

## Using the Snippet Annotation Tool

Have you ever been asked to send the legal description or wanted to take a quick screenshot of a portion of an attachment?

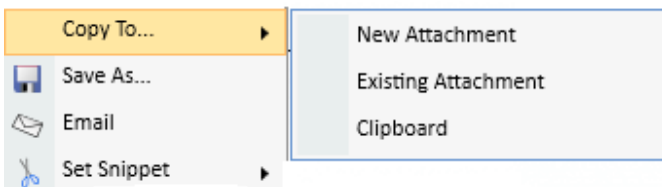
Using the Snippet Annotation Tool makes many scenarios like those above simple!



Click the Snippet annotation tool; then click and hold the left mouse button to draw a box around the area for which to create the snippet. Once the selection has been made; right mouse click to open the Snippet Menu for some fun options.



**Copy To:** This feature provides three options to help accomplish actions quickly.

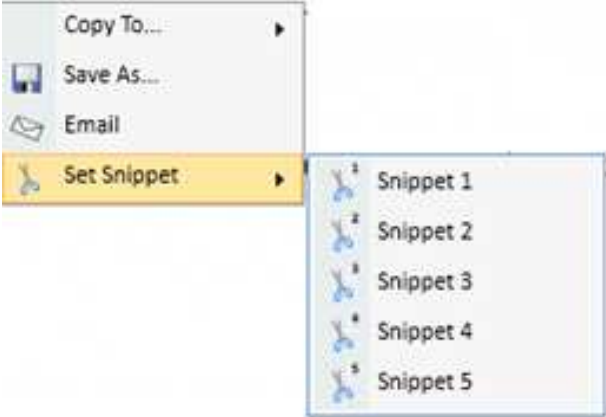


- The New Attachment option creates a new attachment from the snippet.
- The Existing Attachment option will add the snippet as an additional page to an existing attachment in the folder. The snippet will be added as the last page of the attachment selected from the displayed list.
- The Clipboard option will send the snippet to the Clipboard for use in other programs outside of GreenFolders.

**Save As:** With this feature you can save the snippet outside of GreenFolders. (Example- Save to your desktop)

**Email:** With this feature you can email the snippet from GreenFolders as a .PNG file/picture.

**Set Snippet:** This feature provides a way to create up to five temporary stamps. By choosing Snippet 1 through 5, the selection is saved at the top of the attachment in a tool bar, until you logout.



**Snippet Actions**, located at the top of the Attachment view pane near the tool bar, display the same features as the Snippet Menu.



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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](mailto:GFSupport@GreenFolders.com).*

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