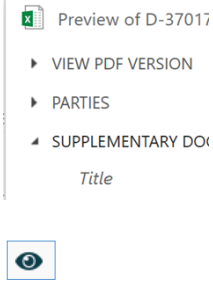# Customise Preview window

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This is a guide for customising the Preview window in a case, a document or a contact. The Preview window can, among other things, allow you to preview documents. The Preview window contains various information and you can preview elements from the detail page in it.

Phase	Instructions	Navigation
Show Preview window	Open a case and choose the element from the detail page you want to preview. Click on the "big eye"-icon on the detail page's navigation pane. The case is now visible in the Preview window.	Preview of D-37017 ▸ VIEW PDF VERSION ▸ PARTIES ◢ SUPPLEMENTARY DOC *Title* 👁
Open Available panes	Click on the cog wheel-icon in the top right corner of the Preview window.	⚙
Add or remove panes in the Preview window	In the dialog box *Available panes*, the available panes are highlighted in red, and the panes visible in the Preview window are highlighted in green. Drag and drop the pane headlines to the desired position.	Available panes CASE REFERENCES DATES DOCUMENT REFERENCES INFORMATION OFFICE ONLINE
Save	Click **Apply**.	Apply