download all mentioned above extensions from our site:

<http://websio.com/product.aspx?ID=133>

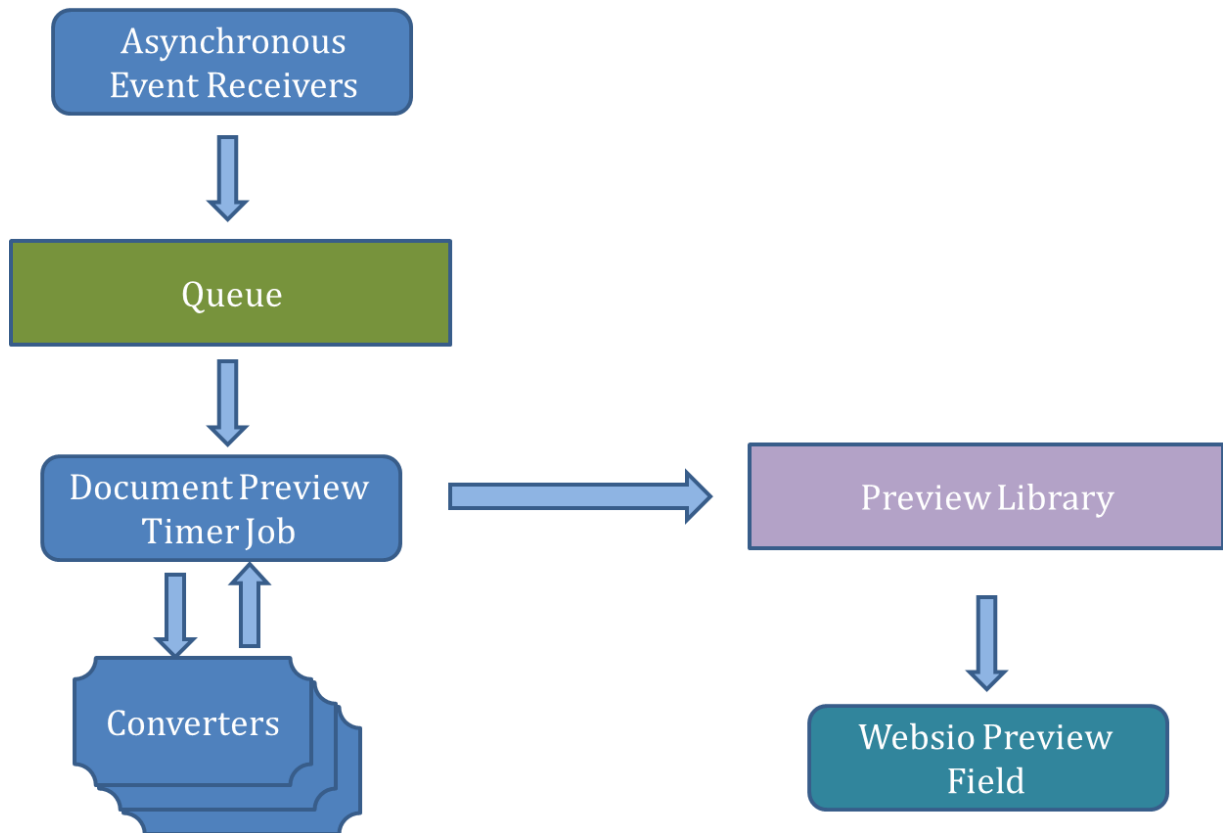
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### *Logical Structure*



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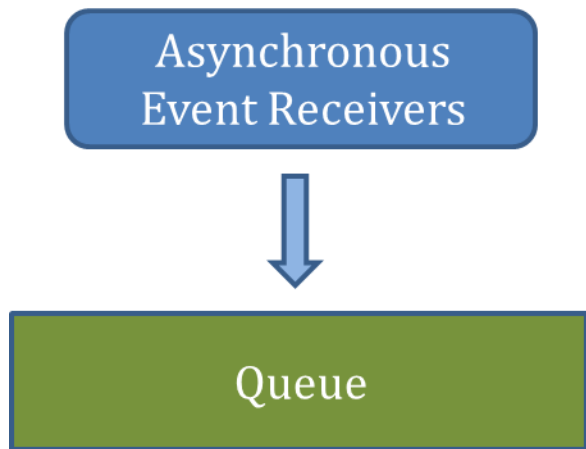




