



DocuNet™

Viewer for Windows

Issue 1, Revision 2: 7 JAN 2020

Document type	User Guide
Document code	VST-DN-VIEWER-WINDOWS
Document owner	Andrew Wiles
Document date	7 Jan 2020
Software	DocuNet Viewer for Windows
Software version	2.5.0

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	8.16	1	1	13 DEC 2019
	8.17	1	1	13 DEC 2019
N	8.18	1	2	7 JAN 2020
N	8.19	1	2	7 JAN 2020
N	8.20	1	2	7 JAN 2020
N	8.21	1	2	7 JAN 2020
N	8.21.1	1	2	7 JAN 2020
N	8.21.2	1	2	7 JAN 2020

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	9	1	1	13 DEC 2019
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	10	1	1	13 DEC 2019
	10.1	1	1	13 DEC 2019
	10.1.1	1	1	13 DEC 2019
	10.1.2	1	1	13 DEC 2019
	10.1.3	1	1	13 DEC 2019
	10.1.4	1	1	13 DEC 2019
	10.2	1	1	13 DEC 2019
	10.3	1	1	13 DEC 2019
	10.4	1	1	13 DEC 2019

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	10.5	1	1	13 DEC 2019
	10.5.1	1	1	13 DEC 2019
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	Section	Issue No	Rev No	Date
	12	1	1	13 DEC 2019

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	Section	Issue No	Rev No	Date
R	13	1	2	7 JAN 2020
R	13.1	1	2	7 JAN 2020
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Exiting DocuNet Viewer for Windows				
	Section	Issue No	Rev No	Date
	14	1	1	13 DEC 2019

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Change Revision Summary

Section Number	Description of Change
6	Splash screen updated.
8.18	Read and Sign and Mandatory Read added.
8.19	Message of the Day added.
8.20	Publishing Hub: Temporary Revisions added.
8.21	Forms added.
13.1.3	Filtering the library via Tag added.

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Version Control

Document Date	Software Version	Updated By
21/09/2016	2.2.1	David Hedley
10/02/2017	2.3	David Hedley
05/06/2017	2.3.1	David Hedley
09/08/2017	2.4	David Hedley
07/01/2019	2.5.0	Andrew Wiles

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1 About this Document

This document is intended as a guide to installing and using the DocuNet Viewer for Windows from a user perspective. It covers initial set up and the new functionality featured in the DocuNet Viewer.

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2 System Requirements

DocuNet Viewer for Windows is known to work on devices with the following minimum specifications:

- OS: Windows 7
- CPU: 1.4GHz minimum (based on Intel i3)
- RAM: 4GB
- Disk Size: 220MB available (+ space required for the document library)

Also compatible with:

Windows 8.1/10

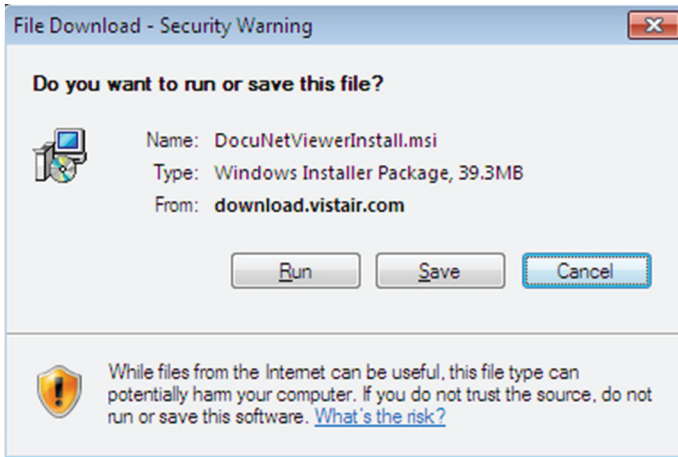
Windows Surface Pro

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3 How to Install DocuNet Viewer for Windows

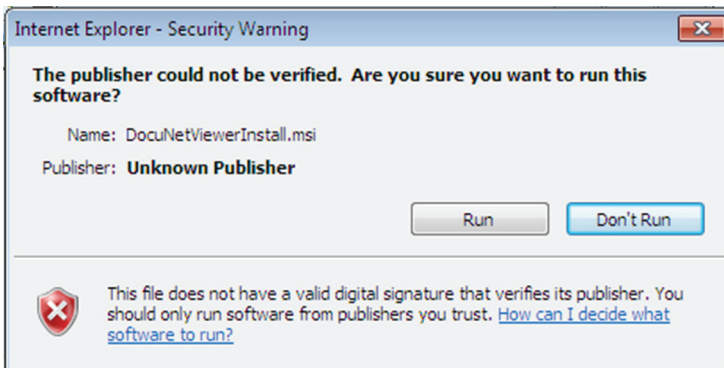
Note: *You will need an internet connection to be able to install DocuNet Viewer for the first time.*

Run the setup.exe file supplied by your system administrator or Vistair representative.

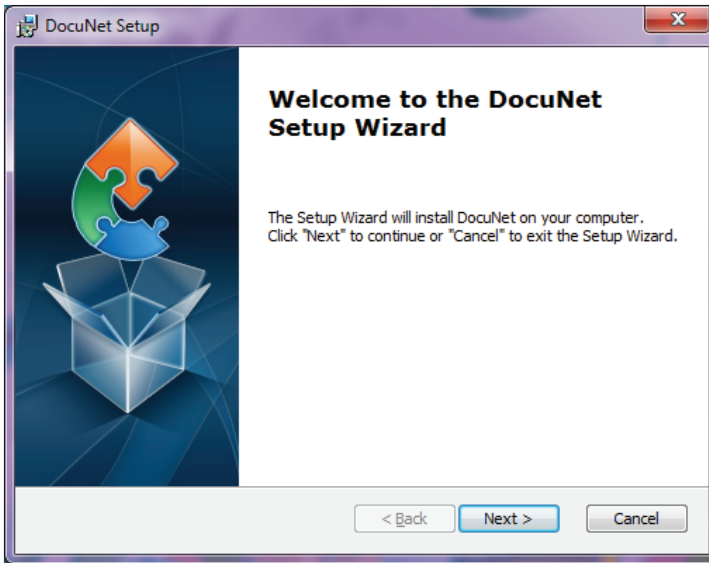


Some browsers or security software may ask for permission to run the file.

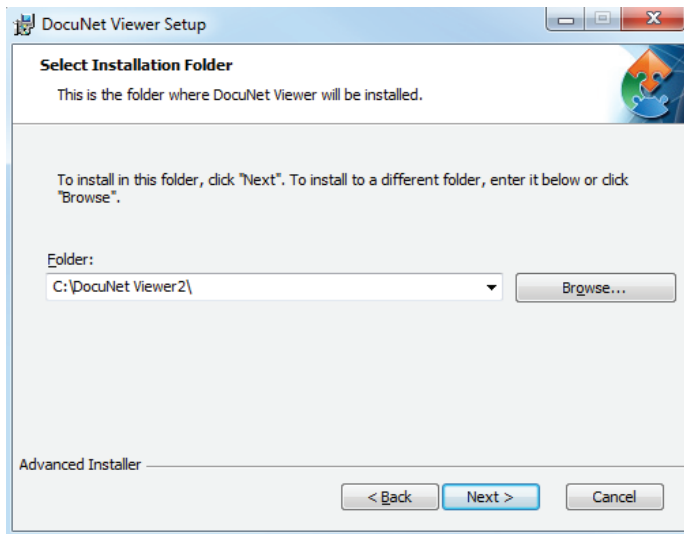
If prompted, select “Run”.



You should be presented with the DocuNet Setup wizard.

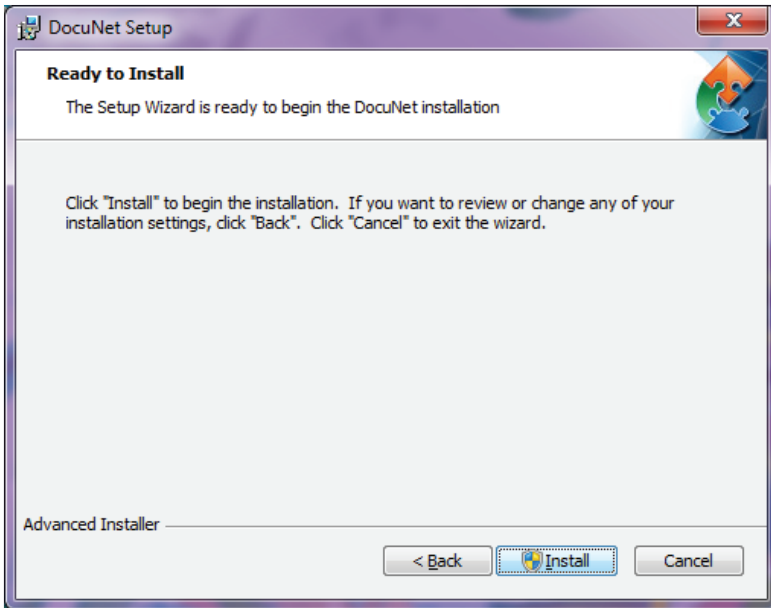


Select "Next" to install DocuNet Viewer to the default location.

