

## Using Recent Folders – Part 1

Efficiency in action! When something is described as "right at your fingertips" we think of having quick and easy access to that item.

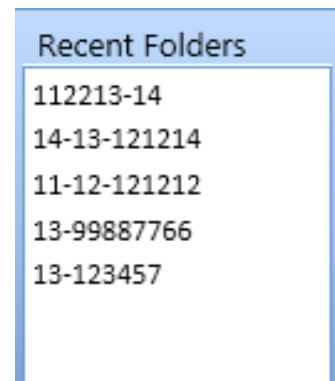
In GreenFolders there are multiple ways of having folders "right at your fingertips". One of these ways is the Recent Folders List.

### Show Me the Folders

When working with folders, you may want to open a folder you were just working in a few minutes ago. With GreenFolders, recent folders are remembered and can be opened easily at a later time.

### Opening Folders from the Recent Folders List

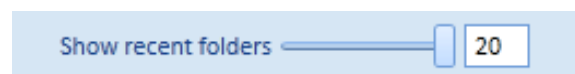
To open a recently viewed folder, click the GreenFolders icon button displayed in the upper left hand corner of GreenFolders to open the main menu. The Recent Folders list displays on the right side of the main menu and identifies the last five (the default setting) recently viewed folders with the most recently viewed folder shown at top of the list. Clicking any folder name in the list will open the folder.



### Increase/Decrease the Number of Folders Displayed

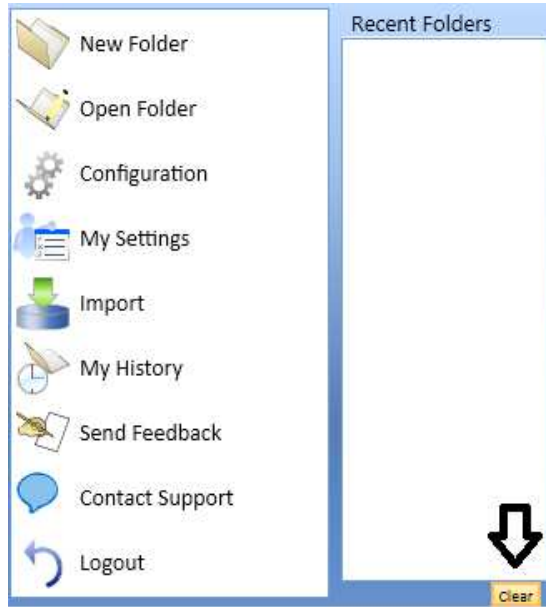
To increase or decrease the number of folders displayed; click the GreenFolders icon button displayed in the upper left hand corner of GreenFolders and select My Settings.

Under Settings and Preferences (near the middle of the My Settings window) is a slider bar indicating the number of folders you would like to show in the Recent Folders list. Slide the button on the bar to the desired amount, or type the desired number in the box, to change the number of displayed folders. Twenty is the maximum amount of folders that will display. Click "Apply" to accept the change. After this change has been made, the number of folders you have selected will appear in the Recent Folders list.



## Clearing the Recent Folders View

To clear all folders from the view, click the 'Clear' button shown at the bottom right hand corner of the Recent Folders List.



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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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