

# Mariner Software

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## How do I set a default (preferred) data type in Paperless (Windows) 2.2?

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How do I set a default (preferred) data type in Paperless (Windows) 2.2?

In Paperless, it is possible to set a default (preferred) data type. This is a data type (such as Receipt, Document, or Contact) that new library items will be set to when they are imported to your library.

In **Paperless 2.2**, the default data type picker was moved to Library Configuration. It is now available under the **Data Types** section of Library Configuration.

To set a default (preferred) data type, follow these steps:

1. From the **View Menu**, select **Show Library Configuration**.
2. Under Library Configuration, navigate to the **Data Types** section.
3. Under **Default data type**, select the data type you would like to make the default (or preferred) data type.
4. Click **Done** to apply changes.

New library items should now be imported with the selected preferred data type.

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