

# Files preferences

## Collect assigned files

When you assign files to a layout, you may want to collect them in one location using the **Collect Assigned Files** option from the **Modify** menu. Use this area to decide whether to copy or move the files and where to put them.

- **When collecting assigned files:** Select **Move files** or **Copy files** to determine whether collected files are moved or copied to the new location.
- **Place collected files in the layout folder:**
  - If you select this check box, the collected files are automatically placed in the folder where the layout (.cta file) was saved.
  - If you clear this check box, a Select Collect Location dialog box opens each time you collect files (**Modify > Collect Assigned Files**) so that you can determine where to put the collected files.

## When collecting files from a remote location

Select one of these options for files that are added to a layout from a remote station:

- **Keep files on the remote station**
- **Copy files** (to your local station)
- **Move files** (to your local station)

If you decide to copy or move the files to your local station, type the path to the folder where you want to place the files in the **Destination Folder** box. Or, click **Select** and in the Select Folder dialog box, browse to the location and click **Select**. To indicate whether (and when) you want to delete these files from the folder, select the **Delete files from this folder after x days** check box and type the number of days in the box.