

# How to Change the Layout for Document Browsing

TI version 10.8

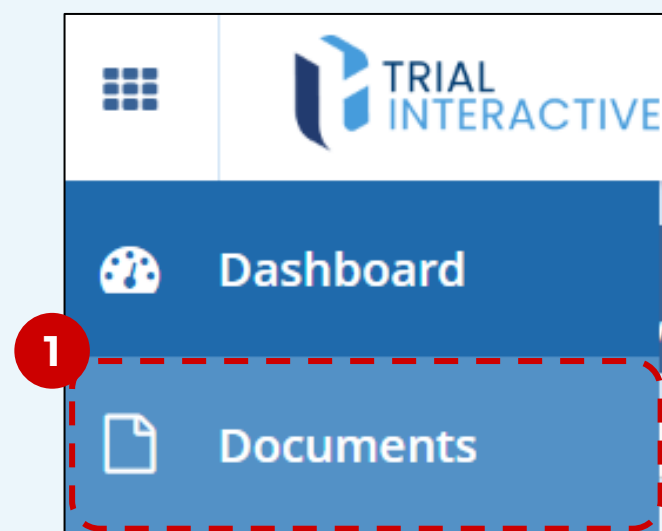
## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF
- Collaborate
- eISF

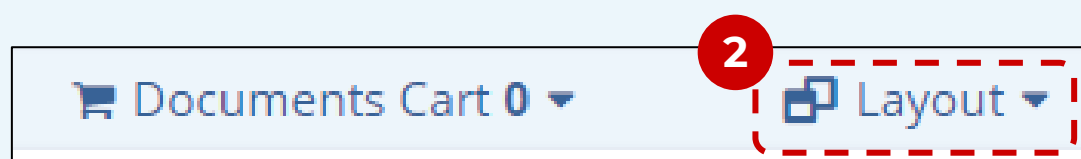
The arrangement of panels and the way documents open in TI rooms can be customized, to adapt to personal preferences and needs - like requiring multiple documents be open at the same time on one or more screens.

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.

