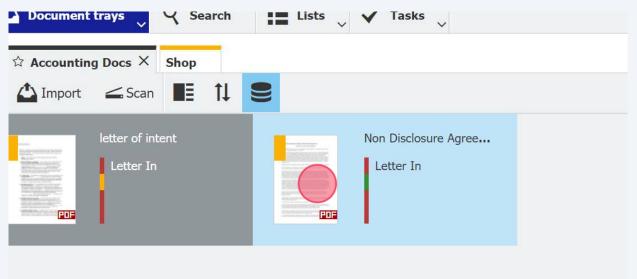


## **Stapling Documents in Docuware**

## Stapling

1	Only PDFs can be stapled. For joining non PDF fi	les, use the Clip feature.
	Open in Viewer	Enter
đ	Open Viewer in a new window	Ctrl+Alt+Enter
	Edit	Ctrl+Alt+Space
Ŧ	Donamo	F2
Ø	Clip	Ctrl+Alt+C
0L	Unclip	Ctrl+Alt+U
2	Staple	Ctrl+Alt+T
-C	Unstaple	Ctrl+Alt+Z
5	Show index entries	Ctrl+Alt+I

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.



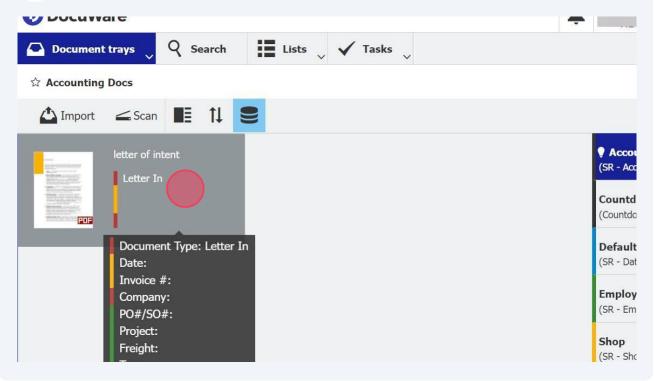


Accounting I	Scan	11 <b>S</b>			Store	) <b>I</b>
III III III III III III III III III II	letter of intent Letter In		Non Disclosure Agree Letter In	(SR -	Accounting Docs Accounting Docu attlown Enter	
				Edit Rename Clip Unclip Staple	Ctrl+Alt+Space F2 Ctrl+Alt+Space Ctrl+Alt+C Ctrl+Alt+C Ctrl+Alt+U Ctrl+Alt+T Ctrl+Alt+Z Ctrl+Alt+Z	s Ø
				Share by email Download Print Copy to Move to Store automatically Repeat Intelligent Indexing Delete	Ctrl+Alt+S Ctrl+Alt+A Ctrl+Alt+X Ctrl+Alt+X Del	>

3

Right click and select "Staple"

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



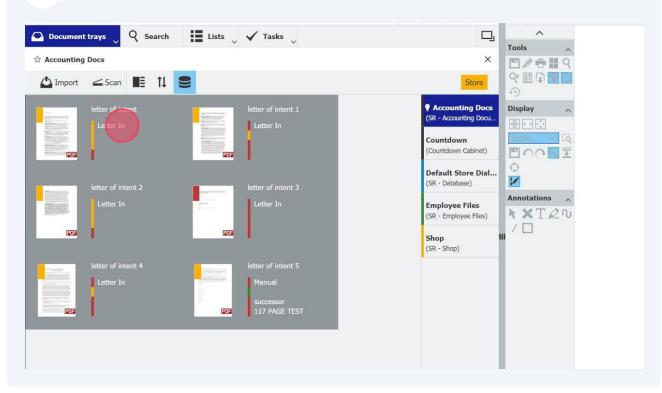


## Unstapling

**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"

non Bolder Herbink Scher Bolder Herbink Scher Bolder Halter Hilf Mittel (1997)	letter of intent			Accounting Docs     (SR - Accounting Docu
	-	] Open in Viewer	Enter	Countdown
POF	<b>i</b> (	Den Viewer in a new window	Ctrl+Alt+Enter	(Countdown Cabinet)
	,	🖉 Edit	Ctrl+Alt+Space	Default Store Dial
	3	Rename	F2	(SR - Database)
	(	🖉 Clip	Ctrl+Alt+C	Employee Files
	(	L Unclip	Ctrl+Alt+U	(SR - Employee Files)
	1	= Staple	Ctrl+Alt+T	
		G Unstaple	Ctrl+Alt+Z	Shop III (SR - Shop)
	ť	Show index entries	Ctrl+Alt+I	(5K - 510p)
	6	Share by email	Ctrl+Alt+S	
	ſ	Download	>	
		Print	>	
	C	Copy to	>	
	6	Move to	>	
	C	Store automatically	Ctrl+Alt+A	
	1	P Repeat Intelligent Indexing	Ctrl+Alt+X	
	1	Delete	Del	

