

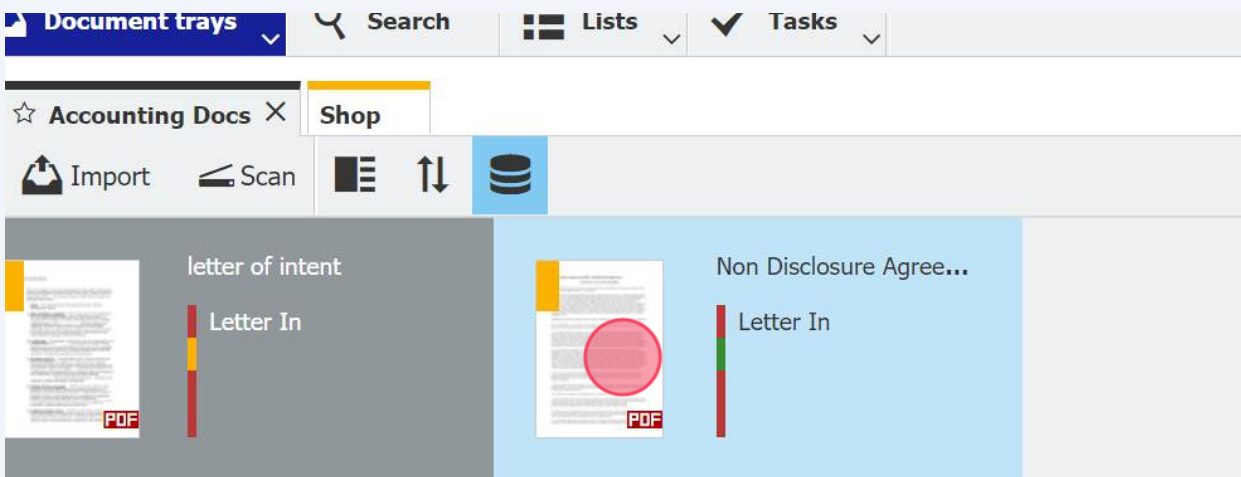
# Stapling Documents in Docuware

## Stapling

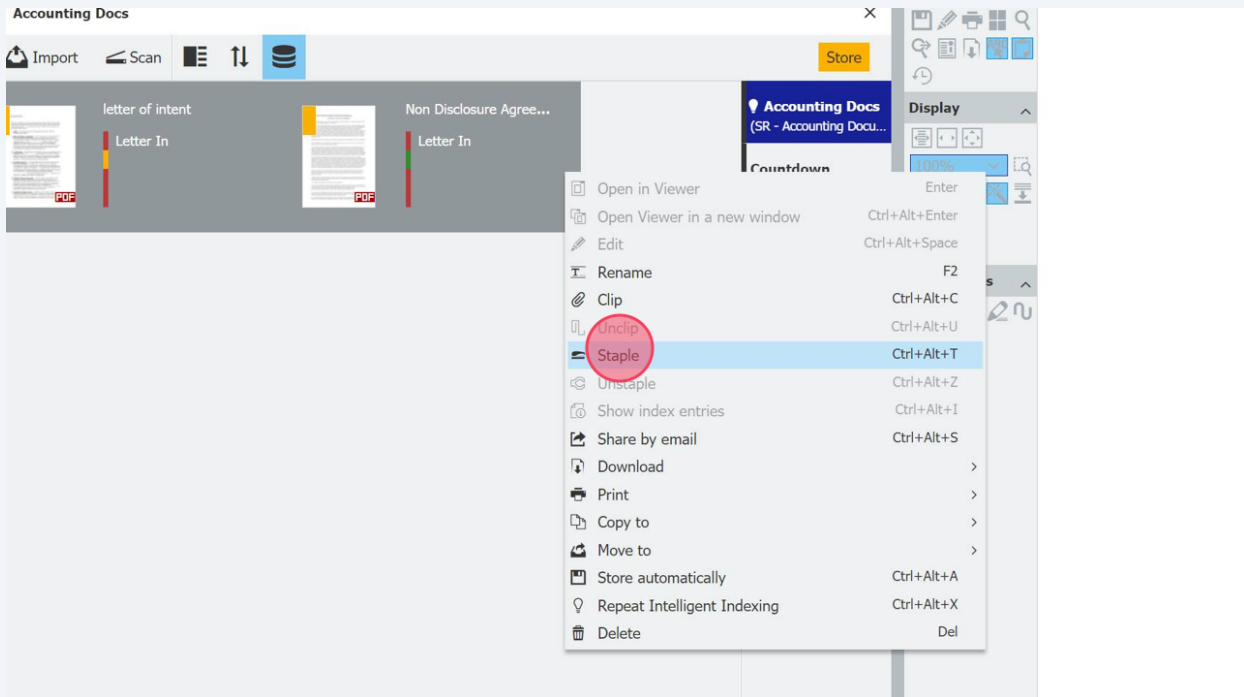
1 Only PDFs can be stapled. For joining non PDF files, use the Clip feature.



