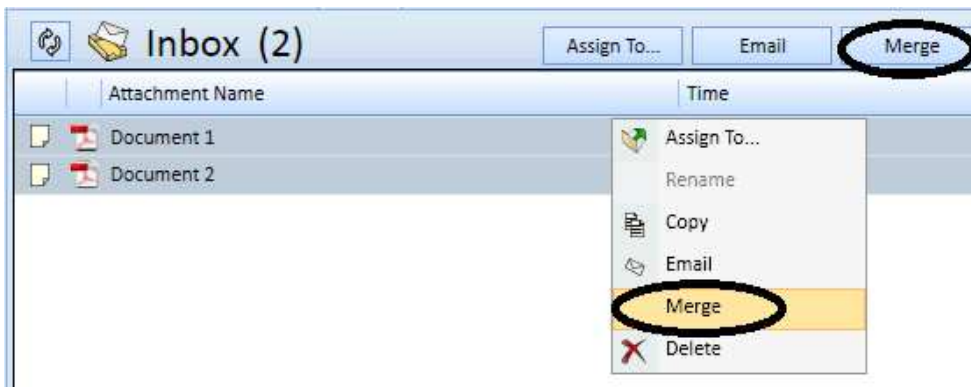


Merging Documents

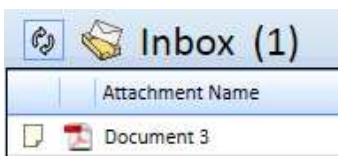
Let GreenFolders help you find the fast track to merging image type documents, in as little as three simple clicks! Find out how easy it is to merge documents in GreenFolders!

Merge in the Inbox

Merging documents inside the Inbox on your Home screen, takes two or more image type documents and merges them into one document. Simply click on one document and while holding the CTRL key, click additional documents. Then either, right mouse click directly on the selected documents and choose merge, or click on the Merge button at the top of the Inbox.

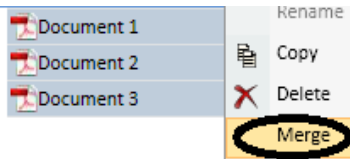


Type the name you would like for the newly merged document and click OK. Now you have created one document from the original documents making it easy to email, assign to a folder or copy!

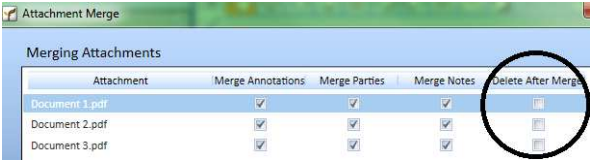


Merge on Attachments Tab

Merging documents in Attachments provides the option to keep the original documents as individual documents, AND merge the original documents together too! While holding the CTRL key, select the image type documents you would like to merge, right mouse click and select merge.

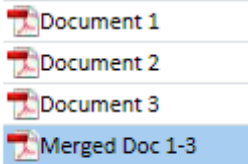


A pop-up box will appear, providing the option to delete the individual document by placing a checkmark in the box next to the document to delete. Alternatively, keep the individual document by leaving the check box blank.



Apply the correct Attachment type and Document Name, and then click OK. Original documents remain unchanged while the newly merged document is available to email, print, annotate and more!

Order Sheet (4 items)



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.
