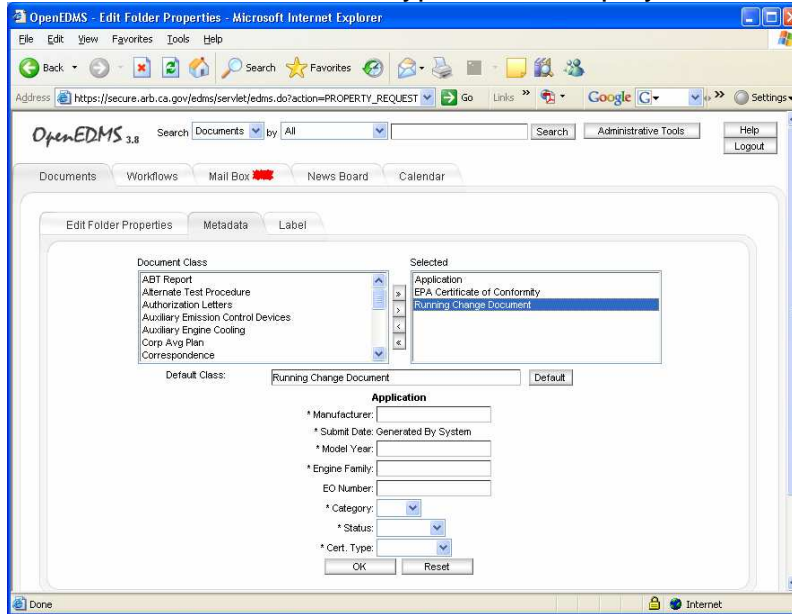**12. How can I change the default document-type of a folder, and add metadata to it?**

1. Left click on the folder icon and select edit properties
2. On the metadata tab, select the document type that you want to be the default. Then click on the "**Default**" button
   The new default document type will be displayed as shown in this picture.

3. Double click on the new default class to display the correct metadata. Add the metadata values, in this example, the system will automatically add the default metadata values when a running change document is uploaded. Manufacturer staff will only need to modify what ever is appropriate on each case.