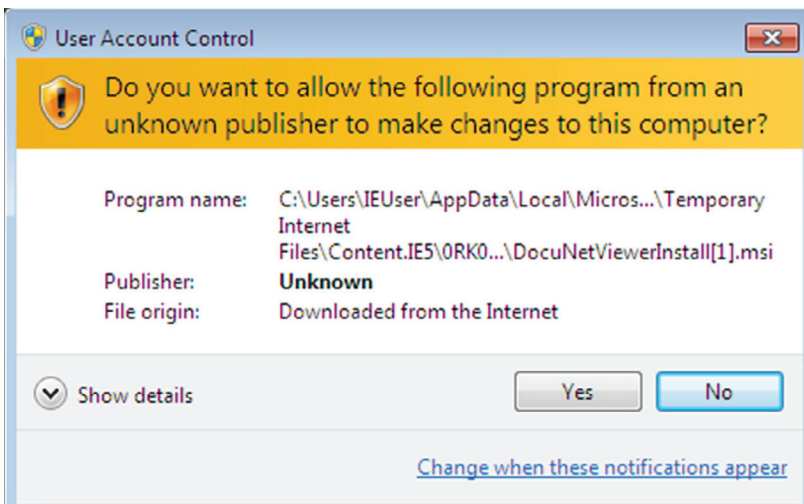


If you want DocuNet Viewer to install in a different location you should enter this in the "Destination Folder" line. You can use the "Browse..." button to navigate to the correct folder. Once you have completed this, select "Next".

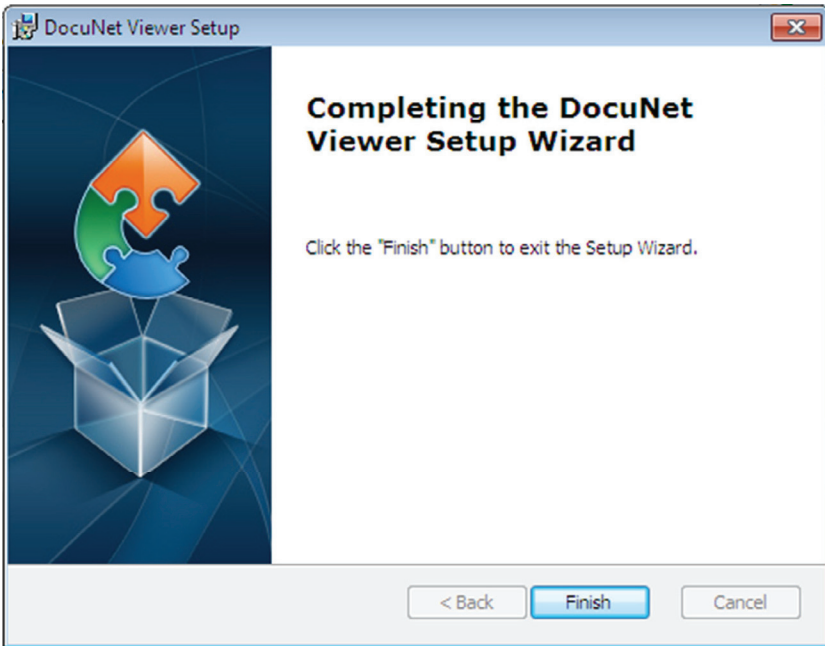
You will see a confirmation screen, select “Install” to complete the installation process.



Again, some browsers or security software may ask for permission to run the file.

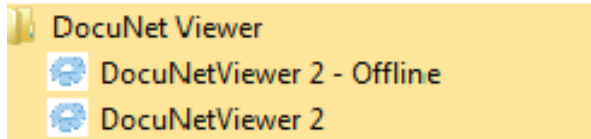


Once the installation process is complete, click the “Finish” button to exit the Setup window.

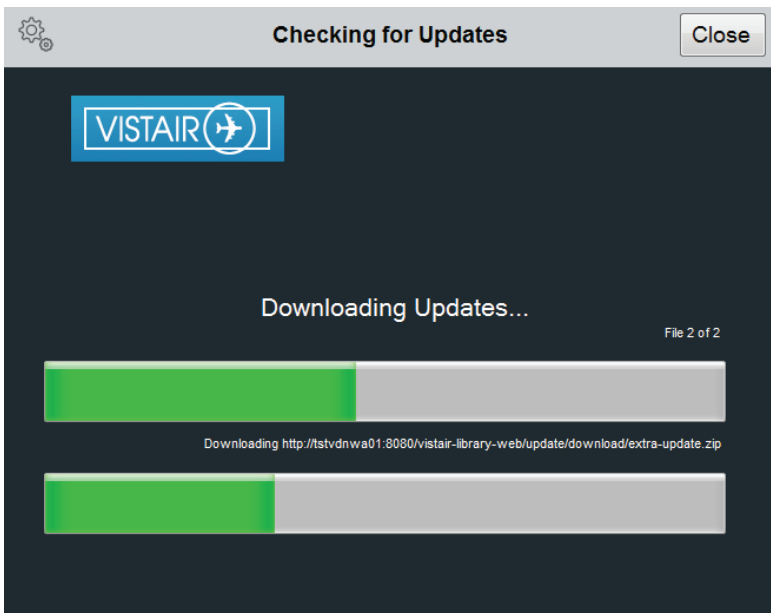


4 Starting DocuNet Viewer for Windows

You will find DocuNet Viewer by clicking 'Start' > 'All Programs' and locate the 'DocuNet Viewer' folder. In here, you will find "DocuNetViewer 2". Select DocuNetViewer 2 to start the app.



Screen will pop-up to download updates as follows:



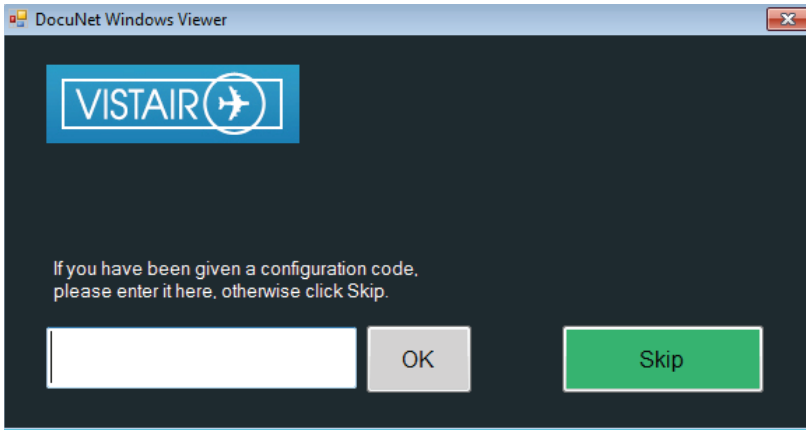
Each time DocuNet Viewer for Windows is run it will check for an update to the application. If you do not have access to the Internet you can skip this check by using "DocuNetViewer 2 – Offline".

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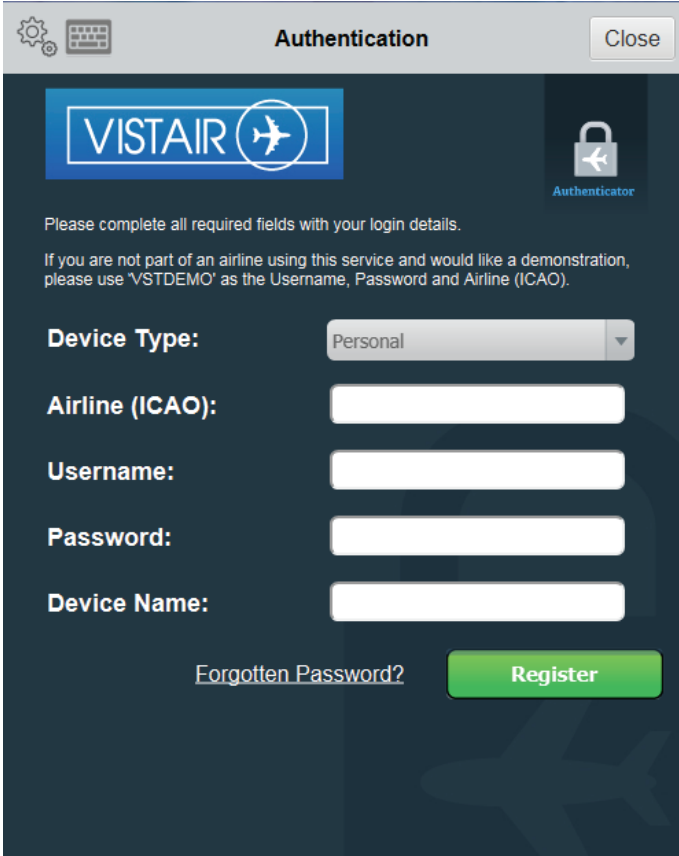
5 Registration

Note: You will need an internet connection to be able to register a device.


When you start the application for the first time you will be prompted to a configuration code if you have been given one. This will allow the system to be pre-configured if desired. If you do not have a configuration code then select “Skip” and your system will have the default configuration.




Once entered, click “OK” and you will get a registration form:



Authentication Close

VISTAIR 


Authenticator

Please complete all required fields with your login details.

If you are not part of an airline using this service and would like a demonstration, please use 'VSTDEMO' as the Username, Password and Airline (ICAO).