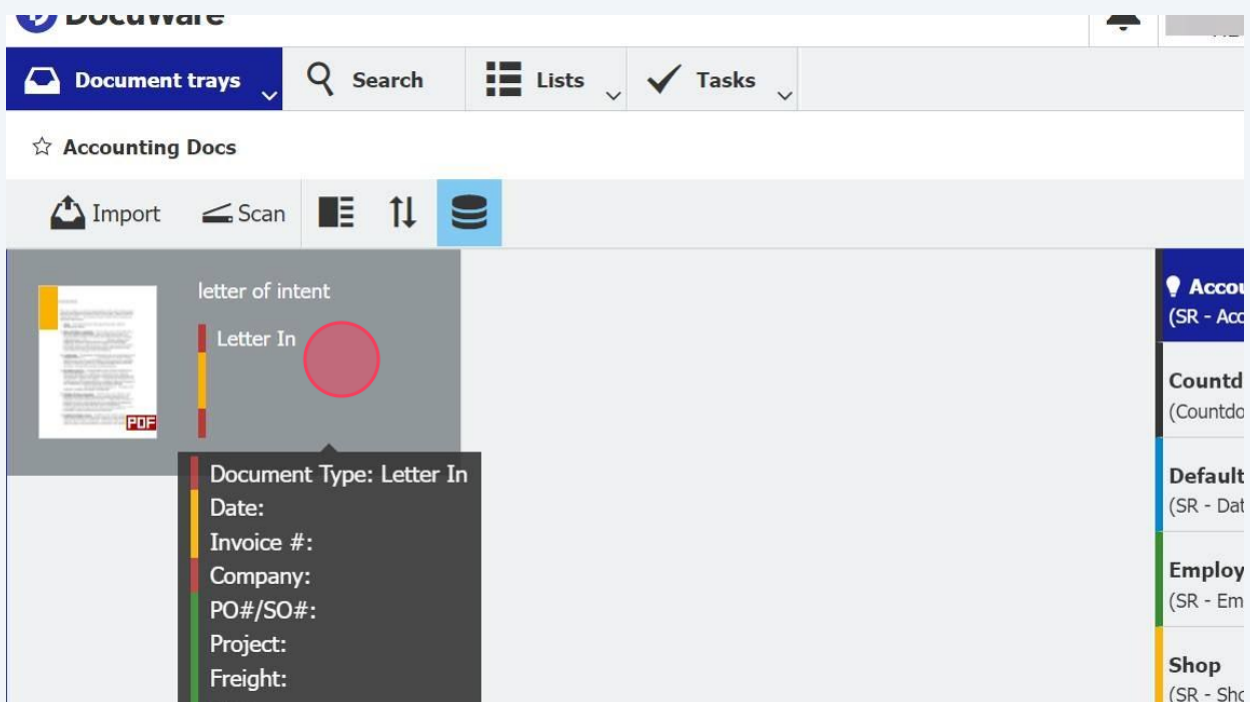
2 Select the documents to be stapled by holding down the control key and clicking the documents. The order in which the documents are highlighted determines the order of the final stapled document.



