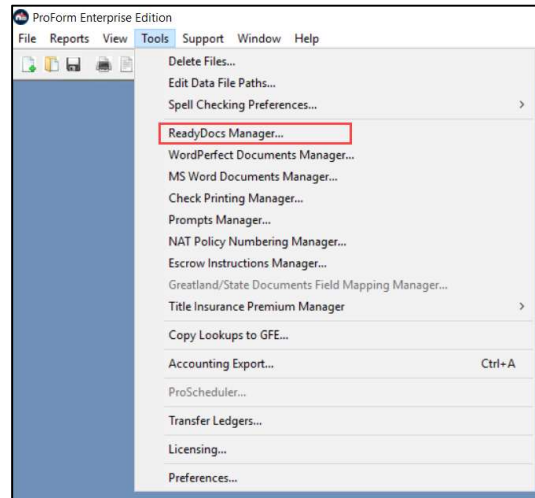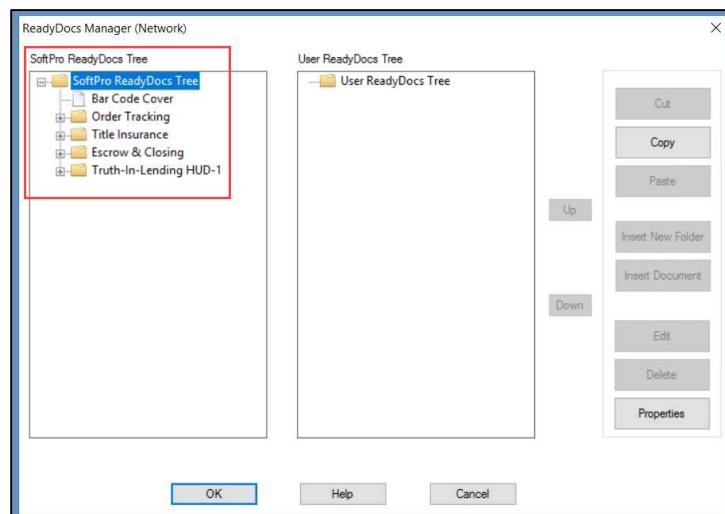## How to Edit/Organize the User ReadyDocs Tree

The **User ReadyDocs Tree** is completely customizable. The **User ReadyDocs Tree** is organized in the **ReadyDocs Manager**. To access the **ReadyDocs Manager**, select **Tools >ReadyDocs Manager** from the ProForm menu bar.


The left side of the **ReadyDocs Manager** contains the **SoftPro ReadyDocs Tree**. The **SoftPro ReadyDocs Tree** contains all of the ReadyDocs that come with ProForm. The structure of the tree - the names, contents, and location of folders - cannot be edited by the user.

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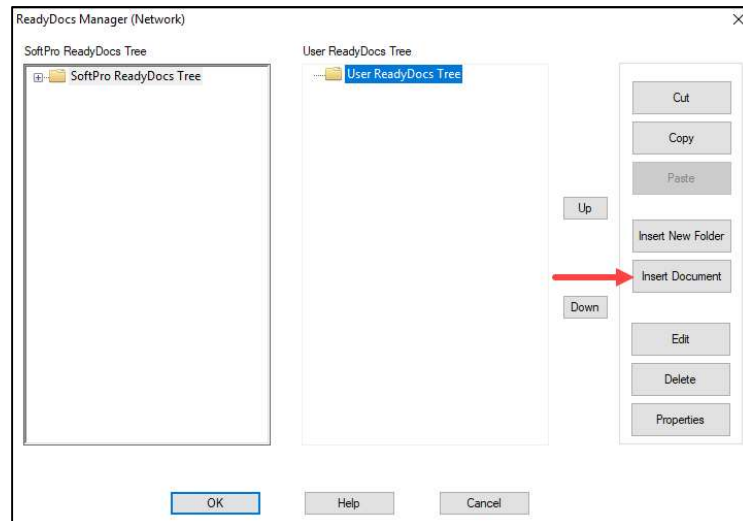- Web: www.softprocorp.com

The right side of the **ReadyDocs Manager** contains the **User ReadyDocs Tree**. The User tree is completely customizable.

Add custom folders to the **User ReadyDocs Tree** by clicking the **Insert New Folder** button.
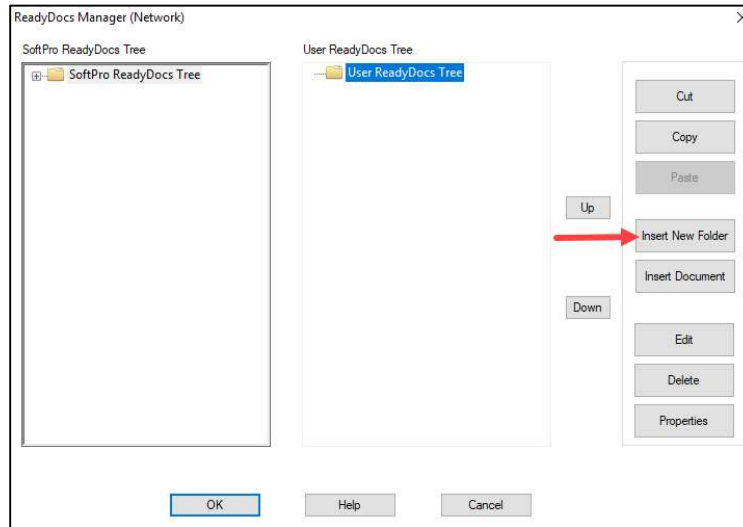

Add custom-made documents that are not in the **SoftPro ReadyDocs Tree** to the **User ReadyDocs Tree** by clicking the **Insert Document** button.