Device Type:

Airline (ICAO):

Username:

Password:

Device Name:

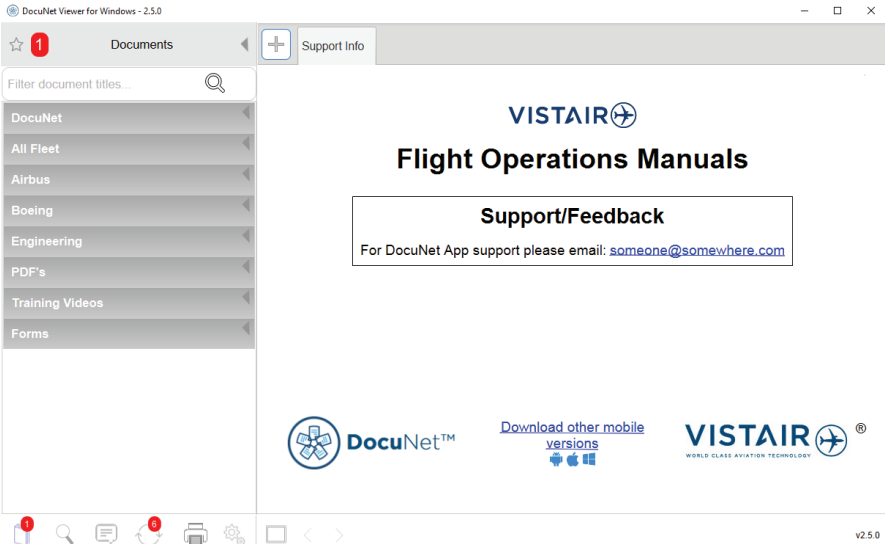
[Forgotten Password?](#) **Register**

Complete this form with the details supplied by your system administrator or Vistair representative and click “Register”.

If you require a proxy to access the Internet, please select the  icon to access the proxy settings. See [Section 13.3](#)

6 DocuNet Home Page

After logging into the DocuNet app, you will be presented with your airline specific home page. This will be similar to the image seen below, and will contain airline branding and contact information for app support.



You can access the above Airline branding page by opening a new tab. Select the below option to open a new tab to display:



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7 Toolbar

The DocuNet Viewer has a toolbar situated in the bottom left hand corner of the screen.



This toolbar will allow you to access;

1. Document library list and contents (See [8.1 – Library List](#)).
2. Search functionality (See [9 – Searching](#)).
3. Annotations menu (See [10 – Annotations](#)).
4. Updates screen (See [11 – Adding and Updating Documents](#)).
5. Printing (See [12 – Printing](#)).
6. Tools and Help (See [13 – Settings](#)).

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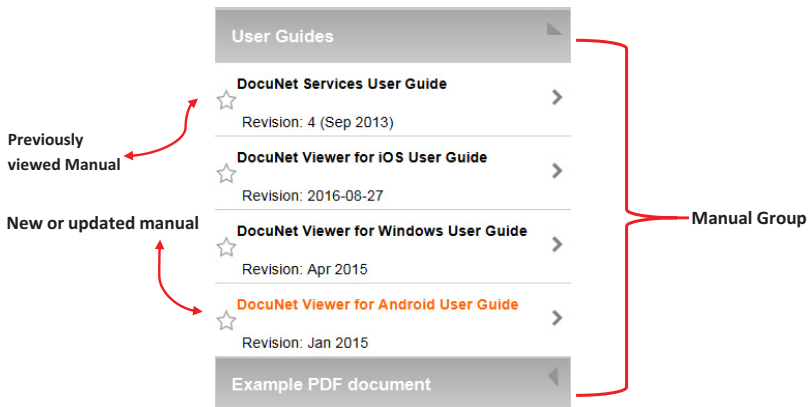
8 Viewing and Navigating the Library

The DocuNet Viewer contains the standard viewing and navigating functionalities featured in previous versions. The below covers a brief explanation of the document library:

8.1 Library List

The library is a list of documents divided into groups. Groups are coloured grey for reference.

Documents displaying orange are new installed or updated documents that have not yet been opened.



- Selecting a document from the list will load that document into the current tab.
- Selecting the triangle to the right of the group name will expand/collapse that group's contents.
- Select the triangle to the right of "Documents" will expand/collapse all groups.
- Tapping on the document name will load the first page of that document into the content pane.

- Tapping on the right arrow in the document/section list will allow you to navigate into that document/section without loading anything into the content pane:

Contents (Table of Contents)

0 : Administration and Control of Operations Manual



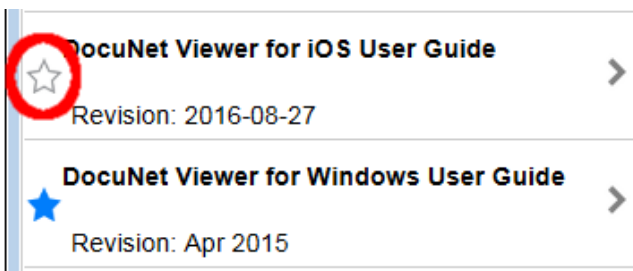
1 : Organisation and Responsibilities



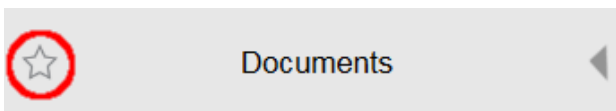
- On Windows touch devices you can use left/right swipe movements to change to the next or previous page.
- When viewing a document, the library list will switch to showing the contents for that document (see [Section 8.4](#)).
- You can return to the document library list at any time by tapping twice on the “book” icon in the tool bar.

8.2 Favourite Documents

You can add certain documents in the library to your “favourite” list by selecting the star icon next to the name of the document:



When selected, the star is shown in blue as above. You can switch the library list to show only favourite documents by selecting the star icon in the header of left hand panel:

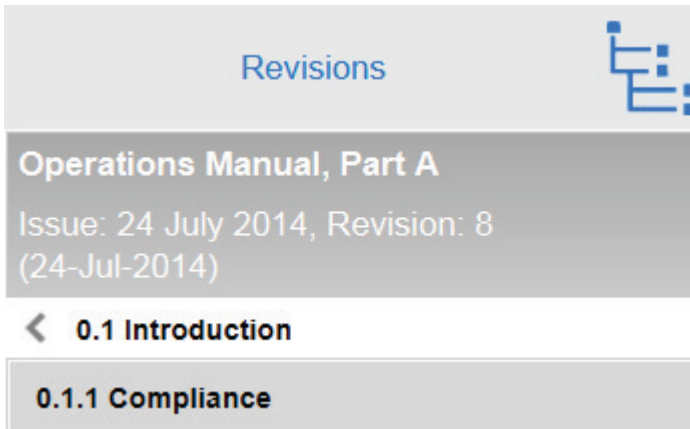


8.3 Filtering Documents in the List

You can filter the list of documents in the library by typing text into the “Filter document titles”. The library list will then show only those documents containing the specified text.

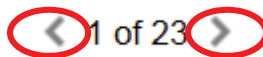
8.4 Location Tracking

The table of contents tracks where you are in the document, highlighting the current section you are looking at.



8.5 Page-by-page Navigation

You can navigate through a PDF document by using the left and right arrows next to the page number. On supported touch screen devices you can also swipe left and right to navigate:



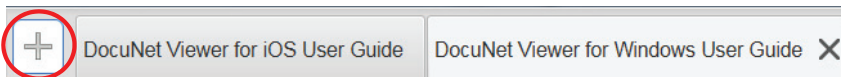
8.6 Back/Forward Tool

You can move back to a previous page you have visited using the back button on the bottom bar. Once you have moved back to a previously read page, you can move forward to a page you read subsequently by using the forward button.



8.7 Opening New Tabs

You can open up to 10 different tabs for viewing different documents. Once you select the below option to add a new tab, it will display your support information page by default. When a new tab is selected this will display the full document list in the left hand menu for you to open the required document. Each tab opened will update to display the Document title as displayed below.

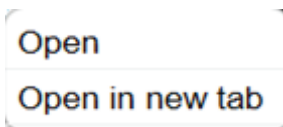


When the number of open tabs exceeds the length of the top bar, an arrow will be displayed in the right hand corner to generate a dropdown as shown below. This improves the ability to swap tabs that are not visible if many tabs are open.

The drop down will show all open documents and display a tick for the current viewed tab. You can select any of the documents displayed in the list to change to the required tab.



You can also select to open links in either a new tab or the current tab. Holding down on the selected link or right clicking it will generate the below pop up:



You can also open Revisions and Notices (document-specific) in a new tab using the same method as above.

8.8 Breadcrumb Tool

You can see the path you have taken through the navigation panel by tapping on the breadcrumb button. This shows each section you have been through. You can jump to any of the sections displayed by tapping on them.



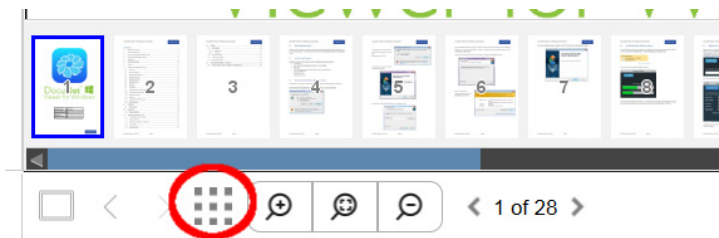
8.9 Revisions

The Revisions tab links to all the revisions made for the current document.



8.10 Thumbnails

You can navigate through PDF document by using thumbnails. Select a thumbnail to jump to the page directly.



8.11 Layer Filtering Tool (Where Applicable)

In certain documents, there is the ability to see different layers of information. You will recognise these documents as three buttons, numbered 1-3, which will appear in the bottom bar.

