



How to Open a Document in its Native Application

*Please note that Opening a Document is an advanced Document Viewer permission mainly given to advanced PaperVision users/admins. Please leave your document viewer open throughout the process so that you can Check In/Undo the checkout once you are done. It is a powerful tool that can be used to fix mistakes in documents, unwanted pages, or simply to view say a Large Scale image in its native application for enhanced viewing. This feature is mostly not needed, but can be used by an advanced user to better view a document, or edit a document in its native application to fix errors.

1. Please search for the document you wish to open in its native application say Adobe Acrobat PDF Reader, or if it was a word document in Microsoft Word.

Search: TECHNICAL TEMPLATES

Document Index Field Search Criteria

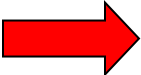
DOCUMENT TITLE:	<input type="text" value="*IEEE*"/>
TYPE:	<input type="text" value="SOFTWARE TESTING"/>
ORGANIZATION:	<input type="text"/>
YEAR:	<input type="text"/>
AUTHOR(S):	<input type="text"/>

Project Search Options

Search Type:	<input type="text" value="And"/>
Sort By:	<input style="border: 1px solid red;" type="text" value="DOCUMENT TITLE [+]"/>
Include Recycled Documents:	<input type="checkbox"/>

Full-Text Search Criteria


Criteria:	<input type="text"/>
Search Type:	<input checked="" type="radio"/> Boolean Search (and, or, not, ...) <input type="radio"/> Natural Language
Query After Indices:	<input type="checkbox"/>



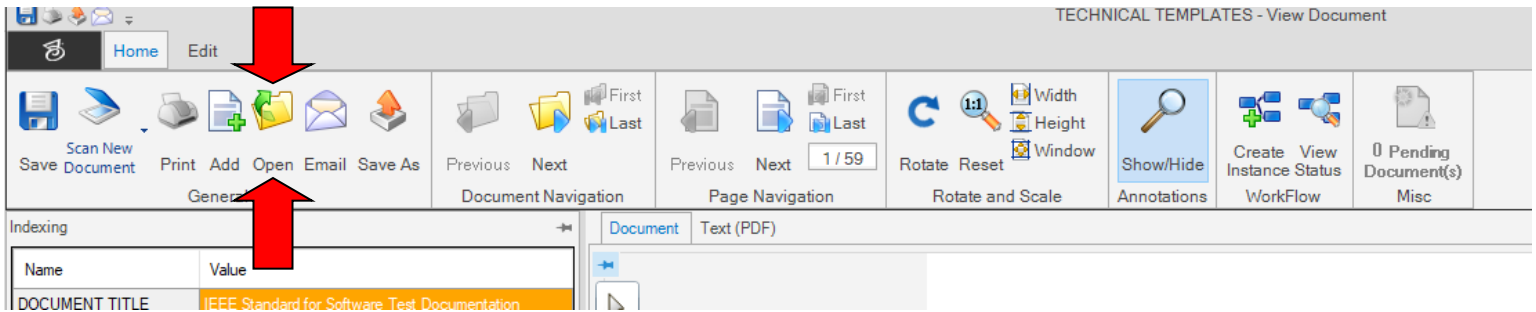
2. Please double click on and open the document that you wish to view outside of PaperVision.

TECHNICAL TEMPLATES (1 Document Displayed)

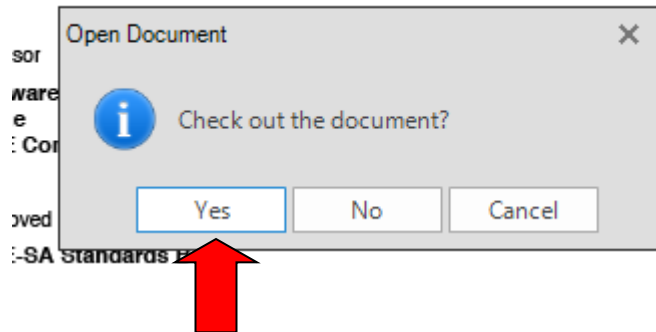
DOCUMENT TITLE	TYPE	ORGANIZATION	YEAR	AUTHOR(S)	Status
IEEE Standard for Software Test Documentation	SOFTWARE TESTING	IEEE	1998	IEEE-SA Standards Board	



