

COPY SET OF FOLDER

To copy set of folder, follow these steps:

- ☛ On **Database** pane, make sure required case & database is opened
- ☛ Click **Folders** tab
- ☛ Select a **folder** to copy documents
- ☛ Click **Copy Documents**
- ☛ Select **Copy Set of Folder** option
- ☛ Select **AutoNumber** or **BeginDoc** or **EndDoc** from **Folder Name** drop-down
- ☛ Type a value in **Records per folder**
- ☛ Select scope as **Public** or **Private**
- ☛ Select **Standard** or **Checkbox** or **Option** from **Folder Style** drop-down
- ☛ Click **Ok** to copy or **Cancel** to exit
- ☛ Click **Ok** in the message box
- ☛ Click **Refresh**
- ☛ Documents are copied to set of folder
- ☛ Example:-
 - If **Folder Name** is **BeginDoc** and **Records per folder** is **50**, then you can see that **Folder Name** contains the following structure:

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- 1st record's **BeginDoc** & 50th record's **BeginDoc** for the first 50 records
- 51st Record's **BeginDoc** & 100th record **BeginDoc** for the next 50 records & so on.