

Clipping Documents in DocuWare

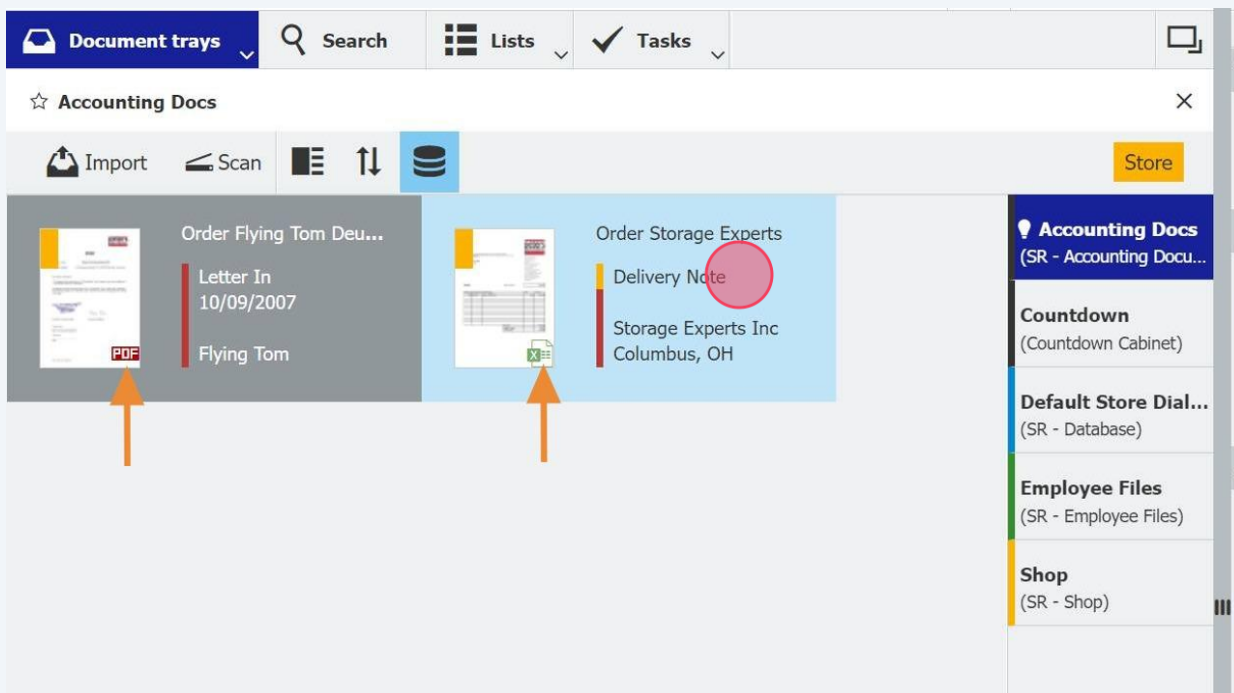
1

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

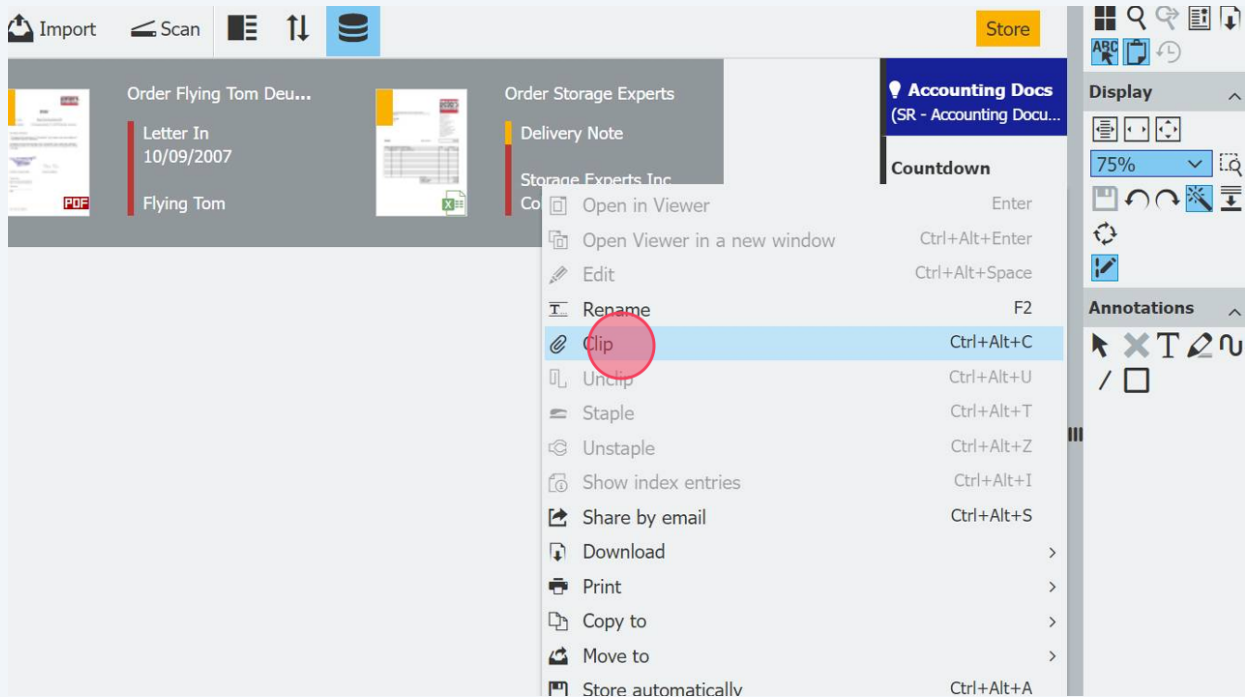
Clipping Documents in the Document Tray

2

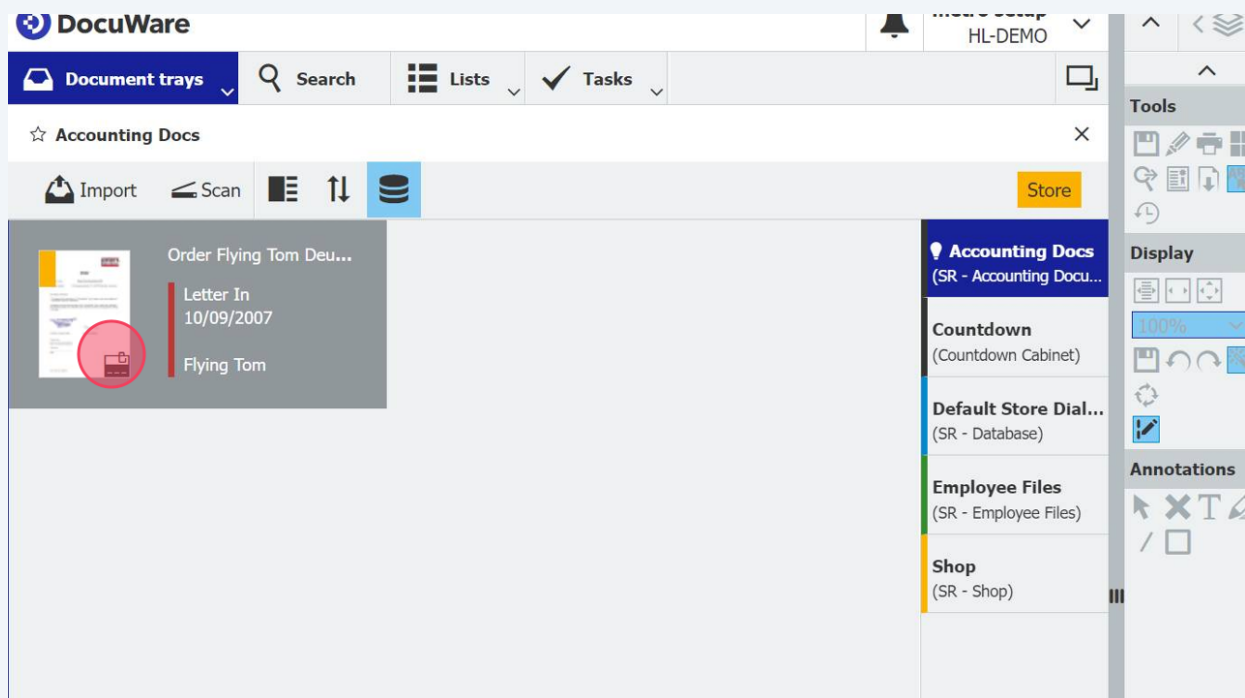
