

Setting Workshop preferences

By modifying options in the Workshop Preferences dialog box, you can control how Workshop displays information.

Because Workshop saves preference files by logon ID on the workstation, the system maintains your individual preferences even if you share a workstation with other operators. If you use more than one workstation, a unique preferences file is saved on each one.

- To open the Workshop Preferences dialog box, select **Edit > Preferences**.

- [Viewing as a list or as thumbnails](#)
- [Displaying and hiding columns](#)
- [Sorting lists by different criteria](#)
- [Clicking triangles to expand or collapse lists](#)
- [Setting up job and user favorites](#)