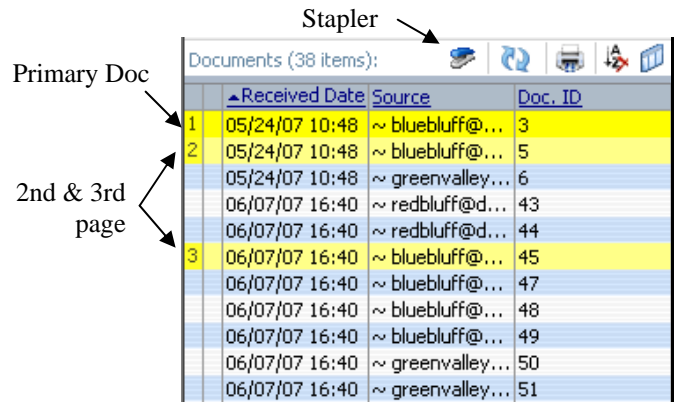


Stapling

Click the Stapler in the Documents pane toolbar to staple multiple documents, copies, or forms to create one new document. It's just like having a stapler on your desk for paper faxes. There is no staple remover in DocuTrack so once documents are stapled, they can not be unstapled. Instead, the originals are found in the Stapled Originals folder.

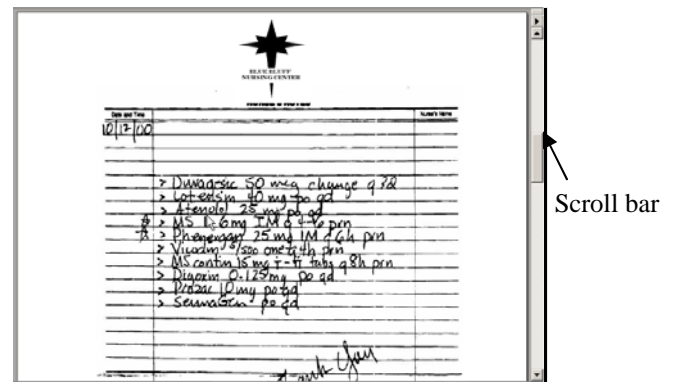
To staple documents

1. In the Documents pane, click the primary document.
2. Hold down the Ctrl button on the keyboard and select other documents to staple to the primary document.
3. Click the **Stapler** icon on the Documents pane toolbar.
4. The Staple Documents window appears. Click **Yes** to staple the documents.
5. The documents (Doc ID's of 3, 5, 45) become a three-page new document (Doc ID of 80).



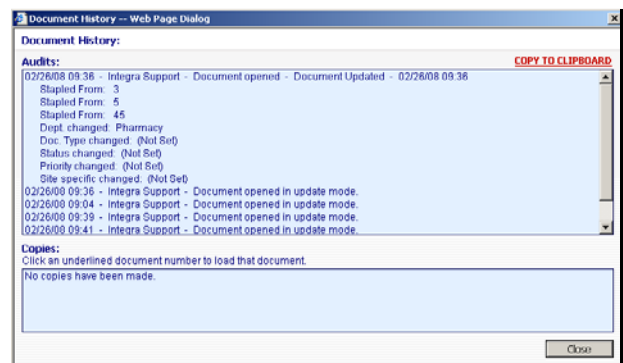
To view multiple page documents

1. In the Documents pane, click on a document.
2. The document will appear in the Documents Viewer pane.
3. On the right side of the pane, you will see a **scroll bar**.
4. Click and drag the **scroll bar** up or down to move through the pages.



To view the history of a document

1. Click **HISTORY** in the Documents toolbar.
2. The Documents History dialog box appears.
3. In the Audits window, scroll through the list, to find **Stapled From:** document numbers. These are the original document numbers.



To locate stapled originals

1. On the Documents toolbar, click the **GOTO** button.
2. Type the **Document ID** in the Go to Documents window that appears. Click **GO**.
3. The original document appears. It is in the Stapled Originals department.

