



Quick Reference Card

Adding a Local Folder to Favorites

Have you ever wished you could access your local **My Documents** folder or other local folder more easily and quickly when inserting hyperlinks or moving documents to your SureClose Placeholders in AIM+? **You can!**

Just follow the simple steps below to add the folder to your **Favorites** for quick and easy access:

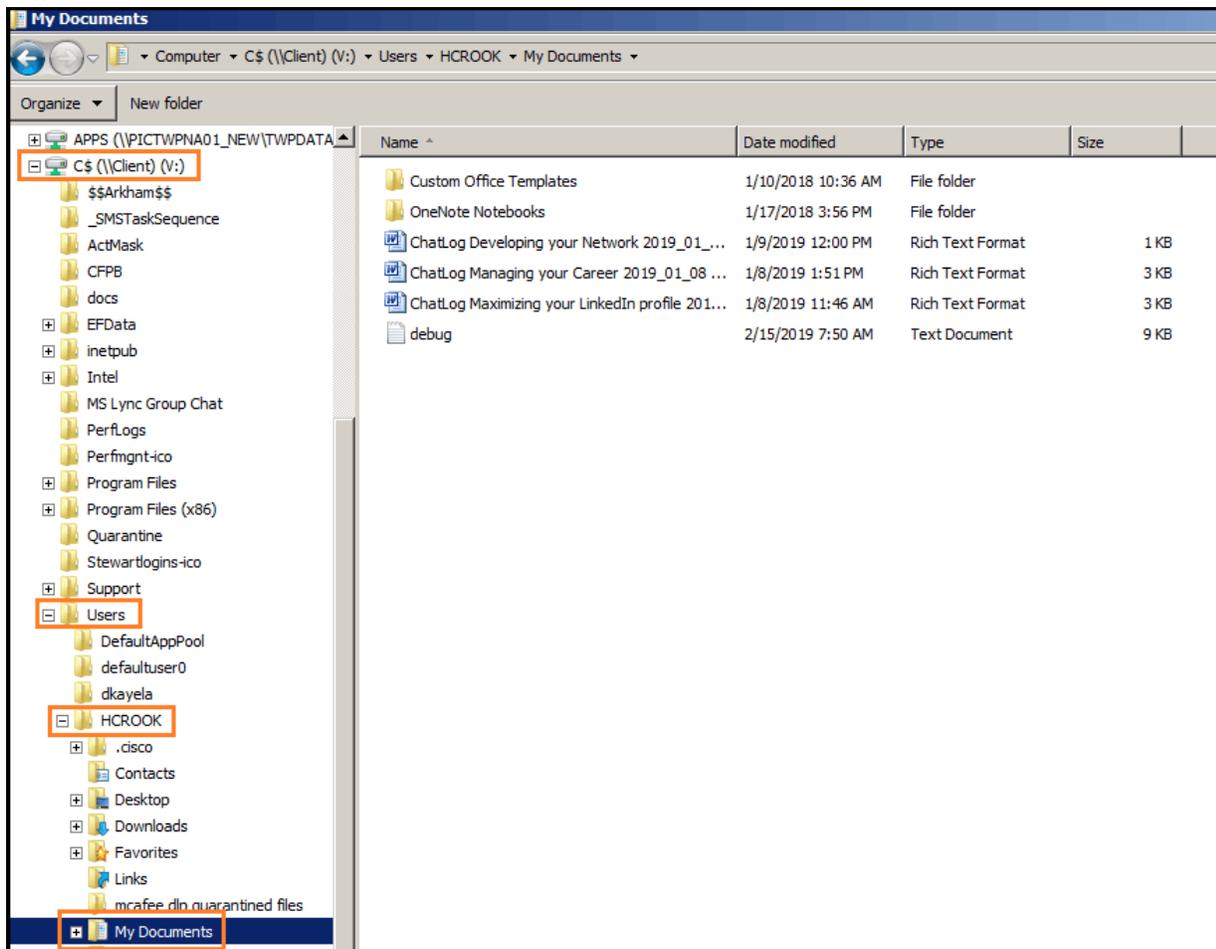
Steps

1. From the *AIM+ Desktop*, click the **Folders** shortcut (to the right of the **Start** button) to open **Windows Explorer**.



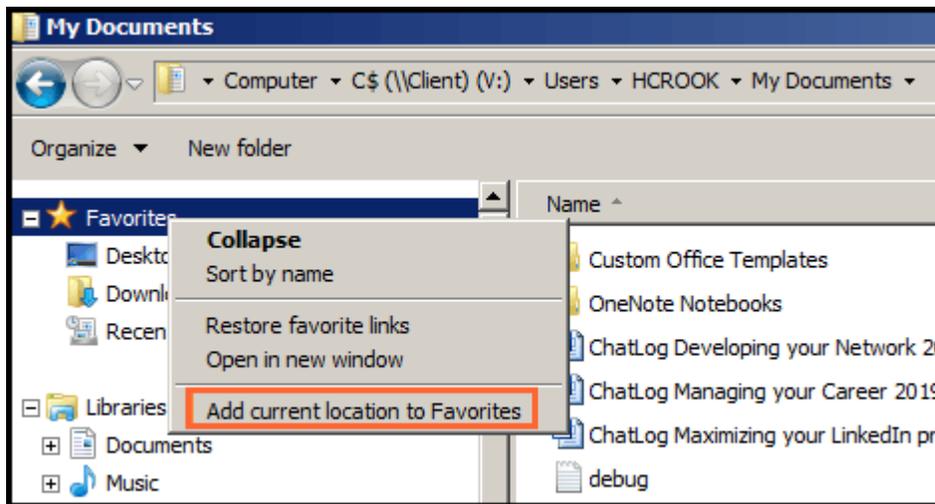
Or click the **Start** button and select **Documents**.

2. Click the **Plus Sign (+)** next to your local **C: drive** [C\$ (\Client) (V:)].
3. Drill down to your **My Documents** folder (or the folder of your choice).

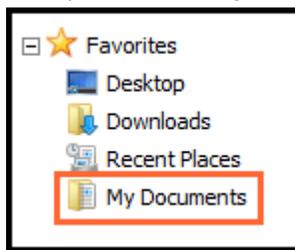




- Using the scroll bar in the left pane, scroll to the top until you see **Favorites**. Right-click on **Favorites** and select **Add current location to Favorites**.



- Now you will see **My Documents** listed under Favorites.



Note

You can also drag folders from the right pane and drop under **Favorites** in the left pane.

