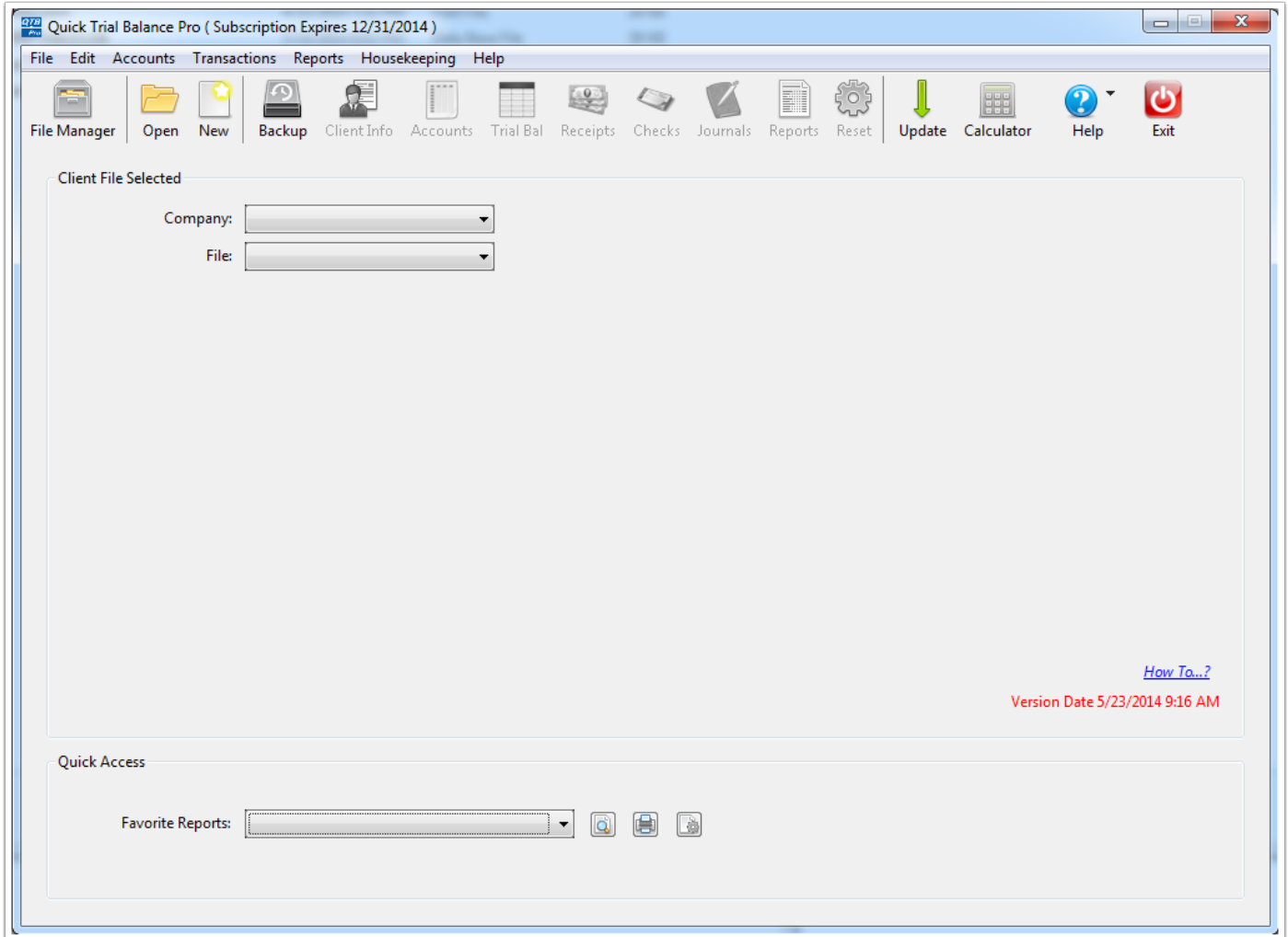


Quick Trial Balance Pro - Default Data Folder

Quick Trial Balance Pro / QTBP

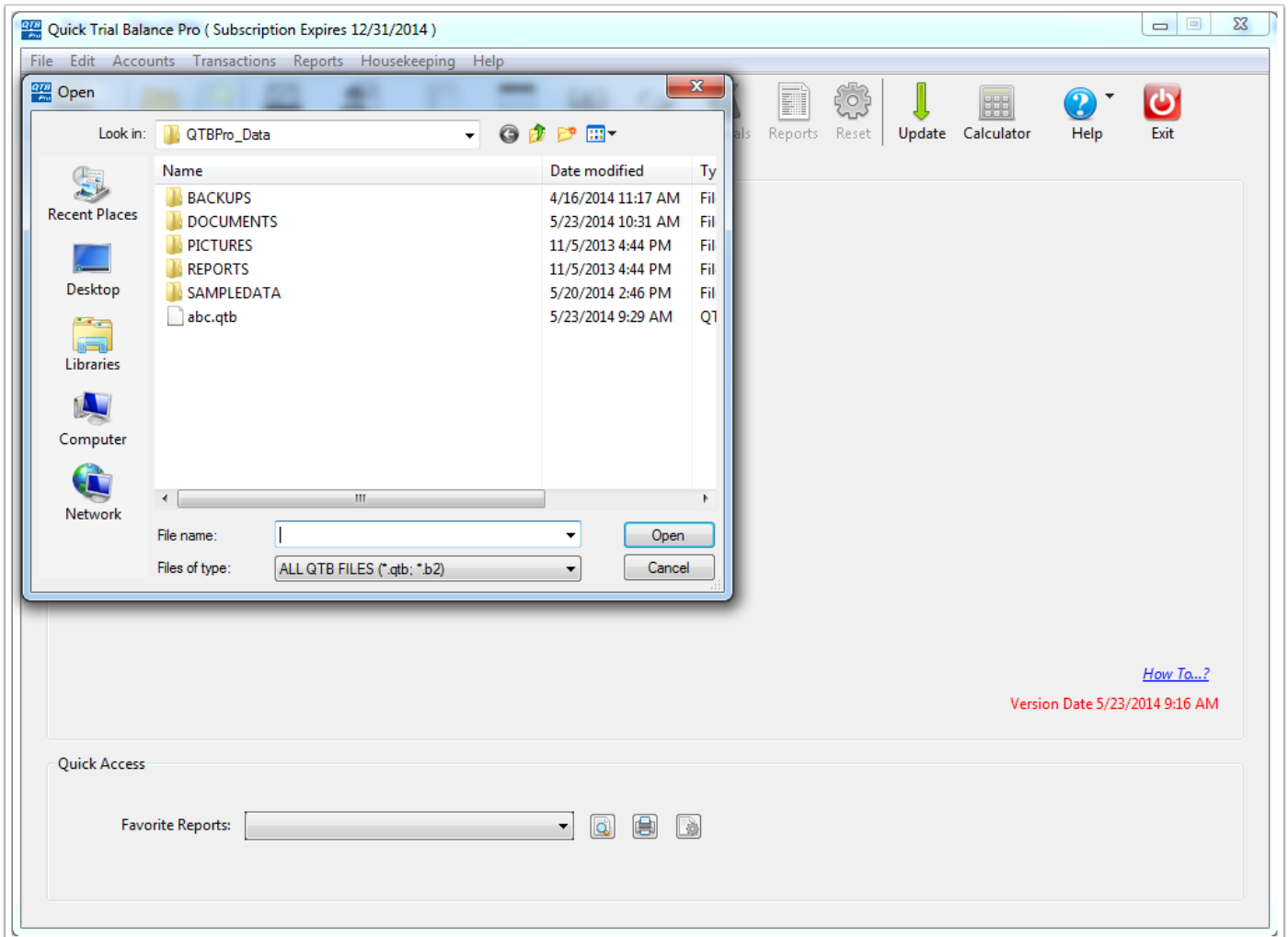
Shown here is the Home screen with no file selected.



Open file dialog

When you click the Open button on the toolbar to open a file, the Default Data Folder is selected.

You can navigate to another location if you have a data file in a different folder, however, it is advisable to keep all data files in one folder - the Default Data Folder.

