# How to: Using the Document Viewer

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Introduction

The document viewer is a tool built in to via™ that provides the ability to view files attached to templates. Rather than requiring a user to open an external application to view a file, the file will open inside on via™. This feature has several benefits. Because it can open many different types of files, the document viewer mitigates the need for having access to several different external applications. The document viewer alleviates the need to switch back and forth between via™ and other applications and minimizes the necessary amount of screen space. In turn, the assessment of attached files is faster and more efficient.

Document Viewer File Types

Below is a list of file types supported by the via™ document viewer.

- Documents: doc, docx, odt, txt, rtf, pdf
- Spreadsheets: xls, xlsx, ods, pdf
- Presentations: ppt, pptx, odp, pdf
- Photos (images): jpg, jpeg, gif, tiff, png, bmp
- Movies: mov, avi, mp4, wmv
- Audio: mp3, wav, wma

Attaching Files in a Template

To view a file using the document viewer, the file must be included in the template by attaching it using either the attachment component or the rich component. The document viewer feature is automatically enabled for any file[s] attached using these components.
The document viewer status box

When attaching a file to a component for which the document viewer is enabled, the document viewer status box will appear. The status box shows the file’s upload progress, and provides two additional buttons. The trashcan button removes the file from the template. The download button downloads and saves a copy of the file.

NOTE: It is NOT necessary to wait for the file to upload before submitting.

Viewing and Assessing Attachments
When assessing a template that has a supported file attached, the document viewer will open the document within via™. The file can be evaluated, and the assessment can be made using via™ assessment tools such as a rubric, scoring, etc. To view the attached file, click the **click to enlarge** button for the attachment. Alternatively, click the **download** button to save a copy of the file for offline viewing or editing.

After clicking the **click to enlarge** button, the document will open in app for evaluation. When finished viewing the document, click the X button to return to the template.