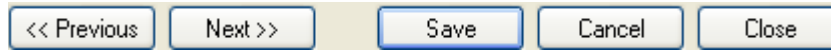


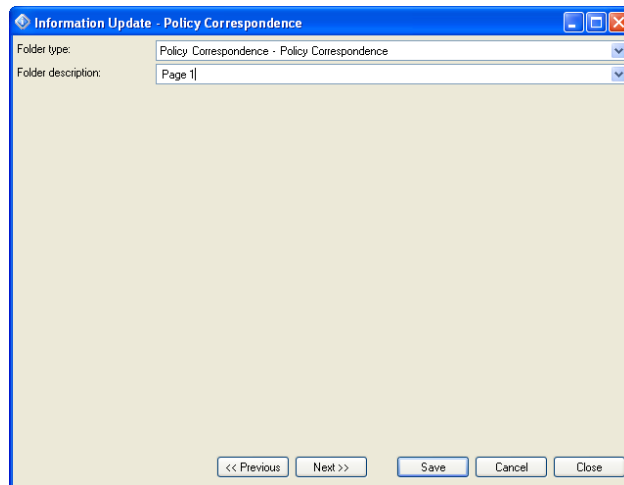
How to update multiple folders/files without exiting the Information Update (F2) dialog box.

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.

