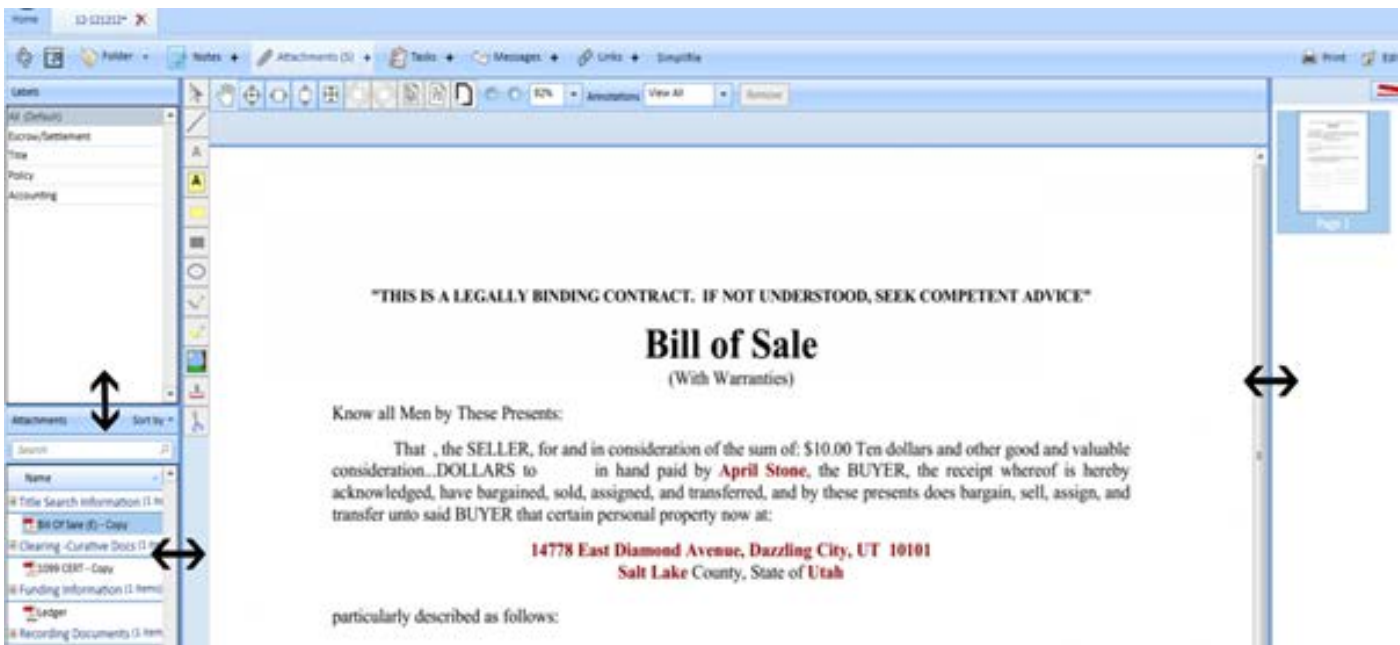


Changing the Size of Viewing Panes

Need a window with a bigger view? GreenFolders provides each user with the ability to customize the size of the panes in both Attachments and Tasks!

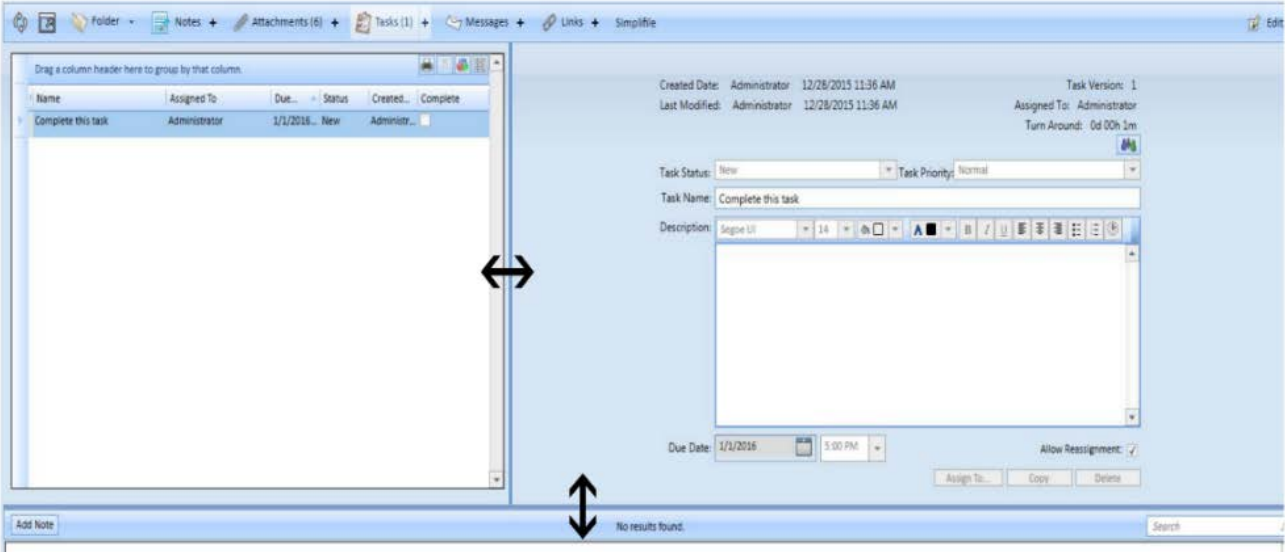
Attachments

To expand/minimize the panes while viewing attachments, hover over the blue line that separates the panes, press and hold your left mouse button and drag the panes to the desired size. The Attachment Pane, Attachment View Pane, and the Thumbnail Pane can all be resized to your liking.



Tasks

Panels can also be expanded/minimized by hovering over the blue line separating the list of all tasks assigned within the folder, as well as the task notes section, near the bottom of the screen.



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.
