

VPS+ Collecting files assigned to a layout

You can collect all of the files assigned to a layout and place them in a defined folder or in the folder of the layout. TIFF Assembler Plus software enables you to decide if the files are copied or moved to the designated location and whether to automatically place the assigned files in the folder of the layout they are assigned to, every time you click the **Collect Assigned Files** command. See [Edit > Preferences > Files](#).

1. From the **Modify** menu, select **Collect Assigned Files**.
If the **Place collected files in the layout folder** check box is cleared in **Edit > Preferences > Files**, or if you haven't yet saved the layout as a .cta file, the Select Collect Location dialog box appears.
2. In the Select Collect Location dialog box, browse to the folder where you want to place the assigned files and click **Select**.
Each time you select the Collect Assigned Files command, any files assigned to the layout after the last collection process was performed are added to the designated folder. If you move files from the assigned to the unassigned list (that is, remove these files from the layout) after you perform the collection process, the files remain in the designated folder of the assigned files.