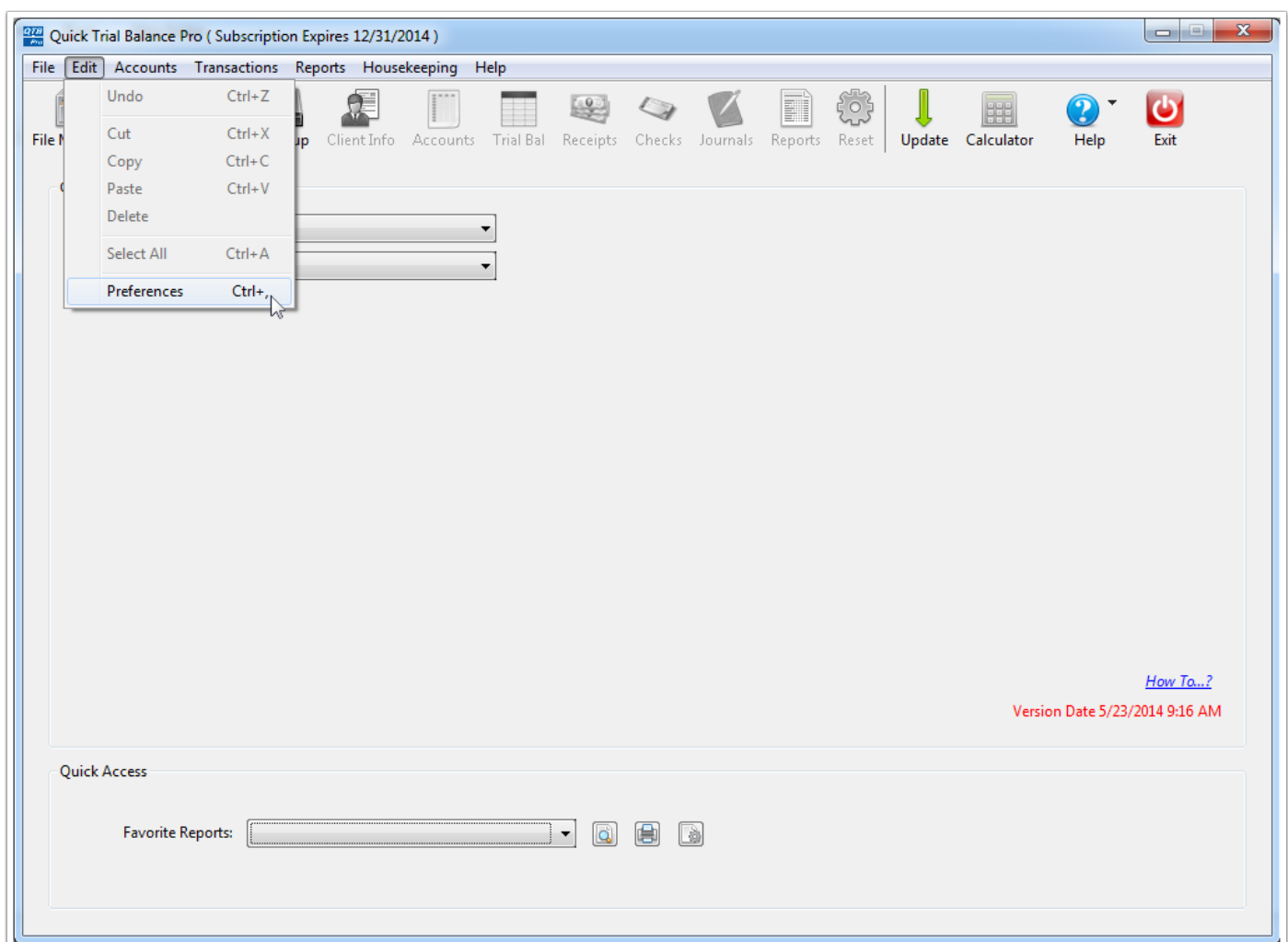


Change the Default Data Folder

When you start Quick Trial Balance Pro for the first time, the default data folder in Windows is created on your local C drive. The default data folder created is named QTBPRO_DATA. On the Mac, the default data folder is the same name but created in the Documents folder.