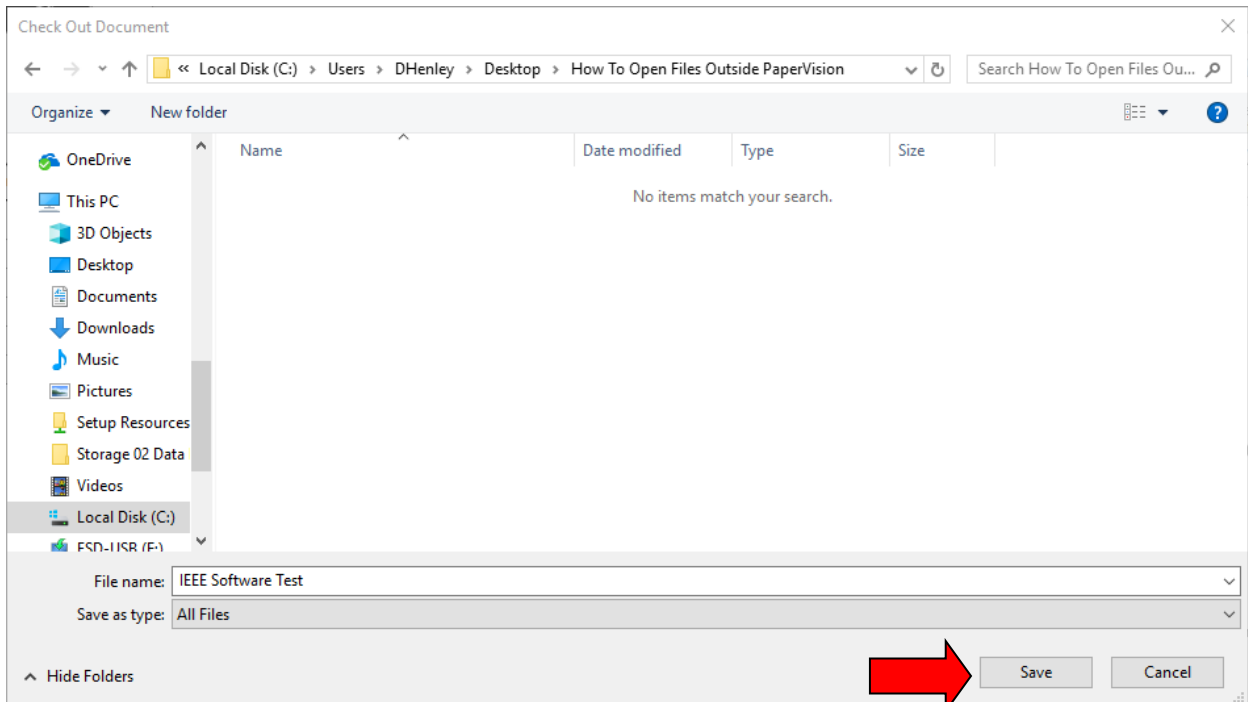
- Now that the document is open in your PaperVision Document viewer, please click/select the “Open” button with a file folder picture and a green arrow above it to begin opening your document.



