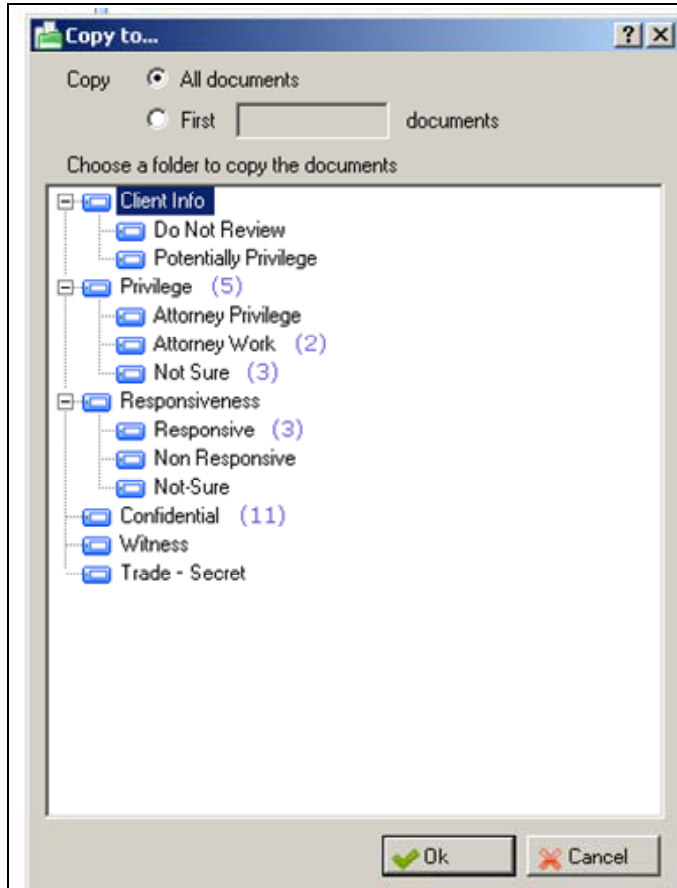


Tag Folder Documents

- On the **Folders** pane, right click the folder from which you want to copy documents to the new review tag/folder, click **Copy to...**, and then click **Folders/Review Tags**.

The **Copy to...** dialog appears as shown in the figure:



Note: If you choose to copy documents to a folder then, the list of folders would appear in the **Copy to...** dialog box. If you choose to copy documents to a review tag then, the list of review tags would appear in the **Copy to...** dialog box.

- In the **Copy to...** dialog box:
 - Select **All Documents** option to copy all documents (OR)
 - Select **First** **documents** to copy first top number of documents into review tag/folder and then type **number of documents** to be copied

Tag Folder Documents

- ☛ Choose the **review tag/folder** to which you want to copy the documents and then click **Ok** to copy documents or **Cancel** to exit
- ☛ Click **Review Tags/Folders** pane
- ☛ Double click on **Tag/Folder** to load the documents
- ☛ You can view **tagged documents**