Select the documents to be clipped by holding down the control key and clicking the documents. The order in which the documents are highlighted will determine the order of the clipped document.



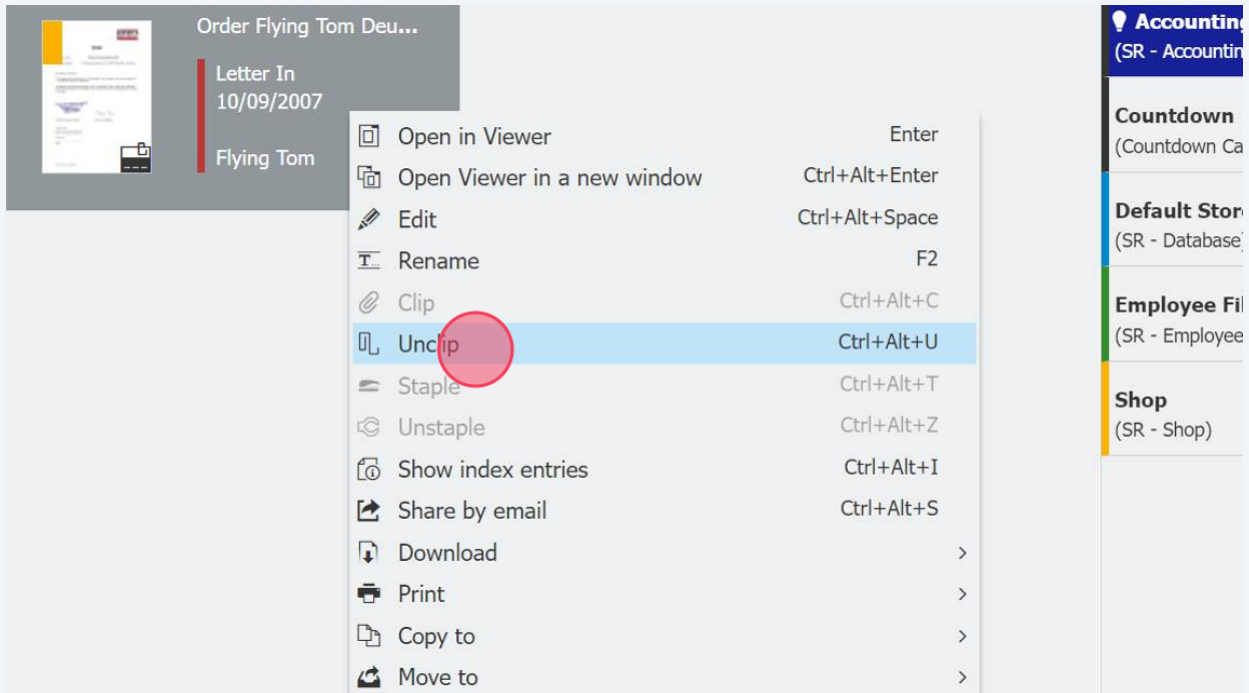
3 Right click and select "Clip"



