Common PDF File Save Path

Software for Hardware, LLC's new enhancement gives every user the ability to define a unique location where their PDF files will be saved. Before this update the local *Documents* folder, or the *Desktop* folder, was the default location appearing in the file save dialogue box.

With this new enhancement, you need only to navigate to your desired folder once to save a PDF file. Then, on subsequent saves, the file save dialogue box will automatically place you in the previously chosen folder. If you wish to change your common PDF file save location, simply navigate to the new folder and save the PDF file.

This enhancement **only** applies to Contract Job/Quote level reports that are found on the *Reports* menu, and, when clicking the *PDF* button.

How it works:

1. Open a Contract Job or Contract Quote.
    a. From the SFH Job *Project* Screen click the Reports menu.
    b. Click on your desired report.
    c. Click the *PDF* button.
        i. Browse to your desired common PDF file save path.
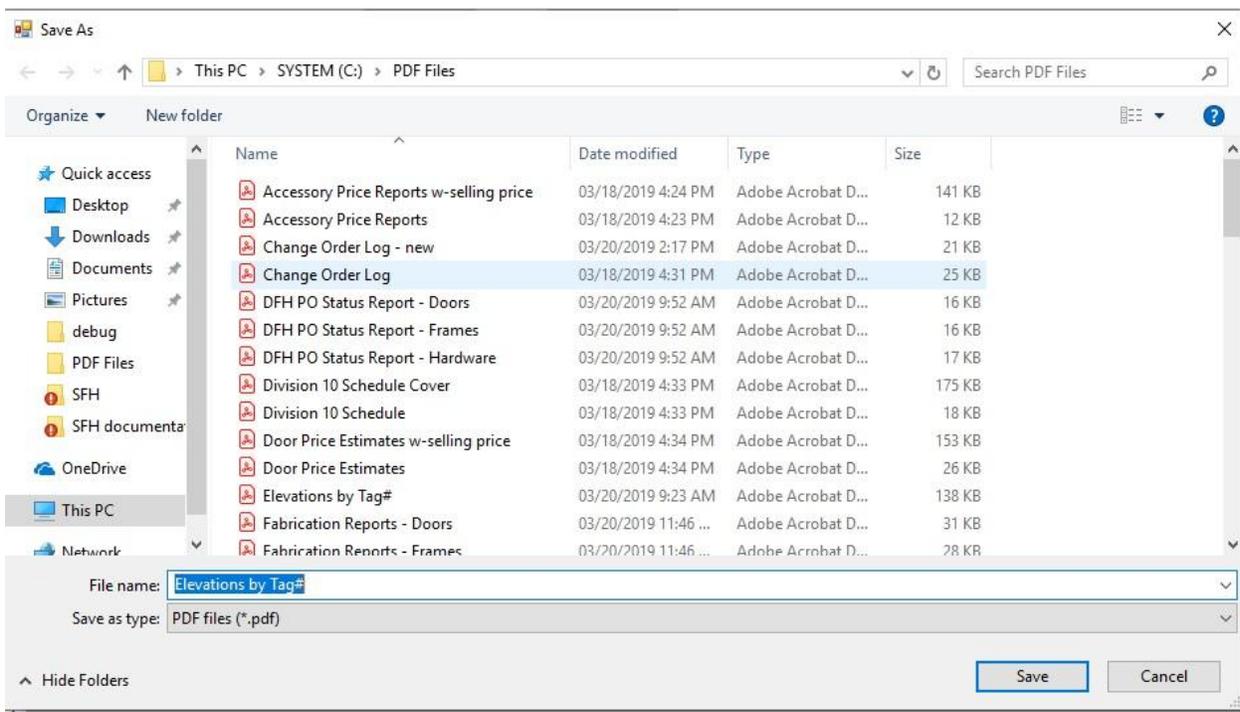
        ii. Click the *Save* button

      d. On subsequent PDF file saves you will automatically be brought to your common PDF path.

2. To change the common PDF file save path, simply browse to your newly desired folder and click the *Save* button.