

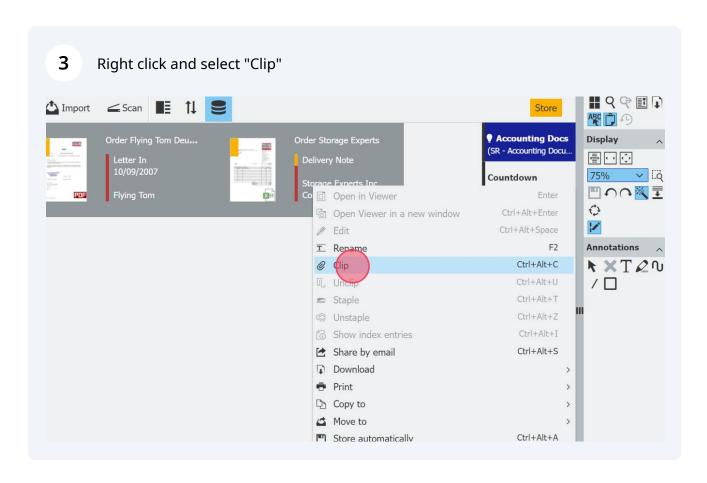
Clipping Documents in DocuWare

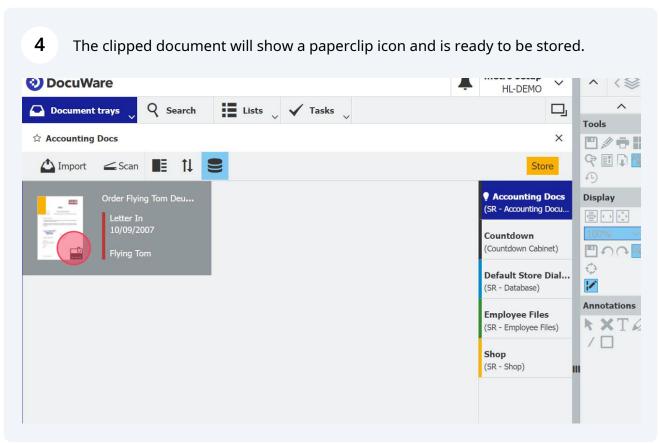
Clipping can be used for keeping different file types together. It can also keep PDF documents together but not merged into a single document.

Clipping Documents in the Document Tray

Select the documents to be clipped by holding down the control key and clicking 2 the documents. The order in which the documents are highlighted will determine the order of the clipped document. Document trays Q Search Lists 🗸 Tasks Accounting Docs Import Store Accounting Docs Order Flying Tom Deu... Order Storage Experts (SR - Accounting Docu... Delivery Note Countdown Storage Experts Inc (Countdown Cabinet) Flying Tom Columbus, OH Default Store Dial... (SR - Database) **Employee Files** (SR - Employee Files) Shop (SR - Shop)