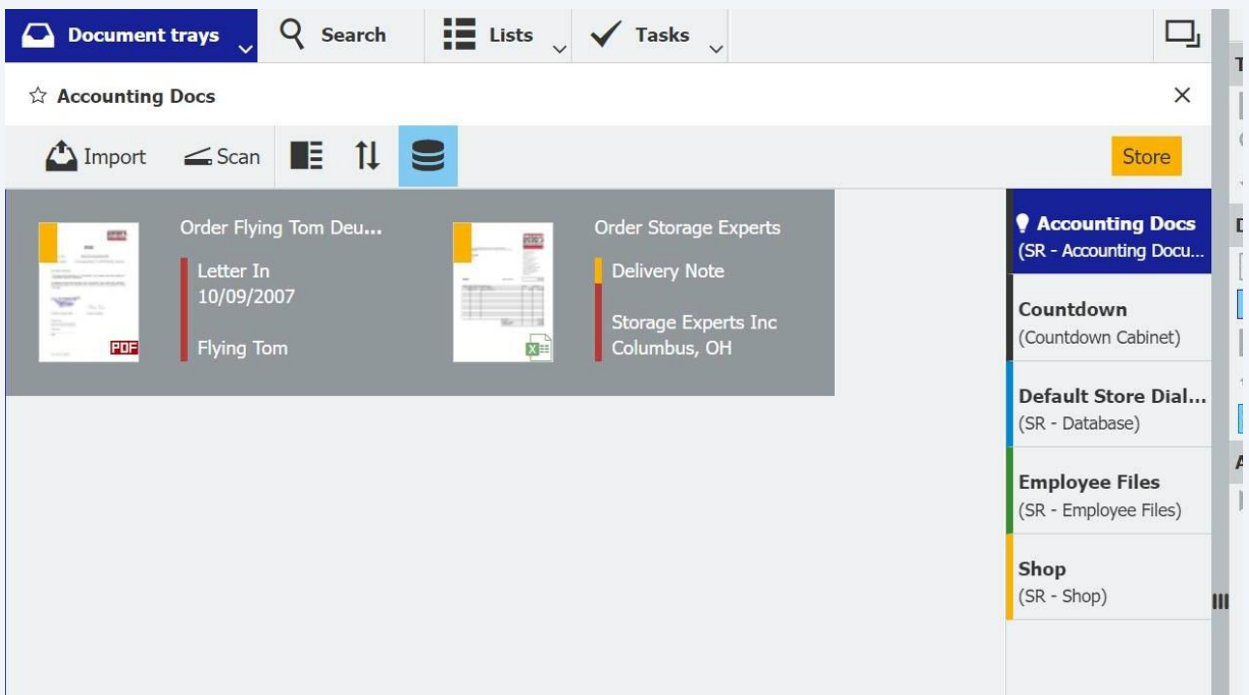
4 The clipped document will show a paperclip icon and is ready to be stored.



