

# Right Click: Your Best Friend for Options

Best Friends never let you down; neither will right clicking with your mouse.

Using the right mouse button can provide you with many options to make changes to multiple items at once in GreenFolders. Just select the items you need to make changes to, right click, and then choose the action needed.

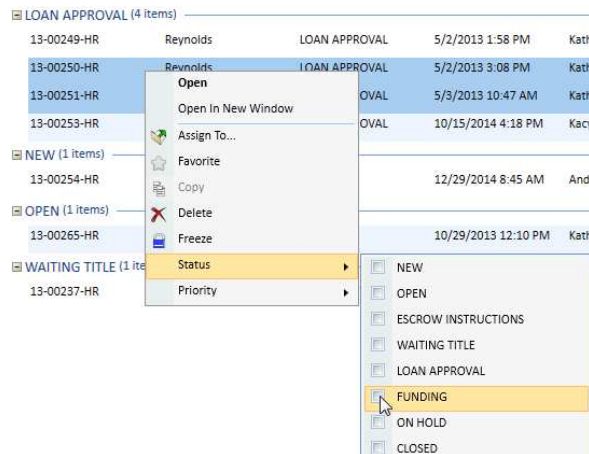
## Options, Options, Options

Many right click options are available in GreenFolders. Several areas where right click options are commonly used are listed below.

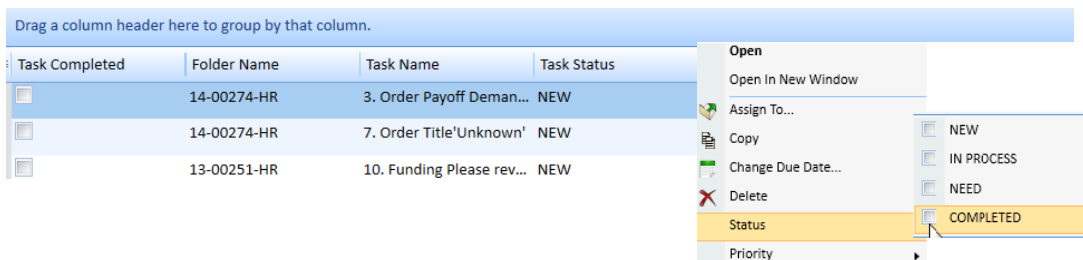
*Note: Some of the information displayed in the images below is specific to your configuration and may not be the same for your system. For example, Statuses vary from system to system.)*

### On Home

#### Folders

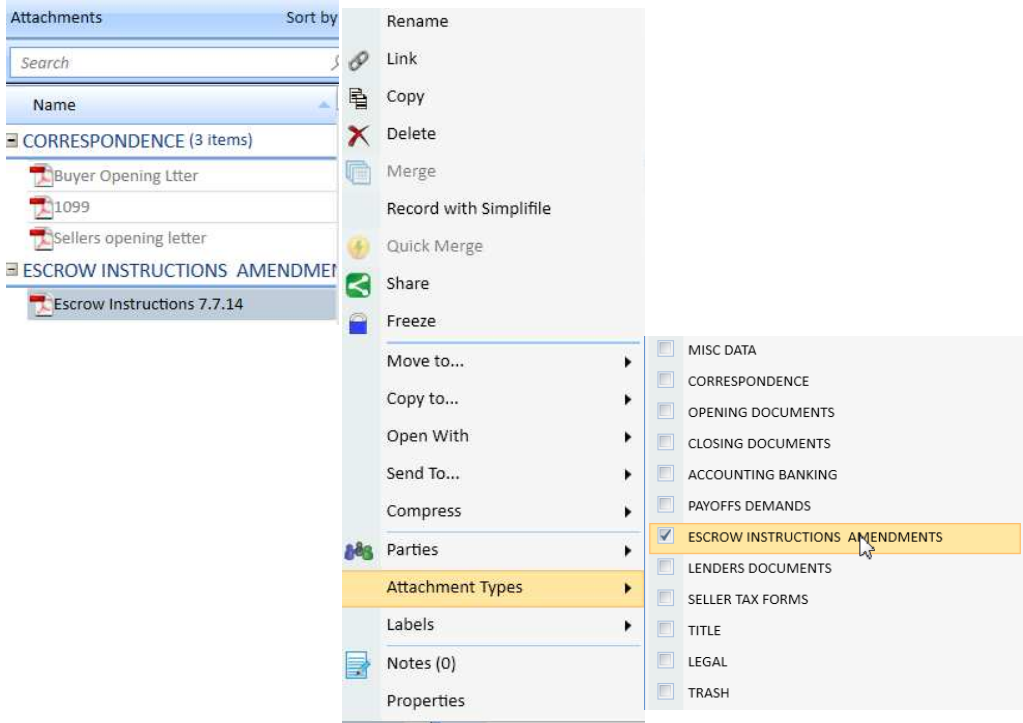


#### Tasks

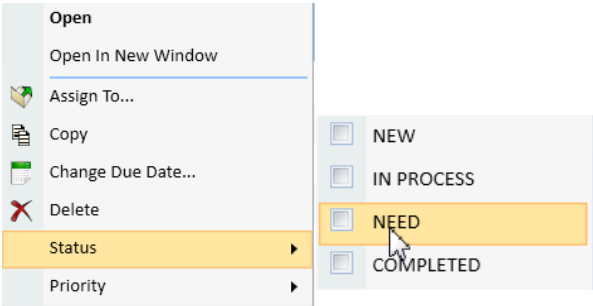


### In a Folder

#### Attachments



#### Tasks



Options are available in other areas, such as Thumbnails, and Notes. Get all the options with a right click!

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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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