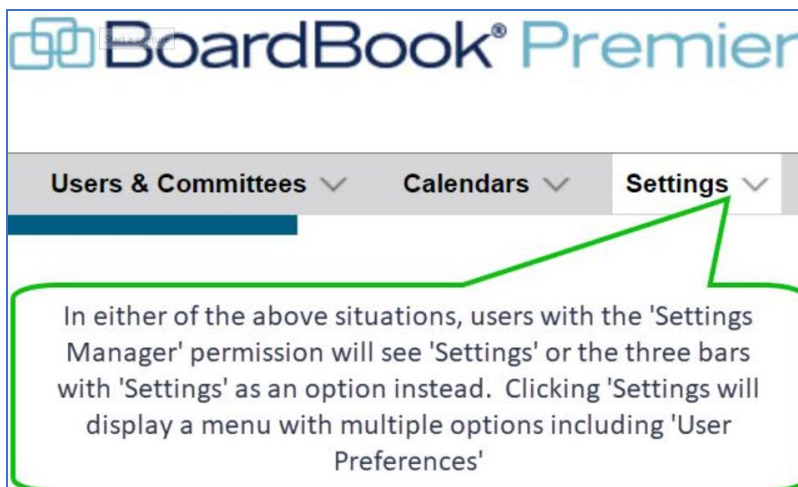
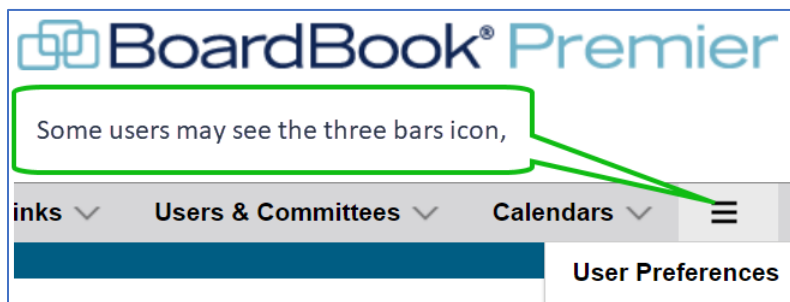
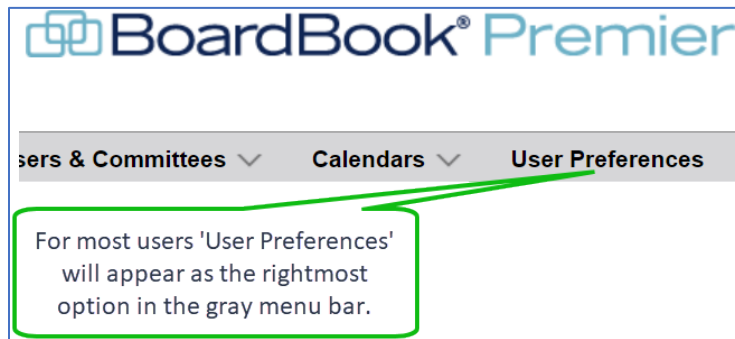


Managing View Attachments Settings via User Preferences

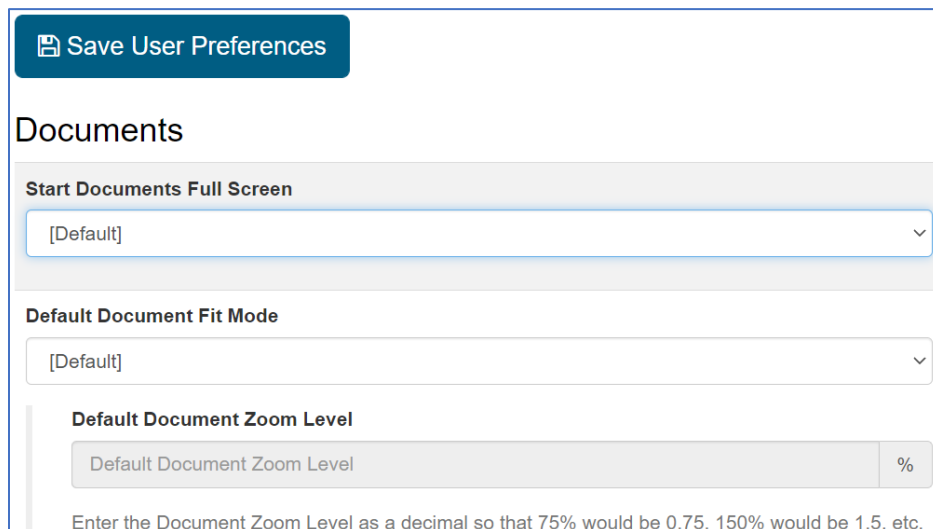
Control how attachments are viewed on the View Meeting Details and Meeting Quick View pages.