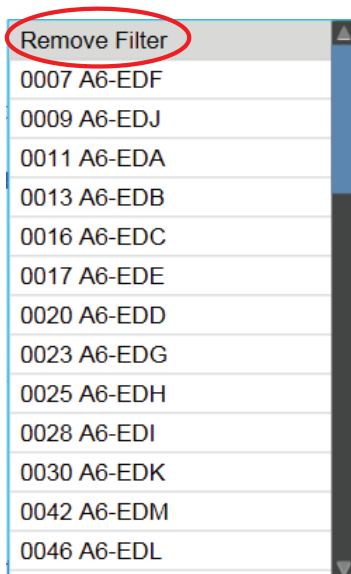


The layer numbers will be greyed-out (as above) if there is no information on the page in that layer. Tapping on the layer tool will cycle through the display of information contained in those layers:

1. Layer 1 only ("Need to know")
2. Layer 1 and layer 2 ("Nice to know")
3. Layers 1, 2 and layer 3 ("Background information")

8.12 Tail Filtering Tool (Where Applicable)

In certain documents, there is the ability to filter pages by the aircraft registration or a specific audience type (e.g. flight crew, cabin crew). If this is selected, only content that is relevant to the specific filter are displayed. Selecting to “Remove Filter” will clear the selected choice.



8.13 Hide Menu Options

When in Landscape view, you can select to expand the viewing panel for a document. In order to do so, all that is required is to select the Expand button at the bottom of the page. This will then hide the left-hand panel.



You can come back to original layout by clicking collapse icon.



8.14 PDF Rotation

When viewing a PDF document, you can rotate the current page using the following tool:



This will rotate the current page clockwise in 90 degree intervals.

8.15 PDF View

When viewing a PDF document, there are options in the bottom left hand corner of the main page view to zoom the page to fit either width, height or full page:



Fit whole page on screen



Fit page width on screen



Fit page height on screen

8.16 Zooming PDF/HTML Documents

You can zoom in and out of PDF and HTML documents by using the following tools. Using these tools is equivalent to “pinch zooming” at the centre of the screen for multi-touch capable tablet devices:



Zoom In



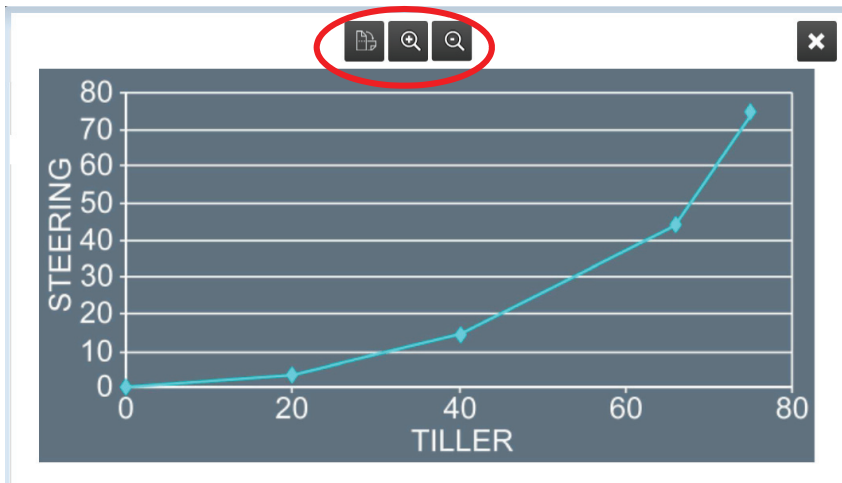
Zoom to default



Zoom Out

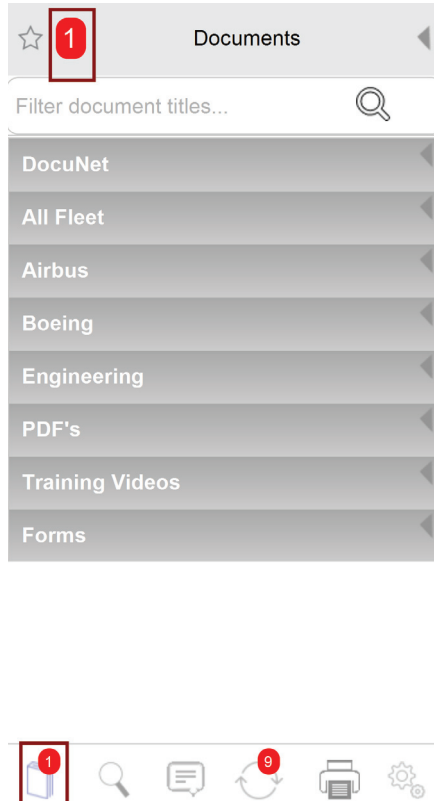
8.17 Selecting Images

When selecting images from an HTML document, there is a control panel at the top of the image that allows you to rotate the image 90° and zoom in/zoom out. To go back to the document, click on the cross in the panel. When zoomed in, you can click and drag with the mouse, or drag on a touch screen device to move the image around. You can also pinch to zoom the image in and out.



8.18 Read and Sign and Mandatory Read

The number of Read and Sign and Mandatory Read documents that you have to acknowledge is listed in a red flag merged into the book icon. This number can also be seen highlighted with a red oval adjacent to the favourite star.



You can filter the library to show just these documents by clicking in the red flag at the top of the left hand pane.

After opening a Read and Sign/Mandatory Document, you will see that there is a pink bar, running across the header that ends in a “Read and Sign” button. This will remain in place if you move through the document.

Clicking Read and Sign will generate a dialog box, asking you to confirm that you understand what you are doing.

After signing the document, the pink banner will turn to green and present a time stamp displaying the date and time you performed read and sign. Clicking anywhere in the banner will cause it to disappear.

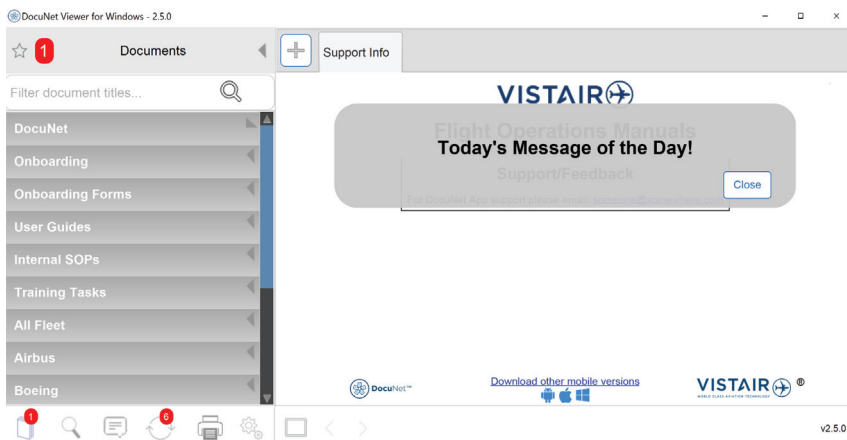
After signing a document, the vertical red bar also changes to green and the number of documents displayed in the flag will click down until none remain. If you have multiple DocuNet Viewers (for separate platforms), you are only required to action Read and Sign once.

The below video walks you through this.

Embedded video. Please view on the web or mobile device.

8.19 Message of the Day

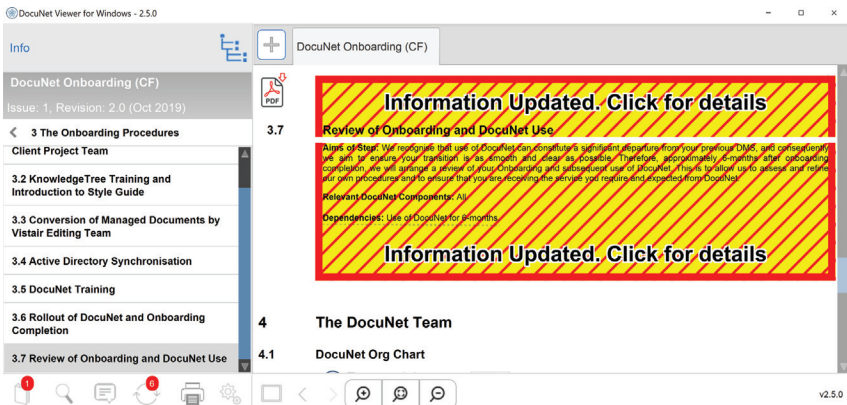
If a Message of the Day has been published, it will appear in the Support Screen in a grey box after you check for updates, or when the Viewer contacts the server. See [Chapter 7](#), Publishing Hub.



Clicking “Close” will permanently hide the message and there is no way to recall it. However, if you do not close it, it will remain pinned at the top of the content pane and obscure any manual content behind it.

8.20 Publishing Hub: Temporary Revisions

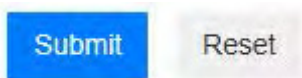
If a Temporary Revision has been applied to a structured document, it will be simple to identify on the basis of it's subtle (yet distinct) red and yellow colour scheme. The presence of this banner signifies that the content of the structured document has been updated by a PDF from Publishing Hub.



The colouration highlights the area of content that is impacted by the Temporary Revision. Clicking anywhere in the red and yellow box will load the PDF content that has superseded it.

8.21 Forms

You can fill in and submit e-Forms. Form appearance will vary depending on the components used to build the form, but can be identified by the presence of “Submit” and “Reset” icons at the bottom of the Form.



- **Reset:** This will clear all of your responses.
- **Submit:** Sends your responses to Publishing Hub. See [8.21.2](#).

8.21.1 Filling Forms In

Click/tap on a component to provide a response. Many components will require a typed response.

Text Area Has Initial Focus

A field that requires you to craft a written response.

Other components will provide a pre-defined list of values to select from. This includes:

- Checkboxes.

Select Boxes Inline

☐ Option 1 ☒ Option 2 ☒ Option 3

- Radio buttons.