5 The document can be unclipped by right clicking and selecting "Unclip"

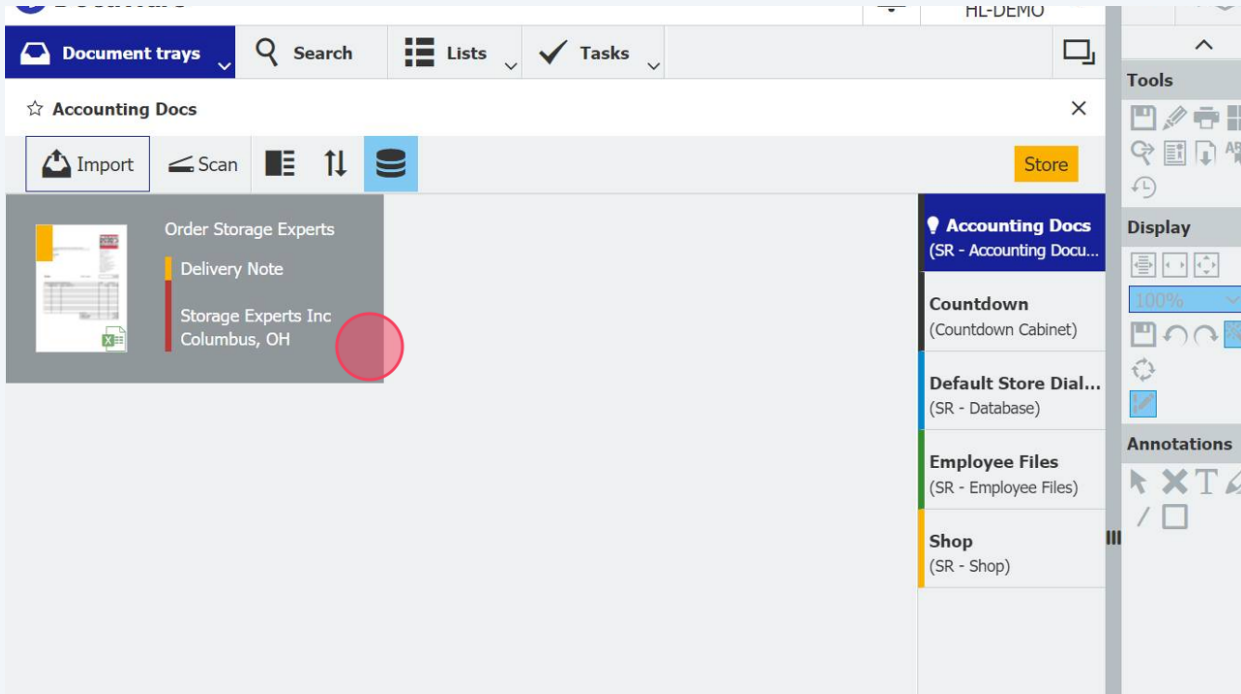


6 The document will separate back into the original files.

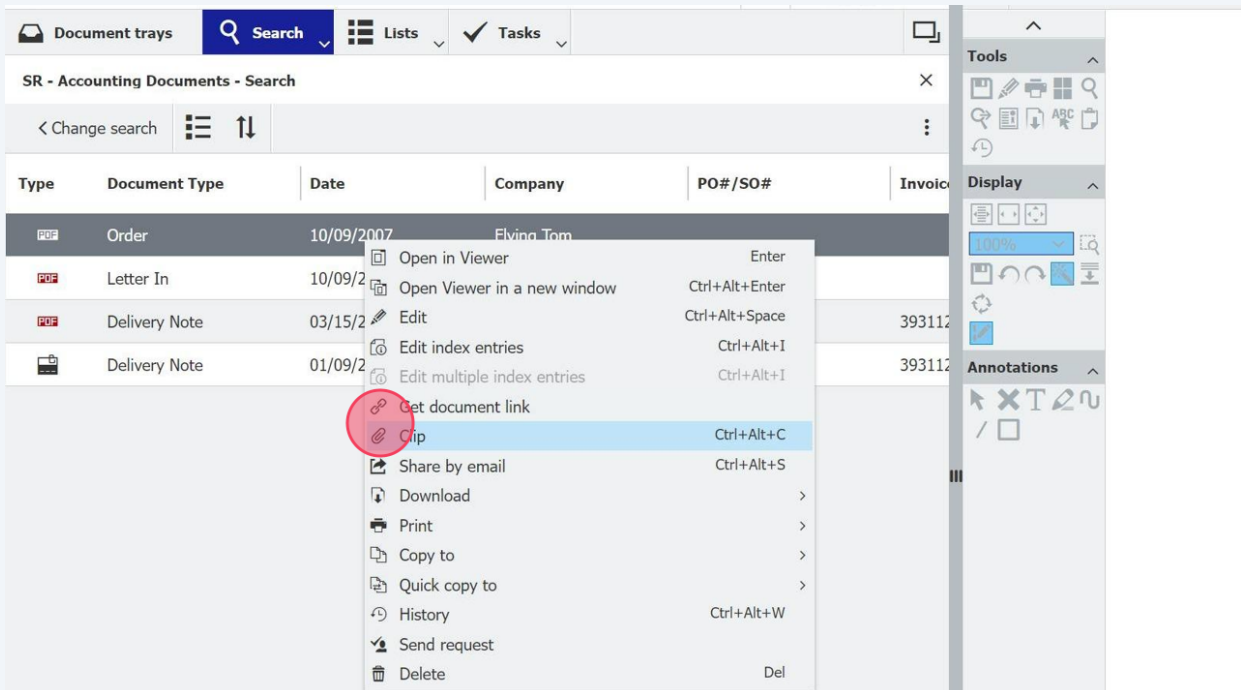


Clipping to a Stored Document

7 Import the file being added into a document tray.

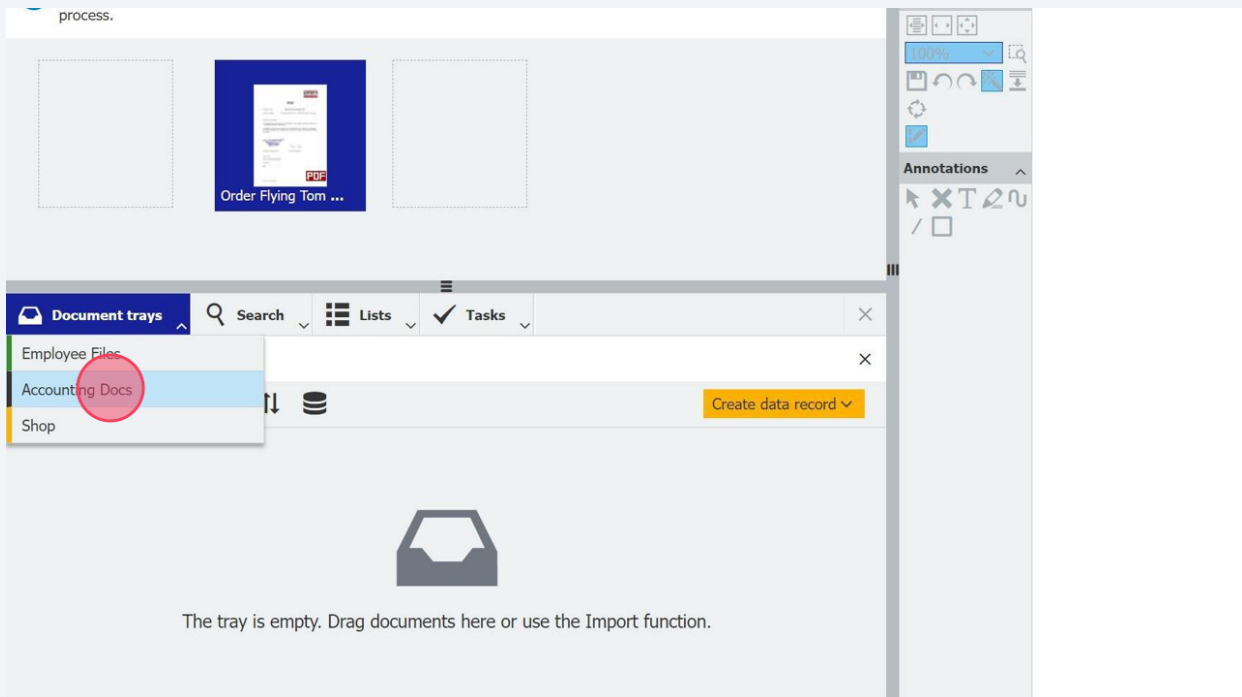


8 Find the existing document in the file cabinet. Right click on it and select "Clip"



