

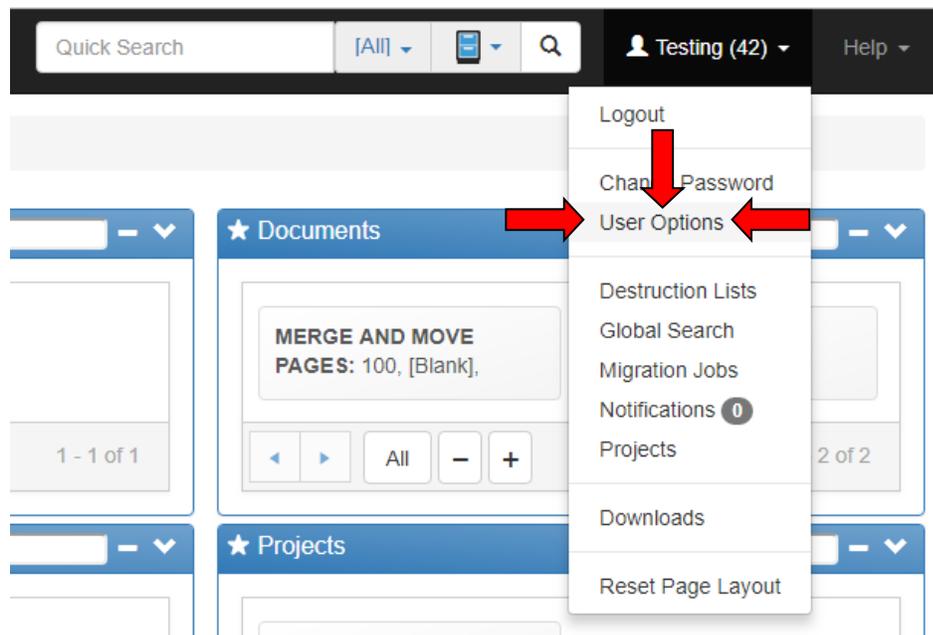


## How to Turn “Show Full Text Options” Off Using the PaperVision Website R85

1. After logging into PaperVision, you will click/select the dropdown menu at the top right to the left of the “Help” dropdown as seen below.



2. Please click/select the “User Options” menu option as seen below to advance to the next step in order to turn “Show Full Text Options” on or off.





3. The “User Options” menu will open as seen below, which is where the “Show Full Text Options” menu options will be for turning it off/on.

This screenshot shows the 'User Options' page in the RMMI application. The page has a dark header with the RMMI logo and navigation links. Below the header, there's a breadcrumb trail 'Home / User Options'. The main content area is divided into two sections: 'Search' and 'Document Viewing'. In the 'Search' section, there are several settings: 'Max. Results Per Query (max: 500)' with a slider set to 500; 'Show First Document' with 'Yes' and 'No' buttons, where 'No' is selected; 'Show Full Text Options' with 'Yes' and 'No' buttons, where 'No' is selected; and 'Document Grouping' with 'None', 'Oldest First', and 'Newest First' buttons, where 'None' is selected. The 'Document Viewing' section has 'Document Display Method' with 'Browser-Based Viewer' and 'RMMI - Digital Document Solutions Viewer' buttons, where the latter is selected; and 'Open Window Method' with 'Auto', 'New Window', and 'Current Window' buttons, where 'Auto' is selected.

4. To turn Full Text Options on to display full text search options during document searching, simply click/select the “No” option under the “Show Full Text Options” section, and you will see a blue checkmark appear next to the box along with the box itself highlighting blue letting you know that the change has taken affect as seen below.

This screenshot is similar to the one above, showing the 'User Options' page. However, it highlights the 'Show Full Text Options' section with red arrows. The 'No' button is selected, and a blue checkmark is visible next to it. The 'No' button and the checkmark are highlighted in blue. The other settings remain the same as in the previous screenshot.



5. The Full Text Search options will now be turned off and applied so that when searching for documents you will not see the Full-Text search criteria checkboxes visible when carrying out document searches as seen below only giving you the radial options for search type instead. Please note that you may have to utilize the scroll bar to the right of the Search Options in order to get to the Full-Text search criteria depending on the amount of Index values in your project.

Search: MERGE AND MOVE PAGES

to

**TYPE**

**System Fields** Show/Hide

**Options**

**Search Type**

And ▼

**Sort By**

TITLE [+] ▼

**Full-Text**

**Criteria**

Query After Indexes

**Search Type**

Boolean Search (and, or, not, ...)

Natural Language