

Fetch a Passage

In this walkthrough, you are typing a letter and want to insert some recipes.

Prerequisites:

- The “Recipes” Folio from [Create a Folio](#); **OR**
- Open [this Folio document](#) and [import](#) it

You will:

- Use the **Fetch** command to insert a Passage in a document



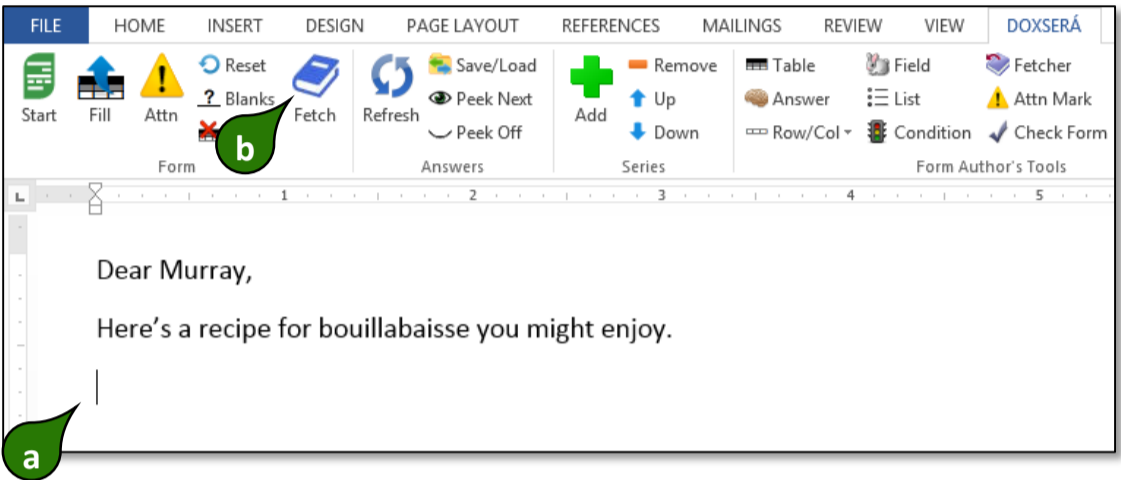
The **Fetch** command makes it quick and easy to find text that’s been stored in a Folio and insert it at any location in a document.

1

Fetch a known Passage

a Select a spot in a document where you want to insert a recipe for bouillabaisse

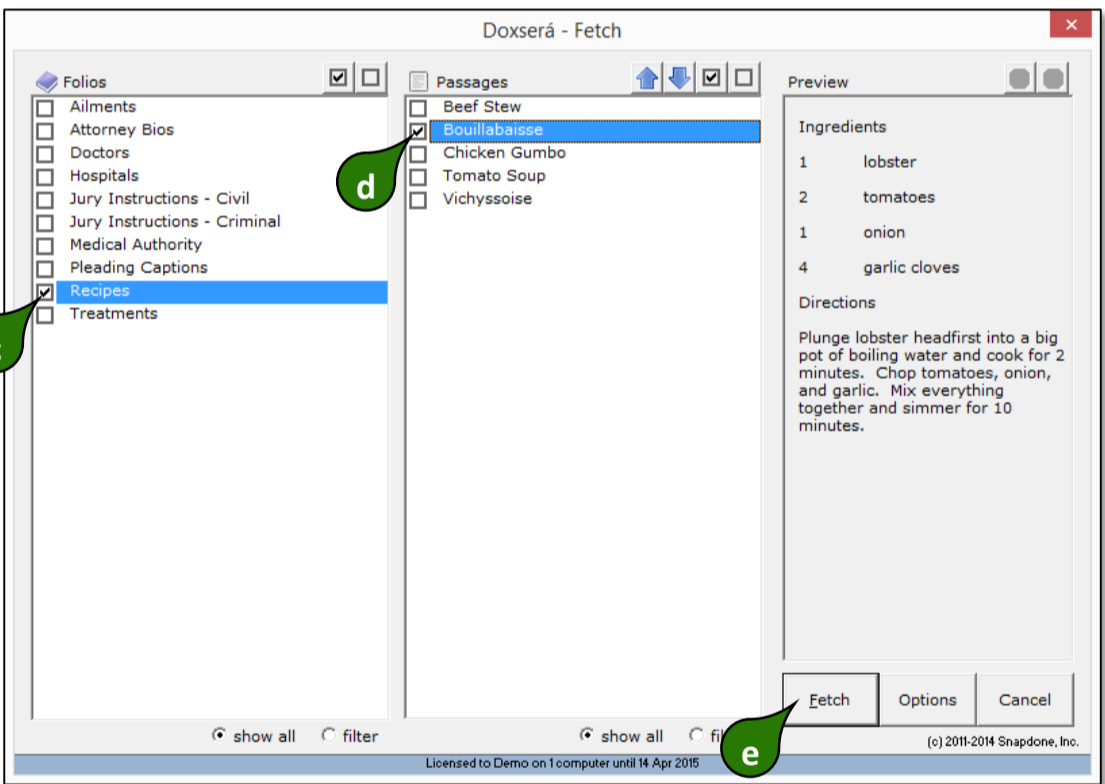
b Click **Fetch**



c Select the **Recipes** Folio

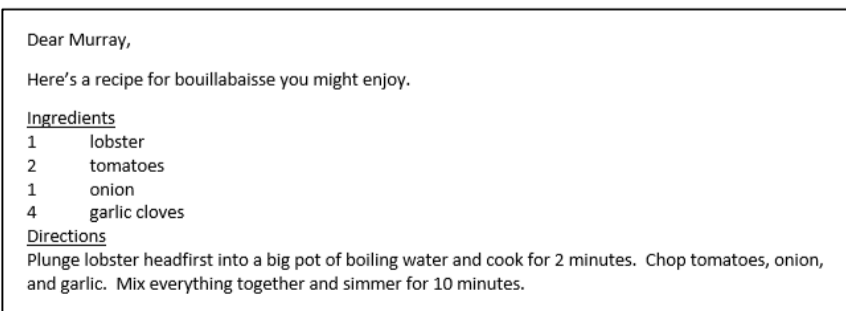
d Select the **Bouillabaisse** Passage

e Click **Fetch**



... and Presto

The recipe is inserted right where you want it



▲ **Fetch a Passage**

Related Info

- Overview
 Walkthrough
 Lesson
 Video
 Guide

[Folio Overview](#)

[Fetching Passages Manually](#)

[Find a Passage](#)

[Fetch screen details](#)