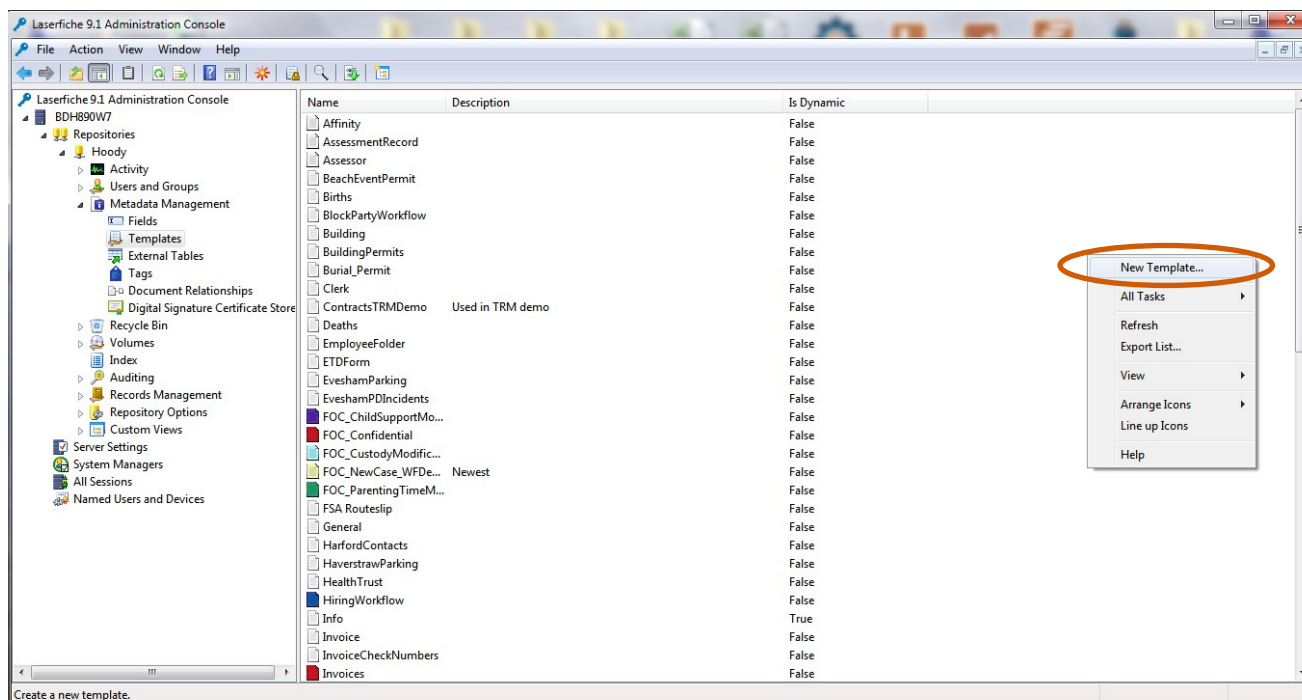


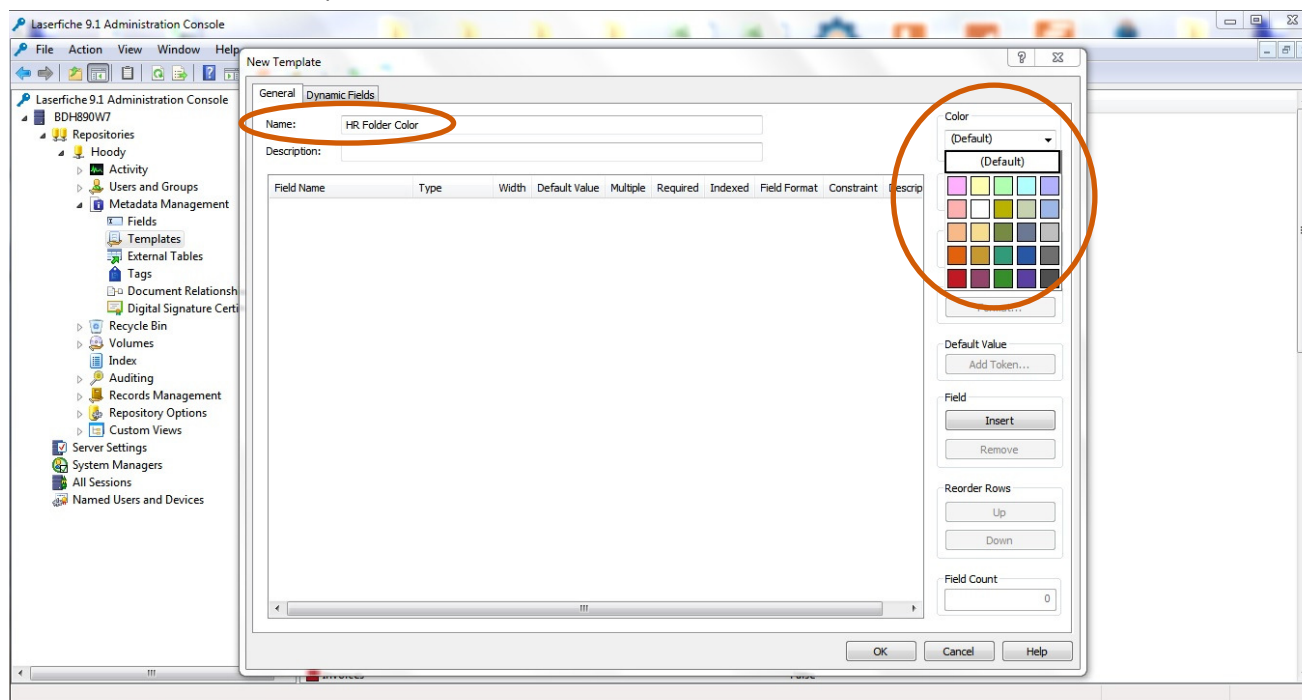
Find folders fast! By giving folders colors, you can quickly find the folder you are looking for, and know what types of documents are in that folder.

To add a color to a folder within Laserfiche, you must first assign a color to a template within your Laserfiche system. You can create blank templates (e.g. no fields) solely for this purpose. You will need to access the Laserfiche Administration Console (if you don't have access to this tool, contact your system administrator).

Once you have the Console open, right click in the window and select **New Template...**

