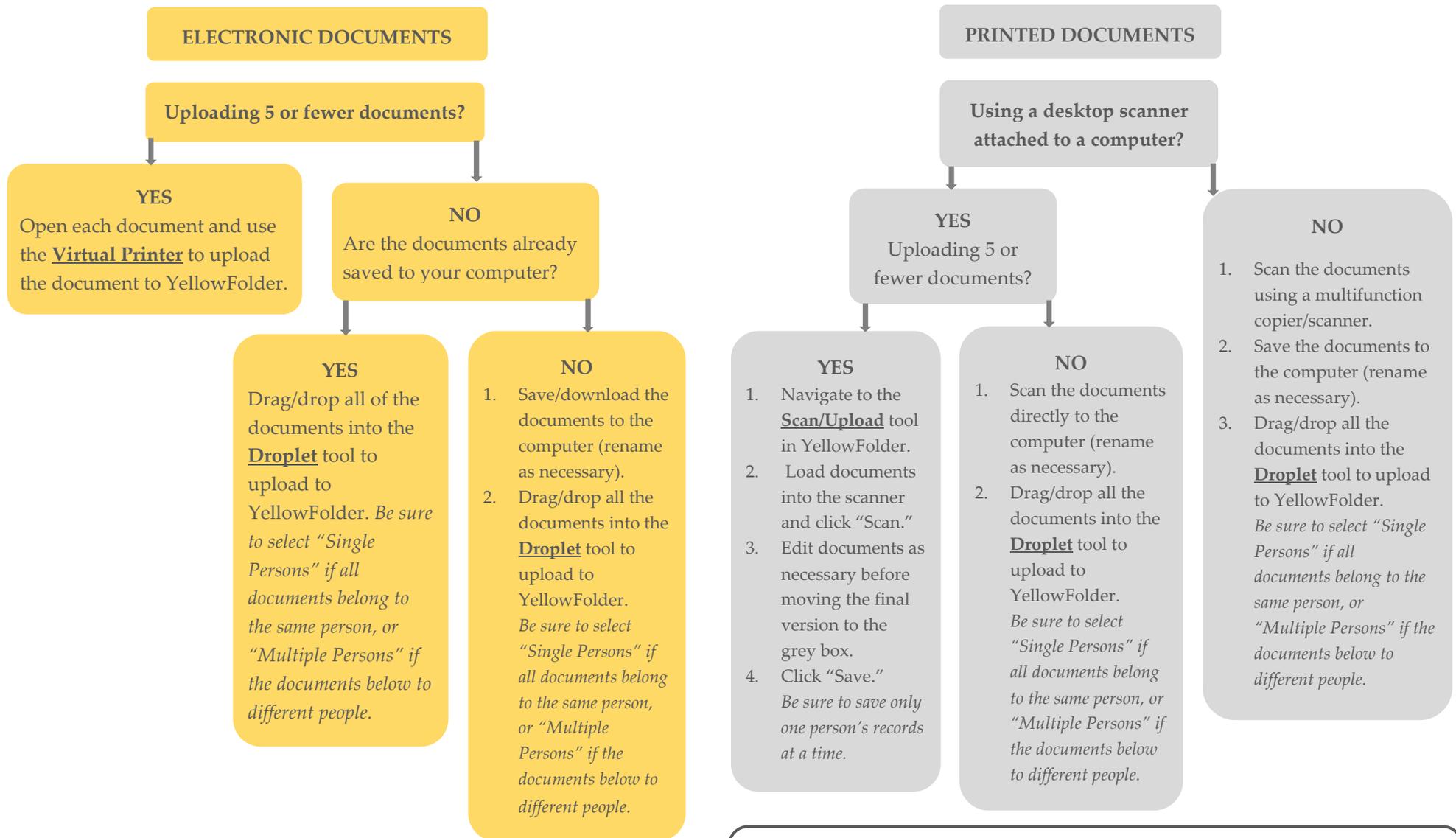


**Training:** <https://www.yellowfolder.com/weekly-training>  
**Resources:** <https://dms.yellowfolder.com/Resources/Training>  
**Support:** (844) 935-5699 or support@yellowfolder.com



## Best Upload Tool Guide



**TIP:** When saving documents to a computer, it is recommended to add a "To be Uploaded to YellowFolder" folder and a "Uploaded to YellowFolder" folder to stay organized.

**TIP:** When using a multifunction copier/scanner to scan documents, consider scanning to a flash drive or a network folder; this will limit the quantity of emails received from your scanner and prevent having to save the scans to a computer to easily drag/drop from the flash drive or network folder into the Droplet.