

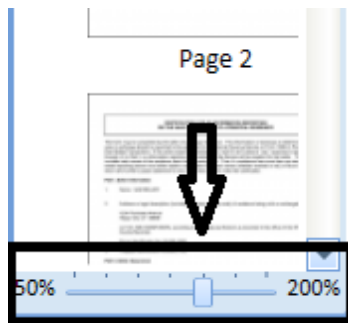
## Viewing Thumbnails

### Do you need make that thumbnail image just a little bit larger?

When viewing image type attachments in GreenFolders, thumbnail images of each page of the attachment display in the Thumbnail Pane along the right side of the Viewing Pane. GreenFolders provides the ability to change the size of the thumbnails for better viewing and to perform other functions easily.

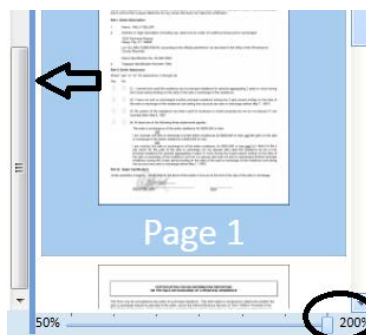
### Adjusting the size of the Thumbnail Images

Adjusting the Thumbnail Zoom Slider Bar at the bottom of the Thumbnail Pane decreases or increases the size of the thumbnails.



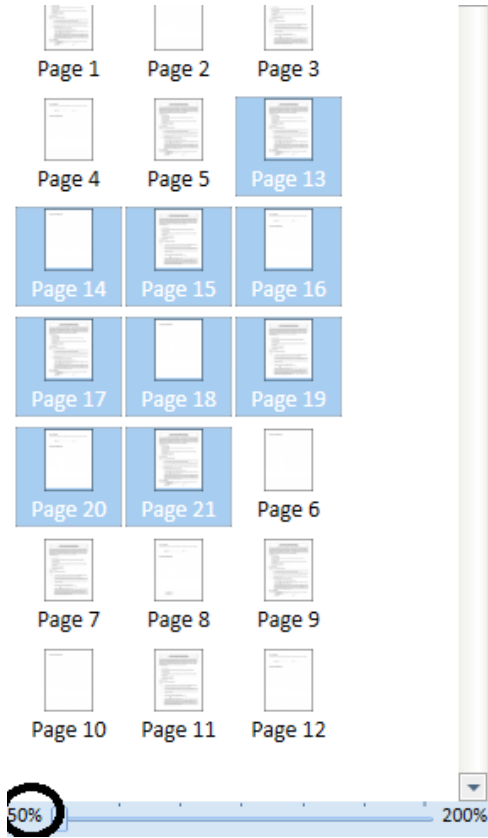
*Thumbnail Zoom Slider Bar*

Choose 200% for the largest image of the thumbnail images. A larger view can help you recognize pages with stamps, headings and signatures, to find pages quickly! Slide the pane divider between the Thumbnail Pane and the Viewing Pane to the left for a maximized view!



*Large Thumbnails*

Choose 50% to see the maximum number of thumbnails at once. This makes selecting/reordering multiple pages of an attachment a snap and is very helpful when using the Stapler tool (See [LOK #12: Stapler](#) for more information)!



*Small Thumbnails*

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*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).*

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