

Mariner Software

Knowledgebase > Paperless for Mac OS > Managing Library Items and Metadata > [How do I place items in folders?](#)

How do I place items in folders?

Jim Henson - 2024-04-23 - Managing Library Items and Metadata

How do I place items in folders?

Receipts and documents are not placed directly in folders; folders hold collections (either regular collections or smart collections). Receipts and documents go into collection