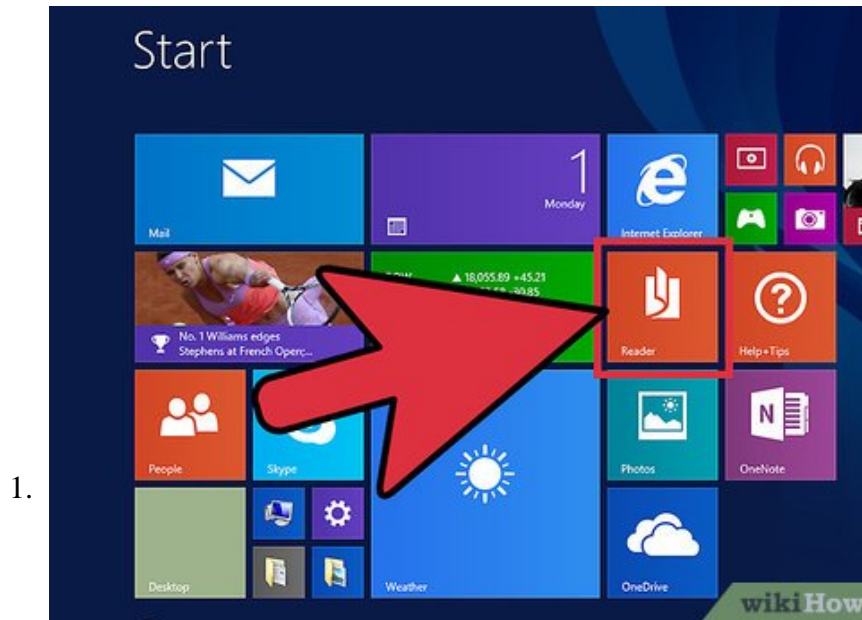


How to View PDF and XPS Files in Windows 8.1 with Reader App

Microsoft has been magnanimous to include the Reader app for both the Windows 8 and Windows 8.1 operating systems. There are several ways to view different types of files using this app, and the process of viewing PDF and XPS files in...

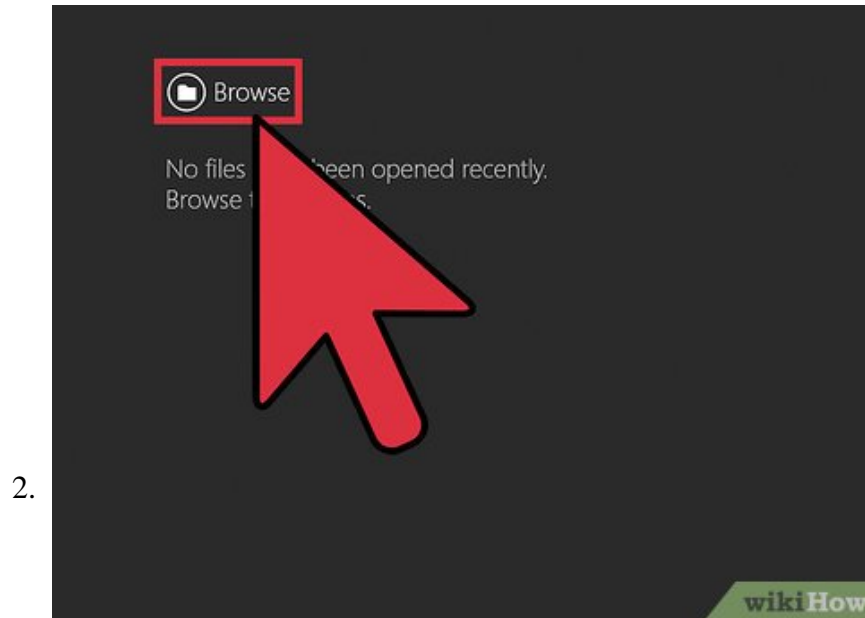
Part 1 of 3:

Start the app



Click on the Reader app present on the form on a tile in the Start menu.

1. If you cannot view the tile for the Reader app, then go to the Start screen and type "reader." After the search results show the Reader app, click on it to start the app.

