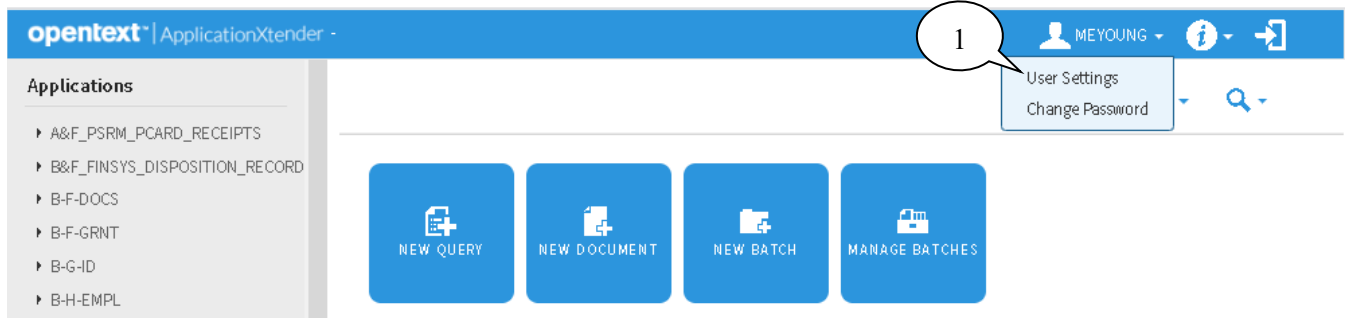
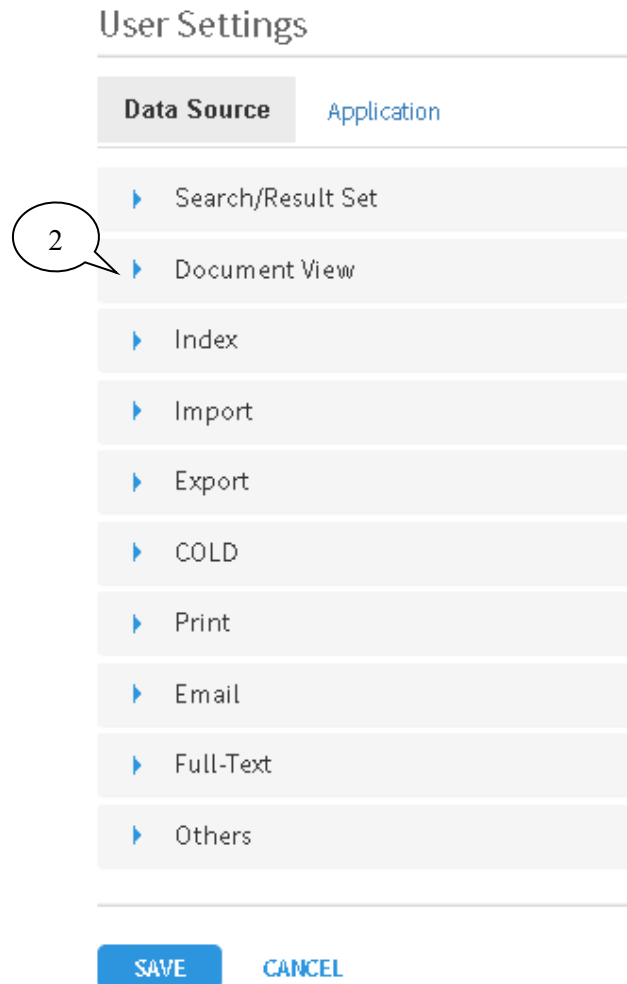


Change your User Settings



1. From the application home page, click on the drop-down menu under your username and select User Setting



2. The list of User Settings will appear. Click on the blue arrow in front of any category to see the options.

Option	Menu Category
Thumbnails	Document View
PDF viewing options	Document View
Index Panel	Indexing: Show Index View
Scanner	Import: Enable Scanning

▼ Search/Result Set

Display Document in Separate Popup Window	<input type="checkbox"/>
Auto Open Document if Query Yields One Result	<input checked="" type="checkbox"/>
Show Document ID	<input checked="" type="checkbox"/>
Show Previous Document Version	<input type="checkbox"/>
Document ID Sort Order	Descending ▼
Query Results Page Size Limit	<input type="text" value="50"/>
Enable Document Properties Search	<input type="checkbox"/>
Document Index Export Format	Tab-Separated Values ▼
Enable Preview Thumbnails for Each Document in Query Results	<input type="checkbox"/>
Page Index of Preview Thumbnail	<input type="text" value="1"/>

▼ Document View

Prompt for Checkout	<input type="checkbox"/>
Show Page Thumbnails	<input checked="" type="checkbox"/>
Thumbnail Number Limit	<input type="text" value="100"/>
Enable Inline Rendering of Foreign Files	<input checked="" type="checkbox"/>
Use Browser to Display PDF Files	<input type="checkbox"/>
Use Browser to Display Secured PDF Files	<input checked="" type="checkbox"/>
Enable Inline Viewing of PDF Files	<input checked="" type="checkbox"/>
View Native Images	<input checked="" type="checkbox"/>
The Number of Pages to Pre-render	<input type="text" value="1"/>
Open Office Documents with Office Online Server	<input type="checkbox"/>

SAVE
CANCEL

3. Many options simply have a check box to turn the option on or off.
4. Change the settings as you wish and click Save.