A/C Type

☐ A319 ☐ A380 ☒ A330 ☐ B777

- Dropdowns.

Month




- Surveys.

Survey

	0	1	2	3
Question 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Question 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

On supported mobile devices, you can use the following component to take and upload a photo.

 Drop files to attach, or [browse](#)

See video below for how to complete this process.


Embedded video. Please view on the web or mobile device.

8.21.2 Submitting A Completed Form

Once you have filled the form in, you can send it to Publishing Hub. To do this;

Select "Submit" from the bottom of the Form.

Confirm you want to submit the Form.



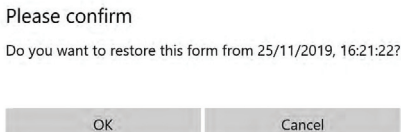
Successful submission will generate a green confirmation bar at the head of the content pane.

Did you complete the Form training course?

[You have submitted your form, click here to view your submitted forms](#)

Clicking the hyperlink will load all of a user's responses to the Form in Submissions.

Opening a form that you have previously completed (either partially, or in full) will offer you the option to reload the form in its last state.



Select OK to recover your last responses and cancel to reset it.

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9 Searching

The search functionality allows you to search for specific terms and phrases within the library.



Once selected, the Search menu will display in the left hand pane of the main screen.

Search



Current

Group

All

Titles Only

☐

Exact Phrase

☐

The scope of search results can be set to search the current document being viewed (“Current”), all the documents in the same group as the current document being viewed (“Group”), or all documents (“All”) in the library.

In addition, you can also search for Titles Only or the Exact Phrase.

“Titles Only” will only show results where the search phrase appears in a section title.

“Exact Phrase” will only show search results which contain the exact phrase typed.

i.e. If you enter **Engine Fire** as the search phrase, it will show results from all sections which have both “Engine” and “Fire”. When “Exact Phrase” is selected, only sections containing “Engine Fire” will be shown. Selecting this option is equivalent to putting double quotes around the search phrase.

Note that search phrases are not case sensitive.

The search phrase can contain more complex expressions:

Engine or Fire	will find sections with either “Engine” or “Fire” in them.
Engine and Fire	will find sections with both “Engine” and “Fire” in them. This is the default mode i.e. this is the same as searching for Engine Fire .
Engine near Fire	will find sections with “Engine” close (within 10 words) to “Fire”.
Engine not Fire	will find sections with “Engine” that do not contain “Fire”.
Eng*	will find sections containing words that begin with “Eng”.
“Engine Fire” shutdown	will find sections containing the exact phrase “Engine Fire” and the word “shutdown”.

These expressions can be combined with parentheses:

(Engine or Fire) not shutdown	will find sections that have either “Engine” or “Fire” but not “shutdown”.
--------------------------------------	--

Other things to note about searching:

- Synonym matching for alternative spellings is handled, so that searching for “aircraft” will also find “airplane”, “aeroplane” and “plane”; “passenger” will also find “pax”; “taxi” will also find “taxy”; “colour” will also find “color” etc.
- Stemming, so that searching for **Brakes** will also find “Brake”, “Braked” and “Braking”.
- Accent stripping, so that searching for **role** will also find “rôle”

9.1 Search Results

The search results will be displayed as shown below.

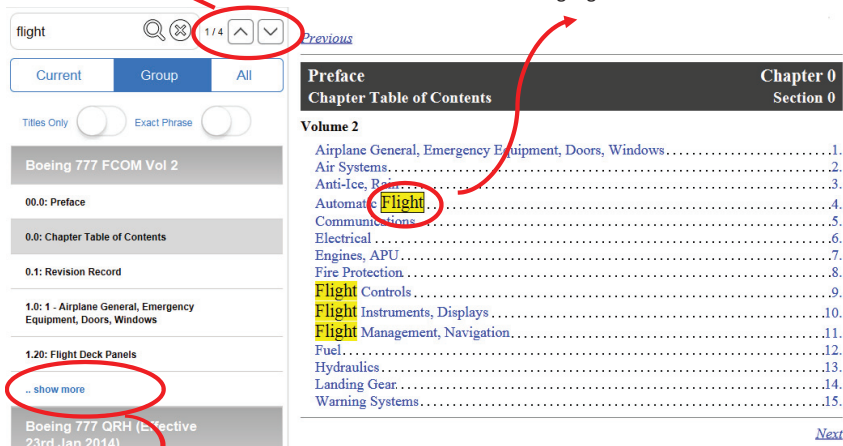
Search results are split by documents in the order they appear in the library, and will initially display 5 results. There is an option to select the “show more” button, which will then display all results for this document.

In addition, you can use the arrows in the top right hand side of the Search menu to step through the results on a specific page. These results are numbered in the adjacent box.

Results are highlighted in yellow, with the search result bordered by a black box as you step through the results.

Arrows to step through multiple search results

Results highlighted and bordered



When selected, this will show more search results for the selected document.

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10 Annotations

When viewing a document you can add notes and annotations to any range of text in the document. The annotation tool shown below lists the annotations you have made to your documents:



Note: *If the above tool is not shown, the annotations feature will have been disabled by your system administrator and you will not be able to create or view annotations.*

Annotations can be created on PDF or structured (HTML) documents; the process is the same for both.

Any annotations you create will be preserved across updates to the documents. See [Section 10.5](#) for more details.

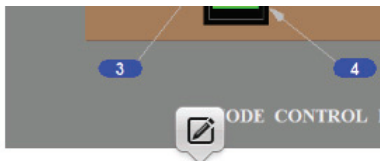
Your annotations will automatically be stored in the cloud and synchronised with all other devices you have registered. This synchronisation happens when you make any changes to your annotations if you are online, and also during the periodic document update check.

10.1 Adding Annotations

Annotations are added by first selecting the range of text you wish to annotate. How you select the text depends on whether you have access to a mouse (or equivalent) on your device.

10.1.1 Selecting Text Using the Mouse

To add an annotation, select some text from the content panel by clicking and dragging with the mouse:



1 Heading/Track (HDG/TRK) Reference Switch

Push – alternately changes the heading/track window, PFD, and ND select changes PFD roll flight mode annunciations, when the HDG or TRK mo

2 Heading/Track Window

When you release the mouse button, a pencil control will appear:



Click this to bring up the annotation creation window.

10.1.2 Selecting Text Using a Tablet Device

If you are using a tablet device without a mouse or equivalent touch-pad, you can add annotations by selecting text by touching and dragging. Usually when dragging with your finger it will scroll the current content. If you press and hold for one second on some text, that paragraph of text will be highlighted and you will be in text selection mode. You can then tap and drag on the page to select text. At the end of each drag action, a pencil control will appear:

Displays 360 when power first applied.



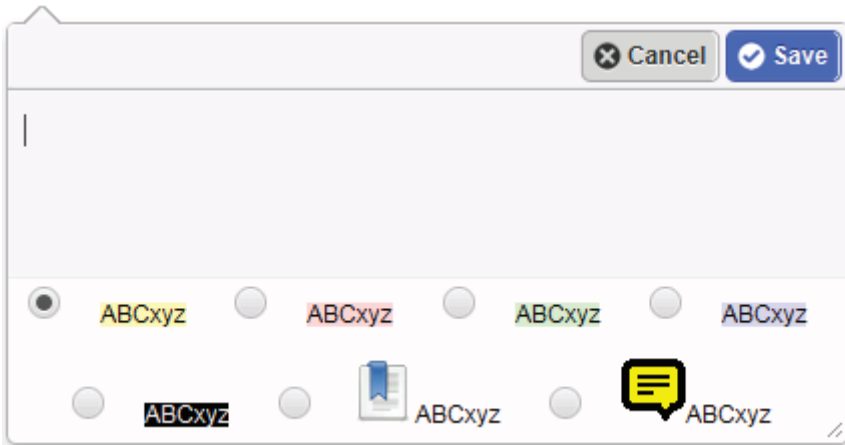
3 Heading/Track Hold (HOLD) Switch
Push –

Tapping on this control bring up the annotation creation window.

If you do not wish to add an annotation, then tap on some text elsewhere on the page. This will remove the current text selection and return you to being able to scroll the content.

10.1.3 Annotation Creation Window

When you have selected the pencil tool to create an annotation or selected “Edit” on an existing annotation, you will see the following window:



You can type any text you wish into the annotation box up to a 2000 character limit.

The radio buttons at the bottom of the window allow you to choose a category for this annotation. The categories will highlight the selected text in different ways, and in the annotations panel (See [10.4](#)) you can filter by annotation category.

You can resize the window by clicking and dragging on the bottom right corner:

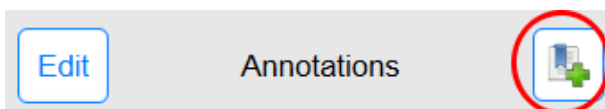


The window size will be remembered along with your annotation.

To save any changes, click the “Save” button. To undo your changes, select “Cancel”.

