RootsMagic — Magic Guide

Set Default Folders for your RootsMagic Files

RootsMagic helps you to stay organized by providing you with a way to designate default folders (directories) for the various types of files used by RootsMagic. Once you designate where the various files should be stored, whenever you select a feature that accesses one of these file types, RootsMagic will look in that folder. New files will be saved automatically to the appropriate folder.

You can enter default folders for RootsMagic data files (.rmgc), backups (.rmgb), multimedia, GEDCOM (.ged), and reports.

This Magic Guide covers:

    A. Creating Folders for your RootsMagic Files
   B. Selecting your Default Folders

You can create folders before or during this process.

## A. Creating Folders for your RootsMagic Files

1. If you do not have a folder set up for any of your RootsMagic files, you can create a folder by clicking on the "File Explorer" icon (aka "Windows Explorer") found in your Task bar (The Task bar runs across the bottom of your monitor.)

2. On the left side of your Explorer window, highlight "Documents" then click "New folder".
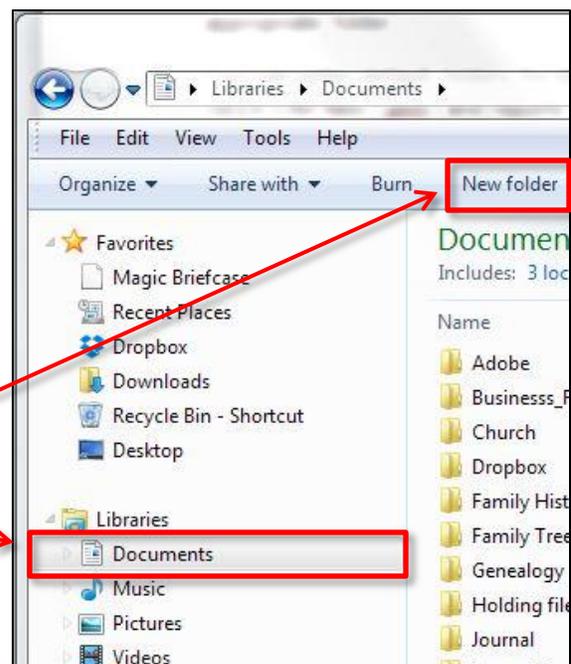
3. The new folder is highlighted and ready for you to enter the folder name.
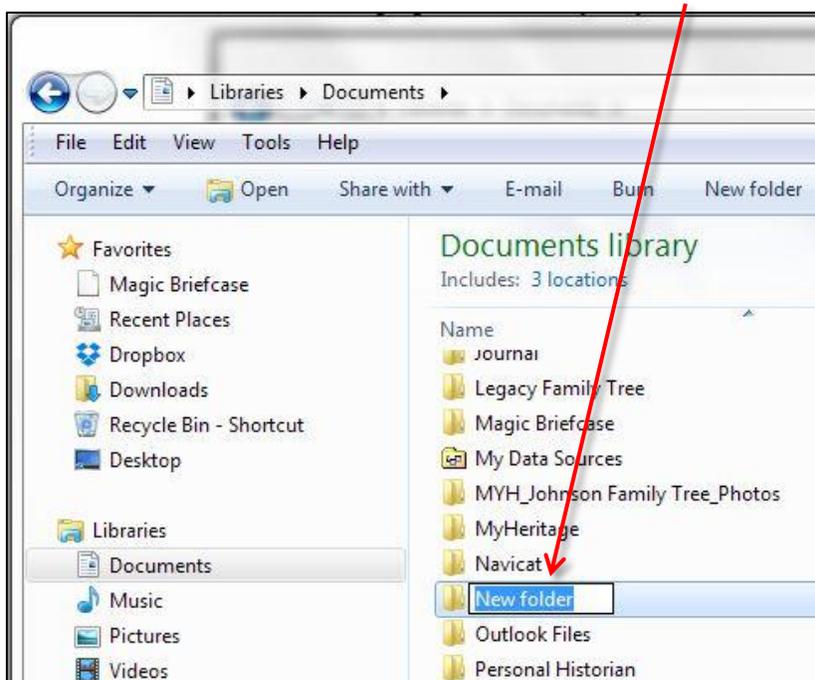

4. In this example, the new folder was named, "ROOTSMAGIC".

Double click on the newly created ROOTSMAGIC folder. You will see that this folder is now listed in the pathway at the top of the screen. When you click on "New folder" it will be put into the ROOTSMAGIC folder. This is called a "subfolder".