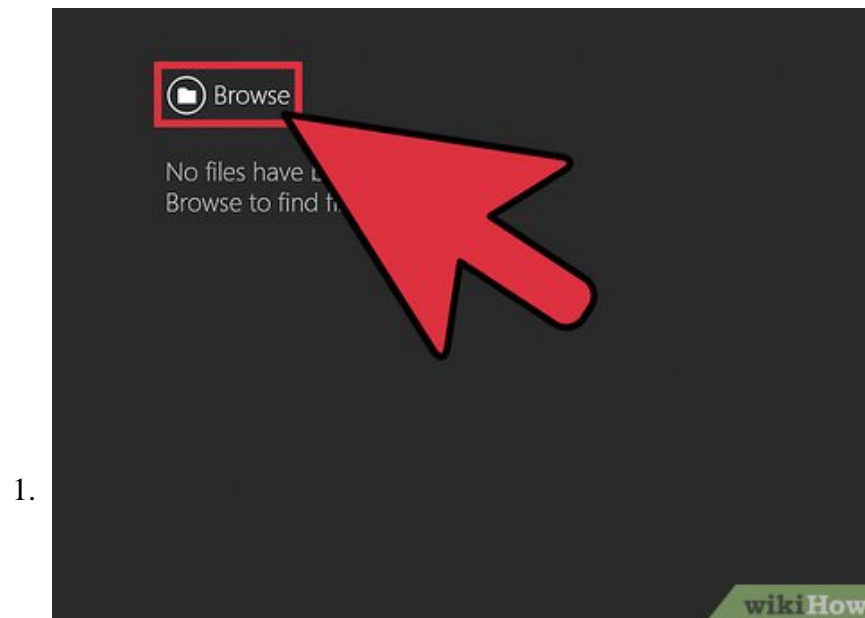


Launch the app. When you launch the Reader app, you will be able to see a dark grey screen with the "Browse" button present at the top left of the screen.

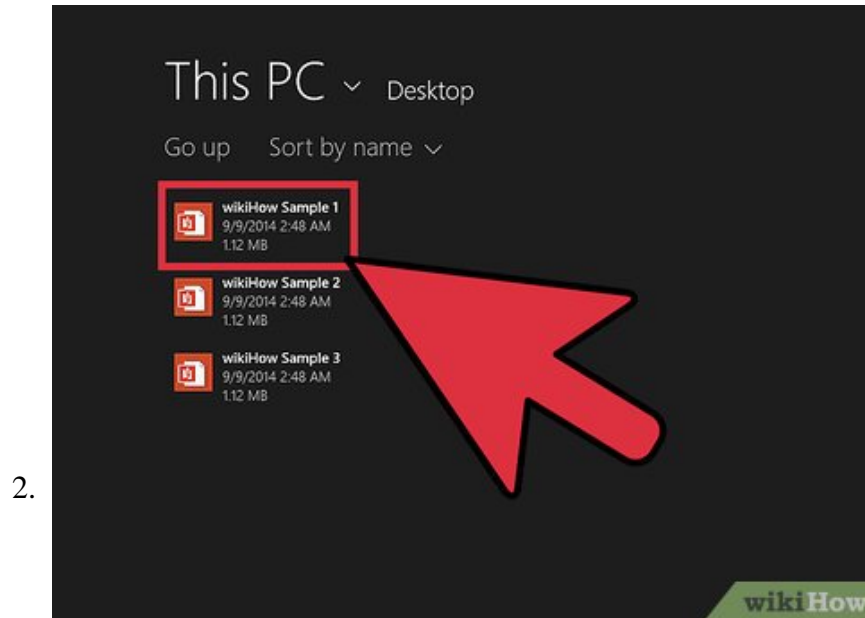
Part 2 of 3:

Open PDF or XPS documents in the Reader app

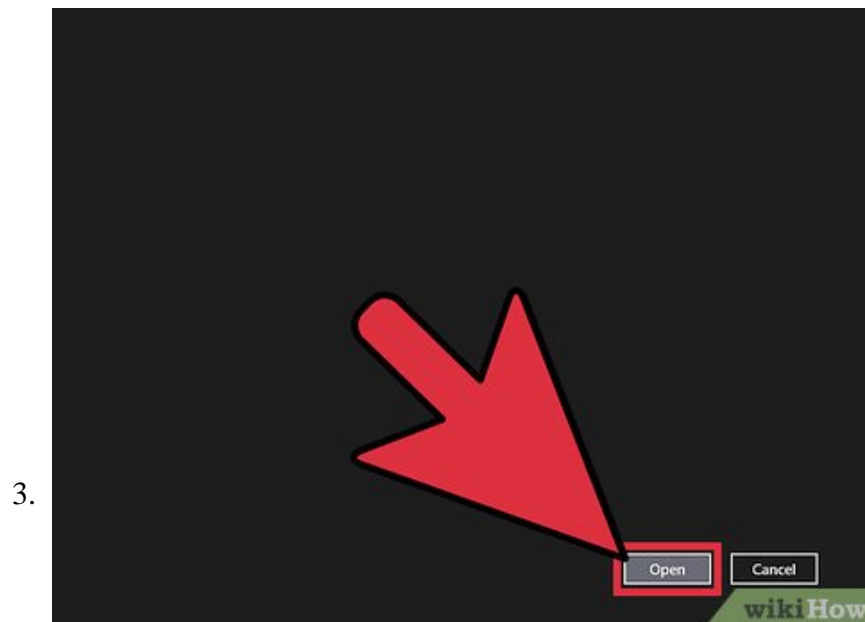
Documents such as PDF and XPS are compatible with the Reader app. In order to find out how to view these types of documents, follow the instructions which have been detailed below in proper order.