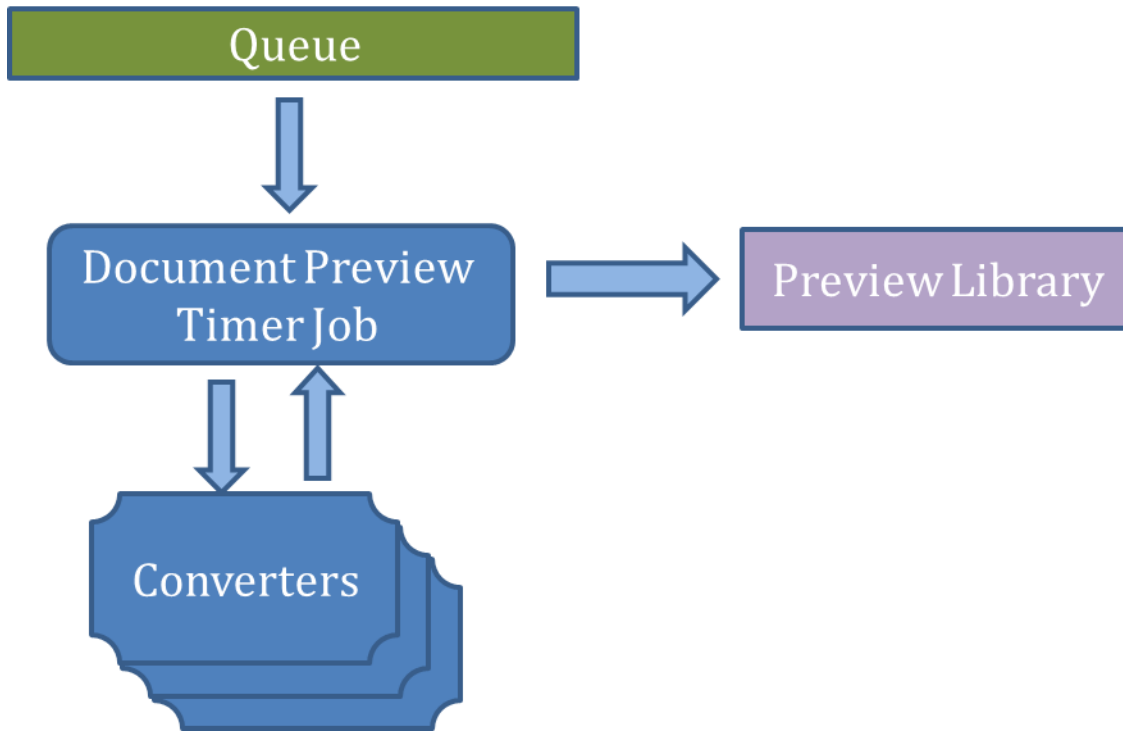
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### *Preview Generation*

New or modified documents are placed to the queue



Document Preview Timer Job is responsible for actual preview generation



### 1. Document Preview Timer Job :

- Realized as SharePoint Timer Job
- Reads documents waiting for preview generation from the Queue
- Sends each document to one of the converters. Converter selection depends on the document type
- Reads prepared previews from the converters
- Encrypts preview images
- Adds encrypted images to the Preview Library

### 2. Converters:

- Generate preview images from original documents
- Two types: asynchronous (for all Office documents) and synchronous (PDF, txt, etc.)



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### 3. Preview Library

- Realized as hidden document library
- Contains encrypted preview images

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### Performance

Document Preview Timer Job performance depends on many parameters like SharePoint farm hardware, system resources availability, etc. Approximated values for the average farm:

#	Document type	Documents converted per hour
1	Word/ Excel, CAD	1500 – 2500
2	PDF, Text files, Emails, PowerPoint, Visio, Web pages	2500 - 3500
3	Image files	5000 - 6000

### Security

1. Document Preview Document Preview is realized as set of native SharePoint components (Timer Job, Custom Field and Event Handlers).
2. Document Preview has no own external network interface, user definitions, etc. SharePoint OOTB manages all requests.

