# Creating a Local File Folder for SoftPro Lite

You will likely want to save documents created in SoftPro Lite to your local computer so that you can email them. Here are some steps for a one-time setup that will make that process easier.

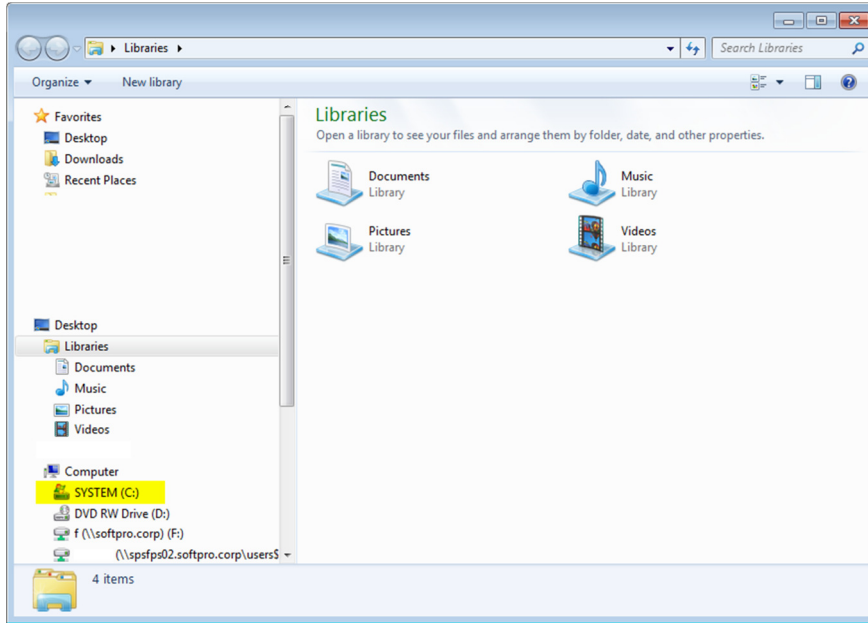## *Create a SoftPro Lite Folder*

1. From your Desktop open Windows Explorer. You can do this by right-clicking the Start button and selecting *Open Windows Explorer*
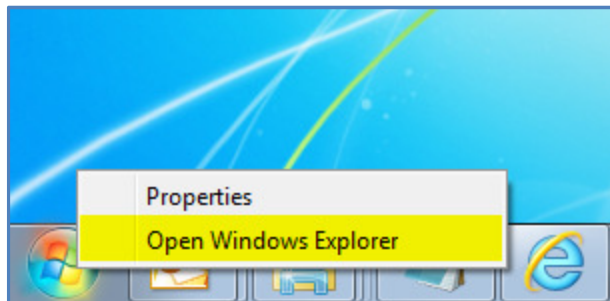


   Or clicking on *Start*, point to *All Programs*, point to *Accessories*, and then click *Windows Explorer*

   *Note: if this does not work on your version of Windows please search the web for "Using Windows Explorer" for help or call the SoftPro Support Center.*
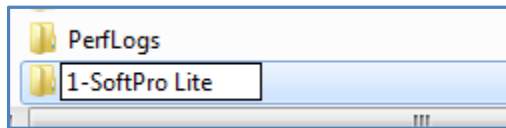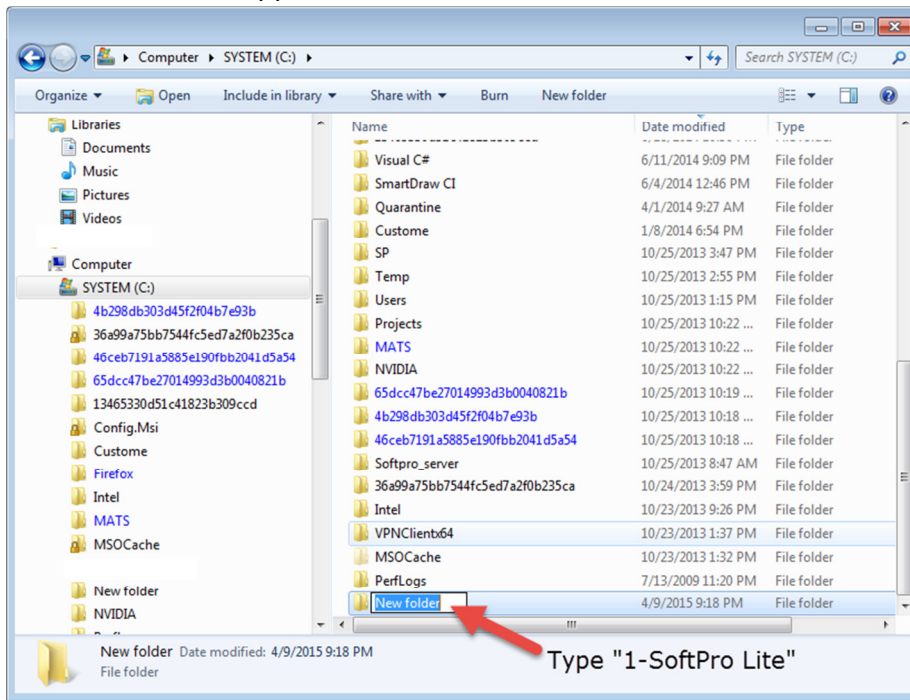
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- Raleigh, NC 27609
- Support: 800-313-0085
- Email: support@softprolite.com
- Web: www.SoftProLite.com

