

# Mariner Software

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## How do I combine receipts or documents already added into Paperless?

Jim Henson - 2019-02-15 - in Viewing/ Editing Library Items

How Do I Combine Receipts or Documents Already Added into Paperless?

Combining receipts already added into Paperless is simple. Here's how:

1. Select the documents or receipts you wish to combine.
2. Do a right-click on one of the highlighted documents.
3. Choose Combine Receipts if you're in a Receipt Library, or Choose Combine Documents if you're in a Document Library.