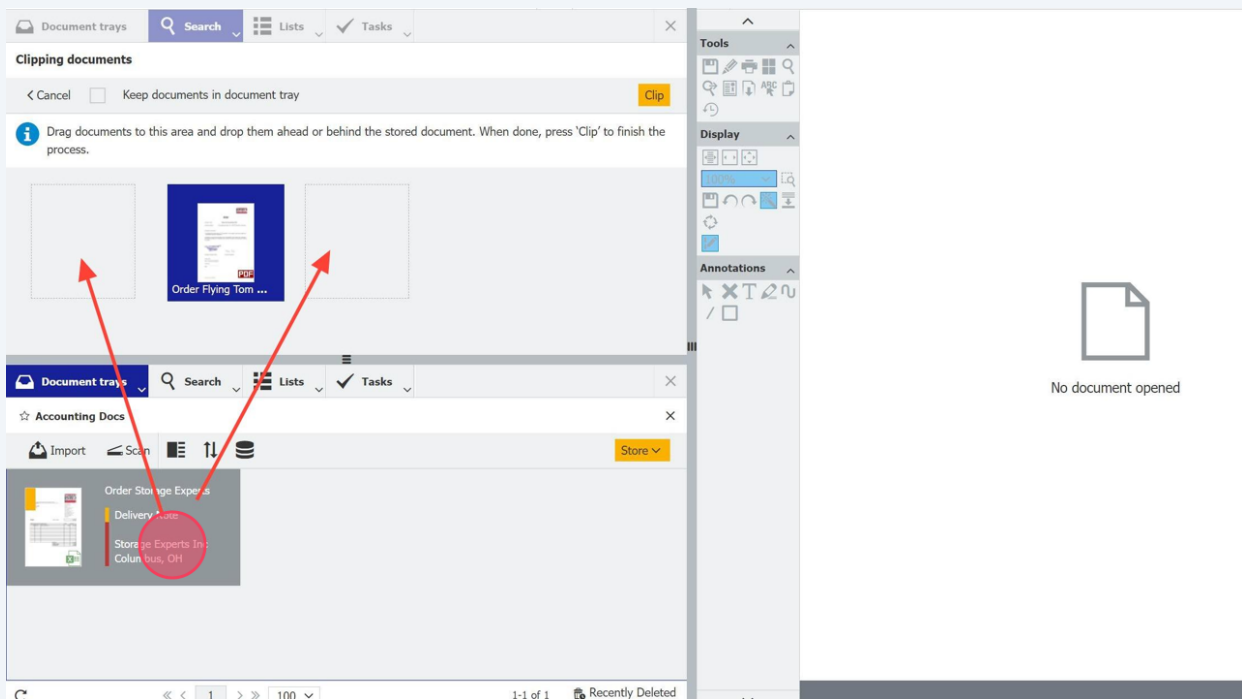
9

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

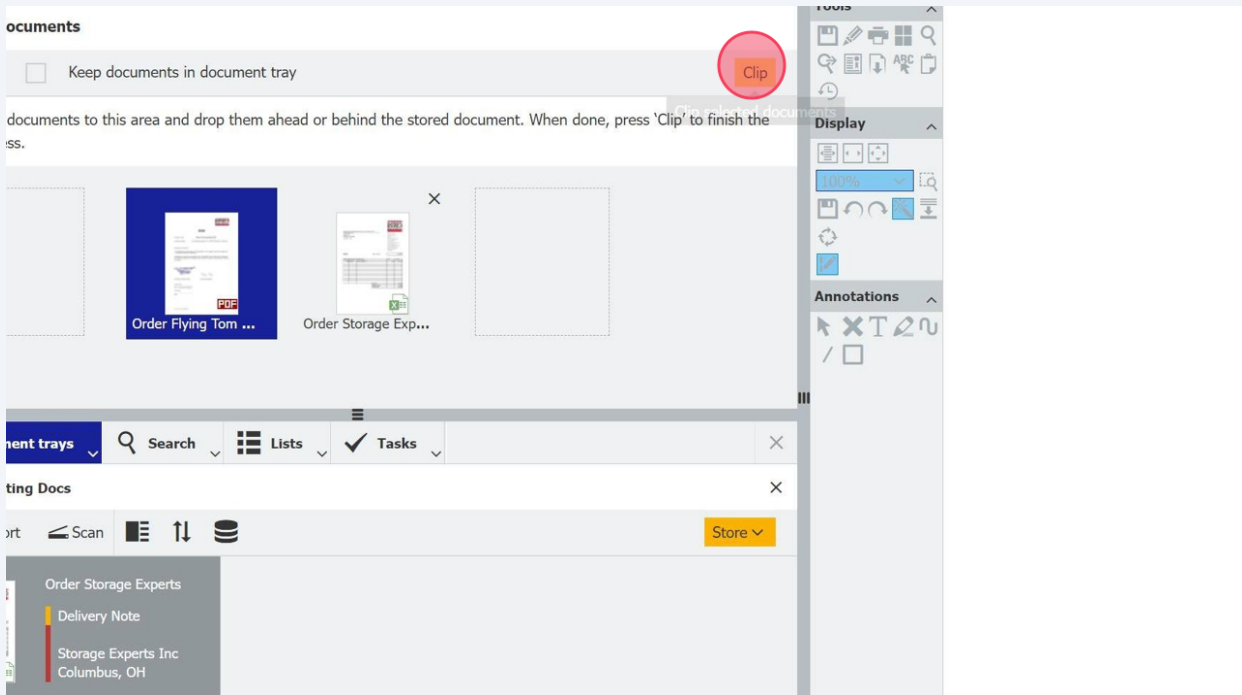


10

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







11 Press the "Clip" button to complete the process.



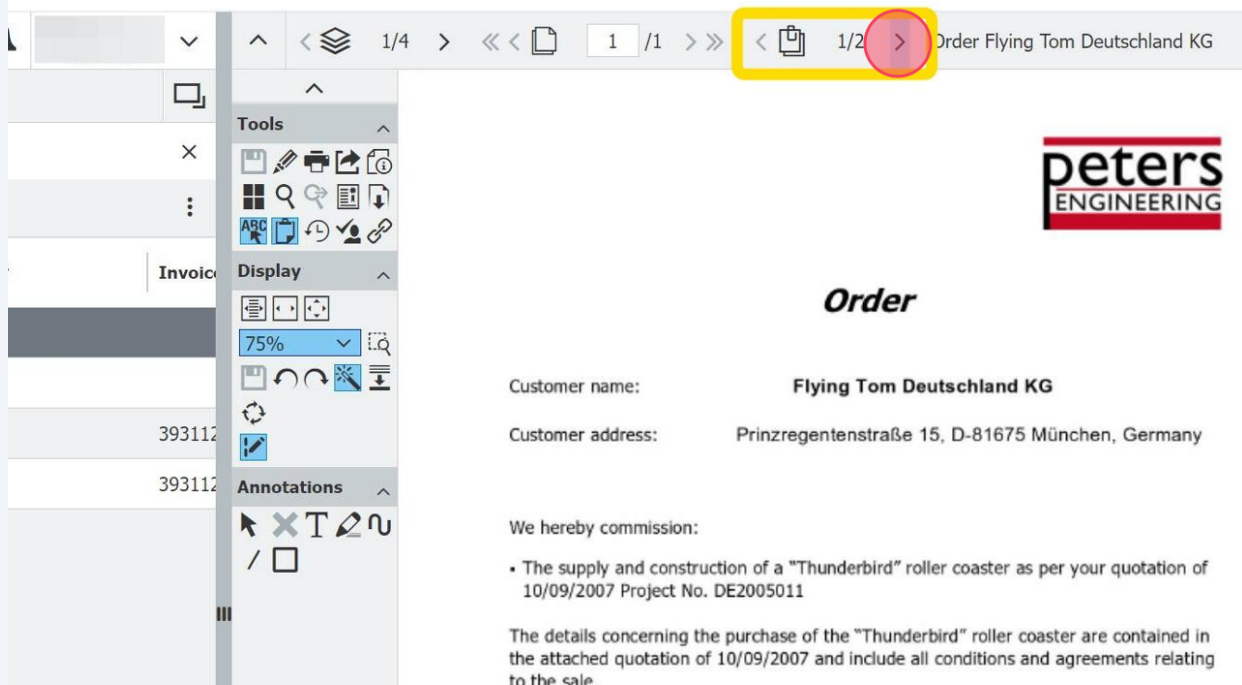
12 The stored document will have a paperclip icon indicating a clipped document.

The screenshot shows a document management interface with a table of documents. The table has columns for 'Type', 'Document Type', 'Date', 'Company', and 'PO#/SO:'. The first row is highlighted and has a red circle around a paperclip icon in the 'Type' column. The other rows have PDF icons in the 'Type' column.

Type	Document Type	Date	Company	PO#/SO:
	Order	10/09/2007	Flying Tom	
	Letter In	10/09/2007	TEST TEST	
	Delivery Note	03/15/2023	Flying Tom	393112
	Delivery Note	01/09/2008	Flying Tom	393112

