

Import and export Folios

When **Doxserá** is installed on a network, Folios are shared among all users. But you may wish to download and install sample Folios or share Folios with **Doxserá** users at other offices.

You will learn how to:

- Import a Folio document that you downloaded or received from someone else so it can be used on your computer
- Export a Folio as a document so it can be shared with **Doxserá** users who are not on your computer network



To import a Folio *

- Open the Folio document that you downloaded or received
- Click **Folios** to open the Folios screen
- Click **Save**



WARNING: If you already have a Folio with the same name as the Folio being imported, it will be overwritten with the imported Folio.

To export a Folio

- Click **Folios** and select a Folio
- Select any Passage and click **Edit Content of Passage**
- Save the resulting Word document and send it to the recipient

▲ Import and export Folios

Related Info

 [Folio Overview](#)

 Overview  Walkthrough  Lesson  Video  Guide