



Saving Profiles in DocBuilder

If you find yourself setting up the formatting options each time you use DocBuilder, save these options as a profile so you can use it for future use. This not only saves time but it ensures that your documents are consistent.

For example, if you deem level 1 notes to be external, level 2 as internal and level 3 as technical external. You can build a profile to print just levels 1 and 3 when sending the guideline to external sources and another to print just level 2 when sending the guideline to internal sources.

Saving and Reusing Profiles

All tabs have these choices, which let you save profiles for use later.

- **Load** Lets you retrieve a previously saved profile. This is equal to **Profile | Open**.
- **Save** Lets you choose a file name and folder in which to save the current profile. You can then retrieve it later and use it for other documents via the Open button in this dialog box. This is equal to Save or Save As on the Profile menu.

Where to save a profile: If the profile will be used by others, save it to a sharable network folder. Some companies create special folders for this purpose. If a profile is for your use only, you can save it in your workstation's folder under EDISIM's **Database** folder.

Your own default profile: The bottom of the Save As box contains a check box for "Save as the Default Profile for Doc Builder." Select this to save your own default profile that will automatically load each time you start Doc Builder. You can save it to the folder of your choice.

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