

COPY ALL DOCUMENTS TO FOLDER

To copy all documents to folder, follow these steps:

- On **Database** pane, click **Change Case & Database**
- Select a **case & database** from drop-down
- Click **Open Database** to open a database
- Click **Folders** tab
- Select a **folder** to copy all documents
- Click **Copy Documents** on the tool bar
- Select **Copy All Document** option
- Click **Yes** to copy all document or **No** to cancel
- Click **Ok** in message box
- Select a **folder**
- **All documents** are copied to selected folder