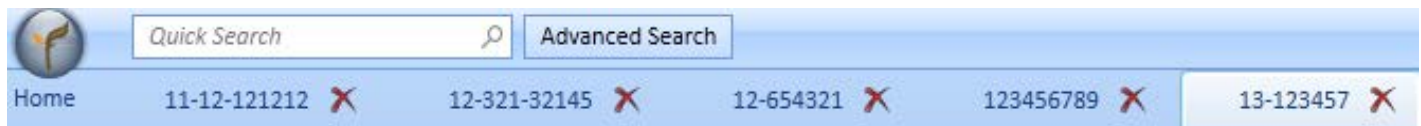


## Save and Close Multiple Folders at Once

...and with a wave of a wand, or in this case a click of a button, all files were put away.

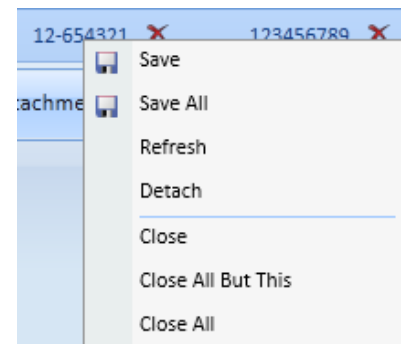
In the days of paper, wouldn't it have been nice to wave a wand and re-file all the files that were piled up on your desk at once? Opening a folder in GreenFolders is so easy; there is a good chance you have multiple folders open at the end of the day. Rather than taking the time to close each individual folder with the red X, or having to click Save on each file before you close it, you can wave your own magic wand for a faster abracadabra!

Once opened, the folder name renders at the top of the screen.



### Right mouse click on any folder shown to display the following menu:

- **Save** - Saves the specific folder you have clicked on, so you do not have to open the folder individually and click "Save".
- **Save All** - Saves all folders shown with changes. (An asterisk (\*) is displayed next to the folder name.)
- **Refresh** - Refreshes the selected folder, providing you with the latest version to view.
- **Detach** - Detaches the specific folder you have clicked on and opens it in its own window. Perfect to use when you would like to view two folders at once.
- **Close** - Closes the selected folder, so you do not have to open the folder individually and click Close or the red X.
- **Close All But This** - Closes all of the folders shown, except for the folder where you have just right mouse clicked.
- **Close All** - Closes all of the folders shown.



---

*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](mailto:GFSupport@GreenFolders.com).*

---