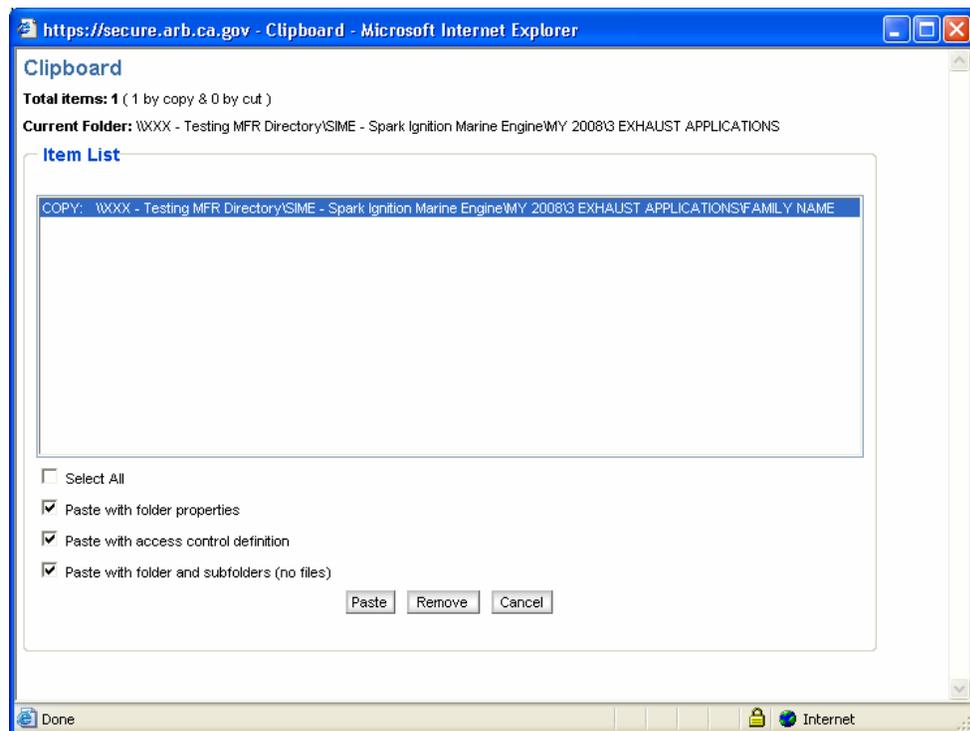11. What is the advantage of creating a folder with the copy/paste function versus the create folder function?

   ➢ Using the copy/paste function, you can select to copy all folder properties and access control definitions. If you added default document metadata values those will also be copied. Then, you only need to modify the information that is different, like the file name and the appropriate metadata parameters. RECOMMENDED METOD



   ➢ The create folder function requires that you indicate each time the appropriate document types, default class, and metadata if you decide to add it at folder level.