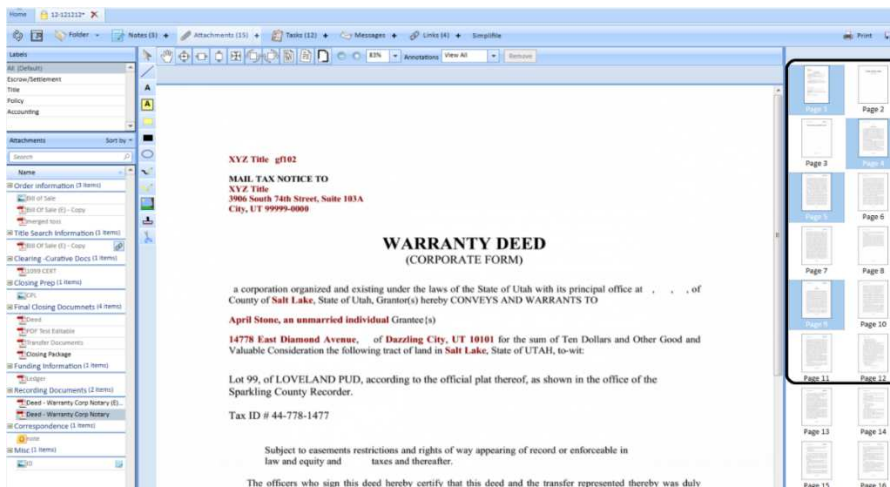


## Creating “Exhibit A” Couldn’t Be Easier!

Have you ever needed to create “Exhibit A” out of one page of an attachment?

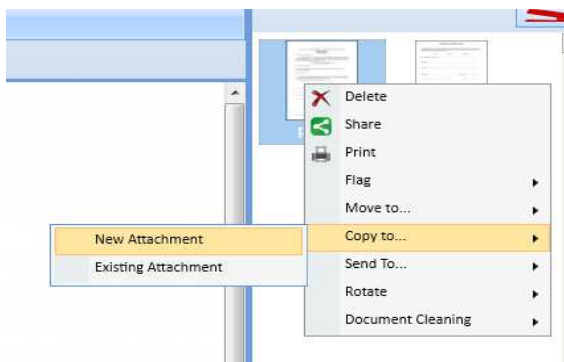
Using GreenFolders, creating a smaller attachment from another attachment takes only 4 simple steps! Learn how below.

1. Within the Folder, click Edit. Using the left mouse button, select the page or pages you would like to use to create as a separate attachment. The pages are located on the right side of your viewing pane.

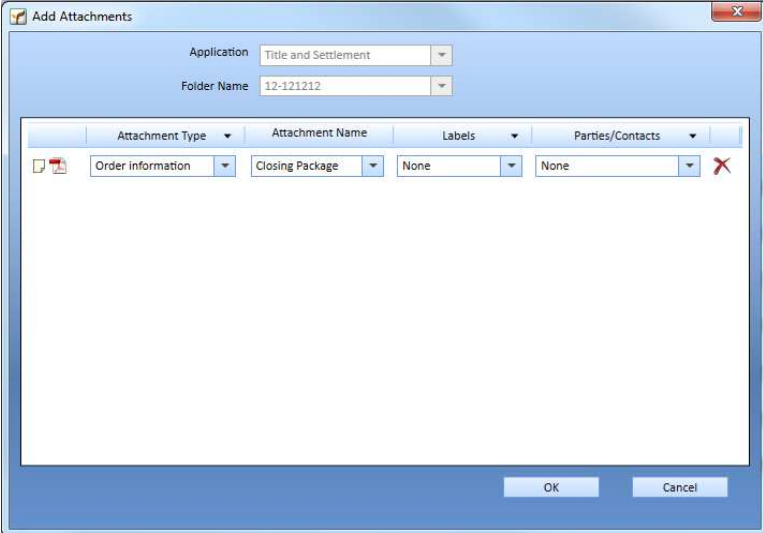


*Thumbnail Pane*

2. After selecting the thumbnail of the page you would like; hold your left mouse button; drag the selected page to the Attachment list Pane and drop and index the attachment. You may also Right mouse click, select Copy To, select New Attachment.



3. Index the document by selecting the Attachment Type and Predefined Name.



4. Last step! Click Save in the upper left hand corner of the folder!

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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