How to Rearrange Documents within an Interfolio Review Packet

Thursday, September 26, 2019
10:27 AM

To rearrange documents that have already been uploaded into an active Interfolio packet section:

1. Make sure that you are first in "Edit" mode
   a. To get out of the default "overview mode" click either "packet" or "Edit":

   ![Click Here]

   ![Or Click Here]

   b. Once in Edit mode scroll to the section where you will need to rearrange your documents:

   ![Preview Packet]

   ![Edit]

   ![Edit]

   ![Edit]
c. Hover mouse over a hyperlinked document title until you see the mouse pointer become the "grabby hand" graphic
   i. The "grabby hand" is the one you will need to use to move your documents into a different order
      1. This graphic normally appears when your mouse pointer is in the space between the end of the uploaded document title and the text "Added [EX: Sept 23, 2019]"
         a. The date in the square brackets will be the date you personally added the document(s) to your active interfolio packet

**NOTE:** Your mouse pointer will change between three graphics when moved over the titles of your uploaded documents

***CONTINUE TO NEXT PAGE FOR FURTHER INSTRUCTION***
d. To move a document:
   **NOTE:** so far it appears that only one document can be moved at a time
   i. Make sure your mouse pointer is the "grabby hand" graphic
   ii. Click your mouse and hold down
      1. This should result in a blue box **OR** blue border surrounding the document you want to move
   iii. Move your mouse up or down as needed
      1. The new position of the document being moved will be visually indicated by a dashed line in the shape of a rectangle

***CONTINUE TO NEXT PAGE FOR FURTHER INSTRUCTION***
iv. When the document is in the desired position release the mouse

2. Repeat the above process with each document that needs to be reordered.
   a. For any technical issues with this process please contact the Interfolio Help team
      i. Email: help@interfolio.com
      ii. Phone: (877) 997-8807
      iii. Be sure to identify yourself as a Cal State Fullerton University Faculty member undergoing review