This example shows five subfolders; one folder for each of the various types of files you may use in RootsMagic.

When your folders are created, you can set your

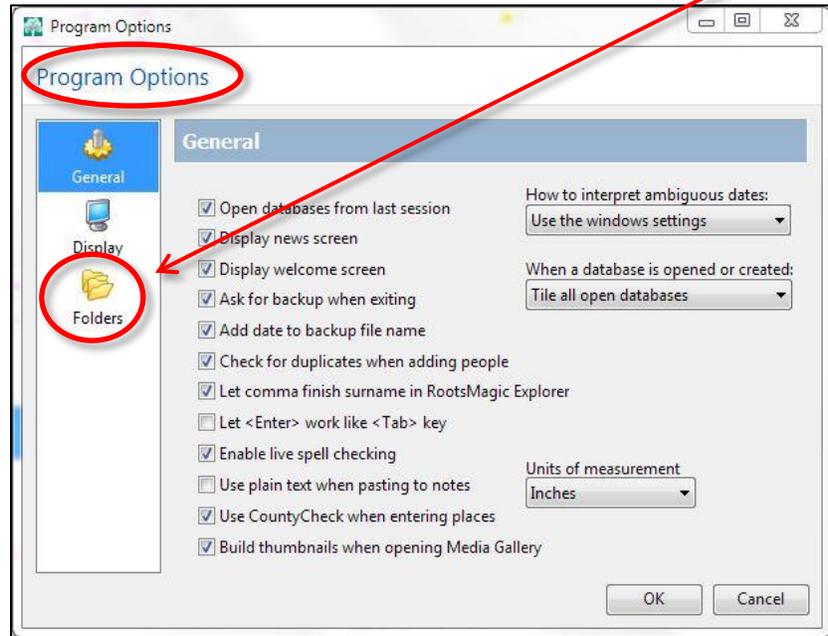"Program