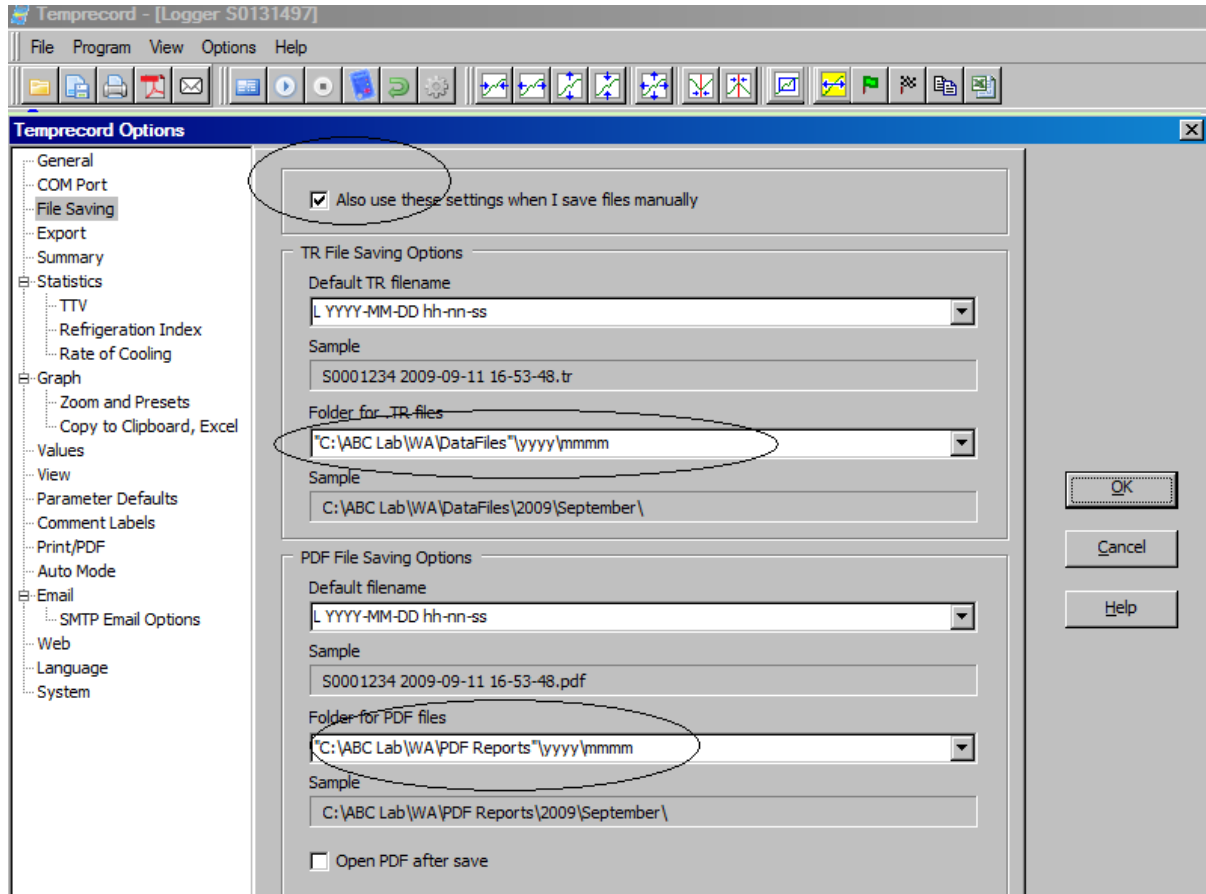


File Saving to a Designated Folder

By using the **File Saving** feature, when saving files they will be saved automatically to a designated folder. Note that the **Save** function must still be used as normal as the **File Saving** feature only creates a destination for the file.



- To ensure the file is always saved to the correct folder whether using Auto Mode or saving manually, select “Also use these settings when I save files manually”
- To insert the file path for TR. Files and for PDF files, locate the destination (storage) folder using Windows Explorer, copy and paste the file path into the TRW **Options/File Saving** tab in areas indicated above. Note that the same or different folders can be used to store TRW and PDF files.
- Ensure that the “absolute” quotation marks are inserted around the file path as per above. This will ensure the correct folder is found every time, irrespective of what drive the folder resides on .
- **Filing by date automatically** – by month and by year
- To have the software automatically create folders for each month and year, add the following to the file path as shown in the screen shot above:
\\yyyy\mmm
- At the beginning of each month (and year) a new folder will be created automatically when saving a file. Please see Help Menu for more information if required.