

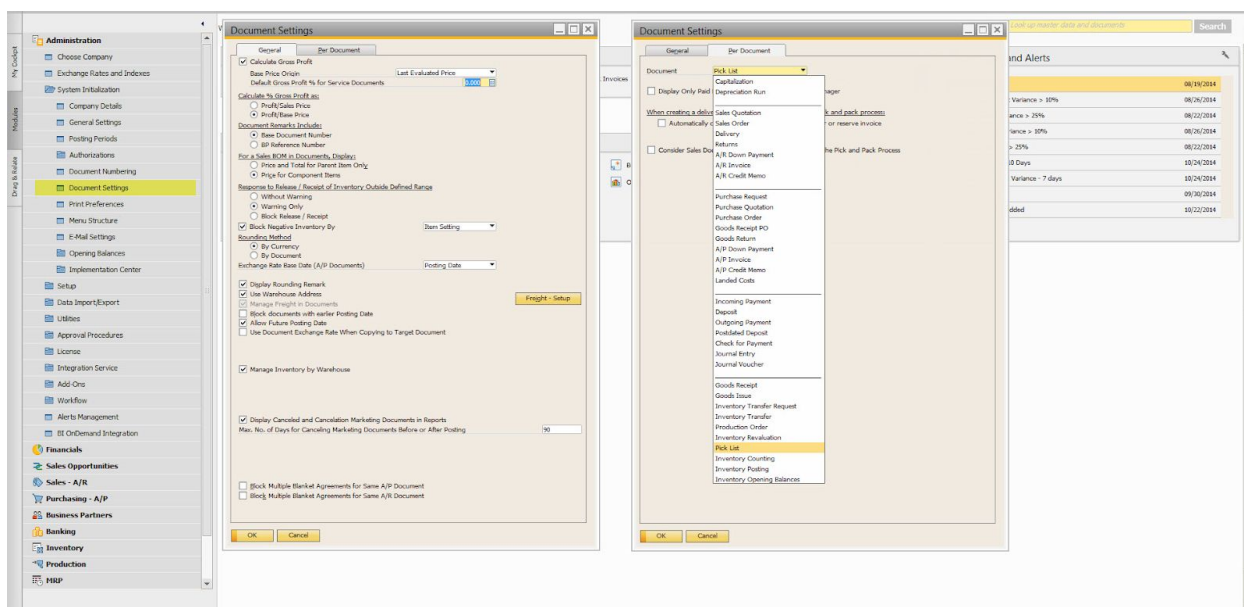


# Summary

When creating or editing documents, it's useful to be able to set certain settings to defaults, change the effects of certain actions on the documents, or find out why something is not performing as desired.

## Step-by-step guide

1. Go to Administration->System Initialization->Document Settings
2. In this window, you will have two tabs:
  1. The General tab allows you to change settings for all documents
  2. The Per Document tab allows you to select a specific document in the Document field and set the settings for that document



Note: If you cannot access Document Settings, you may lack authorizations. You may have to have a superior change this for you. Please refer to this Quick Start Guide to help you.

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