2.     In Windows Explorer, find your C: drive and click on it. This should be located under "Computer":
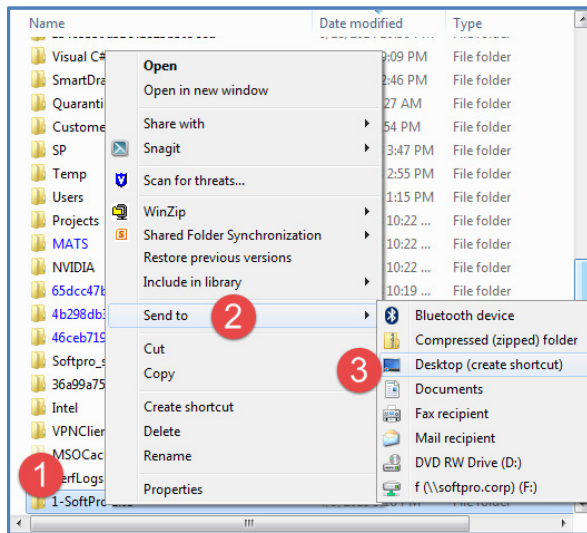


3.     Click the *New Folder* button (or Right click on C drive, select *New* and *Folder*)
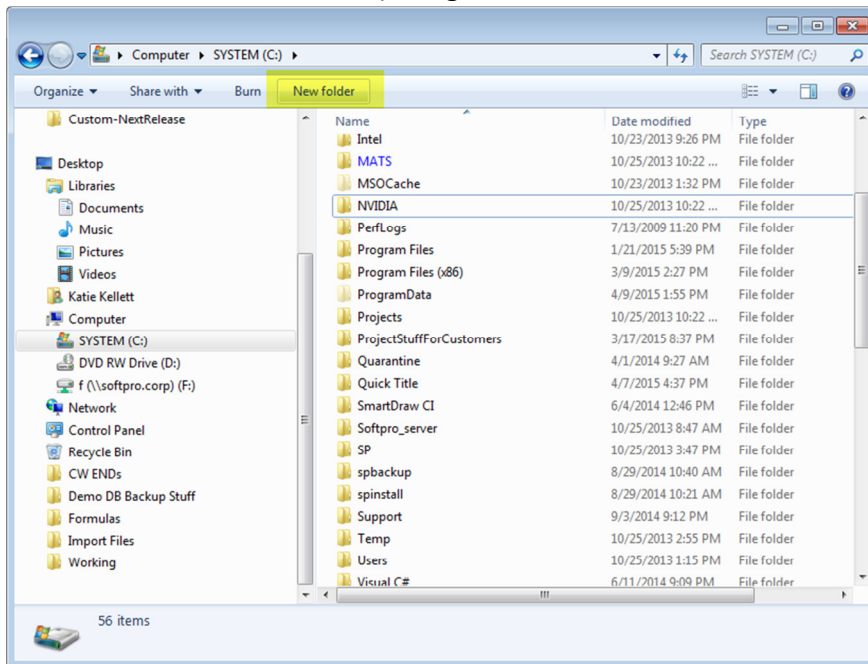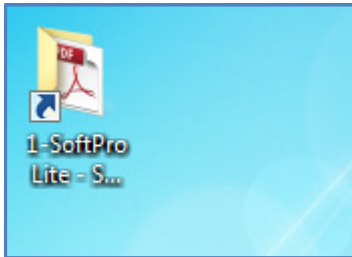
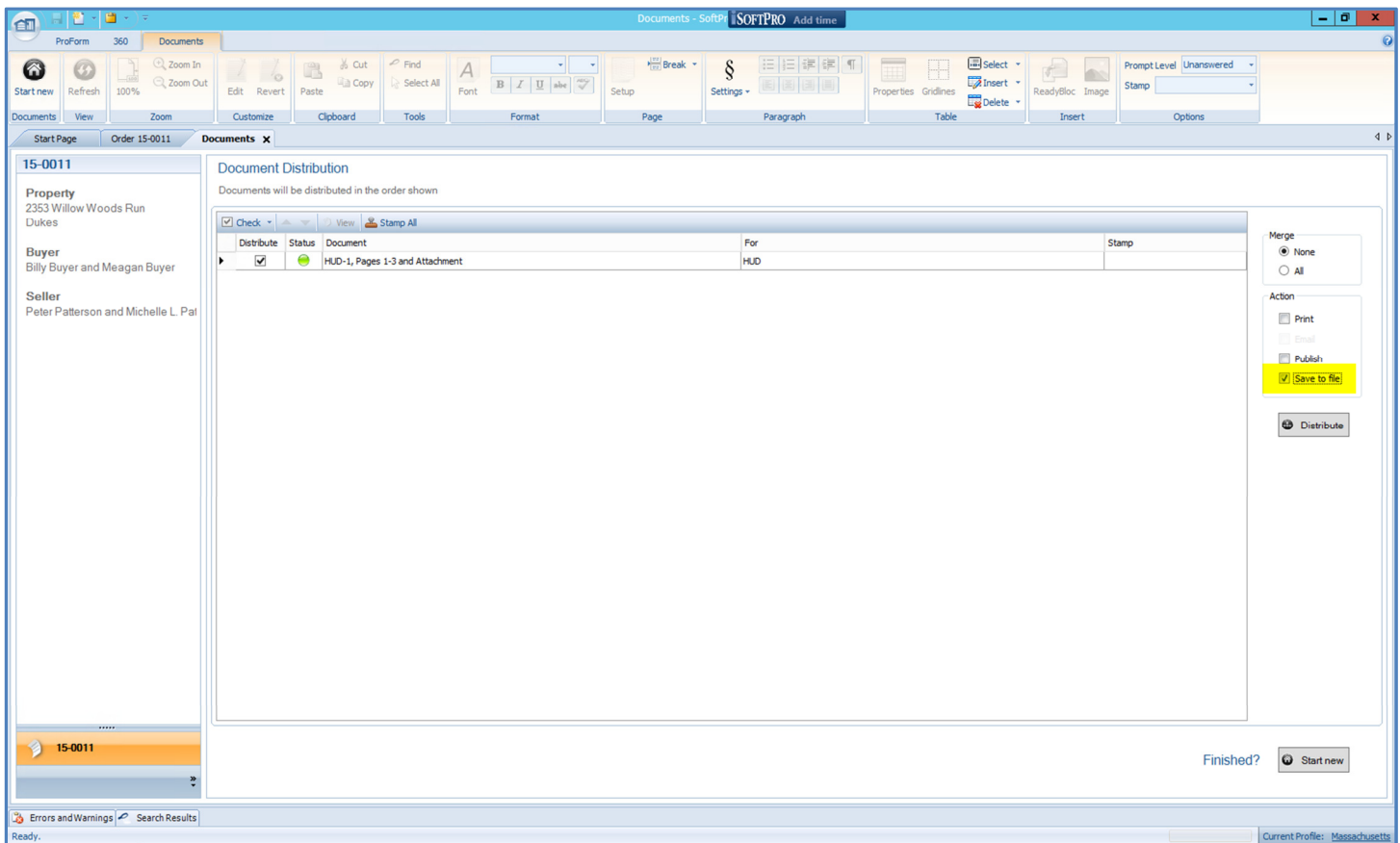4. A New Folder will appear; name it "1-SoftPro Lite:





5. To save a Shortcut to your folder on your Desktop Right click the 1-SoftPro Lite folder (1), point to *Send to* (2) and point to *Desktop (create shortcut)* (3):

SOFTPRO *Lite*

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You will find the 1-SoftPro Lite folder on your desktop. You can open this and access anything you save from SoftPro Lite and also copy and paste items here that you want to upload into the Attachments section of SoftPro Lite.

6.     From within the SoftPro Lite application's Documents section, use the *Save to file* option:

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When the *Save As* Dialogue box appears click on the *C on (name of computer)* folder. This will be located under "This PC":
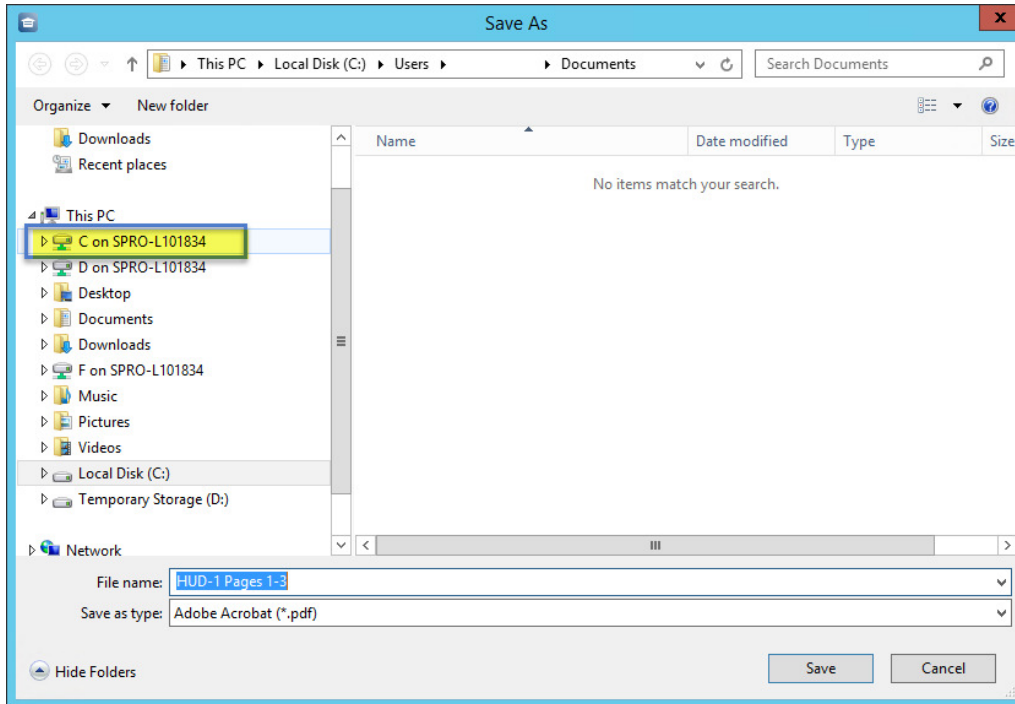


