

## Moving Attachments and Pages

Are you a mover and a shaker? Have you ever added an attachment to the wrong file?

Or perhaps scanned multiple documents as one attachment and want to break it apart into individual attachments or pages? No need for a "re-do" or a "do-over"! GreenFolders makes moving attachments or pages easy with the "Move To" feature!

### Move an Attachment or Multiple Attachments

If an attachment needs to be moved out of a folder; click Edit, right mouse click on the attachment that needs to be moved, and select Move To. Two options are available for moving the attachments.



**Move to Folder** provides the ability to move the attachment from one folder to another. Once you have selected "Move To Folder" enter the name, or a portion of the name, of the folder you would like to move the attachment to and click Go. The attachment moves to the new folder using the same attachment type and name that existed in the previous folder.

**Move to Inbox** provides the ability to move the attachment from the folder to the Inbox on your Home Screen. Once the attachment has been moved to the Inbox, either use "Assign To" to enter the name of the folder you would like to move the document to or if the correct folder is open, simply drag and drop the attachment to the desired folder at the top of the your home screen.

### Move a Page or Multiple Pages

If an attachment has been scanned or placed in a folder with multiple pages that need to be broken out individually, moving each document or page to its own attachment is easy to do. Simply right mouse click on the thumbnail of the attachment that needs to be moved and select Move to. Three options become available to use.

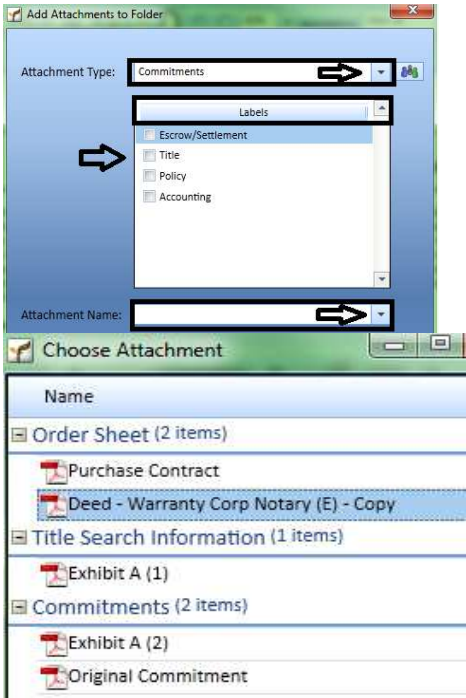
*Note: This option is only available on image type documents.*



**Move To/Page #**, provides the ability to rearrange the pages within the attachment without using the stapler tool. Select Page # and type the desired page number you would like to move that page too.

**Move To/New Attachment**, provides the ability to move the selected page to create a new attachment. Right mouse click on the page(s) that you would like to move to a new attachment, select "Move To", select "New Attachment", select the correct Attachment Type at the top of the pop up box, select a label if needed, and select the Attachment Name at the bottom of the pop up box.

**Move To/Existing Attachment**, provides the ability to move the selected page to an existing attachment. Right mouse click on the page(s) that you would like to move to an existing attachment, select "Move To", select "Existing Attachment", and then select the existing document that you would like to move the pages to from the "Choose Attachment" pop up box. The pages from the previous attachment will be added at the end of the existing attachment in which the pages were just moved to.



*Note: This option is only available on image type documents.*

*If you found this Leaf of Knowledge helpful, you may also enjoy LOK #10: Merging Documents.*

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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.*

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