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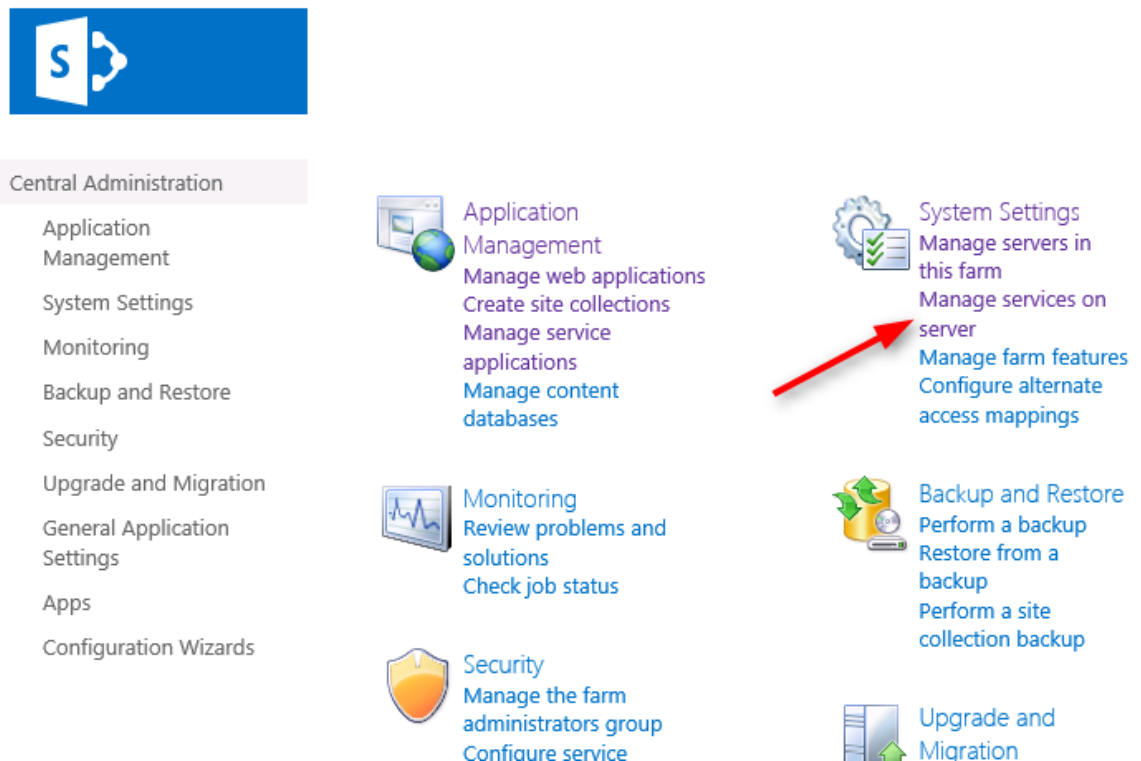
3. In addition to security mechanisms provided by IIS/SharePoint, Document Preview stores preview images in the encrypted form. The encryption prevents situation when user with full permissions to the site but without permissions to specific document can access preview image using hyperlink.

### Appendix B. How to configure Word Automation Services

Word Automation Services should be installed and started in SharePoint Server 2013 by default.

In order to double check the configuration and/or change it, follow the next steps:

1. Start SharePoint 2013 Central Administration and select Manage Services on server





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### 2. Start Word Automation Services

SharePoint		Newsfeed	SkyDrive	Sites	WEBSIO\administrator
Settings	Distributed Cache	Started	Stop		
Apps	Document Conversions Launcher Service	Stopped	Start		
Configuration Wizards	Document Conversions Load Balancer Service	Stopped	Start		
	Excel Calculation Services	Started	Stop		
	Lotus Notes Connector	Stopped	Start		
	Machine Translation Service	Started	Stop		
	Managed Metadata Web Service	Started	Stop		
	Microsoft SharePoint Foundation Incoming E-Mail	Started	Stop		
	Microsoft SharePoint Foundation Sandboxed Code Service	Started	Stop		
	Microsoft SharePoint Foundation Subscription Settings Service	Stopped	Start		
	Microsoft SharePoint Foundation Web Application	Started	Stop		
	Microsoft SharePoint Foundation Workflow Timer Service	Started	Stop		
	PerformancePoint Service	Started	Stop		
	PowerPoint Conversion Service	Started	Stop		
	Request Management	Stopped	Start		
	Search Host Controller Service	Started	Stop		
	Search Query and Site Settings Service	Started	Stop		
	Secure Store Service	Started	Stop		
	SharePoint Server Search	Started	Stop		
	User Profile Service	Started	Stop		
	User Profile Synchronization Service	Stopped	Start		
	Visio Graphics Service	Started	Stop		
	Word Automation Services	Started	Stop		
	Work Management Service	Started	Stop		

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3. Return to Central Administration and select "Manage Service Applications"