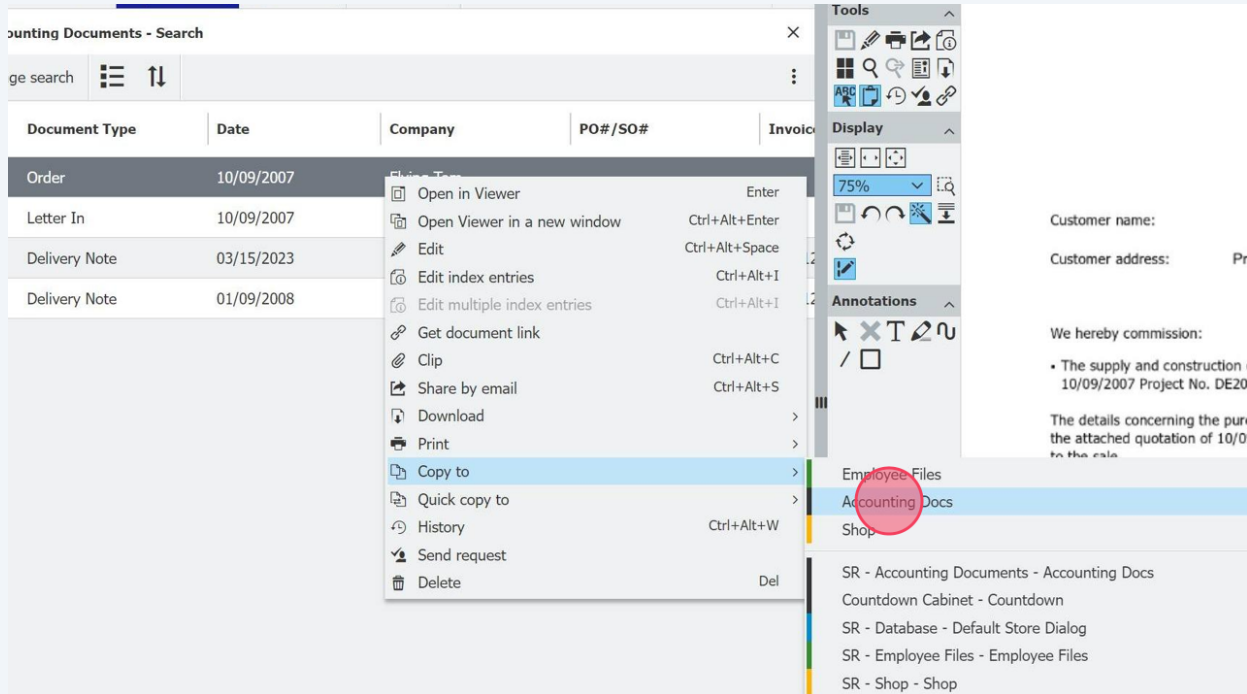
13

When viewing the document, select the arrow next to the clipped document icon to switch between the clipped documents.