### 3 Right click and select "Staple"

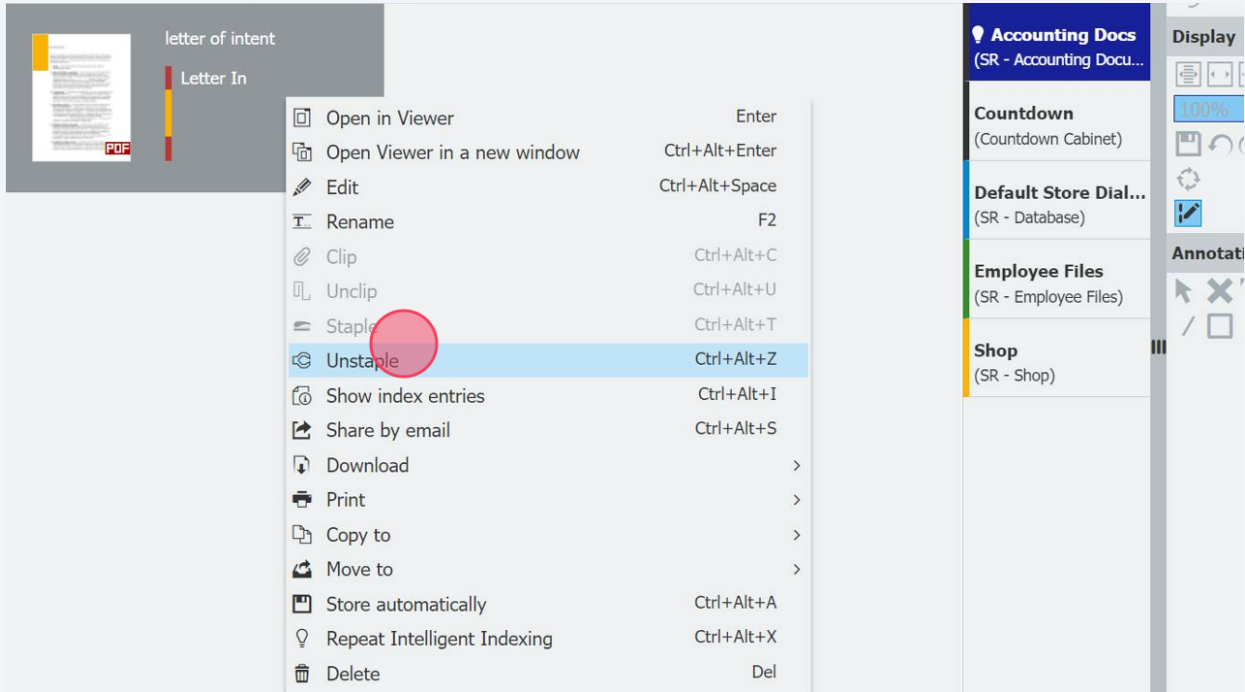


### 4 The documents will be combined and keep the name of the first document to be selected.

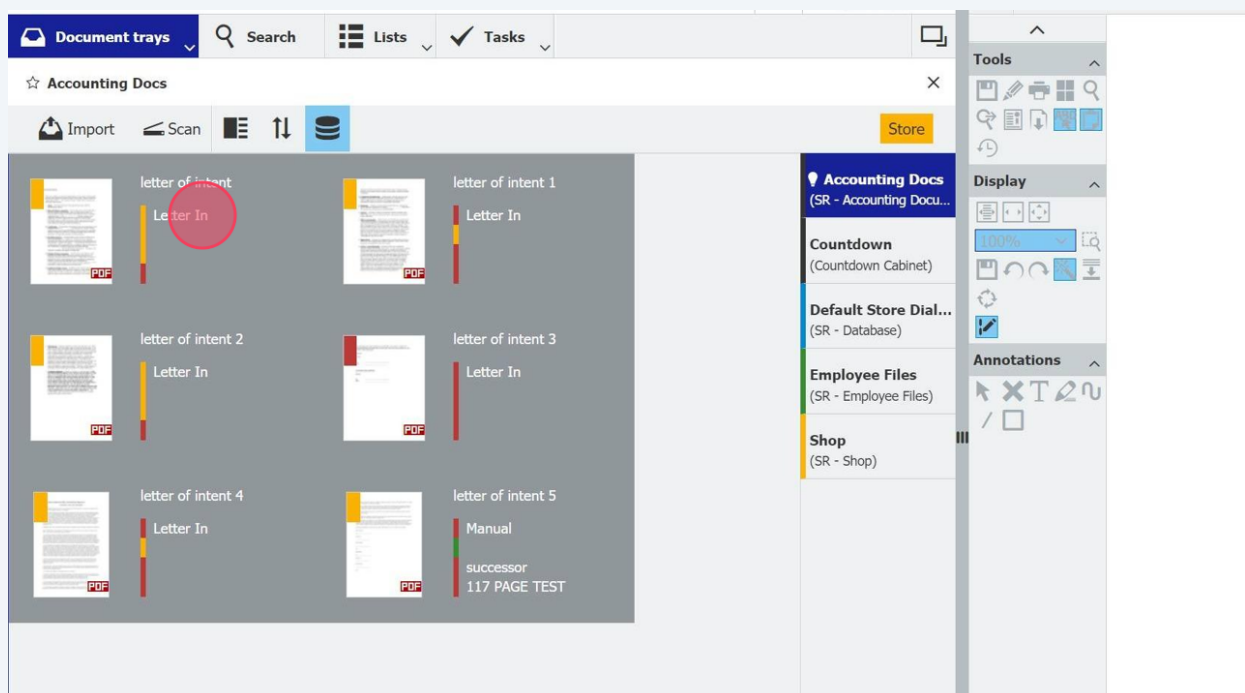


## Unstapling

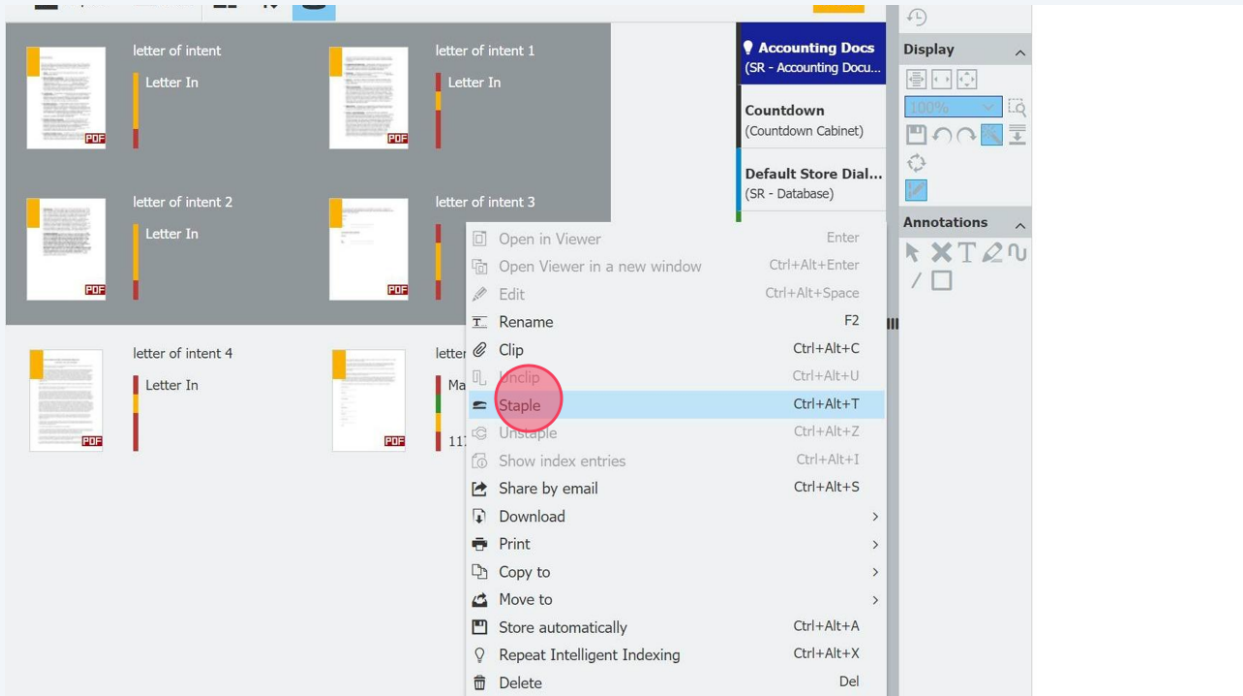
- 5 It is recommended to unstaple documents into an empty document tray to avoid confusion with other documents. To unstaple a document, right click and select "unstaple"



- 6 Every page in the document will be separated into the document tray.