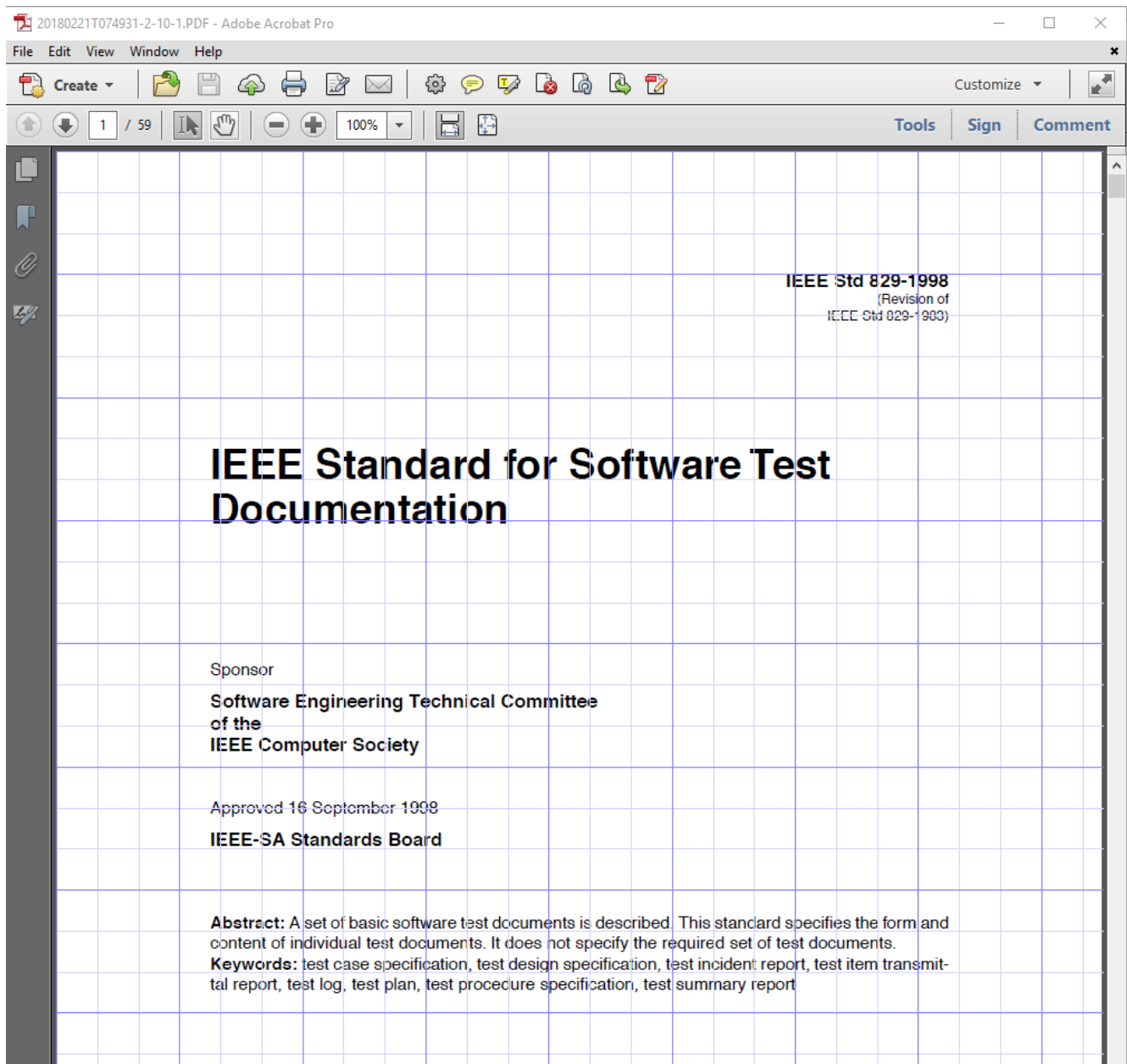
- The popup below will appear titled “Open Document”, which will state “Check out document?”; please click/select the “Yes” button to continue the process and check out the document.



