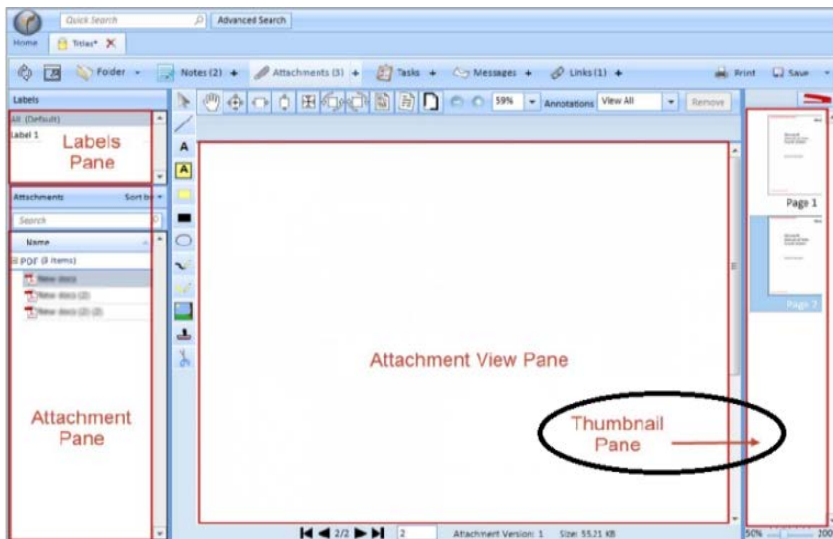


Add Pages via Thumbnail Pane

Add pages in a single bound! Adding a new page or pages to an existing attachment* is faster than a speeding bullet using the GreenFolders Thumbnail Pane! It's a SNAP!

Adding a Page to the Thumbnail Pane

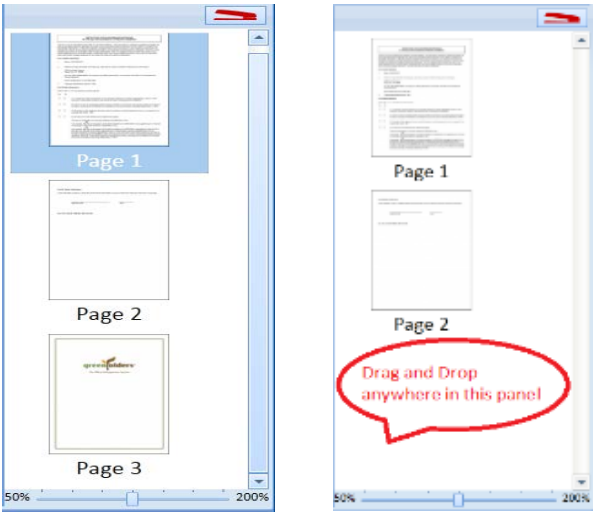
To begin, open a folder and select the attachment where a new page or pages will be added. The Thumbnail Pane is displayed on the right side of the folder as noted below.



Next, drag and drop a page or an entire attachment directly on the thumbnail pane. Any new pages are added at the end of the attachment!

**Must be an image type document. Examples of an Image Type document are; TIF, PDF, PNG, JPG*

If the pages you just added need to be rearranged or moved from the end of the attachment; click on the Stapler icon and drag and drop the pages in the desired order; OR perform a right mouse click then choose "Move to" from the displayed menu and then type the desired page number.



If you found this Leaf of Knowledge helpful, you may also enjoy LOK #8: Staper and LOK #23: Moving Attachments and Pages.

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.
