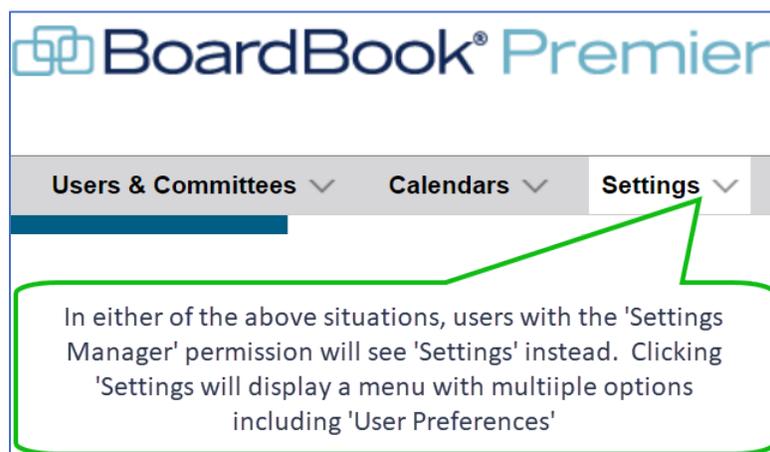
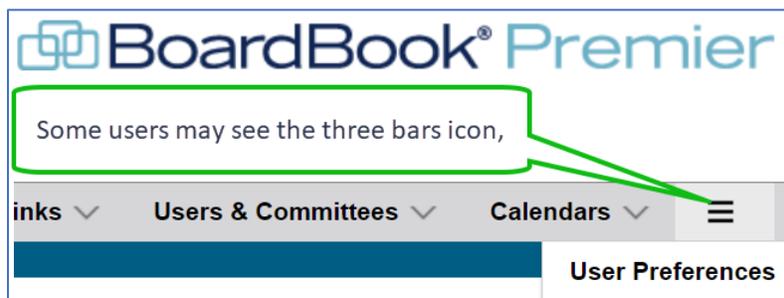
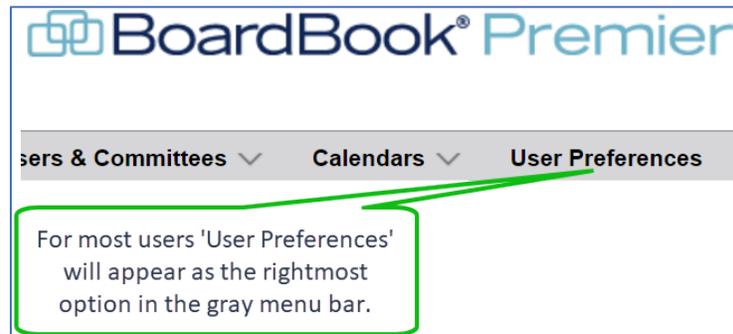


## Managing View Attachments Settings via User Preferences

Control how attachments open when viewing attachments via View Meeting Details or Meeting Quick View.

### Viewing and Changing the Settings

For most users these setting will be changed 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.



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

 Save User Preferences

## Documents

### Start Documents Full Screen

[Default] 

### Default Document Fit Mode

[Default] 

### Default Document Zoom Level

Default Document Zoom Level

%

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' in the upper right. To exit the attachment click 'Esc' on your keyboard.

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

### Default Document Fit Mode

[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).

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.