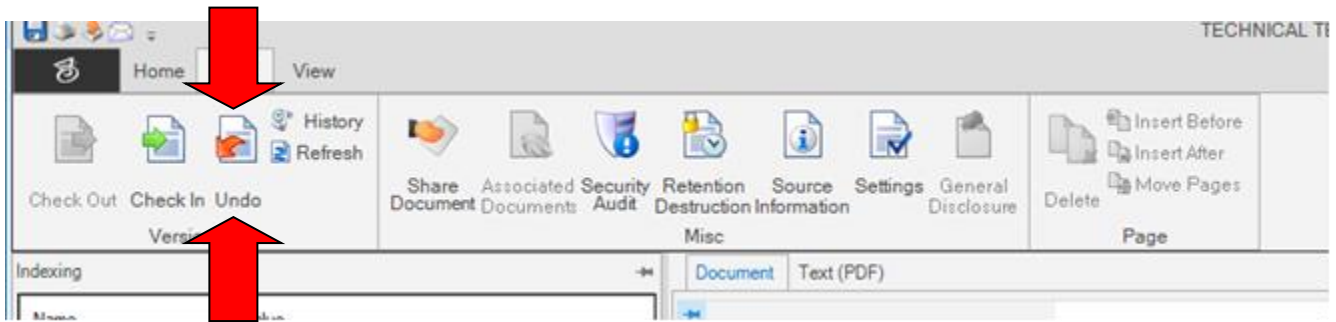
- After hitting the “Yes” button on the last prompt, a save file dialogue will appear to save the file locally, please place the file, name the file something you will easily remember, and select/click on the “Save” button to continue the process.



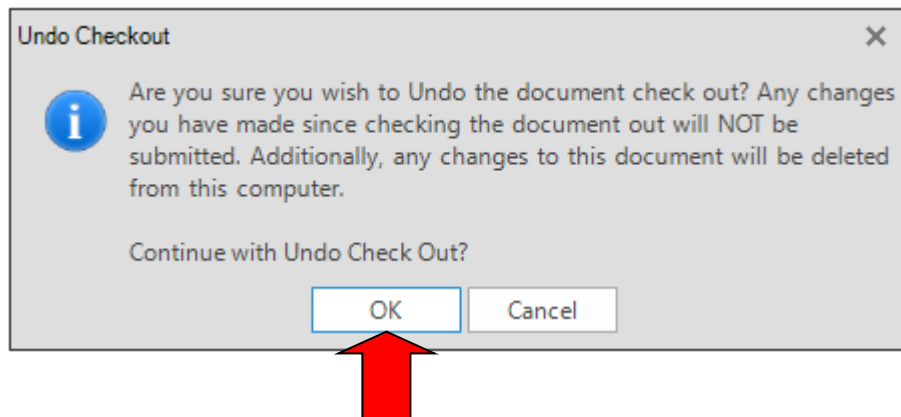
6. After you hit the “Save” button on the last prompt, the document will then open in the default application set on your computer for that file type, this can be useful if you need to edit the file in some way, or simply want to view that document type in its default application for say a largescale image.



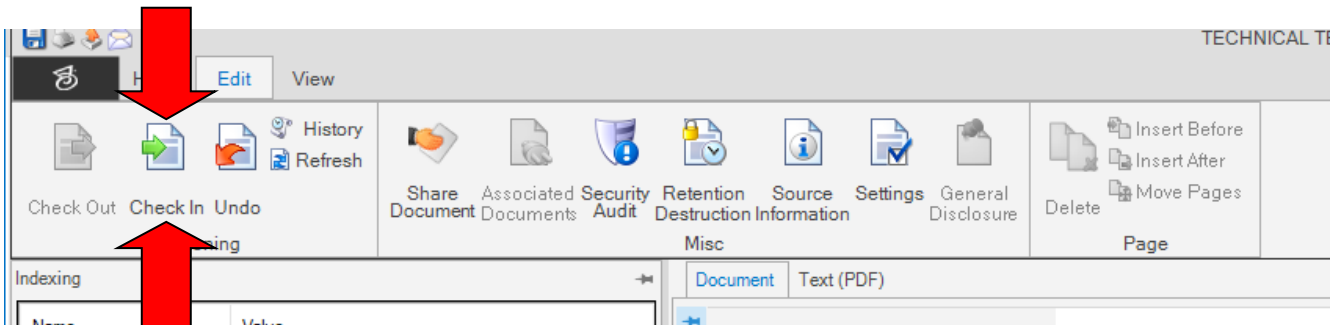
7. If you made no changes to the document from the “Edit” tab you will select/click on the “Undo” button to undo the document check out, and leave the document in its original form.



