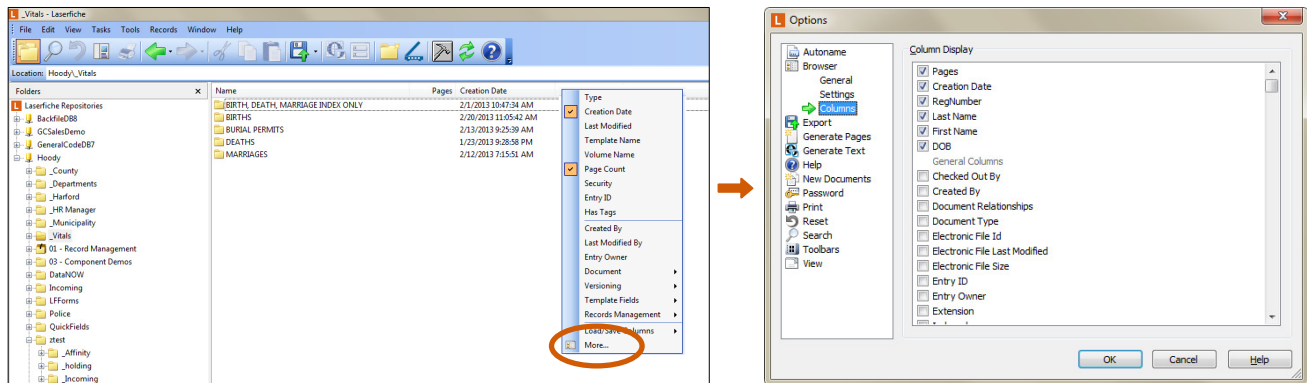


**Do more with your column views!** You can customize columns. Then, you can save column views and easily load them whenever you want. This can give you quick access to the data you need to see.

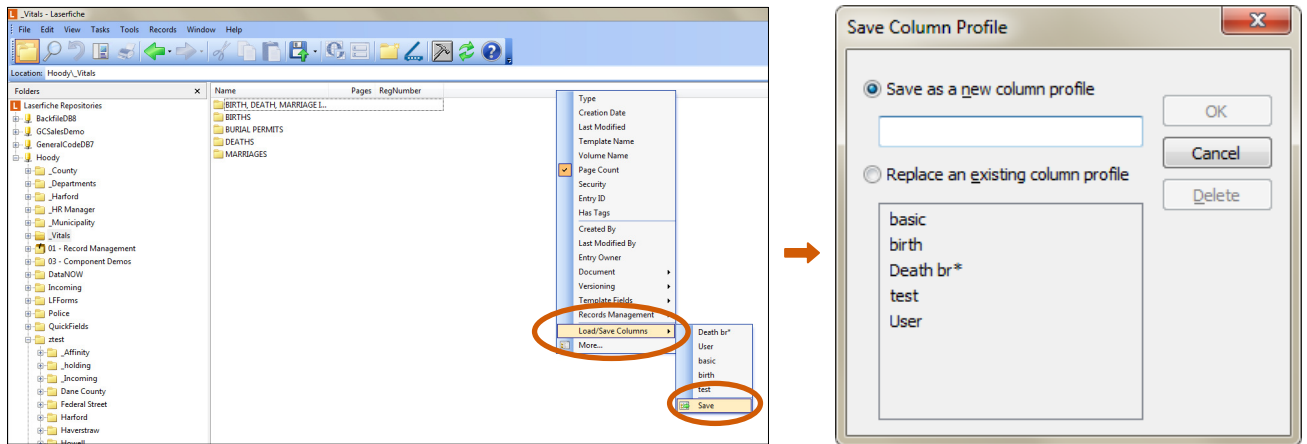
## Customize Columns

Right click the columns for more options. In the menu that appears, select **More**. A pop-up box will appear. You can select any informational or metadata field to be a column.



## Save a Column View

After you've created a custom view, you can save it for future use. To save a column view, right click on a column and go to **Load/Save Columns**, then select **Save**. A pop-up box will appear. Give the view a name and click **OK**.



## Load a Saved Column View

To load a view that you have saved, right click on a column and go to **Load/Save Columns**, then select the saved view from the drop down menu.

## Resize and Rearrange Columns

Remember that columns can be rearranged via drag and drop. And they can be resized by grabbing a column edge and dragging and dropping.

*All of these features are found under the main Folder View (e.g. when a user first logs in) and have been tested with Laserfiche 9.0.2 client.*