

# Doc Preview FAQ

Last Modified on 09/04/2026 11:09 am EDT

Doc Preview opens a PDF in place, with page controls, a size you set once, and the original always one click away. Answers to the common questions about reading docs without downloading them.

## Do I have to download a doc to read it?

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No — click its name. The doc opens in a preview window right where it's listed, and clicking the name again closes it.

## Can I preview a photo or a Word document?

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The previewer renders PDFs. Other file types are still stored and available — click the doc name, then [Open Doc], and the original opens in a separate window. Offices that want everything to preview in place restrict uploads to PDFs.

## How do I jump to a specific page?

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Type the page number, or use the arrows. The *Page X of Y* control in the top bar stays visible as you scroll. With your cursor outside a text field, the left and right arrow keys work too.

## Can I make previews bigger?

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Yes, and you only set it once. Click the size selector in the upper-left corner of any preview. Pipeline remembers the size and uses it for every doc you open after that.

## Can I add a comment from inside the preview?

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Not from inside the preview window. Add doc comments from the doc's own row while the preview is open below it.

## Why doesn't an older doc have a preview?

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Previews aren't available for some docs added before 2021. The documents themselves are intact — click [Open Doc] to view, download, or email the original. Anything uploaded or merged since then previews normally, even on an old transaction.

## Why is a preview taking so long to appear?

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A preview is generated after the doc changes. Uploading, rotating, merging, or breaking apart a doc rebuilds its preview — usually a second or two, sometimes up to about 30 seconds. If one runs consistently longer than that, send us the transaction and doc name.

## Is there a size limit on what will preview?

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Very large docs can defeat it. Docs of roughly 300 pages or more, and very large high-resolution scans, may not preview. Scanning at 150–200 PPI keeps files light enough to open quickly.

## Learn More

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Click a doc's name and it opens right there on the page — read it, page through it, and keep working without downloading a thing.

See [Doc Preview](#)

## Still Have Questions?

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Didn't find your answer above? Email us at [help@paperlesspipeline.com](mailto:help@paperlesspipeline.com) and we'll help.

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