

Flagging Pages in Documents

Ever needed to make specific pages of a document stand out to make reviewing the document easier? With GreenFolders, you can easily Flag one or more pages so that they stand out and are easy to find!

When you open an attachment, the individual pages are shown on the far right side of the screen in the Thumbnail Pane.

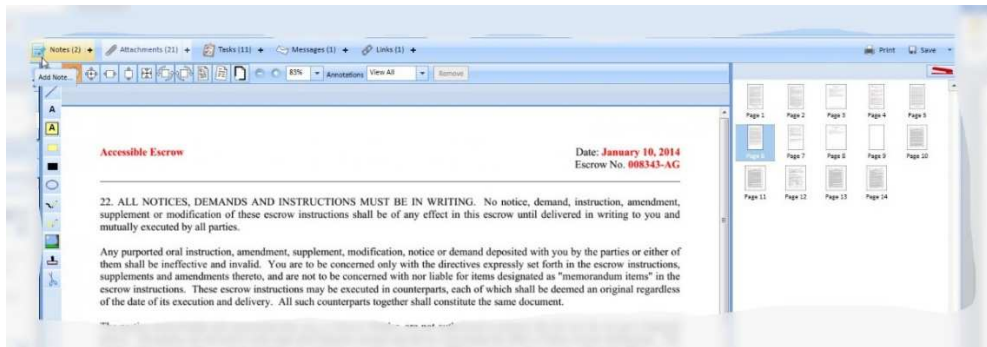


Figure 1 – Thumbnail Pane

Select a page or multiple pages, and then right click to display the Thumbnail Context Menu.

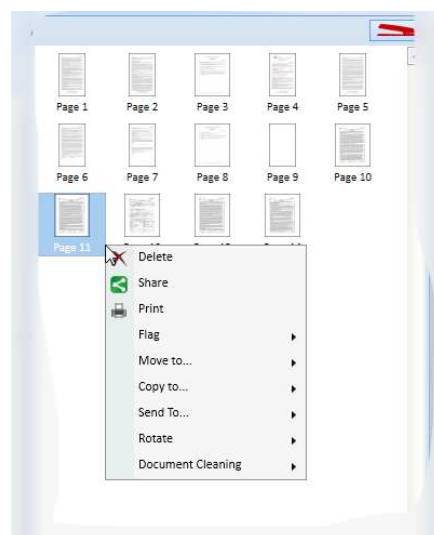


Figure 2 – Thumbnail Context Menu

Choose Flag from the menu, and then pick the color you would like to flag the selected page(s) with.

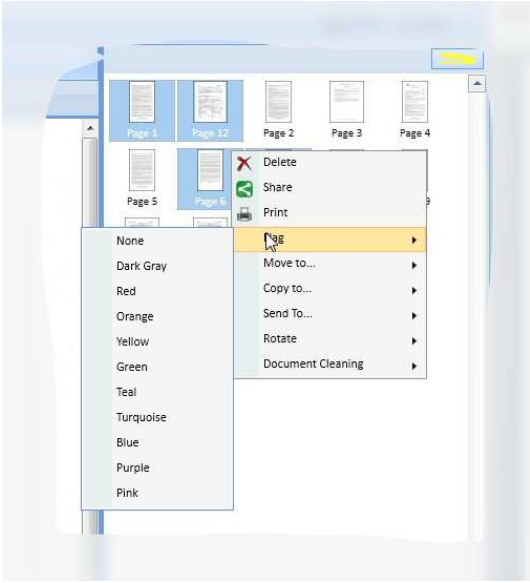


Figure 3 – Flag Options

Those pages will then appear with that color in the background and be easier for you to distinguish.

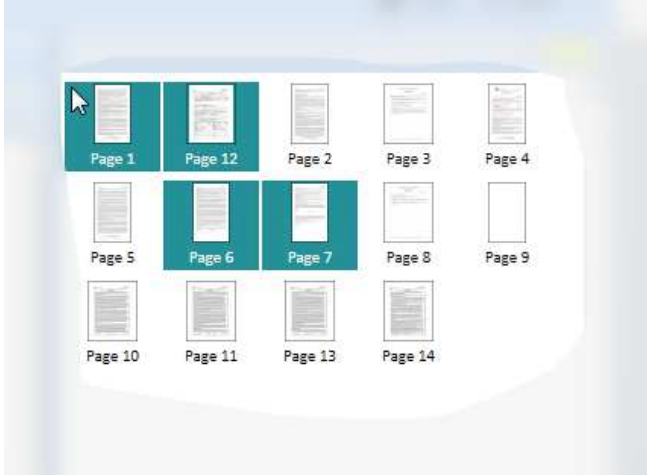


Figure 4 – Flagged Pages

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.