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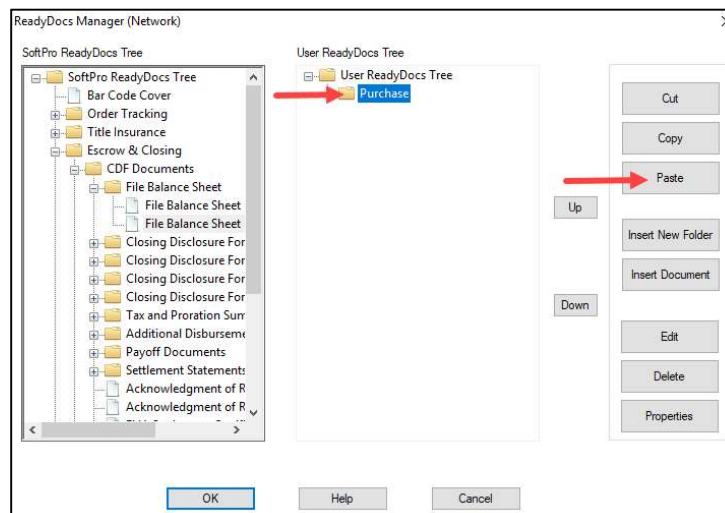- Web: www.softprocorp.com

You can also add documents and folders to the **User ReadyDocs Tree** by copying them from the **SoftPro ReadyDocs Tree**.

1. Select the folder or document in the **Softpro ReadyDocs Tree** you wish to copy and click **Copy**.
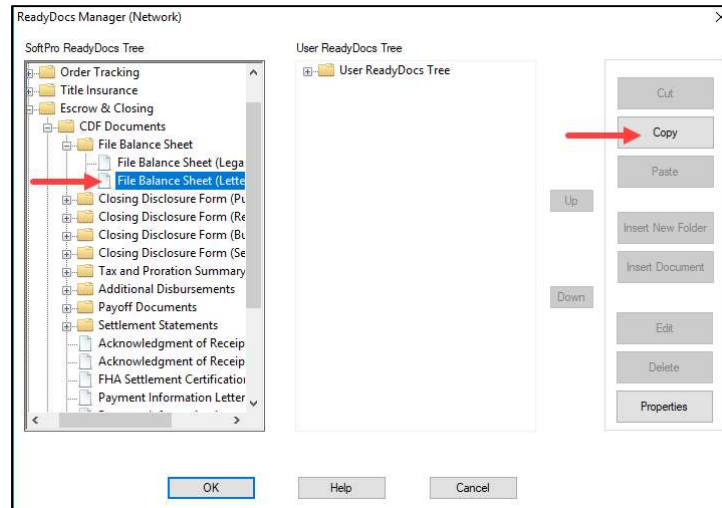
2. Select the **User ReadyDocs Tree** or the custom folder you wish to add the document to and click **Paste**.

> *You can also copy folders and documents from the SoftPro ReadyDocs Tree by dragging and dropping them into the User ReadyDocs Tree.*

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The structure of the **User ReadyDocs Tree** is entirely up to the user. The documents and folders you add to the **User ReadyDocs Tree** can be organized in any fashion using the **Up** and **Down** buttons.
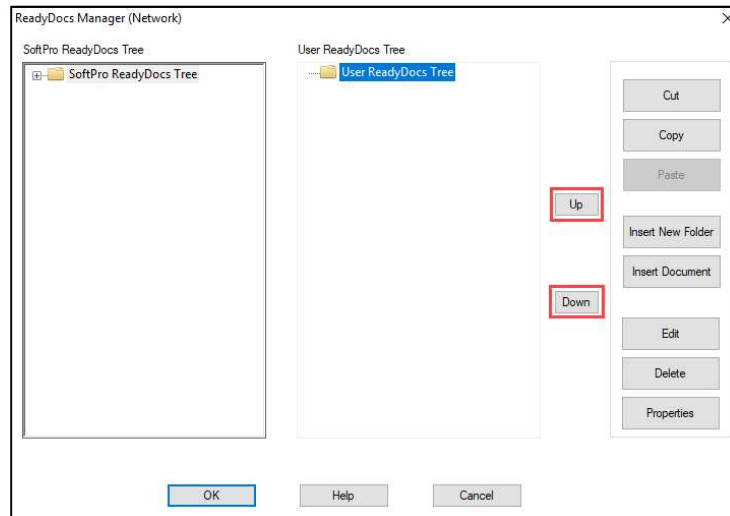
Change names of documents or folders in the **User ReadyDocs Tree** using the **Edit** button. Delete unwanted documents or folders from the **User ReadyDocs Tree** using the **Delete** button.