

Detach Folders / Attachments

Have you ever needed to compare or view the content of two folders at the same time? What about the need to view two documents, from the same folder, at the same time?

GreenFolders has options available to make these two needs possible.

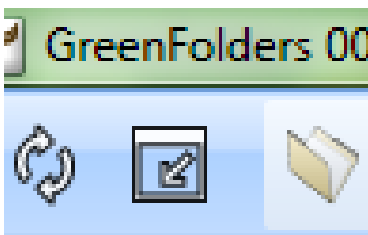
Detaching/Viewing a Folder in Its Own Window

Viewing two folders at the same time is easy to do by detaching one of the folders in its own window.

Detaching: While the folder is open, click on the Detach tab icon located to the left of the Folder tab found in the GreenFolders menu bar. The folder you were viewing will open in its own window, allowing you to move the folder to another screen or permitting you to minimize both panes to create a split screen view.

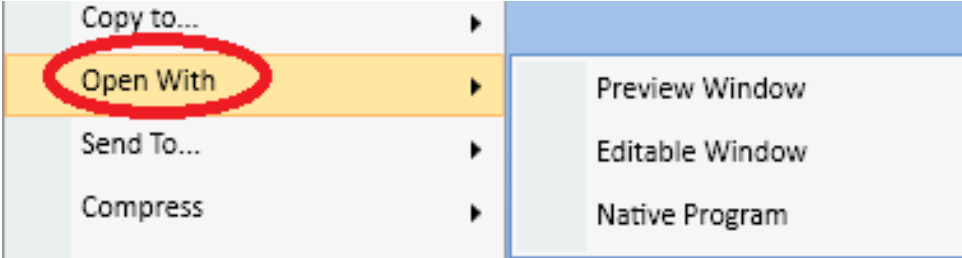


Reattaching: To reattach the folder, simply click the Attach tab icon. The Attach tab icon is located in the same upper left hand corner as the Detach tab of the individual folder.



Opening a Document in a Separate Window

Opening multiple documents from the same folder is also simple. Just find the document that you would like to view in a separate window. Right click on the document. Choose "Open With". You will get three selections to choose from to open the document in a simple Preview window, an Editable window, or in the document's Native program such as Microsoft® Word, Microsoft Excel®, Outlook®, etc.



To reattach the document, simply close the document, by clicking on the red X in the upper right hand corner.

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
