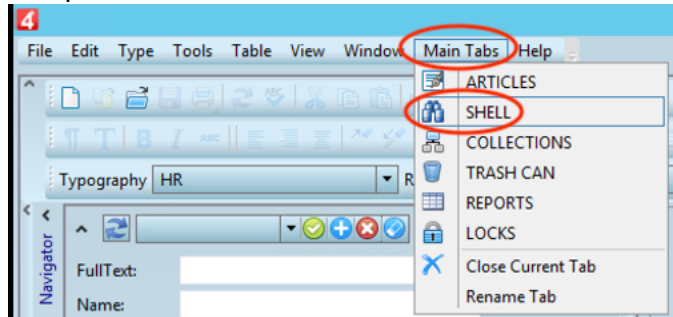


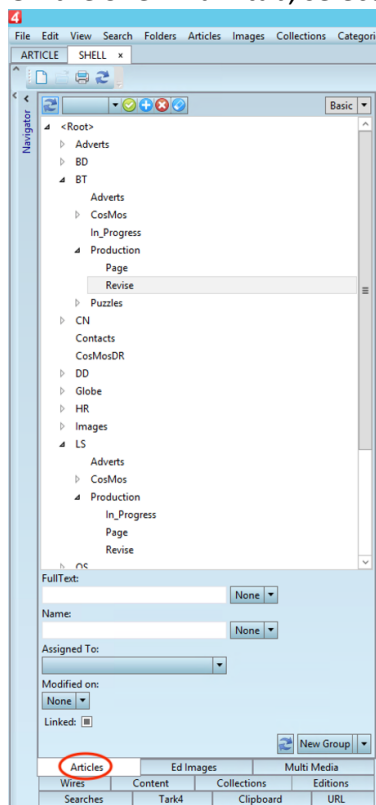
How to: view multiple folders in GN4

To view multiple folder at the same time in Gn4, you will need to use the Shell main tab.

To open the Shell main tab click on the Main Tabs menu and then select the “Shell” option:

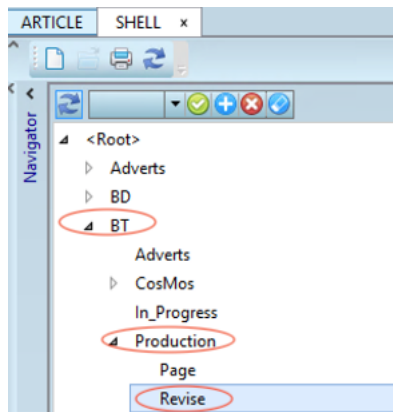


On the Shell main tab, select the “Articles” tab item

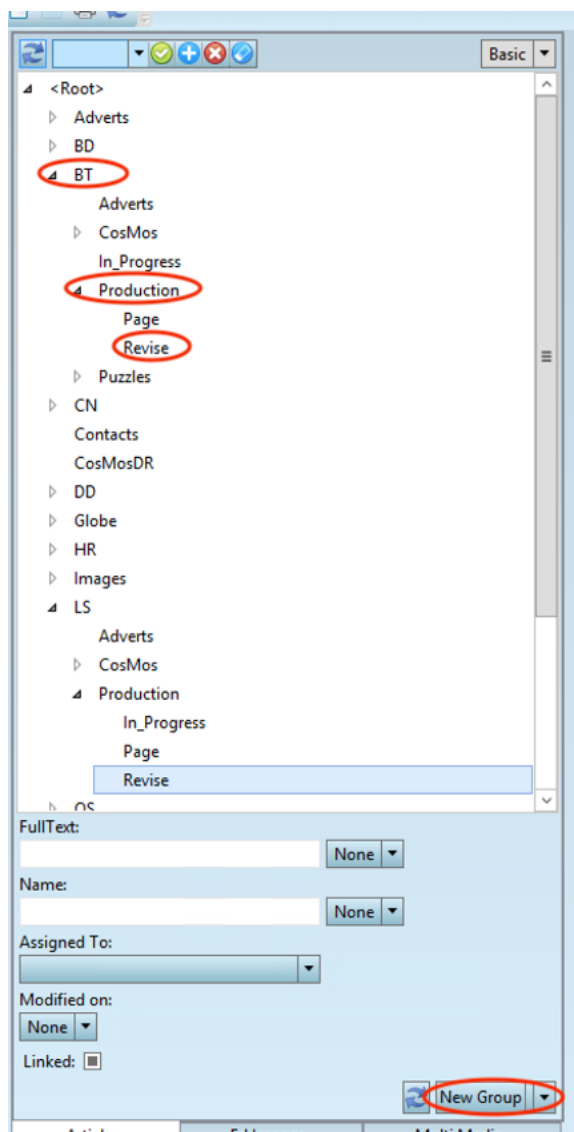


Note, that the folder structure will vary –depending on your rights to the various publications.

