How to Change the Layout for Document Browsing

TI version 10.8

TRIAL INTERACTIVE

APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader

- eTMF
- Collaborate
- eISF

The arrangement of panels and the way documents open in TI rooms can be customized, to adapt to personal preferences and needs - like requiring multiple documents be open at the same time on one or more screens.

The Layout selector allows users to choose their preferred screen arrangement for Documents browsing.

1 Enter a TI room and navigate to the **Documents Library**.
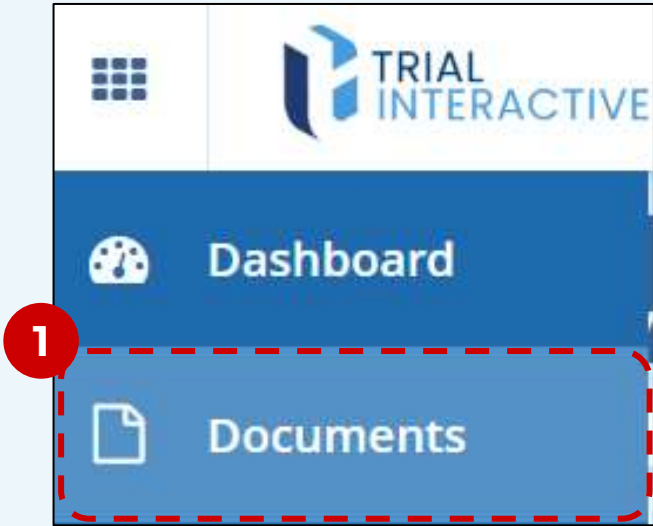
2 In the ribbon, top right, click **Layout**.

3 Click on your preferred layout options. The change is applied immediately.

4 With **Undock** options, documents are opened the moment they are selected, in a separate window.

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