

## Collectorpro Software – Important OneDrive Settings

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### Overview

With the advent of the cloud, more and more Windows PC's are using Microsoft OneDrive to backup their folders and files to the cloud.

Collectorpro software stores its data files in the users Documents folder in a folder named Collectorpro Software Inc. As the users Documents folder is one of the default folders added to OneDrive when it is setup there may be issues with Collectorpro software data files.

There are two options to ensure that there are not issues with Collectorpro software data files when using OneDrive to backup the users Documents folder to the cloud.

### Option 1

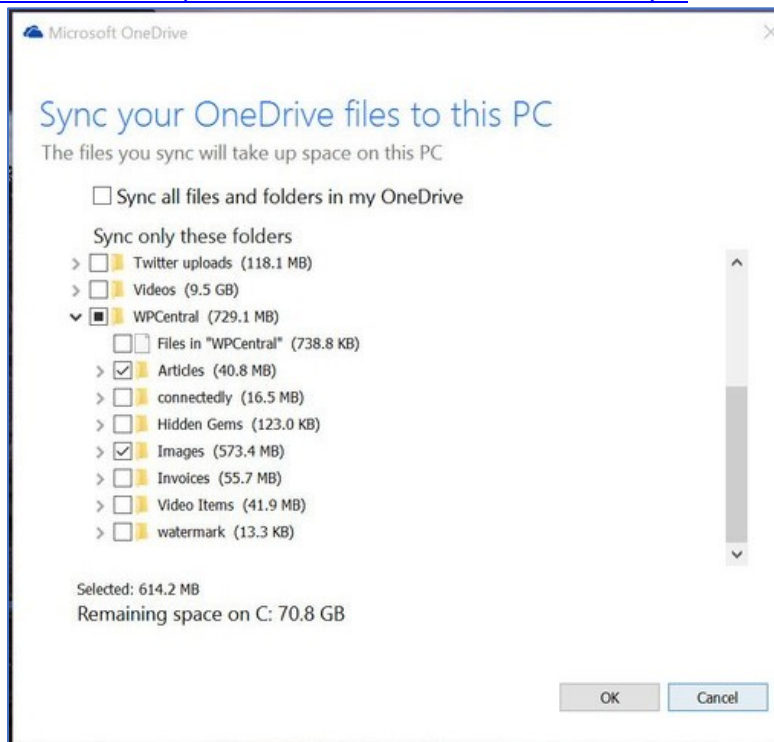
Exclude the Collectorpro Software Inc folder from the OneDrive cloud synchronization.

#### Option 1 – Steps

- Open the OneDrive settings by clicking the OneDrive icon in the taskbar at the bottom of the Windows desktop
- Click the More button
- Click the Settings menu selection
- Click the Account Tab
- Click the Choose Folders link to the right of the syncing location(s)
- Click the greater than sign next to the Documents folder
- Uncheck the Collectorpro Software Inc folder (this will remove it from syncing)

The article at the link below is a great reference. The screen below us an example only.

<https://www.windowscentral.com/windows-10-select-onedrive-folders-sync>



## Option 2

Change the OneDrive settings to allow for a full synchronization between the cloud and your local computer.

### Option 2 – Steps

- Open the OneDrive settings by clicking the OneDrive icon in the taskbar at the bottom of the Windows desktop
- Click the More button
- Click the Settings menu selection
- Click the Settings Tab
- Make sure the checkbox labeled Save space and download files as you use them is not checked. If checked uncheck it.
- Click the Ok button to close the Settings window.

