Send document to PC CADDIE

Right-click a document that you want to send to PC CADDIE using Explorer or My computer. Then select the option **Send to PC CADDIE**:

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AVG 2	Rotate clockwise Rotate counterclockwise Scan selected items for viruses	_
	Shied using AVG Edit with Notepad++ Open with PDF Architect 5 Password Depot 5	• •
NAVIGO	Share with Scan with Malwarebytes Anti-Malware Restore previous versions Send to	Compressed (zipped) folder
Nero Sta Esser	Cut Copy Create shortcut Delete	Desktop (create shortcut) Documents Mai recipient CADDIE
5	Rename Properties	🦻 👬

The following window opens in PC CADDIE:

info:	×
Address: insa Interested, Sarah Contact person: Select F3 Project: F4 Category Attachment	 ✓ <u>O</u>K F2 Save F11 ✓ Done F9
Subject	Project Checkback Answer Stamp
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Attachment: C:\Users\monstruletul\Desktop\scr.png	
open attachment F6 open address F7	X Cancel

The original document remains in the original folder. PC CADDIE saves an additional document in the "Attached" folder. If you have a lot to import at a later stage or are just starting out, you simply have to open the affected folder and PC CADDIE and then import the documents into the person's mask by drag and drop.

HINT: If a document (for example, the contract of a member) is stored according to the schema Last name, First name-Subject (Schmedding, Benedict-contract.doc), PC CADDIE searches for the appropriate person directly after the import and inserts the subject accordingly.