Options" so that RootsMagic will always look for and store your files in these folders.
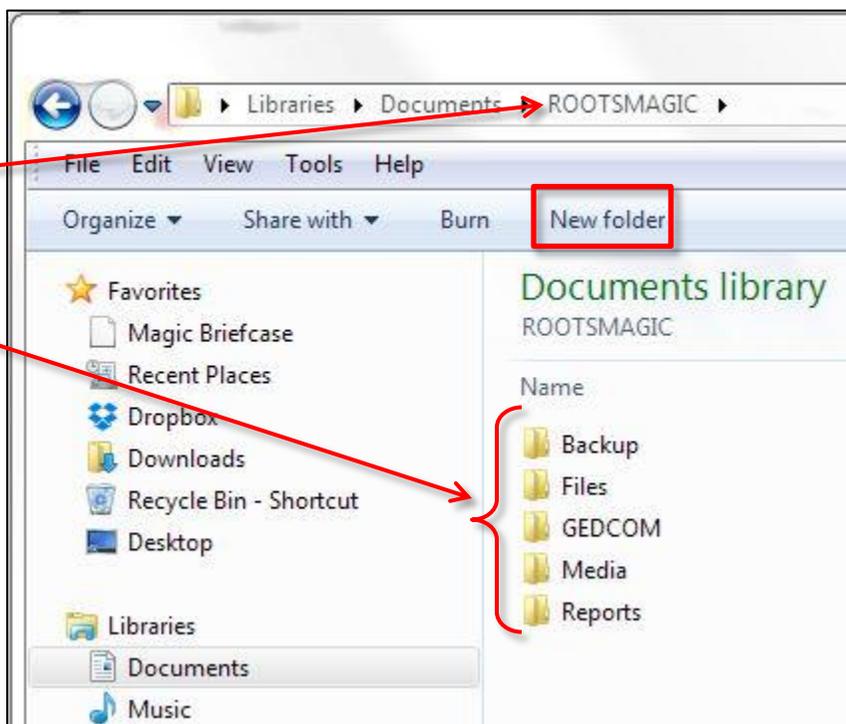
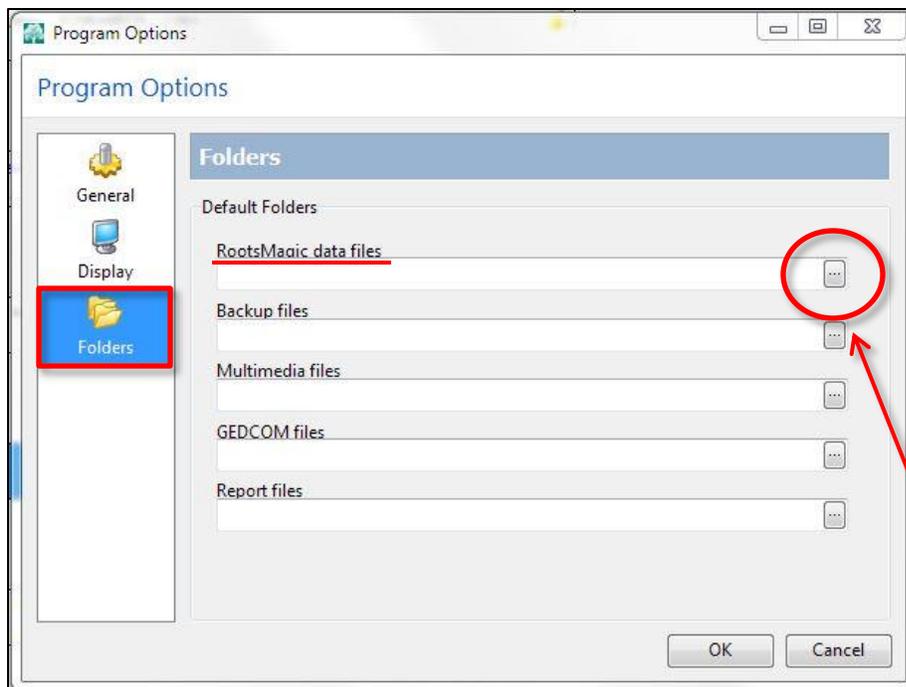## B. Selecting your Default Folders

