

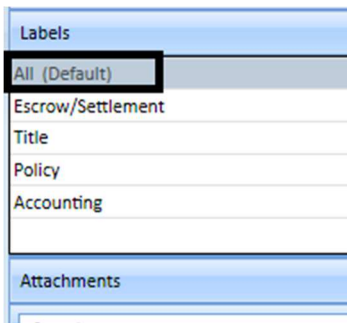
Labels

Have you ever held a large paper file in your hand that contained dividers? On each of the divider's tab was a Label that indicated what you would find behind that specific divider.

In GreenFolders, view it ALL or view only what you need, the choice is yours! After adding multiple documents to a file, you may enjoy a limited view of only certain documents. Based on what type of document it is, you can limit your view of all documents in the file with a simple click.

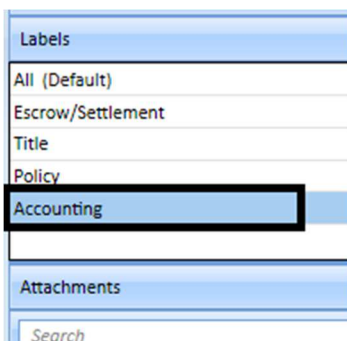
View All of the Attachments

In the Attachments section of the folder, GreenFolders defaults to the All view which always displays All of the attachments that have been added to the folder.



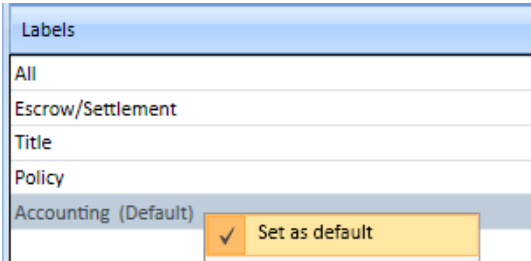
View a Smaller Portion of the Attachments

To display only those attachments with a certain label, simply click on the label in the upper left hand corner and a limited view of those attachments will show. The other attachments are not deleted or gone—they are just not displayed. To view all of the attachments again, simply click on the All Label.



Default Label/Limited View

If you would like the folder to default to a specific Label each time you open the Attachments section, simply right mouse click on the desired label and place a check mark next to Set as default.

