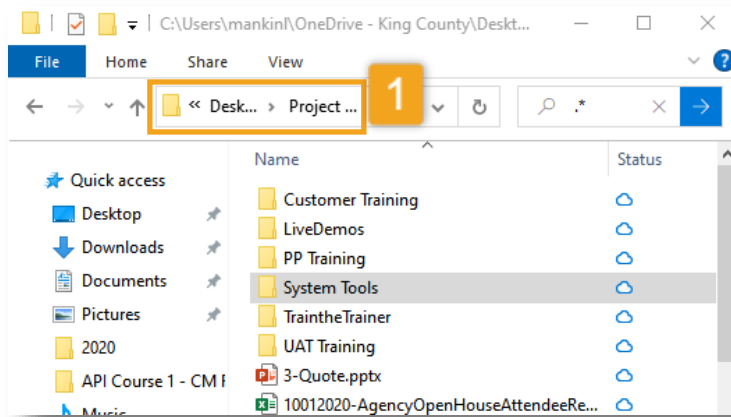




Flatten Folder Structure

View Records in Sub-Folders (Windows Explorer)

This is guidance for how to flatten a folder structure within Windows Explorer so that records within folder structure (sub-folders) can be viewed and filed into Content Manager at once.

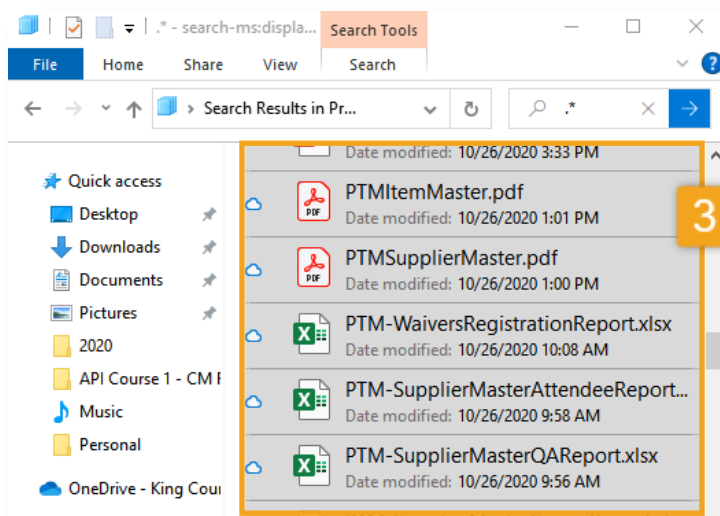
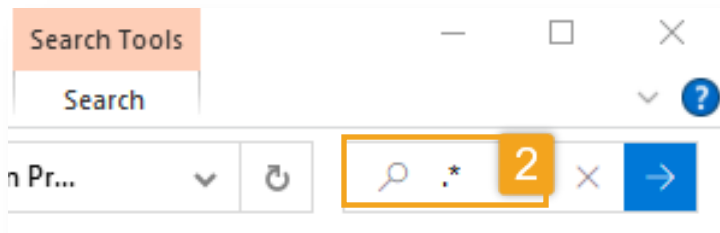


1. Open the top-parent folder in **Windows Explorer** containing the records to file into Content Manager.

2. Type “.*” into the Search bar at the top and press **Enter** to run the search.

3. **Highlight the documents** to file (selecting one record, then CTRL + A will select all).

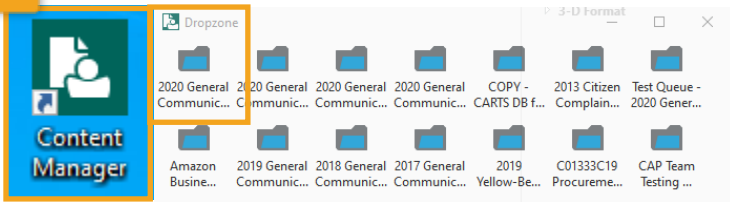
[continue to next page]



Flatten Folder Structure

View Records in Sub-Folders (Windows Explorer)

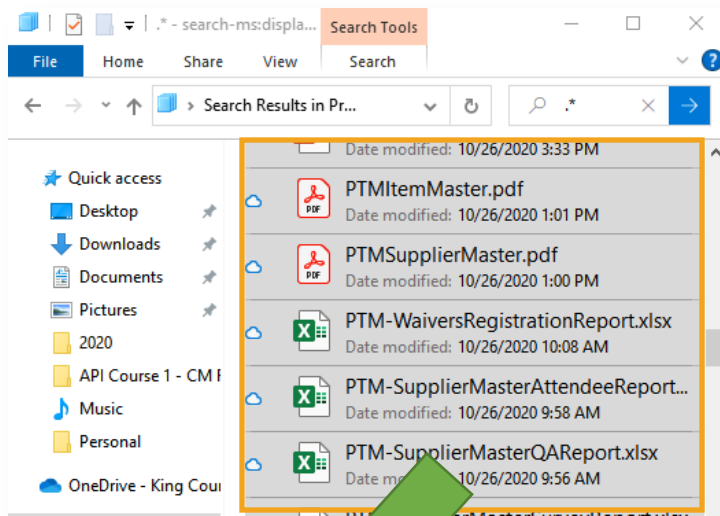
4



4. Open and minimize the **Content Manager** window to display the **Drop Zone**. Verify the desired digital folder (destination) is listed.

5. Drag and Drop the selected files from windows explorer into the correct folder in the Content Manager Drop Zone.

The files should disappear from Windows Explorer



5

