

## View Meeting Details – View Options

The purpose of this document is to identify some additional view options available on the ‘View Meeting Details’ screen.

The videos and handouts mentioned in this document can all be found on our support page. The support page can be reached by clicking on the blue circle with the question mark (found at the top of the page) and selecting ‘BoardBook Administration and Meeting Management Help’.

The new options impact the View Meeting Details screen and are as follows:

Account level settings applying to all users:

- Hiding the menu

- Hiding the page footer

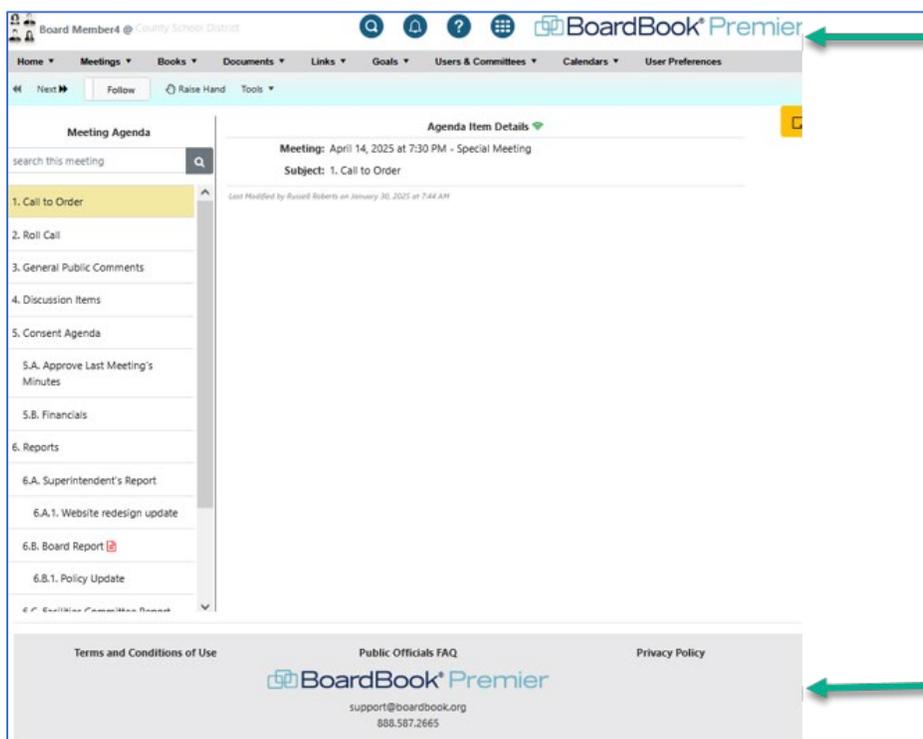
User level option, individual users can choose to use or not:

- Viewing Full Screen

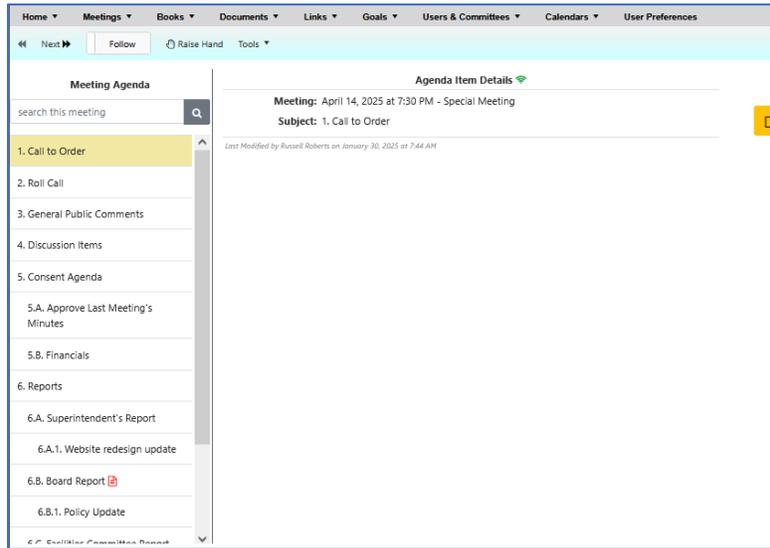
Note that both the menu and page footer can be hidden individually or both may be hidden.