1. Open RootsMagic, click on the "Tools" menu, and select "Program Options" from the bottom of the list.
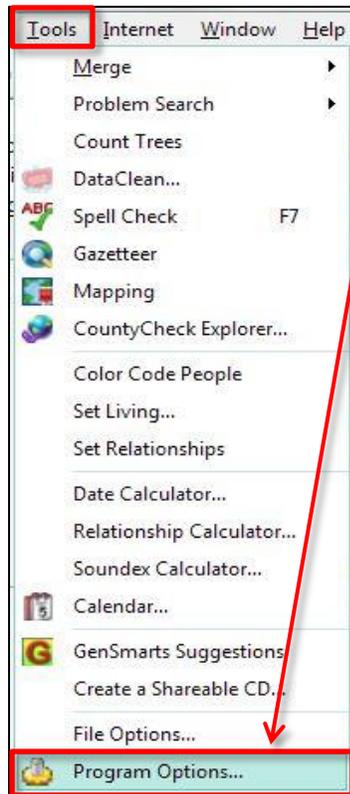
2. The "Program Options" window will open. Click on Folders.

3. The Folders window will open. You can select default folders for one or all of the following files:

- RootsMagic data files
- Backup files
- Multimedia files
- GEDCOM files
- Reports

4. To designate where you want to save a specific type of file, click the button to the right of that file type. This example shows RootsMagic data files.
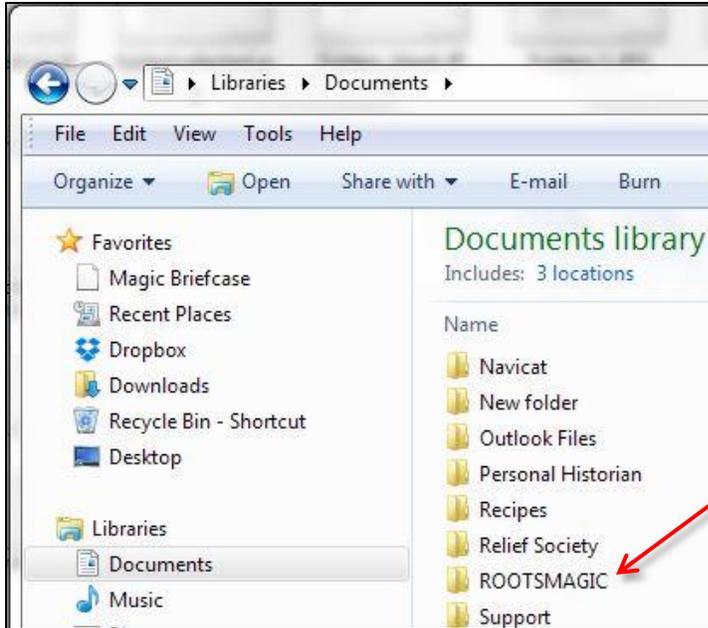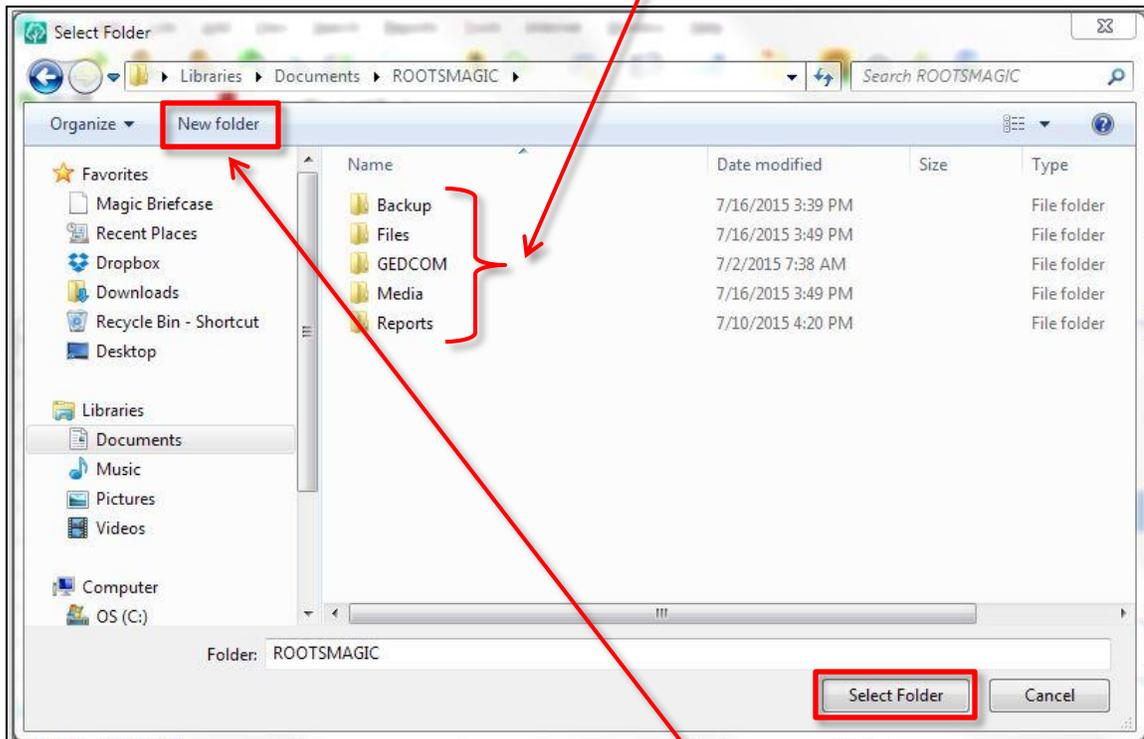
5. "File Explorer" (aka "Windows Explorer" or "Computer") will open.