Viewing and Changing the Settings

For most users these settings can be accessed using the 'User Preferences' option in the Gray Menu bar. If you have the 'Settings Manager' permission, this section can be reached by clicking 'Settings' in the Gray Menu bar and then choosing 'User Preferences' in the displayed list of options.



On the 'My Preferences' screen you'll have the following options:



The screenshot shows a 'Save User Preferences' button at the top. Below it is the 'Documents' section with three settings:

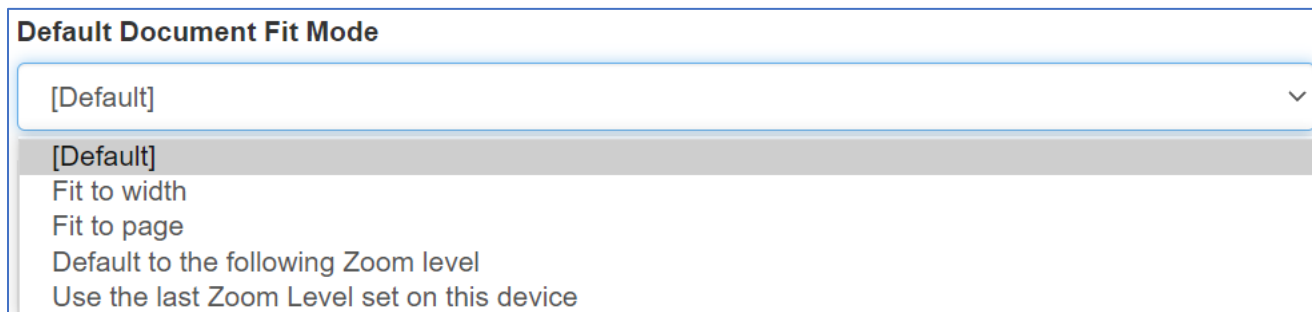
- Start Documents Full Screen:** A dropdown menu currently set to '[Default]'.
- Default Document Fit Mode:** A dropdown menu currently set to '[Default]'.
- Default Document Zoom Level:** A text input field containing 'Default Document Zoom Level' and a percentage sign (%) on the right.

Below the zoom level field is a note: 'Enter the Document Zoom Level as a decimal so that 75% would be 0.75, 150% would be 1.5, etc.'

Start Documents Full Screen: Enabling this setting will cause attachments to open full screen. Note that you can exit full screen by clicking the 'Gear' icon in the upper right. To exit an attachment, click 'Esc' on your keyboard.

NOTE: On iPads full screen mode is not currently an option. Our developers are working to make this possible.

Default Document Fit Mode: Lets you set how the attachment will open, options include 'Fit to width', 'Fit to page' (fits to the height of the page), 'Default to the following Zoom level' (default zoom level set below), or 'Use the last Zoom Level set on this device'.



The screenshot shows the 'Default Document Fit Mode' dropdown menu expanded. The options listed are:

- [Default]
- [Default]
- Fit to width
- Fit to page
- Default to the following Zoom level
- Use the last Zoom Level set on this device

Default Document Zoom Level: This setting is used in conjunction with the 'Default to the following Zoom level' choice set above. Settings can range from .1 (10% zoom) to 8 (800% zoom) e.g. 2.5 would be 250% zoom.

Once you've made and saved your settings, attachments opened within the 'View Meeting Details' and 'Meeting Quick View' screens will open following these settings:

NOTE: If you are on the 'View Meeting Details' screen and 'following' during a meeting, the 'Meeting Leader's' settings will be used instead of your personal settings. Once you stop following, your settings will again be used.