### Hiding the menu and or page footer:

Hiding either or both of these is an account level setting meaning it will impact all users of your account. First let’s see what hiding these looks like:



Now let’s look at the same screen with both the menu and page footer hidden.



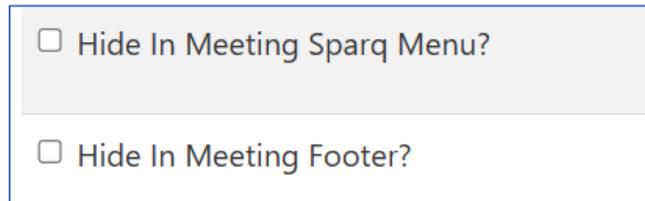
If this is something you want for your organization a user with the 'Settings Manager' permission can make this change, or you can contact us to make the change for you.

How to make the change:

Again, this requires a user with the Settings Manager permission.

In the Gray Menu Bar choose Settings and then Meeting & Agenda Options.

In this section scroll down until you find these options:

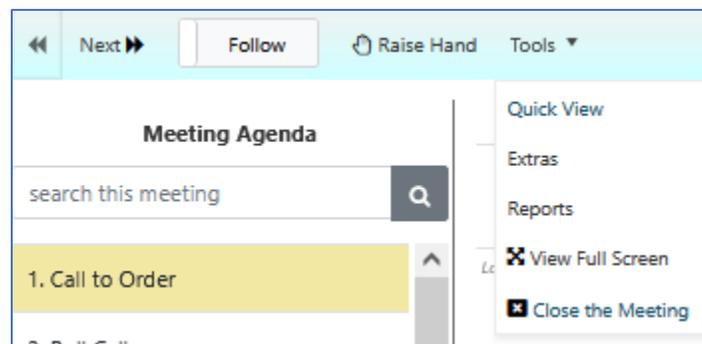


Make your selecting hiding either or both by checking the appropriate box.

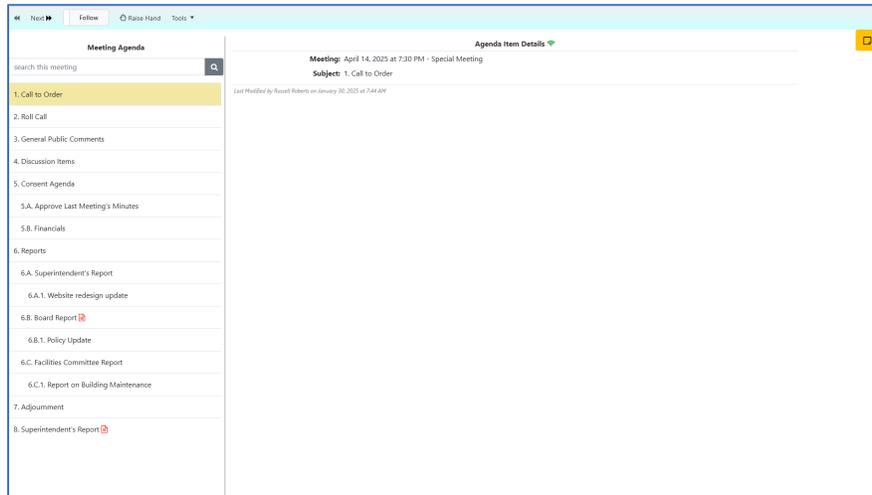
### Viewing Full Screen:

Unlike hiding the menu or page footer options, individual users can choose when and if they wish to view full screen.

To display full screen the user will click on Tools in the light blue toolbar and then choose View Full Screen



While full screen will look slightly different on different devices here is an example of what to expect:



Exiting Full Screen is done differently depending on the device:

On Windows and Apple PCs tap the Esc (escape) key on the keyboard

On Apple iPads and iPhones swipe down

On Android phones and devices, the blue toolbar will remain in sight so that full screen can be exited by choosing Tools and Exit Full Screen