

Summary

When exporting documents out of Orchestrated a save window opens that is automatically pointing to files in the cloud. Below are steps on how to create a folder in your favorites section for faster access to your personal folder on your local computer

Step-by-step guide

1. To make this process quicker the next time you want to save drag and drop your desired place to save into the **Favorites** area.

rganize 👻 New fold	der		• ==
🚖 Favorites	▲ Name ▲	Date modified	Туре
E Desktor	🔒 AppData	1/29/2014 8:31 AM	File folder
📕 Downlords	📙 Contacts	5/19/2014 2:01 PM	File folder
🧾 My Documerts -	📔 Desktop	5/19/2014 2:01 PM	File folder
🔚 Recent Places	🚺 Downloads	5/27/2014 9:01 AM	File folder
2010	Favorites	5/19/2014 2:01 PM	File folder
🗎 Libraries	Links	5/19/2014 2:01 PM	File folder
Documents	My Documents	5/22/2014 8:54 AM	File folder
J Music	My Music	5/19/2014 2:01 PM	File folder
Pictures	╞ My Pictures	5/19/2014 2:01 PM	File folder
Videos	My Videos	5/23/2014 5:46 PM	File folder
File <u>n</u> ame: Cł	neck Register		
Save as type: Pla	in Text File(*.txt)		



2. If your Favorite saved, you will now see it in your list of Favorites.

ganize 👻 New fold	ler		355 👻
Favorites	▲ Name ▲	Date modified	Туре
Nesktop	🌗 AppData	1/29/2014 8:31 AM	File folder
🗼 Downloads	📙 Contacts	5/19/2014 2:01 PM	File folder
My Documents -	📜 Desktop	5/19/2014 2:01 PM	File folder
Recent Places	Downloads	5/27/2014 9:01 AM	File folder
My Documents	Favorites	5/19/2014 2:01 PM	File folder
	🕞 Links	5/19/2014 2:01 PM	File folder
Libraries	📗 My Documents	5/22/2014 8:54 AM	File folder
Documents	🚺 My Music	5/19/2014 2:01 PM	File folder
Music	📄 My Pictures	5/19/2014 2:01 PM	File folder
Videos	My Videos	5/23/2014 5:46 PM	File folder
File name: Ch	eck Register		
Save as type: Pla	in Text File(*.txt)		

Now next time, when you save a file, you can just click on that folder under the Favorites.

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