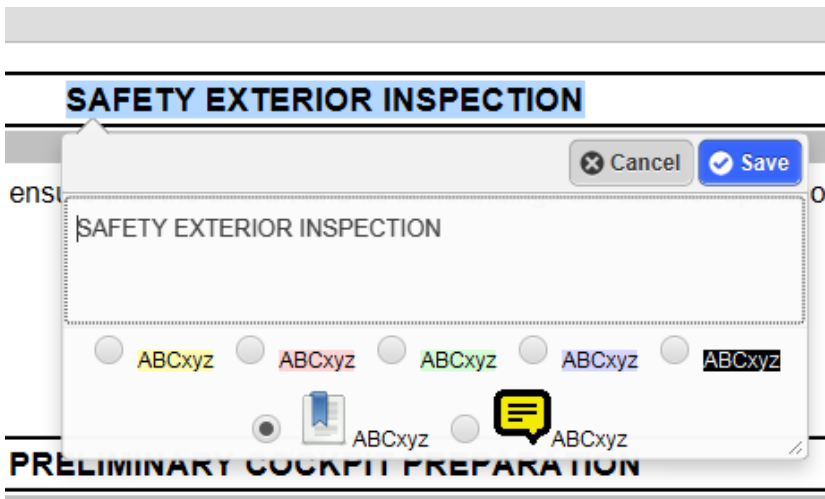
10.1.4 Quickly Adding a Bookmark Annotation

You can quickly and easily add a new bookmark annotation to the text at the top of the content pane. Click the add bookmark icon at the top of the Annotations panel on the left hand side:



For PDF documents, a bookmark annotation will be created at the current section or at the top of the current page (depending on how the PDF has been constructed).

For HTML documents, the text at the top of the page will be selected and a new bookmark annotation will be created:



In both cases the text of the annotation will default to the current section name and the annotation category will default to a bookmark. To create the annotation click the “Save” button.

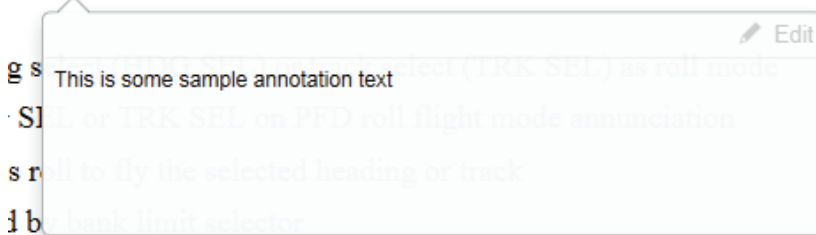
10.2 Viewing Annotations on the Page

To view your annotations on the page, move the mouse over (or tap on) the highlighted text. So the highlight:

ack Select (SEI

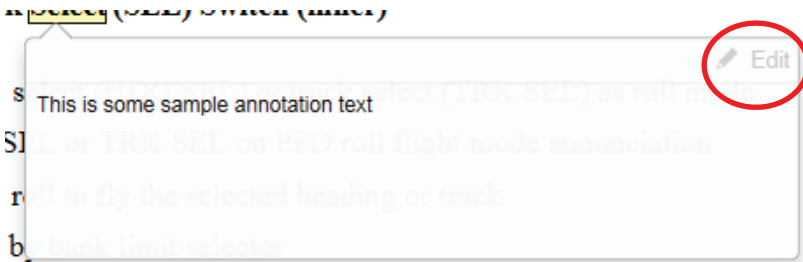
Will become:

ck Select (SEL) Switch (inner)

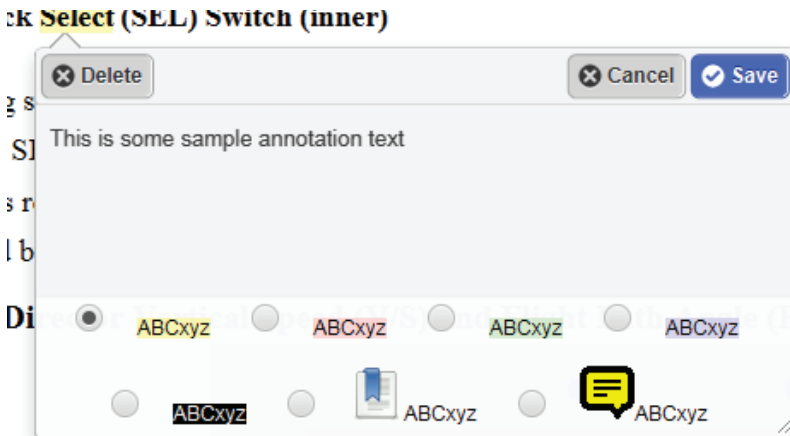


10.3 Editing and Deleting Annotations

To edit an annotation, first select it on the page as in [Section 10.2](#), then click the “Edit” text:



You will then see the same window described in [Section 10.1.3](#), but with the addition of a “Delete” button:



To delete the annotation, select “Delete” and click “Confirm” on the confirmation dialog box.

10.4 The Annotations Panel



Selecting the annotation tool above will show the annotations panel in the left hand side:


Edit

Annotations



Current Document 

All Categories ▼

	1.2 Appointments, Names of Nominated Persons
New EASA OMA test: 1.2 Appointments, Names of Nominated Persons	
	1.3.4.b Purpose
New EASA OMA test: 1.3.4.b Purpose	
	1.1 Organisational Structure
New EASA OMA test: 1.1 Organisational Structure	
	1.3 Responsibilities and Duties of Operations Ma...
New EASA OMA test: 1.3 Responsibilities and Duties of Operations M...	
	1.3.2 Principal Accountabilities
New EASA OMA test: 1.3.2 Principal Accountabilities	
jhgjhg	New EASA OMA test: 1.2 Appointments, Names of Nominated Persons
	1.3.5.a Purpose
New EASA OMA test: 1.3.5.a Purpose	
	Title
Fault Reporting Manual (B757): Title	
	1.3.6.b Principal Accountabilities
New EASA OMA test: 1.3.6.b Principal Accountabilities	

Each annotation you have created will be shown in the scrollable list. For each annotation you will see the document title, the section of the document, the annotation text, and the highlighted text.

Clicking on an annotation will take you to where that annotation is and display it in the content panel. Similarly selecting an annotation in the content panel will highlight the corresponding annotation in the list in annotation panel.

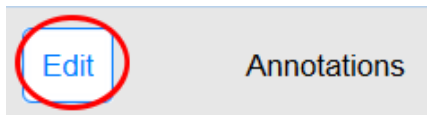
If you select a bookmark annotation from the list, the annotation will not pop up in the content panel.

You can filter the list of annotations in the following ways:

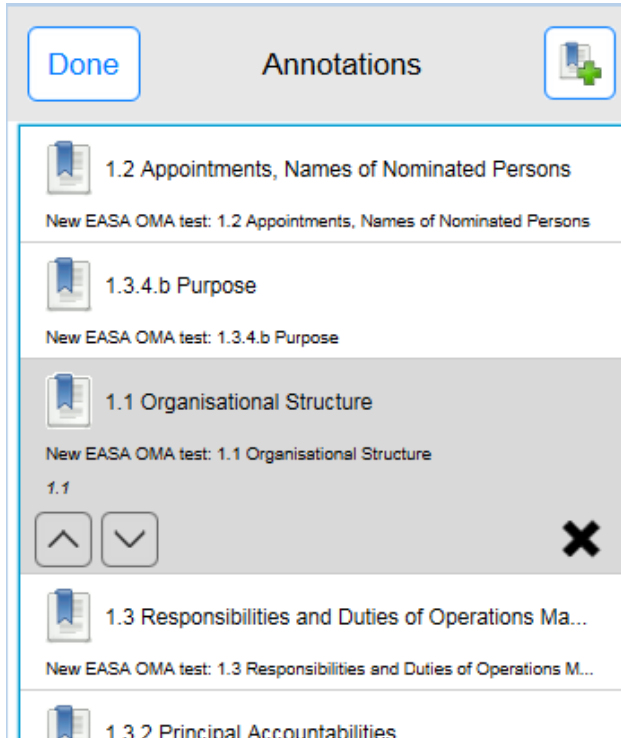
- Typing text in the search box at the top of the panel. As you type, only annotations which have highlighted text or annotation text which contain the typed text will be displayed.
- Selecting the “Current Document” option. This will only show annotations in the currently viewed document.
- You can select a specific annotation category from the dropdown. This will only show annotations that have the specified category.

10.4.1 Reordering and Deleting Annotations

If you click on the “Edit” button you can reorder and delete annotation via the annotations panel:



Once Edit has been selected, you will see the list of annotations. The selected annotation has additional controls:



You can reorder the annotation using the arrow tools:



You can delete the annotation using the delete tool:



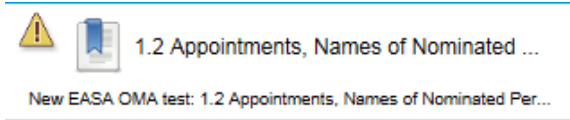
To exit the editing mode, select the “Done” button.

