

Sharing folders

You can set up central folders, and configure multiple installations to share the files.

Using a central Mac OS, Microsoft Windows, or UNIX-based server ensures that everyone is using the latest revision of a particular file. Depending on your requirements, you can choose which of the following steps to implement.

1. Set up shared Templates, Marks, and Resources folders.
Note: These folders are interdependent and cannot be shared individually. The software must be able to find these folders when it starts.
 - a. Choose the software installation folder that will share its templates, marks, and other resources (common colors, folios, fold patterns).
 - b. Prepare the central resource lists by adding any items that need to be shared, deleting any items that are not needed, and moving any desired files from other installations to their respective folders at the central installation.
Note: The correct folder names and structure are important.
 - c. On the **Folders** tab in the Preferences dialog box at each installation that will use these folders, set the new **Folder Containing Template, Marks, and Resources Folders** path.
2. Set up a shared Printers folder, and/or move the files from one installation to another.
 - a. Create the new Printers folder at any accessible location on your network, or choose an existing software installation's Printers folder.
 - b. At one of the installations, add any required media, stock, tile sets, and device PPD files that you want to share or move.
 - c. Use the Migration tool, or manually move the contents of the Printers folder that contains the prepared media resources to the new folder.
Note: If you manually move the files, be sure to include all the subfolders and all the files that are at the root of the Printers folder, including the output resource list files: `printers.psm` (media), `tileset.psm` (tile sets), and `sheet.xml` (stock).
 - d. On the **Folders** tab in the Preferences dialog box at each installation that will use this folder, set the new **Printers Folder** path.
 - e. Restart the software to activate the new location.
Note: The software must be able to find this folder when it starts.
3. Set up a shared compensation sets folder.
 - a. At one of the installations, prepare the scaling sets that you want to share.
 - b. Move the folder that contains the sets to any accessible location on your network, or share the folder that you prepared.
 - c. On the **Folders** tab in the Preferences dialog box at each installation that will use this folder, set the new **Web Growth Compensation Sets Path**.
4. Optional: Manage the Templates, Marks, Resources, Printers, and compensation sets folders by deleting any files that will not be used by the installations.

You can edit, add, or delete files in these folders from any installation of the software.