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





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

nn Einer State State Ander State State Titter Anderson	letter of intent		letter of i		Accounting Docs (SR - Accounting Docu	Display ^
		All conservations and the second seco			Countdown (Countdown Cabinet)	
	letter of intent 2		letter of i	ntent 3	Default Store Dial (SR - Database)	
	Letter In			Open in Viewer	Enter	Annotations ^
	1			Open Viewer in a new window Edit	Ctrl+Alt+Enter Ctrl+Alt+Space	
			T	Rename	F2	
	letter of intent 4 Letter In		letter @	Clip	Ctrl+Alt+C	
CONTRACTOR OF			Ma 🔍	bnclip	Ctrl+Alt+U	
			=	Staple	Ctrl+Alt+T	
POF			11	Unstaple	Ctrl+Alt+Z	
	1. Contraction 1. Con			Show index entries	Ctrl+Alt+I	
			1	Share by email	Ctrl+Alt+S	
			(II)	Download	>	
				Print	>	
			D)	Copy to	>	
			4	Move to	>	
				Store automatically	Ctrl+Alt+A	
			Ŷ	Repeat Intelligent Indexing	Ctrl+Alt+X	
			<b></b>	Delete	Del	



## 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.

ounting Document	s - S	earch			×				
ge search	ţ1				:				
Document Type		Date	Company	PO#/SO#	Invoice				
Letter In	Ō	Open in Viewer	Enter						
Delivery Note	G	Open Viewer in a new window	Ctrl+Alt+Enter	393112	393112				
Delivery Note		Edit Edit index entries	Ctrl+Alt+Space Ctrl+Alt+I	393112	393112	<ul> <li>↓</li> <li>↓</li></ul>			
	8 0 1	Edit multiple index entries Get document link Clip Share by email Download	Ctrl+Alt+I Ctrl+Alt+C Ctrl+Alt+S >			Annotations ^ <b>X</b> T 2 0 /			
		Print	>						
	1 1 1 1	Copy to Quick copy to History	> Ctrl+Alt+W	Employee Files Accounting Docs Shop					
	Countdown Cab SR - Database -				nting Documents - Accounting Docs n Cabinet - Countdown ase - Default Store Dialog wee Files - Employee Files				
				SR - Shop - Shop					

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.

уре	Document Type	Date	Company	PO#/SO#	Invoice	Displa
PDF	Letter In	10/09/2007	TEST TEST			100%
-		🖸 Open in		Enter		•
POF	Delivery Note	0: 🔂 Open Vie	ewer in a new window	Ctrl+Alt+Enter	393112	
	Delivery Note	0: 🖉 Edit		Ctrl+Alt+Space	393112	0
		Co Edit inde	x entries	Ctrl+Alt+I		1
		🗇 Edit mult	tiple index entries	Ctrl+Alt+I		Anno
		& Get docu	ment link			13
		@ Clip		Ctrl+Alt+C		10
		🔄 Share by	email	Ctrl+Alt+S		
		Downloa	d	>		
		🖶 Print		>		
		Copy to		>		
		Duick co	py to	>		
		19 History		Ctrl+Alt+W		
		Send rec	uest			
		🛱 Delete		Del		



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

The second secon	letter of intent		Order Flying To Delivery Note 10/09/2007			Accounting Docs (SR - Accounting Docu Countdown	Display
POF	1	٥	Open in Viewer	Enter		(Countdown Cabinet)	
		6	Open Viewer in a new window	Ctrl+Alt+Enter		Default Store Dial	Q
		M	Edit	Ctrl+Alt+Space		(SR - Database)	1
		T	Rename	F2			Annotations
		Ø	Clip	Ctrl+Alt+C		Employee Files (SR - Employee Files)	<b>X</b> XT
			Unclip	Ctrl+Alt+U			
		=	Staple	Ctrl+Alt+T		Shop	
		īC,	Unstaple	Ctrl+Alt+Z		(SR - Shop)	11
		6	Show index entries	Ctrl+Alt+I			
		1	Share by email	Ctrl+Alt+S			
		D	Download		>		
		•	Print		>		
		Ð	Copy to		>		
		6	Move to		>		
			Store automatically	Ctrl+Alt+A			
		Ŷ	Repeat Intelligent Indexing	Ctrl+Alt+X			
		侖	Delete	Del			

**11** The stapled document will need to be stored again.

🏠 Import 🚄 Scan 📕 🄃 😫	Store
Order Flying Tom Deu	<b>Accounting Docs</b> (SR - Accounting Docu
	Countdown (Countdown Cabinet)
	<b>Default Store Dial</b> (SR - Database)
	<b>Employee Files</b> (SR - Employee Files)
	Shop (SR - Shop) II