**Drag and Drop Documents:**

You can add a document to an existing folder several ways:

* Drag and Drop a new document and create a shortcut.
* Drag and Drop a document into the desired folder.

**Drag and Drop a new document and create a shortcut**:

* 1. Drag and drop a new document into one of the DOCUMENT filter views, ex. *FM Archives By Building Name/0008-Denny*.
	2. A New Document window will display as shown below:



* 1. Select the application plan *FM Archive Import*.
	2. Select the appropriate Building Code, Building Code Name, and Document Type.
	3. Enter in the appropriate Project Name, Project Number, and Custom Properties.
	4. Check the *Create Shortcut in Folder* box and click the **Create Location icon** .
	5. A *SELECT LOCATION* window will appear; enter in the Building Code and press the *SEARCH* button. A list of folders will appear as seen below:



* 1. Press the OK button again to add the document to the folder and archive it.
	2. The document will open in an ImageNow Viewer. You can make any changes to the document. Save and exit the document.

**Drag and Drop a document into the desired folder:**

1. Go to the FOLDER view, as seen below:



1. Open the desired folder in the folder list.
2. Drag and drop a document from your desktop or selected drive into the whitespace in the folder viewer, as seen below:



1. A NEW DOCUMENT window will appear, as seen below. Select the application plan, *FM Archive Import* and click the LINK button  to link the document.
	1. Select the appropriate Building Code, Building Code Name, and Document Type.
2. Enter in the appropriate Project Name, Project Number, and Custom Properties.
3. Ensure the checkbox for *CREATE SHORTCUT IN FOLDER* is checked; this will add the document to current folder.



1. Press the *OK* button to add the document to the folder.