### Central Administration

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Apps
- Configuration Wizards



- Application Management
  - Manage web applications
  - Create site collections
  - Manage service applications
  - Manage content databases



- System Settings
  - Manage servers in this farm
  - Manage services on server
  - Manage farm features
  - Configure alternate access mappings



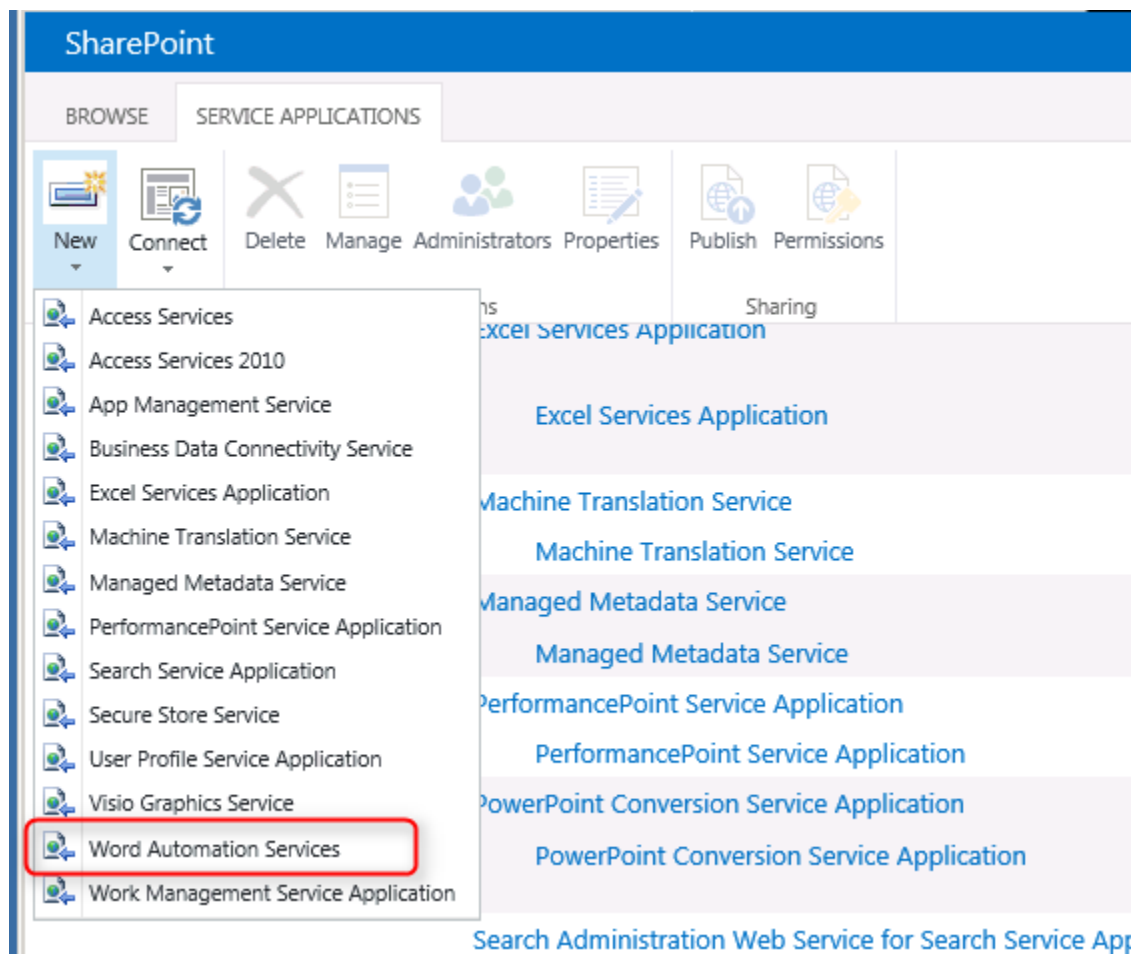
- Monitoring
  - Review problems and solutions
  - Check job status



- Backup and Restore
  - Perform a backup
  - Restore from a backup
  - Perform a site collection backup



4. In the Service Applications administration page, service applications are sorted alphabetically. Scroll to the bottom of the page, and look for Word Automation Services. **If this service is present, delete it.**
5. Press "New" and select "Word Automation Services" from the list.





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6. In the new opened window fill fields "Name" (recommended value: "Word Automation Services") and "Application pool name".