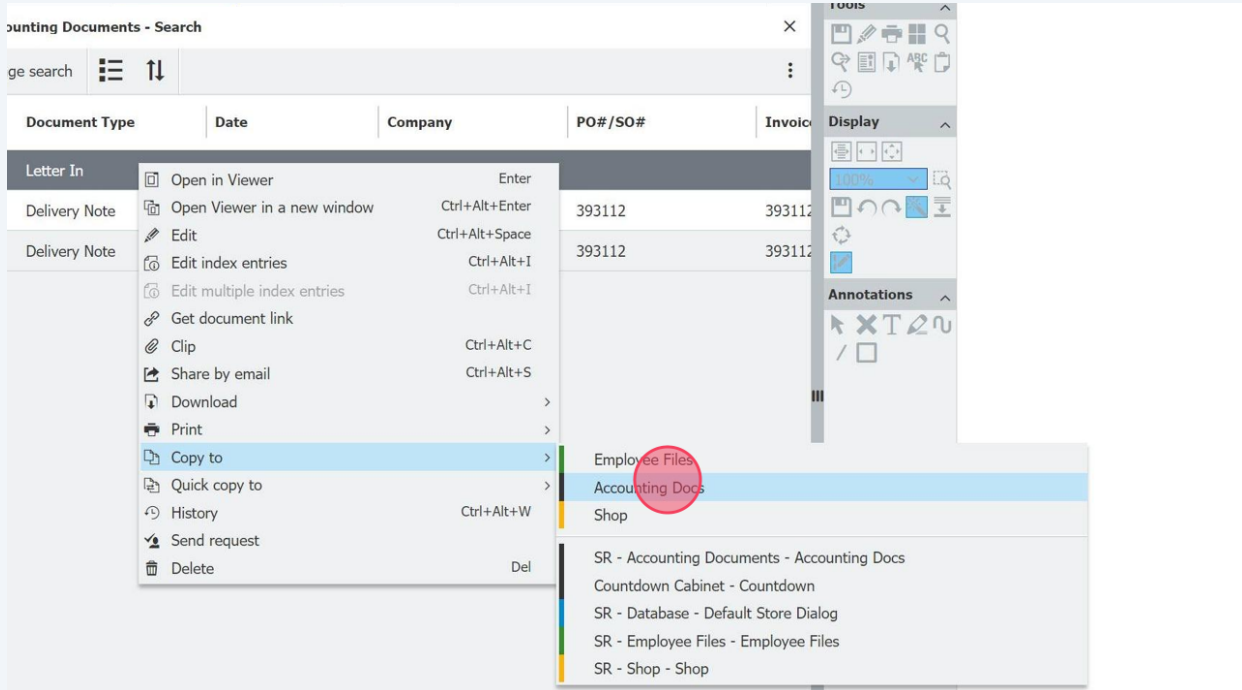
## 7 Pages can be reselected and stapled or stored individually.