Press the "Browse" button. To open a file using the Reader app, start the app and press the "Browse" button which is placed at the top left when you started the app.



Select files. After clicking on browse, you will be directed to select which files you want to view.



Tap the "Open" button to view the app. After you are done viewing the file, you can either right-click within the app or use your fingers to swipe up from the bottom of your screen, if you are using a touch interface device. After this, tap the close button for the files you want to close.

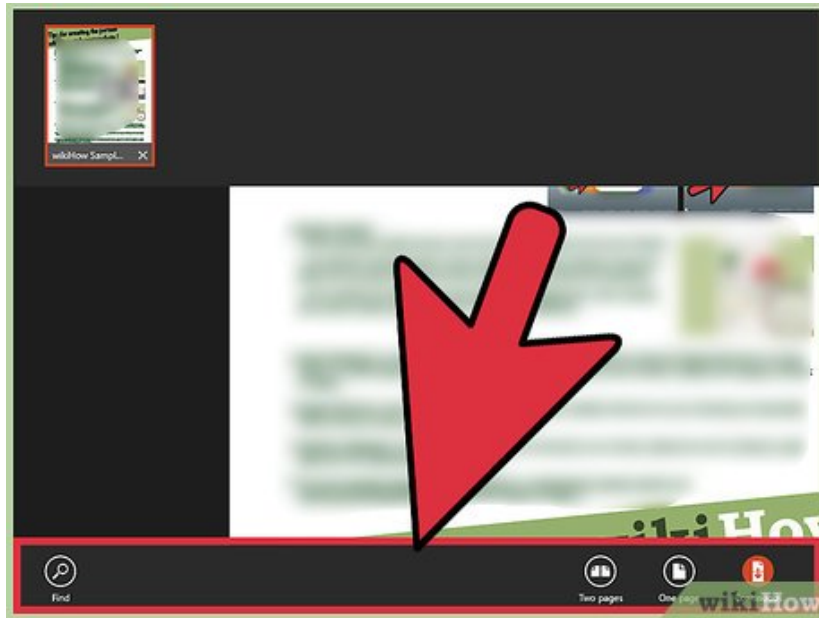
1. Keep in mind that the Reader app can only open a maximum of five files at one time.

Part 3 of 3:

Use other features when opening PDF or XPS documents

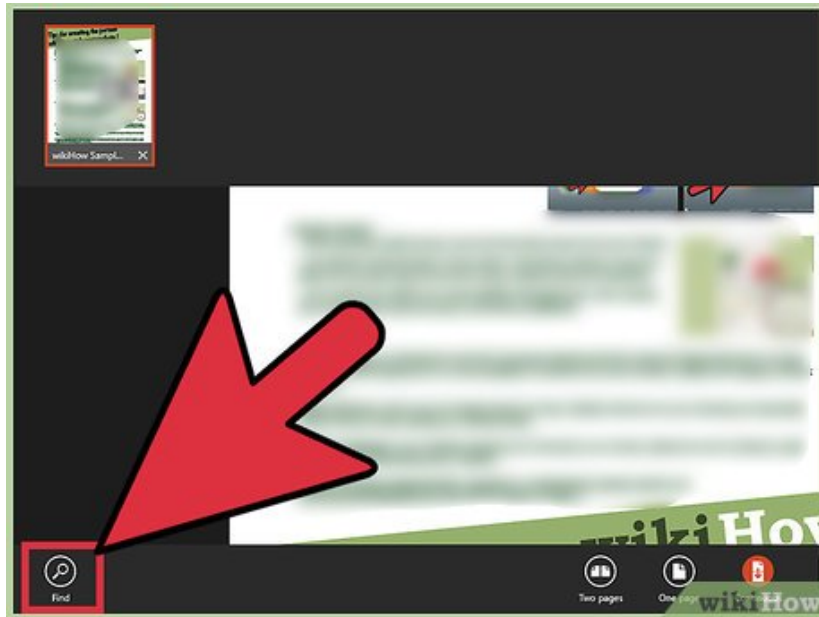
Apart from being compatible with PDF and XPS type files, the Reader app allows users to further augment their search by helping them to search within the PDF or XPS type files.

