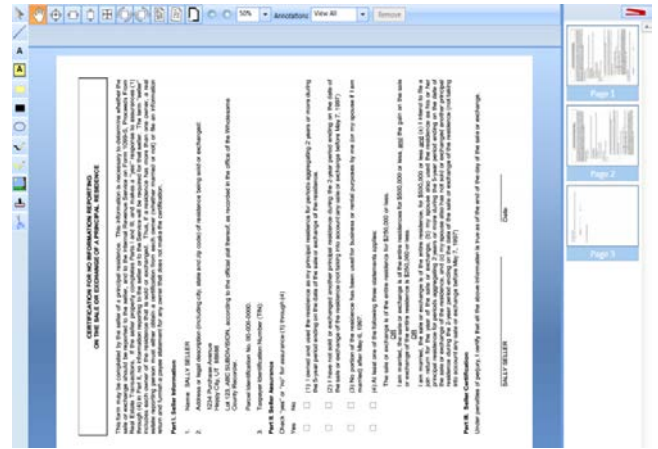


# Rotating Attachments

You put one doc in, you take another out, you put a sideways doc in, and then you turn the doc around! GreenFolders...That's what it's all about!

Don't strain your neck to view documents that have been scanned or sent in a rotated position! Use the GreenFolders Rotate Tool!

Adding documents into GreenFolders is fast and easy. The document is displayed in the viewing pane, when an image type document is selected in GreenFolders. Thumbnails for each page of the document display on the right. If all or part of a document is displaying sideways you can rotate the pages of the document to display it correctly.



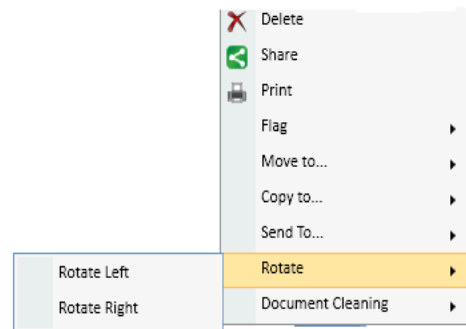
## Rotate All Pages at Once

To rotate ALL pages at once; select all the pages by clicking any thumbnail, hold the Ctrl key and press A (Ctrl+A). This will highlight all the pages in the document. Simply right mouse click and select Rotate. Select which direction you would like to rotate the document, to either the left or the right, and all pages selected will rotate at the same time.

## Rotate One or a Few Pages at a Time

To rotate one page of the document, click on the page, right mouse click and select rotate then choose the direction. To rotate multiple pages; hold the Ctrl key down while left mouse clicking on each individual page to highlight them. Next, simply right mouse click and select Rotate

If you email the document after rotating, it will arrive to your recipient in the rotated position, easy for them to view as well.



*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.*