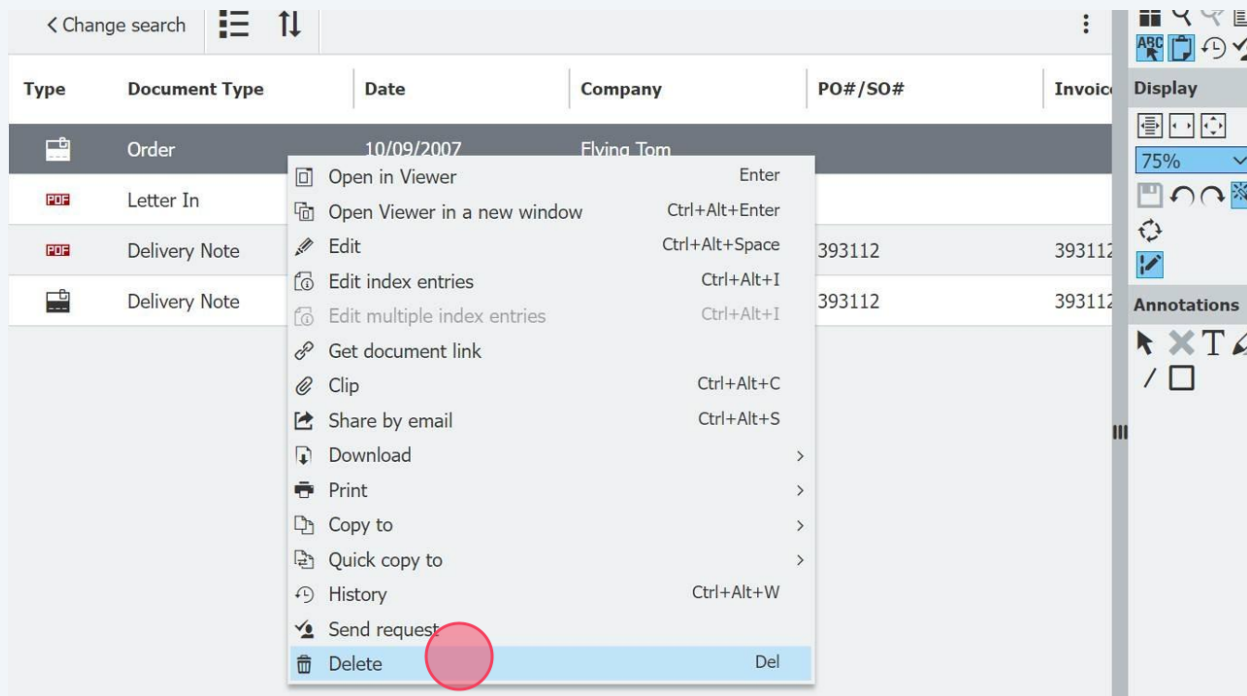


Unclipping Stored Documents

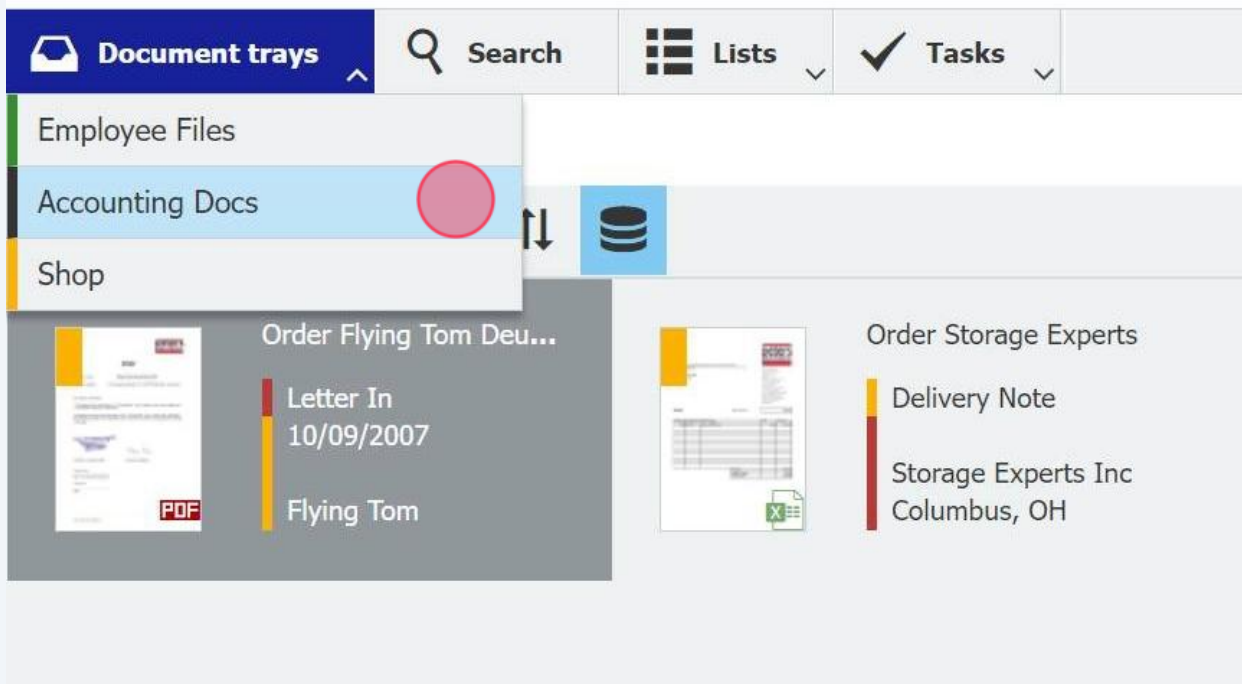
14 To unclip a stored document, it must be moved to the document tray. Right click, select "Copy to", and pick the appropriate document tray.



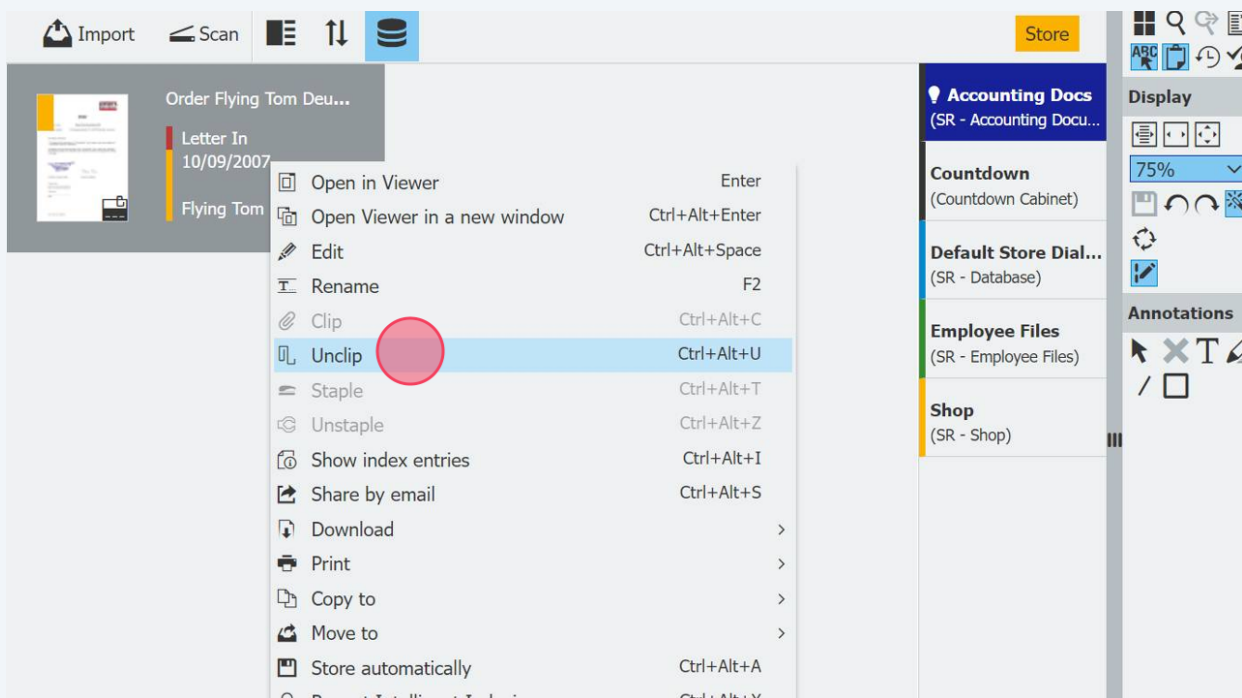
15 After a copy is sent to the document tray, the original file remains in the file cabinet and can be deleted.



16 Select the document tray the file was copied to.



17 To unclip, right click and select "Unclip"



18

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