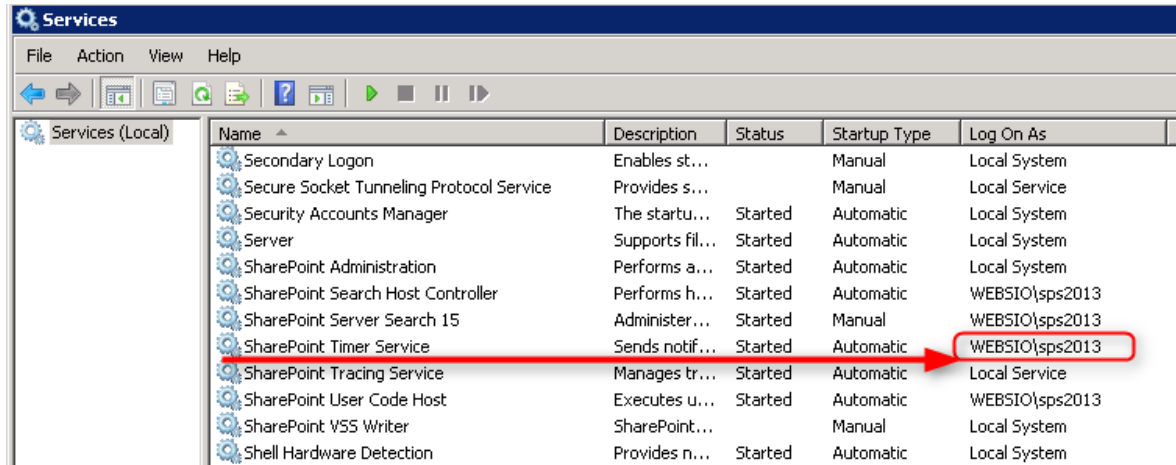
7. **Important!** Managed account must have access to all documents in all your site-collections. The best way is to use account configured for SharePoint Timer Service. You can find this account using Windows Services:

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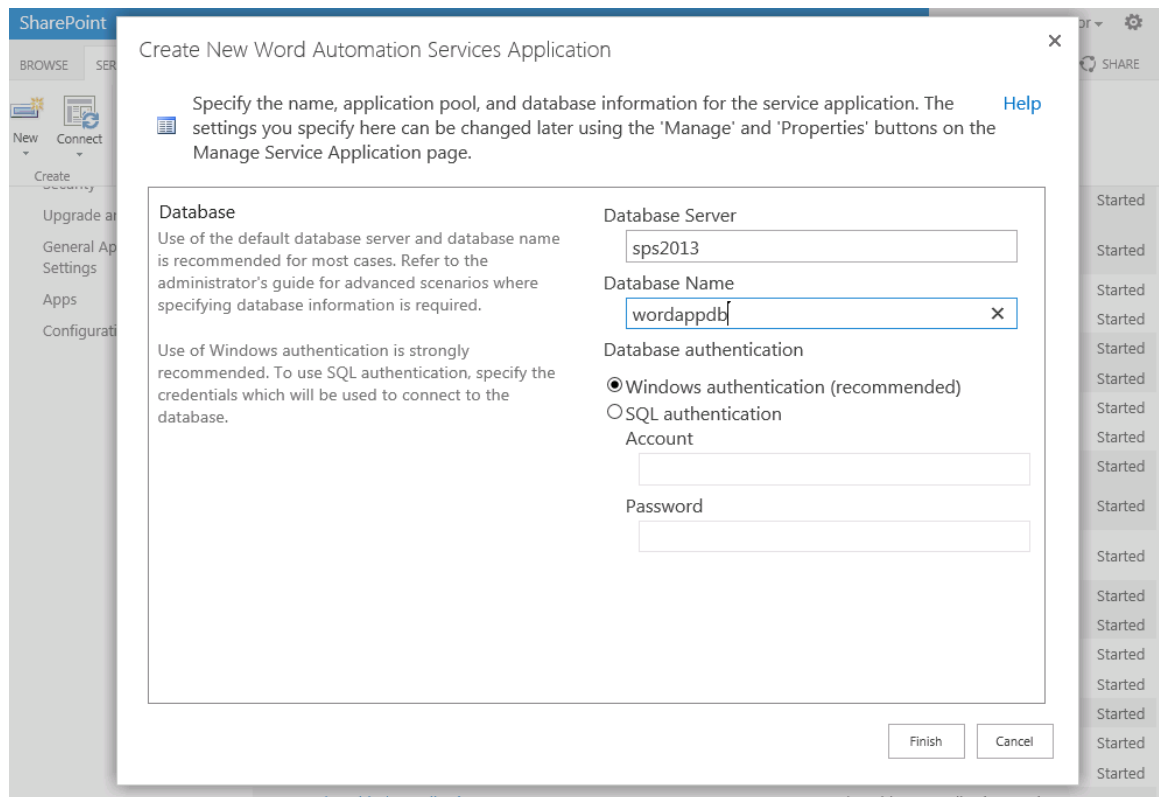


