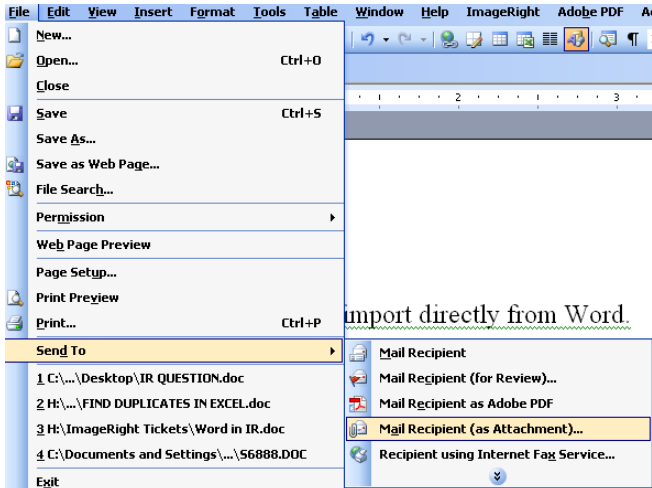
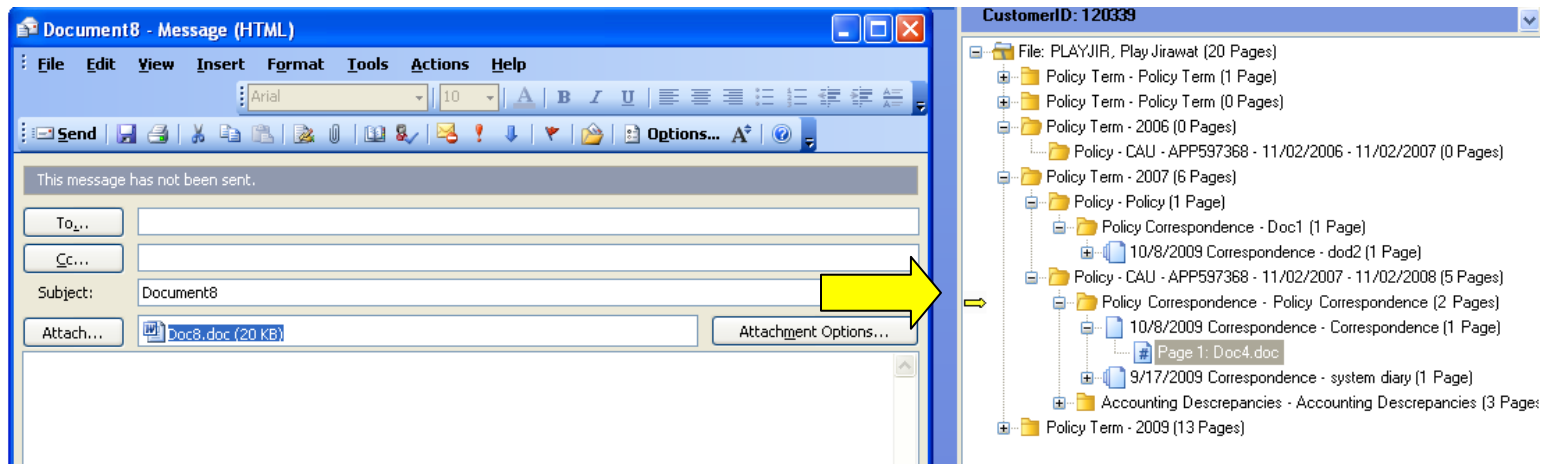


# Various Q&A Tips

- Q1. How to import a new Word document directly from MS Word into ImageRight without using File > Save As, then “print to IR printer?”
- A. 1. Create a “dummy” email path. While you have the word document open, go to File > Send To > Mail Recipient (as Attachment)

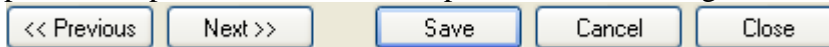


2. The document is now an email attachment. Click and drag the document attachment to IR folder. Now your document is file in IR as its native format.



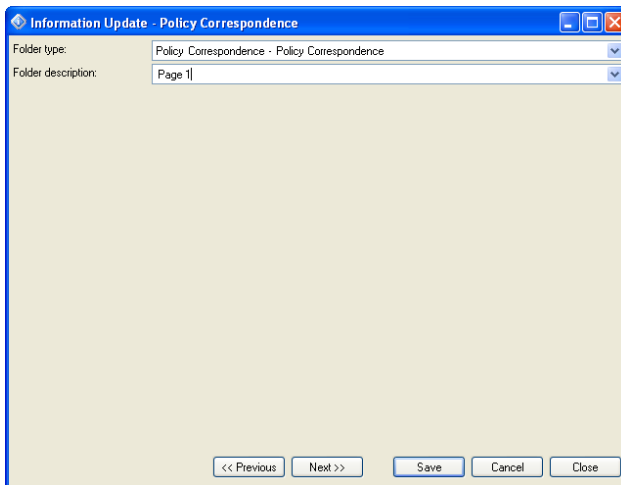
# Various Q&A Tips

Q2. How to update multiple folders/files' description without leaving the Information Update dialog box?



A2.

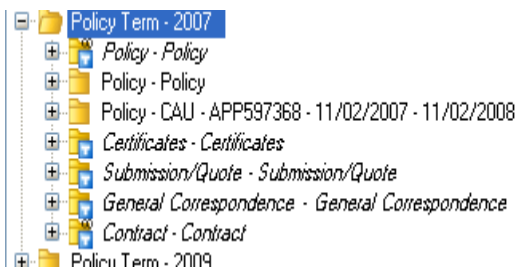
1. In the Information Update dialog box, press the *Next* and *Previous* buttons as needed to locate the file level information that you want to update.
2. Click *Save* to save your changes and keep the dialog box open for further use. Click *Cancel* first to discard the changes.
3. Click *Close* to dismiss the dialog box and return to Desktop.



Q3. Is there an option to display all files/folders in the File Tree of Atlas file structure even when there no documents saved in the folders?

A3. No, The files/folders of the Atlas' file structure will only appear on the file tree if there are documents saved in them.

Tips – Dropping the document at the File level will display all its related folders in the file tree for ease of filing.



Q4. Is there a way to create both a task and a diary in one step or process?

A4. No, you must create a task and a diary in two separate steps.