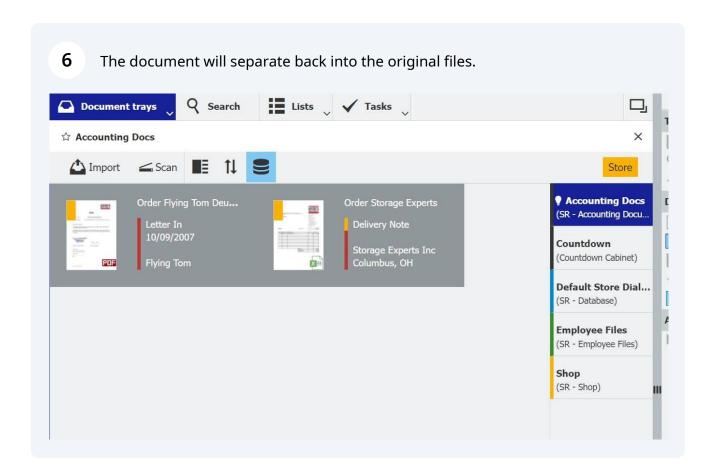








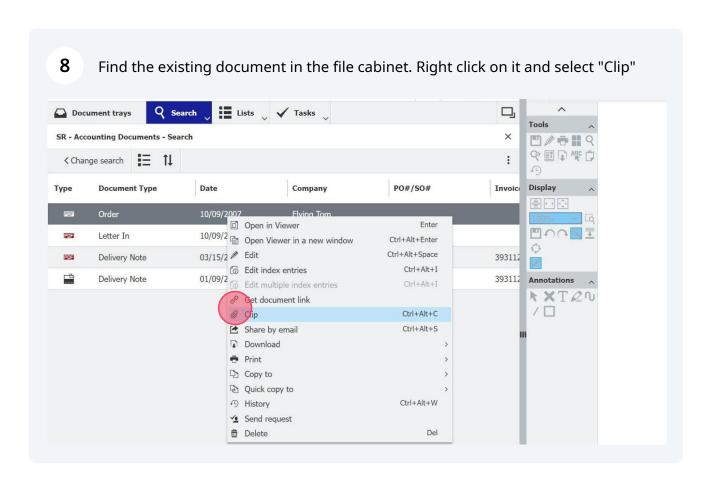
5 The document can be unclipped by right clicking and selecting "Unclip" Accounting Order Flying Tom Deu... (SR - Accounting Letter In 10/09/2007 Countdown Enter Open in Viewer (Countdown Ca Flying Tom Ctrl+Alt+Enter Open Viewer in a new window **Default Stor** Ctrl+Alt+Space Edit (SR - Database T Rename F2 @ Clip Ctrl+Alt+C **Employee Fil** (SR - Employee Unc ip Ctrl+Alt+U Ctrl+Alt+T Shop Ctrl+Alt+Z C Unstaple (SR - Shop) Ctrl+Alt+I Show index entries Ctrl+Alt+S Share by email **₽** Download Print > Copy to > Move to





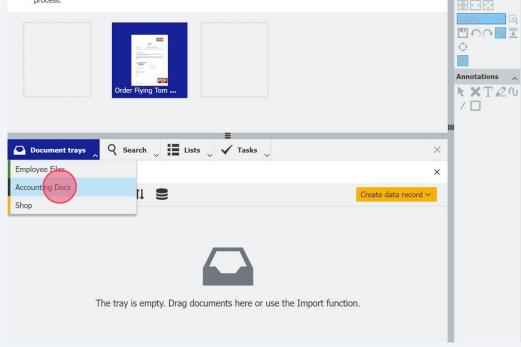
Clipping to a Stored Document

7 Import the file being added into a document tray. HI-DEMO Q Search Lists V Tasks **Document trays** Tools Accounting Docs × ♀ ■ □ № Import Store (I) Accounting Docs Order Storage Experts Display release or selected (SR - Accounting Docu.. **Delivery Note** Countdown Storage Experts Inc Columbus, OH (Countdown Cabinet) **P** X 0 Default Store Dial... (SR - Database) Annotations **Employee Files** XTA (SR - Employee Files) / Shop (SR - Shop)

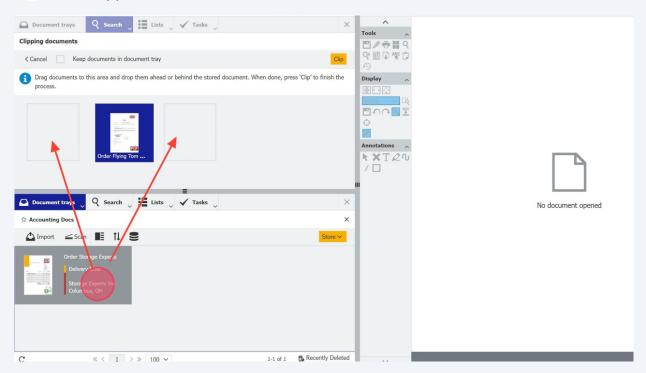




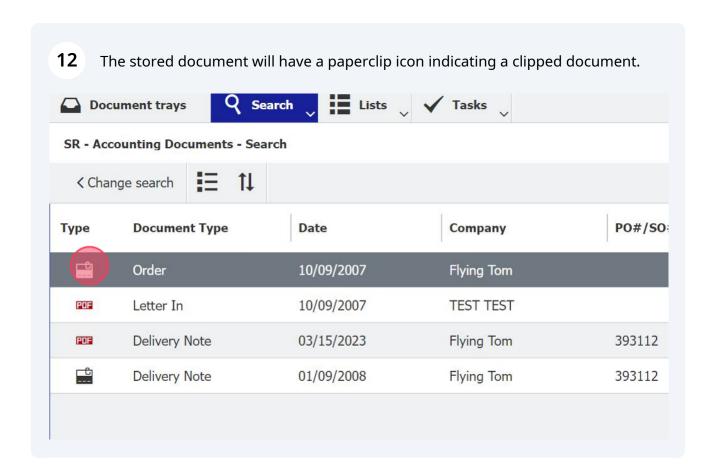
In the bottom section, select the document tray where the document to be added is located.



Drag the file to the left or right of the document. This will determine the order of the clipped document.









