

# Mariner Software

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## Does Paperless keep my documents in more than one location?

Jim Henson - 2024-03-28 - The Paperless Library File

Does Paperless keep my documents in more than one location?

Since Paperless can import files directly from your scanner, it might seem as though images might potentially be saved to some other location. Unless you have copies of the file made outside of Paperless, this is not the case. Paperless keeps documents in just one location--the library file they are stored in. The location of this file is specified when you create a new library.

For files imported from elsewhere on your computer--for example, a .PDF imported to Paperless from your Documents folder--Paperless will leave the original file intact and import a copy of the file. Paperless can also be instructed to delete the original file, though.

To enable the option for Paperless to delete the original copy of a file imported to a library: - In **Paperless > Preferences**, choose the Files tab. - Make sure the checkbox labelled **Dragging files from Finder into Library window deletes originals after importing** is checked.