10.5 Document Updates and Annotations

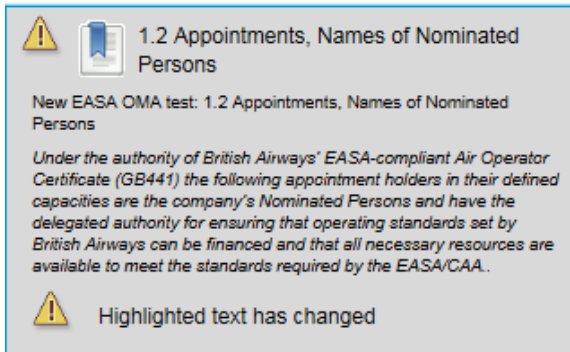
When documents in the library are updated, the system will normally automatically reattach annotations to the correct place in the document. However, depending on how the document has changed, there are some cases where this will not work correctly. For example:

- The text that was originally highlighted has been changed or removed
- The section that contained the text has been deleted

In cases like these, the application will alert you by attaching a warning symbol to the affected annotations:

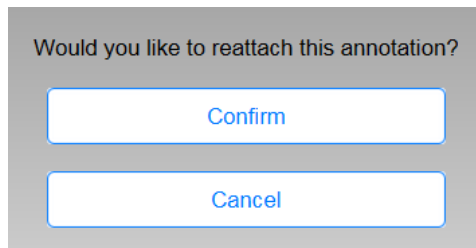


Selecting the annotation in the list will show more information about the issue:

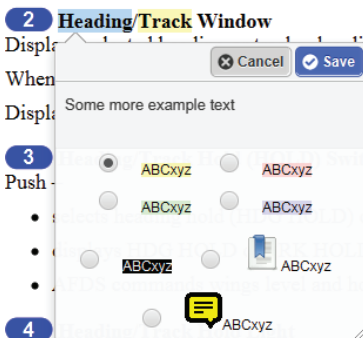


If possible, clicking on the annotation will still take you to approximately where the annotation was originally made. You can then repair the annotation as follows:

- Select some text that you want to reattach the annotation to
- Click on the warning triangle
- You will see the following dialog box:



- Once you have clicked “Confirm”, the annotation edit window will appear against the newly selected text:



- You can edit the annotation text as required
- When you click “Save”, the annotation will be reattached to the selected text

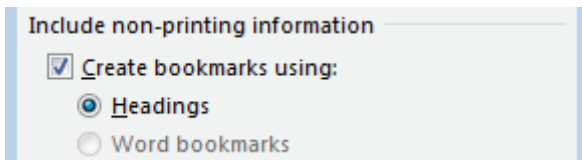
10.5.1 Annotations and Multiple Document Revisions

If there are duplicate documents in the library – for example the current revision and the next revision due to become effective – then you can make annotations to either revision. When the next revision becomes effective and the previous revision is removed from the library, any annotations made on the old revision should automatically transfer to the new revision.

10.5.2 PDF Annotation Hints and Tips

Annotations can be made to either structured (HTML) or PDF documents. Due to how the documents are constructed it is much more reliable to annotate structured documents than PDFs. To improve the likelihood of annotations being correctly reattached to PDF documents when they are updated, please note the following:

- The quality of the outlines/bookmarks in the PDF is crucial. In particular bookmarks that point to regions of PDF pages (as opposed to just the page itself) will allow the annotations to work much better. Word will generate bookmarks like this if you set the following PDF option when doing “Save as...”:



- Annotations are linked to the closest possible previous bookmark. If the text of the bookmark changes between revisions then it will not be possible for the application to automatically reattach the annotation.
- Successive revisions of the PDF documents should be constructed in exactly the same way for each revision. E.g. if you are saving a Word document to PDF, ensure you do it in exactly the same way with the same options each time. Don't do “Save as PDF” for one revision and then print it to a PDF for the next revision.
- Some PDFs use custom font encodings where it is not possible to determine the text on the page. In these cases, the PDF will not be searchable and the highlighted text will not make sense.

10.6 Upgrading from Bookmarks from Old Versions of DocuNet Viewer for Windows

In versions v2.1 and before of DocuNet Viewer for Windows, there was a bookmarks feature. This has now been replaced by the annotations functionality. If you have created bookmarks using the previous version of the viewer then they will be transformed into annotations when you install version 2.2 and above.

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11 Adding and Updating Documents

When updates are available to download, you will see a red badge icon above the updates button. The number indicates the number of updates available. This number includes mandatory updates only and updates to optional documents. This number does not include optional documents which have not been installed.



The Updates screen is divided into 3 sections: Update actions, Filter update list, and the list of updates.

11.1 Update Actions

Selecting the “Update All” button will action all the updates shown in the list of updates on the screen. Each update will be queued and then performed in sequence, although any documents to be deleted will be done after all other updates have completed.

Selecting “Refresh Updates” will ask the server again for the list of available updates.

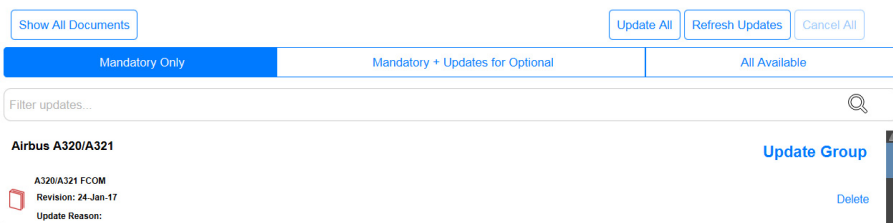
Selecting “Cancel All” will cancel all queued updates.

11.2 Filter Update List

You can filter the list of updates in various ways to focus only on the updates that are important. By default you will be shown the list of mandatory documents that have updates, plus the list of optional documents that you have installed that also have updates. You can change this view by selecting a different option from the filter list:

11.2.1 “Mandatory Only”

“Mandatory only” will show all documents that are mandatory for you to Install/Update. These will be displayed in red.



11.2.2 “Mandatory + Updates for Optional”

“Mandatory + Updates for Optional” will show all Mandatory documents requiring installation as well as all Optional documents requiring updates.



Mandatory documents are displayed in red, Optional updates are displayed in yellow.

Show All Documents

Update All

Refresh Updates

Cancel All

Mandatory Only	Mandatory + Updates for Optional	All Available
Filter updates...		
Airbus A320/A321  A320/A321 FCOM Revision: 24-Jan-17 Update Reason:		Update Group Delete
Airbus A380  Airbus A380 FCOM Revision: 03-Apr-14 Update Reason: Example reason		Update Group Update

11.2.3 “All Available”

“All available” shows all available Mandatory and Optional updates and installs.



Mandatory documents are displayed in red, optional updates are displayed in yellow. This is how you can see new optional documents to install. Once installed, any updates to those documents will be shown in the “Mandatory + Updates for Optional” tab.

Show All Documents

Update All

Refresh Updates

Cancel All

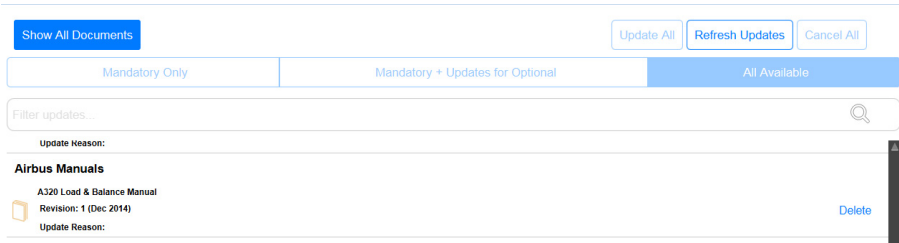
Mandatory Only	Mandatory + Updates for Optional	All Available
Filter updates...		
Operations Manuals  Operations Manual, Part A Issue: 1, Revision: 1 (Apr 2013) Update Reason: Example reason		Update Group Install
Airbus A320/A321  Airbus A320/A321 FCOM Revision: 11-May-15 Update Reason: Example reason		Update Group Install

11.2.4 Filter Updates by Document Title

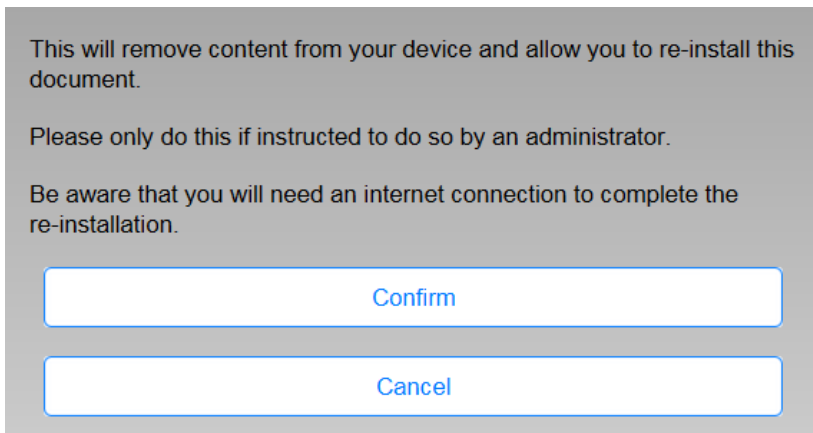
You can further filter the list of updates by typing text into the “Filter updates” box. This will limit the list of updates shown to just those whose title contains the typed text

11.3 Deleting Documents

If you wish to remove documents from your library, you can go to “Show All Documents” tab at the top of Updates screen. This tab shows the list of documents currently installed on device with an option to delete individual documents. The option to turn this feature on can be found in [Section 13.2](#): “Advanced Settings”.



When you select to delete any document, a popup message will be visible. Select delete if you want to proceed the deletion of the document:



To delete an individual document, select the option to “Confirm”.

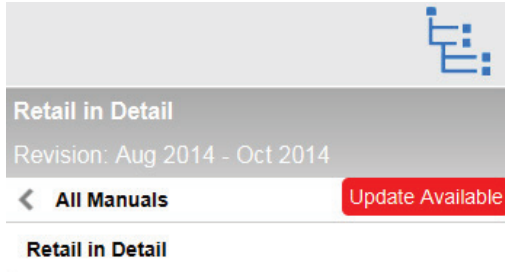
Note 1: Any mandatory documents that have been deleted will immediately show as requiring an update to reinstall the document.

Note 2: Deleting optional documents will not update the updates badge as they are not mandatory.

Note 3: Delete documents one at a time.

11.4 Table of Contents Displaying Document Update

If there is an update waiting for a document, a warning is shown in the contents view for that document to advise you that your current document is out of date.