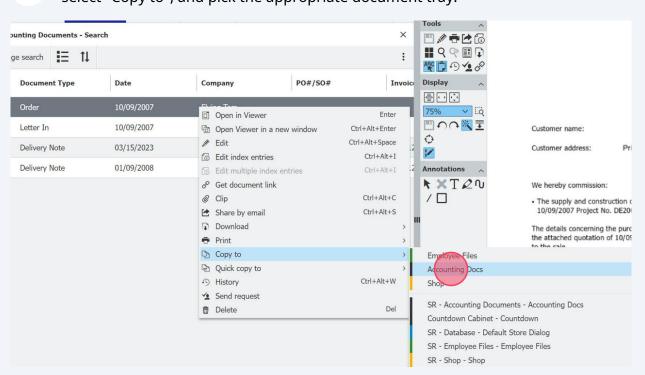
When viewing the document, select the arrow next to the clipped document icon 13 to switch between the clipped documents. ⟨ 😂 1/4 → 《 ⟨ 🗋 1 /1 → ≫ Order Flying Tom Deutschland KG Tools × # 9 P II I ARC 1 19 12 8 Invoice Display Order Flying Tom Deutschland KG Customer name: 0 393112 Customer address: Prinzregentenstraße 15, D-81675 München, Germany 1 393112 Annotations * XTQU We hereby commission: / 🗆 · The supply and construction of a "Thunderbird" roller coaster as per your quotation of 10/09/2007 Project No. DE2005011

The details concerning the purchase of the "Thunderbird" roller coaster are contained in the attached quotation of 10/09/2007 and include all conditions and agreements relating

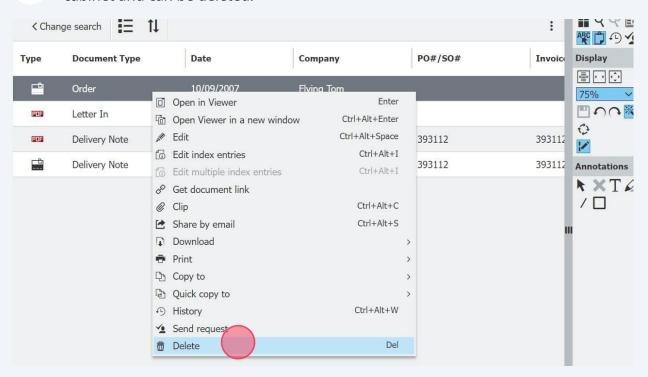


Unclipping Stored Documents

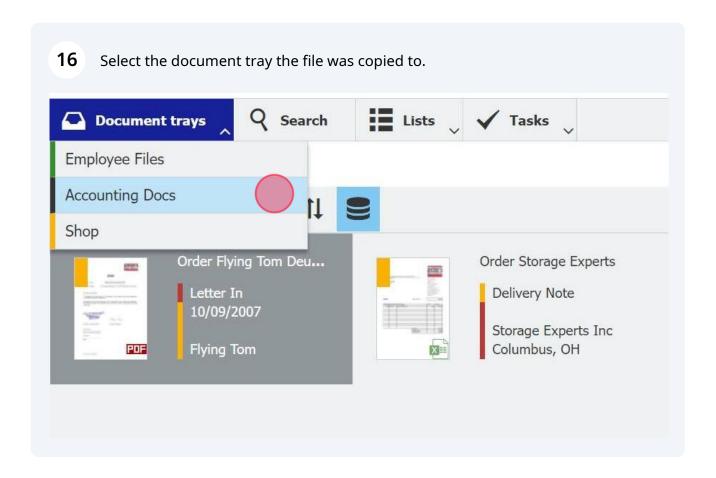
To unclip a stored document, it must be moved to the document tray. Right click, select "Copy to", and pick the appropriate document tray.

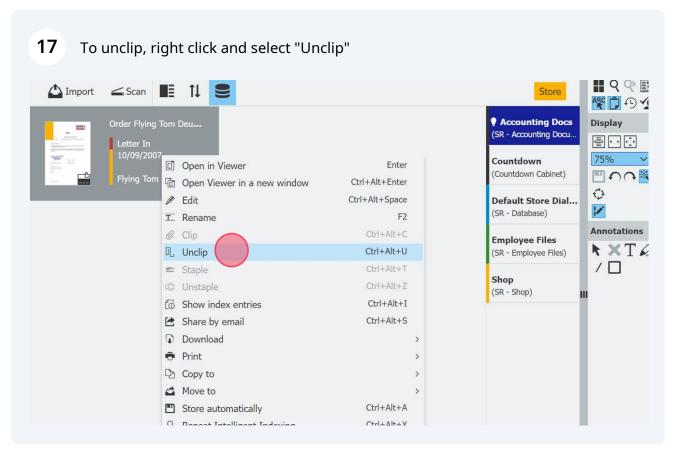


After a copy is sent to the document tray, the original file remains in the file cabinet and can be deleted.











The documents will be separated into the original documents and are ready to be 18 stored or processed further.

