

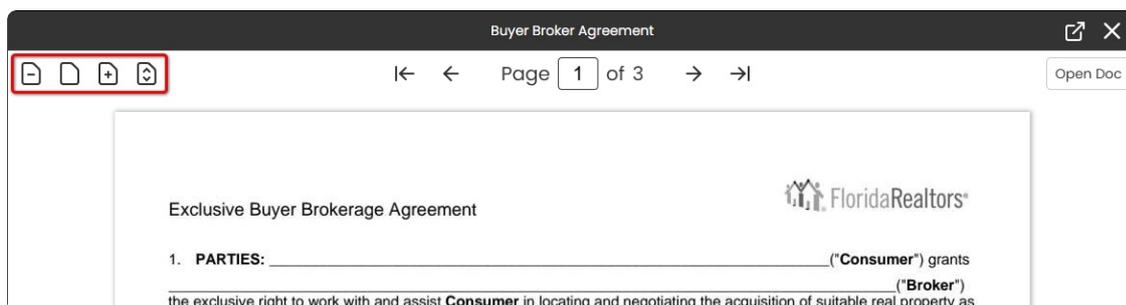
Using Document Preview

Preview a document quickly – without downloading it or leaving what you’re working on. Zoom in, move page by page, instantly jump to a page, switch between docs, and more.

You can preview docs anywhere they appear in Pipeline, including transactions, Unassigned, Unreviewed, and Reference Docs.

Zoom the Page

Use the zoom controls on the left side of the preview toolbar to adjust how the doc looks on your screen.



From left to right, the zoom controls change how the page displays:

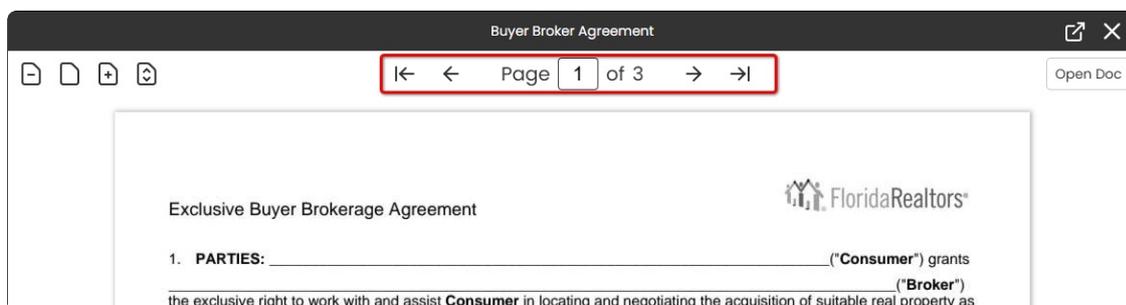
- **Zoom Out (-)** makes the page smaller so you can see more.
- **Fit Page** resizes the page so the full page fits in the preview window.
- **Zoom In (+)** makes the page larger for easier reading.
- **Fit Page Height** fits the full height of the page in the preview area.



Tip: Your zoom setting stays the same for any doc you preview in Pipeline unless you change it.

Move Through Pages

Use the page controls in the center of the toolbar to move through the doc. The page indicator shows your current page and the total number of pages.



You can also use your keyboard:

- **Next page:** 

- **Previous page:** ←
- **First page:** Shift + ←
- **Last page:** Shift + →
- **Jump to a page:** Type the page number

Switch Between Documents

If you need to preview another doc, switch between them without closing the preview.

- **Previous document:** Shift + ↑
- **Next document:** Shift + ↓

Mark a Document as Reviewed (Admins Only)

When previewing docs on transactions or Unreviewed, admins can use a keyboard shortcut to mark a doc as reviewed.

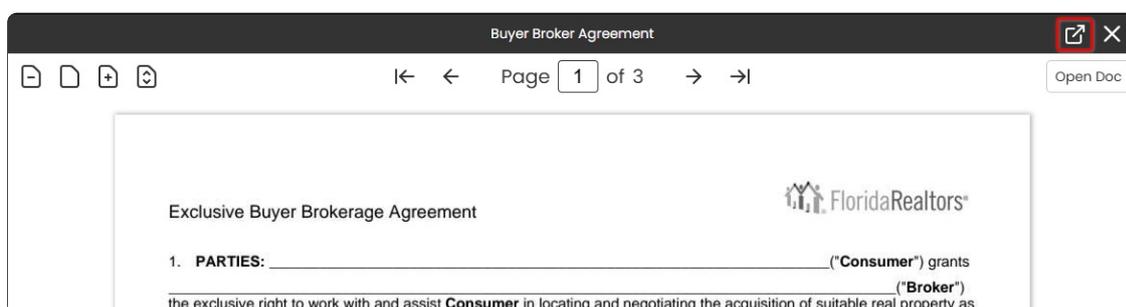
- **Windows:** Alt + R
- **Mac:** Opt + R

Choose an Expanded View

Need more room to preview a doc? Pop out the preview into another window, or open the doc to use your browser's built-in viewer.

Pop Out the Preview

Click **Pop Out** in the upper-right corner to open the preview in a full-page view.



This makes it easier to:

- view the doc side by side with what you're working on
- move the preview to another monitor
- preview the doc full screen

Open the Document in Your Reader

Click **Open Doc** to open the file in your browser's built-in viewer.



This lets you:

- scroll continuously (for multi-page files)
- print
- use your preferred viewing tools

Close the Preview

When you're finished, close the preview in either of these ways:

- **Click the X** in the upper-right corner
- **Press `Esc`** on your keyboard

More Keyboard Shortcuts

There are additional shortcuts that can make working in Pipeline even faster. [See all keyboard shortcuts.](#)