

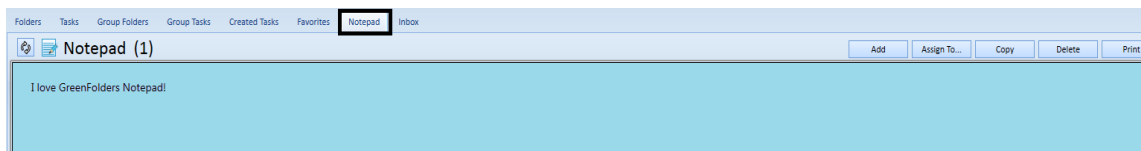
Make “Note of it” with the Notepad on Home Screen!

The Notepad tab on the GreenFolders Home Screen gives you an area to create notes and assign them to a specific folder at a later time, if needed.

Use the notepad when retrieving voicemails or learning information that you would normally write on a sticky note. Keep the private and confidential information in a safe place rather than on a sticky note that could walk out the door stuck to your shoe, or end up in your trash!

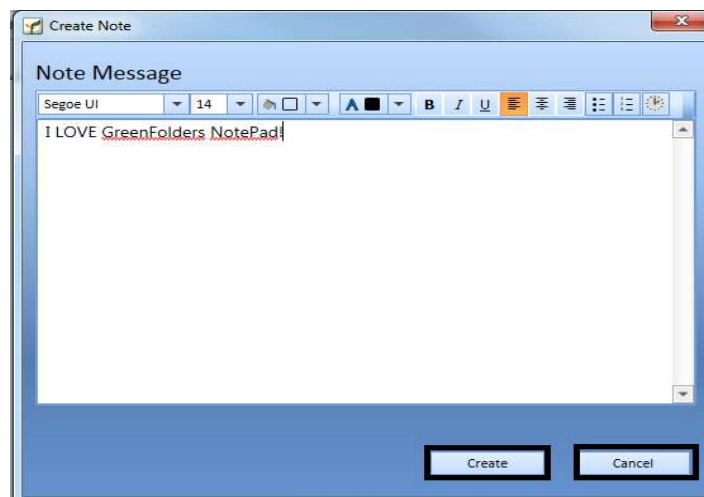
Options using Notepad

The Notepad in GreenFolders is located on your Home Screen and is your own personal Notepad. No one else sees these notes except you*. Notepad options include: Creating, Assigning, Copying, Deleting and Printing Notes.



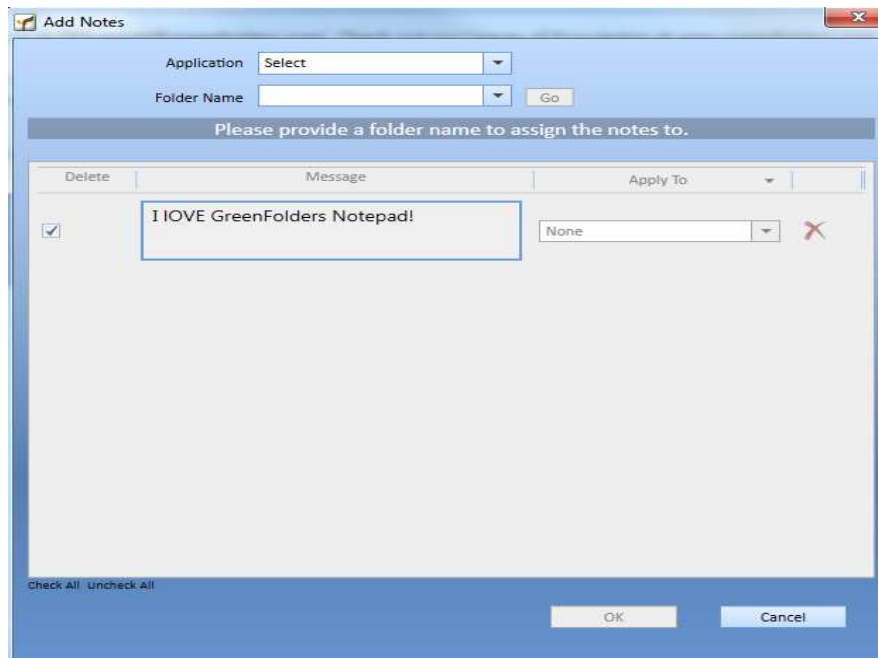
Notepad on Home Screen

To create a new note, Click Add. The Create Note window will be displayed. Provide the contents of the note you would like. You can use the text editor to format the text. Click Create to create the note or Cancel to discard the note.

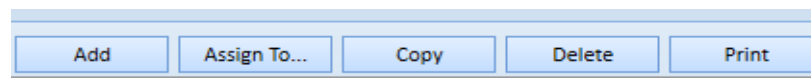


Create Note Window

- **Assigning Notes** – You can assign a note to a specific folder. To assign a note, click the note you want to assign. Click Assign To. The Add Notes window will be displayed. You can also right-click the note and choose Assign to from the menu. Select Application (if applicable) and Folder name. Click Go. Click the Apply To drop down list and select where to apply the note.



Assign a Note



- **Deleting Notes** – Click the Delete button and the note will be deleted. You can also delete multiple notes by holding the CTRL key on your keyboard, click each note you wish to delete then click the Delete button.
- **Copying Notes** – To copy a note, select the note you want to copy and click the Copy button.
- **Printing Notes** – To print a note, click the note you want to print and click the Print button.

**The Notepad can also be shared by multiple users!*

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.