1.

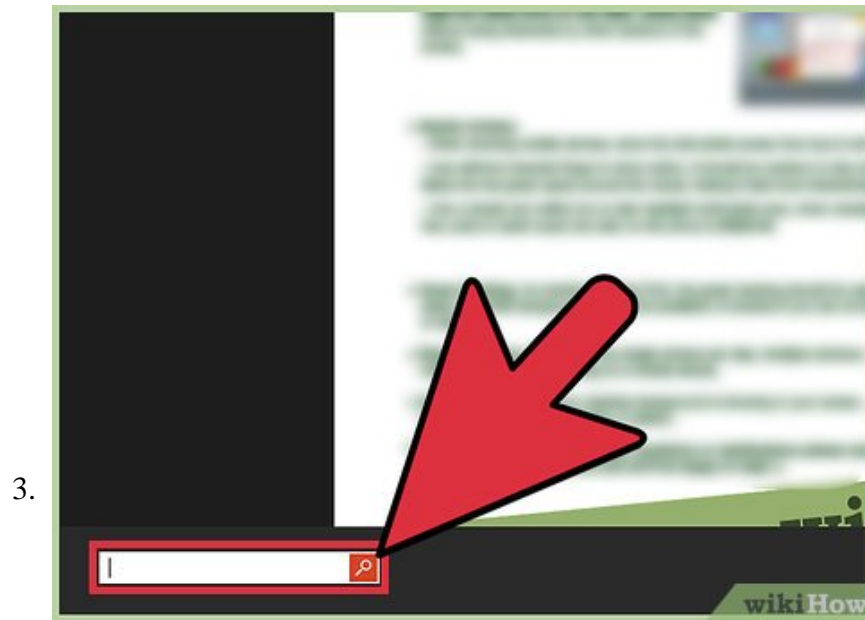


Right-click/Swipe the screen. After searching for the desired PDF or XPS file that you wish to open, you can either right click or swipe (depending on what kind of device you have) from the bottom of the device's screen.

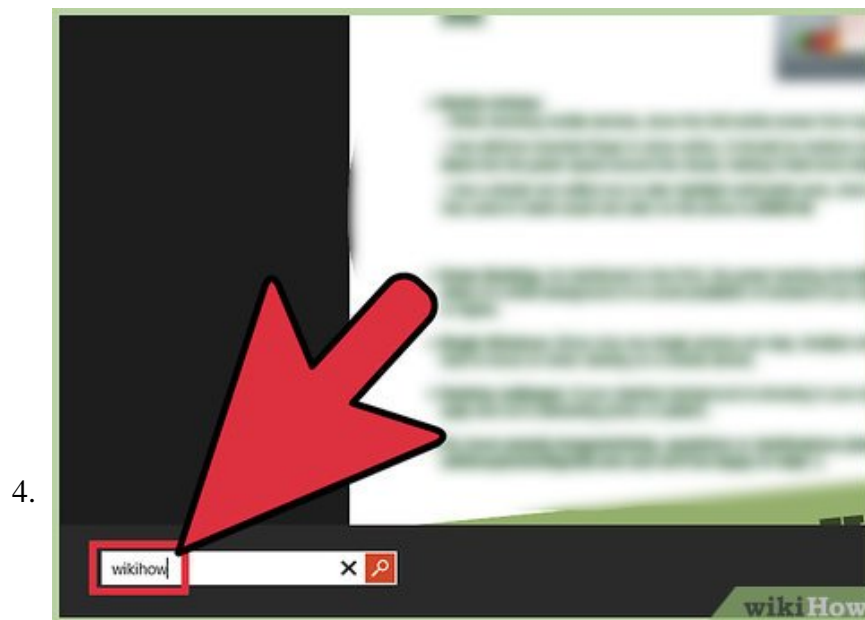
2.



Tap or click the "Find" button placed at the lower left of your screen.



Type the words that you want to look for in the search box . The search box will be found at the bottom of the screen.



Press the search icon to begin your search.

1. The search results will be filtered in the document and will be highlighted throughout the entire document, making the process a whole lot easier.
5. **Begin new search.** If you want to begin a new search, all you have to do is open the desired document and type the words in the search bar to begin your search.



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