## Stapling to a stored document

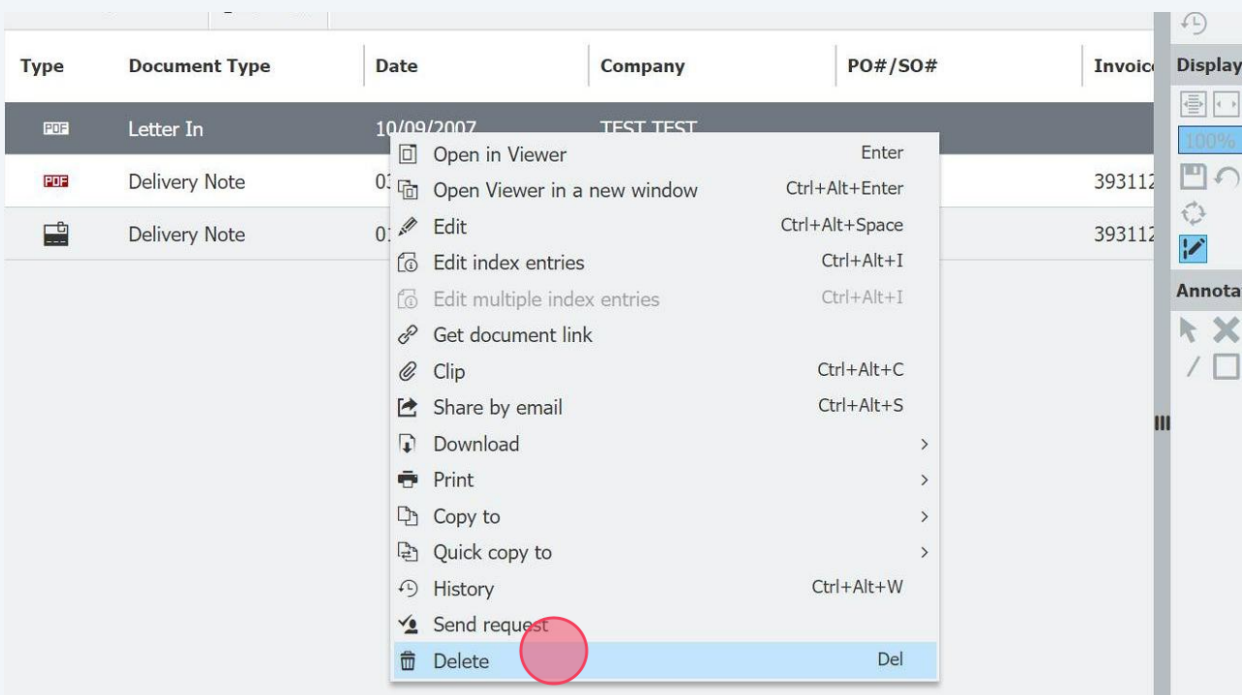
8

If you would like to staple to a document that is already in the file cabinet, it will need to be copied to the document tray first. Right click on the stored document and copy to the appropriate document tray.

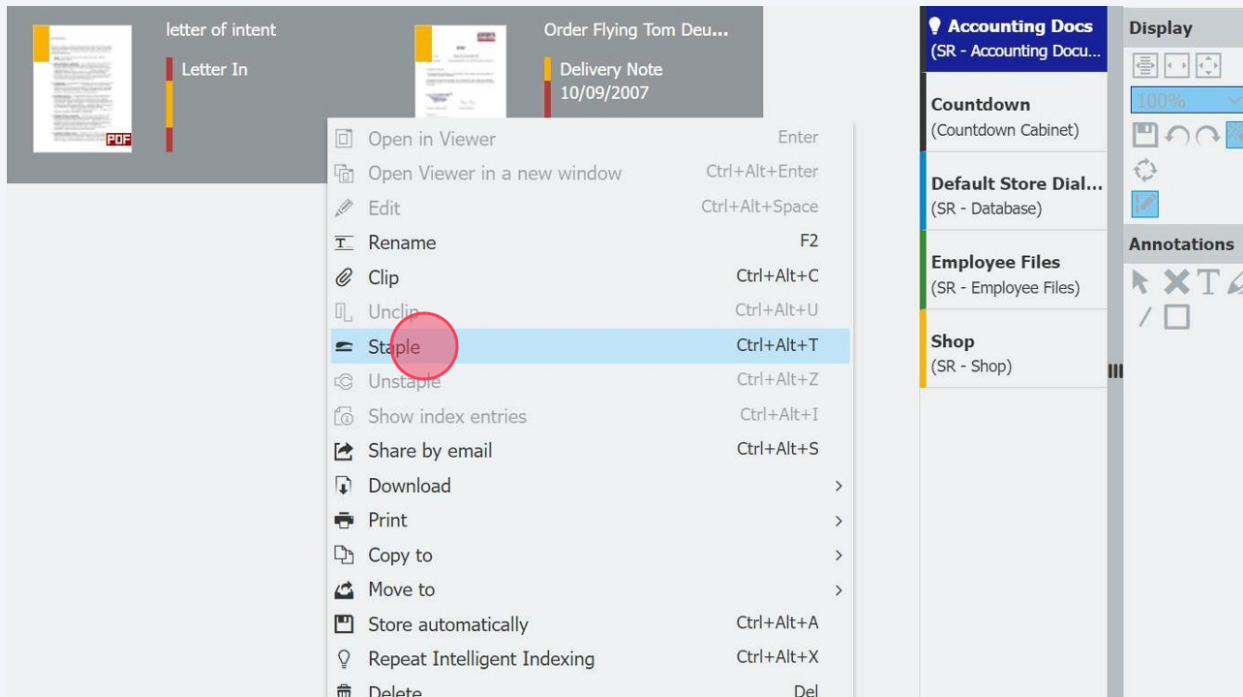


9

The document will be copied to the document tray and will also remain in the file cabinet. After confirming it is in the document tray, it can be deleted.



10 Once it is in the document tray, it can be stapled to other PDFs.



11 The stapled document will need to be stored again.

