
Tag Documents Using Table view

- ☛ On the **Review Tags** pane, make sure **Enable edit mode** is checked
- ☛ Select **multiple documents** by holding SHIFT key in **Table view**
- ☛ Check **your tag** to copy selected documents
- ☛ Selected documents are copied to **Tag** and ReviewStatus is updated as **Reviewed**
- ☛ Select **multiple documents** by holding SHIFT key
- ☛ Check **your tag** to copy selected documents
- ☛ Selected documents are copied to **Tag** and ReviewStatus is updated as **Reviewed**
- ☛ You can double click on **Tag** to load the copied documents