

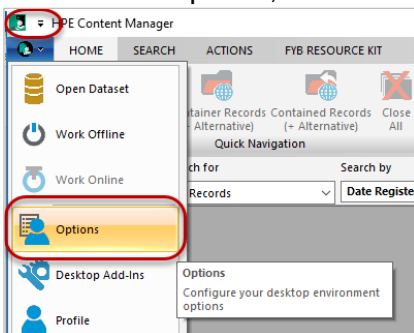
# Enable and Use The Dropzone

## Introduction

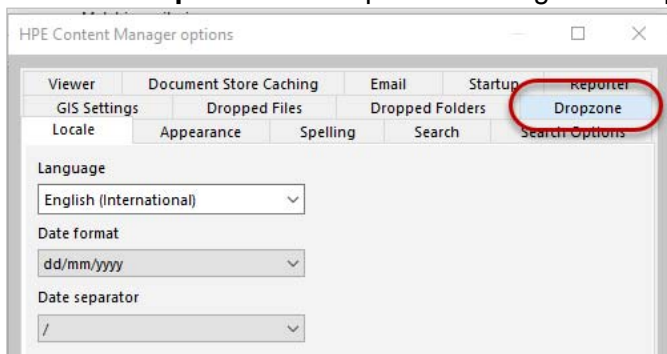
The Dropzone is a feature in HPE Content Manager that assists in dragging and dropping documents, without needing to have the full HPE Content Manager window visible.

## Procedure

1. To turn on Dropzone, click the **Tools** icon in top left then **Options**.

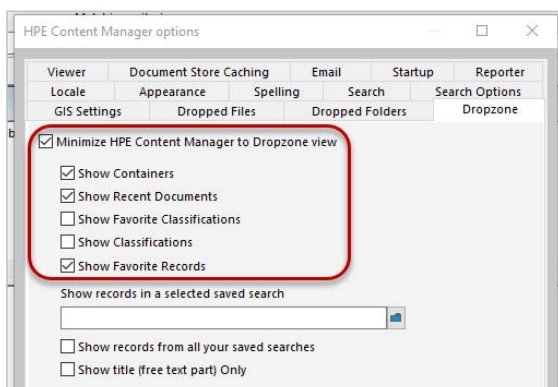


2. Click the **Dropzone** tab to open the configuration options for the Dropzone feature.



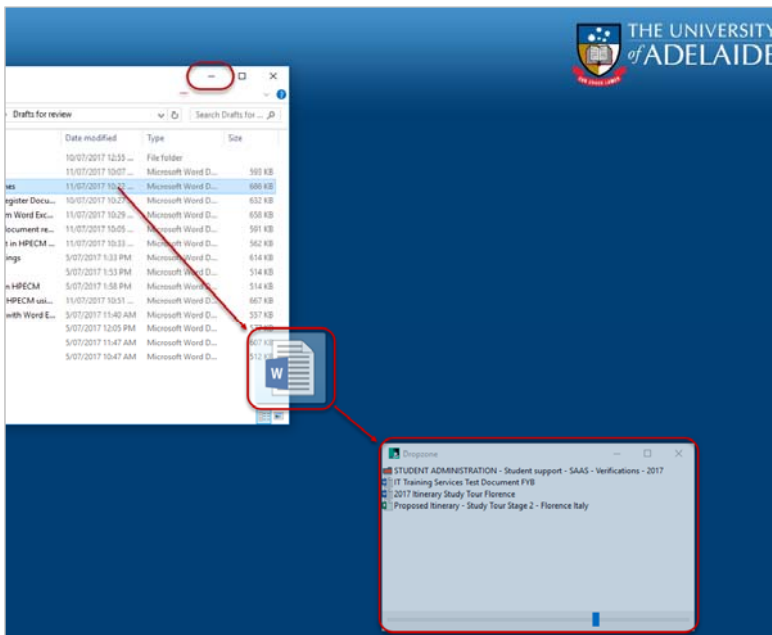
3. Click the checkbox to select Minimize HPE Content Manager to Dropzone View.

The default options are selected for **Show Containers**, **Show Recent Documents** and **Show Favorite Records**. These will be displayed in your Dropzone when HPE Content Manager is minimized.



4. Click **OK**.

5. Minimize the Content Manager screen, and the Dropzone will appear in the bottom right hand corner of your screen. You can now drag and drop documents into the Dropzone to register them in your files in HPE Content Manager.



## Contact Us

For further support or questions, please contact Records Services on **8313 5334** or [records.services@adelaide.edu.au](mailto:records.services@adelaide.edu.au)