

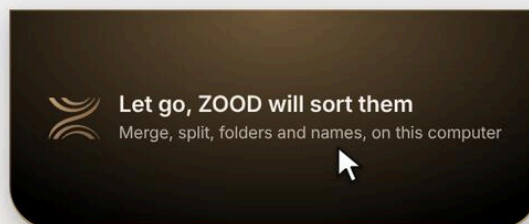
Throw files on ZOOD to sort them

In the desktop app

Drag messy files to the top of the screen, and ZOOD suggests merging, splitting, folders or names, on your computer.

STEPS

- 1 Select files on your Desktop or in Downloads and drag them, with no key held, to the top middle of the screen. ZOOD comes down from the top: let go on it.



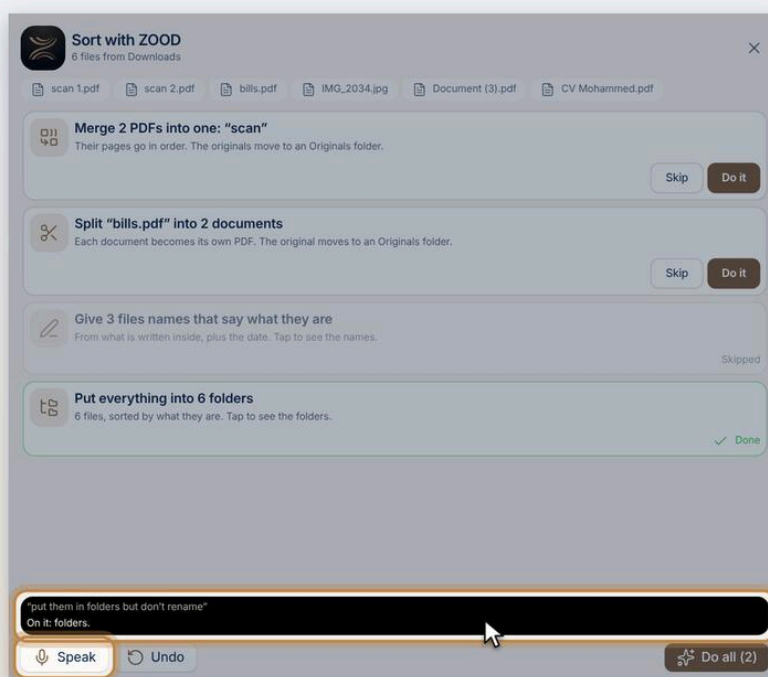
2

The Sort with ZOOD window reads the files on your computer and suggests: merge pages in a series, split a file holding several documents, clear names, and folders by what each file is. Press Do it on one, or Do all.



3

Or press Speak and say, for example, "merge them but don't rename". ZOOD answers and does it.

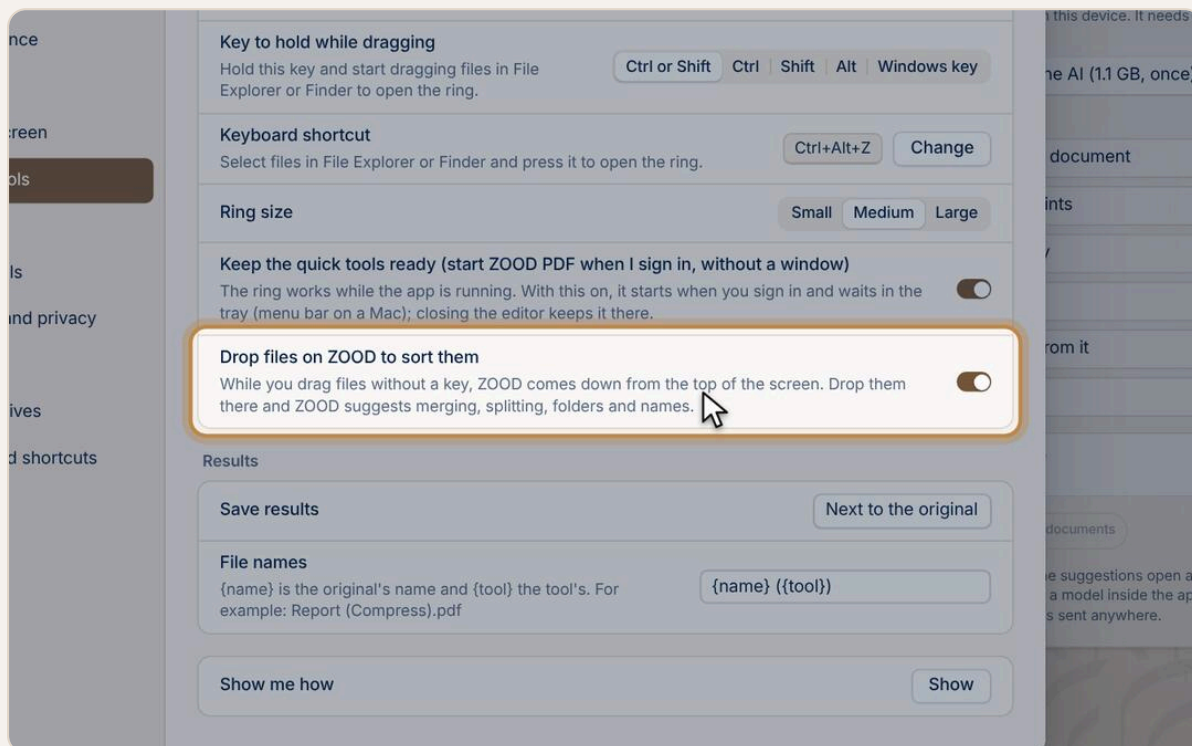


4

Undo puts every file back. None of your files is deleted or written over: the originals of merged files move to an Originals folder.

5

In Settings > Quick tools, turn “Drop files on ZOOD to sort them” on or off, and keep the quick tools ready so ZOOD is there even with its windows closed.



TIPS

You can also drop files on the ZOOD bubble, or drag them with Ctrl held and pick Sort on the ring.

With ZOOD's on-device model downloaded, it also recognises documents whose names do not say what they are.

In the app: open Help > Help & Support, find this guide, then press Show me or Do it for me.