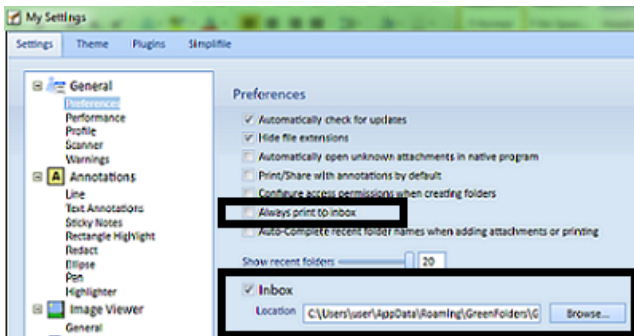


## Your GreenFolders Inbox

Just like the wire basket/inbox on the end of your desk, GreenFolders Inbox provides a location to place documents that you plan to file into the folder later.

### Find Inbox Options in My Settings



Available features for customizing your Inbox are located in My Settings under Preferences.

To have documents always print to the inbox using a PDF Creator (i.e. BullZip, PDFCreator or GreenFolders Printer by Foxit) check the box located next to Always print to inbox. This feature is helpful when doing batch printing. Never be asked where to place the printed document. With this selection checked and after selecting the configured PDF Creator, your document will automatically populate in the Inbox.

You may also share the Inbox with multiple users by pointing all users' Inbox location to the same file on your network. Find the Inbox location in My Settings, on the Preferences screen. The default path directs to your local hard drive, but you may select Browse to determine a different path or location of the inbox.

### Find the Inbox and Options on the "Home" screen

The Inbox tab is located on the Home screen. Add documents to the Inbox by using the drag and drop feature or by printing, using the GreenFolders Printer by Foxit. After placing documents in the inbox, options are available either in the tab format located in the upper right of the Inbox or by using a right mouse click on the document(s).

**Inbox options are:****Assign To...**

Highlight the document(s) that you would like to move to a folder and select Assign To. Type a portion of the folder number, select the folder and index the document to the file with the appropriate attachment type, name and label. Or if the folder/file is already open that you want to add the document to, simply Drag and Drop the document or multiple documents using the cursor pointed on the folder name.

**Email**

Email the document directly from the Inbox.

**Merge**

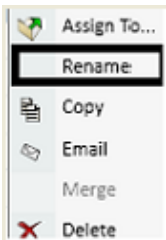
Combine two PDF documents together to create one document.

**Copy**

Highlight the document, select copy to make an additional copy of the document within the Inbox.

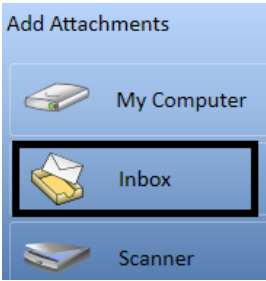
**Delete**

Delete the document from your Inbox.

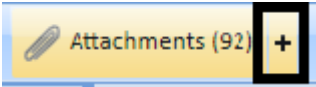


Rename (only available with a right mouse click) the document before adding it to the folder.

### Find an Inbox Option in “Attachments”



You can also find Inbox options in the Attachments portion of your folder. Open any folder, then click on the + button located on the right side of the Attachments tab.



You can also select the Inbox button to browse and add documents to the file from the Inbox in Edit mode. Flexible Inbox options to suit your needs is just another reason GreenFolders works the way you do.

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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