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Name	Description	Status	Startup Type	Log On As
Secondary Logon	Enables st...		Manual	Local System
Secure Socket Tunneling Protocol Service	Provides s...		Manual	Local Service
Security Accounts Manager	The startu...	Started	Automatic	Local System
Server	Supports fil...	Started	Automatic	Local System
SharePoint Administration	Performs a...	Started	Automatic	Local System
SharePoint Search Host Controller	Performs h...	Started	Automatic	WEBSIO\sps2013
SharePoint Server Search 15	Administer...	Started	Manual	WEBSIO\sps2013
SharePoint Timer Service	Sends notif...	Started	Automatic	WEBSIO\sps2013
SharePoint Tracing Service	Manages tr...	Started	Automatic	Local Service
SharePoint User Code Host	Executes u...	Started	Automatic	WEBSIO\sps2013
SharePoint VSS Writer	SharePoint...		Manual	Local System
Shell Hardware Detection	Provides n...	Started	Automatic	Local System

8. On the next screen, fill fields "Database Server" and "Database Name".



SharePoint

BROWSE SER...

New Connect

Create

Upgrade a...

General Ap...

Settings

Apps

Configurati...

Create New Word Automation Services Application

Specify the name, application pool, and database information for the service application. The settings you specify here can be changed later using the 'Manage' and 'Properties' buttons on the Manage Service Application page.

Database

Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required.

Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database.

Database Server

sps2013

Database Name

wordappdb

Database authentication

☒ Windows authentication (recommended)

☐ SQL authentication

Account

Password

Finish Cancel

9. Press Finish.

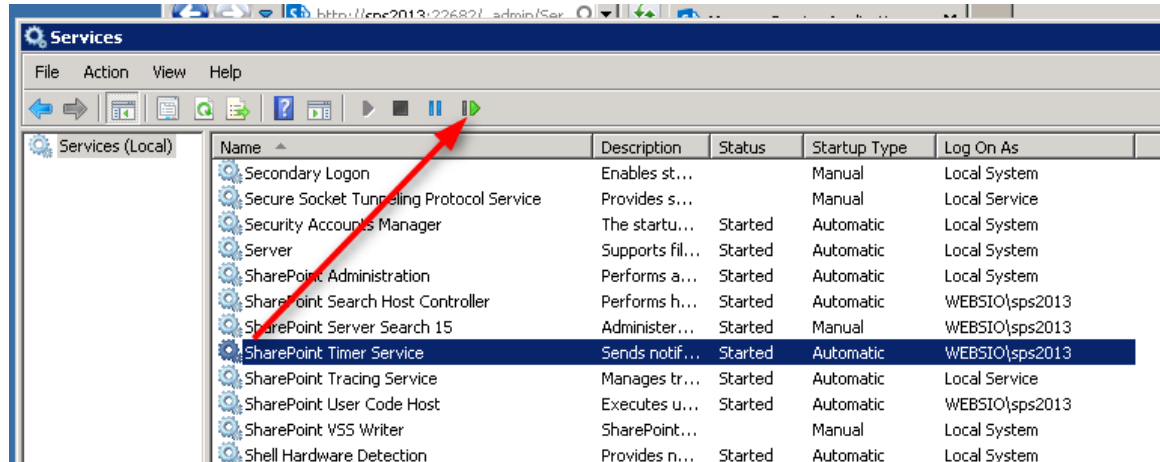
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10. **Important!** Restart IIS. Use iisreset /noforce from the Command Prompt
11. **Important!** Open Services from server Administration tools and restart SharePoint Timer service



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GemBox.Spreadsheet Free used for Excel files conversions.

<http://www.gemboxsoftware.com/spreadsheet/free-version>

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This Software uses FREE PDF995 Converter v.1.3:

<http://www.pdf995.com/download.html>

SharpZipLib used for PowerPoint files conversion.

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