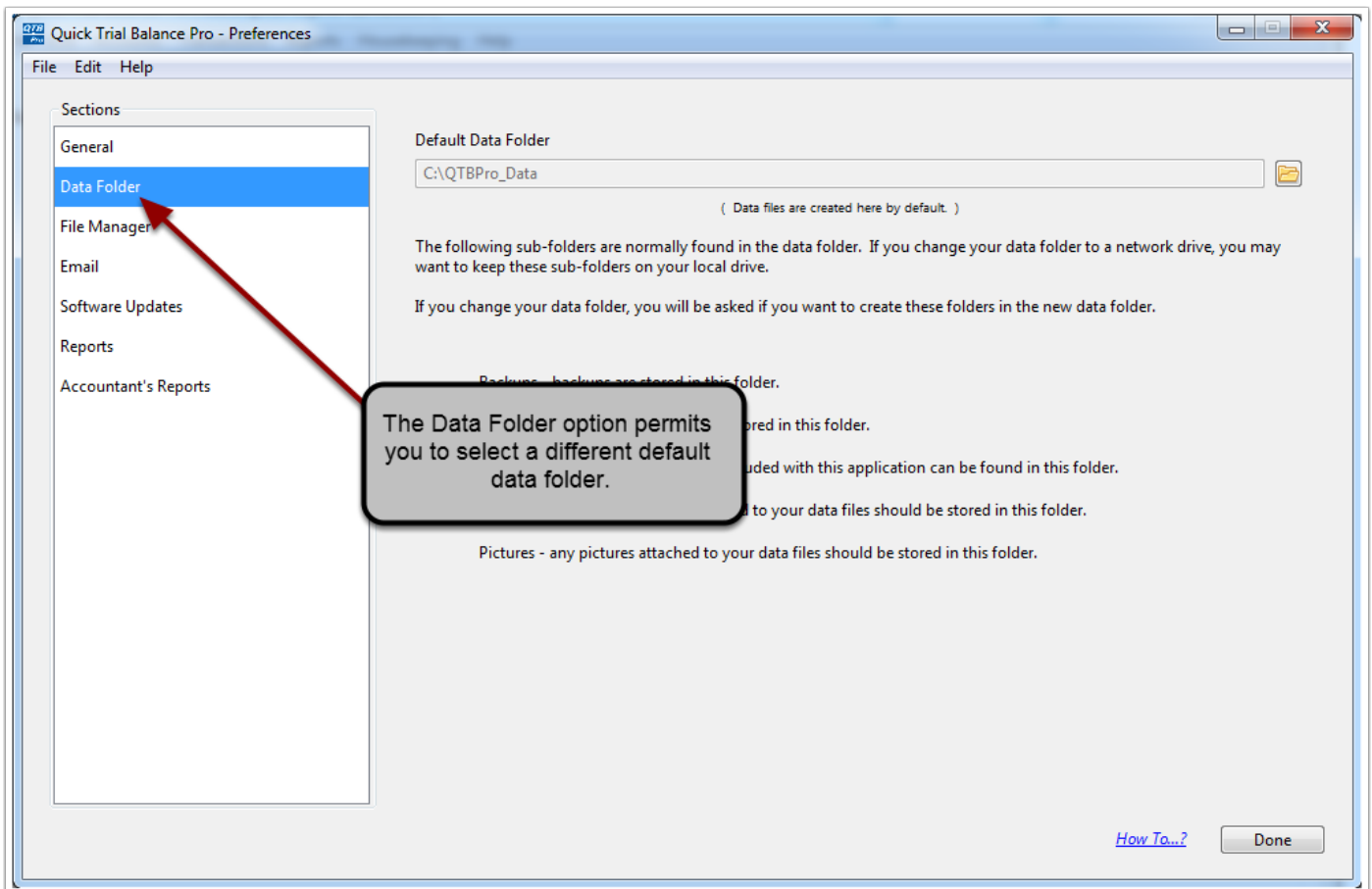
If you would prefer that your data files be located elsewhere, such as a network drive, you can change the Default Data Folder using the Preferences selection in the Edit menu. (Note, in Quick Trial Balance, the default data folder was changed in the Configuration option in the Housekeeping menu and opens the same screen as the Preferences selection in the Edit menu. We include it in the Housekeeping menu for convenience to those upgrading from Quick Trial Balance and will remove it in a future version.)

On the Mac, the Preferences option in the Quick Trial Balance Pro (application) menu is selected to access the Preferences screen and change the Default Data Folder.



Preferences (Configuration) Screen

The preferences screen permits you to customize Quick Trial Balance Pro. One of the items that you can set is the Default Data Folder. This screen looks the same in both Windows and the Mac.



Default Data Folder

When you click the Data Folder option you will see the following. You can change the Default Data Folder using the button with the folder on it to the right of the folder text field.

Please note the information on this screen indicating that additional folders will be created if you select an alternate location for your Default Data Folder.

If you already have data files in your Default Data Folder, the best way to move it is to first copy the entire folder (including all subfolders) to the new location and then select the new location using this option.

