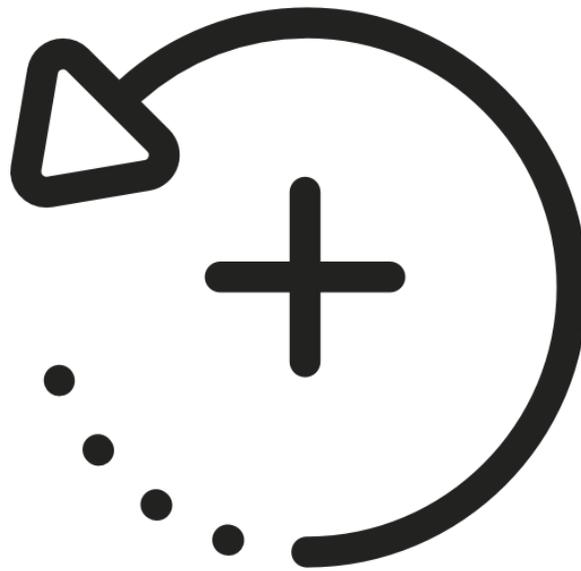
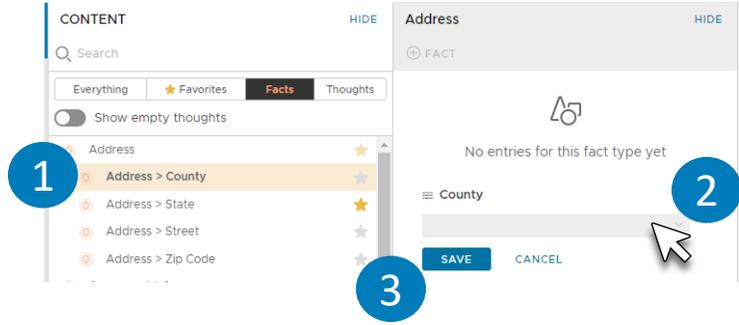


ThoughtTrace Quick Start Guide



Adding Metadata

Facts



1. Select the fact that you want to add or edit.
2. Enter your data (more on data types below).
3. Click "Save" to confirm your data.

Data Types

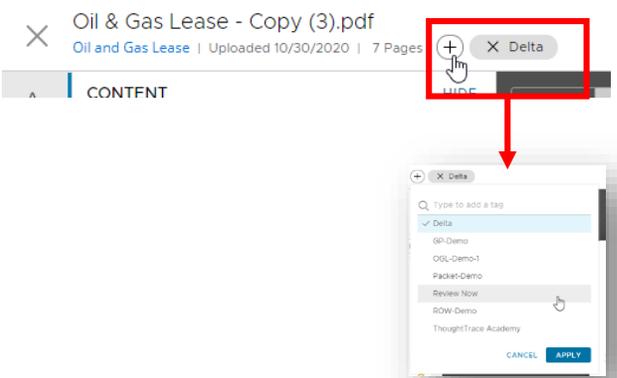
There are 5 different types of data that can be stored in a fact.

- String (text)
- Number
- Boolean (true or false)
- Date
- Select List

Tags

Tags give you a quick reference and are meant to be more easily interchanged than Facts. Use tags for assigning a review project, getting a co-worker's attention, marking a unique document, etc.

Add a tag:



Remove a tag:

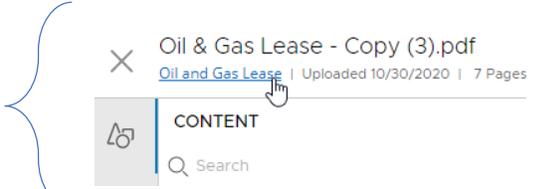


Document Type

How to change a document type in...

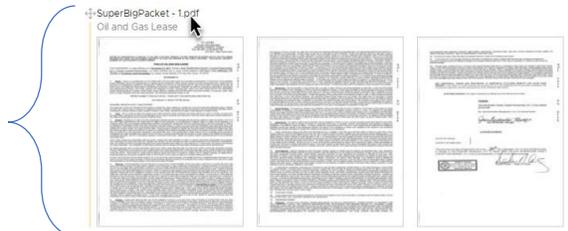
Document View:

1. In the document info area (top left) Select the document type. NOTE: It will appear in a light blue color to indicate it can be interacted with.
2. Select the new document type and click apply.



Document Split View:

1. Click the name of the document at the split location.
2. Select the new document type and click apply.



You can add any metadata from the search screen:

1. Select the three vertical dots in the Actions Menu and click "Edit".
2. Select the metadata type that you want to edit.
3. Add your metadata and click apply.

