Set Default to Open Documents to Fit the Width of the Window

In WebNow applications and related documents automatically open in reduced size. To increase the size of the document you can repeatedly click the Zoom button \( \text{Zoom button} \) in the View toolbar at the top of the window until the document is the size you prefer. You can also click the Fit Width button \( \text{Fit Width button} \) in the View toolbar to display the document the full width of the window.

Rather than clicking the Fit Width button for each document you display, you can set a default so that each document you view will automatically open to fit the full width of the window.

- Log into WebNow.
- Click on the \(+\) next to Workflow.
- Click on the \(+\) next to UMB Grad Admissions to display the list of queues.
- Click on a queue to display the list of applications in that queue.
- Double-click on the application you wish to view. It will open in a new window.
- In the Document Viewer window displaying the application, display the list of Related Documents if they do not appear automatically:
  - Click on the View menu at the top of the window.
  - Click on Related Documents.
  - Click in the Relationship dropdown.
  - Click on Graduate Admissions Documentation UMB.
  - A list of related documents will appear.
- Double-click on the first document you wish to view. It will open in a new window.
- At the top of the document window, click on the File menu.
- Click on Options.
- Click in the Default Size dropdown and click Fit Width.
Click OK.
A message will appear advising you that the change you made will not take effect until you close the document window and reopen it.

Click OK.
Close the document window.
Return to the WebNow viewer and double-click on an application.
The application and related documents will now open in the larger size.