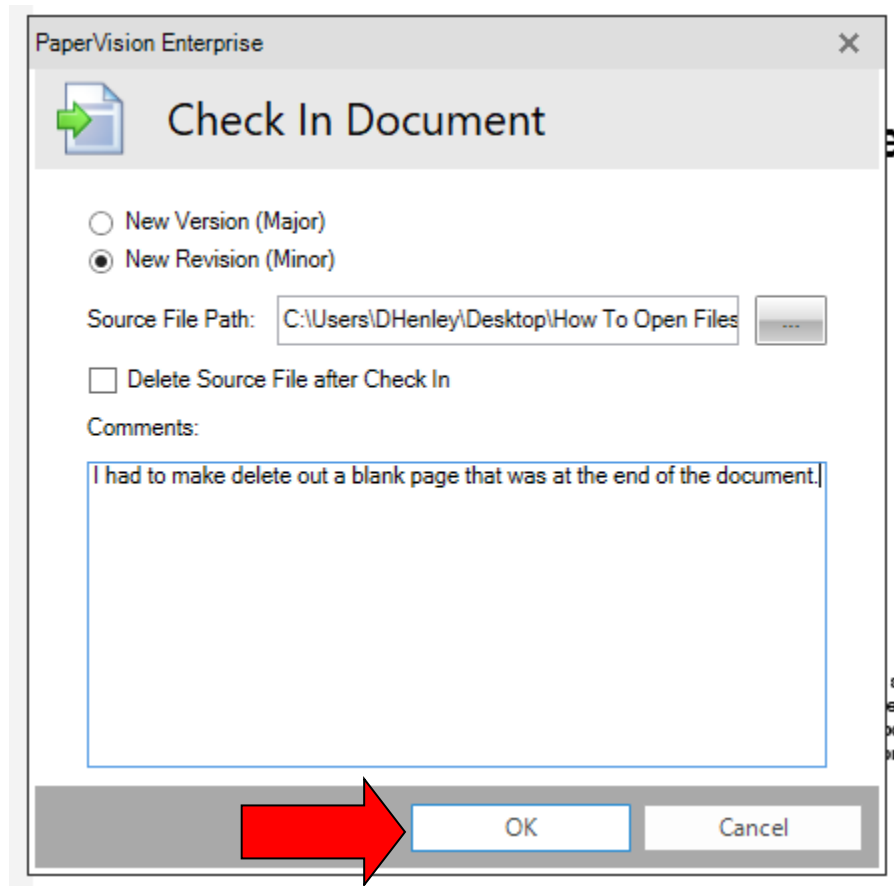
8. Once you have selected/clicked on the “Undo” button, the following popup will appear, notifying you that no changes made will be submitted, and that the copy that you saved on your computer will be deleted for security. Click on/Select the “OK” button to complete and Undo the Check Out leaving the document in its original form.



9. After you are done viewing or editing the document outside of PaperVision. The final step is to either “Check In” the document if you want to save the changes made. This button is located in the “Edit” tab of the settings in the document viewer.



10. After hitting the “Check In” button, check the appropriate radial option for if it is a new version of the document, or just a revision, verify the Source File Path, and please select/click on the “OK” button to finish the checking in process.



11. The document will reload into PaperVision after you finish the Check In process, and any changes you made will be visible.