

# Mariner Software

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## Where does Paperless store my receipts and documents?

Jim Henson - 2024-03-29 - The Paperless Library File

Paperless stores **Library items** (the receipts, documents, and other items stored in Paperless) in what we call a Paperless **library file**.

What is stored in a Paperless library

The Paperless library file stores a number of things, including the following:

- **Library Item Source Files.** These are all of the .PDF-, .RTF-, and other files that exist in your Paperless library.
- The **Library Database.** The library database stores two types of information:
  - **Metadata.** Metadata is all of the information entered into fields in the **Details Pane**.
  - **Library Configuration Information.** All of the field assignments, autofill values, and other information specific to your Paperless library are stored here.

The Paperless library file format

Paperless library files are **package files**. A package file is a folder that Finder handles as though it was a file. For example: double-clicking a package (like a Paperless library file) opens the file in the file's default application (which, for a Paperless library is Paperless).

Because a package file is a folder, though, it is also possible to browse its contents in Finder.

Although we typically recommend against browsing a library file in Finder, we may recommend browsing within a library file to resolve specific issues in Paperless.

Frequently Asked Questions

### Where should I store my Paperless library file?

We provide [a list of recommendations for where to store a Paperless library in this knowledge base article](#).

### How can I relocate the Paperless library file?

You can change the data location by selecting a new location by quitting Paperless, locating your library file, and dragging it to a different location. Once the file has been moved, double-click it to open it in Paperless.

### How can I move my library information to a new Mac?

We outline [how to move a Paperless library to a new Mac in this knowledge base article](#).

**How can I navigate within the Paperless library file in Finder?**

Typically we recommend against navigating within the Paperless library file in Finder.

For information on navigating within the library file, [please see this knowledge base article](#).

**Where can I find more information about the Paperless library file?**

For more general information on the Paperless library file, see [the section of the Paperless knowledge base, dedicated to the Paperless library file](#).