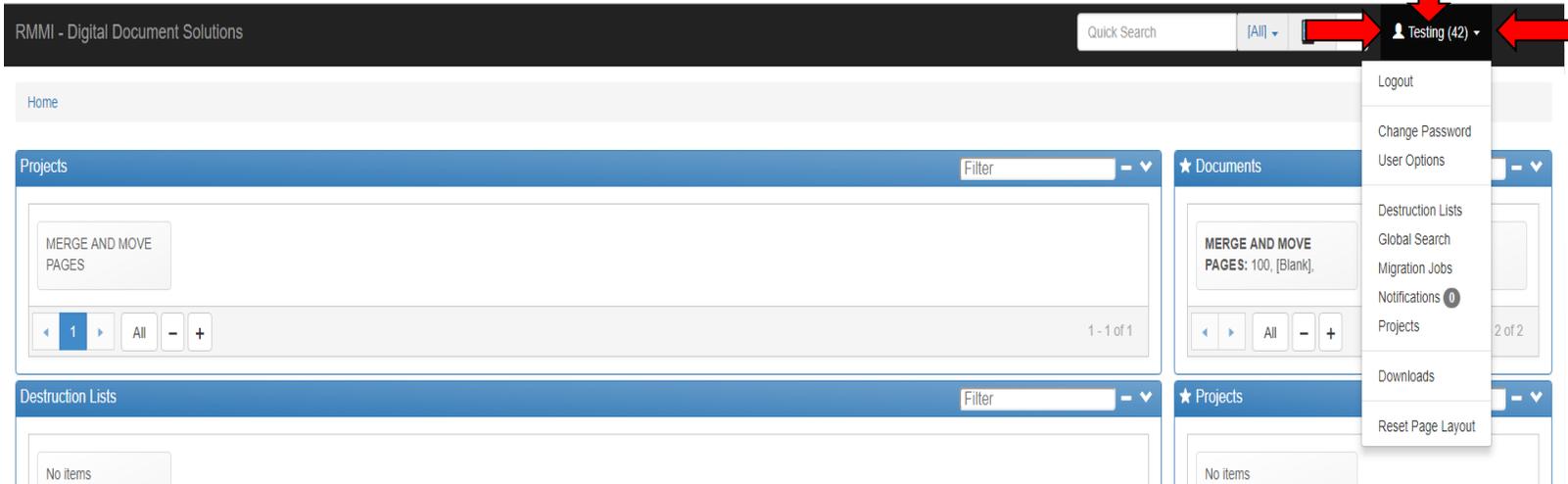


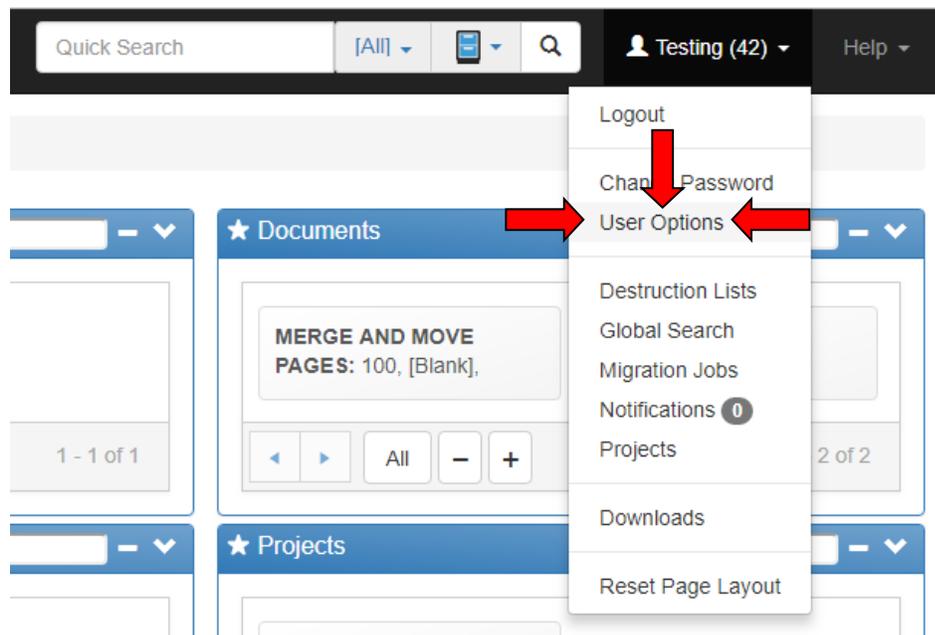


How to Turn “Show Full Text Options” On Using the PaperVision Website R85

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 system. The page has a dark header with the title 'RMMI - Digital Document Solutions', a search bar, and user information. Below the header, there's a breadcrumb trail 'Home / User Options'. On the left, there are two menu items: 'General' (highlighted in blue) and 'Signatures'. The main content area is titled 'Search' and contains several settings: 'Max. Results Per Query (max: 500)' with a text input field containing '500'; 'Show First Document' with 'Yes' and 'No' buttons; 'Show Full Text Options' with 'Yes' and 'No' buttons; 'Document Grouping' with 'None', 'Oldest First', and 'Newest First' buttons; 'Document Viewing' section with 'Document Display Method' (Browser-Based Viewer, RMMI - Digital Document Solutions Viewer) and 'Open Window Method' (Auto, New Window, Current Window).

4. To turn Full Text Options on to display full text search options during document searching, simply click/select the “Yes” 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 identical to the one above, but with three red arrows pointing to the 'Yes' button in the 'Show Full Text Options' section. The 'Yes' button is highlighted in blue, indicating it has been selected. The other settings remain the same as in the previous screenshot.



5. The Full Text Search option will now be turned on and applied so that when searching for documents you will see the Full-Text search criteria checkboxes and options visible below the Full-Text search criteria box when carrying out document searches as seen below. 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.

A screenshot of a web-based search interface. The title bar reads "Search: MERGE AND MOVE PAGES". The interface includes a "Sort By" dropdown menu set to "TITLE [+]", a "Full-Text" section with a search criteria input field, and a "Criteria" section with a checkbox for "Query After Indexes". The "Search Type" section has two radio buttons: "Boolean Search (and, or, not, ...)" (selected) and "Natural Language". The "Options" section contains several checkboxes: "Stemming", "Phonic", "Fuzzy Searching", "Synonym Searching", "WordNet Synonyms", "WordNet Related Words", and "User Synonyms". A numeric input field with the value "0" is also present. At the bottom right, there are "Search" and "Clear Criteria" buttons. A vertical scrollbar is visible on the right side of the form.