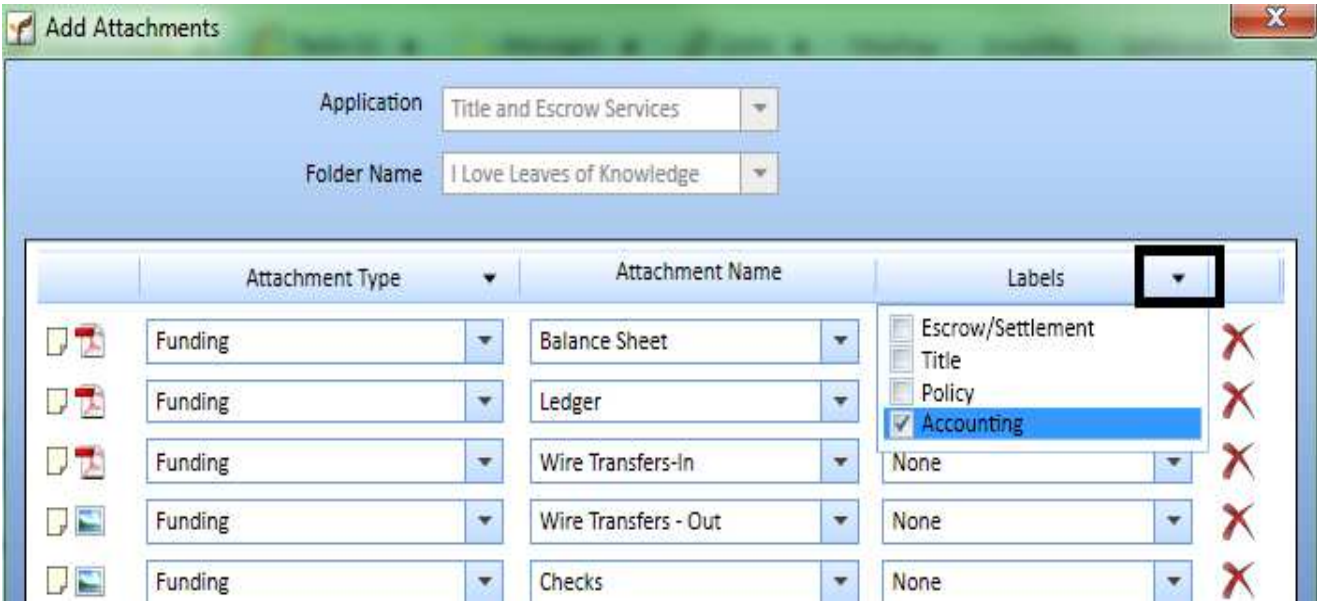


Assigning a Label to Attachments

When adding attachments to the folder, the Add Attachments box pops up and provides options for indexing the attachment to the folder. The Labels option is located in the third column, if your administrator has included them in your company's custom configuration. There are two ways to include a label on an attachment.

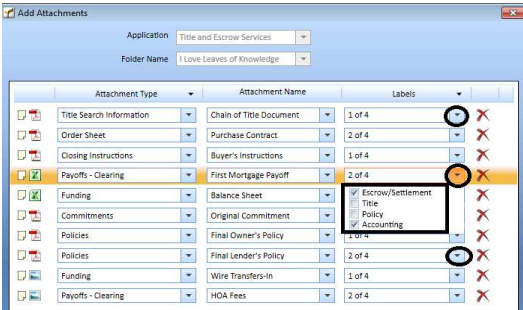
Labeling ALL Attachments with the Same Label

To add the same label to all the attachments in the file, wait for the Add Attachments box to pop up. Choose the attachment type in the first column on the left. Determine the name of the attachment in the next column and then click on the pull down arrow next to Labels, in the third column. Place a check mark next to the label that you would like applied to ALL of the attachments, click OK.



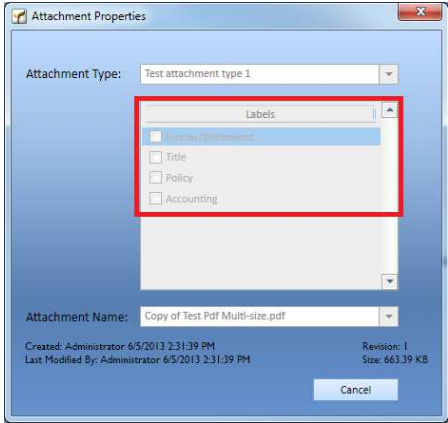
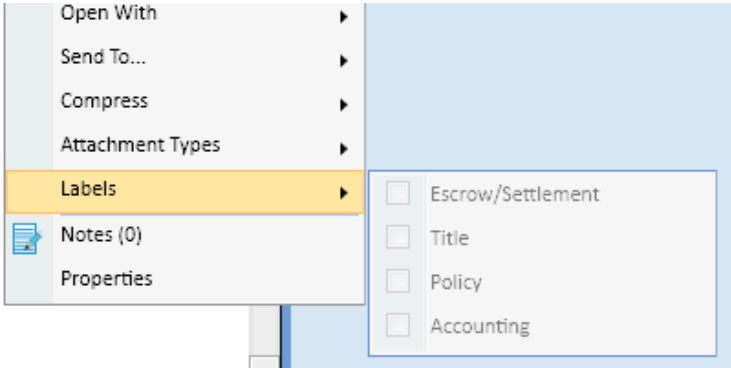
Labeling Attachments with Different Labels

To add different labels to the attachments in the file, wait for the Add Attachments box to pop up. Choose the attachment type in the first column on the left. Determine the name of the attachment in the next column and then click on each pull down.



Changing a Label

You can change or add another label to an attachment at any time. First, select an attachment and then right click the name of the attachment to show the selection menu. You can change or add a label with either the Labels or Properties choices.



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.