12 Printing

You can print the current page you are looking at by selecting the Print tool.



Note: If the above tool is not shown, it will have been disabled by your system administrator.

The left panel will then change to following:

Print Options

Printer

Adobe PDF
▼

Copies 1

-

+

Print

You can select the printer from the drop-down selection and the number of copies required. Then click the “Print” button.

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13 Settings

To display the 'Tools and Help' section, select the cog icon highlighted below. Once you have selected the "Settings" icon the below screen will be displayed with three sections to expand.



There are different options available from the 'Tools and Help' pop-up. These are listed below:

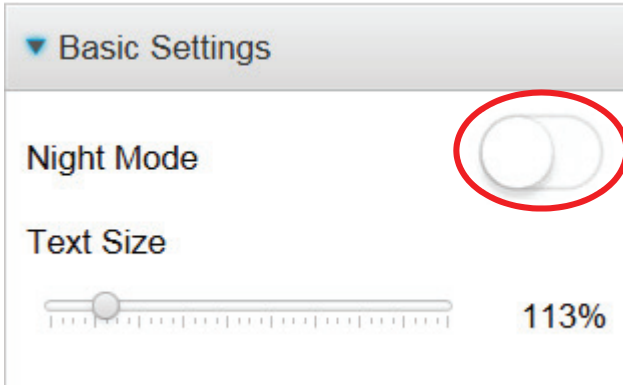


13.1 Basic Settings

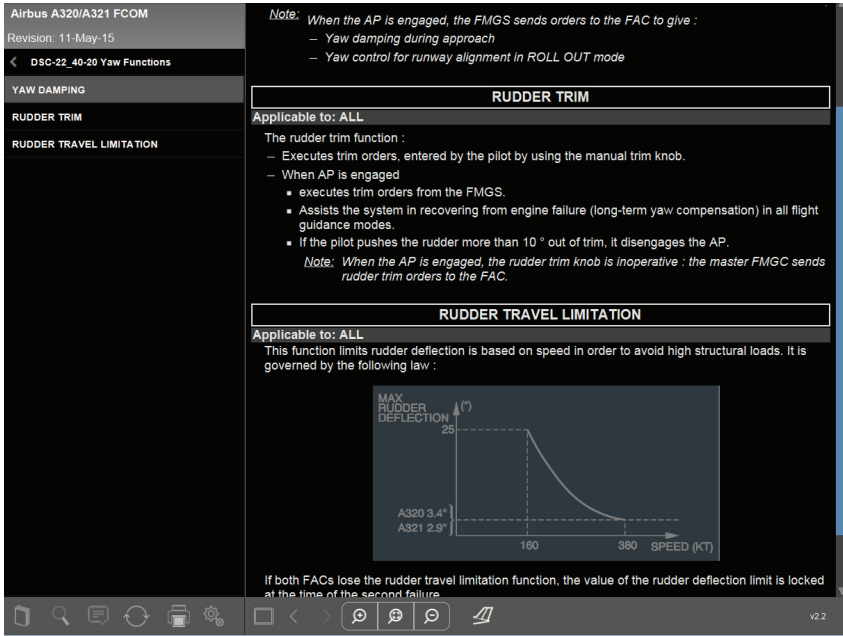
13.1.1 Night Mode

Night mode changes the app into a mode which is suitable for environments with low levels of lighting.

Night mode affects text, the background, and images. Text is shown in colours appropriate for a low-light environment. Images are either inverted or dimmed, depending on their contents.



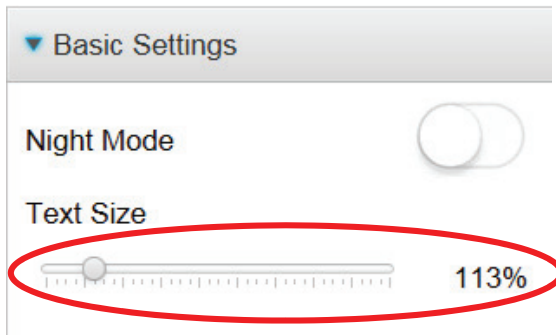
Refer to the screenshot below to see an example of how documents will be rendered in night mode.



To go back to Day mode, select the same icon again via the basic settings menu.

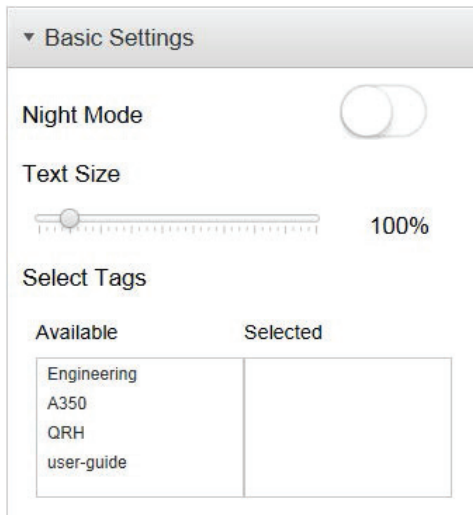
13.1.2 Text Size

Changing the “Text Size” will increase or reduce the default text size level when viewing HTML documents. This can be changed at any time.



13.1.3 Tagging

This displays the list of available Tags. Selecting one, or a combination of Tags will filter the library to display documents that contain matching Tags. See Publishing Hub [5.3.1](#).



▼ Basic Settings

Night Mode ☐

Text Size 100%

Select Tags

Available	Selected
Engineering	
A350	
QRH	
user-guide	

Click on a Tag/s to select it. Depending on whether you tick “Include documents with no tags”, you can choose to include, or exclude in your selection documents that have not been tagged.

You can check to see what Tags a document contains from within the “Info” tab of an opened document. To restore all your documents, remove all the Tags from the selected column.

Note: *If you do not wipe your Tag selection before exiting the app, your previous selection will be applied when you next open the app.*

13.2 Advanced Settings

Note: *Your administrator may have disabled access to this panel.*

This panel contains several configuration options to tailor the application to your specific environment. You will not normally need to change these options on a day-to-day basis:

- **Start Application in Full Screen Mode**

This feature allows you to select to change the display to Full Screen when the app is opened. Once changes have been made and saved, the application will require a restart for the changes to take effect.

- **On Screen Keyboard**

This setting will generate the on screen keyboard when selecting any field requiring you to type data. This can be turned on or off by accessing the advanced settings menu.

- **Update Check Minutes**

This setting will allow you to manually change the frequency that DocuNet will automatically check for updates. This feature can also be turned off via the advanced setting.

Note: *When changing this setting, you will need to restart the application for the new changes to be applied.*

- **Allow Document Deletion**

With this setting turned on, you can manually delete any installed documents. Please note that once a document has been deleted, you will need an active internet connection to reinstall the document

- **Offline Mode**

This feature allows you to start the application in “Offline mode”. With this feature turned on the application will no longer receive updates. All tabs in the “Updates” screen will be disabled.

(You will still be able to delete documents if the correct setting is turned on, however you will not be able to reinstall the document)

Note: *When changing this setting, you will need to restart the application for the new changes to be applied.*

- **Show Windows Frame**

Selecting to turn this setting on will display the standard window frame around the Windows Viewer. Select this option to turn it on or off.

- **Default Image Zoom**

This setting will change the default size of an image when selected from a document. The higher the value the larger the image will appear when displayed in the pop out.

- **Large Scroll Bars**

Selecting to turn this setting on will increase or decrease the size of the scroll bars.

Note: *When changing this setting, you will need to restart the application for the new changes to be applied.*

- **Compact Document Contents**

Selecting this option will free up disk space by compacting stored documents and deleting any data that is no longer used as a result of delta updates.

- **Enable debug logging**

If requested by IT support, clicking this button will increase the amount of logging to app does to help diagnose issues.

13.3 Connection Settings

Note: *Your administrator may have disabled access to this panel*

If you Internet connection requires a proxy, input the information here.

- **Enable Proxy**

Select this item if you require a proxy for your Internet connection.

- **Automatically detect proxy**

If this item is selected, the application will try to determine if there is a proxy configured on the system. It will check the current Windows Internet Options, and also if a WPAD proxy configuration is available (DNS only). If no such proxy is found, the application will not use a proxy to access the Internet.

- **Proxy Server/Proxy Port**

If you need to manually configure a proxy, then you can enter the hostname and port details here.

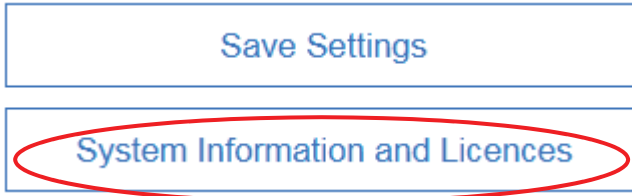
- **Proxy Username/Proxy Password**

If your manual or automatic proxy requires a username and password, enter them here.

Note: *Basic HTTP authentication is the only supported mechanism.*

13.4 System Information and Licences

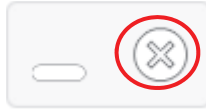
The System Information button displays a large amount of detailed configuration and system information in the main content panel. You may be asked to provide screenshots of some or all of this information if you have support queries.



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14 Exiting DocuNet Viewer for Windows

As mentioned above in [Section 13.2](#) “Show Windows Frame” you can toggle to turn on or off the surrounding windows frame. When this selection is turned off, the below buttons are displayed.



With the “Show Windows Frame” setting turned on, you will see the standard options to close the application as shown below.



You will be directed to a confirmation screen.

Are you sure you want to close the application?

Confirm

Cancel

To exit, select Confirm.

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