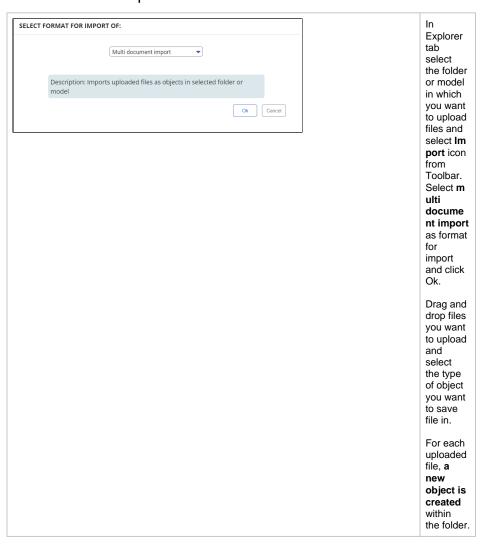# Multi document Export and Import

Multi document Export and Import Overview

- **Multi document export** exports all uploaded documents and files from objects inside selected folder.
- **Multi document import** imports uploaded files as objects in selected folder or model.
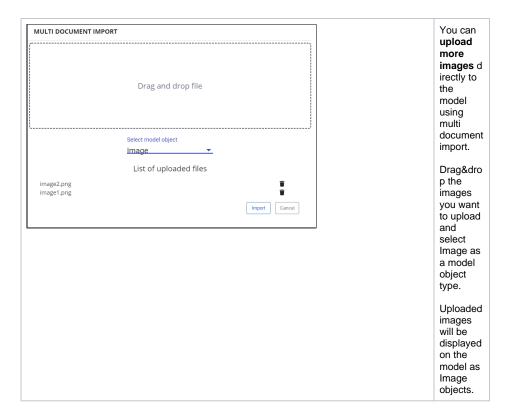
Multi document Import

SELECT FORMAT FOR IMPORT OF:
Multi document import ▾
Description: Imports uploaded files as objects in selected folder or model
Ok   Cancel

In Explorer tab select the folder or model in which you want to upload files and select **Import** icon from Toolbar. Select **multi document import** as format for import and click Ok.

Drag and drop files you want to upload and select the type of object you want to save file in.

For each uploaded file, **a new object is created** within the folder.

Related Pages:

- Permissions
- Canvases
- Panels
- Model Toolbar
- Export and Import
- Keyboard and Mouse Shortcuts
- Reusing Objects
- Messaging
- Query Wizard

MULTI DOCUMENT IMPORT

Drag and drop file

Select model object
Image ▼

List of uploaded files

image2.png
image1.png

🗑
🗑

Import   Cancel

You can **upload more images** directly to the model using multi document import.

Drag&drop the images you want to upload and select Image as a model object type.

Uploaded images will be displayed on the model as Image objects.

Multi document Export

SELECT FORMAT FOR EXPORT:

Multi document export ▼

Description: Exports all uploaded documents and files from objects inside selected folder

Ok   Cancel

In Explorer tab select the database or folder from which you want to export the files and select **Export** icon from Toolbar. Select **multi document export** as format for export and click Ok.

As a result of the export, the user is presented with the **zipped folder** containing all of the files from objects inside selected **folder** or all folders in the selected **database**.