

Folders and files that you can move or share

Instead of storing resource configurations on each computer in a networked environment, you can store one set of shared files where multiple users can access them. The same paths can be set on the **Folders** tab in the Preferences dialog box of each installation that will share folders. The following folders can be shared as a single group.

Important: These folders must be named as shown, and must all be within the same parent folder. Do not change the name of any of these folders.

- Templates folder: Contains your templates subfolders and files (TPL).
- Marks folder: Contains your mark image files (PDF, EPS).
- Resources folder: Contains the XML files that store your common colors, folios, and fold patterns.

The Marks folder has additional structural requirements:

- Marks\Dupmarks: Contains your duplicating mark image files. Do not change this folder's name or path.
- Marks\SmartMarks: Contains your SmartMark files (SMK), including any subfolders that you add. Do not change this folder's name or path.
- Marks\SmartMarks*MarkGroupName* folders: Contain your group member SMK files. These subfolders, which you can define as needed to create mark groups, must be in the Marks\SmartMarks folder.

Each of the following folders can be shared from any accessible location on your network:

- Printers folder: Contains the configuration files and list that define your media, stock, tile sets, and devices. Do not change the name of this folder.
Note: If you move this folder, you must restart the software.
- *Your compensation sets* folder: Contains your web growth scaling sets. You can give this folder a name of your choice.
Notes:
 - These files are protected against more than one user applying edits simultaneously, although multiple copies of a shared file can be open for viewing. However, this does not protect against someone deleting or moving a shared file at the operating system level while the file is being edited.
 - You can create additional subfolders and move files around inside the standard folder structure without closing the software.
 - Shared items are available immediately from their new locations.
 - You can edit, add, or delete files in these folders from any installation of the software.
 - Instead of sharing folders, you can copy the contents of folders between installations.