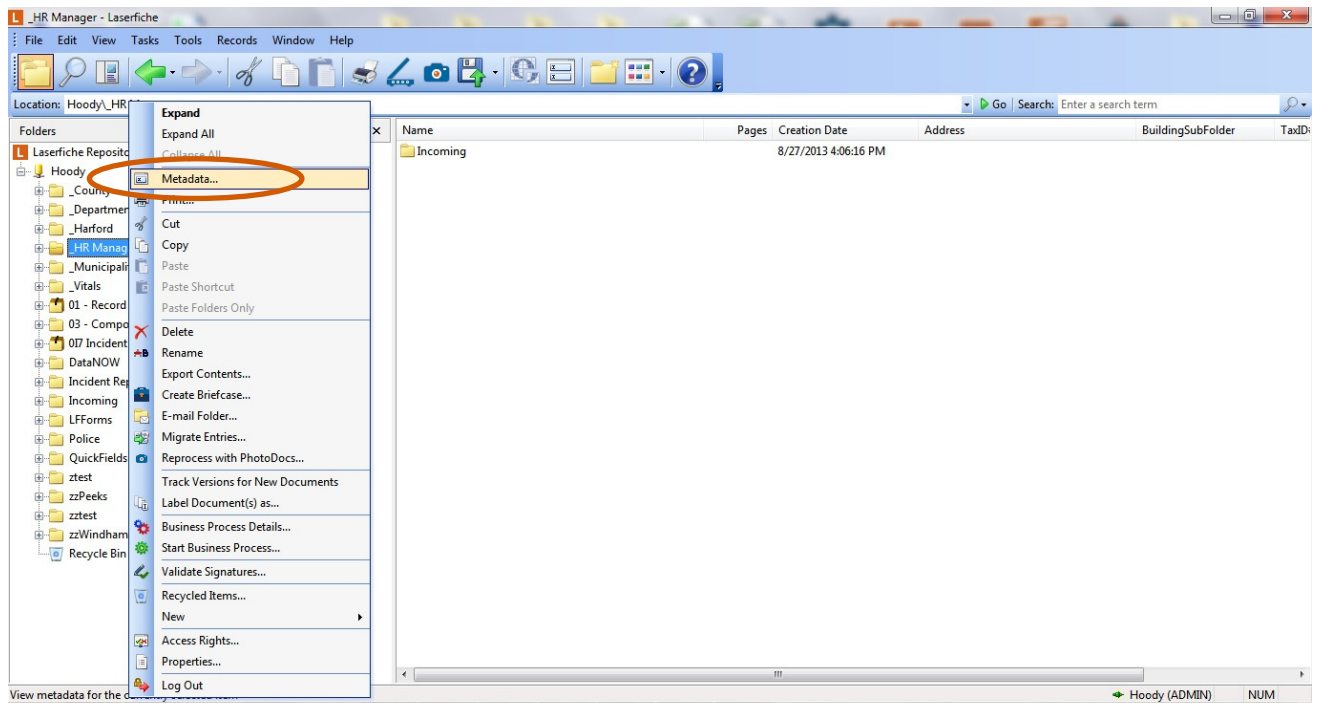


Give the template a name (in this example we call it HR Folder Color). Then, in the upper right-hand corner, select a color from the drop-down list.

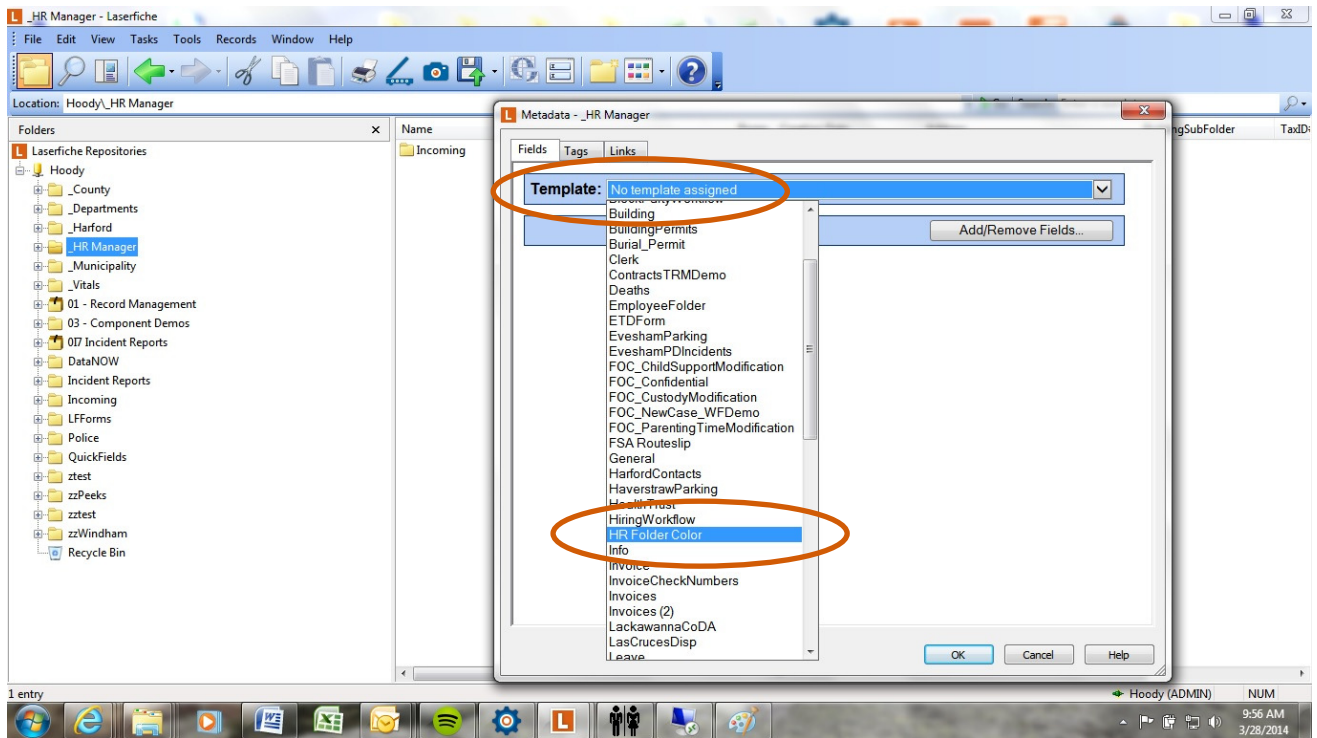


Click on **OK** and then click on **Apply**. Exit the Administration Console.

In the Folder View, right-click on the folder that you wish to change the color off. Select **Metadata**.



In the Template drop-down list, select the template that you created in the steps above.



The folder color will change to the color associated with the template.

All of these features are found under the main Folder View (e.g. when a user first logs in) and have been tested with Laserfiche 9.0.2 client.