

General

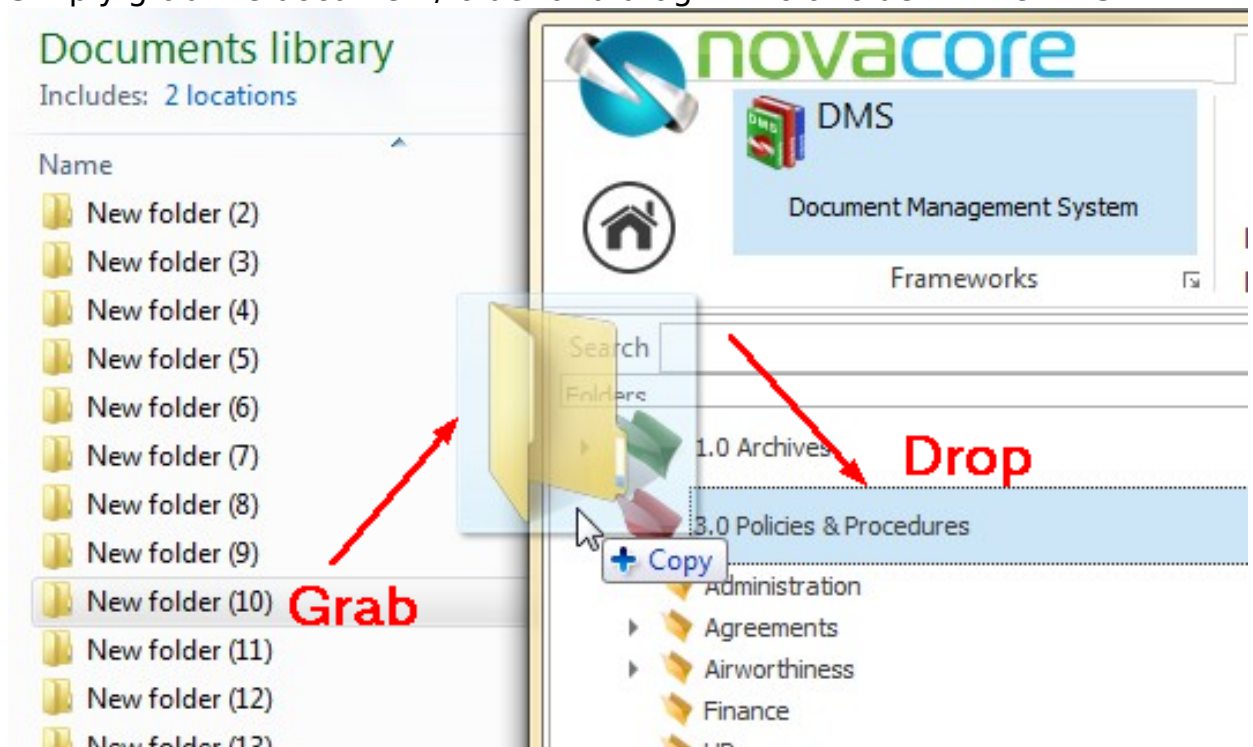
Can I import folders into the DMS?

Yes! You can import folders or documents into the DMS by dragging and dropping. You can even import an entire folder structure (folder with all subfolders) this way and the DMS will preserve that folder structure!

Note: You cannot import folders into NovaCloud.

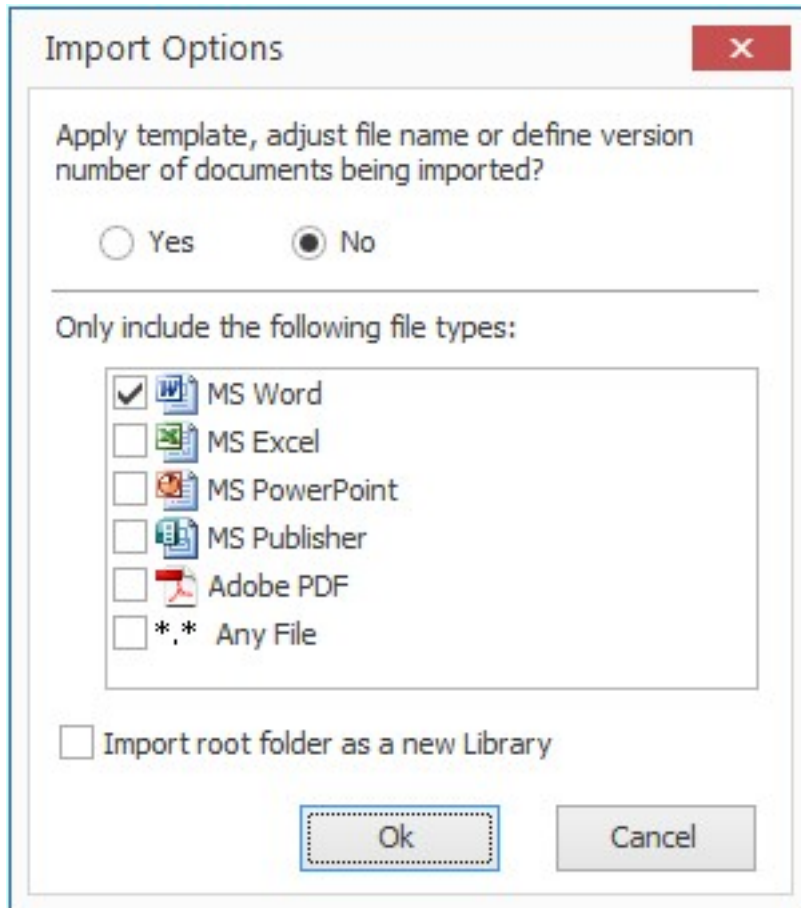
To import a folder or folder structure by dragging and dropping:

1. Arrange your screen so that you can see NovaCore and your document/folder location at the same time.
2. Simply grab the document/folder and drag it into a folder in the DMS.



3. When you import multiple documents at once or an entire folder this dialogue box will open up:

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Select **Yes** if you want to apply templates, adjust the file name, classify or define the version number of documents being imported. Select **No** if you want the documents to be imported as they are.

If you are importing a folder that contains multiple file types, you can specify which types to import. This is helpful if your folder contains many different file types and you only want, for example, to import Word documents. Any file type can be imported but only Word, Excel, PowerPoint, Publisher and PDF files can be filtered. To include any or all files tick '**Any File**'.

If you are importing a folder, you will also have the option to import the root folder as a new DMS Library folder. Note that you will not have this option if you import files only or folders and files together.

4. When you have specified the import options, select **OK**. NovaCore will then take you through the Import External Documents Wizard explained in the section above.

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