



NetDocuments – Right-Clicking on a Document

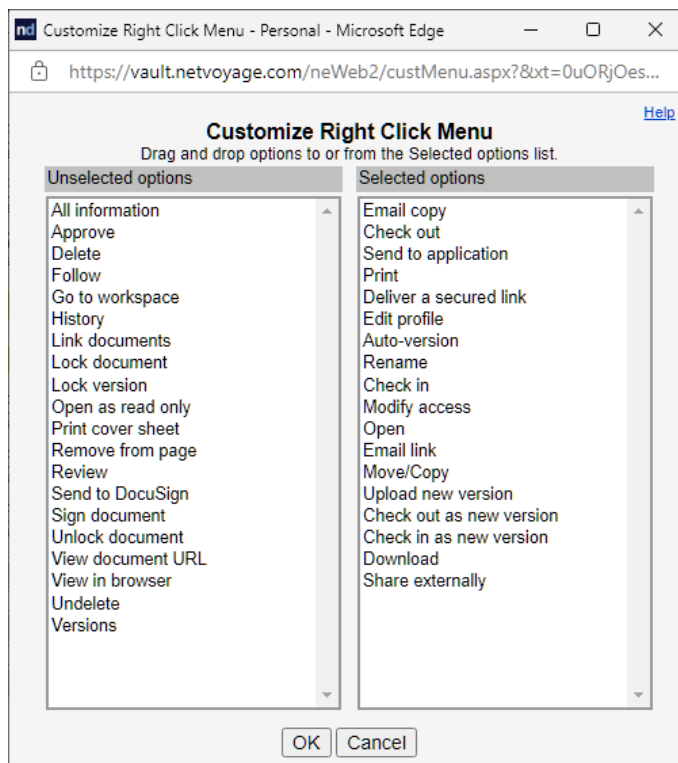
Here's a NetDocuments time-saving tip that you may not know about. Did you know that NetDocuments allows you to right-click on any document or file to perform actions on it? Give it a shot... open NetDocuments and then right-click on any file name. You can perform actions on a document quickly such as Email Link or Rename.

But wait! There's more!

If you want to add more actions to your right-click menu, you can customize the menu to include whatever actions you want!

1. Right-click on any NetDocuments file and select

Customize menu



2. All available actions will show on the left, and your current right-click menu actions will show on the right.
3. Simply find the action you want on the left side and then drag-and-drop it to the right side!

4. You can position the action anywhere in the list... and that's where it will appear next time you right-click on a document. Easy, right?

Thanks to **Dan Bressler of Nelson Mullins** for this tip!

Have a tip you'd like to share with our mailing list recipients? Please send it along to Terry@SavvyTraining.com.