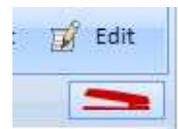


Un-staple, Rearrange and Re-staple

Merging documents and adding pages to other documents in GreenFolders is easy. But what happens when those documents get out of order or need to be rearranged? Using the GreenFolders Stapler tool makes changing the order of the pages a snap.

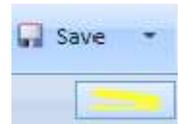
Where?

The Stapler is located in the Attachments portion of the folder and on any image-type document (upper right hand corner.) The RED Stapler indicates the document is stapled.

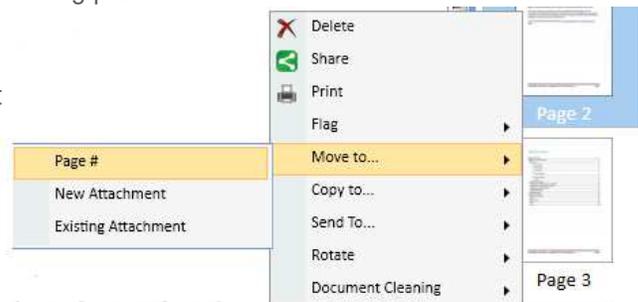


How?

To rearrange the pages, click on the Stapler. The Stapler then turns YELLOW, indicating the document has been unstapled and you may now drag and drop the pages to reorder. You may also move multiple pages at once by holding your Ctrl key to select. For added convenience, resize the thumbnail viewing pane by sliding the blue bar between the document viewing pane and the thumbnail viewing pane.



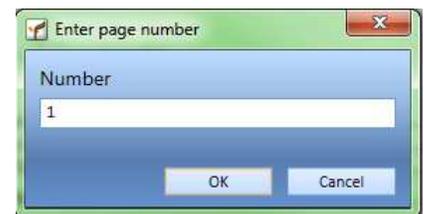
Click the Stapler again to staple the pages in the newly arranged order and the Stapler will then turn RED, indicating the document has been stapled.



Is There Another Way to Move a Page?

Yes! Sometimes if the document has a large number of pages, it is not as easy to drag and drop that page/thumbnaill to the top of the document to be page one. If this is the case, in edit mode, but without using the Stapler; right mouse click on the page you would like to move, choose Move to, select Page # then type the page number that you would like that page to move to.

Note: This option moves only one page at a time.



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.
