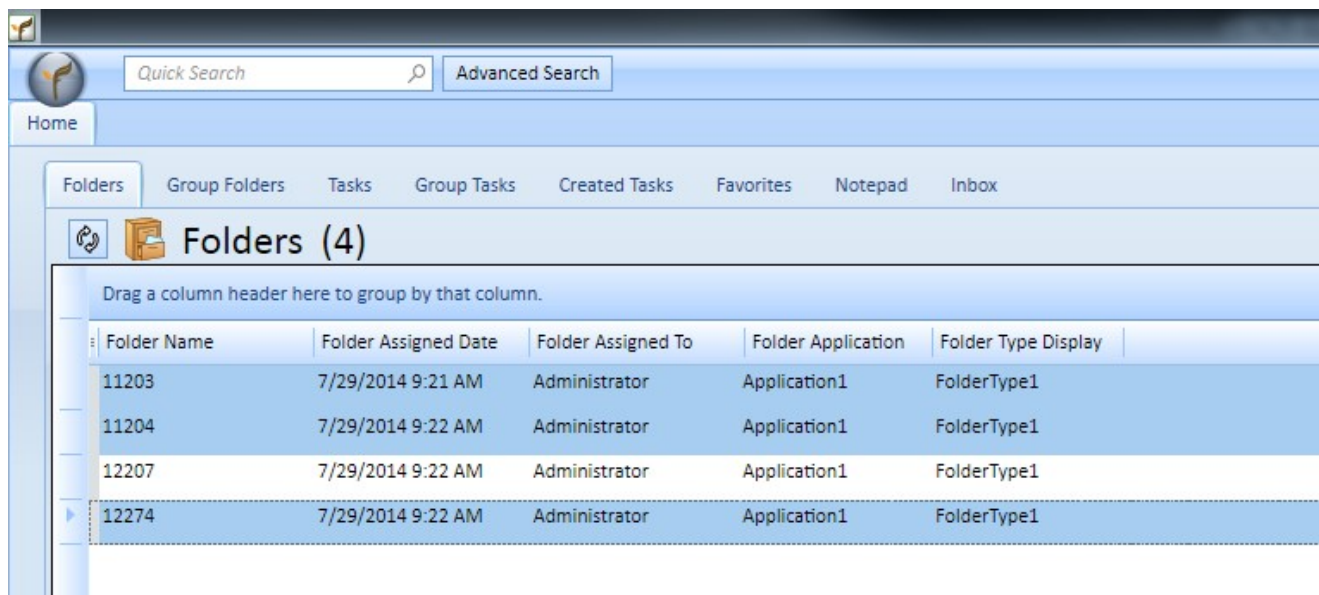


Adding Attachment(s) to Multiple Folders

Do you have several attachments that need to be added to more than one folder? Rather than opening each folder one at a time and adding the attachment(s), now you can add them to several folders at once!

Add Attachments from the Home Screen

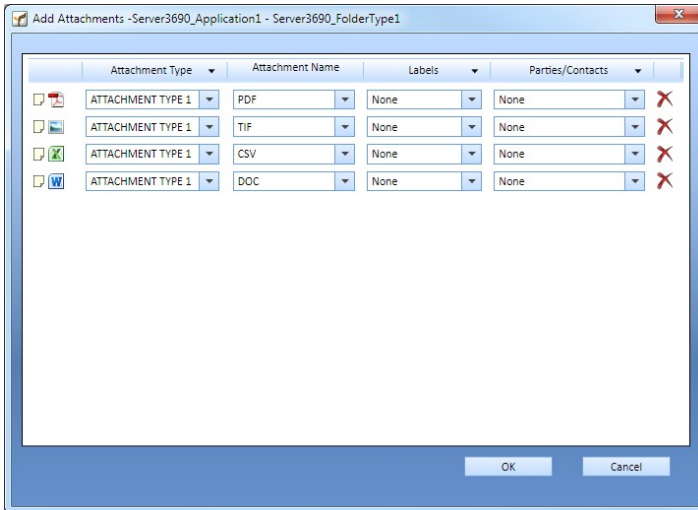
From the Home Screen, select the folder(s) that you would like to add an attachment to by holding the CTRL key and then clicking on each folder with your mouse.



Once the folders have been selected, simply drag the attachment(s) to the highlighted area and drop.

The "Add Attachment" window will pop up prompting you to index the attachment with the desired attachment type, predefined name, label and party if desired.

Note: If the selected folders are in different Folder Types, the "Add Attachment" window will be displayed once for each Folder Type.



All of the attachments added will be indexed with the same attachment type, predefined name etc. in each selected folder.

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.