The 1-SoftPro Lite folder will be the first to load; click on it:
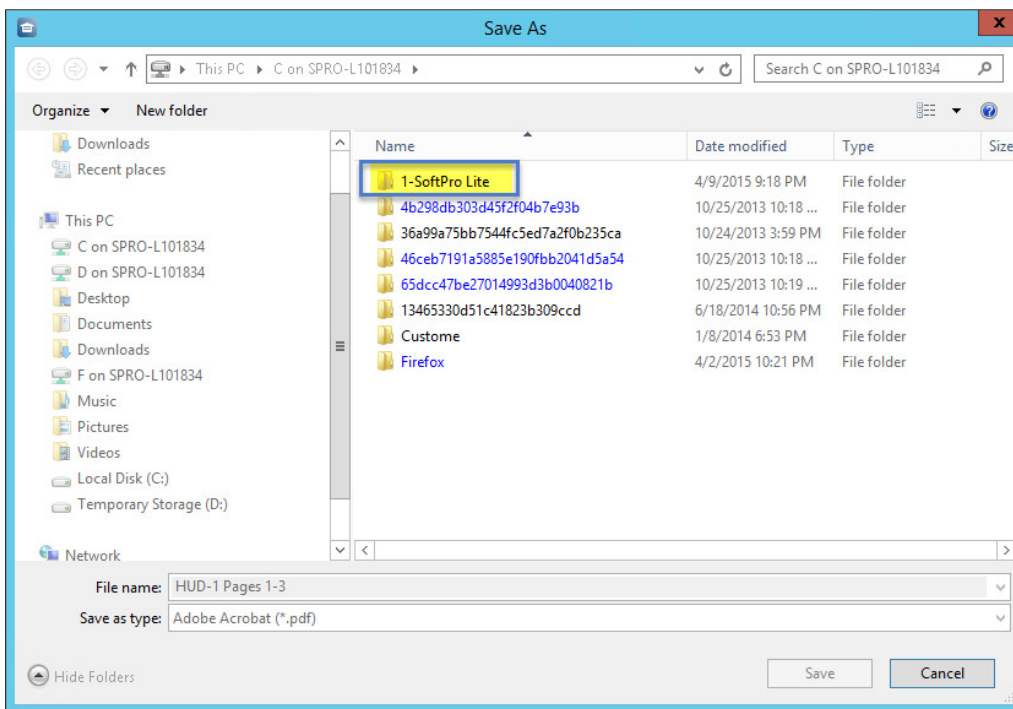
Now save your document here, renaming the document name if needed:
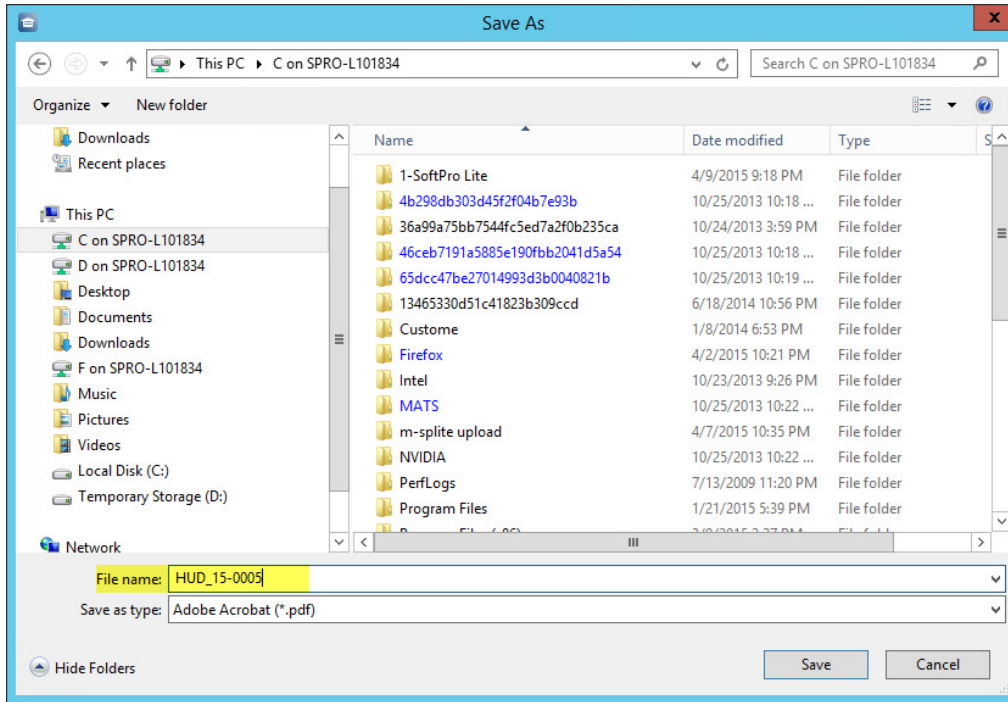


Documents can be accessed from the Shortcut to the 1-SoftPro Lite folder placed on the Desktop.