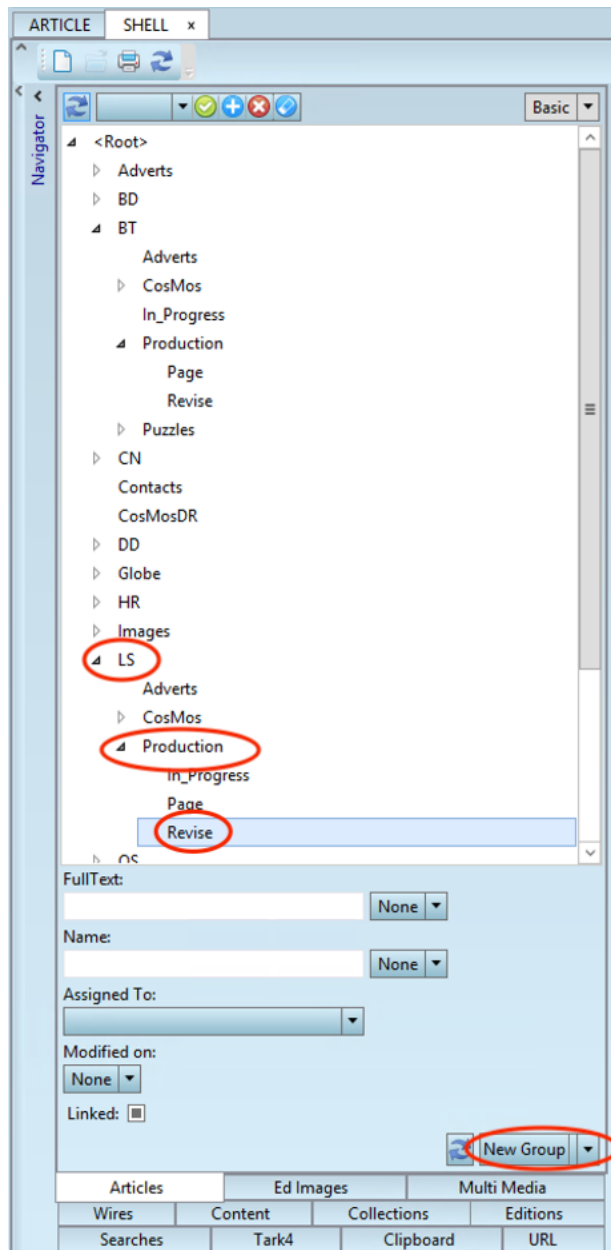
Use the folder structure tree to navigate to the first basket you wish to open. In the example below, I have chosen BT>>Production>>Revise:



Once you have navigated to the folder of your choice, click the “New group” button at the bottom of the screen.

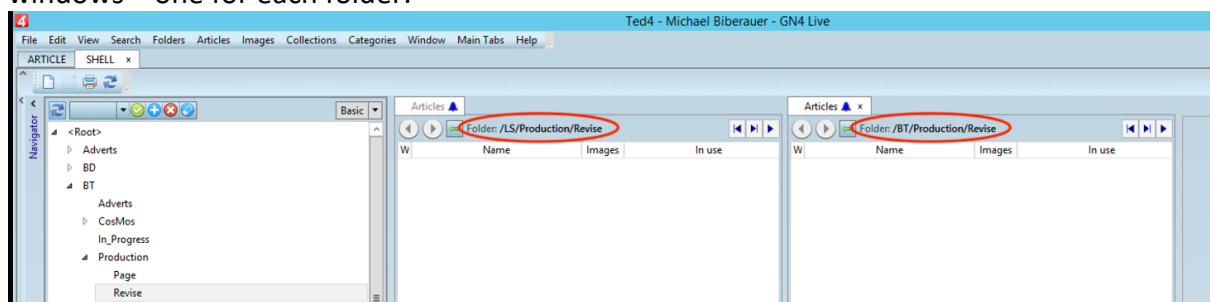


Repeat the above steps for the next folder you wish to select:



In the above example, I have selected LS>>Production>>Revise. Click the new group button again.

If we look at the full Ted screen after going through the steps above, it should display two windows – one for each folder:



You can display as many folders as you like in this view. Once you have the requisite folders displayed, remember to save your workspace – otherwise you will have to set up the Shell view again, when next you log on.

To save your workspace, click on the Window menu, select the “Save Workspace” entry and then follow the prompts.

