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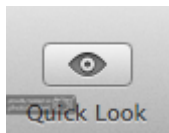
Customer Service - 2015-03-25 - in Viewing/ Editing Library Items

In Paperless, it is possible to use QuickLook to render a full-resolution view of a library item's source file with **QuickLook**. QuickLook works in Paperless much the same way as it does in Finder, Mail, and most other applications under OS X.

QuickLook can be controlled with the following :

- To display QuickLook, select a library item in the Library window, and press spacebar.

QuickLook can also be displayed by selecting a library item in the Library window and clicking the QuickLook button in the Paperless Toolbar:



- To resize the view of the source file that displays within the QuickLook window, resize the window.
- To display QuickLook for a different library item, select a different library item in the Library Window. A different library item can be selected either by clicking on a library item or by pressing the arrow keys on the keyboard.
- To hide QuickLook, press the escape key.

QuickLook can also be dismissed by clicking the button marked with an X, in the upper left-hand corner of the QuickLook window.

Using QuickLook as a dynamic source file viewer window

QuickLook is a persistent view window, which means that the QuickLook window will remain visible until it is dismissed. Because of this, and because the view that QuickLook displays will update when a different library item is selected, QuickLook can be used as a dynamic source file viewer window.

When viewing library items in Inbox, then, it should be possible to use QuickLook as a persistent full-resolution view window by following these steps:

1. Select the first library item in the list.
2. Display QuickLook for the selected library item.
3. Resize the QuickLook window, so that the Details pane is visible behind the

QuickLook window.

4. Enter details for the selected library item.
5. Hold the command key on the keyboard and press return to remove the currently-selected library item from the Inbox.

The QuickLook window will display a view for the currently-selected library. If a different source file is selected in the library window while QuickLook displays, the view that displays in QuickLook will update, to display the source file for the newly-selected library item. This is the same way QuickLook can typically be expected to work in Finder.

Because of this, QuickLook should update (after command-return is used to remove the currently-selected library item), to display the next library item in the Inbox automatically. Once QuickLook is displayed, then, it should be possible to repeat steps 4 and 5, to continue to display a view of the currently-selected library item in QuickLook while entering details for all library items that display in Inbox.

Frequently Asked Questions

How can I display a source file in a preview field, in CoverFlow view or Thumbnail view in full resolution, the same way a library item displays in QuickLook?

It is not currently possible to display a source file from any of the following locations at higher resolution:

- The Preview field
- The Continuum pane in CoverFlow view, where previews of library items are displayed
- Thumbnails in Thumbnail view

In the current release of Paperless, these views display thumbnails of source files, rendered at a reduced size.

As an alternative to viewing source files in these locations at a higher resolution, we recommend using QuickLook.

Can I zoom in on a view of a source file displayed in QuickLook?

It is not currently possible to zoom the view of a source file that appears within the QuickLook window. This is the same as can be expected in Finder: in Finder, it is not currently possible to resize the view of a file that displays within the QuickLook window.

It is, however, possible to increase increase the size of the view by resizing the QuickLook window. When the QuickLook window is resized, the view that displays within the QuickLook window will also resize.

How can I resize the QuickLook window, so that I can view a source file's contents in greater detail?

It should be possible to resize the QuickLook window by doing either of the following things:

- Use the draggable areas of the QuickLook window to resize the window manually.
 - Under OS X 10.7 (and later) this is any area on the outside of the QuickLook window.
- Use the **resize button** in the upper left-hand corner of the QuickLook Window to resize the window automatically:

