

Mariner Software

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Corey Johnson - 2018-12-16 - in Paperless for Mac OS

The easiest way to transfer documents in Paperless is to simply select the items to transfer then drag and drop them into the new library.

If you have custom files, document types or such, you may consider creating a "clone" of your existing file. When you make a new Library file (File>New Library...) you'll see the option to base the new file on an existing file. Select the existing file and the new file created will have all of the "structure" of your old file - just none of the content.