6. Maneuver to the folder you created for your RootsMagic files.

*Double-click on the folder to see the subfolders.*

7. Highlight the folder or subfolder where you want the files to be stored.

8. Click "Select Folder" to finalize your choice and return to RootsMagic Program Options.

9. If you did not make folders before starting, you can click on the "New folder" button and make the folders now.

10. Now, RootsMagic knows where to look for and save your database files (.rmgc).
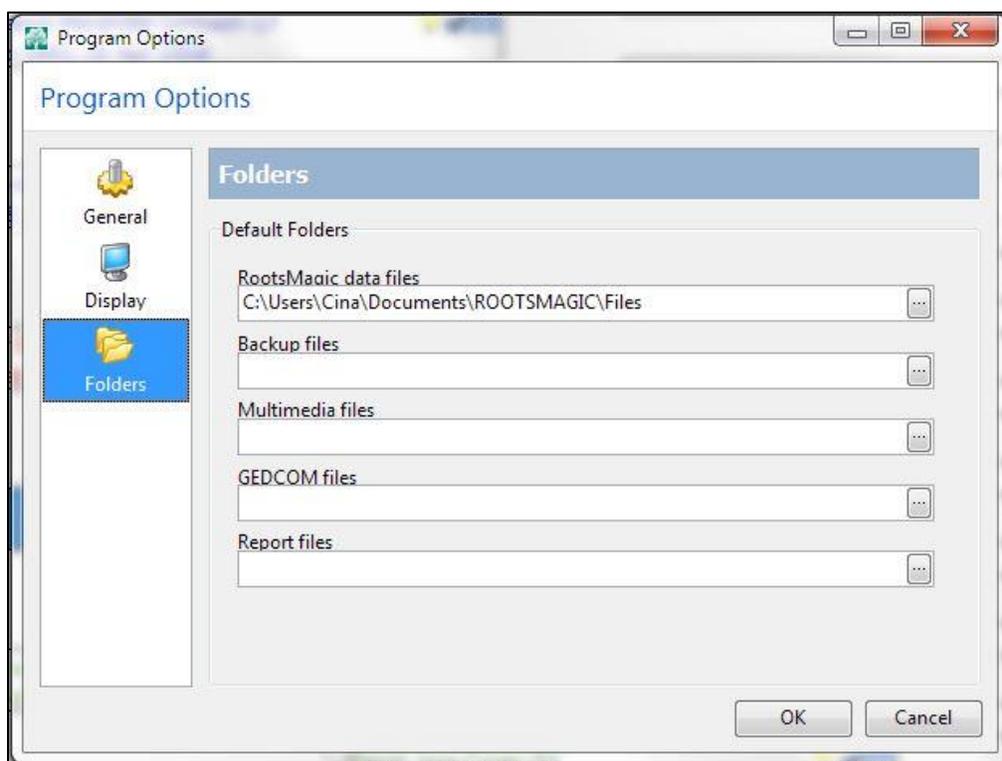
11. Repeat the process to set default folders for files you wish to consistently store in a specific place.

🌳 **NOTE:** *RootsMagic makes LINKS to the media stored on your computer. It does not automatically take your media files and put them into a media folder.*
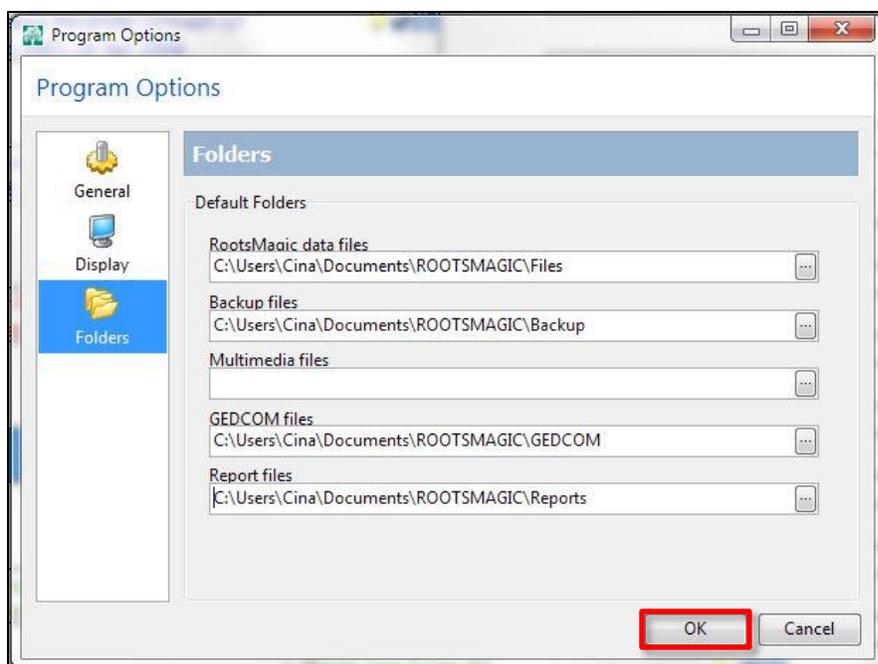
12. Click "OK" to save your selections and return to RootsMagic or click "Cancel" to exit without saving.